**Subject:** Use of the Carrier Appointment System (CAS) for Vibrant Response 2017 (VR17) and Guardian Response 2017 (GR17) Exercises.

**Purpose:** To advise Transportation Service Providers (TSP) on use of CAS for shipments supporting VR/GR17 at Camp Atterbury, Indiana (W91WU7) April 17 through May 20, 2017.

**Be Advised:** Drivers must know their Control Number (S Number, Offer Number, or CBL). Carriers must validate that the required information is entered in CAS when making appointments.

**NOTE:** The carrier of record is responsible for making appointments in CAS for all brokered loads.

**NOTE:** Drivers that arrive with incorrect data or whose appointments are not in CAS will be turned away and instructed to contact their dispatcher for assistance. Drivers will not arrive any earlier than 1 hour prior to their appointment.

TSPs are advised that when scheduling loading/offloading appointments during the VR/GR17 exercises, the below information will be required for input into CAS. This information will be provided by local Transportation Officer (TO) on their Bills of Lading (BLs):

Unit Line Number (ULN); Origin; TSP; BL number; S or offer number; driver name; tractor number; trailer number (If available); appointment time; container or rolling stock; sensitive item number; Hazmat information; Task Force of the supporting unit; name of the unit; bumper number for equipment/serial number for Containers; unit Point of Contact (POC) to receive equipment and cell phone number.

**NOTE:** Above information will be provided to Third Party Logistics (3PL)/TSPs from ITO/TO/TMO prior to generating BLs.

Driver’s name, tractor number, and trailer number will not be required when scheduling the appointment. This information will be required to be entered into CAS at least 24-hours in advance of scheduled pick-up/delivery.

**Below are instructions on how to register for a CAS account.**

TSPs will be allowed access to Camp Atterbury one hour prior to time and date of appointment to facilitate loading/offloading.
ARNORTH POCs:  usarmy.jbsa.arnorth.list.jmc@mail.mil (210) 221-2600 or (210) 221-1363.

CAS POCs:  System Response Center (SRC) at 1-800-462-2176 or through the SRC website http://www.sddc-srchelpme.com/

Expiration:  Friday, June 23, 2017
# CAS Registration Instructions

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1.0 Introduction
This document provides detailed instructions to register for the Carrier Appointment System (CAS). Authentication for CAS is managed through the Electronic Transportation Acquisition (ETA), SDDC’s Single Sign-on application. ETA is used for registration and access to the CAS application. The following CAS Registration instructions vary slightly depending on the type of user role that is being registered (Transportation Service Provider, or Facility Personnel) and whether or not the user has an existing ETA account. If any problems are encountered during registration, SDDC provides user assistance through the System Response Center (SRC). You can contact the SRC at 1-800-462-2176 or through the SRC website http://www.sddc-srchelpme.com/.

Note: An External Certificate Authority (ECA) certificate or CAC will be required to access the CAS through ETA. Instructions for obtaining an ECA certificate can be found on the ETA Home Page under Help. Select PKI Information and then ECA Instructions which provides contact information for the three DOD approved providers. If you encounter any problems or have any questions, please contact the SDDC SRC.
2.0 **Users without an existing ETA account**

1. Go to the ETA Home Page ([https://eta.sddc.army.mil](https://eta.sddc.army.mil)).
2. Select **New User Registration**

3. The New User Registration page will be displayed.
4. Scroll down the page until the **Freight/Cargo** section is displayed. Check the box to the left of the Carrier Appointment System (CAS). Select the correct role based on the CAS function you will be performing. Transportation Service Providers (TSPs) should select the **Carrier** role. Users associated with a facility should select the **Exercise Manager** role.
5. Scroll to the bottom of the screen and select the **Generate Request Form**.

6. ETA displays the New User Registration Form. Enter information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used for all communication related to your account. For security reasons, an individual email address must be used.)

7. ETA requires the use of a digital certificate. Select Submit CAC/ECA Certificate. This will associate your certificate with your registration.
information and will be used to authenticate you when logging into CAS in the future.

8. Certain fields will be required depending upon the role selected.

A. **Carrier Role** – Carriers must enter a valid SCAC in the SCAC registration field provided.
   - If you are a 3PL company or a carrier who represents multiple SCACs, you may enter the multiple SCACs for whom you represent by selecting the Modify button next to the SCAC field.

   This will open a new window that will allow you to enter multiple SCACs. CAS will use this information to provide delivery views for the SCACs for whom you represent. After entering each new SCAC, select **Add**. Once all SCACs are entered, select **Apply**.
9. When all applicable fields are entered, click Submit Request.

10. Confirm your email address is correct by clicking OK on the pop-up window that is displayed.

11. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.

12. Your request will be forwarded to the SDDC G36 CAS team for review and approval. You will receive an email upon approval of your registration request.*

*If you need assistance in registration or if have not received an email within 48 hours after submitting your request, please contact the SDDC System Response Center (SRC) at 1-800-462-2176 or through the SRC website http://www.sddc-srchelpme.com/.
3.0 Users with an existing ETA account.


2. ETA will list the applications for which you are currently approved.

3. Select the Request for Additional Applications link if Carrier Appointment System (CAS) is not under “My approved Applications”.

4. The Registration form populates with information currently maintained in ETA for your user account. You will be required to enter the additional CAS fields displayed on the Registration form. Please refer to the instructions provided in Section 2.0, Steps 4 – 12.
4.0 Logging into CAS

To log in once you have been approved to access CAS:

1. Go to https://eta.sddc.army.mil/

2. Read and accept the DoD Security Banner

3. Log into ETA using your CAC/ECA

4. Go to My Approved Applications and click on Carrier Appointment System (CAS).

5. You will then be presented with the CAS home page.