



User Guide

PANYNJ: PONYA Plates Tenant Portal

Table of Contents

[1. Log in to the Tenant/Fleet Owner Portal](#)

[2. Create a New Application](#)

[3. Create a Renewal Application](#)

[4. Create a Replacement Application](#)

[5. List Views / Reports](#)

[6. Additional Email Notifications](#)

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
- Click on and fillout "this brief 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.

Operator Resources

The airport operator's responsibilities include maintaining safe and secure airports, tracking statistics, maintaining a schedule of rates and charges, ensuring rules and regulations are followed, and providing world-class service at world-class airports.

Rules, Regulations

Airside Vehicle Credentials

PONYA Plate Credentials for Vehicles Operating in the Air Operations Areas at JFK, LGA and EWR

All vehicles authorized unescorted access to the air operations areas (AOA) at John F. Kennedy International Airport (JFK), LaGuardia International Airport (LGA) and Newark Liberty International Airport (EWR) operated by airlines, tenants, vendors, government entities, PANYNJ departments, and any other parties must be properly registered, inspected, and approved by the Port Authority and equipped with a valid airport license plate (commonly referred to by its original name, Port of New York Authority "PONYA" plate) and current inspection sticker, both of which are issued by the Port Authority Police Department (PAPD). See Chapter VII of the Airport Rules and Regulations.

The documents referenced below detail the procedure for obtaining a new PONYA plate and an inspection sticker. This procedure includes an online application completed by the vehicle owner/operator, and an annual vehicle inspection completed by the PAPD.

Online Application System

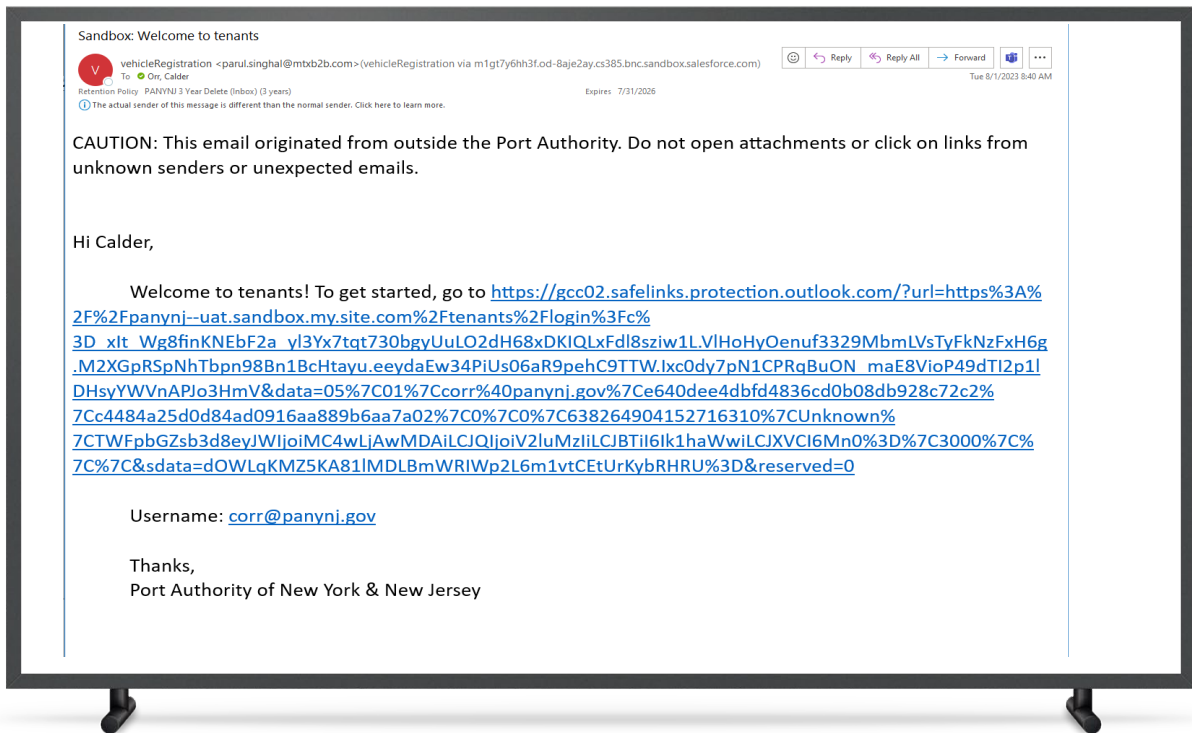
If you or your organization need to obtain a new PONYA Plate or renew an existing one by obtaining a new annual inspection sticker, you must submit an application through the digital PONYA Plate System, which can be accessed [HERE](#) for existing external users, and [HERE](#) for existing Port Authority users.

If this is your first time accessing the PONYA Plate System, you must first submit a request for access by completing [this brief form](#).

Your request for access will be reviewed by PAPD Motor-Vehicle Inspectors. If they grant access, you will receive an email with a temporary password and instructions for registering in the PONYA Plate System.

Additional 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

Email Notifications



Instructions

- Once your request for access is accepted you will receive a welcome email.
- Click the link to get started setting up your account



Key Points

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

Logging into the Tenant Portal



The image shows a large monitor displaying the PANYNJ Tenants Login interface. The background is a dark blue gradient. At the top center is the PANYNJ logo, which consists of the words "PORT AUTHORITY" stacked above "NY NJ", all enclosed within a yellow rectangular border. Below the logo, the text "PANYNJ Tenants Login" is displayed in a white, sans-serif font. Underneath this, a white instruction reads: "Please provide us with your ID (your email address) and password below." There are two white input fields: the first is labeled "Email" with a person icon on the left, and the second is labeled "Password" with a padlock icon on the left. Below these fields is a blue button with the text "Log in" in white. At the bottom left of the screen, there is a link that says "Forgot your password?" in white text.

