National Motor Freight Traffic Association, Inc. (NMFTA)™

Standard Carrier Alpha Code™ (SCAC®)

User Manual for Carriers

Version 2.0

April 22, 2024

National Motor Freight Traffic Association, Inc. (NMFTA)™ Standard Carrier Alpha Code™ (SCAC®) User Manual for Carriers Version 2.0

Designed and developed by National Motor Freight Traffic Association, Inc. (NMFTA).

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Contents

Preface v

Customer Support v
Documentation Support v
Documentation Revision History v

1 Introduction 1-1

Understanding the SCAC Apply & Renew Process 1-1
SCAC Life Cycle 1-1
SCAC Renewal Grace Period 1-2
Terms of Sale for SCAC 1-3
SCAC Payment Policy and Fees 1-3
SCAC Renewal & Reinstatement Policy 1-3
SCAC Expiration and Cancellation Policy 1-3
SCAC Refund Policy 1-3

2 Accessing SCAC 2-1

Logging into SCAC 2-1
Assistance with Logging into SCAC 2-2
Resetting your SCAC Login Password 2-3
Logging out of SCAC 2-4
Setting the Application's Language 2-4
Accessing Other NMFTA Products 2-4

3 SCAC Menus 3-1

4 Purchasing, Renewing, & Reinstating Expired SCACs 4-1

Applying for a New SCAC 4-1
Accessing the Apply for a New SCAC Form 4-1
Filling out the Apply for a New SCAC Form 4-1
Renewing an Existing SCAC 4-6
Renewing a SCAC with or without a Login 4-6
Renewing a SCAC from your Account Profile 4-8
Reinstating an Expired SCAC with Easy Renew 4-10

5 Checking the Status of your SCAC Application 5-1

6 Purchasing & Renewing SCAC Data Products 6-1

Purchasing a SCAC Data Product 6-2
Renewing a SCAC Online Subscription 6-6

7 Managing your Account Details 7-1

Viewing your Account Details 7-1
Downloading and Emailing SCAC Certificates 7-3
Printing and Emailing SCAC Receipts 7-4
Viewing and Downloading a Data Product's License Agreement 7-5
Viewing a Data Product's API Details 7-6
Managing SCAC Online Users and Licenses 7-7

8 Verifying a SCAC using SCAC Online 8-1

9 Generating the Renewal Report 9-1

10 Troubleshooting 10-1

Contacting Customer Support 10-1
Documentation and How-To Videos 10-1
Finding Additional Resources 10-2

Preface

This document is intended for NMFTA customers and offers assistance when using the SCAC application.

Customer Support

To contact NMFTA Support:

- By email: customerservice@nmfta.org
- By phone: 1.866.411.6632

When contacting Customer Support, please provide the following:

- Product version and program/module name.
- Functional and technical description of the problem, including business impact.
- Detailed step-by-step instructions to re-create.
- Exact error message received and any associated log files, if applicable.
- Screenshots of each step you take, if applicable.

Documentation Support

Send documentation questions, issues, or update requests to documentation@nmfta.org.

When contacting Documentation Support, please provide the following:

- Document name and version.
- Location of issue or update request, such as page number or topic name.
- Description of the issue or update request.
- Screenshots, if applicable.

Documentation Revision History

Product Version	Date	Description of Change
2.0	April 10, 2023	Initial publication.
2.0	April 19, 2023	Updated the following sections: • Accessing SCAC • SCAC Menus • Accessing the Apply for a New SCAC Form • Contacting Customer Support • Documentation and How-To Videos • Finding Additional Resources

Product Version	Date	Description of Change
2.0	June 15, 2023	Updated the following sections: • Understanding the SCAC Apply & Renew Process • SCAC Life Cycle • Accessing SCAC • SCAC Menus • Applying for a New SCAC • Purchasing & Renewing SCAC Data Products • Renewing an Existing SCAC • Managing your Account Details • Editing Account Details • Generating the Renewal Report Added the following sections: • Renewing a SCAC with or without a Login • Viewing and Printing SCAC Payment Receipts
2.0	August 3, 2023	Updated the following sections: • Renewing a SCAC with or without a Login • Renewing a SCAC from your Account Profile • Filling out the Apply for a New SCAC Form • Downloading and Emailing SCAC Certificates • Printing and Emailing SCAC Receipts • Verifying a SCAC using SCAC Online Added the following sections: • SCAC Renewal Grace Period
2.0	September 28, 2023	Updated the following sections: • Purchasing a SCAC Data Product • Renewing a SCAC Data Product • Managing your Account Details Added the following sections: • Viewing and Downloading a Data Product's License Agreement • Viewing a Data Product's API Details
2.0	November 22, 2023	Updated the following sections: • SCAC Renewal Grace Period • Accessing SCAC • SCAC Menus • Filling out the Apply for a New SCAC Form • Renewing a SCAC with or without a Login

Product Version	Date	Description of Change
		Added the following sections: • Checking the Status of your SCAC Application
2.0	December 18, 2023	Updated the following sections: • Checking the Status of your SCAC Application Added the following sections: • Terms of Sale for SCAC
2.0	March 20, 2024	Updated the following sections: • SCAC Life Cycle • Terms of Sale for SCAC • SCAC Menus • Checking the Status of your SCAC Application • Filling out the Apply for a New SCAC Form • Renewing an Existing SCAC • Purchasing & Renewing SCAC Data Products
2.0	April 22, 2024	Updated the following sections: • Filling out the Apply for a New SCAC Form • Renewing an Existing SCAC • Purchasing a SCAC Data Product • Verifying a SCAC using SCAC Online • Contacting Customer Support Added the following sections: • Renewing a SCAC Online Subscription • Managing SCAC Online Users and Licenses

1 Introduction

The Standard Carrier Alpha Code™ (SCAC®) is a unique two-to-four-letter code used to identify transportation companies. NMFTA developed the SCAC in the mid-1960's to facilitate computerization in the transportation industry.

Trucking companies, freight forwarders, and other companies that get assigned a code are assigned four letter codes. Railroads and bus companies are assigned two-, three- or four-letter codes.

The SCAC application is an online self-service portal that allows for easy management of these codes and other SCAC products.

Understanding the SCAC Apply & Renew Process

Applying for a SCAC is completely automated. Codes are automatically generated and assigned based on the information entered when applying for and purchasing a SCAC. Once the purchase is approved and the SCAC is assigned, codes are easily maintained within the SCAC application.

TIPS:

- See Purchasing & Renewing SCACs for more information on applying for, purchasing, and renewing a SCAC.
- See Managing your Account Details for more information on viewing and maintaining your codes after assignment.

SCAC Life Cycle

Once a SCAC is assigned, it is valid for one year from the activation date unless otherwise specified.

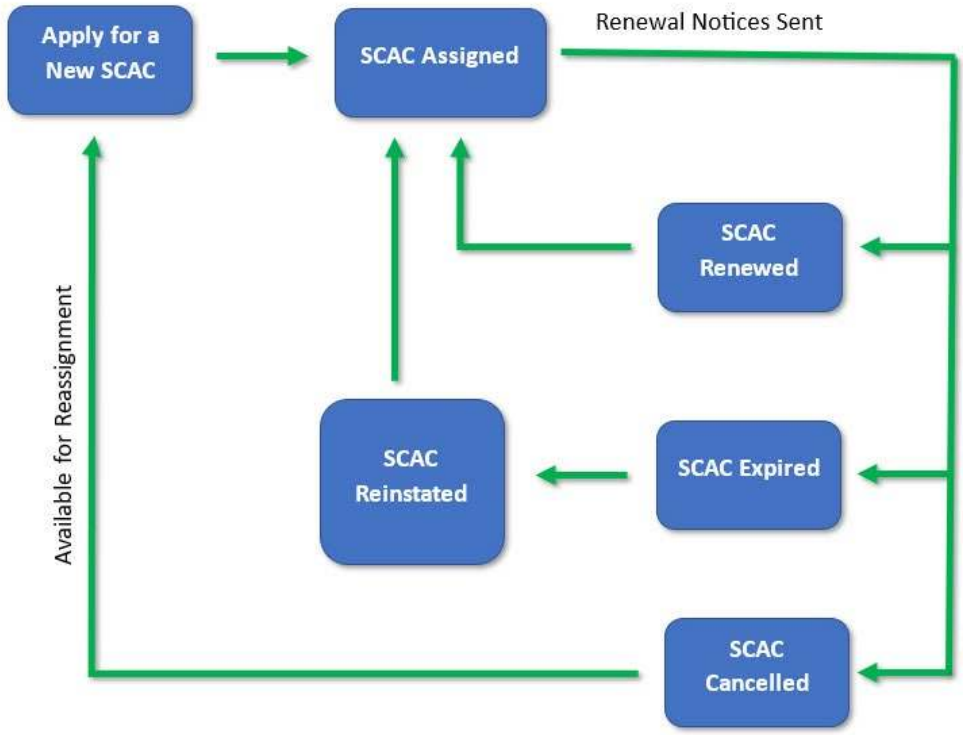
Renewal notifications are automatically sent out at 90, 60, 30 days prior to a SCAC's expiration date. Renewals are valid for one year from the current expiration date. We do not support multi-year renewals. If payments are not received by the expiration date, then the SCAC is immediately cancelled and marked as expired.

Once a SCAC is cancelled or expired, it can only be reinstated by the company who originally owned the SCAC. However, because NMFTA recycled codes in the past, some codes may be associated with multiple companies. If this situation arises, the code can be reinstated by the first company that contacts us for reinstating.

NOTE:

To have your cancelled or expired SCAC reinstated, please contact Customer Service. See Contacting Customer Support for more information.

Figure 1-1 SCAC Life Cycle



SCAC Renewal Grace Period

For SCACs that were set to expire by June 30, 2023, a grace period has been added to the SCAC renewal process, extending the ability to renew a SCAC through December 11, 2023. This means that throughout this grace period:

- The **Renew SCAC** button on the Account Profile will remain active.
- These SCACs will be available to renew using the Easy Renew feature.
- You will not be penalized a reinstatement fee when you renew.

> **NOTE:**
> If the SCAC is expired, generating the SCAC's certificate is unavailable during the grace period. You must renew to receive or generate your SCAC certificate.

SCACs that are renewed during the grace period will have a new expiration date of one (1) year from their current expiration date. For example, if the current expiration date is June 30, 2023, but you renew on August 30, 2023, then the new expiration date is June 30, 2024, not August 30, 2024. Remember, the grace period allows for renewal without paying penalty fees, which is why the original expiration date is used.

SCACs that were not renewed during the grace period will be marked as expired on December 11, 2023, after 6 PM EST, and you will need to go through the reinstatement process to recover your SCAC.

Terms of Sale for SCAC

The Terms of Sale for SCAC is available below for reference and can also be found on our website at https://nmfta.org/terms-of-sale/.

SCAC Payment Policy and Fees

- The 2024 SCAC Fees are as follows:

	SCAC Assignment	SCAC Renewal	SCAC Reinstatement
Online	$90*	$85	(# Years Expired x $85) + $10
Phone/Mail	$105*	$95	(# Years Expired x $95) + $10

*The SCAC assignment fee for a container code ending in U is $115.

- For new SCAC applications, payment is due upon submission of the SCAC application.
- For SCAC renewals, payment is due by the SCAC's expiration date.
- For SCAC reinstatement, payment is due at time of reinstatement.
- Payments submitted online at https://scaccode.com are offered at a discounted price compared to those received by phone or mail. See the 2024 SCAC Fees detailed above.

SCAC Renewal & Reinstatement Policy

- All renewals are valid for one (1) year from the current expiration date. Multi-year renewals are not supported.
- Codes that are not renewed by their expiration date are automatically set as expired.
- Codes that have been expired for less than three (3) years can be reinstated.
- Reinstatement fees include the current year renewal fee plus a reinstatement fee, which is based on how long the code has been expired. See SCAC Reinstatement fees detailed above.

SCAC Expiration and Cancellation Policy

- Codes that are not renewed by their expiration date are automatically set as expired.
- Codes that have been expired for less than three (3) years can be reinstated. See the *SCAC Renewal & Reinstatement Policy* above for more information.
- Codes that have been expired for more than three (3) years are automatically made available for reassignment.
- Codes can be cancelled at any time. Contact NMFTA Customer Service for assistance.

SCAC Refund Policy

- SCAC application fees will be refunded if we find that your company has an active code.

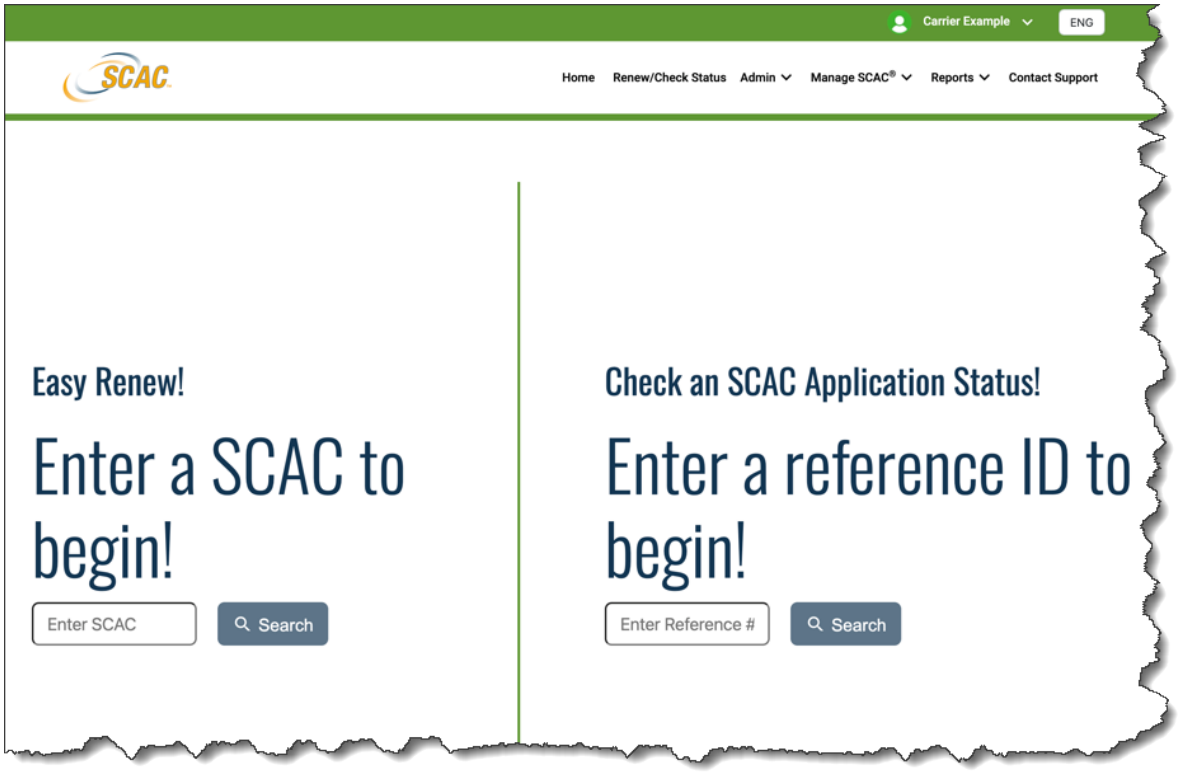
- SCAC application fees will be refunded if we find that your company has an expired/inactive code and instructions will be provided on how to reinstate your existing code.
- No refunds will be made for SCAC renewals.
- No refunds will be made for SCAC cancellations.

2 Accessing SCAC

To access SCAC, use one of the following methods:

- Go to the NMFTA website at https://nmfta.org, click on the SCAC product tile, and then click **SCAC Login**.
- Go directly to the SCAC page on our NMFTA website, https://nmfta.org/scac/, and then click **SCAC Login**.
- Use the **Quick Links** menu from any of our products.
- Go directly to the SCAC landing page: https://scaccode.com

Figure 2-1 SCAC Landing Page



Logging into SCAC

To log into SCAC:

1. Go to https://scaccode.com.
   The SCAC home page opens.

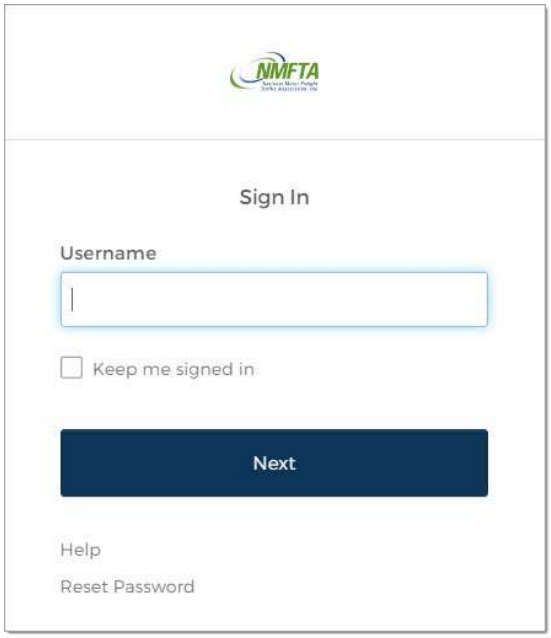
   NOTES:
   See Accessing SCAC for other methods on accessing the SCAC home page.

2. Click **Login**.
   The Login screen opens.

3. Enter your username and password, and then complete your Okta multi-factor authentication process.

Once logged into SCAC, you are automatically taken to your home page.

