TOS WEB PORTAL

Trucking Company Training Guide

- Introduction
- Login Page
- Navigation Menu
- Home Page
- Reports
- My Account

TOS WEB PORTAL

Introduction
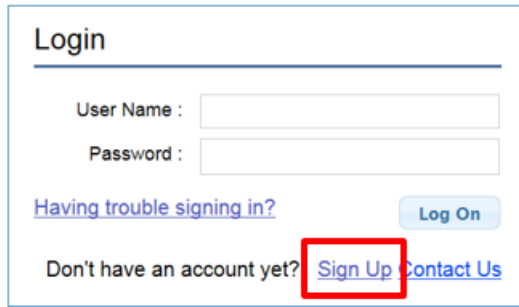
- TOS Web Portal (TWP) was developed to allow terminals to communicate with shipping community; shipping lines, trucking companies and BCO parties
- TWP provides users valuable information related to vessel schedules, import and export cargo status, gate activities, event notifications and terminal daily message updates
- Appointment management is available to the users. TWP users are able to create, modify and or delete appointments. As well as review appointment reports.
- The recommended browser for TWP is Internet Explorer 10 (IE 10) or above
  - Users can use other browsers like Chrome, Firefox and Safari
- The website URL is https://appointments.notml.com *(This URL will be active Saturday, October 3, 2020 at 1800)*

- *Create appointments for October 3rd and future dates at https://appointments.notml.com. Any existing appointments from current system will not be valid.*

TOS WEB PORTAL

Login Page – Sign Up

Login

User Name : [   ]

Password : [   ]

Having trouble signing in?   [Log On]

Don't have an account yet? Sign Up Contact Us

- All users are required to have a User Name and Password to access TWP system
- **All users with an existing Ports America account will not need a new account. These users can use the same log in and password for N.O.T.**
- After navigating to the website: https://appointments.notml.com, users can create a new user account by clicking on the <u>Sign Up</u> link on the Login page
- **User sign up for N.O.T. terminal will be available on Saturday, October 3, 2020**

TOS WEB PORTAL

New User Account page

| New User | | | Save | Reset | Cancel |

User Group:

Registered Sites   New Orleans Terminal LLC

Log on Info:

Login Name *	NEWUSER
Password *	....
Confirm Password *	....
First Name *	Trucking Company
Last Name *	Dispatcher

Contact Info:

Email *	michele.hudgins@smart-tecs.com		Country *	United States
Location	United States		Address *	2001 John S. Gibson
Day Phone *	3105192327	Ext. No.		
Evening Phone			City *	San Pedro
Mobile			State/Province *	California
			Zip/Postal Code *	90731

Company Info:

| Business Type * | Trucking Company |
| Company Name * | TRIPLE G EXPRESS, INC. |

- New users must enter required fields as indicated by * including:
  Login Name, Contact Info, Company Info (specifying nature and business) and Password

- After entering all required fields, the system will enable the Register button allowing user to submit request for new account

- All new account requests must be confirmed by the terminal before users can access the website

TOS WEB PORTAL

Login Page – Logging In

- When user's account has been confirmed they will receive an email confirmation
- After navigating to https://appointments.notml.com to the Login page, enter User Name and Password and select Log On button
- First time users logging in will be prompted to accept smart-Tecs' Terms and Conditions of Use for TOS Web Portal

Terms and Conditions - End-User License Agreement

- If user declines the Terms and Conditions the user will be returned to Log In page
- If user accepts the Terms and Conditions the user can go to Home page

