


This document explains how to provide container **drop off** and **pick up** details at the electronic **ECY KIOSK**

IMPORTANT:

- **Drop-Offs** must be **electronically pre-adviced** using the **Pre Advise Export form** via the Customer Access Portal (CAP).
- **Pick-Ups** must have **all stops cleared** to use the KIOSK
- To **pick up** an **Empty** container you must know the **Release Authority Number/ EDO/ UR**
- **Red Error Messages** means that the container cannot be picked up or dropped off at this time. See the **ECY Clerks** to discuss the options
- To cancel a **Truck Visit** completely at any time while at the Kiosk, press **Cancel & Exit** 
- If the printer is unavailable you will be asked if you would like to proceed. Select **Yes** to continue the transaction

AT ANY TIME DURING THE TRANSACTION YOU CAN REQUEST ASSISTANCE FROM LPC ECY CLERKS OR BY DIALING 857 ON THE PHONE ABOVE.

TO BEGIN:

STEP1: DRIVER IDENTIFICATION

1. Enter your **Drivers Licence number** using the on screen keyboard

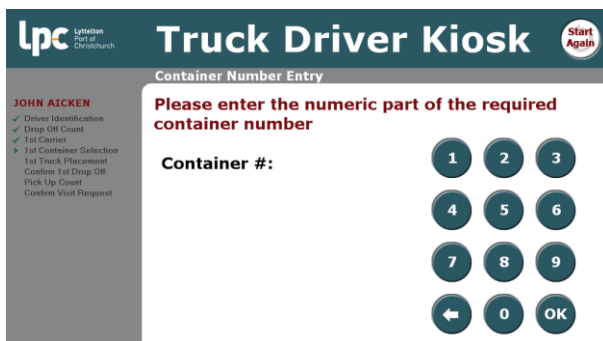


2. Your **name** will appear on the panel at the left
3. The **Drop Off Count** screen will be displayed.
4. Follow the instructions and use the **touch screen** to enter information about this Truck Visit

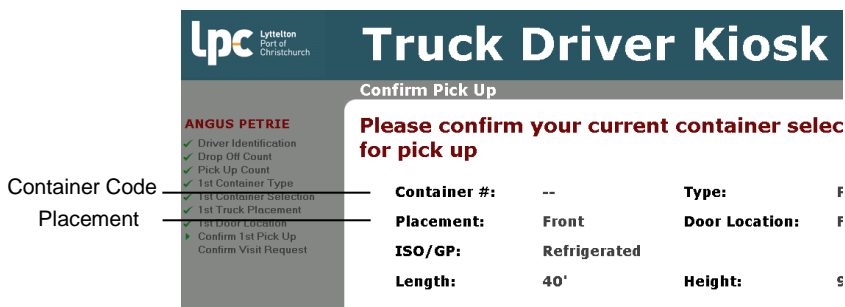
STEP 2: DROP OFF CONTAINERS



1. Select the total number of **EMPTY Containers** to be dropped off: **0, 1, 2 or 3**
If **0** is selected KIOSK will skip to the **Pick Up Count** screen. Go to **STEP 3: PICK UP CONTAINERS**
2. **Container Number Entry** is displayed



3. Enter the **last 7 digits** of the Container Number
4. Select the **Container Number** from the screen to confirm
5. Indicate the **Container Placement** on the truck – **Front, Centre or Rear**
If your truck only holds one container then select **Front**
6. The **Container** details will be displayed



7. Select **Accept** to confirm or **Cancel** to start over with this container



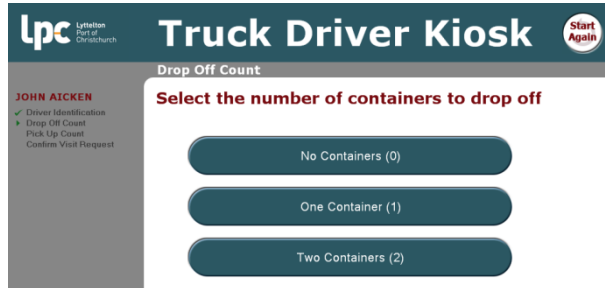
8. Where there are two containers the program will ask for the 2nd Container Number. Repeat the steps as for the first container
9. Once **accepted**, the **Pick Up Count** screen will be displayed


HOW TO USE THE ECVY TRUCK KIOSK

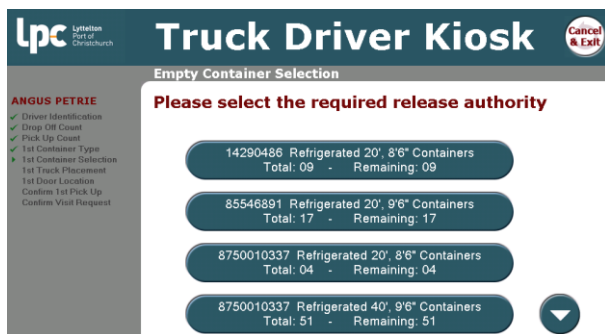
Staff & Driver Manual


STEP 3: PICK UP CONTAINERS

IMPORTANT NOTE: To pick up an **Empty** container you **must** know the **Release Authority Number/EDO/UR**



1. Select the total **Number of Containers** to be picked up: **0, 1, 2 or 3**
If **0** is selected KIOSK will skip to the **Confirm Visit Request** screen.
Go to the instruction for STEP 4: CONFIRM VISIT REQUEST
2. Select the **Release Authority/ EDO/ UR** from the list. Click  to display more items



3. Select the **Placement of the Container** on the truck – **Front, Centre or Rear**
4. Select the **Container** door position – **To Front or To Rear** of the truck
5. Check the display details
6. Select **Accept** to confirm or **Cancel** to start over with this container 
7. Where there are two containers KIOSK will ask for the 2nd Release Authority/EDO/UR. Repeat the above steps for the second container. **TIP:** Click **SKIP JOB** if you have selected two containers by mistake

STEP 4: CONFIRM VISIT REQUEST

1. Once Drop offs and Pick ups have been accepted, KIOSK will display details of the current truck visit request



You will notice that any empty container from a Release Authority now shows with a valid Container Number

2. Select **Accept** or **Cancel** 

NOTE! **Cancel** will withdraw the Truck Visit completely, requiring you to start over

3. If the printer is available your **Gate Pass** will now print.