
eModal® Community Portal

User Guide

Version 6.5

August 20, 2018



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1. eModal Community Portal


The eModal Community Portal enables you to check container and booking statuses, inquire on terminal and vessel details, and create and manage PreGate visits and moves. Additionally, you can manage fees, truckers, and vehicles.

1.2 GETTING STARTED

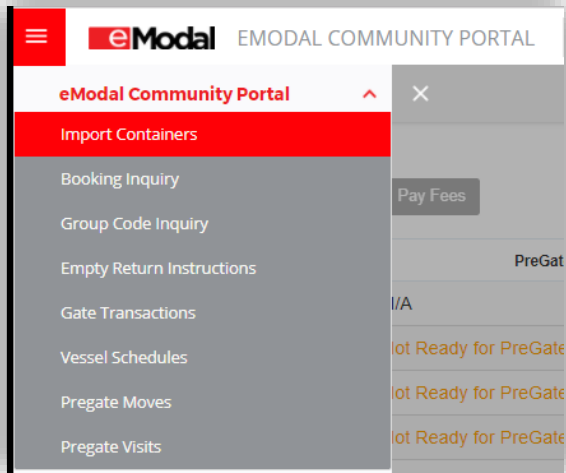
The screens in eModal.com have common behavior as far as navigating through the menu, viewing and sorting columns within lists, common icons, and searching/scrolling.

1.3 MENU NAVIGATION

When you enter the eModal Community Portal (eCP) you will see the Import Container screen; this is the default screen. Use the Main Menu to quickly move between the different eModal screens.

From the menu button  in the upper left-hand corner of the screen, click eModal Community Portal to see the options. Click an option to display that screen. The default screen is the Import Containers screen.

- **Import Containers** – query import container status and manage your watchlist, pay fees, manage PreGate, and set notifications.
- **Booking Inquiry** – query on export booking status and manage your watchlist, pay fees, manage PreGate, and set notifications.
- **Group Code Inquiry** – query on group (peel off) code status and manage your watchlist, pay fees, manage PreGate, and set notifications.
- **Empty Return Instructions** – view empty return instructions as published by participating terminals.
- **Gate Transactions** – view terminal gate transaction message(s).
- **Vessel Schedules** – query on vessel schedules for participating terminals.
- **PreGate Moves** – query and manage PreGate transactions by move.
- **PreGate Visits** – query and manage PreGate transactions by visit.

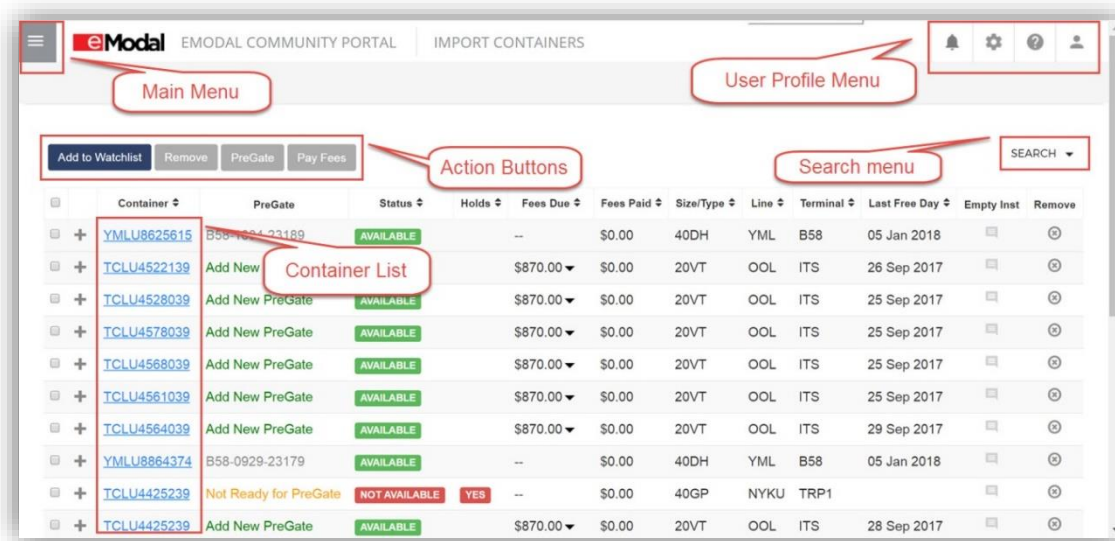


eModal Community Portal Menu

1.3.1 eModal Screen Overview

The functionality within eModal is similar in each screen. You can view the list, select one or more items in the list and perform an action (like Add/Remove/PreGate/Pay Fees), click the + sign to see more detail, sort the columns, navigate within the list results, or search within the list.

Additionally, list items may be underlined or color coded to quickly relay detail or status.





eModal Import Containers Screen

List Columns










eModal screens are lists with columns that display key detail for each list item. The columns are static and specific to each list (containers/bookings/group codes/etc.) but you can sort the lists by a column and define ascending or descending order.

List Columns

Column	Description
Container/Booking	Displays the container, booking, or group code number. If the number has a blue underline you can click on the underlined number (link) to open a pop-up window with additional details.
PreGate	<p>The PreGate column displays the status for the container/booking/group code:</p> <ul style="list-style-type: none"> • N/A – the terminal does not participate in PreGate • Not Ready for PreGate – the container is not available, or does not meet terminal criteria for being ready for PreGate • Add New PreGate – the container is available to create a PreGate. Click on the green text to open the PreGate system (see user guide on how to create PreGate) • Provide a ticket number – indicates that a PreGate has been created for the container. Click on the ticket number to display the ticket details.
Status	<p>Displays status of the container:</p> <ul style="list-style-type: none"> • AVAILABLE • NOT AVAILABLE • UNKNOWN • OUT-GATE • FOUND (Booking Inquiry Screen)
Holds	<p>Displays if there is a hold on the container.</p> <p>YES</p>
Fees Due/Fees Paid	Displays if there are fees due for a container. If there are fees, you can click the down-arrow to see additional detail and make a payment.
Empty Return Instructions	<p>Displays an icon:</p> <ul style="list-style-type: none"> • Gray  – no instructions are available • Blue  – instructions are available – click to see a popup screen with more detail

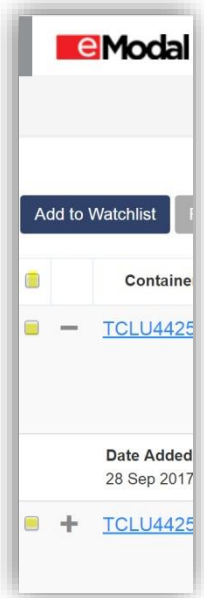
Other	<ul style="list-style-type: none">• Size/Type – displays in the Import Container screen• Line – displays in the Import Container and Booking Inquiry screens• Vessel/Voyage – displays in the Booking Inquiry screen• Terminal – displays in the Import Container and Booking Inquiry screens• Last Free Day – displays in the Import Container screen
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Screen Buttons

Button	Description
	Click the Add to Watchlist button to add one or more items to the watchlist.
	The remove button is gray until you select one or more items in the list.
	The PreGate button is gray until you select one or more items in the list. When you click the PreGate button the PreGate Visit screen will open where you can schedule PreGate details.
	The PreGate button is gray until you select one or more items in the list. After clicking the Pay Fees button, you can click on the down-arrow next to the fee and then click Pay Fee. This displays a popup screen where you can complete the payment.
	Click the down-arrow to open the Search box.
	Click to set and modify system notifications.
	Click to manage settings for your company, sub-users, user, addresses, and phone numbers.
	Click to open help options.
	Click to manage your profile. You can change your password, set up your alerts, and log off the system.


Select

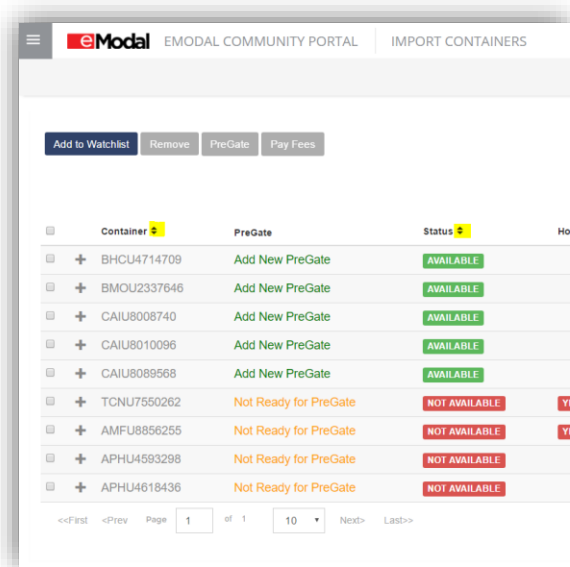
To select a line item in a list, click the check box in the row of the item you want. You can quickly select all of the items in the list by clicking on the check box at the top of the column.



eModal List Items check boxes

Sort

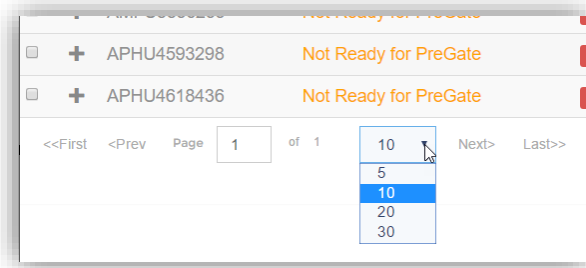
You can sort the list by any column by clicking on the  icon next to each column title. This will display the list in ascending or descending order by column.



eModal List Sort Icon

Page View

When a list has more than 10 items there will be multiple pages. The default screen view is 10 items per page, you change this and select 5, 10, 20, or 30 containers per page view by selecting the value on the bottom left of the page under the page drop down

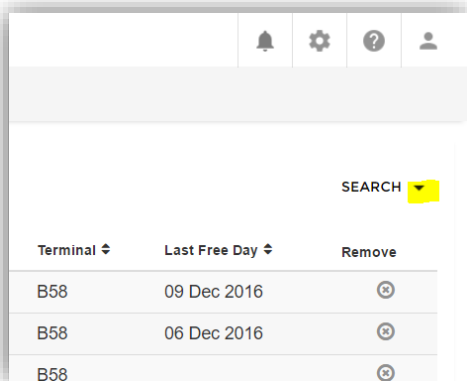


eModal Page Navigation Bar

Additionally, to move between the pages you can click **First**, **Prev**, **Next**, or **Last** or type a page number into the Page field to jump right to a specific page of the list.

Search

In eModal screens you can select to search for an item (container/booking/etc.). To search for a particular string, just click on the down arrow next to Search to open the search box. Type the value in the search box and then click on the magnifying glass icon. The site will display items that match your search.



eModal Search

The screenshot shows the eModal search results page. At the top, there are buttons: "Add to Watchlist", "Remove", "PreGate", and "Pay Fees". A search box contains the value "80895" with a magnifying glass icon. Below the search box is a table with columns: Container, PreGate, Status, Holds, Fees Due, Fees Paid, Size/Type, Line, Terminal, Last Free Day, and Remove. The table contains five rows of data.

Container	PreGate	Status	Holds	Fees Due	Fees Paid	Size/Type	Line	Terminal	Last Free Day	Remove
BHCU4714709	Add New PreGate	AVAILABLE		\$0.00	\$31.20	40FR	HAP	B58	09 Dec 2016	(X)
BMOU2337646	Add New PreGate	AVAILABLE		\$0.00	\$30.00	20DR	HDMU	B58	06 Dec 2016	(X)
CAIU8008740	Add New PreGate	AVAILABLE		\$0.00	\$0.00	40DH	POL	B58		(X)
CAIU8010096	Add New PreGate	AVAILABLE		\$0.00	\$0.00	40DH	POL	B58		(X)
CAIU8089568	Add New PreGate	AVAILABLE		\$0.00	\$0.00	40DH	POL	B58		(X)

eModal Search Results

The screenshot shows the eModal search results page. At the top, there are buttons: "Add to Watchlist", "Remove", "PreGate", and "Pay Fees". A search box contains the value "80895" with a magnifying glass icon. Below the search box is a table with columns: Container, PreGate, Status, Holds, Fees Due, Fees Paid, Size/Type, Line, Terminal, Last Free Day, and Remove. The table contains one row of data.

Container	PreGate	Status	Holds	Fees Due	Fees Paid	Size/Type	Line	Terminal	Last Free Day	Remove
CAIU8089568	Add New PreGate	AVAILABLE		\$0.00	\$0.00	40DH	POL	B58		(X)

At the bottom of the table, there is a pagination bar: "<<First <Prev Page 1 of 1 10 Next> Last>>". To the right of the pagination bar, it says "Total Count: 1".

eModal Search Results

2. eModal Community Portal Functions Screens

2.2 IMPORT CONTAINERS

The Default screen in eModal is the Import Containers screen. After logging into eModal you will see the Import Containers screen with the current watchlist displayed, the list is a composite of user added containers and those added via the system (API). In this screen you can perform the following tasks: add/remove one or more containers to the watchlist, create PreGate details for one or more containers, pay fees for one or more containers, view status, empty return instructions, and container/terminal details, and set notifications.

Container	PreGate	Status	Holds	Fees Due	Fees Paid	Size/Type	Line	Terminal	Last Free Day	Remove
APHU4593298	Not Ready for PreGate	NOT AVAILABLE		\$5,725.00	\$0.00	45DH	APL	B58	16 Dec 2016	
APHU4618436	Not Ready for PreGate	NOT AVAILABLE		\$5,725.00	\$0.00	45DH	APL	B58	16 Dec 2016	
BHCU4714709	Add New PreGate	AVAILABLE		\$0.00	\$31.20	40FR	HAP	B58	09 Dec 2016	
BMOU2337646	Add New PreGate	AVAILABLE		\$0.00	\$30.00	20DR	HDMU	B58	06 Dec 2016	
CAIU8008740	Add New PreGate	AVAILABLE		\$0.00	\$0.00	40DH	POL	B58		
CAIU8010096	Add New PreGate	AVAILABLE		\$0.00	\$0.00	40DH	POL	B58		
CAIU8089568	Add New PreGate	AVAILABLE		\$0.00	\$0.00	40DH	POL	B58		
TCNU7550262	Not Ready for PreGate	NOT AVAILABLE	YES	\$0.00	\$0.00	40DH	SUDU	B58		
AMFU8856255	Not Ready for PreGate	NOT AVAILABLE	YES	\$0.00	\$0.00	40DH	SUDU	B58		

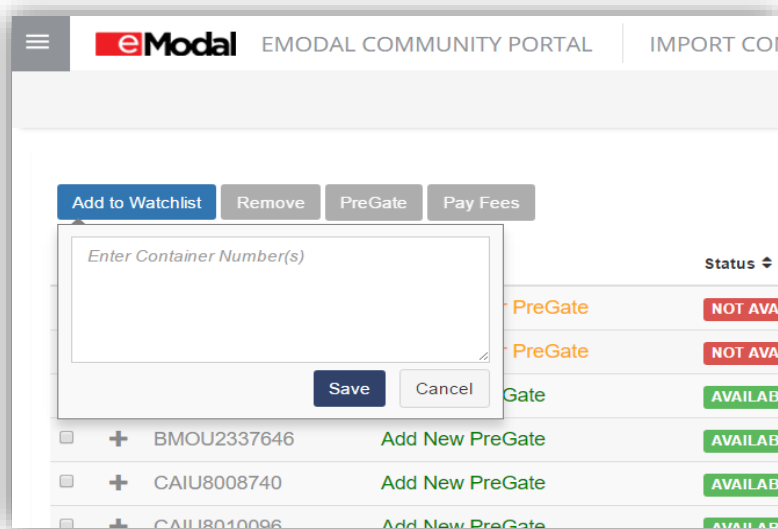
<<First <Prev Page 1 of 10 >Next> Last>> Total Count 9

2.2.1 Add to Watchlist

You can quickly add one or more containers to the import watchlist by clicking the **Add to Watchlist** button. A window will display where you can type or paste container number(s) and then click Save when finished or click Cancel to close the window without adding containers.

You can add containers to your import containers watchlist, by

- clicking on the “**Add to Watchlist**” button on the top left of the screen
- inputting (typing or copy-and-paste) your container(s) numbers
- clicking on “Save” to add the container(s)



eModal

EMODAL COMMUNITY PORTAL

IMPORT CONTAINERS

Add to Watchlist

ACTION

SEARCH

		Container	Status	Holds	Est Dischg	LFD	Fees Due	Fees Paid	PreGate	Terminal	Size/Type	Line	Empty Inst	Remove
<input type="checkbox"/>	+	N/A APHU8882728	UNKNOWN				--	\$0.00	N/A					
<input type="checkbox"/>	+	ANHU1012007	ON VESSEL		31 Jan 2018		--	\$0.00	Not Ready for PreGate	ITS	20VT	COS		
<input type="checkbox"/>	+	ANHU1104714	ON VESSEL		31 Jan 2018		--	\$0.00	Not Ready for PreGate	ITS	20VT	COS		
<input type="checkbox"/>	+	ANHU6182005	ON VESSEL		31 Jan 2018		--	\$0.00	Not Ready for PreGate	ITS	20VT	COS		
<input type="checkbox"/>	+	ANHU5282003	ON VESSEL		31 Jan 2018		--	\$0.00	Not Ready for PreGate	ITS	20VT	COS		
<input type="checkbox"/>	+	N/A APHU6767500	ON VESSEL	YES			--	\$0.00	Not Ready for PreGate	APLGGS	40HC	APL		
<input type="checkbox"/>	+	N/A APHU7341170	OUT-GATE				--	\$0.00	N/A	VITNI	40HC	APL		

Containers that are known in the eModal system will display with information about the container. For those containers that are not in eModal system, they will display with UNKNOWN

Add to Watchlist		ACTION					
		Container	Status	Holds	Est Dischg	LFD	
<input type="checkbox"/>	+	N/A	APHU8882728	UNKNOWN			
<input type="checkbox"/>	+		ANHU1012007	ON VESSEL	31 Jan 2018		
<input type="checkbox"/>	+		ANHU1104714	ON VESSEL	31 Jan 2018		
<input type="checkbox"/>	+		ANHU6182005	ON VESSEL	31 Jan 2018		
<input type="checkbox"/>	+		ANHU5282003	ON VESSEL	31 Jan 2018		
<input type="checkbox"/>	+	N/A	APHU6767500	ON VESSEL	YES		
<input type="checkbox"/>	+	N/A	APHU7341170	OUT-GATE			

2.2.2 Import Watchlist Column Descriptions

The screenshot shows the 'IMPORT CONTAINERS' section of the eModal Community Portal. It features a table with various columns for container tracking. The table includes a search bar and an 'Add to Watchlist' button. The data rows show container numbers, their status (e.g., UNKNOWN, ON VESSEL, OUT-GATE), estimated discharge dates, fees, and PreGate status.

	Container	Status	Holds	Est Dischg	LFD	Fees Due	Fees Paid	PreGate	Terminal	Size/Type	Line	Empty Inst	Remove
<input type="checkbox"/>	N/A APHU8882728	UNKNOWN				--	\$0.00	N/A					
<input type="checkbox"/>	+ ANHU1012007	ON VESSEL		31 Jan 2018		--	\$0.00	Not Ready for PreGate	ITS	20VT	COS		
<input type="checkbox"/>	+ ANHU1104714	ON VESSEL		31 Jan 2018		--	\$0.00	Not Ready for PreGate	ITS	20VT	COS		
<input type="checkbox"/>	+ ANHU6182005	ON VESSEL		31 Jan 2018		--	\$0.00	Not Ready for PreGate	ITS	20VT	COS		
<input type="checkbox"/>	+ ANHU5282003	ON VESSEL		31 Jan 2018		--	\$0.00	Not Ready for PreGate	ITS	20VT	COS		
<input type="checkbox"/>	+ N/A APHU6767500	ON VESSEL	YES			--	\$0.00	Not Ready for PreGate	APLGGS	40HC	APL		
<input type="checkbox"/>	+ N/A APHU7341170	OUT-GATE				--	\$0.00	N/A	VITNI	40HC	APL		

The watchlist has several new fields including an Advance PreGate indicator, estimated discharge off container, and new PreGate statuses

This screenshot shows a detailed view of the 'Import Watchlist' table. It includes an 'Add to Watchlist' button and an 'ACTION' dropdown. The table columns are: Container, Status, Holds, and Est Dischg. The first row is expanded, showing the container number APHU8882728 with a status of UNKNOWN. The second row shows ANHU1012007 with a status of ON VESSEL and an estimated discharge date of 31 Jan 2018. Below the table, the 'Date Added' is shown as 15 Jan 2018 17:06. The table continues with more rows, including ANHU1104714, ANHU5282003, ANHU6182005, and N/A APHU6767500 with a status of ON VESSEL and a 'YES' indicator in the Holds column.

	Container	Status	Holds	Est Dischg
<input type="checkbox"/>	+ N/A APHU8882728	UNKNOWN		
<input type="checkbox"/>	- ANHU1012007	ON VESSEL		31 Jan 2018
Date Added 15 Jan 2018 17:06				
<input type="checkbox"/>	+ ANHU1104714	ON VESSEL		31 Jan 2018
<input type="checkbox"/>	+ ANHU5282003	ON VESSEL		31 Jan 2018
<input type="checkbox"/>	+ ANHU6182005	ON VESSEL		31 Jan 2018
<input type="checkbox"/>	+ N/A APHU6767500	ON VESSEL	YES	

1st column:

- + - expand the line to display further information
- - collapse the line if expanded

2nd column:

- indicate that the container is in a qualifying terminal for Advance PreGate

N/A – not a participating terminal for Advance PreGate

Container column:

Clicking on containers that are known, will bring up a popup window that will display detailed container information (i.e. yard location, vessel, holds, etc.)

Status:

Below are typical statuses shown in eModal

- *Unknown* – container is not in eModal system
- *Available* – container is in available status by terminal, usually qualifies for PreGate
- *Not Available* – container is in not available status by terminal, usually means does not qualify for PreGate
- *Out-Gate* – import container has already been out gated at terminal
- *On Vessel* – import container is still on vessel
- *On-Rail* – import container is on rail

Holds:

Displays **YES** if there are holds declared by the terminal

Est Dischg:

is the estimated discharge date of container from vessel onto terminal

LFD ↕	Fees Due ↕	Fees Paid ↕	PreGate
25 Dec 2017	\$5,388.00 ▼	\$0.00	Add New PreGate
25 Dec 2017	\$5,388.00 ▼	\$0.00	Add New PreGate
05 Jan 2018	\$2,200.00 ▼	\$0.00 ▼	Add New PreGate
28 Dec 2017	--	\$0.00 ▼	Add New PreGate
11 Jan 2018	--	\$0.00	Add New PreGate

LFD:

Last Free Day is displayed as per information sent to eModal by the terminal

Fees Due:

Any fees currently due by the terminals and information sent to eModal. Clicking on the ▼ will display the details of the fees (example below)

25 Dec 2017 \$5,388.00 ▼	
Current Balance for 2018-01-15	
LFD :25 Dec 2017	
Miscellaneous Fee	\$888.00
Vacis Exam Fee	\$4,500.00
Pay Now	

Fees Paid:











Any fees paid through eModal will display. Clicking on the ▼ will display the details of the fees paid (example below)

05 Oct 2018 -- \$30.00 ▼	
Transaction History	
Import Gate Fee 2018-01-12	\$30.00

PreGate:

The PreGate eligibility and status of the container

- *N/A* – terminal/container does not qualify for PreGate
- *Add New PreGate* – container is ready for PreGate, clicking on green “Add New PreGate” will launch a single visit creation screen with information for that container prepopulated
- *Not Ready for PreGate* – container is not ready for a PreGate, however could be:
 - ready for an Advance PreGate if the terminal is participating and container on vessel
 - another carrier has already requested a PreGate
 - pre-validation by PreGate system has determined that container is not ready for PreGate
- *Adv PreGate Requested (green)* – your company has already requested an Advance PreGate for this container, clicking on the green text will display your request for that container
- *Adv PreGate Requested (orange)* – another company has already requested an Advance PreGate for this container, you will not be able to view the request
- Ticket number is displayed – your company has secured a PreGate for that container, clicking on the ticket number will display the PreGate details

Terminal ↕	Size/Type ↕	Line ↕	Empty Inst	Remove
				
ITS	20VT	COS		
ITS	20VT	COS		
ITS	20VT	COS		
ITS	20VT	COS		

Terminal:

Terminal that the container record was sent for


Size/Type:

container size type

Line:

Shipping Line that container belongs to

Empty Inst:

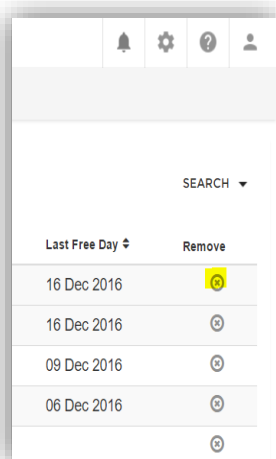
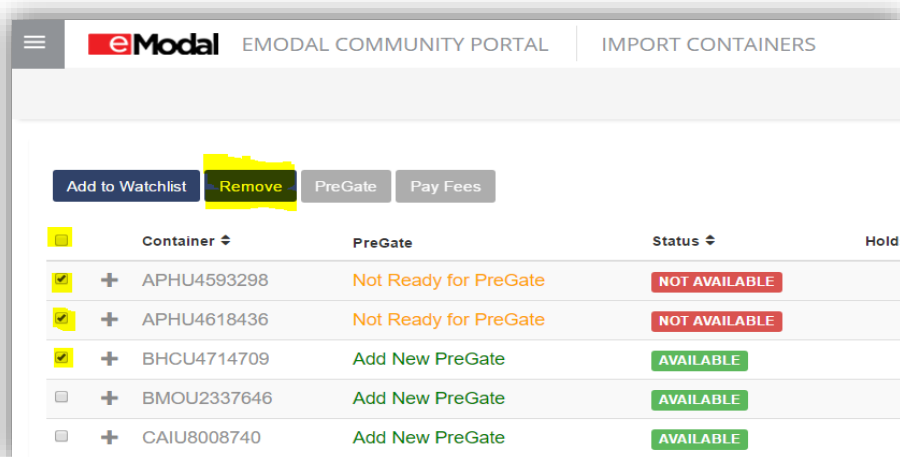
Empty return instructions. The  icon will turn blue for those containers that are in Out-Gate status. Clicking on the icon will bring up the empty return instructions if published by the terminals for where the location is currently located

Remove:

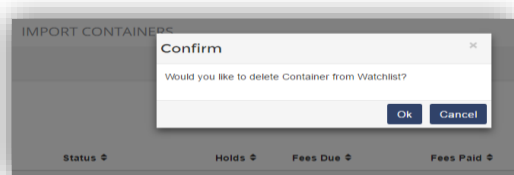
Clicking on the  icon will remove the container record from your watchlist

2.2.3 Remove from Watchlist

You can remove one or more containers from the Import Watchlist by clicking the Select All check box on the top left of the list or by individually selecting the check box next to each container you want to remove, and then click Remove. Alternatively, you can remove an entry by clicking on the (X) at the far right of the container list item.



A confirmation window will display where you must confirm that you want to remove the container(s) from the Watchlist. Click OK to remove or Cancel to close the window without removing the container(s) from the list.



2.2.4 Pay Fees

If a terminal is a participating fee payment terminal with eModal, fees can be paid in one of two ways from the Import Containers screen:

1. Select the container(s) with fees due and then click on **Pay Fees** button on the top menu bar. This will open the eModal fee payment screen.

The screenshot shows the eModal Community Portal interface. At the top, there are navigation links: 'eModal', 'EMODAL COMMUNITY PORTAL', and 'IMPORT CONTAINERS'. Below the navigation bar, there are four buttons: 'Add to Watchlist', 'Remove', 'PreGate', and 'Pay Fees'. The 'Pay Fees' button is highlighted with a yellow box. Below the buttons is a table with columns: Container, PreGate, Status, Holds, Fees Due, and Fees. The table contains four rows of data:

Container	PreGate	Status	Holds	Fees Due	Fees
APHU4593298	Not Ready for PreGate	NOT AVAILABLE		\$5,725.00	\$0.00
APHU4618436	Not Ready for PreGate	NOT AVAILABLE		\$5,725.00	\$0.00
BHCU4714709	Add New PreGate	AVAILABLE		\$0.00	\$31.20
BMOU2337646	Add New PreGate	AVAILABLE		\$0.00	\$30.00

- Alternatively, you can click on the drop-down arrow ▼ next to the amount in the Fees Due column. This will open a list of fees that are due for the container. Click the Pay Now button to open the eModal fee payment screen and process the payment.

The screenshot shows a dropdown menu for the 'Fees Due' column. The menu displays the following information:

Status	Holds	Fees Due	Fees
NOT AVAILABLE		\$5,725.00	\$0.00
NOT AVAILABLE		\$5,725.00	\$0.00
AVAILABLE		\$0.00	\$3.00
AVAILABLE		\$0.00	\$30.00
AVAILABLE		\$0.00	\$0.00
AVAILABLE		\$0.00	\$0.00
AVAILABLE		\$0.00	\$0.00
AVAILABLE		\$0.00	\$0.00

The dropdown menu also includes a 'Pay Now' button.

Click the drop-down arrow ▼ next to the Fees Paid amount to see detail for the transaction history of previously paid amounts.

The screenshot shows a dropdown menu for the 'Fees Paid' column. The menu displays the following information:

Holds	Fees Due	Fees Paid	Si
	\$0.00	\$31.20	40
	\$0.00	\$0.00	20
	\$0.00	\$0.00	40
	\$0.00	\$0.00	40

The dropdown menu also includes a 'Transaction History' section with the following data:

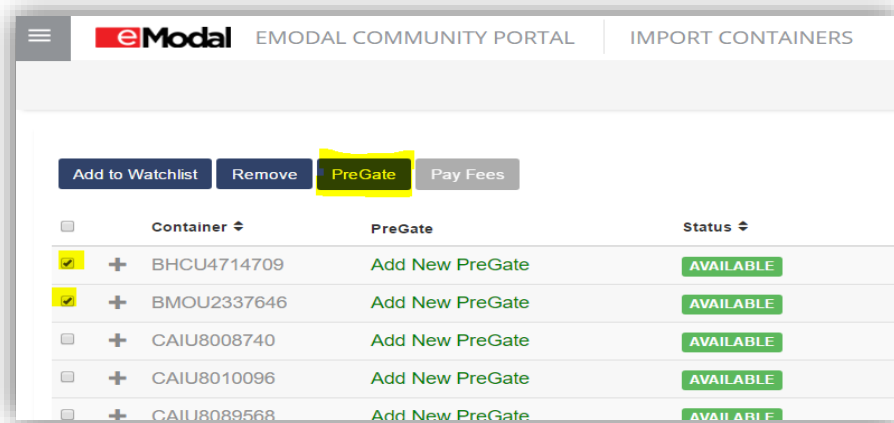
Date	Amount
11/30/2016	\$31.20

*See the Pay Fees section of the guide to learn more about Fee Payment setup and process.

2.2.5 Create PreGate

You can create a PreGate for one or more containers in the Import Watchlist.

- Create a single PreGate request by clicking on the green **Add New PreGate** text in the **PreGate** column of the list. This will open the PreGate screen where you can complete the process.
- Create multiple PreGate requests by clicking the check box next to each container that is available for PreGate, and then clicking PreGate button on the top menu bar. This will open the PreGate screen where you can complete the process.



*See the PreGate section of the guide to learn more about how to complete the PreGate request process.

2.3 BOOKING INQUIRY

The Booking Inquiry screen displays all bookings that have been added to the booking watchlist, either by a user or via API. In this screen you can perform the following tasks: add/remove one or more bookings to the watchlist, create PreGate details for one or more containers, pay fees for one or more containers, view status, empty return instructions, and container/terminal details, and set notifications.

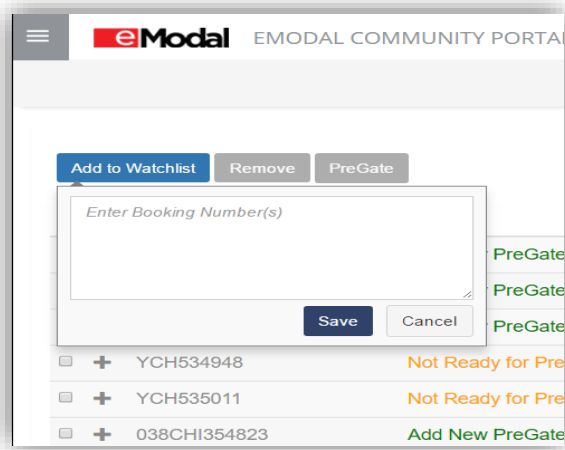
Booking	PreGate	PreGate Qty	Status	Terminal	Line	Vessel	Voyage	Date Added	Remove
+ 8014034400	Add New PreGate	0	FOUND	PCT	COS	9466245	036W	03 Jan 2017 12:39	⊙
+ 086540821	Add New PreGate	0	FOUND	PCT	APL	9645877	005W	03 Jan 2017 11:41	⊙
+ 038NOL1010169	Add New PreGate	0	FOUND	PCT	MSCU	9999999	1W	03 Jan 2017 11:17	⊙
+ YCH534948	Not Ready for PreGate	0	FOUND	PCT	YML	9472127	032W	29 Dec 2016 09:23	⊙
+ YCH535011	Not Ready for PreGate	0	FOUND	PCT	YML	9472153	030W	29 Dec 2016 09:00	⊙
+ 038CHI354823	Add New PreGate	0	FOUND	PCT	MSCU	9999999	1W	29 Dec 2016 07:15	⊙
+ 038NOL1010253	Add New PreGate	0	FOUND	PCT	MSCU	9999999	1W	29 Dec 2016 07:14	⊙
+ 038NOL1010174	Add New PreGate	0	FOUND	PCT	MSCU	9999999	1W	29 Dec 2016 07:14	⊙
+ 8013882390	Not Ready for PreGate	0	FOUND	PCT	COS	9645865	004W	29 Dec 2016 06:56	⊙
+ 8014036180	Not Ready for PreGate	0	FOUND	PCT	COS	9472127	032W	29 Dec 2016 06:56	⊙

Navigation: <<First <Prev Page 1 of 5 10 Next> Last>> Total Count: 43

eModal Community Portal Booking Inquiry Screen

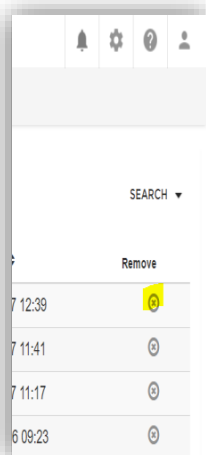
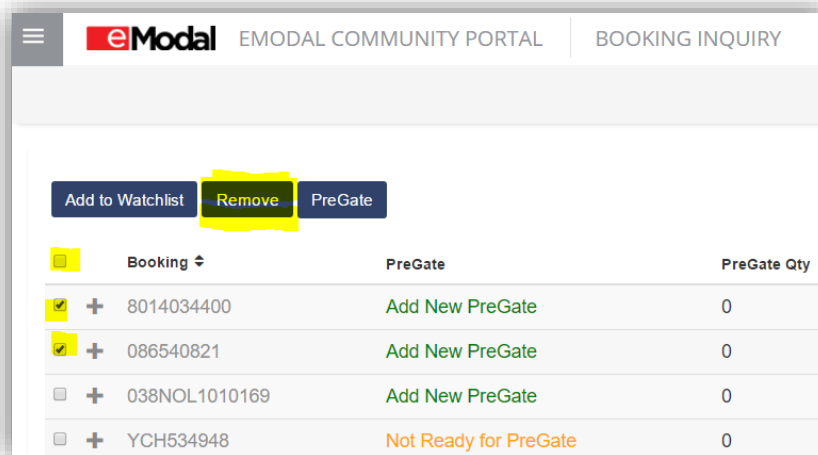
2.3.1 Add to Watchlist

You can quickly add one or more bookings to the Booking Watchlist by clicking the **Add to Watchlist** button. A window will display where you can type or paste booking number(s) and then click Save when finished or click Cancel to close the window without adding booking number(s).

