

My Fleet in ICTSI Radar

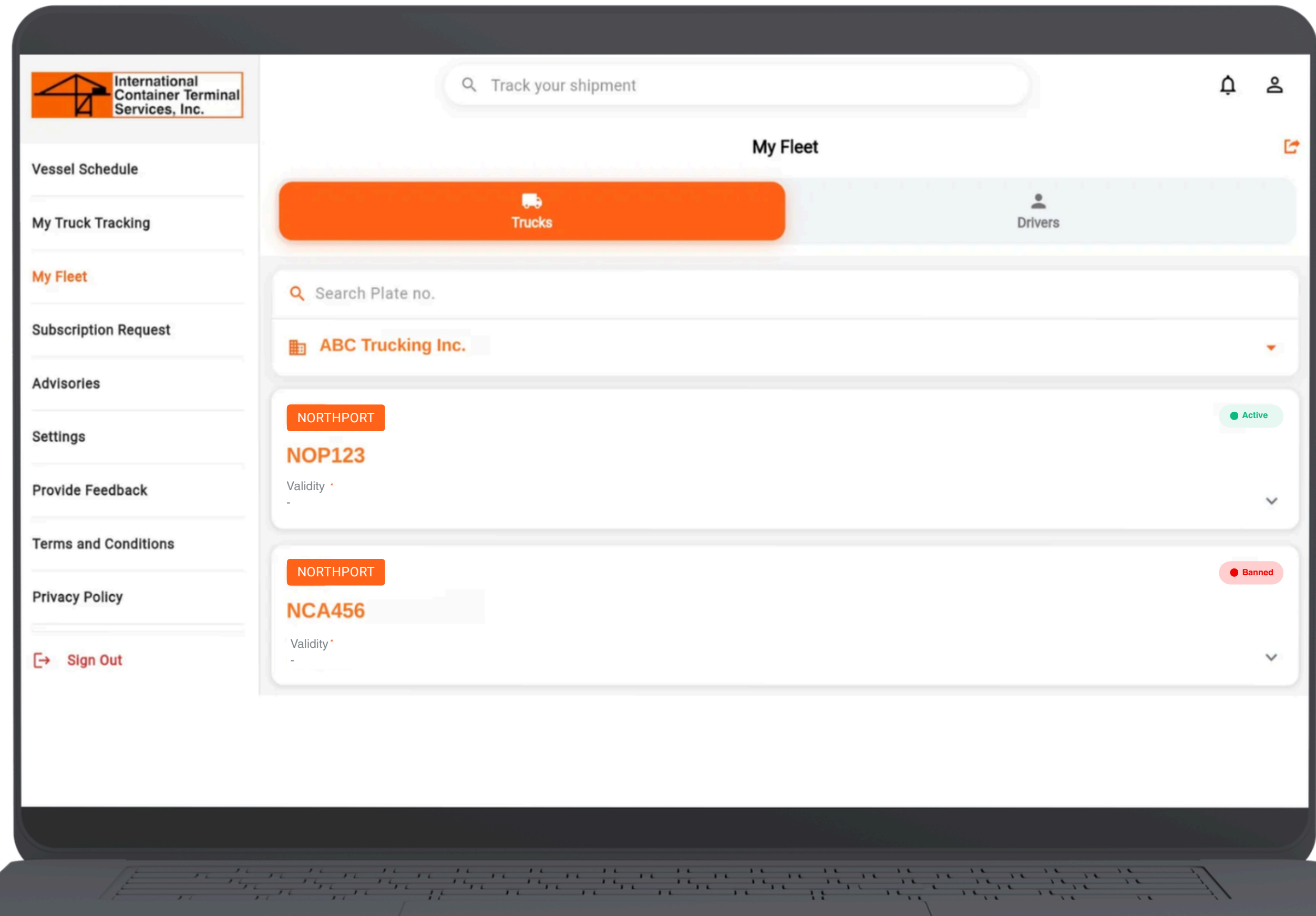
View the status of all trucks and drivers associated with your trucking company

