



User Guide

PANYNJ: PONYA Plates Tenant Portal

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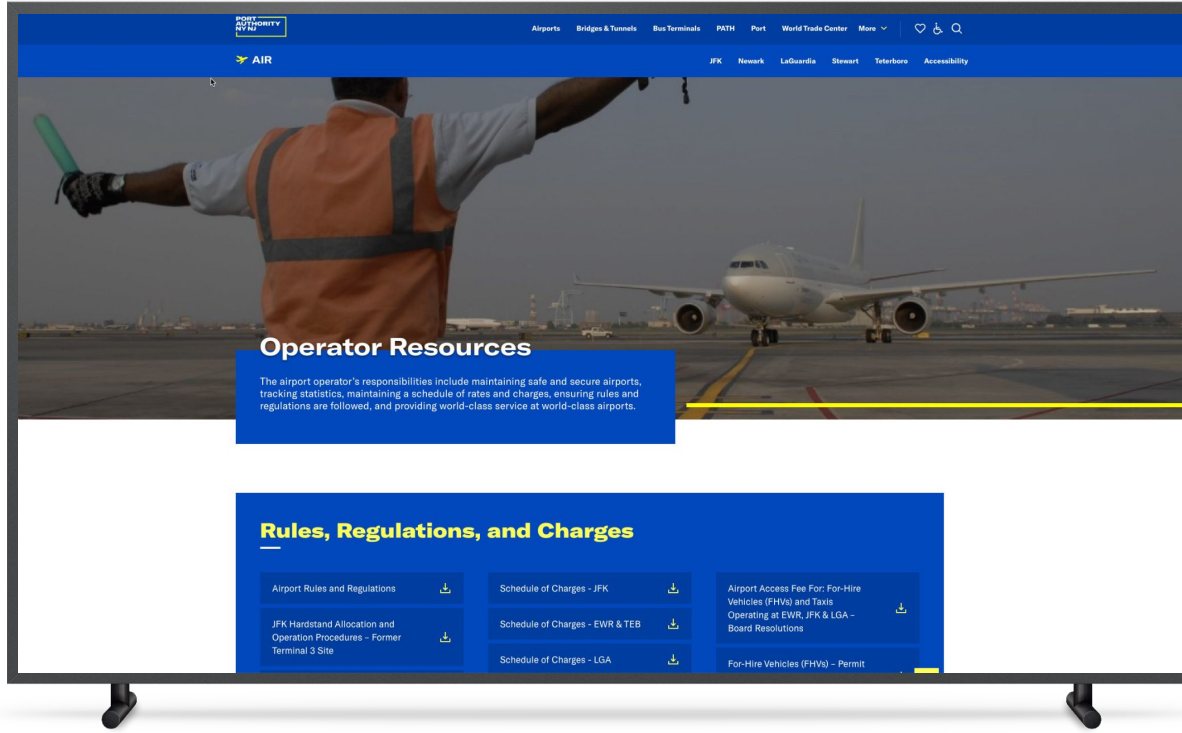
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Log into the Tenant Portal

Requesting Access



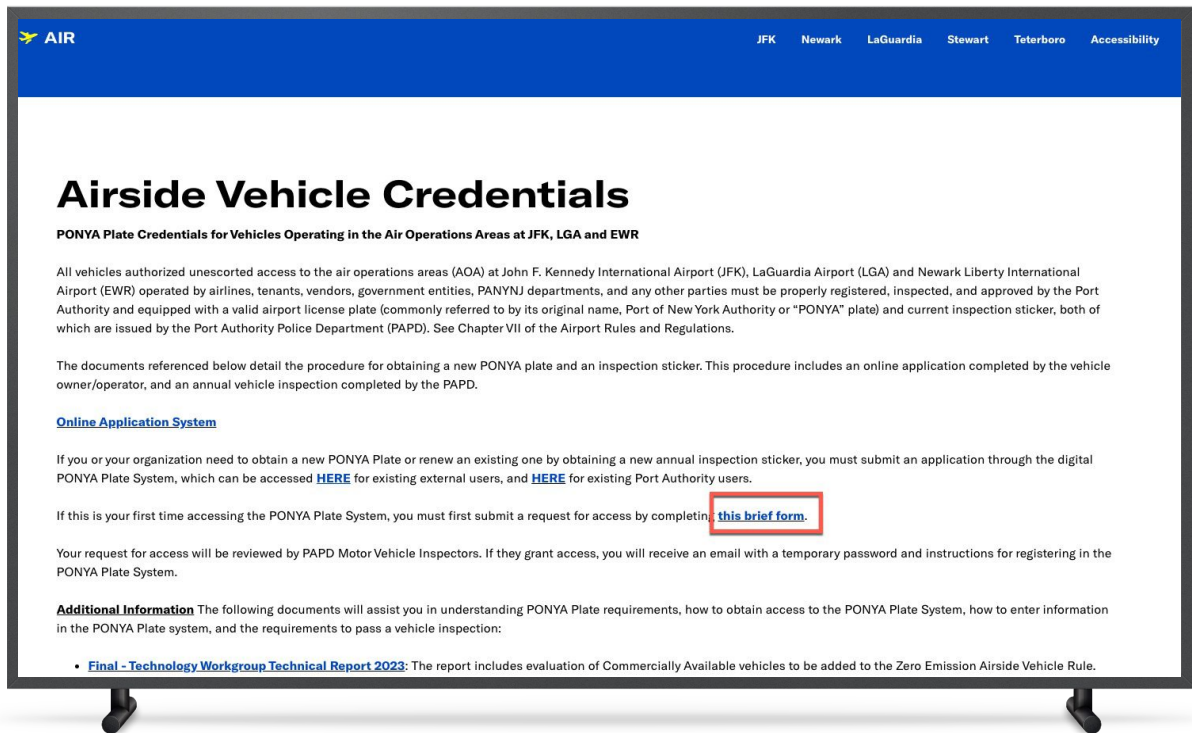
Instructions

- Go to Operator Resource Page:
<https://www.panynj.gov/airports/en/operator-resources.html>
- Scroll down to Airside Vehicle Credentials

Key Points

- You can follow up on your Request for access by emailing:
PAPDSA@PANYNJ.GOV
- You must have a valid tenant profile to register. If your company is new and doesn't have a tenant profile contact the security office at PAPDSA@PANYNJ.GOV for further instructions.

Requesting Access



The screenshot shows the 'Airside Vehicle Credentials' page on the AIR website. The header is blue with the AIR logo and navigation links for JFK, Newark, LaGuardia, Stewart, Teterboro, and Accessibility. The main heading is 'Airside Vehicle Credentials' in large black font. Below it is a subheading 'PONYA Plate Credentials for Vehicles Operating in the Air Operations Areas at JFK, LGA and EWR'. The text explains that all vehicles authorized unescorted access to the air operations areas (AOA) at JFK, LaGuardia, and Newark Liberty International Airport must be properly registered, inspected, and approved by the Port Authority. It mentions that documents referenced below detail the procedure for obtaining a new PONYA plate and an inspection sticker. A link to the 'Online Application System' is provided. The text states that if you or your organization need to obtain a new PONYA Plate or renew an existing one, you must submit an application through the digital PONYA Plate System, which can be accessed [HERE](#) for existing external users, and [HERE](#) for existing Port Authority users. A red box highlights the text 'this brief form.' in the sentence 'If this is your first time accessing the PONYA Plate System, you must first submit a request for access by completing this brief form.' Below this, it states that the request for access will be reviewed by PAPD Motor Vehicle Inspectors, and if granted, you will receive an email with a temporary password and instructions for registering in the PONYA Plate System. An 'Additional Information' section follows, stating that the following documents will assist in understanding PONYA Plate requirements, how to obtain access to the PONYA Plate System, how to enter information in the PONYA Plate system, and the requirements to pass a vehicle inspection: a bullet point links to 'Final - Technology Workgroup Technical Report 2023', stating that the report includes evaluation of Commercially Available vehicles to be added to the Zero Emission Airside Vehicle Rule.

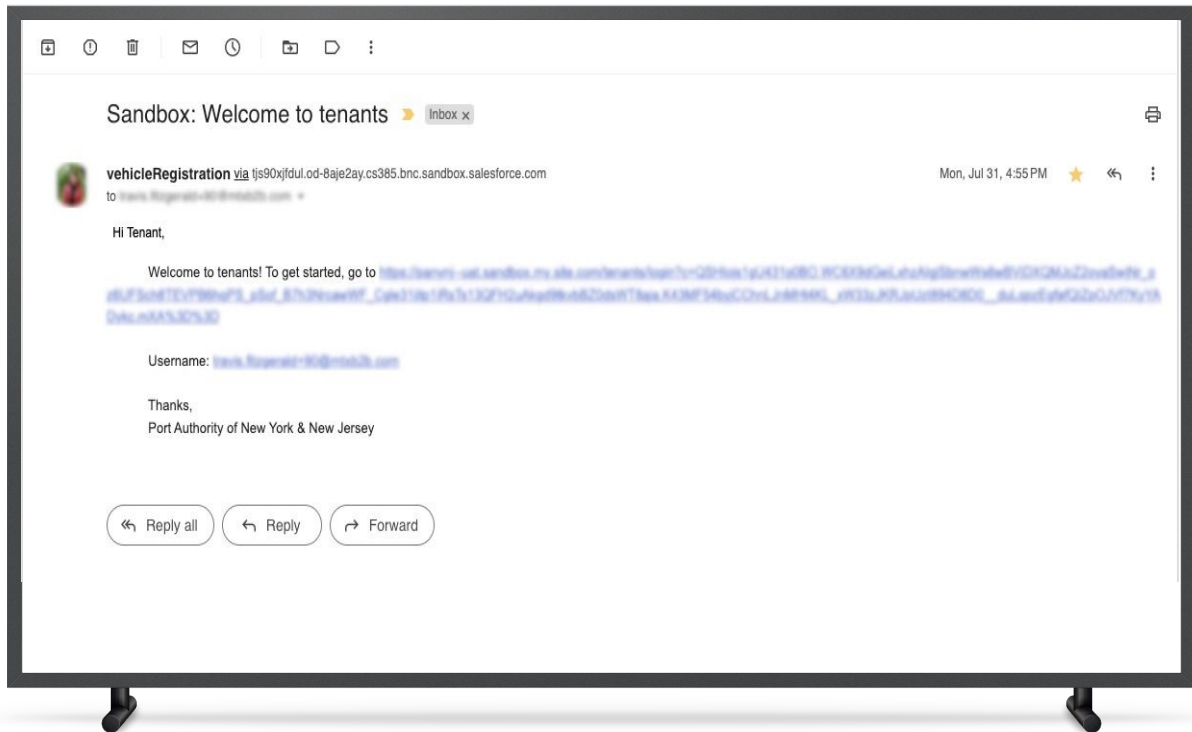
Instructions

- After scrolling to the Airside Vehicle Credentials section locate and Click on “this brief form”
- You will be navigated to the “PONYA System Access Request” and need to complete that form.

