Registration Quick Guide
The purpose of this document is to provide a reference to new users registering for the PRO-PASS website. This guide will show users how to register trucks, obtain RFID tags, and create user accounts within PRO-PASS.

PRO-PASS URL:  www.propassva.com

To get started, click on the URL above or go to any web browser and enter www.propassva.com into the address bar.

Registering for an Account
To begin the registration process, you must create a new account within PRO-PASS. To do so, begin by clicking the Register Now link located below the LOGIN button.
For Trucking Companies
Motor Carriers will select I have trucks in my fleet that service a Container Terminal and enter your SCAC before clicking the Next button.

For Individual Owners/Operators
Individual Owners Operators will select I am an owner operator and do not have a SCAC before clicking the Next button.
Account Registration

Enter all required data fields to complete your Company or Owner/Operator profile and click the button to complete and submit the form.
Email Confirmation
You will receive a notice that the first portion of the registration is complete, however your account has not been activated.

In order to activate your account, you must click on the link contained in an email sent to the email address with which you registered. Once you click on the link, your account will be activated. You will now be able to access the PRO-PASS website to manage your trucks and obtain RFID tags.
Logging into PRO-PASS for the first time
Once your account has been activated, please log in to www.propassva.com.

Enter your Username and Password and click the button.
Truck Management
After logging into the website, you will immediately be able to access the Truck Management webpage. Here you will be able to enter your associated truck details by clicking the **add new** button.
Entering Truck Details
To begin, we recommend entering the truck VIN number first. Once you have entered the VIN number, when you begin entering data into any subsequent field, the website will pre-populate any known data, such as Make, Model and Model Year, for you. Please enter all required fields. Required fields are indicated with a red asterisk (*). The Truck Alias field can be used to enter your internal truck identification or truck number for a given truck.

Once you have entered all details associated with your truck, please click the Add button to add the truck to your account.

If you encounter any issues while attempting to register truck details please contact (866)758-3838 or send an email to propassvasupport@adventintermodal.com.
All registered trucks will be visible in the Truck Management webpage. You will be able to manage, delete or edit any of the details of a truck through the Truck Management page.
Purchasing an RFID Tag

To purchase an RFID Tag click on the stacked menu icon in the top left hand corner. Click to expand the Tag Management menu and then click on Tag Purchase.
Purchasing an RFID Tag
A list of registered trucks eligible for tag purchase will appear in the Tag Purchase webpage. You can select individual trucks or multiple trucks at a time for tag purchase. After making your selection, click on the "Complete Purchase" button.

Online Tag Purchase Payment
You can review the details associated with your purchase, make changes to your shipping address, billing address and also enter your billing information. Purchases can be made with a credit card or through ACH transfer. Once you have verified your shipping and billing information, review the acknowledgement, click the check mark and then click to complete your transaction. You will receive a confirmation screen and confirmation email with your transaction detail.
Account Management

To access the Account Management section of PRO-PASS click on the stacked menu icon in the top left corner. Click **Account Management** to expand the Account Management menu. There you can select Company Profile, where you can edit any of the company details associated with your initial registration, Manage Users, which allows you to add additional users to the PRO-PASS website, or Manage Groups.

**Company Profile**

Select Company profile to edit details associated with your company such as mailing address, email address, phone number.
Manage Groups
Manage Groups allows you to set different security levels for the user accounts that you create. As an example, if you only wanted a user to be able enter truck details in the Truck Management screen but not necessarily purchase tags, you can create a group with permission to only view the Truck Management section of the website.

To add a new group, from the Manage Groups screen, click the add new group button.
Add/Edit Group
Enter a Name for the new Group in the Description field. Enter a short description of the functionality of the new group in the Short Description field. Then select the functions to which you want to grant access for this new user group. The functions currently available are Account, Account Management, Tag Management, and Truck Management. Any sub options can be selected or deselected by clicking on the arrow next to each function option. Once the desired options have been selected, to create the new group and apply those selected options, click the [Submit] button.
Manage Users
Manage users allows the account administrator, or any users who have access to Manage Users, the ability to create additional PRO-PASS accounts associated with your company.

To add a new user, click the button on the Manage Users screen. Enter all associated data, including User Name, First and Last Name and email address. If you would like to select which group the user will belong to, you can do so at this time in the Company Groups section. After entering all data, click the button to create the user. The new user will automatically receive an email with their account information.

PRO-PASS Customer Care Contact Information
PRO-PASS Customer Care Support Email: propassvasupport@adventintermodal.com
PRO-PASS Customer Care Support Phone Number: (866) 758-3838