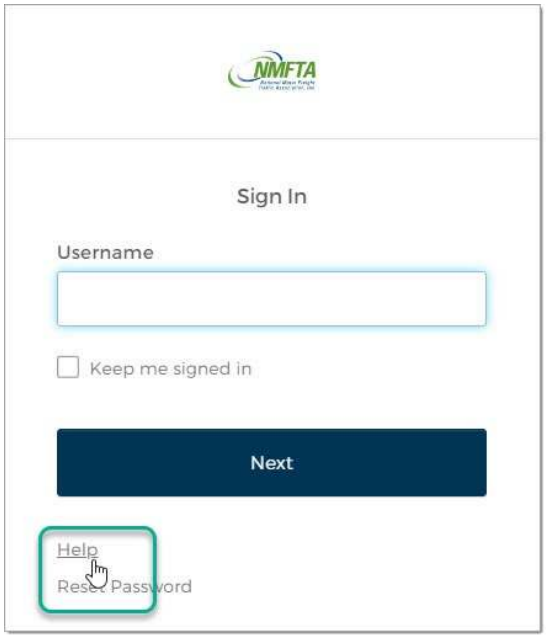
Figure 2-2 SCAC Login Screen



Assistance with Logging into SCAC

For assistance when logging into SCAC, click **Help** at the bottom of the SCAC Login screen to go to the NMFTA support page, which is where you can see details on how to contact support as well as other resources.

Figure 2-3 Help Option on the SCAC Login Screen



Resetting your SCAC Login Password

To reset your password:

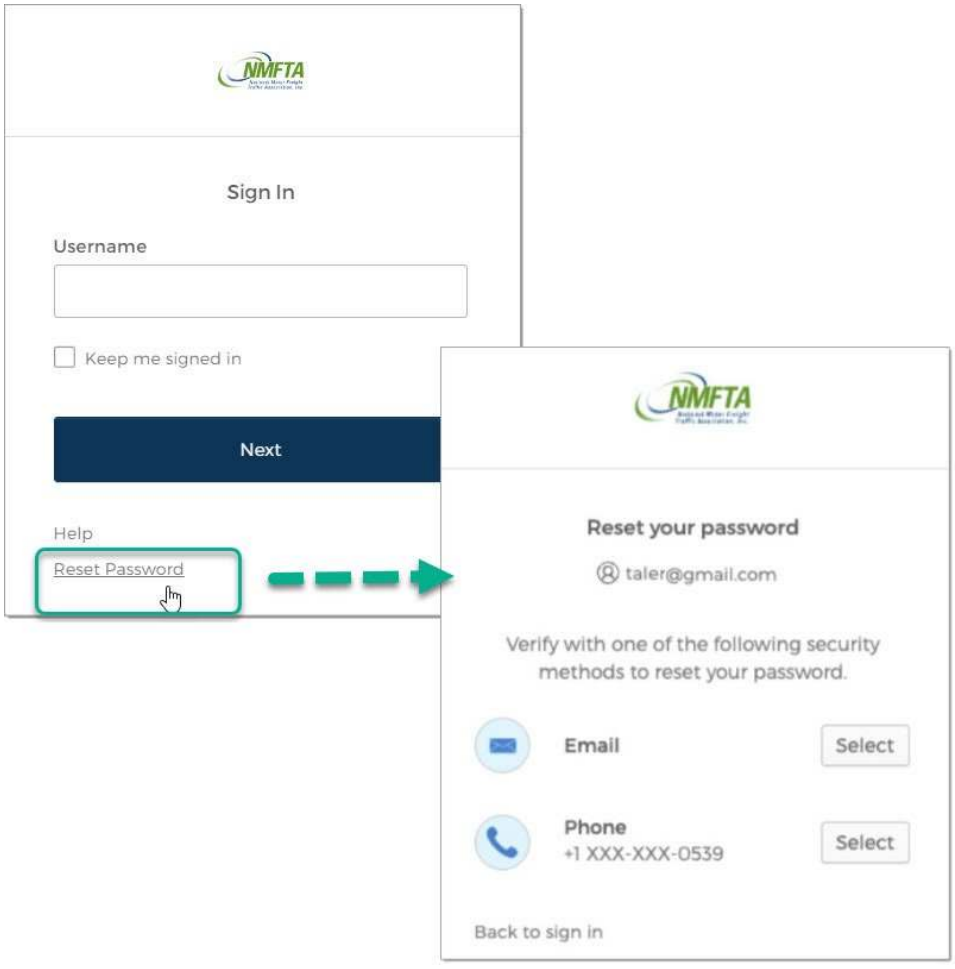
1. Go to https://scaccode.com.
   The SCAC home page opens.

   NOTES:

   See Accessing SCAC for other methods on accessing the SCAC home page.

2. Click **Login**.
   The Login screen opens.
3. Click **Reset Password**, and then click the corresponding **Select** button to verify the request by **Email** or **Phone**.

Figure 2-4 Resetting your SCAC Login Password

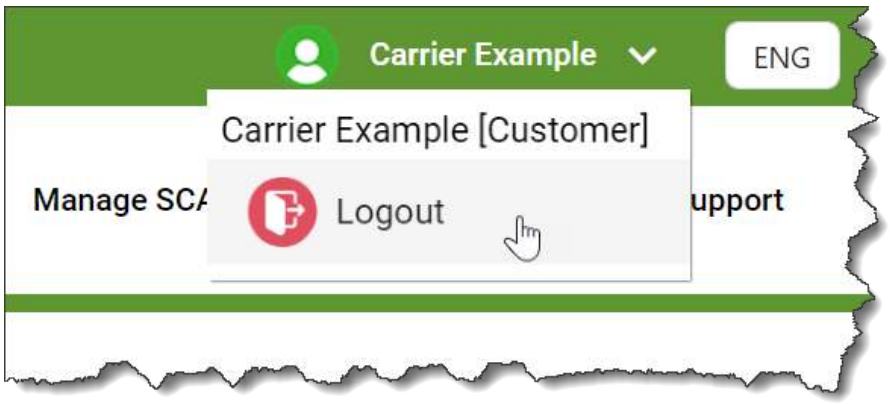


4. If you selected to reset by **Phone**, then enter the verification code sent to your phone.
   If you selected to reset by **Email**, go to your email and open the reset password email, and then click **Reset Password**.
5. Enter and confirm your new password to complete the process.

Logging out of SCAC

To log out of SCAC, click on your name in the upper right corner of the screen, and then click **Logout**.

Figure 2-5 Logout Option

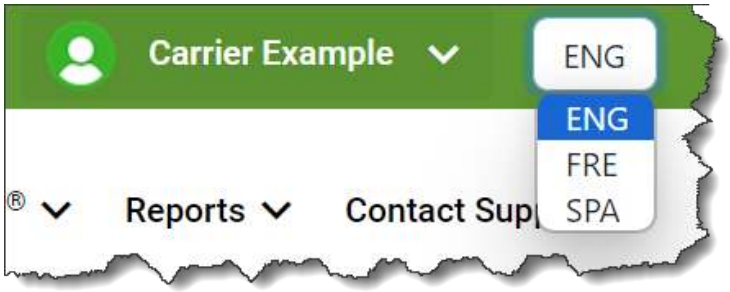


Setting the Application's Language

The SCAC application is available in three languages: English, Spanish, and French.

To set your language, click on the language drop-down in the top right corner of the page and click either **ENG** for English, **FRE** for French, or **SPA** for Spanish.

Figure 2-6 Setting the Application's Language



Accessing Other NMFTA Products

The **NMFTA Products** option in the footer at the bottom of the screen lets you easily access any other NMFTA product affiliated with your account.

- To open ClassIT (https://classit.nmfta.org), select **ClassIT**.
- To open the NMFTA User Manager (https://usermanager.nmfta.org), select **NMFTA User Manager**.
- To open SPLC Online (https://splc.nmfta.org), select **SPLC Online**.
- To open the NMFTA Store (https://store.nmfta.org), select **Store**.

> **NOTE:**
>
> The NMFTA Store is used to purchase non-SCAC products. See Purchasing & Renewing SCACs and Purchasing & Renewing SCAC Data Products for more information on purchasing SCAC products.

- To open the NMFTA website (https://nmfta.org), select **NMFTA Home**.

Figure 2-7 NMFTA Applications Option on the Main Menu

3 SCAC Menus

The SCAC application's main menu is standard across the entire application and is located at the top of each screen.

Figure 3-1 Main Menu

The following options are available on the main menu:

- **Home:** Opens the Home page, which is your Account Profile.
- **Renew/Check Status:** Opens the Renew/Check Status screen, which is where you can quickly renew a SCAC with or without logging into the application or check the status of your SCAC application. See Renewing a SCAC with or without a Login and Checking the Status of your SCAC Application for more information.
- **Manage SCAC:** Opens a submenu with the following options:
  - **SCAC Online:** Opens the SCAC Online screen, which is where you can search for a SCAC by code, company, MC number, DOT number. See Verifying a SCAC using SCAC Online for more information.

    > **NOTE:**
    > SCAC Online is a subscription service, and this option is not available unless a subscription has been purchased. See Purchasing a SCAC Data Product for more information.

  - **Apply for SCAC:** Opens the Apply for a New SCAC screen, which is where you can complete an application for a new SCAC. See Applying for a New SCAC for more information.
  - **Purchase Data Product:** Opens the SCAC Data Products screen, which is where you can purchase additional SCAC products, such as SCAC Online and SCAC Daily or Quarterly Distribution Services. See Purchasing a SCAC Data Product for more information.
- **Reports:** Opens a submenu with the following options:
  - **Renewal Report:** Opens the Renewal Report, which lists all your account's renewals within the last 30, 60, or 90 days. See Generating the Renewal Report for more information.
- **Contact Support:** Opens the Support page on the NMFTA website, which is where you'll find details on getting support for all NMFTA products. See Contacting Customer Support for more information.
- **Your Name [Role]:** Opens a submenu with the following options:
  - **Logout:** Logs you out of the application. See Logging out of SCAC for more information.

4 Purchasing, Renewing, & Reinstating Expired SCACs

Applying for a New SCAC

Accessing the Apply for a New SCAC Form

Using the Apply for a New SCAC form, you can quickly fill out the form, and then submit and purchase your SCAC. This new form is available online and can be accessed with or without a username and password.

For new customers without a SCAC account, use one of the following methods:

- Go to the SCAC page on the NMFTA website, https://nmfta.org/scac, and then click **Apply**.
- Go to the SCAC application at https://scaccode.com, and then click **Apply for SCAC**.

For current SCAC holders and customers with a SCAC account:

- Log into the SCAC application at https://scaccode.com, click **Manage SCAC**, and then select **Apply for SCAC**.

Figure 4-1 Accessing the Apply Form from the SCAC Application

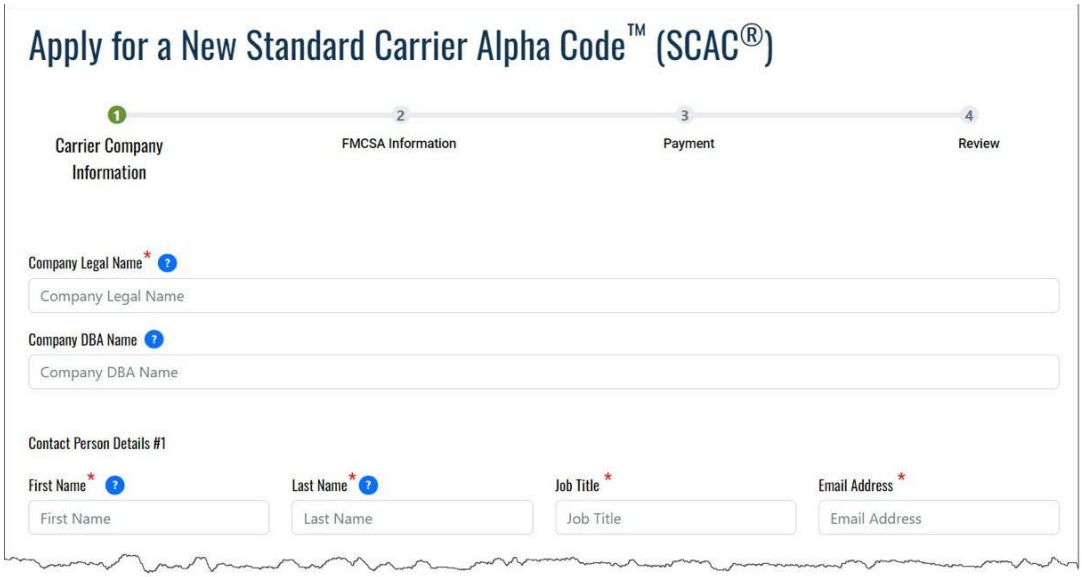
Filling out the Apply for a New SCAC Form

To fill out the Apply for a New SCAC form:

1. Access the form using one of the methods mentioned above.

For example, if you are logged into the SCAC application, click **Manage SCAC**, and then select **Apply for SCAC**.

Figure 4-2 Enter Carrier Company Information



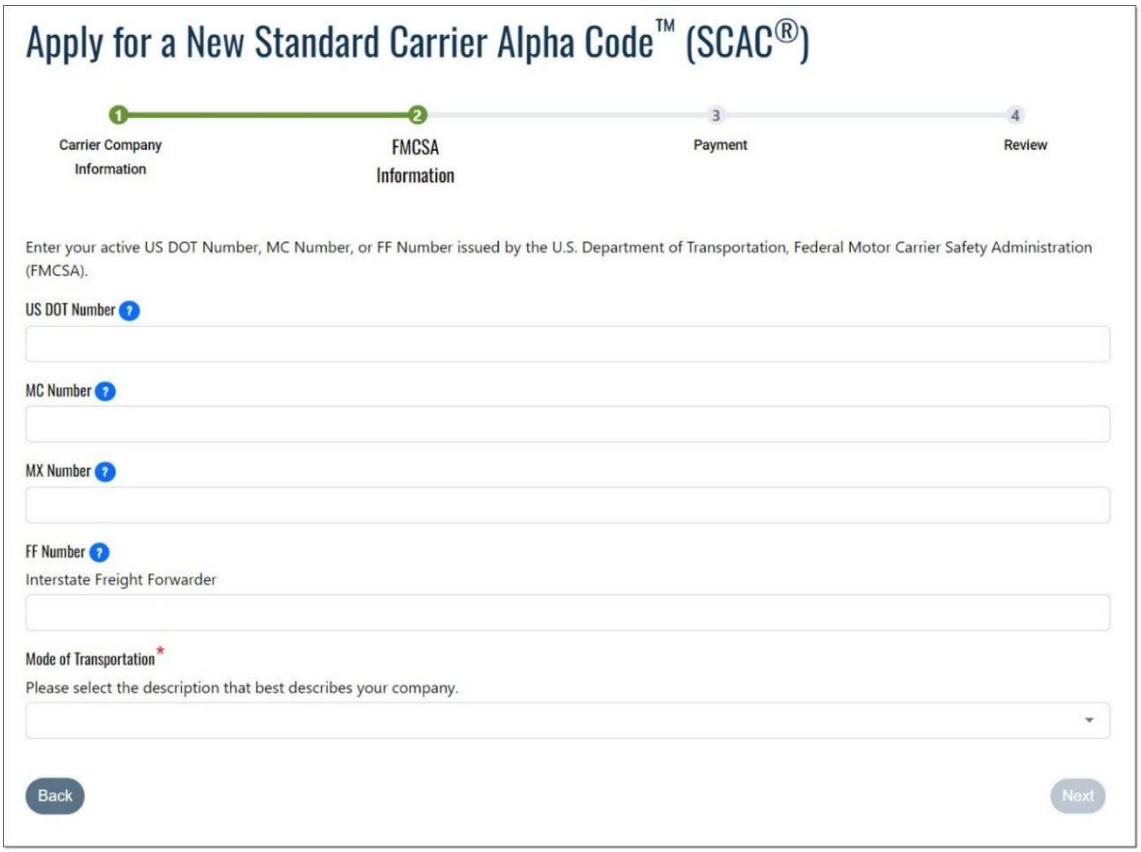
2. Review and confirm your company information, and then click **Next**.
   a. For **Company Legal Name**, confirm the name of your company.
   b. For **Company DBA Name**, confirm the name under which your company does business.
   c. For the **Contact Person Details**, enter/confirm the **Contact Person #1 First Name**, **Contact Person #1 Last Name**, **Contact Person #1 Job Title**, and **Contact Person #1 Email Address**.

      Optionally, enter/confirm these same fields for **Contact Person #2**.

      > **NOTE:**
      >
      > **Email Address** fields only allow a single email address to be entered. If you'd like to add more than two contacts to this SCAC, contact customer support.

   d. For the **Company Address**, confirm the **Street Address**, **City**, **State/Province**, **Postal Code**, **Country**, and **Phone Number**.

