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 First Time Registration reference guide for information on accessing and registering for the first time.

1. Travelers Web Site

Enter www.travelers.com in the address of your Internet Browser to go to the Travelers Web Site.

- Click Log In in the Log in Section of the page.

2. Cargo Special Policies

The Page redispaly.

- Enter User ID
- Enter Password
- Click Log In

Note: If you are experiencing a problem click “Problems logging in?”.

Warning! If not already registered you will be unable to access the Cargo Special Policies site. Click the Register here link to complete the necessary registration information.
1. Customer – Welcome Page

The Ocean Cargo Special Policies – Welcome page displays for the customer. The registered policy number displays in the grid on this page. Functions available on this page include:

- Begin processing the Cargo Special Policy for a listed policy number
- Edit registration information
- Contact Us, by e-mail, with questions.

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

- Click PROFILE on the top toolbar bar to change registration information. On the Edit Profile page change:
  - Password
  - Password hint
  - E-mail address
  - First Name
  - Last Name

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

- Click Contact Us on the top right corner of the page to display contact numbers if you have technical problems.

2. Special Policy Summary

For Customers after clicking Process, the Special Policy Summary page displays.

For Agents after clicking Search, the Special Policy Summary page displays.

This page can be used to Create a new Cargo Special Policy; list existing work in progress, issued and voided policies; and export issued and voided data to MS Excel.