Key Points

- You can follow up on your Request for access by emailing: PAPDSA@PANYNJ.GOV
- You must have a valid tenant profile to register. If your company is new and doesn't have a tenant profile contact the security office at PAPDSA@PANYNJ.GOV for further instructions.

Tenant Portal Welcome Email



Instructions

- Once your request for access is accepted you will receive a welcome email.
- Click on the link in the Welcome Email to get started.
- You'll be prompted to enter a new password for your user.
- Enter your new password and press the Change Password.

Key Points

- You will need Salesforce Authenticator App downloaded on your phone to complete the registration.
- Your Username is your email.

Tenant Portal Welcome Email



**PORT
AUTHORITY
NY NJ**

PANYNJ Tenants Login

Please provide us with your ID (your email address)
and password below.

 Email

 Password

Log in

[Forgot your password?](#)

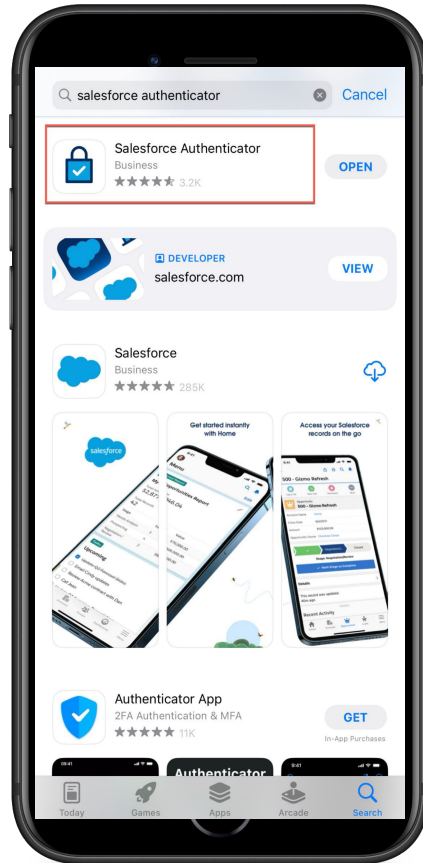
Instructions

- Next you will need to log out of the portal by selecting the log out button on the top right of the screen. You should be navigated back to the portal log in screen.
- You will next need to setup the Authenticator App.

Key Points

-

Installing Authenticator App



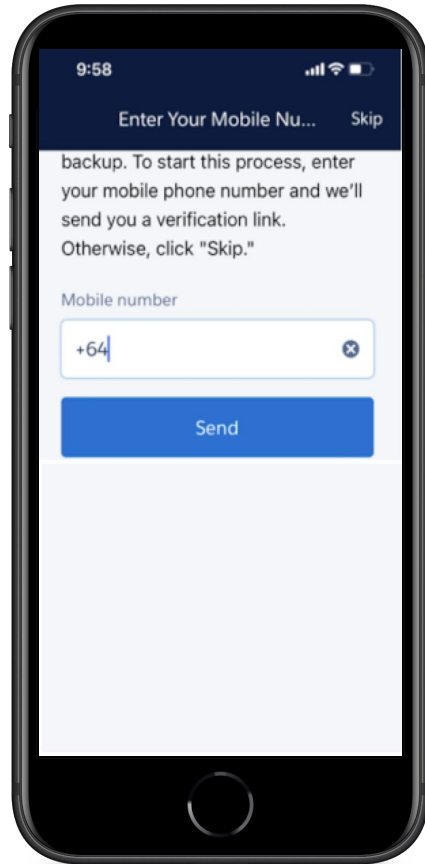
Instructions

- From your Mobile Device in Google Play or the App Store, enter 'Salesforce Authenticator' in the search bar.
- Choose 'Salesforce Authenticator'
- Once downloaded, find the app icon on your phone, and select to open the app.

Key Points

- Make sure you are looking for the right app.
- The icon you should see and the app name is 'Salesforce Authenticator'
- *The Salesforce Authenticator app is free to use.*
- This app is available through both [Google Play](#) (for Android phone users) and the [App Store](#) (for Apple).

Installing Authenticator App

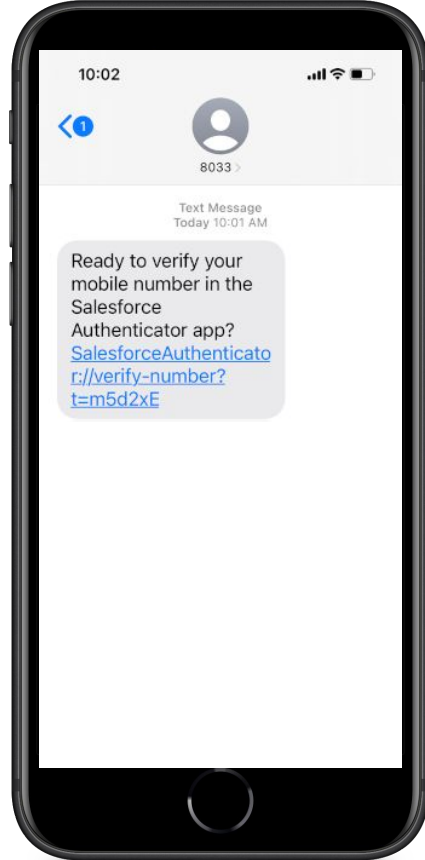


Instructions

- Open the Salesforce Authenticator app on your mobile device.
- If you're opening the app for the first time, you see a tour of the app's features. Take the tour, or go straight to adding your Salesforce account to the app.
- Next you will need to enter your mobile number and hit send

Key Points

Installing Authenticator App

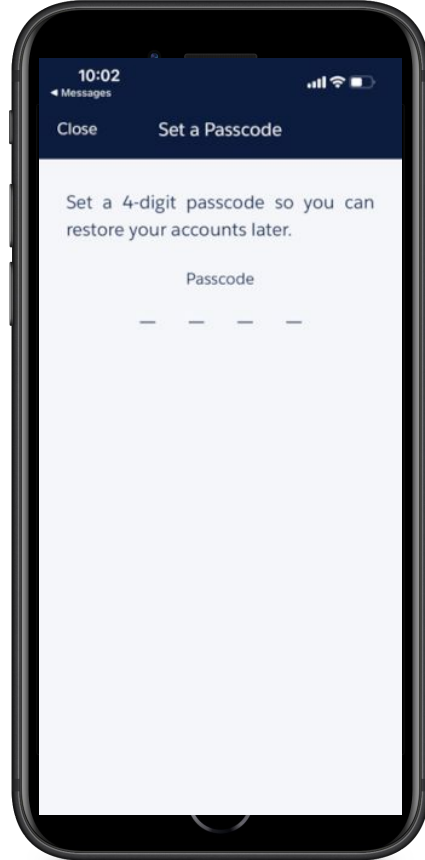


Instructions

- Navigate to your Text Messages
- Now click on the link in the text. This will take you to the 'Set a Passcode' screen

Key Points

Installing Authenticator App

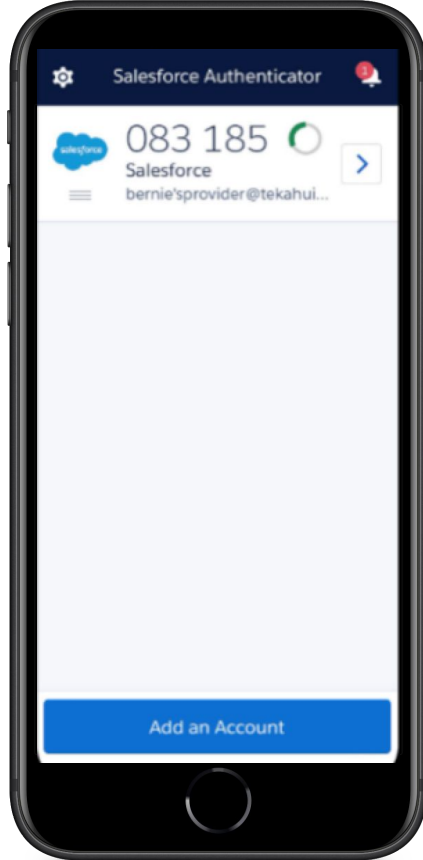


Instructions

- Create your passcode, this can be any 4 digit code.
- Your app is now fully set up and ready to connect to

Key Points

Connect Tenant Portal to Authenticator App



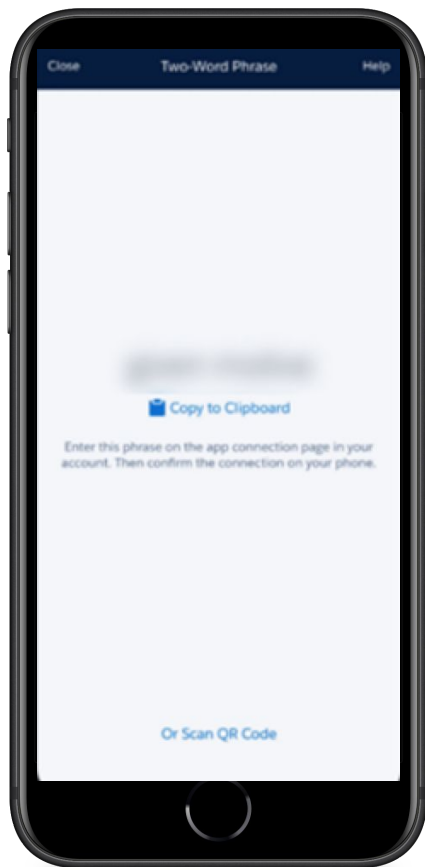
Instructions

- Now go back to the Authenticator App and from the main screen of the app click on the blue button to 'Add an Account'

Key Points

- You would have already need to complete the steps to install the Salesforce Authentication app and synced it to your phone number.

Connect Tenant Portal to Authenticator App



Instructions

- This is the unique two-word phrase that the Authenticator App has generated

Key Points

- You would have already need to complete the steps to install the Salesforce Authentication app and synced it to your phone number.

Connect Tenant Portal to Authenticator App



**PORT AUTHORITY
NY NJ**

PANYNJ Tenants Login

Please provide us with your ID (your email address)
and password below.

