

NorthPort Badge ID - Registration Procedures

For New and Renewal Truck Drivers

01

What is ICTSI Radar?

04

Driver Orientation Schedule

02

Register an Account

05

How to Add New Trucks or Drivers

03

Subscribe as a Truck Operator

06

Staying Informed



NORTHPORT BADGE ID RENEWAL FOR TRUCK DRIVERS



HOW TO REGISTER FOR A NORTHPORT BADGE ID

Complete the following process to renew the NorthPort Badge ID for your truck drivers



Register and Subscribe to ICTSI Radar

Download or go to <https://radar.ictsi.com/login>. Create an account and register as a Truck Operator.



Submit Documents

Complete the required information and submit all necessary documents.



Await Orientation Schedule

NorthPort Customer Care will send a confirmation email containing the Driver's Orientation Schedule.



Attend Your Scheduled Orientation

Ensure that the driver attends the assigned Orientation Schedule.



Receive NorthPort Badge ID

Upon completion of the Driver's Orientation, NorthPort Badge ID will be processed and sent via email by Northport Customer Care.



For more information email us at customercare@northport.ph



No walk-in participants or latecomers will be accepted in the orientation session



01

What is ICTSI Radar?

What is the ICTSI Radar?



We're excited to introduce **ICTSI Radar**.

ICTSI Radar is a redesigned transparency tool that provides real-time information and updates on your terminal transactions.

Why use ICTSI Radar?

Transparency

Get clear, real-time visibility of your terminal transactions, helping you plan ahead, respond quickly to changes, and avoid operational delays.

Stay-up-to-date

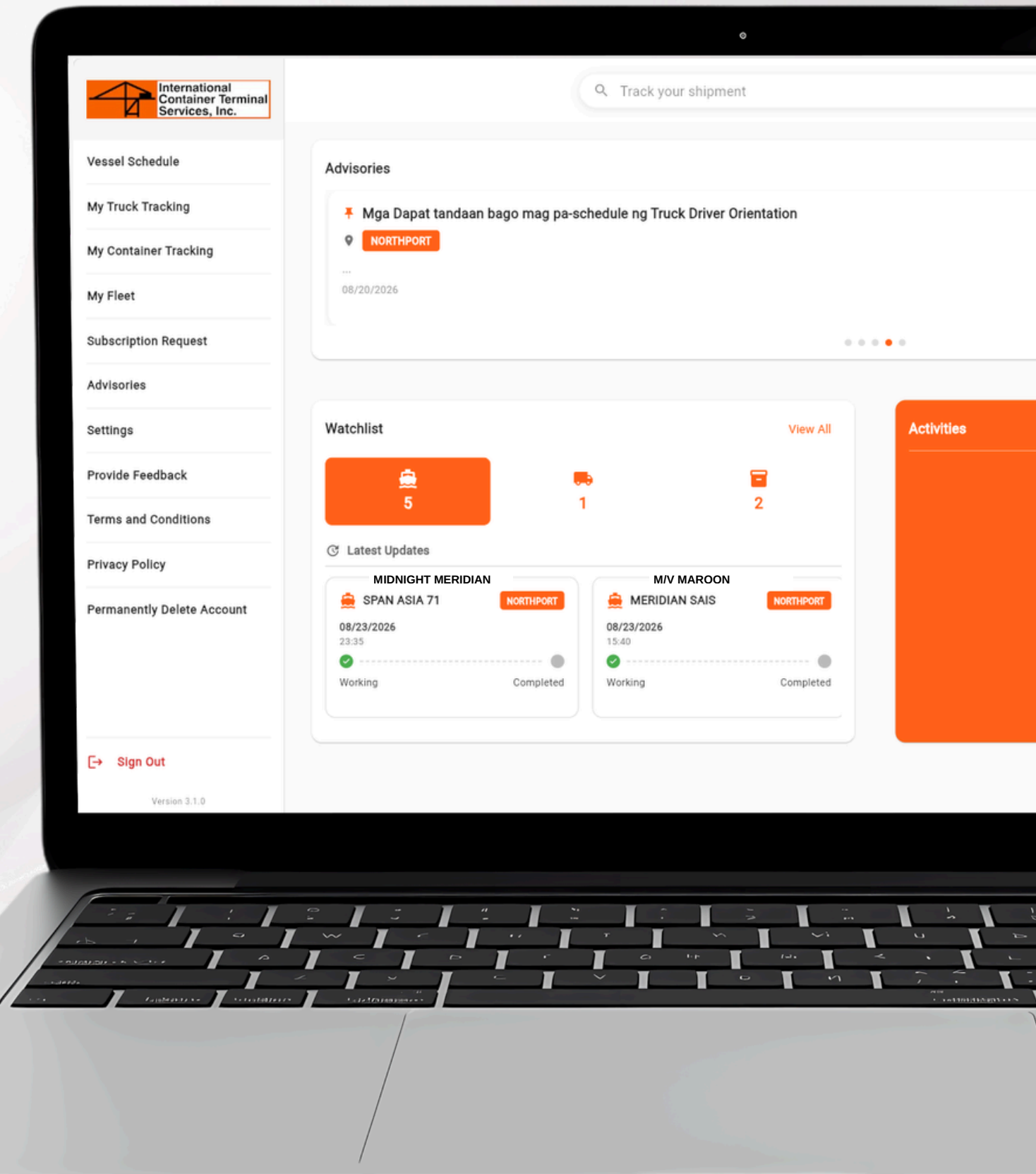
Ensures you receive the latest updates on terminal. As well as track container, truck, and vessel milestones as they happen.

User-Friendly Experience

Redesigned interface offers easier navigation and clearer presentation of information.

Mobile Accessibility

Real-time updates can be viewed anytime, anywhere, letting you track updates while on the go.