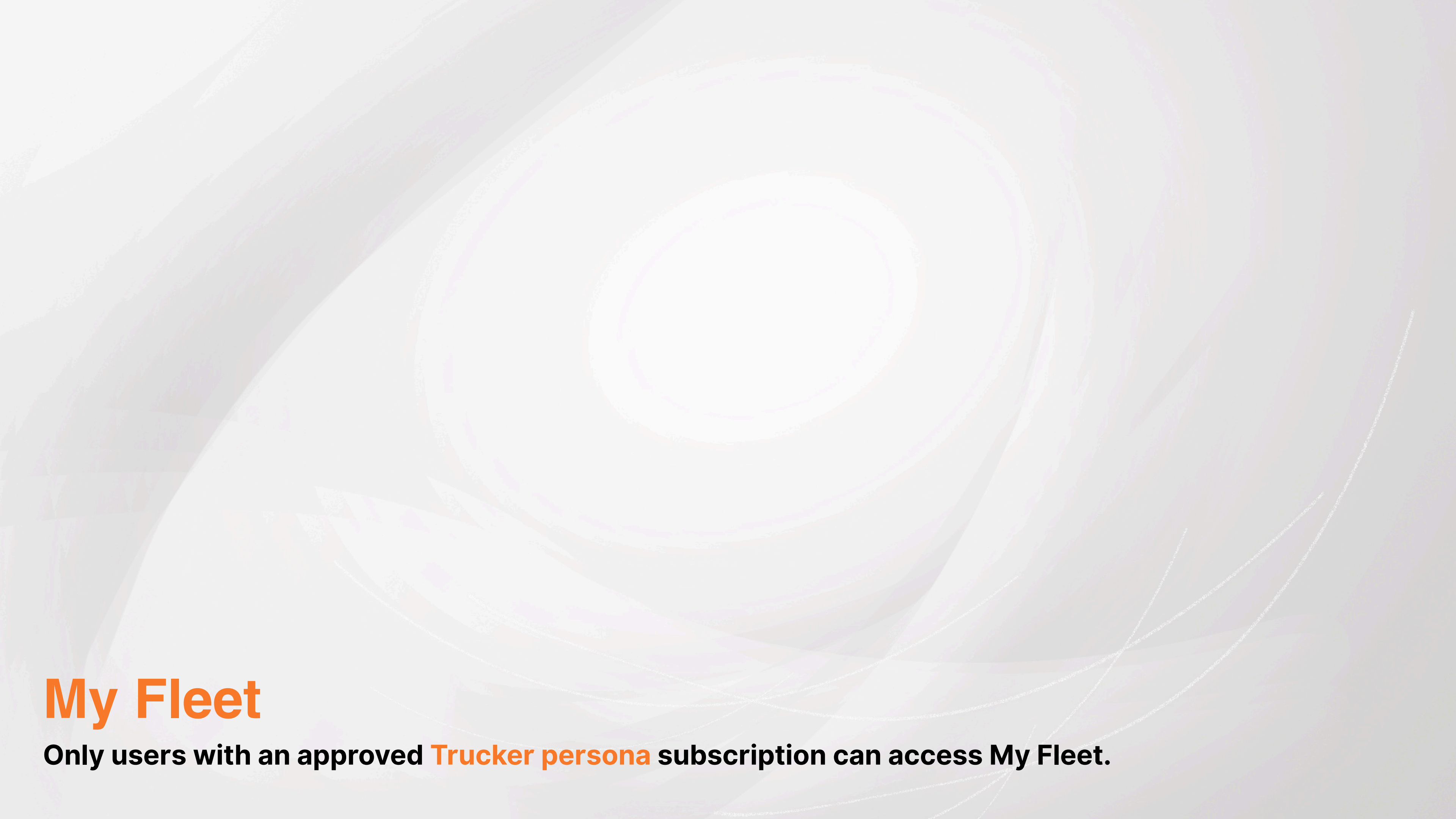
Introducing My Fleet in ICTSI Radar



View the status of all trucks and drivers associated with your trucking company through the **My Fleet*** section in ICTSI Radar.

* This feature is available exclusively to accounts with **approved Trucker Persona subscriptions** in ICTSI Radar.





My Fleet

Only users with an approved **Trucker persona** subscription can access My Fleet.