 Email

 Password

Log in

[Forgot your password?](#)

Instructions

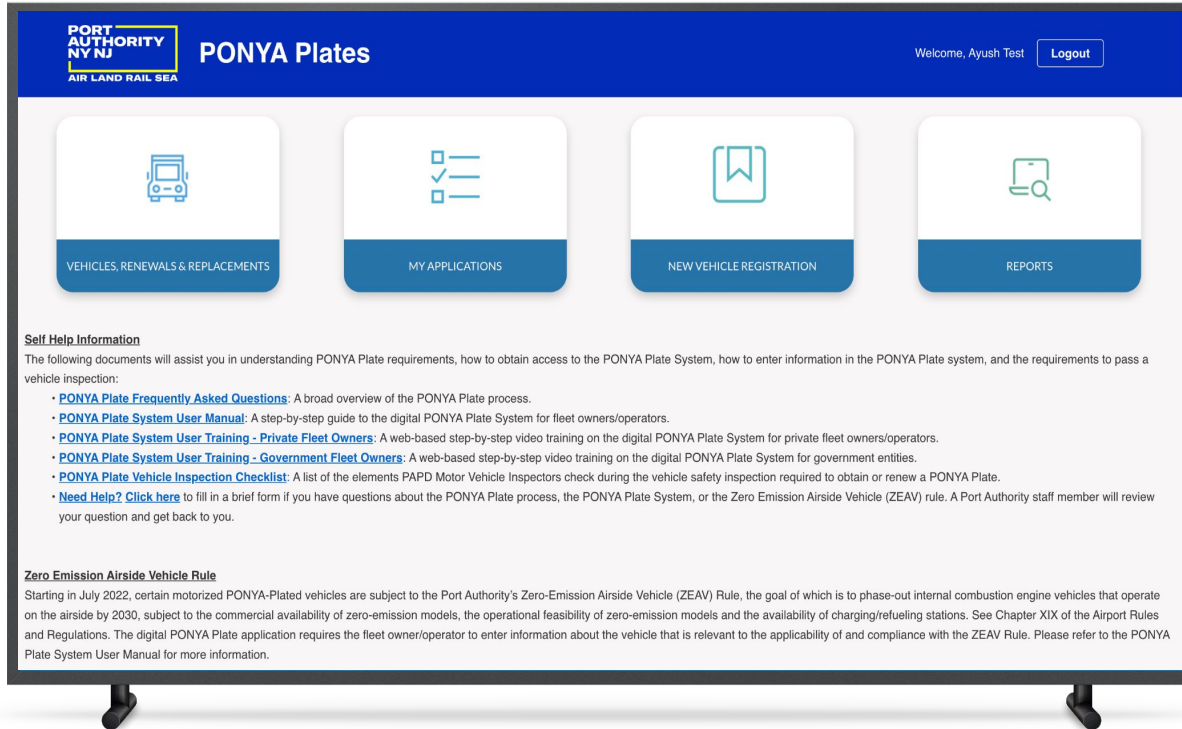
- Open the portal login page and enter your username & password then Click the Login button
- Follow the steps in the Authenticator App pop up screen and use the two-phrase word to complete the login process In your browser window
- Click Connect
- On you mobile device the Authenticator app you see details about the account you're connecting
- To complete the account connection, tap Connect in the app



Key Points

- Your Username can be found in the Welcome Email referenced previously

PONYA Plates Tenant Portal Home Screen



Instructions

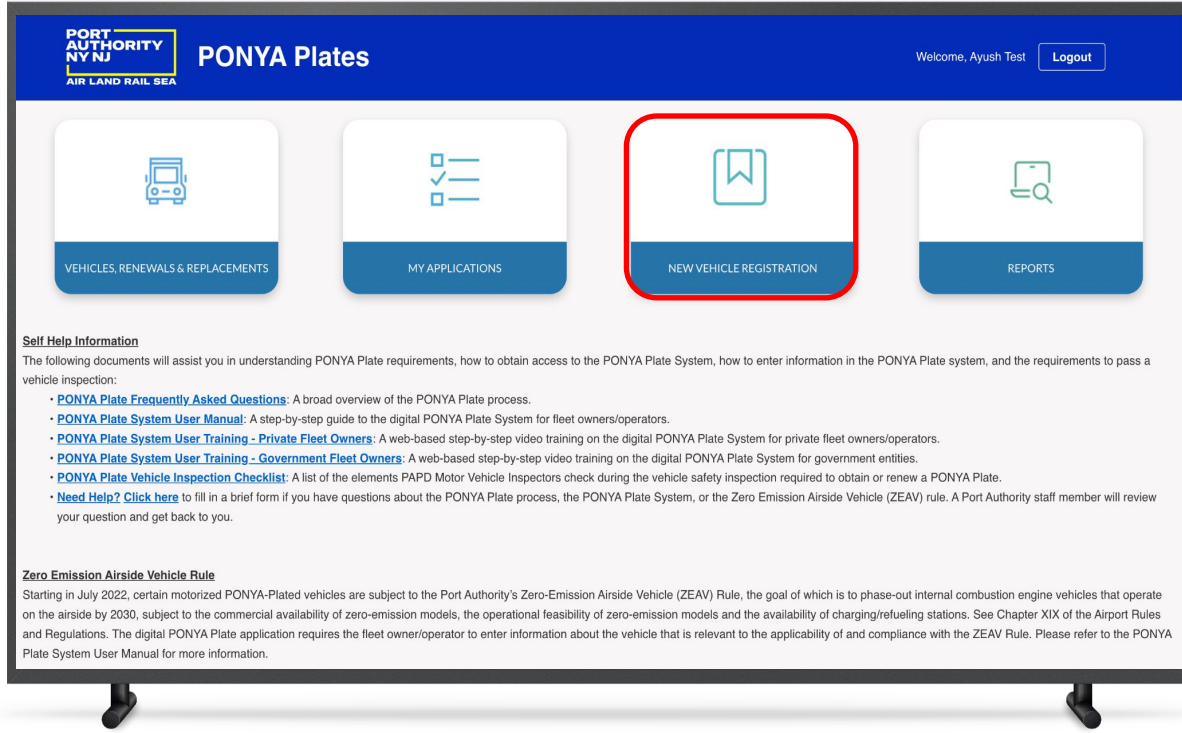
- After completing the authentication logged in the user will be taken to the PONYA Plates Tenant Portal Home Screen

Key Points

- Users can access 4 options from the home page.
 - Vehicles Renewals & Replacements
 - My Applications
 - New Vehicle Registration
 - Reports.
- Self Help Information is displayed at the bottom of the home screen.

Create a New Registration Application

Create a New Registration Application



Instructions

- From the Home Screen click on the New Vehicle Registration Tile
- Once Clicked it will navigate the user to the new registration application screen.

Key Points

Look for this symbol for helpful tips.

 Hover over or click on the symbol to reveal the tip.

Create a New Registration Application Screen 1

Instructions

- Go through the new registration application and complete all of the required fields for applicant and vehicle information
- Depending on your answers to the questions on the new application form other questions may become available to answer.
- Once all questions have been answered move on to page 2 by pressing **Next**.

Key Points

- Depending on your answers the system will determine if your vehicle registration is Eligible or Not Eligible. This will happen on submit.
- The Vehicle Type that is selected is very important in the system logic. There is a hyperlink to Appendix A of the manual for vehicle type descriptions.

The screenshot shows a web application for 'PORT AUTHORITY NY NJ AIR LAND RAIL SEA' with the title 'PONY Plates'. The user is 'Ayush Test' and is logged in. The application is titled 'Applicant and Vehicle Information'. The 'Steps' sidebar shows the current step is 'Applicant and Vehicle Information', followed by 'Engine Information', 'Attestation', and 'Confirmation'. The main form contains the following fields and questions:

- Name of Individual Completing the Application (First and Last Name):** Ayush Test
- Application Number:** VRN-280
- *Facility:** Select Facility (dropdown menu)
- *FleetOwner/Operator:** Acc1 (dropdown menu)
- Is the Fleet Owner/Operator a Government Entity?** (checkbox)
- Vehicle Registration:**
 - *Is the vehicle new (not used)?** Yes (radio button) No (radio button)
 - *Number of Engines/Motors:** (dropdown menu)
 - *Will this vehicle replace an existing vehicle in your fleet that operates at the airport?** Yes (radio button) No (radio button)
 - *VIN or Serial # of the vehicle to be registered:** (text input field)
 - *Fleet Owner/Operator's vehicle #:** (text input field)
 - *Government Issued License Plate:** (text input field)
 - *Government Issued Plate #:** (text input field)

Create a New Registration Application Screen 1

cont...

com/tenants/s/apply-for-vehicle-registration?vrid=a2YOD000000066A2AQ

Welcome, Calder Orr Logout

Vehicle Registration

* Is the Vehicle New (Not Used)?
☐ Yes ☐ No

* Number of Engines/Motor
0

* Will this vehicle replace an existing vehicle in your fleet that operates at the airport?
☐ Yes ☐ No

* VIN or Serial # of the vehicle to be registered
☐ VIN ☐ Serial #

* Vehicle # assigned by the fleet owner/operator * Government Issued License Plate * Government Issued Plate #

[See Appendix A for vehicle type descriptions](#)

Vehicle Type

- AIRCRAFT AIR CONDITIONER (HEATER OR COOLER)
- AIRCRAFT BRAKE HOIST
- AIRCRAFT JACK
- AIRSTART UNIT
- CART (AIR CONDITIONING, HEATER OR COOLER)
- LIFT (HANDICAP WHEELCHAIR)
- PASSENGER STAIRS
- STAIRS (AIRCRAFT)
- STAIRS (CREW)

Exit Application Next

Instructions

- When typing in or selecting fields some list like "Vehicle Type" are controlled. Type in the field to narrow down your selection.

Key Points

- Use the hyperlink to Appendix A for help determining vehicle type.

Create a New Registration Application Screen 2

The screenshot shows a web application for 'PORT AUTHORITY NY NJ PONYA Plates'. The header is blue with the logo and 'AIR LAND RAIL SEA' text. A user is logged in as 'Ayush Test' with a 'Logout' button. The main content area is titled 'Engine Information' and shows a progress bar with four steps: 'Applicant and Vehicle Information' (completed), 'Engine Information' (current), 'Attestation', and 'Confirmation'. The 'Engine Information' section asks for 'Engine #1 (the sole engine on which or the one that propels the vehicle)' and includes a dropdown menu for 'Fuel Type' with 'Diesel' selected. 'Previous' and 'Next' buttons are at the bottom right.

