

# Register a branch office or user on CPS

www.CargoPortalServices.com



## Register your branch office with Cargo Portal Services

- From the CPS home page click on "Want to join? Register Now"
- From the "Register New User" page, enter any combination of letters and numbers at least 6 characters in length in the Unique User ID field. This will become your user ID to log into CPS
- Enter 6 or more letters and numbers in length in the Password field and again in the Confirm Password field. Your password must be different from your User ID and is case sensitive
- Enter your first name, last name, title, email address and phone number
- After reading the Legal Disclaimer, check the box next to "I have read and accept this site's Legal Disclaimer"
- Click on Register New Branch
- From the Register New Branch page, enter your company name, station (closest airport code), address, city, state or province, postal code and country code
- Select a carrier code, enter an account number you have with that carrier and click on Add
- Click on Create Branch
- Only the first user at a branch office has to enter company details. That person becomes the Branch Administrator and can give access to other users without them needing to enter the same details. The Branch Administrator can also give or share his rights with another user

## Register as a new user at a CPS registered branch

- From the CPS home page, click on "Want to join? Register Now"
- From the "Register New User" page, enter any combination of letters and numbers at least 6 characters in length in the Unique User ID field. This will become your user ID to log into CPS
- Enter 6 or more letters and numbers in length in the Password field and again in the Confirm Password field. Your password must be different from your User ID and is case sensitive
- Enter your first name, last name, title, email address and phone number
- After reading the Legal Disclaimer, check the box next to "I have read and accept this site's Legal Disclaimer"
- Click on Create User

# Manage access and change profile or password

www.CargoPortalServices.com



## Authorize a user to access CPS functions

- Only Branch Administrators can authorize other users to access CPS from the same branch
- Select a name from the Branch User list box and click Request User
- Click on Enabled under Branch Member
- To make the user a company administrator, click on Enabled under Administrator Access
- Click the checkboxes to authorize the user to make bookings, view rate information or view allocations
- Click Update User

## Delete a user

- This function is only available to Branch Administrators
- Click on Manage Branch Users
- Select the user name from the Branch User list box and click Request User
- Click on Delete User

## Request access to a carrier or add an account

- This function is only available to Branch Administrators
- Click on Manage Branch Profile
- In the account details section, select a carrier code
- Enter an account number and click on Add
- Click on Update Branch

## Change company information

- This function is only available to Branch Administrators
- Click on Manage Branch Profile
- Overtyping any information that has changed in the branch details section of the screen
- Click on Update Branch

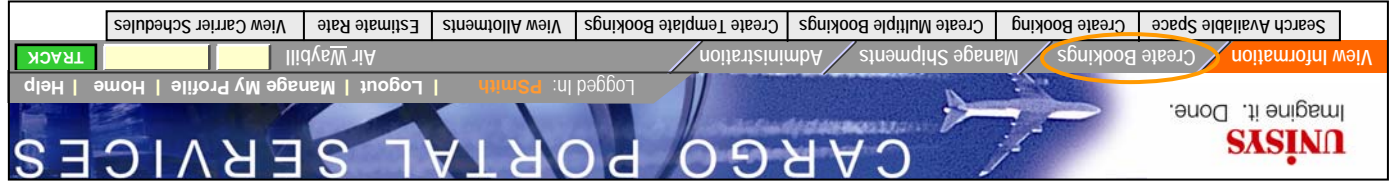
## Customize your profile settings

- Click on Manage My Profile
- Overtyping any personal information that has changed
- Any function on the site can become the start page upon login. Click on the drop down menu under Startup Page and click on a function to make it the default start page
- Default weight units can be set to LBS (pounds) or KGS (kilos)
- Default volume units can be set to CF (cubic feet) or MC (cubic meters)
- Enter an airport code in the Default Origin Station to always show the airport code any time a function calls for an origin
- Click on Update Profile

