

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

Standard Carrier Alpha CodeTM (SCAC[®])

User Manual for Resellers



Version 2.0
April 22, 2024



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

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

Copyright © 2024, NMFTA. All rights reserved.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

This documentation may provide access to or information about content, products, and services from third parties. NMFTA is not responsible for and expressly disclaims all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and NMFTA. NMFTA will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and NMFTA.

National Motor Freight Traffic Association, Inc.
1001 North Fairfax Street
Suite 600 Alexandria, Virginia 22314
Phone: 1.703.838.1810
Fax: 703.683.1094

Customer Service
Email: customerservice@nmfta.org
Phone: 1.866.411.6632

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	1-4
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 Applications	2-5
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	4-2
Renewing an Existing SCAC	4-8
Renewing a SCAC with or without a Login	4-9
Renewing a SCAC from Manage Accounts	4-10
Reinstating an Expired SCAC with Easy Renew	4-12
5 Checking the Status of a 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	7-1
	Viewing your Account Profile	7-1
	Editing your Account Details	7-1
	Viewing a Data Product's API Details	7-2
	Viewing and Downloading a Data Product's License Agreement	7-3
	Managing SCAC Online Users and Licenses	7-4
	Adding Additional Licenses to an Existing SCAC Online Subscription	7-5
	Accessing your Carrier's Accounts from your Account Profile	7-7
8	Managing Carrier Accounts	8-1
	Viewing Accounts Details	8-1
	Editing Account Details	8-2
	Downloading and Emailing SCAC Certificates	8-4
	Printing and Emailing SCAC Receipts	8-5
9	Managing Users	9-1
	Adding a New User	9-1
	Editing User Details	9-3
	Deleting a User	9-4
	Resetting a User's Password	9-5
10	Verifying a SCAC using SCAC Online	10-1
11	Generating the Renewal Report	11-1
12	Troubleshooting	12-1
	Contacting Customer Support	12-1
	Documentation and How-To Videos	12-1
	Finding Additional Resources	12-2

Preface

This document is intended for NMFTA resellers 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	June 15, 2023	Updated the following sections: <ul style="list-style-type: none">• Understanding the SCAC Apply & Renew Process• SCAC Life Cycle• Accessing SCAC• Accessing the Apply for a New SCAC Form

Product Version	Date	Description of Change
		<ul style="list-style-type: none"> • SCAC Menus • Purchasing & Renewing SCACs • Applying for a New SCAC • Renewing an Existing SCAC • Viewing Accounts and their Details • Editing Account Details • Adding a New User • Editing User Details • Deleting a User • Generating the Renewal Report • Troubleshooting <p>Added the following section:</p> <ul style="list-style-type: none"> • Renewing a SCAC with or without a Login
2.0	August 3, 2023	<p>Updated the following sections:</p> <ul style="list-style-type: none"> • Filling out the Apply for a New SCAC Form • Renewing a SCAC with or without a Login • Renewing a SCAC from Manage Accounts • Managing Accounts • Editing Account Details • Downloading and Emailing SCAC Certificates • Verifying a SCAC using SCAC Online <p>Added the following sections:</p> <ul style="list-style-type: none"> • SCAC Renewal Grace Period • Printing and Emailing SCAC Receipts
2.0	September 28, 2023	<p>Updated the following sections:</p> <ul style="list-style-type: none"> • Purchasing a SCAC Data Product • Managing Accounts • Editing Account Details <p>Added the following sections:</p> <ul style="list-style-type: none"> • Viewing and Downloading a Data Product's License Agreement • Viewing a Data Product's API Details • Managing SCAC Online Users and Licenses
2.0	November 22, 2023	<p>Updated the following sections:</p> <ul style="list-style-type: none"> • SCAC Renewal Grace Period • Accessing SCAC • SCAC Menus • Filling out the Apply for a New SCAC Form

Product Version	Date	Description of Change
		<ul style="list-style-type: none"> Renewing a SCAC with or without a Login Added the following section: <ul style="list-style-type: none"> Checking the Status of a SCAC Application
2.0	December 18, 2023	Updated the following section: <ul style="list-style-type: none"> Checking the Status of a SCAC Application Added the following section: <ul style="list-style-type: none"> Terms of Sale for SCAC
2.0	March 20, 2024	Updated the following section: <ul style="list-style-type: none"> SCAC Life Cycle Terms of Sale for SCAC Filling out the Apply for a New SCAC Form Renewing a SCAC with or without a Login Renewing a SCAC from Manage Accounts Checking the Status of a SCAC Application Purchasing a SCAC Data Product Renewing a SCAC Data Product
2.0	April 22, 2024	Updated the following sections: <ul style="list-style-type: none"> Logging into SCAC SCAC Menus Applying for a New SCAC Filling out the Apply for a New SCAC Form Renewing a SCAC from Manage Accounts Purchasing & Renewing SCAC Data Products Purchasing a SCAC Data Product Managing Accounts Viewing Accounts Details Editing Account Details Downloading and Emailing SCAC Certificates Printing and Emailing SCAC Receipts Viewing and Downloading a Data Product's License Agreement Viewing a Data Product's API Details Managing Users

Product Version	Date	Description of Change
		<ul style="list-style-type: none">• Adding a New User• Editing User Details• Deleting a User• Resetting a User's Password• Verifying a SCAC using SCAC Online• Documentation and How-To Videos <p>Added the following sections:</p> <ul style="list-style-type: none">• Renewing a SCAC Online Subscription• Managing Your Account• Adding Additional Licenses to an Existing SCAC Online Subscription

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.

TIP:

See [Purchasing & Renewing SCACs](#) for more information on applying for, purchasing, and renewing a SCAC.

SCAC Life Cycle

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

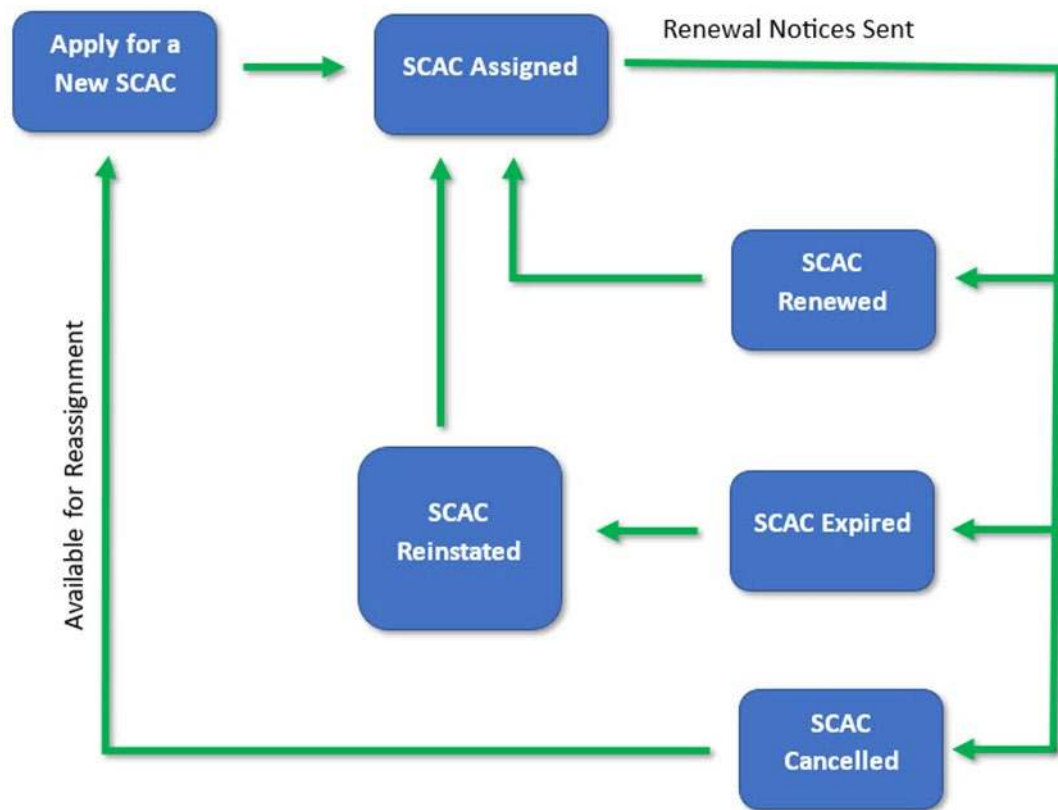
Renewal notifications are automatically sent out at 90, 60, 30 days prior to a SCAC's expiration date. Renewals are valid for one year from the current expiration date. We do not support multi-year renewals. If payments are not received by the expiration date, then the SCAC is marked as expired unless it falls into our SCAC renewal grace period. See [SCAC Renewal Grace Period](#) for more information.

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, go directly to the SCAC landing page at <https://scaccode.com>.