Figure 4-3 Enter FMCSA Information

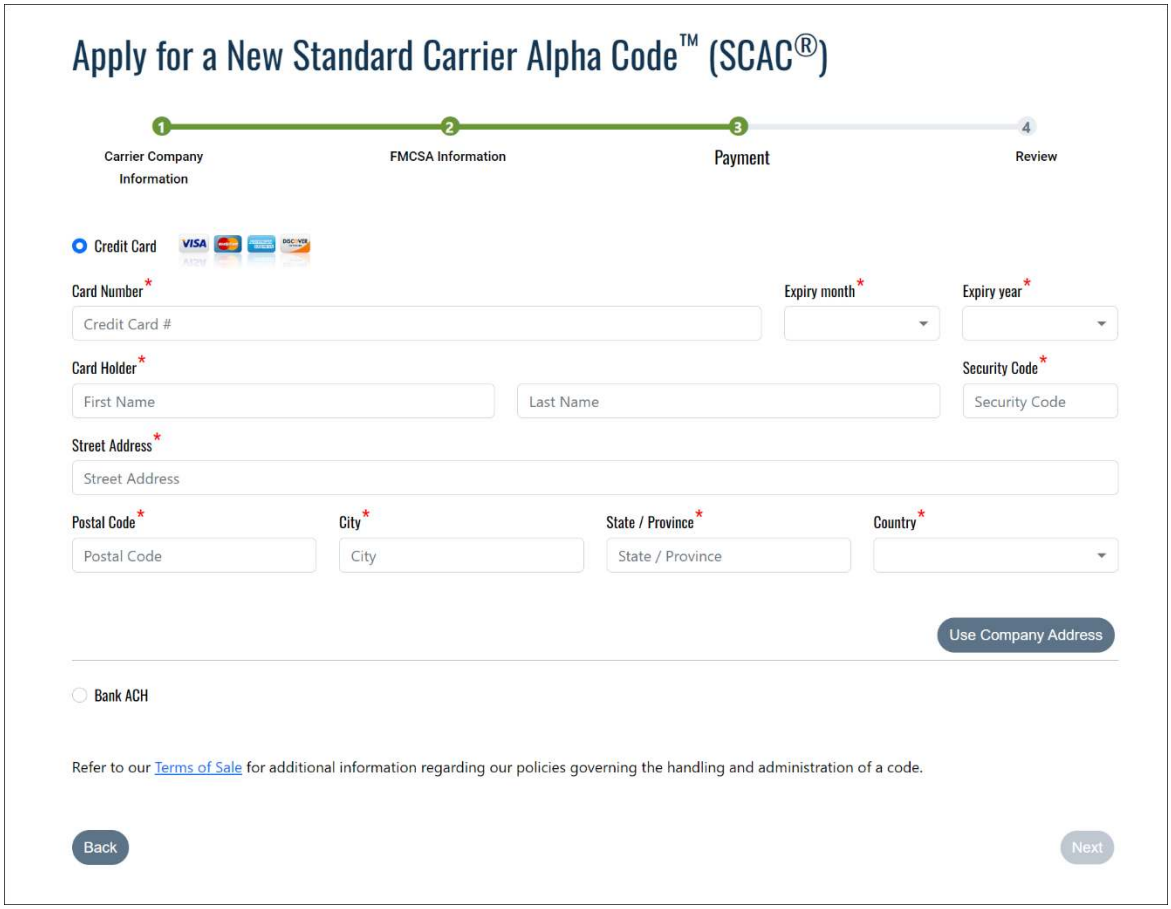


3. Enter/review and confirm your company's **FMCSA Information**, and then click **Next**.
   a. For **US DOT Number**, enter/confirm your company's active Department of Transportation (DOT) number issued by the FMCSA.
   b. For **MC Number**, enter/confirm your company's active Motor Carrier number issued by the FMCSA.
   c. For **MX Number**, enter/confirm your company's active Mexican-domiciled authority number issued by the FMCSA. This number is only applicable if the company is owned or controlled by a citizen or person living in Mexico.
   d. For **FF Number**, enter/confirm your company's Freight Forwarder number issued by the FMCSA.
   e. If available, click the **Mode of Transportation** drop-down and select the description that best describes the company.

> **NOTE:**
>
> If the **FF Number** is populated, then the **MC Number** and **Mode of Transportation** fields are disabled. The **US DOT Number** remains optional.
>
> If the **MX Number** field is populated, then the **MC Number, FF Number**, and **Mode of Transportation** fields are disabled and the **MC Number** and **Mode of Transportation** fields are prepopulated with MINMEX.
>
> When the **US DOT Number** and **FF Number** or **MC Number** fields are populated, then the other fields are disabled.

> The **Mode of Transportation** option is not available if you've entered your **US DOT Number** plus any of the other numbers, such as **MC Number**, **MX Number**, or **FF Number**.

Figure 4-4 Enter Payment Information

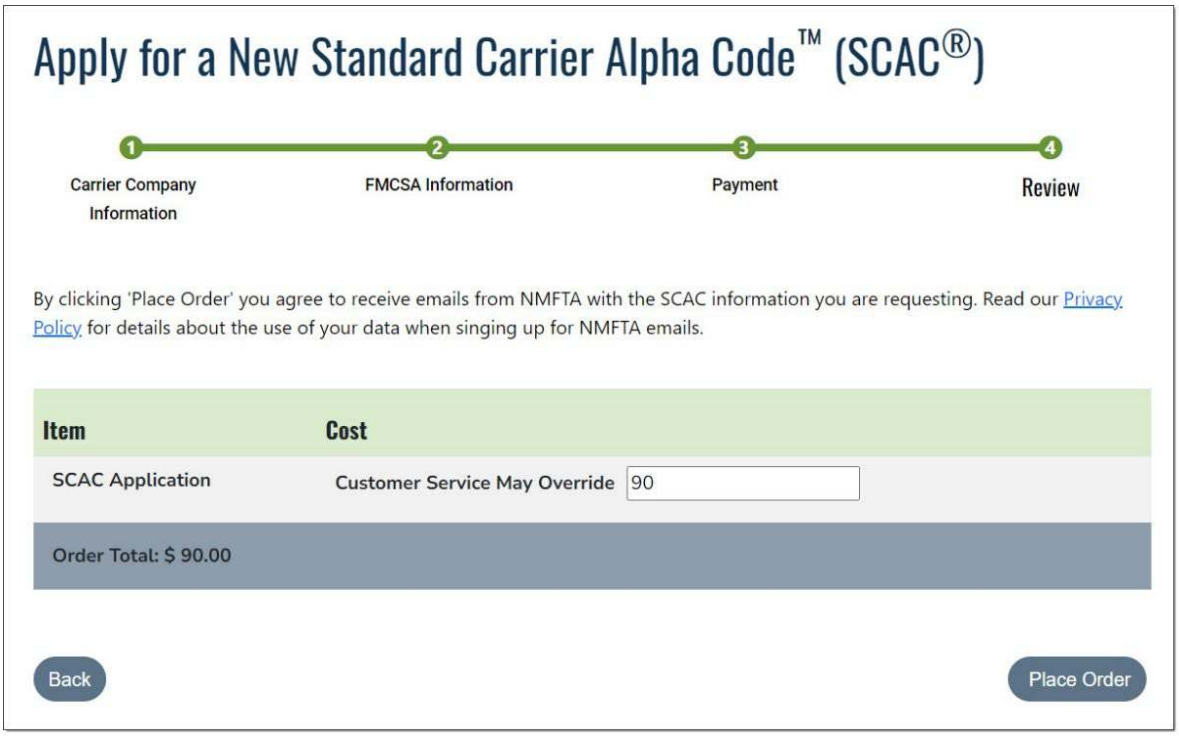


4. Enter the **Payment** details for the SCAC. You can automatically fill in your company address information by clicking the **Use Company Address** button. Click **Next** to continue.

   Accepted forms of payment include:

   – **Credit Card:** Select this option if the customer is paying by credit card.
   – **Bank ACH:** Select this option if the customer is paying using a bank account.

Figure 4-5 Review and Place Order



5. Click **Place Order**.

   The Payment Processing screen is displayed while the payment is processing.

> **NOTES:**
>
> - If the payment is unable to process, then the SCAC is not generated, and you'll need to correct the payment information.
> - Once successfully submitted, all applications are set as pending so they can be reviewed and processed by Customer Service.
> - If this is your first application, then once your application is fully processed and your SCAC is assigned, a new profile is automatically created for you, and you will receive an email from Okta with details on how to activate your account.

6. The Order Confirmation screen opens informing you that your SCAC certificate will be emailed to you within 1-2 business days unless additional information is needed to complete the application.
   - To download a receipt for this application, click **Download Receipt (PDF)**.
   - To email the receipt, click **Email Receipt**, enter the email recipient(s), and then click **Send Receipt to Recipients**.

> **NOTES:**
>
> Your application's Reference ID is listed on the Order Confirmation screen and on your receipt so you can easily check the status of your SCAC application. See Checking the Status of your SCAC Application for more information.

Figure 4-6 Order Confirmation Screen for a SCAC Application

Renewing an Existing SCAC

Once a SCAC is assigned, it is valid for one year from the activation date unless otherwise specified. All renewals are valid for one year from the current expiration date.

SCAC renewals are limited to a 90-day window prior to the SCAC's expiration date. If you try to renew a SCAC from either your Account Profile or Easy Renew before the 90-day window, you will receive a message letting you know that it is not time to renew your SCAC.

NOTES:

- Contact Customer Support for assistance to renew a SCAC outside of the 90-day window. See Contacting Customer Support for more information.
- These instructions are for renewing an existing SCAC that has not expired. Contact Customer Support for assistance with expired or cancelled codes.
- See SCAC Life Cycle for more information about how SCACs are assigned and renewed.

The process for renewing your SCAC can be easily completed with or without logging into the SCAC application or from your Account Profile.

Renewing a SCAC with or without a Login

The Easy Renew feature lets you quickly find and renew your SCAC with or without logging into the SCAC application.

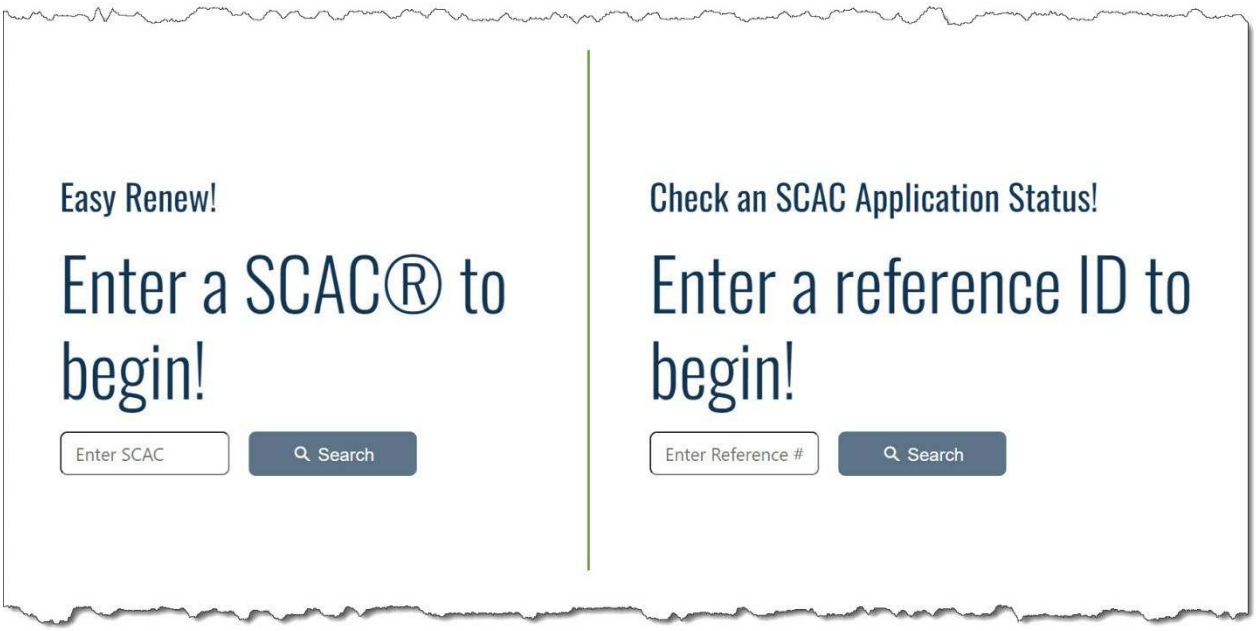
NOTE:

Only NMFTA codes can be renewed using the Easy Renew feature. This means that codes with an expiration date of 12/31/9999 or that are assigned to BIC, Railinc, or UIIA cannot be renewed using Easy Renew.

To renew a SCAC using Easy Renew:

1. If necessary, click **Renew/Check Status** from the main menu.
   The Renew/Check Status screen opens.

Figure 4-7 The Renew/Check Status Screen



2. Enter the SCAC you'd like to renew, and then click **Commence Search**.
3. Confirm the SCAC and its information, and then click **Proceed**.
4. Enter a payment method. Accepted forms of payment include:
   - **Credit Card:** Select this option to pay by credit card.
   - **Bank ACH:** Select this option to pay using a bank account.
5. Review the information, and then click **Place Order**.

   The Payment Processing screen is displayed while the payment is processing.

> **NOTE:**
>
> Once renewed, an email confirmation along with the SCAC certificate is sent to the contact person on the account.

6. The Order Confirmation screen opens informing that the renewal was successful.
   - To download the SCAC certificate, click **Download Certificate (PDF)**.
   - To download the receipt, click **Download Receipt (PDF)**.
   - To email the SCAC certificate, click **Email Certificate**, enter the email recipient(s), and then click **Send Certificate to Recipients**.
   - To email the receipt, click **Email Receipt**, enter the email recipient(s), and then click **Send Receipt to Recipients**.

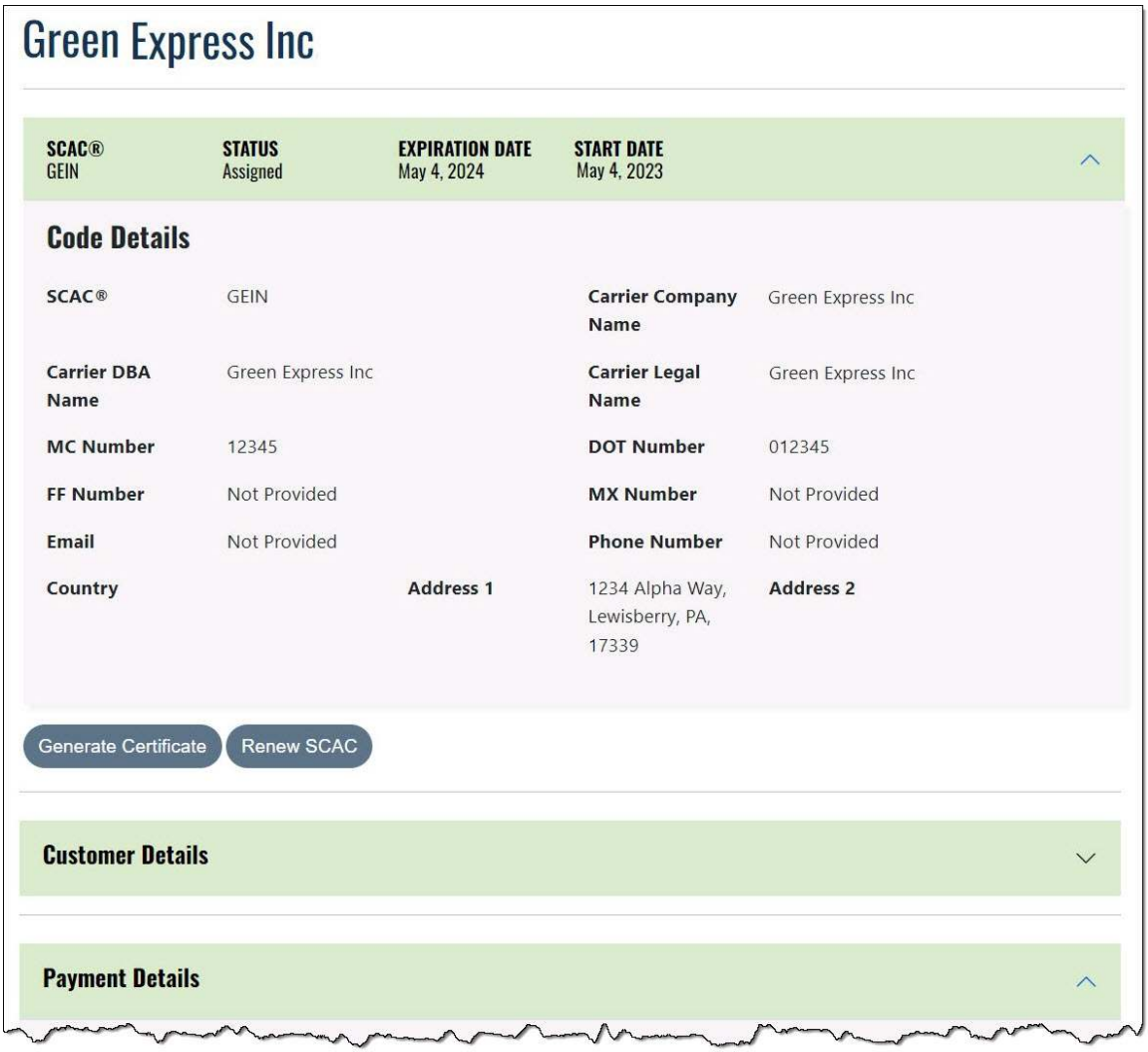
Figure 4-8 Order Confirmation Screen for a SCAC Renewal

Renewing a SCAC from your Account Profile

To renew a SCAC from your Account Profile screen:

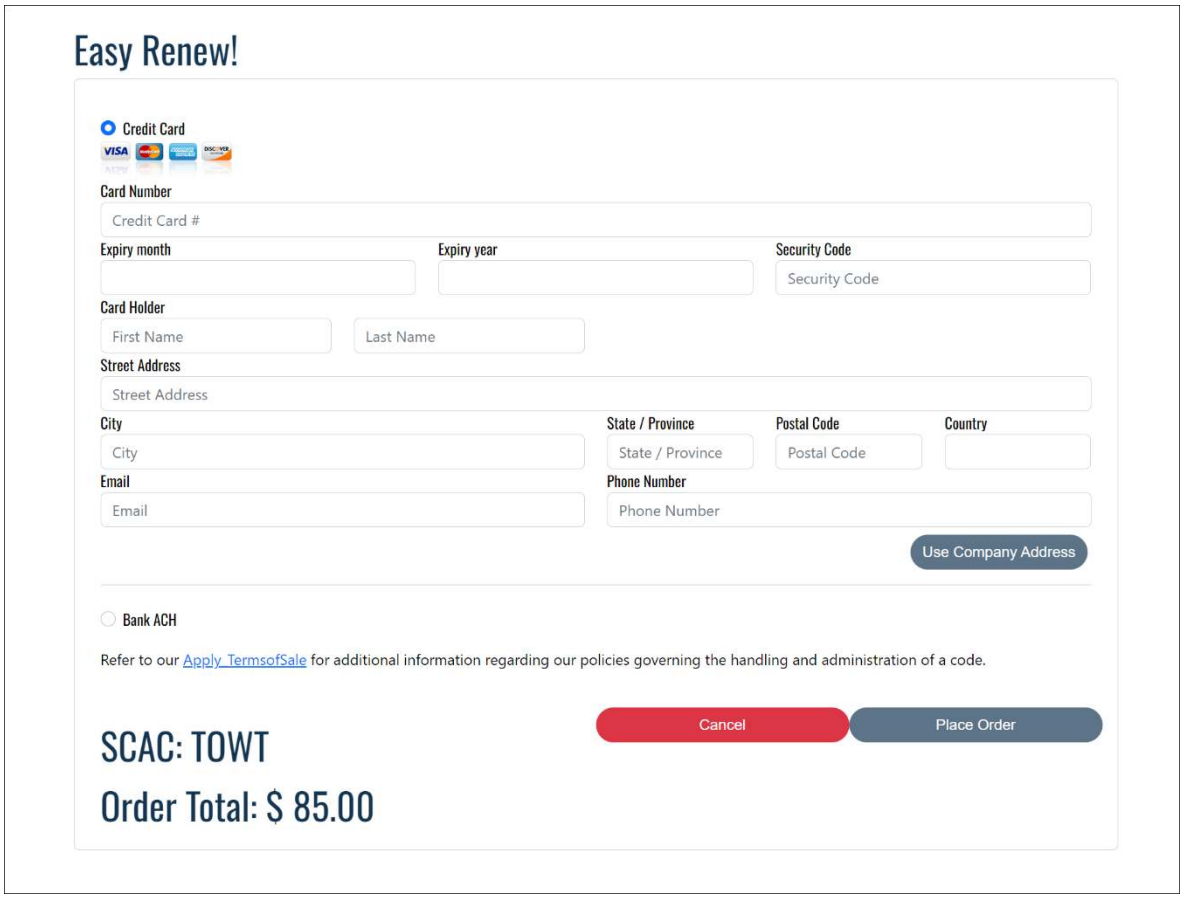
1. Click **Home**.
   The Account Profile screen opens.
2. Click the SCAC's section header to expand and display its details.