PORT AUTHORITY NY NJ PONYA Plates
AIR LAND RAIL SEA

Welcome, Ayush Test Logout

Steps

- ✓ Applicant and Vehicle Information
- Engine Information
- Attestation
- Confirmation

Engine Information

Engine #1 (the sole engine on which or the one that propels the vehicle)

* Fuel Type

Diesel

Previous Next

Instructions

- Answer the Fuel Type question and press **Next**

Key Points

- Vehicles can have 0, 1, or 2 engines. If vehicle has 0 engines they will not be required to answer this Fuel Type question.
- You will be required to complete the Fuel Type for each engine.

Create a New Registration Application Screen 3

The screenshot shows a web application interface for 'PONY Plates' (PORT AUTHORITY NY NJ). The header is blue with the logo and 'Welcome, Ayush Test' with a 'Logout' button. A left sidebar lists steps: 'Applicant and Vehicle Information', 'Engine Information', 'Zero Emissions Airside Vehicle Rule' (active), 'Attestation', and 'Confirmation'. The main content area is titled 'Zero Emissions Airside Vehicle Rule' and contains three questions with radio button options:

- Is the vehicle new (not used)?
☒ Yes ☐ No
- * Is there charging/refueling infrastructure for zero-emission models?
☒ Yes ☐ No
- * Is a zero-emission model operationally feasible for the intended application?
☐ Yes ☒ No

Below the questions is a text input field with the label '* Explain why the zero-emissions model is not operationally feasible for the intended application'. At the bottom are buttons for 'Save', 'Exit Application', 'Previous', and 'Next'.

Instructions

- Depending on the answers you gave prior you may see the Zero Emissions Airside Vehicle Rule screen.
- Answer the questions and then press **Next**.

Key Points

- System will pre-populate the "Is the vehicle new (not used)?" answer that you provided on the initial application screen.
- For Technical Guidance on the Zero Emission Airside Vehicle Rule consult the Airport Rules and Regulations and the PONY Plate System User Manual linked on the homescreen

Create a New Registration Application Screen 4

The screenshot shows a web application for "PONYA Plates" by the "PORT AUTHORITY NY NJ". The header is blue with the logo and text "AIR LAND RAIL SEA". A welcome message "Welcome, Parul Singh/Tenant" and a "Logout" button are in the top right. On the left, a "Steps" sidebar shows four steps: "Applicant and Vehicle Information", "Engine Information", "Attestation" (current step, highlighted with a blue circle), and "Confirmation". The main content area is titled "Attestation" and contains a certification statement with an unchecked checkbox. Below this are four input fields: "Name" (empty), "Certify Name" (filled with "Parul Singh/Tenant"), "Certify Affiliation" (filled with "JFK PAPD"), and "Certify Date" (filled with "06-20-2023" and a calendar icon). At the bottom are "Cancel", "Previous", and "Submit" buttons.

PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

PONYA Plates

Welcome, Parul Singh/Tenant [Logout](#)

Steps

- Applicant and Vehicle Information
- Engine Information
- Attestation**
- Confirmation

Attestation

☐ I certify that all the information I have provided, and all of the statements made, in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that I may be punished by imprisonment, a fine or both, for a knowing and willful false statement under Title 18, U.S.C. Section 1001, or applicable state law. I certify that I am duly authorized to sign this application on behalf of the Applicant

Name

Certify Name

Certify Affiliation

Certify Date

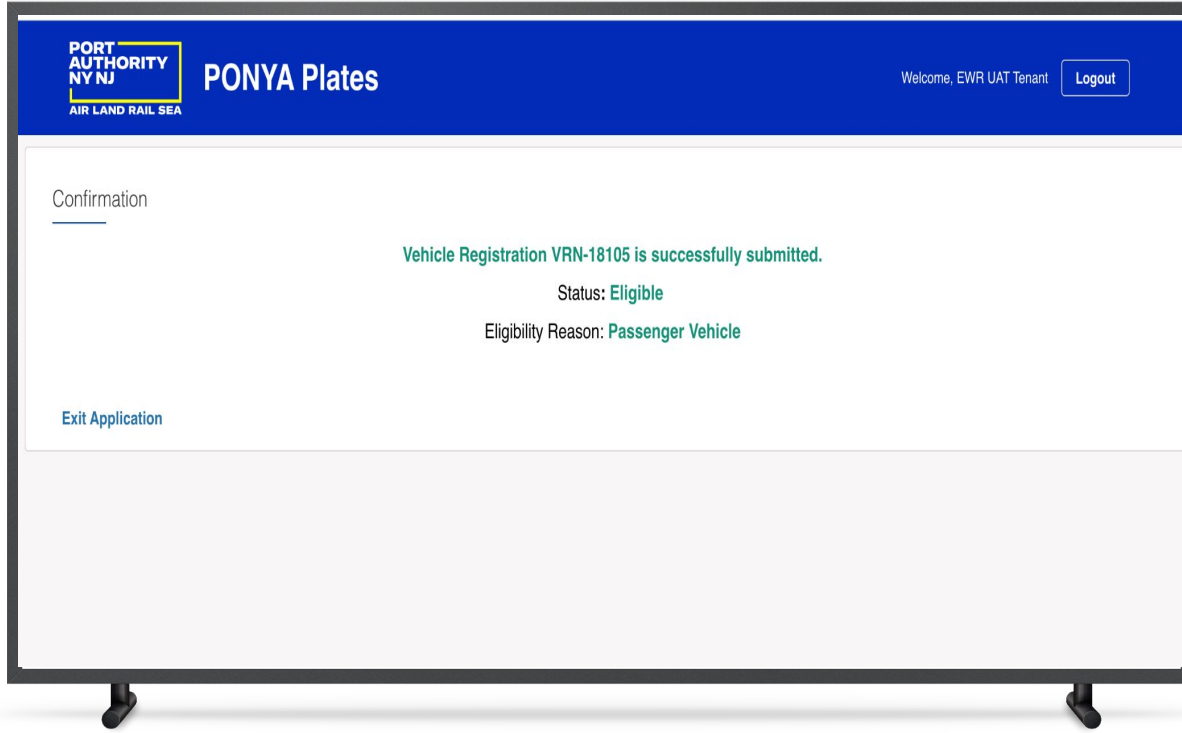
[Cancel](#) [Previous](#) [Submit](#)

Instructions

- **Next** the user will complete the Attestation by selecting the I certify check box & typing their name in the Name field.
- Once that is completed press submit to submit your new vehicle registration application.

Key Points

Create a New Registration Application Screen 5



Instructions

- The final page is for the user to view a confirmation that their application has been successfully submitted.
- Press Cancel to leave the screen and return to the home page.

Key Points

- It will show the Status of the application.
- It will also show an eligibility reason
- The VRN # will also be displayed

Create a Renewal Application

Vehicle Application Submission Email

Hello,

Your vehicle registration application (VRN-386) is ELIGIBLE to proceed to the next step in the registration process. The Port Authority will contact you by email regarding next steps.

Please access the application status at the following link [Vehicle Registration](#)

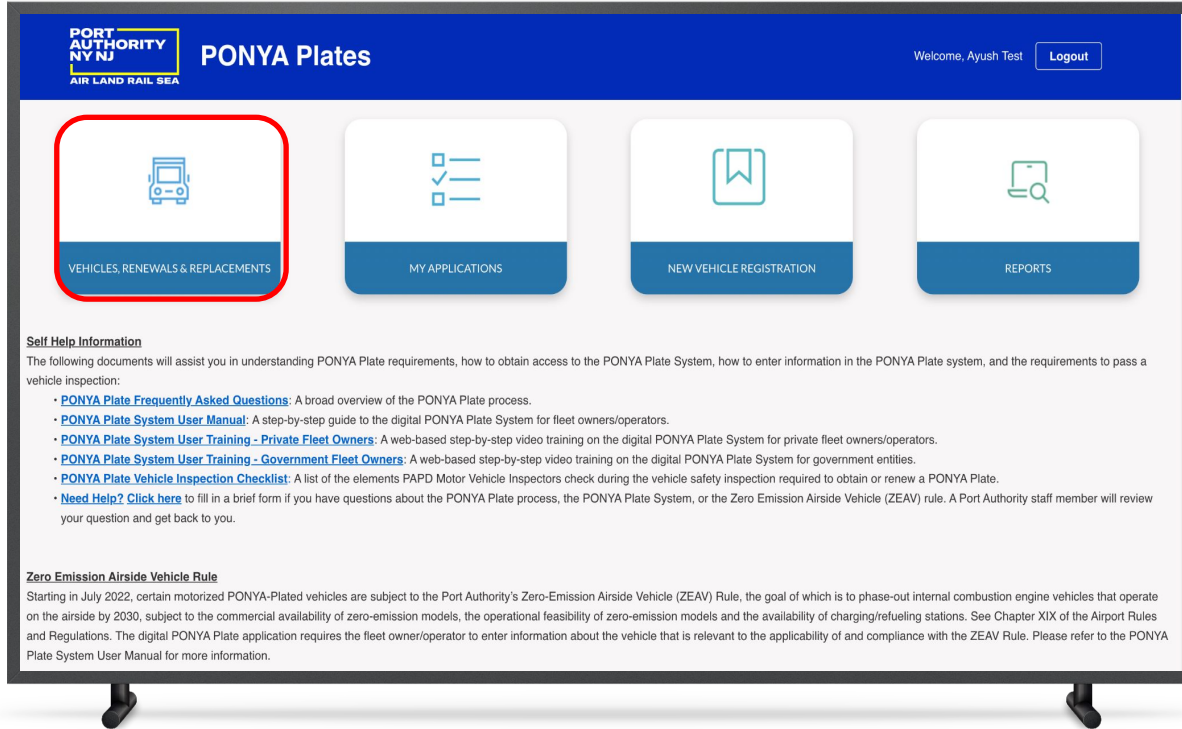
Instructions

- Regardless of Eligibility you will get an email notification.
- The status will be listed in the email as well as in your MY Applications list on the dashboard
- **This means the application is being reviewed by the MVI office and you will receive an email for next steps.**

Key Points

- Subject: Port Authority Application Status - VRN-386 Inspection Passed
- Sender: MVI/MVA Agent
- If it has been more than a week for an eligible application, you can check status online to make sure you didn't miss the email notice or contact your MVI office.

Create a Renewal Registration Application



Instructions

- From the Home Screen click on Vehicles, Renewals, & Replacement tile
- Once Clicked it will navigate the user to the Vehicles, Renewals, & Replacement screen.

