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:

	Online Services
ne Services	Login To System User ID: Password: Submit
	Need a User ID? Register Forgot Your Password?
	Forgot Your User ID? Send User Info Help

3. Read the Terms and Conditions and click "I Agree":

?	Registration Form
T n b	he terms and conditions for using this site are contained in the text area below. In order to use this site you nust read, understand, and agree to the "ALBERTA TRANSPORTATION ONLINE SERVICES USER AGREEMENT" elow.
1	ALBERTA TRANSPORTATION ONLINE ACCESS USER AGREEMENT (last revised: March 2012)
1 U f t t	1. ACCEPTANCE OF TERMS OF USE Use of this web site is subject to the terms of this "ALBERTA TRANSPORTATION ONLINE ACCESS USER AGREEMENT" and any and all other policies published, at any time, on this web site. This agreement should be fully read and understood before using the Alberta Transportation Online Access site. By using this site, you fully agree to be bound by all terms and conditions of this agreement. Alberta Transportation reserves the right to modify the terms and conditions of this agreement at any time, without notice. Any modifications must be adhered to.
2	2 ALBERTA TRANSPORTATION SERVICE This site is owned and operated by Alberta Transportation. It provides web site and other services on an "AS IS"
B	by clicking the button labeled "I Agree" below, you are acknowledging that you have read, do understand, and to agree to the "ALBERTA TRANSPORTATION ONLINE SERVICES USER AGREEMENT" located above.

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

Available Applications / Services - To avoid unnecess are not sure if the application is needed for your role, click	sary delay in request appro Show Description to bring	val, please select only the applications required for your job role. If you up more information.
Carrier Services Permits	[Show Description]	** MVID & NSC Carrier Number required for NSC Permits
Carrier/Public Profile & Carrier Document Portal	Show Description]	** MVID required for public / MVID & NSC Carrier Number Required for Carrier Profile
ECS - Electronic Collision System	[Show Description]	
HDO - Highway Data Online	[Show Description]	
Rail Safety Certificates	[Show Description]	
TIMS - Transportation Infrastructure Management System	[Show Description]	** Company - HR Contact - Address - Comment - autoID - required
TRAVIS Web (Overloads/Annuals/Licensing)	[Show Description]	** MVID - required
Vehicle Safety Permits	[Show Description]	** MVID - required
eFacility	Show Description]	** MVID - Facility ID - autoID - required

IMPORTANT – You <u>must</u> 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): * First Name: * Last Name: * Phone: * Individual Work E-mail: ** Company Name: *** HR Contact: Fax Number:	 ** 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 0000-0000. ** NSC/Carrier

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: Provide 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.	

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

* Phone: * Individual Work E-mail: ** Company Name: ** HR Contact: Fax Number:	** Company Address: ** City: ** Province: ** Postal Code: ** Access Requested and Reason:			
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:

<u>User Information</u> Please review Data and click but	ton again to Save				
 Requested User ID (Minimum 6 characters): First Name: Last Name: Phone: Individual Work E-mail: Company Name: HR Contact: Fax Number: 	Itest.carrier John Doe 555-555-5555 Itestcarrier@email.com) ? } }	**	MVID: NSC Carrier Number: Technician Number: Company Address: City: Province: Postal Code: Access Requested and Reason:	9999-99999 ? AB000-0000 ? Required for Carrier Profiles. ? for eFacility, if applicable.
Click here to validate data after you complete the above form					

9. The completed registration form will be displayed:

Registration Form		
equest 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:		

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

2		Mon 2021-09-20 4:41 PM TRANS Carrier Profile Carrier/Public Profile & Carrier Document Portal - Your account registration for Online Services has been approved.
Your into	acco the s	ount registration for the Carrier/Public Profile & Carrier Document Portal application has been approved. Please use the below User ID and Temporary Password to log ystem. You will be prompted for a new password when you login for the first time.
User	ID: r	lew.account1
Tem	pora	ry Password: apg5f7rP8A
Link:	<u>http</u>	s://trans.gov.ab.ca/TravisWebLogin/welcome.htm
Shou	ıld yo	ou have any questions or encounter any issues, please contact <u>safetysystemssupport@gov.ab.ca</u> .

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:

Updated 'Carrier Email Address':	
Re-Enter the Updated 'Carrier Email Address':	
NOTE: Both entries must match in order 1	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.
Submit	\triangleright

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
Carrier/Public Profile &	1. Carrier/Public Profile & Carrier Document Portal
Carrier Document Portal	2. <u>Vehicle Safety Permits</u>
Vehicle Safety Permits	3. <u>eFacility</u>
eFacility	
Maintain Accounts	To request additional services, click on "My Account".
Whats New	
Reports	

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



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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 Safety Fitness Certificate for federal	2/21/2020 10:53:09 A 2/5/2020 11:26:01 PM	11/27/2019 12:57:17 11/27/2019 12:57:17	10/31/2022 11:59:59 10/31/2022 11:59:59	View View	

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