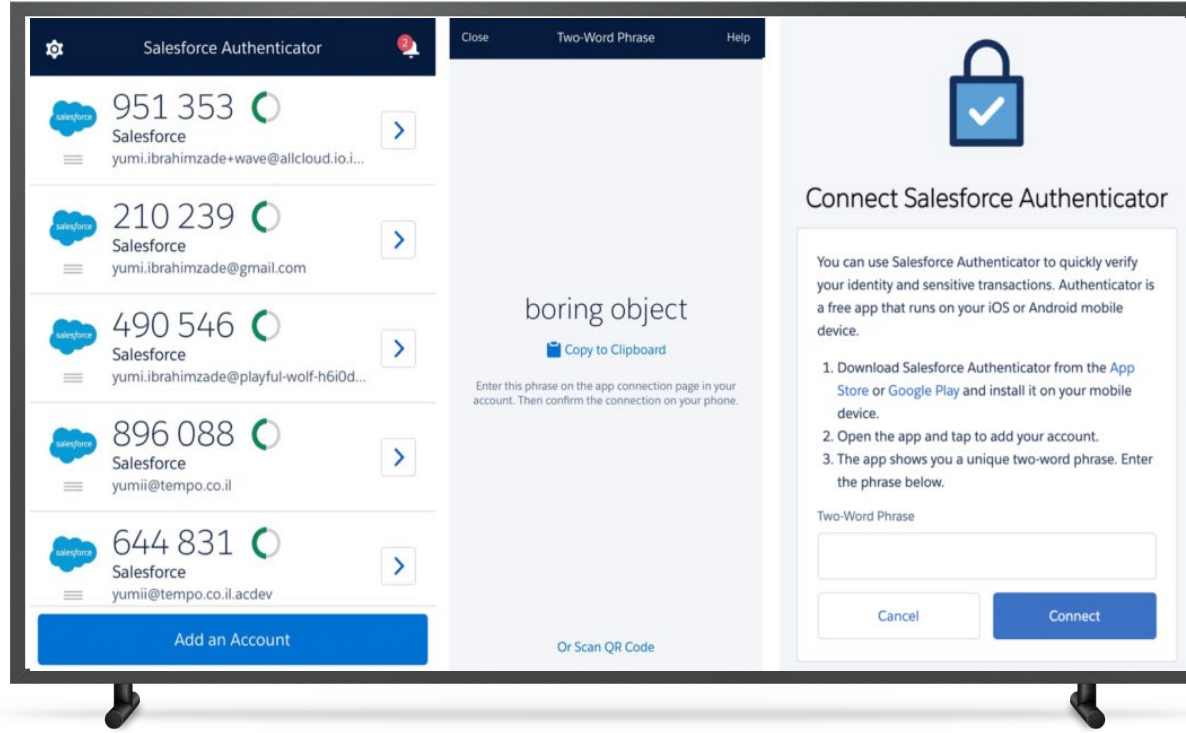
Instructions

- Check your email for the Tenant Welcome email.
- Open the email and click the link in the email.
- Validate that you are prompted to enter a new password for your user.
- Enter your new password and press the button [Change Password]
- ~~Validate that you have now been logged into the portal.~~

Key Points

- 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.
- **Your email is your User Name**
- **Any password restrictions ?**

Authenticator Application



Instructions

1. Download and install the Salesforce Authenticator app for the type of mobile device you use.
 - For iPhone, get the app from the [App Store](#).
 - For Android devices, get the app from [Google Play](#).
2. From your personal settings, in the Quick Find box, enter **Advanced User Details**, then select **Advanced User Details**. No results? In the Quick Find box, enter **Personal Information**, then select **Personal Information**.

Key Points

3. Find **App Registration: Salesforce Authenticator**, and click **Connect**.
4. For security purposes, you're sometimes prompted to either log in to your account again or enter a passcode sent via email or text message.
5. 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.
6. In the app, tap **Add an Account**. The app generates a unique two-word phrase.
7. In your Salesforce browser window, enter the phrase in the **Two-Word Phrase** field.
8. Click **Connect**.
9. In the Salesforce Authenticator app on your mobile device, you see details about the account you're connecting. To complete the account connection, tap **Connect** in the app.

Logging into the Tenant Portal



The image shows a large monitor displaying the PANYNJ Tenants Login interface. The background is a dark blue gradient. At the top center is the PANYNJ logo, which consists of the words "PORT AUTHORITY NY NJ" in white, with a yellow rectangular outline to its right. Below the logo, the text "PANYNJ Tenants Login" is displayed in white. Underneath this, a white instruction reads: "Please provide us with your ID (your email address) and password below." There are two white input fields: the first is labeled "Email" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a blue "Log in" button. At the bottom left of the screen, there is a link that says "Forgot your password?".

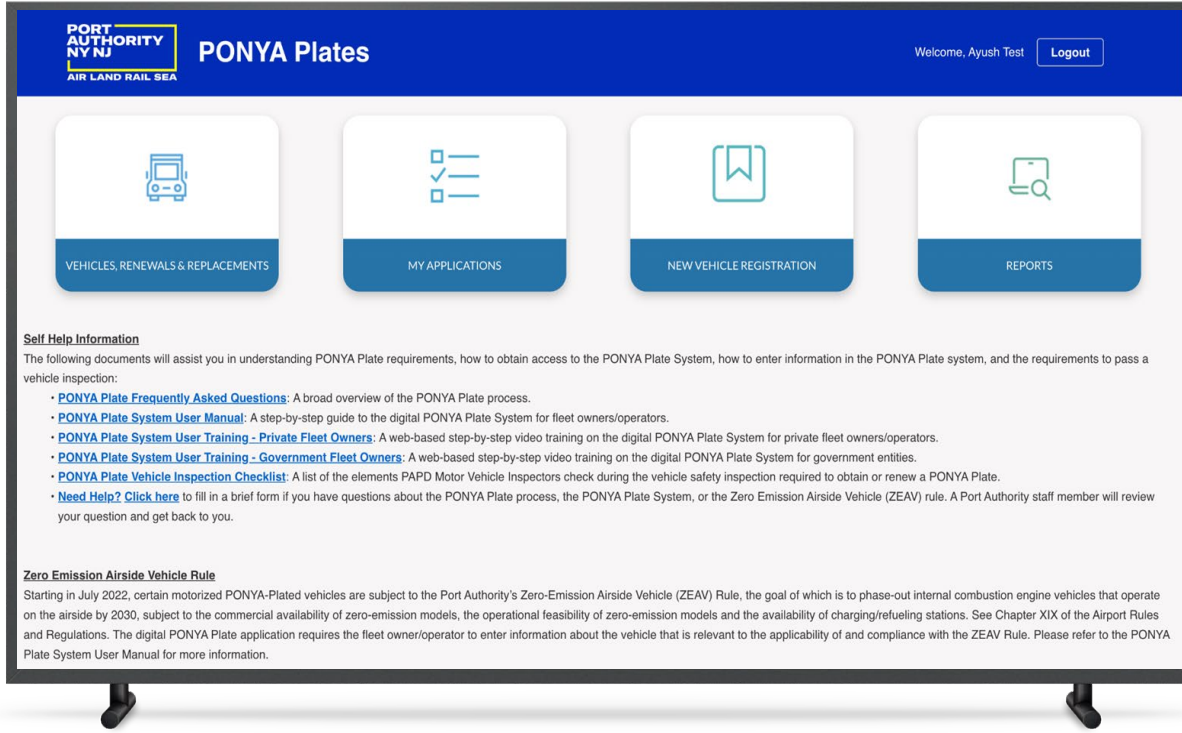
Instructions

- Now go back to the original welcome email and copy your username (**i.e. your email**) then navigate back to the portal log in page.
 - Paste your username into the **email** login where it says "email"
 - Enter your newly created password into the password field
 - Press Login

Key Points

- Verify that the user is prompted to provide a verification method through the Salesforce Authenticator App.
 - Follow the steps in the Salesforce Authenticator App pop up screen and validate that you are able to log back into the portal.

