THE PORT OF
VIRGINIA.

PRO-PASS

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Objective

The purpose of this document is to provide a reference to new users registering for the PRO-PASS website. This guide will show users how to register trucks, obtain RFID tags, and create user accounts, reservations, and watchlists within PRO-PASS.

PRO-PASS URL: www.propassva.com

To start, click on the URL above or go to any web browser and enter www.propassva.com into the address bar. We suggest using Chrome, Edge, or Firefox for a superior experience. PRO-PASS will only work on Internet Explorer in compatibility mode and version 11 or higher.

Registering for an Account

To begin the registration process, you must create a new account within PRO-PASS. To do so, begin by clicking the Register Now link located below the LOGIN button.
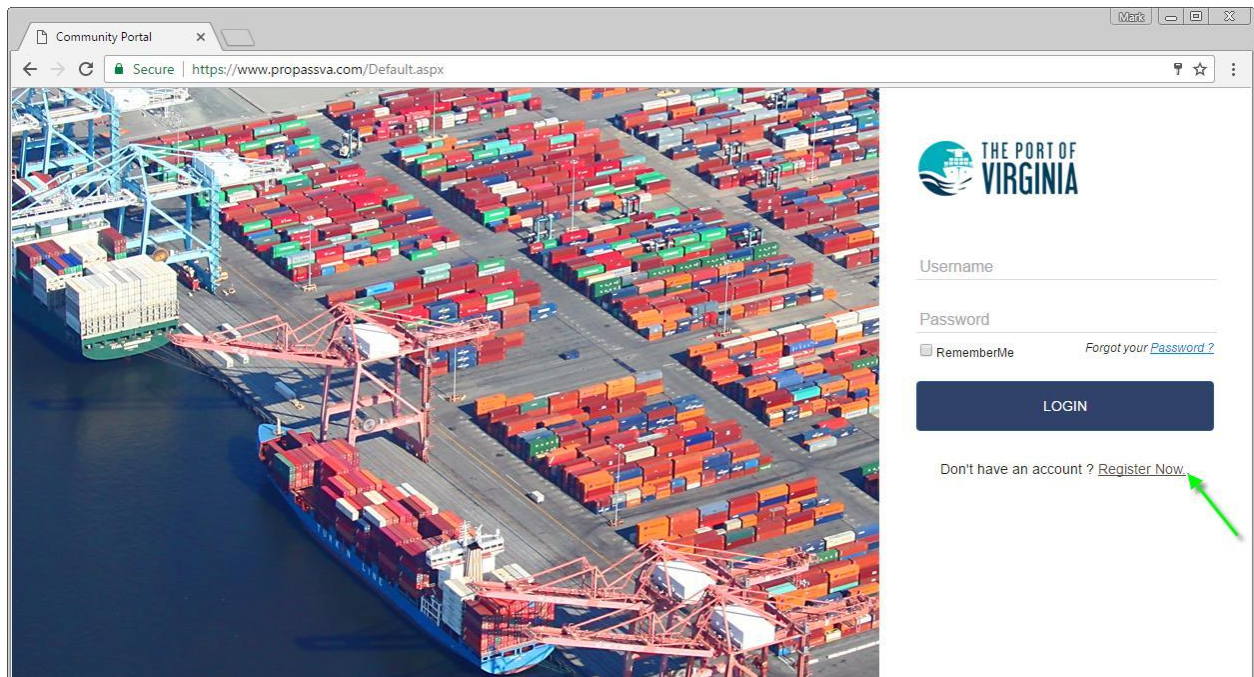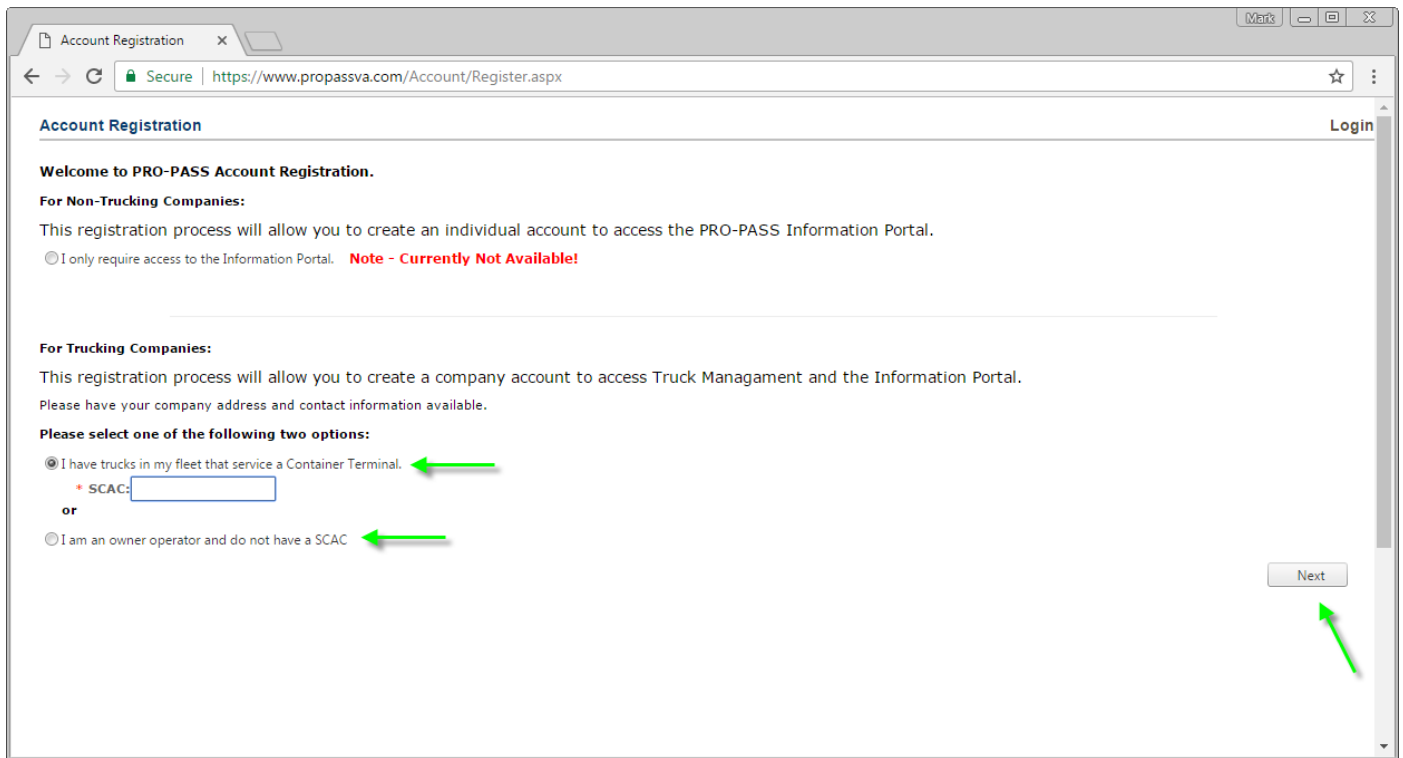

For Trucking Companies

Motor Carriers will select *I have trucks in my fleet that service a Container Terminal* and enter your SCAC before clicking the Next button.

