

# TOS WEB PORTAL

## Trucking Company User Guide

Welcome to Ports America TOS Web Portal



- Introduction
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- Home Page
- Inquiry
- My Account

# TOS WEB PORTAL

## Introduction

Welcome to Ports America TOS Web Portal



- TOS Web Portal (TWP) was developed to allow terminals to communicate with shipping lines, trucking companies and other parties
- TWP provides users valuable information related to vessel schedules, import and export cargo status, gate activities, event notifications and terminal daily message updates
- The recommended browser for TWP is Internet Explorer 10 (IE 10) or above
  - Users are able to use other browsers like Chrome, Firefox and Safari
- Navigate to PNCT website <https://www.pnct.net> and select TOS Web Portal from menu link

# TOS WEB PORTAL

## Login Page – Sign Up

### TOS Web Portal



Welcome to Ports America TOS Web Portal



Login

User Name :

Password :

[Having trouble signing in?](#)

Don't have an account yet? [Sign Up](#) [Contact Us](#)

- All users are required to have a User Name and Password to access TWP system
- After navigating to the PNCT website: <https://www.pnct.net> , users can create a user account by clicking on the Sign Up link on the Login page

# TOS WEB PORTAL

## New User Account page

Select Site\*

Login Name\*

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Contact Info:

First Name *	<input type="text" value="Joe"/>	Country *	<input type="text" value="United States"/>
Last Name *	<input type="text" value="Trucker"/>	Address *	<input type="text" value="1010 Tampa Drive"/>
Email *	<input type="text" value="joe.truck@trucker.com"/>	City *	<input type="text" value="Tampa"/>
Day Phone *	<input type="text" value="8139999999"/> Ext. No. <input type="text"/>	State/Province *	<input type="text" value="Florida(FL)"/>
Mobile	<input type="text"/>	Zip/Postal Code *	<input type="text" value="55555"/>
Fax	<input type="text"/>		

Phone, mobile and fax number should be 1+area+number without hyphens or spaces. For example, 18001234567

Company Info:

Nature of company's business *	<input type="text" value="Select One"/>
Company Name *	<input type="text"/>

Passwords and PINs

The website password can be alpha or a characters and no longer than 16 characters, website passwords are case-sensitive.

Web Site Password *	<input type="password" value="....."/>
Confirm Web Site Password *	<input type="password" value="....."/>

- New users must enter required fields as indicated by \* including:
  - Login Name, Contact Info, Company Info (specifying nature and business) and Password
- After entering all required fields, the system will enable the Register button allowing user to submit request for new account
- All account requests will be auto confirmed by the system

# TOS WEB PORTAL

## Login Page – Logging In

### TOS Web Portal



Welcome to Ports America TOS Web Portal



Login

User Name :

Password :

[Having trouble signing in?](#)

- When user's account has been confirmed they will receive an email confirmation
- After navigating to the PNCT website <https://www.pnct.net> select TOS Web Portal from the Menu Links to log on
- First time users will be prompted to accept Ports America's Terms and Conditions

# TOS WEB PORTAL

## Terms and Conditions - End-User License Agreement

**Terms And Conditions**

### Ports America - Terms and Conditions of Use

THESE TERMS AND CONDITIONS (THE "TERMS") ARE A LEGAL CONTRACT BETWEEN YOU AND PORTS AMERICA ("PORTS AMERICA", "WE" OR "US"). THESE TERMS EXPLAIN HOW YOU ARE PERMITTED TO USE THE WEBSITE LOCATED AT [www.portsamerica.com](http://www.portsamerica.com), AS WELL AS ALL ASSOCIATED SITES LINKED TO THESE SITES BY PORTS AMERICA, ITS SUBSIDIARIES AND AFFILIATED COMPANIES (COLLECTIVELY, THE "SITES"). By using the sites or creating an account for any site, you are agreeing to all the terms; if you do not agree with any of these terms, do not access or otherwise use the sites or any information contained on the sites.

NOTE: THESE TERMS CONTAIN A DISPUTE RESOLUTION AND ARBITRATION PROVISION, INCLUDING CLASS ACTION WAIVER THAT AFFECTS YOUR RIGHTS UNDER THESE TERMS AND WITH RESPECT TO DISPUTES YOU MAY HAVE WITH PORTS AMERICA. YOU MAY OPT OUT OF THE BINDING INDIVIDUAL ARBITRATION AND CLASS ACTION WAIVER AS PROVIDED BELOW.

**Changes.**  
Ports America may make changes to the content offered on the Sites at any time. Ports America can change, update, add or remove provisions of these Terms at any time by posting the updated Terms on the Sites and/or by notifying you via e-mail or by having you agree to a new version of these Terms. By clicking that you agree to the Terms or, if you are not a registered user, by using the Sites after Ports America has updated the Terms, you are agreeing to all the updated Terms; if you do not agree with any of the updated Terms, you must stop using the Sites.

**Eligibility.**  
By using the Sites, you represent that you are 18 years of age or older. If you are using the Sites on behalf of an entity, you represent that you are authorized to legally bind the entity to these Terms. If Ports America believes that you do not meet any of these requirements, Ports America may immediately terminate your use of the Sites and/or your Account, as defined below.

- If user declines the Terms and Conditions the user will be returned to Log In page
- If user accepts the Terms and Conditions the user can go to Home page

# TOS WEB PORTAL

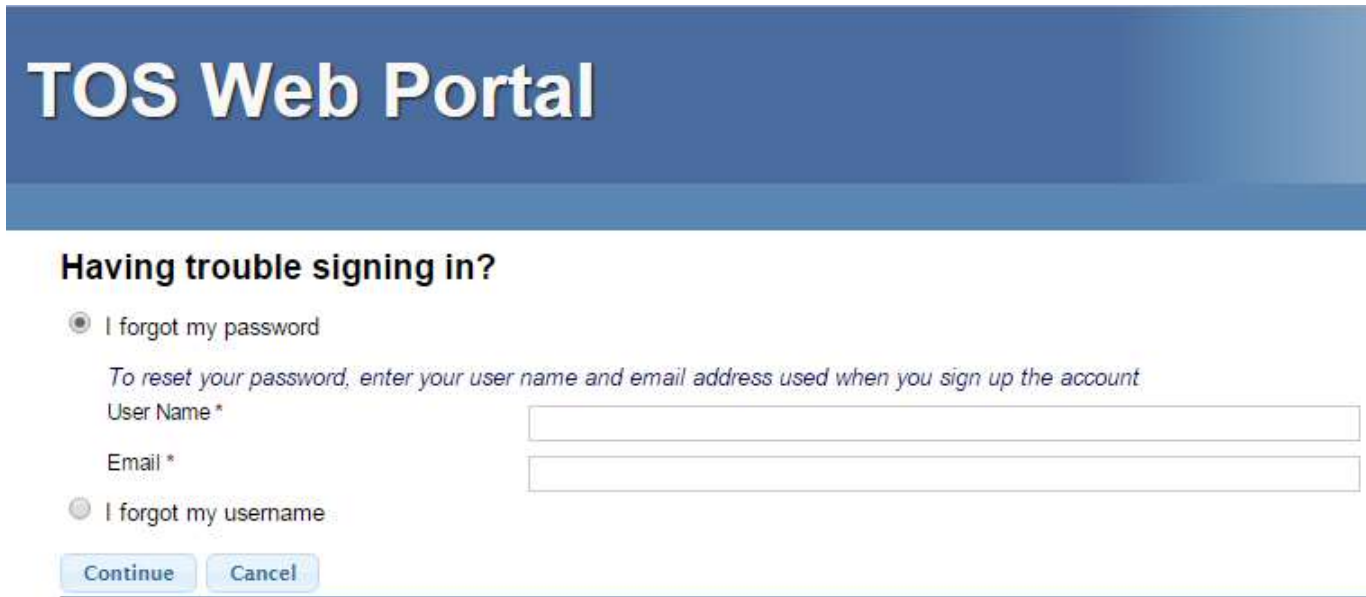
## Login Page – Functional Hyperlinks

The screenshot displays a login form titled "Login". It includes two input fields: "User Name :" and "Password :". Below the password field, there is a blue button labeled "Log On". Two red boxes highlight specific hyperlinks: one around the text "[Having trouble signing in?](#)" and another around the text "Don't have an account yet? [Sign Up](#) [Contact Us](#)".

- From the Login Page the user will see the following:
  - [Having trouble signing in?](#)
  - Don't have an account yet?
    - [Sign Up](#)
    - [Contact Us](#)

# TOS WEB PORTAL

## Login Page – Having Trouble Signing In?



**TOS Web Portal**

**Having trouble signing in?**

I forgot my password

*To reset your password, enter your user name and email address used when you sign up the account*

User Name \*

Email \*

I forgot my username

- **I forgot my password** will reset the user's password to a temporary password:
  - User will receive a temporary password to their registered email
  - When user logs in with temporary password, they will be prompted to make a new password
  
- **I forgot my username** will retrieve the user's username:
  - User will receive an email with their username to their registered email



# TOS WEB PORTAL

## Login Page – Don't Have An Account Yet?

### Contact Us

Both registered customers and unregistered users may use this page to send messages to the system administrator. You can send requests, suggestions, or inquiries, or, if you're a registered user, you can inform us about changes to your user profile such as your fax number or email address. Thank you for your communication.

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Please use the form below to send us your message, and indicate whether you would like us to reply. If so, we'll reply as soon as possible.

Your name \*

Your phone number \*  Ext. No

Your email address

Do you require reply

Type your message here \*

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- **Sign Up** will take users to the New User Account page
- **Contact Us** (shown above) will allow both registered and unregistered users to send messages to the system administrator

# TOS WEB PORTAL

## Home Page

The screenshot shows the TOS Web Portal interface. At the top left is the PORTS AMERICA logo and the text 'TOS Web Portal'. To the right, a user information box (1) displays 'User: Tamp Trucker' and 'TERMINAL: Port Tampa Bay, FL (M21TTPA1)'. Below this is a navigation bar (2) with links for 'Home', 'Reports', and 'My Account'. On the right side of the navigation bar are links for 'MultiTrack' and 'Log Off'. A 'Priority Daily Message' box (4) contains the text 'WELCOME TO TOS WEB PORTAL PORTS AMERICA'S replacement of Forecast'. In the bottom right corner, there is a 'Terminal Info' link (3). A large red number '5' is placed in the center of the page below the navigation bar.

### Welcome to Ports America TOS Web Portal

This block shows a detailed view of the daily message area. It features two message boxes. The first has a blue header 'Daily Message Title 1' and the text 'Daily Message will appear here'. The second has a blue header 'Daily Message Title 2' and the text 'Other Daily Message will appear here'. A large red number '5' is centered between the two message boxes.

- Default Login page is the Home page
- From the Home page user will see:
  1. User and Terminal name information
  2. Navigation bar with menu options:
    - Home, Make Payment, Inquiry, My Account
  3. Links to MultiTrack, Log Off and Terminal Information
  4. Priority Daily Message
  5. Various individualized Daily Message(s)

# TOS WEB PORTAL

## Home Page – Priority and Daily Messages

The screenshot displays the TOS Web Portal interface. At the top left is the PORTS AMERICA logo and the text 'TOS Web Portal'. To the right, it shows 'User: Tamp Trucker' and 'TERMINAL: Port Tampa Bay, FL (M21TTPA1)'. Further right is the PORTS AMERICA logo with the tagline 'GLOBAL REACH. LOCAL RESULTS.' Below this is a navigation bar with 'Home', 'Reports', and 'My Account' tabs, and 'MultiTrack' and 'Log Off' links. A red box highlights a 'Priority Daily Message' section. Inside this box, there is a red header 'WELCOME TO TOS WEB PORTAL PORTS AMERICA'S replacement of Forecast'. Below this is a 'Welcome to Ports America TOS Web Portal' message. Two message boxes are shown: 'Daily Message Title 1' with the text 'Daily Message will appear here' and 'Daily Message Title 2' with the text 'Other Daily Message will appear here'. To the right of the screenshot, there are two links: 'Terminal Info' and 'Trucker Instruction'.

Priority Daily Message [Terminal Info](#) [Trucker Instruction](#)

WELCOME TO TOS WEB PORTAL PORTS AMERICA'S replacement of Forecast

Welcome to Ports America TOS Web Portal

**Daily Message Title 1**  
Daily Message will appear here

**Daily Message Title 2**  
Other Daily Message will appear here

- The Priority Daily Message and other Daily messages are created by terminal administrators
- They provide users with terminal-related updates or instructions
- The messages will appear on the Home page below the navigation bar on all pages either prior to and after logging in

# TOS WEB PORTAL

## Home Page – Functional Links

The screenshot displays the TOS Web Portal interface. At the top left is the PORTS AMERICA logo and the text 'TOS Web Portal'. To the right, it shows the user 'Tamp Trucker' and the terminal 'Port Tampa Bay, FL (M21TTPA1)'. A navigation bar includes 'Home', 'Reports', and 'My Account'. On the right side of the page, there are two instances of the 'MultiTrack' and 'Log Off' links, both circled in blue. A red arrow points from the top-right instance to the bottom-right instance. The bottom-right instance is also circled in blue. Below the PORTS AMERICA logo, the text 'GLOBAL REACH. LOCAL RESULTS.' is visible. The page also features a 'Priority Daily Message' section and two 'Daily Message' sections.

- The Log Off link exits the system and returns the user to Login page
- The Terminal Info link provides general terminal site information
- The MultiTrack link is used to inquire on import containers, bills of lading or booking/EDO numbers to see detailed information regarding statuses

# TOS WEB PORTAL

## Home Page – MultiTrack

The screenshot shows a web browser window titled "Multi Track" with a close button. The main heading is "Terminal: Port Newark Container Terminal". Below this, there are two main sections: "Select please:" and "Enter Container #".

**Select please:**

**Inquiry**

- Import Container
- Bill of Lading
- Booking/EDO

**Notification**

- Availability Notification
- Enter Gate Notification
- Exit Gate Notification
- Discharge Vessel Notification
- Load Vessel Notification

**Enter Container #**

APZU4550956  
MSCU5622343  
TEMU6561072  
MRKU4645505  
UACU5209855

At the bottom right, there are three buttons: "Submit", "Clear", and "Close".

- MultiTrack link allows users to enter multiple containers, bills of lading or booking/EDO numbers for status information
- User can also register for vessel discharge and load, enter and exit gate and availability notifications

# TOS WEB PORTAL

## Navigation Bar – Main Menu Features

The screenshot shows the TOS Web Portal interface. At the top left is the PNCT logo and the text "TOS Web Portal". To the right, it displays "User: VT PA USER" and "TERMINAL: Port Newark CT (NAVIS - N4)" with a dropdown arrow. Further right is the Ports America logo with the tagline "GLOBAL REACH. LOCAL RESULTS.". Below the header is a navigation bar with tabs: "Home", "Make Payment", "Inquiry", and "My Account". On the right side of the navigation bar are links for "MultiTrack" and "Log Off". Below the navigation bar, there is a "Priority Daily Message" section with a blue arrow icon. To the right of this message is a link for "Terminal Info". The main content area features a bold heading: "Welcome to PNCT's New Online Payment System." Below this heading is a paragraph: "Use MAKE PAYMENT to get demurrage and hold information, make demurrage payments or calculate and pay future demurrage amounts." At the bottom right of this paragraph is an "Edit" link. Below the main content area is another heading: "Welcome to Ports America TOS Web Portal". Underneath this heading are two side-by-side boxes. The left box is titled "Calcutta Street (Main Gate) Hours" and lists "Monday - Friday:" with two bullet points: "- Single Move Import Delivery: 6:00 AM - 6:00 PM" and "- Single Move Empty Delivery: 6:00 AM - 6:00 PM". The right box is titled "Polaris Street Depot Hours" and lists "Monday - Friday:" with two bullet points: "- Empty (MSC) Container Pickup : 7:00 AM - 5:00 PM" and "- Empty (MSC) Container Returns : 7:00 AM - 5:00 PM".

- TOS Web Portal allows users to make inquiries for container and chassis moves being returned to and/or picked up at the terminal
- Each tab link has a drop down list that provides a sub menu of available features

# TOS WEB PORTAL

## Inquiry Tab

The screenshot shows the TOS Web Portal interface. At the top left is the PNCT logo and the text 'TOS Web Portal'. To the right, there are fields for 'User:' and 'TERMINAL:' (set to 'Port Newark Container Terminal'). Further right is the 'PORTS AMERICA' logo with the tagline 'GLOBAL REACH. LOCAL RESULTS.'. Below the header is a navigation bar with tabs: 'Home', 'Make Payment', 'Inquiry' (selected), and 'My Account'. On the right of this bar are links for 'MultiTrack' and 'Log Off'. Below the navigation bar, there is a 'Priority Daily Message' section with a dropdown menu open showing options: 'Container Availability', 'Booking/EDO', 'Gate EIR', and 'Review Notifications'. To the right of this message is a 'Terminal Info' link. Below the message is a line of text: 'Use Message to view demurrage and hold information, make demurrage payments or calculate and pay future demurrage amounts.' and an 'Edit' link. At the bottom of the screenshot, it says 'Welcome to Ports America TOS Web Portal'.

- TOS Web Portal users by default have access to all TWP inquiry for the purpose of monitoring vessel, equipment and gate activity
- The Inquiry menu tab has the following options:
  - Container Availability
  - Booking/EDO
  - Gate EIR
  - Review Notifications

# TOS WEB PORTAL

## Inquiry – Import – Container Availability

The screenshot shows the TOS Web Portal interface. The top navigation bar includes 'Home', 'Make Payment', 'Inquiry', and 'My Account'. The 'Inquiry' menu is expanded, showing 'Container Availability', 'Booking/EDO', 'Gate EIR', and 'Review Notifications'. The 'Container Availability' page is active, displaying a search form for 'Container Number' with the value 'MSCU7485048'. Below the search form, there is a section for 'Import - Container Information' with notification options. A table below shows the search results for container availability.

Report > Container Availability

Inquiry By:  Container Number  Bill of Lading

Container Number: MSCU7485048

Go Clear

Import - Container Information

Request Notifications : select notification destination Email To

Request Availability notification when container is ready for pickup

Request all notifications including Availability, Exit Gate, Enter Gate, Discharge

Customize (pick and choose) notifications for each container and enter your own reference field

Request

Use below links to pay multiple containers  
[Demurrage - Pay Multiple](#), [Pay Future Date](#)

1 record found

Container Notification	Container Number	Available	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due	Demurrage Amount (Future)	Last Free Day	Non Demurrage Due	Non Demurrage Amount	SSCO	Type	Length	Height
<input type="checkbox"/>	MSCU748504-8	Available	Yard		RELEASED	RELEASED	RELEASED		No		01/27/2017	No		MSC	Refrigerated	40'	9'6"

1 record found

- Import Container Availability is used to inquire about an import container's availability
- Users can search by single or multiple container or bill of lading number(s)
- Import Container Availability focuses on identify container availability based on the container's various hold conditions (such as customs, freight, USDA, terminal and carrier holds)



# TOS WEB PORTAL

## Inquiry – Import Container: Notifications

### Import - Container Information

Request Notifications : select notification destination Email T f " " are@portsamerica.c

- Request Availability notification when container is ready for pickup
- Request all notifications including Availability, Exit Gate, Enter Gate, Discharge
- Customize (pick and choose) notifications for each container and enter your own reference field

Request

- When a user does an import container inquiry, they can also register to receive various email notifications regarding the container's cargo status
- The following notifications are available:
  - Availability
  - Enter Gate
  - Exit Gate
  - Vessel Load
  - Vessel Discharge
- As each event occurs, notifications will be automatically sent to the users registered email address
- The system will allow users to check the status of notifications, update reference numbers or cancel notification requests

# TOS WEB PORTAL

## Inquiry – Export – Booking/EDO Inquiry

The screenshot displays the TOS Web Portal interface. At the top left is the TS AMERICA logo. The main header area contains the text "TOS Web Portal" and "User: Tamp Trucker". Below the user name, there is a dropdown menu for "TERMINAL:" with "Port Tampa Bay, FL (M21TTPA)" selected. On the right side, there is a PORTS AM logo with the tagline "GLOBAL REACH". Below the header, there is a navigation bar with "Home", "Reports", and "My Account" tabs. A "Priority Daily Message" section is visible, along with links for "Terminal Info" and "Trucker". A red banner reads "WELCOME TO TOS WEB PORTAL PORTS AMERICA'S replacement of Forecast". The main content area shows a "Report > Export Report" section. This section includes a form with "Inquiry By" options: "Booking Number" (selected) and "Release Number". A text input field for "Booking Number" contains the value "ABCD". A "Go" button is located to the right of the input field.

- Export Inquiry is used to inquire about the status of bookings or EDOs
- Users can inquire by single or multiple booking or EDO numbers
- Export Inquiry provides users with booking information status, including the vessel, start and cutoff dates, container summary and details

# TOS WEB PORTAL

## Inquiry – Export: Booking Information

Inquiry > Export Edit

Inquiry By  Booking Number  Release/EDO Number Go Clear

Booking Number : 8014035770

Click on a booking number to see the details for that booking Export to Excel

Booking Number	SSCO	Vessel Name
8014035770	COSCO USA	CSCS ASIA

[View All](#)

**Status for Booking # 8014035770**

Vessel Information

SSCO	Vessel Name	Voyage Number	Empty Start	Full Start	Cutoff	Cutoff Override	Loading At
COSCO USA	CSCS ASIA	338UN	01/17/2017	01/17/2017 03:00:00	Contact Line	No	EWR

Container Summary

Type	Length	Height	Total	# Received	# Delivered	Genset Required ?
GP	40'	9'6"	10	8	0	No

Container Detail  
8 records found Records: 100 per page Page: 1 of 1

Cntr #	Seal Number	Cargo Weight (lbs)	Type	# Length	# Height	Date In	Location
CBHU9485202		29086	GP	40'	9'6"	01/20/2017 07:43:21 AM	Yard
CBHU9485795		28989	GP	40'	9'6"	01/19/2017 11:37:33 AM	Yard
CSLU6183154		29157	GP	40'	9'6"	01/20/2017 11:25:10 AM	Yard

■ The Export Booking Information is listed in three sections:

- Vessel Information – steamship line (SSCO), hazardous and OOG status, vessel/voyage, start/cutoff dates and loading at information
- Container Summary – the booking’s container size/type, volume, booking count, and number of containers received/delivered
- Container Details – each container’s specifics, include seal number, cargo weight, size/type, date in and the container’s current location

# TOS WEB PORTAL

## Inquiry – Gate EIR

- Gate EIR provides users with a reprint of their gate EIR transaction:
- The Gate EIR Reprint is generated by equipment number and a filter selection
- Following are the filter options:
  - Move by Date Range
    - Blank data range will return all gate moves for equipment
  - Move Type (By Containers: Full In, Full Out, Empty In, Empty Out and/or By Chassis: Chassis In, Chassis Out)
- Sample Gate EIR Reprint

**PNCT**  
**MSC: MSC, Inc.**

DELIVER IMPORT

**EIR REPRINT 20527**

Jan 25 2017 07:28

Jan 25 2017 08:51

DRIVER NAME: .  
CONTAINER: GESU6113610  
CHASSIS: 1004898  
VESSEL: KENT652W      PORT:

TRUCK NUMBER:  
SIZE/TYPE: 40' GP 9'6"  
SIZE/TYPE:  
RELEASE:

GENERATOR:  
FUEL LEVEL:  
TEMP:      AIR EXCH:  
SEALS: 1429260

SCALE WT:  
GROSS WT: 65259  
CARGO WT:

# TOS WEB PORTAL

## Reports – Review Notifications

The screenshot displays the TOS Web Portal interface. At the top left is the 'PORTS AMERICA' logo. The main header area contains the text 'TOS Web Portal'. On the right side of the header, it shows 'User: Tamp Trucker' and 'TERMINAL: Port Tampa Bay, FL (M21TTPA)' with a dropdown arrow. Further right is the 'PORTS AMERICA' logo with the tagline 'GLOBAL REACH'. Below the header is a navigation bar with 'Home', 'Reports', and 'My Account' tabs. A 'Priority Daily Message' section is visible, with a 'Terminal Info' and 'Trucker' link. A red banner reads 'WELCOME TO TOS WEB PORTAL PORTS AMERICA'S replacement of Forecast'. The main content area is titled 'Notification > Review Status' and contains a form with the following elements: 'Inquiry By' with radio buttons for 'Container Number', 'Reference Number', 'Status', and 'Demurrage Status'; a 'Container Number:' text input field; radio buttons for 'Active' and 'Others Requested from 09/22/2015'; and a 'Go' button.