PONYA Plates Tenant Portal Home Screen



Instructions

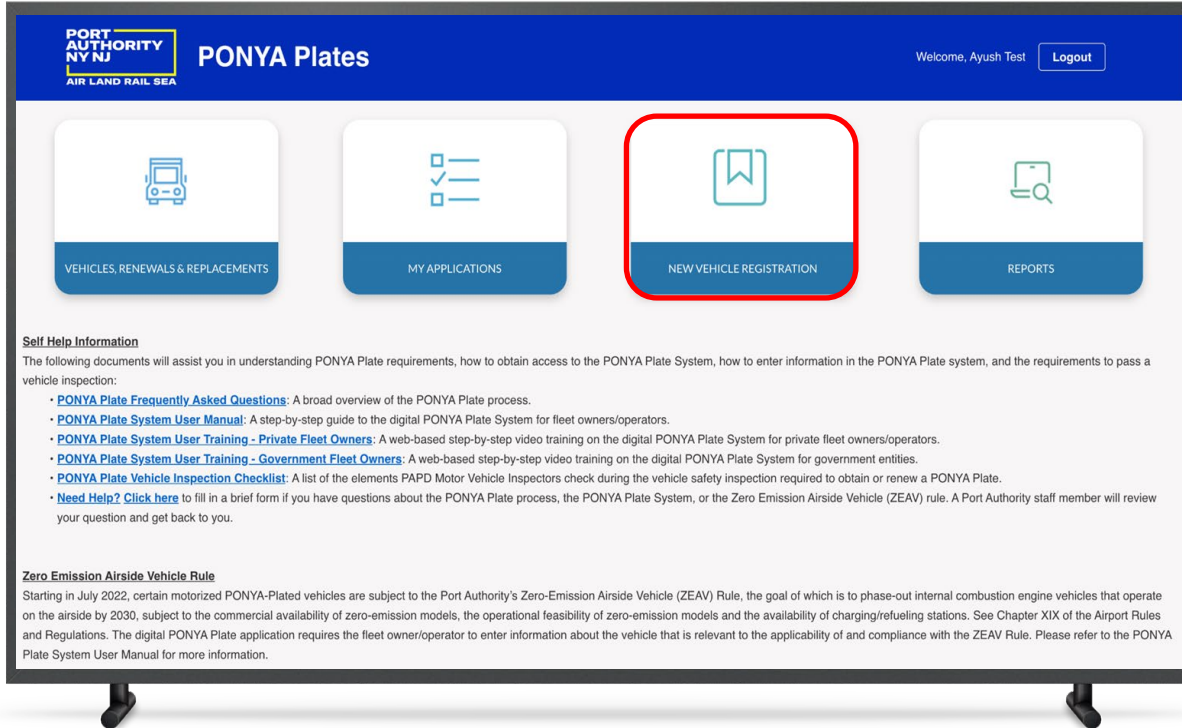
- Once logged in the user will be taken to the PONYA Plates Tenant Portal Home Screen
- User can access 4 options from the home page. Vehicles, Renewals & Replacements, My Applications, New Vehicle Registration, and Reports.

Key Points

- Self Help Information is displayed at the bottom of the home screen.

Create a New Registration Application

Create a New Registration Application



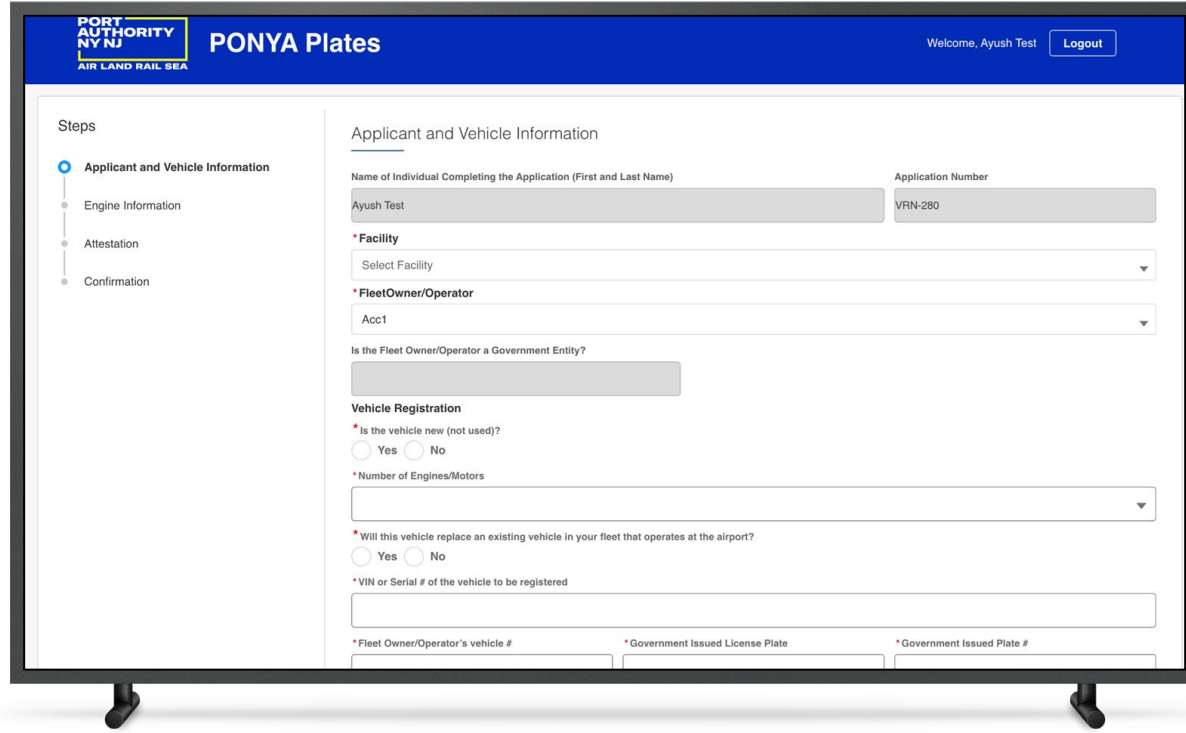
Instructions

- 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



The screenshot shows a web application for "PONY Plates" by the Port Authority of NY & NJ. The header is blue with the logo on the left, the title "PONY Plates" in the center, and a welcome message "Welcome, Ayush Test" with a "Logout" button on the right. A "Steps" sidebar on the left lists: "Applicant and Vehicle Information" (active), "Engine Information", "Attestation", and "Confirmation". The main content area is titled "Applicant and Vehicle Information" and contains the following fields:

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

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 discriptions.**

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](#)

air

- 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 registration application interface for PONYA Plates. The header is blue with the Port Authority NY NJ logo and the text 'PONYA Plates'. A welcome message 'Welcome, Ayush Test' and a 'Logout' button are in the top right. On the left, a 'Steps' sidebar shows four steps: 'Applicant and Vehicle Information' (completed), 'Engine Information' (current step), 'Attestation', and 'Confirmation'. The main content area is titled 'Engine Information' and contains the label 'Engine #1 (the sole engine on which or the one that propels the vehicle)'. Below this is a dropdown menu for 'Fuel Type' with 'Diesel' selected. At the bottom right are 'Previous' and 'Next' buttons.

PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

PONYA Plates

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 'PORT AUTHORITY NY NJ PONYA Plates'. The header is blue with the logo and 'Welcome, Ayush Test' with a 'Logout' button. A sidebar on the left lists the steps: 'Applicant and Vehicle Information', 'Engine Information', 'Zero Emissions Airside Vehicle Rule' (highlighted with a blue circle), '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 placeholder text: '* Explain why the zero-emissions model is not operationally feasible for the intended application'. At the bottom of the form are three buttons: 'Save', 'Exit Application', and 'Next' (with a 'Previous' button to its left).

