EXPRESS PASS

PORT HOUSTON

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WHAT IS EXPRESS PASS?

Express Pass is an appointment required for truckers accessing Port Houston's 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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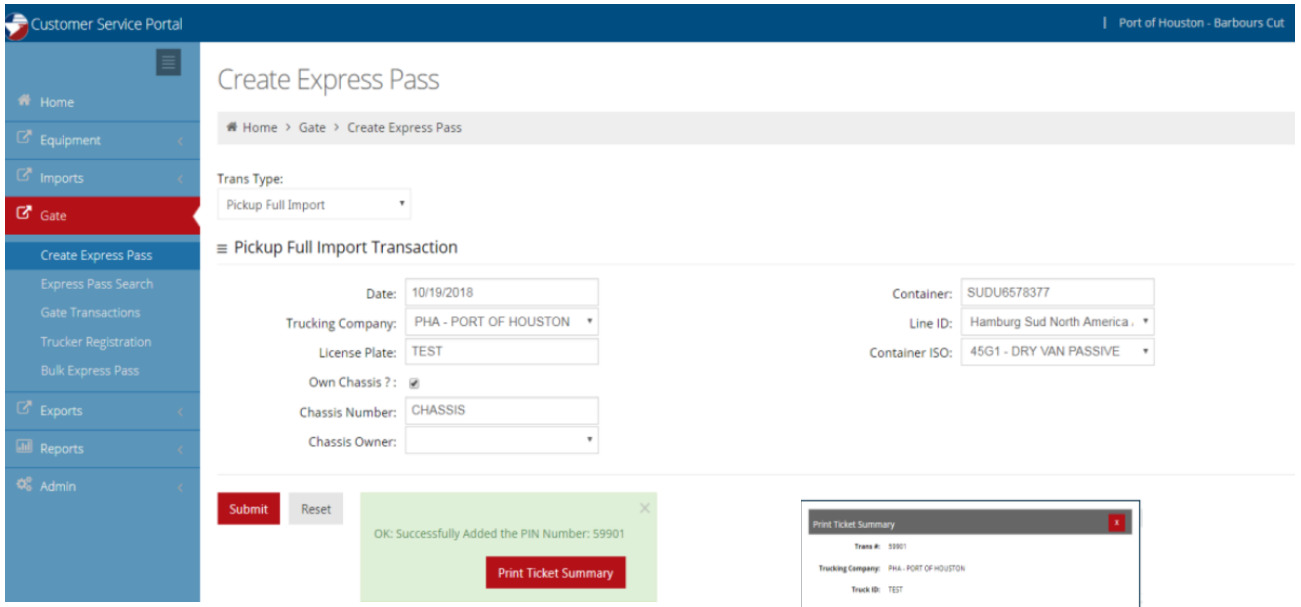
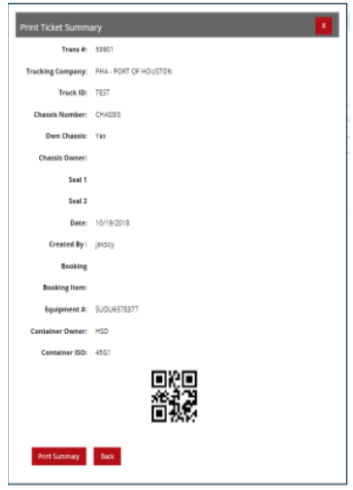
HOW TO CREATE A PASS

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*





To access our Customer Service Portal, visit: **csp.porthouston.com**

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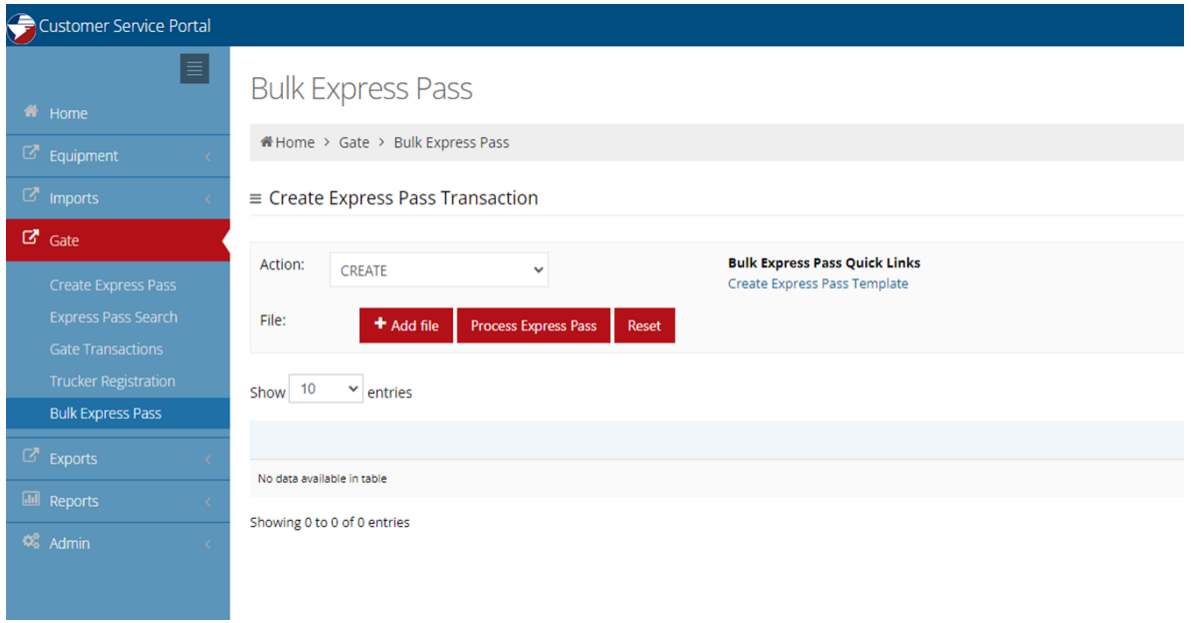
