

TOL User Guide: Creating a New Account



Motor Carrier Instructions to Create a New
Oregon Trucking Online (TOL) Account

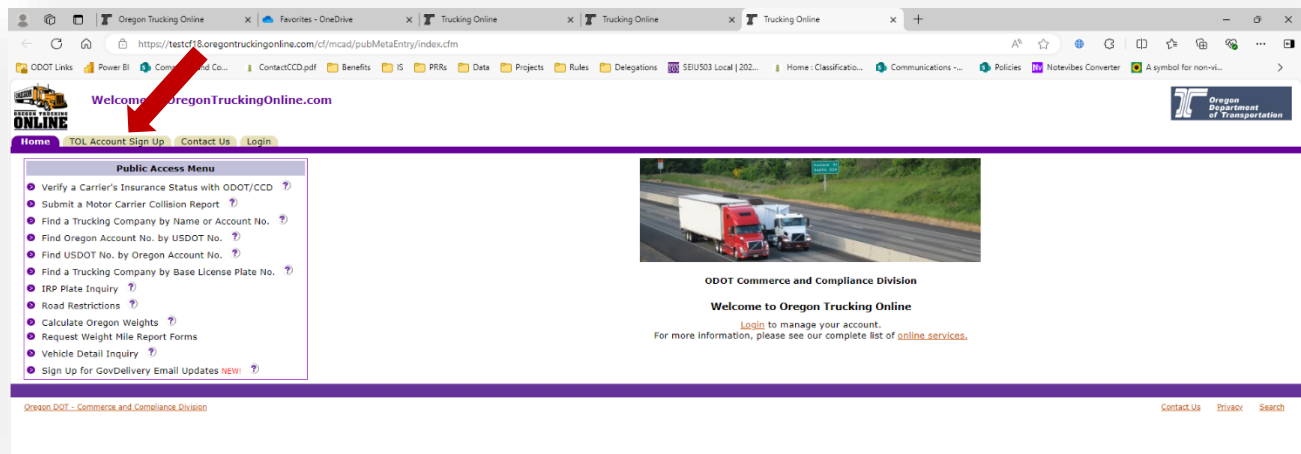
January 2025



Commerce and Compliance Division

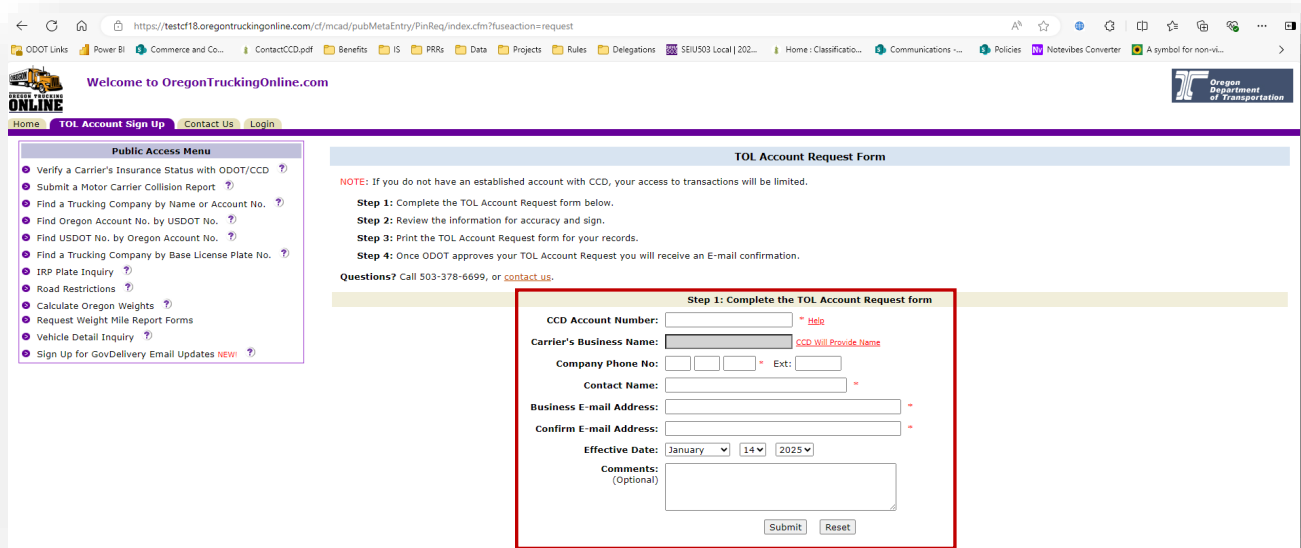
1) From the TOL Home Screen

From TOL Home, select the "TOL Account Sign Up" tab.