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 PONYA 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 includes the logo and the text "AIR LAND RAIL SEA". The user is logged in as "Parul SinghalTenant" and can click "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

Parul SinghalTenant

Certify Affiliation

JFK PAPD

Certify Date

06-20-2023

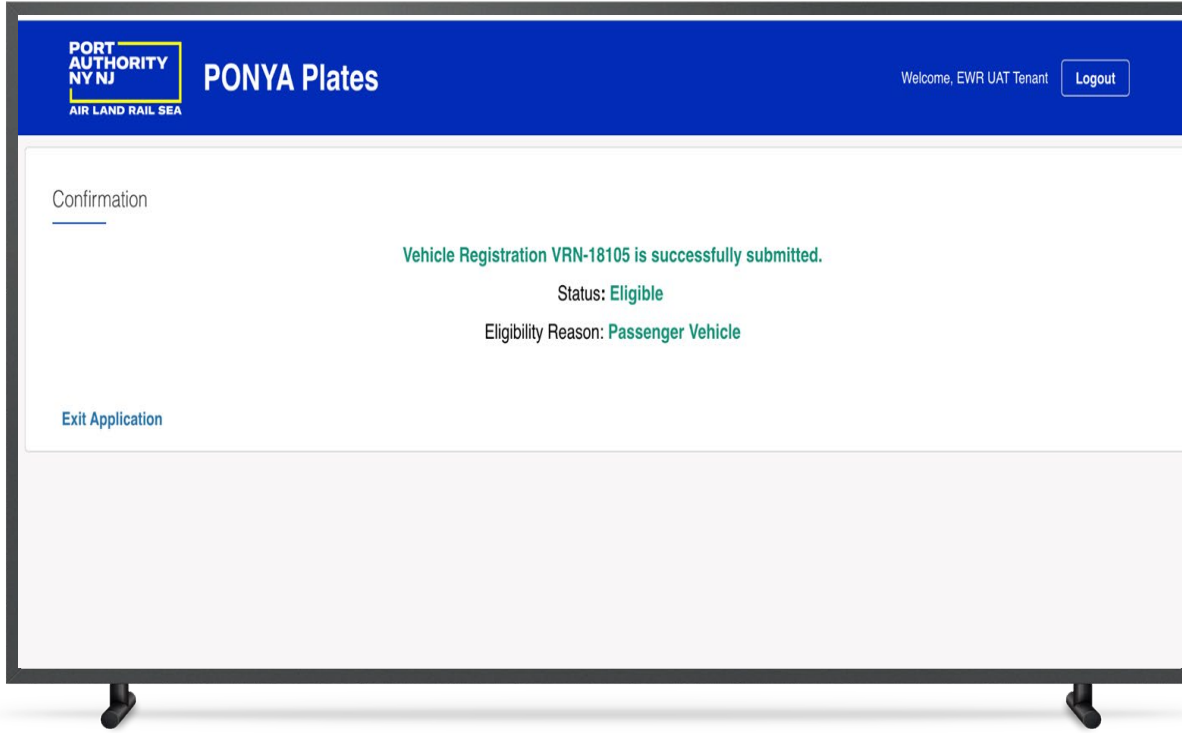
[Cancel](#) [Previous](#) [Submit](#)

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

Vehicle Application Submission Email

Hello,

Your vehicle registration application (VRN-380) 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

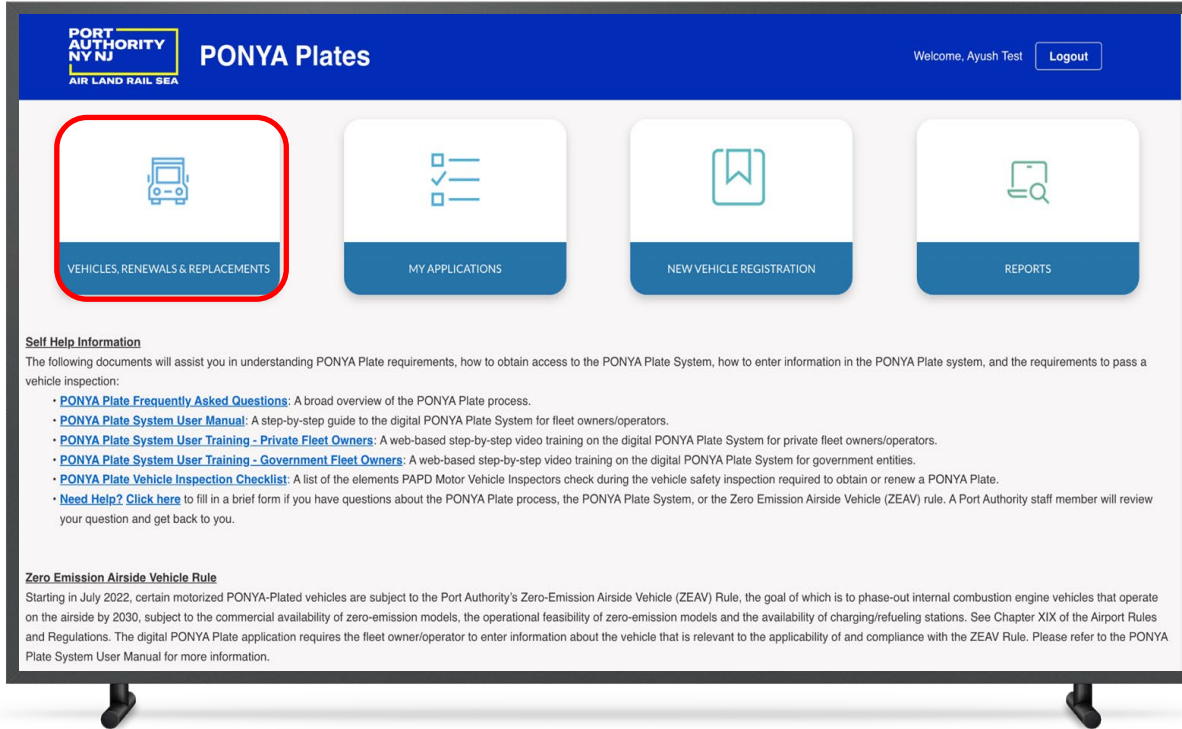
- Regardless of Eligibility you will get an email notification.
- The status will be listed in the email as well as in your MY Applications list on the dashboard
- **This means the application is being reviewed by the MVI office and you will receive an email for next steps.**

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 Application

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	546fgh	TRACTOR (BAGGAGE)	
☐		EWR	7/20/2023	MSWT Airlines				
☐								

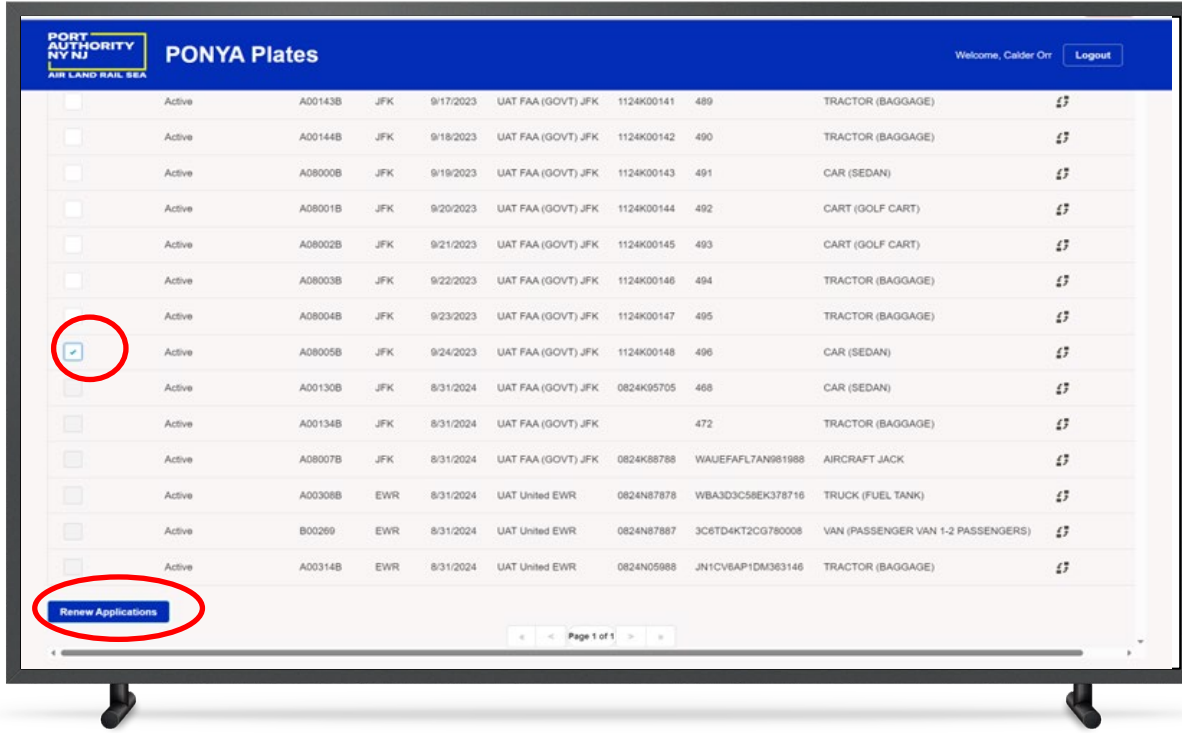
Instructions

- 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 **upto 25** vehicles to select for registration renewals **at once.**

Create a Renewal Registration Application Screen 2 cont...