## Change your password

- Click on Manage My Profile
- Click on "Would you like to change your password?" located at the bottom of the Manage My Profile screen
- Enter the current password once and the new password twice
- Click on Update Profile

- Click on **View Allotments**. A candidate list of allotments will be displayed. Click on the allotment name to view allotment details
  - Click on **Create Booking** or **Release Remaining Space**
  - Click on **Estimate Rate**. Select or enter mandatory information including carrier code, account number, origin, destination airport codes, and weight in pounds or kilos. Click on **Estimate Rate**
  - Click on **Verify a rate**
  - To create a template, click on **New Booking Template**, complete mandatory fields and click on **Create Template**
  - To modify a template, under the **Modify Template** section, select **Carrier** and enter origin and destination. Click on **View Booking Template**, click the check box for the templates that you are updating. Click on **Update Template** to complete
  - Click on **Submit template bookings**
  - Click on **Create Template Bookings**. In section 2, select **Carrier**, enter origin, destination and select the calendar week for which you are making bookings. Click on **Retrieve Booking Templates**
  - Enter air waybill numbers/ if required. Check flight dates and other information. Select the check box for the booking templates you will be submitting and click on **Submit Bookings**
- Create or modify booking templates**
- To create a booking
  - Search for available space prior to making a booking to avoid unnecessary error responses. All information is carried over and pre-filled in the **Create Booking** screen
  - Complete other mandatory fields and any other optional fields. Mandatory fields vary based on carrier. Click on **Create Booking**
  - You will get a confirmation screen after a successful booking
- Make a booking**
- Search for available space prior to making a booking to avoid unnecessary error responses. All information is carried over and pre-filled in the **Create Booking** screen
  - Complete other mandatory fields and any other optional fields. Mandatory fields vary based on carrier. Click on **Create Booking**
  - You will get a confirmation screen after a successful booking
- Create up to 5 bookings at a time**
- Click on **Create Multiple Bookings**. Complete all mandatory and any other optional fields. Click on **Create Bookings**
  - An error message will appear under any bookings that are not confirmed. To resubmit, modify errant data, check the box next to "Modify this line" and resend



## Check availability, schedules and book

## Manage bookings and track shipments

www.CargoPortalServices.com



### Track shipments by air waybill number

- Click on **Track Air Waybills**
- Select / enter up to 10 carrier codes, airline numbers (012, 016, etc.) and air waybill numbers. Click on **Display Shipments**
- Click on any air waybill number in the response to view full details

### Track shipments by origin or destination

- Click on **Search Air Waybills**
- Select or enter mandatory information: Carrier code or "My Carriers", account number (if a carrier is selected), date range of shipments to be tracked, origin and/or destination
- Choose an option: active shipments, delivered shipments or both
- Click on **Display Shipments**
- Click on the air waybill number in the response to view details

### View or modify a booking

- Click on **View/Modify Bookings**
- Select a carrier, enter an airline number and air waybill number or enter a confirmation number (applies only to United shipments). Click on **Display Booking**
- To modify the booking, change the desired information and click on **Modify Booking**. Note that each airline allows different information to be modified.

### Review active bookings

- Click on **Review Current Bookings**
- Results can be filtered by flight number, origin or destination
- Select or enter carrier code or "My Carriers", account number (if a carrier is selected), participant role and date range. Click on **Display Bookings**
- To view details of any booking, click on the air waybill or confirmation number

### Check the status of a flight

- Click on **View Flight Status**
- Select a carrier code, flight number and date. Click on **Display Flight**

### Add or modify house air waybill data

- Click on **Customs**
- Select carrier code and complete all mandatory fields. Click on **Retrieve Air Waybill**
- Master air waybill data or reservation summary will be displayed
- To add house air waybill, complete all mandatory fields and any other optional fields and click on the **Create** button
- To modify house air waybill information, click on the house air waybill number that you want to view or modify. Make your changes and then click on **Update**