Key Points

Create a Renewal Registration Application Screen 1

PORT
AUTHORITY
NY NJ
AIR LAND RAIL SEA

PONYA Plates

Welcome, Ayush Test

Logout



HOME



MY APPLICATIONS



NEW REGISTRATION



REPORTS

From Date

To Date

Facility

All Facilities

Company

All companies

SELECT RENEWALS	PONYA PLATE	FACILITY	EXPIRES	COMPANY NAME	STICKER	CO. VEH #	VEHICLE TYPE	REPLACE PLATE
☐	A00016	EWR		MSWT Airlines	0424N10007	Hello	CAR (ARMORED)	
☐	B34221	EWR		MSWT Airlines	0923N00774		CAR (SEDAN)	
☐	A00019	EWR	7/14/2024	MSWT Airlines	25M	546lgh	TRACTOR (BAGGAGE)	
☐		EWR	7/20/2023	MSWT Airlines				
☐								

Instructions

- A list of vehicles that can be renewed will be displayed.

Key Points

- Use the filters to narrow down the list of vehicles displayed.

Create a Renewal Registration Application Screen 2

PORT
AUTHORITY
NY NJ
AIR LAND RAIL SEA

PONYA Plates

Welcome, Ayush Test

Logout



HOME



MY APPLICATIONS



NEW REGISTRATION



REPORTS

From Date

To Date

Facility

All Facilities

Company

All companies

SELECT RENEWALS	PONYA PLATE	FACILITY	EXPIRES	COMPANY NAME	STICKER	CO. VEH #	VEHICLE TYPE	REPLACE PLATE
☐	A00016	EWR		MSWT Airlines	0424N10007	Hello	CAR (ARMORED)	
☐	B34221	EWR		MSWT Airlines	0923N00774		CAR (SEDAN)	
☐	A00019	EWR	7/14/2024	MSWT Airlines	25M	546lgh	TRACTOR (BAGGAGE)	
☐		EWR	7/20/2023	MSWT Airlines				
☐								

Instructions

- This screen will show a list of vehicles that the applicant can select for renewals.
- To select a vehicle **check the Select Renewal** check box.
- Once they have selected the vehicles they would like to renew they would **click on the Renew Applications button at the bottom left of the screen.**

Key Points

- User can select up to 25 vehicles to select for registration renewals at once.

Create a Renewal Registration Application Screen 2 cont...

	Active	A00143B	JFK	9/17/2023	UAT FAA (GOVT) JFK	1124K00141	489	TRACTOR (BAGGAGE)	🔗
☐	Active	A00144B	JFK	9/18/2023	UAT FAA (GOVT) JFK	1124K00142	490	TRACTOR (BAGGAGE)	🔗
☐	Active	A08000B	JFK	9/19/2023	UAT FAA (GOVT) JFK	1124K00143	491	CAR (SEDAN)	🔗
☐	Active	A08001B	JFK	9/20/2023	UAT FAA (GOVT) JFK	1124K00144	492	CART (GOLF CART)	🔗
☐	Active	A08002B	JFK	9/21/2023	UAT FAA (GOVT) JFK	1124K00145	493	CART (GOLF CART)	🔗
☐	Active	A08003B	JFK	9/22/2023	UAT FAA (GOVT) JFK	1124K00146	494	TRACTOR (BAGGAGE)	🔗
☒	Active	A08004B	JFK	9/23/2023	UAT FAA (GOVT) JFK	1124K00147	495	TRACTOR (BAGGAGE)	🔗
☐	Active	A08005B	JFK	9/24/2023	UAT FAA (GOVT) JFK	1124K00148	496	CAR (SEDAN)	🔗
☐	Active	A00130B	JFK	8/31/2024	UAT FAA (GOVT) JFK	0824K95705	468	CAR (SEDAN)	🔗
☐	Active	A00134B	JFK	8/31/2024	UAT FAA (GOVT) JFK		472	TRACTOR (BAGGAGE)	🔗
☐	Active	A08007B	JFK	8/31/2024	UAT FAA (GOVT) JFK	0824K88788	WBAUEFAFL7AN981988	AIRCRAFT JACK	🔗
☐	Active	A00308B	EWR	8/31/2024	UAT United EWR	0824N87878	WBA3D3C58EK378716	TRUCK (FUEL TANK)	🔗
☐	Active	B00269	EWR	8/31/2024	UAT United EWR	0824N87887	3C6TD4KT2CG780008	VAN (PASSENGER VAN 1-2 PASSENGERS)	🔗
☐	Active	A00314B	EWR	8/31/2024	UAT United EWR	0824N05988	JN1CV6AP1DM363146	TRACTOR (BAGGAGE)	🔗

Renew Applications

Page 1 of 1

Instructions

- Continuation of screen 2 showing the check box selected and the Renew Application button.

Key Points

Create a Renewal Registration Application Screen 3

Instructions

- Once the Renew Applications button has been clicked it will display the vehicles selected in a grid.
- It will prepopulate vehicle information. However, the user is able to review/edit fields as needed. **Click Next**

Key Points

- Editable fields on this screen are:
 - Co. Veh#
 - Vehicle Color
 - Fuel Type
 - Gov License
 - Plate State
 - Model

Manage Renewals

PONYA PLATE	CO. VEH#	VEHICLE TYPE	VEHICLE COLOR	FUEL TYPE	GOV LICENSE	PLATE STATE	MODEL	LEGACY TYPE
PN-0001	8217217042	testvehicletype	Select an Option	Electric		Select an Option	modell	legacy
PN-0001	8217217042	testvehicletype	Select an Option	Electric		Select an Option	modell	legacy
PN-0001	8217217042	testvehicletype	Select an Option	Electric		Select an Option	modell	legacy
PN-0001	8217217042	testvehicletype	Select an Option	Electric		Select an Option	modell	legacy

Next

Cancel

Create a Renewal Registration Application Screen 4

Manage Renewals

PONYA PLATE	CO. VEH#	VEHICLE TYPE	EMERGENCY RESPONSE? ⓘ	PEAK TIME? ⓘ	AERONAUTICAL OPERATIONS? ⓘ	SNOW REMOVAL ⓘ	HP ⓘ
X012491	82172170570	LOADER (BELT LOADER)	No	No	No	No	No
X012492	82172170571	LOADER (BELT LOADER)	No	No	No	No	No
X012493	82172170572	LOADER (BELT LOADER)	No	No	No	No	No
X012496	82172170575	LOADER (BELT LOADER)	No	No	No	No	No

Back

Next

Cancel

Renew Applications

Instructions

- Once the Next button has been clicked it will display the vehicles selected in another grid
- It will prepopulate vehicle information. However, the user is able to review/edit fields as needed.

Key Points

- Editable fields on this screen are:
 - Co. Veh#
 - 6 Eligibility Questions
 - Engine Year
- Hover over or click the information symbol for explanatory text.

Create a Renewal Registration Application Screen 5

Manage Renewals

PONYA PLATE	* CO. VEH#	* VEHICLE TYPE	* ENGINE TYPE	* USEPA ¹	* USEPA TIER ¹
X012491	82172170570	LOADER (BELT LOADER)	Select	Select	Select
X012493	82172170572	LOADER (BELT LOADER)	Select	Select	Select

Back

Next

Cancel

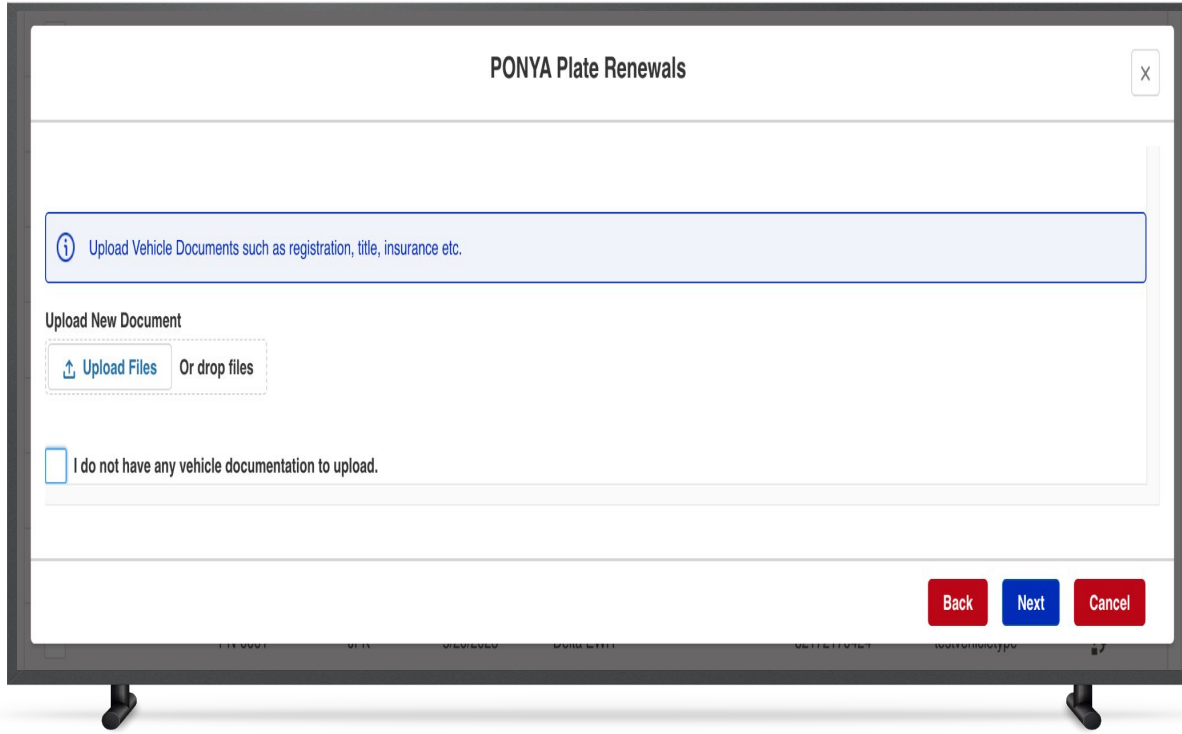
Instructions

- Once the Next button has been clicked it will display the vehicles selected in a grid that still require additional information.
- It will prepopulate vehicle information. However, the user is able to review/edit fields as needed.

Key Points

- Editable fields on this screen are:
 - Co. Veh#
 - Engine Type
 - USEPA
 - USEPA Tier

Create a Renewal Registration Application Screen 6



The screenshot shows a web application window titled "PONYA Plate Renewals" with a close button (X) in the top right corner. Below the title bar, there is a light blue informational box with an information icon (i) and the text "Upload Vehicle Documents such as registration, title, insurance etc." Below this box, the text "Upload New Document" is displayed. Underneath, there is a dashed border containing an "Upload Files" button with an upward arrow icon and the text "Or drop files". Below this upload area, there is a checkbox followed by the text "I do not have any vehicle documentation to upload." At the bottom right of the application window, there are three buttons: "Back" (red), "Next" (blue), and "Cancel" (red).

