

# EXPRESS PASS

**PORT HOUSTON**



# **Effective December 2, 2024**

All ingate lanes will require an Express Pass for each transaction.  
Failure to obtain an Express Pass in advance could lead to significant delays.



# WHAT IS EXPRESS PASS?

## **Express Pass is a timeless appointment for truckers accessing Port Houston Container Terminals**

The customer service portal allows trucking companies to initiate trucker transaction/s before arriving at the terminal. This gives truck drivers a dedicated “Express pass” lane and automated entrance to the terminal. It also supports Yard Planning efforts to service drivers quicker.

### **Benefits of Express Pass**

- Reduces ingate transaction time to 15 seconds or less
- Eliminates the need for operator interactions, shortening transaction time
- Minimizes trouble tickets instances
- Minimizes truck turn times by allowing for advanced yard planning
- Enhances Port forecasting ability, benefiting all users



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# ADDITIONAL INFO

## Express Pass Lanes—More Info:

- Should be created by 6 pm the previous day.
- License & Chassis Optional – use Trucking Co. SCAC if needed.
- IDOs (Import Delivery Orders) cannot use Express Pass
- Daily Empty & Chassis rules apply
- Each Transaction requires an Express Pass
- PINs are valid for the day requested only
- You can create the pass up to 72 hrs in advance

**Note: Please ensure your driver has their License Plate present on the front of the cab for quicker service**



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# HOW TO CREATE A PASS

## EXPRESS PASS

1. Access the Customer Service Portal, select "Gate" in the left side menu
  2. Select "Create Express Pass"
  3. Select the transaction type
  4. Complete the form with transaction details, Select "Submit"
  5. Results will return with PIN number or "Error" message
  6. *Optional - Print ticket summary to give to the driver*
- ❖ *Note – If you do not know the chassis or license, enter your SCAC instead*

The screenshot displays the 'Customer Service Portal' interface. The left sidebar menu is open, with 'Gate' selected. The main content area is titled 'Create Express Pass' and shows a form for 'Pickup Full Import Transaction'. The form includes fields for Date (10/19/2018), Trucking Company (PHA - PORT OF HOUSTON), License Plate (TEST), Own Chassis? (checked), Chassis Number (CHASSIS), and Chassis Owner. To the right, there are dropdown menus for Container (SUDU6578377), Line ID (Hamburg Sud North America), and Container ISO (45G1 - DRY VAN PASSIVE). Below the form are 'Submit' and 'Reset' buttons. A green notification box displays 'OK: Successfully Added the PIN Number: 59901' with a 'Print Ticket Summary' button. A 'Print Ticket Summary' window is open, showing details for Trans # 59901, including Trucking Company, Truck ID, Chassis Number, Date, and a QR code. At the bottom of the window are 'Print Summary' and 'Back' buttons.

To access our Customer Service Portal, visit: [csp.porthouston.com](http://csp.porthouston.com)



# HOW TO CREATE A PASS

## EXPRESS BULK PASS

1. Access the customer service portal, select Gate on the left side menu
2. Select “Bulk Express Pass”
3. Select, the link “ Create Express Pass Template”
4. Click “Add File” to add an excel file (Use create express pass template form)
5. Click “Process Express Pass” to upload data
6. Results will return with a Pin number or error message
7. If errors are returned, make the corrections in the excel sheet and “add file” again

The screenshot shows the 'Bulk Express Pass' page in the Customer Service Portal. The left sidebar menu is open, with 'Gate' selected. Under 'Gate', 'Bulk Express Pass' is highlighted. The main content area shows the 'Bulk Express Pass' page with a breadcrumb trail: Home > Gate > Bulk Express Pass. Below the breadcrumb, there is a 'Create Express Pass Transaction' section. This section includes an 'Action' dropdown menu set to 'CREATE', a 'File' section with '+ Add file', 'Process Express Pass', and 'Reset' buttons, and a 'Show 10 entries' dropdown. To the right, there are 'Bulk Express Pass Quick Links' including 'Create Express Pass Template'. Below this, a table area displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

