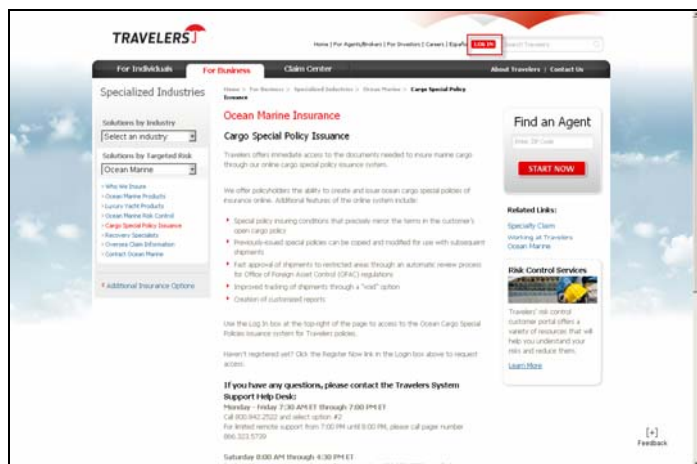


## How to Log on to Cargo Special Policies Once Registered

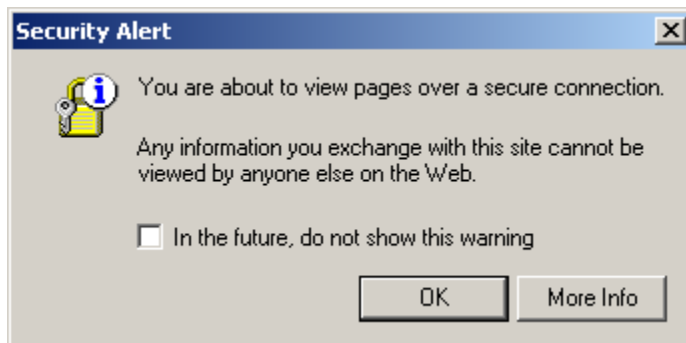
This Quick Guide shows the steps necessary to log on to the Cargo Special Policies, once registered.

Refer to the *Accessing Cargo Special Policies* Quick Guide for information on accessing and registering for the first time.

### 1. Cargo Special Policies



**Note:** If you have forgotten your User ID or Password, click “Problems logging in?”



➤ If the *Security Alert* warning window displays, click **OK** to continue.

**Warning!** If you are not already registered you will be unable to access the Cargo Special Policies site. Click the “Haven’t Registered Yet?” link to complete the necessary registration information.

➤ Click **Log In** to access the *Welcome* page.

### 2. Welcome Page



From the *Cargo Special Policy Issuance* page:

➤ Click **Log On**

➤ **User ID:** Enter User ID.  
➤ **Password:** Enter your Password

The *Ocean Cargo Special Policies – Welcome* page displays. Registered policy number(s) display in the grid on this page.

➤ Click **Process** by a listed policy number to access the *Special Policy Summary* page and begin creating the Cargo Special Policy.

➤ Click **Profile** on the left navigation bar to change registration information. On the *My Profile-Change My Profile* page change:

- E-mail address
- First Name
- Last Name
- Password hint

When the information has been changed click **Update** to save changes and return to the *Welcome* page.

- Click **Contact Us** on the left navigation bar to view the Help Desk phone numbers if you need assistance with the system.

### 3. Special Policy Summary



After clicking **Process**, the *Special Policy Summary* page displays.

- Click **Exit** on the left navigation bar to exit from the system.