

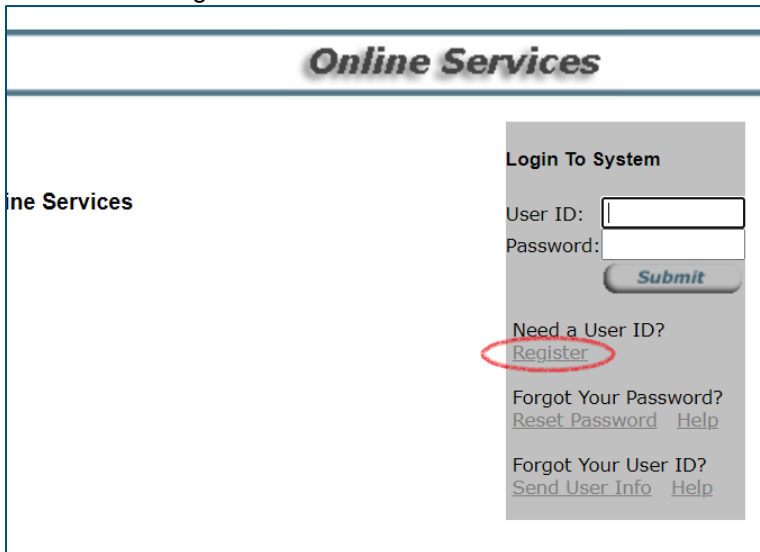
# Online Services

## Carrier Document Portal

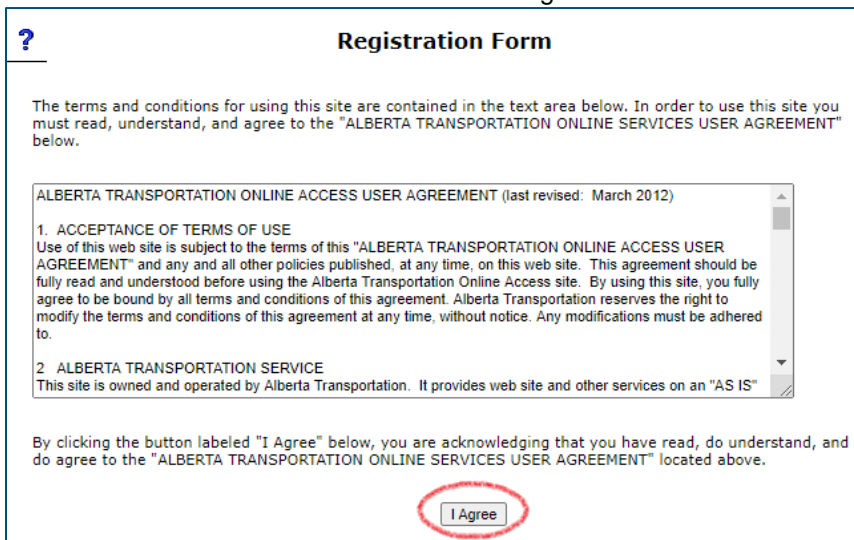
The Online Services system (previously called TRAVIS web) manages access to various programs and documents issued by Alberta Transportation. Documents related to your Safety Fitness Certificate (i.e. official certificate, carrier review reminder letters, suspension letters, etc.) are accessed via the Carrier Document Portal. **IMPORTANT – These documents are only available online. Paper copies are not mailed to the carrier.**

### How to Register

1. Visit <https://www.trans.gov.ab.ca/TravisWebLogin/redirect.htm>
2. Click on the “Register” link on the main menu:



3. Read the Terms and Conditions and click “I Agree”:



4. Select “Carrier/Public Profile & Carrier Document Portal:

**Available Applications / Services** - To avoid unnecessary delay in request approval, please select only the applications required for your job role. If you are not sure if the application is needed for your role, click Show Description to bring up more information.

Carrier Services Permits	<input type="checkbox"/>	[Show Description]	** MVID & NSC Carrier Number required for NSC Permits
Carrier/Public Profile & Carrier Document Portal	<input checked="" type="checkbox"/>	[Show Description]	** MVID required for public / MVID & NSC Carrier Number Required for Carrier Profile
ECS - Electronic Collision System	<input type="checkbox"/>	[Show Description]	
HDO - Highway Data Online	<input type="checkbox"/>	[Show Description]	
Rail Safety Certificates	<input type="checkbox"/>	[Show Description]	
TIMS - Transportation Infrastructure Management System	<input type="checkbox"/>	[Show Description]	** Company - HR Contact - Address - Comment - autoID - required
TRAVIS Web (Overloads/Annuals/Licensing)	<input type="checkbox"/>	[Show Description]	** MVID - required
Vehicle Safety Permits	<input type="checkbox"/>	[Show Description]	** MVID - required
eFacility	<input type="checkbox"/>	[Show Description]	** MVID - Facility ID - autoID - required