TOS WEB PORTAL

Terms and Conditions - End-User License Agreement

Terms and Conditions ✕

smart-Tecs - Terms and Conditions of Use

THESE TERMS AND CONDITIONS (THE "TERMS") ARE A LEGAL CONTRACT BETWEEN YOU AND SMART-TECS ("SMART-TECS", "WE" OR "US"). THESE TERMS EXPLAIN HOW YOU ARE PERMITTED TO USE THE WEBSITE LOCATED AT www.smart-tecs.com, AS WELL AS ALL ASSOCIATED SITES LINKED TO THESE SITES BY SMART-TECS, ITS SUBSIDIARIES AND AFFILIATED COMPANIES (COLLECTIVELY, THE "SITES"). By using the sites or creating an account for any site, you are agreeing to all the terms; if you do not agree with any of these terms, do not access or otherwise use the sites or any information contained on the sites.
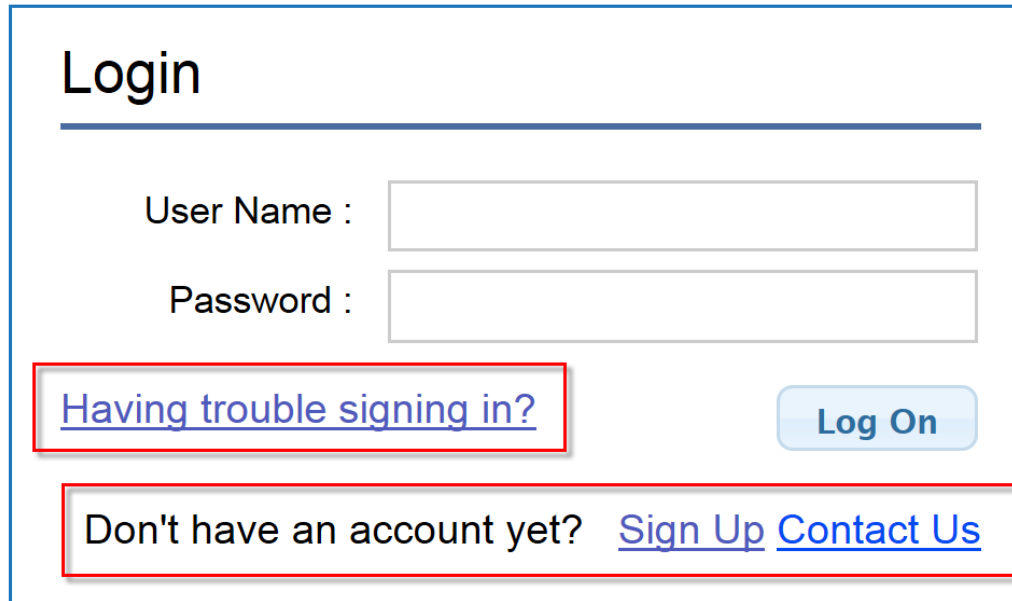
NOTE: THESE TERMS CONTAIN A DISPUTE RESOLUTION AND ARBITRATION PROVISION, INCLUDING CLASS ACTION WAIVER THAT AFFECTS YOUR RIGHTS UNDER THESE TERMS AND WITH RESPECT TO DISPUTES YOU MAY HAVE WITH SMART-TECS. YOU MAY OPT OUT OF THE BINDING INDIVIDUAL ARBITRATION AND CLASS ACTION WAIVER AS PROVIDED BELOW.

Changes.
smart-Tecs may make changes to the content offered on the Sites at any time. smart-Tecs can change, update, add or remove provisions of these Terms at any time by posting the updated Terms on the Sites and/or by notifying you via e-mail or by having you agree to a new version of these Terms. By clicking that you agree to the Terms or, if you are not a registered user, by using the Sites after smart-Tecs has updated the Terms, you are agreeing to all the updated Terms; if you do not agree with any of the updated Terms, you must stop using the Sites.

Eligibility.

By using the Sites, you represent that you are 18 years of age or older. If you are using the Sites on behalf of an entity, you represent that you are authorized to legally bind the entity to these Terms. If smart-Tecs believes that you do not meet any of these requirements, smart-Tecs may immediately terminate your use of the Sites and/or your Account, as defined below.

Accept   **Decline**

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Login Page – Functional Hyperlinks
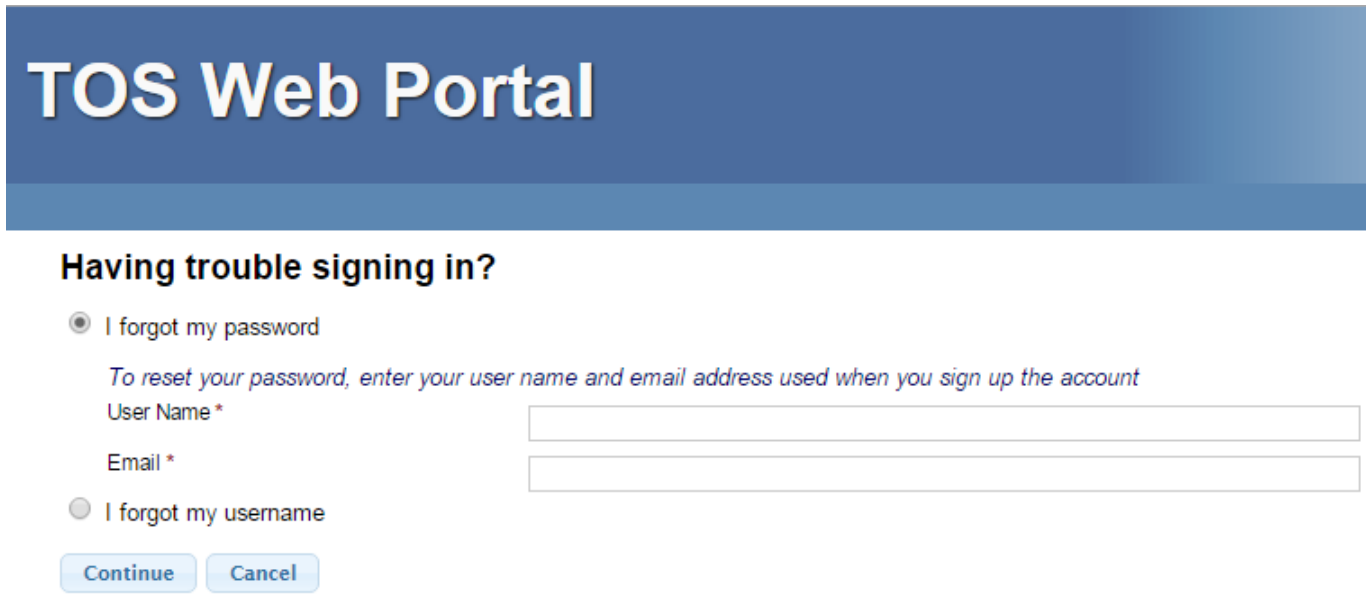
- From the Login Page the user will see the following:
  - ➢ Having trouble signing in?
  - ➢ Don't have an account yet?
    - Sign Up
    - Contact Us