Figure 4-9 Expanded SCAC Section on the Account Profile Screen



3. Click **Renew SCAC**.
   The One-Click SCAC Renew screen opens.

Figure 4-10 Easy Renew Payment Screen



4. Enter a payment method. You can automatically fill in your company address information by clicking the **Use Company Address** button. Accepted forms of payment include:
   - **Credit Card:** Select this option to pay by credit card.
   - **Bank ACH:** Select this option to pay using a bank account.
5. Click **Place Order** to complete the renewal.

> **NOTE:**
>
> Once renewed, an email confirmation along with the SCAC certificate is sent to the contact person on the account.

6. The Order Confirmation screen opens informing that the renewal was successful.
   - To download the SCAC certificate, click **Download Certificate (PDF)**.
   - To download the receipt, click **Download Receipt (PDF)**.
   - To email the SCAC certificate, click **Email Certificate**, enter the email recipient(s), and then click **Send Certificate to Recipients**.
   - To email the receipt, click **Email Receipt**, enter the email recipient(s), and then click **Send Receipt to Recipients**.

Figure 4-11 Order Confirmation Screen for a SCAC Renewal

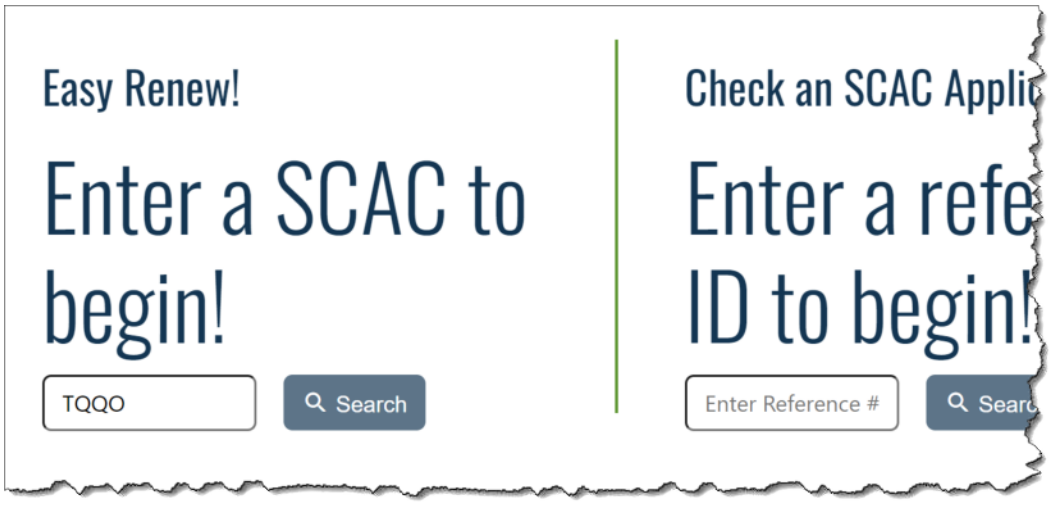
Reinstating an Expired SCAC with Easy Renew

You can quickly and easily reinstate an expired SCAC through the Easy Renew feature with or without logging in.

To reinstate a SCAC using Easy Renew:

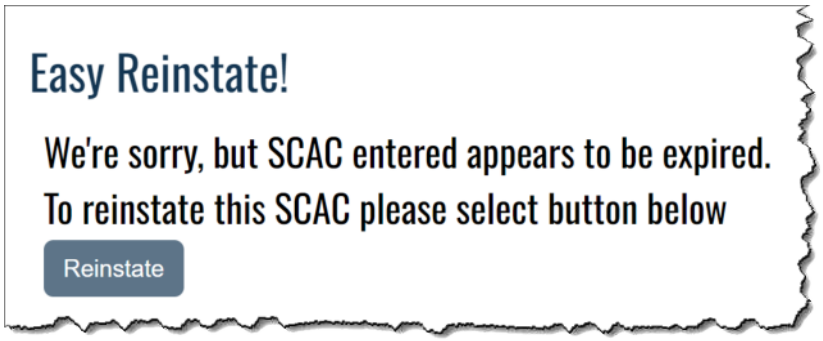
1. Click **Renew/Check Status** from the main menu.
   The Renew/Check Status screen opens.
2. On the Easy Renew, enter the SCAC you'd like to reinstate, and then click **Search**.

Figure 4-12 Reinstate on Easy Renew



3. If your SCAC is expired, you will see a screen open that says Easy Reinstate! Click **Reinstate**.

Figure 4-13 Easy Reinstate



4. Confirm the SCAC and its information on the Code Details section.

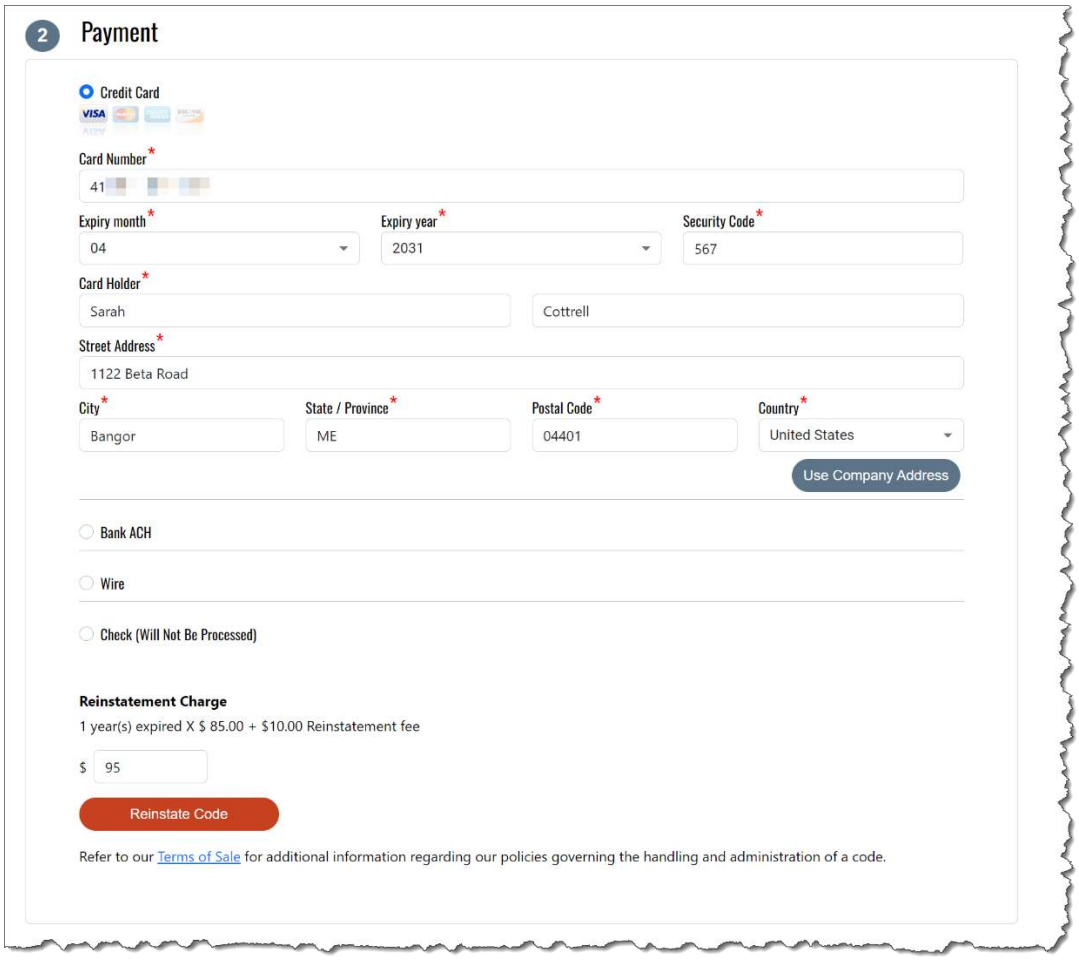
Figure 4-14 Reinstate Code Details

5. Enter a payment method. You can automatically fill in your company address information by clicking the Use **Company Address button**.

   Accepted forms of payment include:

   – **Credit Card:** Select this option to pay by credit card.
   – **Bank ACH:** Select this option to pay using a bank account.

Figure 4-15 Reinstate Payment Information

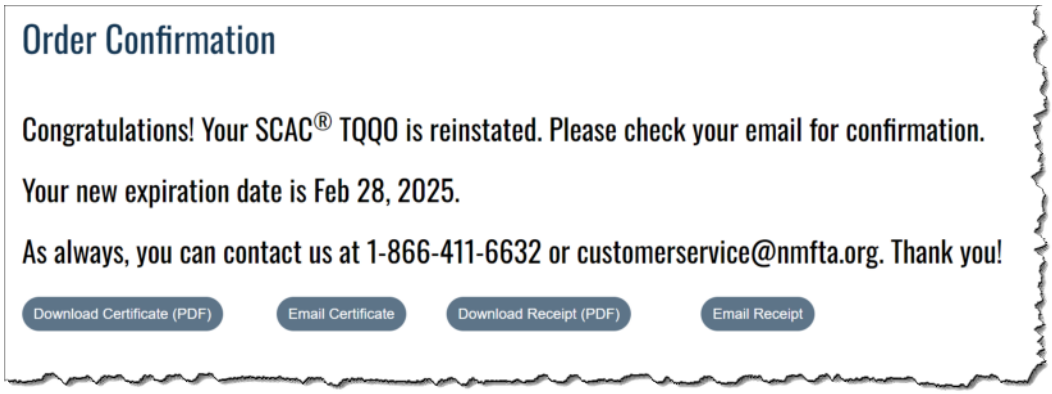


6. Review the information, and then click **Reinstate Code**.
   The Payment Processing screen is displayed while the payment is processing.

> **NOTE:**
> Once reinstated, an email confirmation along with the SCAC certificate is sent to the contact person on the account.

7. The Order Confirmation screen opens informing that the renewal was successful.
   - To download the SCAC certificate, click **Download Certificate (PDF)**.
   - To download the receipt, click **Download Receipt (PDF)**.
   - To email the SCAC certificate, click **Email Certificate**, enter the email recipient(s), and then click **Send Certificate to Recipients**.
   - To email the receipt, click **Email Receipt**, enter the email recipient(s), and then click **Send Receipt to Recipients**.

Figure 4-16 Reinstate Order Confirmation Screen

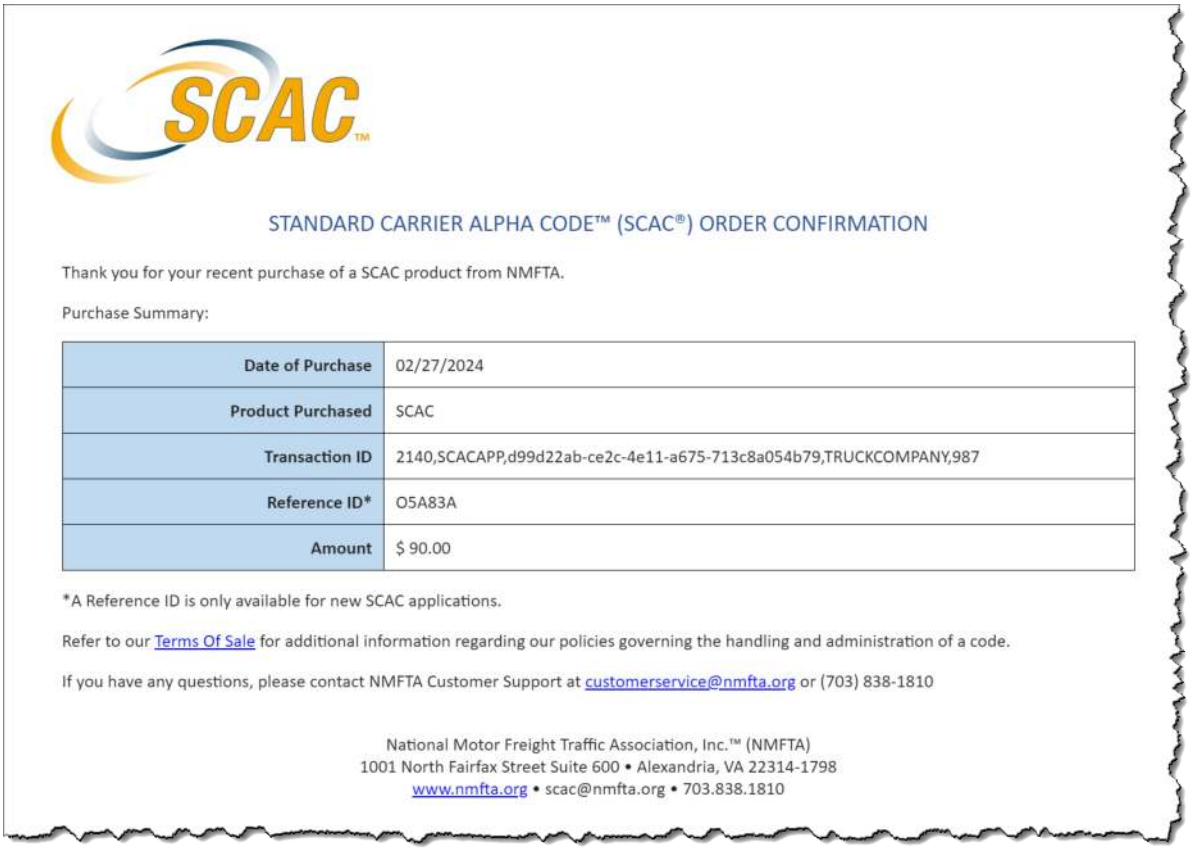


5 Checking the Status of your SCAC Application

You can easily check the status of your SCAC application using the Reference ID found on your receipt or on the Order Confirmation screen.

Figure 5-1 Reference ID on an Order Confirmation Screen

Figure 5-2 Reference ID on a Receipt



STANDARD CARRIER ALPHA CODE™ (SCAC®) ORDER CONFIRMATION

Thank you for your recent purchase of a SCAC product from NMFTA.

Purchase Summary:

Date of Purchase	02/27/2024
Product Purchased	SCAC
Transaction ID	2140,SCACAPP,d99d22ab-ce2c-4e11-a675-713c8a054b79,TRUCKCOMPANY,987
Reference ID*	O5A83A
Amount	$ 90.00

*A Reference ID is only available for new SCAC applications.

Refer to our Terms Of Sale for additional information regarding our policies governing the handling and administration of a code.