The screenshot shows an Excel spreadsheet template for the Bulk Express Pass. The spreadsheet has columns labeled A through P. The first row (row 1) contains the following headers: PinNo, Date, TruckingCo, LicensePlate, TranType, ContainerNumber, Booking, ContainerISO, BookingItem, Seal1, Seal2, ChassisNumber, ChassisType, IsOwnChassis, and IdoNumber. The second row (row 2) contains the following data: 2021-04-06, TEST, LICPLATE, DI, and TESTJAN21. The rest of the spreadsheet is empty.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PinNo	Date	TruckingCo	LicensePlate	TranType	ContainerNumber	Booking	ContainerISO	BookingItem	Seal1	Seal2	ChassisNumber	ChassisType	IsOwnChassis	IdoNumber	
	2021-04-06	TEST	LICPLATE	DI										TESTJAN21	



# HOW TO CREATE A PASS

## PROCESSED BULK RESULTS

≡ Create Express Pass Transaction

Action:

**Bulk Express Pass Quick Links**  
Create Express Pass Template

File:

3 of 5 Created Successfully...

Show  entries

Search:

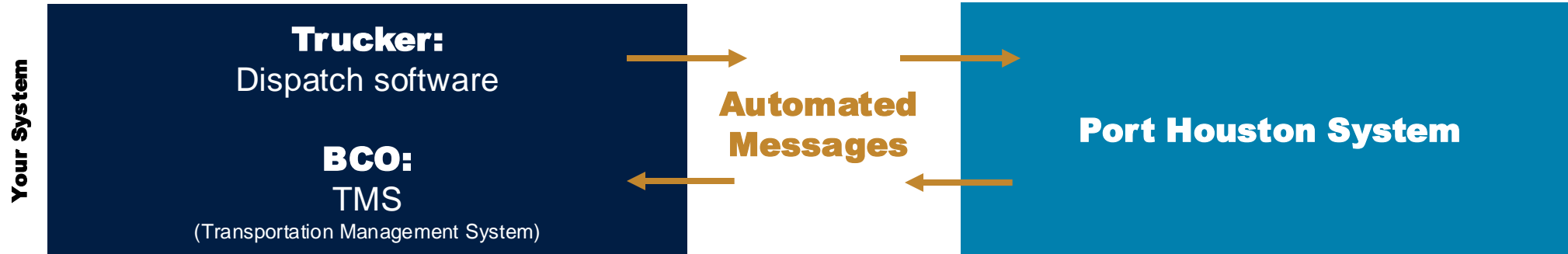
Pin #	Date	Truck Co	License Plate	Type	ContainerNumber	Booking	Details	Results
	<input type="text" value="08/25/2023"/>	PHA	PHAAW	DI	TEST0000001		<input type="button" value="..."/>	ERR: Error: Unit TEST0000001 category is Import with freight kind FCL but has no manifest (BLS)
	<input type="text" value="08/25/2023"/>	PHA	PHAAW	DI	MSMU1681820		<input type="button" value="..."/>	ERR: Error: Agreement between trucking company PHA and line operator (shipping line) MSC expired on 20230811 00:00 CDT.
4827654	<input type="text" value="08/25/2023"/>	PHA	PHAAW	DI	TEMU7603552		<input type="button" value="..."/>	OK: Created Successfully...
4827655	<input type="text" value="08/25/2023"/>	PHA	PHAAW	DI	TEMU9370146		<input type="button" value="..."/>	OK: Created Successfully...
4827656	<input type="text" value="08/25/2023"/>	PHA	PHAAW	DI	TEMU4783698		<input type="button" value="..."/>	OK: Created Successfully...