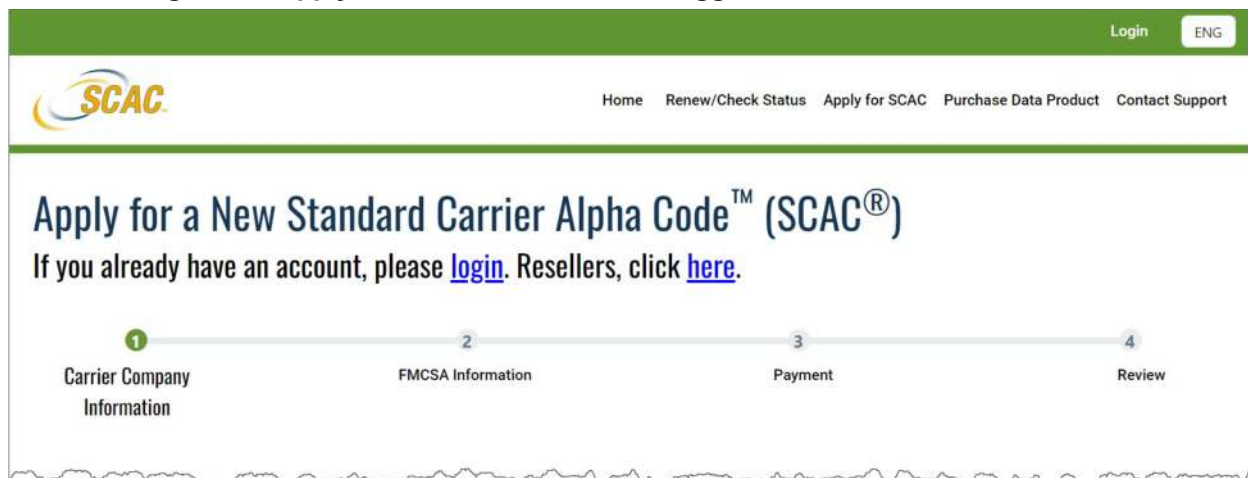
Figure 2-1 SCAC Landing Page



Logging into SCAC

Resellers must be logged in to purchase a SCAC. If you do not have an account, you can contact [Customer Service](#) to have one created. From the **Apply for SCAC** menu option, click **Resellers, click here** to see additional details on how to get your new account created. Otherwise, click **Login**.

Figure 2-2 Apply for SCAC Screen When Logged Out



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 2-3 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 2-4 Help Option on the SCAC Login Screen

Resetting your SCAC Login Password

To reset your password:

1. Go to <https://scacode.com>.

The SCAC home page opens.

NOTES:

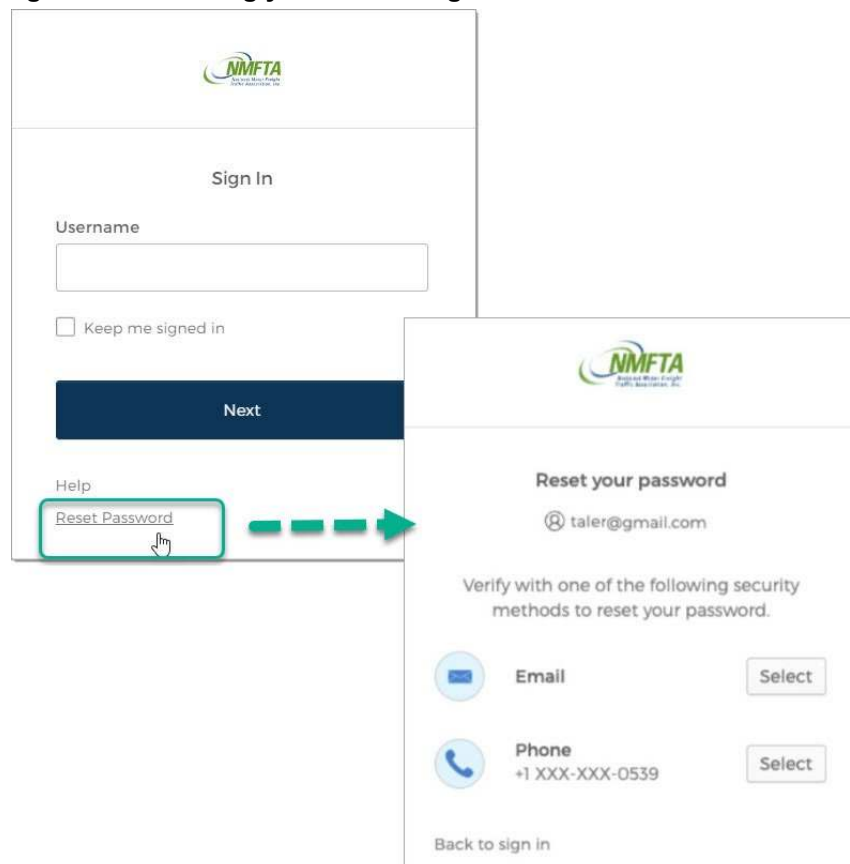
See [Accessing SCAC](#) for other methods on accessing the SCAC home page.

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 2-5 Resetting your SCAC Login Password

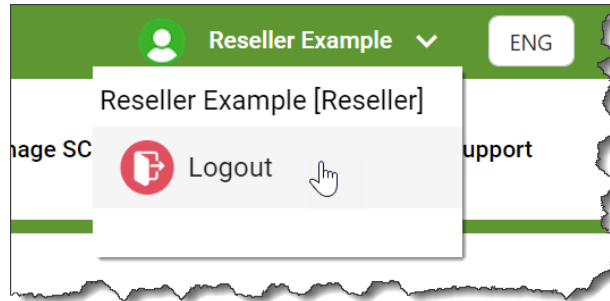


4. If you selected to reset by **Phone**, then enter the verification code sent to your phone. If you selected to reset by **Email**, go to your email and open the reset password email, and then click **Reset Password**.
5. Enter and confirm your new password to complete the process.

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 2-6 Logout Options

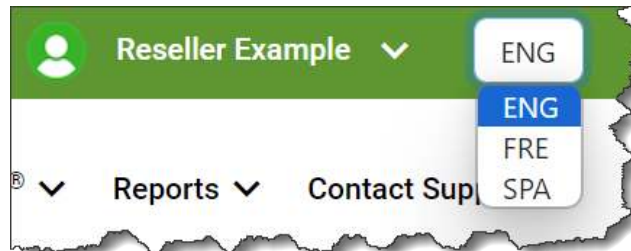


Setting the Application's Language

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 2-7 Setting the Application's Language



Accessing Other NMFTA Applications

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

- To open ClassIT (<https://classit.nmfta.org>), click **ClassIT**.
- To open the NMFTA User Manager (Non-SCAC Users) (<https://usermanager.nmfta.org>), click **User Manager (Non-SCAC Users)**.

NOTE:

See [Managing Users](#) for more information on managing SCAC users.

- To open SPLC Online (<https://splc.nmfta.org>), click **SPLC Online**.
- To open the NMFTA Store (Non-SCAC Purchase) (<https://store.nmfta.org>), click **Store (Non-SCAC Purchase)**.

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>), click **NMFTA Home**.

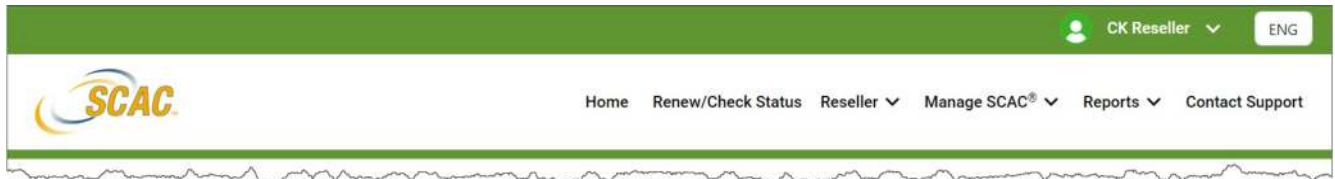
Figure 2-8 NMFTA Products Options in the Footer



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 a SCAC Application](#) for more information.
- **Reseller:** Opens a submenu with the following options:
 - **Manage Accounts:** Opens the Manage Accounts screen, which is where you can view and manage all your carriers' accounts. See [Managing Accounts](#) for more information.
 - **Manage User:** Opens the Manage Users screen, which is where you can create a new user, edit or delete an existing user, reset a user's password, and view a list of all users affiliated with your carriers' accounts. See [Managing Users](#) 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 feature 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 Products:** 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 our new Apply for a New SCAC form, you can quickly fill out the form, and then submit and purchase a SCAC for yourself or for a carrier that you manage. This new form is available online and can be accessed using one of the following methods:

- Go to the SCAC application at <https://scaccode.com>, and then click **Apply for SCAC**. Log into the SCAC application before proceeding.
- 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

The screenshot displays the SCAC application interface. At the top, there is a navigation bar with the SCAC logo and menu items: Home, Renew/Check Status, Reseller, Manage SCAC, Reports, and Contact Support. A user profile for 'CK Reseller' and a language selector for 'ENG' are also visible. A search bar contains 'SCAC Online', and a dropdown menu shows options: 'Apply for SCAC' (highlighted), and 'Purchase Data Product'. Below the navigation, the user's profile is shown as 'RESELLER CK TEST COMPANY' with a 'Carrier' section containing a search box and a table of SCACs.

