

# Husky Terminal TOS WEB PORTAL

## TWP Training Guide



- Introduction
- Login Page
- Navigation Menu
- Home Page
- Reports
- My Account



# Husky Terminal TOS WEB PORTAL

## Introduction



- 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 Google Chrome or Microsoft Edge
- The website URL is <https://pahusky.com/>

# Husky Terminal TOS WEB PORTAL

## Login Page – Sign Up



**HUSKY TERMINAL** TOS Web Portal

PORTS AMERICA  
GLOBAL REACH. LOCAL RESULTS.

Welcome to Husky Terminal WA

Priority Daily Message

Login

User Name :

Password :

[Forgot username or password?](#)

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 website: <https://pahusky.com/>, users can create a new user account by clicking on the Sign Up link on the Login page

# Husky Terminal TOS WEB PORTAL

## New User Account page

**Request a New Account**

[Register](#) [Cancel](#)

Select Site\* Terminal ▼

Login Name\* User ID

▼ If you are interested in accessing other terminals, please select site(s)

Region		Site Name
East Coast	<input type="checkbox"/>	Port Newark Container Terminal
	<input type="checkbox"/>	Port of Tampa Container Terminal
	<input type="checkbox"/>	Seagirt Marine Terminal
West Coast	<input type="checkbox"/>	Husky Terminal WA
	<input type="checkbox"/>	WBCT Los Angeles

\* Sign Up Site  
† Require TruckLine SCAC

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**Contact Info:**

First Name\*

Last Name\*

Email\*

Day Phone\*†  Ext. No.

Mobile†

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

Country\*  United States ▼

Address\*

City\*

State/Province\*  Select One ▼

Zip/Postal Code\*

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**Company Info:**

Nature of company's business\*  Select One ▼ ⓘ

Company Name\*

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**Password**

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

Web Site Password\*

Confirm Web Site Password\*

\* Required

**Business Type Description**

Business Type	Description
Broker	If your company provides customs brokering, then you should select this.
Freight Forwarder	If your company provides forwarding and/or warehousing, then you should select this.
Shipper	If your company imports/exports goods to be sold under your own brand name, then you should select this.
Trucking Company	If your company hauls containers to/from the terminal, then you should select this.
Shipping Line/SSCO	If you work directly for a line, then you should select this.
Agency	If you work for a company that represents one or more steamship lines or your company can be both the shipper and consignee of import cargo owned by someone else, then you should select this.
Consignee	If your company is the consignee or receiver of cargo as proven by export documentation, then you should select this.

[Close](#)

- 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 new account requests must be confirmed by the terminal admin before users can access the website

# Husky Terminal 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 <https://pahusky.com/> to the Login page, enter User Name and Password and select Log On button
- First time users logging in will be prompted to accept Ports America's Terms and Conditions of Use for TOS Web Portal

# Husky Terminal 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.

**Accept** **Decline**

- 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

# Husky Terminal TOS WEB PORTAL

## Login Page – Functional Hyperlinks

The screenshot shows a login form with the following elements:

- Login** (Section Header)
- User Name :** [Text Input Field]
- Password :** [Text Input Field]
- [Having trouble signing in?](#) (Hyperlink, highlighted with a red box)
- Log On** (Button)
- Don't have an account yet?** (Text) followed by [Sign Up](#) and [Contact Us](#) (Hyperlinks, both highlighted with a red box)

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

# Husky Terminal 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

# Husky Terminal 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 an administrative group

# Husky Terminal TOS WEB PORTAL

## Home Page

1 User: Huksy Trucker  
TERMINAL: [dropdown]

2 Home Reports My Account

4 Priority Daily Message

3 MultiPay Log Off  
Terminal Info

Welcome to Husky Terminal

Welcome to Ports America TOS Web Portal

5

- **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, Reports, My Account
  3. Links to MultiPay, Log Off, and Terminal Info
  4. Priority Daily Message
  5. Various individualized Daily Message(s)

# Husky Terminal TOS WEB PORTAL

## Home Page – Priority and Daily Messages

**HUSKY TERMINAL TOS Web Portal**

User: Huksy Trucker  
TERMINAL: Husky Terminal WA

Home Reports My Account Log Off

Priority Daily Message [Terminal Info](#)

**Terminal Daily Message** - This message an hold information and can be changed through out the day if the terminal needs to communicate important information.