**IMPORTANT** – You must check the box or your access to the Carrier Document Portal will be delayed.

5. Fill in the required user information:

**User Information**

* Requested User ID (Minimum 6 characters):	<input type="text"/>	<input style="border: none; border-bottom: 1px solid black;" type="button" value="?"/>	** MVID:	<input type="text"/>	<input style="border: none; border-bottom: 1px solid black;" type="button" value="?"/>
* First Name:	<input type="text"/>		MVID is a motor vehicle identification number. If you are familiar with permitting, this number is the same as a client number. Alberta registrants can find this number on their Alberta motor vehicle registration. Carriers can find this number on the Safety Fitness Certificate. E.g. format is 0000-00000.		
* Last Name:	<input type="text"/>		** NSC/Carrier Number:	<input type="text"/>	<input style="border: none; border-bottom: 1px solid black;" type="button" value="?"/>
* Phone:	<input type="text"/>		Refers to the National Safety Code (NSC) number or carrier number. This is required to access services such as, Carrier Services Permits or Carrier/Public & Carrier Document Portal. This number can be found on the Safety Fitness Certificate. E.g. format is AB000-0000.		
* Individual Work E-mail:	<input type="text"/>		** Approval Code:	<input type="text"/>	<input style="border: none; border-bottom: 1px solid black;" type="button" value="?"/>
** Company Name:	<input type="text"/>		Refers to the 'approval code' that you may receive in an email notification related to your online application for Safety Fitness Certificate (SFC), SFC renewal, change of operating status, and/or name change. If received, the approval code <b>MUST</b> be entered in this form to support the account registration process.		
** HR Contact:	<input type="text"/>		** Company Address:	<input type="text"/>	
Fax Number:	<input type="text"/>		** City:	<input type="text"/>	
			** Province:	<input type="text"/>	
			** Postal Code:	<input type="text"/>	<input type="text"/>
			** Access Requested and Reason:	<input type="text"/>	

6. You must include:

- **MVID:** Found on your vehicle registration document;
- **NSC/Carrier Number:** Found on your Safety Fitness Certificate or in the “Application Complete” email you received when completing your application.
- **Approval Code:** Found at the top of your “Application Submitted” or “Application Complete” email you received when completing your application.

\*\* MVID:

MVID is a motor vehicle identification number. If you are familiar with permitting, this number is the same as a client number. Alberta registrants can find this number on their Alberta motor vehicle registration. Carriers can find this number on the Safety Fitness Certificate. E.g. format is 0000-00000.

\*\* NSC/Carrier Number:

Refers to the National Safety Code (NSC) number or carrier number. This is required to access services such as, Carrier Services Permits or Carrier/Public & Carrier Document Portal. This number can be found on the Safety Fitness Certificate. E.g. format is AB000-0000.

\*\* Approval Code:

Refers to the 'approval code' that you may receive in an email notification related to your online application for Safety Fitness Certificate (SFC), SFC renewal, change of operating status, and/or name change. If received, the approval code **MUST** be entered in this form to support the account registration process.

7. Click the validate button at the bottom of the page:

* Phone:	<input type="text"/>	** Company Address:	<input type="text"/>
* Individual Work E-mail:	<input type="text"/>	** City:	<input type="text"/>
** Company Name:	<input type="text"/>	** Province:	<input type="text"/>
** HR Contact:	<input type="text"/>	** Postal Code:	<input type="text"/>
Fax Number:	<input type="text"/>	** Access Requested and Reason:	<input type="text"/>

[Click here to validate data after you complete the above form](#)

If you experience difficulties with this registration form, please contact the appropriate office below for assistance.

8. Check to make sure the information entered is correct, then click the validate button again:

**User Information**  
Please review Data and click button again to Save

* Requested User ID (Minimum 6 characters):	<input type="text" value="test.carrier"/> ?	** MVID:	<input type="text" value="9999-99999"/> ?
* First Name:	<input type="text" value="John"/>	** NSC Carrier Number:	<input type="text" value="AB000-0000"/> ? -- Required for Carrier Profiles.
* Last Name:	<input type="text" value="Doe"/>	Technician Number:	<input type="text"/> ? -- for eFacility, if applicable.
* Phone:	<input type="text" value="555-555-5555"/>	** Company Address:	<input type="text"/>
* Individual Work E-mail:	<input type="text" value="testcarrier@email.com"/>	** City:	<input type="text"/>
** Company Name:	<input type="text"/>	** Province:	<input type="text"/>
** HR Contact:	<input type="text"/>	** Postal Code:	<input type="text"/>
Fax Number:	<input type="text"/>	** Access Requested and Reason:	<input type="text"/>

[Click here to validate data after you complete the above form](#)

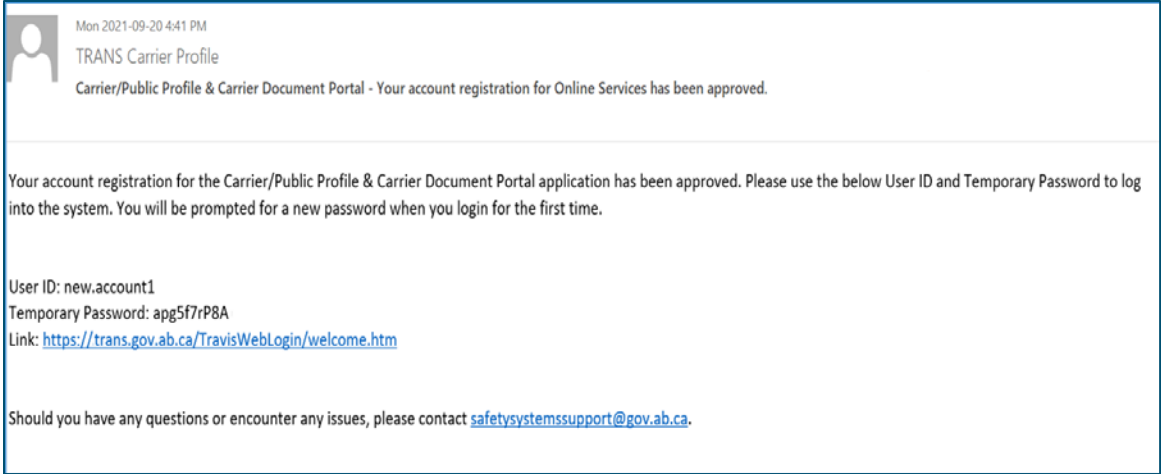
9. The completed registration form will be displayed:

**Registration Form**

**Your request has been submitted. You will be notified when your request has been approved.**

User	
Requested User ID:	awesome.trucks
First Name:	John
Last Name:	Doe
Phone:	555-555-5555
Individual Work E-mail:	
Company Name:	
Fax Number:	
MVID:	
NSC Number:	
Facility ID:	
Technician Number:	
Company Address:	
HR Contact:	
City:	
Province:	
Postal Code:	
Comment:	

10. You will be notified by email when the requested access has been approved:



## Carrier Document Portal

### Email Setup

When you access the document portal for the first time, you will see a message telling you to setup your carrier email address.

1. Click the link to “Register Your Carrier Email Address:



2. Enter and then re-enter the email address you want to use:

Current 'Email Address': (email not yet registered with Alberta Transportation for document access)

Updated 'Carrier Email Address':

Re-Enter the Updated 'Carrier Email Address':

**NOTE:** Both entries must match in order to verify and process the change.

3. Click "Submit":

Current 'Email Address': (email not yet registered with Alberta Transportation for document access)

Updated 'Carrier Email Address':

Re-Enter the Updated 'Carrier Email Address':

**NOTE:** Both entries must match in order to verify and process the change.

4. A message will be displayed saying your email has been successfully registered:

### Accessing Documents

The official Safety Fitness Certificate, along with any reminder letters and/or certificate suspension letters are located in the Carrier Document Portal.

1. Select "Carrier/Public Profile & Carrier Document Portal" from the left-hand menu:

My Account

Welcome to Alberta Transportation Online Services

1. [Carrier/Public Profile & Carrier Document Portal](#)

2. [Vehicle Safety Permits](#)

3. [eFacility](#)

Carrier/Public Profile & Carrier Document Portal

Vehicle Safety Permits

eFacility

Maintain Accounts

To request additional services, click on "My Account".

Whats New

Reports

2. Select "View Carrier Documents" from the left-hand menu:

Logout

Online Services

Main Menu

Carrier Document Portal

View Carrier Documents

Change Carrier Email Address

Profile

3. To open a document, click on the "View" link beside the document you want to open:

Document Type	Document Date	Effective Date	Expiry Date	Action	
Safety Fitness Certificate for provincial	2/21/2020 10:53:09 A	11/27/2019 12:57:17	10/31/2022 11:59:59	<a href="#">View</a>	↑
Safety Fitness Certificate for federal	2/5/2020 11:26:01 PM	11/27/2019 12:57:17	10/31/2022 11:59:59	<a href="#">View</a>	