



STG Shield Shippers Insurance Guide

I. Purpose:

Carriers legally have limited liability riddled with exceptions when it comes to cargo damage. This limits the customer to accepting something other than actual insurance coverage often resulting in a long claim process and receiving a payment that is a fraction of the actual loss.

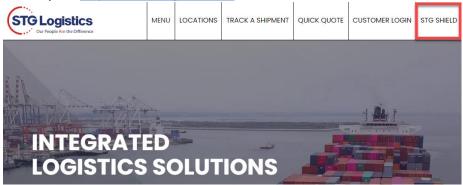
STG Shield is a first-party policy protecting your goods for up to their stated value in the event of physical loss or damage in transit.

The base door to door domestic insurance coverage is \$10,000 with no deductible. STG Shield responds regardless of shipper's ability to prove carrier's negligence, pays for losses outside carrier's control and it pays full value of lost or damaged goods.

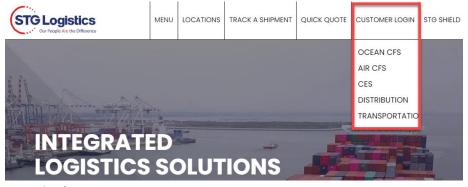
II. Procedures:

The sections of this user guide will provide step-by-step instructions on how to accept or deny Shield Shippers Insurance.

1. Customer opens https://www.stgusa.com/ website and click on STG SHIELD button.



2. To log in directly to STG SHIELD click on link https://www.stgusa.com/stg-shield and select Ocean CFS from CUSTOMER LOGIN drop down menu.

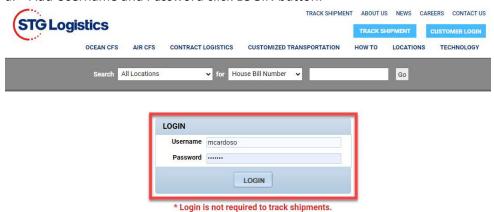


3. Customer Login

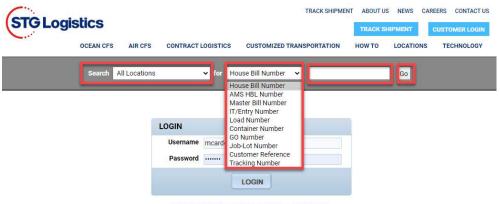
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a. Add Username and Password click LOGIN button.



- b. Filling in Search area:
 - Select Location or leave All Locations
 - Select House Bill Number or any of the drop down listed
 - Add related number
 - Click Go



* Login is not required to track shipments.

4. Click on the AMS HBL Number to view container information.



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5. To view the charges on your invoice, click on the View Charges button Pick Up Requirements

Status	Shipped from STG See shipping information below for more details.	Print Proof of Pickup
Pick Up Number (Job-Lot Number)	3477245-01	View Charges
Customs Release	J2100894091 02/08/21	ePay Receipt
Freight Release	02/08/21	
Delivery Order	Received	Guarantee Charges
Cargo On Hold	No	Unrelease
Marks Hold	No	Release Marks Hold
Exchange Pallets	0	
		Create Alert
		Insurance Certificate

6. Base Coverage fee is automatically added.



The estimated charges for this lot are if pickup is on 04/07/21. Charges are based on the best current information but may vary at actual time of warehouse pickup and do not reflect SPECIALTY charges that may apply. NO PERSONAL CHECKS ACCEPTED. Payments exceeding \$1000.00 must be in the form of a CERTIFIED BANK CHECK or WIRE TRANSFER. We thank you for your kind cooperation in this matter. FORKLIFT FEE as of pick up 8/2/2010 \$5.00 cbm/800 lbs (whichever is greater) Minimum: \$50.00 Leave On Fee: \$50.00 Base insurance coverage is \$10,000 with zero deductible. Additional Insurance above \$10,000 will be subject to a deductible. Please refer to Insurance Certificate for details.

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7. To add additional coverage, click on the Increase Insurance button. A pop-up will appear where you can add the amount of coverage you need. Click Get Price.



a. A second pup-up will show Additional Insurance Premium Cost, to add Additional Insurance Coverage click on the Add Additional Insurance green button, to cancel click on Cancel button.





8. To opt out of all Shield Shippers Insurance, click on the Decline Insurance button, a pop-up will confirm your request, click on the Remove Insurance button. If you choose to keep Shield Shippers Insurance, click the Cancel button.

NOTE: Both Base and Additional Shield Shippers Insurance will be removed.



View Total to confirm all Shield Shippers Insurance has been removed.
 NOTE: Base Shield Shippers Insurance can be added by clicking on the Add Insurance button.

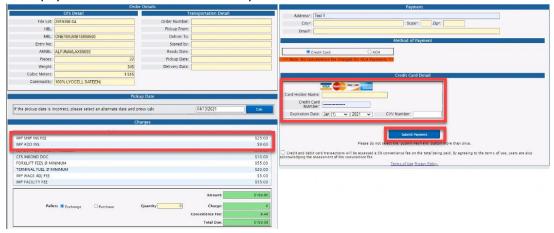


10. To open and view all charges click the PayNow button.





- 11. PayNow screen will show all charges including Shield Shippers Insurance, if chosen.
 - a. Fill in payment fields and click Submit Payment.



12. Once Submit Payment is clicked customer will receive an email receipt with payment information and a link to their Insurance Certificate.



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- 13. If Shield Shippers Insurance is paid the Insurance Certificate button will remain blue.
 - a. Click on Insurance Certificate button and a PDF will appear to display Shield Shipper Insurance coverage information.

Pick Up Requirements



14. If Shield Shippers Insurance is not paid or customer opts out of the Shield Shippers Insurance, the Certificate button will remain gray.

Pick Up Requirements



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<u>Logged in User – Guarantee Charges</u>

 ${\bf 15.} \ \ {\bf Click} \ the \ {\bf Guarantee} \ {\bf Charges} \ {\bf button} \ to \ {\bf open} \ the \ {\bf Guarantee} \ {\bf Charges} \ {\bf screen}.$

Pick Up Requirements



- 16. Follow steps 6 to 9 then continue on step 17.
- 17. Fill in required fields and click Process button.