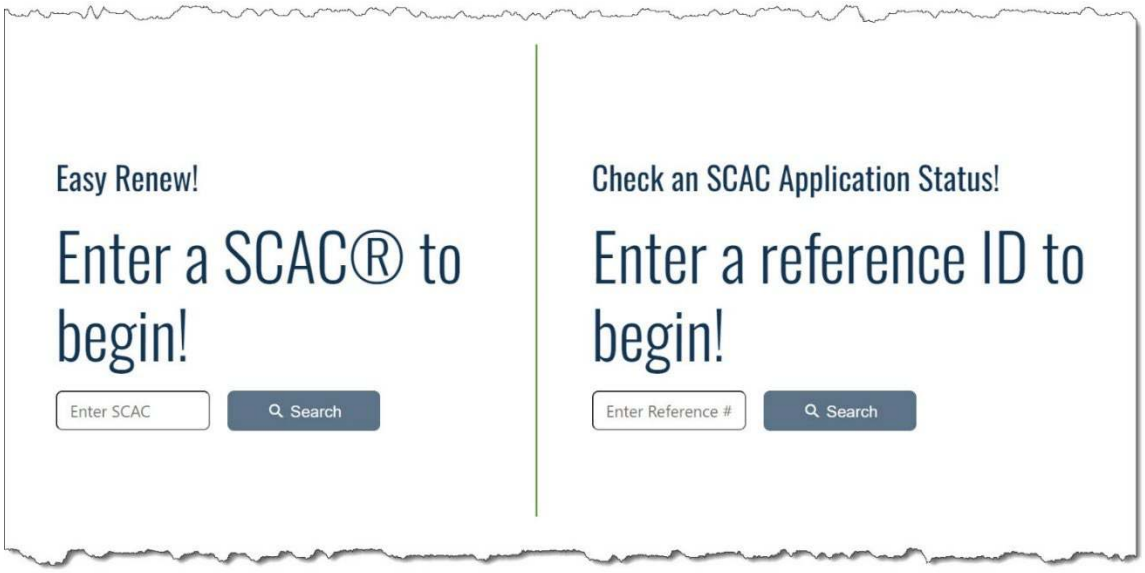
If you have any questions, please contact NMFTA Customer Support at customerservice@nmfta.org or (703) 838-1810

National Motor Freight Traffic Association, Inc.™ (NMFTA)
1001 North Fairfax Street Suite 600 • Alexandria, VA 22314-1798
www.nmfta.org • scac@nmfta.org • 703.838.1810

To check the status of your SCAC application:

1. Click **Renew/Check Status** from the main menu.
   The Renew/Check Status screen opens.

Figure 5-3 The Renew/Check Status Screen



2. Enter the **Reference ID** in the **Check a SCAC Application Status** section, and then click **Search**.
   The Application Details screen opens with the status of the SCAC application.
3. If the application status is assigned, then the following options are available:
   – **Generate Certificate**: Click to generate and download the SCAC certificate.
   – **Email Certificate**: Click to email the SCAC certificate.

Figure 5-4 SCAC Application Status Details

6 Purchasing & Renewing SCAC Data Products

Additional data products can be purchased to assist with your business processes and tracking systems as well as working with shippers and government regulatory agencies. These products include:

- SCAC Online

  SCAC Online is the web-based tool that provides you with the most up to date SCAC® information. Once you log in, you can search the entire SCAC database that is updated on a real-time basis. SCAC Online allows for: (1) Easy look-up by SCAC, MC Number, USDOT Number, and Company Name; (2) Displays both active and inactive SCACs; (3) Contains user-friendly search functions; and (4) Provides an annual subscription based on the number of users. The Standard Carrier Alpha Code™ (SCAC®) is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Web Service – 100K Records Per Month

  SCAC Web Service allows subscribers to incorporate SCAC search and information retrieval functionality directly into their computer systems via our powerful and reliable search engine. SCAC Web Service is based on the SOAP 1.1 standard using standard XML delivered over HTTPS. SCAC Web Service is licensed on an annual subscription. This product allows up to 100,000 records per month. The material in products containing the Standard Carrier Alpha Code™ (SCAC®) assigned by NMFTA is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Web Service – 1000K Records Per Month

  SCAC Web Service allows subscribers to incorporate SCAC search and information retrieval functionality directly into their computer systems via our powerful and reliable search engine. SCAC Web Service is based on the SOAP 1.1 standard using standard XML delivered over HTTPS. SCAC Web Service is licensed on an annual subscription. This product allows up to 1,000,000 records per month. The material in products containing the Standard Carrier Alpha Code™ (SCAC®) assigned by NMFTA is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Web Service – 25K Records Per Month

  SCAC Web Service allows subscribers to incorporate SCAC search and information retrieval functionality directly into their computer systems via our powerful and reliable search engine. SCAC Web Service is based on the SOAP 1.1 standard using standard XML delivered over HTTPS. SCAC Web Service is licensed on an annual

subscription. This product allows up to 25,000 records per month. The material in products containing the Standard Carrier Alpha Code™ (SCAC®) assigned by NMFTA is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Data – Daily Distribution Service

  The SCAC Data Daily Distribution Service is a daily distribution of Standard Carrier Alpha Codes in ASCII format. Each daily file contains those SCACs added, cancelled, and changed as of 7:00 PM Eastern Time of the present day. The Standard Carrier Alpha Code™ (SCAC®) is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Data – Quarterly Distribution Service

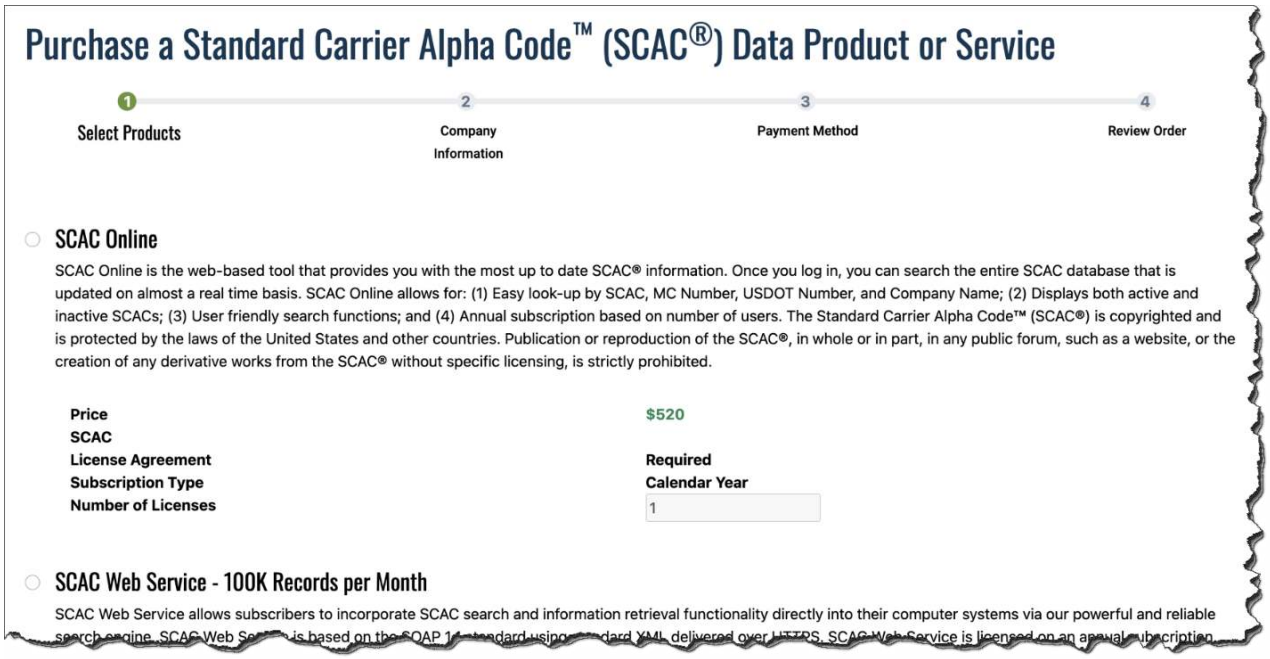
  The SCAC Data Quarterly Distribution Service contains ASCII files listing transportation-providing firms and their unique Standard Carrier Alpha Codes. Also included are special alpha codes specifically designed to identify privately owned railroad cars, freight containers, and intermodal chassis and trailers. Each Data set contains a master file containing all active SCACs, a supplement file containing those SCACs added, cancelled, and changed since the last quarter and a file containing the record layout. The Standard Carrier Alpha Code™ (SCAC®) is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

Purchasing a SCAC Data Product

To purchase additional SCAC data products:

1. Click **Manage SCAC**, and then select **Purchase Data Products**.
2. If logged in, a Data Products Purchased pop-up will open showing previously purchased Data Products and an option to **Renew**, if applicable. Click **OK** to return to the form.
3. In the **Select Products** section, check the box next to the product(s) you'd like to purchase.
4. Once you select a product, set the following options for that product:
   a. For SCAC Online, enter the **Number of Licenses** you want affiliated with the subscription.
   b. If applicable, check the box next to the desired **Delivery Method**.
   c. If applicable, enter an email address for the delivery method.
5. Click **Next**.

Figure 6-1 Purchase SCAC Data Products Section

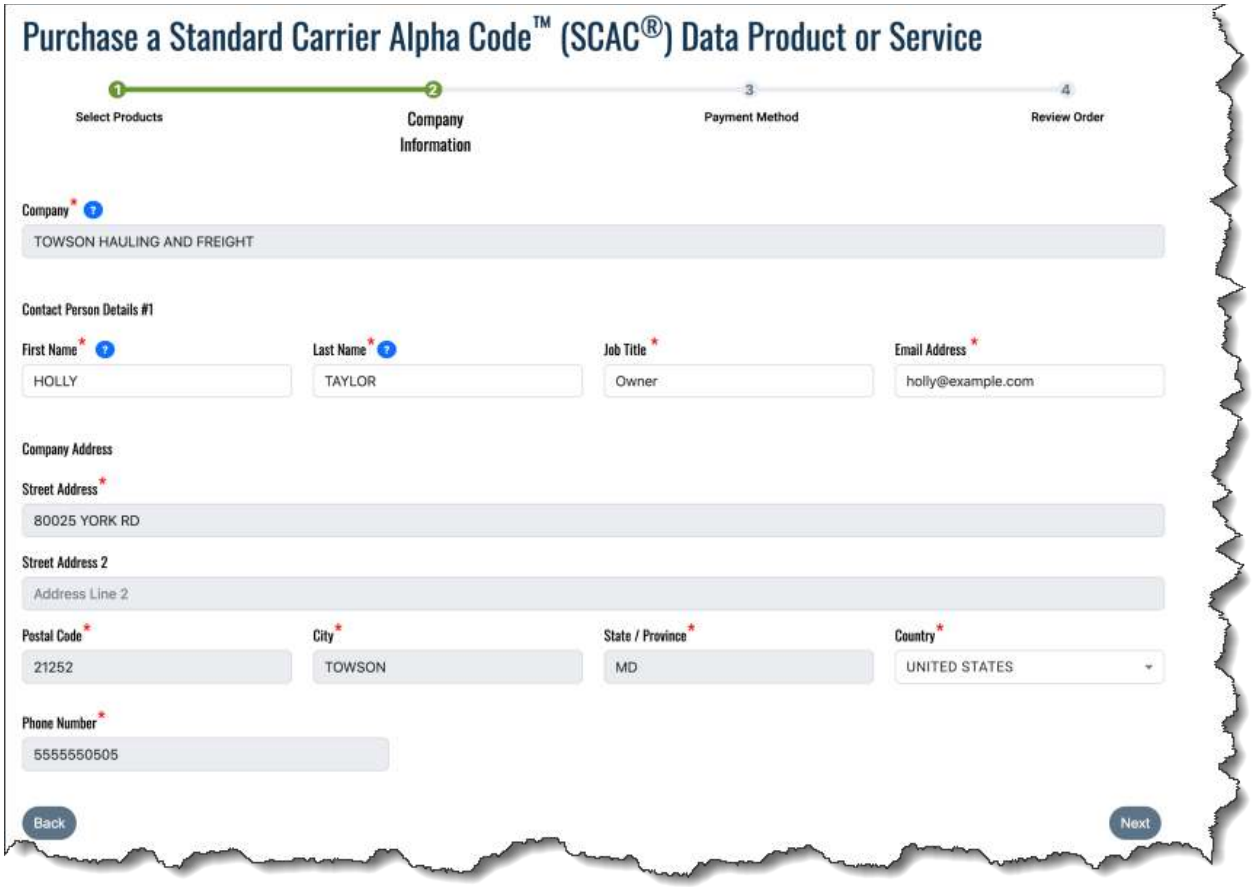


6. If logged in, a pop-up will open giving you the option to autofill your company's information. Click **OK** to use the autofill feature or click **Cancel** to go back to the form and manually fill out the **Company Information**.

Figure 6-2 Current Company Autofill Option Pop-Up

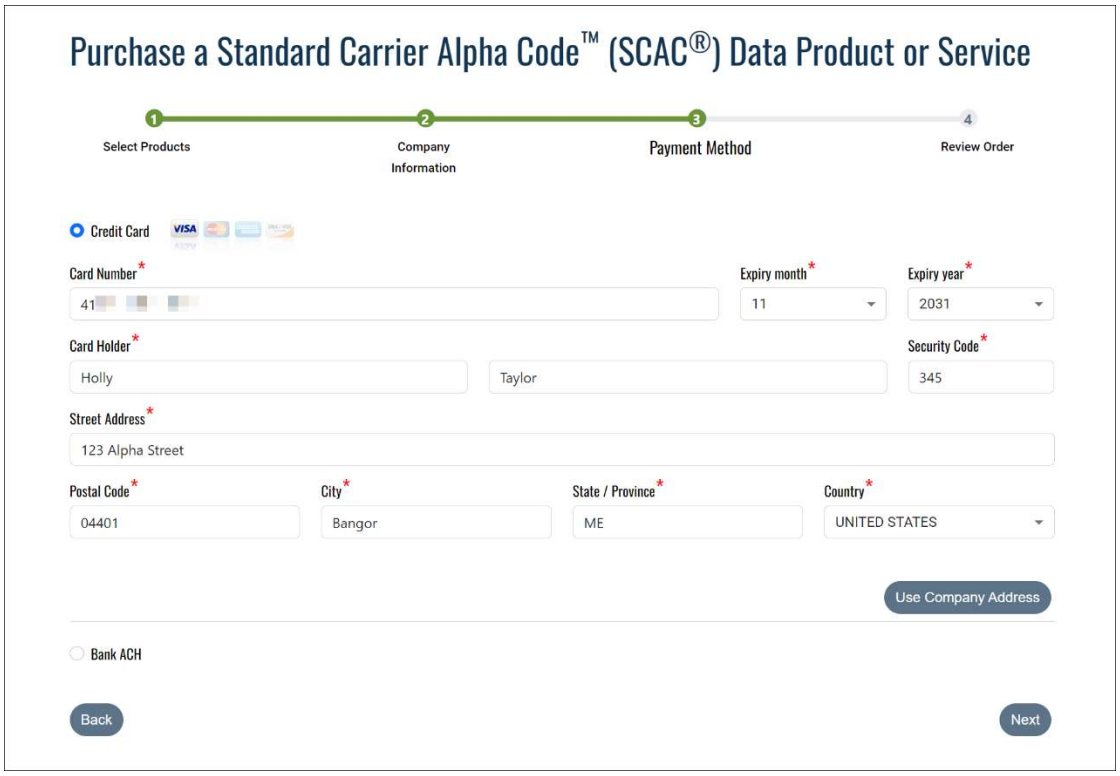
7. Review, confirm, and, if necessary, enter all required **Company Information**, and then click **Next**.

Figure 6-3 Company Information Section



8. Enter the **Payment Method**. You can automatically fill in your company address information by clicking the **Use Company Address** button. Click **Next** to review and finalize the order.
   Accepted forms of payment include:
   - **Credit Card:** Select this option to pay by credit card.
   - **Bank ACH:** Select this option to pay using a bank account.

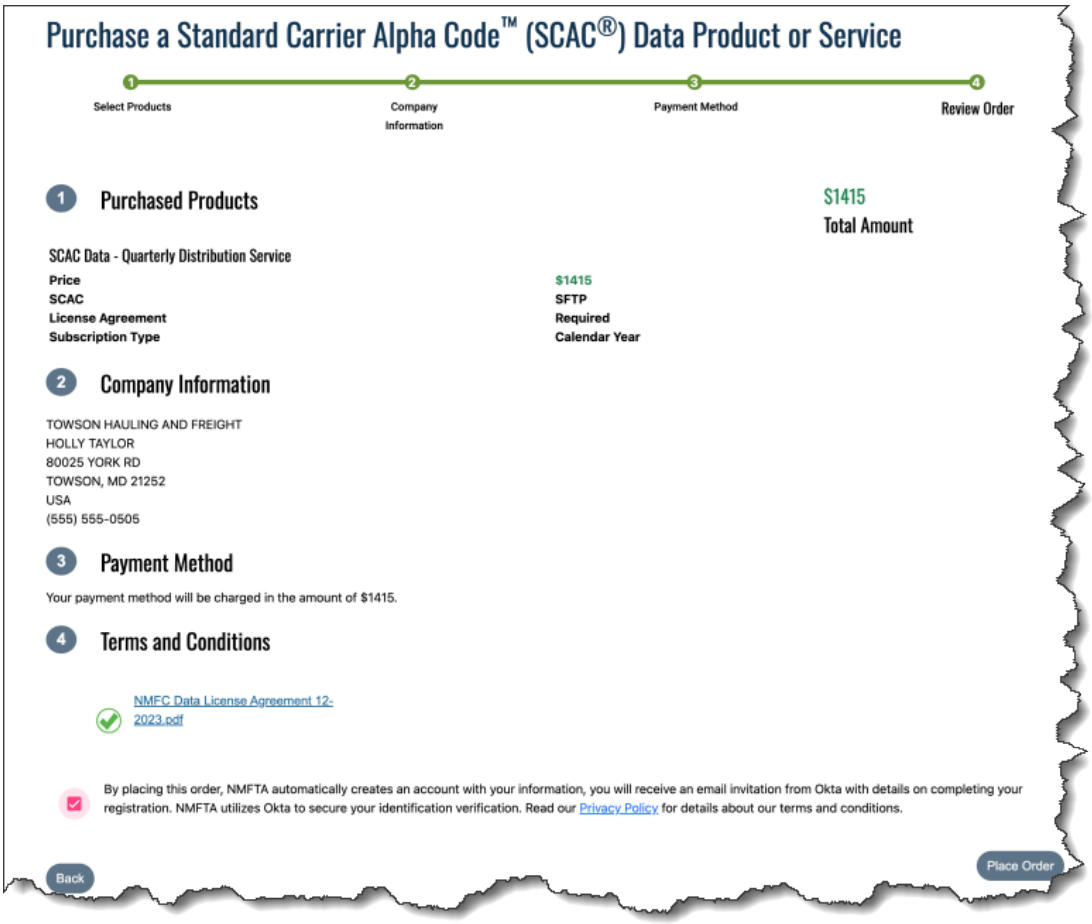
Figure 6-4 Payment Method Section



9. If a license agreement is required for the data product, it'll be displayed in the **Terms and Conditions** part of the **Review Order** section:
   a. Click on the pdf link to open and view the license agreement.
   b. Click **Download** to download the license agreement.
   c. Click **Approve** to accept the license agreement.
   d. Once the license agreement is accepted, the View EULA License window closes, and a green checkmark is displayed next to the license agreement PDF link.