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Login Page – Having Trouble Signing In?

- **I forgot my password** will reset the user's password to a temporary password:
  - ➢ User will receive a temporary password to their registered email
  - ➢ When user logs in with temporary password, they will be prompted to make a new password

- **I forgot my username** will retrieve the user's username:
  - ➢ User will receive an email with their username to their registered email

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Login Page – Don't Have An Account Yet?

Contact Us

Both registered customers and unregistered users may use this page to send messages to the system administrator. You can send requests, suggestions, or inquiries, or, if you're a registered user, you can inform us about changes to your user profile such as your fax number or email address. Thank you for your communication.

Submit   Cancel

Please use the form below to send us your message, and indicate whether you would like us to reply. If so, we'll reply as soon as possible.

Your name *

Your phone number *   Ext. No

Your email address

☐ Do you require reply

Type your message here *

- **Sign Up** will take users to the New User Account page

- **Contact Us** (shown above) will allow both registered and unregistered users to send messages to the Terminal Administrator

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Home Page

- **Default Login page is the Home page**

- **From the Home page user will see:**

  1. User and Terminal name information

  2. Navigation bar with menu options:

     ➢ Home, Appointments, Reports, My Account, Admin

  3. Links to Log Off, Terminal Info and Trucker Instruction
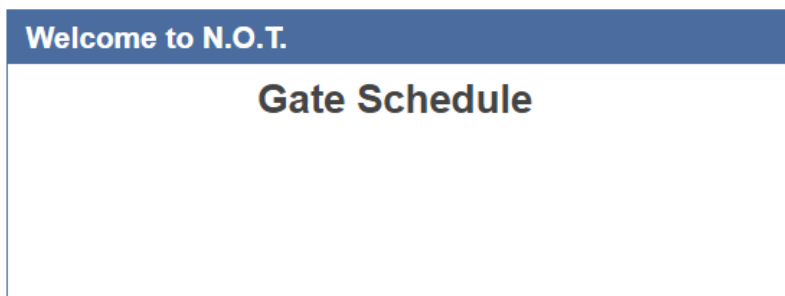
  4. Priority Daily Message

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Home Page – Priority and Daily Messages

- The Priority Daily Message and other Daily messages are created by terminal administrators
- They provide users with terminal-related updates or instructions
- The messages will appear on the Home page below the navigation bar on all pages either prior to and after logging in

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Home Page – Functional Links
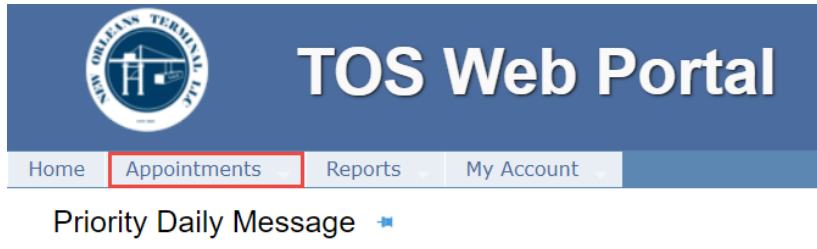

- The <u>Log Off</u> link exits the system and returns the user to Login page
- The <u>Terminal Info</u> link provides general terminal site information
- The <u>Trucker Instruction</u> link lists terminal rules and guidelines

TOS WEB PORTAL

▪ Home Page – Appointments

TOS Web Portal

Home | Appointments | Reports | My Account

Priority Daily Message

Welcome to smart-Tecs TOS Web Portal

- ▪ TWP allows the trucking company to enter gate transaction information to expedite the service of the driver when he arrives on terminal

