

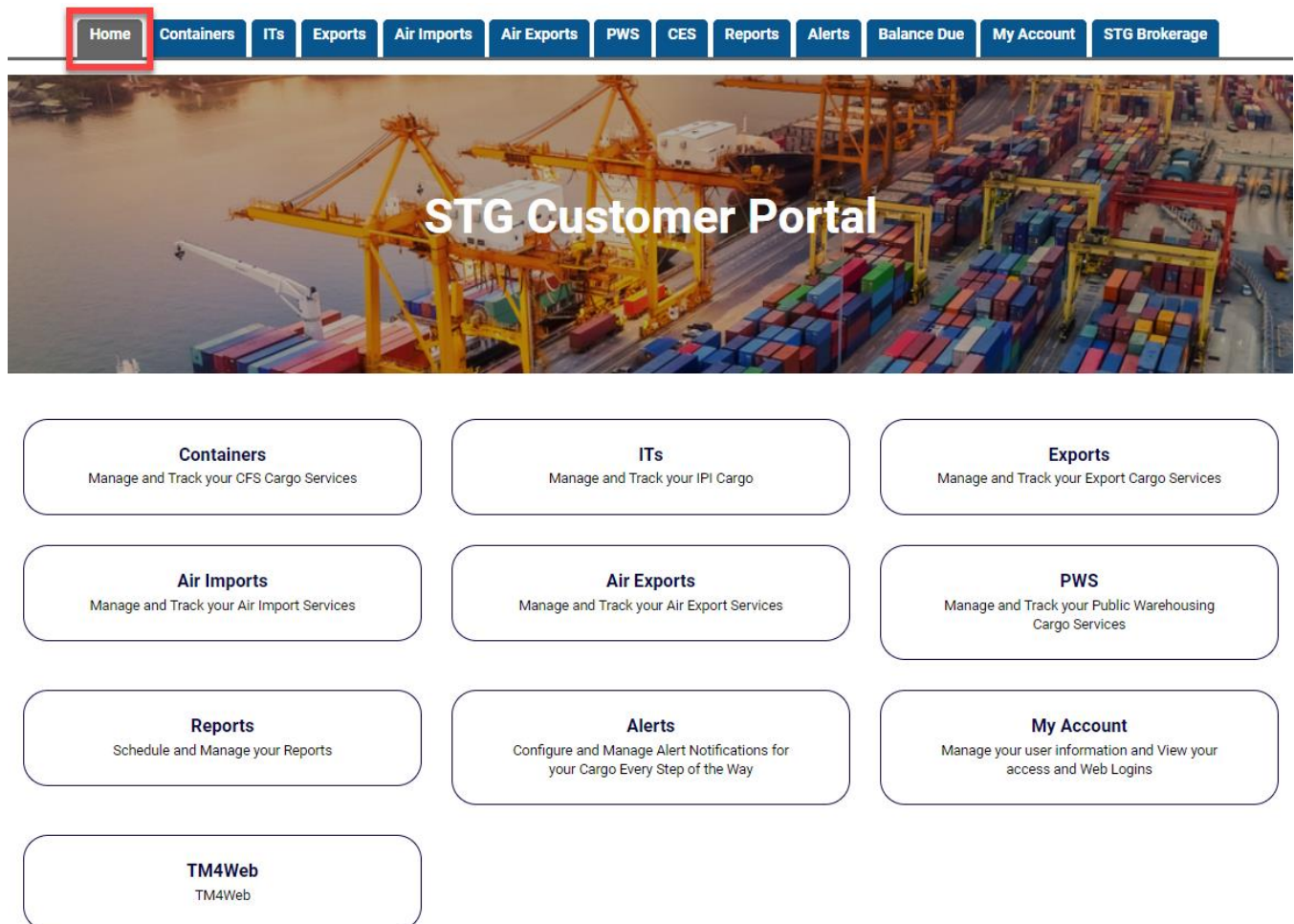
Setting up Additional Users

Setting up a New User

Administrators have access rights to set up and delete users.

