



Advent  eModal®

## A Resource Guide

**In this guide you will find information about:**

- Registering as a Medical Equipment Supplier – New User
- Registering as a Medical Equipment Supplier – Existing User
- Using the Medical Supply Reservations Page

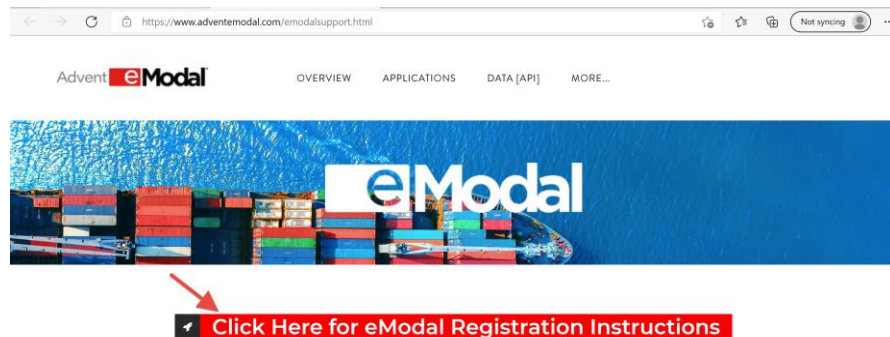
Version date: October 2021

## Register for eModal

Click the following URL for detailed instructions on how to register your company and users with eModal:

<https://www.adventemodal.com/emodalregistration.html>

This information can also be accessed from the eModal.com website. Click on the “**Medical Supplier Reservations**” home page button which will lead you to a Medical Supplier Support Page with registration instructions.



## Register as a Medical Equipment Supplier – New User

Follow the same process as shown in the ‘User Registration’ videos:

[eModal Registration - Advent eModal](#)

During the user registration process, there is an additional step regarding “Company Affiliations” to ensure you are granted the correct system access:

1. User must affiliate to their company  
**AND**
2. User must affiliate to “Pandemic relief group for medical equipment shippers” company

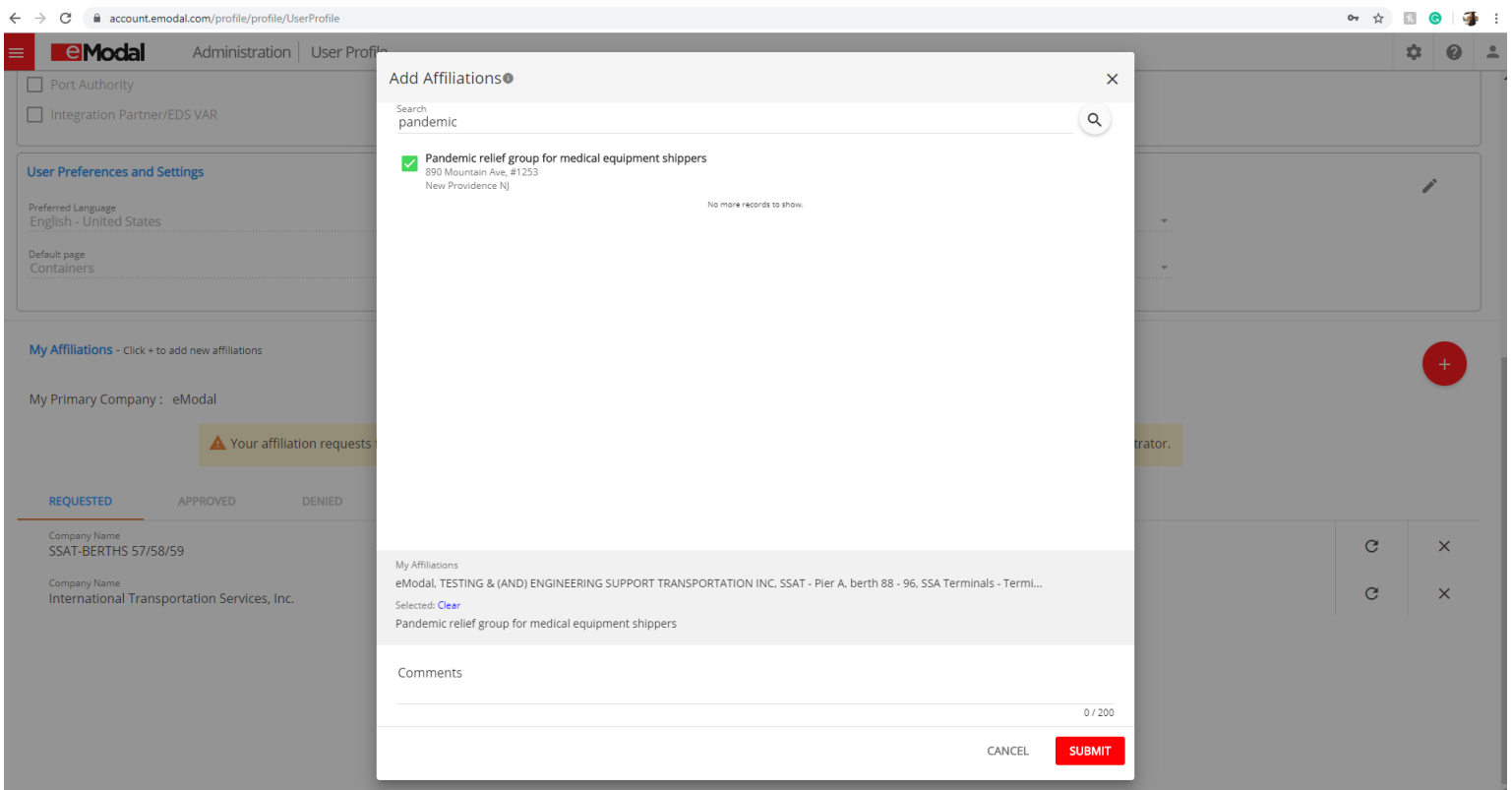
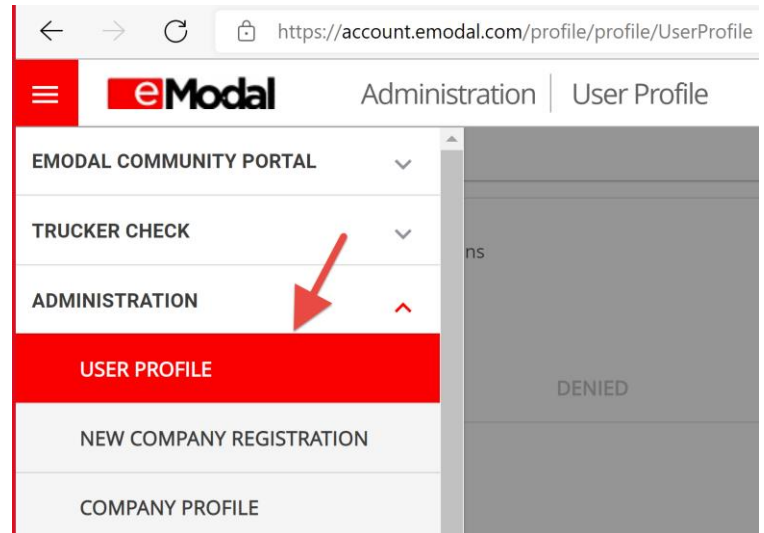
A screenshot of the eModal website's "User Registration" page. The browser address bar shows the URL https://account.emodal.com/Registration/Registration/UserRegistration?clientId=PCEMODAL. The page title is "User Registration". Below the title, there is a section for "Account Recovery Information \*". Underneath, there is an "Email \*" input field. A red arrow points to the "Company Affiliations" section. Below this section, there is a text prompt: "Add your primary company affiliation below, along with any other companies you work with. To search for companies, begin typing the company name (at least three letters) on the line below, then select from the drop-down." Below this is a note: "Note: All company affiliation requests must be approved by that company's Administrator." At the bottom, there is a search input field with the text "Begin typing the company name (at least three letters) and select the companies you wor...". Two company names are listed in the search results: "Advent Test Trucking X" and "Pandemic relief group for medical equipment shippers X". A red box highlights the search input field and the "Pandemic relief group for medical equipment shippers X" option.