Accessing My Fleet



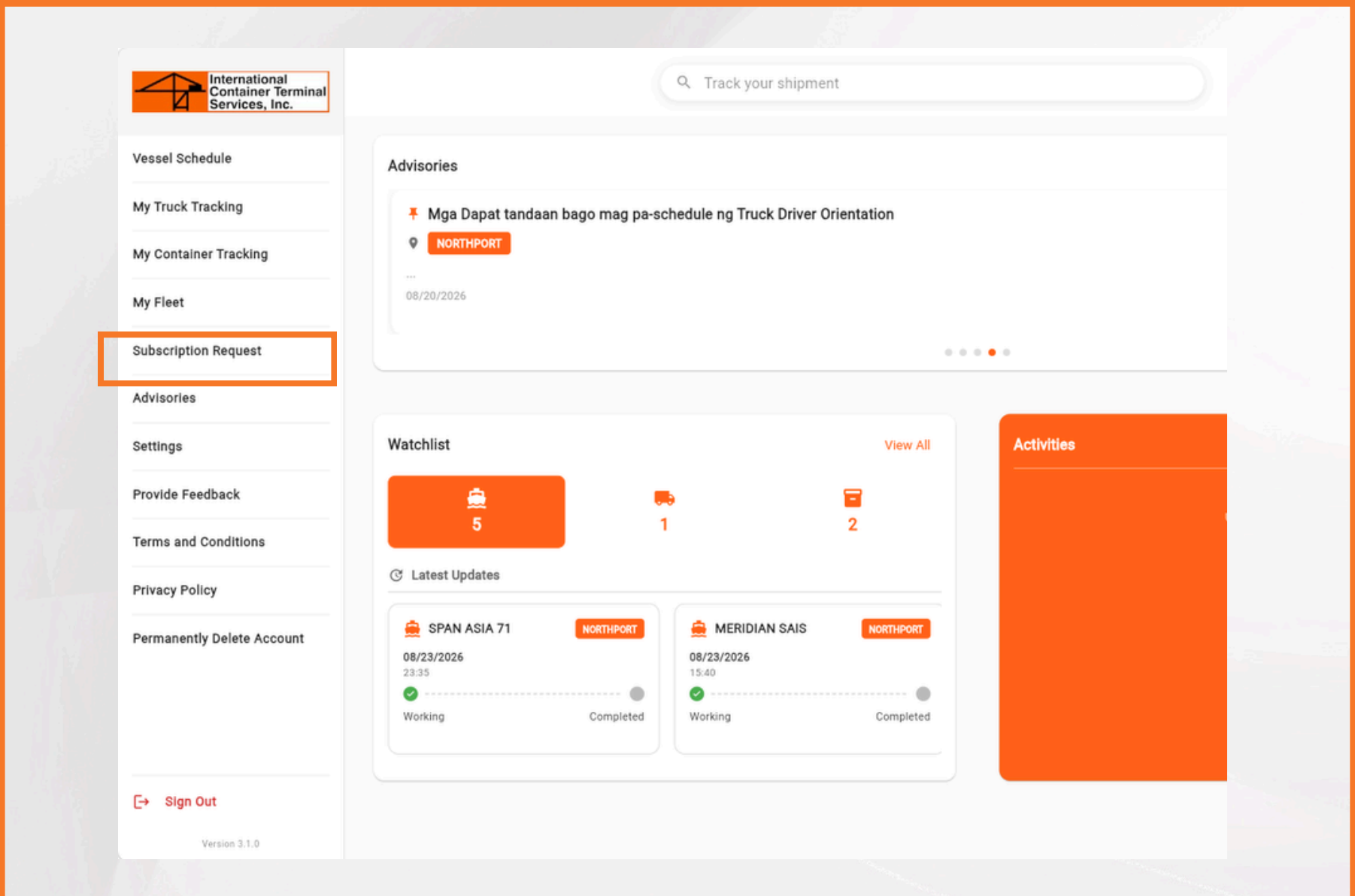
Persona Subscription Request

My Fleet Dashboard

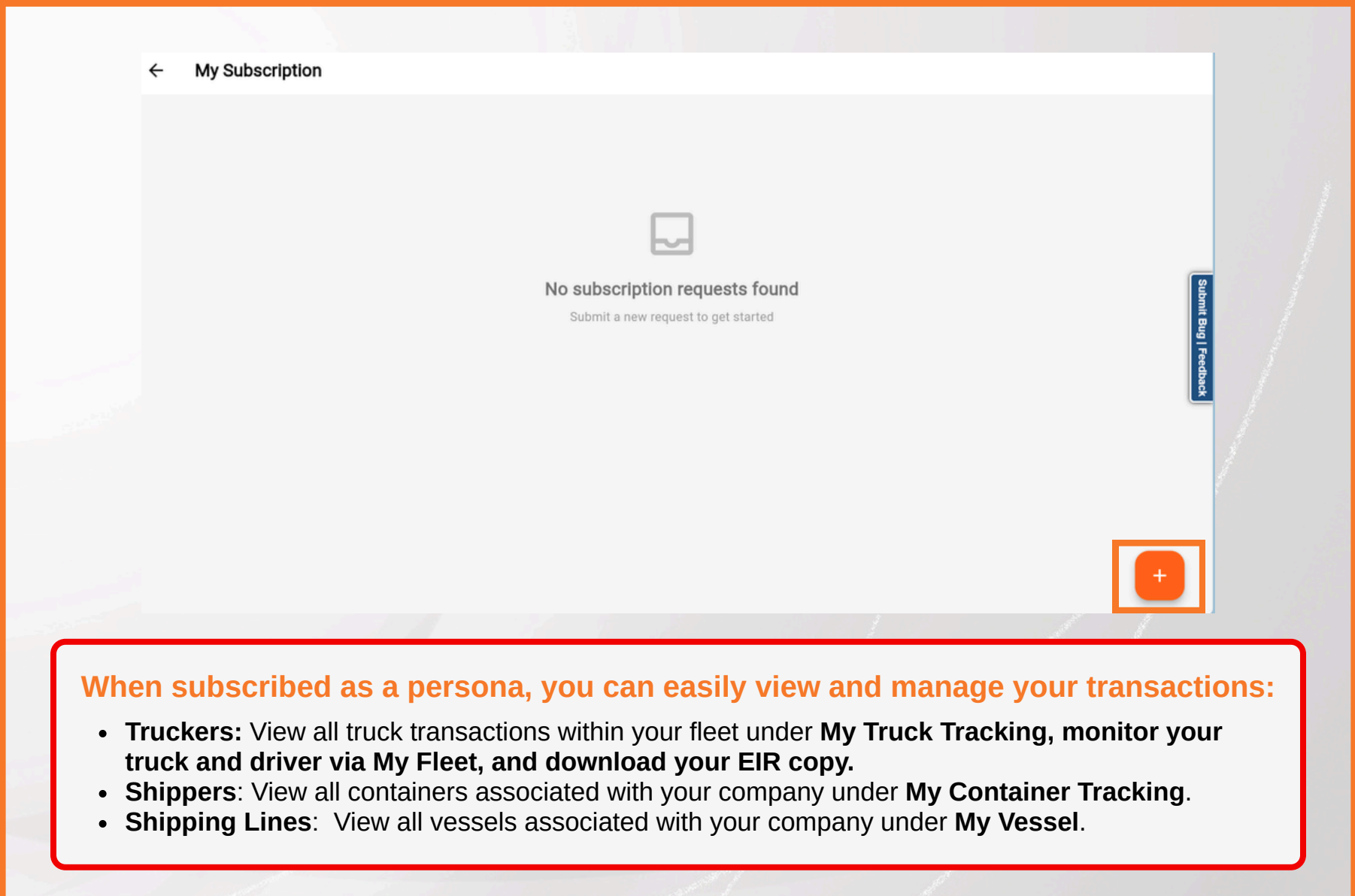
How to Add Driver

How to Add Truck

Export your Trucks/Drivers List



On the home page, click on **SUBSCRIPTION REQUEST** on the left side of the screen to access the My Subscription page.



Click the **PLUS BUTTON (+)** icon at the bottom right of the screen to proceed with filling out the details.

Accessing My Fleet



- Persona Subscription Request
- My Fleet Dashboard
- How to Add Driver
- How to Add Truck
- Export your Trucks/Drivers List

User Type *
Truck Operator

Terminal *
NORTHPORT

Copy From
No previous requests found

Select a previous request to copy company details and user information

Company Details

Company Name *

Email *

Tax Identification Number (numbers only) *

Business Address *

City *

State/Province *

Country *

Country

Zip Code *

Upload Company Documents *

+ Add Files

Maximum file size: 100MB • Allowed: PDF, JPG, PNG

At least one document is required

Remarks:

Additional comments or notes

0/255 characters

Submit

DISCLAIMER: By continuing with filling up this form and submitting I am consenting to share my personal information solely for the purpose of account creation & verification, and as stated in the ICTSI [Terms of Use](#) and [Privacy Policy](#)

Reminders:

- Please make sure the information provided is correct and complete.
 - Incorrect email addresses will prevent you from getting information about your application status.
 - Application with incomplete requirement/s or information will not be processed.
- Documents for uploading should be in PDF, Excel, or any image format (jpeg, jpg, png).
- Size per document should not be more than 100Mb.
- Please make sure to upload the following documents based on your user type together with your registration:

Reminder: Kindly ensure that the Company Name exactly matches the registered name in the BIR 2303. Any inconsistencies, including variations in spelling, punctuation, or special characters, will result in rejected applications.