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# HOW TO CREATE A PASS

API



Example request:

```
POST /lynxwebservice/lynxservice.asmx HTTP/1.1
Host: csp.poha.com
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://www.versiant.com/ExpressGatePreadvise"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <ExpressGatePreadvise xmlns="http://www.versiant.com/">
      <UserName>string</UserName>
      <PWD>string</PWD>
      <TerminalCode>string</TerminalCode>
      <ContainerNumber>string</ContainerNumber>
      <GKey>int</GKey>
      <HazClass>string</HazClass>
      <UNDGNumber>string</UNDGNumber>
    </ExpressGatePreadvise>
  </soap:Body>
</soap:Envelope>
```

Example reply:

```
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

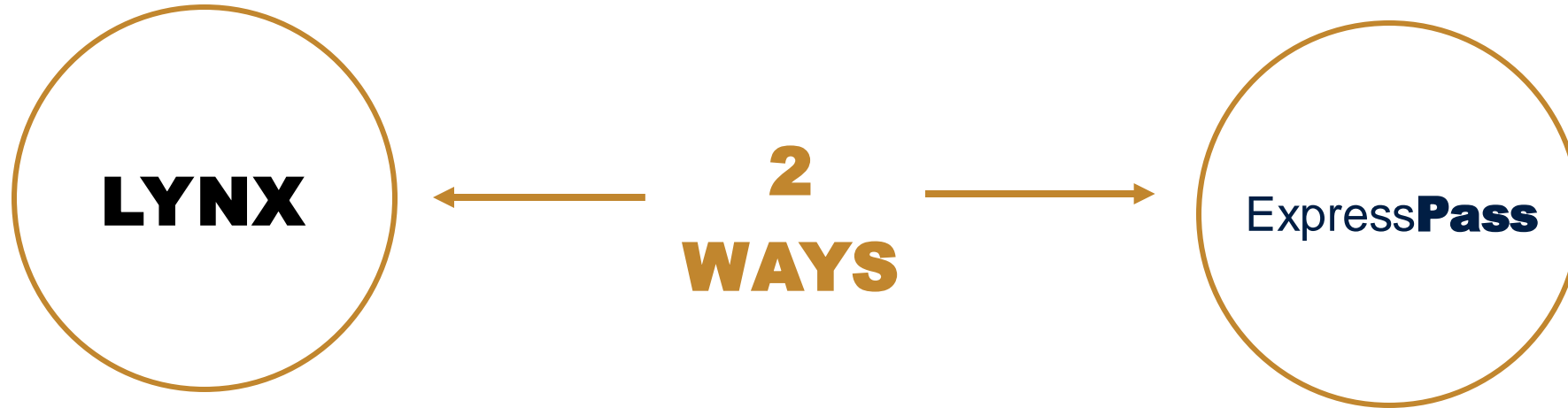
<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <ExpressGatePreadviseResponse
xmlns="http://www.versiant.com/">
      <ExpressGatePreadviseResult>string</ExpressGatePreadviseResult>
    </ExpressGatePreadviseResponse>
  </soap:Body>
</soap:Envelope>
```



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# EXPRESS PASS - API



Trucking company clerk manually creates ExpressPass booking inside Lynx system

**Simple to implement**

Trucking company dispatching software automatically requests ExpressPass via API

**Greatest efficiency gains**

To learn more about Port Houston API connection, contact: [api@porthouston.com](mailto:api@porthouston.com)