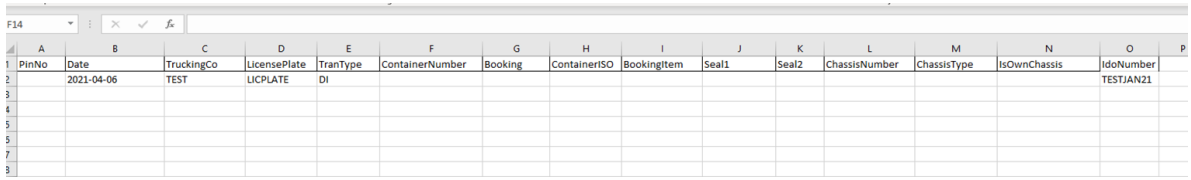
HOW TO CREATE A PASS

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





PinNo	Date	TruckingCo	LicensePlate	TranType	ContainerNumber	Booking	ContainerISO	BookingItem	Seal1	Seal2	ChassisNumber	ChassisType	IsOwnChassis	IdoNumber
	2021-04-06	TEST	LICPLATE	DI										TESTJAN21

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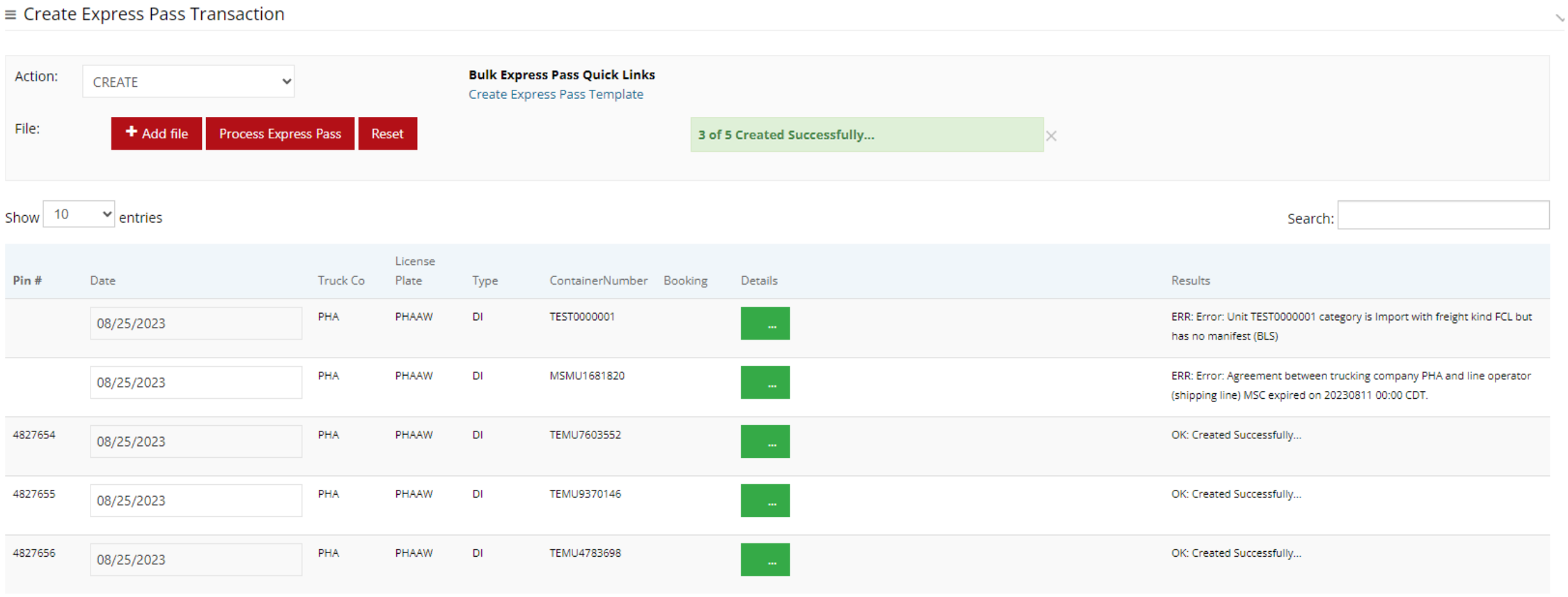
HOW TO CREATE A PASS

PROCESSED BULK RESULTS



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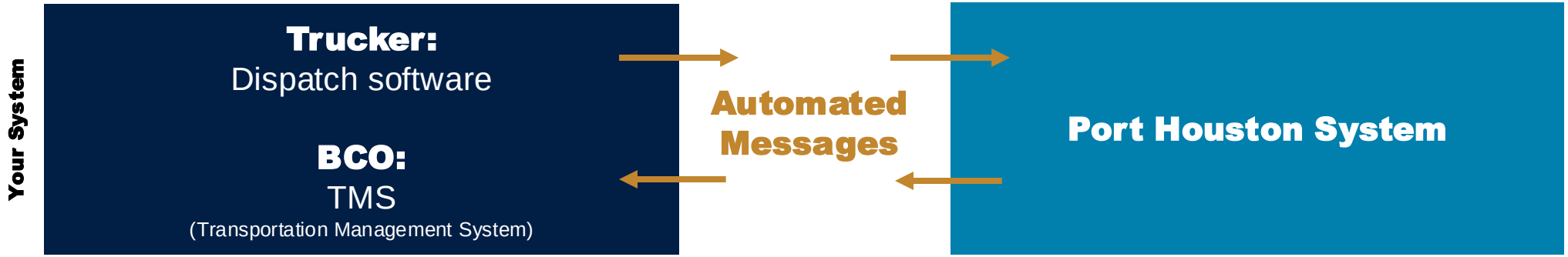
HOW TO CREATE A PASS

