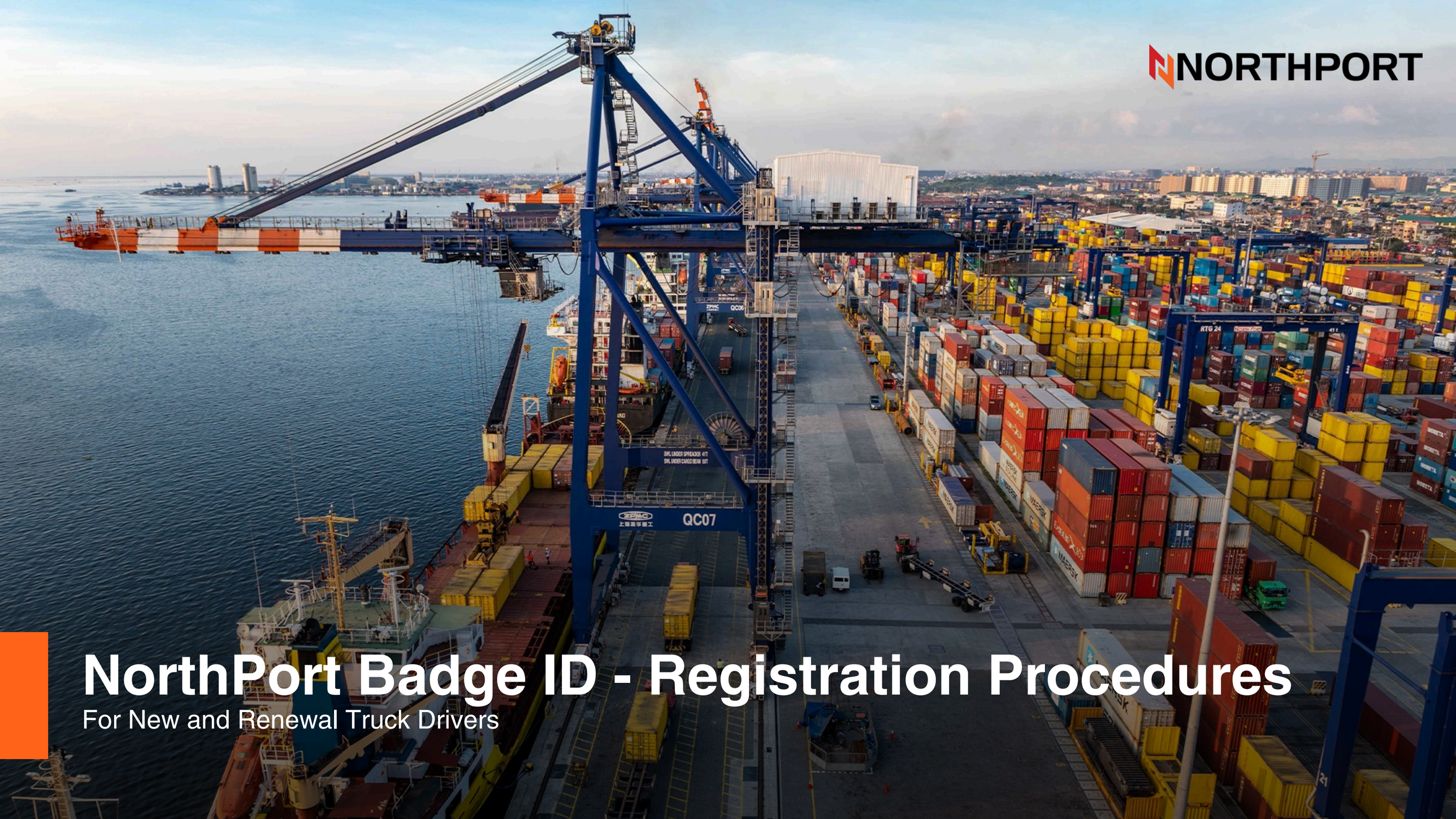


NorthPort Badge ID - Registration Procedures

For New and Renewal Truck Drivers

01 What is ICTSI Radar?

02 Register an Account

03 Subscribe as a Truck Operator

04 Driver Orientation Schedule

05 How to Add New Trucks or Drivers

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

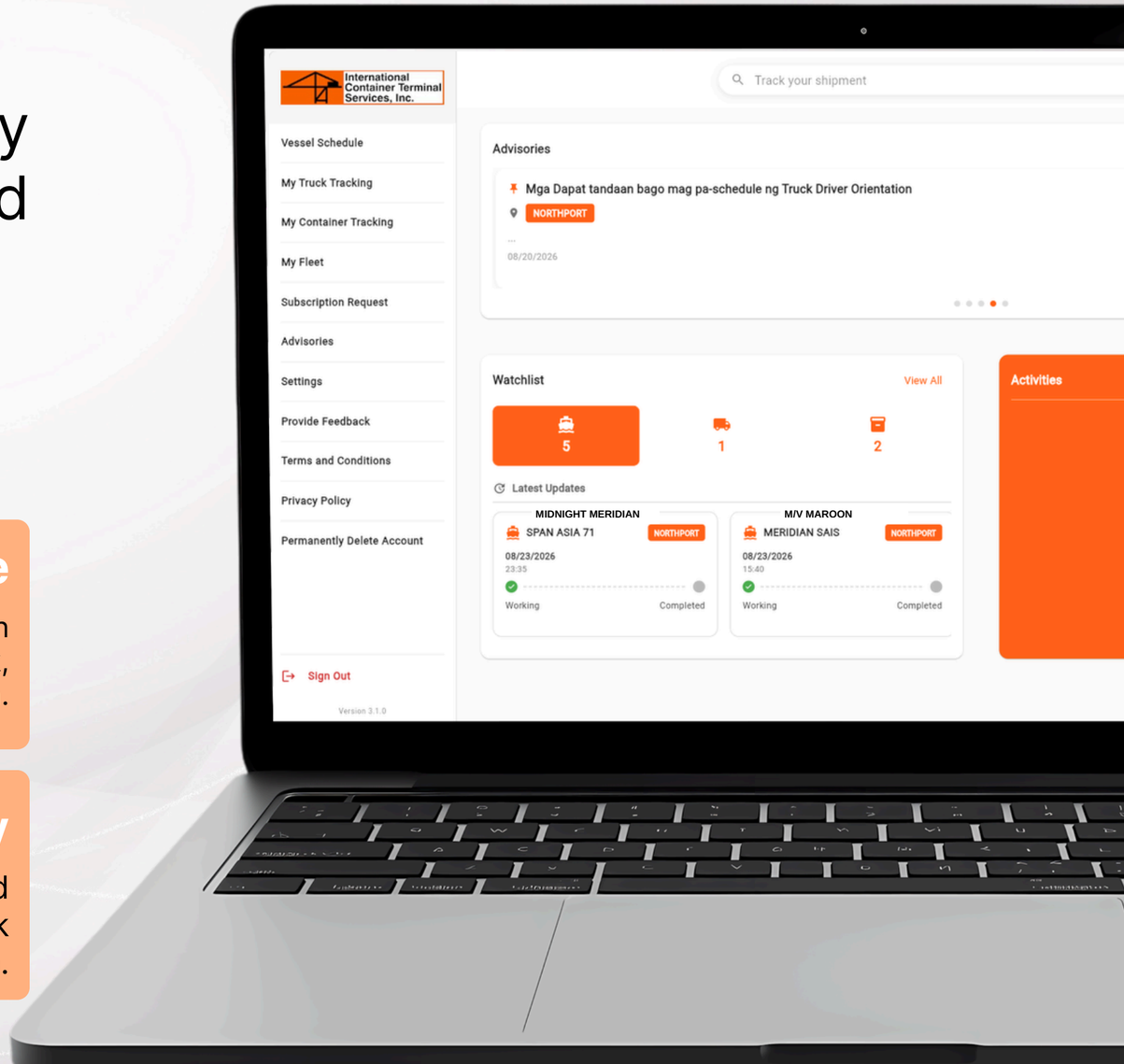
01

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.