For Individual Owner/Operators
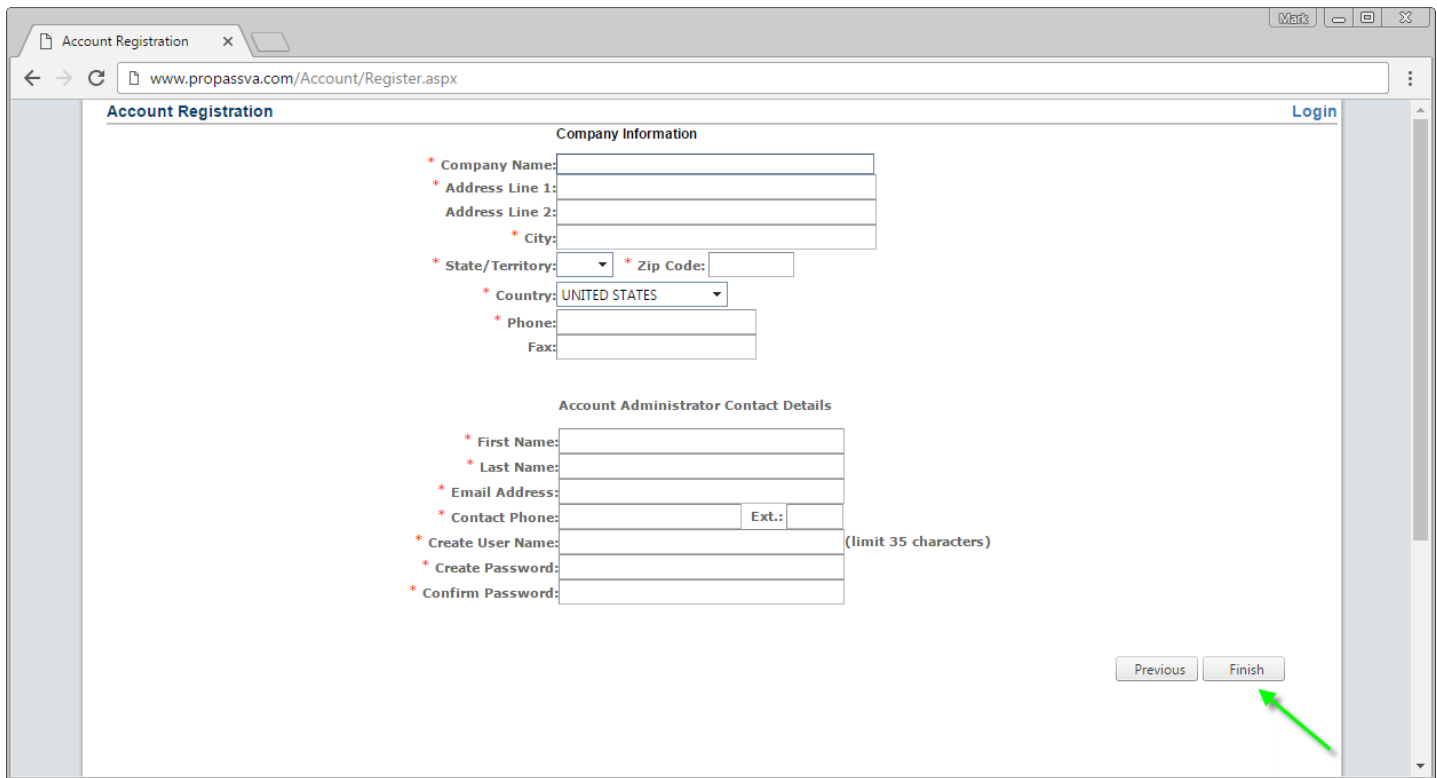
Individual Owner Operators select *I am an owner operator and do not have a SCAC* before clicking the Next button.

Account Registration

Enter all required data fields to complete your Company or Owner/Operator profile and click the
Finish button to complete and submit the form.

Email Confirmation

You will receive a notice that the first portion of the registration is complete, however your account has not been activated. Please check your spam folder if there is no response after six hours.
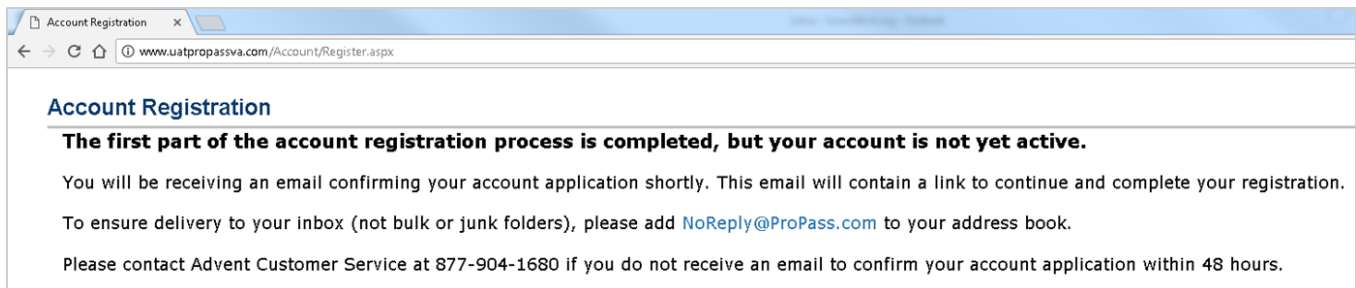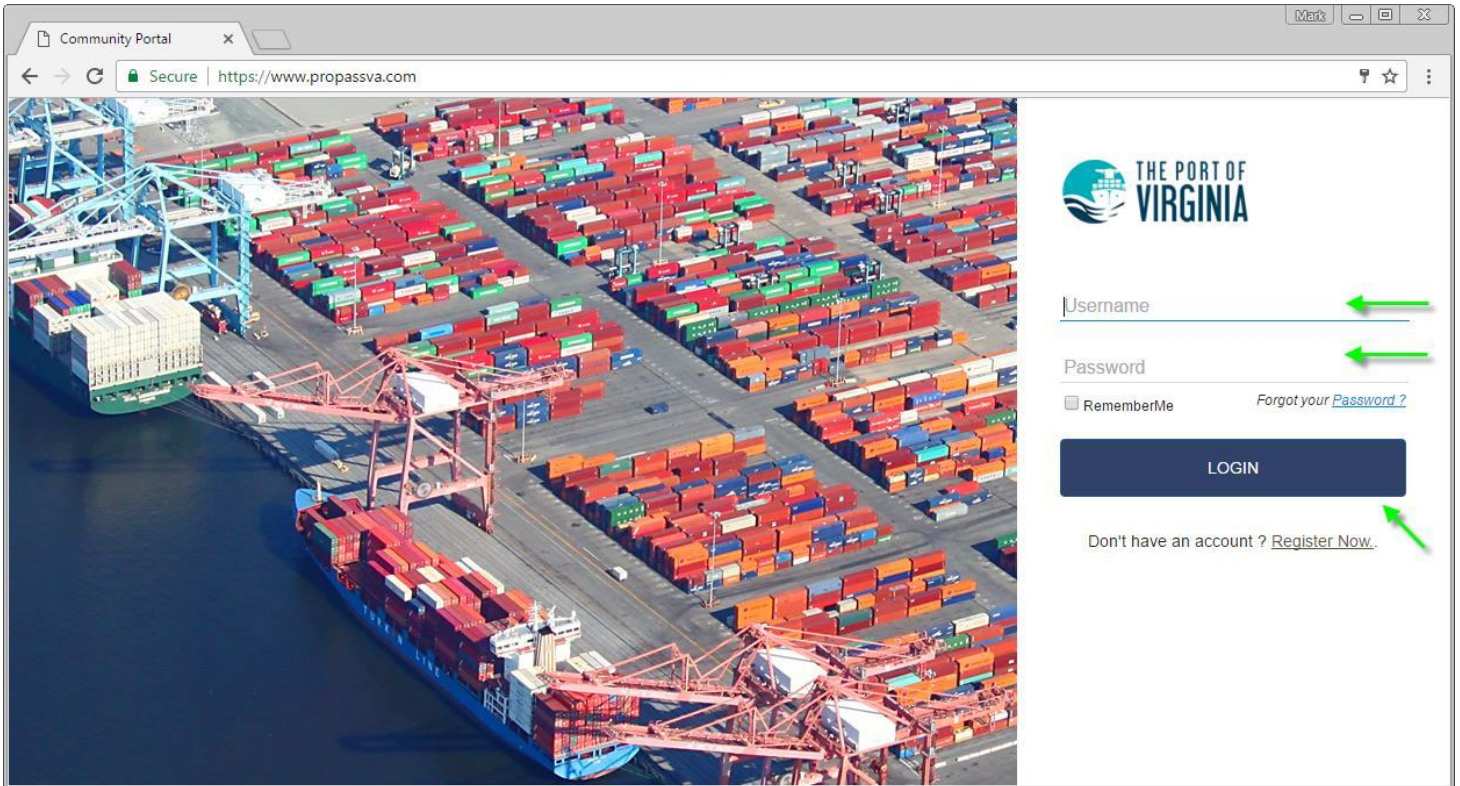
In order to activate your account, you must click on the link contained in the email sent to the email address with which you registered. Once you click on the link, your account will be activated. You will now be able to access the PRO-PASS website to manage your trucks and obtain RFID tags.
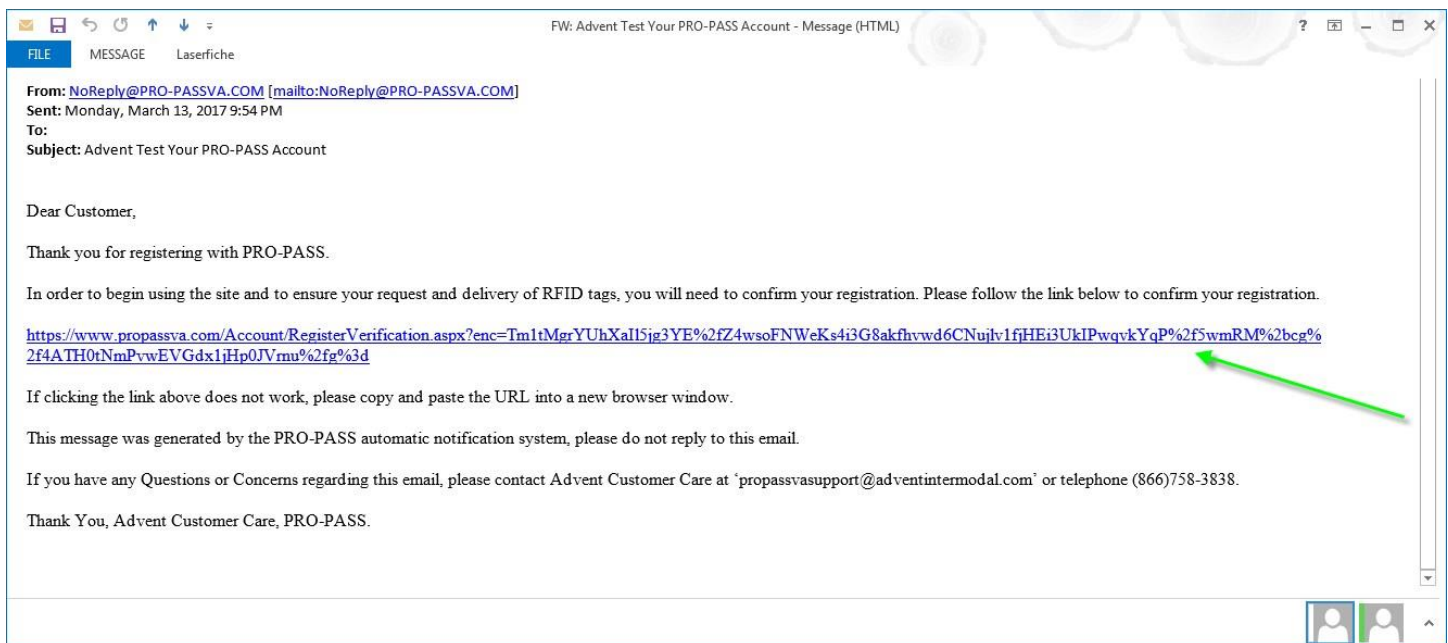
Logging into PRO-PASS for the first time