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</ExpressGatePreadviseRe
sult>
    </ExpressGatePreadviseResponse>
  </soap:Body>
</soap:Envelope>
```

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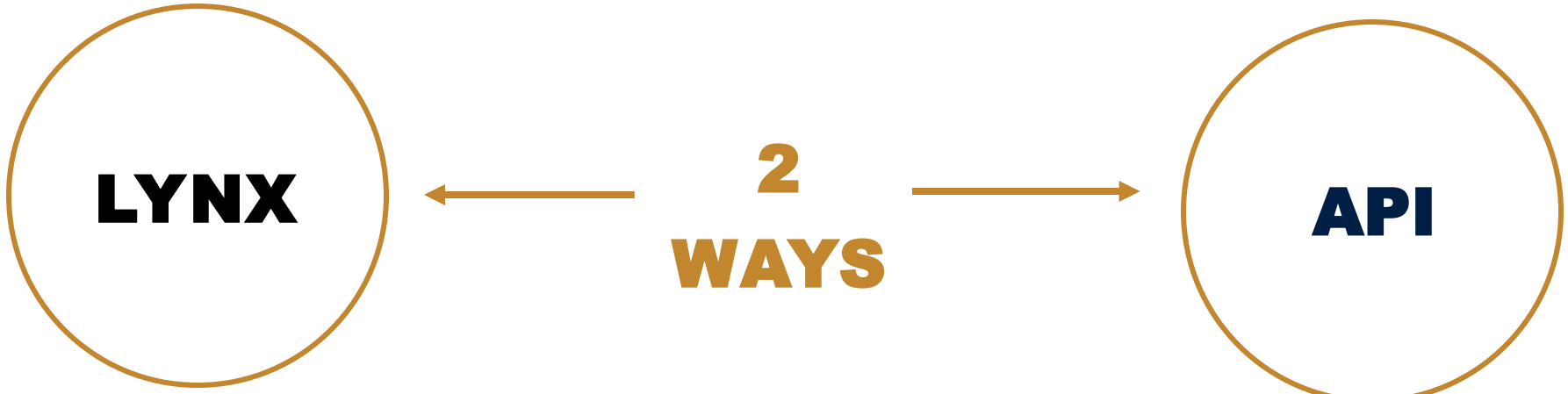
EXPRESS PASS - API



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**

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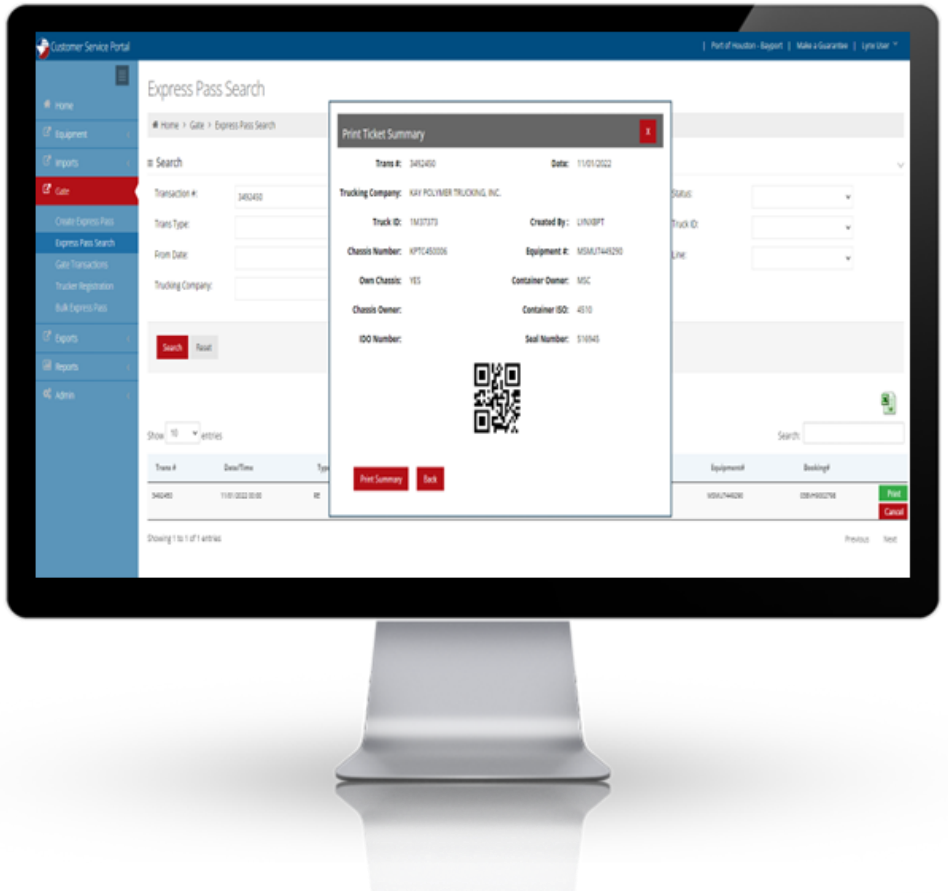
DRIVER PROCESS

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

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