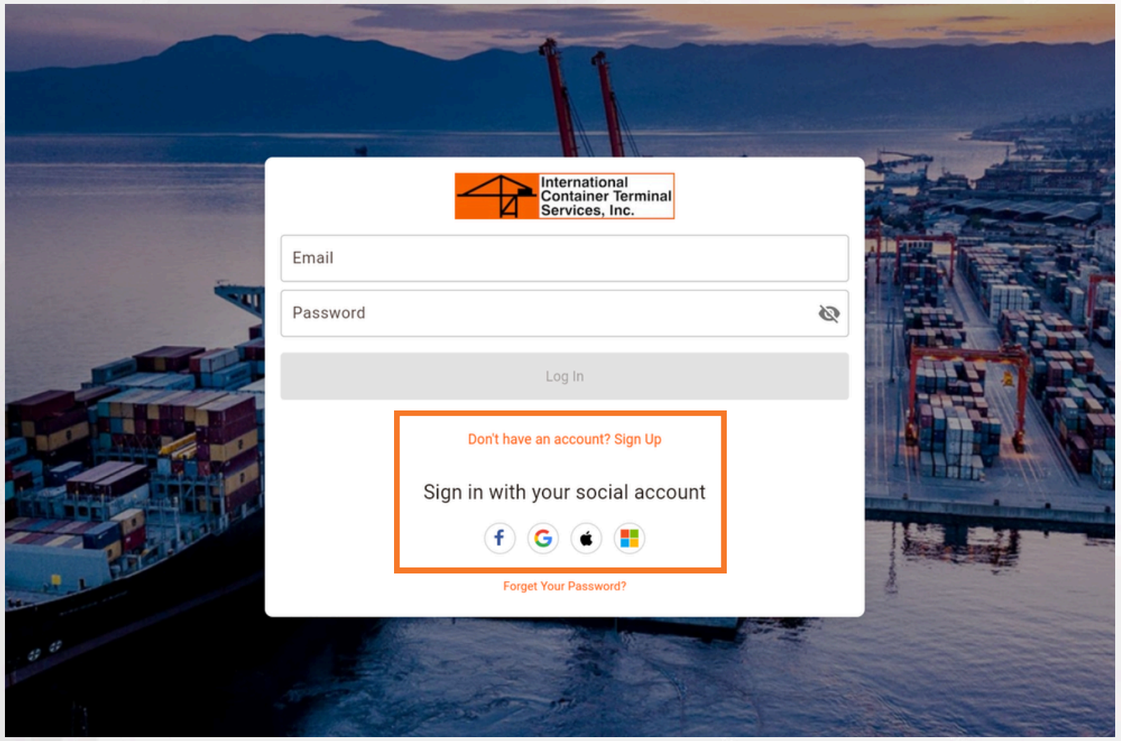
02

Register an Account

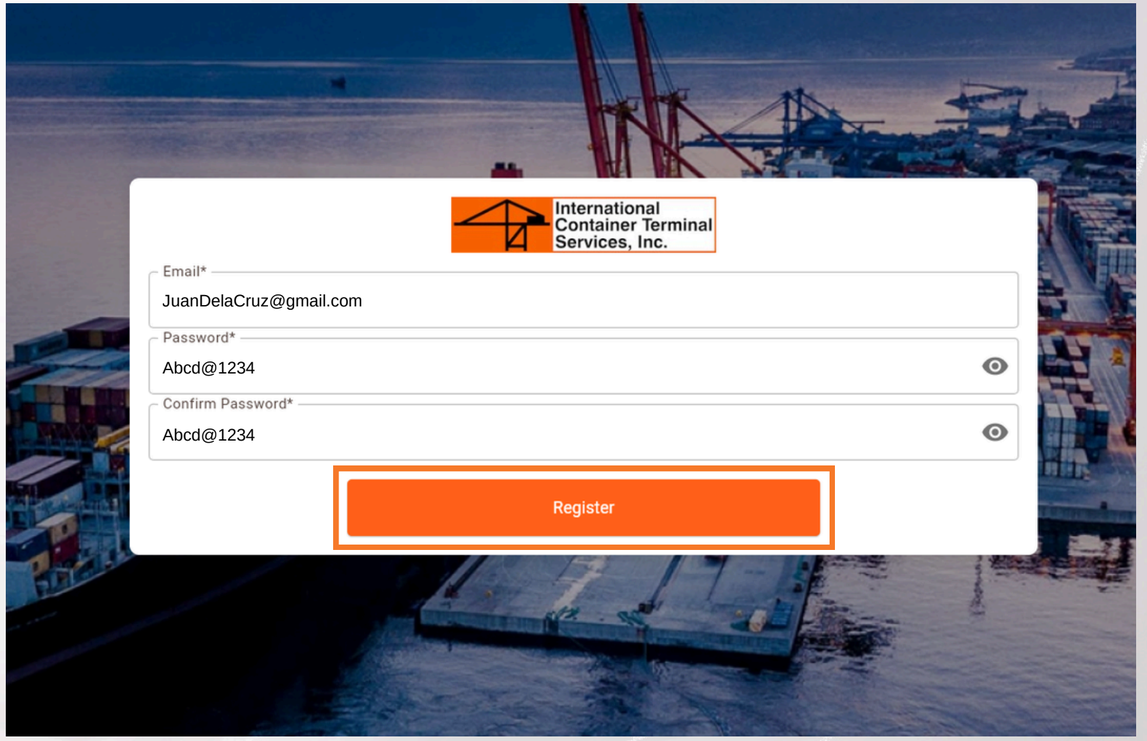
Signing Up for a New Account

NORTHPORT

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.

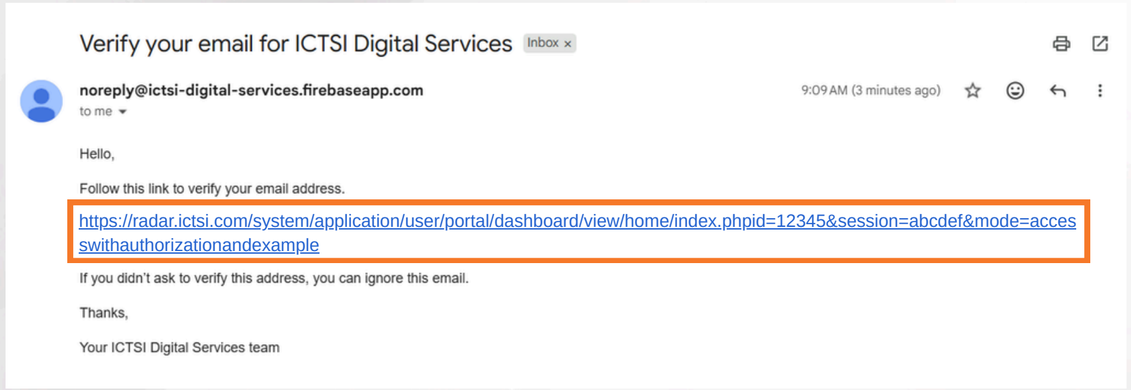


Input your email address and desired password. Click **REGISTER** to proceed.

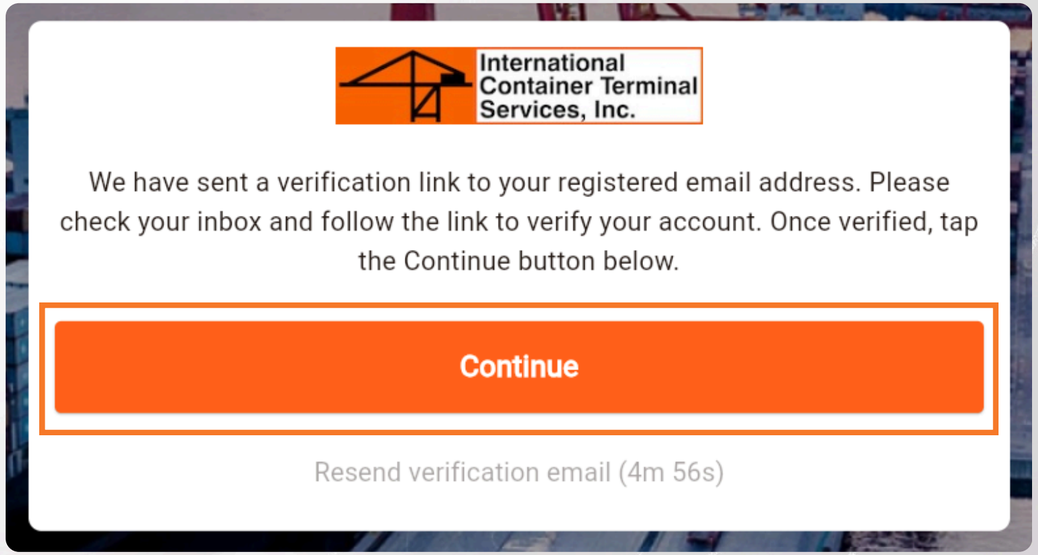
Signing Up for a New Account

NORTHPORT

Sign up | **Verify Email** | Update Profile | You are now ready to use ICTSI Radar!



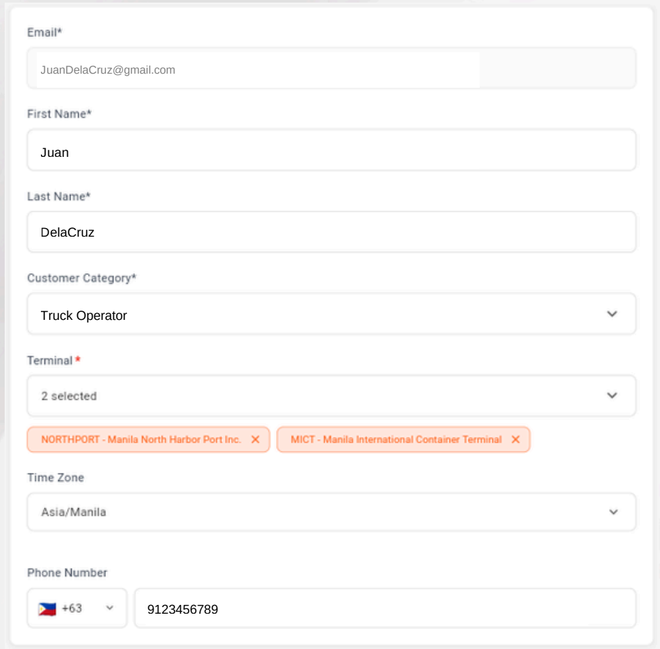
You will receive an email from ICTSI Digital Services to verify your email. Click the link in the email to proceed with the verification process.



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.

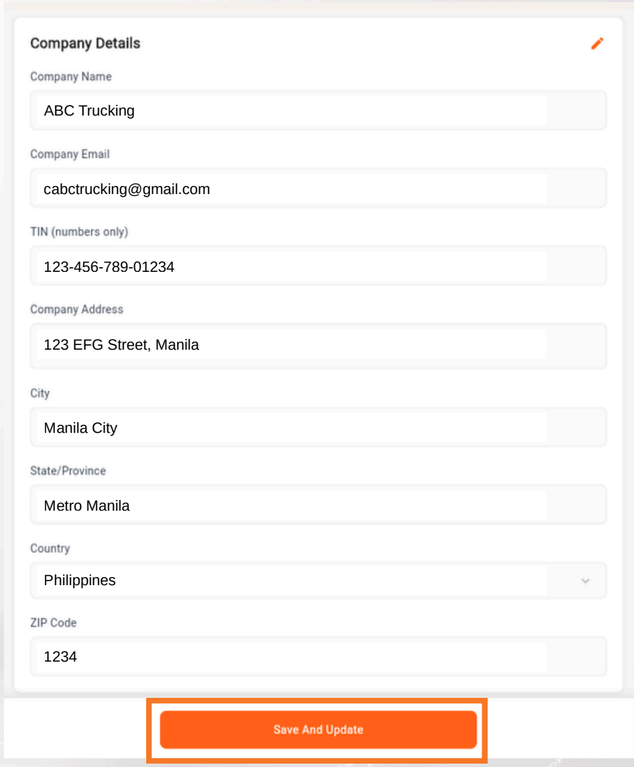
Signing Up for a New Account

Sign up | Verify Email | **Update Profile** | You are now ready to use ICTSI Radar!



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.