02

Register an Account

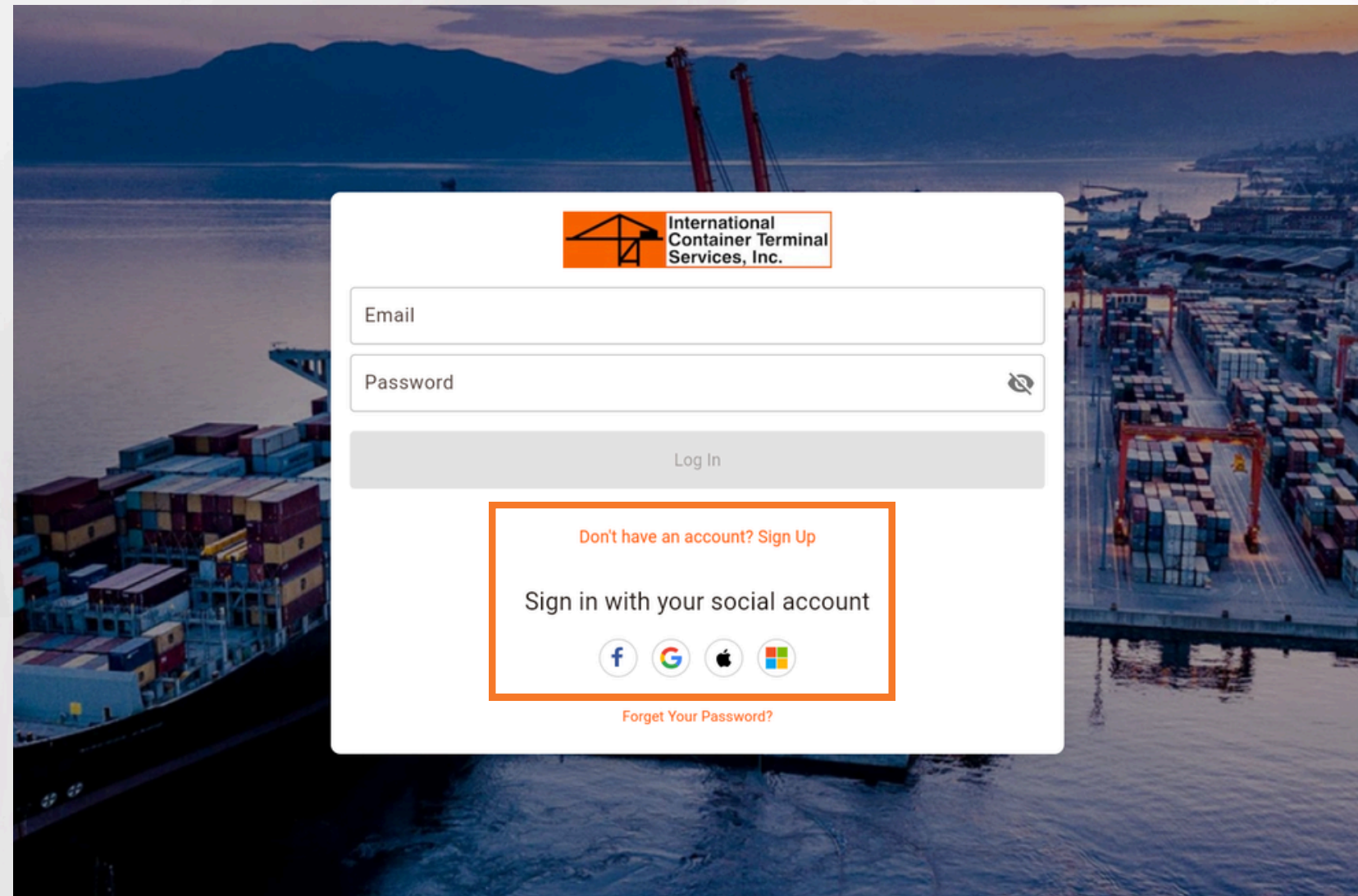
Signing Up for a New Account

Sign up

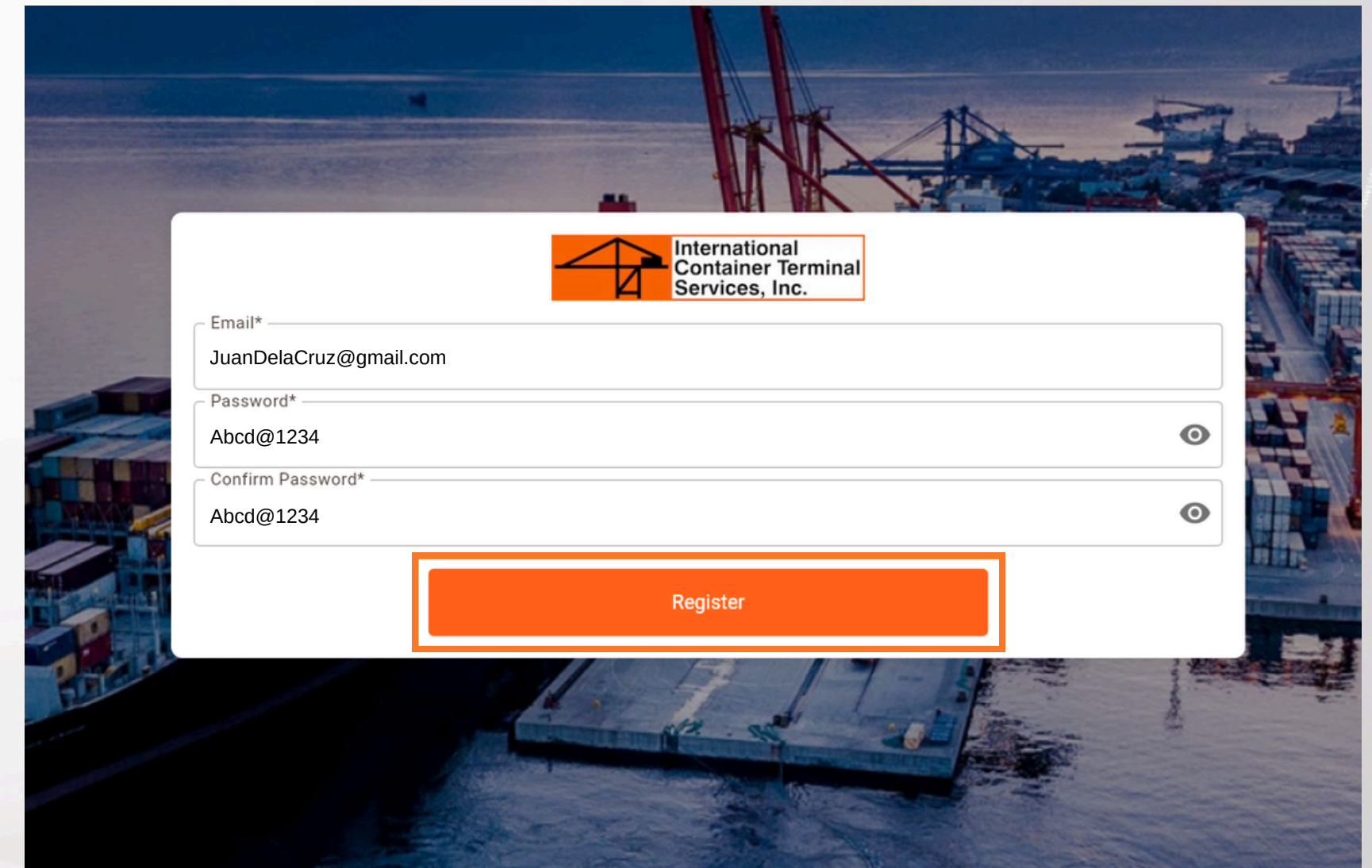
Verify Email

Update Profile

You are now ready to
use ICTSI Radar!



On your browser, go to <https://radar.ictsi.com> and click **“DON'T HAVE AN ACCOUNT? SIGN UP,”** or you may also sign in using your social accounts listed above.



Input your email address and desired password. Click **REGISTER** to proceed.