Instructions

- Next the user would be able to upload any documentation.
- If they do not have any documents to upload the user will select the checkbox and **click the next button**.

Key Points

- If you are unsure if you need to upload documents it is recommended to contact the MVI Office at your airport for clarification.

Create a Renewal Registration Application Screen 7

Manage Renewals

X

PONYA PLATE	CO. VEH#	ELIGIBILITY
PN-0001	82172170424	Vehicle is Eligible for Registration
PN-0001	82172170424	Vehicle is Eligible for Registration
PN-0001	82172170424	Vehicle is Eligible for Registration
PN-0001	82172170424	Vehicle is Eligible for Registration

Back

Submit

Instructions

- Next the user will see a screen that lists the applications that they would like to submit.
- The list will display if the applications are Eligible for registration.
- The user can go back or if they are ready they can submit all of the eligible renewal applications.



Key Points

- If a vehicle is deemed ineligible and you would like clarification on the status messaging reachout to Zero-Emission Airside Vehicle coordinator at zeGSE@panynj.gov

Vehicle Application Submission Email



Instructions

- Regardless of Eligibility you will get an email notification.
- The status will be listed in the email as well as in your MY Applications list on the dashboard
- **This means the application is being reviewed by the MVI office and you will receive an email for next steps.**

Key Points

- Subject: Port Authority Application Status - VRN-386 Inspection Passed
- Sender: MVI/MVA Agent
- If it has been more than a week for an eligible application, you can check status online to make sure you didn't miss the email notice or contact your MVI office.

Create a Replacement Application

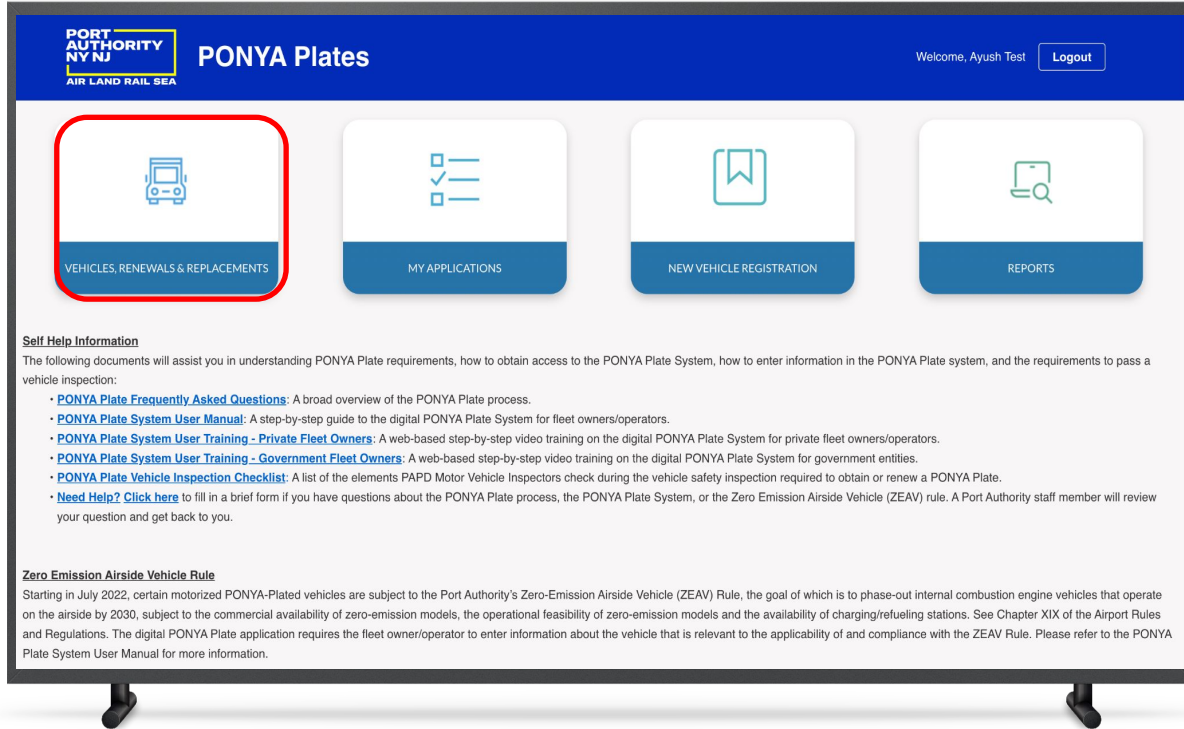
Create a Replacement Registration Application

Instructions

- From the Home Screen click on Vehicles, Renewals, & Replacement tile
- Once Clicked it will navigate the user to the Vehicles, Renewals, & Replacement screen.

Key Points

- This is the same area used for Renewals



Create a Replacement Application Screen 1

PORT
AUTHORITY
NY NJ
L
AIR LAND RAIL SEA

PONYA Plates

Welcome, Ayush Test

Logout



HOME



MY APPLICATIONS



NEW REGISTRATION



REPORTS

From Date

To Date

Facility

All Facilities

Company

All companies

SELECT RENEWALS	PONYA PLATE	FACILITY	EXPIRES	COMPANY NAME	STICKER	CO. VEH #	VEHICLE TYPE	REPLACE PLATE
☐	A00016	EWR		MSWT Airlines	0424N10007	Hello	CAR (ARMORED)	
☐	B34221	EWR		MSWT Airlines	0923N00774		CAR (SEDAN)	
☐	A00019	EWR	7/14/2024	MSWT Airlines	25M	546lgh	TRACTOR (BAGGAGE)	
☐		EWR	7/20/2023	MSWT Airlines				
☐	B34221	EWR	7/20/2023	MSWT Airlines	0923N00774	546lgh	TRACTOR (BAGGAGE)	

Instructions

- A list of vehicles that can be selected for replacement or renewal will be displayed.

Key Points

- Use the filters to narrow down the list of vehicles displayed.

Create a Replacement Application Screen 2

PORT
AUTHORITY
NY NJ

AIR LAND RAIL SEA

PONYA Plates

Welcome, Ayush Test [Logout](#)


HOME


MY APPLICATIONS


NEW REGISTRATION


REPORTS

From Date

To Date

Facility
All Facilities

Company
All companies

SELECT RENEWALS	PONYA PLATE	FACILITY	EXPIRES	COMPANY NAME	STICKER	CO. VEH #	VEHICLE TYPE	REPLACE PLATE
☐	A00016	EWR		MSWT Airlines	0424N10007	Hello	CAR (ARMORED)	
☐	B34221	EWR		MSWT Airlines	0923N00774		CAR (SEDAN)	
☐	A00019	EWR	7/14/2024	MSWT Airlines	25M	546lgh	TRACTOR (BAGGAGE)	
☐		EWR	7/20/2023	MSWT Airlines				

Instructions

- **Select the icon** in the Replace Plate column for the vehicle that needs replacement.
- The replacement screen will pop up.



Key Points

- Replacements can only be done one at a time.

Create a Replacement Application Screen 3

Instructions

- Review and complete the required fields on the replacement screen. The user will need to **add a replacement reason**
- If you do not have any documents to upload select checkbox that you do not have anything to upload.
- Once all required fields have been complete **click Next**

Key Points

PONYA Plate Replacement

From Date:

Company: All companies

Vehicle Type: testvehicletype

Vehicle Color: Select an Option

Model: modell

Fuel Type: Electric

Legacy Type: legacy

Replacement Reason:

Upload Vehicle Documents such as registration, title, insurance etc.

Upload New Document

Or drop files

☐ I do not have any vehicle documentation to upload.

Create a Replacement Application Screen 4

PONYA Plate Replacement

PONYA Plate
PN-0001

*** Co. Vehicle #**
82172170424

*** Is The Vehicle Dedicated to Emergency Response?**
No

*** Will the vehicle be used only during peak periods of operation when existing equipment cannot accommodate operations?**
No

*** Do you expect that the vehicle will be used in the aeronautical operations area (air-side) less than 200 hours in a 12-month period?**
No

*** Is this vehicle used for snow removal?**
No

*** Is the engine less than 25 HP (less than 19 kilowatts)?**
No

*** Is this vehicle subject to a lease with an expiration effective date earlier than August 1**

Submit **Back**

Instructions

- The applicant and vehicle information should prepopulate. Go through the replacement registration application fields and verify/edit fields as needed.
- Once all questions are completed **click the submit button.**

Key Points

Create a Replacement Application



Instructions

- Once submitted you will be navigated back to the Vehicles, Renewals, and Replacements.
- There should be a notification on the top of the screen.

Key Points

- You should be able to see the VRN#, See if your Application Status is Eligible or Ineligible, and the Status Reason.
- If you miss the pop-up navigate back to the **Home screen** then click **My Applications** which will show all your applications.

Vehicle Application Submission Email



Hello,

Your vehicle registration application (VRN-487) is ELIGIBLE to proceed to the next step in the registration process. The Port Authority will contact you by email regarding next steps.