PORT AUTHORITY NY&NJ **PONYA Plates** AIR LAND RAIL SEA Welcome, Calder Orr [Logout](#)

☐	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	WBAUEFAFL7AN961988	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	JN1CV8AP1DM363146	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

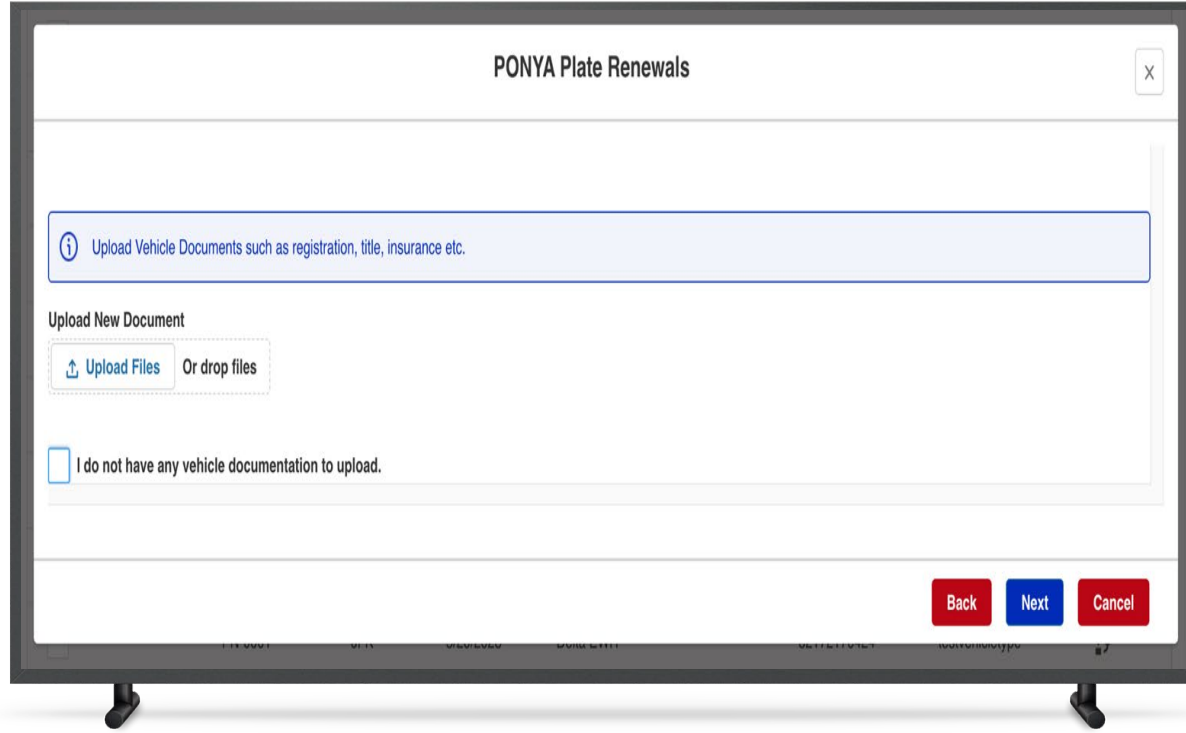
Instructions

- 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 is a light blue instruction box with an information icon and the text "Upload Vehicle Documents such as registration, title, insurance etc.". Underneath this is a section labeled "Upload New Document" containing a dashed border box with the text "Upload Files" and "Or drop files". Below the dashed box is a checkbox with the text "I do not have any vehicle documentation to upload.". At the bottom right of the application window 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 check box 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. VEHI	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

Hello,

Your vehicle registration application (VRN-380) 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 Replacement Application

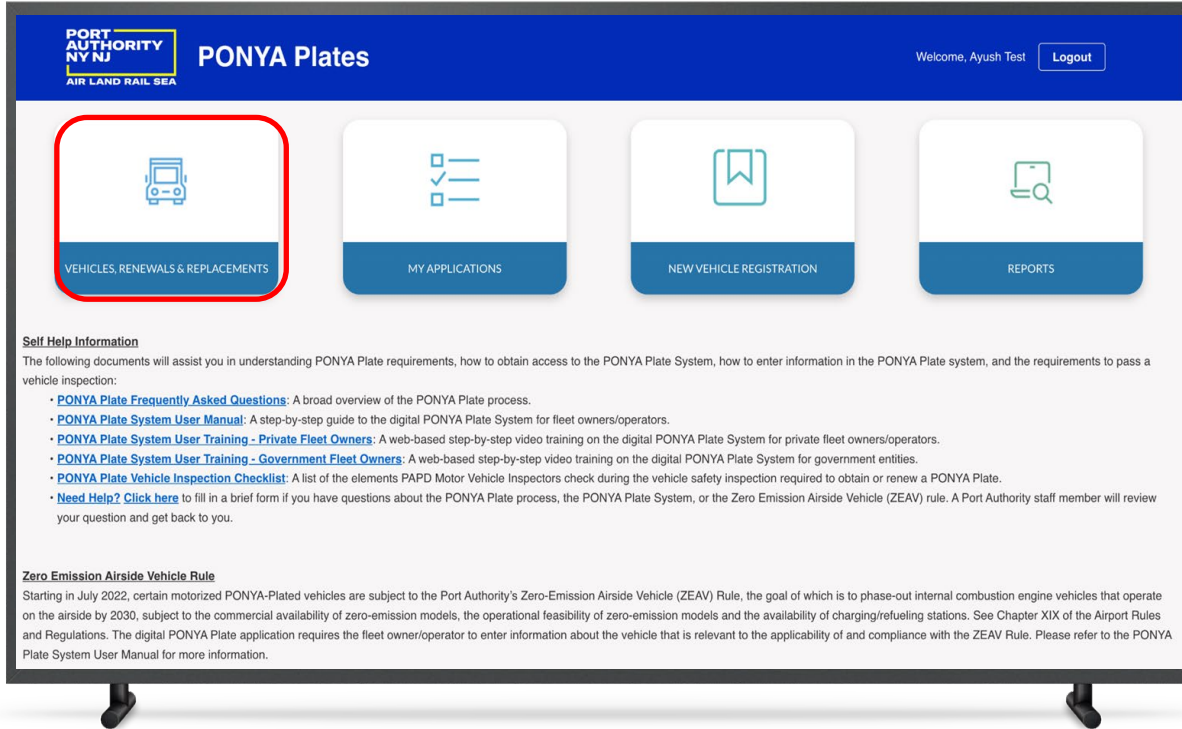
Create a Replacement Registration Application

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



PORT AUTHORITY NYNJ
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:

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- [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.