Signing Up for a New Account

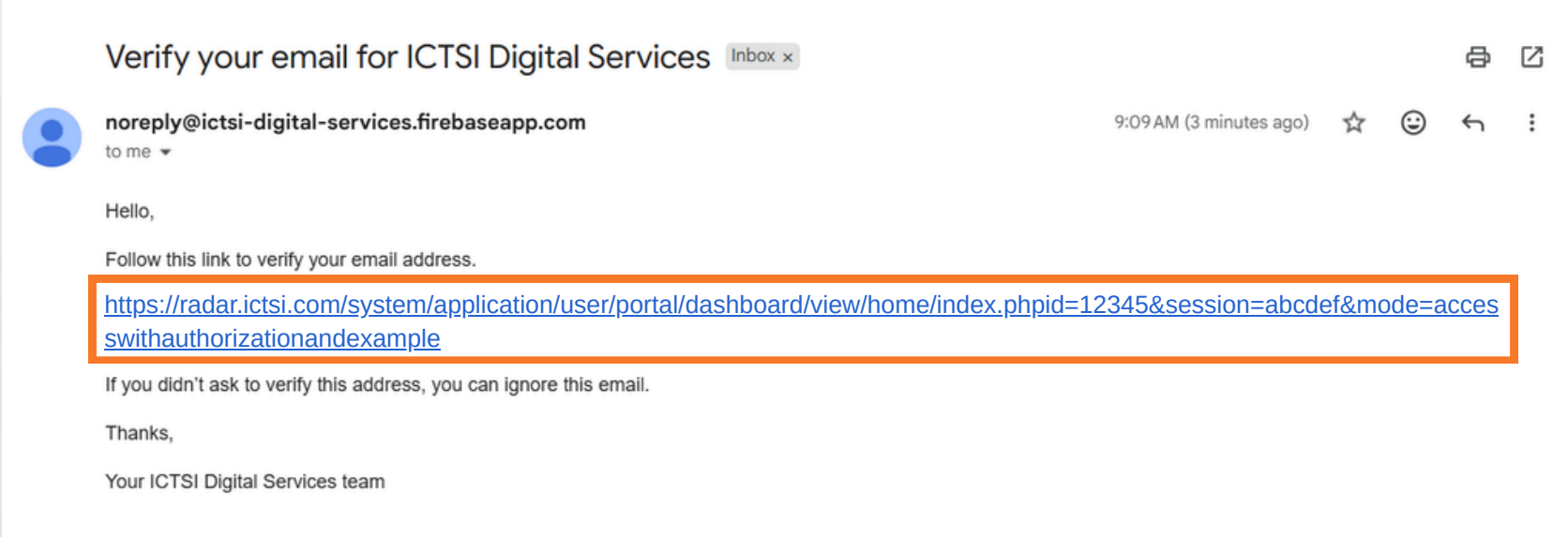


Sign up

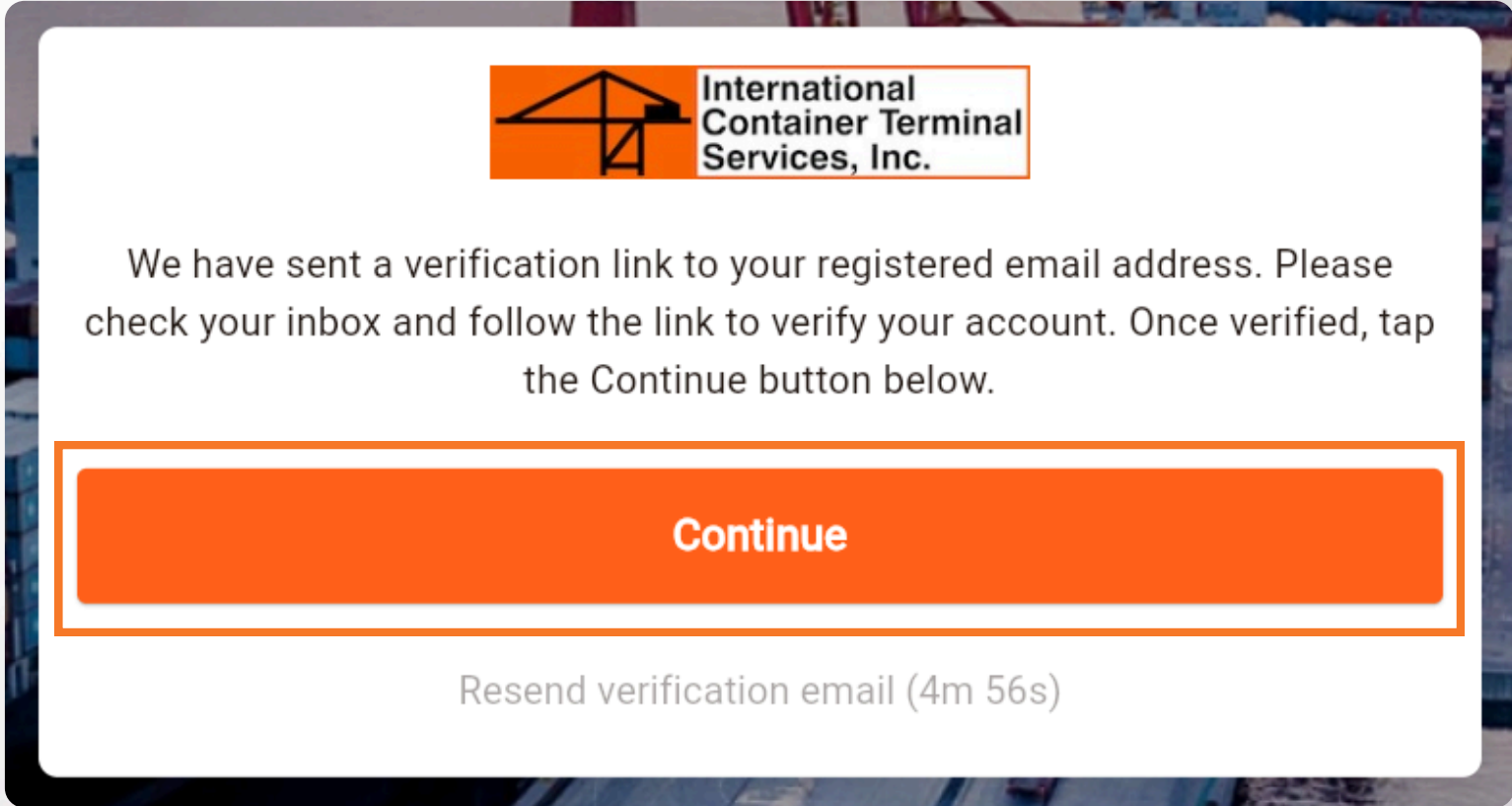
Verify Email

Update Profile

You are now ready to use ICTSI Radar!



You will receive an email from ICTSI Digital Services to verify your email. Click the link in the email to proceed with the verification process.



Click **CONTINUE**, and you will receive an email confirming that your email has been verified. After this, you may proceed to log in to your account.

Signing Up for a New Account



Sign up

Verify Email

Update Profile

You are now ready to use ICTSI Radar!

Email*

JuanDelaCruz@gmail.com

First Name*

Juan

Last Name*

DelaCruz

Customer Category*

Truck Operator

Terminal *

2 selected

NORTHPORT - Manila North Harbor Port Inc. X

MICT - Manila International Container Terminal X

Time Zone

Asia/Manila

Phone Number

+63

9123456789

 To receive verification emails, announcements, and notifications, please double-check all information you input, especially your mobile number and email address.

After logging in, you will be asked to update your profile. Make sure to also select your Customer Category, Terminal, Time Zone, and enter your Phone Number.

Company Details

Company Name

ABC Trucking

Company Email

cabctrucking@gmail.com

TIN (numbers only)

123-456-789-01234

Company Address

123 EFG Street, Manila

City

Manila City

State/Province

Metro Manila

Country

Philippines

ZIP Code

1234

Save And Update

Enter your correct company information and click **SAVE AND UPDATE** once done.

Signing Up for a New Account



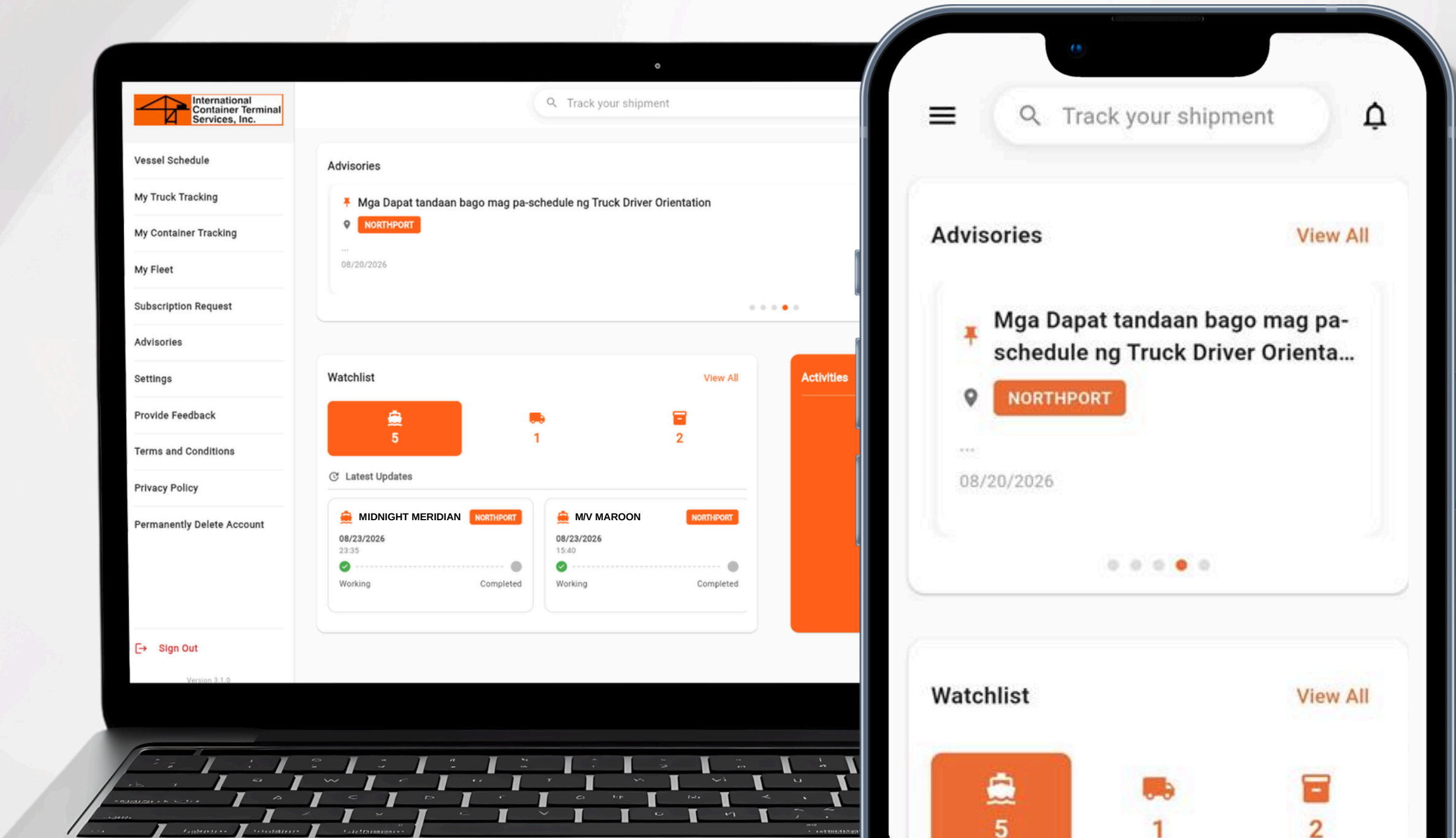
Forget Password

Verify Email

Update Profile

You are now ready to use ICTSI Radar!

You are now ready to use ICTSI Radar!





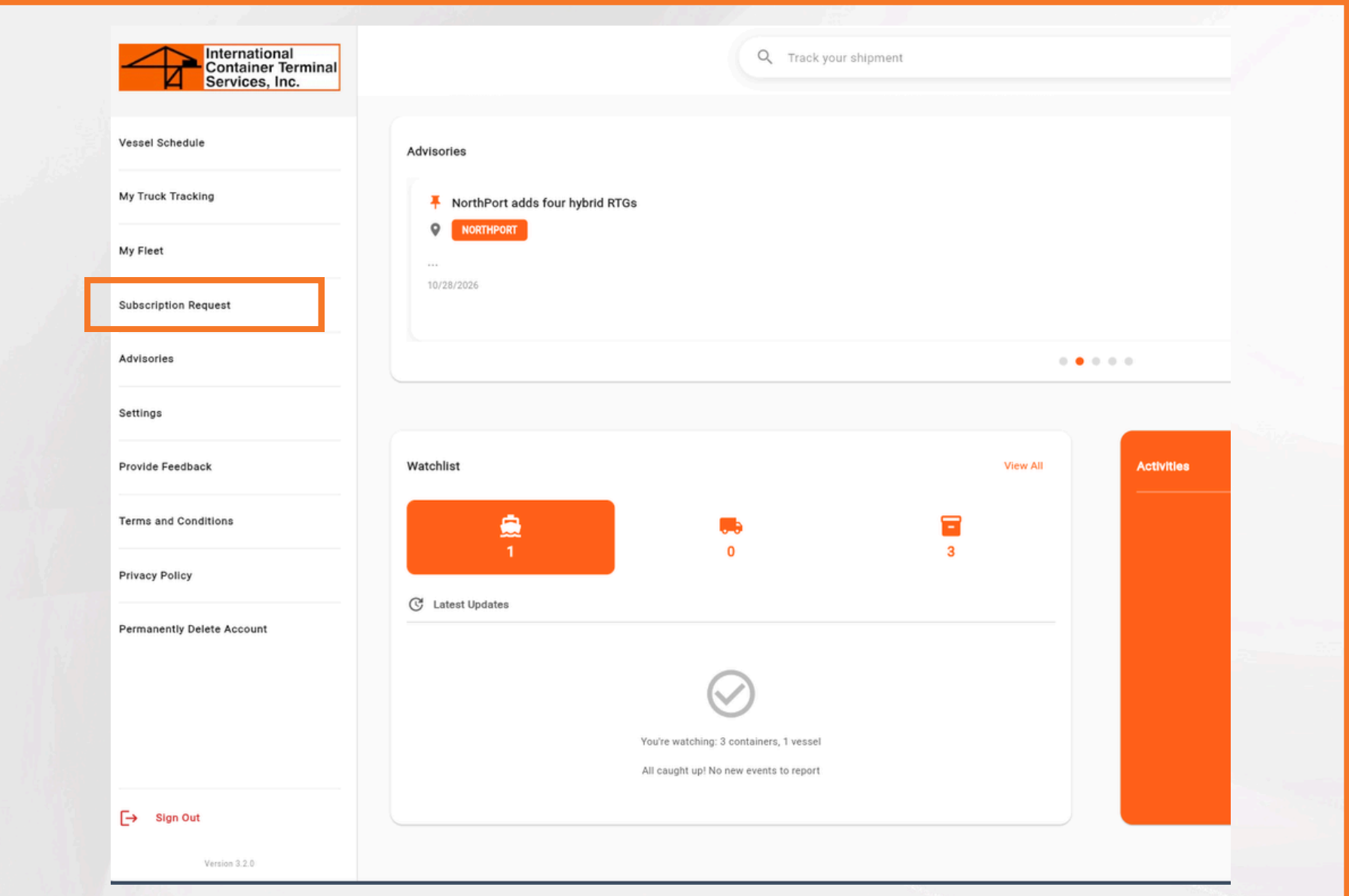
03

Subscribe as a Truck Operator

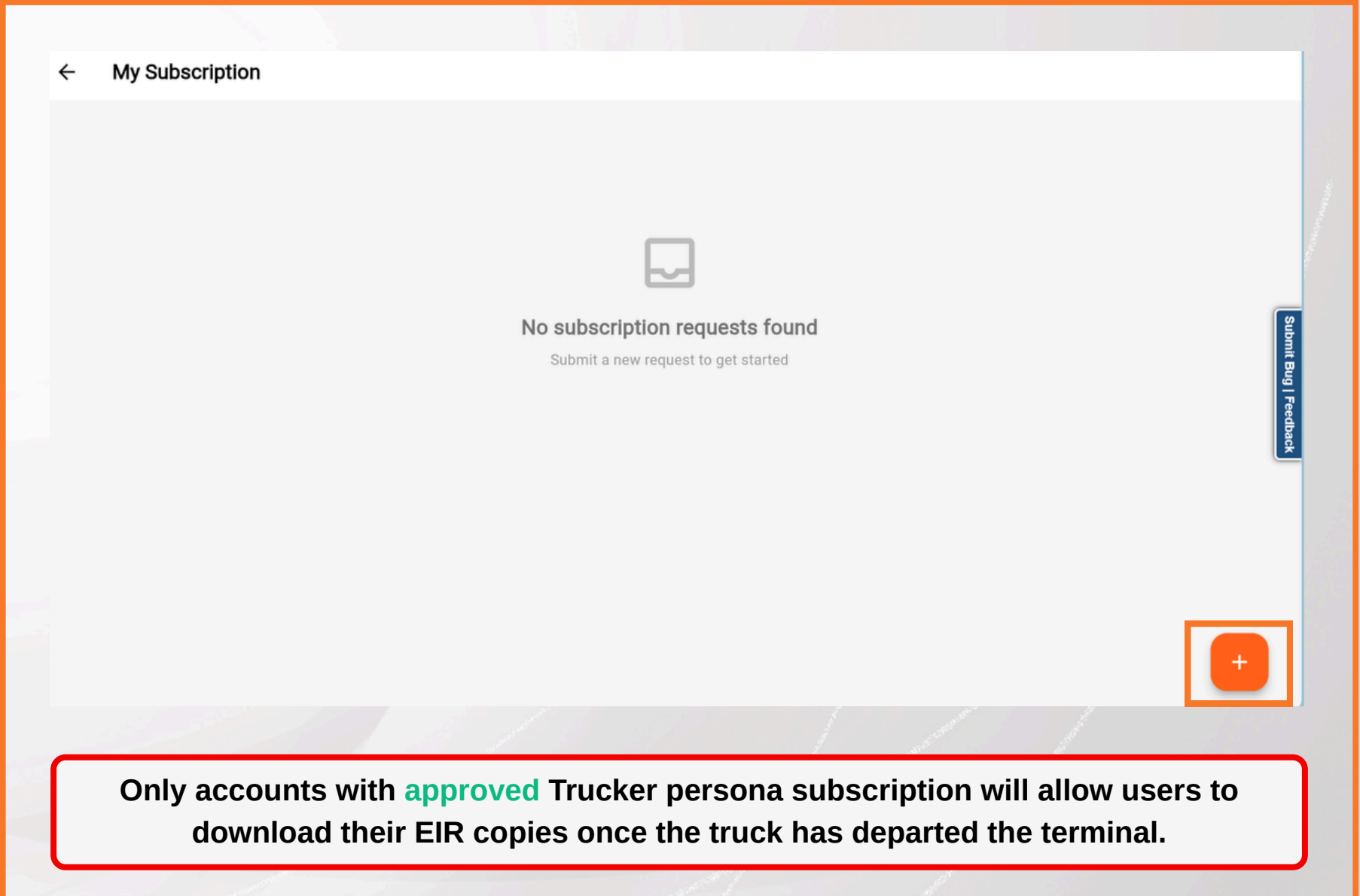
Persona Subscription Request



Persona Subscription Request



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.

Persona Subscription Request



Persona Subscription Request

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

Reminder!

Select User Type “Truck Operator”

Select Terminal “NORTHPORT - Manila North Harbor Port Inc.”

Ensure that the **Company Name** and **Tax Identification Number** reflects exactly as it is in the submitted BIR 2303.

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

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:

1. 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.

2. Documents for uploading should be in PDF, Excel, or any image format (jpeg, jpg, png).

3. Size per document should not be more than 100Mb.

4. 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](#).

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

NORTHPORT

NorthPort_Trucks_and_Drivers_Template

File
Home
Insert
Share
View

Default
70%

	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	<div> <div>Trucking Company:</div> <div></div> </div>					
10	<div>List of Truck Plate</div>	<div>List of Drivers name</div>	<div>Driver License</div>	<div>License Expiration</div>	<div>Email Address</div>	<div>NorthPort Badge ID</div>
11	ABC001	FIRST NAME MI. LAST NAME	N1234567890	MM/DD/YYYY	sample@gmail.com	NP-24-000000
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

<
>
≡
trucks and drivers
+

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

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

On the Subscription Request page, fill in all required information and upload the necessary documents in PDF, EXCEL, JPEG, JPG, or PNG format.

Persona Subscription Request



Persona Subscription Request

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.jpg21.6 KB

Company ID.jpg15.0 KB

Government issued ID.jpg20.2 KB

BIR 2303.jpg4.9 KB

TAPPP Certificate.jpg13.4 KB

Reminder!

Select User Type “Truck Operator”

Select Terminal “NORTHPORT - Manila North Harbor Port Inc.”

Ensure that the **Company Name** and **Tax Identification Number** reflects exactly as it is in the submitted BIR 2303.

Submit

Click on **SUBMIT** to send your request for review of the terminal.

International Container Terminal Services, Inc.

Vessel Schedule

Subscription Request

Track your shipment

My Subscription

NORTHPORT

IN PROGRESS

User Type: Truck Operator

Company: ABC Trucking

After submitting, your application will show as “In Progress”

Persona Subscription Request



Persona Subscription Request

Home > Subscriptions > Edit Request

Edit Request

Zip Code *

1234

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

7.5 MB • Uploaded Just now

Remarks:

Additional comments or notes

0/255 characters

Update Request

Cancel Request

Reminder!

You will receive notifications via email and Radar whenever the Terminal sends remarks requesting revisions to the information or documents you submitted.

To make the necessary changes, open your subscription application, update the required information, and click **Update Request**.

ICTSI | Persona Application Requested for Truck Operator at NORTHPORT Approved

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.



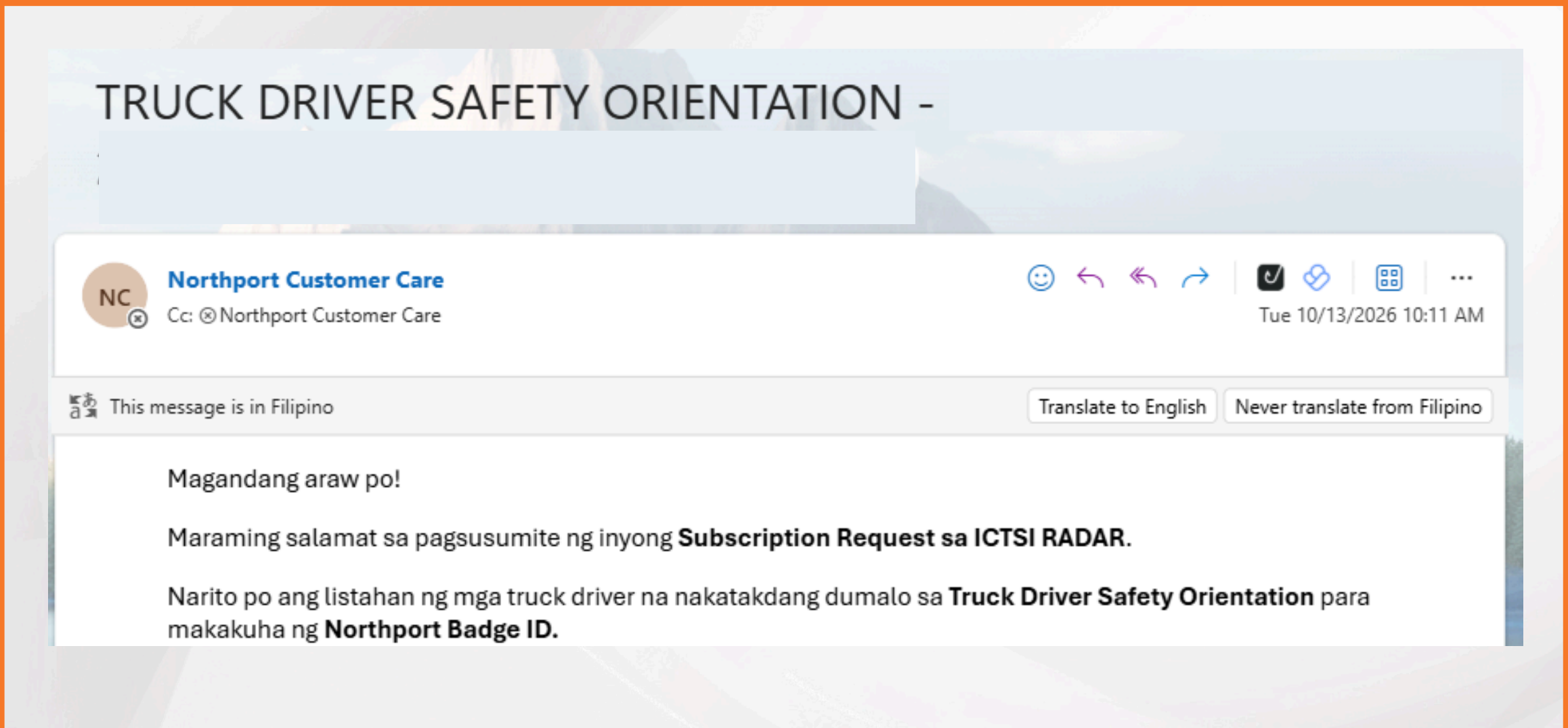
04

Driver Orientation Schedule

Receiving the Orientation Schedule



Driver Orientation Schedule



The trucking company and its drivers will receive an email from NorthPort Customer Care containing each driver's assigned orientation schedule and important reminders prior to the scheduled orientation.

On the day of the orientation, drivers must present their confirmation email before entering the venue to verify their inclusion in the official list of participants.



The driver will receive their Badge ID via email from NorthPort Customer Care.

All new or renewed Badge IDs shall have a validity of 2 years.



05

How to Add New Trucks or Drivers

How to Add New Trucks or Drivers

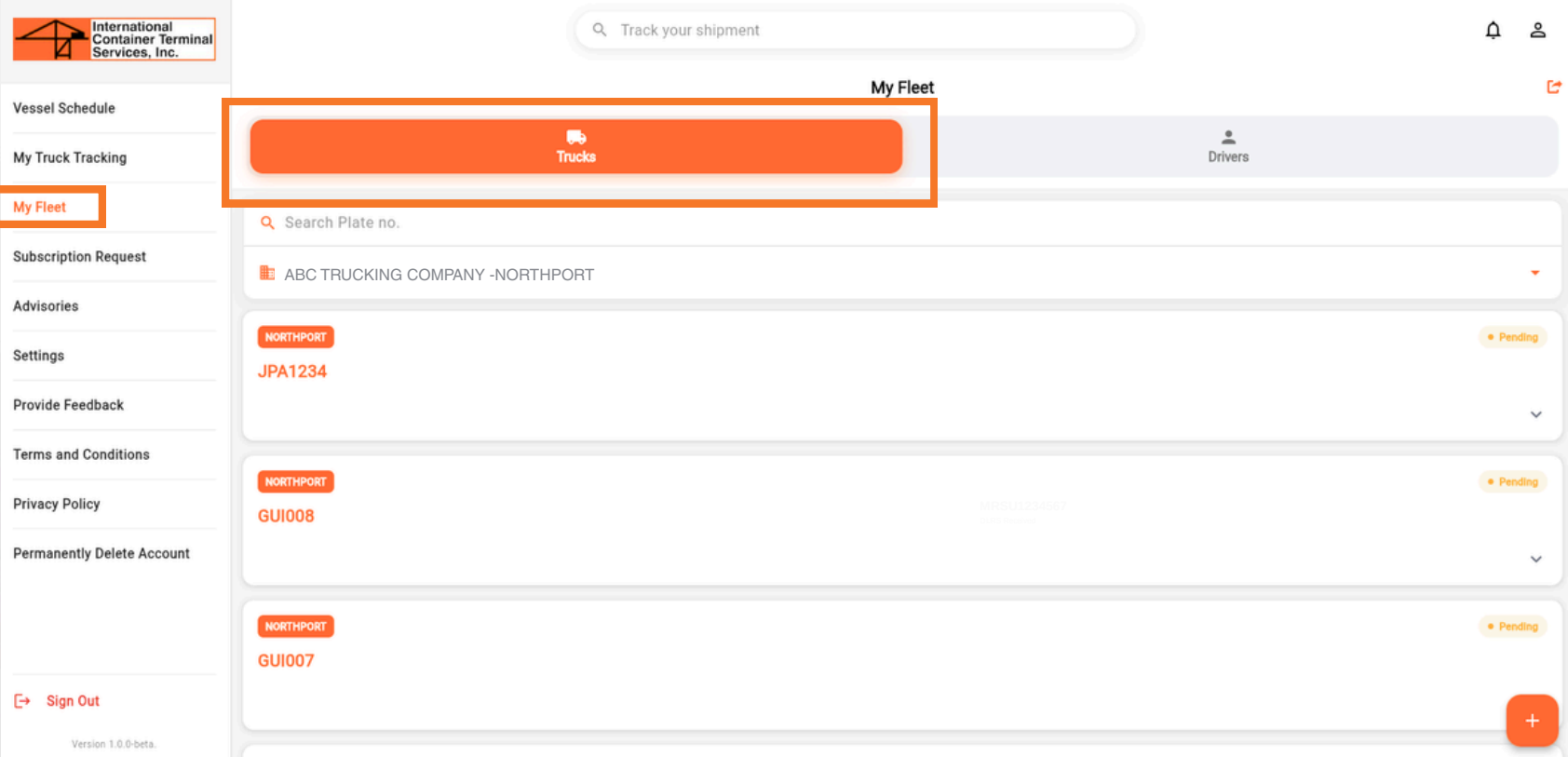


My Fleet Dashboard

How to Add Driver

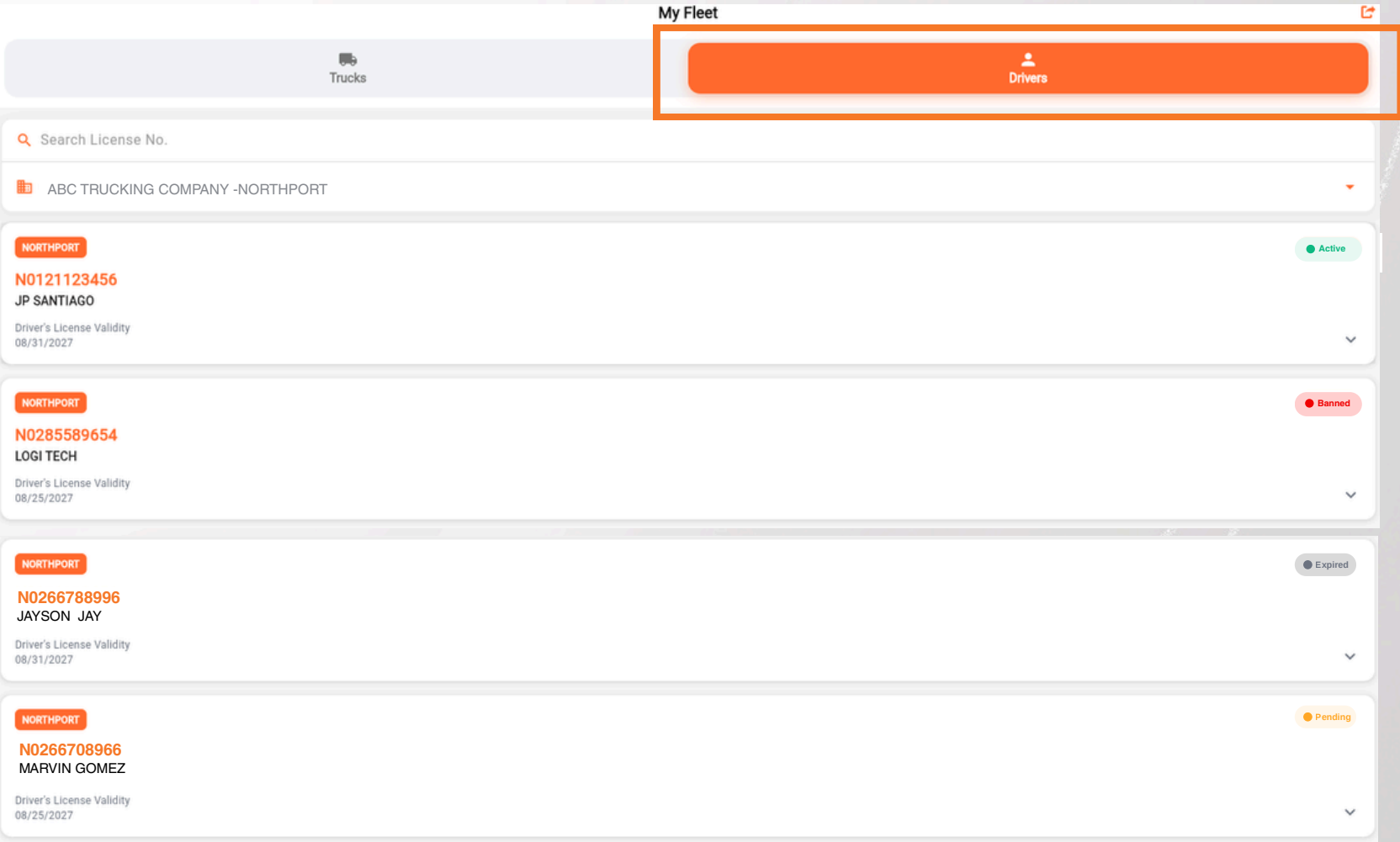
How to Add Truck

Export your
Trucks/Drivers List



Only accounts with **approved** Trucker persona subscription will allow users to access My Fleet.

Click **My Fleet** from the left-side menu, then select the **Trucks** tab to view all trucks associated with your trucking company.



Click the **Driver** tab to view the list of drivers registered under your company.

How to Add New Trucks or Drivers



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

My Fleet

Trucks

Drivers

Search License No.

GUILAS TRUCKING - NORTHPORT

NORTHPORT

N0121123456

JP SANTIAGO

Driver's License Validity 08/31/2027

NORTHPORT

N0285589654

LOGI TECH

Driver's License Validity 08/25/2027

NORTHPORT

N0266788996

JAYSON JAY

Driver's License Validity 08/31/2027

NORTHPORT

N0266708966

MARVIN GOMEZ

Driver's License Validity 08/25/2027

Active

Banned

Expired

Pending

Truck and Driver Status

Active

The truck or driver can proceed with transactions at NORTHPORT.

Banned

The truck or driver is temporarily not allowed to enter the terminal.

Expired

Temporarily unable to enter the terminal due to an expired NP Badge.

Pending

The truck or driver has a pending registration at the terminal.

In the My Fleet Dashboard, you can view the registration status of your drivers and trucks. **The registration validity is displayed for drivers only.**

How to Add New Trucks or Drivers



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

International Container Terminal Services, Inc.

Vessel Schedule

My Truck Tracking

My Fleet

Subscription Request

Advisories

Settings

Provide Feedback

Terms and Conditions

Privacy Policy

Permanently Delete Account

Sign Out

Version 1.0.0-beta

Track your shipment

My Fleet

Trucks

Drivers

Search License No.

GUILAS TRUCKING - NORTHPORT

NORTHPORT

N0402123456

JANNIE SISON

Validity 09/30/2026

Pending

NORTHPORT

N0121123456

JP SANTIAGO

Validity 08/31/2027

Pending

+

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

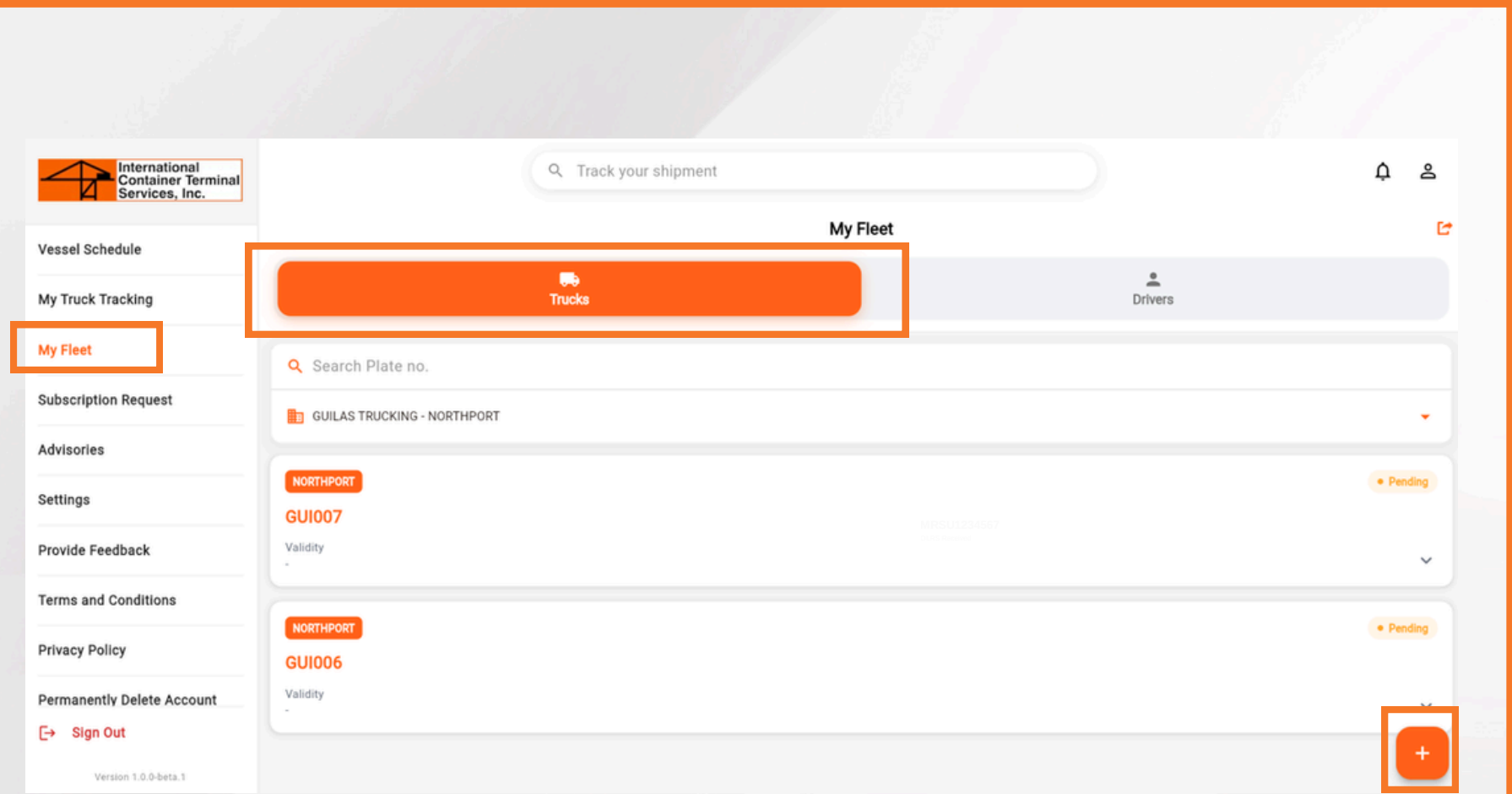
Review the driver details before submission.

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

How to Add New Trucks or Drivers



- 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

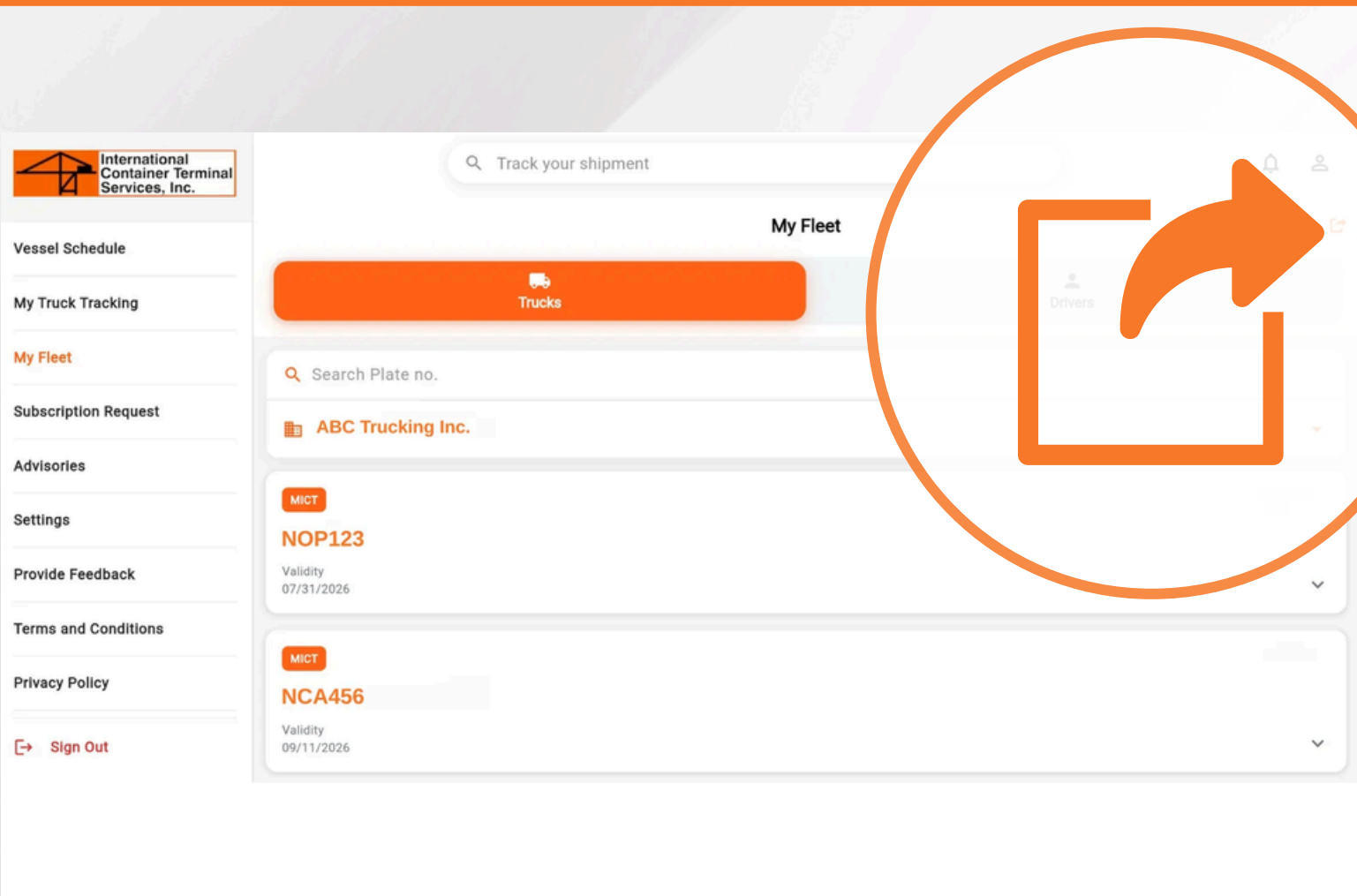
Review the truck details before submission.

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

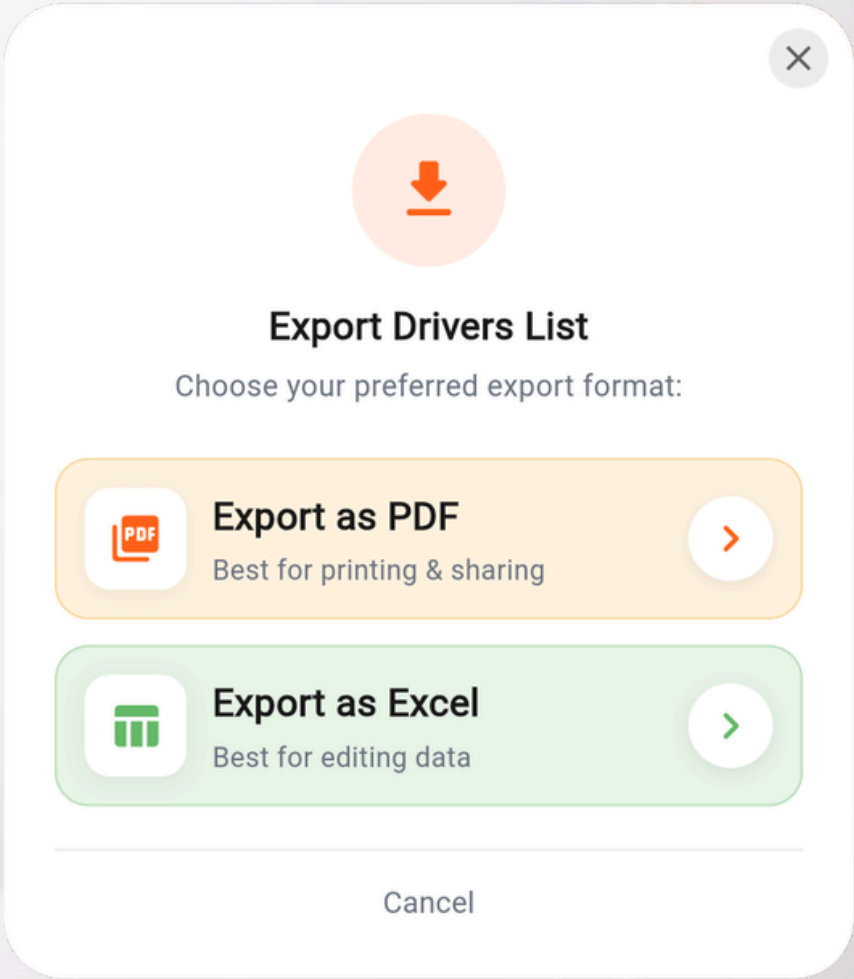
How to Add New Trucks or Drivers



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



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



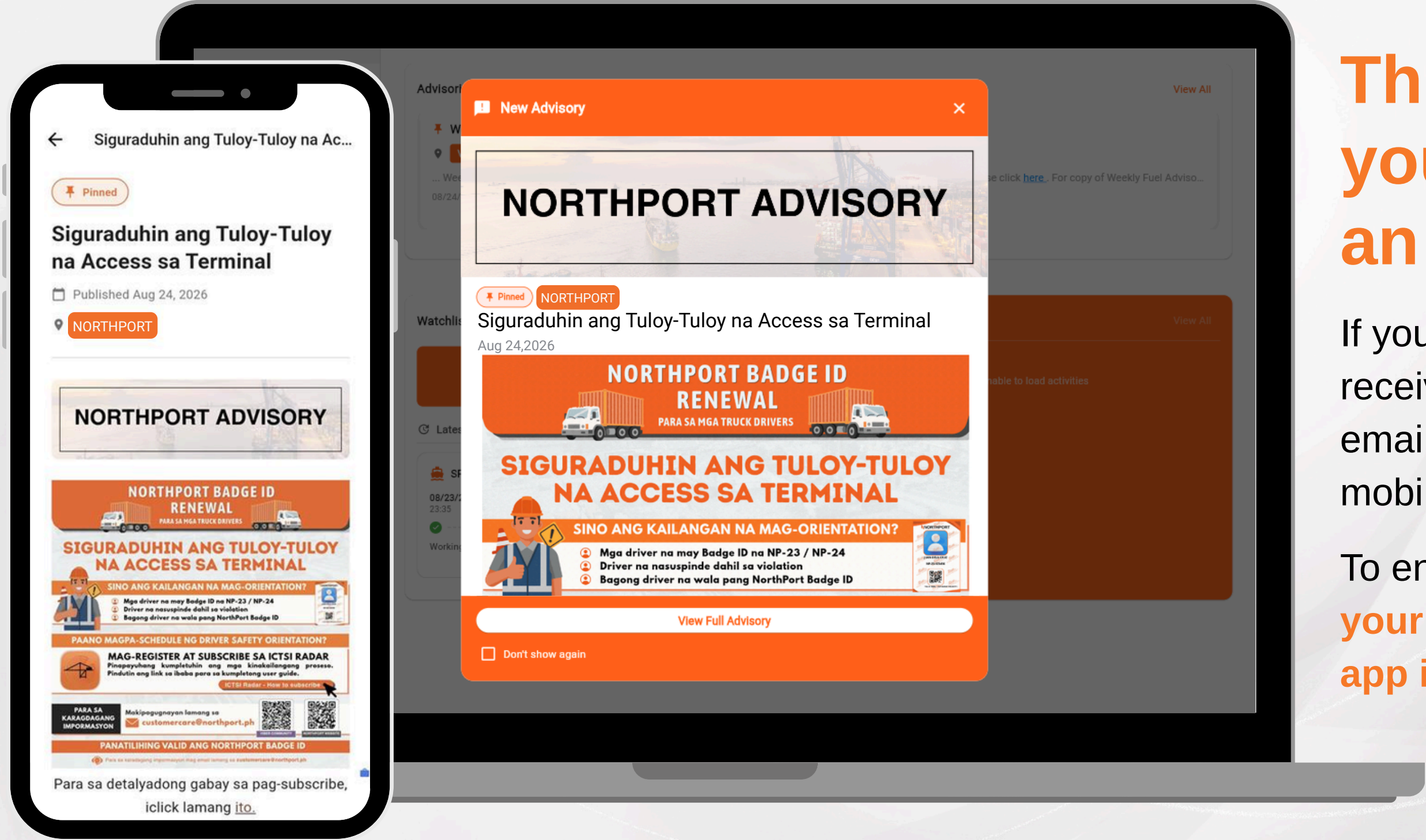
Click your preferred file format to begin exporting the list.



06

Staying Informed

Get the latest terminal updates and stay up to date!



Through ICTSI Radar,
you'll never miss
an update!

If you're registered with ICTSI Radar, you'll receive terminal advisories straight to your email and instant push notifications on the mobile app.

To enjoy a smooth experience, please **ensure your email address is correct and that the app is downloaded on your device.**

Enabling Milestone Event Notifications



Enabling Milestone Event Notifications

ABCD1234567 - NORTHPORT

✓ Container booking
08/24/2026 16:17

✓ Entered Facility (via Truck or Vessel)
08/24/2026 21:07

✓ Moved to Yard
08/24/2026 21:07

○ Loaded to OUTBOUND Carrier

○ Departed

Event Subscription

Loaded to OUTBOUND Carrier

Subscribe to this event

☐

Notify Additional Emails (optional)

mariadelacruz@gmail.com

1 of 5 emails added

Email and push notification preferences can be managed in Settings

Cancel

Update

International Container Terminal Services, Inc.

Track your shipment

Vessel Schedule

My Truck Tracking

My Container Tracking

My Fleet

Subscription Request

Advisories

Settings

Provide Feedback

Terms and Conditions

Privacy Policy

Permanently Delete

Sign Out

Version 3.1

Advisories

Mga Dapat tandaan bago mag pa-schedule ng Truck Driver Orientation

NORTHPORT

08/20/2026

View All

Watchlist

5

1

2

View All

Activities

Unable to load activities

View All

Notification Preferences

Email Notifications

Stay updated with automatic notifications for every truck milestone and terminal advisories

☒

My Trucks Notifications

Stay updated with automatic notifications for every truck milestone

☒

Manage Active Subscriptions

You can subscribe to each event milestone and add upto 5 email addresses to receive notifications as they occur.

Toggle on Email Notifications to receive email alerts, including terminal advisories, while My Trucks Notifications provides truck milestone updates

STAY UPDATED WITH

NORTHPORT ADVISORY



VIBER COMMUNITY



RECEIVE UPDATES VIA EMAIL



NORTHPORT WEBSITE



REACH US AT



Address

Manila North Harbor, Tondo,
Manila, Philippines, 1013



Email Address

customer@northport.ph



Phone Number

(+632) 8-588-9000

Thank you!