From the STG home page you must log in to your account to access your account information. Only the Account Administrator may add/delete users and assign access rights.

After a successful login you will be directed to the home page.



The screenshot shows the STG Customer Portal interface. At the top is a navigation menu with the following items: Home (highlighted with a red box), Containers, ITs, Exports, Air Imports, Air Exports, PWS, CES, Reports, Alerts, Balance Due, My Account, and STG Brokerage. Below the menu is a large banner image of a port with the text "STG Customer Portal" overlaid. Underneath the banner is a grid of service tiles:

Containers Manage and Track your CFS Cargo Services	ITs Manage and Track your IPI Cargo	Exports Manage and Track your Export Cargo Services
Air Imports Manage and Track your Air Import Services	Air Exports Manage and Track your Air Export Services	PWS Manage and Track your Public Warehousing Cargo Services
Reports Schedule and Manage your Reports	Alerts Configure and Manage Alert Notifications for your Cargo Every Step of the Way	My Account Manage your user information and View your access and Web Logins
TM4Web TM4Web		

Click on **My Account** tab.

Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due **My Account** STG Brokerage

User ID

User Name Your customers information

Account

[Change Password](#)
Change your password.

[Maintain User List](#)
Display, add, and edit users.

Click **Maintain User List**.

User ID

User Name Your customers information

Account

[Change Password](#)
Change your password.

[Maintain User List](#)
Display, add, and edit users.

Click the **Add user** button to add an additional web user.

Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due My Account STG Brokerage

Maintain Users

User	Name	Admin	Last Login	Action
			23-MAY-2021	 
		Y	24-MAY-2021	 
		Y	24-MAY-2021	 

Add user

Enter required information for user access. Please remember to provide access to functions by checking the boxes that apply. When complete click **Save** button.

[Home](#) [Containers](#) [ITs](#) [Exports](#) [Air Imports](#) [Air Exports](#) [PWS](#) [CES](#) [Reports](#) [Alerts](#) [Balance Due](#) [My Account](#) [STG Brokerage](#)

Add User

Please correct the following errors:

- User ID is required.

Account Number

User ID

Enter password

Confirm password

Name

Email Address

Allow View of Outturn Reports

Allow View of Account Balance

Allow View of IT Reports

Allow View of Reports

Allow E-Guarantees

Freight Releases

None

All Releases

Local Releases Only

Inland Releases Only

To **Delete** users select the Delete button.

[Home](#) [Containers](#) [ITs](#) [Exports](#) [Air Imports](#) [Air Exports](#) [PWS](#) [CES](#) [Reports](#) [Alerts](#) [Balance Due](#) [My Account](#) [STG Brokerage](#)

Maintain Users

User	Name	Admin	Last Login	Action
			23-MAY-2021	 
		Y	24-MAY-2021	 
		Y	24-MAY-2021	 

To **Edit** users select the Edit button

[Home](#) [Containers](#) [ITs](#) [Exports](#) [Air Imports](#) [Air Exports](#) [PWS](#) [CES](#) [Reports](#) [Alerts](#) [Balance Due](#) [My Account](#) [STG Brokerage](#)

Maintain Users

User	Name	Admin	Last Login	Action
			23-MAY-2021	 
		Y	24-MAY-2021	 
		Y	24-MAY-2021	 

Edit user information and click **Save User** button.

Home **Containers** **ITs** **Exports** **Air Imports** **Air Exports** **PWS** **CES** **Reports** **Alerts** **Balance Due** **My Account** **STG Brokerage**

Edit User

Account Number
User ID
Name
Email Address

Allow View of Outturn Reports
 Allow View of Account Balance
 Allow View of IT Reports
 Allow View of Reports
 Allow E-Guarantees

Freight Releases
 None
 All Releases
 Local Releases Only
 Inland Releases Only