Create a Replacement Application Screen 1

The screenshot displays the 'PONY Plates' application interface. At the top, the Port Authority NY NJ logo is on the left, and 'Welcome, Ayush Test' with a 'Logout' button is on the right. Below the header are four main navigation buttons: 'HOME' (house icon), 'MY APPLICATIONS' (list icon), 'NEW REGISTRATION' (book icon), and 'REPORTS' (magnifying glass icon). Below these are filter fields: 'From Date' and 'To Date' (calendar icons), 'Facility' (dropdown menu showing 'All Facilities'), and 'Company' (dropdown menu showing 'All companies'). At the bottom is a table with the following columns: 'SELECT RENEWALS', 'PONY PLATE', 'FACILITY', 'EXPIRES', 'COMPANY NAME', 'STICKER', 'CO. VEH #', 'VEHICLE TYPE', and 'REPLACE PLATE'. The table contains four rows of data, each with a checkbox in the 'SELECT RENEWALS' column.

SELECT RENEWALS	PONY 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				

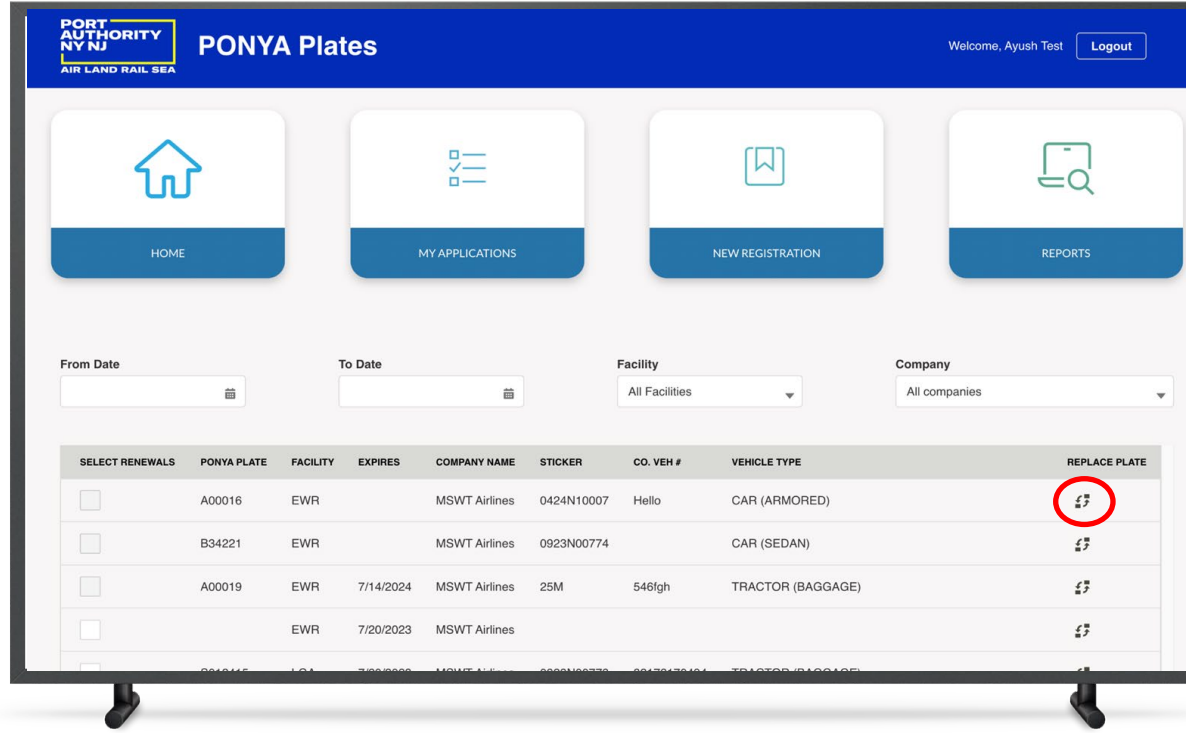
Instructions

- A list of vehicles that can be 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



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

PONYA Plate: PN-0001

*** Co. Vehicle #**: 82172170424

*** Gov License**:

*** Plate State**: Select an ...

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

Upload Files Or drop files

☐ I do not have any vehicle documentation to upload.

Next **Cancel**

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, 2025?

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 **Homescreen** then click **My Applications** which will show all your applications.

Vehicle Application Submission Email

Hello,

Your vehicle registration application (VRN-380) 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

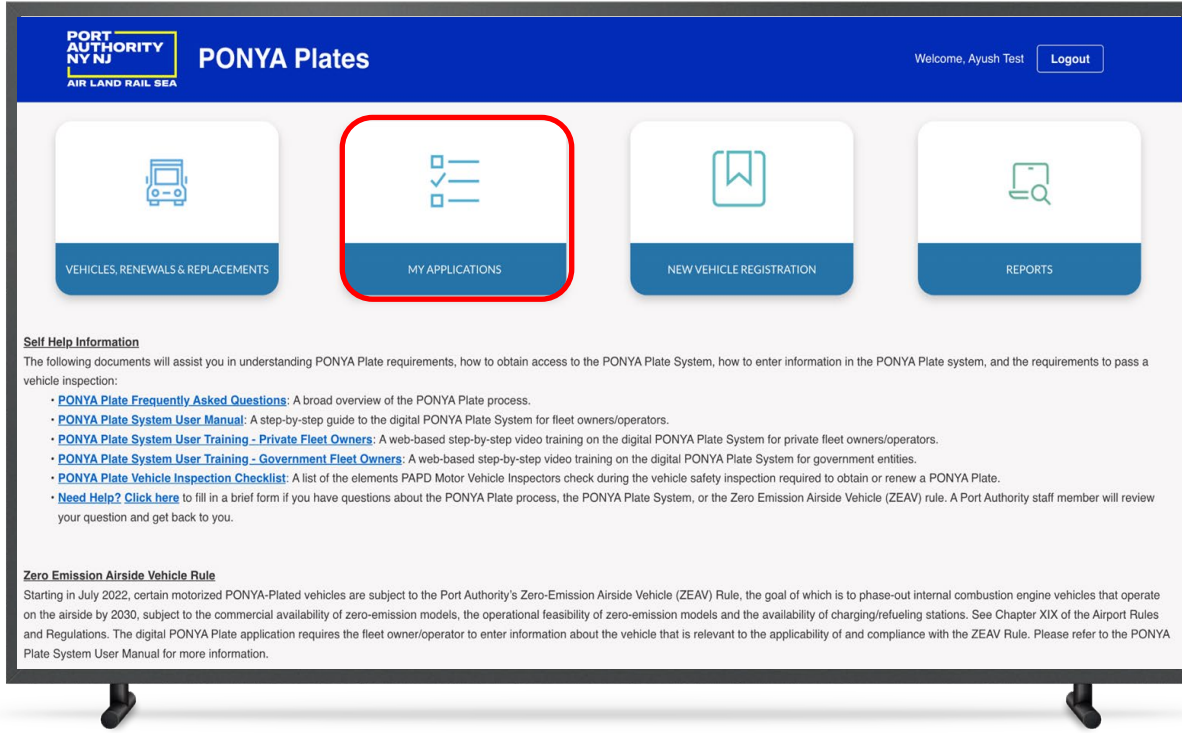
- Regardless of Eligibility you will get an email notification.
- The status will be listed in the email as well as in your MY Applications list on the dashboard
- **This means the application is being reviewed by the MVI office and you will receive an email for next steps.**

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.