• Truck Operator

- BIR 2303
- Transportation Accreditation, Permits and Pass for Ports (TAPPP) Certificate
- Registrant's Government Issued ID
- Company ID
- Please provide the list of drivers and truck plate numbers under your trucking company using the template available at this link [Trucks and Drivers Template | NorthPort](#).

Choose your user type as **TRUCK OPERATOR** and select terminal as NORTHPORT.

At the bottom of this page, click **Trucks and Drivers Template | NorthPort** to download the template.

Accessing My Fleet



Persona Subscription Request

My Fleet Dashboard

How to Add Driver

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NorthPort_Trucks_and_Drivers_Template



File
Home
Insert
Share
View

Default
70%

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	A	B	C	D	E	F
1	REMINDERS:					
2	1. Truck Plate – Enter the plate number without spaces or special characters.					
3	2. Driver Name – Enter the driver's full name (e.g., JUAN D. DELA CRUZ).					
4	3. Driver License – Enter 1 letter followed by 10 numbers (e.g., N1234567890).					
5	4. License Expiration – Enter a valid expiration date in MM/DD/YYYY format. Expired licenses are not accepted.					
6	5. Email Address – Enter a valid email address of the driver or the trucking company.					
7	6. NP Badge Number – Leave blank if the driver has no NP Badge.					
8						
9	Trucking Company:					
10	List of Truck Plate	List of Drivers name	Driver License	License Expiration	Email Address	NorthPort Badge ID
11	ABC001	FIRST NAME MI. LAST NAME	N1234567890	MM/DD/YYYY	sample@gmail.com	NP-24-000000
12						
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trucks and drivers




Reminder!

Trucking Company – Enter the company name registered in the BIR Form 2303.

Truck Plate Numbers – Provide the complete list of truck plate numbers registered under the trucking company.

Driver Names – Provide the complete list of drivers employed by the trucking company.

NorthPort Badge ID – Provide the NorthPort Badge ID for each driver, leave blank if unavailable.

