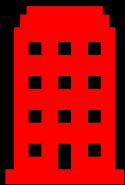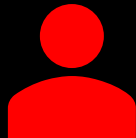# GETTING STARTED

A Resource Guide for Administrators

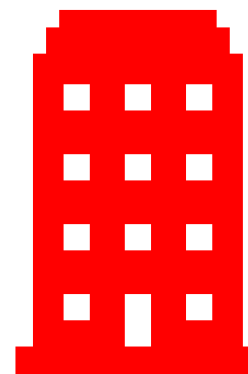Register Your Company

Add Security Groups

Add and Affiliate Your Users

Version date: March 2020

Getting Started Overview

To get stared using the system you will need to:

- [Register your company and yourself as the Administrator](#)

- [Set up Security Groups](#)

- [Add Users](#)

- [Affiliate Users](#)

Before You Get Started

Company Registration

To register your company, you will need your company's contact information and the names of the facilities (Terminals and Ports) your company will be affiliated with.

If you are a motor carrier/trucking company, you will also need your company's:

- SCAC Code

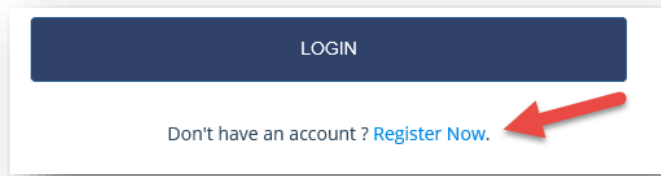- US DOT Permit No

- Motor Carrier Permit No

User Registration:

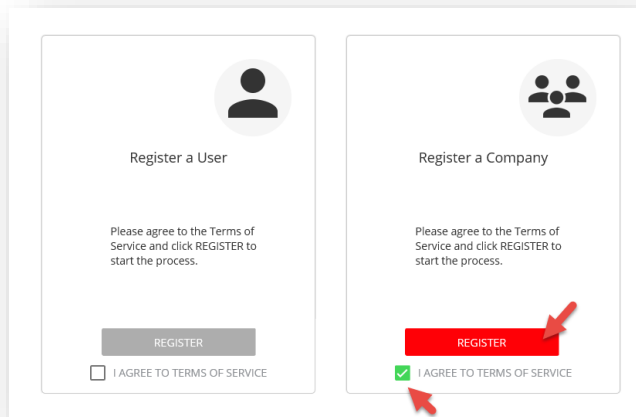To register your Users, you will need a unique email address for each User.

Note: If you are a trucking company, depending on the facility you work with, you may need to register each of your drivers and trucks and then associate the driver to the truck. Additional information about our Trucker Registry can be found [here.](#)
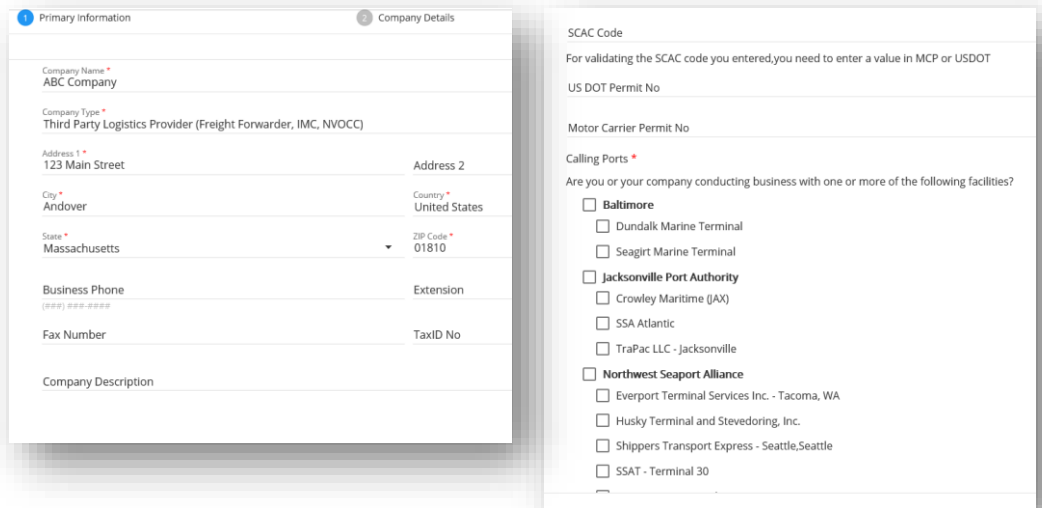
Register Your Company as a New User