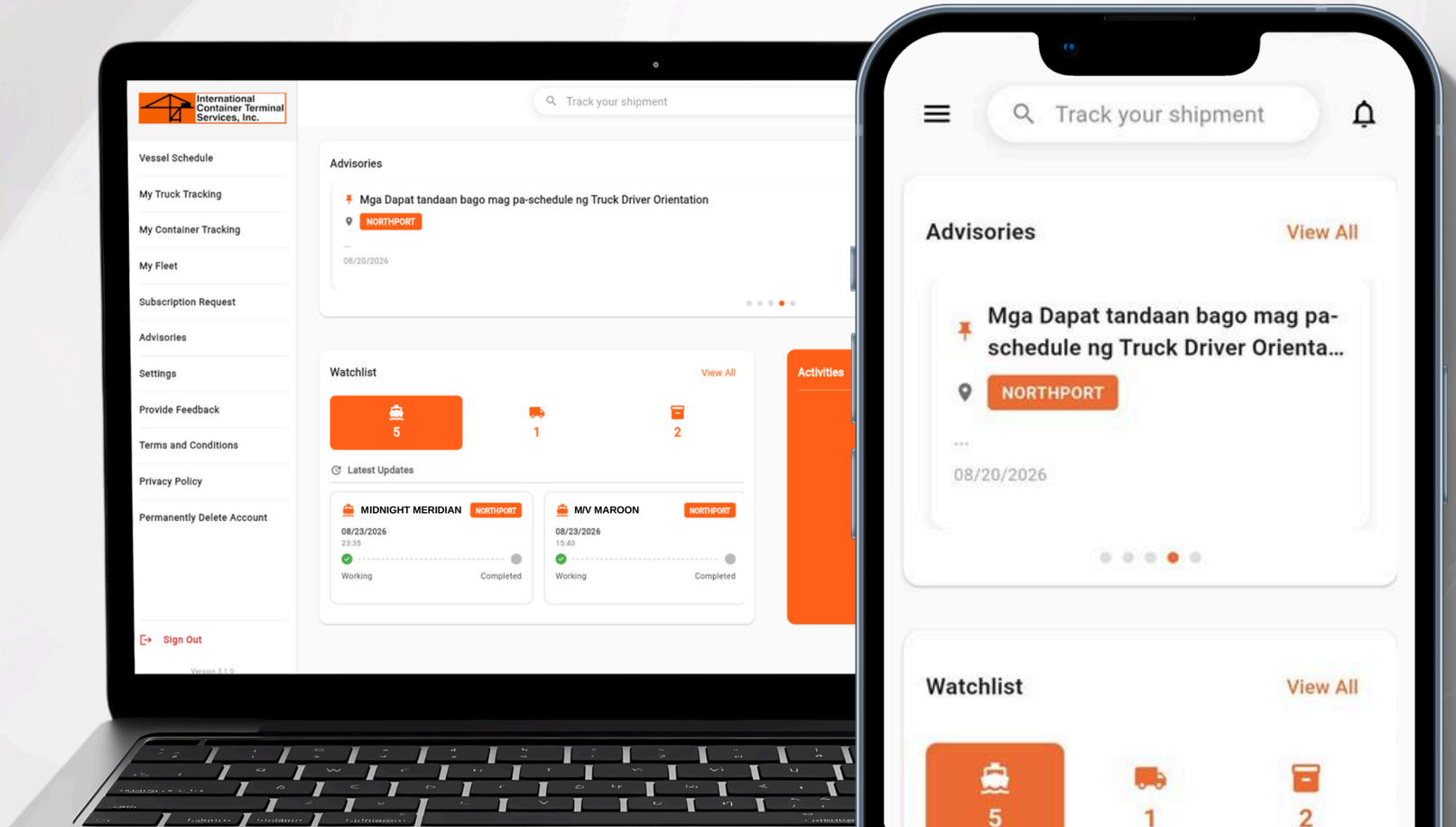


Enter your correct company information and click **SAVE AND UPDATE** once done.

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!



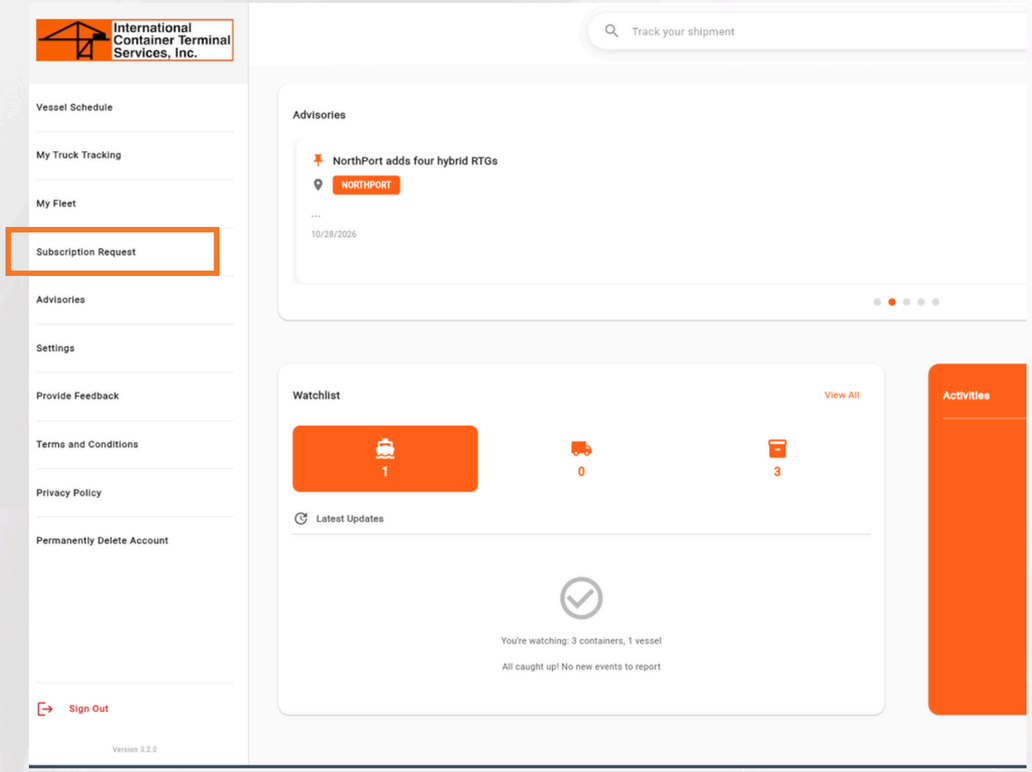
03

Subscribe as a Truck Operator

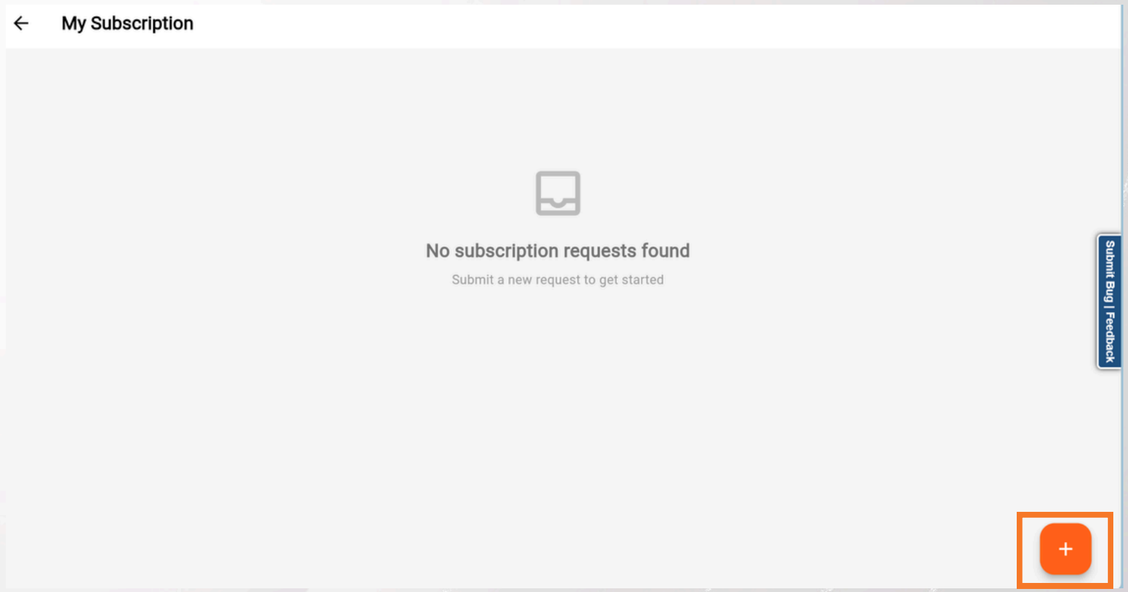
Persona Subscription Request

NORTHPORT

Persona Subscription Request



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



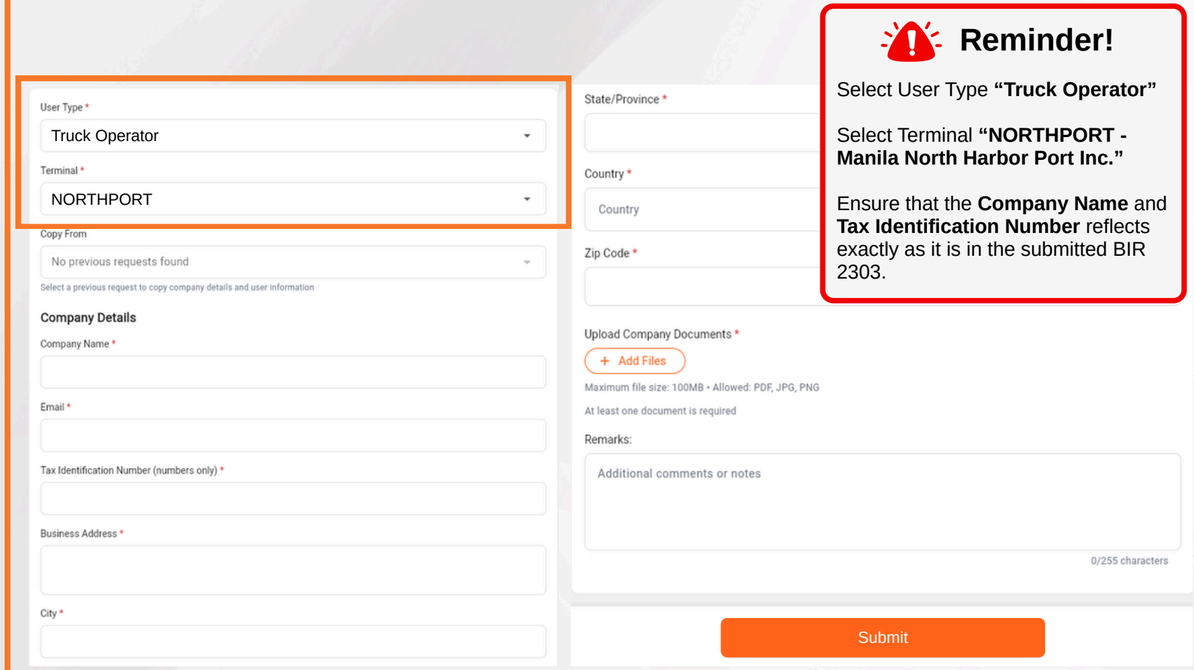
Only accounts with approved Trucker persona subscription will allow users to download their EIR copies once the truck has departed the terminal.