User Type * Truck Operator	State/Province *
Terminal * NORTHPORT	Country * Country
Copy From No previous requests found Select a previous request to copy company details and user information	Zip Code *
Company Details Company Name * Email * Tax Identification Number (numbers only) * Business Address * City *	Upload Company Documents * + Add Files Maximum file size: 100MB • Allowed: PDF, JPG, PNG At least one document is required Remarks: Additional comments or notes 0/255 characters
	Submit

Once downloaded, click on **Edit a copy** button and fill in all the required fields.

Accessing My Fleet



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User Type *

Truck Operator

Terminal *

NORTHPORT

Copy From

Please use this option to copy company records from existing request

Select a previous request to copy company details and user information

Company Details

Company Name *

ABC Trucking Company

Email *

abctrucking@gmail.com

Tax Identification Number (numbers only) *

123456789000

Business Address *

Tondo I

City *

Manila

State/Province *

Manila

Country *

Philippines

Zip Code *

Phone Number

+63 Phone number

Permit Valid Until

Select date

Upload Company Documents *

+ Add Files

Maximum file size: 100MB - Allowed: PDF, JPG, PNG, XLS, XLSX

Selected Files:

Trucks and Drivers Template.jpg

21.6 KB

X

Company ID.jpg

15.0 KB

X

Government issued ID.jpg

20.2 KB

X

BIR 2303.jpg

4.9 KB

X

TAPPP Certificate.jpg

13.4 KB

X

Submit

Click on **SUBMIT** to send your request for review

ICTSI | Persona Application Requested for Truck Operator at NORTHPORT Approved

Inbox x

ICMS Request Access System <noreply@ictsi.com>

to me

Wed, Nov 19, 11:50 PM (2 days ago)

☆ 😊 ↶ ⋮

Dear Juan,

Congratulations! your request for **Truck Operator at NORTHPORT** is Approved

User Details:

User Email: juandelacruz@gmail.com

First name: Juan

Last Name: Dela Cruz

Company Details:

Company Name: Company ABCD

Company Email address: juandelacruz@gmail.com

Company TIN: 1234567890

Business Address: Manila city: Manila, State: Metro Manila, Country: Philippines, ZIP: 1234

Admin Dashboard link: <https://my.ictsi.com/admin/access-request-dashboard>

Thanks

↶ Reply

↷ Forward

😊

Once approved, you will receive an email from noreply@ictsi.com to confirm your subscription.

My Fleet Dashboard



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- How to Add Driver
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International Container Terminal Services, Inc.

Vessel Schedule

My Truck Tracking

My Fleet

Subscription Request

Advisories

Settings

Provide Feedback

Terms and Conditions

Privacy Policy

Sign Out

Track your shipment

My Fleet

Trucks

Drivers

Search Plate no.

ABC Trucking Inc.

NORTHPORT

NOP123

Active

NORTHPORT

NCA456

Active

Only accounts with approved Trucker Persona subscriptions can view their company's trucks and drivers through the My Fleet feature.

Click on **My Fleet** from the left side menu to show all the trucks and drivers that are associated with your trucking company.

Trucks

Drivers

Search License No.