10. Read and check the privacy statement to acknowledge.

Figure 6-5 Reviewing a Data Product Order



11. Click **Place Order** to complete the purchase.

    The Payment Processing screen is displayed while the payment is processing.

    A confirmation email is automatically sent to you and other contact person along with details on setting up and using the purchased product(s).

> **NOTE:**
>
> If you purchased SCAC Online, see Managing SCAC Online Users and Licenses for information on assigning licenses for your subscription. You cannot access your subscription without assigning a license to the applicable user who will be accessing the subscription.

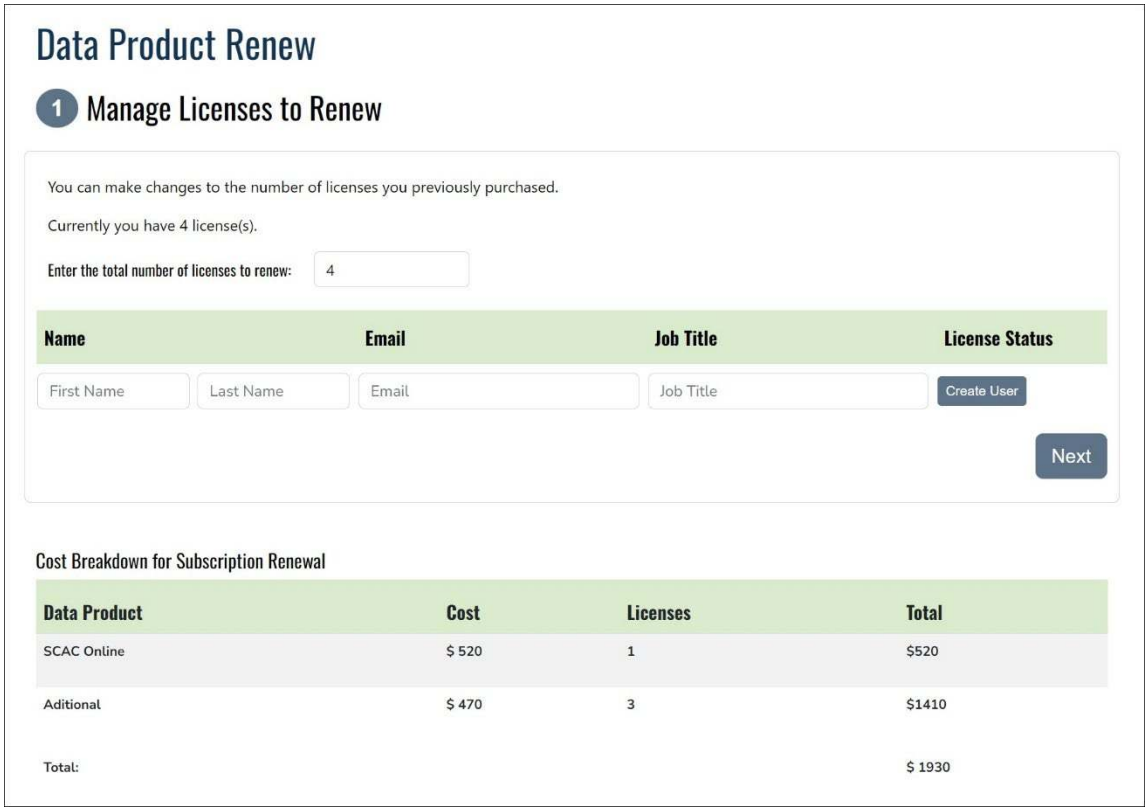
Renewing a SCAC Online Subscription

> **NOTES:**
>
> - Data product renewal notices are automatically sent at 90, 60, and 30 days prior to the SCAC expiration date.
> - You can add/remove licenses as well as assign/unassign licenses to users at time of renewal.

To renew the current SCAC Online subscription:

1. Go to your Account Profile.
2. Click on the **SCAC Online** section to expand.
3. Click the **Renew Subscription** button.
   The Data Product Renew screen opens.

Figure 6-6 Data Product Renew Screen

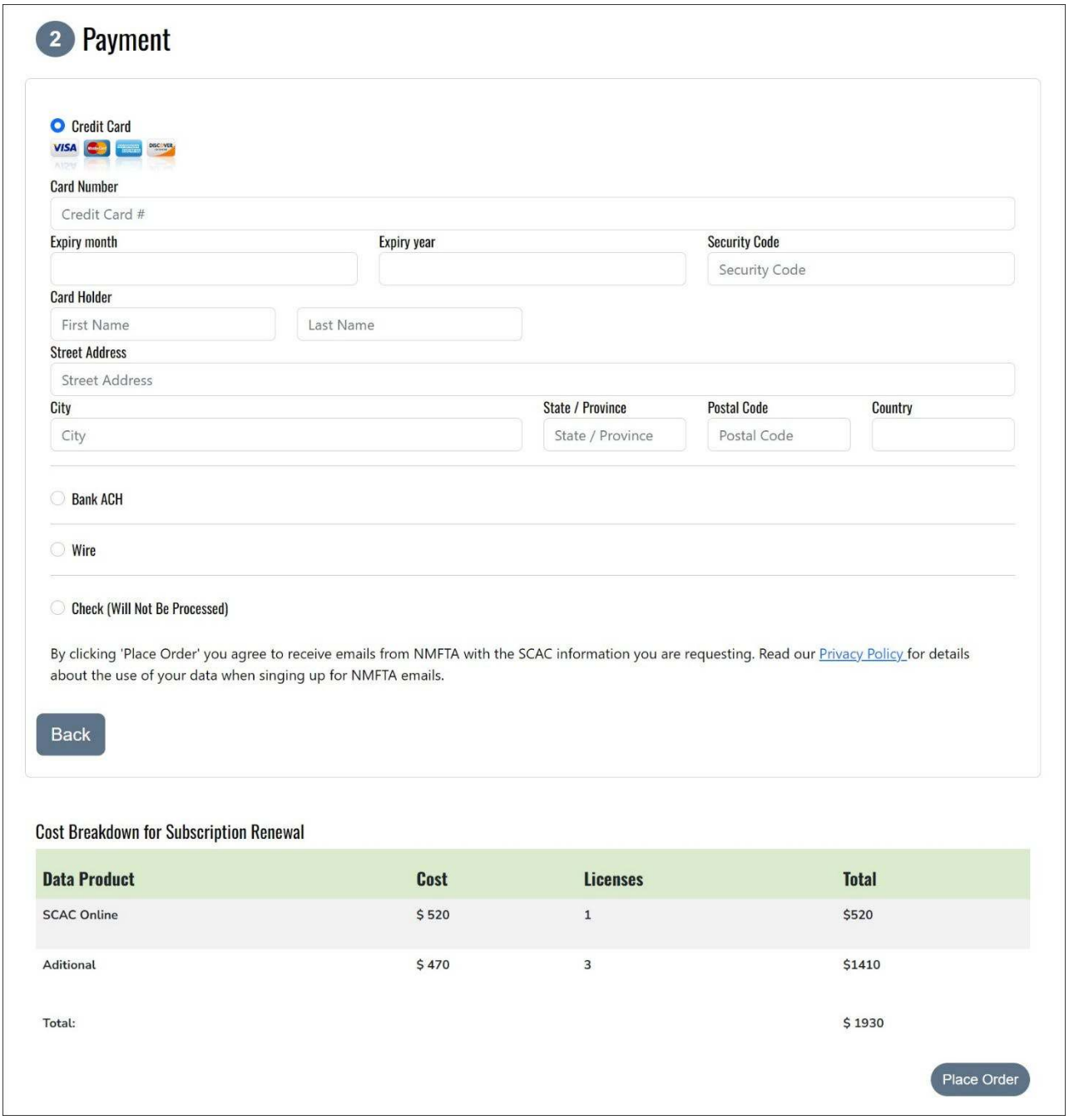


4. Enter the number of licenses you'd like to renew. You can add additional or remove licenses prior to completing your renewal. The cost per license and the total is displayed in the table at the bottom of the screen.
5. If applicable, create the user(s) to which the license(s) will be assigned.
6. Click **Next** to proceed.
7. Fill out the payment information, and then click **Place Order**.
   The Order Confirmation screen opens.

NOTE:

Remember that you cannot access your subscription without assigning a license to the applicable user who will be accessing the subscription. See Managing SCAC Online Users and Licenses for more information managing your subscription license assignments.

Figure 6-7 Data Product Payment Screen



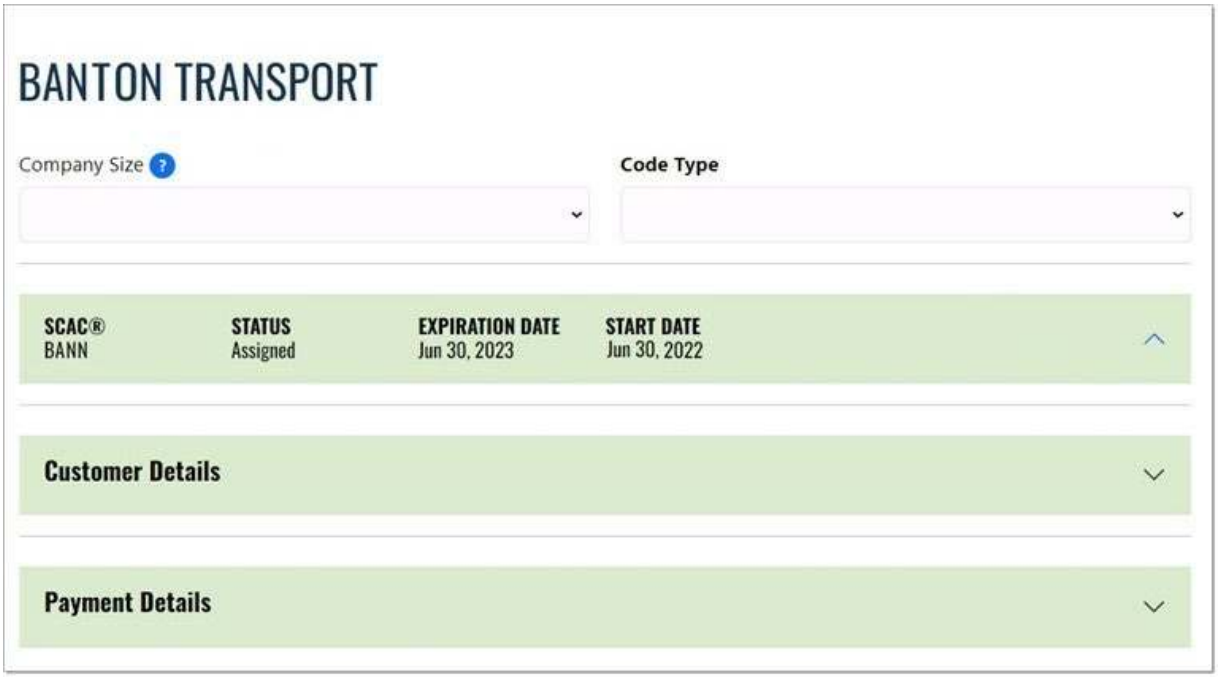
7 Managing your Account Details

Your Account Profile is your Home page and makes it easy for you to manage your account details, SCACs, and data product subscriptions. From this screen, you can:

- View your SCACs, your data product subscriptions, and their details, including their status and expiration date.
- Download and email your SCAC Certificates.
- View your account's payment history plus print and email receipts.
- View and download your data products license agreement.
- View your data product's API details, if applicable.

> **NOTES:**
>
> - See Renewing an Existing SCAC and Renewing a SCAC Data Product for information on renewing your products.
> - For assistance with canceling your SCAC or reinstating an expired SCAC, contact Customer Service.

Figure 7-1 Account Profile Screen

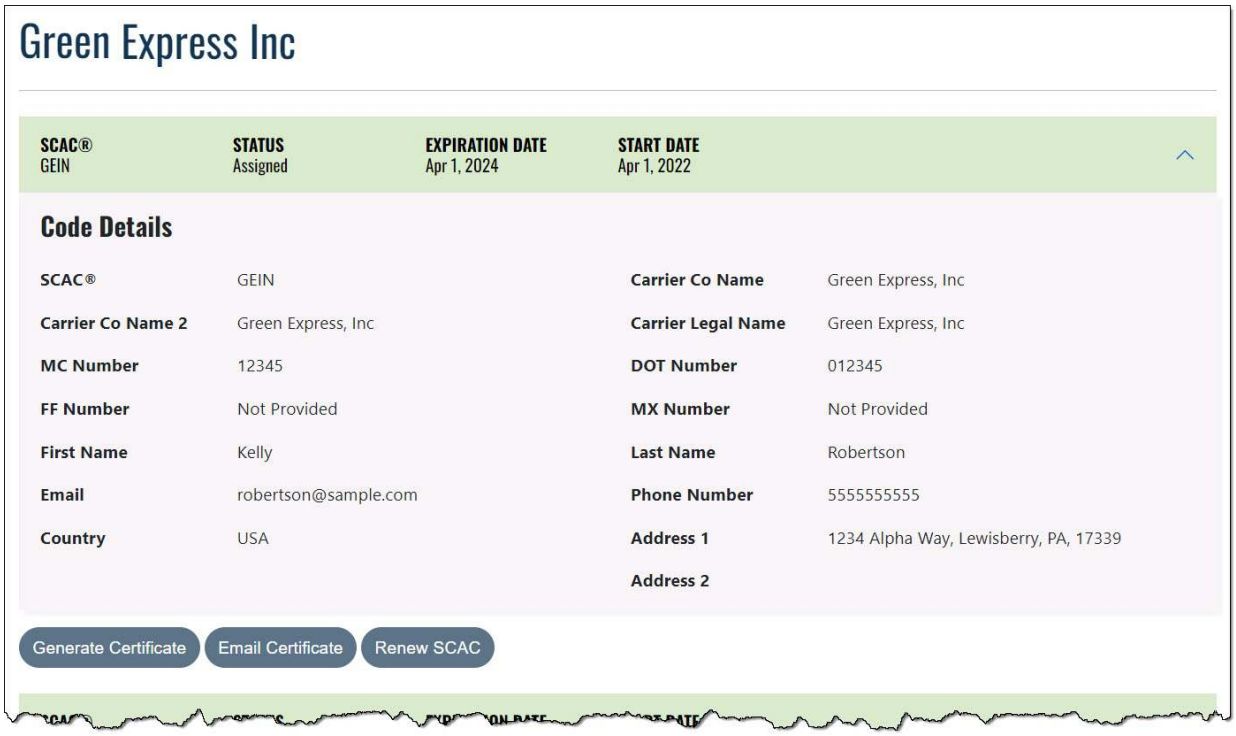


Viewing your Account Details

To view account details, including your SCACs and data product subscriptions:

1. Click **Home**.
   Your Account Profile screen opens.
2. Click on any of the section headers to expand and view that section's information.

Figure 7-2 Account Profile with SCAC Section Expanded



3. To view your SCAC's details:
   a. Click the section header to expand and display its details.
   b. To download or email the SCAC certificate, click **Generate Certificate** or **Email Certificate**. See Downloading and Emailing SCAC Certificates for more information.
   c. To renew the SCAC, click **Renew SCAC**. See Renewing an Existing SCAC for more information.
4. To view the product's details or renew a **Data Product**:
   a. Click the section header to expand and display its details.
   b. To renew, click **Renew Subscription**. See Renewing a SCAC Data Product for more information.
5. To view and/or edit your **Customer Details**:
   a. Click the section header to expand it.
   b. To edit your customer details, click **Edit**.
   c. Make the necessary changes, and then click **Save**.
6. To view the **Payment Details**:
   a. Click the section header to expand and display the details.
   b. To print or email a receipt for a specific transaction, click the **Print Receipt** or **Email Receipt** button for that transaction. See Printing and Emailing SCAC Receipts for more information.

NOTES:

- The **SCAC** section is not displayed if the account is not assigned a SCAC.
- The **Data Product** section is not displayed if the account is not subscribed to a product.

Downloading and Emailing SCAC Certificates

The SCAC application lets you generate, view, download, and email your SCAC certificates, making it easy to access, share, and distribute the certificate to those who need it.

SCAC certificates also contain a QR code to simplify the verification process. Once scanned, this QR code confirms your company name, city, state, DOT number, and MC number as well as the status of the SCAC.

