



## How to Add Users

*Follow These Steps*

### Step 1:

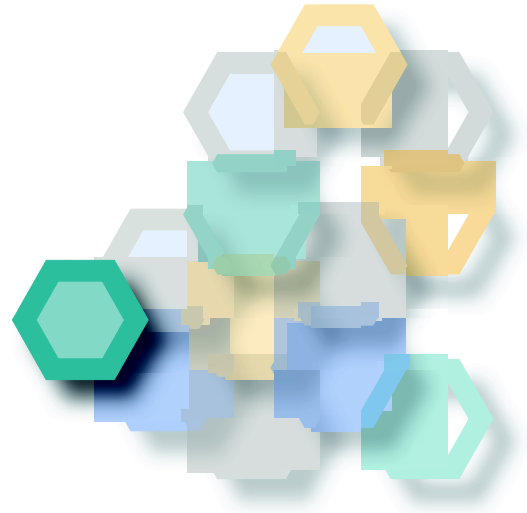
Log in to your INTRA account.

### Step 2:

On the right hand top corner you will find Administration- Click on it

### Step 3:

Under user administration click on Company users, and then click on NEW



The screenshot shows the INTRA portal interface. At the top, there is a navigation bar with the INTRA logo, a home icon, and menu items: Plan, Book, Document, Track, Analyze. On the right, there are links for Language: English, Support, Administration (highlighted), and Mr. Customer. A dropdown menu is open under Administration, listing: Accounts (My Account, My Company's Account, Company Users (highlighted), Child Companies), Connections (Carrier Connections, New Carrier Connection, Partner Connections), Search, and Tools. Below the navigation bar, there is a banner for the 'New INTRA Portal' with a call to action to 'Shop INTRA today to purchase eVGM Web Pay-As-You-Go plan.' and a note about 'Create faster multiple Booking and Shipping Instructions with our improved template function.' The main content area is titled 'My INTRA' and includes a 'Your Opinion Counts' widget and a 'Shipping Instructions - Status Summary' section. At the bottom, there is a 'Company Users' section with a sidebar menu containing: Company Profile, Services, Company Users (highlighted), Child Companies, Carrier Connections, and Partner Connections. The 'Company Users' section has filters for Status (Active) and Logged in Within Last... (90 days). Below the filters are buttons for Activate, Deactivate, Reset Password, New (highlighted in yellow), and Export.



## Step 4:

Create a new User ID.

*Tips:* User id MUST be unique at INTTRA, you can do a combination of account name and user name, years etc.

If you encounter this error, just modified the user id:

**Error:** There cannot be two users with UserID 'rsh001' in the system. Please note that User ID validation is case-insensitive (ex: 'TEST' cannot be used if 'test' exists).

Add first name and last name, phone number and email address.

Click search to look for the account name and select it.

### Create New User ✕

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#### User Profile

<b>User ID</b> Enter ID...	<b>Status</b> Active ▼	
<b>First Name</b> Enter Name...	<b>Middle Name</b> Enter Name...	<b>Last Name</b> Enter Name...
<b>Phone</b> Enter Number...	<b>Alt Phone</b> Enter Number...	<b>Mobile</b> Enter Number...
<b>Email</b> Enter Email...	<b>Fax</b> Enter Number...	
<b>Company</b> Search Company... <input type="text"/>		

## Step 5:

Add the roles you would like to grant the user.

- Booking user: Allows user to send, view and modify bookings
- Customer Security Administrator: Allows the user to manage carrier connections for the accounts and add new users.
- Web BL Role: allows users to manage the web BL.



- Report user: Allows user to run, view and modify reports.
- Shipping Instructions: Allows user to send, view and modify shipping instructions.
- Track and Trace: Allows user to view status events for the account shipments.

### Security Roles

Available Roles

- Booking User
- Customer Security Administrator
- Customer Web BL Approval User
- Customer Web BL Edit User
- Customer Web BL Share User
- Customer Web BL View User
- Reports User
- Shipping Instructions User
- Track and Trace User
- VGM Verifier User

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Assigned Roles

Clear
Save
Cancel

**Step 6 :** Click on Save to save the new user.

**Step 7:** Reset the password. The new user will received an email with a link to save their own password.

Administration

My Account      My Company's Account      Search

Modify Search Criteria: Status : Active, Logged in Within Last : 90 days, Include Users in Child Locations : No ,User ID : CU1100D

Activate
Deactivate
Reset Password
New
Export

Show 10 Rows

<input checked="" type="checkbox"/>	User ID	Status	Name	Company Name	Company ID	City	Country	Email
<input checked="" type="checkbox"/>	CU1100D	Active	Mr. Customer	Consumer Co	800706	PARSIPPANY	UNITED STATES	si_cvt

Showing 1 to 1 of 1 entries



## **About INTTRA**

INTTRA is the world's largest global multi-Carrier ocean shipping electronic portal service provider in the industry. Connecting shippers with more than 50 leading Carriers and NVOCC's, as well as their customers, INTTRA helps shippers streamline ocean trade processes. Spanning a network coverage of 130 countries worldwide, the INTTRA network includes over 200,000 shipping professionals and more than 100 software alliance partners in the transportation management industry.

INTTRA offers a diverse portfolio of fully integrated shipping technology that includes Container Booking, Shipping Orders, Shipping Instructions, Ocean Schedules, E-Invoicing, Container Tracking and Decision Support Dashboards. As a leading neutral, central party in the ocean industry, INTTRA has spearheaded a major initiative to facilitate the smooth transition of a new phase in ocean shipping. INTTRA now offers an eVGM solution enabling customers to seamlessly comply with SOLAS VGM through flexible electronic solutions that will support multiple shipping scenarios, including third party submissions.

**[www.intra.com](http://www.intra.com)**