- ▪ Under the Appointments menu select Single/Dual Appointments

- ▪ Select the transaction type(s) to enter, *denotes required fields

Appointments > Single/Dual Appointment

☑ In Select ▾
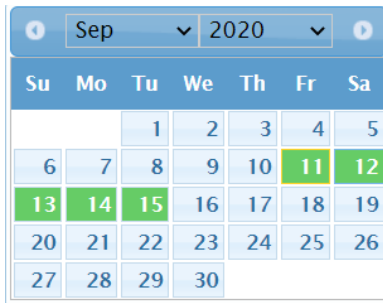Select
Export In
Empty In
Import Dray-In
Bare Chassis In

☑ Out Select ▾

Appointments > Single/Dual Appointment

☑ In Select ▾

☑ Out Select ▾
Select
Import Out
Empty Out
Export Dray-Off
Bare Chassis Out

TOS WEB PORTAL

- For In Gate moves enter the equipment and Booking/Release EDO accordingly
- TWP will validate and display the Booking/EDO details
- To continue select the UTN of the trucker
- Enter the following fields to set Appointment
  - ➢ Select Appointment Date
    - Select the date of your transaction by using the calendar

  - ➢ Select Appointment Time Slot
  - ➢ Driver Name
  - ➢ Mobile Number
  - ➢ Mobile Carrier Service
  - ➢ Driver's E-mail
  - ➢ Container Number
  - ➢ Chassis Information

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- POOL Chassis
  - Chassis number required
- OWN Chassis
  - Check the OWN box

➢ Chassis License (optional)
➢ Genset info (optional)
➢ Submit the form
➢ Receive Confirmation of Appointment

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- For Out /Pick Up Transactions enter the Bill of Lading (BOL number) or the Booking/EDO
- TWP will display the Details
- To continue select the UTN of the trucker
- Enter the following fields to set Appointment
  - ➤ Select Appointment Date
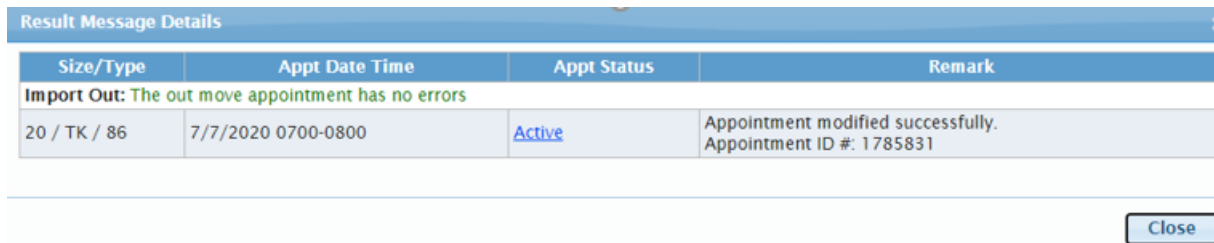   - Select the date of your transaction by using the calendar
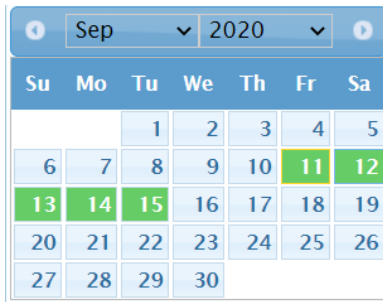
  - ➤ Select Appointment Time Slot
  - ➤ Driver Name
  - ➤ Mobile Number
  - ➤ Mobile Carrier Service
  - ➤ Driver's E-mail
  - ➤ Select size type you are picking up

TOS WEB PORTAL

- ➤Chassis Information
  - ▪ POOL Chassis
    - o Chassis number required
  - ▪ OWN Chassis
    - o Check the OWN box
- ➤Chassis License (optional)
- ➤Genset info (optional)
- ➤Submit the form
- ➤Receive Confirmation of Appointment
- ➤

Appointment Confirmation

Size/Type	Appt Date Time	Appt Status	Remark
Result Message Details			✕
Import Out: The out move appointment has no errors			
20 / TK / 86	7/7/2020 0700-0800	Active	Appointment modified successfully. Appointment ID #: 1785831

Close

- ▪ An email notification to the user

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Appointments – Appointment Report

- TOS Web Portal allows users to inquire on appointments associated to their SCAC/Trucking Company.
  - Users can search by move type(s), date range, or by specific Appointment Details
  - Users can filter by Appointment Status and optional report fields

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Appointment Report

Report Generation Time: 08/17/2020 16:18:45 (Central Standard Time)

▼ Summary (Number of appointments by date and status): | Your search returned 1 record