SCAC	STATUS
THRI	Assigned
THV	Assigned

The main content area shows the 'Apply for a New Standard Carrier Alpha Code™ (SCAC®)' form. It features a progress bar with five steps: 1. Reseller Information, 2. Carrier Company Information, 3. FMCSA Information, 4. Payment, and 5. Review. The first step, 'Reseller Information', is currently active. Below the progress bar, there is a text prompt: 'Please review and confirm your contact information. If changes are needed, go to your Account Profile and update prior to proceeding with the 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**.

The Possible Carrier Matches screen opens.

Figure 4-2 Possible Carrier Matches Dialog Box

City Carrier	City, State	
3 RESELLER CK TEST CO	CENTREVILLE, VA	Import and Continue
RESELLER CK TEST 1	Centreville, VA	Import and Continue
3 RESELLER CK TEST CO FF	CENTREVILLE, VA	Import and Continue
3 RESELLER CK TEST CO FF	CENTREVILLE, VA	Import and Continue
RESELLER CK TEST 2	Centreville, VA	Import and Continue

Proceed with Manual Entry

2. Do one of the following:

- To select a carrier that you already manage, click the corresponding **Import and Continue** button.
- To manually input carrier information, select the **Proceed with Manual Entry** button.

The Reseller Information screen opens.

NOTE:

- Selecting the **Import and Continue** option will autofill the carrier information on the Carrier Company Information screen in the Apply for a New SCAC wizard.
- Selecting the **Proceed with Manual Entry** option will leave the Carrier Company Information screen's fields blank in the Apply for a New SCAC wizard.

3. Check to ensure the information is accurate, and then click **Next** to proceed.

NOTE:

If the information on the Reseller Information screen is incorrect, go to [your Account Profile to update](#) or [contact Customer Service](#).

Figure 4-3 Reseller Information Screen on Apply for a New SCAC

Apply for a New Standard Carrier Alpha Code™ (SCAC®)

1
2
3
4
5

Reseller Information
Carrier Company Information
FMCSA Information
Payment
Review

Please review and confirm your contact information.

If changes are needed, go to your Account Profile and update prior to proceeding with the application.

Company Legal Name

RESELLER CK TEST COMPANY

Contact Person Details

First Name	Last Name	Job Title	Email Address
C. K.	RESELLER	RESELLER	

Company Address

Street Address or PO Box

123 TESTING LANE

Street Address 2

Address Line 2

Postal Code	City	State / Province	Country
20122	CENTREVILLE	VA	

Phone Number

7038381810

[Next](#)

4. Enter/review and confirm the **Carrier Company Information**, and then click **Next**.
 - a. For **Company Legal Name**, enter/confirm the name of the company to be assigned to the SCAC.
 - b. For **Company DBA Name**, enter/confirm the name under which this 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**, enter/confirm the **Street Address**, **City**, **State/Province**, **Postal Code**, **Country**, and **Phone Number**.

Figure 4-4 Carrier Company Information Screen

Apply for a New Standard Carrier Alpha Code™ (SCAC®)

1 —
 2 —
 3 —
 4 —
 5

Reseller Information
Carrier Company Information
FMCSA Information
Payment
Review

Company Legal Name * ?

Company DBA Name ?

Contact Person Details #1

First Name * ?	Last Name * ?	Job Title *	Email Address *
<input type="text" value="John"/>	<input type="text" value="Atlas"/>	<input type="text" value="Owner"/>	<input type="text" value="jjatlas@example.com"/>

Contact Person Details #2

First Name ?	Last Name ?	Job Title	Email Address
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Job Title"/>	<input type="text" value="Email Address"/>

Company Address

Street Address or PO Box *

Street Address 2

Postal Code *	City *	State / Province *	Country *
<input type="text" value="04401"/>	<input type="text" value="Bangor"/>	<input type="text" value="ME"/>	<input style="border: none; border-bottom: 1px solid #ccc; font-size: small; text-align: right; cursor: pointer; color: #555;" type="text" value="UNITED STATES"/>

Phone Number *

Back
Next

5. Enter/review and confirm the company's **FMCSA Information**, and then click **Next**.
 - a. For **US DOT Number**, enter/confirm the company's active Department of Transportation (DOT) number issued by the FMCSA.
 - b. For **MC Number**, enter/confirm the company's active Motor Carrier number issued by the FMCSA.
 - c. For **MX Number**, enter/confirm the 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 the 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 4-5 FMCSA Information Section on the Apply Form

Apply for a New Standard Carrier Alpha Code™ (SCAC®)

1 Reseller Information 2 Carrier Company Information 3 **FMCSA Information** 4 Payment 5 Review

Enter your active US DOT Number, MC Number, or FF Number issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA).

US DOT Number ?

MC Number ?

MX Number ?

FF Number ?
Interstate Freight Forwarder

Mode of Transportation *
Please select the description that best describes your company.

Back Next

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

Figure 4-6 Payment Section During Apply Process

Apply for a New Standard Carrier Alpha Code™ (SCAC®)

1
2
3
4
5

Reseller Information
Carrier Company Information
FMCSA Information
Payment
Review

Credit Card

Card Number*

Expiry month* **Expiry year***

Card Holder* **Security Code***

Street Address*

Postal Code* **City*** **State / Province*** **Country***

Bank ACH

Refer to our [Terms of Sale](#) for additional information regarding our policies governing the handling and administration of a code.

Figure 4-7 Review Section During the Apply Process

Apply for a New Standard Carrier Alpha Code™ (SCAC®)

1
2
3
4
5

Reseller Information

Carrier Company Information

FMCSA Information

Payment

Review

By clicking 'Place Order' you agree to receive emails from NMFTA with the SCAC information you are requesting. Read our [Privacy Policy](#) for details about the use of your data when signing up for NMFTA emails.

Item	Cost
SCAC Application	\$ 90.00

Order Total: \$ 90.00

Back
Place Order

7. Review the order, and then click **Place Order**.

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

NOTES:

- If the payment is unable to process, then the application is not submitted, and you'll need to correct the payment information.
- Once the application is successfully submitted:
 - All applications are set as pending so they can be reviewed and processed by NMFTA Customer Service.
 - You'll receive a receipt with the transaction details as well as the Reference ID so you can easily track the application's progress.

8. 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 a SCAC Application](#) for more information.
- Once the application is processed and the SCAC is assigned, the carrier associated with the SCAC will get their new SCAC certificate emailed to them, and you will be CC'd.

Figure 4-8 Order Confirmation Screen for a SCAC Application

Order Confirmation

Your SCAC certificate will be emailed to you within 1-2 business days unless we need additional information to complete your application. If this occurs, a representative will reach out to you using the information provided during the application process.

To check your order status please use Reference ID: A9C83F.

As always, you can contact us at 1-866-411-6632 or customerservice@nmfta.org. Thank you!

Download Receipt (PDF)
Email Receipt

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. The process for renewing your SCAC can be easily completed [with or without logging into the application](#) or [from Manage Accounts](#).

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.

Figure 4-9 Examples of 90-Day SCAC Renewal Message

ALERT !

The Renewal Period for this SCAC is not open yet, please come back 90 days prior to its expiration to renew.

Close

ALERT !

You have already renewed this SCAC for 2025. There is no need to renew until next year!

Close

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 4-10 The Renew/Check Status Screen

The screenshot shows a web interface with two main sections separated by a vertical line. The left section is titled 'Easy Renew!' and prompts the user to 'Enter a SCAC® to begin!'. Below this text is a search input field labeled 'Enter SCAC' and a 'Search' button. The right section is titled 'Check an SCAC Application Status!' and prompts the user to 'Enter a reference ID to begin!'. Below this text is a search input field labeled 'Enter Reference #' and a 'Search' button.

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 4-11 Order Confirmation Screen for a SCAC Renewal



Renewing a SCAC from Manage Accounts

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

NOTES:

- 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.

To renew your SCAC:

1. Click **Reseller** in the main menu, then click **Manage Accounts**.
The Manage Accounts screen opens.
2. Click the **View** button associated with the account you'd like to view.
The Account Profile screen opens.
3. Click the SCAC's section header to expand and display its details.
4. Click **Renew SCAC**.
The One-Click SCAC Renew screen opens.

Figure 4-12 Easy Renew Payment Screen

Easy Renew!

