Envirotrax® Online FOG Trip Ticket Management System
Quick Start Guide

Open a web browser and go to www.vepollc.com. We recommend Windows Edge or Google Chrome.

Create an Account:

1. In the **FOG Management** menu, click on **Transporter Login**.
2. Create a "Master" account using your normal business email address for your User ID and a Password of your choice. The account should be created in the name of the owner/manager. Additional employees should be entered as "sub-accounts" to the Master account in the **My Account** > **Sub Account Management** menu.

Login to Your Account:

1. In the **FOG Management** menu, click on **Transporter Login**.
2. Enter your User ID and Password and click on the **Login** button.

Select One of More Participating Water Suppliers:

1. Within your account, click on the **Water Supplier Management** button on the **Account Overview** page or click on **Water Supplier Management** in the menu system.
2. Click on the **Unselected** button to work in a participating water purveyor. You may select as many water purveyors as necessary. Click on the **Selected** button to remove your company from a water purveyor.

Enter your Registration and Insurance Policy:

1. Within your account, click on the **Registration & Insurance Management** button on the **Account Overview** page, or click on **Registration & Insurance Policies** in the **My Account** menu.
2. Submit the company's TCEQ Registration Number and the Vepo staff will verify the data and validate the account.

Submit your Insurance if Required:

1. Within your account, click on the **Registration & Insurance Management** button on the **Account Overview** page, or click on **Registration & Insurance Policies** in the **My Account** menu.
2. Enter the required insurance policy number and upload a Certificate of Insurance. The name on the insurance policy must match the name on the master account.

Submit a Trip Ticket:

1. Within your account, click on **Submit Trip Ticket** in the **Trip Ticket Management** menu.
2. Search to see if an address already exists within the system.
3. If a property already exists within the system, click on the **Submit Trip Ticket** button to the right of the address to submit a new trip ticket for the existing address.
4. If a property is not found within the system, click on the **Submit a Trip Ticket for a Property with no Previous History** button to begin a trip ticket for a new property location.
5. Enter the trip ticket information and:
    a. click on the **Save** button to save the results until the trip ticket can be completed.
    b. click on the **Complete Submission** button at any time to submit the completed trip ticket into the system.

Checkout:

1. The trip ticket will not appear in the system until you complete the payment process. Within your account, click on the **Checkout** button on the **Account Overview** page or click on **Checkout** in the menu system.
2. Check off the trip tickets you wish to submit and click on the **Update** button.
3. Enter your payment information and click on the **Complete Submission** button.