Date	Pending	Active	Initiated	Completed	Deleted	Missed Expired	Missed Before Appt	Aborted	Cancelled
8/17/2020	0	19	0	2	5	1	0	0	0
Totals	**0**	**19**	**0**	**2**	**5**	**1**	**0**	**0**	**0**

[Export to Excel] [Export to CSV]

Details: Your search returned 27 records

Move Type	Container#	Booking/EDO#	Bill of Lading#	Chassis#	Appt Date Time M/d/yyyy hhmm-hhmm	Appointment ID	Appt Status	Trucker Code	UTN	Appt Made By	Appt Made On M/d/yyyy hh:mm	Dual Move
Empty In	BMOU2787535			AMCZ103016	8/17/2020 0800-0900	27	Completed	AAXO	AI05	HP TLM	8/17/2020 05:48	No
Empty In	GLDU2214419			CHASMSC1	8/17/2020 0900-1000	26	Active	AAXO	AI04	HP TLM	8/17/2020 02:08	Yes
Export Dray-Off	MEDU1327557				8/17/2020 0900-1000	37	Missed (Expired)	AAXO	AI04	NOL Super	8/17/2020 07:49	Yes
Export Dray-Off	TEMU2343540			AMPZ415853	8/17/2020 0900-1000	28	Deleted	AAXO	AI05	HP TLM	8/17/2020 06:56	No
Empty In	CAIU2813059			APLZ134254	8/17/2020 1400-1500	51	Active	AAXO	AX01	HP TLM	8/17/2020 14:22	No
Empty In	BMOU2218821			APLZ133331	8/17/2020 1500-1600	38	Deleted	AAXO	AI05	HP TLM	8/17/2020 09:41	Yes
Export Dray-Off	TEMU2343540			APLZ133333	8/17/2020 1500-1600	39	Deleted	AAXO	AI05	HP TLM	8/17/2020 09:48	No
Export Dray-Off	TEMU2343540			APLZ133333	8/17/2020 1500-1600	40	Deleted	AAXO	AI05	HP TLM	8/17/2020 10:02	No
Empty Out		0PHL026942		APLZ134150	8/17/2020 1500-1600	44	Active	AAXO	AI04	HP TLM	8/17/2020 13:35	No
Empty In	CAIU2547811			APLZ134238	8/17/2020 1500-1600	49	Active	AAXO	AX01	HP TLM	8/17/2020 14:10	No

27 records found | Records: 10 per page | Page: 1 of 3

Navigation Bar – Main Menu Features

- TOS Web Portal allows users to make inquiries for container and chassis moves being returned to and/or picked up at the terminal
- Each tab link has a drop down list that provides a sub menu of available features

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Reports Tab
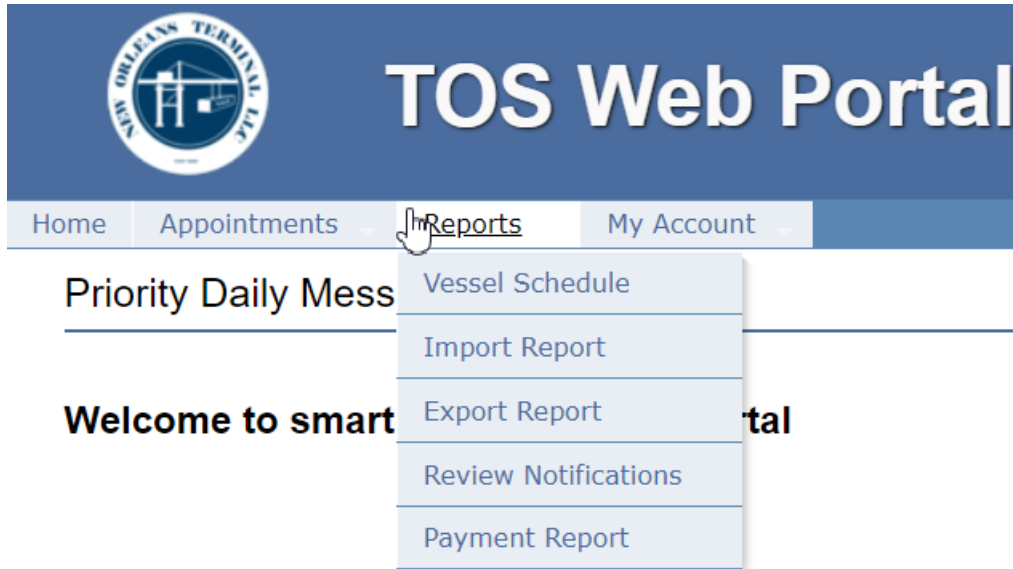
- Trucking company users by default have access to all TWP reports for the purpose of monitoring vessel, equipment and container/equipment statuses