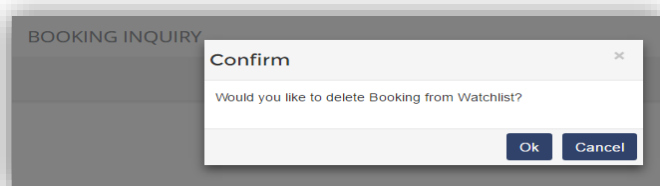


2.3.2 Remove from Watchlist

You can remove one or more bookings from the Booking Watchlist by clicking the Select All check box on the top left of the list or by individually selecting the check box next to each booking you want to remove, and then clicking the Remove button. Alternatively, you can remove an entry by clicking on the (X) at the far right of the booking list item.



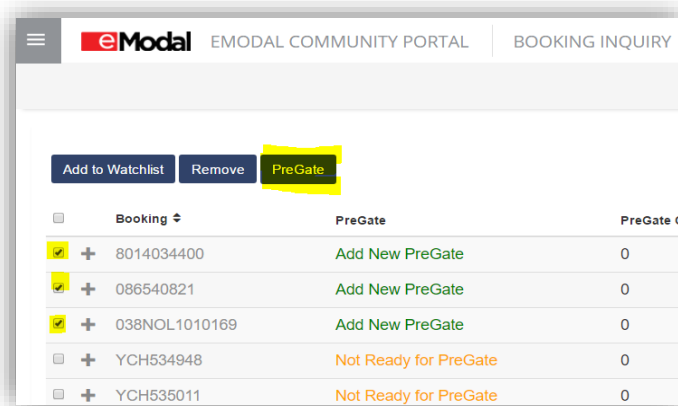
A confirmation window will display where you must confirm that you want to remove the booking(s) from the Watchlist. Click OK to remove or Cancel to close the window without removing the booking(s) from the list.



2.3.3 Create PreGate

You can create a PreGate transaction for one or more booking items in the Booking Inquiry Watchlist.

- Create a single PreGate request by clicking on the green **Add New PreGate** text in the PreGate column of the list. This will open the PreGate screen where you can complete the process*.
- Create multiple PreGate requests by clicking the check box next to each container that is available for PreGate, and then clicking PreGate button on the top menu bar. This will open the PreGate screen where you can complete the process*.



*See the PreGate section of the guide to learn more about how to complete the PreGate request process.

2.4 GROUP CODE INQUIRY

The Group Code Inquiry screen displays all group codes that have been added to the group code watchlist, either by a user or via API. In this screen you can see the status of a group code and create appointments against them.

You can perform the following tasks: click the group link to view details, add/remove one or more group codes in the watchlist, create PreGate requests for one or more containers, view the status for the group code, view the total quantity of containers associated with the group code along with details on the quantity that have PreGate requests and that have been processed through the outgate.

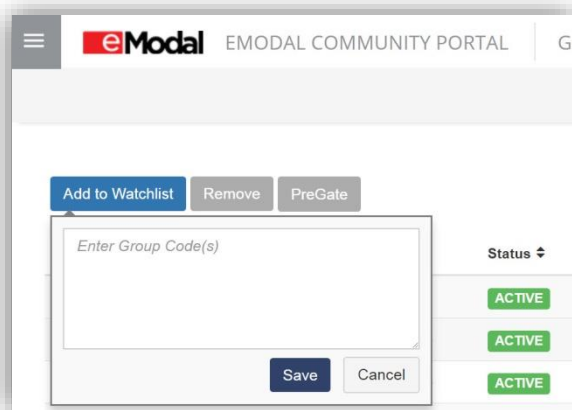
	Group Code	PreGate	Status	Terminal	Total Qty	PreGate Qty	Out-gated Qty	Date Added	Remove
<input type="checkbox"/>	+ TESTGCD20	N/A	ACTIVE	VITNI	6	0	0	14 Sep 2017 10:13	
<input type="checkbox"/>	+ TESTGCDITS1	Add New PreGate	ACTIVE	ITS	9	0	0	14 Sep 2017 09:13	
<input type="checkbox"/>	+ BIG40TST	Add New PreGate	ACTIVE	ITS	50	0	0	14 Sep 2017 08:57	
<input type="checkbox"/>	+ NS	N/A	ON-HOLD	VITNI	27984	0	240	01 Sep 2017 00:31	
<input type="checkbox"/>	+ RMTX	N/A	ACTIVE	VITNI	189	0	1203	01 Sep 2017 00:31	
<input type="checkbox"/>	+ CPO08	N/A	ACTIVE	VITNI	0	0	0	01 Sep 2017 00:31	
<input type="checkbox"/>	+ NS40	N/A	ACTIVE	VITNI	0	0	15	01 Sep 2017 00:31	
<input type="checkbox"/>	+ CCXP2	N/A	ACTIVE	VITNI	0	0	26	01 Sep 2017 00:31	
<input type="checkbox"/>	+ CCXP3	N/A	ACTIVE	VITNI	0	0	0	01 Sep 2017 00:31	
<input type="checkbox"/>	+ CCXP4	N/A	ACTIVE	VITNI	1	0	84	01 Sep 2017 00:31	

<<First <Prev Page 1 of 6 10 Next> Last>> Total Count:57

eModal Community Portal Group Code Inquiry Screen

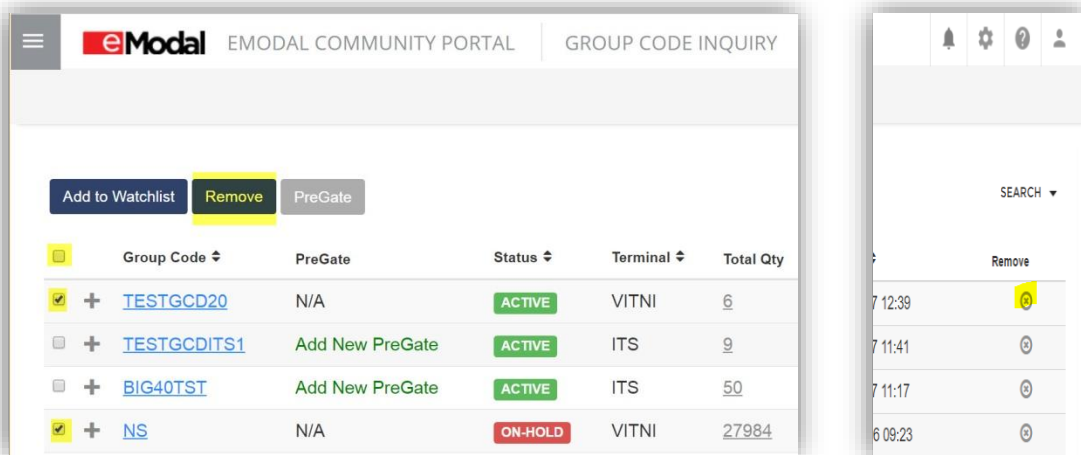
2.4.1 Add to Watchlist

You can quickly add one or more group codes to the Group Code Watchlist by clicking the **Add to Watchlist** button. A window will display where you can type or paste group code number(s) and then click Save when finished or click Cancel to close the window without adding group code(s).

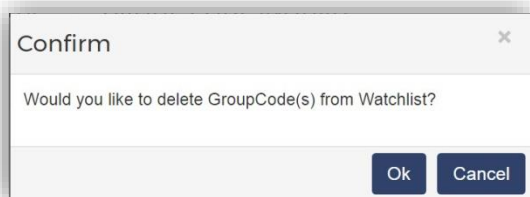


2.4.2 Remove from Watchlist

You can remove one or more group codes from the Group Code Watchlist by clicking the Select All check box on the top left of the list or by individually selecting the check box next to each group code you want to remove, and then clicking the Remove button. Alternatively, you can remove an entry by clicking on the (X) at the far right of the group code list item.



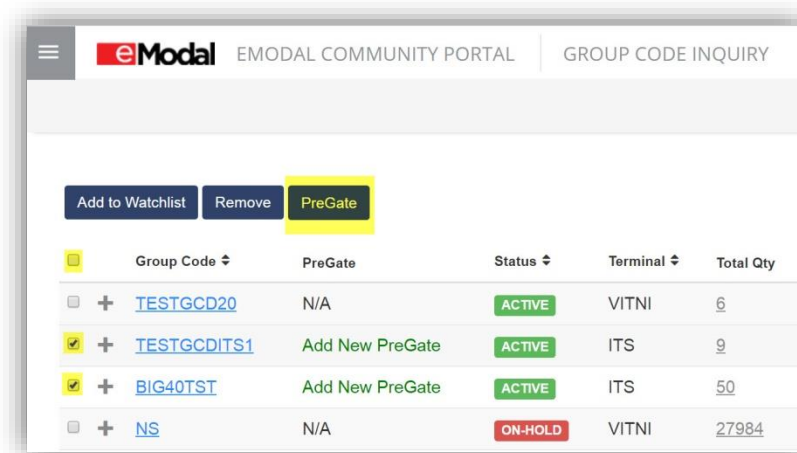
A confirmation window will display where you must confirm that you want to remove the group code(s) from the Watchlist. Click OK to remove or Cancel to close the window without removing the group code(s) from the list.



2.4.3 Create PreGate

You can create a PreGate request for one or more containers in the Group Code Watchlist.

- Create a single PreGate request by clicking on the green **Add New PreGate** text in the **PreGate** column of the list. This will open the PreGate screen where you can complete the process*.
- Create multiple PreGate requests by clicking the check box next to each container that is available for PreGate, and then clicking PreGate button on the top menu bar. This will open the PreGate screen where you can complete the process*.



	Group Code	PreGate	Status	Terminal	Total Qty
<input type="checkbox"/>	+ TESTGCD20	N/A	ACTIVE	VITNI	6
<input checked="" type="checkbox"/>	+ TESTGCDITS1	Add New PreGate	ACTIVE	ITS	9
<input checked="" type="checkbox"/>	+ BIG40TST	Add New PreGate	ACTIVE	ITS	50
<input type="checkbox"/>	+ NS	N/A	ON-HOLD	VITNI	27984

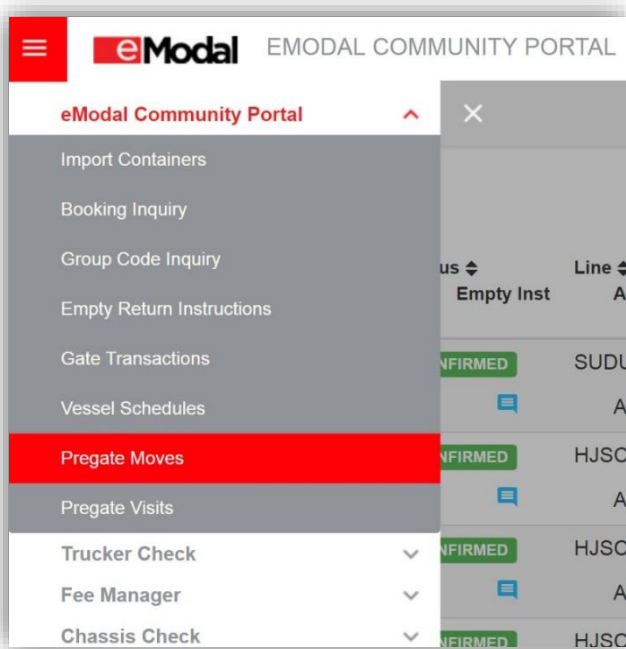
*See the PreGate section of the guide to learn more about how to complete the PreGate request process.

2.5 PreGATE

In the PreGate screens you can view, create, edit, rebook, and cancel PreGate requests. You can view PreGate information by PreGate Moves or PreGate Visits.

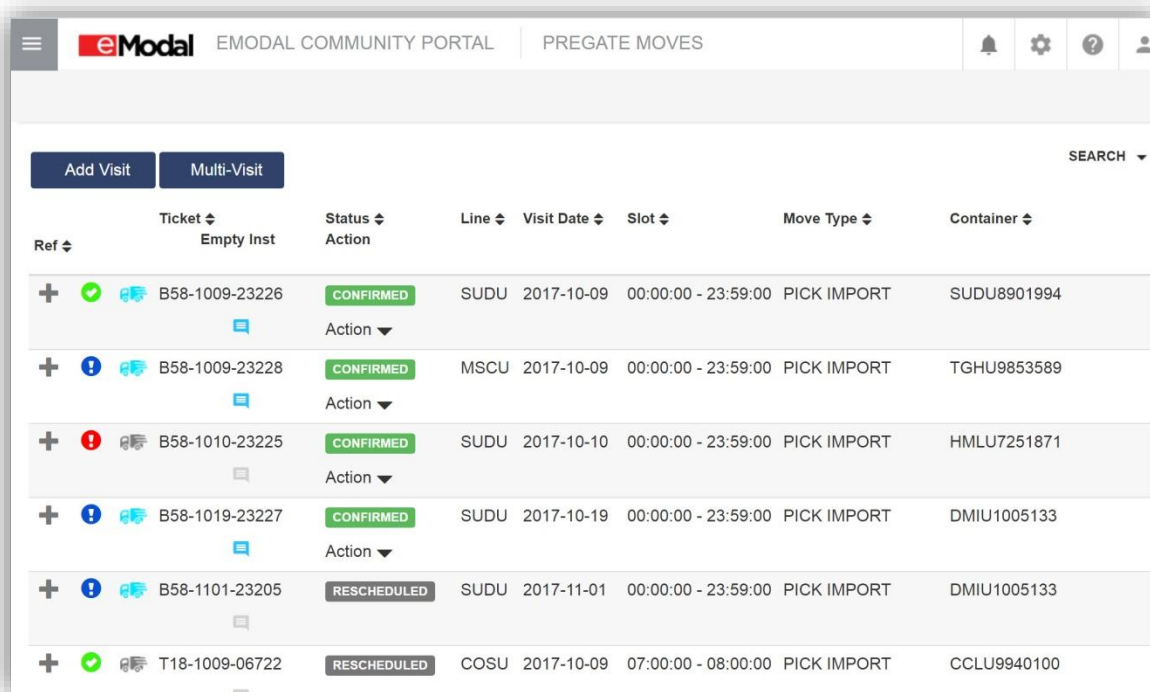
- **PreGate Moves** displays each of your moves individually by move type (i.e. Pick Import, Drop Export, Pick Empty, etc.)
- **PreGate Visit** displays visits that include all of the moves within the visit (i.e. Drop Export and then Pick Import within one visit)

To access the PreGate screens click the Main Menu button  and then select either PreGate Moves or PreGate Visits to display the corresponding screen.



2.5.1 PreGate Moves Screen

The PreGate Moves screen displays the list of PreGate move items in compressed mode, filtered by current date or greater and displayed across all participating terminals. To expand the view, click on the “+” sign to the left of the individual move. If you have a dual move (example Drop Empty and Pick Import on one ticket), then you will see one line for the Drop Empty, and one line for the Pick Full, with both lines displaying the same Ticket number.



The screenshot shows the eModal Community Portal interface for the 'PREGATE MOVES' section. It includes a search bar and buttons for 'Add Visit' and 'Multi-Visit'. The table below lists move items with columns for Ref, Ticket, Status, Line, Visit Date, Slot, Move Type, and Container. Each row has a '+' icon to expand details and an 'Action' dropdown menu.

Ref	Ticket	Status	Line	Visit Date	Slot	Move Type	Container
+ [icon]	B58-1009-23226	CONFIRMED	SUDU	2017-10-09	00:00:00 - 23:59:00	PICK IMPORT	SUDU8901994
+ [icon]	B58-1009-23228	CONFIRMED	MSCU	2017-10-09	00:00:00 - 23:59:00	PICK IMPORT	TGHU9853589
+ [icon]	B58-1010-23225	CONFIRMED	SUDU	2017-10-10	00:00:00 - 23:59:00	PICK IMPORT	HMLU7251871
+ [icon]	B58-1019-23227	CONFIRMED	SUDU	2017-10-19	00:00:00 - 23:59:00	PICK IMPORT	DMIU1005133
+ [icon]	B58-1101-23205	RESCHEDULED	SUDU	2017-11-01	00:00:00 - 23:59:00	PICK IMPORT	DMIU1005133
+ [icon]	T18-1009-06722	RESCHEDULED	COSU	2017-10-09	07:00:00 - 08:00:00	PICK IMPORT	CCLU9940100

Click the “+” sign to display additional detail related to the move.

Perform a single ascending/descending sorting of columns by clicking on the column title; the ▼ or ▲ icons will change to indicate sort order.

2.5.2 PreGate Visit Screen

The PreGate Visit screen displays all of the PreGate visits in expanded mode for the current date or greater and displayed across all participating terminals. To collapse the view, click on the “-” sign to the left of the individual visit, or on top to compress all visits. Click again on “+” to expand individually or all. Each visit ticket expands to display all the moves under that visit ticket.


EMODAL COMMUNITY PORTAL PREGATE VISITS									
Add Visit		Multi-Visit		SEARCH					
Ticket	Visit Date	Slot	Visit Status	Terminal					
Truck Plate	Driver Name	Action							
T18-1009-06722	2017-10-09	07:00:00 - 08:00:00	READY FOR CHECK IN	Terminal 18					
Move Type	Status	Slot	Line	Container	Ref	ISO			
PICK IMPORT	RESCHEDULED	07:00:00 - 08:00:00	COSU	CCLU9940100		9400			
Area	Block	Chassis	Own	Last Modified Date	Seal(S)				
			No	2017-10-09 01:59					
B58-1009-23226	2017-10-09	00:00:00 - 23:59:59	PENDING ACTIVATION	OICT					
Action									
Move Type	Status	Slot	Line	Container	Ref	ISO			
PICK IMPORT	CONFIRMED	00:00:00 - 23:59:59	SUDU	SUDU8901994		4270			
Area	Block	Chassis	Own	Last Modified Date	Seal(S)				
6054	G		No	2017-10-09 10:22					

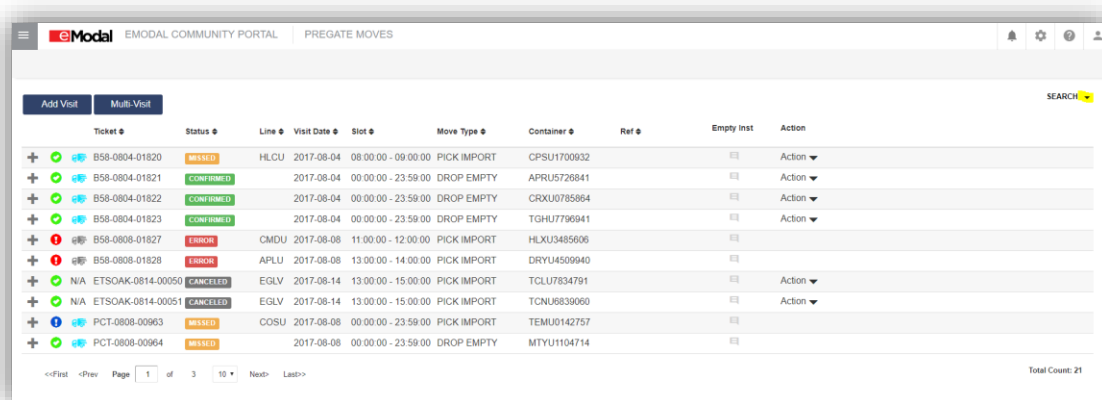
EMODAL COMMUNITY PORTAL PREGATE VISITS									
Add Visit		Multi-Visit		SEARCH					
Ticket	Visit Date	Slot	Visit Status	Terminal					
Truck Plate	Driver Name	Action							
T18-1009-06722	2017-10-09	07:00:00 - 08:00:00	READY FOR CHECK IN	Terminal 18					
B58-1009-23226	2017-10-09	00:00:00 - 23:59:59	PENDING ACTIVATION	OICT					
Action									
B58-1009-23228	2017-10-09	00:00:00 - 23:59:59	PENDING ACTIVATION	OICT					
Action									
B58-1009-23229	2017-10-09	00:00:00 - 23:59:59	PENDING ACTIVATION	OICT					
Action									
T18-1010-06723	2017-10-10	07:00:00 - 08:00:00	READY FOR CHECK IN	Terminal 18					
Action									
B58-1010-23225	2017-10-10	00:00:00 - 23:59:59	READY FOR CHECK IN	OICT					

All compressed view of the visits.


You can perform single ascending/descending sorting of columns by clicking on the column title; the ▼ or ▲ icons will change to indicate sort order.

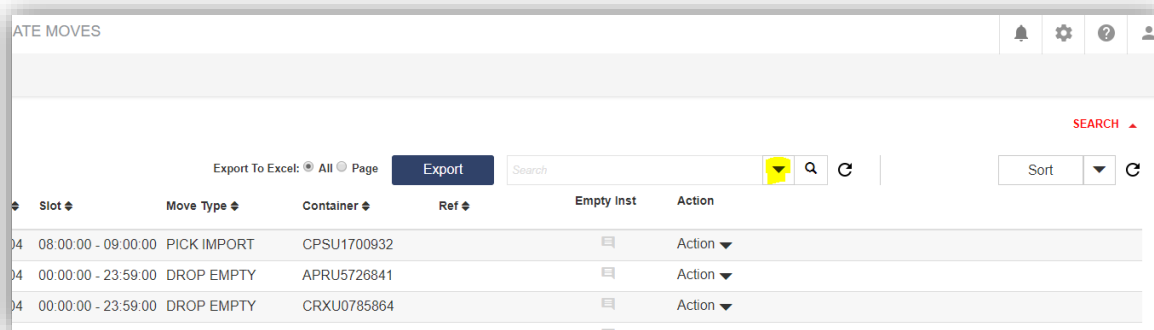
2.5.3 Advanced Search Filtering

The Search button  on the top right corner of the PreGate Moves and PreGate Visit screens opens the Advanced Search filtering menu.

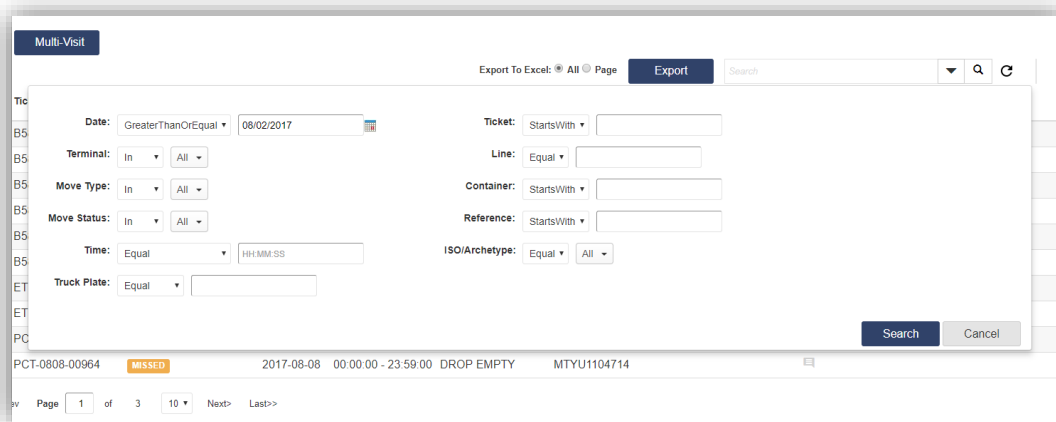


Ticket	Status	Line	Visit Date	Slot	Move Type	Container	Ref	Empty Inst	Action
B58-0804-01820	MISSED	HLCU	2017-08-04	08:00:00 - 09:00:00	PICK IMPORT	CPSU1700932			Action
B58-0804-01821	CONFIRMED		2017-08-04	00:00:00 - 23:59:00	DROP EMPTY	APRU5726841			Action
B58-0804-01822	CONFIRMED		2017-08-04	00:00:00 - 23:59:00	DROP EMPTY	CRXU0785864			Action
B58-0804-01823	CONFIRMED		2017-08-04	00:00:00 - 23:59:00	DROP EMPTY	TGHU7796941			Action
B58-0808-01827	ERROR	CMCU	2017-08-08	11:00:00 - 12:00:00	PICK IMPORT	HLXU3485606			
B58-0808-01828	ERROR	APLU	2017-08-08	13:00:00 - 14:00:00	PICK IMPORT	DRYU4509940			
NIA ETSQAK-0814-00050	CANCELED	EGLV	2017-08-14	13:00:00 - 15:00:00	PICK IMPORT	TCLU7834791			Action
NIA ETSQAK-0814-00051	CANCELED	EGLV	2017-08-14	13:00:00 - 15:00:00	PICK IMPORT	TCNU6839060			Action
PCT-0808-00963	MISSED	COSU	2017-08-08	00:00:00 - 23:59:00	PICK IMPORT	TEMU0142757			
PCT-0808-00964	MISSED		2017-08-08	00:00:00 - 23:59:00	DROP EMPTY	MTYU1104714			

Click the  button to the right of the search bar to display the Advanced Search filter menu. You can select or deselect any criteria to customize your search.



Slot	Move Type	Container	Ref	Empty Inst	Action
04 08:00:00 - 09:00:00	PICK IMPORT	CPSU1700932			Action
04 00:00:00 - 23:59:00	DROP EMPTY	APRU5726841			Action
04 00:00:00 - 23:59:00	DROP EMPTY	CRXU0785864			Action



Multi-Visit

Export To Excel: ☐ All ☐ Page

Date: GreaterThanOrEqual

Terminal: In All

Move Type: In All

Move Status: In All

Time: Equal

Truck Plate: Equal

Ticket: StartsWith

Line: Equal

Container: StartsWith

Reference: StartsWith


ISO/Archetype: Equal All

PCT-0808-00964 MISSED 2017-08-08 00:00:00 - 23:59:00 DROP EMPTY MTYU1104714

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Available Search Commands (not all options are available for all criteria):

Search Command	Description
Equal	single selection or input of value
In	multiple selection or input of values (for input, separate by a comma “,” with no spaces between values)
NotIn	exclude the selected values
Contains	search for records that have part of entered value (example: container contains EISU, will return all containers that have EISU in the value)
GreaterThan	greater than, not including, the entered value
GreaterThanOrEqual	greater than, and including, the entered value
LessThan	less than, not including, the entered value
LessThanOrEqual	less than, and including, the entered value
Between	between values entered, inclusive of values entered
StartsWith	search for values that start with entered value
EndsWith	search for values that end with entered value

To clear filters and return to the default settings, click on the refresh  button.

Search

▼

Q

C

Container#	Ref#
	MBA1600114
CMAU8323961	

NOTE: you can perform a fast search on the default page or Advance Search filtered page, by entering a value that you want to find into the Search window. For example, if you want to find a ticket with the number 555 in it, type “555” in the field and then click the magnifying glass icon.

ECMU4626284

▼

Q

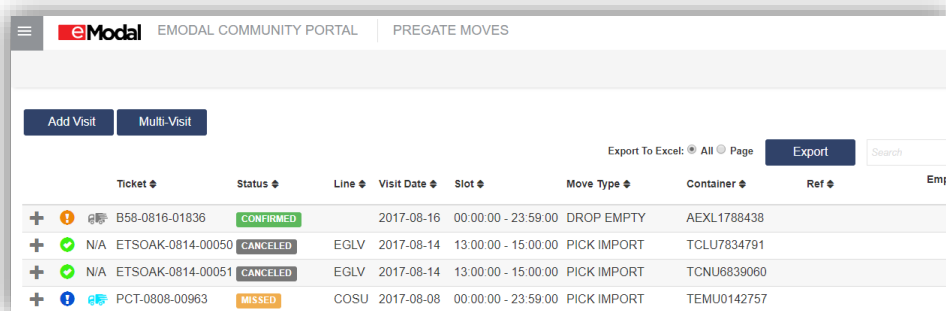
C

	Container#	Ref#
EXPORT		MBA1600114
IMPORT	CMAU8323961	

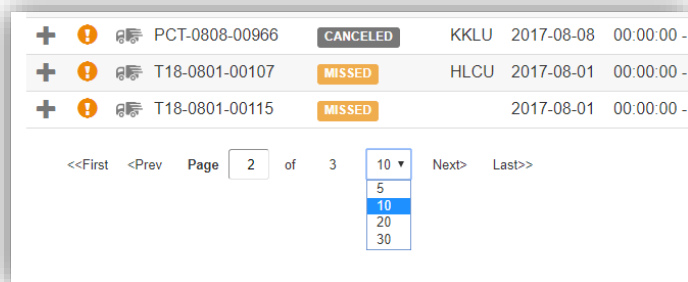
2.5.4 Export a List to Excel

You can export data to an Excel spreadsheet by selecting the **All** or **Page** button in the Export section, and then click the Export button.

- **All** - the system will export all entries included in the applied filter (rather than exporting only what is displayed on that screen)
- **Page** - the system will export only the items in the current page view (e.g. if the Items Per Page is set to 15 and page 1 is being viewed, the system will only export the entries displayed on page 1)



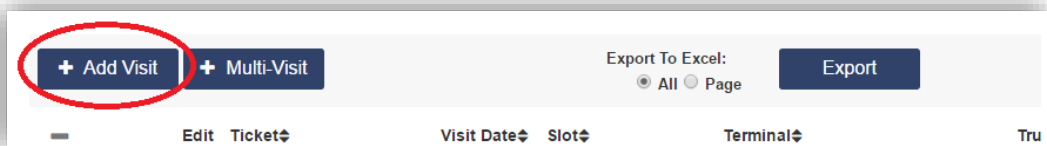
You can choose to have 15, 25, 50, or 100 entries per page display by selecting the value you want on the Items Per Page drop-down on the bottom left of the page.



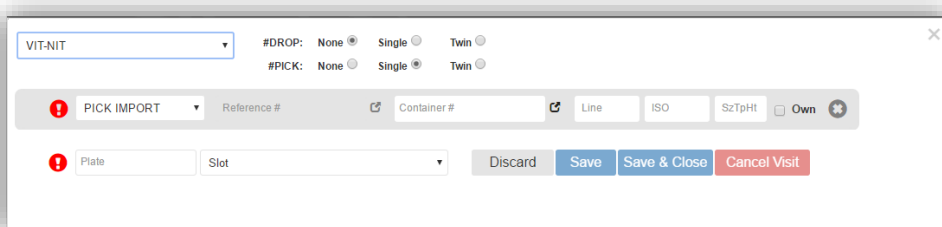
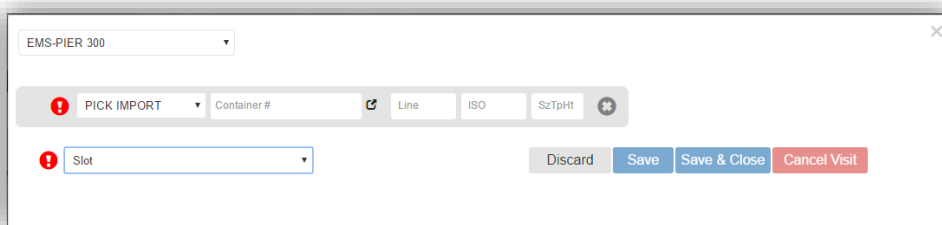
You can navigate through the list pages by clicking the <<Prev icon, or forward by clicking the Next>> icon. Quickly jump to the first or last page click <<First or Last>> respectively. Additionally, you can jump to a specific page by entering the exact page number in the Page field.

2.5.5 Creating PreGate Moves:

To create a new visit, select the **+Add Visit** or **+Multi-Visit** button on the top left of the PreGate Moves or PreGate Visit screens.



This will display the visit detail pop-up screen. The screen displays the columns and available move types for the selected terminal along with that terminal's associated PreGate requirements.



2.5.6 How To Create a PreGate Move

1. Select the terminal you want from the drop-down list.
The available fields will change based on the selected terminal's PreGate requirements and available move patterns (e.g. allowing inbound and outbound movements or simply unidirectional moves).
2. If available, select a move type option for #Drop and/or #Pick container move type: None, Single, or Twin.
As move types are selected, the fields in the pop-up may change based on the selection.
3. Enter details for each available field, once complete a notification icon will display to indicate if the entered information is valid.



Move and Container details are valid.



Additional information is required to process the PreGate move.



There is an error in the data, click on the red exclamation icon to see details on the error. For example:

The screenshot shows a web form for creating a PreGate move. At the top, there's a dropdown menu for 'VIT-NIT'. Below it are radio button options for '#DROP: None', 'Single', and 'Twin', and '#PICK: None', 'Single', and 'Twin'. The main section has a dropdown menu for 'PICK IMPORT' with a red exclamation mark icon next to it. To the right of this dropdown is a 'Reference #' field containing 'ASDC3453453'. Further right are fields for 'Line', 'ISO', 'SzTpHT', and 'Own'. At the bottom, there are fields for 'Plate' and 'Slot', both with red exclamation mark icons. To the right of these fields are buttons for 'Discard', 'Save', 'Save & Close', and 'Cancel Visit'.

Click the red exclamation mark to display the message:


The screenshot shows the same web form as before, but with a 'Messages' dialog box open in the center. The dialog box has a title bar 'Messages' and a close button. It contains two error messages, each with a red exclamation mark icon: 'Container Is Not Available' and 'ISO Is Required'. At the bottom of the dialog box is a 'Close' button. The background form is dimmed.

If you see the message “No Appointments Available” in the Slot field after completing the fields it indicates that either an appointment is not required for this terminal or there are no available slots open. Check the location requirements or terminal details for a specific reason.

