

NOTICE

Updates to the Motor Transport Information System: Email & Online Correspondences

The Government of Alberta is updating the Motor Transport Information System (MOTRIS) to modernize the system and enhance online services.

MOTRIS is a database used by Alberta Transportation to maintain carrier information under Alberta's National Safety Code (NSC) program, including Safety Fitness Certificates (SFCs), safety fitness ratings, carrier monitoring, and on-road performance data.

To support service improvements, starting March 9 2020, some of the correspondence issued by Alberta Transportation, such as SFCs and certain letters, will be available for carriers to access online through *Alberta Transportation Online Services*. Access is provided by the existing *Carrier/Public Profile* service through a new *Carrier Document Portal* service. Accessing documents online will be much faster than waiting for them to arrive in the mail. Note that not all documents will be available online through the *Carrier Document Portal*, some will continue to be delivered by email with attachments and by mail.

Carriers who already have an active Online Services account:

Carriers who already have an Online Services account to access the *Carrier/Public Profile* service will automatically have access to the *Carrier Document Portal* service on March 9. To receive notifications from Alberta Transportation that they have documents to view in the *Carrier Document Portal*, the carrier must:

- Register their Carrier Email Address.
 - The carrier must register their company's email address and make sure it is always up to date.
 - The carrier email address is the email where carriers will receive notifications from Alberta Transportation when they have a new document available online.

ATTENTION: You do not have a 'carrier email address' registered with Alberta Transportation. Click on the link to [Register Your Carrier Email Address.](#)

Enter a new 'carrier email address', and click 'Submit' to process the changes.

WECP User Name: pay_carrier
 Carrier NSC Number: AB256-5695
 Carrier MVID Number: 0033-70244
 (as found on your safety fitness certificate)

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.

Click on the 'View' link to open the record

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

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Carriers who need to set up an Online Services account:

1) Set up your online account:

- Go to the Alberta Transportation Online Services home page at: <https://www.trans.gov.ab.ca/TravisWebLogin/redirect.htm> .
- Select the **Register** link, under **Need a User ID?**
- Select **Carrier/Public Profile & Carrier Document Portal**.
- Carriers will be required to enter their National Safety Code (NSC) number (e.g. ab000-0000) and their Motor Vehicle Identification (MVID) number (e.g. 0000-00000) to complete the account process. This can be found on their SFC and application documentation.
- Follow the instructions and click **Submit** to process your account request.

Registration Form (* = Required field) (** = Required field)	
Available Applications / Services - To avoid unnecessary delay in request approval, not sure if the application is needed for your role, click Show Description to bring up more information.	
Breathalyzer Web	<input type="checkbox"/> [Show Description]
Carrier Services Permits	<input type="checkbox"/> [Show Description]
Carrier/Public Profile & Carrier Document Portal	<input type="checkbox"/> [Show Description]

- Once the account is approved, the account holder will be notified by email.

2) Register a Carrier Email Address:

- Log-in into Online Services, then follow the guidelines to register a carrier email address.

ATTENTION: You do not have a 'carrier email address' registered with Alberta Transportation. Click on the link to [Register Your Carrier Email Address.](#)

- The carrier email address is the email where carriers will receive notifications from Alberta Transportation when there is a new document available online. It is the carrier's responsibility to keep the email address current.

NOTE: Account registration may take up to one business day to process. Once the account and 'carrier email address' are registered, then the carrier will receive an email notifying that they have documents to access online.

What the carrier can do in the Carrier Document Portal:

View Carrier Documents: Carriers can securely view, print, save, and share SFCs and other online documents with their authorized company representatives. Carriers are encouraged to go online often to view document updates.

Update the Carrier Email Address: Carriers can maintain their most up to date company email address to receive notifications from Alberta Transportation when documents are available online.

If you have specific concerns or questions regarding the MOTRIS update or online correspondences, please contact Carrier and Vehicle Safety at 403-340-5444 (toll free in Alberta by first dialing 310-0000) or email to kristina.goldring@gov.ab.ca .