

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

User Guide

BUREAU OF TRANSPORTATION STATISTICS

Freight Logistics Optimization Work (FLOW) Data

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VERSION 2

Date of Last Update: 11/15/2023

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1 Request access to the BTS Data Portal

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

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 <u>BTSDataPortal@dot.gov</u>:

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.
- 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 <u>https://login.gov/create-an-account</u>.
 - c. To learn more about using Login.gov, visit <u>https://login.gov/help</u> or review the <u>BTS MFA User Guide</u>.
- 4. Once you have created a Login.gov account, visit <u>https://www.c3rs.bts.gov/data-</u> 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 difficult accessing your account, please contact Allison Fischman at <u>allison.fischman@dot.gov</u>. To learn more about using Login.gov, visit <u>https://login.gov/help</u> or review the <u>BTS MFA User Guide</u>.

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.

WARNING WARNING WARNING	
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal	•
Pledge of Confidentiality	
The information you provide will be used for statistical purposes only. In accordance with the BTS confidentiality statute (49 U.S. 6307) and the provisions of the Confidential Information Protection and Statistical Efficiency Act (Title III of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. 115-435), your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than BTS employees or BTS agents. In accordance with these confidentiality statutes, data you	.C.
Burden Statement	
A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a pena for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection 2138-0049. It is anticipated that companies will submit present-time data periodically, as frequently as daily, with each submissi	lty is on
✓ I have read and understood the Burden Statement and Pledge of Confidentiality.	
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7. Click "Continue," and sign into Login.gov using the same company email address you used to request access to the FLOW Data Portal.

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Sign in for existing users	
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Email address	
Email address	
PLOW account.	
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Pessword Show password Sign in	
PLOW account. Email address Password Show password Sign in Sign in with your government employee ID	
Email address Email address Password Sign in Sign in with your government employee ID Back to FLOW Data Portal-Staging	

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.





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	File na	Ime: All files I	(*.*) V en Cancel	

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

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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.

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