List View/Reports

View a List of Applications by Status



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

PONYA Plates

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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 NY NJ logo, the title 'PONYA Plates', and a user welcome message 'Welcome, Ayush Test' with a 'Logout' button. Below the header are four main navigation tiles: 'HOME' (house icon), 'VEHICLES, RENEWALS & REPLACEMENTS' (truck icon), 'NEW VEHICLE REGISTRATION' (document icon), and 'REPORTS' (magnifying glass icon). Below these tiles are filters for 'Status' (set to 'All Status'), 'Company' (set to 'All companies'), and 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	Accepted	Passenger Vehicle	LGA	S012415	82172170494	MSWT Airlines	TR	

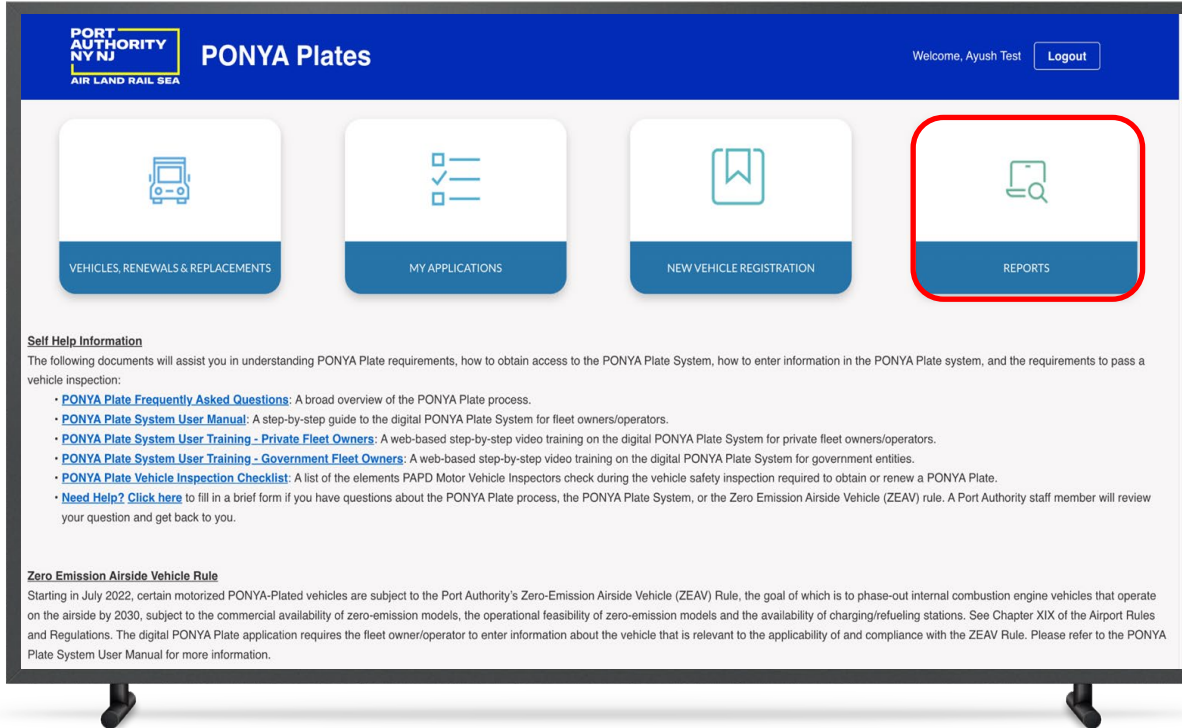
Instructions

- 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



The screenshot displays the PONYA Plates web application interface. At the top, the Port Authority NY NJ logo is on the left, and the text "PONYA Plates" is in the center. On the right, there is a welcome message "Welcome, Ayush Test" and a "Logout" button. Below the header, there are four main navigation tiles: "VEHICLES, RENEWALS & REPLACEMENTS" (with a truck icon), "MY APPLICATIONS" (with a checklist icon), "NEW VEHICLE REGISTRATION" (with a document icon), and "REPORTS" (with a magnifying glass icon). The "REPORTS" tile is highlighted with a red border. Below the tiles, there is a "Self Help Information" section with a list of links and a "Zero Emission Airside Vehicle Rule" section with a paragraph of text.

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AIR LAND RAIL SEA

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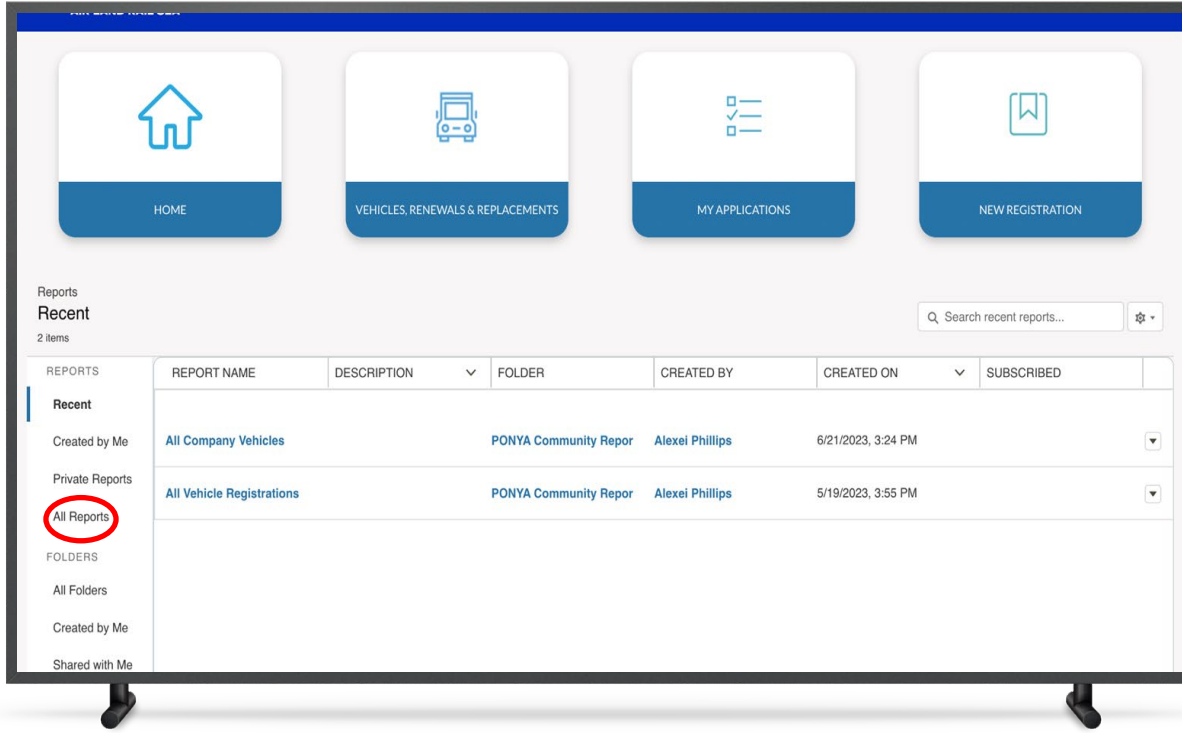
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Instructions