Once your account has been activated, please log in to www.propassva.com.
Enter your Username and Password and click the [LOGIN] button.

Truck Management

After logging into the website, you will immediately be able to access the Truck Management webpage. Here you will be able to enter your associated truck details by clicking the add new button.

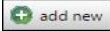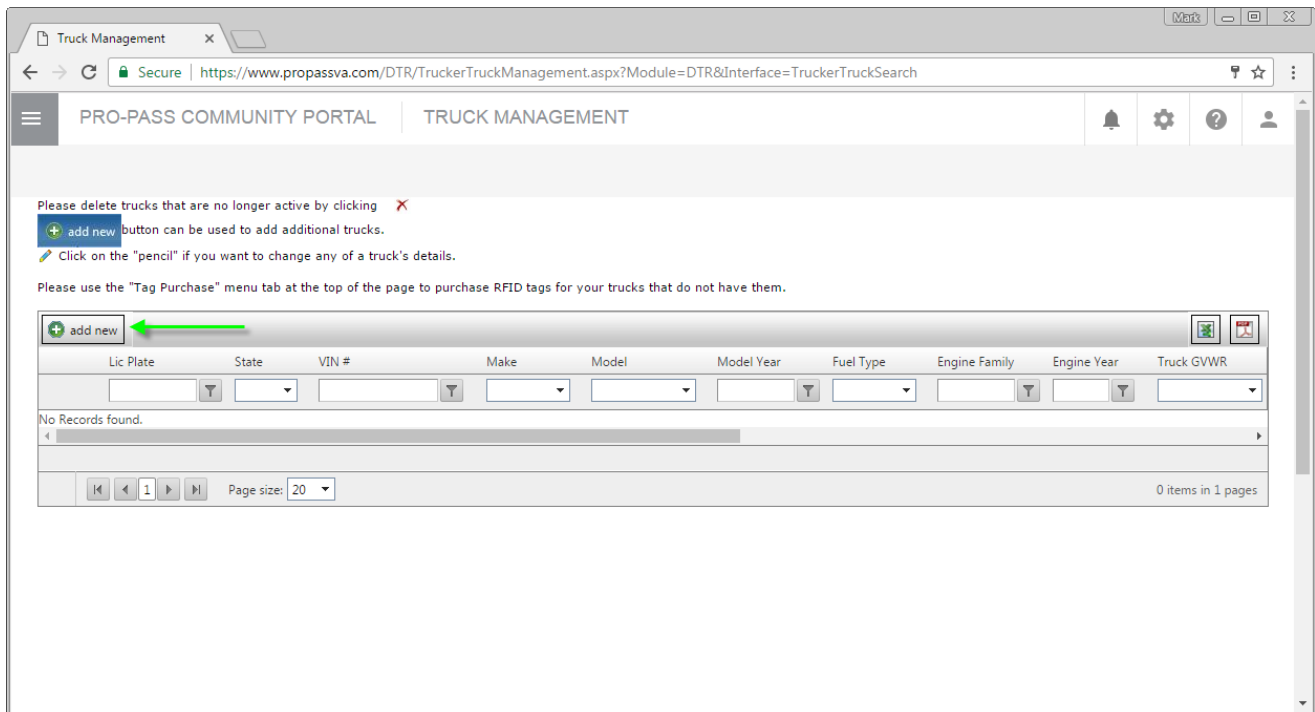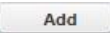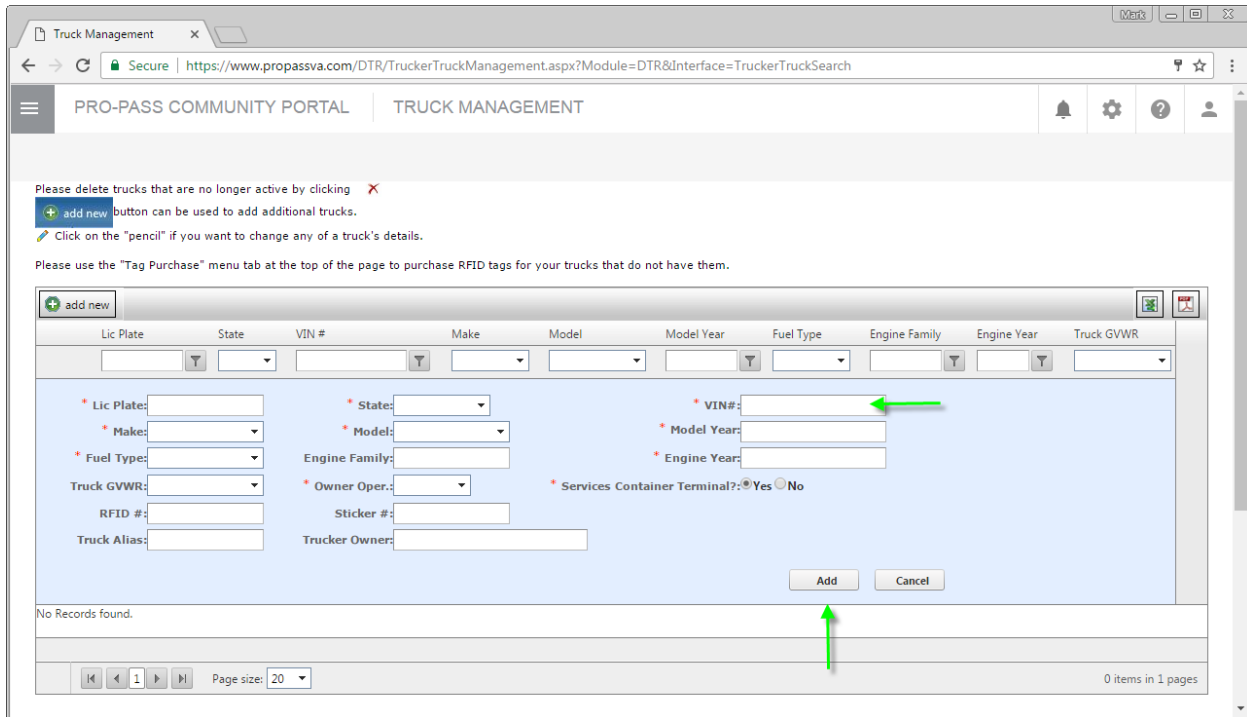## Entering Truck Details

To begin, we recommend entering the truck VIN number first. Once you have entered the VIN number, when you begin entering data into any subsequent field, the website will pre-populate any known data, such as Make, Model and Model Year, for you. Please enter all required fields. Required fields are indicated with a red asterisk (*). The Truck Alias field can be used to enter your internal truck identification or truck number for a given truck.

Once you have entered all details associated with your truck, please click the [Add] button to add the truck to your account.

If you encounter any issues while attempting to register truck details please contact (877) 904-1680 or send an email to propassvasupport@adventintermodal.com.

All registered trucks will be visible in the Truck Management webpage. You will be able to manage, delete or edit any of the details of a truck through the Truck Management page.