Credit Card

VISA M/C A/C D/C

Card Number
Credit Card #

Expiry month Expiry year Security Code

Security Code

Card Holder
First Name Last Name

Street Address
Street Address

City State / Province Postal Code Country

City State / Province Postal Code

Email Phone Number

Phone Number

[Use Company Address](#)

Bank ACH

Refer to our [Apply Terms of Sale](#) for additional information regarding our policies governing the handling and administration of a code.

SCAC: TOWT

Order Total: \$ 85.00

[Cancel](#) [Place Order](#)

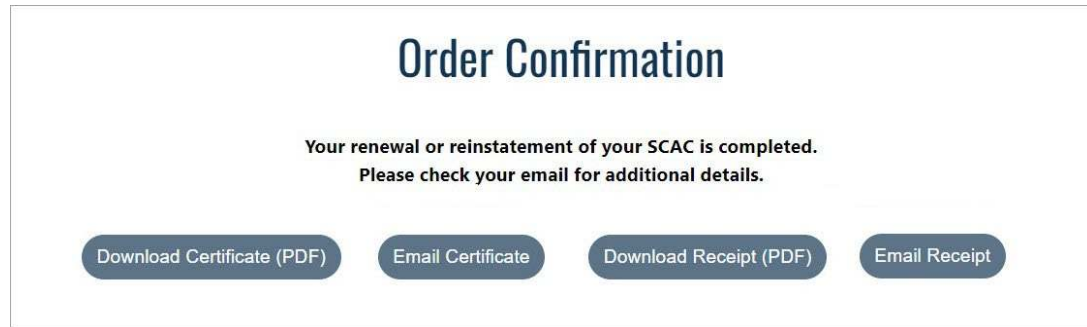
5. Enter a payment method. Accepted forms of payment include:
 - **Credit Card:** Select this option to pay by credit card.
 - **Bank ACH:** Select this option to pay using a bank account.
6. Click **Place Order** to complete the renewal.
The Payment Processing screen is displayed while the payment is processing.

NOTE:

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

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 4-13 Order Confirmation Screen for a SCAC Renewal



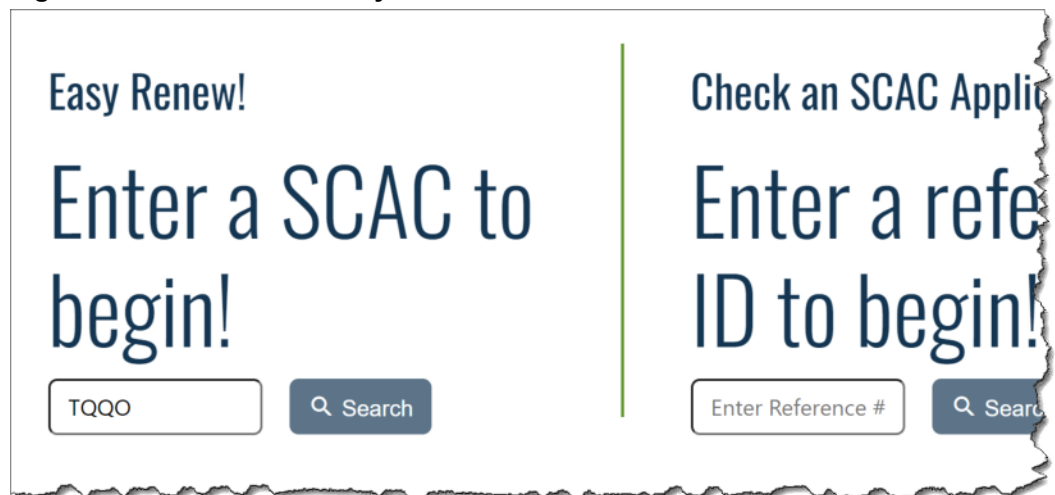
Reinstating an Expired SCAC with Easy Renew

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:

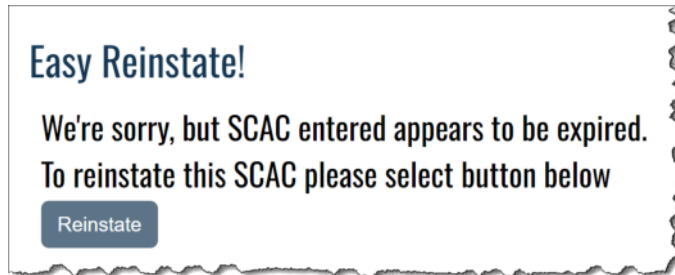
1. Click **Renew/Check Status** from the main menu.
The Renew/Check Status screen opens.
2. On the Easy Renew, enter the SCAC you'd like to reinstate, and then click **Search**.

Figure 4-14 Reinstatement on Easy Renew



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

Figure 4-15 Reinstatement Button



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

Figure 4-16 Reinstatement Code Details Screen

SCAC Reinstatement

1 Code Details

Code TQQO	Expired February 21, 2024
Company * TOWSON HAULING AND FREIGHT	DBA TOWSON HAULING AND FREIGHT
DOT Number	MC Number PRVCAR
MX Number	FF Number
Street Address * 1122 Beta Road	City * BANGOR
State * ME	Postal Code * 04401
Email Address * sarah.cottrell@nmfta.org	Phone Number (555) 555-4444

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 4-17 Reinstatement Payment Information

2 Payment

Credit Card

VISA   

Card Number *
41 

Expiry month * 04 Expiry year * 2031 Security Code * 567

Card Holder *
Sarah Cottrell

Street Address *
1122 Beta Road

City * Bangor State / Province * ME Postal Code * 04401 Country * United States

Bank ACH

Wire

Check (Will Not Be Processed)

Reinstatement Charge
1 year(s) expired X \$ 85.00 + \$10.00 Reinstatement fee

\$ 95

Refer to our [Terms of Sale](#) for additional information regarding our policies governing the handling and administration of a code.

6. Review the information, and then click **Reinstatement 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 4-18 Reinstatement Order Confirmation Screen

Order Confirmation

Congratulations! Your SCAC® TQQO is reinstated. Please check your email for confirmation.

Your new expiration date is Feb 28, 2025.

As always, you can contact us at 1-866-411-6632 or customerservice@nmfta.org. Thank you!

[Download Certificate \(PDF\)](#)

[Email Certificate](#)

[Download Receipt \(PDF\)](#)

[Email Receipt](#)

5 Checking the Status of a SCAC Application

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

Figure 5-1 Reference ID on an Order Confirmation Screen

Order Confirmation


Your SCAC certificate will be emailed to you within 1-2 business days unless we need additional information to complete your application. If this occurs, a representative will reach out to you using the information provided during the application process.

To check your order status please use Reference ID: A9C83F.

As always, you can contact us at 1-866-411-6632 or customerservice@nmfta.org. Thank you!

[Download Receipt \(PDF\)](#) [Email Receipt](#)

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

Application Details - Assigned
Code Details - Reference ID: (A9DD43)

SCAC® * TQWY **DBA**
TOWSON HAULING AND FREIGHT

First Name	HOLSON	Last Name	TAYLOR
Email	holson.taylor@sample.com	Phone	5551234567
MC/MOT	678901	DOT Number	112345
FF Number	Not Provided	MX Number	Not Provided
Address	TOWSON, MD 21236 1234 FAIRHAVEN RD	Expiration Date	Dec 5, 2024

Payment Details				
Payment Date	Amount	Refund Date	Refund Amount	Status
Nov 20, 2023	\$87.00			TRANSMITTED 100

Generate Certificate Email Certificate

6 Purchasing & Renewing SCAC Data Products

NOTE:

As a reseller, you can purchase data products for yourself but not for the carrier accounts that you manage.

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

NOTE:

Resellers can purchase data products for themselves but not for the carrier accounts that they manage.

To purchase additional SCAC data products:

1. Check the box next to the product(s) you'd like to purchase.
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. 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.
4. Click **Next**.

Figure 6-1 Purchase SCAC Data Products Section

Purchase a Standard Carrier Alpha Code™ (SCAC®) Data Product or Service

1
2
3
4

Select Products

Company Information

Payment Method

Review Order

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 almost 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) User friendly search functions; and (4) Annual subscription based on 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.

Price	\$520
SCAC	
License Agreement	Required
Subscription Type	Calendar Year
Number of Licenses	<input style="width: 50px;" type="text" value="1"/>

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.

5. If logged in, a pop-up will open giving you the option to find and auto-fill your company's information. Click **Use Current Logged in User Company** or fill in **Company Name, City, and State** to find your company and then click **Search**.

Figure 6-2 Find Company

Find Companies
✕

Select the current logged in user's company, enter any combination of criteria to apply for a SCAC under an existing account, or you may close this window and manually enter to create a new account as part of the process.