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

Key Points

Reports

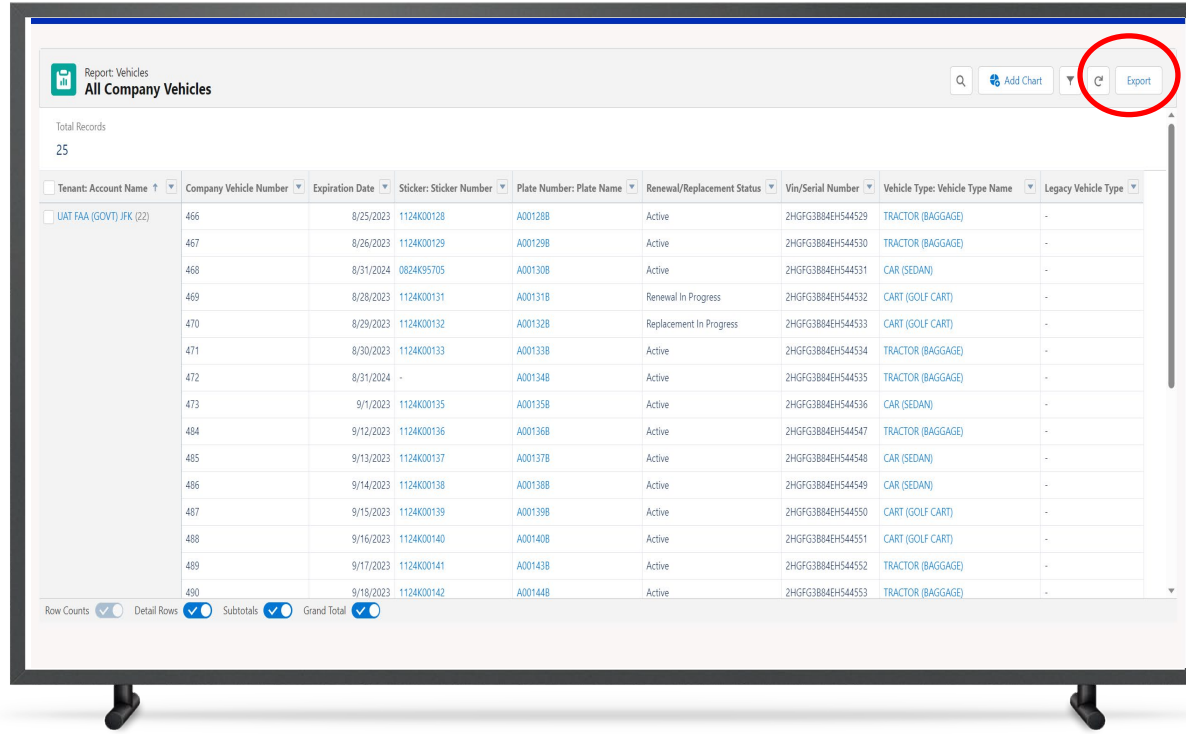


Instructions

- 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

Export

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	1124K00128	A001288	Active	2HGFG3884EH544529	TRACTOR (BAGGAGE)	-
	467	8/26/2023	1124K00129	A001298	Active	2HGFG3884EH544530	TRACTOR (BAGGAGE)	-
	468	8/31/2024	0824K95705	A001308	Active	2HGFG3884EH544531	CAR (SEDAN)	-
	469	8/28/2023	1124K00131	A001318	Renewal In Progress	2HGFG3884EH544532	CART (GOLF CART)	-
	470	8/29/2023	1124K00132	A001328	Replacement In Progress	2HGFG3884EH544533	CART (GOLF CART)	-
	471	8/30/2023	1124K00133	A001338	Active	2HGFG3884EH544534	TRACTOR (BAGGAGE)	-
	472	8/31/2024	-	A001348	Active	2HGFG3884EH544535	TRACTOR (BAGGAGE)	-
	473	9/1/2023	1124K00135	A001358	Active	2HGFG3884EH544536	CAR (SEDAN)	-
	484	9/12/2023	1124K00136	A001368	Active	2HGFG3884EH544547	TRACTOR (BAGGAGE)	-
	485	9/13/2023	1124K00137	A001378	Active	2HGFG3884EH544548	CAR (SEDAN)	-
	486	9/14/2023	1124K00138	A001388	Active	2HGFG3884EH544549	CAR (SEDAN)	-
	487	9/15/2023	1124K00139	A001398	Active	2HGFG3884EH544550	CART (GOLF CART)	-
	488	9/16/2023	1124K00140	A001408	Active	2HGFG3884EH544551	CART (GOLF CART)	-
	489	9/17/2023	1124K00141	A001438	Active	2HGFG3884EH544552	TRACTOR (BAGGAGE)	-
	490	9/18/2023	1124K00142	A001448	Active	2HGFG3884EH544553	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

Application Ready For Inspection

Hello,

Your application has been accepted and your vehicle VRN-386 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/(718) 244-4351

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](#)

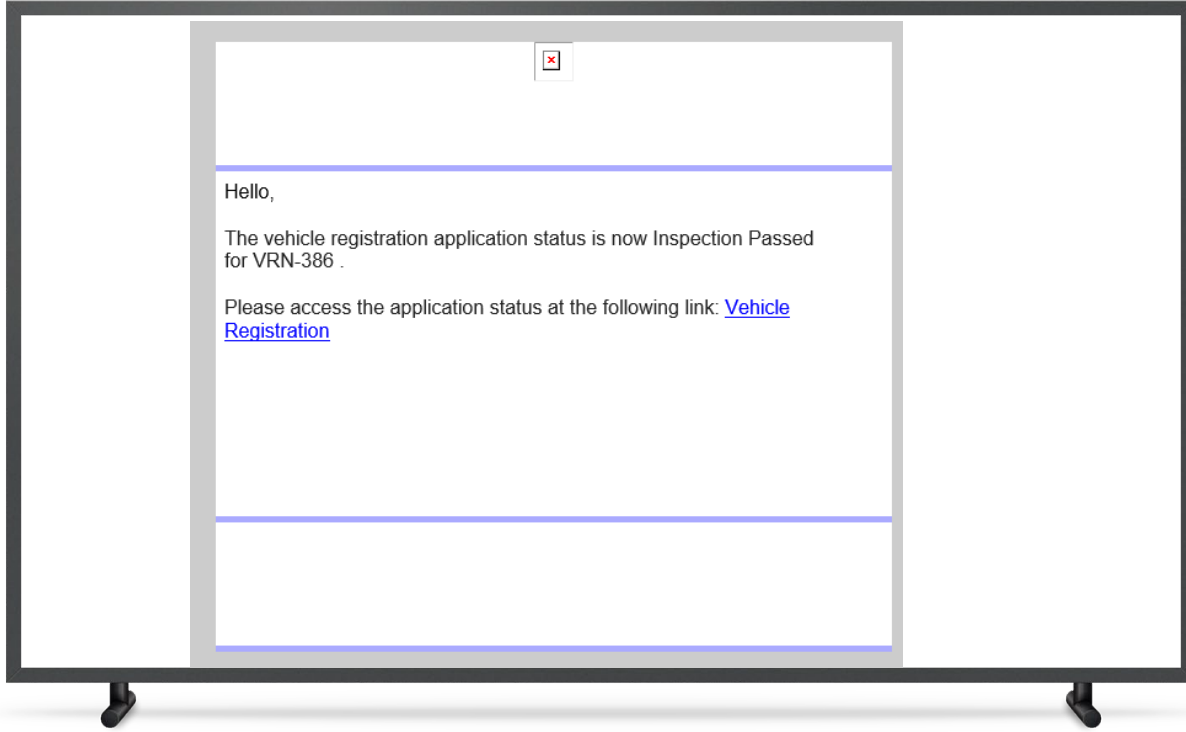
Instructions

- 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.
- Common reasons for rejection by MVI review are usually to missing vehicle documents like valid registration or insurance.

Vehicle Inspection Complete



Instructions

- Once the inspection is complete you will get a final notice.



Key Points

This Concludes the User Guide