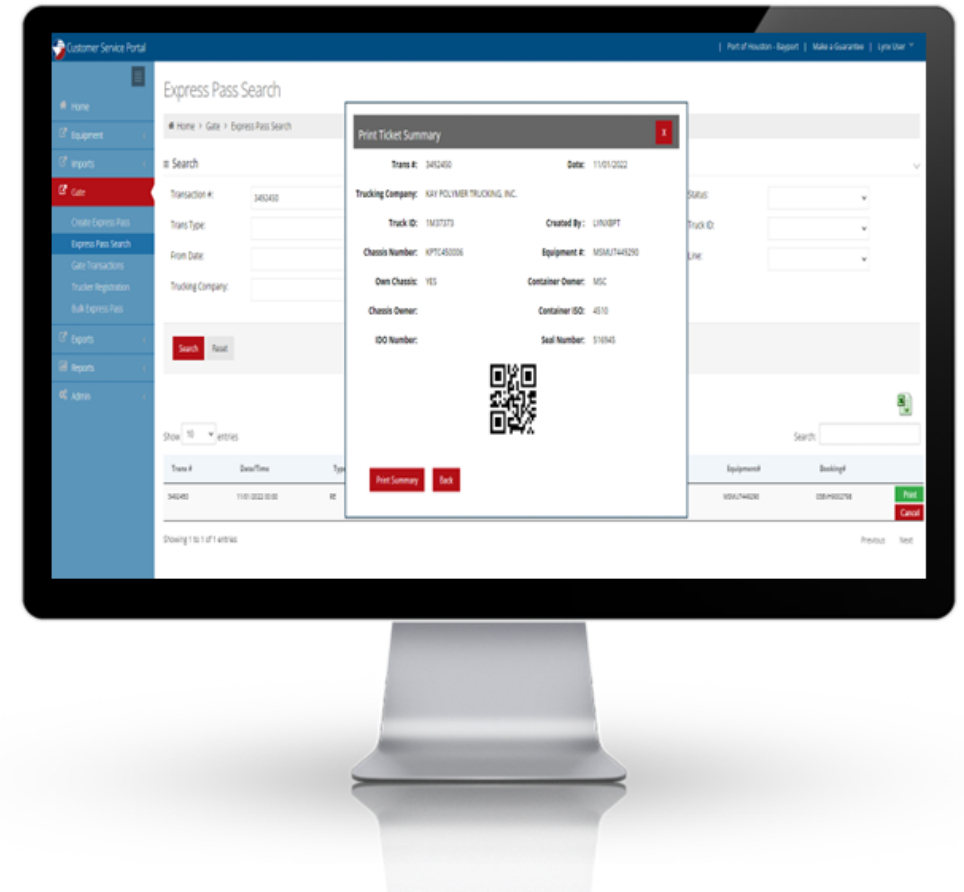


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# DRIVER PROCESS

**The driver has three options to process an Express Pass at the terminal:**

- Dispatch can print the Ticket Summary/Barcode and give it to the driver to scan at the terminal
- The Driver can retrieve the Ticket Summary/Barcode on the Mobile App ([www.mca.porthouston.com](http://www.mca.porthouston.com))
- Driver can manually enter the PIN at the Express Pass Ingate lanes.



# LYNX: PRINT SUMMARY


## DRIVER PROCESS

**The dispatcher can provide the driver with the Print Ticket Summary & QR Code.**

1. Driver pulls up to the OCR pedestal and scans QR Code
2. OCR Gate arm will go up - No Gate pass is required with this method
3. Driver pulls up to the Ingate Pedestal and scans QR Code
4. Driver will receive Ingate Ticket (Drop off/Pick up)

Print Ticket Summary X

Trans #:	3492450	Date:	11/01/2022
Trucking Company:	KAY POLYMER TRUCKING, INC.		
Truck ID:	1M37373	Created By:	LYNXBPT
Chassis Number:	KPTC450006	Equipment #:	MSMU7449290
Own Chassis:	YES	Container Owner:	MSC
Chassis Owner:		Container ISO:	4510
IDO Number:		Seal Number:	516945