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

Persona Subscription Request

NORTHPORT

Persona Subscription Request



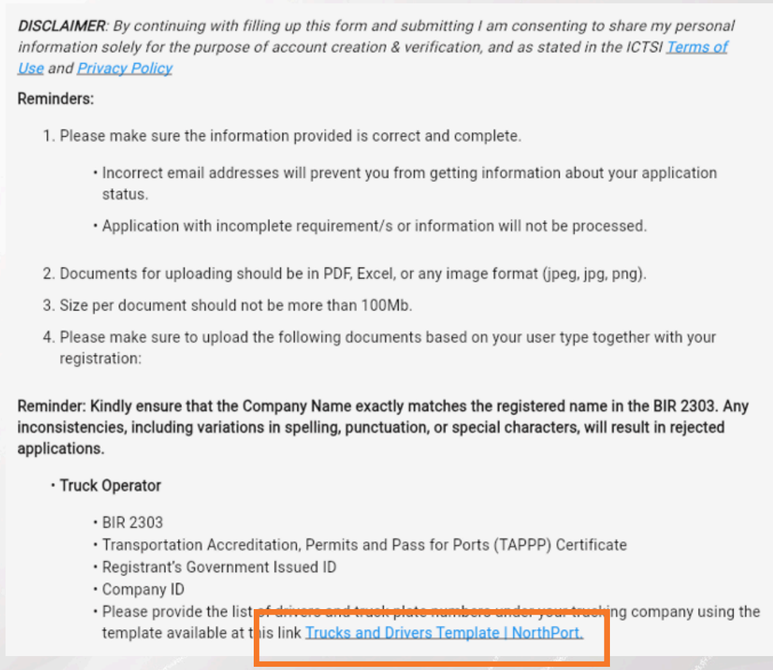
Reminder!

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.

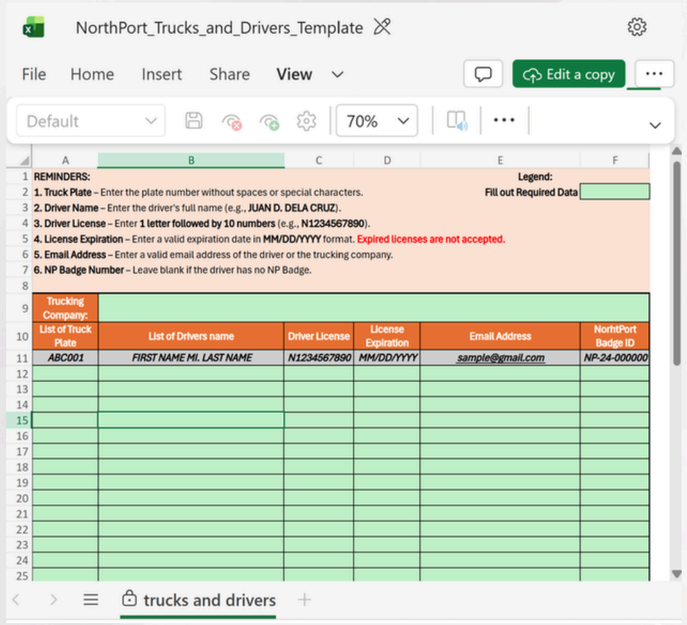
- **Truck Operator**
  - BIR 2303
  - Transportation Accreditation, Permits and Pass for Ports (TAPPP) Certificate
  - Registrant's Government Issued ID
  - Company ID
  - Please provide the list of drivers and truck plate numbers under your trucking company using the template available at this link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

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

Persona Subscription Request

NORTHPORT

Persona Subscription Request



Reminder!

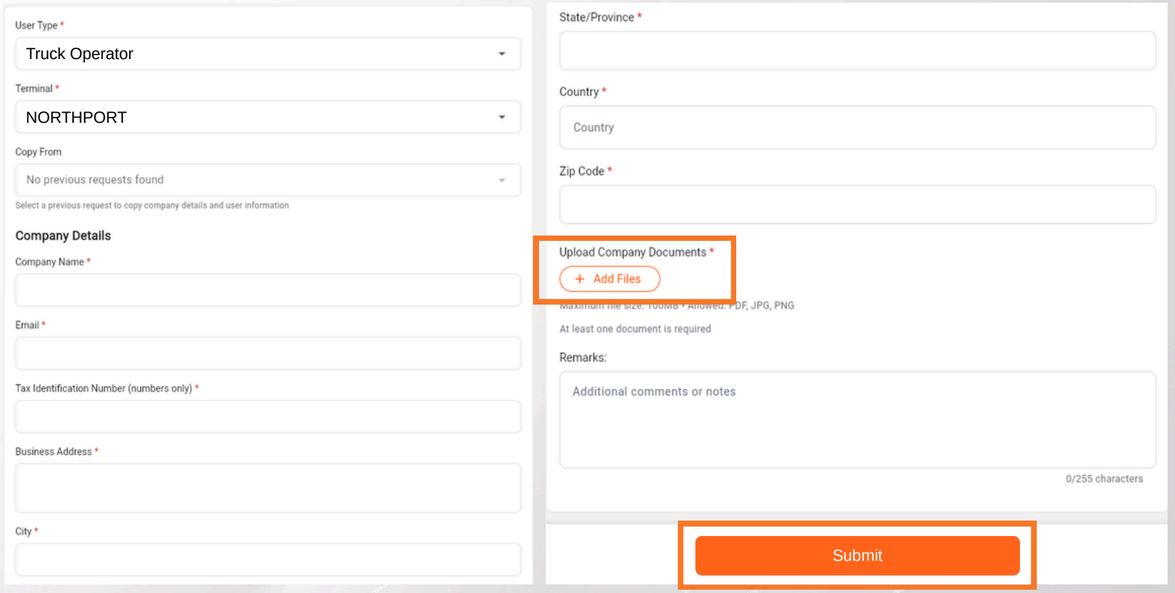
Trucking Company – Enter the company name registered in the BIR Form 2303.

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.

Once downloaded, click on **Edit a copy** button and fill in all the required fields. Input all trucks and drivers that shall transact at NorthPort.

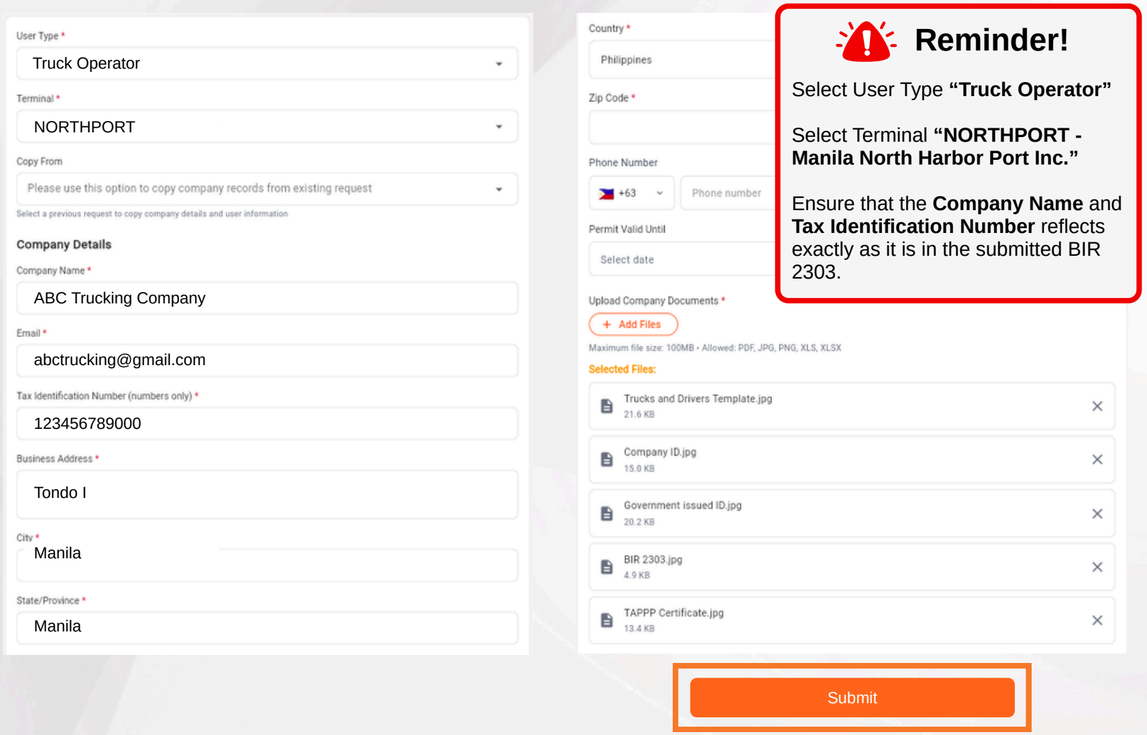


On the Subscription Request page, fill in all required information and upload the necessary documents in PDF, EXCEL, JPEG, JPG, or PNG format.