Welcome to Husky Terminal

Welcome to Ports America TOS Web Portal **This area will provide helpful information and allow for the terminal to communicate important information.**

**Welcome to Husky Terminal**

**User Training Material**  
Please use the following User Guide(s) for instructions:

**Contact Information**

**On Line Payments**  
To make a payment go to <https://paycargo.com>

**Appointment Information**

- 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

# Husky Terminal TOS WEB PORTAL

## Home Page – Functional Links

**HUSKY TERMINAL TOS Web Portal**

User: Husky Truck  
TERMINAL: [dropdown]

Home Reports My Account

Priority Daily Message

**Terminal Daily Message** - This message an hold information and can be changed through out the day if the terminal needs to communicate important information.

Welcome to Husky Terminal

Log Off

Terminal Info

MultiPay Log Off

Terminal Info

Welcome to Ports America TOS Web Portal

This area will provide helpful information and allow for the terminal to communicate important information.

Welcome to Husky Terminal

User Training Material

Please use the following User Guide(s) for instructions:

Contact Information

On Line Payments

To make a payment go to <https://paycargo.com>

- The Log Off link exits the system and returns the user to Login page
- The Terminal Info link provides general terminal site information
- The MultiPay link is used to pay for any non-demurrage fees

# Husky Terminal TOS WEB PORTAL

## Navigation Bar – Main Menu Features

The screenshot displays the Husky Terminal TOS Web Portal interface. At the top, there is a blue navigation bar with the Husky Terminal logo on the left, the text 'TOS Web Portal' in the center, and a user login section on the right labeled 'User:' and 'TERMINAL:' with a dropdown menu. Below the navigation bar, there is a secondary bar with 'Home', 'Reports', and 'My Account' tabs. A red box highlights the 'Reports' tab, and a red arrow points from the 'Reports' tab in the secondary bar to the 'Reports' tab in the main navigation bar. The main content area below the navigation bar contains a 'Welcome to Ports America TOS Web Portal' message, a 'Welcome to Husky Terminal' section, and a 'User Training Material' section with the text 'Please use the following User Guide(s) for instructions:'.

- 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

# Husky Terminal TOS WEB PORTAL

## Reports tab

The screenshot shows the Husky Terminal TOS Web Portal interface. The top navigation bar features the Husky Terminal logo, the text 'TOS Web Portal', user information 'User: Husky Trucker', a terminal dropdown menu, and the Ports America logo with the tagline 'GLOBAL REACH. LOCAL RESULTS.' and a 'Log Off' link. A 'Reports' menu is open, listing 'Vessel Schedule', 'Import Report', 'Export Report', 'Gate Activity', 'Review Notifications', and 'VGM Status'. The main content area displays 'Welcome to Husky Terminal' and a 'User Training Material' section with the text 'Please use the following User Guide(s) for instructions:'.

- Trucking company users by default have access to all TWP reports for the purpose of monitoring equipment and gate activity
- The Reports menu tab has the following options:
  - Vessel Schedule
  - Import Report
  - Export Report
  - Gate Activity
  - Review Notifications
  - Payment Report
  - VGM Status

# Husky Terminal TOS WEB PORTAL

## Reports – Import Report

The screenshot displays the Husky Terminal TOS Web Portal interface. The main header includes the Husky Terminal logo and the text "TOS Web Portal". A navigation menu at the top contains "Home", "Reports", and "My Account". A "Priority Daily Message" section contains a welcome message: "WELCOME TO TOS WEB PORTAL PORTS AMERICA'S replacement of Forecast".

The "Reports > Import Report" section features a search form with the following fields:

- Inquiry By:  Container Number,  Bill of Lading
- Container Number: ARTU2006710

Below the search form is a section for "Request Notifications" with a dropdown menu set to "Email To" and three radio button options:

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

A "Request" button is located to the right of these options. Below the notification section, a table displays the search results. The table has 15 columns: Container Notification, Container Number, Available, Location, Yard Name, Customs Status, Freight Status, USDA Status, Misc. Holds, Demurrage Due, Demurrage Amount Future, Last Free Day, SSCO, Type, Length, and Height. The table shows one record for container ARTU200671-0, which is not available.