Please access the application status at the following link [Vehicle Registration](#)

Instructions

- Regardless of Eligibility you will get an email notification.
- The status will be listed in the email as well as in your MY Applications list on the dashboard
- **This means the application is being reviewed by the MVI office and you will receive an email for next steps.**

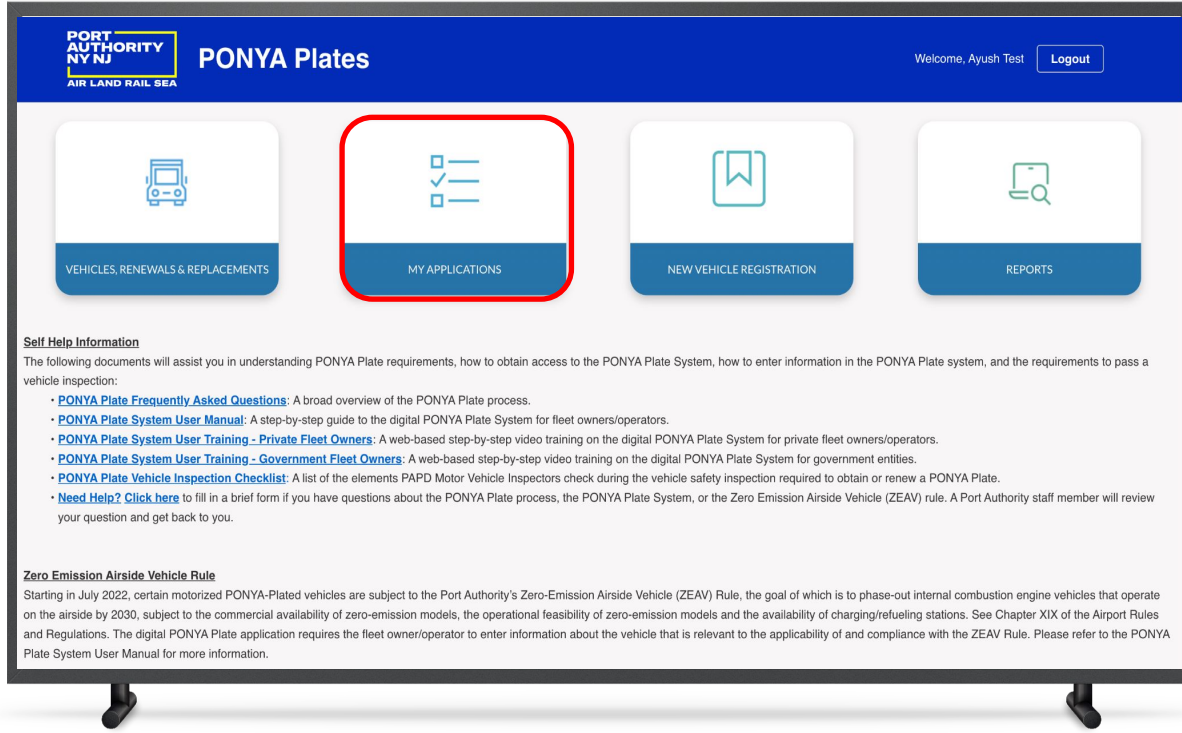


Key Points

- Subject: Port Authority Application Status - VRN-487 Eligible
- Sender: MVI/MVA Agent
- If it has been more than a week for an eligible application, you can check status online to make sure you didn't miss the email notice or contact your MVI office.

List View/Reports

View a List of Applications by Status



**PORT AUTHORITY
NY NJ**
AIR LAND RAIL SEA

PONYA Plates

Welcome, Ayush Test [Logout](#)


VEHICLES, RENEWALS & REPLACEMENTS


MY APPLICATIONS


NEW VEHICLE REGISTRATION


REPORTS

Self Help Information

The following documents will assist you in understanding PONYA Plate requirements, how to obtain access to the PONYA Plate System, how to enter information in the PONYA Plate system, and the requirements to pass a vehicle inspection:

- [PONYA Plate Frequently Asked Questions](#): A broad overview of the PONYA Plate process.
- [PONYA Plate System User Manual](#): A step-by-step guide to the digital PONYA Plate System for fleet owners/operators.
- [PONYA Plate System User Training - Private Fleet Owners](#): A web-based step-by-step video training on the digital PONYA Plate System for private fleet owners/operators.
- [PONYA Plate System User Training - Government Fleet Owners](#): A web-based step-by-step video training on the digital PONYA Plate System for government entities.
- [PONYA Plate Vehicle Inspection Checklist](#): A list of the elements PAPD Motor Vehicle Inspectors check during the vehicle safety inspection required to obtain or renew a PONYA Plate.
- [Need Help? Click here](#) to fill in a brief form if you have questions about the PONYA Plate process, the PONYA Plate System, or the Zero Emission Airside Vehicle (ZEAV) rule. A Port Authority staff member will review your question and get back to you.

Zero Emission Airside Vehicle Rule

Starting in July 2022, certain motorized PONYA-Plated vehicles are subject to the Port Authority's Zero-Emission Airside Vehicle (ZEAV) Rule, the goal of which is to phase-out internal combustion engine vehicles that operate on the airside by 2030, subject to the commercial availability of zero-emission models, the operational feasibility of zero-emission models and the availability of charging/refueling stations. See Chapter XIX of the Airport Rules and Regulations. The digital PONYA Plate application requires the fleet owner/operator to enter information about the vehicle that is relevant to the applicability of and compliance with the ZEAV Rule. Please refer to the PONYA Plate System User Manual for more information.

Instructions

- From the Home Screen **click on the My Applications Tile**
- Once Clicked it will navigate the user to a list of all registration applications

Key Points

List of all Applications by Status

The screenshot displays the PONYA Plates web application. The header includes the Port Authority of NY & NJ logo, the title 'PONYA Plates', a user greeting 'Welcome, Ayush Test', and a 'Logout' button. Below the header are four main navigation tiles: 'HOME' (house icon), 'VEHICLES, RENEWALS & REPLACEMENTS' (bus icon), 'NEW VEHICLE REGISTRATION' (book icon), and 'REPORTS' (magnifying glass icon). Below these tiles are two dropdown menus for 'Status' (set to 'All Status') and 'Company' (set to 'All companies'), along with a checkbox for 'Only Show My Applications'. The main content area features a table with the following data:

VEHICLE REGISTRATION NUMBER	STATUS	ELIGIBILITY REASON	FACILITY	PONYA PLATE NUMBER	COMPANY ASSET NUMBER	COMPANY	VEHICLE MAKE	VEH
VRN-708	Ineligible	Diesel Tier 0,1 or 2	LGA	S012415	82172170494	MSWT Airlines	TR	
VRN-705	Eligible	Non-Diesel Tier 2	EWR	X00003	23	MSWT Airlines	TR	
VRN-707	Eligible	Modern Engine	LGA	S012415	82172170494	MSWT Airlines	TR	
VRN-706	Eligible	Passenger Vehicle	LGA	S12421	123B	MSWT Airlines	AIR	
VRN-704	Assessed	Passenger Vehicle	LGA	S012415	82172170494	MSWT Airlines	TR	

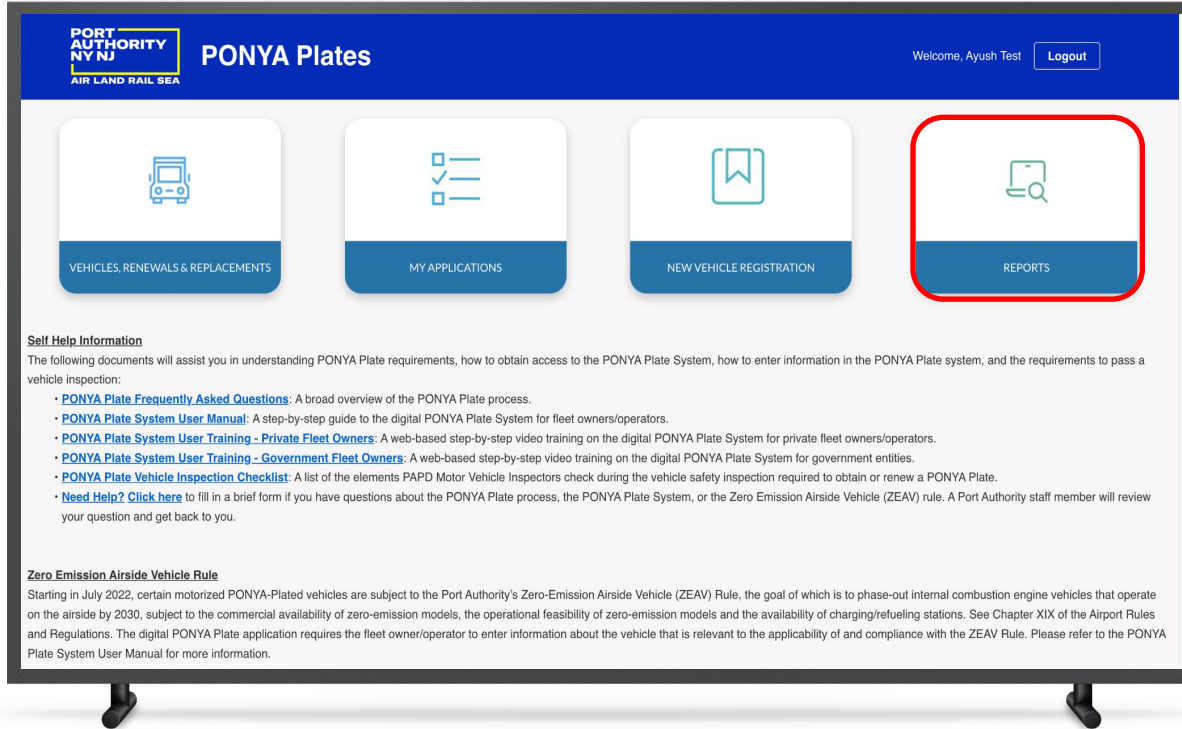
Instructions

- Once the user clicks on the My Applications tile they will be navigated to a list of all of their applications.
- This list will show the applicant all applications and their status.

Key Points

- The User is able to click into a vehicle registration from the list and view additional information.
- If the application is in Draft status then the user will be able to open and edit the application and submit.

Reports

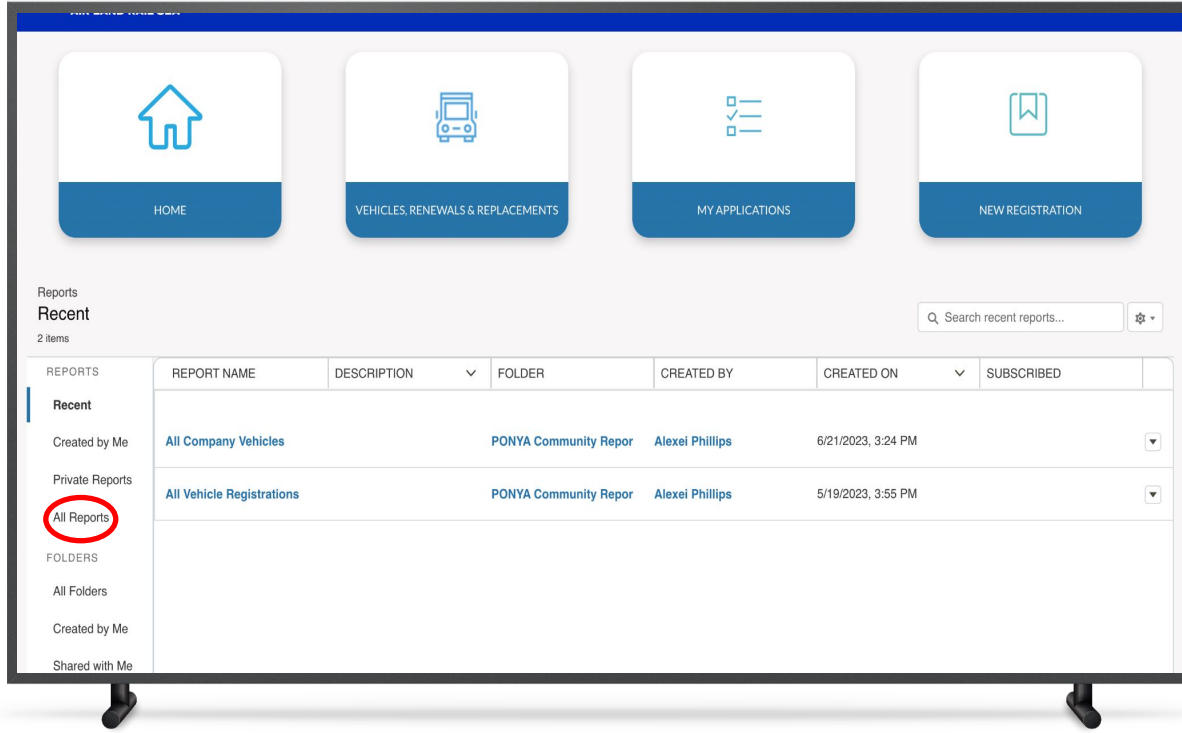


Instructions

- User can select the Reports tile to navigate to any reports the user would like to open

Key Points

Reports

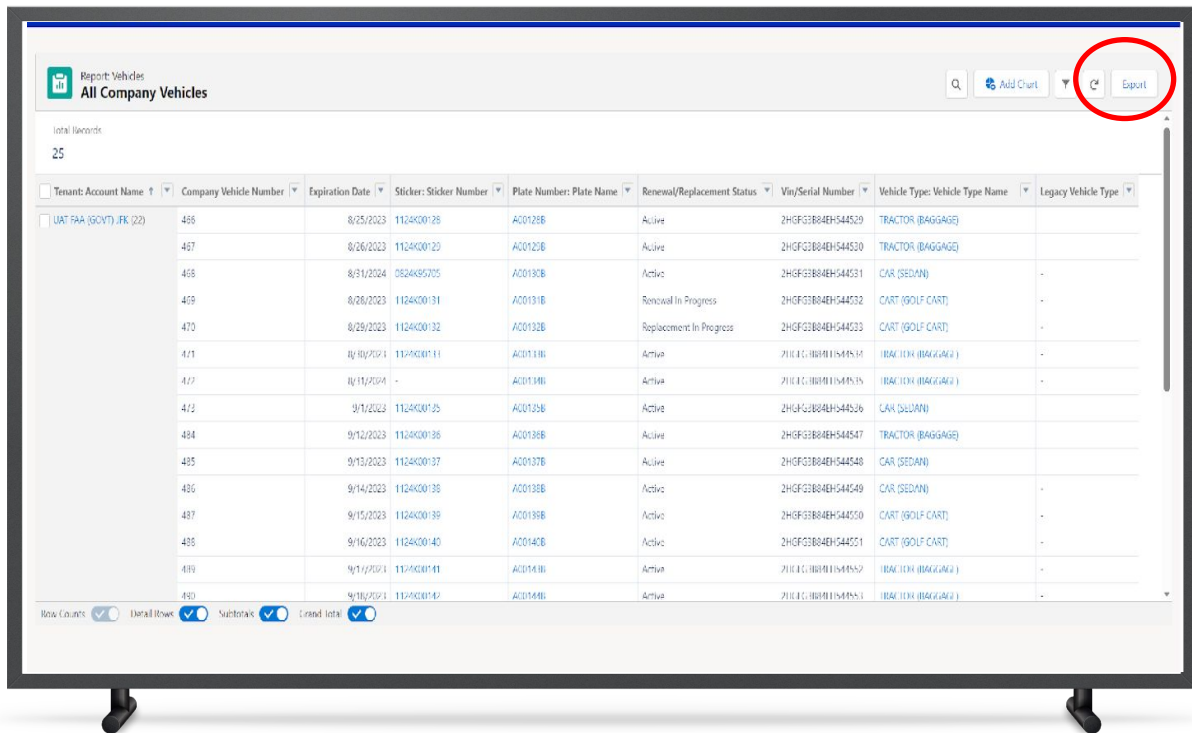


Instructions

- The current Reports available default. Currently you cannot create additional reports.
- Click the All Reports tab to see the available report functions.

Key Points

Example of a Salesforce Report



Report: Vehicles
All Company Vehicles

Total Records
25

Tenant Account Name	Company Vehicle Number	Expiration Date	Sticker: Sticker Number	Plate Number: Plate Name	Renewal/Replacement Status	Vin/Serial Number	Vehicle Type: Vehicle Type Name	Legacy Vehicle Type
UAT FAA (GOVT) JFK (22)	466	8/25/2023	1124K00126	A00126B	Active	2HGFG3B84EH544529	TRACTOR (BAGGAGE)	
	467	8/26/2023	1124K00129	A00129B	Active	2HGFG3B84EH544530	TRACTOR (BAGGAGE)	
	468	8/31/2024	0524K95705	A00130B	Active	2HGFG3B84EH544531	CAR (SEDAN)	-
	469	8/26/2023	1124K00131	A00131B	Renewal In Progress	2HGFG3B84EH544532	CART (GOLF CART)	-
	470	8/26/2023	1124K00132	A00132B	Replacement In Progress	2HGFG3B84EH544533	CART (GOLF CART)	-
	471	8/30/2023	1124K00133	A00133B	Active	2HGFG3B84EH544534	TRACTOR (BAGGAGE)	-
	472	8/30/2023	-	A00134B	Active	2HGFG3B84EH544535	TRACTOR (BAGGAGE)	-
	473	9/1/2023	1124K00135	A00135B	Active	2HGFG3B84EH544536	CAR (SEDAN)	-
	484	9/12/2023	1124K00136	A00136B	Active	2HGFG3B84EH544547	TRACTOR (BAGGAGE)	-
	485	9/13/2023	1124K00137	A00137B	Active	2HGFG3B84EH544548	CAR (SEDAN)	-
	486	9/14/2023	1124K00138	A00138B	Active	2HGFG3B84EH544549	CAR (SEDAN)	-
	487	9/15/2023	1124K00139	A00139B	Active	2HGFG3B84EH544550	CART (GOLF CART)	-
	488	9/16/2023	1124K00140	A00140B	Active	2HGFG3B84EH544551	CART (GOLF CART)	-
	489	9/17/2023	1124K00141	A00141B	Active	2HGFG3B84EH544552	TRACTOR (BAGGAGE)	-
	490	9/18/2023	1124K00142	A00142B	Active	2HGFG3B84EH544553	TRACTOR (BAGGAGE)	-

Row Counts ☒ Detail Rows ☒ Subtotals ☒ Grand Total ☒

Instructions

- Once in the Report you can sort and filter.
- You can export the report to **Excel** using the **Export** button in the top right.

Key Points

- There are different Export options so decide which one works best for your use.

Additional Email Notifications

Vehicle Application is Eligible



Hello,

Your vehicle registration application (VRN-487) is ELIGIBLE to proceed to the next step in the registration process. The Port Authority will contact you by email regarding next steps.

Please access the application status at the following link [Vehicle Registration](#)

Instructions

- Once the vehicle application is submitted and the system determines it is Eligible you will receive this email.



Key Points

Vehicle Application is Ineligible



Hello,

*Your vehicle registration application (VRN-484) was submitted. The vehicle is **INELIGIBLE** for a PONYA Plate registration because the vehicle does not meet the requirements of the Zero-emission Airside Vehicle Rule.*

Used Emmission Vehicle

Please access the application status at the following link [Vehicle Registration](#)

Instructions

- Once the vehicle application is submitted and the system determines it is Ineligible you will receive this email.



Key Points

You will be able to see the reason the vehicle was determined to be Ineligible in the email. In this example the reason it is deemed ineligible was that it is a Used Emission Vehicle.

Vehicle Application is Under Review



Hello,

Your application is under review and your vehicle VRN-485 by Port Authority. Please access the application status at the following link.

[Vehicle Registration](#)

Instructions

- Once the vehicle application is submitted and the system determines it is Under Review then you will receive this email.



Key Points

Your application will be reviewed by Port Authority and you will be given a decision on the application status once the review has been completed.

Application Accepted & Ready For Inspection



Hello,

Your application has been accepted and your vehicle VRN-385 has been cleared for inspection. Please contact the Motor Vehicle Office at your respective facility to schedule an inspection at your convenience:

JFK MVI: (718) 244-4353, MVA: (718) 244-4350

LGA MVI: (718) 533-5671

EWR MVI: (973) 961-6324

Please note that vehicle inspection hours are 6am-4pm at JFK and EWR, and 6am-2pm at LGA. Please access the application status at the following link [Vehicle Registration](#)

Instructions

- Once your eligible application is reviewed and accepted by the MVI office you will get a notice to schedule the inspection.



Key Points

- It should take less than 1 week from application submission to notice for inspection.

Application Rejected



Hello,

Your vehicle VRN-269 has been rejected. The reason why it was rejected was the following:

Missing Documentation

If you have any questions, please contact the Motor Vehicle Office at your respective facility:

JFK MVI: (718) 244-4353, MVA: (718) 244-4350

LGA MVI: (718) 533-5671

EWR MVI: (973) 961-6324

Please access the application status at the following link [Vehicle Registration](#)

Instructions

- Once your eligible application is reviewed and rejected by the MVI. You will need to view the rejection reason and resubmit after fixing the issue.



Key Points

- Common reasons for rejection by MVI review are usually to missing vehicle documents like valid registration or insurance.
- You should be able to see a rejection reason on the email. In this example the rejection reason was "Missing Documentation"

Vehicle Inspection Failed



Hello,

Your vehicle VRN-191 has not passed inspection.

If you have any questions, please contact the Motor Vehicle Office at your respective facility:

JFK MVI: (718) 244-4353, MVA: (718) 244-4350

LGA MVI: (718) 533-5671

EWR MVI: (973) 961-6324

Please access the application status at the following link [Vehicle Registration](#)

Instructions

- Once the inspection is complete and it has failed you will get this email.

Key Points

If your vehicle failed the inspection you will need to reach out to the Motor Vehicle Office at your facility and find out the reason of the failure and fix the issue and resubmit.

You should be able to find the vehicle registration in the portal and resubmit once vehicle issues have been fixed.

Vehicle Inspection Passed



Hello,

The vehicle registration application status is now Inspection Passed for VRN-465 .

Please access the application status at the following link: [Vehicle Registration](#)

Instructions

- Once the inspection is complete and has passed then you will get this email.



Key Points

- Once your vehicle has passed inspection the inspector should have provided the vehicle with the new plate and or registration sticker.

This Concludes the User Guide