- Review Notifications is used to review all event notifications and modify/delete existing notifications
- Users can inquire notifications by container number, a customer assigned reference number or by status
  - Inquiry By Container Number can only be done on per single container basis
  - Inquiry By Reference Number is based on a unique reference value created and assigned by the customer
  - Inquiry By Status allows you to inquire on active or sent/expired notifications

# TOS WEB PORTAL

## Reports – Review Notifications: Active Notifications

### Review Active Notifications

Select All For Cancel Notification

Cancel Notifications

Update Customer Refer

#### ▼ Availability

<input type="checkbox"/> Cancel	Request Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due?	Demurrage Amount	Last Free Day	SSCO	Type	Length	H
<input type="checkbox"/>	10/22/2015	Mail	<input type="text"/>	ARTU200671	No	C4-31-B1(D)		Released	Released	Released	Terminal	No			ZIM LINES	Standard	20'	E

1 record found

Records: 20 per page

Page: 1 of 1

#### ▼ Exit Gate

<input type="checkbox"/> Cancel	Request Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due?	Demurrage Amount	Last Free Day	SSCO	Type	Length	H
<input type="checkbox"/>	10/22/2015	Mail	<input type="text"/>	ARTU200671	No	C4-31-B1(D)		Released	Released	Released	Terminal	No			ZIM LINES	Standard	20'	8'

1 record found

Records: 20 per page

Page: 1 of 1

#### ▼ Enter Gate

<input type="checkbox"/> Cancel	Request Date	Expiry Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due?	Demurrage Amount	Last Free Day	SSCO	Type	Length	H
<input type="checkbox"/>	10/22/2015		Mail	<input type="text"/>	ARTU200671	No	C4-31-B1(D)		Released	Released	Released	Terminal	No			ZIM LINES	Standard	20'	8'

1 record found

Records: 20 per page

Page: 1 of 1

Select All For Cancel Notification

Cancel Notifications

Update Customer Refer

- When viewing active notifications, users are able to 'Select All' or individual notifications should they wish to cancel all or individual notifications
- Customer Reference numbers can be added or updated

# TOS WEB PORTAL

## My Account – Account Info

[My Account](#) > [Account Info](#)

Account Information and Company Associations for selected Terminal

Account Info	Associated Shipping Line/SSCO	Associated Truckers
Login Name	None	BRONCO TRANSPORT
First Name		
Last Name		
Company Name		
Business Type		
Street		
City		
State/Province		
ZIP code		
Country		
Day Phone		
Evening Phone		
Mobile		
Fax		
Email		
Appointment Workgroup Name		

- My Account Info is used to view the user's account information
- Users are allowed to edit the Account Info section (their address, phone number, email, etc...)
- However, a user's Login Name, Business Type and Associated Trucking Companies cannot be edited. Users have to contact the Terminal administrator.

# TOS WEB PORTAL

## My Account – User Preferences

The screenshot shows the TOS Web Portal interface. At the top left is the PNCT logo and the text 'TOS Web Portal'. To the right, there are fields for 'User:' and 'TERMINAL:' with a dropdown menu set to 'Port Newark Container Terminal'. Further right is the 'PORTS AMERICA' logo with the tagline 'GLOBAL REACH. LOCAL RESULTS.'. Below the header is a navigation bar with links for 'Home', 'Make Payment', 'Inquiry', and 'My Account'. On the right side of the navigation bar are links for 'MultiTrack' and 'Log Off'. The main content area features a 'Priority Daily Message' section with a blue arrow icon and a 'Terminal Info' link. The message text reads: 'Use MAKE PAYMENT to get demurrage and hold information, make demurrage payments or calculate and pay future demurrage amounts.' Below the message is an 'Edit' link. A breadcrumb trail shows 'My Account > User Preferences'. Underneath is the heading 'Select Personal Preferences' with 'Save' and 'Reset' buttons. A section titled 'Options for Graphic User Interface' contains the text 'Select number of rows per page in grid' and a 'Number of Rows:' label followed by a dropdown menu currently set to '200'.

- User Preferences is used to select personal preferences
- Users can change the number of rows displayed per page



# TOS WEB PORTAL

## ■ My Account – Change Password

Priority Daily Message [✚](#)

[Terminal Info](#) [Truc](#)

WELCOME TO TOS WEB PORTAL PORTS AMERICA'S replacement of Forecast

[Home](#) > [Change Password](#)

Change Password

[Change Password](#)

Old Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm New Password *	<input type="password"/>

<sup>†</sup> Password length must be in the range of 8 to 25 characters (including alpha-numeric and @#\$%\*()\_+^!&).  
Passwords are case-sensitive.

- Change Password page is available for users if they wish to change their password:
  - Password length must be in the range of 8 to 25 characters. It can include alpha-numeric as well as special characters @#\$%\*()\_+^!&
  - Note that passwords are case-sensitive
  - As an added security measure, every 180 days users will be required to change their password