Use current logged in user company

Search for a company

Company Name

City

State

Search

6. Confirm and enter all required **Company Information**, and then click **Next**.

Figure 6-3 Company Information Section

Purchase a Standard Carrier Alpha Code™ (SCAC®) Data Product or Service

1 ————— 2 ————— 3 ————— 4
 Select Products Company Information Payment Method Review Order

Company *

TOWSON HAULING AND FREIGHT

Contact Person Details #1

First Name * HOLLY **Last Name *** TAYLOR **Job Title *** Owner **Email Address *** holly@example.com

Company Address

Street Address * 80025 YORK RD

Street Address 2 Address Line 2

Postal Code * 21252 **City *** TOWSON **State / Province *** MD **Country *** UNITED STATES

Phone Number * 5555550505


Back Next

7. Enter the **Payment Method**. 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 to pay by credit card.
 - **Bank ACH:** Select this option to pay using a bank account.

Figure 6-4 Payment Method Screen

Purchase a Standard Carrier Alpha Code™ (SCAC®) Data Product or Service

1 Select Products 2 Company Information 3 Payment Method 4 Review Order

Credit Card 

Card Number* Expiry month* Expiry year*

Card Holder* Security Code*

Street Address*

Postal Code* City* State / Province* Country*

Bank ACH

8. Click **Next** to review and finalize the order.
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.
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 the contact person along with details on setting up and using the purchased product(s).

Figure 6-5 Reviewing a Data Product Order

Purchase a Standard Carrier Alpha Code™ (SCAC®) Data Product or Service

1
2
3
4

Select Products
Company Information
Payment Method
Review Order

1 Purchased Products

SCAC Data - Quarterly Distribution Service

Price	\$1415
SCAC	SFTP
License Agreement	Required
Subscription Type	Calendar Year

\$1415

Total Amount

2 Company Information

TOWSON HAULING AND FREIGHT
 HOLLY TAYLOR
 80025 YORK RD
 TOWSON, MD 21252
 USA
 (555) 555-0505

3 Payment Method

Your payment method will be charged in the amount of \$1415.

4 Terms and Conditions

[NMFC Data License Agreement](#)

By placing this order, NMFTA automatically creates an account with your information, you will receive an email invitation from Okta with details on completing your registration. NMFTA utilizes Okta to secure your identification verification. Read our [Privacy Policy](#) for details about our terms and conditions.

Back
Place Order

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

NOTE:

Resellers can only renew data products for themselves but not for the carrier accounts that they manage.

To renew the current SCAC Online subscription:

1. Click **Home** to go to your Account Profile.
2. Click on the **SCAC Online** section to expand.

- Click the **Renew Subscription** button.
The Data Product Renew screen opens.

Figure 6 SCAC Online Renew Screen

Data Product Renew

1 Manage Licenses to Renew

You can make changes to the number of licenses you previously purchased.

Currently you have 2 license(s).

Enter the total number of licenses to renew:

Name	Email	Job Title	License Status
<input style="width: 80%; border: 1px solid #ccc;" type="text" value="First Name"/> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="Last Name"/>	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="Email"/>	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="Job Title"/>	<input style="background-color: #4a7c59; color: white; padding: 2px 5px;" type="button" value="Create User"/>
			<input style="background-color: #4a7c59; color: white; padding: 5px 10px; font-weight: bold;" type="button" value="Next"/>

Cost Breakdown for Subscription Renewal

Data Product	Cost	Licenses	Total
SCAC Online	\$ 520	1	\$520
Additional	\$ 470	1	\$470
Total:			\$ 990

- 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.
- If applicable, create the user(s) to which the license(s) will be assigned.
- Click **Next** to proceed.
- 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 7 Example of the Data Product Renew Payment Screen

Data Product Renew

2 Payment

Credit Card

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Card Number
Credit Card #

Expiry month Expiry year Security Code
Security Code

Card Holder
First Name Last Name

Street Address
Street Address

City State / Province Postal Code Country
City State / Province Postal Code

Bank ACH

Wire

Check (Will Not Be Processed)

By clicking 'Place Order' you agree to receive emails from NMFTA with the SCAC information you are requesting. Read our [Privacy Policy](#) for details about the use of your data when signing up for NMFTA emails.

Back

Cost Breakdown for Subscription Renewal

Data Product	Cost	Licenses	Total
SCAC Online	\$ 520	1	\$520
Additional	\$ 470	1	\$470
Total:			\$ 990

Place Order

7 Managing Your Account

Your Account Profile gives you direct access to your account information as well as your carrier accounts and their account profiles, making it easy to view and maintain all the SCACs you manage.

- [Viewing your Account Profile](#)
- [Editing your Account Details](#)
- [Viewing a Data Product's API Details](#)
- [Viewing and Downloading a Data Product's License Agreement](#)
- [Managing SCAC Online Users and Licenses](#)
- [Adding Additional Licenses to an Existing SCAC Online Subscription](#)
- [Accessing your Carrier's Accounts from your Account Profile](#)

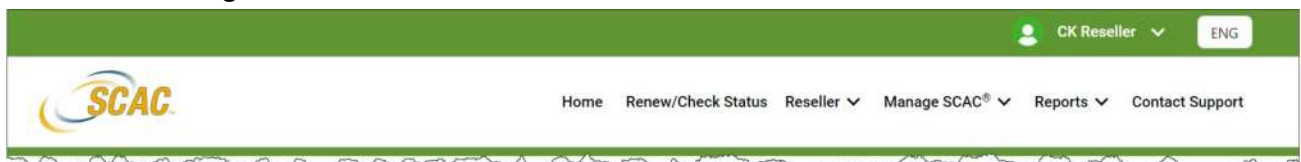
NOTES:

- See [Renewing an Existing SCAC](#) and [Reinstating an Expired SCAC with Easy Renew](#) for information on renewing or reinstating your carrier's SCACs.
- See [Renewing a SCAC Data Product](#) for information on renewing your data products.
- For assistance with canceling a SCAC, [contact customer service](#).

Viewing your Account Profile

The **Home** button on the main menu takes you to your Account Profile screen where you can quickly access your account information, including SCACs, Data Products, Customer Details, and Payment information. For help with logging into your account, see [Logging into SCAC](#) for more information.

Figure 7-1 Reseller Main Menu



Editing your Account Details

From your Account Profile, you can edit certain details such as your name and contact information. Fields that are greyed out can only be updated by [contacting Customer Service](#).

To edit your account details:

1. Click **Home** in the main menu to go to your Account Profile screen.

2. Click the **Customer Details** header to expand and then click **Edit**.
3. Update your account information and then click **Save**.

NOTES:

Many account actions are the same regardless of account type, i.e., reseller versus carrier. See the following sections for more information:

- See [Downloading and Emailing SCAC Certificates](#) for more information.
- See [Printing and Emailing SCAC Receipts](#) for more information.
- See [Viewing and Downloading a Data Product's License Agreement](#) for more information.
- See [Viewing a Data Product's API Details](#) for more information.
- See [Managing SCAC Online Users and Licenses](#) for more information.

Figure 7-2 Editing Account Profile Customer Details Screen

Customer Details

Company Name
RESELLER CK TEST COMPANY

Address 1
123 TESTING LANE

Address 2

City
CENTREVILLE

State
VA

Postal Code
20122

Email

Phone
7038381810

Country

Customer Name
C K RESELLER

Customer Email

Customer Job Title
RESELLER

Is this a Reseller or Third Party Representative?
 Is this organization a member of NMFTA?

[Cancel](#) [Save](#)

Viewing a Data Product's API Details

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

1. Click **Home** in the main menu to go to your Account Profile screen.
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 7-3 Viewing a Data Product's API Details

The screenshot displays the account profile for 'JUNE AND SONS'. At the top, there are dropdown menus for 'Company Size' and 'Code Type' (set to 'NMFTA'). Below this is a table with columns for 'SCAC®', 'STATUS', 'EXPIRATION DATE', and 'START DATE'. The first row shows 'JUNE' with a status of 'Assigned' and expiration dates of 'Sep 11, 2024' and 'Sep 11, 2023'. A 'Notes' icon is visible in the top right of this row. Below the table is a section for 'DATA PRODUCT' showing 'SCAC Web Service - 100K Records per Month' and an 'EXPIRATION DATE' of 'Sep 11, 2024'. Underneath is a 'Delivery Options' section with 'API' selected, and input fields for 'Token' and 'End Date'. At the bottom of this section are buttons for 'Renew Subscription' and 'View EULA'. The bottom of the page shows a 'Customer Details' section header.

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** in the main menu to go to your Account Profile screen.
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 7-4 Viewing and Downloading a License Agreement

The screenshot displays the account management interface for Green Express Inc. The main content area shows subscription details for SCAC® GEIN, with a status of 'Assigned', an expiration date of 'Apr 1, 2024', and a start date of 'Apr 1, 2022'. Below this, the 'DATA PRODUCT' is identified as 'SCAC Data - Daily Distribution Service' with an expiration date of 'Aug 23, 2024'. The 'Delivery Options' section includes fields for API, Token, End Date, and Email, along with a 'View EULA' button. A modal window titled 'View EULA License' is open, displaying the full text of the license agreement. The agreement includes sections for 'DEFINITIONS' and 'GRANT OF LICENSE'. A 'Download' button is visible at the bottom of the modal.