Persona Subscription Request

NORTHPORT

Persona Subscription Request



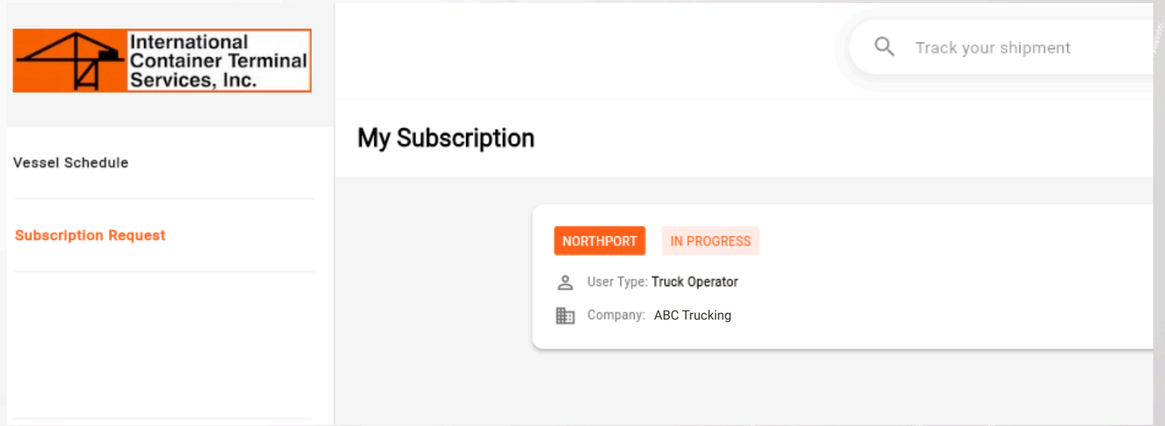
Reminder!

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.

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

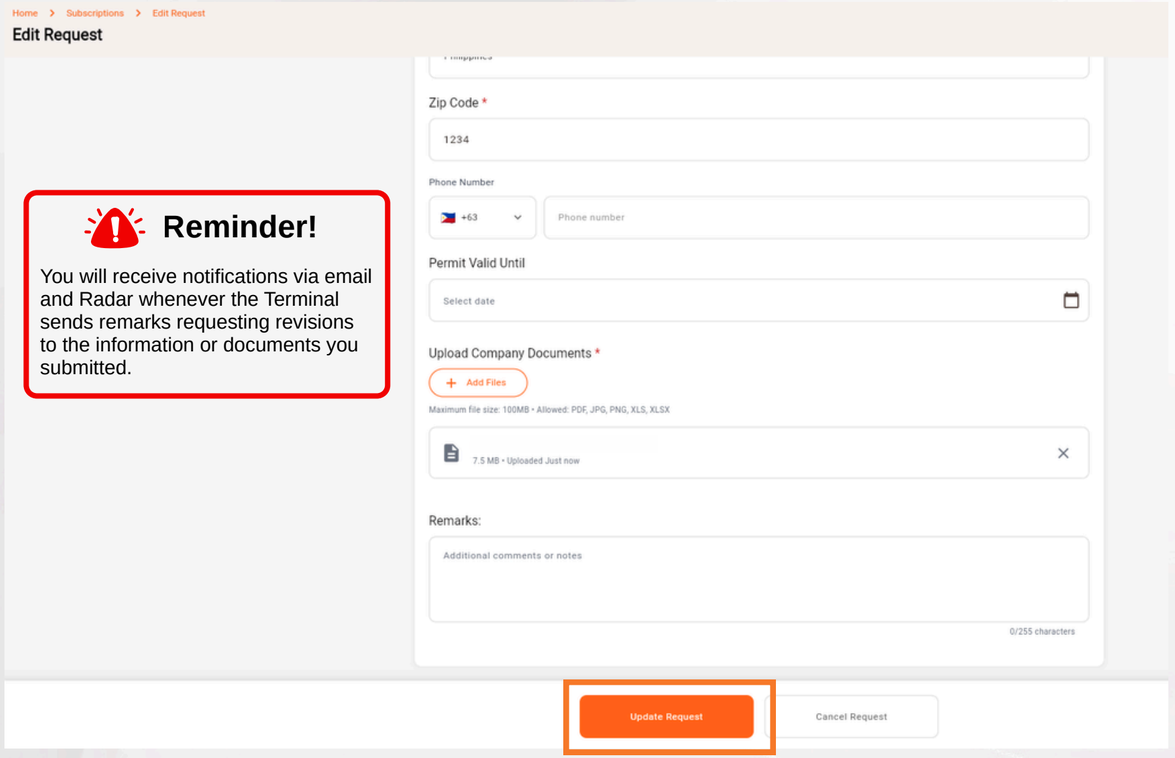


After submitting, your application will show as **“In Progress”**

Persona Subscription Request

NORTHPORT

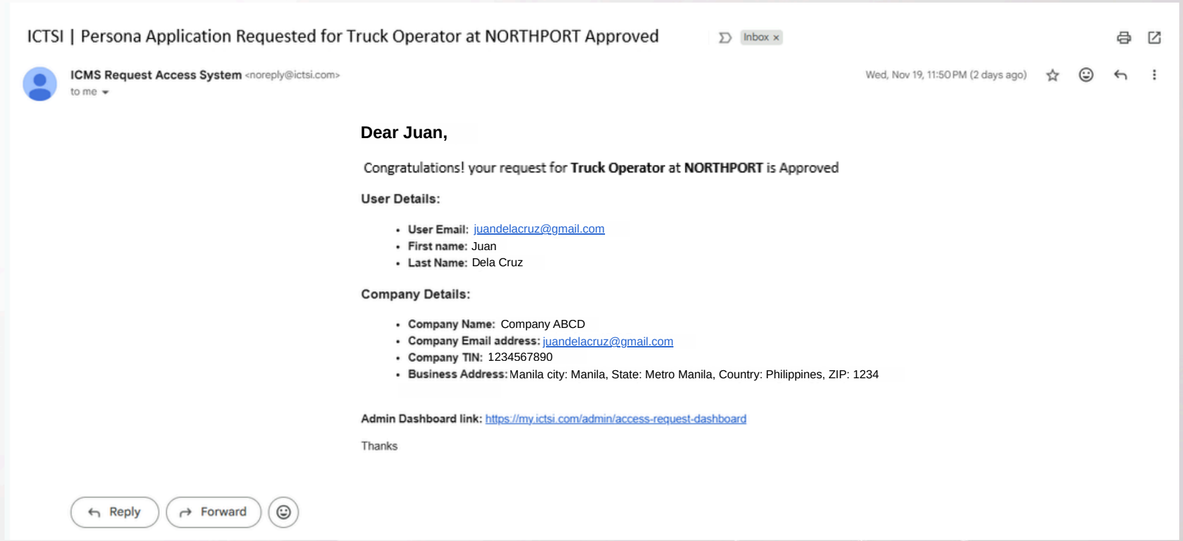
Persona Subscription Request



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.**



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

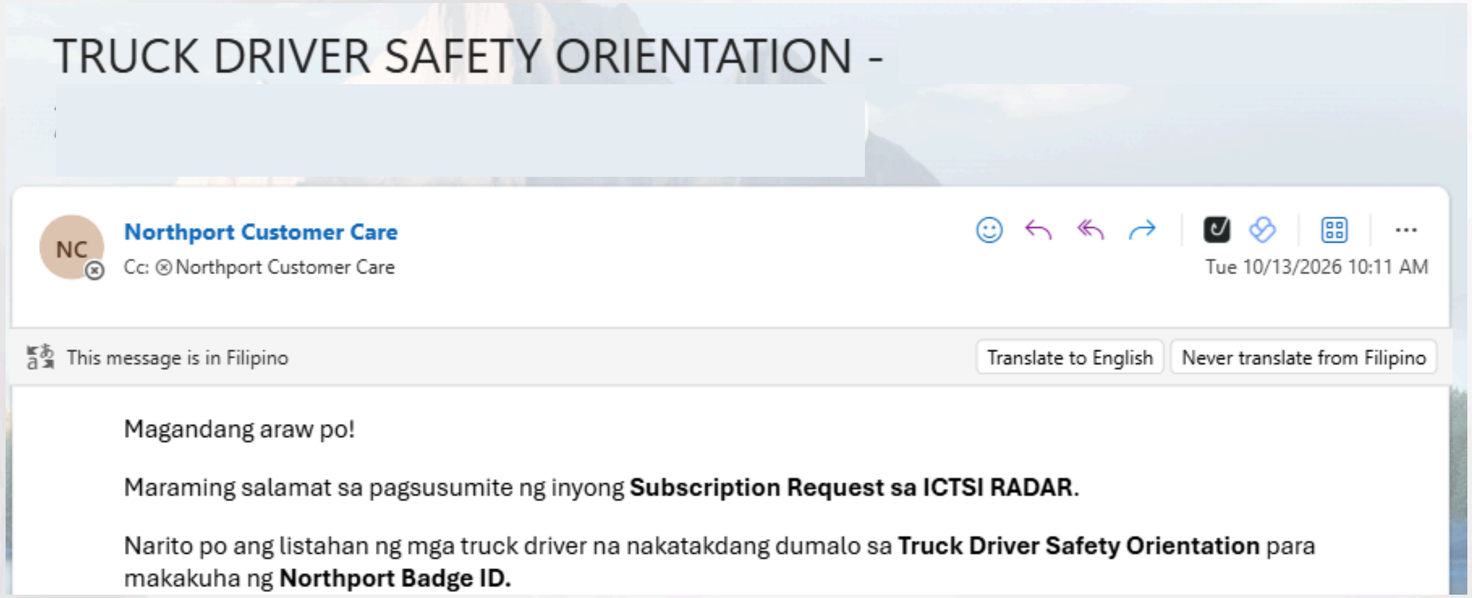
04

Driver Orientation Schedule

Receiving the Orientation Schedule

NORTHPORT

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.

