



## TRUCKING ONLINE INTERNET ACCESS PIN REQUEST E-mail / Contact UPDATE

The Motor Carrier Transportation Division takes security precautions when receiving requests via telephone or e-mail to change Trucking Online contact information and e-mail addresses. MCTD allows **one** e-mail address per account to serve as the contact e-mail for the Trucking Online Program. When requesting a new Personal Identification number (PIN), the Trucking Online e-mail address on file at MCTD is the destination e-mail for the new PIN. If your e-mail address has changed and you are requesting a new PIN, use the form below to update your account information. Please complete the following form and fax it to (503) 378-6880.

I understand my PIN can be used to conduct transactions with and to obtain credentials from ODOT over the Internet. I will take steps to protect my PIN from being accessed by unauthorized users. I further understand that if I give my PIN to anyone else, I am personally liable for any transactions made or credentials obtained by that person as well as for any transactions made or credentials obtained by anyone else who may have received my PIN for the third party to whom I originally disclosed it.

**An Owner, Partner, LLC Member/Manager or Corporate Officer must sign the request or it will not be valid. Faxed signatures are acceptable.**

Oregon MCTD Account Number	_____
Company Name	_____
Company Phone Number	_____
Business E-Mail Address (Trucking Online contact and PIN request e-mail)	_____
Business Contact Name	_____
Authorized Signature (Owner, Partner, LLC Member/Manager or Corporate Officer)	_____
Name of Authorizing Person (please print)	_____
Title (Owner, Partner, LLC Member/Manager or Corporate Officer)	_____
Date	_____

**NOTE:** Regarding Spam filters or e-mail blockers; please update your filters to allow e-mail from our address **TruckingOnline@odot.state.or.us**. Upon verification of your request, a new PIN will be sent to the updated e-mail address listed on this form. An activation notice will also be mailed via U.S. Postal Service to the official address of record for the account.

**NOTE:** *Trucking Online is designed for the Internet Explorer Web browser. It does not support Netscape, AOL, MSN, Mozilla, FoxPro, and other Web browsers.*

**ODOT USE ONLY:** CSU Work Order #: \_\_\_\_\_ Date Entered: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_