Container Notification	Container Number	Available	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due	Demurrage Amount Future	Last Free Day	SSCO	Type	Length	Height
<input type="checkbox"/>	ARTU200671-0	No	C4-31-B1(D)		Released	Released	Released	Terminal	No			LINES	Standard	20'	8'6"

- Import Report 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 Report focuses to provide container availability based on the container's various hold conditions (such as customs, freight, demurrage, terminal and/or carrier holds)

# Husky Terminal TOS WEB PORTAL

## Reports – Import Report: Notifications

Request Notifications : select notification destination  ▼

Request Availability notification when container is ready for pickup Request

Request all notifications including Availability, Exit Gate, Enter Gate

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

*You have requested our courtesy Container Notification service. This notification will provide the latest status/information as requested (Availability, Vessel Load/Discharge, etc.). This notification does not guarantee delivery of cargo.*

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- 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
- 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

# Husky Terminal TOS WEB PORTAL

## Reports – Export Report

The screenshot shows the Husky Terminal TOS Web Portal interface. At the top, there is a blue header with the logo and the text 'TOS Web Portal'. Below the header, there is a navigation bar with 'Home', 'Reports', and 'My Account' links. A 'Priority Daily Message' notification is visible. On the right side, there is a 'Welcome to Husky Terminal' message. The main content area is highlighted with a red border and contains the following elements:

- A breadcrumb trail: 'Report > Export'
- An 'Inquiry By' section with two radio buttons: 'Booking Number' (selected) and 'Release/EDO Number'.
- A 'Booking Number' input field with a '+' icon to its right.

- Export Report is used to inquire about the status of bookings or releases (EDOs)
- Users can inquire by single or multiple booking or release (EDO) numbers
- Export Report provides users with booking information status, including the vessel, a container summary and details for received containers
- If a booking number is not found, the system will allow users to register for notification that notifies them when the booking becomes valid

# Husky Terminal TOS WEB PORTAL

## Reports – Export Report: Booking Information

Report > Export

Inquiry By  Booking Number  Release/EDO Number

Booking Number : RICDF3842400

Go Clear

Click on a booking number to see the details for that booking [Export to Excel](#)

Booking Number	SSCO Name	Vessel Name	Hazardous	OOG	Port of Loading	Port of Discharge
BOOKING NUMBER	OCEAN CARRIER	ONE MAGDELENA	No	No	TIW	UKB

[View All](#)

Status for Booking # BOOKING

Vessel Information

SSCO	Vessel Name	Voyage Number	Loading At
ONE	ONE MAGDELENA	005W	TIW

Booking Information

Length	Type	Height	Total	Received	ToCome-Rail	Delivered	Commodity Code	Commodity Description
40'	DR - Dry	9'6"	5	5	0	0	NOS	MERCHANDISE N.O.S

Container Detail

5 records found

Cntr #	Seal Number	Gross Weight (lbs)	# Length	Type	# Height	Location	Holds
BEAU555555		61899	40'	DR - Dry	9'6"	Y-HTS-B346044	None
BEAU555555		62040	40'	DR - Dry	9'6"	Y-HTS-B322063	None
TRHU555555		61899	40'	DR - Dry	9'6"	Y-HTS-B322064	None
TRHU555555		61899	40'	DR - Dry	9'6"	Y-HTS-B322034	None
TRLU555555		62609	40'	DR - Dry	9'6"	Y-HTS-B322081	None

5 records found

- The Export Booking Information is listed in three sections:
  - Vessel Information – steamship line (SSCO), vessel/voyage, start/cutoff dates and loading at information
  - Container Summary – the booking’s container size/type, volume, number of containers received/delivered and if a genset is required
  - Container Details – each container’s specifics, include seal number, cargo weight, size/type, date in and the container’s current location

