

# User Registration Manual

Online Portal

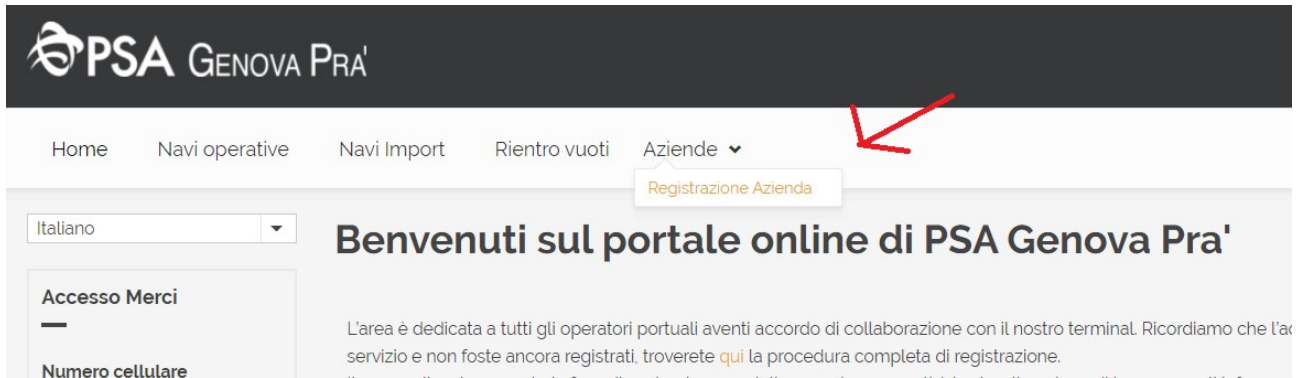
## Index

Company Supervisor Registration .....	3
Company User Creation.....	8
Manage Company Users.....	9

## Company Supervisor Registration

By clicking on the menu link Company at the voice Company Registration, the Supervisor or reference user for online area of each Company will be able to submit the Company registration request.

Fig.1 Homepage



Each Company requesting access to online reserved area must have only one online reference user or Supervisor. Should a second user register as Supervisor for the same Company, the system will point out an error.

The role of reference user for online reserved area is necessary as this user will be contacted by the Terminal for any kind of information should be related with online applications. Furthermore this user will have to manage registrations for other members of its own Company as better explained later on this manual. To register the Company the reference user or Supervisor will have to fill in the registration form following the instructions reported on Picture n. 2.

Fig. 2 Company Registration

## Company supervisor registration

The under mentioned (First Name and Last Name) \*

for the Company \*

Company Type \*

email \*

Requests the access authorization for online services with role of online services supervisor for the company I work for using the following login credentials:

Username \*

### Privacy

According to art. 13 of Law Decree 30/06/03 n. 196 "Code about Protection of Personal Data" ("Code" from now on), the company Voltri Terminal Europa S.p.A. communicates the following to every subject interested by the treatment of its personal data collected by the company itself to manage contracts or any kind of commercial

Read and accepted the Privacy Policy and Disclaimer \*

Yes

No

### Terms

The use of the Official Website (the "Website") of Voltri Terminal Europa S.p.A. ("VTE") is subject to the following conditions:

1 Property of the Website

Terms acceptance \*

Yes

No



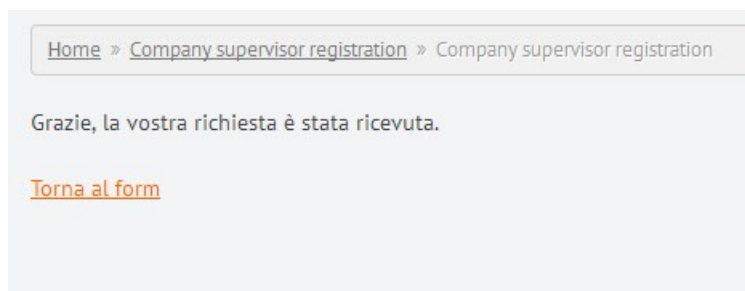
What code is in the image? \*

Enter the characters shown in the image.

[Get new captcha!](#)

Client code (invoicing code) is a necessary information for some type of Companies like Agent-Lines or Forwarders as it let the access to some specific areas of the Portal and let the user select only relevant data. On the form the user will set its own Username which is the first information useful for login. Upon Submit, if the form has been duly filled, the user will be directed on a registration submission received page as shown on Pic.n.3.