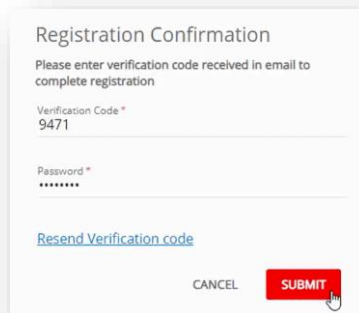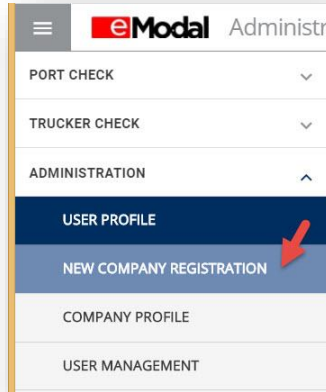|	
From the Home page, select Register Now.	**LOGIN** Don't have an account ? Register Now.
In the Company Registration box, check your agreement to the terms of service (bottom right) and select Register.	**Register a User** Please agree to the Terms of Service and click REGISTER to start the process. REGISTER ☐ I AGREE TO TERMS OF SERVICE **Register a Company** Please agree to the Terms of Service and click REGISTER to start the process. REGISTER ✅ I AGREE TO TERMS OF SERVICE

Complete the Primary Information page and Company Details page, and then select Continue at the bottom right.	① Primary Information ② Company Details
	
	Company Name *
	ABC Company
	Company Type *
	Third Party Logistics Provider (Freight Forwarder, IMC, NVOCC)
	Address 1 *
	123 Main Street Address 2
	City * Country *
	Andover United States
	State * ZIP Code *
	Massachusetts 01810
	Business Phone Extension
	(###) ###-####
	Fax Number TaxID No
	Company Description
	
	SCAC Code
	For validating the SCAC code you entered,you need to enter a value in MCP or USDOT
	US DOT Permit No
	Motor Carrier Permit No
	Calling Ports *
	Are you or your company conducting business with one or more of the following facilities?
	☐ **Baltimore**
	  ☐ Dundalk Marine Terminal
	  ☐ Seagirt Marine Terminal
	☐ **Jacksonville Port Authority**
	  ☐ Crowley Maritime (JAX)
	  ☐ SSA Atlantic
	  ☐ TraPac LLC - Jacksonville
	☐ **Northwest Seaport Alliance**
	  ☐ Everport Terminal Services Inc. - Tacoma, WA
	  ☐ Husky Terminal and Stevedoring, Inc.
	  ☐ Shippers Transport Express - Seattle,Seattle
	  ☐ SSAT - Terminal 30

Check your email for your Verification Code and verify your email. (Check your Spam folder if you do not receive the email.)	**Registration Confirmation** Please enter verification code received in email to complete registration Verification Code * 9471 Password * •••••••• Resend Verification code CANCEL SUBMIT
Log back in and register the account.	

Register Your Company as an Existing User

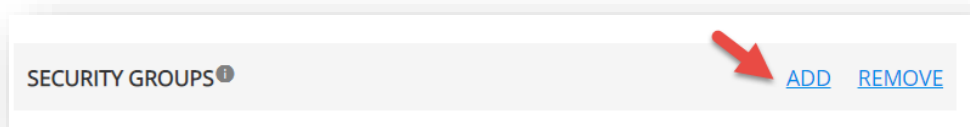|	
From the hamburger menu at the top left, select New Company Registration.	
Complete the Company Registration page and select Continue.	
Complete the Company Details page and select Continue.	
Review the Registration Summary and select Complete Registration.	

Set Up Security Groups

After registering your company, you will need to wait for your company to be approved prior to setting up security groups.