2) From the TOL Account Sign Up Screen

From the "TOL Account Sign Up" screen, enter and submit your account information.



Dormant or Inactive TOL Account

Note: If detected that your TOL account is inactive, you will need to replace your previous TOL password for account reactivation. Replacement password and directions will be sent to your account email.

3) TOL Access and Account Request Form

Complete and submit the TOL Internet Access / Account Request Form.

The screenshot shows the 'TOL Account Request Form' interface. On the left is a 'Public Access Menu' with various service links. The main form area contains instructions and a data entry section. Two callout boxes are present: one for 'Account Information' pointing to the top form fields, and another for 'Password Creation' pointing to the password and 'I Agree' fields.

Account Information
Enter in your account information. Such as, CCD Account Number, and company information.

Password Creation
Create and enter an account password. Once entered, click the "I Agree" box on the form.

TRUCKING ONLINE INTERNET ACCESS TOL ACCOUNT REQUEST FORM

Sign up to start using **Trucking Online!** To complete transactions online, trucking companies need a TOL Account to access their individual account and obtain credentials at the Trucking Online web site. CCD in order to have access to TOL, CCD allows **one** e-mail address per account to serve as the contact e-mail for the Trucking Online Program.

Until CCD has reviewed your request, your account is on limited status and will only have access to specific transactions. Once CCD has reviewed your account further transactions in TOL may be granted.

Use of the Password to conduct transactions via the Internet constitutes your electronic signature. Only **one** Password is allowed per account.

I understand my Password can be used to conduct transactions with and to obtain credentials from ODOT over the Internet. I will take steps to protect my Password from being accessed by unauthorized users. 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 Password disclosed it.

The TOL Account Request Form must be completed by a motor carrier's owner, partner, corporate officer, manager, member of a limited liability company, or someone possessing a Power of Attorney.

Oregon CCD Account Number
Company Name
Company Phone Number
Business E-mail Address
(For receiving the Password and other TOL e-mails)
Business Contact Name
Business Contact Phone No./Extension
Authorized Signature
Title - Select One
Password
Confirm Password
Security Question
Answer
Effective Date

Owner
 General Partner
 Partner
 LLC Member/Manager
 Corporate Officer
 General Manager
 Director
 POA

I Agree

by electronically signing this application you are swearing to be an authorized motor carrier associate as detailed above, and agree to the terms of the Oregon Revised Statute (ORS) Chapter 825 or ORS 826, or any other Oregon law regarding electronic transactions.

The Password notification will be sent to the e-mail address listed above. An activation notice will also be sent by U.S. mail to the official address of record for the account.

You can now pay **Trucking Online** transactions using "Direct Payment". The Direct Payment feature gives carriers another payment alternative to transacting business with a credit card or cash. "Direct Payment" is a secure electronic payment delivery system for Business and Individual bank accounts.

The "Direct Payment" feature gives you the ability to electronically debit an approved business or personal bank account for the exact amount of the transaction in the Oregon Trucking Online system. Visit www.odot.gov.

Confirm

4) TOL Account Confirmation

After your TOL Internet Access / Account Request Form is submitted, you'll receive notification to your TOL account email.

The screenshot shows an email titled 'TOL Account Request'. The content informs the recipient that their request for an account to access Oregon Trucking Online has been received and that they will have immediate access with limited functionality. It also mentions that an activation notice will be sent by US Mail. There are two hyperlinks: 'Log in to Trucking Online' and 'How to Get a Temporary Pass'.

TOL Account Request

Your electronic request for an account to access Oregon Trucking Online has been received. You will have immediate access to TOL with limited functionality. Once your request has been reviewed, more functions on TOL may be opened up to your account.

An activation notice will also be sent by US Mail to the official address of record for your account.

If you did not print your TOL Account Application, you can do so [here](#).

[Log in to Trucking Online](#)

[How to Get a Temporary Pass](#)

Important: Once a CCD Employee has reviewed your request, you will be granted access to TOL features and benefits according to your motor carrier account class code.

For class codes associated with non-established accounts, carriers will still be required to submit an [Application for a Motor Carrier Account](#) (form 9075) to get access to all the features of TOL associated with established accounts.

5) TOL Access Updated

After your request is reviewed, you can expect to receive the following email.



Oregon Trucking Online

CCD Account Number: 000194

Thank you for registering for Oregon Trucking Online (TOL). This email serves as confirmation that we have verified your information, and your account has been granted TOL access according to your class code.

Click [here](#) to log into TOL.

If you feel this is in error, please contact Commerce and Compliance Division.

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