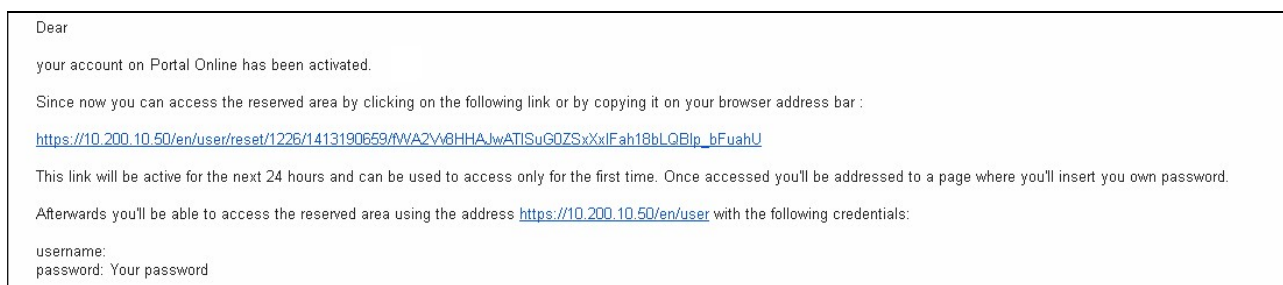
Pic. 3 User Registration



The user will receive a notification email from Portal Admin at its email account. The notification email will contain all registration data.

As soon as the Portal Admin will have concluded all controls, the request will be authorised and the user will receive an authorization email containing a link to the Portal as shows on Pic. N 4 .

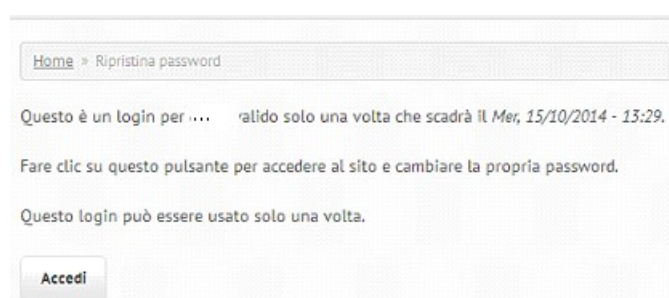
Fig. 4 Authorization email



As explained on the email, the link will be available for 24 hours since its arrival and has to be used only for the first login. After 24 hours, if the email link hasn't been used yet, the registration procedure must be repeated from the beginning.

The link will open the page shown on Picture n.5. User has to click on "Log In" button

Fig. 5 Primo login



to set its own password and possibly update registration data.

Pic 6 Setting of password and edit profile page

Home » cinzia » cinzia

Visualizza Modifica

**Nome utente \***

Username

Gli spazi sono permessi; la punteggiatura non è ammessa ad eccezione di punti, trattini, apostrofi e underscore.

**Indirizzo e-mail \***

indirizzo email

Un indirizzo e-mail valido. Il sistema invierà tutte le e-mail a questo indirizzo. L'indirizzo e-mail non sarà pubblico e verrà utilizzato soltanto se desideri ricevere una nuova password o se vuoi ricevere notizie e avvisi via e-mail.

**Password**

Livello di sicurezza della password:

**Conferma la password**

Per cambiare la password attuale dell'utente, inserisci la nuova password in entrambi i campi.

**Nome e cognome \***

full name

**Country**

After the submission of the form, the user has to Log Out and Log In again with the new credentials as shown on Pic.n.7.

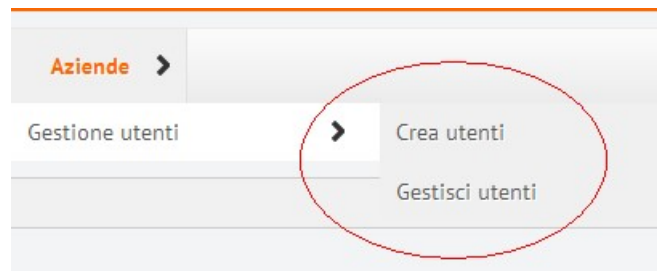
Fig. 7 Account log out



### Company User Creation

Logging in again with new credentials the Supervisor will have the possibility to access two new menu items. The first one is related with User Creation and the second one with Managing Company Users.

Pic 8 Company Users Creation



The Supervisor will have to create the access request for colleagues of its own Company by filling full name and email address for each of them.

Pic. 9 Massive User Creation



**Username \***

gino gino

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if

**Password**

••••••

Password strength:

**Fair**

**Confirm password**

••••••

Passwords match: yes

To make your password stronger:

- Add uppercase Letters
- Add numbers
- Add punctuation

To change the current user password, enter the new password in both fields.

**Status**

Blocked

Active

**Full Name \***

gino gino

**Country**

Language settings

**Language**

English

Italian (Italiano)