Purchasing an RFID Tag

To purchase an RFID Tag click on the stacked menu icon ≡ in the top left corner. Click to expand the Tag Management menu and then click on Tag Purchase.
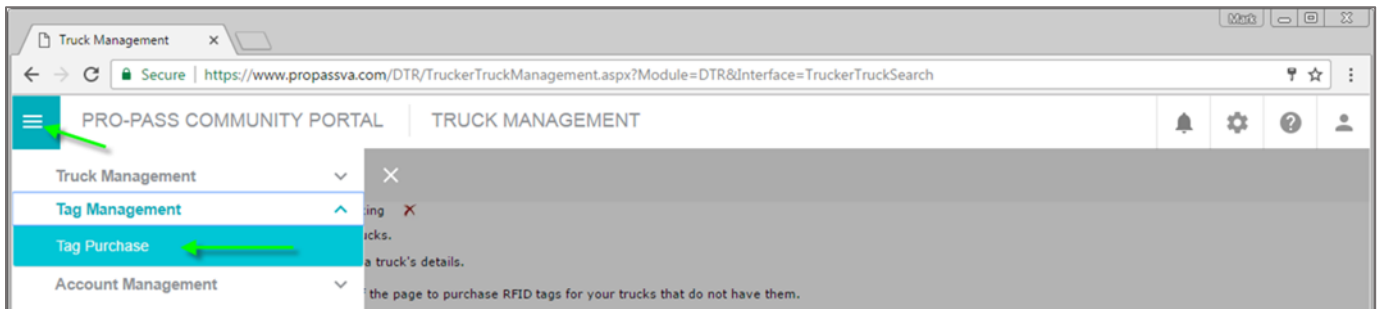
A list of registered trucks eligible for tag purchase will appear in the Tag Purchase webpage. You can select individual trucks or multiple trucks at a time for tag purchase. After making your selection, click on the Complete Purchase button.
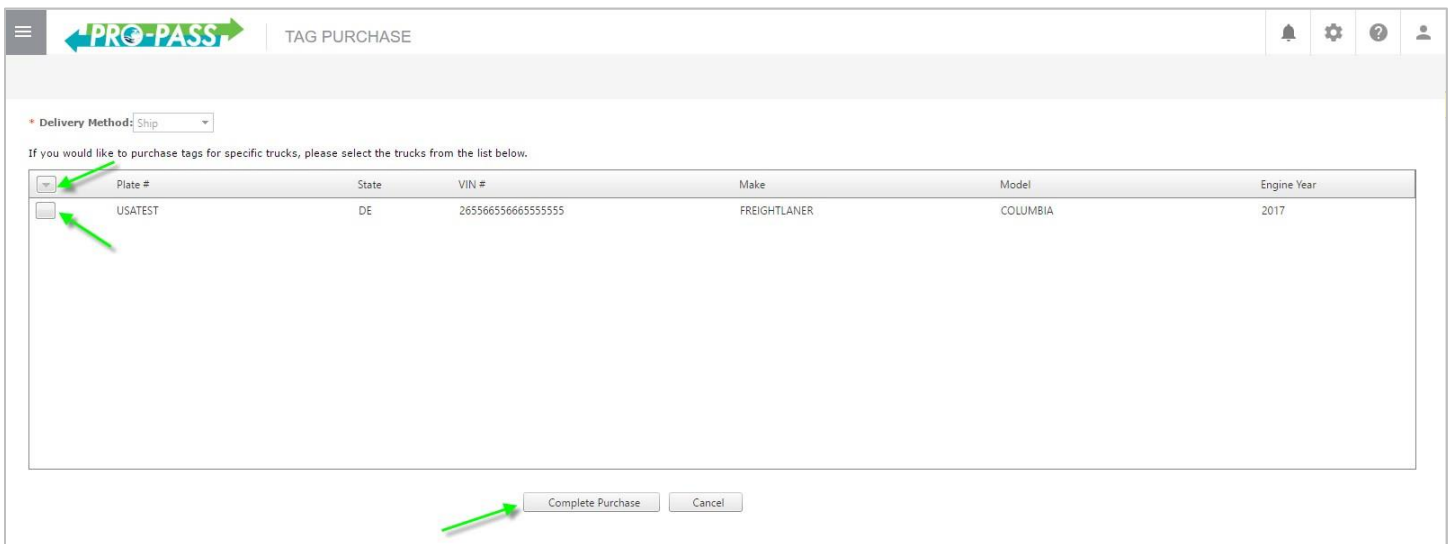
Online Tag Purchase Payment

You can review the details associated with your purchase, make changes to your shipping address, billing address and also enter your billing information. Purchases can be made with a credit card or through Automated Clearing House (ACH) transfer. Once you have verified your shipping and billing information, review the acknowledgement, click the check mark and then click [Make Payment] to complete your transaction. You will receive a confirmation screen and confirmation email with your transaction detail.

Account Management

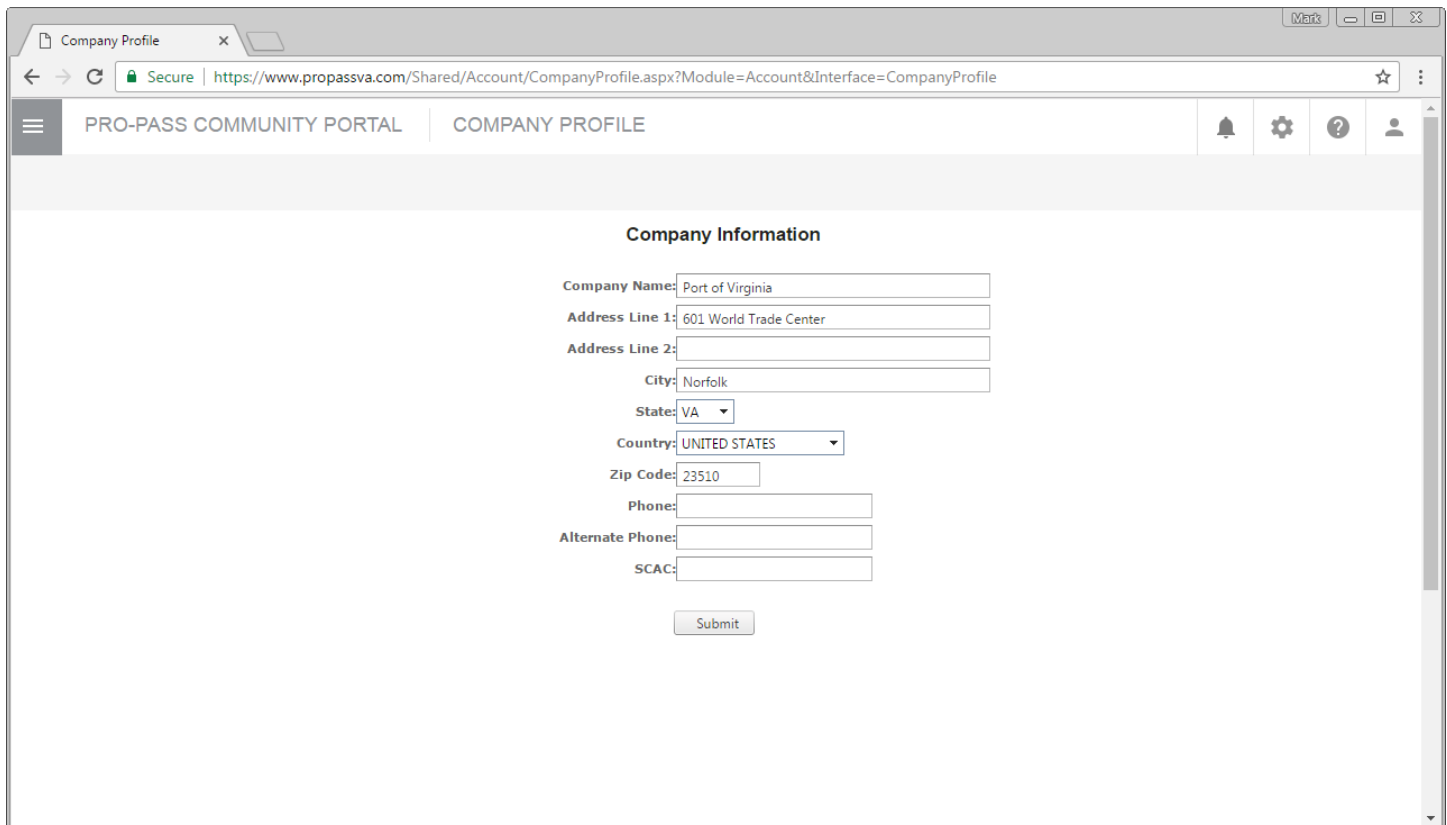To access the Account Management section of PRO-PASS click on the stacked menu icon ☰ in the top left corner. Click Account Management to expand the menu. There you can select Company Profile, where you can edit any of the company details associated with your initial registration, Manage Users, which allows you to add additional users to the PRO-PASS website, or Manage Groups.

