**CP Fastpass**

**Driver Password Creation**

All drivers entering and existing the CP Rail ramp will need to **create a password** for the **new Auto Gate kiosk** which will provide access to enter and exit the facility. If a driver has not created a passcode prior to coming to the ramp they will be requested to create one at the new Auto Gate kiosk or Problem Area, an email address is mandatory and you will need to create a strong password **(8 characters minimum - 4 characters must be letters, 1 capital, 1 number and no special characters can be used)**. *Example* – *(Door1234 or Truck123)*. Please note you will be able to change your password as often as you want.

**How to register as a User for CP Fastpass online prior to coming to the ramp:**

- You must be registered at the ramp and have an existing Oasis ID
- Access to the Internet – you can use your mobile phone, computer, I-Pad
- Use this link to create the passcode - [https://external.cpr.ca/cpfastpass](https://external.cpr.ca/cpfastpass)
- You will need your license number, your existing Oasis id (VA#), an email address and mobile number

The driver will perform a search on the link provided above
The “User Login” screen will open select “New User” and follow the steps.

- Select “I am a Driver” – hit continue
- Select Terminal - Vaughan
- License Issued by – select from dropdown
- Enter Driver’s License number - hit continue
  
  *Note – if you receive a message asking “are you’re registering as a new driver to the terminal” – Select NO and go to the problem counter to get set up as a user.*
- Enter your Oasis number – hit continue
- Enter your mobile number
- Enter your email address – twice “ensure it is correct” – hit continue
- Your dray company will display – hit continue
- Review the summary if all correct – hit continue, you will receive a “congratulations” message with your new user id.

**Create password**

- Go to your email and open the email from Customer Station
- Click the password rest link
- Create your password :
  
  *(8 characters minimum - 4 characters must be letters, 1 capital, 1 number and no special characters can be used). Example – *(Door1234 or Truck123).*
  
  *Note* - you will be able to change your password as often as you want
Drivers can do their pre-work transaction on their mobile prior to coming to the terminal to expedite their move into the yard. They will be provided a QR code (bar code) they can scan at the auto gate kiosk to log them in and direct them to the summary transaction screen.

**Driver to sign into the application using their new User ID and passcode:**
- Enter User id and password – hit log in button
- The “Select a Transaction” screen will open - Driver will select from the 7 tiles what type of transaction they are doing

**Load In - Full loads being delivered to the CP ramp for furtherance on rail** –
- Click the “Load In” Tile - Enter container number - if not a CP type chassis – leave chassis field blank – hit continue
- Driver to review the billing displayed validate the shipment you are bringing into the rail and advise of any discrepancies to the Problem Area
  - Hazmat – Yes or No (if Hazmat = Y - driver must ensure container has the correct placards applied to the container otherwise it could delay the shipment and container could be refused.)
  - Destination – destination ramp the shipment is to be railed to (CP ramp or Port)
  - Weight - this is the commodity weight inside the container
  - Seal number – if not populated driver must enter the seal this is mandatory
  - Reservation # - only applicable if customer is set up on the CP reservation system
  - Do you need to have the container lifted off?  Y or N
    - If this is not a CP type chassis then the driver selects Y so they may leave with their chassis.
    - Container damage Y or N - Driver must report any damage on the container.
    - Chassis damage Y or N - CP type chassis report damage, select Y.  If not a CP chassis then select N
- Running reefer or heater (PPS) units, you will be asked if the running temperature of the container is within + or – 3 degrees of the temperature setting on the billing.  You will need to confirm by selecting Y or N.  If the running temperature is not within the allowable 3 degrees you MUST report this to the Problem Area Kiosk
- Fuel Level – driver to select the amount of fuel in the unit from the drop down – Click continue
- Pre-work transaction completed for the container going into the rail yard.  Click “Create Another Transaction” if you are taking a load or empty from the yard, after you drop off the container.  If you are not taking a unit out of the ramp you are finished and the pre-work transaction you performed will be displayed on the “In Progress Transaction” tile.

**Load Out - Loads to be picked up at the CP Ramps for street delivery**
- Click the “Load Out” Tile - Enter container number/pickup number (if applicable) - hit continue – Pre-work completed

**Empty Out - Pulling** an empty container from a CP ramp on a marine booking
- Click the “Empty Out” Tile - Enter the Marine/ Domestic booking number - Pre-work transaction completed

**Empty In - Returning marine empty containers to a CP ramp, if they have pool privileges or CPR empty containers**
- Note - If it is an empty container moving on Rail use the “Empty In” tile
- Click the “Empty In ” Tile -Enter the container number

When you arrive at the ramp – if you enter the lane with the Auto Gate Kiosk - scan your QR code (bar code) – Click “In progress Transaction” tile
- Select the moves you are doing
- Select print/ email or both options for the buckslip
- Click “Open Gate” – buckslip will print and your work order generated to the yard – enter yard