The 'Add Visit' form is titled 'Add Visit'. It features a dropdown menu for 'OICT' and two radio button options for '#DROP:' (None and Single, with Single selected) and '#PICK:' (None and Single, with Single selected). Below these are input fields for 'Reference #' (containing 'EISU1104714') and 'Chassis #'. A 'Pick Import' button is visible. At the bottom, there are fields for 'Plate', 'Driver first name', and 'Driver last name', followed by a dropdown menu showing 'No Appointments Available!'. A red error message at the bottom states 'Visit Is Not Ready For Speed Gate'.

Terminals that use Pre Arrivals instead of slot appointments need only a date to create a PreGate.

The 'Add Visit' form is titled 'Add Visit'. It features a dropdown menu for 'OICT' and two radio button options for '#DROP:' (None and Single, with Single selected) and '#PICK:' (None and Single, with Single selected). Below these are input fields for 'Reference #' and 'Container #'. A 'Drop Export' button is visible. Below the 'Container #' field are eight 'Seal' buttons (Seal-1 through Seal-8). At the bottom, there are fields for 'Plate', 'Driver first name', and 'Driver last name', followed by a date field showing '08/16/2017'. A green checkmark icon is visible next to the date field. A red error message at the bottom states 'Visit Is Not Ready For Speed Gate'.

Note: Once the move(s) have been entered with valid data, you should see the green check mark icon display. You can view additional container details by clicking on the  icon to the right side of the Container field.

If a green check mark icon displays, you can continue with creating the PreGate move by selecting the next available time slot from the **Slot** drop-down.

VIT-NIT #DROP: None ☒ Single ☐ Twin ☐
#PICK: None ☐ Single ☒ Twin ☐
PICK IMPORT HMWB0159231 CAIU2294797 HDMU 2200 20GP86 ☐ Own ☒
! Plate Slot Discard Save Save & Close Cancel Visit



Once the desired time slot or date has been selected, you can submit the PreGate move. Click one of the following to complete the PreGate setup:

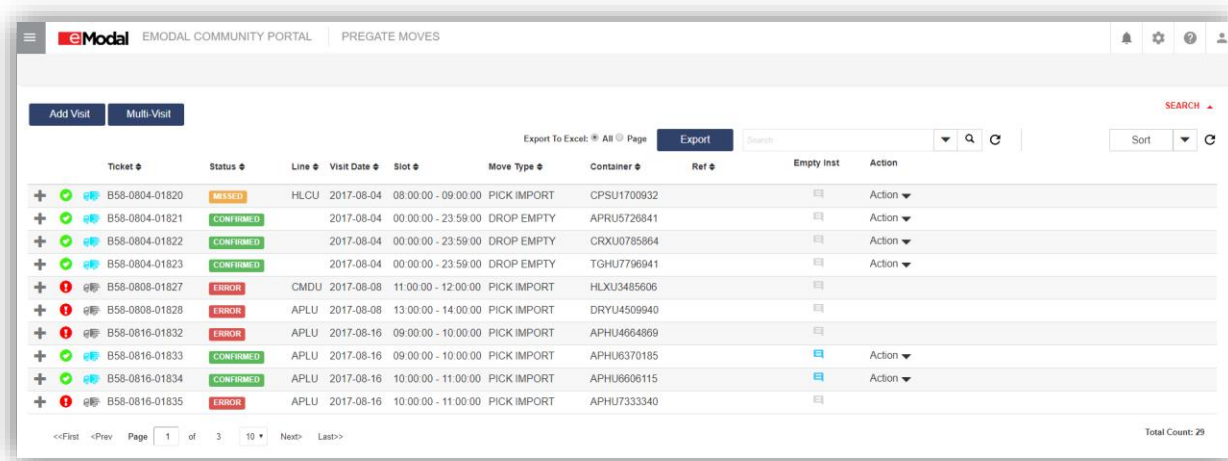
- **Save** button - Submit the PreGate move and continue to create additional moves.
- **Save & Close** button – Submit the PreGate move and close the visit details pop-up screen.
- **Discard** button - Abandon the PreGate Move attempt.
- **Cancel Visit** button – Cancel the visit, this button is only enabled if a PreGate request has already been submitted and you are editing an existing PreGate.

VIT-NIT #DROP: None ☒ Single ☐ Twin ☐
#PICK: None ☐ Single ☒ Twin ☐
PICK IMPORT HMWB0159231 CAIU2294797 HDMU 2200 20GP86 ☐ Own ☒
! TEST123 Friday 04/01/2016 13:00 - 14:00 (98) Discard Save Save & Close Cancel Visit

2.5.7 How to Create an Auto Gate Move

Some terminals participate in Auto Gate Moves (aka Speed Gate, Auto-In Gate, Easy Gate, etc., depending on specific terminal terminology) that enable creation of non-scheduled PreGate, meaning that only a PreGate date is required, without a time slot. Auto Gate Moves are only valid if terminal specific required data is entered prior to gating in.

Terminals that participate in Auto Gate have a truck symbol in blue (ready)  or grey (not ready) , depending on status of the Auto Gate.



Ticket	Status	Line	Visit Date	Slot	Move Type	Container	Ref	Empty Inst	Action
+ B58-0804-01820	MISSED	HLCU	2017-08-04	08:00:00 - 09:00:00	PICK IMPORT	CPSU1700932			Action
+ B58-0804-01821	CONFIRMED		2017-08-04	00:00:00 - 23:59:00	DROP EMPTY	APRU5726841			Action
+ B58-0804-01822	CONFIRMED		2017-08-04	00:00:00 - 23:59:00	DROP EMPTY	CRXU0785864			Action
+ B58-0804-01823	CONFIRMED		2017-08-04	00:00:00 - 23:59:00	DROP EMPTY	TGHU7796941			Action
+ B58-0808-01827	ERROR	CMDU	2017-08-08	11:00:00 - 12:00:00	PICK IMPORT	HLXU3485606			
+ B58-0808-01828	ERROR	APLU	2017-08-08	13:00:00 - 14:00:00	PICK IMPORT	DRYU4509940			
+ B58-0816-01832	ERROR	APLU	2017-08-16	09:00:00 - 10:00:00	PICK IMPORT	APHU4664869			
+ B58-0816-01833	CONFIRMED	APLU	2017-08-16	09:00:00 - 10:00:00	PICK IMPORT	APHU6370185			Action
+ B58-0816-01834	CONFIRMED	APLU	2017-08-16	10:00:00 - 11:00:00	PICK IMPORT	APHU6606115			Action
+ B58-0816-01835	ERROR	APLU	2017-08-16	10:00:00 - 11:00:00	PICK IMPORT	APHU7333340			

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“N/A” displays in the Auto Gate column for terminals that do not participate in Auto Gate or for a shipment that is not Auto Gate eligible.

Ticket	Status	Line	Visit Date	Slot	Move Type	Container	Ref	Empty Inst	Action
B58-0816-01836	CONFIRMED		2017-08-16	00:00:00 - 23:59:00	DROP EMPTY	AEXL1788438			Action
ETSOAK-0814-00050	CANCELED	EGLV	2017-08-14	13:00:00 - 15:00:00	PICK IMPORT	TCLU7834791			Action
ETSOAK-0814-00051	CANCELED	EGLV	2017-08-14	13:00:00 - 15:00:00	PICK IMPORT	TCNU6839060			Action
PCT-0808-00963	MISSED	COSU	2017-08-08	00:00:00 - 23:59:00	PICK IMPORT	TEMU0142757			
PCT-0808-00964	MISSED		2017-08-08	00:00:00 - 23:59:00	DROP EMPTY	MTYU1104714			
PCT-0808-00964	MISSED	COSU	2017-08-08	00:00:00 - 23:59:00	PICK IMPORT	CXDU1369252			
PCT-0808-00965		YMLU	2017-08-08	00:00:00 - 23:59:00	DROP EXPORT		YDX287481		
PCT-0808-00966	CANCELED	KKLU	2017-08-08	00:00:00 - 23:59:00	DROP EXPORT		US2807523		
T18-0801-00107	MISSED	HLCU	2017-08-01	00:00:00 - 23:59:00	DROP EXPORT		11615875		
T18-0801-00115	MISSED		2017-08-01	00:00:00 - 23:59:00	DROP EMPTY				

Create an Auto Gate move just as you would a standard PreGate move, except you will only be able to enter a date (not a time slot). Also, you will see a PreGate status information that your “Visit is Ready for Speed Gate” or “Visit is Not Ready for Speed Gate”.

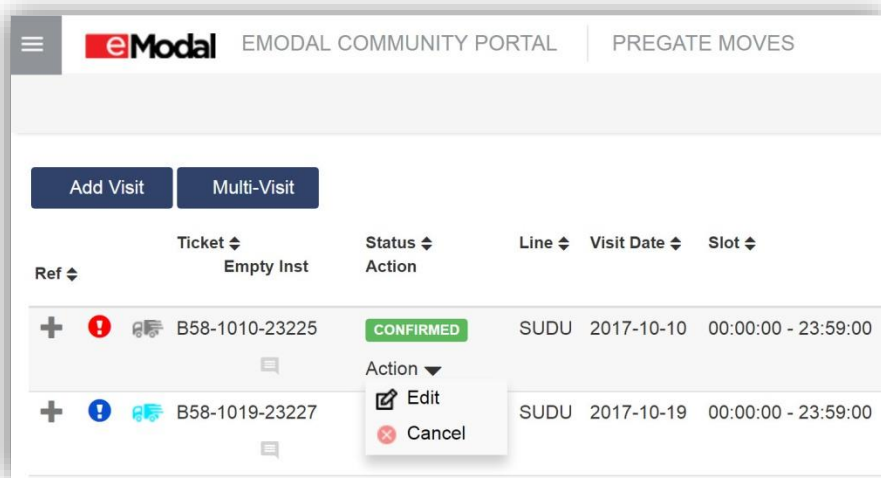
OICT #DROP: None ☐ Single ☒
#PICK: None ☒ Single ☐
 Drop Empty Reference # PICU1234567
 Plate Date
 Visit Is Ready For Speed Gate

OICT #DROP: None ☐ Single ☒
#PICK: None ☒ Single ☐
 Drop Export TESTCASE60 Container # MAEU
 Plate 04/30/2016
 Visit Is Not Ready For Speed Gate

To complete the transaction, click **Save** or **Save & Close** as you would a standard PreGate move.

2.5.8 How to Edit a PreGate Move:

You can edit an existing PreGate move from the PreGate Moves screen up until the END TIME of the slot time. In the Status/Action column, select the Action drop-down arrow to view the action options, and then select Edit. The PreGate visit details pop-up screen will display the selected gate move.

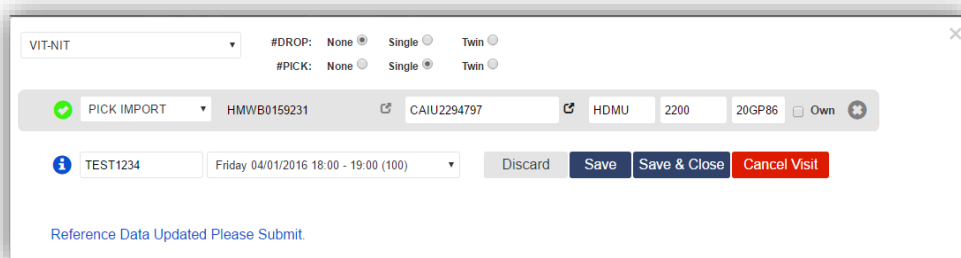


Edit details as necessary and then save your changes.

Notes:

Changing certain information, such as the date/time slot, may alter the PreGate ticket number. Please be sure to note any changes.

If you will not be able to Gate In/Out by your PreGate slot, you must edit before the end of the time period, or your PreGate will be marked as "MISSED" AFTER midnight that evening. Usually you will not be able to make a new PreGate for that container until it is marked as MISSED. The exception is if the terminal allows for "Rebook" of containers prior to being marked as missed. [See section 2.6.7 for Rebook functionality.](#)



Additionally, you can select the **Cancel Visit** button if you want to cancel your existing PreGate move request.

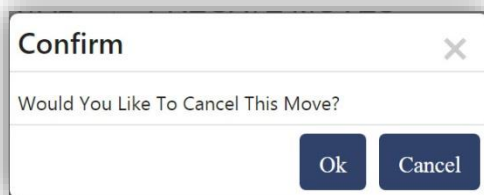
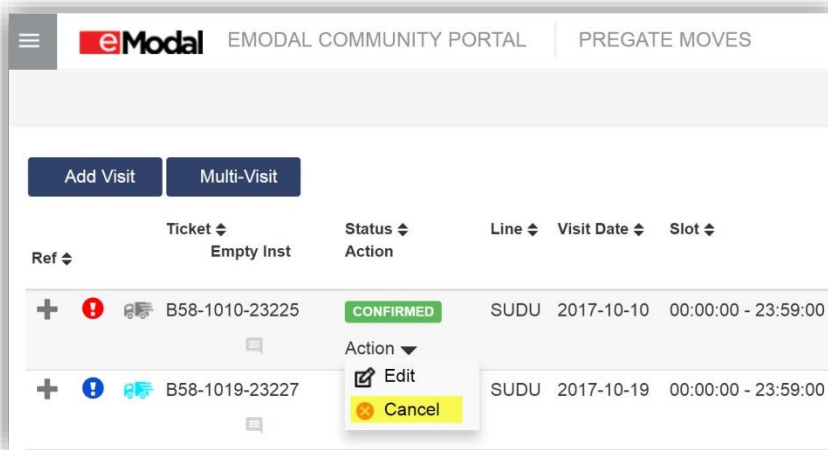
2.5.9 How to Cancel a PreGate Move:

There are multiple ways to cancel a PreGate visit. You can cancel from the main PreGate Moves or PreGate Visit screen, or in the Add-Edit view. All will require that you confirm cancellation before the cancellation is finalized.

Cancellation from Page

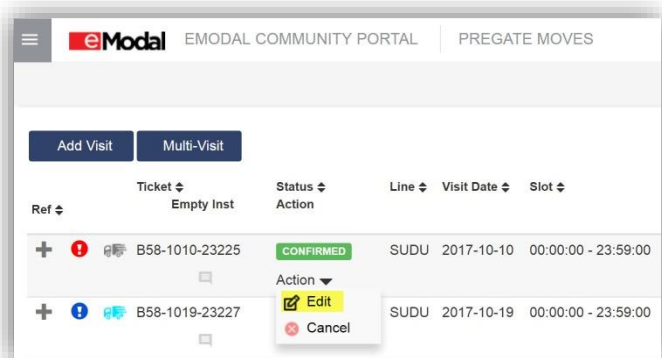
From the PreGate Moves or PreGate Visit screen, you can select the Cancel option under the Action menu. When you select Cancel you will see a confirmation message, click OK to continue and cancel the PreGate or click Cancel to close the pop-up screen without canceling the move.

Note: If you do not see the Cancel option in the Action menu, then the move is already in active status and cannot be canceled.

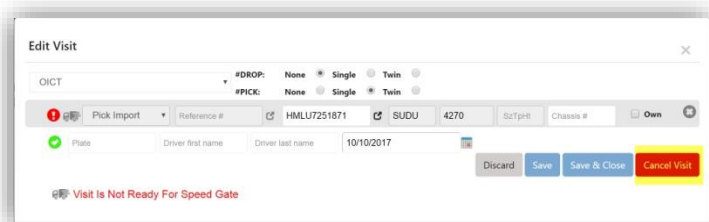


Cancellation in Edit Mode

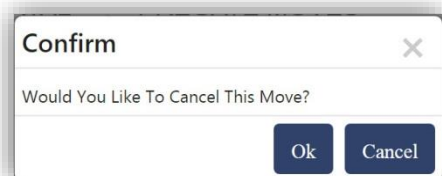
To cancel a move in Edit mode, select the Edit button in the Action menu, this will open the selected visit in the Add/Edit pop-up screen.



The Add/Edit Visit pop-up will display where you will click the Cancel Visit button.



Once confirmed, the move will be cancelled.



2.6 ADVANCE PRGATE

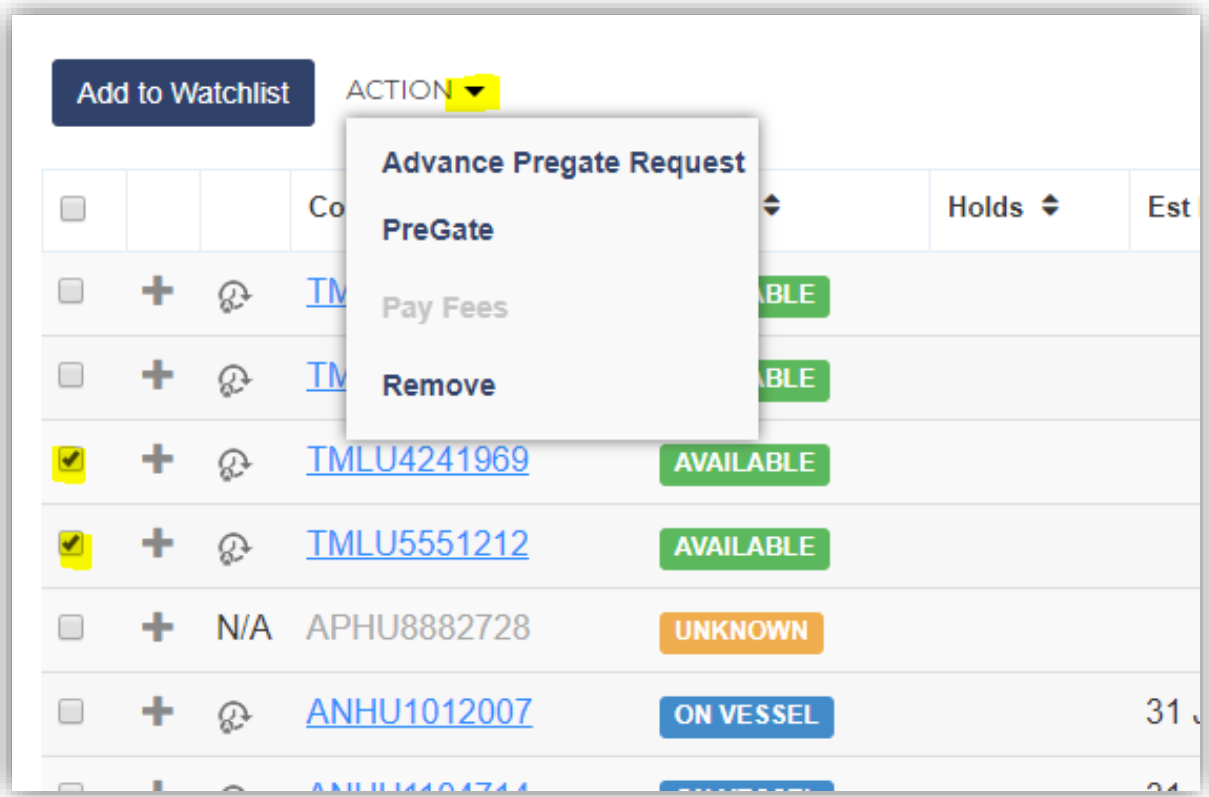
2.6.1 Advance PreGate Selections

For terminals that are participating in the Advance PreGate feature, you can use the Advance PreGate feature to create a PreGate for containers already discharge and/or a container that is currently on vessel. Which containers and which statuses the containers are in, will determine which feature you can select. Below, we will go over the different variations of selections, and why you can choose certain options and not choose other options.

	PreGate	Advance PreGate	Reason
Terminal with Advance PreGate: all containers are ON VESSEL	No	Yes	Only Advance PreGate because all containers are on vessel and not ready for PreGate
Terminal with Advance PreGate: all containers are "Add New PreGate" available	Yes	Yes	All containers are ready for PreGate, or you can let system create PreGate using Advance PreGate
Terminal with Advance PreGate: mix of containers ON VESSEL and Add New PreGate	No	Yes	On Vessel containers can not PreGate, so can only do Advance PreGate
Terminal with Advance PreGate: mix of containers Add New PreGate and Not Ready for PreGate	No	Yes	Containers Not Ready for PreGate can not be selected for PreGate
Terminal without Advance PreGate: all containers are ON VESSEL	No	No	
Terminal without Advance PreGate: all containers are "Add New PreGate" available	Yes	No	
Terminal without Advance PreGate: mix of containers ON VESSEL and Add New PreGate	No	No	Container ON VESSEL and Not Ready for PreGate will not quality for PreGate

Terminal without Advance PreGate: mix of containers Add New PreGate and Not Ready for PreGate	No	No	Containers Not Ready for PreGate do not qualify for PreGate
Mix of Terminals with and without Advance PreGate: all containers are ON VESSEL	No	No	Any terminal that does not qualify for Advance PreGate will not have Advance PreGate
Mix of Terminals with and without Advance PreGate: all containers are "Add New PreGate" available	Yes	No	Any terminal that does not qualify for Advance PreGate will not have Advance PreGate
Mix of Terminals with and without Advance PreGate: mix of containers ON VESSEL and Add New PreGate	No	No	Container ON VESSEL and Not Ready for PreGate will not quality for PreGate
Mix of Terminals with and without Advance PreGate: mix of containers Add New PreGate and Not Ready for PreGate	No	NO	Containers Not Ready for PreGate do not qualify for PreGate

The above combinations are after you have selected your containers on the check boxes, and then clicked on the "ACTION" dropdown on the top left

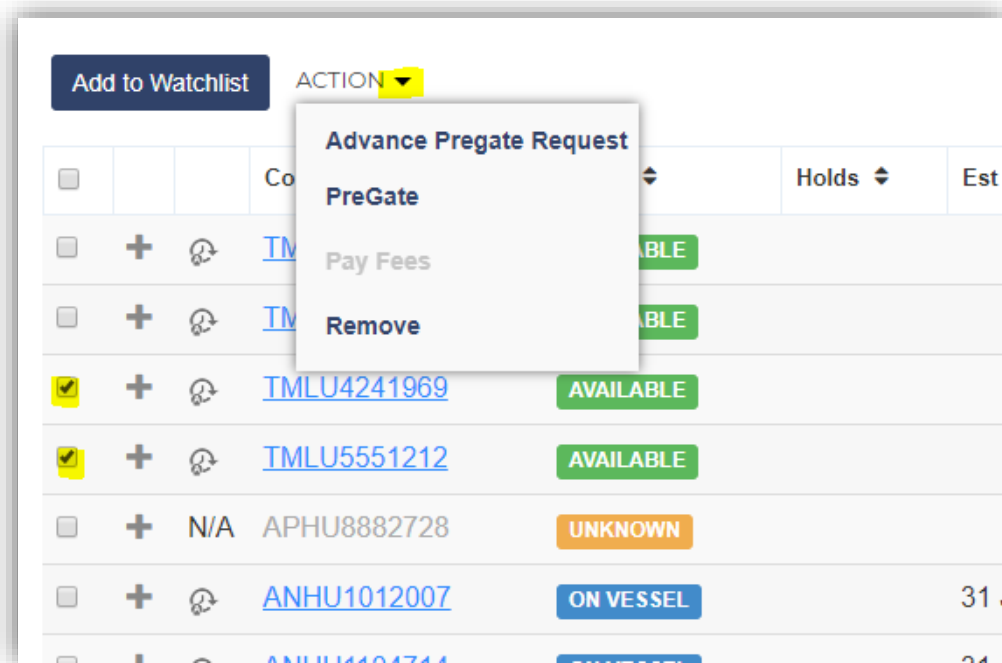


NOTE: in the above screenshot, PAY FEES would be active only if selected containers had fees declared and terminals were participating in the eModal payment system.

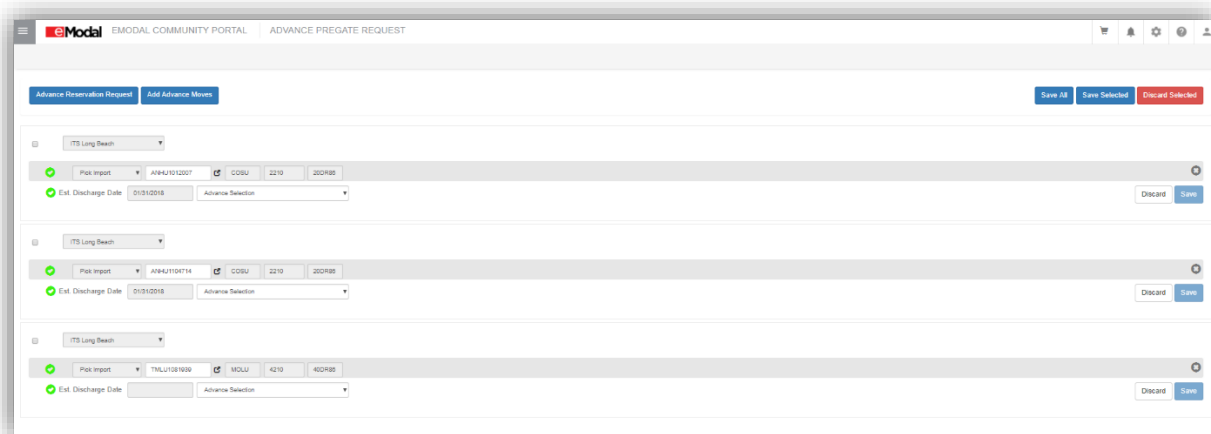
2.6.2 Advance PreGate Navigation

Advance PreGates can be initiated from the Import Containers as detailed in section 1, or from the Advance Reservation Request option under the main menu. This section will outline both.

2.6.1 Advance PreGates Populated From Watchlist Selection



Once you have selected your containers eligible for Advance PreGate, and clicked on the “Advance PreGate Request” from the “ACTION” menu, you will be able directed to the Advance PreGate Request screen, where you will complete your Advance PreGate

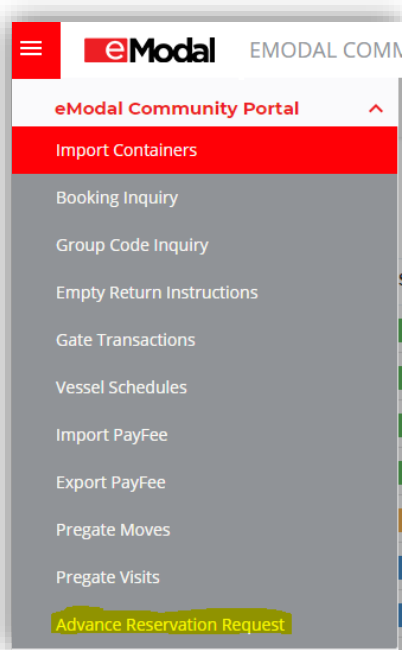


The Advance PreGate Request screen will prepopulate requests with the containers that you selected previously. Within here, you will select the choices for each container

Container Number	Est. Discharge Date
ANHU1012007	01/31/2018
ANHU1104714	01/31/2018
TMLU1081939	

If you see a container that does not have the Est. Discharge Date populated, that means the container selected was ready for PreGate and was not ON VESSEL. This does not mean that you cannot use this container for an Advance PreGate. It only means if you proceed with this container, the system will attempt to create a PreGate based on your next selected criteria

2.6.2 Advance PreGates from Advance Reservation Request



You can also initiate an Advance PreGate request directly through the new Advance Reservation Request screen by selecting the option from the menu

The screenshot shows the 'Advance Reservation Request' screen. At the top left, there is a button labeled 'Advance PreGate Request'. Below it is a table with the following columns: Container, Status, Line, Move Type, Move Status, Ticket, Terminal, Advance Selection, and Action. The table contains 10 rows of data. The first three rows have a status of 'ADVANCE'. The fourth row has a status of 'CONFIRMED' and a 'RESCHEDULED' label. The fifth and sixth rows have a status of 'ADVANCE'. The seventh row has a status of 'CONFIRMED'. The eighth and ninth rows have a status of 'CONFIRMED' and a 'MISSED' label. The tenth row has a status of 'CONFIRMED'. At the bottom of the table, there is a pagination bar showing 'Page 1 of 2' and '10' items per page.

Container	Status	Line	Move Type	Move Status	Ticket	Terminal	Advance Selection	Action
TMLU4181945	ADVANCE	MOLU	PICK IMPORT			ITSLB	Give Me First Available	Action ▼
ADVU1104714	ADVANCE	COSU	PICK IMPORT			ITSLB	02/06/2018 Give Me First Available Secon...	Action ▼
ADVU5282003	ADVANCE	COSU	PICK IMPORT			ITSLB	02/05/2018 Do Not Create, Notify Me	Action ▼
ADVU1081939	CONFIRMED	MOLU	PICK IMPORT	RESCHEDULED	ITSLB-0112-05705	ITSLB	Give Me First Available	
ADVU1012007	ADVANCE	COSU	PICK IMPORT			ITSLB	Give Me First Available	Action ▼
TLLU7114255	ADVANCE	COSU	PICK IMPORT			ITSLB	Give Me First Available	Action ▼
SVLU1104714	ADVANCE	COSU	PICK IMPORT			ITSLB	Give Me First Available	Action ▼
SVLU1012007	ADVANCE	COSU	PICK IMPORT			ITSLB	02/02/2018 Give Me First Available After...	Action ▼
ATLU5551212	CONFIRMED	MOLU	PICK IMPORT	MISSED	ITSLB-0109-05695	ITSLB	Give Me First Available Second Shift	
ATLU4241969	CONFIRMED	MOLU	PICK IMPORT	MISSED	ITSLB-0109-05694	ITSLB	Give Me First Available Second Shift	

Once in the Advance Reservation Request screen, you will see all your active Advance PreGate requests. To add new Advance PreGate requests, click on the “Advance PreGate Request” button on the top left.

The screenshot shows the eModal EMODAL COMMUNITY PORTAL interface. On the left, there are two buttons: 'Advance Reservation Request' and 'Add Advance Moves'. The 'Add Advance Moves' button is highlighted. A modal window titled 'ADVANCE PRGATE REQUEST' is open, with a sub-header 'Add Advance Moves'. Inside the modal, there is a dropdown menu showing 'ITS Long Beach'. Below this is a 'PICK IMPORT' button. A 'By Container #' button is also present. The main area of the modal is titled 'Container #' and contains a text input field with the instruction 'Enter comma separated values or one value per line'. The input field contains the following container numbers: TMLU5551212, ANHU5282003, ANHU6182005, ANHU1104714, and ANHU9055515. A yellow arrow points to the input field. Below the input field, there is a note 'One item added per entered container number'. There is a 'File input' section with a 'Choose File' button and the text 'No file chosen'. Below this, there is a note 'First row must contain column headers. Eg: Container_Num.' and a 'Download Template' link. At the bottom of the modal, there is a dropdown menu with the selection 'Give me first available' and two buttons: 'Submit' and 'Cancel'.

From the Add Advance Moves popup, you will

- select terminal from dropdown
- enter, or cut-and-paste, container(s) to start Advance PreGate
- select a default selection for the Advance PreGate, for the next screen (optional, and you can change it). For available selections, see section 2.3
- click SUBMIT

Advance Reservation Request

Add Advance Moves

2 Message(s)

View Detail

There is a pending reservation request exists in the system for container TMLU4181945

There is a pending reservation request exists in the system for container TMLU5551212

ITS Long Beach

Pick Import

TM LU1081939

MOLU

4210

40DR86

Est. Discharge Date

Give me first available

ITS Long Beach

!

Pick Import

AN HU9055515

Line

ISO

SzTpHt

Est. Discharge Date

Give me first available

ITS Long Beach

Pick Import

TM LU4241969


MOLU

4210

40DR86

Est. Discharge Date

Give me first available

Any errors will appear in the top window bar by pressing the + to expand message pane. Any warnings or errors with a particular container, you can click on the  (ERROR) icon.

Container Number	Est. Discharge Date	Advance Selection
ANHU1012007	01/31/2018	
ANHU1104714	01/31/2018	
TMLU1081939		

If you see a container that does not have the Est. Discharge Date populated, that means the container selected was ready for PreGate and was not ON VESSEL. This does not mean that you cannot use this container for an Advance PreGate. It only means if you proceed with this container, the system will attempt to create a PreGate based on your next selected criteria

2.6.3 Available Selections From Advance PreGate Dropdowns

The screenshot shows the eModal interface with two sections. The top section has a terminal dropdown set to 'ITS Long Beach', a 'Pick Import' button with a green checkmark, a container number 'ANHU1012007', a COSU button, and fields for '2210' and '20DR86'. Below this is an 'Est. Discharge Date' field set to '01/31/2018' with a green checkmark. To the right, an 'Advance Selection' dropdown menu is open, showing the following options: 'Advance Selection' (highlighted), 'Give me first available', 'Give me first available first shift', 'Give me first available second shift', and 'I want to choose date and shift'. The bottom section is partially visible, showing another terminal dropdown set to 'ITS Long Beach'.

Under the Advance Selection dropdown, you have the options of:

- *Give me first available* – system will attempt to choose first available slot once container is discharged and available
- *Give me first available first shift* - system will attempt to choose first available, first shift slot once container is discharged and available
- *Give me first available second shift* - system will attempt to choose first available, second shift slot once container is discharged and available
- *I want to choose date and shift* – you will select the date and shift that you want the system to try to choose the slots from

NOTE: above options are configurable based on terminal wording and shifts, so there could be more options in future as more terminals participate

The screenshot shows the eModal interface with two sections. The top section has a terminal dropdown set to 'ITS Long Beach', a 'Pick Import' button with a green checkmark, a container number 'ANHU1104714', a COSU button, and fields for '2210' and '20DR86'. Below this is an 'Est. Discharge Date' field set to '01/31/2018' with a green checkmark. To the right, a date selection interface is shown with a dropdown set to 'I want to choose date and shift', a 'Date' field, and a calendar for January 2018. The calendar shows days from 1 to 31, with the 31st highlighted. The bottom section has a terminal dropdown set to 'ITS Long Beach', a 'Pick Import' button with a green checkmark, a container number 'TMLU1081939', a MOLI button, and fields for '4210' and '40DR86'. Below this is an 'Est. Discharge Date' field with a green checkmark and a dropdown set to 'Give me first available'.

If you select “I want to choose date and shift” then you will be presented with a Date field, where you will click on the calendar icon and then select the date you want to pick up. The start date to be able to select will not be before the Est Discharge Date, meaning you will not be able to select January 24, when the Est. Discharge Date is January 31st.