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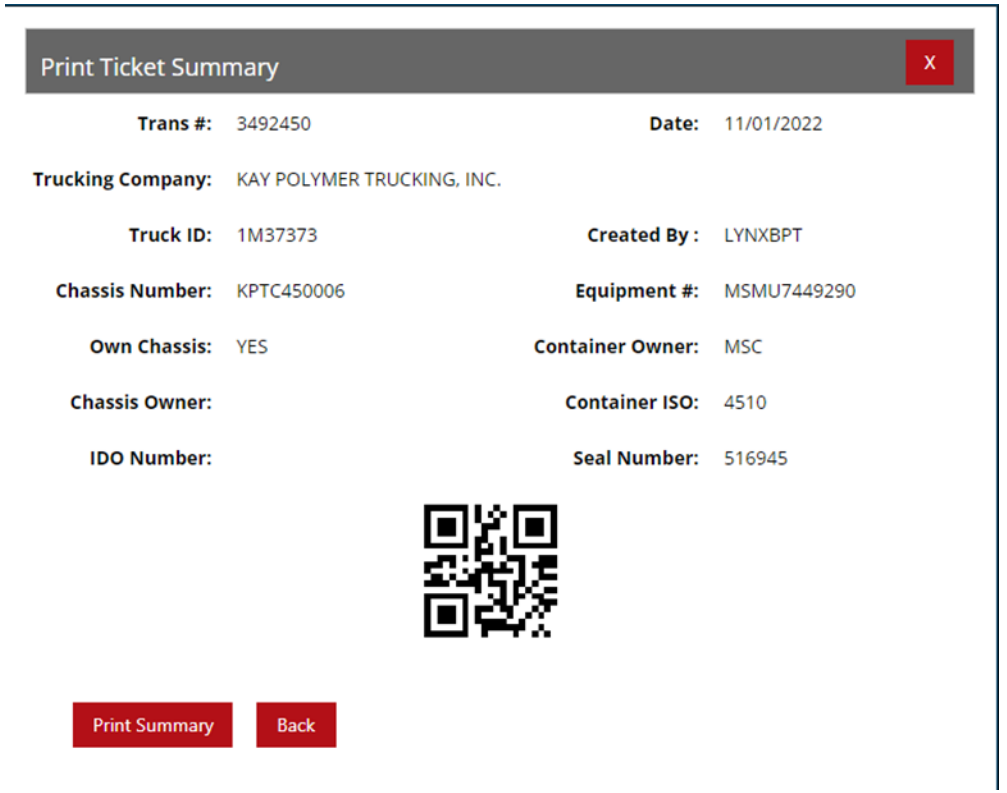
LYNX: PRINT SUMMARY

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)



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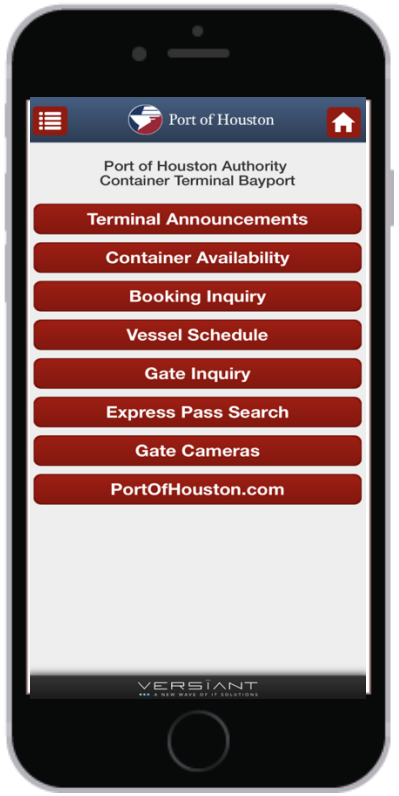
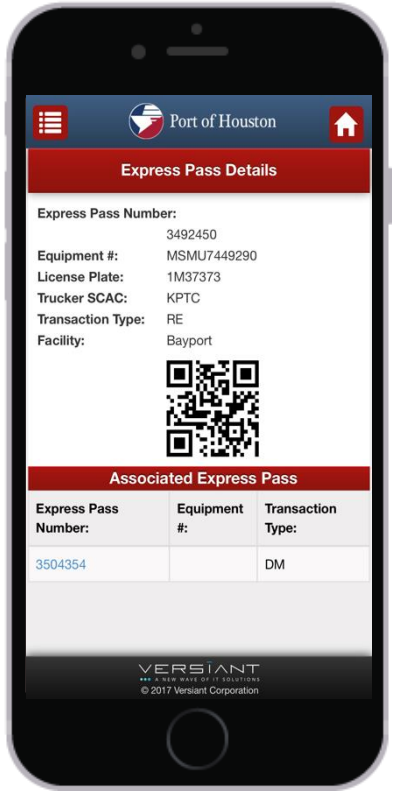
MOBILE APP: BARCODE

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**

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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)

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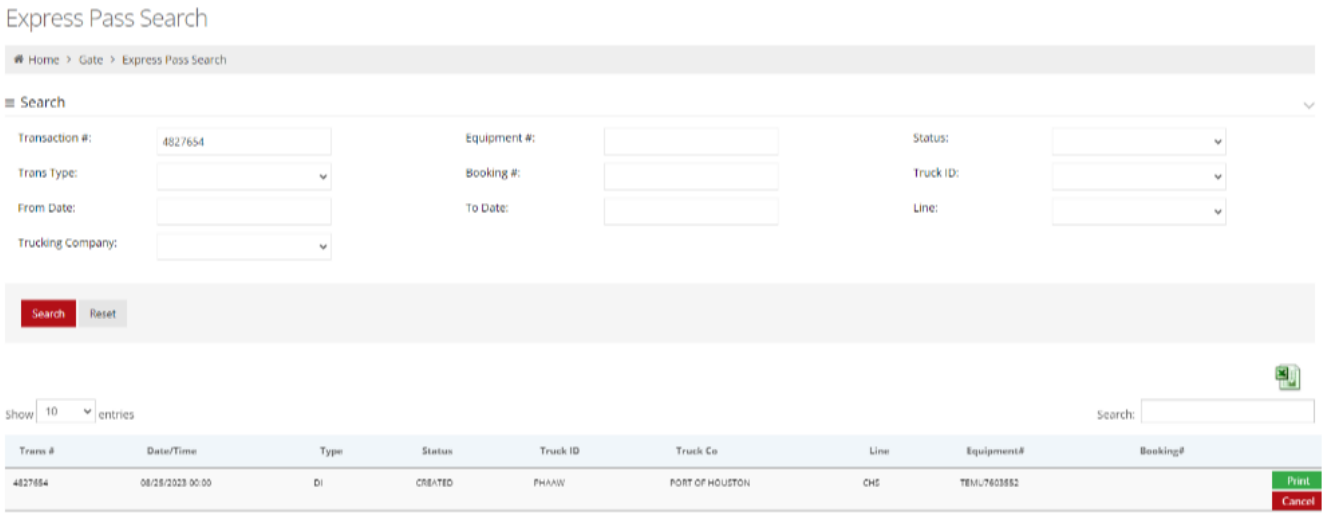
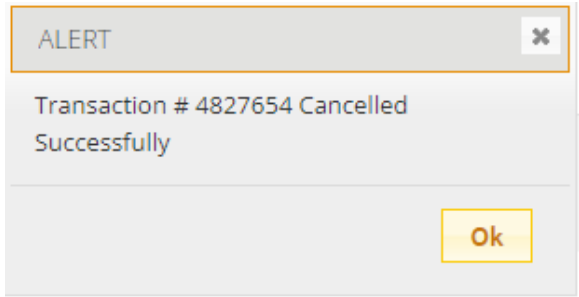
SEARCH OR CANCEL EXISTING PASSES

- 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





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EXPRESS PASS FAQ

1. **Is Express Pass required to pick up or drop off a container (empty or loaded)?**

   - Yes, effective December 2nd, 2024, an Express pass is required for every transaction. Before this date, we went into each day blindly; to better support our customers and improve container fluidity, we needed a forecasting tool. Express Pass grants us this by giving us an idea of when trucks are coming and what area they will be going to so we can plan accordingly. This will result in better turn times and less unproductive moves in the yard. There is still much flexibility built into our Express Pass program; we received similar thoughts when we initially asked for feedback. The idea is that same-day appointments are the exception and not the norm; we ask that users try their best to give us as much advance notice as possible. You can still create an express pass if the import hasn't been released, and we are flexible on exports right now – in the future, we hope to enhance this program further by providing time slots and other resources.