Company Profile

Select Company Profile to edit details associated with your company such as mailing address, email address, phone number.

Manage Groups

Manage Groups allows you to set different security levels for the user accounts that you create. As an example, if you only wanted a user to be able enter truck details in the Truck Management screen but not necessarily purchase tags, you can create a group with permission to only view the Truck Management section of the website.

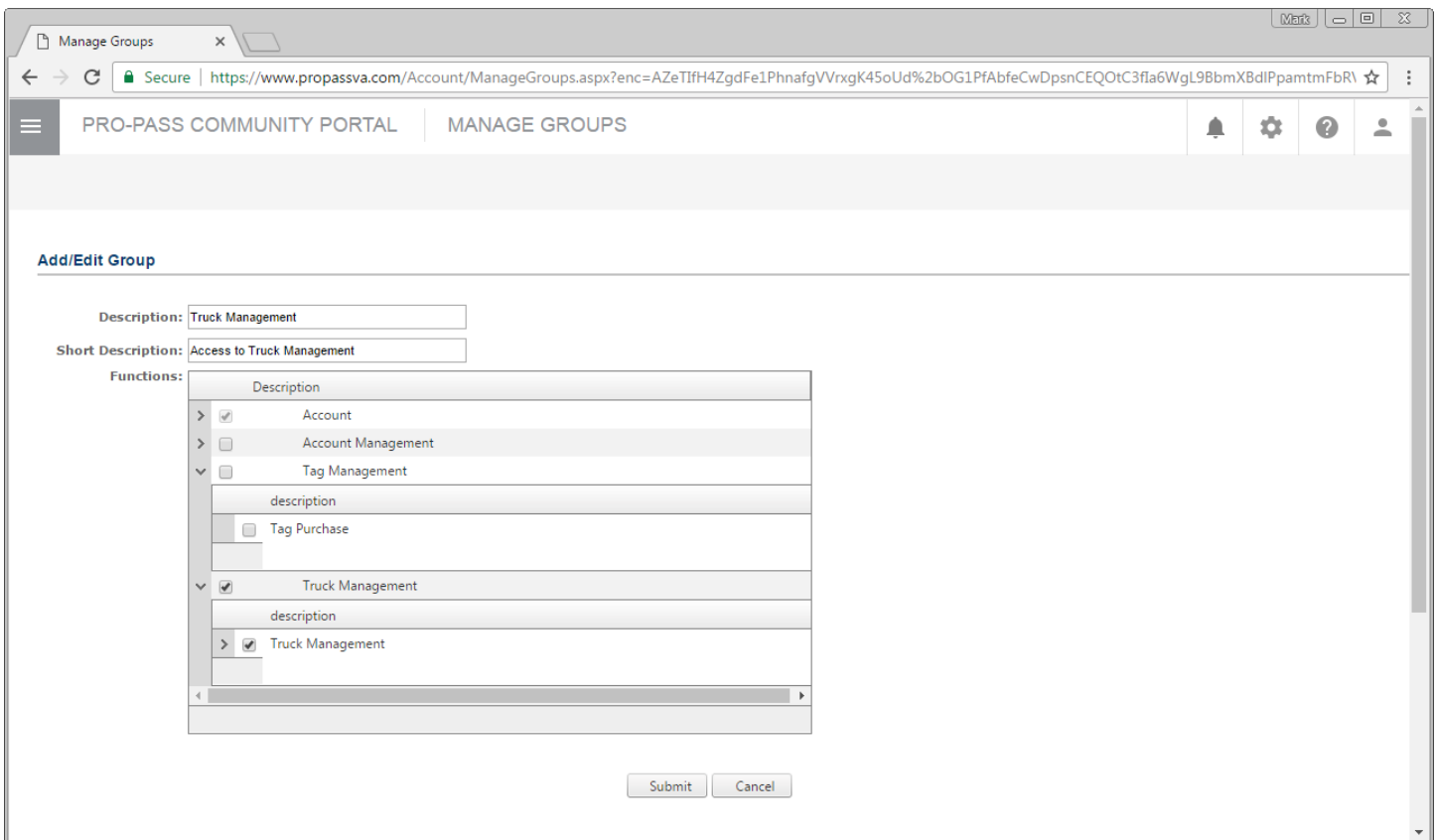To add a new group, from the Manage Groups screen, click the [⊕ add new group] button.
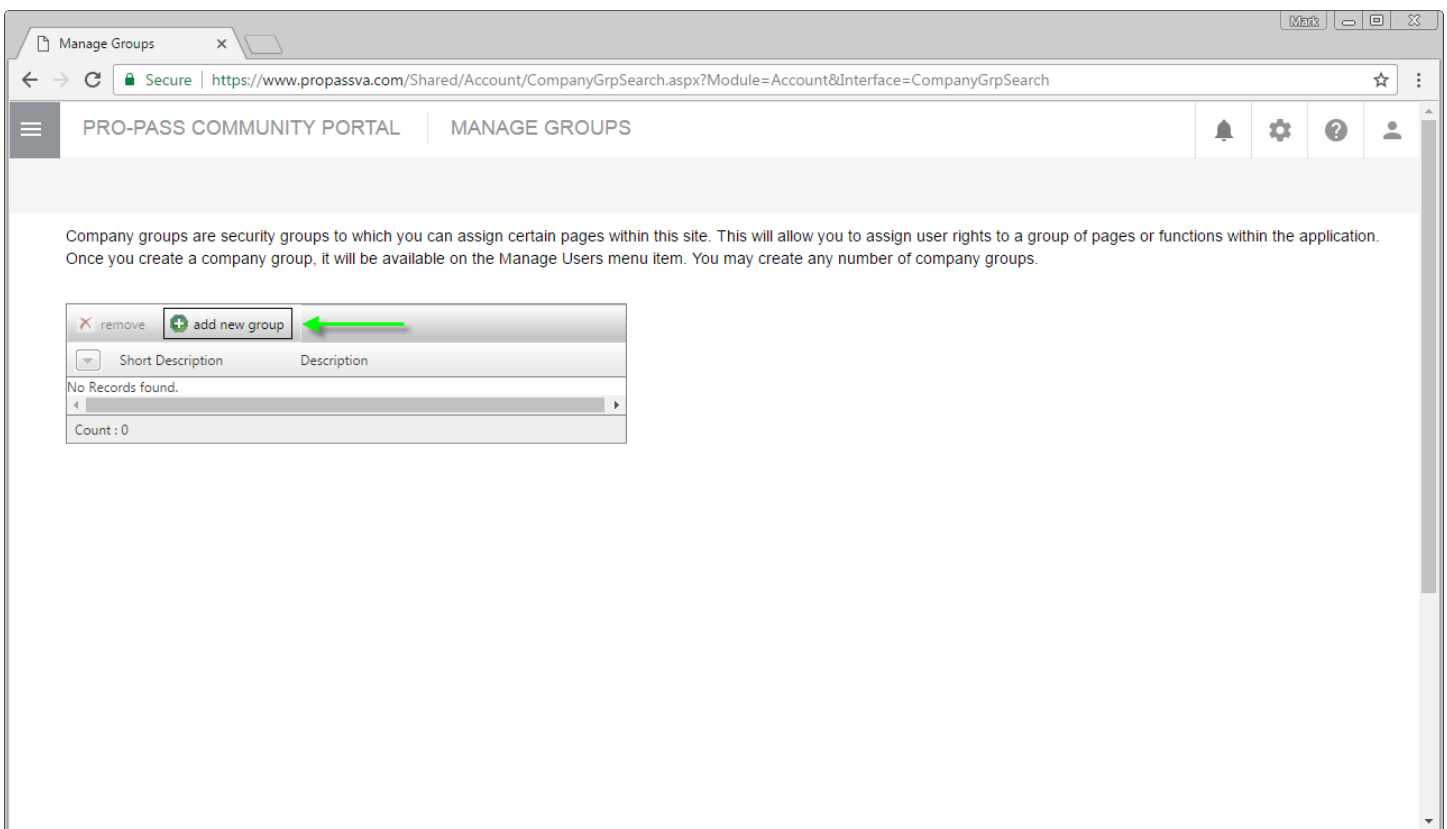
Add/Edit Group