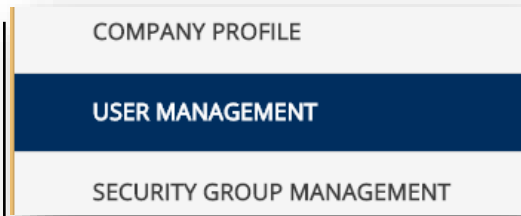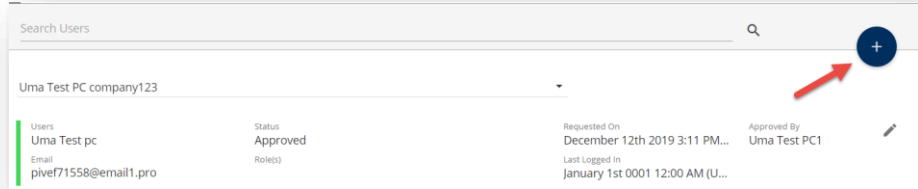|	
From the hamburger menu at the top left, select Security Group Management.	
Select Add to the right of Security Groups.	
Enter the Security Group Name, select the system, use the drop-down arrow to select the screens and functionality the security group will have access to, and select Create. **Note: Continue to use the downward arrow to open additional layers of security.**	
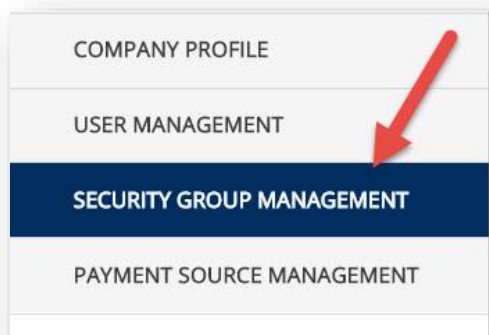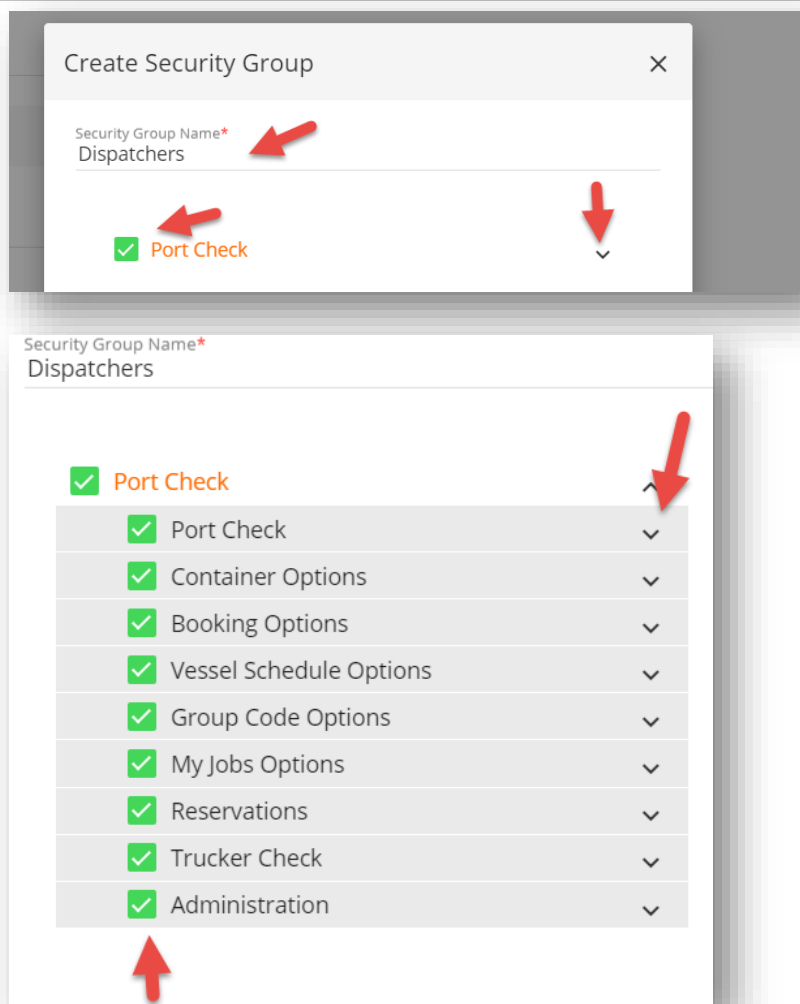
Add Users as an Administrator

Once you have set up your security groups, you may add Users as the Administrator. Note: Each user must have a unique email address.