Print Summary Back

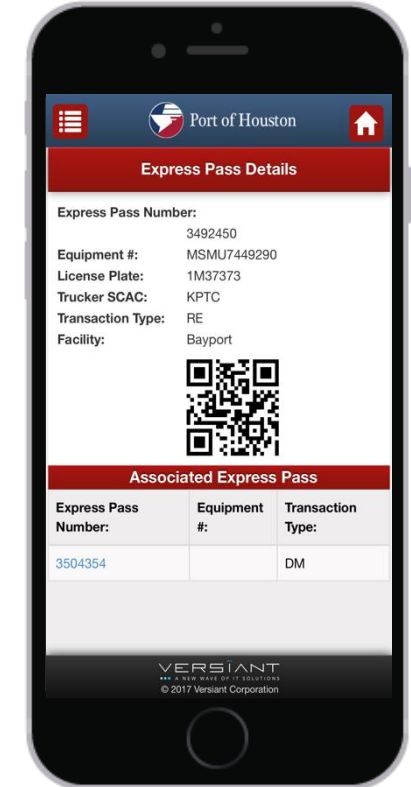
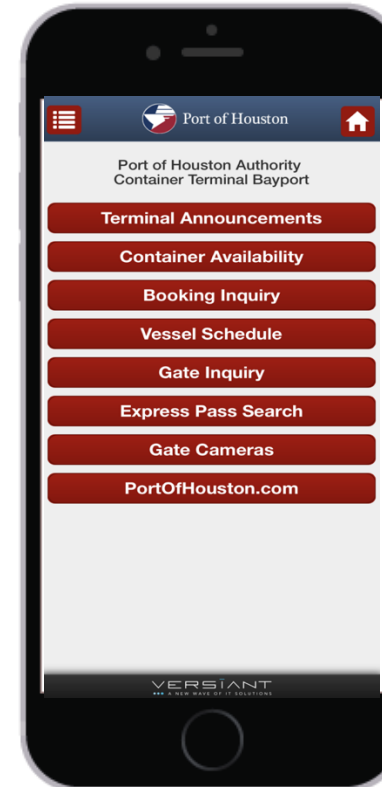


# MOBILE APP: BARCODE

## DRIVER PROCESS

**The driver can use the mobile app to pull up Express Pass details and QR Codes under Pre-Advise Search.**

1. Driver pulls up to the OCR pedestal and scans QR Code
2. OCR Gate arm will go up - No Gate pass is required with this method
3. Driver pulls up to the Ingate Pedestal and scans QR Code
4. Driver will receive Ingate Ticket (Drop off/Pick up)



No Login is required for the Port Houston Mobile App: [mca.porthouston.com](http://mca.porthouston.com)



# PIN NUMBER

## DRIVER PROCESS

**The driver can use the provided PIN number to be processed.**

1. The driver pulls up to the OCR pedestal and presses the button to receive a Gate Pass Ticket
2. OCR Gate arm will go up
3. Driver pulls up to the Ingate Pedestal and Scans Gate Pass Ticket, the kiosk will ask the driver to enter the PIN number
4. Driver will enter the PIN Number and will receive Ingate Ticket (Drop off/Pick up)



# SEARCH OR CANCEL EXISTING PASSES

- Select "Express Pass Search"
- Enter search criteria and select search
- Transaction details will return
- To cancel, click on the red box that says cancel
- A box confirming the cancellation will pop up, click "yes"
- An alert box pops up to confirm success
- Use "reset" to clear the form before starting a new search

Express Pass Search

Home > Gate > Express Pass Search

Search

Transaction #:  Equipment #:  Status:

Trans Type:  Booking #:  Truck ID:

From Date:  To Date:  Line:

Trucking Company:

Show  entries Search:

Trans #	Date/Time	Type	Status	Truck ID	Truck Co	Line	Equipment#	Booking#
4827654	08/26/2023 00:00	DI	CREATED	PHAW	PORT OF HOUSTON	CHS	TEML7603852	

ALERT

Transaction # 4827654 Cancelled Successfully



# THANK YOU

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## **Customer Service**

Bayport Customer Service      [BayportCustomerService@porthouston.com](mailto:BayportCustomerService@porthouston.com)

BCT Customer Service      [BCTCustomerService@porthouston.com](mailto:BCTCustomerService@porthouston.com)

Trucker Hotline      713-670-1500

Customer Service Hotline      713-670-1100



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