Enter a Name for the new Group in the Description field. Enter a short description of the functionality of the new group in the Short Description field then select the functions to which you want to grant access for this new user group. The functions currently available are Account, Account Management, Tag Management, and Truck Management. Any sub-options can be selected or deselected by clicking on the arrow next to each function option. Once the desired options have been selected, to create the new group and apply those selected options, click the Submit button.
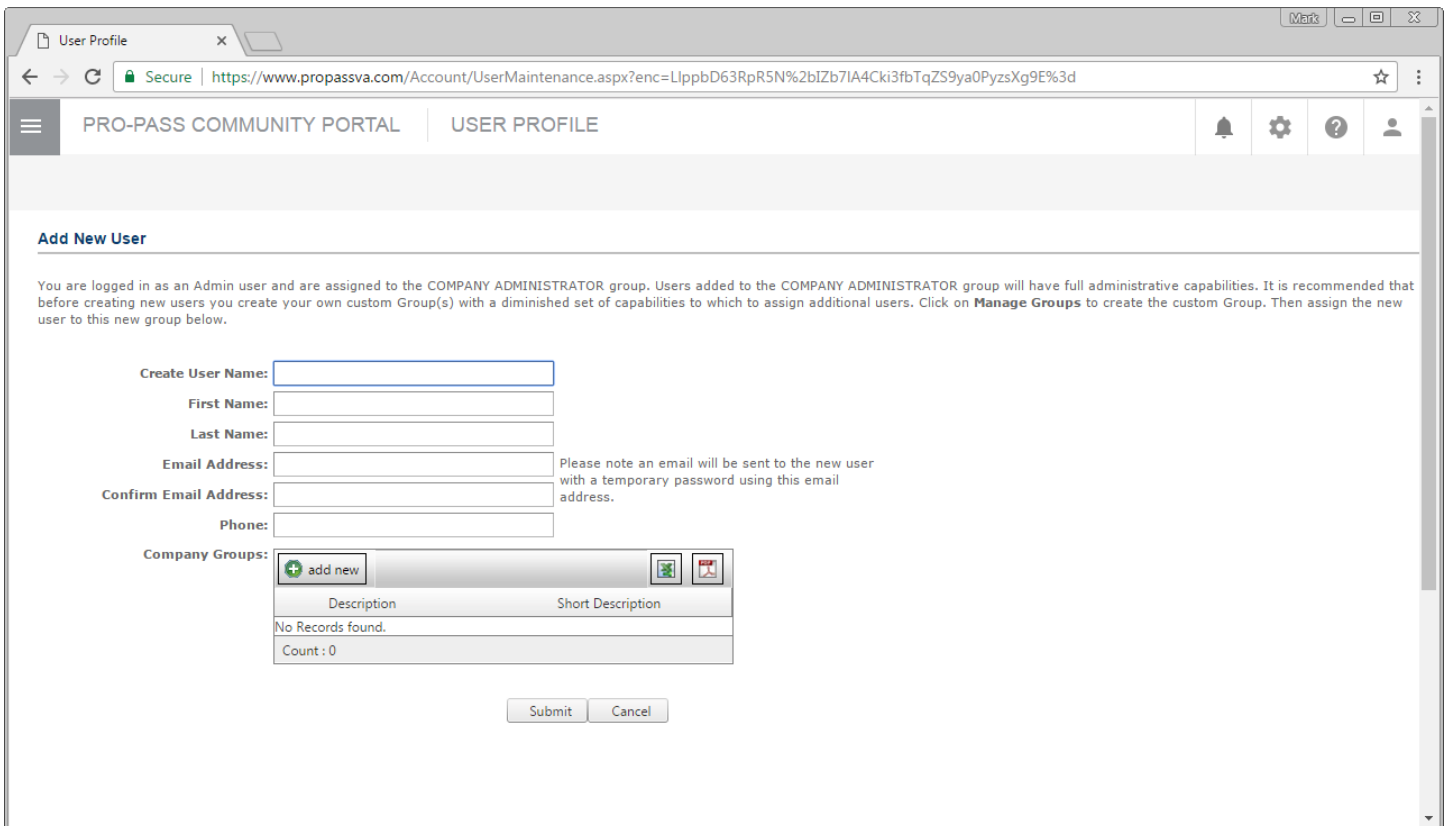
Manage Users

Manage users allows the account administrator, or any users who have access to Manage Users, the ability to create additional PRO-PASS accounts associated with your company.

To add a new user, click the [⊕ add new user] button on the Manage Users screen.
Enter all associated data, including User Name, First and Last Name and email address. If you would like to select which group the user will belong to, you can do so at this time in the Company Groups section. After entering all data, click the [Submit] button to create the user. The new user will automatically receive an email with their account information.

How to Create a Single-Move Reservation

To create a new Reservation, the user will select the stacked menu icon ▤ to select Reservations and then Reservation Moves *or* Reservation Visits to click the Add Visit button.
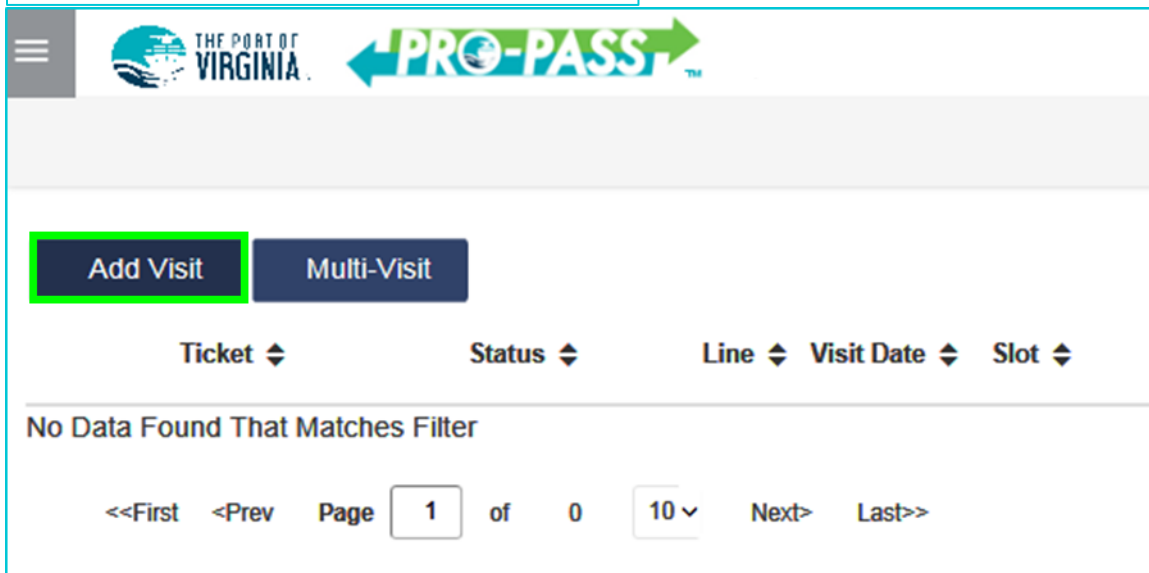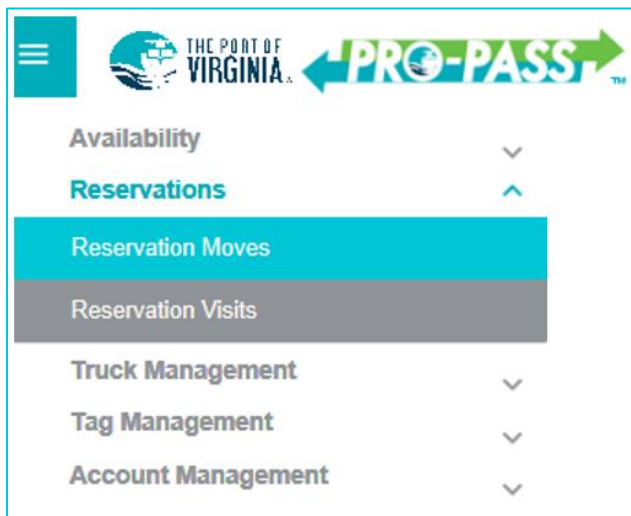
Once the Add Visit function has been selected, the visit input screen will appear with the available move patterns, depending on the selected terminal and specific Reservation requirements. Select the move type: #Drop: **or** #Pick: and select "None" for the move type not requested.

MOVE TYPE	REQUIRED FIELDS
Drop Empty (Governed by Empty Matrix)	Container #, Line, ISO
Drop Export	Booking #, Container #
Pick Import	Group Code *or* Container #
Pick Empty	Booking #

NOTE: Booking numbers and Group Codes are entered in the Reference # field

After all information has been entered, a ⊘ notification icon will be displayed indicating the entered information is valid. If the ⊖ icon is displayed, the user will need to click on that icon which will then show the error message.

A user may view additional container details by clicking on the ⬈ icon to the right side of the Reference # or Container # field.