Green Express Inc

SCAC®	STATUS	EXPIRATION DATE	START DATE
GEIN	Assigned	Apr 1, 2024	Apr 1, 2022

DATA PRODUCT	EXPIRATION DATE
SCAC Data - Daily Distribution Service	Aug 23, 2024

Delivery Options

API

Token

End Date

Email

Comma Separated List of Email Recipients

Renew Subscription View EULA

Customer Details

View EULA License

DIRECTORY OF STANDARD CARRIER ALPHA CODES DATA LICENSE

PLEASE READ THIS LICENSE AGREEMENT CAREFULLY BEFORE USING THE SOFTWARE. BY CLICKING ON THE "ACCEPT" BUTTON, YOU ARE CONSENTING TO BE BOUND BY THIS AGREEMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, CLICK THE "DO NOT ACCEPT" BUTTON AND THE REGISTRATION PROCESS WILL NOT CONTINUE.

WHEREAS, Licensor develops and maintains the Directory of Standard Carrier Alpha Codes (SCAC®) and owns the entire copyright interest therein;

WHEREAS, Licensee desires to acquire and Licensor desires to license to the Licensee, a non-transferable, non-exclusive limited license to use the SCAC data through purchase of a subscription to the Directory of Standard Carrier Alpha Codes.

NOW THEREFORE, in consideration of the foregoing, the mutual covenants hereinafter set forth and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and intending to be legally bound, the parties agree as follows:

A. DEFINITIONS

1. The term "SCAC" means the Directory of Standard Carrier Alpha Codes together with periodic supplementary updates.
2. The term "Licensor" refers to the National Motor Freight Traffic Association, Inc. (NMFTA).
3. The term "Licensee" means the individual or the business entity licensing the data contained in the SCAC.
4. The term "License" means this License Agreement.

B. GRANT OF LICENSE

1. Licensor hereby grants to Licensee, and Licensee hereby accepts, for the period and upon the terms and conditions set forth in this Agreement, a non-transferable and non-exclusive limited license to SCAC data for the period and fees as outlined in Paragraph 4 and 5 below.
2. Licensee shall not have the right to grant sub-licenses to others of any of the rights granted under Paragraph 2a above.
3. The license granted to Licensee under Paragraph 2a above shall not be assignable by Licensee, it being understood by the parties that the obligations assumed by Licensee under this agreement in consideration for the license granted under Section 2a of this agreement are personal to Licensee.
4. Licensor shall furnish Licensee with the Directory of Standard Carrier Alpha Codes for the term of this license.
5. Licensee acknowledges the License hereby granted is solely for the right to use the SCAC data and does not constitute the purchase of any other right or title to the SCAC data. Specifically, Licensee obtains no ownership rights under this License to the SCAC data provided. Licensee further acknowledges that Licensor retains all ownership, copyright or other rights to the SCAC data provided pursuant to this License. Licensee agrees to do nothing to infringe upon any such rights, agrees to comply with the terms and conditions of this License and further agrees to take all necessary steps to protect Licensee's SCAC data from theft or use contrary to the terms of this License.
6. Licensee is not authorized to reproduce or distribute the SCAC data or any part thereof or create other derivative databases or products, based on the SCAC data. Licensee shall not rent, lease, assign, sell or give or otherwise transfer this license or the SCAC data or allow any other person or entity to access the SCAC data. Licensee understands that unauthorized reproduction or transfer of any copy of the SCAC data may subject Licensee to suit for damages, including

Download

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.
- See [Adding Additional Licenses to an Existing SCAC Online Subscription](#) for information on adding additional licenses to your existing subscription.

Figure 7-5 Managing SCAC Online Users and Licenses

Assign SCAC Online Users ✕

Your Company's Users Buy Additional Licenses

You have 0 of 1 license(s) assigned.

Name	Email	Job Title	License Status
CK	Reseller	john.atlas@example.com	Manager
			Unassigned

Assign License

First Name: Last Name: Email: Job Title: Create User

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.

Adding Additional Licenses to an Existing SCAC Online Subscription

You can purchase additional licenses for an existing SCAC Online subscription. In addition, you can assign new licenses at time of purchase.

NOTE:

When purchasing additional licenses, discounts are applied based on how many months are left in the subscription.

- If 9-12 months remain on the subscription, there is no discount.
- If 6-9 months remain on the subscription, then a 25% discount on each license is applied.
- If 3-6 months remain on the subscription, then a 50% discount on each license is applied.
- If less than 3 months remain on the subscription, then a 75% discount on each license is applied.

To purchase additional SCAC licenses for an existing SCAC Online subscription:

1. Click **Home** to go to your Account Profile.
2. Click the **SCAC Online** section header to expand it, and then click **Manage Users**.

The Assign SCAC Online Users dialog box opens.

Figure 7-6 Assign SCAC Online Users Screen

3. Click the **Buy Additional Licenses** button.
The Manage Licenses screen opens.

Figure 7-7 SCAC Online Add License Screen

4. Enter the number of additional licenses you want to purchase. You can see the cost per license and the total in the Cost Breakdown section 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.

Accessing your Carrier's Accounts from your Account Profile

To access carrier accounts from your Account Profile:

1. Click **Home** in the main menu to open your Account Profile.
2. Click the **Search Carriers** bar to see the full list of carrier accounts you manage.
3. Scroll and select a carrier from the list to go to that carrier's account profile.
4. To return to your Account Profile where you can view the full list of carrier accounts that you manage, click **Clear** in the **Search Carriers** bar.

Figure 7-8 Carrier Search Bar

The screenshot displays the 'Carrier Search Bar' interface. At the top, the title 'RESELLER CK TEST COMPANY' is visible. Below it, a 'Carrier' section contains a search input field with the placeholder text 'Search Carriers'. A dropdown menu is open, showing a list of search results including '3 RESELLER CK TEST CO', 'RESELLER CK TEST 1', '3 RESELLER CK TES', 'RESELLER CK TEST', and '3 RESELLER CK TES'. Below the search results, there are two green buttons labeled 'SCAC RESV' and 'SCAC'. The main content area shows the selected carrier profile for 'RESELLER CK TEST COMPANY'. It includes a 'Carrier' dropdown menu with 'RESELLER CK TEST 1' selected and a 'Clear' button. Below this, there are several expandable sections: 'SCAC RESV' with 'STATUS Assigned', 'EXPIRATION DATE Apr 10, 2025', and 'START DATE Apr 10, 2024'; 'DATA PRODUCT SCAC Online' with 'EXPIRATION DATE Apr 10, 2025'; 'Customer Details'; and 'Payment Details'.

NOTE:

See [Managing Carrier Accounts](#) for details on accessing your carrier account from the Manage Account screen.

8 Managing Carrier Accounts

The Manage Accounts screen gives you direct access to all your accounts and their account profiles, making it easy to view and maintain all SCACs and data products associated with an account. From an account's profile, 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](#).

NOTES:

- See [Renewing an Existing SCAC](#) and [Reinstating an Expired SCAC with Easy Renew](#) for information on renewing or reinstating your carrier's SCACs.
- For assistance with canceling your SCAC, [contact customer service](#).

Viewing Accounts Details

To view a list of accounts and their details:

1. Click **Reseller**, and then select **Manage Accounts**.
The Manage Accounts screen opens.
2. Click the **View** button associated with the account you'd like to view.
The Account Profile screen opens.

Figure 8-1 Reseller Manage Accounts Screen

Company ↑	DBA	City	State	Postal Code	Country	Email	
3 RESELLER CK TEST CO	3 RESELLER CK TEST CO	CENTREVILLE	VA	20122	USA	kimcfam4+33@gmail.com	View
3 RESELLER CK TEST CO FF	3 RESELLER CK TEST CO FF	CENTREVILLE	VA	20122	USA	kimcfam4+33@gmail.com	View
3 RESELLER CK TEST CO FF	3 RESELLER CK TEST CO FF	CENTREVILLE	VA	20122	USA	kimcfam4+33@gmail.com	View
RESELLER CK TEST 1	RESELLER CK TEST 1	Centreville	VA	20122	USA	kimcfam4+4@gmail.com	View
RESELLER CK TEST 2	RESELLER CK TEST 2	Centreville	VA	20122	USA	kimcfam4+3@gmail.com	View

Items per page: 10 1 - 5 of 5

Figure 8-2 Account Profile Screen

RESELLER CK TEST COMPANY

Carrier

3 RESELLER CK TEST CO Clear

SCAC	STATUS	EXPIRATION DATE	START DATE
THRI	Assigned	Apr 10, 2025	Apr 10, 2024
THXG	Assigned	Apr 10, 2025	Apr 10, 2024

DATA PRODUCT	EXPIRATION DATE
SCAC Online	Apr 10, 2025

Customer Details

Payment Details

- Click on any of the section headers to expand and view that section's information.

NOTE:

- See [Editing Account Details](#) for more information on working with accounts.
- See [Downloading and Emailing SCAC Certificates](#) for more information on generating and emailing certificates.
- See [Printing and Emailing SCAC Receipts](#) for more information on printing and emailing receipts.
- See [Renewing an Existing SCAC](#) and [Renewing a SCAC Data Product](#) for more information on renewing your SCAC and products.

Editing Account Details

To edit an account's details:

- Click **Reseller**, and then select **Manage Accounts**.
The Manage Accounts screen opens.
- Click the **View** button associated with the account you'd like to view.
The Account Profile screen opens.
- Click on any of the section headers to expand and view that section's information.
- To view your SCAC's details:
 - 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.

Figure 8-3 Expanded SCAC Section

Green Express Inc

SCAC®	STATUS	EXPIRATION DATE	START DATE
GEIN	Assigned	Apr 1, 2024	Apr 1, 2022

Code Details

SCAC®	GEIN	Carrier Co Name	Green Express, Inc
Carrier Co Name 2	Green Express, Inc	Carrier Legal Name	Green Express, Inc
MC Number	12345	DOT Number	012345
FF Number	Not Provided	MX Number	Not Provided
First Name	Kelly	Last Name	Robertson
Email	robertson@sample.com	Phone Number	5555555555
Country	USA	Address 1	1234 Alpha Way, Lewisberry, PA, 17339
		Address 2	

[Generate Certificate](#)
[Email Certificate](#)
[Renew SCAC](#)

- 5. To view and/or edit the **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.

Figure 8-4 Example of the Payment Details Section

Payment Details

Payment Name: John Atlas	Product: SCAC Apply	Amount: \$ 90	Refund Amount: \$ 0	Payment Type: Credit Card	Transaction ID: 28756419034	Payment Date: Apr 12, 2024	Print Receipt Email Receipt
------------------------------------	-------------------------------	-------------------------	-------------------------------	-------------------------------------	---------------------------------------	--------------------------------------	--

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, FMCSA information (i.e., DOT number, MC number, etc.) as well as the status of the SCAC.

To generate, view, and download a SCAC certificate:

1. Click **Reseller**, and then select **Manage Accounts**.
The Manage Accounts screen opens.
2. Click the **View** button associated with the account you'd like to view.
The Account Profile screen opens.
3. Click on the section header of the SCAC whose certificate you want to view and download.

Figure 8-5 SCAC Section on your Account Profile

Green Express Inc

SCAC®	STATUS	EXPIRATION DATE	START DATE
GEIN	Assigned	Apr 1, 2024	Apr 1, 2022

Code Details

SCAC®	GEIN	Carrier Co Name	Green Express, Inc
Carrier Co Name 2	Green Express, Inc	Carrier Legal Name	Green Express, Inc
MC Number	12345	DOT Number	012345
FF Number	Not Provided	MX Number	Not Provided
First Name	Kelly	Last Name	Robertson
Email	robertson@sample.com	Phone Number	5555555555
Country	USA	Address 1	1234 Alpha Way, Lewisberry, PA, 17339
		Address 2	

Generate Certificate Email Certificate Renew SCAC

4. To view and download a PDF of the certificate, click **Generate Certificate**.
5. 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 8-6 Emailing a SCAC Certificate

Printing and Emailing SCAC Receipts

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

1. Click **Reseller**, and then select **Manage Accounts**.
The Manage Accounts screen opens.
2. Click the **View** button associated with the account you'd like to view.
The Account Profile screen opens.
3. Click on the **Payment Details** header to expand and view the payment details.

Figure 8-7 Payment Details for a SCAC

Payment Details							
Payment Name: John Atlas	Product: SCAC Apply	Amount: \$ 90	Refund Amount: \$ 0	Payment Type Credit Card	Transaction ID : 28756419034	Payment Date: Apr 12, 2024	Print Receipt Email Receipt
Payment Name: C K RESELLER Carrier	Product: SCAC Apply	Amount: \$ 90	Refund Amount: \$ 0	Payment Type ACH	Transaction ID :	Payment Date: Apr 10, 2024	Print Receipt Email Receipt

4. To view and download a PDF of the receipt, click **Print Receipt**.
5. 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 8-8 Email Payment Receipt

Email Payment Receipt ✕

Select from the following contacts, or add your own comma-separated list of emails to send this receipt to.

Available Contacts

Email
paul.atlas@example.com Add

Emails (separate by comma):

Send Receipt to Recipients

9 Managing Users

The Manage Users screen displays a list of users associated with carrier accounts that you manage. The Manage Users screen gives you the ability to [add a new user](#), [edit an existing user](#), [remove unused users](#), and [reset user's passwords](#), helping keep the accounts you manage current.

NOTES:

- New users are automatically created during the Apply for SCAC process. See [Applying for a New SCAC](#) for details.
- To manage the users affiliated with a SCAC Online subscription, see [Managing SCAC Online Users and Licenses](#).

Adding a New User

To add a new user:

1. Click **Reseller**, and then select **Manage Users**.
The Manage Users screen opens.

Figure 9-1 Manage Users Screen

The screenshot shows the 'Manage Users' interface. At the top left is a search bar with a magnifying glass icon and the text 'Found 17 results'. At the top right is a 'Create New User' button. Below is a table with the following columns: First Name, Last Name, Email, Account, Job Title, and Role. Each row in the table has three buttons: Edit, Delete, and Reset Password.

First Name	Last Name	Email	Account	Job Title	Role			
Bob	Albert	bob@example.com	Express, Inc.	Processor	Customer	Edit	Delete	Reset Password
Sylvia	Allen	Sylvia@example.com	David's Truck Company	Sr. Processor	Customer	Edit	Delete	Reset Password
Lyndsay	Booth	Lyndsay.booth@example.com	Truck Company	Customer Service	Customer	Edit	Delete	Reset Password
Jarron	Bratch	Jarron.Bratch@example.com	Green Company	Administrator	Customer	Edit	Delete	Reset Password

At the bottom right of the table, there is a pagination control showing 'Items per page: 10', '11 - 20 of 113', and navigation arrows.

2. Click **Create New User**.
The Create New User screen opens.

Figure 9-2 Create New User Screen

Create New User [Close]

To create a new user, please enter all the relevant details. They will be sent an Okta user invitation.

First Name*
Last Name*

Email*
Job Title

Role*

Search for a company...

Select Company*

[Create User]

3. Enter the user's **First Name** and **Last Name**. Both are required.
4. Enter the user's **Email**. This is required and will be the email address used for all NMFTA communications unless otherwise specified.
5. Enter the user's **Job Title**.
6. Click in the **Role** field and select the role from the drop-down. The role determines the permissions that are assigned to the user.
By default, **Customer** is selected.
7. Enter the **Company** or start typing and select from the list of results.
8. Click **Create User**, and then click **OK** to confirm.
The user will receive an invitation from Okta outlining how to activate their new account.

TIPS:

If the user does not see the Okta invite in their Inbox, have them check the following:

- Check their Spam/Junk folder.
- Check with their IT department to make sure the invitation wasn't blocked by their filters.
- Check with their IT department to make sure NMFTA.org isn't on their whitelist.

Editing User Details

To edit an existing user:

1. Click **Reseller**, and then select **Manage Users**.
The Manage Users screen opens.

Figure 9-3 Manage Users Screen

The screenshot shows the 'Manage Users' interface. At the top left, there is a search bar with a magnifying glass icon and the text 'Found 17 results'. At the top right, there is a 'Create New User' button. Below this is a table with the following columns: First Name, Last Name, Email, Account, Job Title, and Role. Each row represents a user and includes three action buttons: Edit, Delete, and Reset Password.

First Name	Last Name	Email	Account	Job Title	Role	
Bob	Albert	bob@example.com	Express, Inc.	Processor	Customer	Edit Delete Reset Password
Sylvia	Allen	Sylvia@example.com	David's Truck Company	Sr. Processor	Customer	Edit Delete Reset Password
Lyndsay	Booth	Lyndsay.booth@example.com	Truck Company	Customer Service	Customer	Edit Delete Reset Password
Jarron	Bratch	Jarron.Bratch@example.com	Green Company	Administrator	Customer	Edit Delete Reset Password

At the bottom of the table, there is a pagination control showing 'Items per page: 10' and '11 - 20 of 113', along with navigation arrows.

2. Click the **Edit** button associated with the user you'd like to update.
The Edit User screen opens.

Figure 9-4 Edit User Screen

The screenshot shows the 'Edit User' form. It has a title 'Edit User' and a close button (X) in the top right corner. The form contains the following fields:

- First Name***: Text input with 'Sally' entered.
- Last Name***: Text input with 'Sample' entered.
- Email***: Text input with 'sally@sample.com' entered.
- Job Title**: Text input with 'Reseller' entered.
- Role***: Dropdown menu with 'Reseller' selected.
- Search for a company...**: Search input with 'Reseller' entered and a search icon (X).
- Select Company***: Radio buttons for 'Starts With' (selected) and 'Contains'. Below is a list of search results: 'RESELLER CK TEST COMPANY | City: CENTREVILLE | State: VA | ZipCode: 20122'.

At the bottom right of the form, there is an 'Update User' button.

3. Update the user's information, as needed. The following fields can be edited:
 - **First Name**
 - **Last Name**
 - **Email**
 - **Job Title**
 - **Role**
 - **Company**

NOTE:

To quickly find a company, try checking the **Starts With** or **Contains** checkbox before entering a name in the **Search for a Company** field. Any matching company names will display in the Select Company field.

4. Click the **Update User** button to save the changes.

Deleting a User

To delete a user:

1. Click **Reseller**, and then select **Manage Users**.
The Manage Users screen opens.

Figure 9-5 Manage Users Screen

First Name	Last Name	Email	Account	Job Title	Role	
Bob	Albert	bob@example.com	Express, Inc.	Processor	Customer	Edit Delete Reset Password
Sylvia	Allen	Sylvia@example.com	David's Truck Company	Sr. Processor	Customer	Edit Delete Reset Password
Lyndsay	Booth	Lyndsay.booth@example.com	Truck Company	Customer Service	Customer	Edit Delete Reset Password
Jarron	Bratch	Jarron.Bratch@example.com	Green Company	Administrator	Customer	Edit Delete Reset Password

Items per page: 10 11 - 20 of 113 < >

2. Click the **Delete** button associated with user you'd like to delete.
3. Click **OK** to confirm the deletion.
Once deleted, the user's account is removed from the system database; however, it is not removed from Okta in order to preserve access to other NMFTA products.

Resetting a User's Password

To reset a user's password:

1. Click **Reseller**, and then select **Manage Users**.
The Manage Users screen opens.

Figure 9-6 Manage Users Screen

The screenshot shows the 'Manage Users' interface. At the top left, there is a search icon and the text 'Found 17 results'. At the top right, there is a 'Create New User' button. Below this is a table with the following columns: First Name, Last Name, Email, Account, Job Title, and Role. Each row represents a user and includes three action buttons: Edit, Delete, and Reset Password.

First Name	Last Name	Email	Account	Job Title	Role	
Bob	Albert	bob@example.com	Express, Inc.	Processor	Customer	Edit Delete Reset Password
Sylvia	Allen	Sylvia@example.com	David's Truck Company	Sr. Processor	Customer	Edit Delete Reset Password
Lyndsay	Booth	Lyndsay.booth@example.com	Truck Company	Customer Service	Customer	Edit Delete Reset Password
Jarron	Bratch	Jarron.Bratch@example.com	Green Company	Administrator	Customer	Edit Delete Reset Password

At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '11 - 20 of 113', along with navigation arrows.

2. Click the **Reset Password** button associated with the user whose password you'd like to reset.
3. Click **OK** to confirm the reset, and then click **OK** to acknowledge that the reset password notification has been sent.
4. Notify the user that their password has been reset and that they should follow the instructions in the reset password notification email they received.

10 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 10-1 SCAC Online

The screenshot shows the SCAC Online search interface. At the top left, the text 'SCAC® Online' is displayed. Below this, there are four search input fields arranged in a 2x2 grid. The top-left field is labeled 'SCAC®' and contains the text 'Search by SCAC® code'. The top-right field is labeled 'Company' and contains the text 'Search by company'. The bottom-left field is labeled 'MC' and contains the text 'Search by MC'. The bottom-right field is labeled 'DOT' and contains the text 'Search by DOT'. Below these fields, there are two radio buttons: 'Starts With' (which is selected with a blue dot) and 'Contains'. At the bottom center of the search area, there is a dark blue button labeled 'Search'.

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 10-2 Example of the SCAC Online Tiles

The figure displays two side-by-side SCAC Online Tiles. The left tile is for ATLQ, marked with a red warning triangle icon, indicating an expired status. The right tile is for ATNF, marked with a green checkmark icon, indicating a valid status. Both tiles provide registration and expiration dates, company details, and a 'View Profile' button.

SCAC ID	Status	Company Name	USDOT#	MOT/MC#	Registered on	Expires on	Company Address
ATLQ	Expired	ATLAS AND SONS TRUCKING	9876543	PRVCAR	February 28, 2024	March 28, 2024	1122 BETA ROAD BANGOR, 04401 United States 5555555555
ATNF	Valid	Atlas and Sons Trucking		PRVCAR	April 4, 2024	April 4, 2025	123 Alpha Street Bangor, 04401 United States 5555555555

11

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.
2. 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 11-1 Example of The Renewal Report

Renewal Report
Found 2 Account(s)

Select Interval
60 days

Items per page: 10 1 - 2 of 2

Company	SCAC	Activation Date	Expiration Date
Green Express, Inc.	GRIN	Apr 14, 2022	Apr 14, 2023
Green Express, Inc.	GEIN	Mar 7, 2022	Mar 7, 2023

Items per page: 10 1 - 2 of 2

Table 11-1 Renewal Report Columns and Descriptions

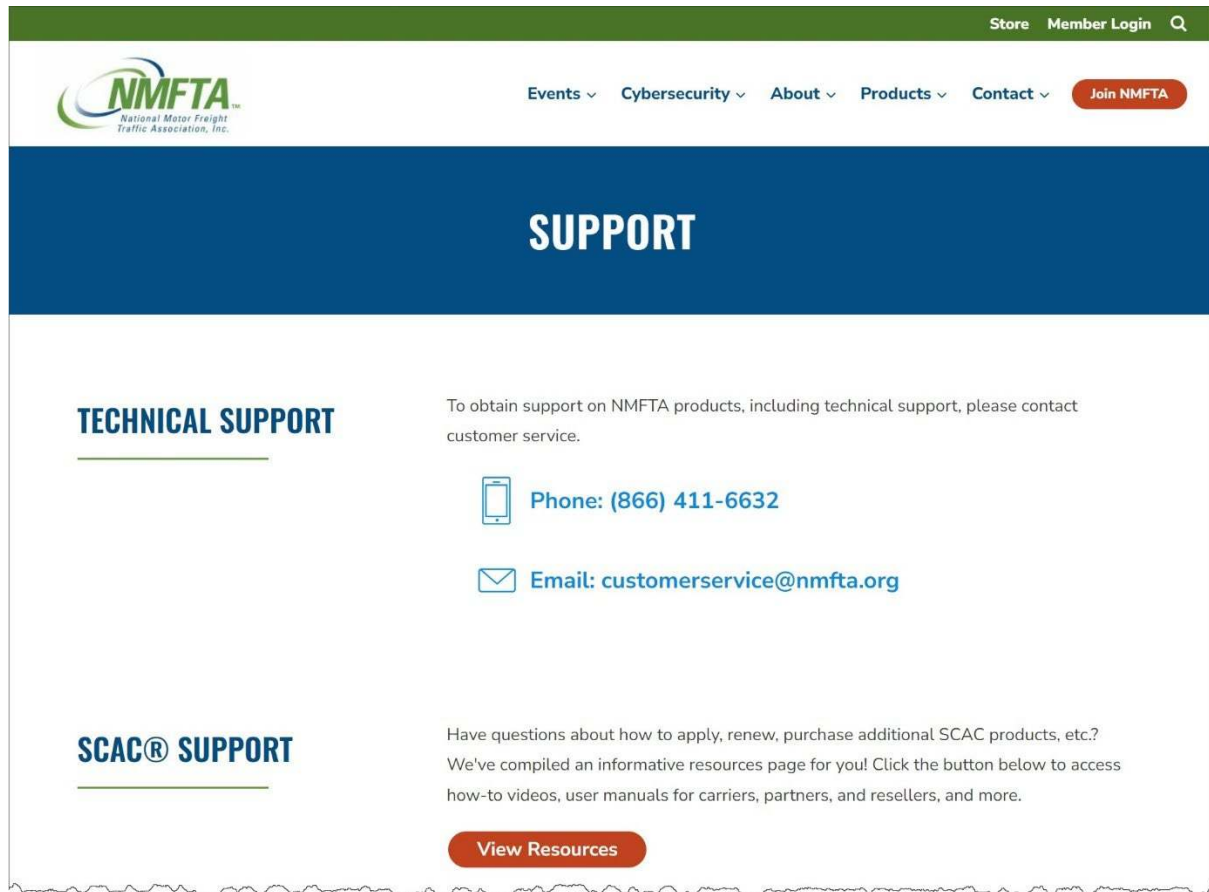
Column Name	Description
Company	The name of the company affiliated with the SCAC.
SCAC	The Standard Carrier Alpha Code.
Activation Date	The date the SCAC was activated or purchased.
Expiration Date	The expiration date of the SCAC.

12 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 12-1 Support Screen 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 Users](#) 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 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 12-2 NMFTA Products in Footer

