

New York State Thruway Authority
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ELECTRONIC TRIP REGISTER (E-TRIPS) ENROLLMENT

The New York State Thruway Authority provides Commercial Post-Paid customers with the option to receive an electronic version of their monthly invoice and trip detail via E-Trips. E-Trips is provided monthly at no cost to those customers who enroll. See Section I for details.

Purpose: This form is used to enroll Commercial Post-Paid customers into the E-Trips program.

INSTRUCTIONS:

Complete Section II and submit to the address, fax number, or e-mail address listed above.

Section I E-Trips Information

How does E-Trips work?

At the beginning of each month you will receive an e-mail with the following attachments:

- 1) **Invoice** - An exact replica of the hard copy invoice currently received by customer through the mail (.pdf format). **Note:** A summarized original invoice will continue to be sent via USPS, even if you participate in the E-Trips program.
- 2) **Trip Detail** - Monthly transaction activity (.csv format) **Note:** E-Trips customers will receive a duplicate paper copy of the trip detail for the first month only.
- 3) **Special Hauling Permits** - Monthly special hauling permit activity (.csv format).
- 4) **Tag Fee** - Monthly tag fee charges and credit activity (.csv format).

For additional information about E-Trips, contact Accounts Receivable at the phone number or e-mail address listed above.

Section II Customer Information

Thruway Post-Paid Account No.	Company Name	Phone No. () -
Contact Name		Contact Title
E-mail Address to Receive E-Trips Information		Additional E-mail Address to Receive E-Trips Information

_____ Authorized Signature	_____ Name (please print)	_____ Date
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Section III For Finance Use Only

CAPS Updated By	Date CAPS Updated
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