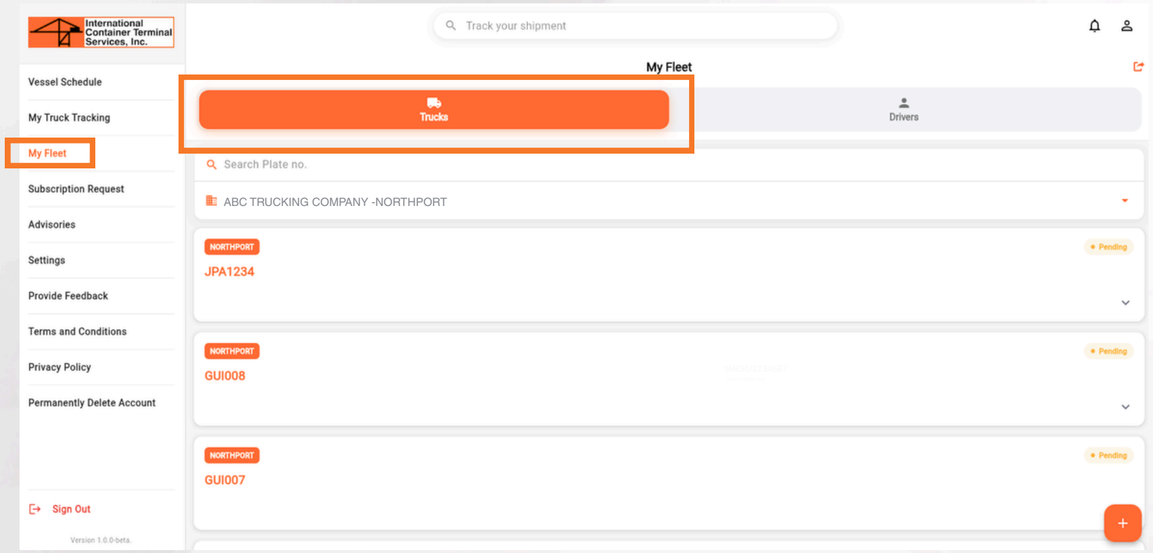
05

How to Add New Trucks or Drivers

How to Add New Trucks or Drivers

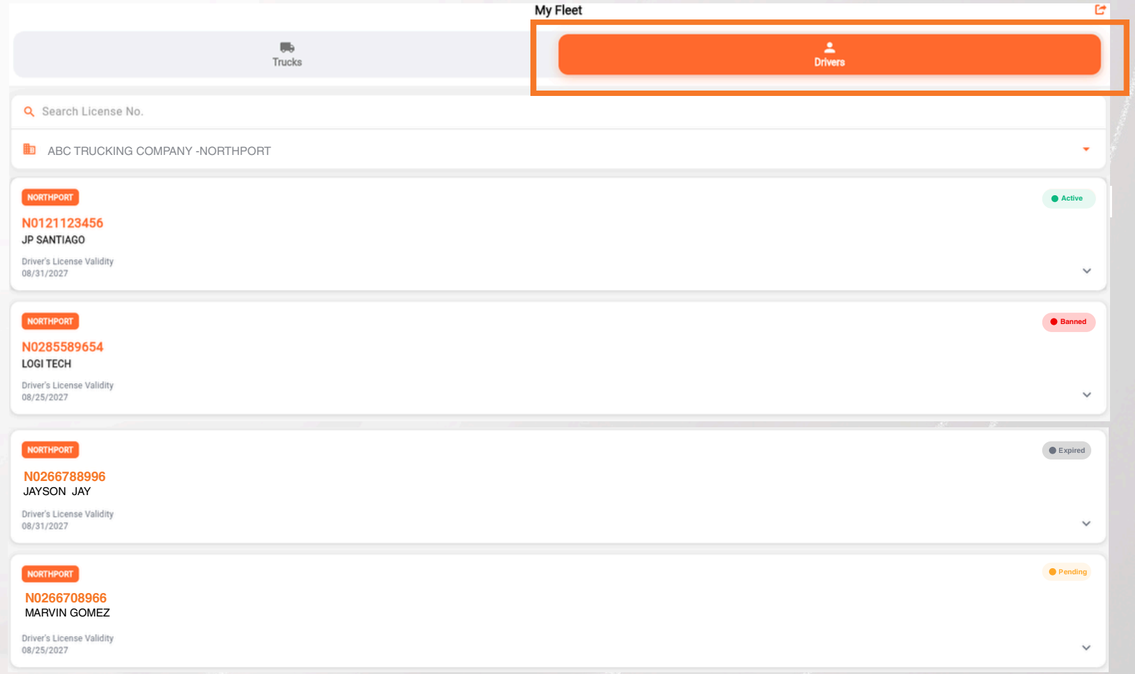
NORTHPORT

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.

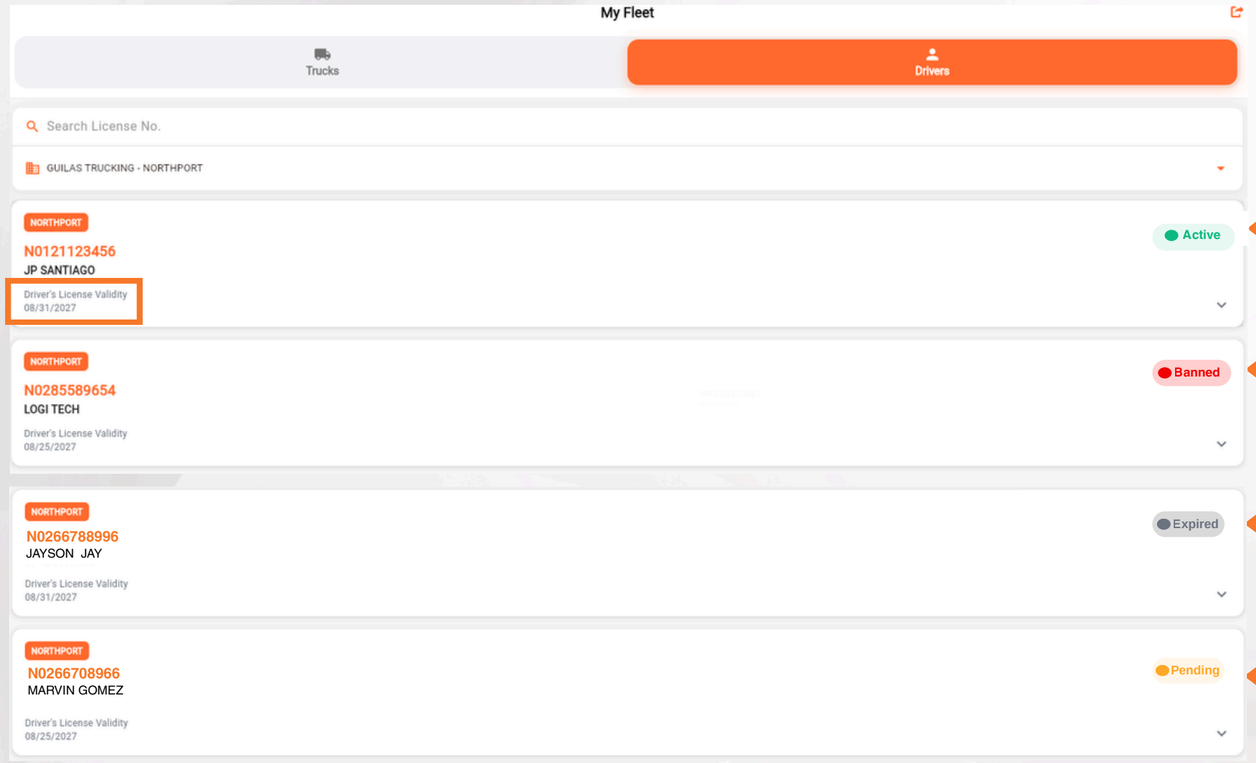


Click the **Driver** tab to view the list of drivers registered under your company.

How to Add New Trucks or Drivers

NORTHPORT

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



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.

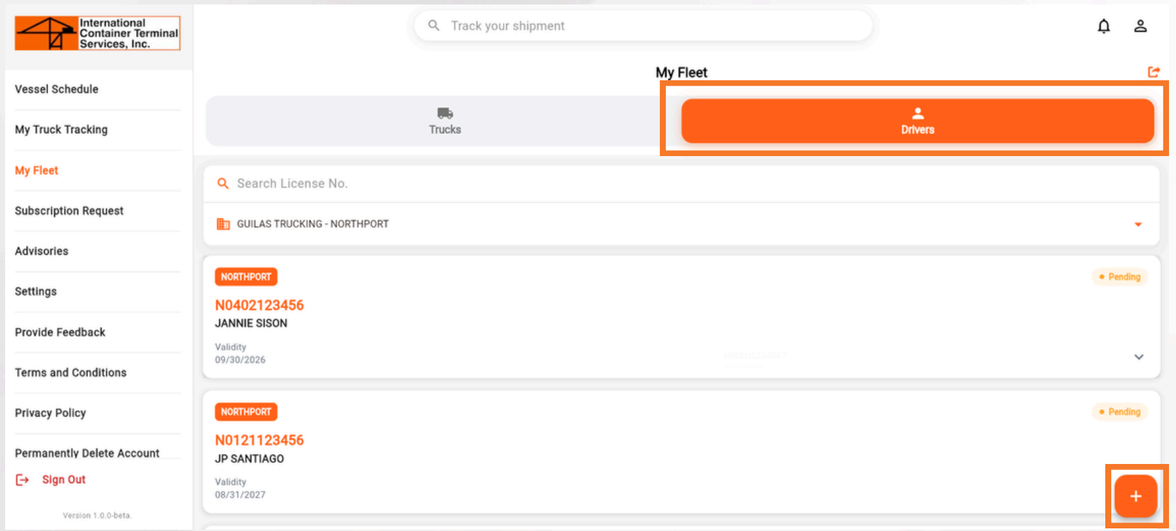
Pending — The truck or driver has a pending registration at the terminal.

