

TAXICAB ONLINE INSPECTION SCHEDULING SYSTEM USER GUIDE

STEP 1

Click on the “[login](#)” icon in the email received from the Transportation Division or click on the link “Transportation Inspection Scheduling System (Online Calendar)” from the Public Service Commission website at www.psc.state.md.us under the Transportation Tab, Applications & Forms Section.

Inspection Scheduling - 06/23/2015  Inbox x

 **inspection@maryland.gov**
to me, Marcia.McCray, it.email ▾

An inspector has scheduled a time for vehicle inspections. Please go to the TISS system and [login](#) to verify the date and time.
Thank you,
Transportation Division

STEP 2

Click on the “[Tiss Taxicab Login](#)” icon.

Carrier/Taxicab Inspection Scheduling System (TISS)

[TISS Carrier Login](#)

[Tiss Taxicab Login](#)

STEP 3

Enter your assigned Association ID Number as your “Username” and enter the password you use to login to the Taxicab Association Automated System as your “Password” and click “Continue”.

Login to Taxicab Association Online Inspection Scheduling Calendar
Please enter Username and Password then Click on 'Continue...' Button.

Username:
Password:

You must login before you can access the Taxicab Association online Inspection Scheduling Calendar.

For security purposes, you will be logged out after 15 minutes of inactivity.

STEP 4

“Confirm” that the Email in the box is the correct Association email address or enter the correct email address and click on “Update Email”.

[Login](#)

Email Info AssocID Number 10

05/13/2015

Email :	<input type="text" value="xxxxxx@verizon.net"/>
<input type="button" value="Confirm"/> <input type="button" value="Update Email"/>	

STEP 5

Select the date you wish to have the vehicle inspected from the list of available dates by clicking in the circular radio button “○” and clicking on “View Time”

[Login](#)

Schedule Date

Date ▼

	Inspection Date	
<input checked="" type="radio"/>	08/14/2015	<input type="button" value="View Time"/>
<input type="radio"/>	07/08/2015	<input type="button" value="View Time"/>
<input type="radio"/>	07/02/2015	<input type="button" value="View Time"/>
<input type="radio"/>	06/10/2015	<input type="button" value="View Time"/>
<input type="radio"/>	06/05/2015	<input type="button" value="View Time"/>
<input type="radio"/>	06/04/2015	<input type="button" value="View Time"/>
<input type="radio"/>	04/30/2015	<input type="button" value="View Time"/>

STEP 6

The next available time for the date you chose will be displayed and the location address for the inspection will be shown in the “Location” box. If you want the vehicle inspected at this location, date and time then click on “Select Time”. If you do not want the vehicle inspected at this location, click the “Back” button and select another inspection date.

Schedule Time 01/07/2019

Assoc ID 5

	Inspection Time	Location	
<input checked="" type="radio"/>	08:25 AM	2100 Huntingdon Avenue Baltimore	Select Tim

[Back](#)

STEP 7a

Click on the drop down box arrow under the “Permit” field to select the permit from the list of permits in your Association that you want to schedule the inspection for and the “Vehicle” information will pop up.

[Login](#)

Schedule Info AssocID Number 10

Schedule Time:08/14/2015 09:30 AM

04/15/2015

Applicant Name:	Atwater Cab
Contact Name/Phone Number:	Atwater Cab 4103910137
Mail Address:	938 Kinwat Avenue Baltimore, MD 21237
Location Address:	10105 Philadelphia Road Baltimore
Permit :	<div style="border: 1px solid gray; padding: 2px;"><div style="text-align: right;">▼</div><div style="text-align: left;">▲</div><div style="text-align: center;">1207 1247 1269 1283 1284 1301 1317 1323 1325 1351 1357 1391 1396 1397 1398 1399 1400 1424 1439</div></div>

STEP 7b

In the “Vehicle” field, only one vehicle should be listed in the drop down box which is the current vehicle; however, if the old vehicle is still showing, select the current vehicle on the Permit and click “Confirm”

[Login](#)

Schedule Info AssocID Number 10

Schedule Time:08/14/2015 09:30 AM

04/15/2015

Applicant Name:	Atwater Cab
Contact Name/Phone Number:	Atwater Cab 4103910137
Mail Address:	938 Kinwat Avenue Baltimore, MD 21237
Location Address:	10105 Philadelphia Road Baltimore
Permit :	1301 ▾
Vehicle :	2g1wt55k881302735 ▾ 2g1wt55k881302735
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	

STEP 7c

Please read the disclaimer and click “Confirm” that you understand you must provide 72 hours notice in the event of cancellation and that failure to appear for a scheduled inspection is a violation of COMAR 20.90.02.21B(2) and is subject to a civil penalty.

You have selected 05/13/2015 10:30 AM to have your vehicle inspected.

I understand that by clicking Confirm I agree to appear for an inspection of my vehicle on the date and time I scheduled above and I agree to provide 72 hours advance notice to the Transportation Division in the event that I need to cancel my scheduled inspection. I understand that failure to present my vehicle for inspection at the scheduled date and time is a violation of COMAR 20.90.02.21B(2) and is subject to a civil penalty.

STEP 8a

You will receive an email from the Transportation Division once your appointment request has been approved (See Step 8c). If you wish to schedule an inspection for another permit under your Association, click on the “[Taxicab Login](#)” icon and repeat Steps 3 through 7c above.

[Carrier Login](#)

[Taxicab Login](#)

You appointment is not set until you receive a confirmation email from PSC's Transportation Administrative Office.

STEP 8b

You will receive the following email once you have submitted a request for an inspection of a taxicab permit under your Association. The request is not confirmed until you receive a second email confirming your request (See Step 8c).

● Inspection Scheduling - VIN 2G1WC581869161070 ★

● **inspection@maryland.gov** Today at 9:08 AM ★

To @verizon.net
CC it.email@maryland.gov

Assoc number: 10
Permit Number:1283
Date: 05/13/2015
Time: 10:30 AM
Location : 10105 Philadelphia Road Baltimore
Inspector : BINU VARGHESE

Your appointment is not set until you receive a confirmation email from PSC's Transportation Administrative Office. In the event you must cancel your scheduled appointment, you must provide 72 hours advance notice to the Transportation Division. Failure to present the vehicle for inspection at the date and time scheduled is a violation of COMAR 20.90.02.21B(2) and subject to a civil penalty.
Maryland Public Service Commission
<http://webapp.psc.state.md.us/newintranet/home.cfm>
Toll Free: 1-800-492-0474

[Reply](#), [Reply All](#) or [Forward](#) | [More](#)

STEP 8c

You will receive the following email confirming your request to have the requested taxicab permit under your Association inspected. Please print out the confirmation email for the permit holder / taxicab driver to bring to the inspection and be provided to the inspector.

● Confirmed Scheduling - VIN 2G1WB57KX91111352

● **inspection@maryland.gov** Today at 11:08 AM

To @verizon.net
CC it.email@maryland.gov

The following scheduling has been confirmed

Association number: 10
Permit Number:1398
Date: 05/13/2015
Time: 12:00 PM
Location : 10105 Philadelphia Road Baltimore
Inspector : BINU VARGHESE

In the event you must cancel your scheduled appointment, you must provide 72 hours advance notice to the Transportation Division. Failure to present the vehicle for inspection at the date and time scheduled is a violation of COMAR 20.90.02.21B(2) and subject to a civil penalty.
Maryland Public Service Commission
<http://webapp.psc.state.md.us/newintranet/home.cfm>
Toll Free: 1-800-492-0474

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