



OREGON DEPARTMENT OF TRANSPORTATION
 MOTOR CARRIER TRANSPORTATION DIVISION
 3930 FAIRVIEW INDUSTRIAL DRIVE SE
 SALEM OR 97302-1166



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, or if I authorize a Power of Attorney to obtain my PIN on my behalf, 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. Only one PIN is allowed per account.

An Owner, Partner, LLC Member/Manager, Corporate Officer, or someone possessing a Power of Attorney (POA must be on file or attached) must sign the request or it will be returned. Faxed signatures are acceptable.

MCTD ACCOUNT NUMBER	COMPANY NAME	COMPANY PHONE NUMBER
BUSINESS E-MAIL ADDRESS <i>(TRUCKING ONLINE CONTACT AND PIN REQUEST E-MAIL)</i>		BUSINESS CONTACT NAME
AUTHORIZED SIGNATURE		NAME OF AUTHORIZING PERSON <i>(PLEASE PRINT)</i>
TITLE <i>(OWNER, PARTNER, LLC MEMBER/MANAGER OR CORPORATE OFFICER)</i>		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.

ODOT USE ONLY			
CSU WORK ORDER NUMBER	DATE ENTERED	DATE COMPLETED	INITIALS