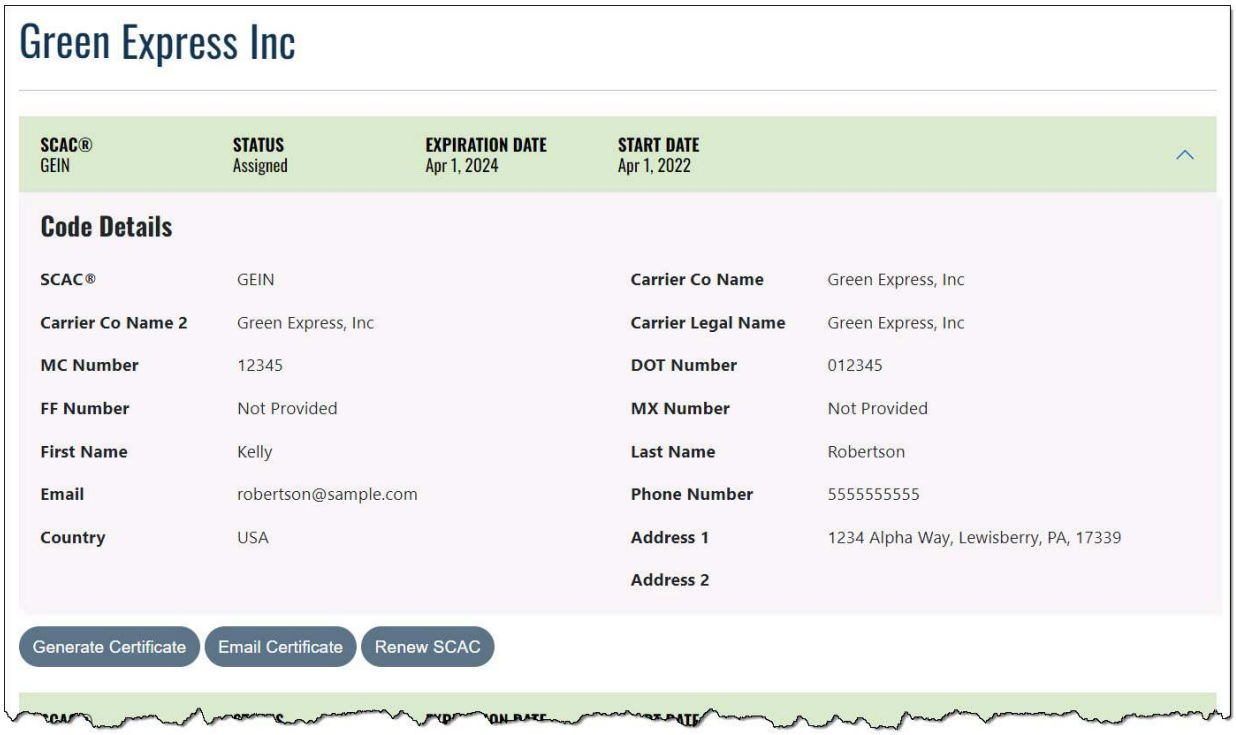
> **NOTE:**
>
> Certificates cannot be generated for expired SCACs even during the Renewal Grace Period. You must renew to receive a SCAC certificate.

To generate, view, and download a SCAC certificate:

1. Click **Home**.

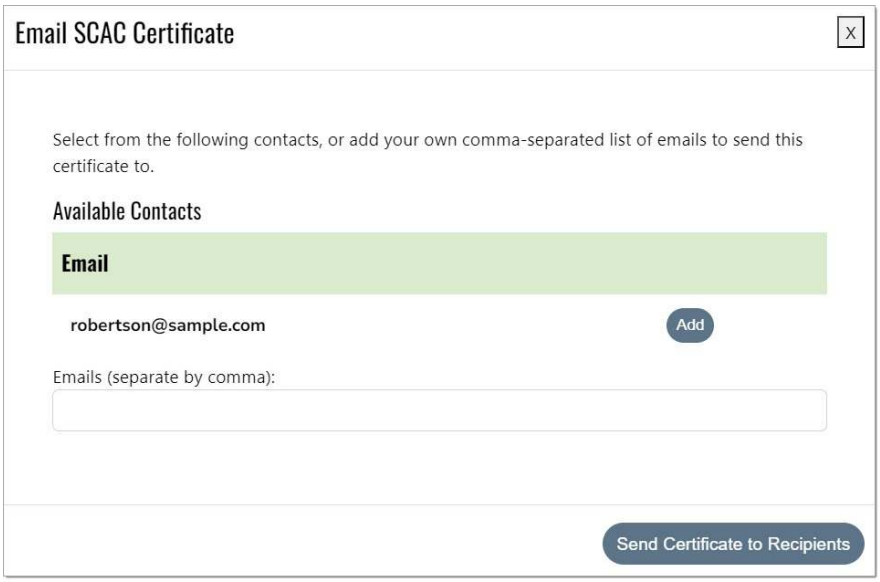
   Your Account Profile screen opens.
2. Click on the section header of the SCAC whose certificate you want to view, download, or email.

Figure 7-3 SCAC Section on your Account Profile



3. To view and download a PDF of the certificate, click **Generate Certificate**.
4. To email the certificate:
   a. Click **Email Certificate**.
   b. Click **Add** next to the user you'd like to add to the email or enter the email address(es) manually.
   c. Click **Send Certificate to Recipients**.

Figure 7-4 Emailing a SCAC Certificate

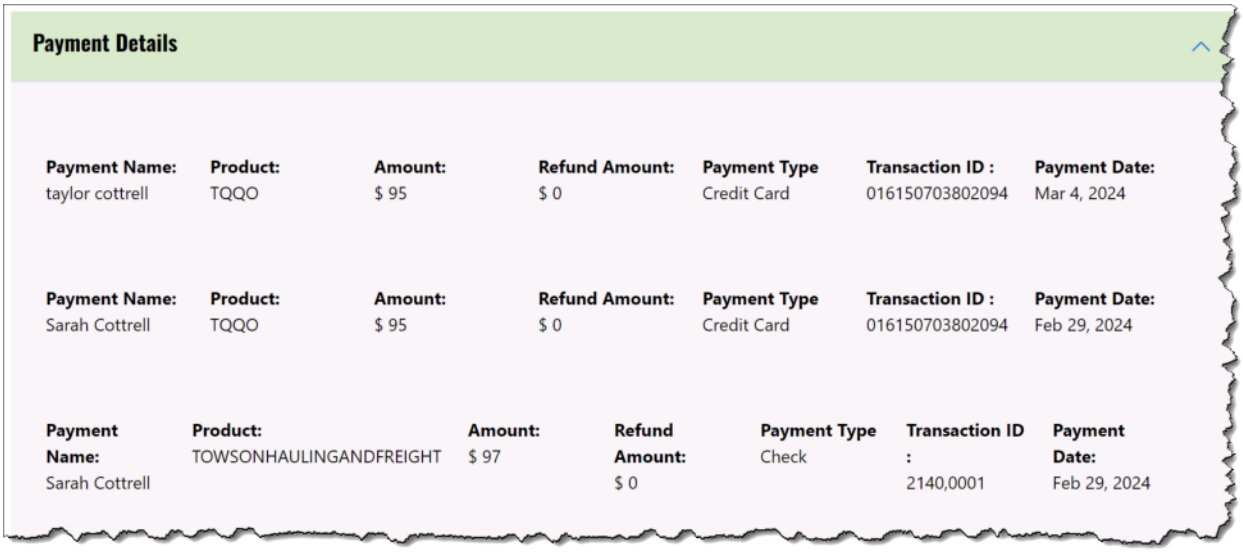


Printing and Emailing SCAC Receipts

To view and print a receipt for a SCAC purchase or renewal:

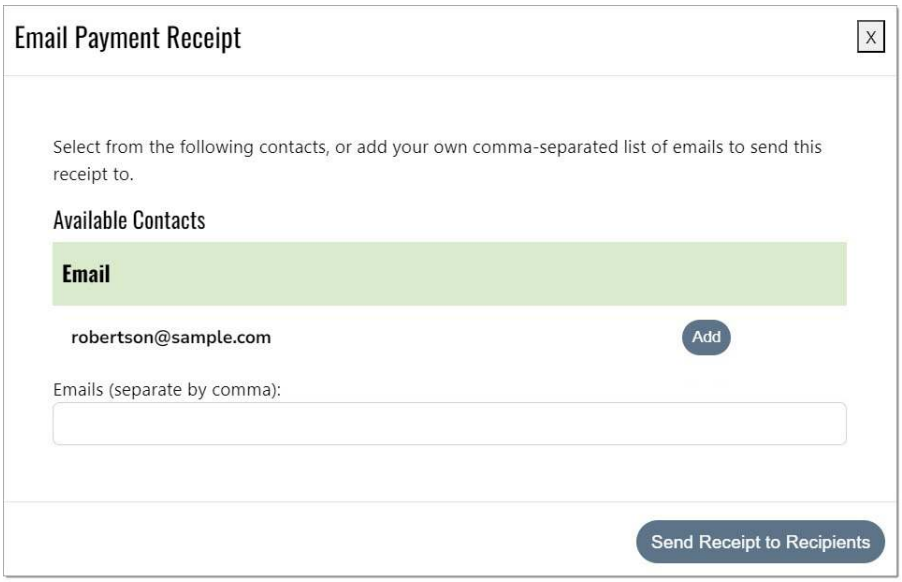
1. Click **Home**.
   Your Account Profile screen opens.
2. Click on the **Payment Details** header to expand and view the payment details.

Figure 7-5 Payment Details for a SCAC



3. To view and download a PDF of the receipt, click **Print Receipt**.
4. To email the receipt:
   a. Click **Email Receipt**.
   b. Click **Add** next to the user you'd like to add to the email or enter the email address(es) manually.
   c. Click **Send Receipt to Recipients**.

Figure 7-6 Emailing a SCAC Receipt

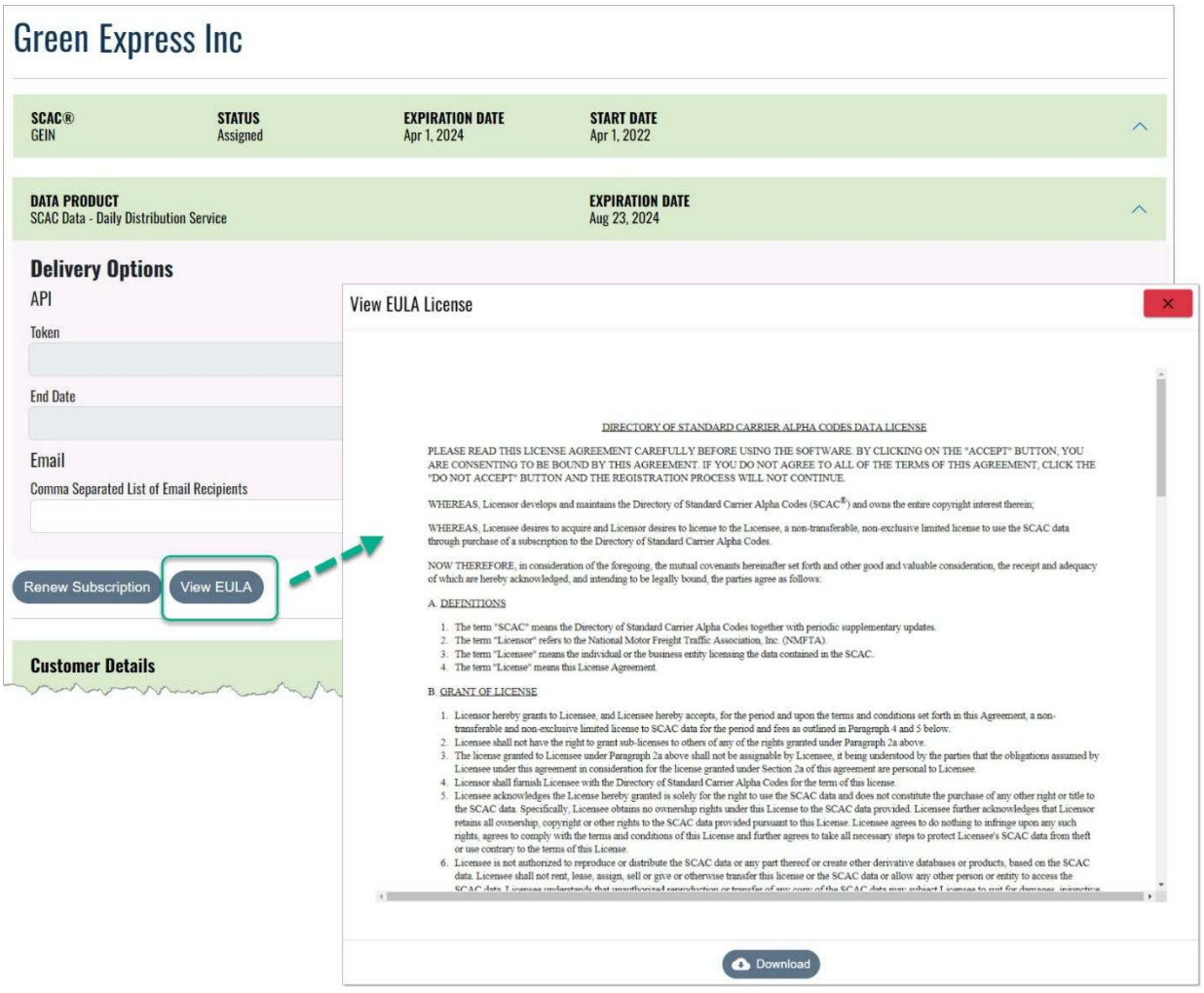


Viewing and Downloading a Data Product's License Agreement

To view and download a data product's end user license agreement (EULA):

1. Click **Home**.
   Your Account Profile screen opens.
2. Click on the **Data Product** header to expand and view the details for that data product.
3. Click the **View EULA** button.
   The View EULA License screen opens.
4. Click **Download** to download a PDF of the license agreement.

Figure 7-7 Viewing and Downloading a License Agreement

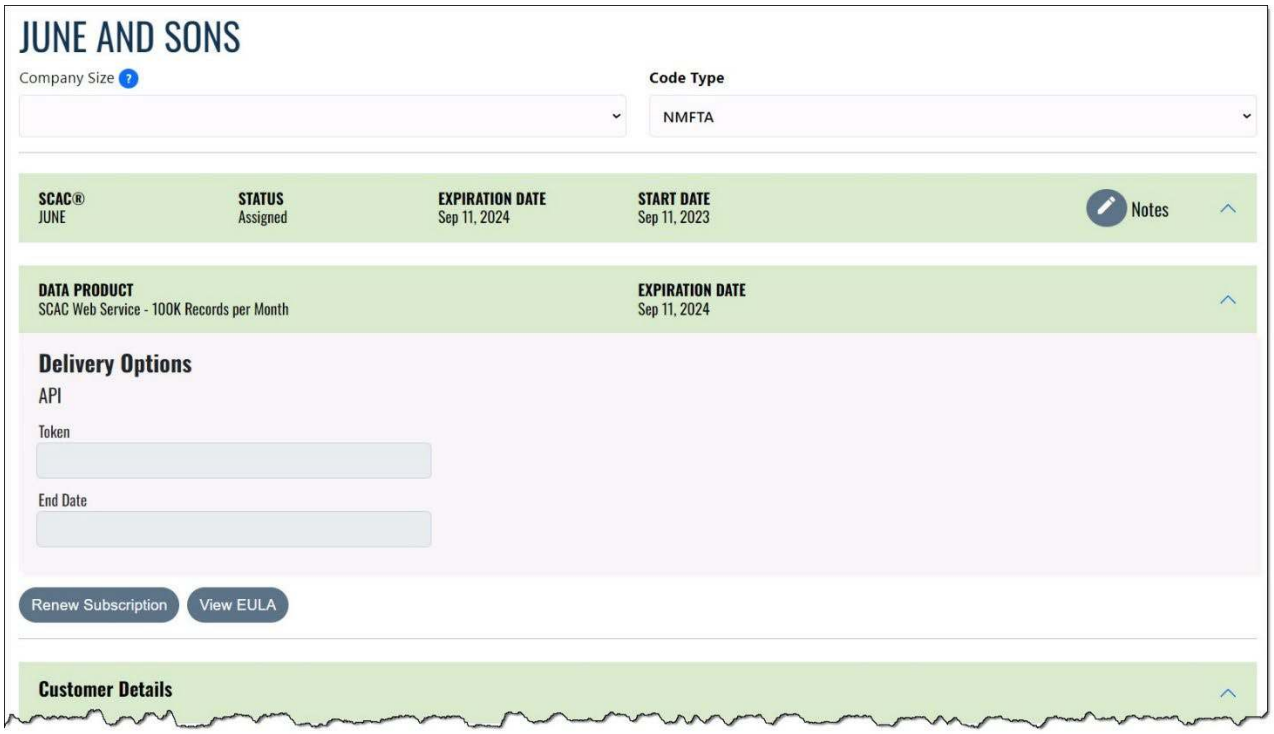


Viewing a Data Product's API Details

To view the API token and end date for a data product's subscription:

1. Click **Home**.
   Your Account Profile screen opens.
2. Click on the **Data Product** header for the data distribution service.
   The API Token and End Date details are displayed as read-only.