# Register as a Medical Equipment Supplier – Existing User

Follow the same process as shown in the “User Registration” videos:

## [eModal Registration - Advent eModal](#)

1. Navigate to the User Profile page from the left side menu
2. Scroll to the bottom of the User Profile page
3. Click the red ‘+’ button to add a new affiliation
4. Search for ‘Pandemic relief group for medical equipment shippers’
5. Select the box to the left of the company name
6. Click “Submit”



## Add a Medical Supply Reservation

Navigate to the Medical Supply Reservations page from the left side menu and select "Add Reservation" at the top of the screen.

The screenshot shows the eModal Community Portal interface. On the left, a navigation menu lists various options: CONTAINERS, BOOKINGS, GROUP CODES, EMPTY RETURN INSTRUCTIONS, VESSEL SCHEDULE, GATE TRANSACTIONS, TERMINAL INFO, EXPORT CLAIMS, FEE PAYMENT, and MEDICAL SUPPLY RESERVATIONS. A red arrow points to the 'MEDICAL SUPPLY RESERVATIONS' option. The main content area displays a 'Welcome to eModal' message and a 'User Profile >> User Preferences and Settings' link. Below this, there are settings for Language (United States), Date Format (MM/dd/yyyy), and Time Format (24 Hour). A red box highlights the 'User Profile' link. At the bottom, the 'Medical Supply Reservations' page is shown with an 'Add Reservation' button and a table with columns for Container #, Status, and Vessel. A red arrow points to the 'Add Reservation' button.

## Add a Medical Supply Container to Watchlist

In the Container Number field, you can enter one or multiple container numbers. If you have a list of containers, simply copy and paste the list into this field.

Once all fields are filled out, click Submit.

Once submitted, a confirmation message will generate.

The container information will now be displayed.

The screenshot shows the 'ADD RESERVATION' form. A red callout box with the text 'You may enter one or multiple containers' points to the 'Enter ContainerNumber(s)' field, which contains the value 'DFDS4564545'. The form includes fields for Vessel (AKB), Voyage (East101), Ports (LALB), Terminal (SSAT- Pacific Container Terminal (...)), First Name (MedSupply), Last Name (BCO), Company Name (Test BCO), Phone Number (5555555555), and Email (kogeb62864@settags.com). There are 'CANCEL' and 'SUBMIT' buttons at the bottom right.

The screenshot shows the eModal Community Portal interface. The top navigation bar includes the eModal logo and 'eModal Community Portal'. Below this, there is a 'Medical Supply Reservations' section with an 'Add Reservation' button and a table. The table has columns for Container #, Status, Vessel, Voyage, Port, Terminal, Comments, and Details. The first row of the table shows a reservation for container DFDS4564545, with status SUBMITTED, vessel AKB, voyage East101, port LALB, and terminal PCT. A red arrow points to the 'Add Reservation' button.