2. **Can I use my Express Pass before or after the date requested?**

   - No, the Express pass is only valid on the day it is requested. If you want to create a pass for another date, please ensure you select the correct date. You can do this up to 72 hours in advance.

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EXPRESS PASS FAQ

3. **What happens If I get an error “XXXX is not assigned to pick up XXXX1234567”**
   - Please review this move with your broker or the steamship line; they have assigned it to another dray carrier.
4. **How much does it cost to set up/create an Express Pass?**
   - There are no charges associated with this program; it is completely free!
5. **Who can create an Express Pass?**
   - Any authorized user with an approved trucking company Lynx account can create an Express Pass. We do not have lynx access for truck drivers.
6. **Do you have any application program Interface?**
   - Yes, we have API. To learn more about this free platform, please reach out to api@porthouston.com

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EXPRESS PASS FAQ

7. **When creating an express pass, should I put in the License Plate number or chassis number?**

   - You may put the actual license plate or chassis number or use your SCAC code if you do not have this information available. The optical Character Recognition cameras (OCR) or our team will capture this information at the lanes.

8. **My driver often receives a trouble ticket on flex booking. For Example, my driver was picking up an empty export container for an HC booking that was flexible.**

   - If the booking is a true flex booking (not in the notes, but the prevent substitution is “not” checked), our team can help the driver in the lanes.

9. **Can I edit an express pass?**

   - The pin must be canceled and recreated.

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EXPRESS PASS FAQ

10. I submitted the Bulk Express Pass template. After I added the file, I selected the "process Express Pass" field—I received results with NO pins generated.

- This can often occur if the correct terminal is not selected or information in the template is missing. Please verify the details and resubmit. If you continue to encounter issues, please send the file to customer service for review.

11. What is the container ISO or Booking ISO Code?

- *Create Express Pass:* Lynx pulls from our fleet file or the booking details. After you type in the container or booking number, you can hit tab, and the ISOs will populate.
- *Create Bulk Express Pass:* We have equipment equivalencies built into our system; they are the same, empty or loaded. You may use the ISO on the container/booking or the standard codes.

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EXPRESS PASS FAQ

- **Quick Tips:**
- To help truck drivers process the information more quickly, we encourage them to use the mobile app to pull up the QR code for the Express Pass. The driver can use this barcode at the OCR lanes and ingate lanes – minimizing the time spent at the kiosk entering the pin number on the touch screen.
- Several standard ISO codes are as follows:
- 20’ Tank – 20TK
- 20’ Standard – 20DR
- 40’ Standard – 40DR
- 40’ Hich Cube – 40HC

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THANK YOU

Customer Service

Bayport Customer Service	BayportCustomerService@porthouston.com
BCT Customer Service	BCTCustomerService@porthouston.com
Trucker Hotline	713-670-1500
Customer Service Hotline	713-670-1100

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