# Husky Terminal TOS WEB PORTAL

## Reports – Gate Activity

- Gate Activity Report provides users with a summary of their gate transactions:
  - Summary report by container size types and move types
  - Detail report by completed and in progress moves
- Gate Activity report is generated using multiple filters and defining sort functions
- Following are the filter and sort options:
  - Move Type (By Containers: Full In, Full Out, Empty In, Empty Out and/or By Chassis: Chassis In, Chassis Out)
  - Transaction Status (All, Completed, In Progress or Aborted)
  - Report Type (Summary and/or Details)
  - Move Time (Start Date/Time and End Date/Time) (Defaults to current date)
  - Trucking Company (default to user's associated trucking company)
  - Steamship Lines (default to All Steamship Line)
  - Container/Chassis (when searching for a specific Container or Chassis number)

# Husky Terminal TOS WEB PORTAL

## Reports – Gate Activity: Summary Report

- The Summary report display totals by container size types and move types

### ▼ Completed Moves - Summary Report

Moves from 10/21/2015 07:00 AM - 10/21/2015 05:00 PM

Containers	Full Ins	Full Outs	Empty Ins	Empty Outs	Total
40' Standard 9'6"	30	317	455	59	861
20' Standard 8'6"	16	108	151	29	304
40' Standard 8'6"	5	111	203	49	368
40' Reefer 9'6"	11	10	26	28	75
45' Standard 9'6"	28	18	58	16	120
53' Standard 9'6"	0	11	0	41	52
42G1	0	0	1	0	1
20' Reefer 8'6"	0	0	1	0	1
40' Platform 9'6"	0	0	0	3	3
20' Flat Rack 8'6"	0	0	1	0	1
20' Open Top 8'6"	0	0	1	0	1
20' Tank 8'6"	4	4	0	0	8
Completed with trouble	24	49	37	5	115
Completed without trouble	70	530	860	220	1680
<b>Total</b>	<b>94</b>	<b>579</b>	<b>897</b>	<b>225</b>	<b>1795</b>

# Husky Terminal TOS WEB PORTAL

## Reports – Gate Activity: Detail Report

- The Detail report displays detailed container data for completed, in progress and aborted moves
- Both container and chassis number fields display as links that allows user to be redirected to the EIR page

### ▼ Completed Moves - Detail Report

Moves from 10/21/2015 07:00 AM - 10/21/2015 05:00 PM

Your search returned 1967 records(s)

\*- Release No indicated by "(R)"

Move Type	Move Time	Container Number	Container Type	Container Length	Container Height	Container Comments	Steamship Line	Chassis Number	Chassis Length	Trucking Company	BOL/Booking No./Release No.	Yar
Empty In	10/21/2015 7:06 AM	<a href="#">CCLU</a>	Standard	40'	9'6"			<a href="#">FZLZ</a>	40'			AA7
Chas In	10/21/2015 7:07 AM							<a href="#">TPLZ</a>	40'			
Chas In	10/21/2015 7:07 AM							<a href="#">FVKZ</a>	40'			
Empty In	10/21/2015 7:07 AM	<a href="#">GLDU</a>	Standard	20'	8'6"							BB9
Empty In	10/21/2015 7:07 AM	<a href="#">DRYU</a>	Standard	40'	8'6"			<a href="#">TAXZ</a>	40'			CC9
Empty In	10/21/2015 7:08 AM	<a href="#">YMLU</a>	Standard	40'	9'6"							EF7
Empty In	10/21/2015 7:09 AM	<a href="#">TGHU</a>	Standard	40'	9'6"			<a href="#">TAXZ</a>	40'			AA7

### ▼ In-Progress Moves

Moves For Current Date: 10/21/2015 11:43 PM

Your search returned 20 records(s)

\*- Release No indicated by "(R)"