- The Reports menu tab has the following options:
  - ➢ Vessel Schedule
  - ➢ Import Report
  - ➢ Export Report
  - ➢ Payment Report

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Reports – Vessel Schedule

- The Vessel Schedule report is used to view vessel schedules
- To generate vessel schedules, users can select 2 search criteria:
  - ➢ 'All in List' (default selection), or they can select a specific Steamship Line
  - ➢ Identify the 'Starting From' and 'Ending On' dates
- Upon pressing 'Go' button, it will display terminal vessel schedule information

Reports > Vessel Schedule Report

| Starting From | 8/3/2020 | | | Go | Clear |
| Ending On | 8/31/2020 | | | | |

Export to Excel

26 records found

Records: 10 ✔ per page   Page: 1 ✔ of 3

Vessel Name	Arriving Voyage No.	Departing Voyage No.	Vessel SSCO	Actual Arrival	Full Receive	Full CutOff	Reefer Receive	Reefer Cutoff	Hazardous Receive	Hazardous Cutoff	Overdimension Receive	Overdimension CutOff	Empty Receive	Empty Cutoff	Estimated Arriv
EUROPE	027W	MF031	MAE	8/5/2020 5:00:00 AM		Various Lines									8/5/2020 5:00:00 A
AS CLEOPATRA	030N	LE032	MSC			Various Lines									8/6/2020 5:00:00 A
MAERSK GIRONDE	029S	032E	MAE			Various Lines									8/7/2020 5:00:00 A
SM LONG BEACH	028E	032W	MAE			Various Lines									8/8/2020 5:00:00 A
AS PETRA	0016	00017	SML		8/3/2020 10:00:00 AM	8/7/2020 12:00:00 AM	8/5/2020 10:00:00 AM	8/7/2020 2:00:00 AM							8/9/2020 5:00:00 A
OREGON TRADER	029R	PD032	MSC		8/3/2020 10:00:00 AM	8/6/2020 2:30:00 AM	8/5/2020 10:00:00 AM	8/6/2020 2:00:00 AM							8/9/2020 5:00:00 A
ORCA I	028W	032E	MAE		8/4/2020 10:00:00 AM	8/7/2020 2:30:00 AM	8/4/2020 10:00:00 AM	8/7/2020 2:00:00 AM							8/11/2020 5:00:00
SEASPAN CALICANTO	031N	033S	MAE		8/5/2020 10:00:00 AM	8/10/2020 2:30:00 AM	8/5/2020 10:00:00 AM	8/10/2020 2:00:00 AM							8/12/2020 5:00:00
MSC ILONA	030S	NG033	MSC		8/10/2020 10:00:00 AM	8/13/2020 2:30:00 AM	8/10/2020 10:00:00 AM	8/13/2020 2:00:00 AM							8/14/2020 5:00:00
SM SHANGHAI	029E	033W	MAE		8/10/2020 10:00:00 AM	8/13/2020 2:30:00 AM	8/10/2020 10:00:00 AM	8/13/2020 2:00:00 AM							8/15/2020 5:00:00

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Reports – Import Report

- Import Report is used to inquire about an import container's availability
- Users can search by single or multiple container or bill of lading number(s)
- Import Report focuses on identify container availability based on the container's various hold conditions (such as customs, freight, terminal and fees due)

Report > Import Report

| Inquiry By | ● Container Number ○ Bill of Lading | Container Number : [   ] ⊞ | Go | Clear |

Import - Container Information

▶ **Request Notification**

Container Notification ☐	Container Number	Available	Appointment Time	Location	Vessel Name	Voyage Number	Customs Status	Freight Status	Other Holds	SSCO	Gross Weight (lbs)	Hazardous?	OD?	Seal Number	Length	Type	Height
☐	CAIU620521-0	No	Not Ready For Appt	Yard	MSC BARCELONA	2022N	RELEASED	HOLD	No	SUD	28	No	No	PRO0227567	20	DR	86
☐	CAIU631226-6	No	Not Ready For Appt	Yard	MSC BARCELONA	2022N	RELEASED	HOLD	No	SUD	28	No	No	PRO0228740	20	DR	86
☐	CXDU119625-0	No	Not Ready For Appt	Yard	MSC BARCELONA	2022N	RELEASED	HOLD	No	SUD	28	No	No	PRO0227566	20	DR	86
☐	HASU113436-1	No	Not Ready For Appt	Yard	MSC BARCELONA	2022N	RELEASED	HOLD	No	SUD	28	No	No	PRO0227568	20	DR	86
☐	HASU116095-1	No	Not Ready For Appt	Yard	MSC BARCELONA	2022N	RELEASED	HOLD	No	SUD	28	No	No	PRO0227526	20	DR	86
☐	HASU154951-6	No	Not Ready For Appt	Yard	MSC BARCELONA	2022N	RELEASED	HOLD	No	SUD	28	No	No	PRO0227525	20	DR	86

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Reports – Import Report: Notifications

Import - Container Information

▼ **Request Notification**

Request Notifications : select notification destination Email To not-appt@smart-tecs.com ⌄

⦿ Request Availability notification when container is ready for pickup   Request

You have requested our courtesy Container Notification service. This notification will provide the latest status/information as requested (Availability etc.). This notification does not guarantee delivery of cargo.

- ▪ When a user does an import container inquiry, they can also register to receive various email notifications regarding the container's cargo status
- ▪ The following notifications are available by subscription:
  - ➢ Availability (Customs, Freight, Terminal, Line Holds)
  - ➢ Demurrage Warning (if applicable)
- ▪ The following notifications are automatically sent:
  - ➢ Appointment Cancellation due to Status change (hold or other issue)
  - ➢ UTN missing RFID association
  - ➢ Truck Banned or Unbanned
- ▪ As each event occurs, notifications will be automatically sent to the users registered email address or SMS (Text)

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- The system will allow users to check the status of notifications, update reference numbers or cancel notification requests

Reports – Export Report

- Export Report is used to inquire about the status of bookings or releases (EDOs)
- Users can inquire by single or multiple booking or release (EDO) numbers
- Export Report provides users with booking information status, including the vessel, start and cutoff dates, a container summary and each container details
- If a booking number is not found, the system will return Booking or EDO is not found error message

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Reports – Export Report: Booking Information

Inquiry By ● Booking Number ○ Release/EDO Number

Booking Number : 038VR1980384 [+]   Go   Clear

Click on a booking number to see the details for that booking   Export to Excel

Booking Number	SSCO	Vessel	Reefer	Hazardous	Over Dimension
038VR1980384	Mediterranean Shipping Company	ORCA I--032E	Yes	No	No

View All

Booking #: 038VR1980384

Vessel-Voyage: ORCA I--032E

Full Start	Full Cutoff	Empty Start	Empty Cutoff	Reefer Start	Reefer Cutoff	Hazardous Start	Hazardous Cutoff	Over Dimension Start	Over Dimension Cutoff	Loading At
8/4/2020 10:00:00 AM	8/7/2020 2:30:00 AM			8/4/2020 10:00:00 AM	8/7/2020 2:00:00 AM					USMSY

Booking Items

Size/Type	Total	Full In	Empty Out	Full Start	Full Cutoff	Empty Start	Empty Cutoff	Reefer Start	Reefer Cutoff	Hazardous Start	Hazardous Cutoff	Over Dimension Start	Over Dimension Cutoff	Cutoff Override?	Hazardous?	Reefer?
40 / RH / 96	25	0	1											No	No	Yes

- The Export Booking Information is listed in three sections:
  - ➢ <u>Vessel Information</u> – steamship line (SSCO), vessel/voyage, start/cutoff dates and loading at information
  - ➢ <u>Container Summary</u> – the booking's container size/type, volume, number of containers received/delivered
  - ➢ <u>Container Details</u> – each container's specifics, include seal number, cargo weight, size/type, date in and the container's current location

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Reports – Review Notifications

- Review Notifications is used to review all event notifications and modify/delete existing notifications
- Users can inquire notifications by container number, a customer assigned reference number or by status
  - Inquiry By Container Number can only be done on per single container basis
  - Inquiry By Reference Number is based on a unique reference value created and assigned by the customer
  - Inquiry By Status is allows you to inquire on active or sent/expired notifications

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Reports – Review Notifications: Active Notifications

Inquiry By:
- ○ Container Number
- ○ Reference Number
- ● Status

- ● Active
- ○ Others from 8/17/2020

[Go] [Clear]

Review Active Notifications

☐ Select All For Cancel Notification

[Cancel Notifications] [Update Customer Reference]

▼ Availability

☐ Cancel	Request Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Customs Status	Freight Status	USDA Status	Misc. Holds	SSCO	Length	Type	Height
☐	8/17/2020	Mail		CAIU6205210	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		CAIU6312266	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		CXDU1196250	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		HASU1134361	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		HASU1160951	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		HASU1241626	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		HASU1354941	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		HASU1523682	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		HASU1549516	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86
☐	8/17/2020	Mail		MRKU6766907	No	Yard	RELEASED	HOLD		No	SUD	20	DR	86

10 records found

Records: 10 ∨ per page   Page: 1 ∨ of 1

☐ Select All For Cancel Notification

[Cancel Notifications] [Update Customer Reference]

- When viewing active notifications, users are able to 'Select All' or individual notifications should they wish to cancel all or individual notifications
- Customer Reference numbers can be added or updated

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Port Modernization Fee

Reports – Import Report/Export Report:

- The system will allow users to pay the Port Modernization Fee (Coming Soon) while checking Import status or Export Booking status.

Import Status

Export Status

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- Port Modernization Fee Status hyperlink will take the user to the status
  - ➢ Status is displayed

Future Enhancement

- If it is not paid the user can select Make Payment button to do so
- User will be redirected to the payment page

Transaction Details

Make sure all fields are completed before making the payment.

Vendor*
New Orleans Terminal

Transaction Type*

Transaction Number*
8154

Direction*

Transaction Amount* (a fee will be applied at payment)
$ 760.00

Enter your PayCargo username and password to complete the payment.

Username

Password

Forgot username or password?

✔ Complete Payment

- The following information is required to complete the payment:
  - ➢ Vendor / New Orleans Terminal
  - ➢ Transaction Type / Port Modernization Fee
  - ➢ Direction / Import or Export
  - ➢ Transaction Amount / $

TOS WEB PORTAL

> User name and Password
> Complete Payment

Reports – Payment Report:

Future Enhancement

- Payment Report is used to review all payments made by the user.

- Users can inquire by container number, a booking or bill of lading number or by Tracking Id number.
  - > Inquiry By All payments
  - > Inquiry By Reference Number: container number(s), booking number(s) or bill of lading(s)

- Users can filter by Authorization Date, Payment Type and or Charge Type.

TOS WEB PORTAL

➢ Summary with Details is available

➢ Details Only is available

Payment Report

Future Enhancement

TOS WEB PORTAL

Priority Daily Message •

Report > Payment Report

Go Clear

Inquiry By

◉ All
○ Tracking ID
○ Container Number
○ Booking Number
○ Bill of Lading Number

Reference Number

Filter By

Report Type: ◉ Summary with Details ○ Details Only

☑ Authorization Date
Starting From 01/01/2019
Ending On 07/02/2020

☐ Login Name
☐ Payment Type Select
☐ Transaction Type Select

☐ Charge Type §

☐ SSCO § Select

VT OLP - Online Transaction

Inquiry By: All
Authorization Date: 01/01/2019-07/02/2020
Payment Type: All
Transaction Type: All
Login Name: All

Expand All

Export to Excel

31 records found

Records: 10 ▾ per page   Page: 1 ▾ of 4 ▸▸ ▸|

	Tracking ID	Login Name	Payment/Tariff Charge Description	Payment Date	Payment Amount	Service Charge	Applied Amount	Balance	Payment Type
▾	41	sa	Appointment Fee	5/18/2020 6:50:39 PM	$265.00	$1.00	$0.00	$0.00	PayCargo

Authorization Detail

Appointment ID	SSCO Code	Container Number	Booking/BOL Number	Terminal ID	Applied Date	Note	Charge Type	Tariff Amount	Adjustment Amount
9488559	CMA	CNTR1234567	8544567	NOT	5/18/2020 12:00:00 AM		Fill-In Appointment	$265.00	$0.00

TOS WEB PORTAL

My Account – Account Info

Account Information and Company Associations for selected Terminal

Account Info	
Login Name	DISPATCH
First Name	Trucking Company
Last Name	Dispatcher
Company Name	TRIPLE G EXPRESS, INC.
Business Type	Trucking Company
Street	2001 John S. Gibson
City	San Pedro
State/Province	CA
ZIP code	90731
Country	United States
Day Phone	3105192327
Evening Phone	
Mobile	
Mobile Carrier	
Email	michele.hudgins@smart-tecs.com

Associated Shipping Line/SSCO
None

Associated Truckers
TRIPLE G EXPRESS, INC.

- My Account Info is used to view the user's account information

- Users are allowed to edit the Account Info section (their address, phone number, email, etc…)

- However, a user's Login Name, Business Type and Associated Trucking Companies cannot be edited. Users have to contact the Terminal administrator or Truck Line Manager

TOS WEB PORTAL

My Account – User Preferences

My Account > User Preferences

Select Personal Preferences

Options for Graphic User Interface

Select number of rows per report page in grid	Number of Rows:	10 ⌄
Select number of rows per edit page in grid	Number of Rows:	10 ⌄

- User Preferences is used to select personal preferences
- Users can change the number of rows displayed per GUI page

TOS WEB PORTAL

My Account – Change Password

- Change Password page is available for users if they wish to change their password:
  - ➢ Password length must be in the range of 8 to 25 characters. It can include alpha-numeric as well as special characters @#$%*()_+^!&
  - ➢ Note that passwords are case-sensitive
  - ➢ As an added security measure, every 180 days users will be required to change their password

TOS WEB PORTAL

QUESTIONS?

TOS WEB PORTAL

NOTES: