



USER GUIDE

2017

Shipper Registration

Version 2.0



PORT KLANG *NET



Rank Alpha Technologies Sdn Bhd®

Table of Contents

Table of Contents

Table of Contents	2
Chapter 1 : Registration	3
1 Shipper Registration	3
1.1 New Shipper Registration	3
Chapter 2 : Password.....	5
2 Reset Password	5
Chapter 3 : User Profile.....	7
3 User Profile	7
3.1 Upload Photo	8
3.2 Change Password.....	8
3.3 Update Contact.....	9


Chapter 1 Shipper Registration


1 Shipper Registration

Shipper Module is available at Port Klang *Net website: <http://www.my1port.com>.

Shipper is allowed to register their company information so that they will be able to access and use this system any time.

1.1 New Shipper Registration

1. Go to Port Klang *Net main page and click on the  icon at top right hand corner.

Click on  [Shipper Registration](#) to start Shipper Registration.

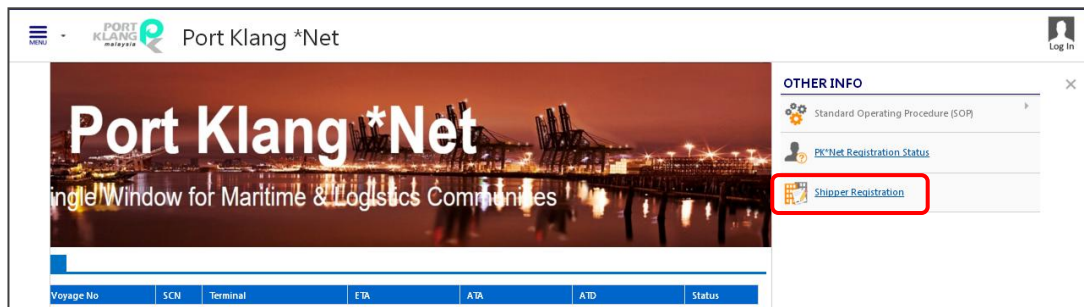


Figure 1

2. Online registration form as below will appear. Fill up your information. All yellow color fields are mandatory.

The screenshot displays the online registration form. It is divided into three main sections: 'Company Profile', 'Contact', and 'User Login'. The 'Company Profile' section includes fields for 'Company Name', 'Address', 'Post Code', 'Company Type' (Local/Foreign), 'State', 'City', 'Country' (MY - MALAYSIA), 'Tel No.', 'Fax No.', 'GSI-GIN No.', and 'Upload Form' buttons. The 'Contact' section includes 'Contact Person', 'IC No / Passport No.', 'Email', and 'HP No.'. The 'User Login' section includes 'User ID' (with a note 'For Administrator User') and 'Port Station' (set to MYPK - PORT KLANG). A 'Submit' button is highlighted with a red box at the bottom center. A 'Close' button is located to its right. A checkbox at the bottom left states: 'I/We certify that all particulars submitted in the above registration details, including all attached supporting documents, are true and correct.'

Figure 2

3. Lastly, tick at the small box at the bottom of the screen which indicating your agreement with the declaration statement.

I/We certify that all particulars submitted in the above registration detail, including all attached supporting documents, are true and correct.

4. Click **Submit button** upon completion.
5. You shall see the message below upon successful submission :

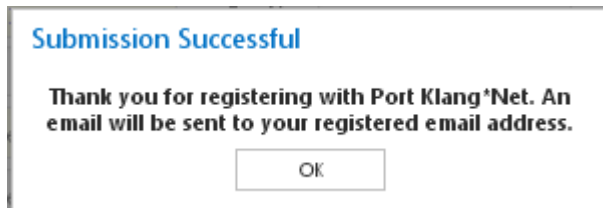


Figure 3

6. Upon successful registration, you will be provided with an email with your login details, sample as below:

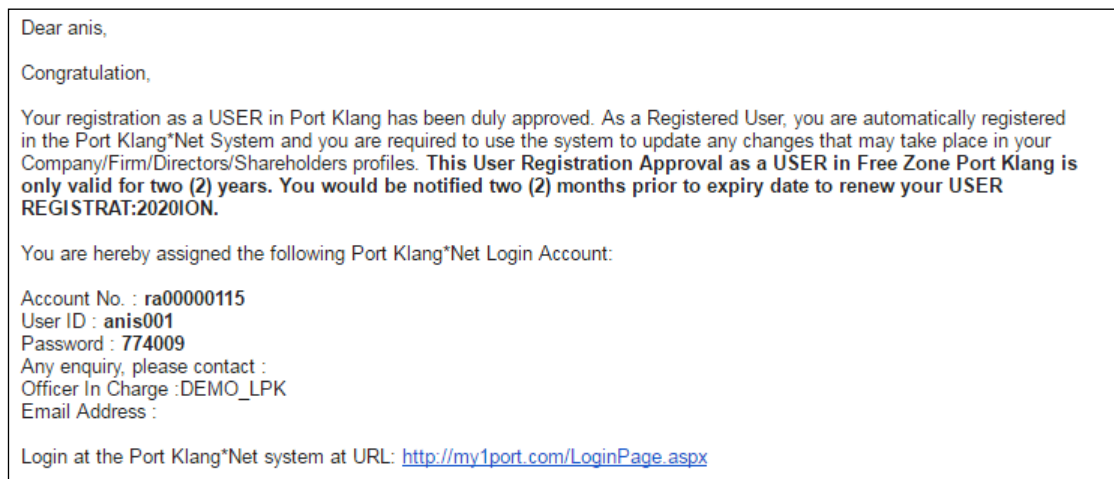



Figure 4

Chapter 2 Reset Password

2 Reset Password

1. Go to Port Klang *Net main page and click on the  on top right hand corner and system bring you to the login screen.

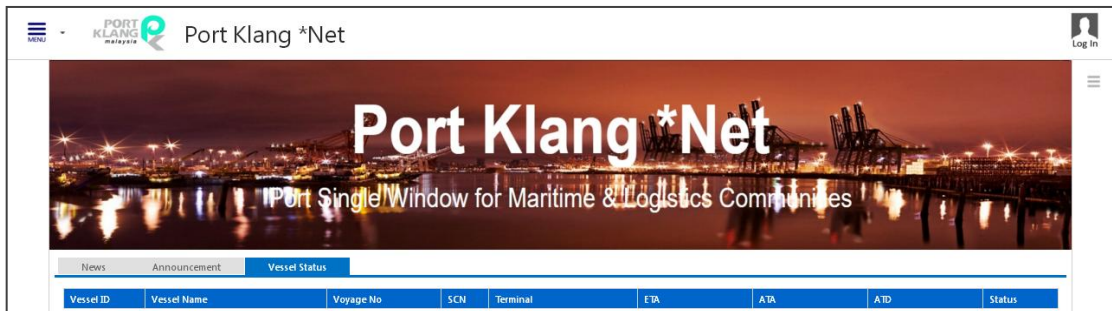


Figure 5

2. Click **Forgot Password** at login page.

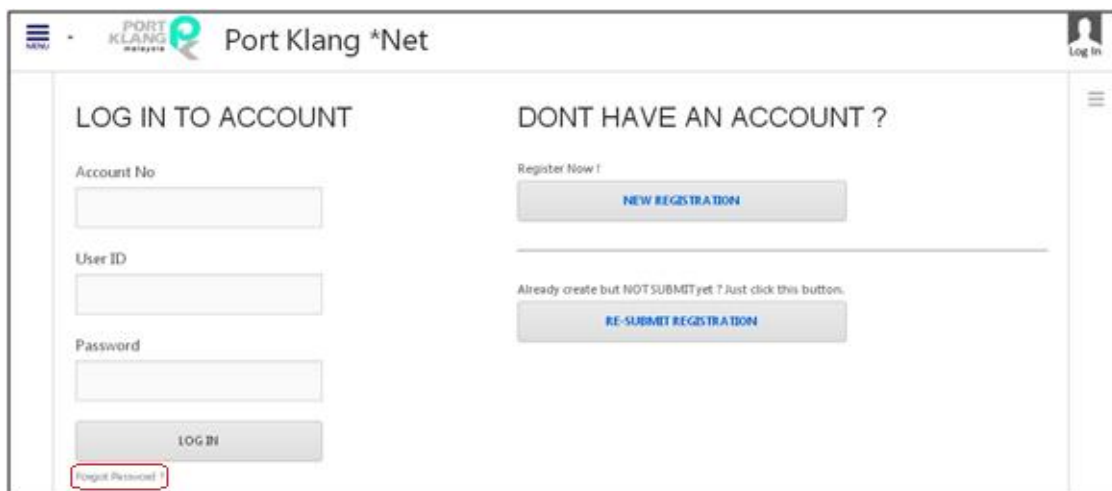


Figure 6

3. Screen as below will appear. Enter your email address and ROC No. Click **Request Password** to proceed. If the information match with the database, your login details and temporary password will be sent to your email.

Forgotten Password

To restore your account password, please enter the email address you used when registering with us. System will send email for new password.

Email *:
ROC No *:
Category *:
SA - AGEN PERKAPALAN / SHIPPING AGENT

* Required field in order to proceed

Request Password Cancel

Figure 7

4. A Reset Password email will be sent to you. Click on URL below to continue login with new password.

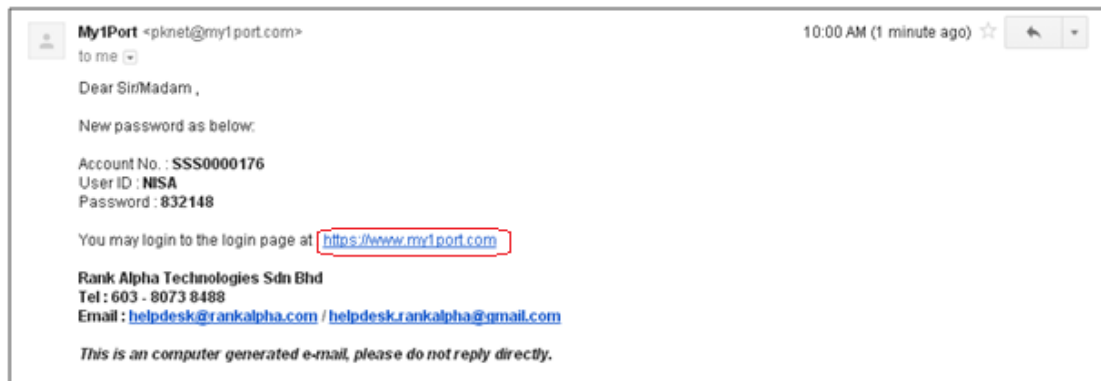


Figure 8



Upon receiving your new temporary password, you are required to login and use the temporary password provided. Upon login, the system will prompt you to change to a new password of your choice. Once this permanent password has been keyed in, you must remember this password as your permanent password.

Chapter 3 User Profile

3 User Profile


1. Login to Port Klang *Net and click on  on top right hand corner. Then click on **User Profile**.



Figure 9

2. User Profile page will display.

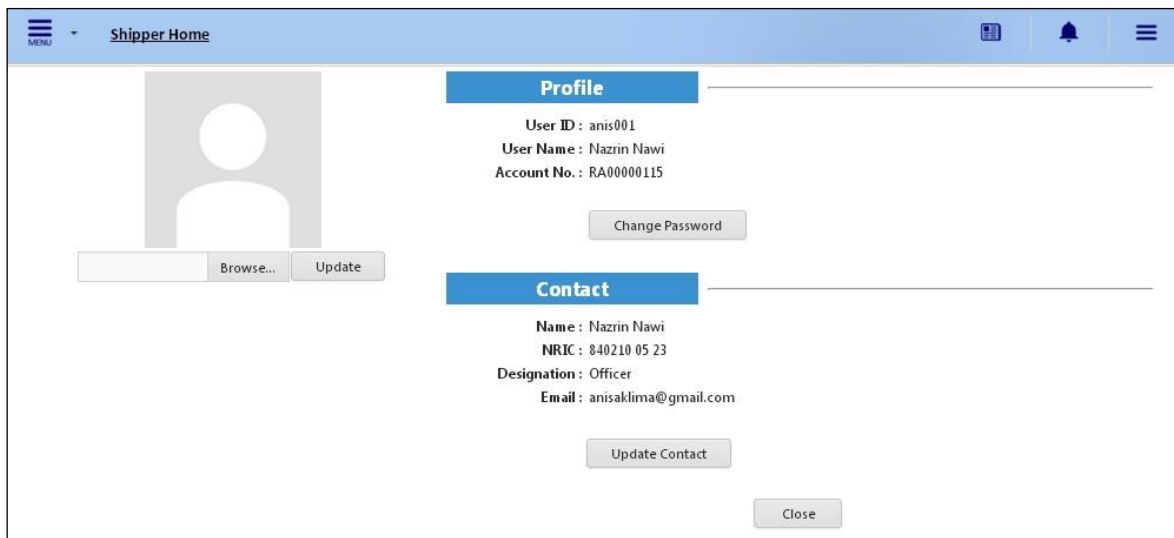


Figure 10

3.1 Upload Photo

1. Select photo using **Browse** button.



Figure 11

2. Click on **Update**.
3. “**Upload photo successfully!**” message will display.

3.2 Change Password

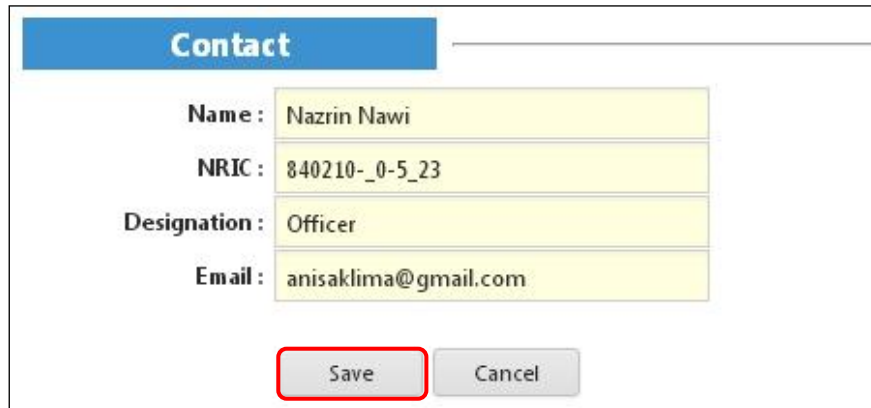
Click on **Change Password** button. Fill in the yellow fields and click on **Save** button to save new password. “**Password is updated!**” message will display.

A screenshot of a 'Profile' form. The form has a blue header with the word 'Profile'. Below the header, there are several fields: 'User ID : anis001', 'User Name : Nazrin Nawri', and 'Account No. : RA00000115'. These fields are in grey boxes. Below these are three yellow input fields for 'Current Password', 'New Password', and 'Confirm Password'. At the bottom of the form are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

Figure 12

3.3 Update Contact

Click on **Update Contact** button and **Contact** page will be displayed as below. Click **Save** once you have done. **“User Profile successfully updated!”** message will display.



The screenshot shows a web form titled "Contact" with a blue header. Below the header, there are four input fields, each with a label and a value: "Name : Nazrin Nawi", "NRIC : 840210-_0-5_23", "Designation : Officer", and "Email : anisaklima@gmail.com". At the bottom of the form, there are two buttons: "Save" (highlighted with a red border) and "Cancel".

Figure 13

{ End of User Manual }