If the ⊘ icon is displayed, the user will then be able to proceed with creating the Reservation by selecting the next available time slot from the Slot drop down. The ⊖ icon warns the license plate has not been added to your Truck Management list.
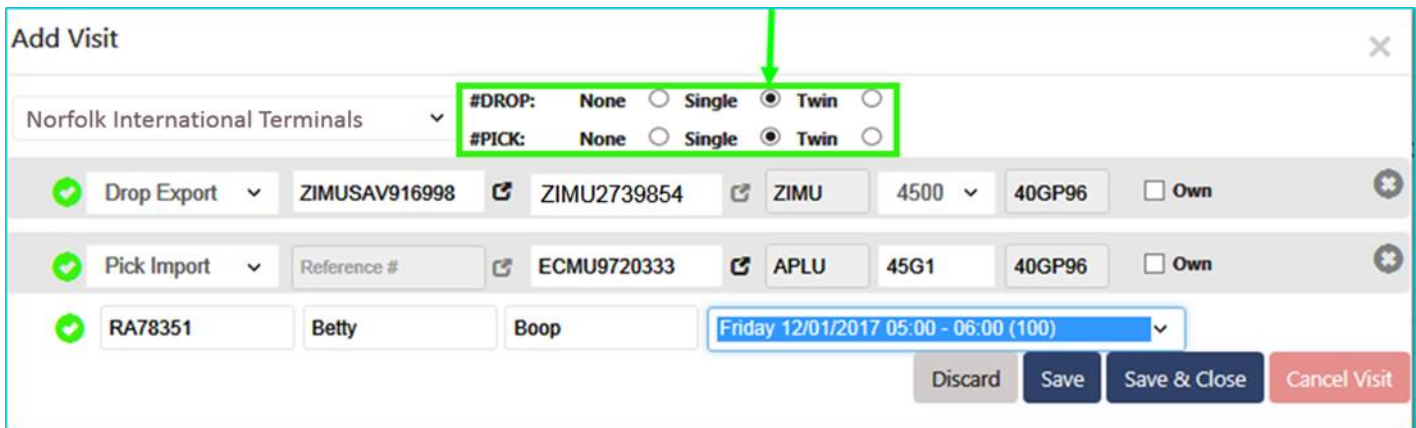
After selecting the time slot, available options are to select either the Save button (which allows the user to submit their Reservation and continue to create additional moves), or to select the Save & Close button (which closes out the visit details window and returns the user to the Add Visit screen). If desired, the user may also select the Discard button to abandon their Reservation attempt.

How to Create a Dual-Move Reservation

To create a new Reservation, the user will select the stacked menu icon ▤ to select Reservation and then Reservation Moves *or* Reservation Visits to click the Add Visit button

Once the Add Visit function has been selected, a pop-up of the visit input screen will appear with the different available move patterns, depending on the selected terminal and specific Reservation requirements.

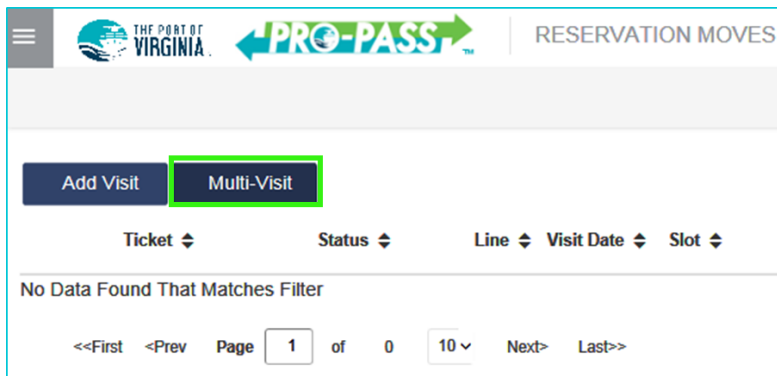Select the move type: #Drop: **and** #Pick:

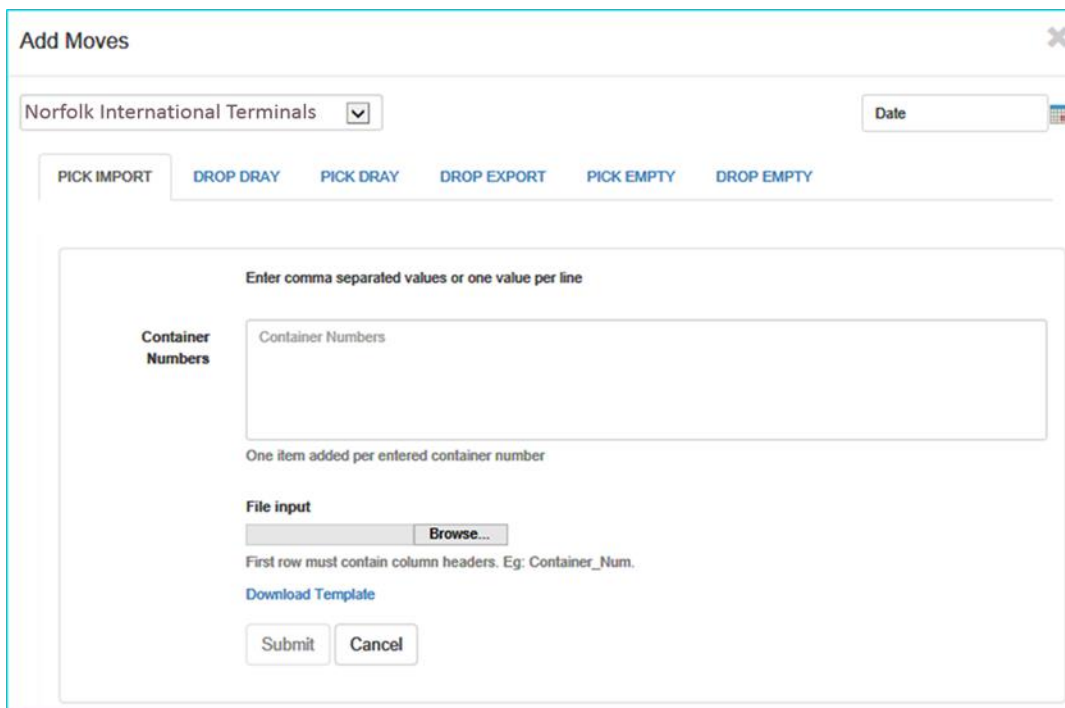| MOVE TYPE	REQUIRED FIELDS
Drop Empty (Governed by Empty Matrix)	Container #, Line, ISO
Drop Export	Booking #, Container #
Pick Import	Group Code *or* Container #
Pick Empty	Booking #

NOTE: Booking numbers and Group Codes are entered in the Reference # field

How to Create a Multi-Visit Reservation

To create a new Reservation, the user will select the stacked menu icon ☰ to select Reservation and then Reservation Moves *or* Reservation Visits to click the Multi-Visit button.

Once the Multi-Visit function has been selected, a pop-up of the multi-visit add moves input screen will appear. Different tabs and options are available for different terminals based on move types allowed and other specific requirements.

Selecting the individual tabs (i.e. Pick Import) will bring you to the specific options for that move type. You can cut and paste container numbers from an Excel sheet (or any other list) into the input field in a single column format, a comma-separated format (.csv), or mix of single and comma, and click the Submit button.

Type
Pick Import (pick up full load from terminal)
Drop Dray (drop inland drayage into terminal)
Pick Dray (pick up inland drayage container from terminal)
Drop Export (drop full load into terminal)
Pick Empty (pick up empty container from terminal)
Drop Empty (drop empty container into terminal)

Containers will be validated as below.

Once validated, Reservations may be processed.
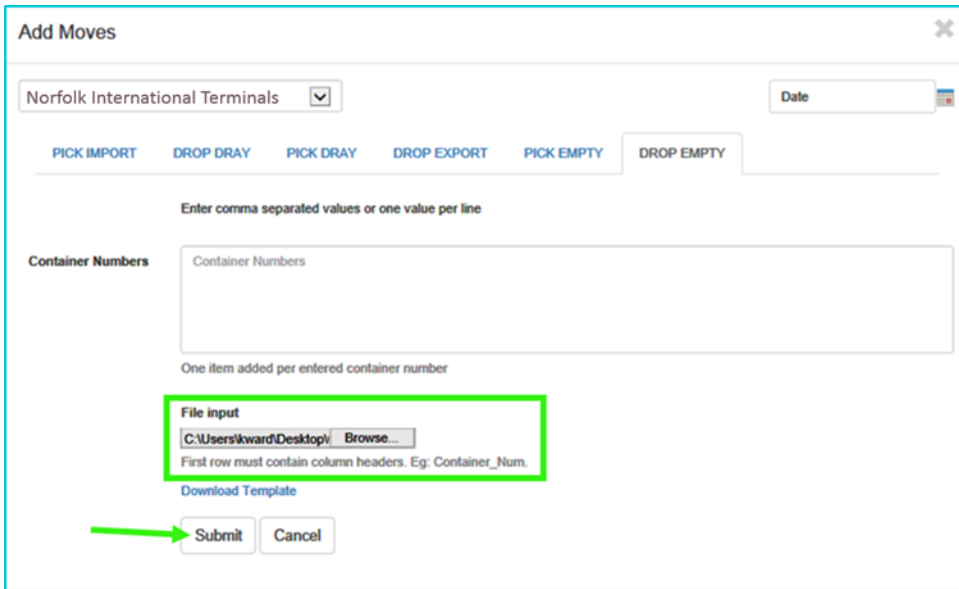
Uploading Excel Files

Click the Browse button to select an Excel file from your computer and click okay. The file location will then display in the File Input field. Click the Submit button to process the file. The first row of the file must have a header column, for example Container_num, Booking_num, etc. as described in the next section.

Downloading an Excel Template

To open and use the template, click the Download Template link. When the spreadsheet opens, click the Enable editing button. Now you are able to enter or copy and paste container numbers. Save the file and upload as described in the previous section.
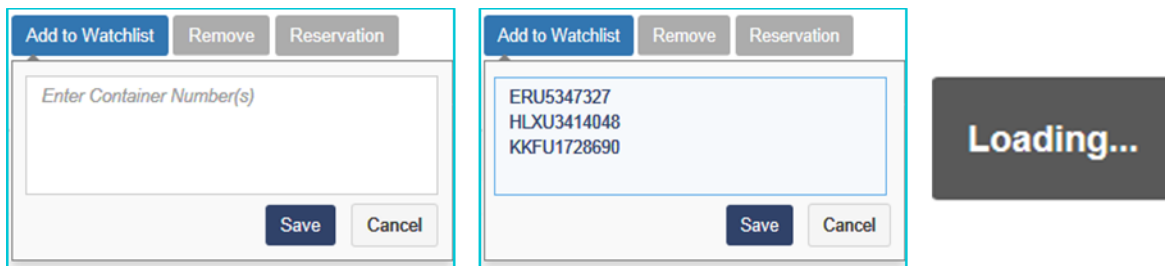
How to Edit or Cancel a Reservation

Click the Action button to select Edit or Cancel

How to Create an Import Containers Watchlist

To create a new Import Containers Watchlist, the user will select the stacked menu icon ☰ to select Availability and then select Import Containers.
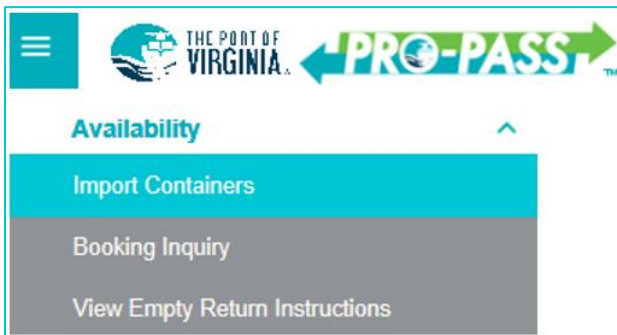
Click the Add to Watchlist button to enter or copy and paste container numbers and then click the Save button in order to load the list.

See the sample Import Containers Watchlist below:

		Container ⇕	Reservation	Status ⇕	Holds ⇕	Size/Type ⇕	Line ⇕	Terminal ⇕	Last Free Day ⇕	Empty Inst	Remove
☐	✚	EURU5347327	Add New Reservation	AVAILABLE		20TK	HSD	NIT		💬	⊗
☐	✚	KKFU1728690	Not Ready for Reservation	NOT AVAILABLE	YES	40GP	KLI	NIT		💬	⊗
☐	✚	HXLU3414048	N/A	UNKNOWN						💬	⊗

Add to Watchlist   Remove   Reservation   SEARCH ▾

<<First <Prev Page 1 of 1 10 ▾ Next> Last>>   Total Count:3

The Add to Watchlist button is available to increase the container count of the current list. Click the Search button at the top right to search for containers in the current list. Note the navigation buttons at the bottom left.
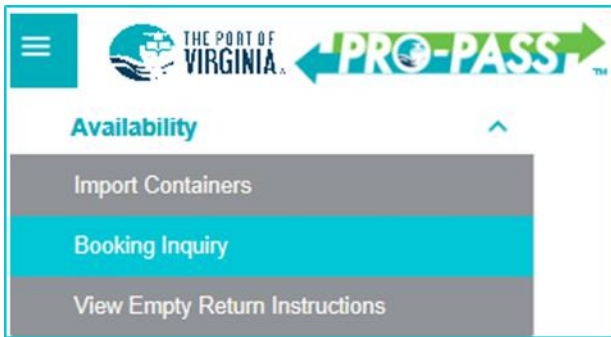

Select the check boxes on the left to Remove containers or create a Container Reservation. Only available containers will activate the Reservation button.
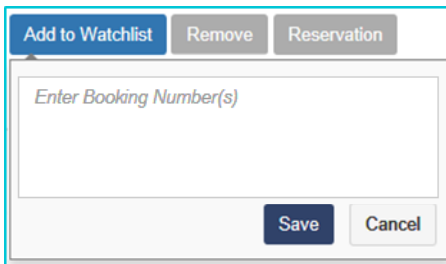
How to Create a Booking Inquiry Watchlist

To create a new Booking Inquiry Watchlist, the user will select the stacked menu icon ☰ to select Availability and then select Booking Inquiry.

Click the Add to Watchlist button, enter or copy and paste booking numbers and then click the Save button in order to load the list.

See the sample Booking Inquiry Watchlist below. Click the Search button at the top right to search for containers in the current list. Note the navigation buttons at the bottom left.
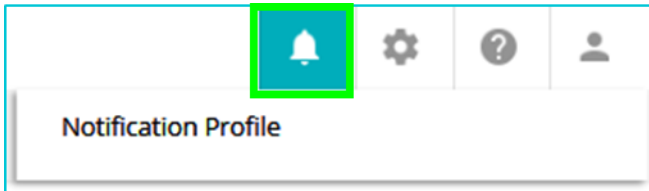

Select the check boxes on the left to Remove containers or create a Booking Reservation. Only available booking numbers will activate the Reservation button.
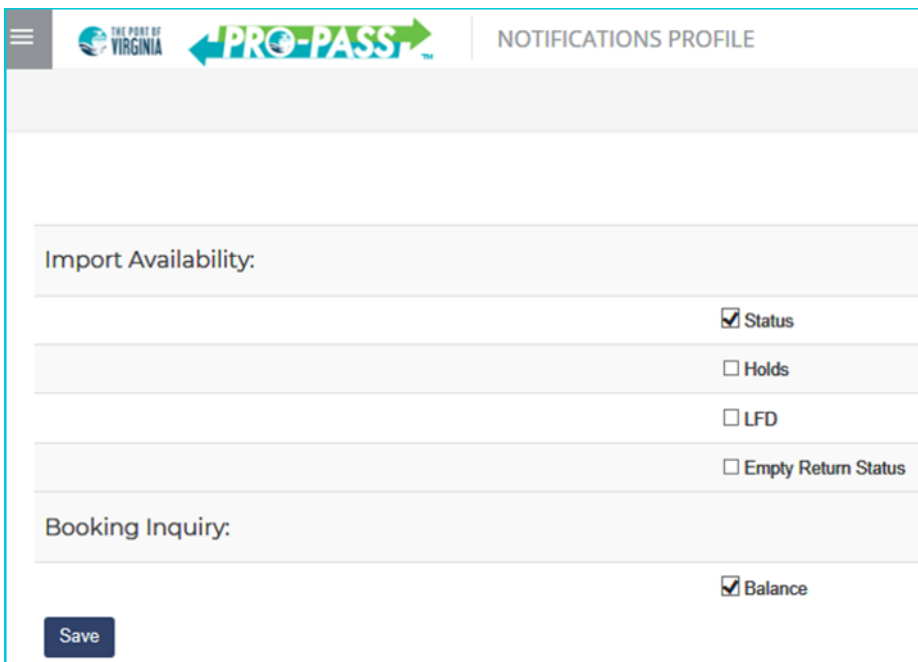
Availability (Watchlist) Notifications

To create a user notification profile, click the bell icon at the top right of the page.

Check the preferred boxes to request emailed status changes.

Key of Icons

ICON	DESCRIPTION
	Edit Reservation
	Indicates that the Reservation data is valid Note: be sure to check the Reservation status column to verify move status
	Informational message
	Warning message, meaning warnings should be cleared prior to gate time to ensure a successful transaction
	Indicates that the Reservation has errors that must be corrected or you will not successfully pass through the gate
	Container Information icon, click to view container information
	Notification Profile is used to select when to receive changes of status from your Watchlist
	Access your User Profile to change your name, email address, or phone number and to view your Company Groups
	VIT Help Links are listed and open in a separate tab
	The User Profile is where you log off the system

Key of Reservation Status

ACTION	DESCRIPTION
PENDING	Awaiting Terminal Approval
CONFIRMED	Successful Reservation
ERROR	Indicates the Reservation is not successful
COMPLETED	Reservation Concluded
MISSED	Reservation expired