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

NORTHPORT

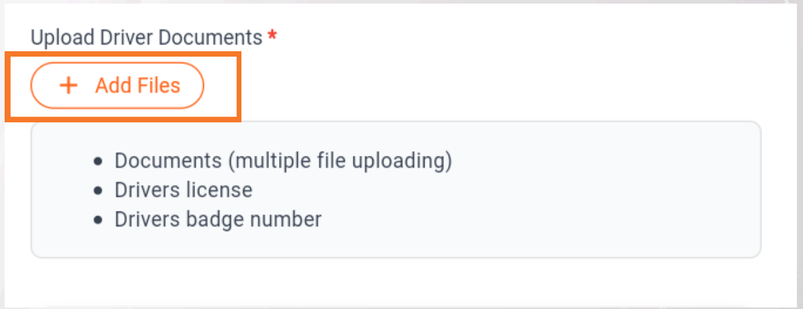
My Fleet Dashboard | How to Add Driver | How to Add Truck | Export your Trucks/Drivers List



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

Access My Fleet, then go to 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



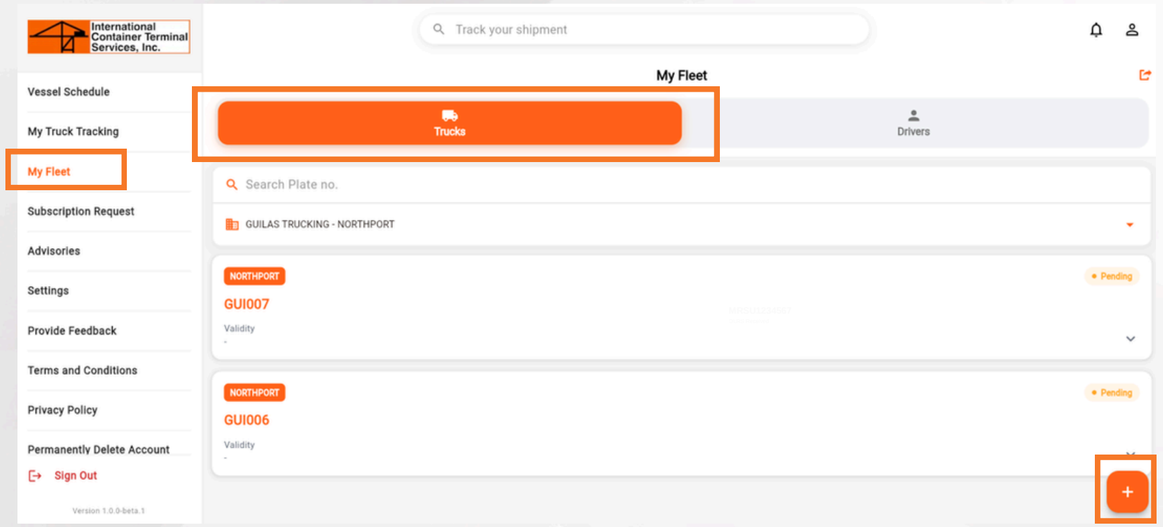
Review the driver details before submission.

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

How to Add New Trucks or Drivers

NORTHPORT

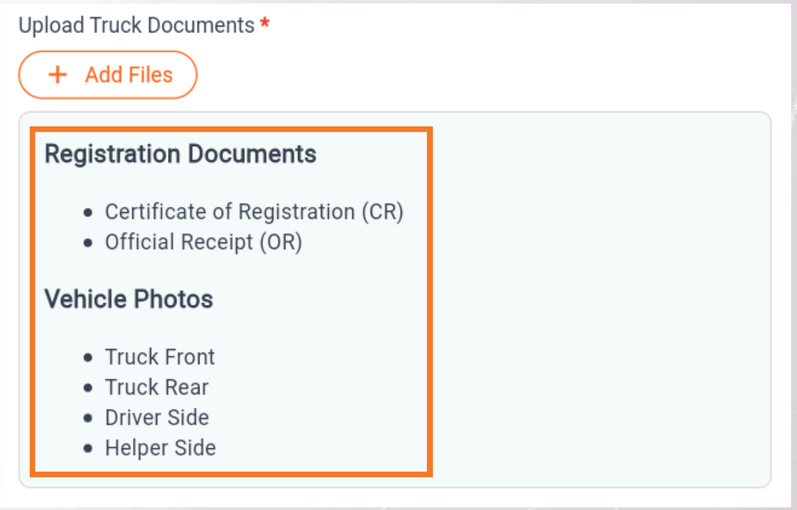
My Fleet Dashboard | How to Add Driver | How to Add Truck | Export your Trucks/Drivers List



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)



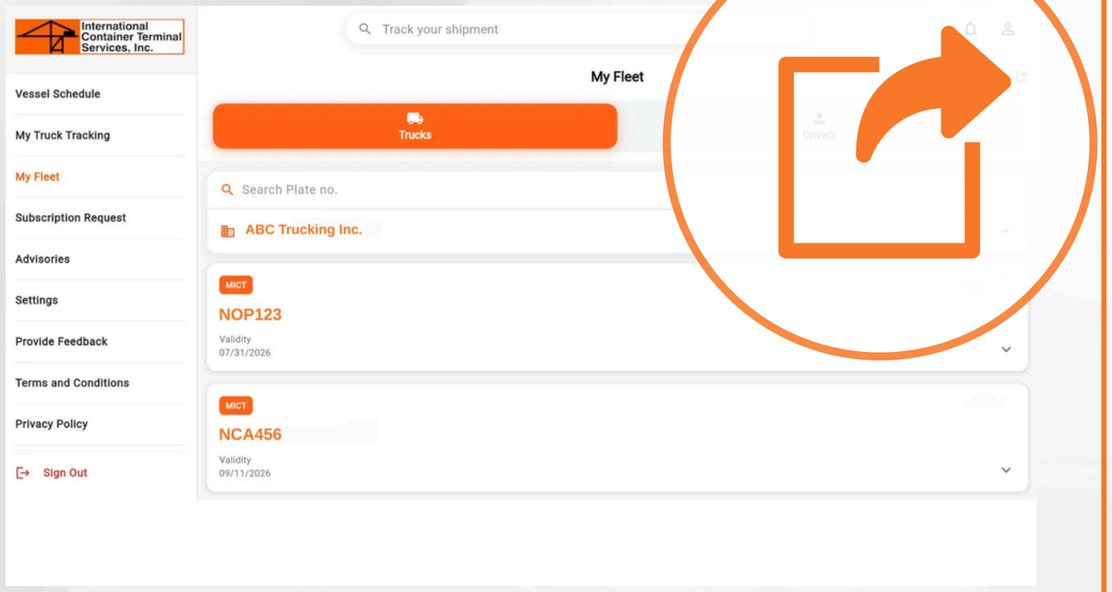
Review the truck details before submission.

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

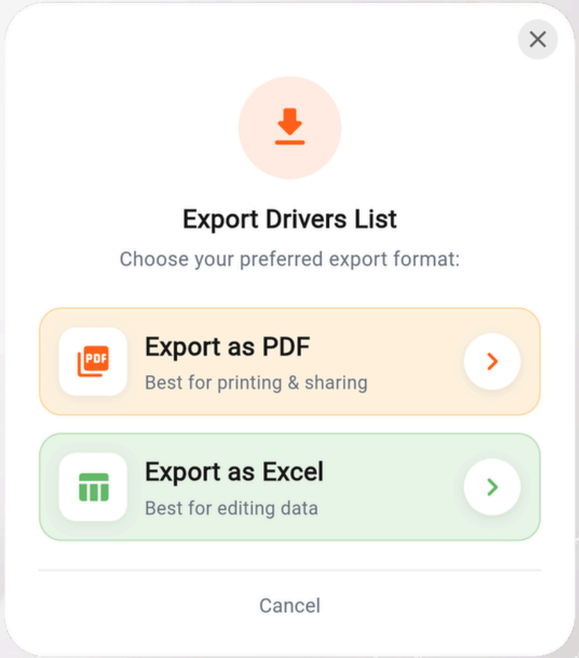
How to Add New Trucks or Drivers

NORTHPORT

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.

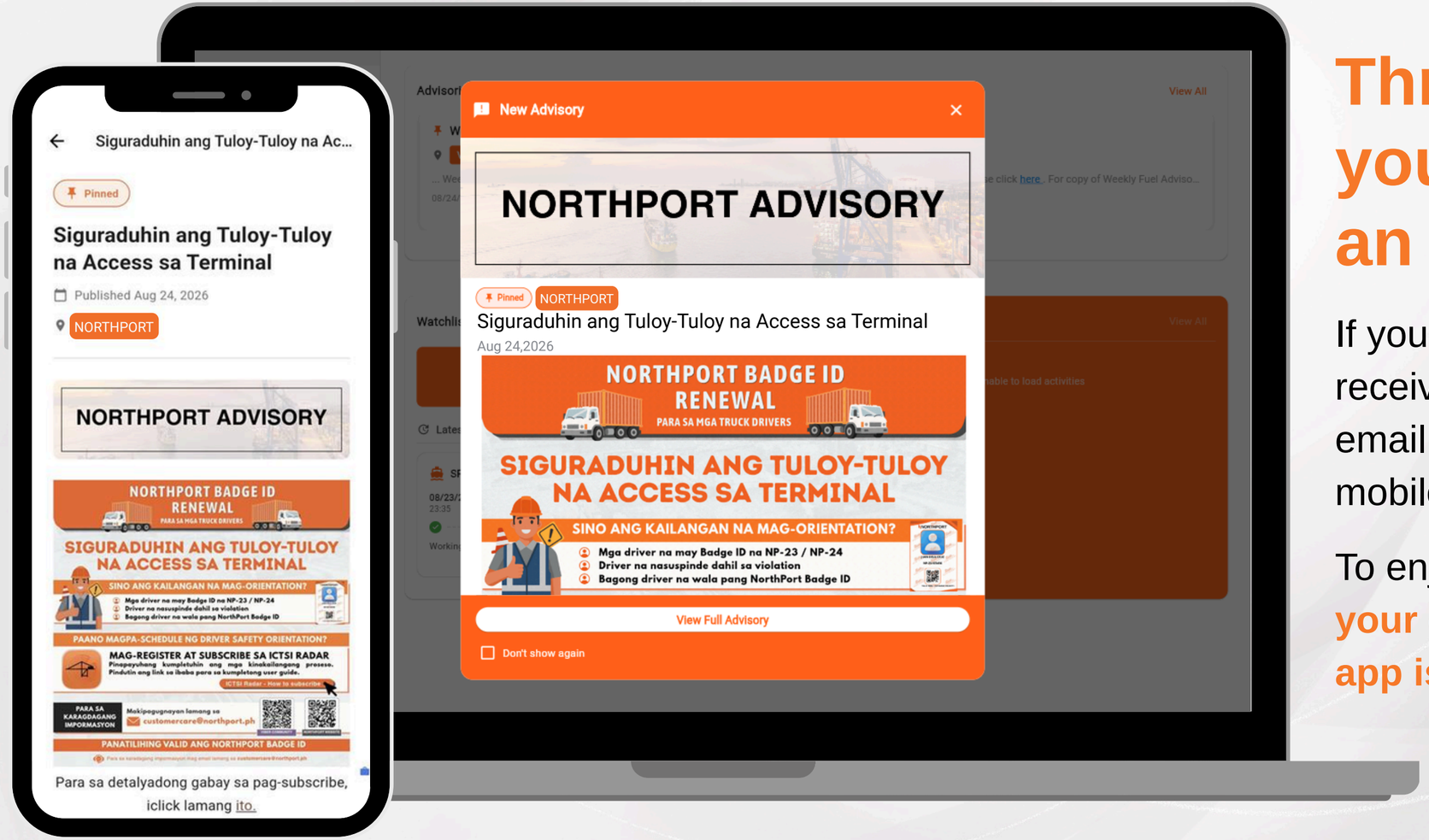


Click your preferred file format to begin exporting the list.

06

Staying Informed

Get the latest terminal updates and stay up to date!



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

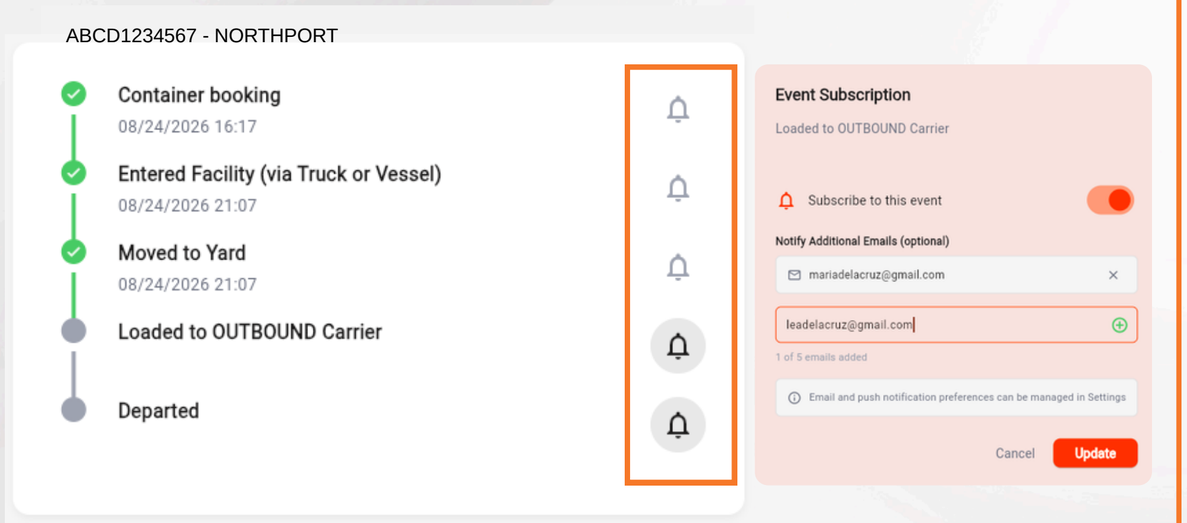
If you're registered with ICTSI Radar, you'll receive terminal advisories straight to your email and instant push notifications on the mobile app.

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

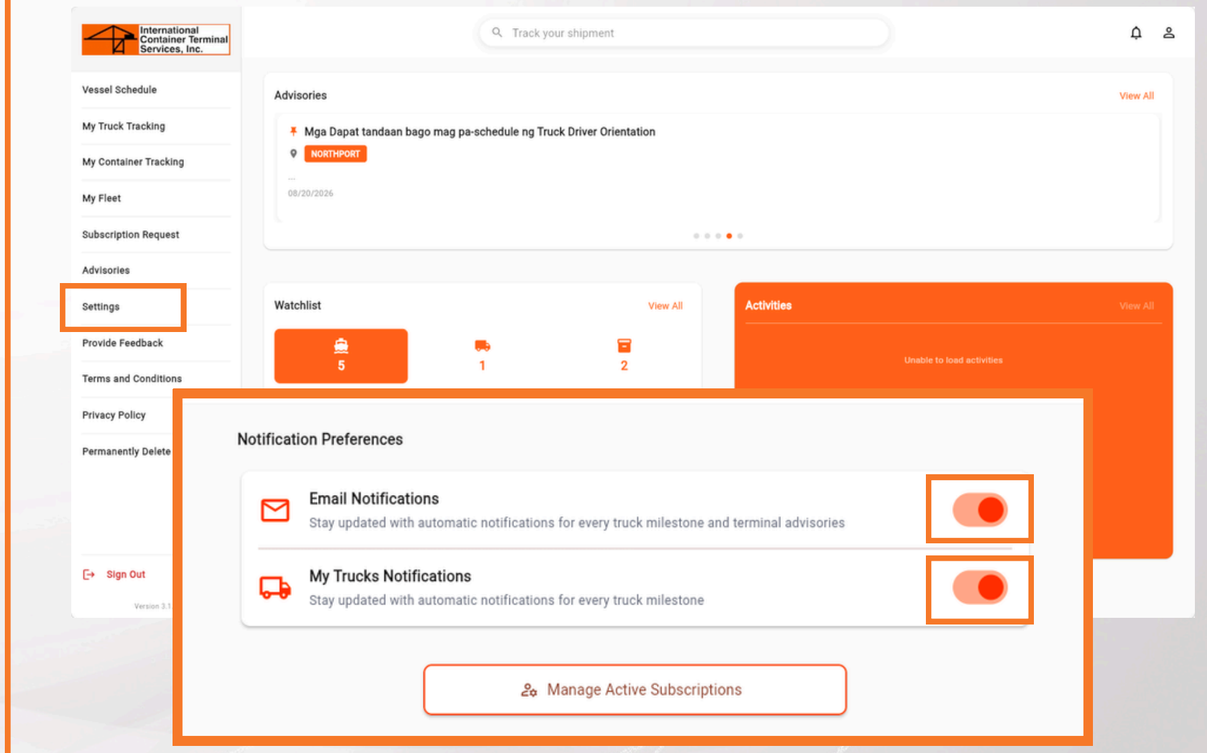
Enabling Milestone Event Notifications

NORTHPORT

Enabling Milestone Event Notifications



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

NORTHPORT

STAY UPDATED WITH NORTHPORT ADVISORY

VIBER COMMUNITY

RECEIVE UPDATES VIA EMAIL

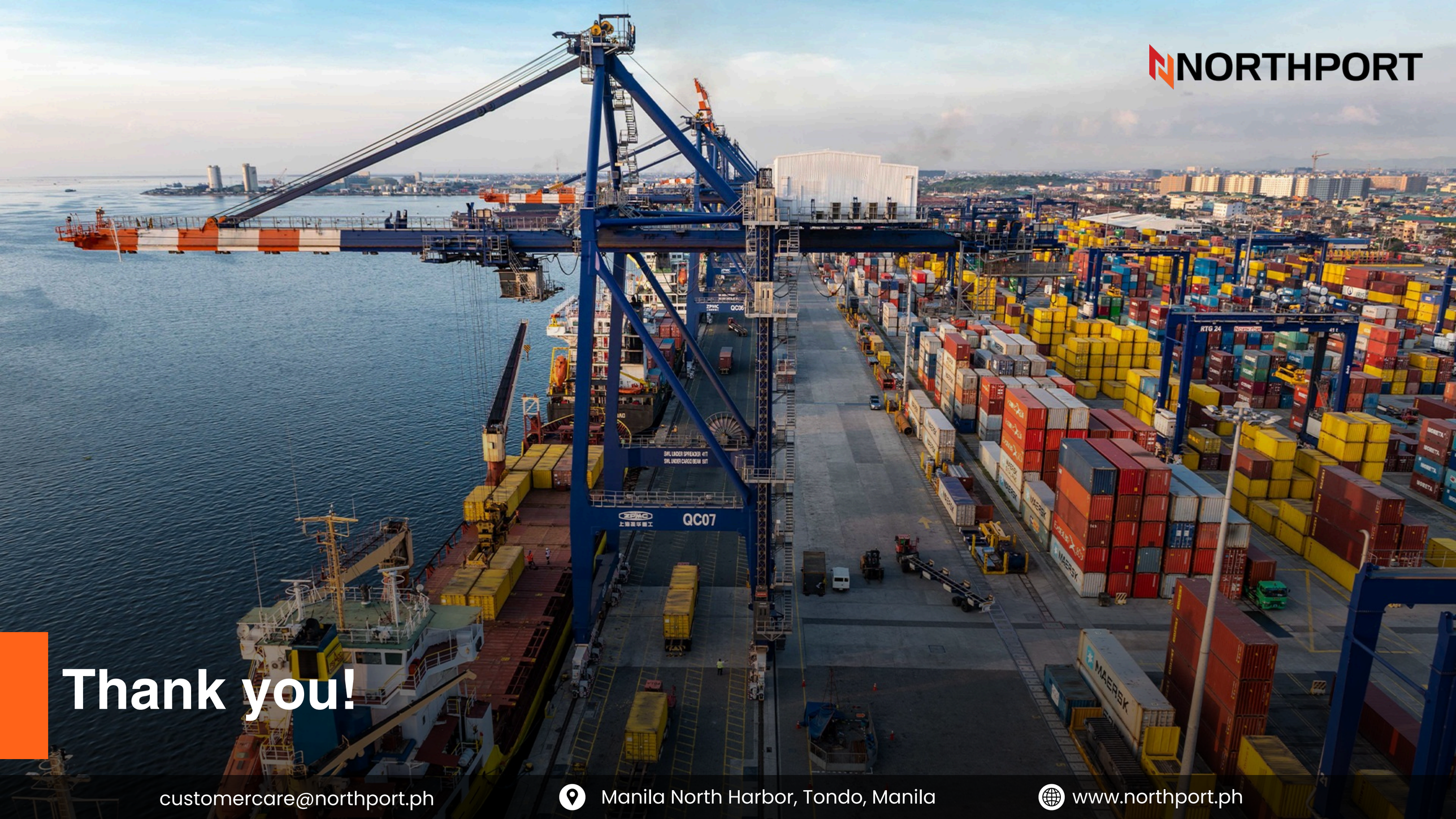
NORTHPORT WEBSITE

REACH US AT

Address
Manila North Harbor, Tondo,
Manila, Philippines, 1013

Email Address
customercare@northport.ph

Phone Number
(+632) 8-588-9000



Thank you!

customercare@northport.ph
Manila North Harbor, Tondo, Manila
www.northport.ph