The screenshot shows the eModal interface with the following elements:

- Buttons: Pick Import, ANHU1104714, COSU, 2210, 20DR88
- Est. Discharge Date: 01/31/2018
- Dropdown menu: I want to choose date and shift
- Date field: 02/05/2018
- Calendar icon
- ITS Long Beach dropdown
- First Selection dropdown menu with options:
 - First Selection
 - First shift first half
 - First shift second half
 - Second shift first half
 - Second shift second half
 - Any

Once you have selected your date, you will be presented with your first selection for that date:

- *First shift first half* - system will attempt to choose first shift, first half slots on the date you selected, once container is discharged and available
- *First shift second half* - system will attempt to choose first shift, second half slots on the date you selected, once container is discharged and available
- *Second shift first half* - system will attempt to choose second shift, first half slots on the date you selected, once container is discharged and available
- *Second shift second half* - system will attempt to choose second shift, second half slots on the date you selected, once container is discharged and available
- *Any* – system will attempt to choose first available slots on the date you selected, once container is discharge and available

NOTE: above options are configurable based on terminal wording and shifts, so there could be more options in future as more terminals participate

The screenshot shows the eModal interface with the following elements:

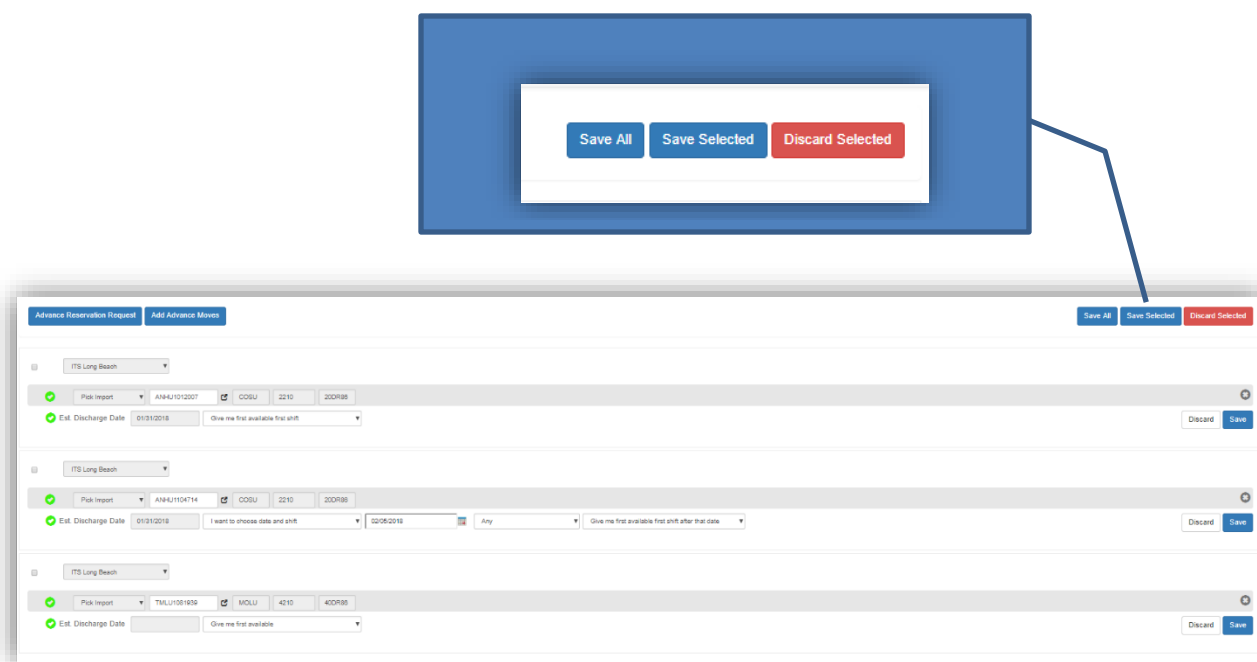
- 20DR88 button
- Dropdown menu
- Date field: 02/05/2018
- Calendar icon
- Any dropdown
- Second Selection dropdown menu with options:
 - Second Selection
 - Give me first available after that date
 - Give me first available first shift after that date
 - Give me first available second shift after that date
 - Give me first available third shift after that date
 - Do not create, notify me

Once you have selected your first selection for the date, you must then select a second selection in the event the system cannot secure a PreGate for your date and selection. Your options are:

- *Give me first available after that date* – if first selection is not available, then give me first available after that selection

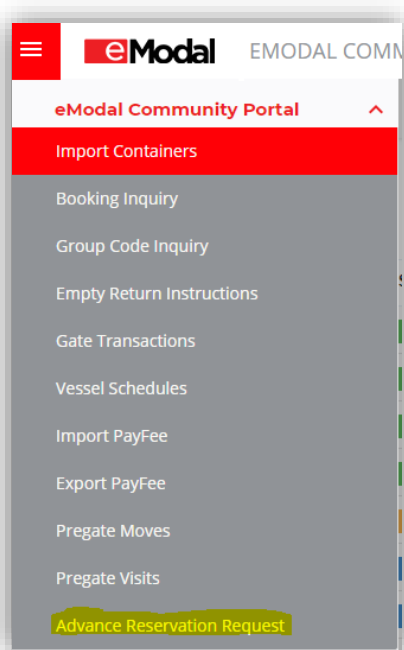
- Give me first available first shift after that date - if first selection is not available, then give me first available first shift after that selection
- Give me first available second shift after that date - if first selection is not available, then give me first available second shift after that selection
- Give me first available third shift after that date - if first selection is not available, then give me first available third shift after that selection
- Do not create, notify me – do not attempt if I cannot get my first option, and notify me

NOTE: above options are configurable based on terminal wording and shifts, so there could be more options in future as more terminals participate



Once you've completed your selections, you can click on "Save All" in the top right menu to submit your Advance PreGates. After you have submitted, you will be redirected to the Advance Reservation Request screen where you will be able to manage all your Advance PreGates. See next section for details.

2.6.3 Advance Reservation Request Screen




The Advance Reservation Request screen is accessible through the eModal Community Portal group under the main menu on the top left.

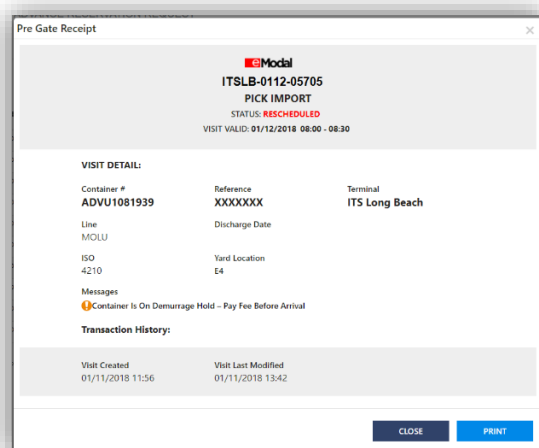
Container	Status	Line	Move Type	Move Status	Ticket	Terminal	Advance Selection	Action
✓ TMLU4181945	ADVANCE	MOLU	PICK IMPORT			ITSLB	Give Me First Available	Action ▼
✓ ADVU1104714	ADVANCE	COSU	PICK IMPORT			ITSLB	02/09/2018 Give Me First Available Secon...	Action ▼
✓ ADVU5282003	ADVANCE	COSU	PICK IMPORT			ITSLB	02/05/2018 Do Not Create, Notify Me	Action ▼
+ ✓ ADVU1081939	CONFIRMED	MOLU	PICK IMPORT	RESCHEDULED	ITSLB-0112-05705	ITSLB	Give Me First Available	
✓ ADVU1012007	ADVANCE	COSU	PICK IMPORT			ITSLB	Give Me First Available	Action ▼
✓ TLLU7114255	ADVANCE	COSU	PICK IMPORT			ITSLB	Give Me First Available	Action ▼
✓ SVLU1104714	ADVANCE	COSU	PICK IMPORT			ITSLB	Give Me First Available	Action ▼
✓ SVLU1012007	ADVANCE	COSU	PICK IMPORT			ITSLB	02/02/2018 Give Me First Available After...	Action ▼
+ ✓ ATLU5551212	CONFIRMED	MOLU	PICK IMPORT	MISSED	ITSLB-0109-05695	ITSLB	Give Me First Available Second Shift	
+ ✓ ATLU4241969	CONFIRMED	MOLU	PICK IMPORT	MISSED	ITSLB-0109-05694	ITSLB	Give Me First Available Second Shift	

Page 1 of 2 | Total Count: 15

The new Advance Reservation Request screen is used to manage Advance PreGates that you have previously submitted. From this screen, you will be able to:

- Column 1 – See the Advance PreGate status
 - - Advance PreGate is active, or has successfully completed

-  - Advance PreGate has errored or failed to create a PreGate
- *Container* – the container number for the Advance PreGate
- *Status* – status of the container
 - ADVANCE – container is currently awaiting discharge to attempt a PreGate
 - CONFIRMED – container has successfully be changed from Advance PreGate to a PreGate slot with ticket
 - ERROR – container was not able to get a PreGate from the Advance PreGate criteria selected
- *Move Type* – container move type, currently just for PICK IMPORT
- *Move Status* – the PreGate status currently, these codes will be same as on your PreGate Moves / PreGate Visits screens for that ticket
- *Ticket* – the PreGate ticket number that was secured for this Advance PreGate after it was discharged and available. Clicking on the ticket number will bring a popup screen with the PreGate information detail




Pre Gate Receipt

eModal
 ITSLB-0112-05705
 PICK IMPORT
 STATUS: **RESCHEDULED**
 VISIT VALID: 01/12/2018 08:00 - 08:30

VISIT DETAIL:

Container # ADVU1081939	Reference XXXXXXX	Terminal ITS Long Beach
Line MOLU	Discharge Date	
ISO 4210	Yard Location E4	

Messages
 Container Is On Demurrage Hold – Pay Fee Before Arrival

Transaction History:

Visit Created 01/11/2018 11:56	Visit Last Modified 01/11/2018 13:42
-----------------------------------	---

CLOSE PRINT

- *Terminal* – the terminal that Advance PreGate was created for
- *Advance Selection* – the first, and second (if applicable), selections for Advance PreGate
- *Action* – if available, to Edit or Cancel the Advance PreGate. Once the Advance PreGate has become a PreGate, the action feature is disabled, and you have to edit in the PreGate Moves or PreGate Visits screen

Container	Status	Line	Move Type	Move Status	Ticket
✓ TMLU4181945	ADVANCE	MOLU	PICK IMPORT		
✓ ADVU1104714	ADVANCE	COSU	PICK IMPORT		
✓ ADVU5282003	ADVANCE	COSU	PICK IMPORT		
+ ✓ ADVU1081939	CONFIRMED	MOLU	PICK IMPORT	RESCHEDULED	ITSL
✓ ADVU1012007	ADVANCE	COSU	PICK IMPORT		
✓ TLLU7114255	ADVANCE	COSU	PICK IMPORT		

To add more Advance PreGate, click on the “Advance PreGate Request” button on top left, and then add containers as described in section 2.2.

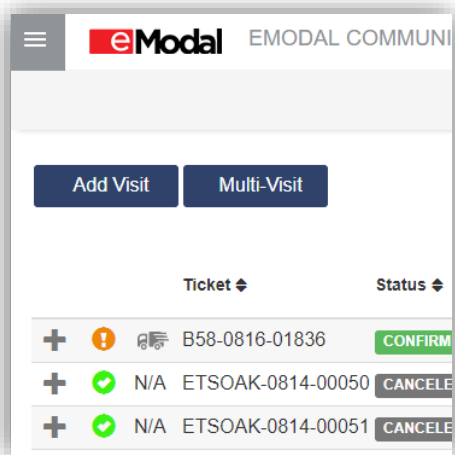
2.6.4 Import Container Watchlist After Advance PreGate

After completion of all your Advance PreGate moves, when returning to Import Containers watchlist, you will see that containers requested will be in “Adv PreGate Requested” status under PreGate, or there will be a PreGate ticket number if the container was available and ready for PreGate

Container	Status	Holds	Est Dischg	LFD	Fees Due	Fees Paid	PreGate	Terminal
+ TMLU1081939	AVAILABLE			07 Dec 2017	--	\$0.00	ITSLB-0117-05708	ITS
+ TMLU4181945	AVAILABLE			07 Dec 2017	--	\$0.00	Adv PreGate Requested	ITS
+ TMLU4241969	AVAILABLE			07 Dec 2017	--	\$0.00	Adv PreGate Requested	ITS
+ TMLU5551212	AVAILABLE			07 Dec 2017	--	\$0.00	Add New PreGate	ITS
+ N/A APHU8882728	UNKNOWN				--	\$0.00	N/A	
+ ANHU1012007	ON VESSEL		31 Jan 2018		--	\$0.00	Adv PreGate Requested	ITS
+ ANHU1104714	ON VESSEL		31 Jan 2018		--	\$0.00	Adv PreGate Requested	ITS

2.7 CREATING A MULTI-VISIT MOVES

You can quickly create visits for a large quantity of containers by using the Multi-Visit functionality.



Click the Multi-Visit button. This will display the Add Moves pop-up screen. The screen displays the fields and available move types for the selected terminal and that terminal's associated PreGate requirements.

The screenshot shows the 'Add Moves' pop-up screen. At the top, there's a dropdown menu for 'VIT-NIT' and a 'Date' field. Below these are several tabs: 'PICK IMPORT', 'DROP DRAY', 'PICK DRAY', 'DROP EXPORT', 'PICK EMPTY', and 'DROP EMPTY'. The 'By Container #' tab is selected. On the left, there's a section for 'By Group Code'. The main area is titled 'Container # Bill Of Lading' and contains a text input field for 'Container Numbers' with a note 'Enter comma separated values or one value per line'. Below this is a 'File input' section with a 'Choose File' button, a 'No file chosen' status, and a note 'First row must contain column headers: Eg Container_Num.'. There's also a 'Download Template' link and 'Submit' and 'Cancel' buttons at the bottom.

- DROP EMPTY

Select an individual tab (e.g. Drop Export) to display specific options for that move type.

2.7.1 Items per Move Type

You can enter different values based on these move types:

Type	Inputs
Pick Import (pick up full load from terminal)	Container numbers, Bill of Lading numbers, Group codes
Drop Dray (drop inland drayage into terminal)	Container numbers
Pick Dray (pick up inland drayage container from terminal)	Container numbers
Drop Export (drop full load into terminal)	Booking numbers
Pick Empty (pick up empty container from terminal)	Reference numbers (i.e. EDO numbers)
Drop Empty (drop empty container into terminal)	Container numbers

You can cut and paste container numbers from an Excel sheet (or any other list) into the input field in a single column format, a comma separated format, or mix of single column and comma separated, and then click submit.

Single Line Input

The screenshot shows the eModal interface with the 'By Container #' button selected. The 'Container #' tab is active, and the 'Enter comma separated values or one value per line' input field contains a list of container numbers: APZU3367745, EXFU1449315, FSCU9899473, SEGU4904793, and SEGU4965295. Below the input field, it says 'One item added per entered container number'. The 'File input' section shows 'Choose File' and 'No file chosen'. Below that, it says 'First row must contain column headers. Eg: Container_Num.' and 'Download Template'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Comma separated Input

The screenshot shows the eModal interface with the 'By Container #' button selected. The 'Container #' tab is active, and the 'Enter comma separated values or one value per line' input field contains a list of container numbers separated by commas: APZU3367745, EXFU1449315, FSCU9899473, SEGU4904793, SEGU4965295, TOLU224, 4218, TRLU0275875, TRLU6711507, AFHU6837393, AFHU7159950, AFHU7239924, HD, MU68373920, GFSU4274430, HDMU6653257, HDMU6701910, HDMU6721074, DFSU619, 9887, DFSU6216264, DFSU6652484, DFSU6673980, DFSU6753941, GESU5563110, GE, SU6515374, GLDU9827080, HDMU2865789, HDMU2870472, HDMU3421290, HDMU46. Below the input field, it says 'One item added per entered container number'. The 'File input' section shows 'Choose File' and 'No file chosen'. Below that, it says 'First row must contain column headers. Eg: Container_Num.' and 'Download Template'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Combination of single line and comma separate input

PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY

By Container #
By Group Code

Container # Bill Of Lading

Enter comma separated values or one value per line

Container Numbers

APZU3367745
EXFU1449315
FSCU9899473,SEGU4904793,SEGU4965295,TOLU2344218,TRLU0275875
TRLU8711507
APHU6837393,APHU7159650,APHU7239924

One item added per entered container number

File input
Choose File No file chosen
First row must contain column headers. Eg: Container_Num.
Download Template

Submit Cancel

2.7.2 Uploading Excel Files

Depending on the move type, you may have access to additional actions and the ability to upload an Excel spreadsheet of values. Click **Choose File**, select an Excel file from your computer, and then click okay. The file name will display, click **Submit** to process the file.

Note: The first row of the file must be a header row, examples Container_num, Booking_num, etc. The actual value is not important; you could use “HEADER” as the value to put into the cell.

File input

Choose File No file chosen

First row must contain column headers. Eg: Container_Num.

Download Template

Submit Cancel

Additionally, you can download a template. The template will download to your computer ready to be completed with container numbers or references in column A.

Important: DO NOT remove the header row 1. Enter data starting with row 2.

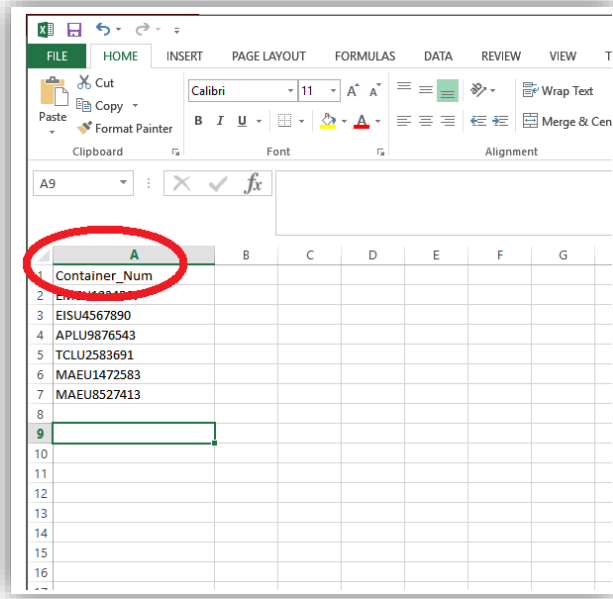
File input

Choose File No file chosen

First row must contain column headers. Eg: Container_Num.

Download Template

Submit Cancel



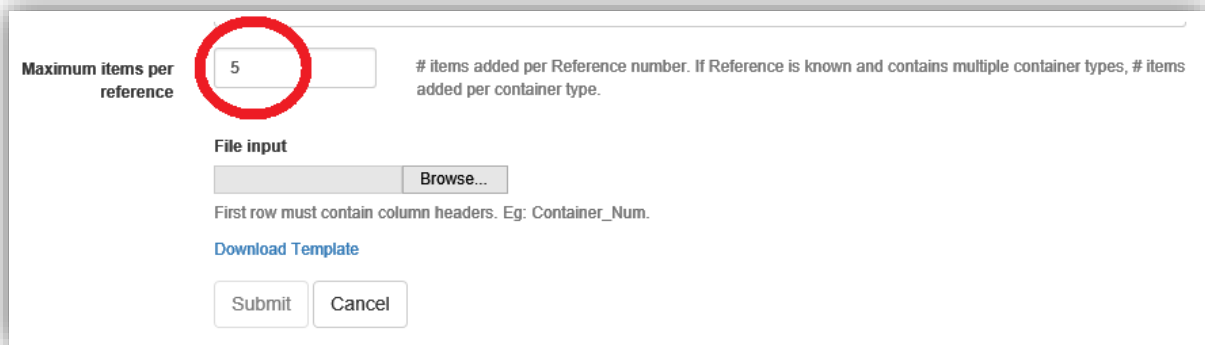
Once you finish adding the data you want, save the list to your computer and upload as an Excel spreadsheet as outlined in the beginning of this section.

2.7.3 Maximum Items per Reference

Moves types that have references for more than one container to be picked/dropped (e.g. Booking, EDO, etc.), enable you to specify the number of PreGate instances to create.

For example, with a booking for two hundred (200) containers, you can enter the booking number and then specify to create twenty (20) PreGates. This scenario will create twenty blank PreGates for one appointment.

When you have a booking with fewer containers available than the maximum, the system will create PreGates for the number still available. For example, if a booking has two containers, and the maximum is set to five, only two PreGates will be created for edit.



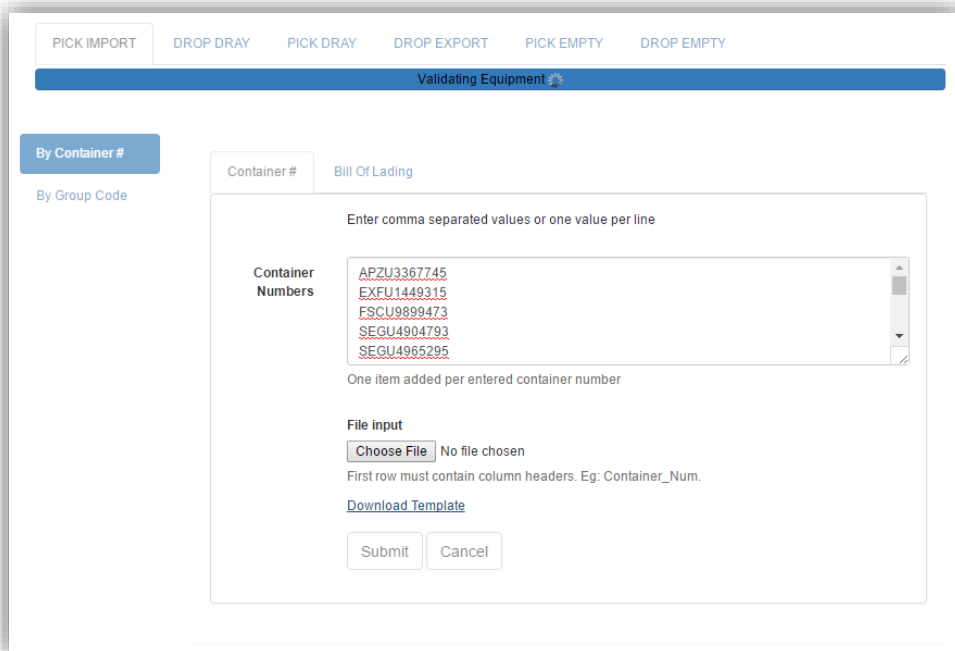
Maximum items per reference # items added per Reference number. If Reference is known and contains multiple container types, # items added per container type.

File input

First row must contain column headers. Eg: Container_Num.

[Download Template](#)

Once you have completed all inputs and submitted inputs for edit, you will see a progress task bar (in blue) indicating the progress from validating to edits created, and then completion



PICK IMPORT DROP DRAY PICK DRAY DROP EXPORT PICK EMPTY DROP EMPTY

Validating Equipment

By Container #

By Group Code

Container # Bill Of Lading

Enter comma separated values or one value per line

Container Numbers

APZU3367745
EXFU1449315
FSCU9899473
SEGU4904793
SEGU4965295

One item added per entered container number

File input

No file chosen

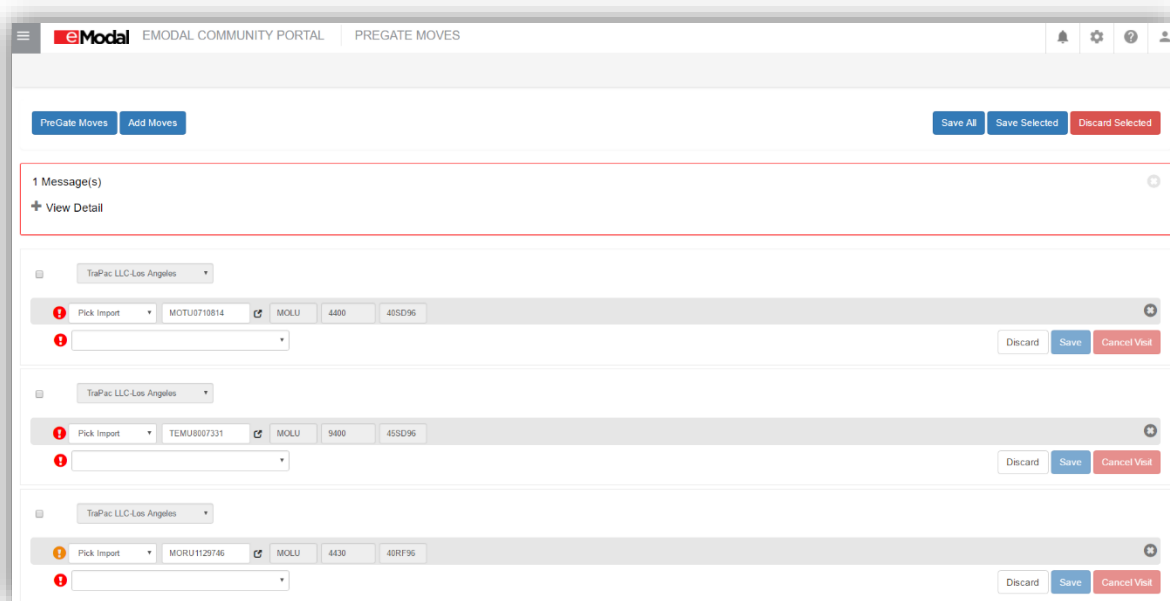
First row must contain column headers. Eg: Container_Num.

[Download Template](#)

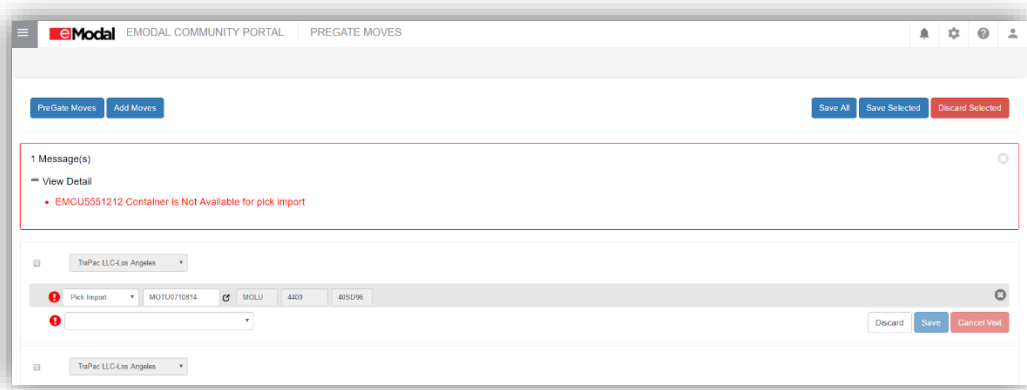
When the upload is complete, you will be returned to the Multi-Visit screen.

2.7.4 Multi-Visit Screen and Message Window

When the Multi-Visit entries have been uploaded you will see the Multi-Visit screen. You can complete, edit, or remove one or more of uploaded multi-visits. Any visits that had errors and did not upload will be displayed in the Message window at the top of the screen.



Click on the (+) symbol to the left of View Detail to expand the Message Window and display the full error message details.



Click the (X) on the top right of the message window to close the message window.

***Important:** Do not close the message window if you have not viewed all errors, once the window has been closed it cannot be reopened.

The screenshot shows the eModal EMODAL COMMUNITY PORTAL interface for PREGATE MOVES. At the top, there are buttons for 'PreGate Moves' and 'Add Moves', and on the right, 'Save All', 'Save Selected', and 'Discard Selected'. A message box contains the text: '1 Message(s)' followed by a minus icon and 'View Detail'. Below this, a red error message states: 'EMCU5551212 Container is Not Available for pick import'. A dropdown menu is set to 'TraPac LLC-Los Angeles'. Below the message, there is a form for a move entry with a red error icon, a 'Pick Import' dropdown, the value 'MOTU071814', a checked checkbox, 'MOLU', '4400', and '46SD96'. At the bottom right of this entry are 'Discard', 'Save', and 'Cancel Visit' buttons.

This screenshot shows the same eModal interface with three move entries. The first entry is identical to the one in the previous screenshot. The second entry has a 'Pick Import' dropdown, the value 'TEMU0007331', a checked checkbox, 'MOLU', '9400', and '46SD96'. The third entry has a 'Pick Import' dropdown, the value 'MORU1129745', a checked checkbox, 'MOLU', '4430', and '46RF96'. Each entry has 'Discard', 'Save', and 'Cancel Visit' buttons at the bottom right.

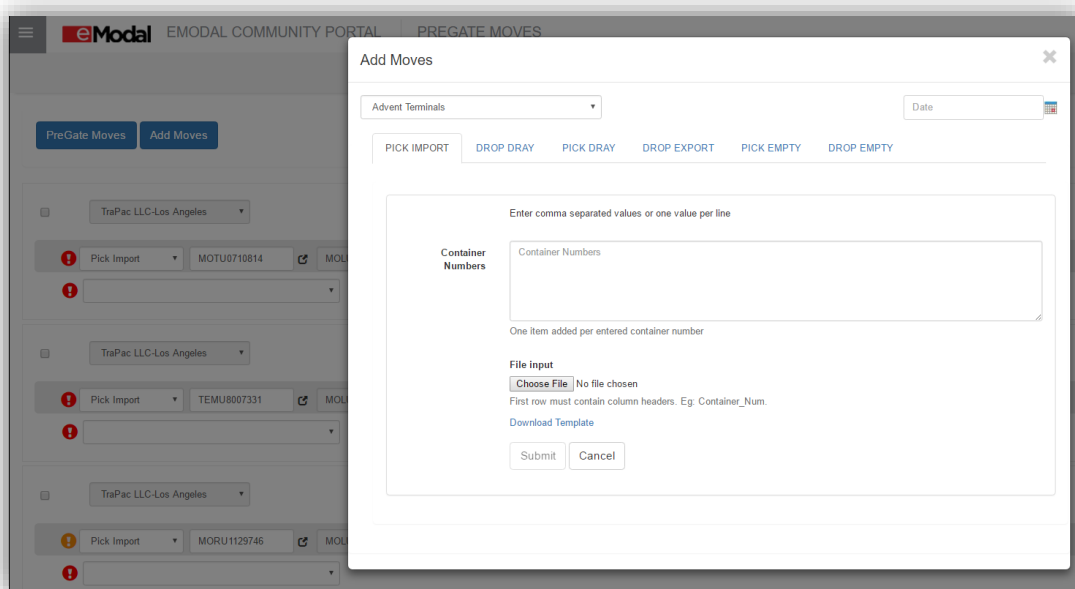
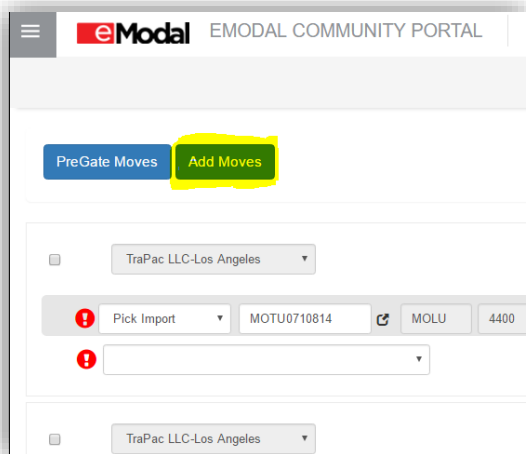
You can now complete each of your Multi-Visits following the same steps as in *How to Create a PreGate Move* or *How to Create an Auto Gate Move*. Additionally, you can select a dual move within each Multi-Visit if that terminal allows dual/double ended moves.

This screenshot is identical to the previous one, showing three move entries. The third entry, with the value 'MORU1129745', is highlighted with a yellow background, indicating it is a dual move.

2.7.5 Add Moves

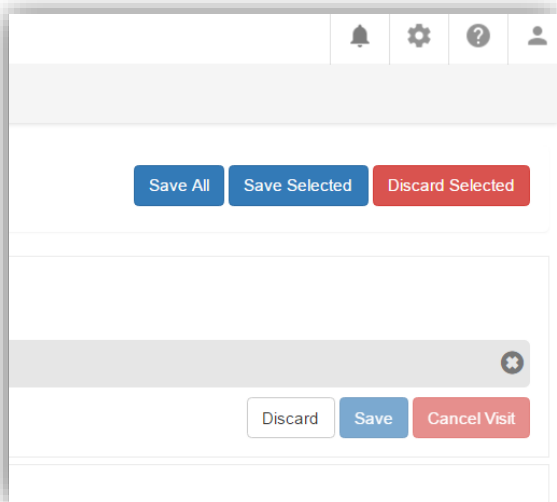
If you want to add additional move types before submitting for final validation, you can click on the Add Moves button to open the Multi-Visit Create screen.

Please note: you can enter all moves for a day for various terminals during one session, and then perform one Save All. You don't need to complete sessions one at a time.



2.7.6 Submit for Validation

Once you have finished entering all move types, select one of the following actions to finalize:



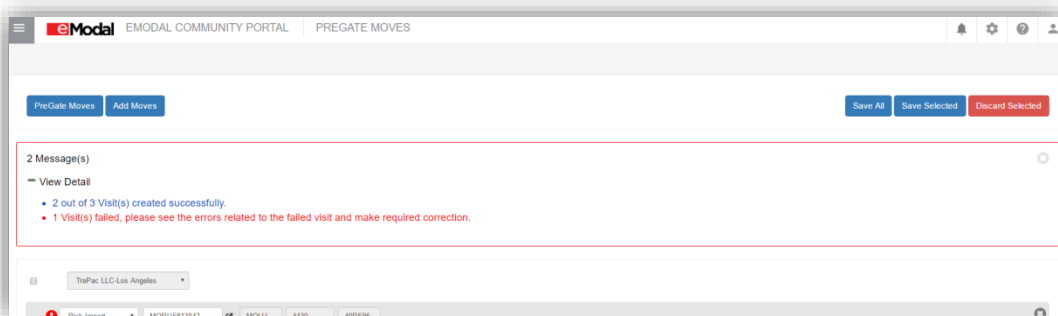
For the group of Multi-Visit entries (top right menu buttons):

- **Save All** – submit all the Multi-Visits you have completed for final validation and PreGate/Pre Arrival
- **Save Selected** – submit the Multi-Visits that were checked off to be validated
- **Discard Selected** – remove the Multi-Visits that you do not want validated

For each individual Multi-Visit:


- **Discard** – remove the Multi-Visit
- **Save** – individual submit for final validation
- **Cancel Visit** – cancel this previously approved PreGate/Pre Arrival, only available if editing an existing PreGate/Pre Arrival, not available on initial create.

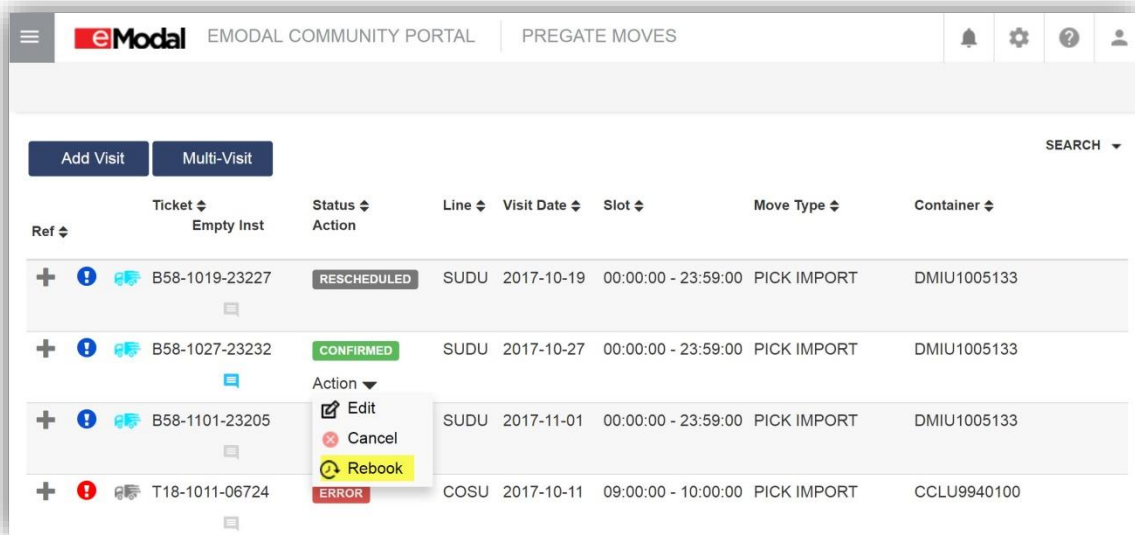
After submitting and all validations have been completed, you will receive a new message in the Message Window indicating any errors and how many visits were created. To see the full message(s), click the (+) icon next to View Detail.



2.7.7 Rebook PreGate Moves

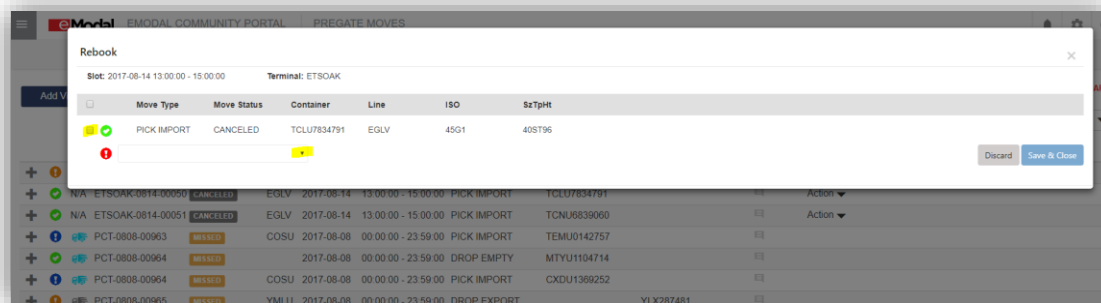
You can use the Rebook action to create a new PreGate without having to start a brand new transaction. This action is available before a move is marked as missed and can be used for any terminals that have opted to participate in the rebook functionality.

If Rebook is available for a move, the  **Rebook** function will be available under the Action menu. Click Rebook to view the move details in the Rebook pop-up screen. If there is more than one move type associated with the visit, then all move types are displayed.

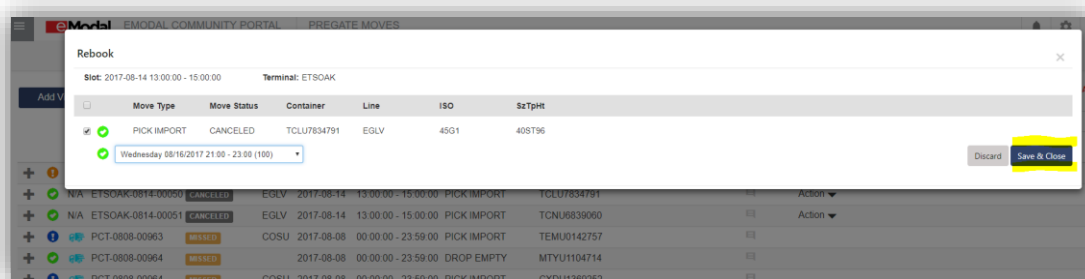


Ref	Ticket Empty Inst	Status Action	Line	Visit Date	Slot	Move Type	Container
+ ⓘ	B58-1019-23227	RESCHEDULED	SUDU	2017-10-19	00:00:00 - 23:59:00	PICK IMPORT	DMIU1005133
+ ⓘ	B58-1027-23232	CONFIRMED	SUDU	2017-10-27	00:00:00 - 23:59:00	PICK IMPORT	DMIU1005133
+ ⓘ	B58-1101-23205	Action Edit Cancel Rebook	SUDU	2017-11-01	00:00:00 - 23:59:00	PICK IMPORT	DMIU1005133
+ ⓘ	T18-1011-06724	ERROR	COSU	2017-10-11	09:00:00 - 10:00:00	PICK IMPORT	CCLU9940100

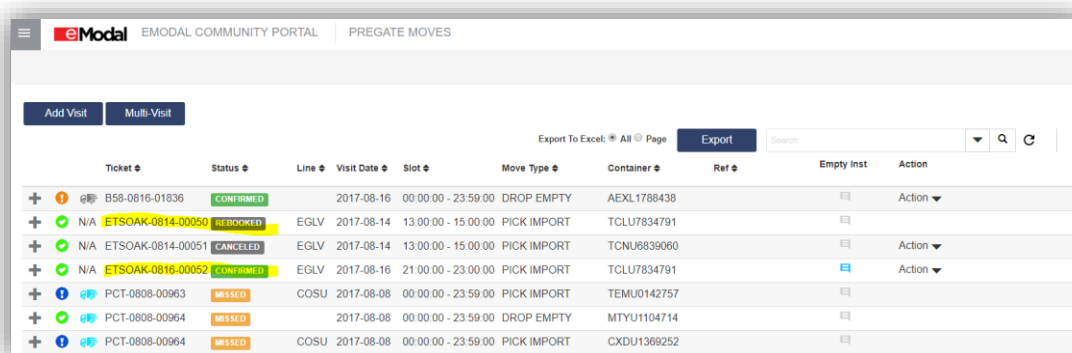
Select the move type(s), and a new time slot or date.



Click **Save & Close** to Rebook the move/visit



The status of the old move will change to “REBOOKED” and a new move with the same Ticket number will display with a “CONFIRMED” status.

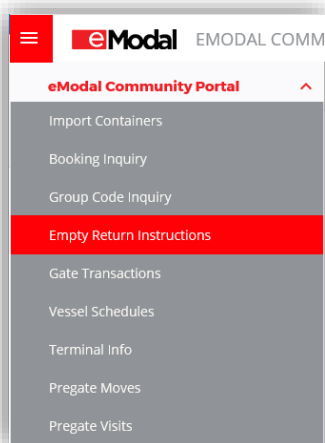


2.7.8 Empty Return Instructions

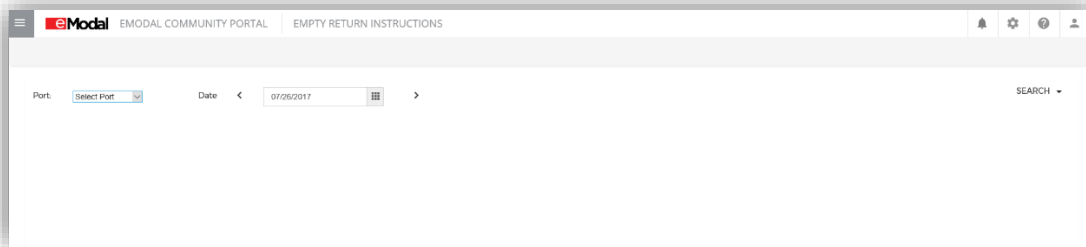
You can view and use the published Empty Return Instructions (ERI) for the terminals that publish the ERI. The ERI enables eCP community to see when empties are accepted for return to a terminal on particular date by line and shift. You can see this detail in the Import Containers screen, PreGate screens, and on eModal mobile.

Viewing ERI from eModal Community Portal (eCP)

To query the Empty Return Instructions, click on the main menu bar on the top left of eModal screen and select **Empty Return Instructions** under the eModal Community Portal section.

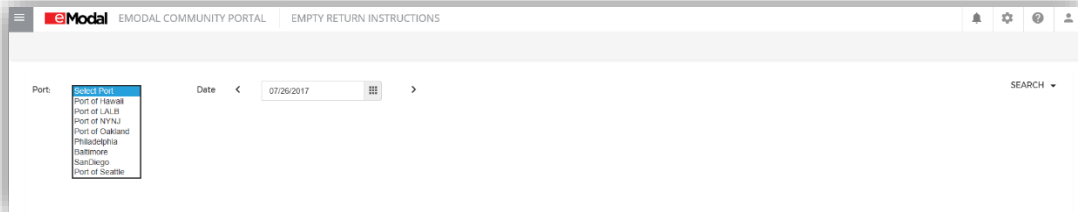


From the Empty Return Instructions (ERI) page, select the Port (this will be the port authority or area, not a specific terminal) where you want to return container(s).



The screenshot shows the eModal Community Portal interface for the Empty Return Instructions (ERI) page. The header includes the eModal logo, the text "EMODAL COMMUNITY PORTAL", and "EMPTY RETURN INSTRUCTIONS". On the right side of the header are icons for notifications, settings, help, and user profile. Below the header, there is a form with a "Port" dropdown menu, a "Date" field with a calendar icon, and a "SEARCH" button. The "Port" dropdown menu is currently open, displaying a list of port options.

Port
Select Port
Port of Hawaii
Port of LA/LS
Port of NY/NJ
Port of Oakland
Philadelphia
Baltimore
San Diego
Port of Seattle




This screenshot is identical to the one above, showing the eModal Community Portal interface for the Empty Return Instructions (ERI) page. The "Port" dropdown menu is open, displaying a list of port options.

Port
Select Port
Port of Hawaii
Port of LA/LS
Port of NY/NJ
Port of Oakland
Philadelphia
Baltimore
San Diego
Port of Seattle

The ERI for all lines, at all terminals at the selected Port for the current date will be displayed, with the first Shipping Line on the list in expanded view.


The screenshot shows the eModal Community Portal interface. At the top, there's a header with the eModal logo and 'EMODAL COMMUNITY PORTAL'. Below the header, there's a search bar and a date selector set to 07/26/2017. The main content area displays a table for the first shipping line, CMA, which is expanded. The table has columns for Terminal, 1st Shift, 2nd Shift, 3rd Shift, and 4th Shift, grouped under categories: SPECIAL EQP, 20', 40' STD, 40' HC, and 48' HC. The data rows show the status of each shift for each terminal. Below the expanded table, there's a list of other shipping lines: CHO, NYK, NYU, HLP, MOL, APL, OOL, WHLC, and KLI. At the bottom, there's a pagination bar showing 'Page 1' and 'Showing: 1 to 10 (26)'.



Terminal	SPECIAL EQP			20'			40' STD			40' HC			48' HC		
	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
TRP1	CLOSED	OPEN	NA	OPEN	OPEN	NA	OPEN	OPEN	NA	OPEN	OPEN	NA	OPEN	OPEN	NA
APLGG5	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
PCT	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	CLOSED	OPEN	OPEN




You can expand and view a different Shipping Line by clicking on the  icon to the right of the line that you want to view.

The screenshot shows the eModal Community Portal interface with a different shipping line, APL, expanded. The table structure is the same as the previous one, but the data rows are for the APL line. The status of each shift for each terminal is displayed. Below the expanded table, there's a list of other shipping lines: CHO, NYK, NYU, HLP, MOL, OOL, WHLC, and KLI. At the bottom, there's a pagination bar showing 'Page 1' and 'Showing: 1 to 10 (26)'.

Terminal	SPECIAL EQP			20'			40' STD			40' HC			48' HC		
	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
TRP1	OPEN	OPEN	NA	OPEN	OPEN	NA	OPEN	CLOSED	NA	CLOSED	OPEN	NA	CLOSED	OPEN	NA
APLGG5	OPEN	OPEN	CLOSED	OPEN	OPEN	CLOSED	OPEN	OPEN	CLOSED	OPEN	OPEN	CLOSED	OPEN	OPEN	CLOSED
PCT	OPEN	OPEN	CLOSED	OPEN	CLOSED	CLOSED	OPEN	CLOSED	CLOSED	OPEN	CLOSED	OPEN	CLOSED	OPEN	CLOSED
ITS	CLOSED	CLOSED	NA	CLOSED	CLOSED	NA	CLOSED	CLOSED	NA	CLOSED	CLOSED	NA	NA	NA	NA


Alternatively, you can search for a particular line by clicking on SEARCH on the top right, which will expand and show the search and sort fields. Type the Line Code into the search window, and then click the  icon to search.



Port: Date:  




  

Line: KLJ	*SPECIAL EQP			40' HC			45' HC			20'			40' STD		
Terminal	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
APLOGS	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
PCT	OPEN	OPEN	OPEN	OPEN	CLOSED	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	CLOSED	CLOSED	CLOSED
ITS	OPEN	CLOSED	NA	CLOSED	OPEN	NA	NA	NA	NA	OPEN	CLOSED	NA	OPEN	OPEN	NA

<<First <Prev Page 1 Showing 1 to 1 (1) 10 Next> Last>> Total Count:1

You can search for future dates by clicking on the  icon next to the date field on the top of the screen. Only instructions that have been published for terminals and lines will be displayed.



Port: Date:  




  

Line: CMA	*SPECIAL EQP			20'			40' STD			40' HC			45' HC		
Terminal	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
TRP1	CLOSED	OPEN	NA	OPEN	OPEN	NA	OPEN	OPEN	NA	OPEN	OPEN	NA	OPEN	OPEN	NA
APLOGS	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN

Line: CHD
Line: NYK
Line: HTU
Line: HLP
Line: MOL
Line: APL
Line: OOL
Line: WHLC
Line: KLJ

<<First <Prev Page 1 Showing 1 to 10 (17) 10 Next> Last>> Total Count:17



Port: Date:  

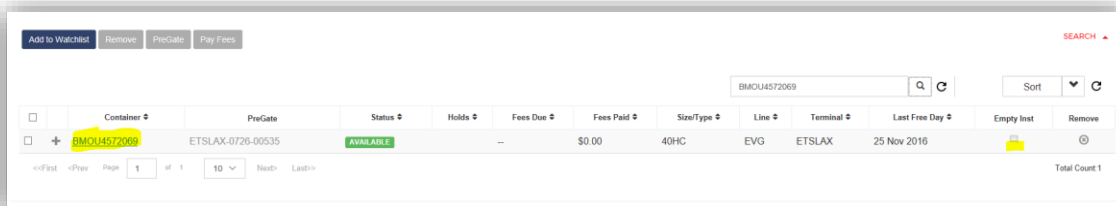
  



Line: KLJ	*SPECIAL EQP			40' HC			45' HC			20'			40' STD		
Terminal	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
APLOGS	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN

<<First <Prev Page 1 Showing 1 to 1 (1) 10 Next> Last>> Total Count:1

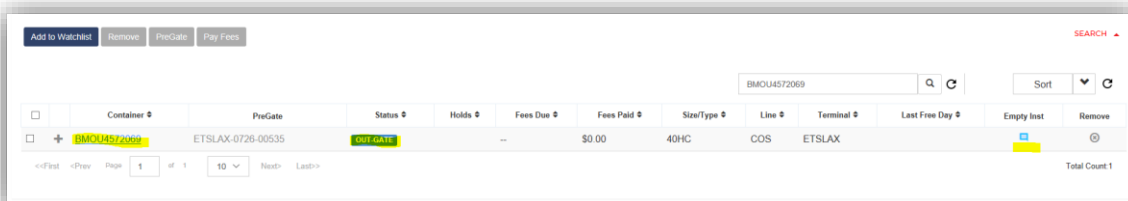
Viewing Empty Return Instructions (ERI) from the Import Containers WatchList



You can query the ERI from the Import Containers watchlist for any container with an Out-Gate status. The ERI icon will be grey  or blue  depending on container status. The icon will be grey until the status updates to Outgate; then the icon will be blue. Click on a blue ERI icon to open the Empty Return Instructions pop-up screen. Ports that have published ERI will display.



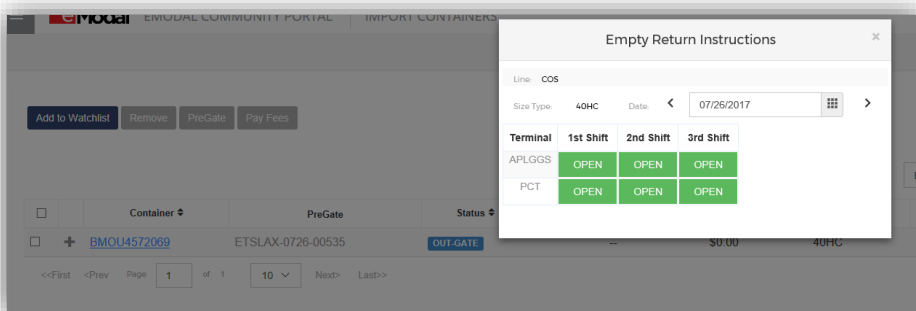
	Container	PreGate	Status	Holds	Fees Due	Fees Paid	Size/Type	Line	Terminal	Last Free Day	Empty Inst	Remove
<input type="checkbox"/>	BMOU4572069	ETSLAX-0726-00535	AVAILABLE	--	\$0.00		40HC	EVG	ETSLAX	25 Nov 2016		

Page 1 of 1 | Total Count 1



	Container	PreGate	Status	Holds	Fees Due	Fees Paid	Size/Type	Line	Terminal	Last Free Day	Empty Inst	Remove
<input type="checkbox"/>	BMOU4572069	ETSLAX-0726-00535	OUT-GATE	--	\$0.00		40HC	COS	ETSLAX			

Page 1 of 1 | Total Count 1



Empty Return Instructions


Line: COS




Size Type: 40HC Date: 07/26/2017

Terminal	1st Shift	2nd Shift	3rd Shift
APLGG	OPEN	OPEN	OPEN
PCT	OPEN	OPEN	OPEN




View Empty Return Instructions (ERI) from PreGate Moves/PreGate Visits

You can view the Empty Return Instructions for terminals that publish this information.

In the Import PreGate moves list, click on the Empty Instructions  icon to open the Empty Return Instructions pop-up screen and display the ERI details. You can browse forward through the dates to see future ERI instructions, if published.




Add Visit		Multi-Visit									
Ticket	Status	Line	Visit Date	Slot	Move Type	Container	Ref	Empty Inst	Action		
+ N/A ETSLAX-0726-00535	CONFIRMED	EGLV	2017-07-26	11:00:00 - 13:00:00	PICK IMPORT	BMOU4572069			Action		
+ PCT-0726-00951	CONFIRMED	SM U	2017-07-26	00:00:00 - 23:59:00	DROP EMPTY	SMLU1104714			Action		
+ PCT-0726-00951	CONFIRMED	APLU	2017-07-26	00:00:00 - 23:59:00	PICK IMPORT	APZU3107100			Action		

<<First <Prev Page 1 of 1 10 Next> Last>>

Add Visit		Multi-Visit									
Ticket	Status	Line	Visit Date	Slot	Move Type	Container	Ref	Empty Inst	Action		
+ N/A ETSLAX-0726-00535	CONFIRMED	EGLV	2017-07-26	11:00:00 - 13:00:00	PICK IMPORT	BMOU4572069			Action		
+ PCT-0726-00951	CONFIRMED	SM U	2017-07-26	00:00:00 - 23:59:00	DROP EMPTY	SMLU1104714			Action		
+ PCT-0726-00951	CONFIRMED	APLU	2017-07-26	00:00:00 - 23:59:00	PICK IMPORT	APZU3107100			Action		

<<First <Prev Page 1 of 1 10 Next> Last>>

Empty Return Instructions				
Line:	EGLV			
Size Type:	45G1	Date:	< 07/26/2017 >	
Terminal	1st Shift	2nd Shift	3rd Shift	
APLGGS	OPEN	OPEN	OPEN	
PCT	OPEN	OPEN	OPEN	
ITS	CLOSED	OPEN	NA	

Add Visit		Multi-Visit									
Ticket	Status	Line	Visit Date	Slot	Move Type	Container	Ref	Empty Inst	Action		
+ N/A ETSLAX-0726-00535	CONFIRMED	EGLV	2017-07-26	11:00:00 - 13:00:00	PICK IMPORT	BMOU4572069			Action		
+ PCT-0726-00951	CONFIRMED	SM U	2017-07-26	00:00:00 - 23:59:00	DROP EMPTY	SMLU1104714			Action		
+ PCT-0726-00951	CONFIRMED	APLU	2017-07-26	00:00:00 - 23:59:00	PICK IMPORT	APZU3107100			Action		

<<First <Prev Page 1 of 1 10 Next> Last>>

Empty Return Instructions				
Line:	EGLV			
Size Type:	45G1	Date:	< 07/27/2017 >	
Terminal	1st Shift	2nd Shift	3rd Shift	
APLGGS	OPEN	OPEN	OPEN	

View Empty Return Instructions (ERI) from the eModal App

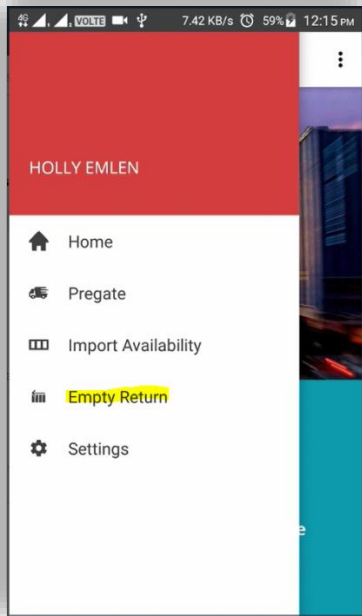
You can view Empty Return Instructions (ERI) details in the eModal mobile app by downloading the eModal app and logging in using the same Web User ID and password as you use for the browser-based system.

In the App there are two ways to access ERI: Main Menu and PreGate.

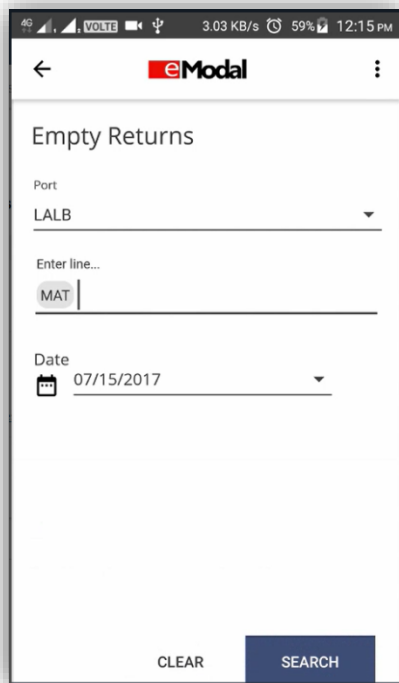
ERI from Main menu



In the top left menu bar ☰, tap “Empty Return”

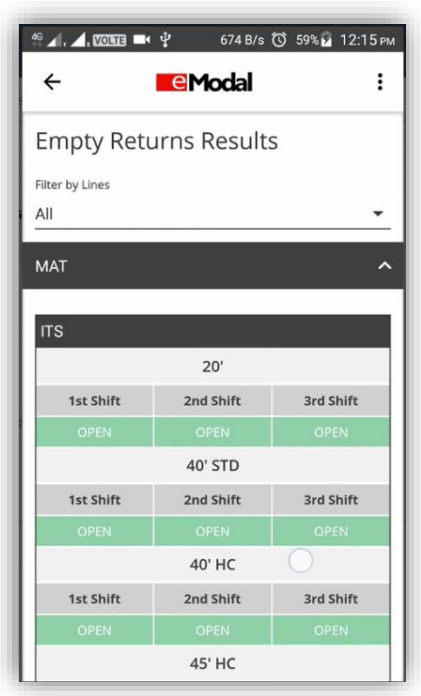


Select the Port and enter the shipping line and date of return, and then tap Search.



The screenshot shows a mobile application interface for 'Empty Returns'. At the top, there is a status bar with various icons and the time '12:15 PM'. Below the status bar is a header with a back arrow, the 'eModal' logo, and a menu icon. The main title 'Empty Returns' is displayed. Below the title, there are three input fields: 'Port' with a dropdown menu showing 'LALB', 'Enter line...' with a text input field containing 'MAT', and 'Date' with a date picker showing '07/15/2017'. At the bottom of the form, there are two buttons: 'CLEAR' and 'SEARCH'.

Ports that have ERI published, and match the search criteria, will be displayed.

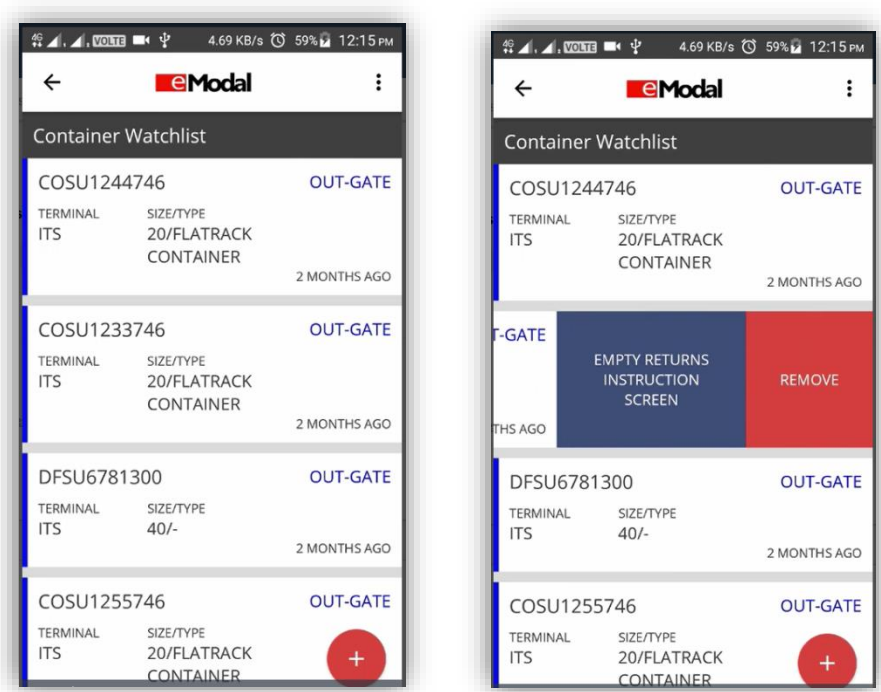


ERI from PreGate

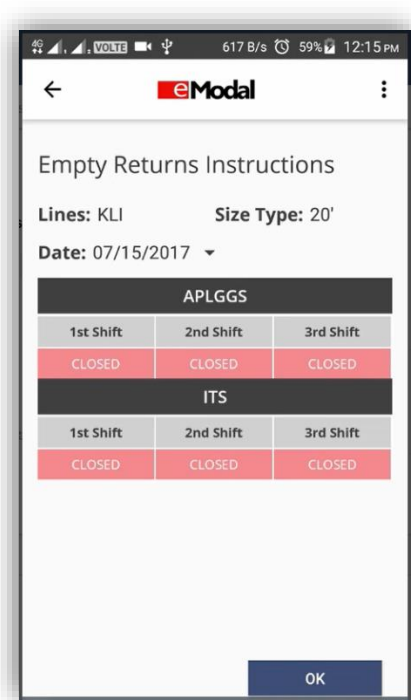
From the main menu, tap PreGate.



Swipe left and tap **Empty Returns Instruction Screen** for any container PreGate items that are in OUT-GATE status.



The ERI for the port will be displayed for any terminals with published ERI.

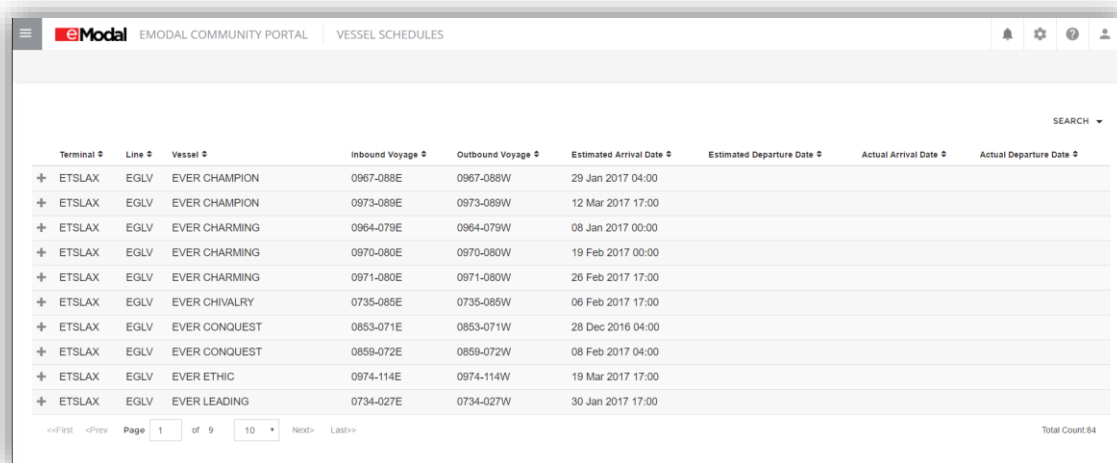


You can select a different date to see the ERI for that date.



2.7.9 Vessel Schedules

In the Vessel Schedules screen you can view vessel schedules for participating terminals. You can see the Terminal, Line, Vessel, Inbound Voyage, Outbound Voyage, Estimated Arrival Date, Estimated Departure Date, Actual Arrival Date, and Actual Departure Date.



Terminal	Line	Vessel	Inbound Voyage	Outbound Voyage	Estimated Arrival Date	Estimated Departure Date	Actual Arrival Date	Actual Departure Date
ETSLAX	EGLV	EVER CHAMPION	0967-088E	0967-088W	29 Jan 2017 04:00			
ETSLAX	EGLV	EVER CHAMPION	0973-089E	0973-089W	12 Mar 2017 17:00			
ETSLAX	EGLV	EVER CHARMING	0964-079E	0964-079W	08 Jan 2017 00:00			
ETSLAX	EGLV	EVER CHARMING	0970-080E	0970-080W	19 Feb 2017 00:00			
ETSLAX	EGLV	EVER CHARMING	0971-080E	0971-080W	26 Feb 2017 17:00			
ETSLAX	EGLV	EVER CHIVALRY	0735-085E	0735-085W	06 Feb 2017 17:00			
ETSLAX	EGLV	EVER CONQUEST	0853-071E	0853-071W	28 Dec 2016 04:00			
ETSLAX	EGLV	EVER CONQUEST	0859-072E	0859-072W	08 Feb 2017 04:00			
ETSLAX	EGLV	EVER ETHIC	0974-114E	0974-114W	19 Mar 2017 17:00			
ETSLAX	EGLV	EVER LEADING	0734-027E	0734-027W	30 Jan 2017 17:00			

Page 1 of 9 Total Count: 84

Select the + icon to see additional detail for a vessel schedule, including the Inbound Cargo Receipt date, Reefer Receive Date, Hazmat Receive Date, First Available Date and the Outbound Cargo Cutoff Date, Reefer Cutoff Date, Hazmat Cutoff Date, and Auto Cutoff Date.

3. Trucker Check

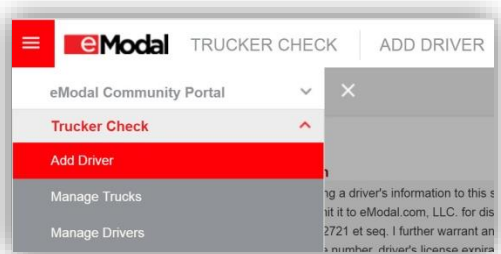
In the Trucker section of the eModal.com site you can manage your fleet and drivers including adding and editing drivers, adding and editing trucks, managing RFID tags, managing terminal access, and viewing problem messages.

3.2 DRIVERS

In eModal.com you can add, edit, and remove drivers associated with your company. To access these options, click the menu button in the upper left of the screen and then select the Trucker Check submenu. In the submenu you will see options for adding, managing, and removing drivers.

3.2.1 To Add a New Driver

In the Trucker Check submenu, select Add Driver.



The Add Driver screen will open. There are seven steps involved in adding a trucker and the screen will progress through the process.

The screenshot shows the eModal 'ADD DRIVER' screen. The header includes the eModal logo, 'TRUCKER CHECK', and 'ADD DRIVER'. The main content area displays a 'Registered Company Consent Authorization' section with a paragraph of legal text. Below this, there is a line 'Registered Company Accepts Agreement' with a checked checkbox. A 'Next' button is located at the bottom right. At the bottom, a progress bar shows seven steps: Step 1: Consent (active), Step 2: Driver Info, Step 3: Contract & Certs, Step 4: Ports, Step 5: Truck, Step 6: Summary, and Step 7: Confirm.

- **Step 1 – Consent** – First you must have permission from the truck driver to have information submitted via eModal.com and ensure the driver has the proper credentials needed. Select the Accepts Agreement check box and then click Next to move to the next step.

- **Step 2 – Driver Information** – Next you will enter Commercial Drivers License details (Country, State, CDL Number, CDL Expiration Date, and First/Last Name along with Phone number and Email. Select the check box if the driver has a TWIC card, and then click Next.

Please note: do not include spaces, dashes, or symbols in the Driver CDL field.

The screenshot shows the 'ADD DRIVER' form in the eModal application. The top navigation bar includes the eModal logo, 'TRUCKER CHECK', and 'ADD DRIVER'. The main form area is titled 'Driver Information' and contains the following fields:

- Commercial Drivers License:**
 - Country: United States (dropdown)
 - State: -- Choose One -- (dropdown)
 - CDL Number: [text input]
 - CDL Expiration Date: [date input]
- First Name:** [text input]
- Middle Name:** [text input]
- Last Name:** [text input]
- Phone Number:**
 - Country: United States (dropdown)
 - Area Code: [text input]
 - Local Number: [text input]
 - Extension: [text input]
- Email:** [text input]
- This driver has a TWIC card?** ☐

At the bottom, a progress bar shows seven steps: Step 1: Consent, Step 2: Driver Info (highlighted), Step 3: Contract & Certs, Step 4: Ports, Step 5: Truck, Step 6: Summary, and Step 7: Confirm. A 'Back' button is on the left and a 'Next' button is on the right of the progress bar.