ABC TRUCKING COMPANY - NORTHPORT

NORTHPORT

A1234567890

JUAN DELA CRUZ

Driver's License Validity 09/01/2031

Active

NORTHPORT

B1234567890

MIGUEL CRUZ

Driver's License Validity 09/02/2030

Banned

NORTHPORT

C1234567890

COCO DE LEON

Driver's License Validity 09/01/2026

Expired

Truck and Driver Status

- Active

Truck or driver can transact at Northport
- Banned

Truck or driver is temporarily banned from entering the terminal
- Expired

Driver is temporarily unable to transact at Northport due to an expired NP Badge

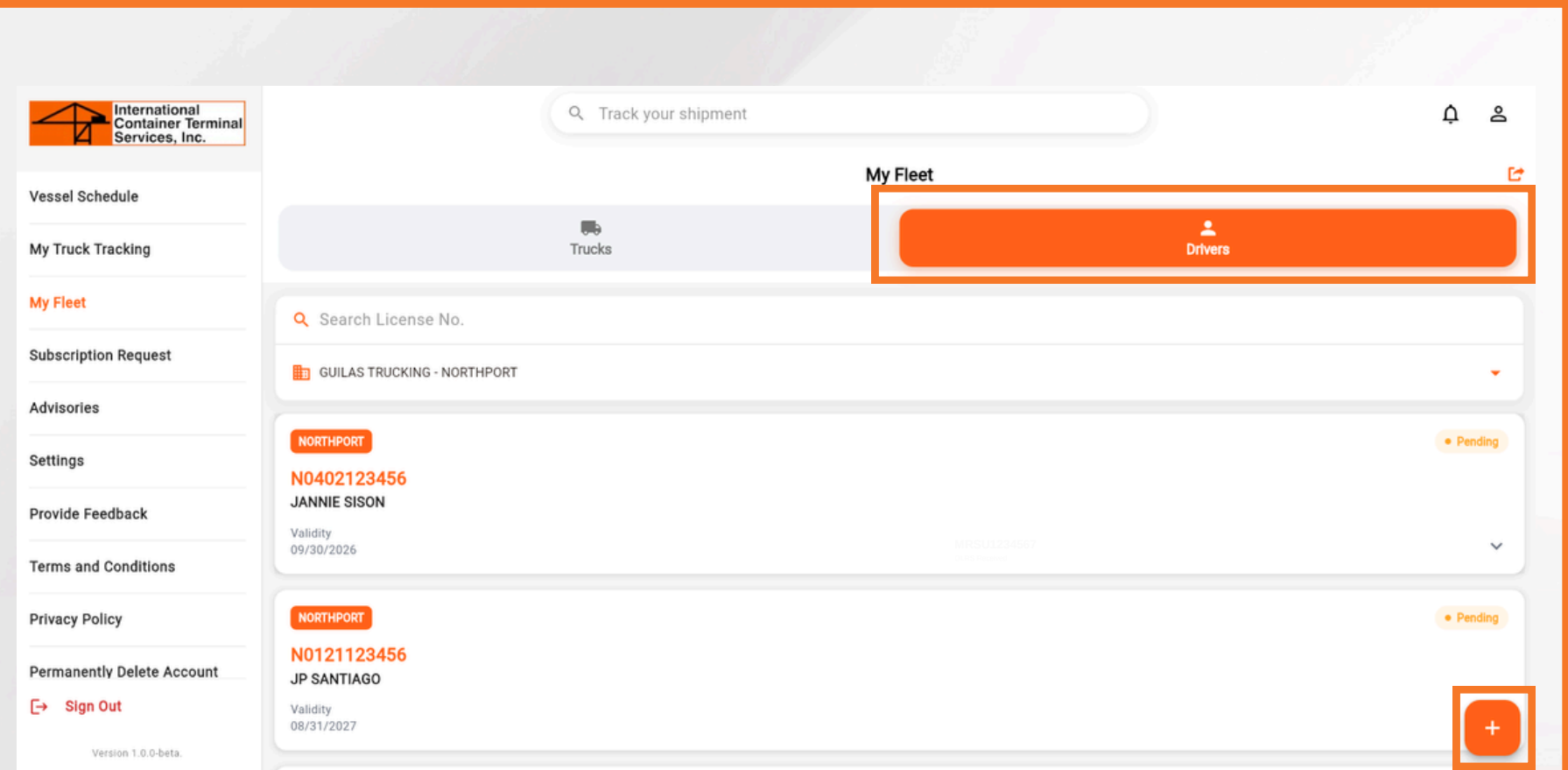
Available for drivers only.*

You'll find the list of trucks and drivers registered under your trucking company together with status and validity.

How to Add Driver



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Registration of Drivers in My Fleet are still subject for approval.

Access My Fleet, then go to Drivers tab, then click the (+) button.

- Company
- Terminal
- First and Last Name
- Date of Birth
- Gender
- Mobile Number
- Email (optional)
- License Number
- Card Expiration
- Upload / Attach driver's documents

Upload Driver Documents *

+ Add Files

- Documents (multiple file uploading)
- Drivers license
- Drivers badge number

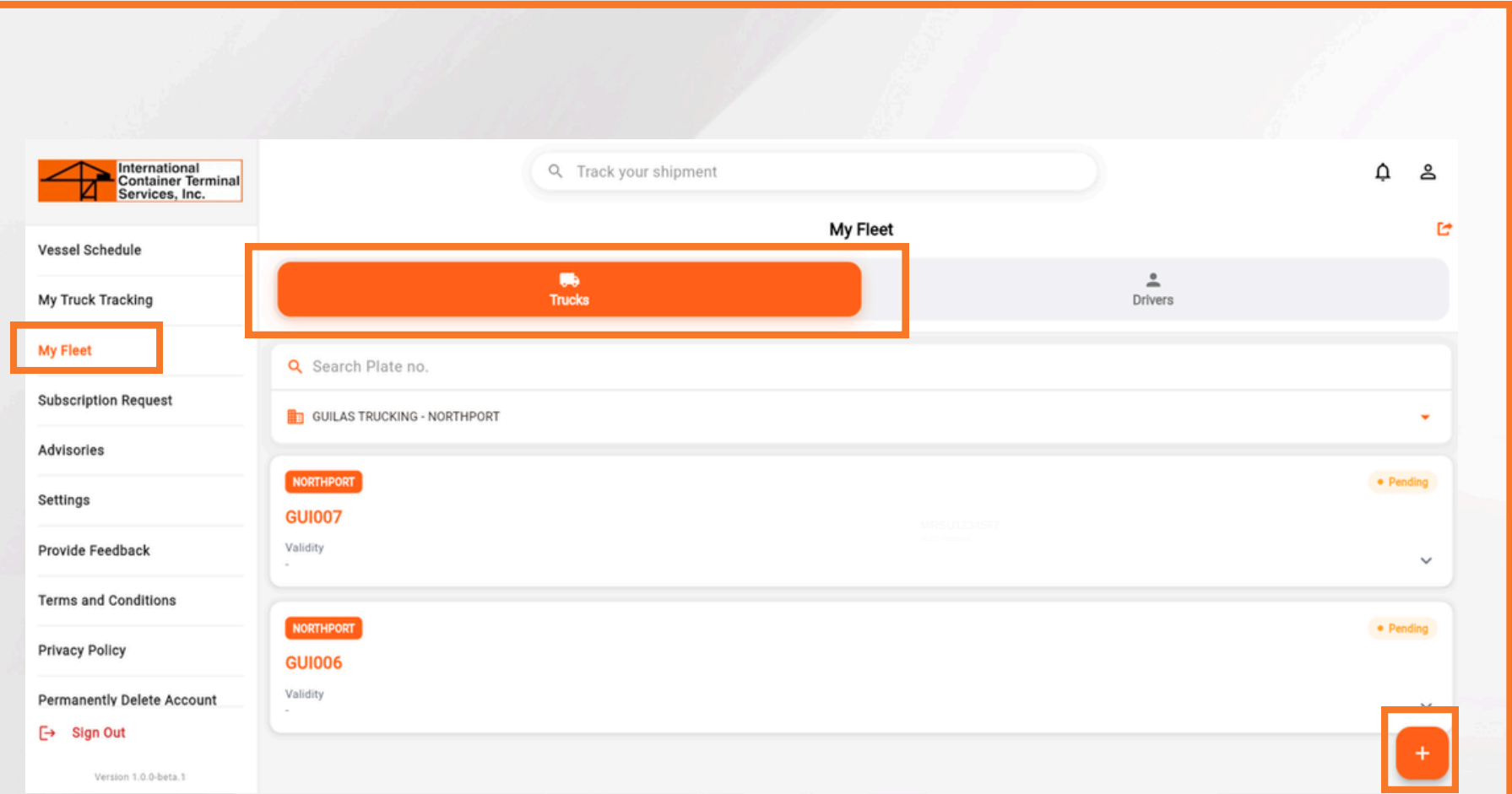
Review the driver details before submission.

Provide the required details, then upload the driver's license and NP Badge ID (optional).

How to Add Truck



- Persona Subscription Request
- My Fleet Dashboard
- How to Add Driver
- How to Add Truck
- Export your Trucks/Drivers List



Registration of Drivers in My Fleet are still subject for approval.

Access My Fleet, then go to Trucks tab, then click the (+) button.

- Company
- Terminal
- Plate Number
- Vehicle Details (optional)

Upload Truck Documents *

+ Add Files

Registration Documents

- Certificate of Registration (CR)
- Official Receipt (OR)

Vehicle Photos

- Truck Front
- Truck Rear
- Driver Side
- Helper Side

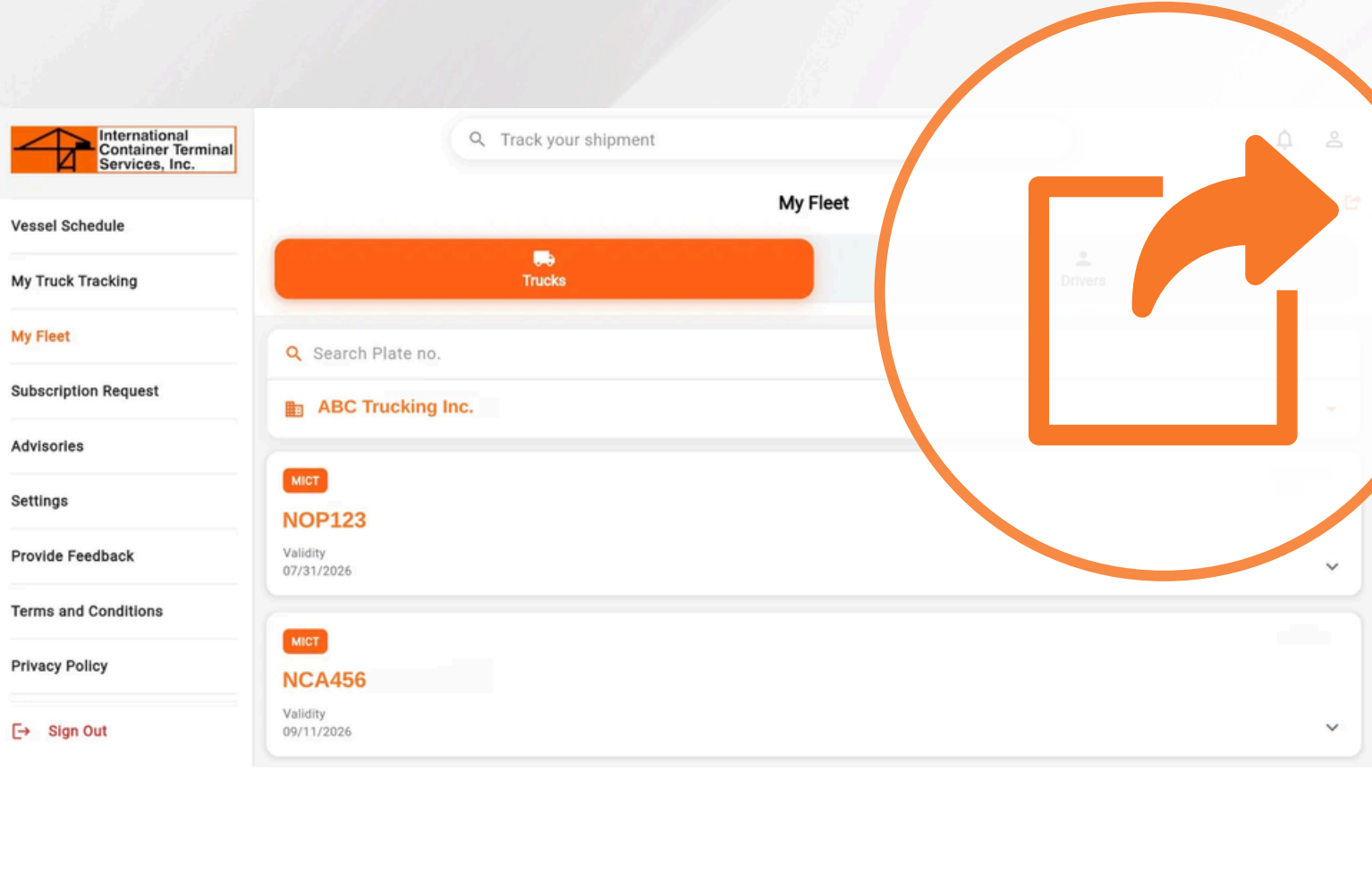
Review the truck details before submission.

