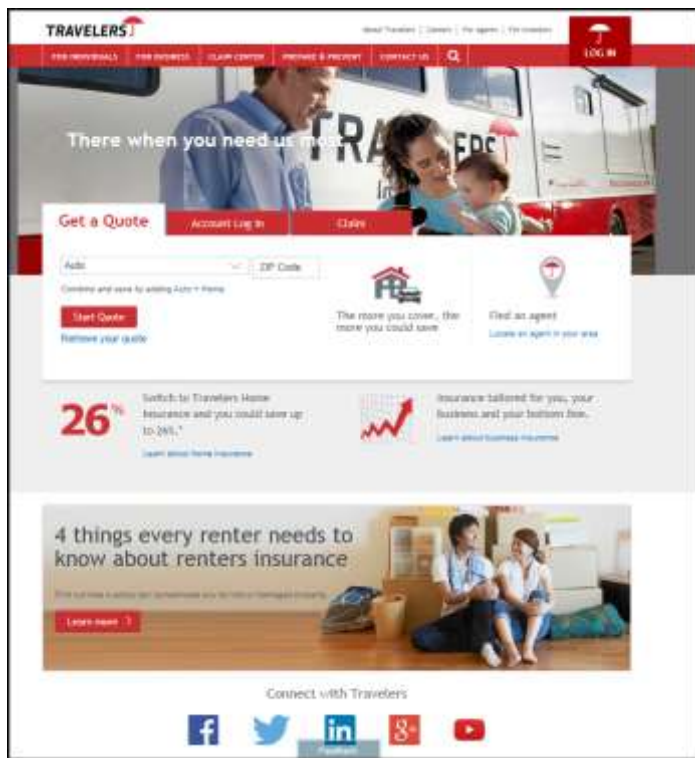


How to Log on to Cargo Special Policies Once Registered

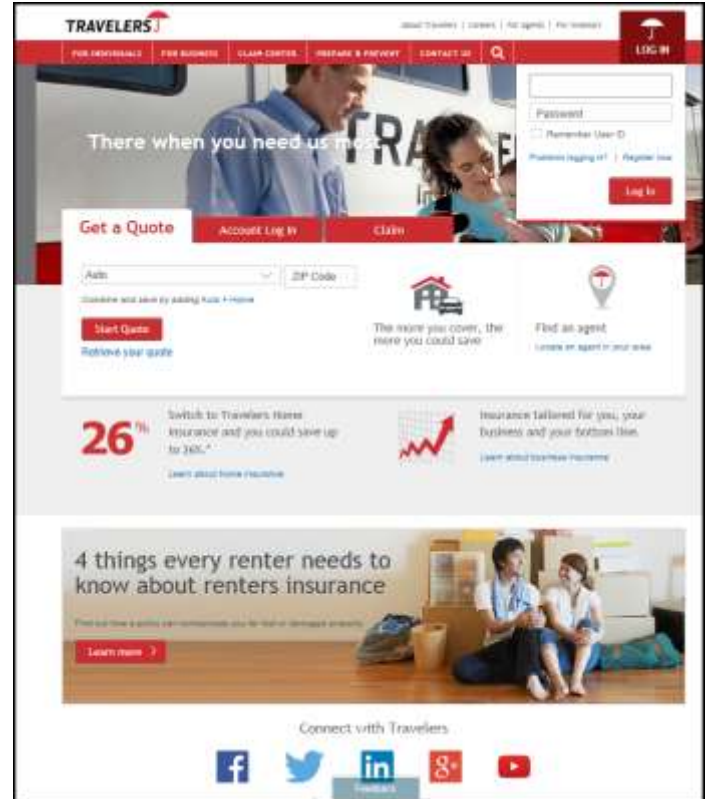
This quick guide shows the steps necessary to log on to the Cargo Special Policies, once registered.

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



2. Cargo Special Policies



The Page redisplay.

- Enter **User ID**
- Enter **Password**
- Click **Log In**

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.

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.

1. Agent – Search Page



The *Ocean Cargo Special Policies – Search* page displays for the agent.

- Enter the **Policy Number** click **Search**

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.