



BUREAU OF TRANSPORTATION STATISTICS (BTS)
Freight Logistics Optimization Works (FLOW) Data

User Guide

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VERSION 2

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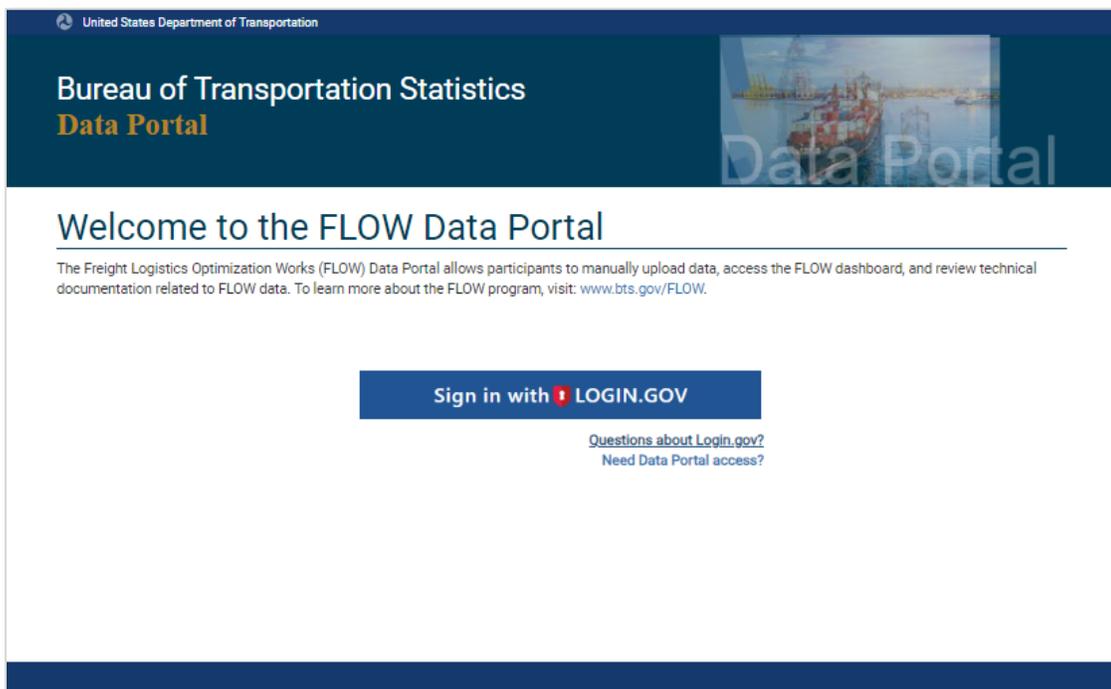
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1 Request access to the BTS Data Portal

1. The FLOW Data Portal is a subdomain of the BTS Data Portal. You (as a representative of a participating company) access the FLOW Data Portal through BTS Data Portal, at: <https://www.c3rs.bts.gov/data-portal>.

Figure 1: BTS Data Portal Login Page



2. BTS will set up your FLOW Data Portal account when you provide the following information to Demetra Collia at BTSDDataPortal@dot.gov:

Representative's Name

Participating Company Name

Representative's Business Email Address

2 Access the account using Login.gov

1. You will receive an email (*see below*) from BTS at the business email you provided informing you that your FLOW Data Portal account has been set up.
2. BTS uses Login.gov to help you to sign into your account safely and securely. If you do not already have a Login.gov account, you will be prompted to create one. Please use the same business email address as your FLOW Data Portal account.
3. To register for Login.gov:
 - a. Select 'Sign in with Login.gov' on the FLOW Data Portal login page and select 'Create and account', or
 - b. Visit <https://login.gov/create-an-account>.
 - c. To learn more about using Login.gov, visit <https://login.gov/help> or review the [BTS MFA User Guide](#).
4. Once you have created a Login.gov account, visit <https://www.c3rs.bts.gov/data-portal> to go to the FLOW Data Portal.

Figure 2: Password Set Up – Email #1

Dear <Username>,

You are receiving this email because your company, <Company Name>, is a participant in the Freight Logistics Optimization Works (FLOW) pilot program, and you are your company's authorized representative.

BTS has created a user account for you in the BTS Data Portal. Your user ID for the account is your company email address. BTS requires users to access its systems using Login.gov, a secure sign-in service provided by the U.S. General Services Administration.