Figure 7-8 Viewing a Data Product's API Details



Managing SCAC Online Users and Licenses

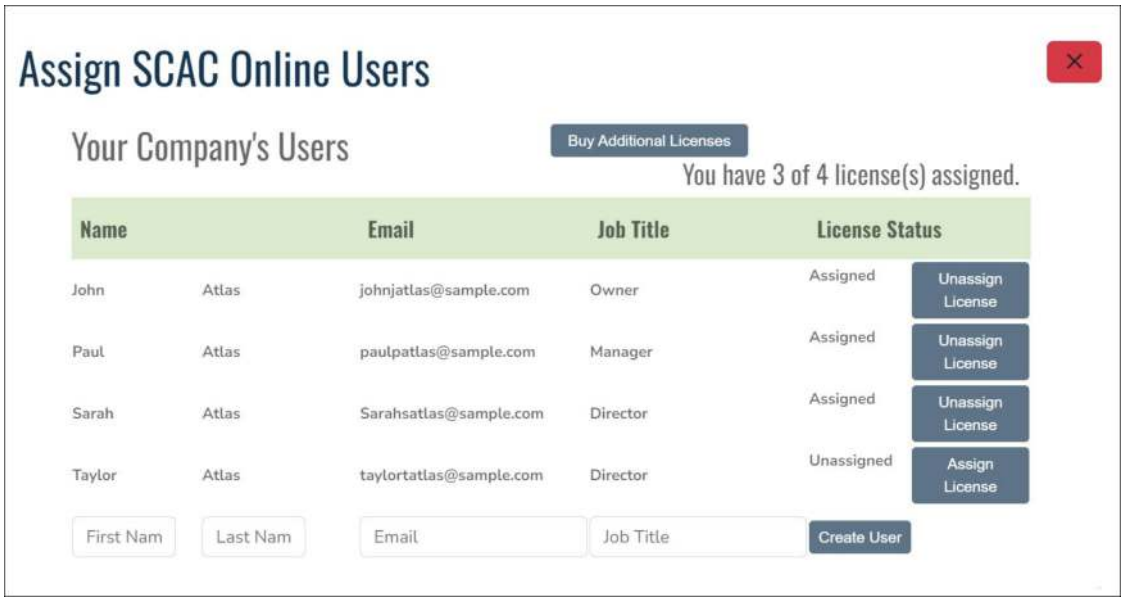
To manage the users and licenses affiliated with your SCAC Online subscription:

1. Click **Home** in the main menu to go to your Account Profile screen.
2. Click on the **Data Product** header for the SCAC Online subscription, then click **Manage Users**.

   The Assign SCAC Online Users screen opens.

> **NOTES:**
>
> - Existing users are listed in the **Your Company's Users** section.
> - The company's total number of licenses is listed in the **Users Assigned to SCAC Online** section.

Figure 7-9 Assign SCAC Online Users



3. To add a user:
   a. Enter the **First Name**, **Last Name**, **Email**, and **Job Title** for the user you'd like to create and affiliate with the company.
   b. Click **Create User**.
   c. Continue adding users as necessary.
4. Click the **Assign License** button associated with the user you'd like to affiliate with a license.
5. If you'd like to unassign a license and make it available for someone else, click the **Unassign License** button associated with the user and license you'd like to unassign.
6. Click the **Close** (**X**) icon to return to the Account Profile screen.

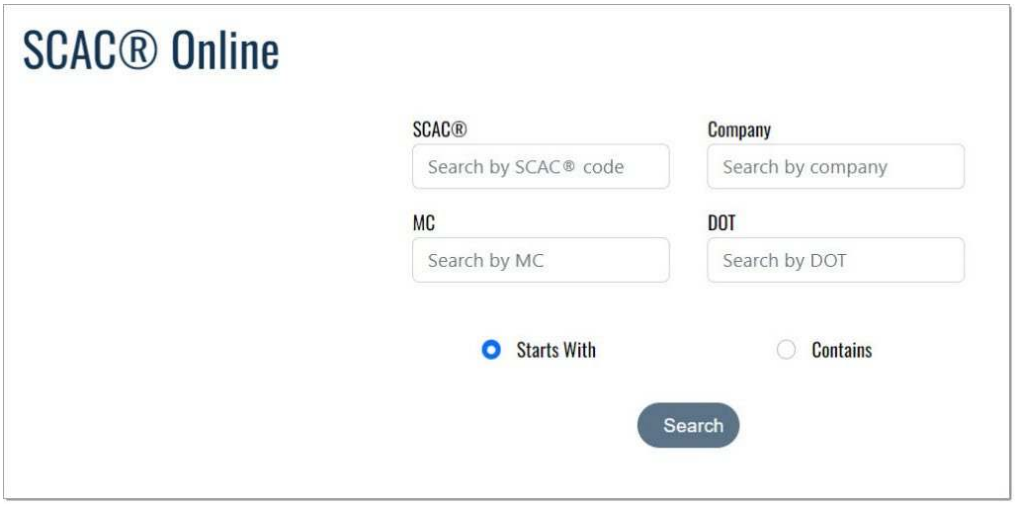
8 Verifying a SCAC using SCAC Online

> **NOTE:**
>
> SCAC Online is a subscription service and can be purchased using the Purchase Data Products form.

To search for a SCAC and verify its information:

1. Click **Manage SCAC**, and then select **SCAC Online**.
   The SCAC Online screen opens.

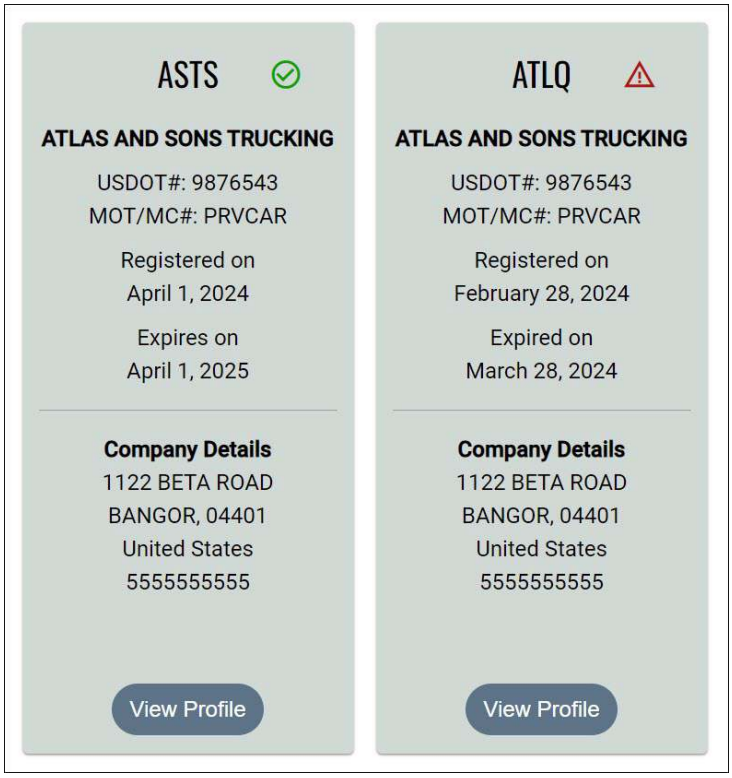
   Figure 8-1 SCAC Online



2. Enter the criteria by which you want to search. You can search by the following:
   - **SCAC:** Use this option to find a specific Standard Carrier Alpha Code (SCAC).
   - **MC:** Use this option to find a SCAC affiliated with a specific MC number.
   - **Company:** Use this option to find a SCAC affiliated with a specific company.
   - **DOT:** Use this option to find a SCAC affiliated with a specific Department of Transportation (DOT) number.
3. Select either **Starts With** or **Contains**. The option you select is applied to all fields.
4. Click **Search**. The SCACs matching your criteria are displayed in alphabetical order.

> **NOTE:**
>
> SCAC information is displayed as a tile. These tiles include the following information affiliated with the SCAC:
>
> - SCAC
> - Expired ⚠ and Active ✓ status icons.
> - Company Name
> - FMCSA information
> - Registration Date
> - Expiration Date
> - Contact Information

Figure 8-2 Company Details Tiles



9 Generating the Renewal Report

The Renewal Report lists all your SCACs renewed in the last 30, 60, or 90 days.

To generate the Renewal Report:

1. Click **Reports**, and then select **Renewal Report**.
   The Renewal Report opens.
   Click the **Select Interval** drop-down, and then select either **30 days**, **60 days**, or **90 days**. The report automatically refreshes based on the selected interval.

   TIP:
   Click on the column name to sort by that column.

Figure 9-1 Example of The Renewal Report

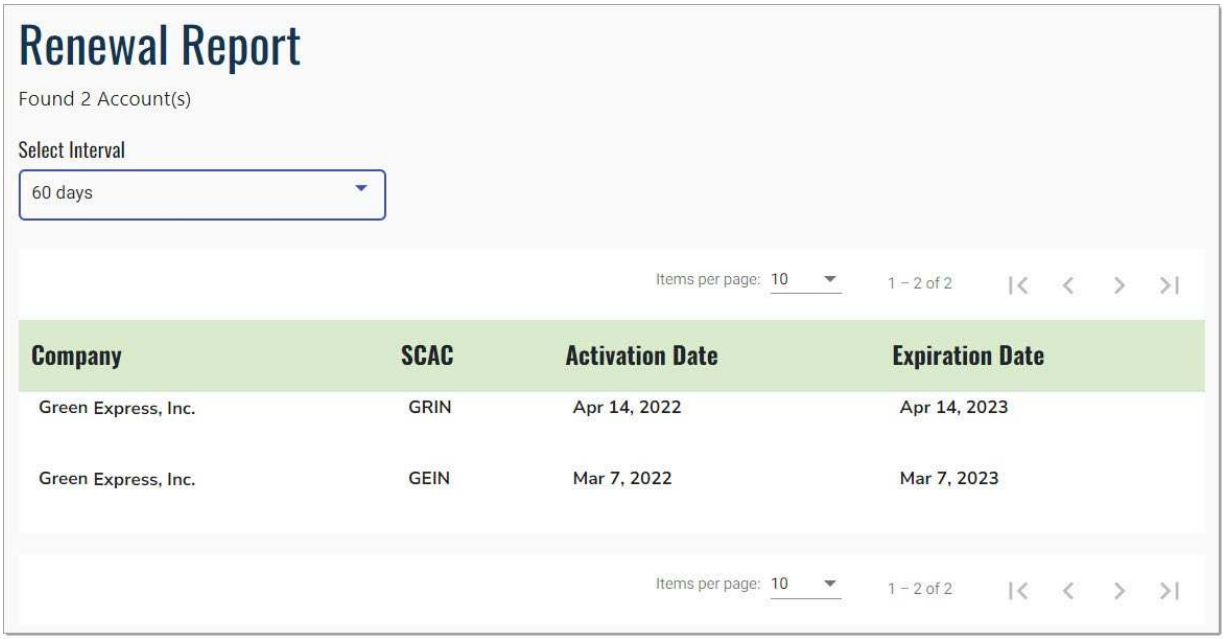


Table 9-1 Renewal Report Columns and Descriptions

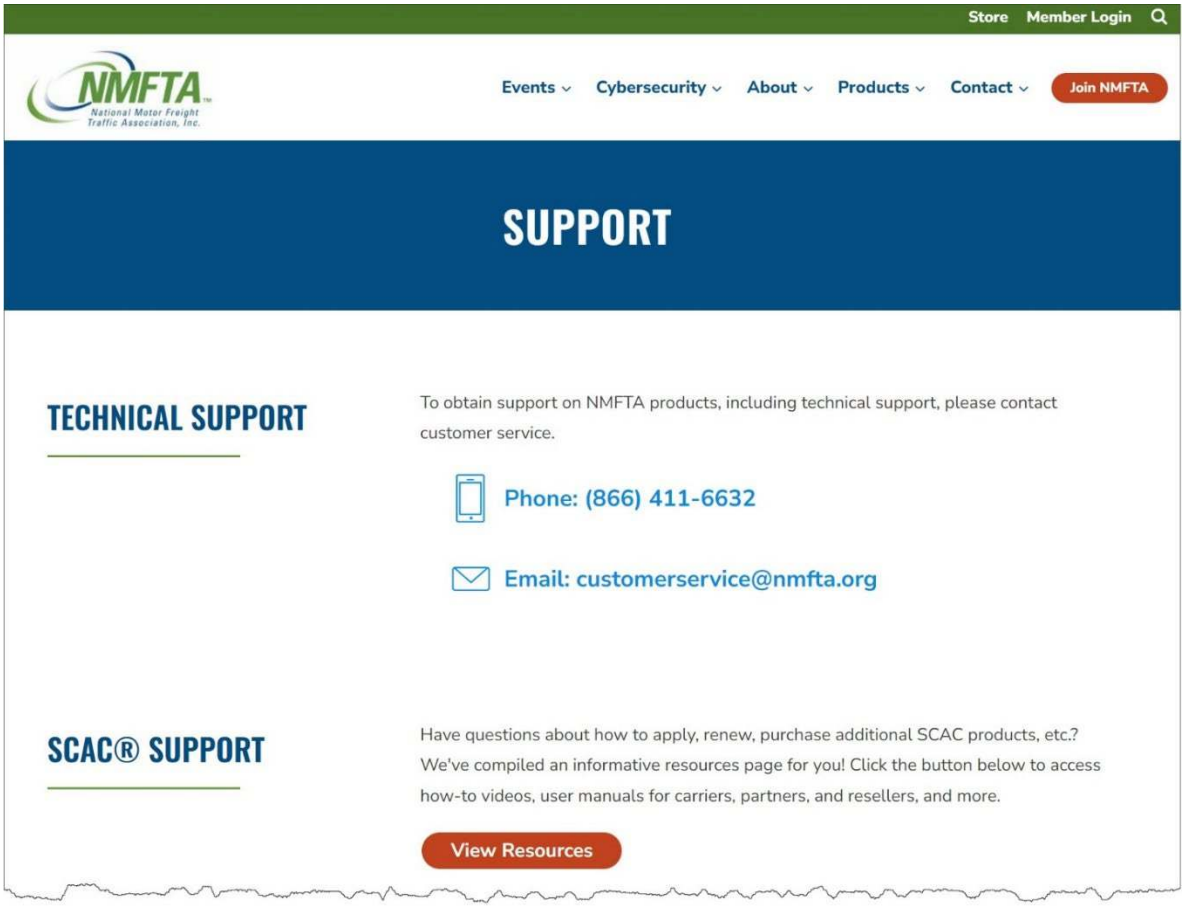
Column Name	Description
Company	The name of the company affiliated with the SCAC.
SCAC	The Standard Carrier Alpha Code.
Activation Date	The date the SCAC was activated or purchased.
Expiration Date	The expiration date of the SCAC.

10 Troubleshooting

Contacting Customer Support

To contact customer support, click the **Contact Support** option on the main menu. This opens the Support page on the NMFTA website, which is where you'll find details on how to obtain support for all NMFTA products.

Figure 10-1 Support Page on NMFTA Website



Documentation and How-To Videos

SCAC documentation, how-to videos, and FAQs can be found on the SCAC Resources page of the NMFTA website.

To access:

- From the SCAC main menu, click **Contact Support**, and then click **View Resources** on the Support page.
- From the footer, click **Documentation & Videos** under **SCAC Resources**.
- Go directly to the Support page at https://nmfta.org/support, and then click **View Resources**.
- Go directly to the SCAC Resources page: https://nmfta.org/scac-resources

Finding Additional Resources

- **NMFTA Products** option in the footer at the bottom of the screen lets you easily access any other NMFTA product affiliated with your account.
  - **ClassIT:** Opens the ClassIT login page (https://classit.nmfta.org).
  - **NMFTA User Manager (Non-SCAC Purchase):** Opens the User Manager login page (https://usermanager.nmfta.org), which is used to manage users for non-SCAC applications. See Managing SCAC Online Users and Licenses for more information on managing SCAC users.
  - **SPLC Online:** Opens the SPLC login page (https://splc.nmfta.org).
  - **Store (Non-SCAC Purchase):** Opens the NMFTA Store (https://store.nmfta.org), which is used to purchase non-SCAC products. See Purchasing, Renewing, & Reinstating Expired SCACs and Purchasing & Renewing SCAC Data Products for more information on purchasing SCAC products.

> **NOTE:**
>
> The NMFTA Store is used to purchase non-SCAC products. See Purchasing & Renewing SCACs and Purchasing & Renewing SCAC Data Products for more information on purchasing SCAC products.

  - **NMFTA Home:** Opens the NMFTA website (https://nmfta.org).

    See Accessing Other NMFTA Applications for more information.

The **SCAC Resources** option on the main menu provides our customers with additional insight into our products and their history. Options include:

- **History:** Opens the Standard Carrier Alpha Code History page on the NMFTA website, making it easy to read and learn about the history and usage of SCACs.
- **Product Descriptions:** Opens the Standard Carrier Alpha Code Product Descriptions page on the NMFTA website, which is where you can find descriptions on all SCAC products.
- **Intellectual Property Rights:** Opens the Standard Carrier Alpha Code Property Rights page on the NMFTA website, which is where you can read our intellectual property rights statement.
- **Documentation & Videos:** Opens the Standard Carrier Alpha Code Resources page on the NMFTA website, which is where you can find SCAC documentation, how-to videos, and FAQs.

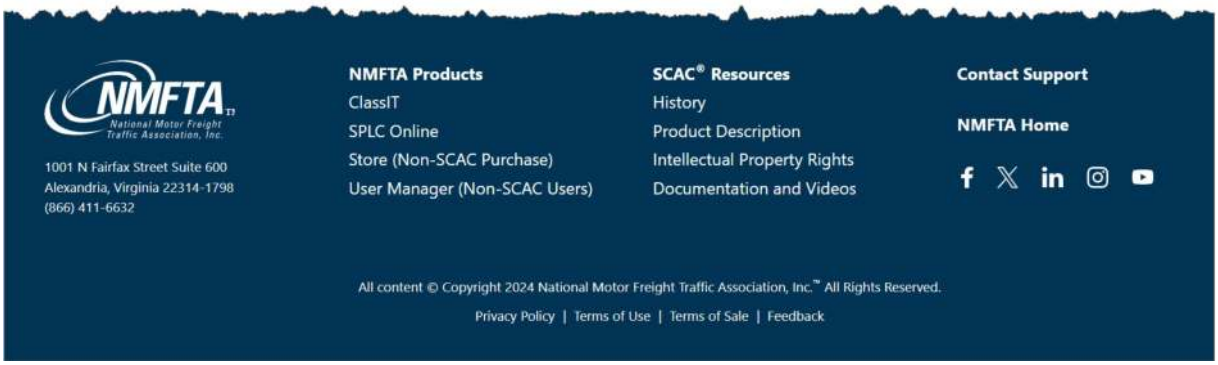



Figure 10-2 SCAC Page Footer