

Roadside data transfer instruction sheet

Step-by-step instructions to show your logs to a safety official and send your ELD records to FMCSA by web service or email.

Keep this sheet in the truck. It describes the data transfer methods the EZ Logs ELD supports and how to produce and transfer your hours-of-service records to an authorized safety official (49 CFR 395.22(h), 395.24(d)).

Supported methods

ELD	EZ Logs driver app with a Pacific Track PT30 vehicle device
Transfer type	Telematics: Web service and Email to FMCSA
Not supported	USB and Bluetooth transfer to the officer's device
Display	The logs are shown on the phone or tablet screen. EZ Logs does not print.
Records covered	The current 24-hour period and the previous 7 consecutive days
ELD registration ID and ELD identifier	Shown on the inspection screen (Inspection header) and under More > Settings > About

The officer decides which supported method to use. The phone needs a data connection to send records. EZ Logs sends the file through its server to FMCSA, so you do not need to type any email address.

Step 1: Open the inspection screen

1. Unlock the phone and open EZ Logs.
2. Tap **More**, then **Roadside inspection**.
3. The screen is titled **Roadside inspection - Officer view**. It is read-only: nothing can be changed from this screen. It is always shown in English for the officer.

You may hand the phone to the officer. Use the phone's Back button (or **Back**) to leave the screen when the inspection is over.

Step 2: Show your logs on the screen

The inspection screen shows:

- **Malfunction** and **Diagnostic** indicators (each shows *None* or the active codes)
- the **Inspection header**: driver, ELD username, driver license, co-driver, carrier, USDOT number, truck and VIN, trailers, shipping document, odometer and engine hours, current location, ELD registration ID and ELD identifier, unidentified driving records, malfunction and data diagnostic status
- the 24-hour **graph grid** with totals for each duty status
- the list of **Events** with time, event, origin, status, location, miles, engine hours and annotation

- a separate list of **Unidentified driving records** for the day

To change day, tap one of the 8 day buttons at the top (**Today** and the previous 7 days). If you drive as a team, choose the driver to inspect at the top of the screen.

Step 3: Send your records to FMCSA

1. Ask the officer for the **output file comment** (a routing code or short text). The officer may not give one.
2. In **Send records**, type the code into **Output file comment (from the officer)** exactly as given (up to 60 characters). Leave it blank if the officer gave no code.
3. Choose the method the officer asked for: **Web service** or **Email**.
4. Tap **Send to FMCSA**. A progress bar shows while the app builds your ELD output file and sends it.
5. Read the message that appears under the buttons:

Message	What it means	What to do
Sent file name: submitted	FMCSA received the file.	Tell the officer it was sent. Read out the file name if asked.
Sent file name: rejected or failed , or an error message	The transfer did not go through.	Tap Send to FMCSA again, or try the other method. Then see Step 4.
Sent file name: stubbed	This EZ Logs system is not connected to FMCSA yet.	Tell the officer and go to Step 4.
Signed out: sign in again to send to FMCSA	Your login ended.	Sign in again, open the inspection screen and send again. The display still works.
Your driver and carrier profile is not loaded yet	The app has not downloaded your profile.	Connect to the internet once and try again. Show the logs on screen meanwhile.

Step 4: If the transfer does not work

1. **Keep showing your logs on the screen** (Step 2). The display covers the same 8 days.
2. If there is no signal, move to coverage if it is safe and allowed, then tap **Send to FMCSA** again.
3. If the officer wants the file itself, tap **Share file**. This saves the ELD output file and opens the phone's share menu, so you can send it by a method the officer accepts. Only do this if the officer asks for it.
4. Call your carrier. Note the time and what the app showed.
5. If the ELD itself is not working (the app will not open or shows a red **ELD malfunction**), follow the malfunction sheet and give the officer your paper logs for the current day and the previous 7 days.

Before every trip

- Sign in with **your own** login.
- Enter your trailer and shipping document numbers on the **HOS** tab (**Trailer & shipping doc**).
- Make sure the truck and the PT30 are connected (the status strip does not show **ELD not connected**).
- Carry this sheet, the malfunction sheet, the user manual and at least 8 days of blank paper graph-grid logs.