

Registration Quick Start Guide

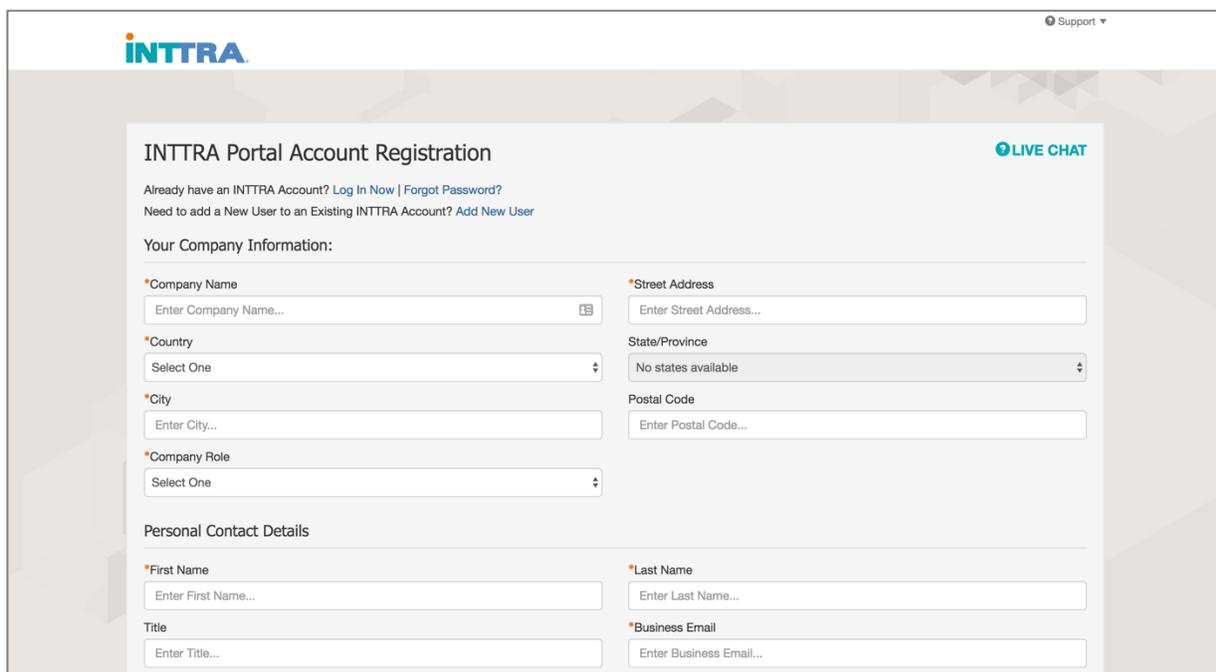
2017

Use this guide to register for your
INTTRA Account



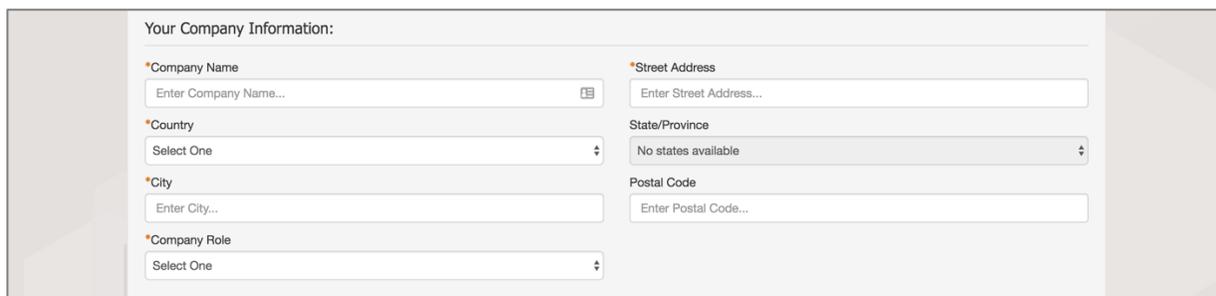
Go to this [link to register](#) for an INTTRA Account. Please note, registration is a one-time activity. If you are not sure if your company is already registered with INTTRA, please [contact us](#) to confirm. If your company is already registered with INTTRA, you do not need to register again to create a new login. To add a new user under your registered company, [click here](#) to chat to a representative.

Once you click on the link to register, it will take you to the “**INTTRA Portal Account Registration**” page. Fill out all the sections within the form. Some fields will only appear if your Country and/or Company Role meet a prerequisite criteria. Information that is required will be marked with a red asterisk (*). The other fields are optional.



The screenshot shows the 'INTTRA Portal Account Registration' page. At the top left is the INTTRA logo, and at the top right is a 'Support' dropdown menu. Below the logo is a 'LIVE CHAT' button. The main heading is 'INTTRA Portal Account Registration'. Below this are links for 'Log In Now', 'Forgot Password?', and 'Add New User'. The form is divided into two main sections: 'Your Company Information' and 'Personal Contact Details'. The 'Your Company Information' section contains fields for: *Company Name (text input), *Street Address (text input), *Country (dropdown menu), State/Province (dropdown menu with 'No states available'), *City (text input), Postal Code (text input), and *Company Role (dropdown menu). The 'Personal Contact Details' section contains fields for: *First Name (text input), *Last Name (text input), Title (text input), and *Business Email (text input). All required fields are marked with a red asterisk.

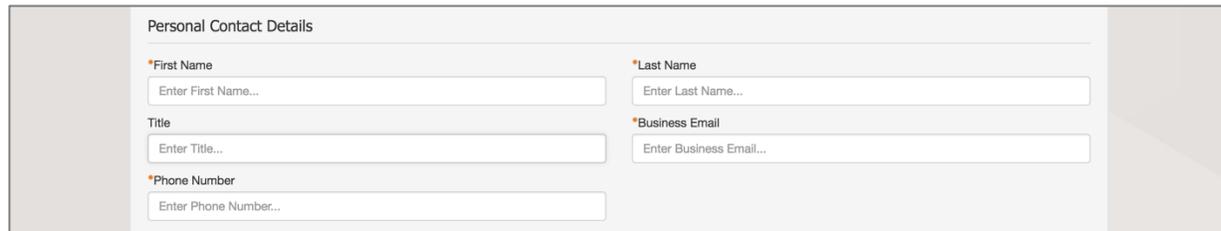
Enter your company information.



This is a close-up view of the 'Your Company Information' section of the registration form. It includes the following fields: *Company Name (text input), *Street Address (text input), *Country (dropdown menu), State/Province (dropdown menu with 'No states available'), *City (text input), Postal Code (text input), and *Company Role (dropdown menu). All fields are marked with a red asterisk to indicate they are required.



Enter your contact information.



Personal Contact Details

*First Name
Enter First Name...

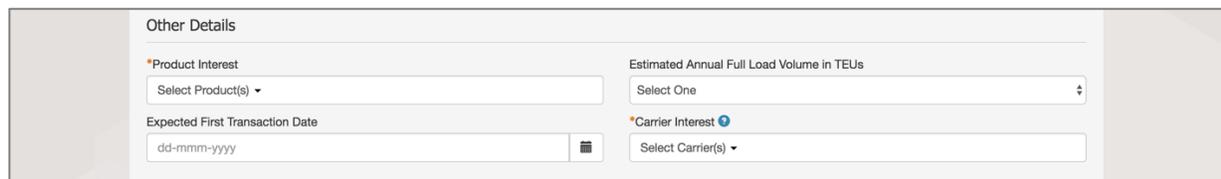
*Last Name
Enter Last Name...

Title
Enter Title...

*Business Email
Enter Business Email...

*Phone Number
Enter Phone Number...

Other details will need to be entered depending on your selection under Company Role. In order to send transactions via INTTRA, you will need to select carrier(s) under Carrier Interest to identify connections of your preference. INTTRA will send connection requests to the identified carrier(s) on your behalf. Once the selected carriers have authorized your connection request through INTTRA, you will receive an email notification from INTTRA indicating the status from each carrier. Kindly note, there are some carriers who require additional information or documentation to confirm your account.



Other Details

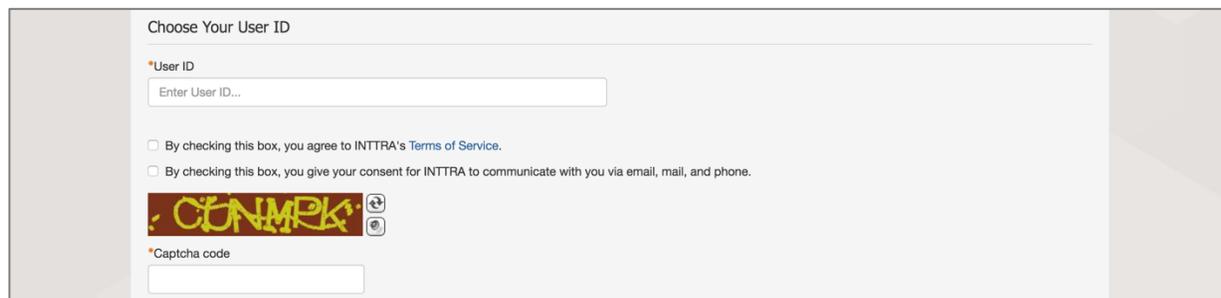
*Product Interest
Select Product(s) ▾

Estimated Annual Full Load Volume in TEUs
Select One ▾

Expected First Transaction Date
dd-mmm-yyyy

*Carrier Interest
Select Carrier(s) ▾

Choose your User ID, agree to INTTRA's Terms of Service by checking the box, give your consent for INTTRA to communicate with you by checking the box, and enter the CAPTCHA code.



Choose Your User ID

*User ID
Enter User ID...

By checking this box, you agree to INTTRA's [Terms of Service](#).

By checking this box, you give your consent for INTTRA to communicate with you via email, mail, and phone.



*Captcha code
[Input field]

When finished, click the **Submit Registration** button to send your application to INTTRA. If you have not provided all the required information, the **Submit Registration** button will remain faded and you will not be able to submit the form.

Please allow at least 24 hours for INTTRA to review and approve your account. You will receive an email with a link to create your password and set-up your account.