- **Step 3 – Contract & Certs** – Enter the contract begin and end dates or select the check box next to Contract doesn't have expiration date, and then select the certifications appropriate for the driver. Click Next to proceed.
- **Step 4 – Ports** – Select each port the driver will be visiting on behalf of your company.
- **Step 5 – Truck** – Enter the details for the driver's truck including the VIN, Country, State, Plate Number, and Fuel Type and then click Next.
Please note: a VIN has 17 characters; and will not include the letters I, O, or Q. All characters must be upper case.
- **Step 6 – Summary** – Review all of the details, click the Edit text to make corrections or if correct click Next to finish adding the driver.

Registration Summary

Driver Information

Name	John Paul Smit	[edit]
CDL Number	IU9900585 (Idaho)	
CDL Expiration Date	11/17/2017	
Phone	+1 (805) 555-1212	
Email	JPS@gmail.com	
TWIC	No	

Driver Details

Contract doesn't have expiration date No [edit]

Contract Begin (mm/dd/yyyy)	08/01/2017
Contract End (mm/dd/yyyy)	10/31/2018

Class A	Yes
Class B	Yes
Doubles	Yes
Hazardous	Yes
Tanker	Yes
Triples	Yes

Ports of Call

Back

Step 1: Consent Step 2: Driver Info Step 3: Contract & Certs Step 4: Ports Step 5: Truck Step 6: Summary Step 7: Confirm

Next

- **Step 7 – Confirm** – Click Finish to complete the process.

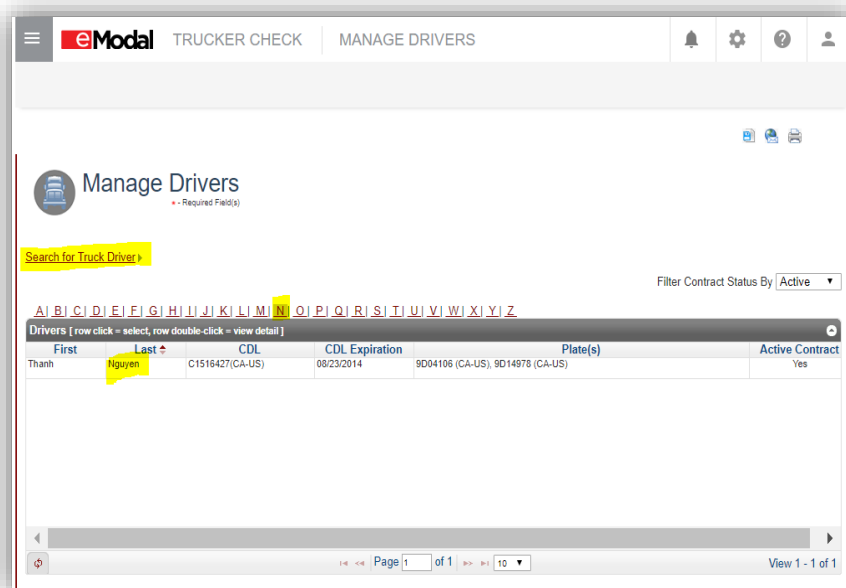
Registration Confirmation

Finish

Step 1: Consent Step 2: Driver Info Step 3: Contract & Certs Step 4: Ports Step 5: Truck Step 6: Summary Step 7: Confirm

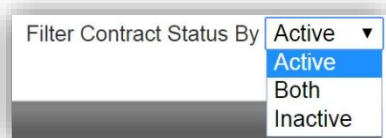
3.2.2 To Manage Drivers

In the Manage Drivers screen you will see a list of drivers that have been set up in the system. The drivers are presented alphabetically by last name. Click a letter at the top of the list to see the matching drivers. Additionally, you can search for a driver by Driver Name or Commercial Driver License and/or select to filter the list by active, inactive, or both.



Filter by Contract Status

- In the Filter Contract Status field, click the down-arrow and select one of the options: Active, Inactive, or Both.



Search

- Click the down-arrow next to Search to open the search criteria. Select to search by Driver Name or Commercial Driver's License number, enter the information, and click Find.

Manage Drivers

Search for Truck Driver

Search Fields

Search for a truck driver by driver name, or CDL#. Select one.

Driver Name

Last Name: [Redacted] First Name: [Redacted]

OR

Commercial Drivers License

Country: [United States] State: [Choose One --] CDL Number: [Redacted]

Find Clear

Filter Contract Status By: Active

Drivers [row click = select, row double-click = view detail]

First	Last	CDL	CDL Expiration	Plate(s)	Active Contract
Thanh	Nguyen	C1516427(CA-US)	08/23/2014	9D04106 (CA-US), 9D14978 (CA-US)	Yes

Once you find the driver you want manage, double-click on the driver's name to open the details screen. In this screen you can deactivate a driver, edit driver details, and update Ports, Certifications, and Trucks.

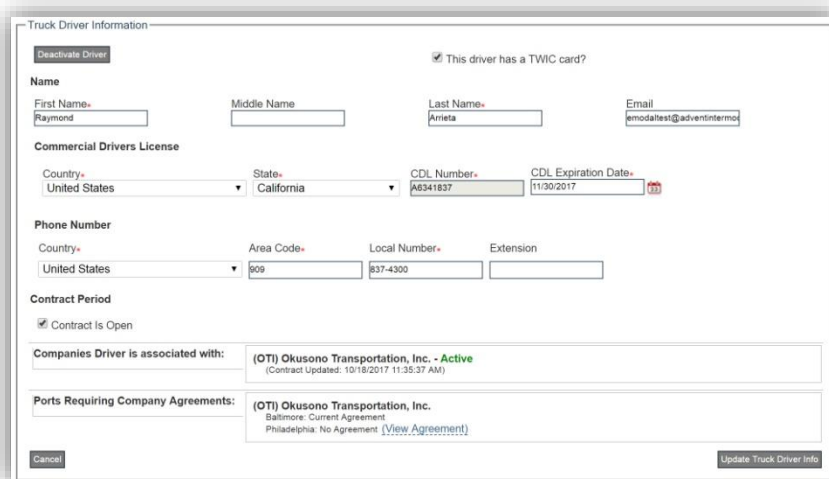
Activate/Deactivate a Driver

- In the Truck Driver Information screen, click Deactivate Driver button. You will see a message that it will take 15-60 minutes before a terminal will be aware of the update. Click OK. The driver will show in eModal.com as inactive. Conversely, if the Activate Driver button is displayed, you can click to activate the driver, you will see the same message, click OK. The driver will be active in the eModal.com system.



Update Trucker Details

- In the Truck Driver Information screen, enter the updated trucker details, and then click Update Truck Driver Detail button.



Update Ports and Certifications

- In the bottom half of the screen there are three tabs, Ports, Certifications, and Trucks. Click on each tab to view the current information. Update as needed and then click the Update button.

The left screenshot shows the 'Ports' tab with the following list:

- ☒ Ports of Los Angeles and Long Beach
- ☒ Port of Oakland
- ☒ Port of Seattle
- ☒ Port of Baltimore
- ☒ Port of Philadelphia
- ☒ Port of San Diego
- ☒ Port of Hawaii

Below the list is an 'Update Ports' button.

The right screenshot shows the 'Certifications' tab with the following list:

- ☒ Class A
- ☒ Class B
- ☐ Doubles
- ☐ Hazardous
- ☐ Tanker
- ☐ Triples

Below the list is an 'Update Certifications' button.

Update Trucks

- In the Trucks tab, you can update a truck that has already been added for the driver, including the Truck Specs, License Plate, RFID Tag, and Insurance information. Additionally, you can **Disassociate** the selected truck from the driver or **Add Truck** to add a new truck for the driver.

*See the Trucks section to learn more about adding, editing, removing trucks.

The 'Trucks' tab interface shows a table with the following data:

Description	Model Year	Make	VIN	Model	RFID #	Plate(s)
Raymond Arrieta	1992	Freightliner	1FUY3ECB6NP522725	FLD112		9D78916 (CA)

Below the table are the following controls:

- Buttons: Disassociate, Add Truck
- Page navigation: Page 1 of 1
- View count: View 1 - 1 of 1

New Search

Truck Information

License Plates:

US-CA-9D78916

RFID Tag:

Driver Information:

Raymond Arrieta - License: US-CA-A6341837

Raymond Arrieta - License: US-CA-A6341834

Truck Companies:

(OTI) Okusono Transportation, Inc. Inactive

(OTI) Okusono Transportation, Inc. Active

Truck Specs

License Plate

RFID Tag

Insurance

Truck Specs

Description

Raymond Arrieta

VIN

1FUY3ECB6NP522725

Remove VIN

By removing the VIN from this truck, you will lose the ability to edit any other aspect of this truck or its associated drivers until a new, valid VIN is provided.

Make

Freightliner

Model

FLD112

Model Year

1992

Update Truck

3.3 TRUCKS

You can manage the trucks in the eModel.com system in the Trucker Check, Manage Trucks sub-menu. Here you can search for a truck by Plate number, RFID number, VIN, or Description. Also, you can open a list of all trucks in the system.

Manage Trucks * - Required Field(s)

Find Truck

Select the truck to manage by either its license plate information (at least the plate state is required), RFID tag number, VIN, or truck description.

Plate Number Country Plate State

Or

RFID Tag Number:

Or

VIN Search:

Or

Description:

In the Main Menu, select Trucker Check, and then select Manage Trucks to open the Manage Trucks screen. In this screen you can search by various options. Enter the information in the relevant field(s) and then click Find Truck.

Alternatively, click Load All Trucks to open a list displaying all trucks that have been added to the system.

Actions	Plates	VIN	RFID Number	Description	Make
Select	US-CA-9D50050	1FUYDXYB4RH462008			Freightliner
Select	US-CA-9E40384	2FWJAWDX19AAG9324	33986413		Sterling
Select					
Select	US-CA-9D23258	1FUYDZYB5SH789518	33569190		Freightliner
Select			20002308		
Select			20003648		
Select	US-CA-UP71709	1FUPDSZBXYMF05997	19194085		Freightliner
Select	US-CA-9D09201	1FUYDZYB8VH857069	33631016		Freightliner
Select	US-CA-9B52075	1FUYDCYB5NH484683	19213549		Freightliner
Select					
Select			20013642		
Select	US-CA-9B04067	1FUPDSEB3NH522857	20014295		Freightliner
Select			20011101		
Select	US-CA-9D09232	1FUYSEB7WP890248		WALTER # 296	Freightliner
Select	US-CA-9B68504	1HSRKRKRXRH543749			International
Select					
Select	US-CA-9D05844	1FUYDZYB1TP590442	20030893		Freightliner
Select	US-CA-9D61361	1FUYDZYB7VP858168	19204059	1997 freightliner	Freightliner
Select			20010785		

3.3.1 Edit Truck Details

You can view truck details in two ways:

- In the Manage Trucks screen, search for a truck or view the list of trucks and then click Select in the Actions column to open the details for the truck.
- In the Manage Drivers screen, Truck tab.

Truck Information

License Plates:

US-CA-9D78916

RFID Tag:

Driver Information:

Raymond Arrieta - License: US-CA-A6341837

Raymond Arrieta - License: US-CA-A6341834

Truck Companies:

(OTI) Okusono Transportation, Inc. Inactive

(OTI) Okusono Transportation, Inc. Active

Truck Specs

License Plate

RFID Tag

Insurance

Truck Specs

Description

Raymond Arrieta

VIN

1FUY3ECB6NP522725

Remove VIN

By removing the VIN from this truck, you will lose the ability to edit any other aspect of this truck or its associated drivers until a new, valid VIN is provided.

Make

Freightliner

Model

FLD112

Model Year

1992

Update Truck

To Update Truck Specs

In the Truck Information screen, Truck Specs tab, enter new details for Description or Remove the VIN and then click Update Truck.

Truck Specs

License Plate

RFID Tag

Insurance

Truck Specs

Description

Raymond Arrieta

VIN

1FUY3ECB6NP522725

Remove VIN

By removing the VIN from this truck, you will lose the ability to edit any other aspect of this truck or its associated drivers until a new, valid VIN is provided.

Make

Freightliner

Model

FLD112

Model Year

1992

Update Truck

To Update or Add a License Plate Number

In the Truck Information screen, License Plate tab, either click Edit to enter new plate details and then click Update Plate, or click the Add New Plate button to create a new plate for the truck and then click Create New Plate.



The screenshot shows the 'License Plate' tab selected in the 'Truck Information' screen. The tab bar at the top includes 'Truck Specs', 'License Plate' (active), 'RFID Tag', and 'Insurance'. Below the tab bar, the section is titled 'Add/Change/Remove Plates'. There is an 'Add New Plate' button. Below this is a table with two columns: 'Actions' and 'Plate Number'. The table contains one row with the value 'US-CA-9D78916' in the 'Plate Number' column and an 'Edit' link in the 'Actions' column.

Actions	Plate Number
Edit	US-CA-9D78916

To Update or Add an RFID Tag Number

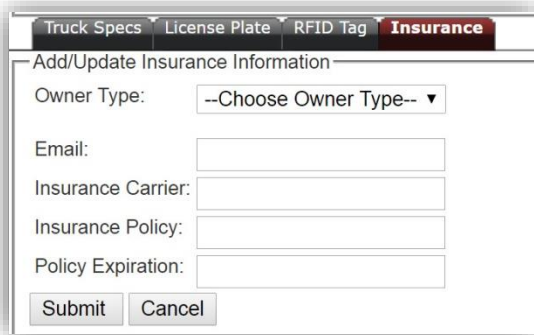
In the Truck Information screen, License Plate tab, enter the RFID number in the fields (you must enter the number twice) and then click Add RFID Tag button. If there is already a number associated with the truck the newly entered number will replace the existing number.



The screenshot shows the 'RFID Tag' tab selected in the 'Truck Information' screen. The tab bar at the top includes 'Truck Specs', 'License Plate', 'RFID Tag' (active), and 'Insurance'. Below the tab bar, the section is titled 'Change or Remove RFID Tag'. There are two text input fields: 'New RFID Tag Number' and 'Confirm New RFID Tag Number', each followed by a red asterisk indicating a required field. Below the input fields is an 'Add RFID Tag' button.

To Update or Add Insurance Details

In the Truck Information screen, Insurance tab, select the Owner Type (Person or Company), and then enter the Name, Email, Insurance Carrier, Insurance Policy number, and Policy Expiration date, and then click Submit. All fields are required.



The screenshot shows a software window titled "Add/Update Insurance Information" with a tabbed interface. The "Insurance" tab is selected, while "Truck Specs", "License Plate", and "RFID Tag" are visible but not active. The form contains the following fields and controls:

- Owner Type:** A dropdown menu with the text "--Choose Owner Type--" and a downward arrow.
- Email:** A text input field.
- Insurance Carrier:** A text input field.
- Insurance Policy:** A text input field.
- Policy Expiration:** A text input field.
- Buttons:** "Submit" and "Cancel" buttons located at the bottom left of the form area.

3.3.2 Add a Truck To an Existing Driver

You can add a truck to a driver via the Manage Drivers screen.

NOTE: If you are replacing the driver's current vehicle, be sure to add the new truck to their profile BEFORE removing the old. Drivers must have at least one vehicle registered under their name at all times to be active within the company. Removing the vehicle first will result in the driver being removed and will require the driver to be re-added to the account.

1. In the Main Menu, click Trucker Check sub-menu, and then click Manage Drivers. In the Manage Drivers screen, locate the driver you want to add a truck for and then double-click on the driver's name to open the Truck Driver Information screen.
2. In the bottom half of the screen, click on the Trucks tab, and then click Add Truck. The Add Truck pop-up screen will display where you can select the Country and State and enter the Plate Number.
3. Then enter the VIN in the field.
Please Note: A Vehicle Identification Number (VIN) is a unique 17 character serial number used by motor vehicle manufacturers to identify individual motor vehicles. VINs consist of 17 characters which do not include the letters I, O or Q. Letters must be entered in UPPER CASE.
4. Select the Fuel type and then click OK to create the truck and associated it with the selected driver.

3.3.3 Disassociate a Truck

You can remove a truck from a driver in the system via the Disassociate button in the Truck Driver Information screen.

1. In the Main Menu, click Trucker Check submenu, and then click Manage Drivers. In the Manage Drivers screen, locate the driver you want to disassociate a truck for and then double-click on the driver's name to open the Truck Driver Information screen.
2. In the bottom half of the screen, click on the Trucks tab, select the truck you want to remove from the list and then click Disassociate. You will see a warning message, click OK to continue and disassociate the selected truck or click Cancel to continue without disassociating the truck.

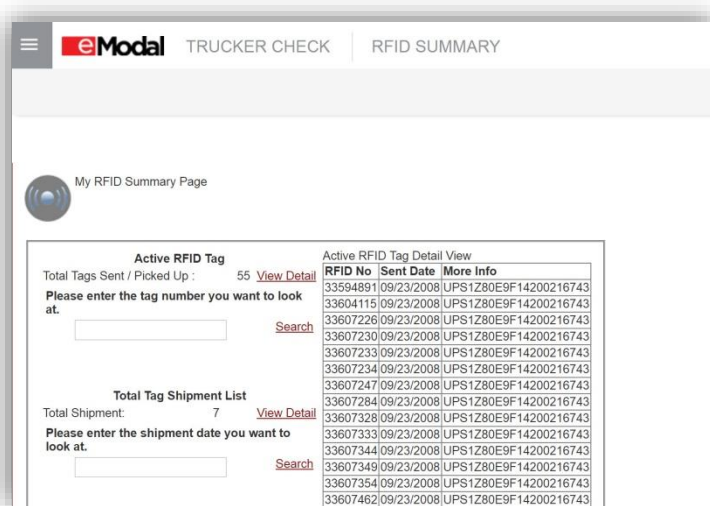
3.4 RFID

Some terminals use RFID (radio-frequency identification) technology to track containers and vehicles as they enter and move through the terminal. Vehicles and equipment are tracked via tags that send radio frequency signals to receivers on the terminal. This is an efficient way of controlling equipment and tracking locations for efficient movement through the terminal.

In the RFID Summary you can see active RFID tags and RFID tags that are set to ship.

3.4.1 View RFID Summary

The screen will open with the active RFID tags listed. You can see the RFID number, the date sent, and the shipping tracking number; to see more detail, enter a tag number in the field and then click Search.



My RFID Summary Page

Active RFID Tag
Total Tags Sent / Picked Up : 55 [View Detail](#)
Please enter the tag number you want to look at.

[Search](#)

Total Tag Shipment List
Total Shipment: 7 [View Detail](#)
Please enter the shipment date you want to look at.

[Search](#)

Active RFID Tag Detail View

RFID No	Sent Date	More Info
33594891	09/23/2008	UPS1Z80E9F14200216743
33604115	09/23/2008	UPS1Z80E9F14200216743
33607226	09/23/2008	UPS1Z80E9F14200216743
33607230	09/23/2008	UPS1Z80E9F14200216743
33607233	09/23/2008	UPS1Z80E9F14200216743
33607234	09/23/2008	UPS1Z80E9F14200216743
33607247	09/23/2008	UPS1Z80E9F14200216743
33607284	09/23/2008	UPS1Z80E9F14200216743
33607328	09/23/2008	UPS1Z80E9F14200216743
33607333	09/23/2008	UPS1Z80E9F14200216743
33607344	09/23/2008	UPS1Z80E9F14200216743
33607349	09/23/2008	UPS1Z80E9F14200216743
33607354	09/23/2008	UPS1Z80E9F14200216743
33607462	09/23/2008	UPS1Z80E9F14200216743

You can enter an RFID tag number in the field and then click Search to see more detail including the shipping date and tracking number and the truck plate number the tag is associated with, if any.

My RFID Summary Page

Active RFID Tag
Total Tags Sent / Picked Up : 55 [View Detail](#)
Please enter the tag number you want to look at:
 [Search](#)

Shipment Detail
Sent Date 9/23/2008
Receipt Number
More Info UPS1Z80E9F14200216743

Tag Detail Information

RFID No	Truck Plate
33594891	

Total Tag Shipment List
Total Shipment: 7 [View Detail](#)
Please enter the shipment date you want to look at:
 [Search](#)

Alternatively, you can see the list of RFID tags to be shipped by clicking the View Detail link next to Total Tag Shipment List. The list will display the date shipped, number of tags shipped, and the tracking details. You can select a date in the field and then click Search to see more detail including the shipping tracking number, RFID number, and Truck Plate number, if one is associated with the tag.

My RFID Summary Page

Active RFID Tag
Total Tags Sent / Picked Up : 55 [View Detail](#)
Please enter the tag number you want to look at:
 [Search](#)

Total Tag Shipment List
Total Shipment: 7 [View Detail](#)
Please enter the shipment date you want to look at:
 [Search](#)

Total Tag Shipment Detail View

Sent Date	Shipped	More Info
09/23/2008	20	UPS1Z80E9F14200216743
06/27/2008	9	UPS1Z80E9F14200193634
03/11/2008	8	UPS1Z80E9F14200180255
07/03/2007	6	UPS1Z80E9F14200091299
02/26/2007	1	UPS1Z80E9F14200069895
01/18/2007	2	UPS1Z80E9F14200062598
07/21/2006	9	UPS1Z80E9F14268234436

Active RFID Tag

Total Tags Sent / Picked Up : 55 [View Detail](#)

Please enter the tag number you want to look at.
 [Search](#)

Shipment Detail

Sent Date 9/23/2008
Receipt Number
More Info UPS1Z80E9F14200216743

Total Tag Shipment List

Total Shipment: 7 [View Detail](#)

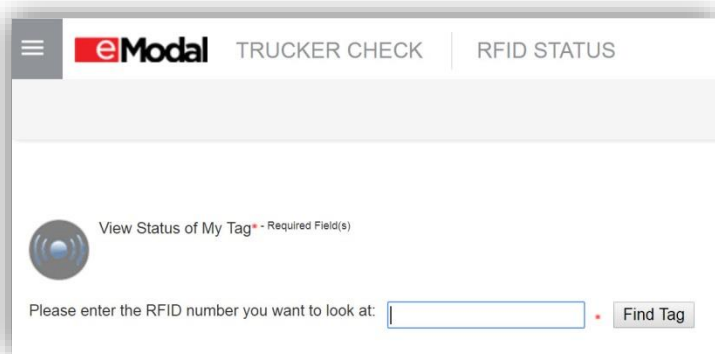
Please enter the shipment date you want to look at.
09/23/2008 [Search](#)

Tag Detail Information

RFID No	Truck Plate
33594891	
33604115	
33607226	(CA) 9E40336
33607230	
33607233	(CA) 9E18259
33607234	
33607247	
33607284	(CA) 9E48140
33607328	
33607333	
33607344	
33607349	
33607354	(CA) 9E37274
33607462	(CA) 9E37272
33607463	(CA) 9E37273
33607538	
33607540	
33607618	
33607627	
33607636	(CA) UP96599

3.4.2 RFID Status

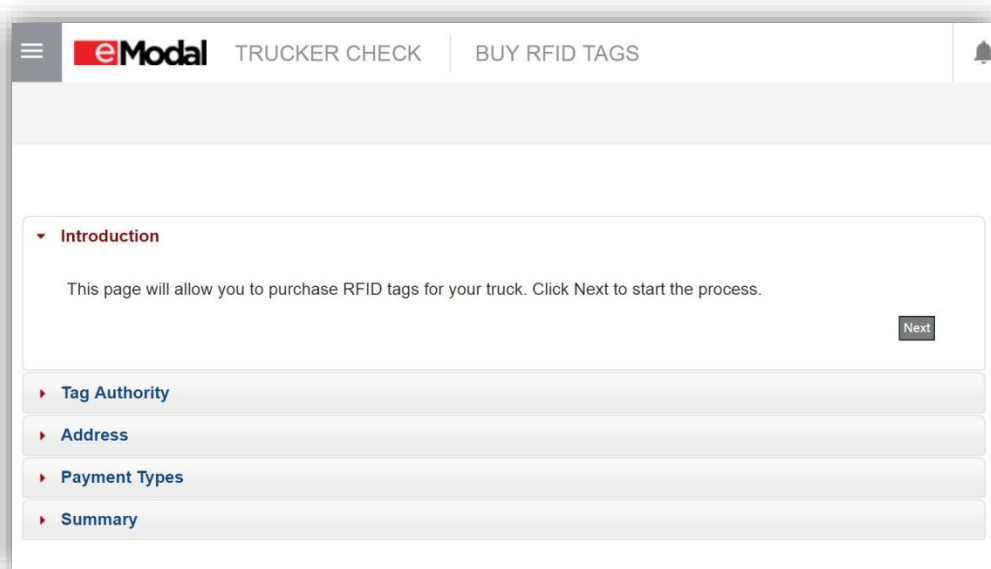
You can quickly look up the status for a single RFID tag in the RFID Status screen. In the Main Menu, Trucker Check sub-menu, click RFID Status to open this screen.



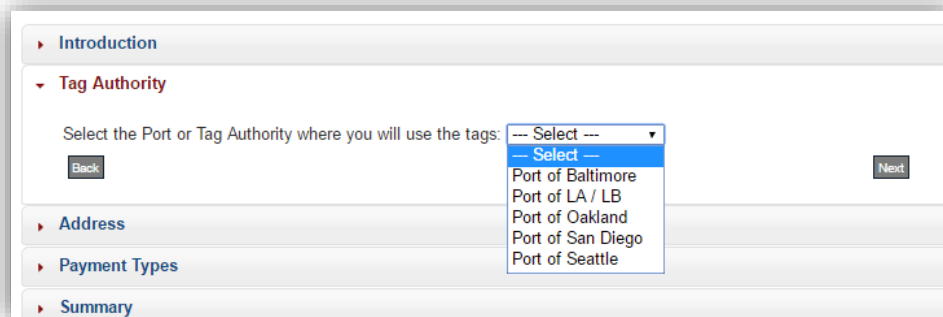
- In the RFID Status screen, enter the RFID tag number you want to see and then click Find Tag.

3.4.3 Buy RFID Tags

You can purchase RFID tags via the eModal.com system through the Trucker Check sub-menu, Buy RFID Tags screen. To open this screen click the Main Menu, select the Trucker Check sub-menu, and then click Buy RFID Tags.

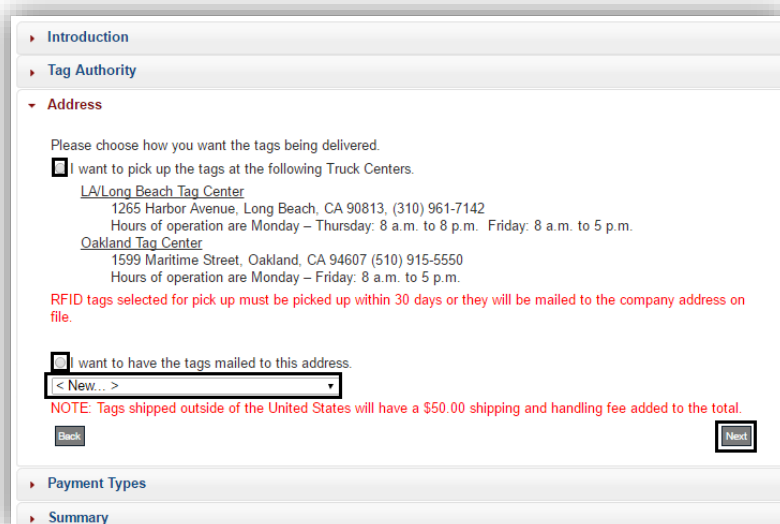


- **Step 1:** Click Next, in the introduction.
- **Step 2:** Tag Authority. Select the Port closest to your location, and then click Next.
Please Note, Not all Ports have the option to pick up purchased tags; only LA/LB and Oakland have this option.



The screenshot shows a web interface with a sidebar on the left containing links: Introduction, Tag Authority (selected), Address, Payment Types, and Summary. The main content area is titled "Tag Authority" and contains the instruction "Select the Port or Tag Authority where you will use the tags:". Below this is a dropdown menu currently showing "Select --". A "Back" button is on the left and a "Next" button is on the right. The dropdown menu is open, showing the following options: "Select --", "Port of Baltimore", "Port of LA / LB", "Port of Oakland", "Port of San Diego", and "Port of Seattle".

- **Step 3:** Address. If you selected a port with the pick-up option, select either, "I want to pick up the tags" or "I want to have the tags mailed." If you select to have the tags mailed, select an address (or click to add a new address), and then click Next.



The screenshot shows the "Address" section of the web interface. The sidebar on the left has links: Introduction, Tag Authority, Address (selected), Payment Types, and Summary. The main content area is titled "Address" and contains the instruction "Please choose how you want the tags being delivered.". There are two radio button options: "I want to pick up the tags at the following Truck Centers." (selected) and "I want to have the tags mailed to this address.". Under the first option, two truck centers are listed: "LA/Long Beach Tag Center" and "Oakland Tag Center", each with its address and hours of operation. A red note states: "RFID tags selected for pick up must be picked up within 30 days or they will be mailed to the company address on file.". Under the second option, there is a dropdown menu currently showing "< New... >". A "Back" button is on the left and a "Next" button is on the right. A red note at the bottom states: "NOTE: Tags shipped outside of the United States will have a \$50.00 shipping and handling fee added to the total."

- **Step 4: Payment Types.** Enter the number of tags you want to purchase. In the Payment Type section, select New Card or New Check or select from previously saved payment methods. Reference number and Memo are optional fields, enter details in the field if you want, and then click Next.

▸ Introduction

▸ Tag Authority

▸ Address

▾ Payment Types

Please enter how many tags you want to buy:

of Tags:

x \$103.00

Total \$0.00

Please Select Payment Type

☒ New Card

☐ New Check

Your Reference Number:

Memo:

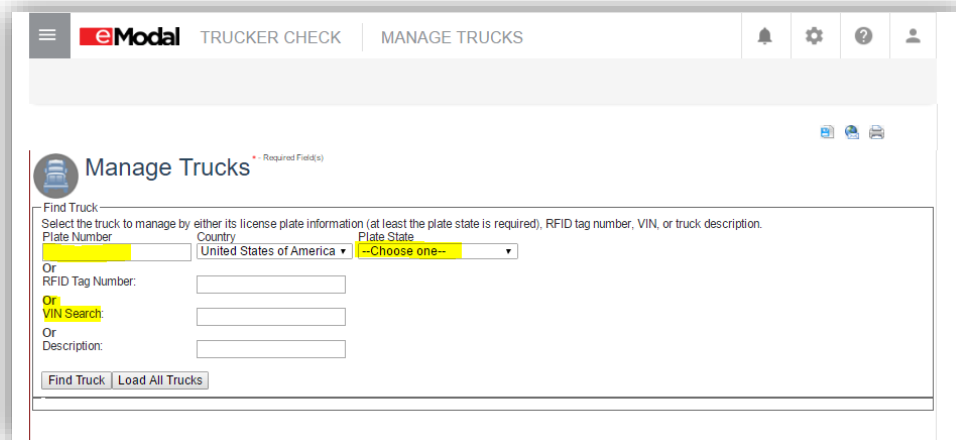
Back Next

▸ Summary

- **Step 5: Summary.** In the Summary screen, review all of the entered information. If it is correct click Submit Order to complete the purchase.

3.4.4 Manage RFID

In the Manage Trucks screen you can add and remove RFID tags. To access the screen click the Main Menu, select the Trucker Check sub-menu, and then click Manage RFID. The Manage Trucks screen will display.



In the Manage Trucks screen, find the truck you want by entering a Plate number and State or by entering the full VIN, and then click Find Truck.

To Add an RFID Tag

In the Truck Information screen, select the RFID Tag Tab in the bottom half of the screen.

Enter the New RFID tag number in the two fields (you must enter it twice), and then click the Add RFID Tag button.

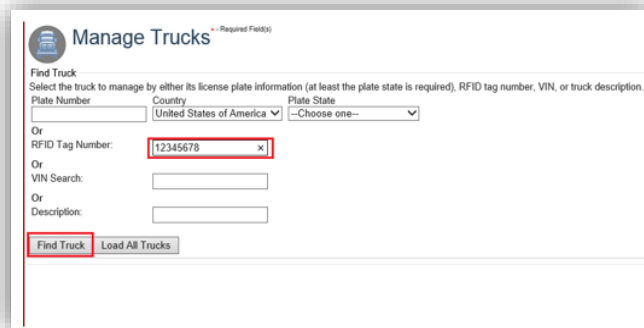
Please note, do not include the 00 prefix when adding the tag number. Enter the eight numbers following the initial 00.

The screenshot shows the 'Manage Trucks' interface. At the top, there's a 'New Search' button. Below it, the 'Truck Information' section displays 'License Plates: US-AL-234567' and 'RFID Tag:'. Under 'Driver Information', a list of drivers with their licenses is shown. The 'Truck Companies' section lists 'Keen Transport Inc - PA' with status 'Inactive' and 'Active'. At the bottom, a tab bar has 'Truck Specs', 'License Plate', 'RFID Tag' (selected and circled in red), and 'Insurance'. Below the tabs, the 'Change or Remove RFID Tag' section has two empty input fields for 'New RFID Tag Number' and 'Confirm New RFID Tag Number', and an 'Add RFID Tag' button.

This screenshot shows the same 'Manage Trucks' interface, but with data entered in the 'Change or Remove RFID Tag' section. The 'New RFID Tag Number' field contains '12345678' and the 'Confirm New RFID Tag Number' field contains '12345678'. Both fields are circled in red. The 'Add RFID Tag' button at the bottom is also circled in red. The 'RFID Tag' tab in the bottom bar remains selected and circled in red.

To Remove an RFID Tag

In the Manage Trucks screen, RFID Tag Number field, enter the RFID tag number, and then click Find Truck.



Manage Trucks * - Required Field(s)

Find Truck
Select the truck to manage by either its license plate information (at least the plate state is required), RFID tag number, VIN, or truck description.

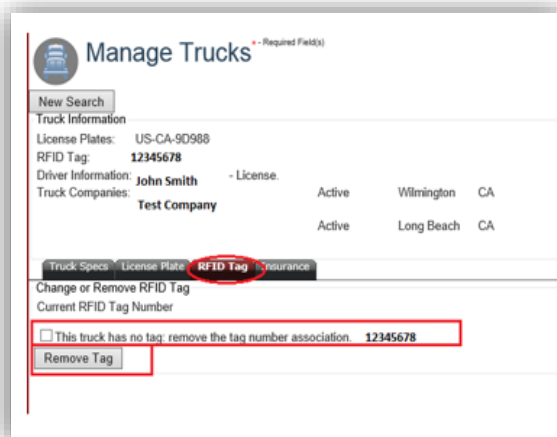
Plate Number Country Plate State

Or
RFID Tag Number:

Or
VIN Search:

Or
Description:

In the Truck Information screen, RFID Tag tab, select the check box next to “This truck has no tag: remove the tag number association”, and then click the Remove Tag button.