Fill in the required details, then upload the Registration Documents and Vehicle Photos

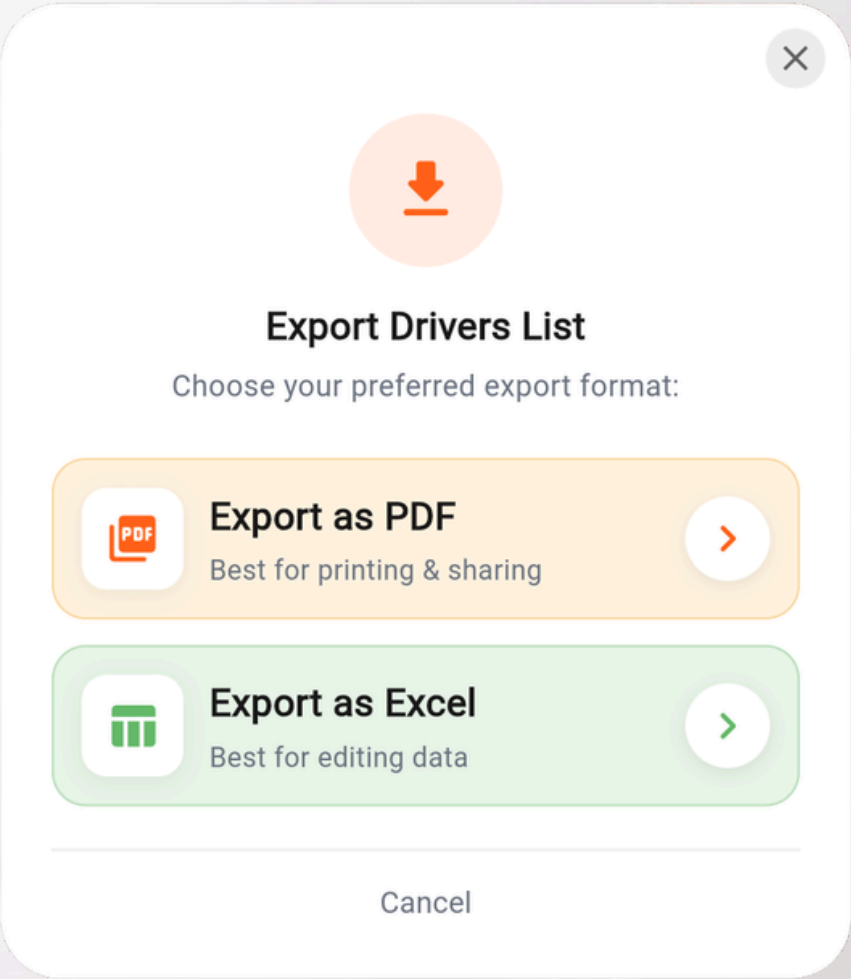
Export your Trucks/Drivers List



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From the upper-right corner of the screen, click the Export icon to download your trucks and drivers list.



Click your preferred file format to begin exporting the list.

Thank you!