If you have not already done so, you must create a Login.gov account using the same company email address you used to request access to the FLOW Data Portal. Once you have registered for a Login.gov account using that email address, you may login into FLOW Data Portal at:

<https://www.c3rs.bts.gov/data-portal>.

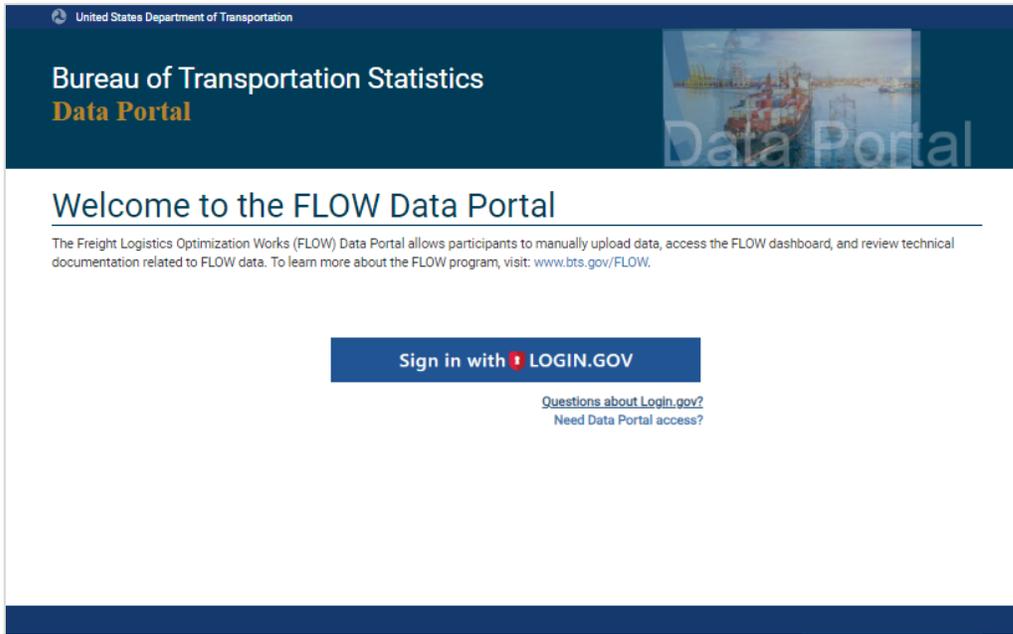
If you have any questions or have difficulty accessing your account, please contact Allison Fischman at allison.fischman@dot.gov. To learn more about using Login.gov, visit <https://login.gov/help> or review the [BTS MFA User Guide](#).

Thank you for participating in the FLOW program!

Demetra Collia
Director, Office of Safety Data and Analysis
Bureau of Transportation Statistics
U.S. Department of Transportation

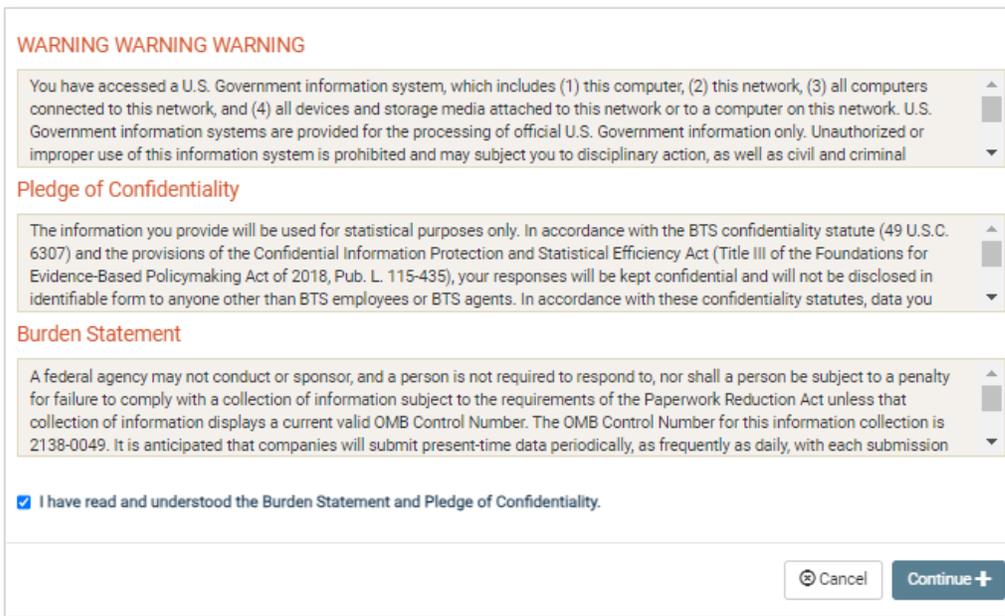
5. You will see the FLOW Data Portal login-in page:

Figure 3: BTS Data Portal Login Page



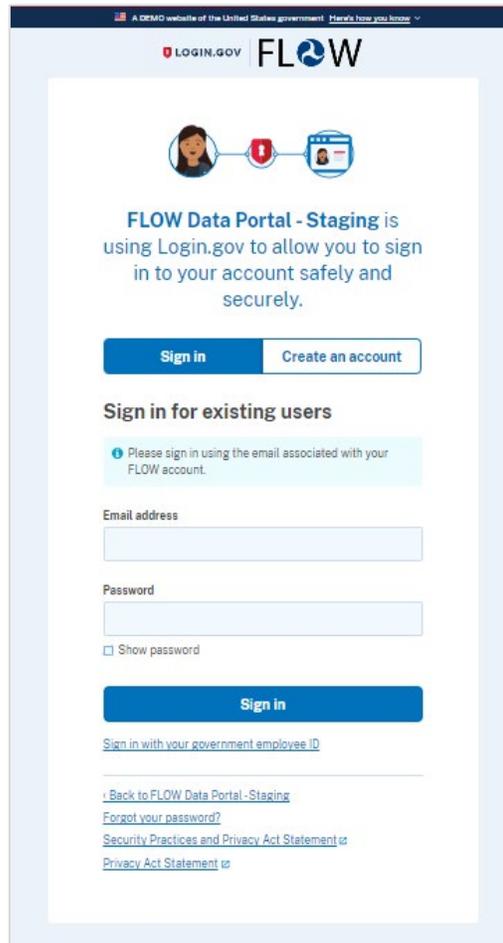
6. Click "Sign in with Login.gov," and review several disclosures:

Figure 4: BTS Data Portal Disclosures.



7. Click "Continue," and sign into Login.gov using the same company email address you used to request access to the FLOW Data Portal.

Figure 5: BTS Data Portal Login Page

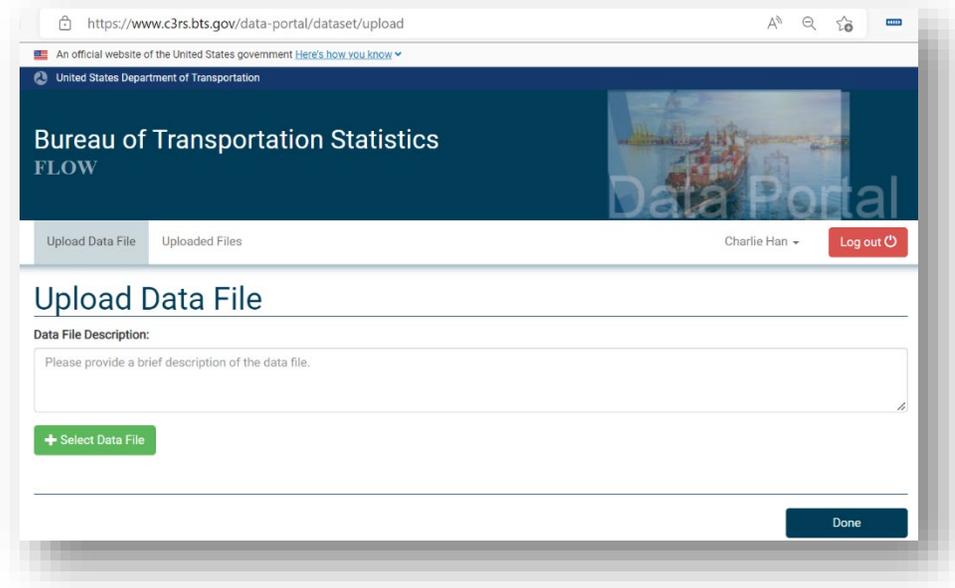


8. Once you sign-in successfully with Login.gov, you will be automatically directed to your FLOW Data Portal account where you can upload and review data.

3 Upload Data

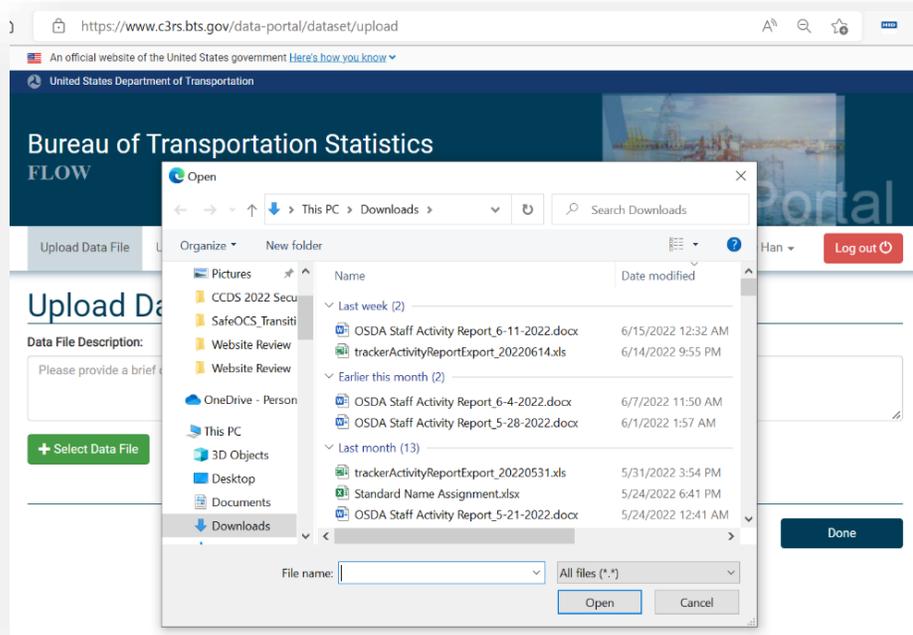
1. In your FLOW Data Portal account, you can upload data files and review data files you uploaded previously.
2. To upload a data file, click 'Select data file' to browse to the file location.

Figure 6: Upload Data File - Browse to File



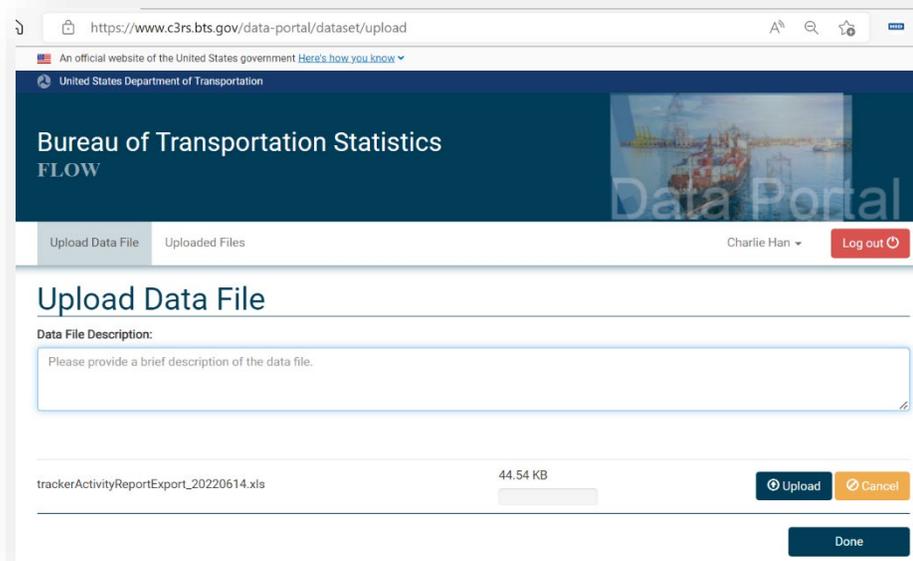
3. Select the data file you want to upload and click 'Open.'

Figure 7: Upload Data File - Select File for Uploading



4. Provide a description of the file.
5. Click 'Upload.'
6. Click 'Done' to complete the file upload.

Figure 8: Upload Data File – Description and Upload



7. To review data files you have uploaded, click on the 'Uploaded Files' tab. You will only be able to review your company files.

Figure 9: View Files You Have Uploaded