Manage Trucks * - Required Field(s)

New Search

Truck Information
License Plates: US-CA-90988
RFID Tag: **12345678**
Driver Information: **John Smith** - License:
Truck Companies: **Test Company** Active Wilmington CA
Active Long Beach CA

Truck Specs **License Plate** **RFID Tag** **Insurance**

Change or Remove RFID Tag
Current RFID Tag Number

☐ This truck has no tag: remove the tag number association. **12345678**

3.5 TERMINAL ACCESS

In the Terminal Access screen you can determine whether a driver can pick up or drop off at specific terminals. In the Main Menu, select the Trucker Check sub-menu, and click Terminal Access.

SCAC
OKUS

Select which feed format to search:
LA/LB (not LBCT)

Choose how you are going to search, either by CDL #, or by Plate # (or RFID #).

☐ By CDL#
☒ By Plate# or RFID

Truck Information

Plate Number

Country
United States

State
-- Choose One --

OR

RFID Tag Number

Search

In the Terminal Access screen, select a Port, and then select to search by Commercial Driver License (CDL) or by Plate Number or RFID number. Enter the required information and then click Search. If there is a match the terminal access detail will display.

3.6 PROBLEM MESSAGES

In the Problem Message screen you can see the list of potential error messages you may see while working with RFID tags and the instructions on how to fix the issue and continue to work in the system.

Exception Type	Message Number	Problem Message
Replace Existing Tag	1	<p>The tag on this truck must be replaced and the driver has been given a replacement tag with instructions for mounting the new tag.</p> <p>THESE INSTRUCTIONS MUST BE COMPLETED BEFORE THE TRUCK CAN ENTER A CONTAINER TERMINAL</p> <p>Obtain the number on the replacement tag from the driver</p> <p>After the old tag has been replaced with the new tag,</p> <ol style="list-style-type: none"> 1) select “eModal Trucker Check-Manage Trucks,” 2) Using either “Find Truck” or “My Truck List,” select the truck that has received the new tag 3) select “Change RFID tag” 4) enter the new tag information received from the driver, 5) Confirm the correct RFID tag number in the space provided and 6) select “Change Tag”
RFID Tag Does Not Match License Plate	2	<p>The license plate number on this truck is not registered with the RFID tag number for this truck.</p> <p>THESE INSTRUCTIONS MUST BE COMPLETED BEFORE THE TRUCK CAN ENTER A CONTAINER TERMINAL</p> <ol style="list-style-type: none"> 1) Select “eModal Trucker Check-Manage Trucks,” 2) Using either “Find Truck” or “My Truck List,” find the truck that visited the Tag Replacement Center (that your driver is calling about) 3) Select this truck 4) Select “Change RFID Tag” 5) Enter correct RFID tag number provide by the driver 6) Confirm the correct RFID tag number in the space provided 7) Select “Change Tag”

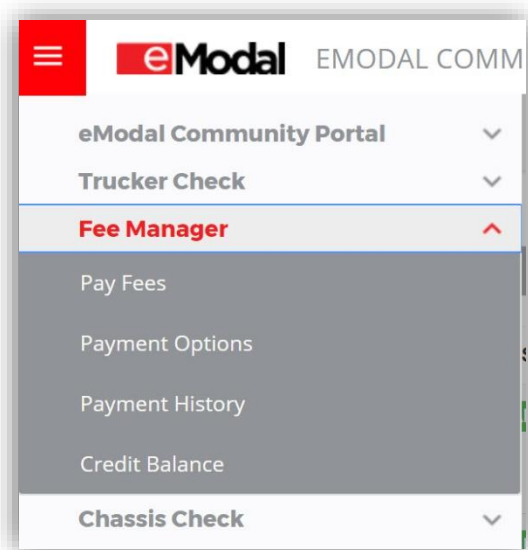
License Plate Not Registered in eModal	3	<p>The license plate number on this truck does not appear in eModal.</p> <p>DO NOT REMOVE THE RFID TAG FROM THE TRUCK.</p> <p>THESE INSTRUCTIONS MUST BE COMPLETED BEFORE THE TRUCK CAN ENTER A CONTAINER TERMINAL</p> <p>1) Select eModal “Trucker Check-Add Driver” 2) Follow each step to register this driver, the truck license plate number, RFID tag number and all necessary information</p>
RFID Tag Not Registered in eModal	4	<p>The tag on this truck is not registered with eModal.</p> <p>THESE INSTRUCTIONS MUST BE COMPLETED BEFORE THE TRUCK CAN ENTER A CONTAINER TERMINAL</p> <p>Obtain the number on the tag from the driver</p> <p>Go to the eModal web site, 1) select “eModal Trucker Check-Manage Trucks,” 2) Using either “Find Truck” or “My Truck List,” select the truck that has received the new tag 3) select “Assign RFID Tag” 4) enter the tag number information</p>
Truck Banned From Port of Long Beach	5	<p>This truck is not registered in the Port of Long Beach Drayage Truck Registry (DTR)</p> <p>Log on to http://pdtr.cleanairstactionplan.org and follow the instructions</p> <p>or</p> <p>Call 866-721-5686</p> <p>THESE INSTRUCTIONS MUST BE COMPLETED BEFORE THE TRUCK CAN ENTER A CONTAINER TERMINAL</p>

Truck Banned From Port of Los Angeles	6	<p>This truck is not registered in the Port of Los Angeles Drayage Truck Registry (DTR)</p> <p>Log on to http://pdtr.cleanairstactionplan.org and follow the instructions</p> <p>or</p> <p>Call 866-721-5686</p> <p>THESE INSTRUCTIONS MUST BE COMPLETED BEFORE THE TRUCK CAN ENTER A CONTAINER TERMINAL</p>
New Tag Order Required	7	<p>This truck has no tag or the tag on the truck is not registered in eModal.</p> <ol style="list-style-type: none">1) Select eModal "Trucker Check-Add Driver"2) Follow each step to register this driver, the truck license plate number, and all necessary information3) Follow instructions to obtain an RFID tag <p>THESE INSTRUCTIONS MUST BE COMPLETED BEFORE THE TRUCK CAN ENTER A CONTAINER TERMINAL</p>

4. Fee Payment Cart

In the Pay Fees sub-menu you can set up payment options, pay fees associated with containers, view payment history, and view credit balances. Alternatively you can pay fees for one or more containers in the Import Container screen.

To access the Pay Fees sub-menu, click on the Main Menu  and then select Pay Fees to expand the menu.



4.1 PAY FEES

4.1.1 Adding Fees to Your Cart

You can add items to your cart from either a watchlist screen, or through the search screens located throughout eModal. This section will detail the various ways to add fees to your cart.

Adding To Cart from eCP Import watchlist

From the eCP Import Containers watchlist, you can click on the down arrow icon to the right of the fee amount (located under the Fees Due column) and system will display the fees that are/will be due. Click on [Pay Now](#) to add to your cart.

Add to Watchlist Remove PreGate Pay Fees						
<input type="checkbox"/>	Container	PreGate	Status	Holds	Fees Due	Fees Paid
<input type="checkbox"/>	+ FCIU9539246	Add New PreGate	AVAILABLE		\$120.00	\$0.00
<input type="checkbox"/>	+ YMLU3415302	Add New PreGate				\$0.00
<input type="checkbox"/>	+ EITU1130830	Not Ready for PreGate				\$0.00
<input type="checkbox"/>	+ GLDU9807756	Not Ready for PreGate				\$0.00
<input type="checkbox"/>	+ GLDU9807756	Add New PreGate				\$0.00
<input type="checkbox"/>	+ EGSU9185046	Not Ready for PreGate	NOT AVAILABLE		--	\$0.00
<input type="checkbox"/>	+ APRU5289284	Add New PreGate	AVAILABLE		--	\$0.00
<input type="checkbox"/>	+ CMAU4592392	Not Ready for PreGate	NOT AVAILABLE		--	\$0.00
<input type="checkbox"/>	+ EISU8065815	Add New PreGate	AVAILABLE		--	\$0.00
<input type="checkbox"/>	+ BMOU5279292	Not Ready for PreGate	NOT AVAILABLE		--	\$0.00

Fees as of :11 Dec 2017
LFD :11 Dec 2017

Demurrage Through 2017-12-11	\$120.00
Demurrage Through 2017-12-12	\$240.00

[Pay Now](#)

<<First <Prev Page 1 of 5 10 Next> Last>>

To add multiple fees (containers) to your cart, select the rows(containers) with fees due by checking the check icon at the far left column, and then click on **Pay Fees** icon above your watch list.

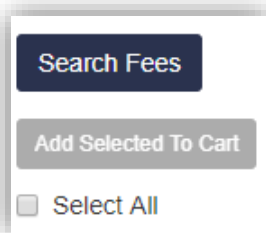
<div> Add to Watchlist Remove PreGate Pay Fees </div>							
<input type="checkbox"/>		Container ↕	PreGate	Status ↕	Holds ↕	Fees Due ↕	Fees Paid ↕
<input checked="" type="checkbox"/>	+	EISU9151559	Add New PreGate	AVAILABLE		\$120.00 ▼	\$0.00
<input checked="" type="checkbox"/>	+	XINU8020853	Add New PreGate	AVAILABLE		\$120.00 ▼	\$0.00
<input type="checkbox"/>	+	EITU1130830	Not Ready for PreGate	NOT AVAILABLE		--	\$0.00
<input type="checkbox"/>	+	YMLU3415302	Add New PreGate	AVAILABLE		--	\$0.00
<input checked="" type="checkbox"/>	+	FCIU9539246	Add New PreGate	AVAILABLE		\$120.00 ▼	\$0.00
<input type="checkbox"/>	+	GLDU9807756	Add New PreGate	AVAILABLE		--	\$0.00
<input type="checkbox"/>	+	GLDU9807756	Not Ready for PreGate	NOT AVAILABLE	YES	--	\$0.00
<input type="checkbox"/>	+	EGSU9185046	Not Ready for PreGate	NOT AVAILABLE		--	\$0.00
<input type="checkbox"/>	+	APRU5289284	Add New PreGate	AVAILABLE		--	\$0.00
<input type="checkbox"/>	+	CMAU4592392	Not Ready for PreGate	NOT AVAILABLE		--	\$0.00

This adds all selected container fees to your watchlist.

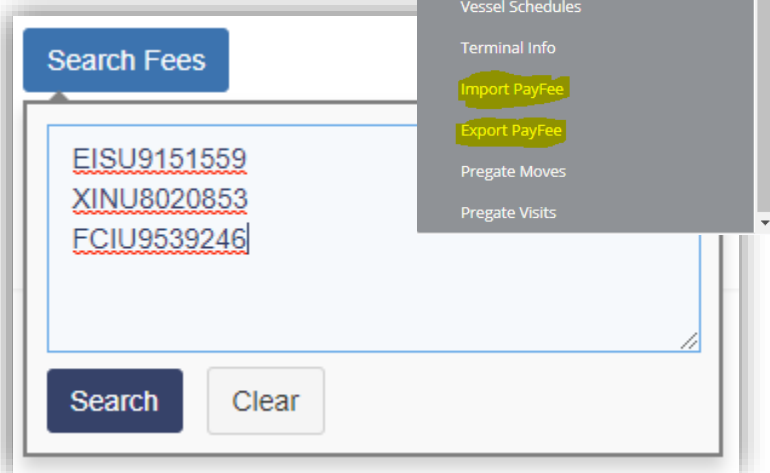
4.1.2 Fees from Import/Export PayFee

To search fees directly on one or more containers, you can use either the Import PayFee or Export PayFee functions from the eModal Community Portal menu. Each option takes you to a search page.

From the search page, you click on the **Search Fees** icon to bring up the container input field. Enter or cut-and-paste a list of containers



A dark blue button labeled "Search Fees" is positioned above a grey button labeled "Add Selected To Cart". Below the grey button is a checkbox followed by the text "Select All".




The "Search Fees" search page features a large text input field containing the following container numbers: EISU9151559, XINU8020853, and FCIU9539246. Below the input field are two buttons: a dark blue "Search" button and a light grey "Clear" button. To the right of the search page is a vertical menu titled "eModal Community Portal" with a red header. The menu items are: Import Containers (highlighted in red), Booking Inquiry, Group Code Inquiry, Empty Return Instructions, Gate Transactions, Vessel Schedules, Terminal Info, Import PayFee (highlighted in yellow), Export PayFee (highlighted in yellow), Pre-gate Moves, and Pre-gate Visits.


into the field and click **Search** button.



The system will display all fees found for the containers in the search (sorted by container).

NOTE: the search does not add containers after you have performed a search. If you search on two containers, then click to search another container, the first two containers will be removed and only the new search container(s) will be displayed.

To add an item to your shopping cart, then either click the **Add To Cart** button or check off multiple items and click on the **Add Selected To Cart** button. You can also check off “Select All” to automatically select the fees.

Search Fees			
Add Selected To Cart			
<input type="checkbox"/> Select All			
BEAU2211910	LFD 01/05/2018	B58	
<input type="checkbox"/> Flip Fee		15.00	Add To Cart
<input type="checkbox"/> Import Gate Fee		30.00	Add To Cart
EISU9151559	LFD 12/11/2017	ETSLAX	
<input type="checkbox"/> Demurrage Through 2017-12-11		120.00	Add To Cart
<input type="checkbox"/> Demurrage Through 2017-12-12		240.00	Add To Cart
XINU8020853	LFD 12/11/2017	ETSLAX	
<input type="checkbox"/> Demurrage Through 2017-12-11		120.00	Add To Cart
<input type="checkbox"/> Demurrage Through 2017-12-12		 240.00	Add To Cart

Search Fees				
Add Selected To Cart				
<input checked="" type="checkbox"/> Select All				
BEAU2211910 LFD 01/05/2018 B58				
<input checked="" type="checkbox"/>	Flip Fee		15.00	Add To Cart
<input checked="" type="checkbox"/>	Import Gate Fee		30.00	Add To Cart
EISU9151559 LFD 12/11/2017 ETSLAX				
<input checked="" type="checkbox"/>	Demurrage Through 2017-12-11		120.00	Add To Cart
<input type="checkbox"/>	Demurrage Through 2017-12-12		240.00	Add To Cart
XINU8020853 LFD 12/11/2017 ETSLAX				
<input checked="" type="checkbox"/>	Demurrage Through 2017-12-11		120.00	Add To Cart
<input type="checkbox"/>	Demurrage Through 2017-12-12		240.00	Add To Cart


NOTE: If an item already exists inside of your payment cart then a shopping cart icon  will appear next to that item and the cart icon on the top right will show a number next to it. 

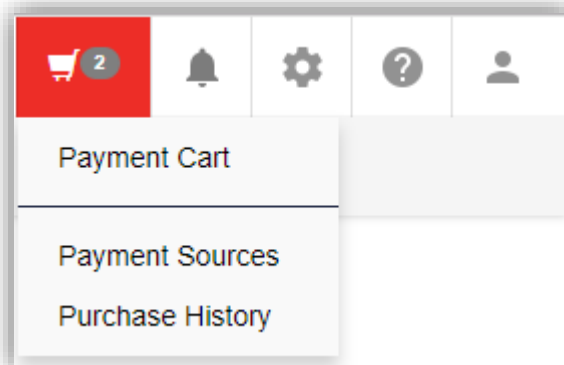


4.2 CART NAVIGATION

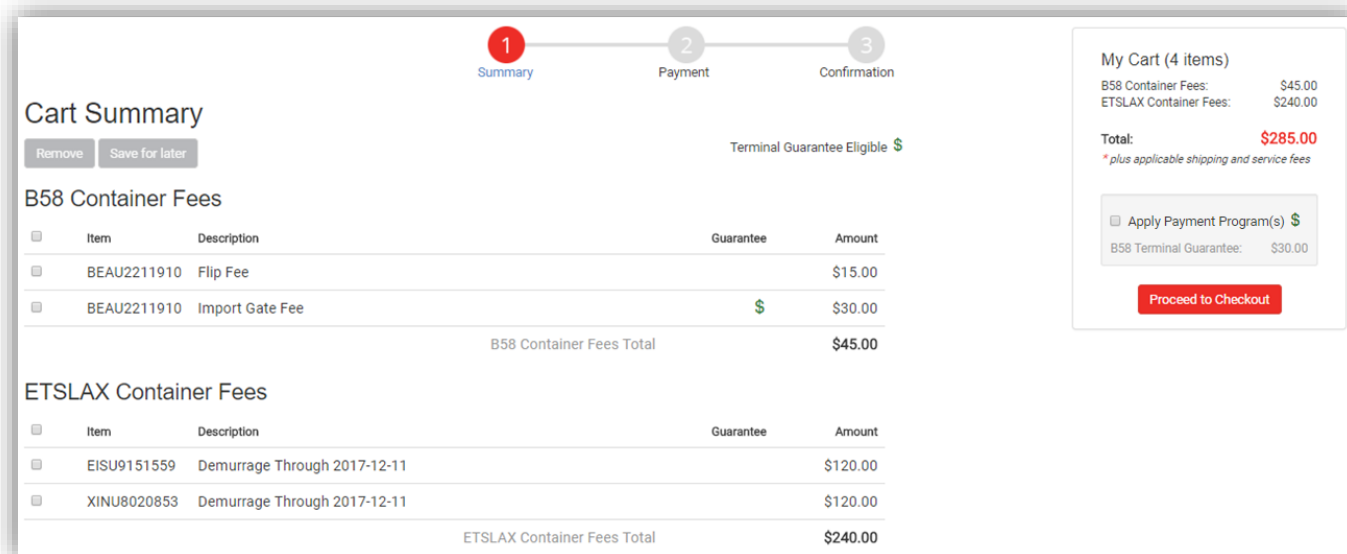
You can pay for the items cart from the Cart Summary screen. This section will detail the various ways to pay for fees in your cart.

4.2.1 Accessing your Payment Cart

To navigate to your payment cart, click on the shopping cart icon on the top right  and access “Payment Cart”.



From the “Cart Summary” screen you can see all items currently in your payment cart.



Cart Summary

Remove Save for later

Terminal Guarantee Eligible \$

B58 Container Fees

Item	Description	Guarantee	Amount
BEAU2211910	Flip Fee		\$15.00
BEAU2211910	Import Gate Fee	\$	\$30.00
B58 Container Fees Total			\$45.00

ETSLAX Container Fees

Item	Description	Guarantee	Amount
EISU9151559	Demurrage Through 2017-12-11		\$120.00
XINU8020853	Demurrage Through 2017-12-11		\$120.00
ETSLAX Container Fees Total			\$240.00

My Cart (4 items)

B58 Container Fees: \$45.00
ETSLAX Container Fees: \$240.00

Total: \$285.00
* plus applicable shipping and service fees

☐ Apply Payment Program(s) \$
B58 Terminal Guarantee: \$30.00

Proceed to Checkout

If you would like to save some items for later payment, you can check off the items individually and click on the **Save for later** button.

If you would like to remove items from your cart altogether you can also check off the items individually and click on the **Remove** button.

You can also click on the check box to the left of “Item” to select all containers in your cart per terminal.

Cart Summary

Remove

Save for later

Terminal Guarantee Eligible \$

B58 Container Fees

<input type="checkbox"/>	Item	Description	Guarantee	Amount
<input checked="" type="checkbox"/>	BEAU2211910	Flip Fee		\$15.00
<input checked="" type="checkbox"/>	BEAU2211910	Import Gate Fee	\$	\$30.00
B58 Container Fees Total				\$45.00

When you want to move your “Saved For Later” items back into your cart just select the items you want and click on the

Add to Cart

 button.

SAVED FOR LATER

Remove

Add to Cart

B58 Container Fees

<input type="checkbox"/>	Item	Description	Guarantee	Amount
<input checked="" type="checkbox"/>	BEAU2211910	Import Gate Fee	\$	\$30.00
B58 Container Fees Total				\$30.00

ETSLAX Container Fees

<input type="checkbox"/>	Item	Description	Guarantee	Amount
<input checked="" type="checkbox"/>	EISU9151559	Demurrage Through 2017-12-11		\$120.00
ETSLAX Container Fees Total				\$120.00

4.2.2 Completing your purchase

When you are ready to pay for items stored in your cart, press on the **Proceed to Checkout** button.

You do not need to select items you want to pay for...all items in the cart at that time are expected to be paid in this process.

NOTE: If your user account has guarantee access and an item is eligible for Terminal Guarantee, then a “Apply Terminal Guarantees” option will be available under “My Cart”.

My Cart (4 items)

B58 Container Fees:	\$45.00
ETSLAX Container Fees:	\$240.00

Total: **\$285.00**
** plus applicable shipping and service fees*

☒ Apply Payment Program(s) \$

B58 Terminal Guarantee:	\$30.00
Remaining Amount:	\$255.00

Proceed to Checkout

After you press the **Proceed to Checkout** button you will be brought to the Payment screen. You will have the option to use a Debit/Credit card or a Bank account stored with your account.

Payment Remaining Amount **\$255.00**

Your Debit/Credit Cards

- ☒ **VISA** Advent VISA Ending in 1111 (expires 12/2019)
- ☐ **AMEX** John's AmEx AMEX Ending in 005 (expires 12/2017)
- ☐ **AMEX** Ryan's AMEX AMEX Ending in 005 (expires 12/2017)
- ☐ **VISA** GMR Visa VISA Ending in 1111 (expires 12/2018)
- ☐ NEW Credit/Debit Card

Your Bank Accounts

- ☐ TestOfAmerica Account Ending in 5678
- ☐ GMR Bank Account Ending in 5678
- ☐ NEW U.S Bank Account

If you have a Debit/Credit card or a Bank Account already registered you can then select the one you would like to use. Otherwise, you can select “NEW Credit/Debit Card” or “NEW U.S. Bank Account”.

If you selected to enter a new card or bank account you will then be asked to enter the required information. When you've finished entering in the required information you can then click on

Continue with Purchase

. You will be brought to the "Confirm Purchase" screen.

NOTE: At any time, if you'd like to return to cart, you may select "return to cart" under the "Continue with Purchase" button.

Confirm Purchase	
Your Reference	ILL REFER TO THIS LATER
Your Memo	THIS IS MY MEMO

1 Summary

2 Payment

3 Confirmation

My Cart (4 items)

B58 Container Fees:	\$45.00
ETSLAX Container Fees:	\$240.00
Total:	\$285.00

Review the purchase details and click "Complete Purchase" at the bottom of this page

Once you've reviewed your purchase you can then enter a personal reference or memo into the "Your Reference" and "Your Memo" text boxes (optional).

When you're ready to finalize your payment, click on the Terms of Use to expand and read. Once you've read the Terms of Use, click the check box next to "I Agree/Acknowledge" and then select the **Complete Purchase** button.

Payment Funding

\$30.00 to B58 Terminal Guarantee

Item	Description	Amount
B58 Container Fees		
BEAU2211910	Import Gate Fee	\$30.00

\$255.00 to VISA Ending in 1111

Item	Description	Amount
B58 Container Fees		
BEAU2211910	Flip Fee	\$15.00
ETSLAX Container Fees		
EISU9151559	Demurrage Through 2017-12-11	\$120.00
XINU8020853	Demurrage Through 2017-12-11	\$120.00

Card Terms Of Use (click to expand)

☒ I Agree/Acknowledge

Credit Terms of Use (click to expand)

☒ I Agree/Acknowledge[return to cart](#) [Complete Purchase](#)

You will then be brought to your Purchase Receipt.

To view your order in detail, click “view Detail” which will lead you to the “Purchase History Detail” screen.

Purchase Receipt

Purchase#	C0002500276 view Detail
\$30.00	applied to B58 Terminal Guarantee Confirmation#: 2017-50
\$255.00	applied to VISA Ending in 1111 Confirmation#: 74188195
Total Purchase	\$285.00
Your Reference	ILL REFER TO THIS LATER
Your Memo	THIS IS MY MEMO

[view Purchase History](#)

[return to Purchase History](#)

Purchase No:
C0002500276

Your Reference:
ILL REFER TO THIS LATER

Your Memo:
THIS IS MY MEMO

[Resend Receipt Email](#)

Purchaser:	Samue Ramirez
Company:	(OTI) Okusono Transportation, Inc.
Purchase Date:	11 Dec 2017 17:07
Item Subtotal:	\$285.00
Additional Fee Subtotal:	\$0.00

Total **\$285.00**

B58 Terminal Guarantee (Reference#: 2017-50)

Item	Description	Amount
B58 Container Fees		
BEAU2211910	Import Gate Fee	\$30.00
B58 Terminal Guarantee Total		\$30.00

VISA Ending in 1111 (Reference#: 74188195)

Item	Description	Amount
B58 Container Fees		
BEAU2211910	Flip Fee	\$15.00
ETSLAX Container Fees		
EISU9151559	Demurrage Through 2017-12-11	\$120.00
XINU8020853	Demurrage Through 2017-12-11	\$120.00
VISA Ending in 1111 Total		\$255.00

4.2.3 Payment Options

In the Payment Method List you can view all of the payment methods that have been set up in the system. You can delete a payment method, authorize users for a payment method, and add additional payment methods.

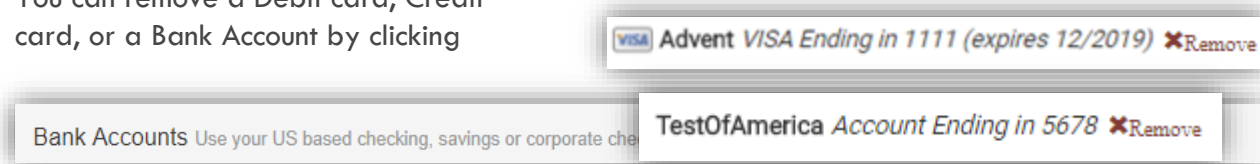
4.2.4 Manage Payment Sources

You may manage your payment sources by clicking  and then on “Payment Sources” from the dropdown menu.

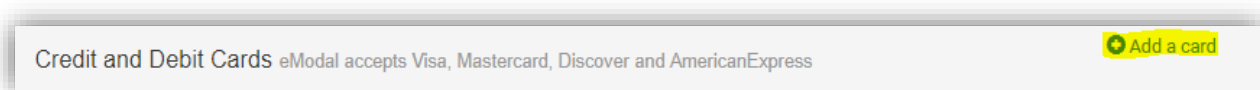
You can add a new card by pressing “Add a Card” under “Credit and Debit Cards”.


You can add a bank account by pressing “Add a Bank Account” under “Add a Bank Account”.

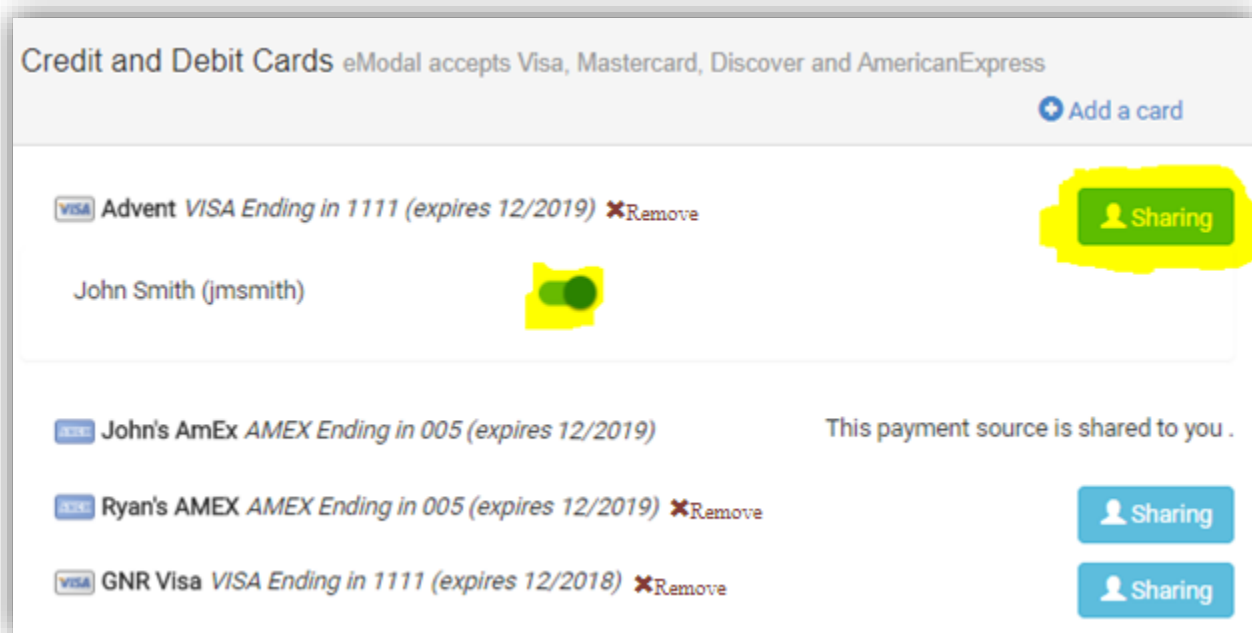
You can remove a Debit card, Credit card, or a Bank Account by clicking



“remove” next to the payment method of choice.



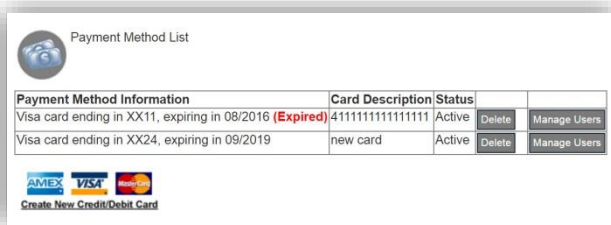
You can share or un-share your payment methods with other users in your company by selecting the  Sharing button next to the desired method and then switching on or off the user's name.



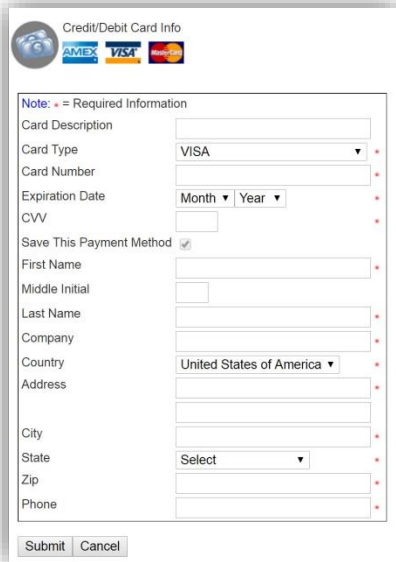
NOTE: A user must have entered the cart system at least once to show up on the sharing list. If a company creates a new user but that user has not yet gone into the cart system then the owner of the card or account will not see that user on under sharing.

Create a new Credit/Debit Card

- In the Main Menu, select the Pay Fees sub-menu, and then click Payment Options.



- Click the Create New Credit/Debit Card link, the Credit/Debit Card Info screen will display.



The screenshot shows a web form titled "Credit/Debit Card Info" with logos for AMEX, VISA, and MasterCard. A note indicates that fields marked with an asterisk (*) are required. The form includes the following fields:

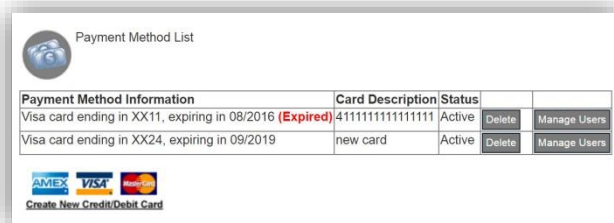
- Card Description (text input)
- Card Type (dropdown menu, currently showing "VISA")
- Card Number (text input)
- Expiration Date (Month and Year dropdown menus)
- CVV (text input)
- Save This Payment Method (checkbox, currently checked)
- First Name (text input)
- Middle Initial (text input)
- Last Name (text input)
- Company (text input)
- Country (dropdown menu, currently showing "United States of America")
- Address (text input)
- City (text input)
- State (dropdown menu, currently showing "Select")
- Zip (text input)
- Phone (text input)

At the bottom of the form are "Submit" and "Cancel" buttons.

- Enter the details for the credit card you want to add, and then click the Submit button. Fields with an asterisk * are required.

Delete a Credit/Debit Card

- In the Main Menu, select the Pay Fees sub-menu, and then click Payment Options.

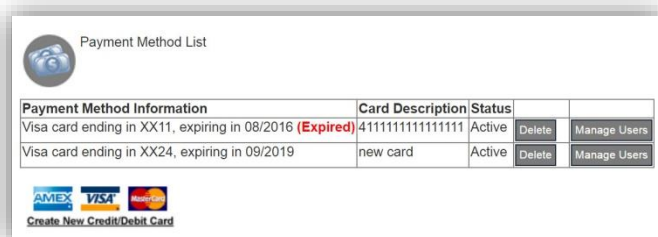


- In the Payment Method Information list, click the Delete button next to the payment you want to delete.

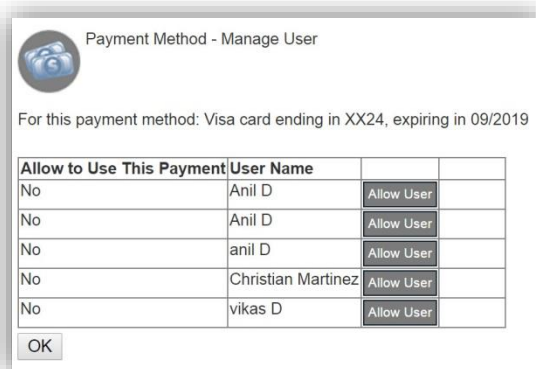
Please note: you will not get a warning before the payment method is deleted. If you delete a payment method by accident you can click the Create New Credit/Debit Card to add it again.

Manage Users for each Credit/Debit Card

- In the Main Menu, select the Pay Fees sub-menu, and then click Payment Options.




- In the Payment Method Information list, click the Manage Users button in the line item you want to manage.



- In the list, click the Allow User button next to each user who is authorized to pay fees with the selected credit/debit card.

4.2.5 Payment History

To view your purchase history, click on  and then on “Purchase History”. You will land on the “Company History” page. You may click on “My History” to just view payments you have made.

My History		Company History	
<div> <div> <div>1</div> <div>of</div> <div>30</div> </div> <div> <div>5</div> <div>items per page</div> </div> <div>148</div> <div>Items</div> </div>		<div> <div>Search..</div> <div>Q</div> <div></div> </div>	
Purchase: C0002500276 Item Subtotal: \$285.00 Additional Fee Subtotal: \$0.00 Total: \$285.00		Funding 30.00 settled via B58 Terminal Guarantee 255.00 settled via VISA Ending in 1111	
		User: Samue Ramirez Company: (OTI) Okusono Transportation, Inc. Purchase Date: 11 Dec 2017 17:07	
Purchase: C0002500275 Item Subtotal: \$30.00 Additional Fee Subtotal: \$0.00 Total: \$30.00		Funding 30.00 settled via B58 Terminal Guarantee	
		User: Claim on behalf of Samue Ramirez Company: (OTI) Okusono Transportation, Inc. Purchase Date: 11 Dec 2017 08:21	
Purchase: C0002500274 Item Subtotal: \$20.00 Additional Fee Subtotal: \$0.00 Total: \$20.00		Funding 20.00 settled via VISA Ending in 1111	
		User: Samue Ramirez Company: (OTI) Okusono Transportation, Inc. Purchase Date: 11 Dec 2017 06:43	

You can use the Quick Search function to search for many different criteria. (i.e. Purchase Number, Container Numbers, Username, Company Name, Date, Terminal, Total, and more!)

Quick Search uses the exact text entered, (including spaces). A wildcard ‘%’ can be used to substitute for unknown portions of the text.

Date Examples:

- Exact Date: 2017-06-30
- Month: 2017-06

My History		Company History	
<div> <div> <div>1</div> <div>of</div> <div>1</div> </div> <div> <div>5</div> <div>items per page</div> </div> <div>1</div> <div>Items</div> </div>		<div> <div>C0002500276</div> <div>Q</div> <div></div> </div>	
Purchase: C0002500276 Item Subtotal: \$285.00 Additional Fee Subtotal: \$0.00 Total: \$285.00		Funding 30.00 settled via B58 Terminal Guarantee 255.00 settled via VISA Ending in 1111	
		User: Samue Ramirez Company: (OTI) Okusono Transportation, Inc. Purchase Date: 11 Dec 2017 17:07	

Click on the Purchase number to bring up all the information pertaining to the order. This is the same screen as if you were to have clicked “view Details” in the Purchase Receipt screen.


Your Payment Sources


Guarantee (Invoiced)


B58 Terminal Guarantee


Credit and Debit Cards eModal accepts Visa, Mastercard, Discover and AmericanExpress

Add a card

 **Advent** VISA Ending in 1111 (expires 12/2019) ✖Remove

 **John's AmEx** AMEX Ending in 005 (expires 12/2017)

 **Ryan's AMEX** AMEX Ending in 005 (expires 12/2017) ✖Remove

 **GNR Visa** VISA Ending in 1111 (expires 12/2018) ✖Remove

Sharing

This payment source is shared to you .

Sharing

Sharing

Bank Accounts Use your US based checking, savings or corporate checking account.


Add account

TestOfAmerica Account Ending in 5678 ✖Remove

GNR Bank Account Ending in 5678 ✖Remove

Sharing

Sharing

From this screen, you may resend the receipt to the email on your account by pressing the  button.

4.2.6 Credit Balance

The Credit Balance screen displays credit amounts, if any, for the company. To view the Credit Balance screen the Pay Fees sub-menu, and then click Credit Balance.



4.2.7 Fee Cart FAQs

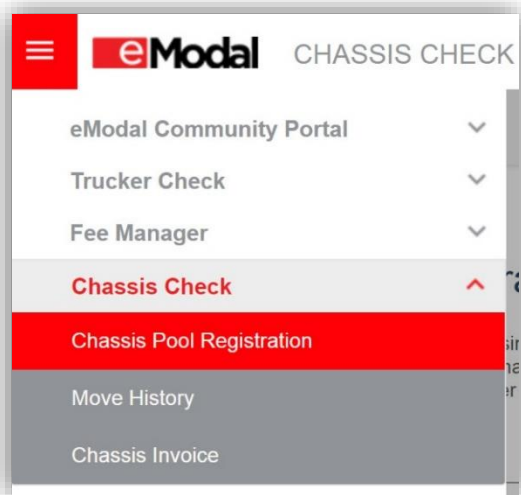
<p>Q: I can't find fees due – where are fees listed?</p> <p>A: Lots of places...Via the Container watchlist, Import Fee search (listed by container number), and Export Fee (by container number).If no fees are found for a container, then information has to be sent/declared from a terminal to eModal first(for later association)</p>	<p>Q: I can't find my old credit card info in eModal?</p> <p>A: The new CART system WILL NOT carry over user CC information. For bank security reasons, users need to re-enter ther CC info once in the new CART system</p>
<p>Q: Why doesn't my credit card info apply to chassis and RFID tag payment?</p> <p>A: The three payment systems are completely separate, so credit cards must be used and saved independently in each at this time.</p>	<p>Q: I can't find my guarantee account. Why?</p> <p>A: we are in the process of migrating all guarantee accounts to use the CART system. If you cannot find that account, please send a request to eModal Helpdesk and Paula will research and add in if existed, or send a new form if never existed</p>
<p>Q: Why can't I pay for multiple demurrages for same container ?</p> <p>A: the demurrage fee is time sensitive and thus needs to be paid only on a single day and transaction that you expect to pay up through</p>	<p>Q: Why can't I get use a 'terminal guarantee' on anything besides Gate Fees?</p> <p>A: Per Marine Terminal guidelines, the terminal guarantees currently only extend to terminal gate fees specifically and were never extended to other fees</p>
<p>Q: Why can't I checkout?</p> <p>A: make sure to click "I Agree/Acknowledge" box on the last page of the CART</p>	<p>Q: Where is the Fee Manager section in eModal?</p> <p>A: The Fee Manager section has been replaced with the new eModal CART system</p>
<p>Q: Why is my check payment option not available?</p> <p>A: for users that had check option, we will migrate the information over to the Cart system. However, new users will no longer have an "add check" option without prior clearance so if this impacts you, please write to eModal Helpdesk and we will to validate your check privileges and reinstate if possible</p>	<p>Q: Why can't I find someone in my company to share an account ?</p> <p>A: a sub-user that you want to share an account with has to have signed in and entered the CART system <u>at least once</u>, at which point you will see that user under your share option</p>

<p>Q: Can I share a payment type across my company ?</p> <p>A: Yes, any payment type that you created, you can share across all company users</p>	<p>Q: Why can't I edit a credit card ?</p> <p>A: – Per bank safety guidelines the CART system only allows for removal of credit cards, not edits of existing numbers. To change any information, please remove the credit card and then reenter</p>
<p>Q: Why can't I share some payment types –</p> <p>A: if someone shared a type with you, you cannot reshare to others</p>	<p>Q: Why is the share button blue or grey when I press it?</p> <p>A: A blue color means shared, grey means not shared</p>

5. eModal Chassis Check

In the Chassis Check sub-menu you can register for one or more chassis pools, view chassis moves by pool, and manage and pay chassis invoices.

To access the Chassis Check menu click the Main Menu , and then select Chassis Check to expand the menu.



5.2 CHASSIS POOL REGISTRATION

In the Chassis Pool Registration screen you can see the chassis pools that relate to the terminals where you are authorized to pick up and drop off containers. For each pool, you must apply for access which includes providing contact information and signing and faxing an agreement. Once approved, you will have access to the pool. You must apply for each pool you want to participate in separately.

Chassis Pool Registration

You may maintain your chassis provider using the information below. Every chassis provider requires approval before you are permitted to use equipment. Once you have entered the required information, a link will be displayed allowing you to download the appropriate Chassis Agreement which will need to be signed and faxed back to eModal Customer Support at 866-758-3838 along with a valid Certificate of Insurance.

There are no approved chassis pool provider(s) for you

WCCP Provider: SSAT - SSA Alerts: Billing/Contact Information:	Status: Not Applied Pool Agreement: Available after application Apply
AIM SoCal Provider: AIM - American Intermodal Management Alerts: Billing/Contact Information:	Status: Not Applied Pool Agreement: Available after application Apply
AIM PNW Provider: AIM - American Intermodal Management Alerts: Billing/Contact Information:	Status: Not Applied Pool Agreement: Available after application Apply

- **Step 1:** In the Chassis Pool you want to join, click the Apply button to open the popup screen and begin the application process.

You may choose an existing address or enter a new address by selecting 'I would like to add a new address' from the below Existing Address dropdown. All billing and correspondence with respect to this chassis pool will utilize this contact information.

Existing Address: **I would like to add a new address**

Name:

Description:

Address 1:

Address 2:

City:

Country: **United States**

State: **-- Choose One --** Zip:

Email:

Tel: **Select One** Area: Ext:

Once you submit the information above, your application for this pool will be in **PENDING** status. You will receive an email with the Pool Agreement sent to the email address provided above. In addition, you will be able to download the agreement from the previous screen. Once the agreement is signed and returned to eModal, your application will be reviewed and you will receive an email with any change in status. You may also go to the Chassis Pool Registration page at anytime to review the status of your application.

- **Step 2:** In the Existing Address field, select “I would like to add a new address”. Enter the address details, and then click Submit.
All fields with an asterisk * are required fields.

You may choose an existing address or enter a new address by selecting 'I would like to add a new address' from the below Existing Address dropdown. All billing and correspondence with respect to this chassis pool will utilize this contact information.

Existing Address: **I would like to add a new address**

Name: **Test Trucking LLC**

Description: **John Doe**

Address 1: **420 Ocean Drive**

Address 2: **Ste 213**

City: **Calxico**

Country: **United States**

State: **California** Zip: **92231**

Email: **MPhelps@ATrucking.com**

Tel: **Business** Area: **760** Ext: **112**

Once you submit the information above, your application for this pool will be in **PENDING** status. You will receive an email with the Pool Agreement sent to the email address provided above. In addition, you will be able to download the agreement from the previous screen. Once the agreement is signed and returned to eModal, your application will be reviewed and you will receive an email with any change in status. You may also go to the Chassis Pool Registration page at anytime to review the status of your application.

- **Step 3:** Once submitted the company status will update to Pending.

There are no approved chassis pool provider(s) for you

WCCP
Provider: SSAT - SSA
Status: Pending
Alerts: No alerts for this chassis pool.
Pool Agreement: MotorCarrier_WCCPChassisAgreement.pdf
Billing/Contact Information: Test Trucking LLC 420 Ocean Drive Ste 213 Calexico, CA, 92231
Change

AIM SoCal
Provider: AMA - American Intermodal Management
Status: Pending
Alerts: No alerts for this chassis pool.
Pool Agreement: AIM_Interchange_Agreement.pdf
Billing/Contact Information: Test Trucking LLC 420 Ocean Drive Ste 213 Calexico, CA, 92231
Change

- **Step 4:** To complete the process for approval, click the PDF link next to Pool Agreement to download the Chassis Pool Interchange Agreements. You must complete and return these documents along with a Certificate of Insurance to the eModal.com helpdesk at helpdesk@emodal.com or via fax at 866-758-3838. Once Advent has completed the review process you will receive confirmation of the approval via email and within eModal.

5.3 MOVE HISTORY

The Chassis Move History screen displays all of the chassis moves by selected Pool. You can scroll or page, define the number of items per page, filter by various categories, and export to Excel or PDF.

Chassis Move History

Below is a listing of chassis moves. You can filter the results using the filter boxes.

Pool-HEP:

Export:

Chassis Number	In Date	Facility In	Trucker SCAC In	Line SCAC In	Container In	Days	Responsible Company	Status
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
AIMZ200035	10/13/2017 14:00	TERMINAL 18 - SEATTLE SSA	OKUS	OKUS		4	(OTI) Okusono Transportation, Inc.	Invoiced
AIMZ200035	10/30/2017 01:59*	TERMINAL 18 - SEATTLE SSA	OKUS	OKUS		6	(OTI) Okusono Transportation, Inc.	Invoiced
AIMZ200035	10/30/2017 01:59*	TERMINAL 18 - SEATTLE SSA	OKUS	OKUS		1	(OTI) Okusono Transportation, Inc.	Invoiced
AIMZ200035	11/01/2017 01:59*	TERMINAL 18 - SEATTLE SSA	OKUS	OKUS		3	(OTI) Okusono Transportation, Inc.	Invoiced
AIMZ200035	11/01/2017 01:59*	TERMINAL 18 - SEATTLE SSA	OKUS	OKUS		1	(OTI) Okusono Transportation, Inc.	Invoiced
AIMZ200035	11/02/2017 07:00	TERMINAL 18 - SEATTLE SSA	OKUS	OKUS		2	(OTI) Okusono Transportation, Inc.	Invoiced

Page size: 10

6 items in 1 pages

* Items with an asterisk are system generated moves for billing purposes

5.3.1 Chassis Move History Screen Functions

In the Chassis Move History screen you can filter the results by each column and export the results to Excel or PDF.

- **Filter** – to filter a column in the results list, enter information in the filter box at the top of any column. Chassis that match the entered information will display in the list.
- **Export** – in the upper-right above the list you can click on the Excel or PDF icons to export the currently displayed list to either an Excel spreadsheet or a PDF.

5.4 CHASSIS INVOICE

In the Chassis Invoice screen you can view a list of chassis invoices by outstanding, disputed, paid and all.

CHASSIS CHECK
CHASSIS INVOICE

Invoices

Below is a list of chassis invoices. Click on the to expand the invoice to view the moves associated to the invoice. Select the checkboxes for the invoices you would like to pay for and click the 'Pay Invoices' button.

Note: To make a dispute against a move, expand the line item and click the 'Dispute this Transaction' link.

Show:
Outstanding
Disputed
Paid
All

	Invoice	Date	Pool	Provider	Charges	Disputed	Paid	Amount Due	Due Date	
	<input type="checkbox"/> 13080	11/03/2017	AIM PNW	American Intermodal Management	\$57.50	\$0.00	\$0.00	\$57.50	11/18/2017	
	<input type="checkbox"/> 13075	11/02/2017	AIM PNW	American Intermodal Management	\$43.13	\$0.00	\$0.00	\$43.13	11/17/2017	
	<input type="checkbox"/> 13061	11/01/2017	AIM PNW	American Intermodal Management	\$25.50	\$0.00	\$0.00	\$25.50	11/16/2017	
	<input type="checkbox"/> 13010	08/22/2017	AIM SoCal	American Intermodal Management	\$455.62	\$0.00	\$0.00	\$455.62	09/06/2017	
	<input type="checkbox"/> 13003	08/22/2017	AIM SoCal	American Intermodal Management	\$85.45	\$0.00	\$0.00	\$85.45	09/06/2017	
	<input type="checkbox"/> 12997	08/17/2017	AIM SoCal	American Intermodal Management	\$56.95	\$0.00	\$0.00	\$56.95	09/01/2017	
	<input type="checkbox"/> 12990	08/17/2017	AIM SoCal	American Intermodal Management	\$416.72	\$75.00	\$0.00	\$341.72	09/01/2017	
	<input type="checkbox"/> 12983	08/16/2017	AIM SoCal	American Intermodal Management	\$227.81	\$0.00	\$0.00	\$227.81	08/31/2017	
	<input type="checkbox"/> 12982	08/15/2017	AIM SoCal	American Intermodal Management	\$398.67	\$0.00	\$0.00	\$398.67	08/30/2017	
	<input type="checkbox"/> 11531	08/10/2017	AIM SoCal	American Intermodal Management	\$541.07	\$0.00	\$0.00	\$541.07	08/25/2017	

Pay Invoices

Selected Invoice Count: 0

Total Payment Amount: \$0.00

Page size: 10

11 Items in 2 pages

5.4.1 Pay a Chassis Pool Invoice

In the Main Menu, Chassis Check sub-menu, select Chassis Invoice.

Invoices

Below is a list of chassis invoices. Click on the to expand the invoice to view the moves associated to the invoice. Select the checkboxes for the invoices you would like to pay for and click the 'Pay Invoices' button.

Note: To make a dispute against a move, expand the line item and click the 'Dispute this Transaction' link.

Show: **Outstanding** Disputed Paid All

Invoice	Date	Pool	Provider	Charges	Disputed	Paid	Amount Due	Due Date
<input type="checkbox"/> INV0123	01/17/2017	AIM SoCal	American Intermodal Management	\$166.25	\$0.00	\$0.00	\$166.25	02/07/2017
<input type="checkbox"/> INV1234	01/01/2017	AIM SoCal	American Intermodal Management	\$48.21	\$0.00	\$0.00	\$48.21	01/22/2017

Pay Invoices Selected Invoice Count: 0 Total Payment Amount: \$0.00

Page size: 10 2 items in 1 pages

- **Step 1:** Click the blue plus sign next to the invoice you want to pay. This will open the line items within the invoice for review.

Invoices

Below is a list of chassis invoices. Click on the to expand the invoice to view the moves associated to the invoice. Select the checkboxes for the invoices you would like to pay for and click the 'Pay Invoices' button.

Note: To make a dispute against a move, expand the line item and click the 'Dispute this Transaction' link.

Show: **Outstanding** Disputed Paid All

Invoice	Date	Pool	Provider	Charges	Disputed	Paid	Amount Due	Due Date
<input type="checkbox"/> INV012	01/17/2017	AIM SoCal	American Intermodal Management	\$166.25	\$0.00	\$0.00	\$166.25	02/07/2017

Chassis Charges: \$166.25 Late Fees: \$0.00 Tax: \$0.00 Total: \$166.25 Disputed: \$0.00 Paid: \$0.00 Amount Due: \$166.25

Chassis	Size	Type	Out Gate	In Gate	Days	Rate	Total
AIMZ200048	20	STD	01/10/17 - AIM DEPOT ()	01/11/17 - AIM DEPOT ()	2	\$23.75	\$47.50
AIMZ200036	20	STD	01/11/17 - AIM DEPOT ()	01/13/17 - AIM DEPOT ()	3	\$23.75	\$71.25
AIMZ500187	45	STD	01/12/17 - AIM DEPOT ()	01/13/17 - AIM DEPOT ()	2	\$23.75	\$47.50

* Items with an asterisk are system generated moves for billing purposes

Invoice	Date	Pool	Provider	Charges	Disputed	Paid	Amount Due	Due Date
<input type="checkbox"/> INV123	01/01/2017	AIM SoCal	American Intermodal Management	\$48.21	\$0.00	\$0.00	\$48.21	01/22/2017

Pay Invoices Selected Invoice Count: 0 Total Payment Amount: \$0.00

Page size: 10 2 items in 1 pages

- **Step 2:** Once reviewed for accuracy, click the check box next to the invoice number, and then click the Pay Invoices button.

Invoices

Below is a list of chassis invoices. Click on the ⓘ to expand the invoice to view the moves associated to the invoice. Select the checkboxes for the invoices you would like to pay for and click the 'Pay Invoices' button.

Note: To make a dispute against a move, expand the line item and click the 'Dispute this Transaction' link.

Show: **Outstanding** Disputed Paid All

Invoice	Date	Pool	Provider	Charges	Disputed	Paid	Amount Due	Due Date																																
<input checked="" type="checkbox"/> INV012	01/17/2017	AIM SoCal	American Intermodal Management	\$166.25	\$0.00	\$0.00	\$166.25	02/07/2017																																
<p>Chassis Charges: \$166.25 Late Fees: \$0.00 Tax: \$0.00 Total: \$166.25 Disputed: \$0.00 Paid: \$0.00 Amount Due: \$166.25</p> <table border="1"> <thead> <tr> <th>Chassis</th> <th>Size</th> <th>Type</th> <th>Out Gate</th> <th>In Gate</th> <th>Days</th> <th>Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>ⓘ AIMZ200048</td> <td>20</td> <td>STD</td> <td>01/10/17 - AIM DEPOT ()</td> <td>01/11/17 - AIM DEPOT ()</td> <td>2</td> <td>\$23.75</td> <td>\$47.50</td> </tr> <tr> <td>ⓘ AIMZ200036</td> <td>20</td> <td>STD</td> <td>01/11/17 - AIM DEPOT ()</td> <td>01/13/17 - AIM DEPOT ()</td> <td>3</td> <td>\$23.75</td> <td>\$71.25</td> </tr> <tr> <td>ⓘ AIMZ500187</td> <td>45</td> <td>STD</td> <td>01/12/17 - AIM DEPOT ()</td> <td>01/13/17 - AIM DEPOT ()</td> <td>2</td> <td>\$23.75</td> <td>\$47.50</td> </tr> </tbody> </table> <p>* Items with an asterisk are system generated moves for billing purposes</p>									Chassis	Size	Type	Out Gate	In Gate	Days	Rate	Total	ⓘ AIMZ200048	20	STD	01/10/17 - AIM DEPOT ()	01/11/17 - AIM DEPOT ()	2	\$23.75	\$47.50	ⓘ AIMZ200036	20	STD	01/11/17 - AIM DEPOT ()	01/13/17 - AIM DEPOT ()	3	\$23.75	\$71.25	ⓘ AIMZ500187	45	STD	01/12/17 - AIM DEPOT ()	01/13/17 - AIM DEPOT ()	2	\$23.75	\$47.50
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ⓘ AIMZ500187	45	STD	01/12/17 - AIM DEPOT ()	01/13/17 - AIM DEPOT ()	2	\$23.75	\$47.50																																	
<input type="checkbox"/> INV123	01/01/2017	AIM SoCal	American Intermodal Management	\$48.21	\$0.00	\$0.00	\$48.21	01/22/2017																																

Pay Invoices Selected Invoice Count: 0 Total Payment Amount: \$0.00

Page size: 10 2 items in 1 pages

- **Step 3:** In the payment screen, click the Add Payment Type button.

Payment Information

Billing Address No records to display	Payment Method No records to display
---	--

Add Payment Type

Total of all payments: \$166.25

- **Step 4:** Enter the credit card or ACH details. All fields with an asterisk * are required.

New credit/debit card

Card Number * First Name * Last Name *

Expiration Date * CVV *

Month Year ☐ Save this Payment Method

Note: Last 3-digits on the back of your card. For AmEx, 4 digits on the front of your card.


Checking account

Bank Routing Number *
(9 digits)

Checking Account Number * Confirm Checking Account Number *


(up to 17 digits)

Name on Account * ☐ Save this Payment Method



Routing Number Account Number

- **Step 5:** Enter the Billing Address information. All fields with an asterisk * are required.



Payments - Change Billing Address


Choose your billing address below

Existing addresses
No records to display

Use a new address

First Name:	<input type="text"/>	*	Middle Initial:	<input type="text"/>	Last Name:	<input type="text"/>	*	
Company Name (if applicable):	<input type="text"/>							
Address 1:	<input type="text"/>						*	
Address 2:	<input type="text"/>							
Address 3:	<input type="text"/>							
City:	<input type="text"/>	*	State:	<input type="text" value="-- Choose One --"/>	*	Zip:	<input type="text"/>	*
Country:	<input type="text" value="United States"/>	*	Telephone:	<input type="text"/>	Email:			<input type="text"/>

- **Step 6:** When all details have been entered, you can review the details to ensure everything is correct, and then click the **Make Payment** button.
Please note: If you want to print the receipt for your records be sure to do so once it is generated and displayed. It will be the only time it can be viewed; however, you can see all paid invoiced in the Paid tab of the Chassis Invoice screen.



Payment Confirmation

You will be making payment for the invoices below. Payments are not refundable so please check the number of invoices and the payment amount before proceeding.

Invoices for Payment								
Invoice	Date	Pool	Provider	Charges	Disputed	Paid	Amount Due	Due Date
INV012	1/17/2017	AIM SoCal	American Intermodal Management	\$166.25	\$0.00	\$0.00	\$166.25	2/7/2017

of Invoices : 1 Total Amount Due : \$166.25

Payment Information
Billing Address
 dsgs fgvsd
 dsgsd dsg,
 dsgsdg, CA
 US - 90210
[Change Address](#)

Payment Method
[Pay with more than one credit card/check](#)
 Ending in XX12
[Change Payment Type](#)

Total of all payments: \$166.25

By clicking the "Make Payment" button, I agree I am the lawful holder or authorized user of the credit/debit card being used in this transaction described above and I agree to pay the amount I authorize according to the agreement between the credit/debit card issuer and me.

Further, I agree that the amount due is to the best of my knowledge, true and correct and not in dispute. eModal is acting on behalf of the participating marine terminals and any disputes as to the amount or the circumstances by which the amount was calculated should be directed to that marine terminal.

By use of this eModal Fee Payment system, I agree to be responsible for any fees, including attorney and collection fees that may occur in its efforts to collect any remaining outstanding balances of mine, or any balances that were charge-back transactions by my credit/debit card company. I also agree to be billed and will pay for any outstanding balances if I cancel my credit/debit card or am canceled by my credit/debit card issuer.

I further acknowledge it is responsibility to ensure that all credit card verification information shared and/or confirmed between the card issuing institution and USA ePay is correctly updated and maintained in those accounts. I acknowledge eModal does not update nor inform USA ePay or credit card companies of any account discrepancies.

FRAUDULENT USE OF A CREDIT/DEBIT CARD IS A FELONY AND EMODAL WILL PURSUE CRIMINAL PROSECUTION AGAINST COMPANIES AND OR PERSONS TO THE FULLEST EXTENT OF THE LAW AND BY ALL MEANS POSSIBLE, FOR CREDIT/DEBIT CARD FRAUD.

All sales and payments are final, eModal does not issue or process refunds or credits.

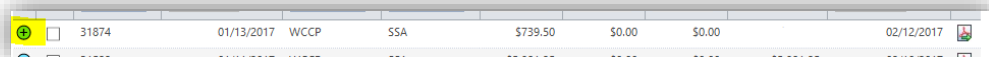
[Make Payment](#)
[Cancel](#)

5.4.2 Dispute a Chassis Pool Invoice

In the Main Menu, Chassis Check sub-menu, select Chassis Invoice. The Chassis Invoice screen will display.

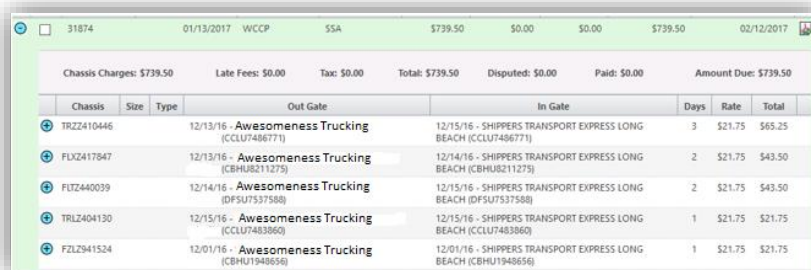
The default list will display the outstanding invoices for the company account.

- **Step 1:** To dispute any moves in an open invoice, click the blue plus sign next to the invoice number.



	31874	01/13/2017	WCCP	SSA	\$739.50	\$0.00	\$0.00		02/12/2017
--	-------	------------	------	-----	----------	--------	--------	--	------------

The chassis moves billed in the invoice will display.

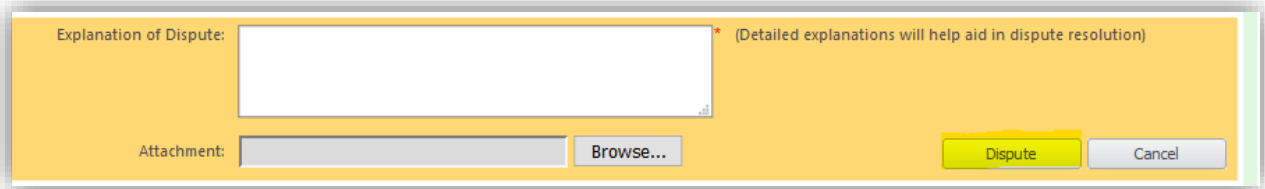


Chassis Charges: \$739.50		Late Fees: \$0.00		Tax: \$0.00		Total: \$739.50		Disputed: \$0.00		Paid: \$0.00		Amount Due: \$739.50	
Chassis	Size	Type	Out Gate	In Gate	Days	Rate	Total						
TRZZ410446			12/13/16 - Awesomeness Trucking (CCLU7486771)	12/15/16 - SHIPPERS TRANSPORT EXPRESS LONG BEACH (CCLU7486771)	3	\$21.75	\$65.25						
FLX417847			12/13/16 - Awesomeness Trucking (CBHU8211273)	12/14/16 - SHIPPERS TRANSPORT EXPRESS LONG BEACH (CBHU8211273)	2	\$21.75	\$43.50						
FLT2440039			12/14/16 - Awesomeness Trucking (DFSU7537588)	12/15/16 - SHIPPERS TRANSPORT EXPRESS LONG BEACH (DFSU7537588)	2	\$21.75	\$43.50						
TRL2404130			12/15/16 - Awesomeness Trucking (CCLU7483860)	12/15/16 - SHIPPERS TRANSPORT EXPRESS LONG BEACH (CCLU7483860)	1	\$21.75	\$21.75						
FZL2941524			12/01/16 - Awesomeness Trucking (CBHU1948656)	12/01/16 - SHIPPERS TRANSPORT EXPRESS LONG BEACH (CBHU1948656)	1	\$21.75	\$21.75						

- **Step 2:** Click on the blue plus sign next to each move you want to dispute. Click the Dispute this transaction link.

TRZZ410446	12/13/16 - Awesomeness Trucking LONG BEACH (CCLU7486771)	12/15/16 - Awesomeness Trucking LONG BEACH (CCLU7486771)	3	\$21.75	\$65.25	Dispute this Transaction				
<u>Out:</u>	Date & Time: 12/13/2016 12:00:00 AM Location: Awesomeness Trucking LONG BEACH Container: CCLU7486771 Line: Booking: Bill of Lading:	<u>In:</u>	Date & Time: 12/15/2016 12:00:00 AM Location: Awesomeness Trucking LONG BEACH Container: CCLU7486771 Line: Booking: Bill of Lading:	<table><thead><tr><th>Date</th><th>History</th></tr></thead><tbody><tr><td colspan="2">No data available to display</td></tr></tbody></table>			Date	History	No data available to display	
Date	History									
No data available to display										

- **Step 3:** After clicking the Dispute this Transaction link, you will see a screen where you can enter comments and upload supporting documentation as an attachment. When complete click Dispute.

A screenshot of a web form for disputing a transaction. The form has a yellow background. At the top, it says "Explanation of Dispute:" followed by a large text input field. To the right of the input field is a red asterisk and the text "(Detailed explanations will help aid in dispute resolution)". Below the input field, on the left, is the label "Attachment:" followed by a smaller text input field. To the right of this field is a "Browse..." button. At the bottom right of the form are two buttons: a yellow "Dispute" button and a grey "Cancel" button.





Explanation of Dispute: * (Detailed explanations will help aid in dispute resolution)

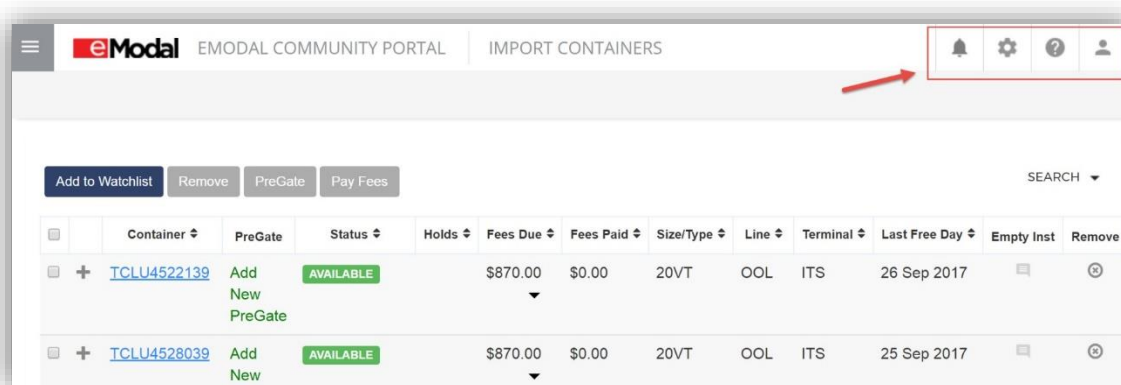
Attachment:

Once submitted, the chassis pool will review the details and will provide feedback on the outcome of the dispute. This information can be viewed by opening the invoice and expanding the disputed line items.

6. System Settings

The System Settings menu where you can set system notifications, manage your company and users, find help or create a support ticket, and change your password and logoff from the system.

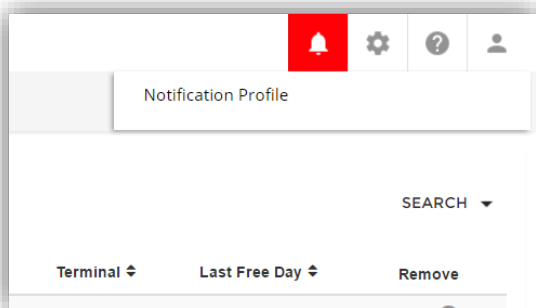
Button	Description
	Notifications. Click to set and modify system notifications.
	User Settings. Click to manage settings for your company, sub-users, user, addresses, and phone numbers.
	Help. Click to open help options including creating a support ticket, finding contact information, and finding system and help options.
	User Profile. Click to manage your profile. You can change your password, set up your alerts, and log off the system.



6.2 NOTIFICATION PROFILE

Email notifications can be sent for import containers or booking numbers associated with Everport. If notifications are set, you will receive an email when there is an update or change to the import container status, holds, last free day, or balance related to a booking number.

To set notifications go to the main menu and select Notifications Profile under My Settings.

A screenshot of the 'eModal EMODAL COMMUNITY PORTAL NOTIFICATIONS PROFILE' page. The page has a header with the eModal logo and the text 'EMODAL COMMUNITY PORTAL' and 'NOTIFICATIONS PROFILE'. The main content area is divided into three sections: 'Import Availability:', 'Booking Inquiry:', and 'Group Code:'. Each section has a list of checkboxes for selecting notification preferences. Under 'Import Availability:', the checkboxes are: Status, Holds (checked), LFD, Empty Return Status, and Gate Transaction Status. Under 'Booking Inquiry:', the checkbox is: Balance. Under 'Group Code:', the checkboxes are: Total Qty, Pre-gate Qty, Out-Gated Qty, and Status Change. A 'Save' button is located at the bottom left of the form.

If you do not want to receive notifications for all import containers or booking number(s) in relation to Everport you can select to receive notifications for specific container(s) or booking number(s) through the Watchlist.

7. Glossary

Terminology	Definition
API	Radio-frequency identification uses electromagnetic fields to automatically identify and track tags attached to objects.
Booking	Export container reservations for one or more containers.
eCP	eModal Community Portal
EDO	Electronic Import Delivery Order. Before Importers or their Agents are allowed to pick up their import cargo, they are required to pay to the shipping line freight and related charges.
ERI	Empty Return Instructions. Terminal schedule when empty containers are accepted.
Group Codes	Special sort codes that some freight companies use to manage PreGate transactions.

Document Control (amendment history & version control)			
Version	Date	Amended By (name)	Revisions
1.0	Mar. 31, 2016	Advent	Created
2.0	Apr. 29, 2016	Advent	Revised
2.1	May 6, 2016	Advent	Revised
3.0	June 14, 2016	Advent	Revised
4.0	January 7, 2016	Advent	Changes
5.0	Sept. 17, 2017	Advent	Added ERI section
6.0	October 27, 2017	Quardev/Shelly D	Added menu sections detail.
6.3	December, 2017	Quardev/Shelly D	Implemented added added finalized