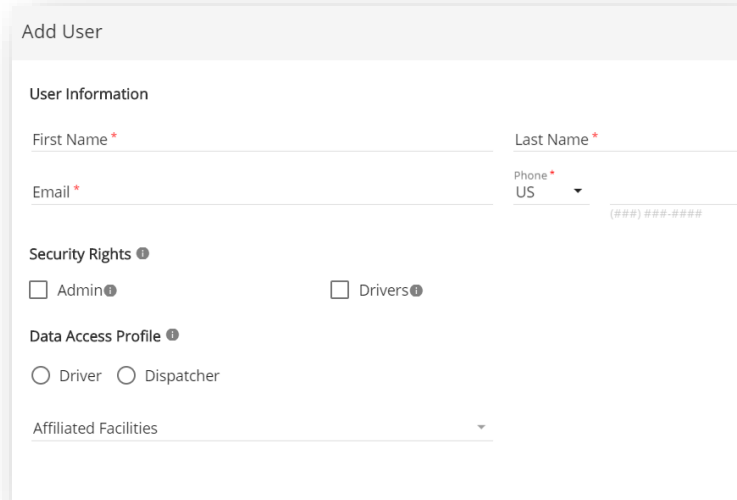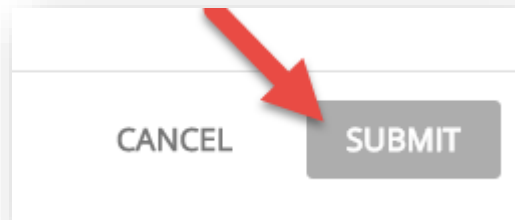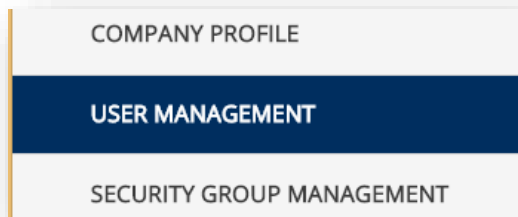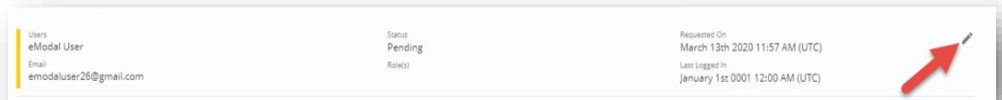|	
From the left side menu, navigate to User Management.	
Select the plus sign at the top right.	
Add the User information, including the email address, security group, and data access profile/role. Note: You may click on the information icon to the right of the security group name to view the details of the security group.	
Select Submit at the bottom right.	

Affiliate Registered Users

Registered users may also request to be affiliated with your company. Affiliation must be approved by the Administrator.
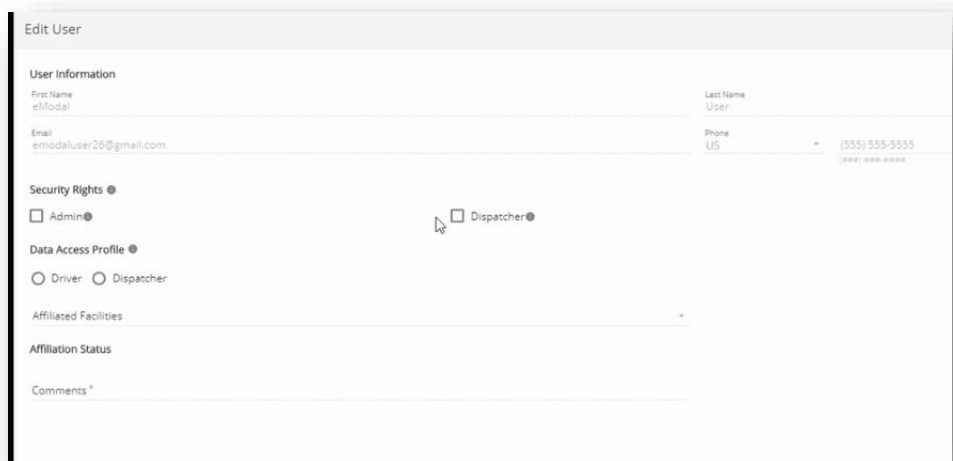
Navigate to the User Management page from the menu at the top left. Users requesting affiliation are displayed in yellow.	COMPANY PROFILE **USER MANAGEMENT** SECURITY GROUP MANAGEMENT
Select the edit pen to the right of the user information.	Users: eModal User Email: emodaluser26@gmail.com Status: Pending Role(s): Requested On: March 13th 2020 11:57 AM (UTC) Last Logged In: January 1st 0001 12:00 AM (UTC)
Add the Security Rights and Data Access Profile.	Edit User User Information First Name: eModal Last Name: User Email: emodaluser26@gmail.com Phone: US (555) 555-5555 Security Rights ☐ Admin ☐ Dispatcher Data Access Profile ○ Driver ○ Dispatcher Affiliated Facilities Affiliation Status Comments *
Select Approve at the bottom right	CANCEL REJECT APPROVE