Move Type	Move Time	Container Number	Container Type	Container Length	Container Height	Container Comments	Steamship Line	Chassis Number	Chassis Length	Trucking Company	BOL/Booking No./Release No.
Empty In	10/21/2015 7:25 AM	BMOU	Standard	40'	9'6"			APMZ	40'		
Empty In	10/21/2015 10:00 AM	CCLU€	Standard	40'	9'6"			YMLZ	40'		
Empty In	10/21/2015 3:43 PM	TCNU€	Standard	40'	9'6"			MAEC	40'		
Empty In	10/21/2015 4:00 PM	CCLU7	Standard	40'	9'6"			HDMZ	40'		
Empty In	10/21/2015 4:16 PM	RFCU4	Standard	40'	9'6"			APMZ	40'		
Empty In	10/21/2015 4:32 PM	CSLU€	Standard	40'	9'6"			MAEC	40'		
Empty In	10/21/2015 5:23 PM	DFSU4	Standard	40'	8'6"			FHCZ	40'		
Full In	10/21/2015 6:04 PM	TEMU7	Standard	40'	9'6"			FVKZ1	40'		ATL

# Husky Terminal TOS WEB PORTAL

## Reports – Gate Activity: EIR

Husky Terminal WA	EIR REPRINT 995	
HAP: HAPAG LLOYD A.G. LINE		
Deliver Import	SCAC: Trucking Company Name	2023-04-10 14:45
DRIVER NAME:		TRUCK NUMBER: 1820
CONTAINER: BEAU4709727		SIZE/TYPE: 40 VH 96
CHASSIS: FB		SIZE/TYPE:
VESSEL: TPHT012	PORT: TIW	BOL/BOOKING/RELEASE NO.:
GENERATOR:		SCALE WT: LB
GROSS WT: 34833 LB		TEMP: AIR EXCH: 0.0 %
CARGO WT: 26676 LB		SEALS:
IN TIME: 2023-04-10 14:44		

# Husky Terminal TOS WEB PORTAL

## Reports – Review Notifications

Home Reports My Account

Priority Daily Message

Welcome to Husky Terminal

Report > Review Notifications

Inquiry By

Container Number  
 Reference Number  
 Status

Container Number:

Active  
 Others Requested from 3/23/2023

- 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 is allows you to inquire on active or sent/expired notifications

# Husky Terminal 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			LINES	Standard	20'	8

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			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			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

# Husky Terminal 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																														
<table><tr><td>Login Name</td><td></td></tr><tr><td>First Name</td><td></td></tr><tr><td>Last Name</td><td></td></tr><tr><td>Company Name</td><td></td></tr><tr><td>Business Type</td><td></td></tr><tr><td>Street</td><td></td></tr><tr><td>City</td><td></td></tr><tr><td>State/Province</td><td></td></tr><tr><td>ZIP code</td><td></td></tr><tr><td>Country</td><td>United States</td></tr><tr><td>Day Phone</td><td></td></tr><tr><td>Evening Phone</td><td></td></tr><tr><td>Mobile</td><td></td></tr><tr><td>Mobile Carrier</td><td></td></tr><tr><td>Email</td><td></td></tr></table>	Login Name		First Name		Last Name		Company Name		Business Type		Street		City		State/Province		ZIP code		Country	United States	Day Phone		Evening Phone		Mobile		Mobile Carrier		Email		None	
Login Name																																
First Name																																
Last Name																																
Company Name																																
Business Type																																
Street																																
City																																
State/Province																																
ZIP code																																
Country	United States																															
Day Phone																																
Evening Phone																																
Mobile																																
Mobile Carrier																																
Email																																

- 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

# Husky Terminal TOS WEB PORTAL

## My Account – User Preferences

The screenshot shows the 'My Account' page in the Husky Terminal TOS Web Portal. The page header includes the logo and 'TOS Web Portal'. A navigation bar contains 'Home', 'Reports', and 'My Account'. A 'Priority Daily Message' notification is visible. The breadcrumb trail is 'My Account > User Preferences'. The main heading is 'Select Personal Preferences'. Under the sub-heading 'Options for Graphic User Interface', there are two settings: 'Select number of rows per report page in grid' with a dropdown menu set to '100', and 'Select number of rows per edit page in grid' with a dropdown menu set to '10'.

- User Preferences is used to select personal preferences
- Users can change the number of rows displayed per GUI page, be notified of gate trouble occurrences (or opting out) and identify how notifications are to be sent (via email and/or fax number)

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## My Account – Change Password

Priority Daily Message [Terminal Info](#)

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Home > Change Password

Change Password [Change Password](#)

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

† 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

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## NOTES: