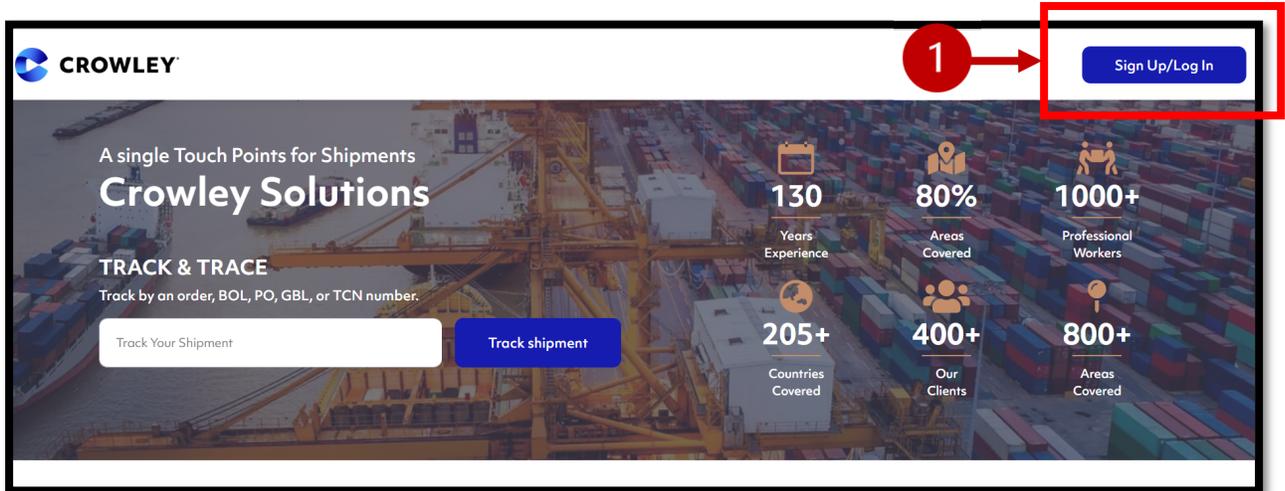


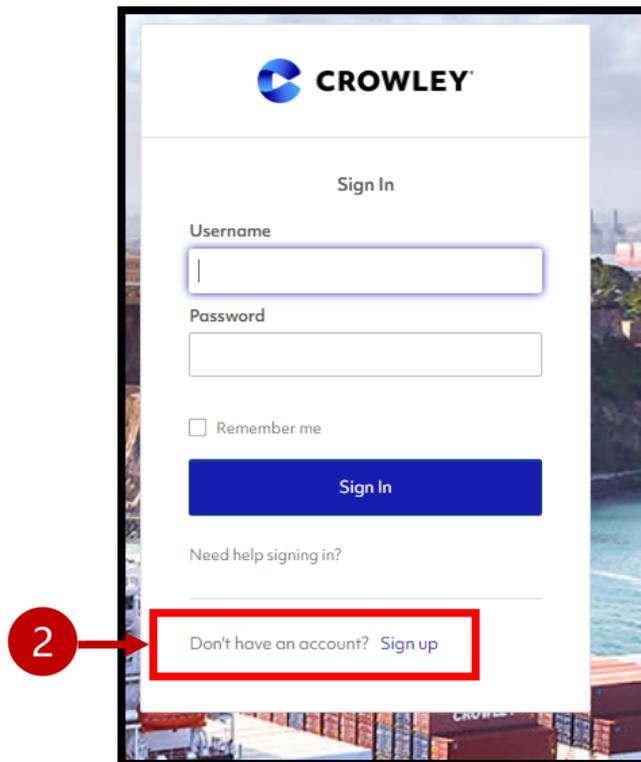


NEW Carrier Portal Registration

Step 1: to get started, go to URL <https://tmsportal.crowley.com> and click “Sign Up/Log in” button in top right corner of the screen.



Step 2: you will need to register an account with our security system, Okta Verify. This is where you will create your login credentials, verify your identity, and select your multi-factor authentication method. Start by clicking the “Sign up” link at the bottom of the first screen that appears.



Step 3: enter your email address, first/last name and create a password for the system. Once your password meets the necessary criteria, click the “Register” button at the bottom.

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Create Account

Email *

Password *

First name *

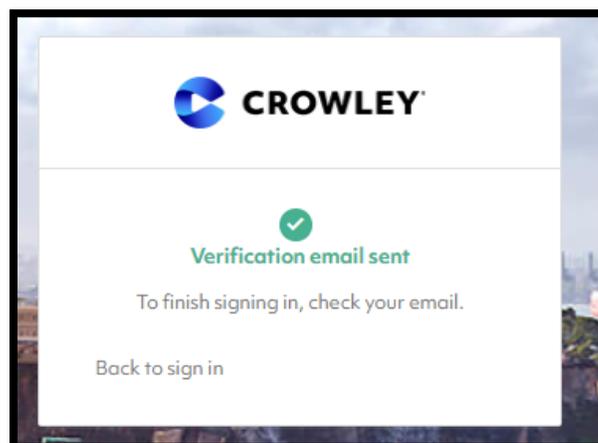
Last name *

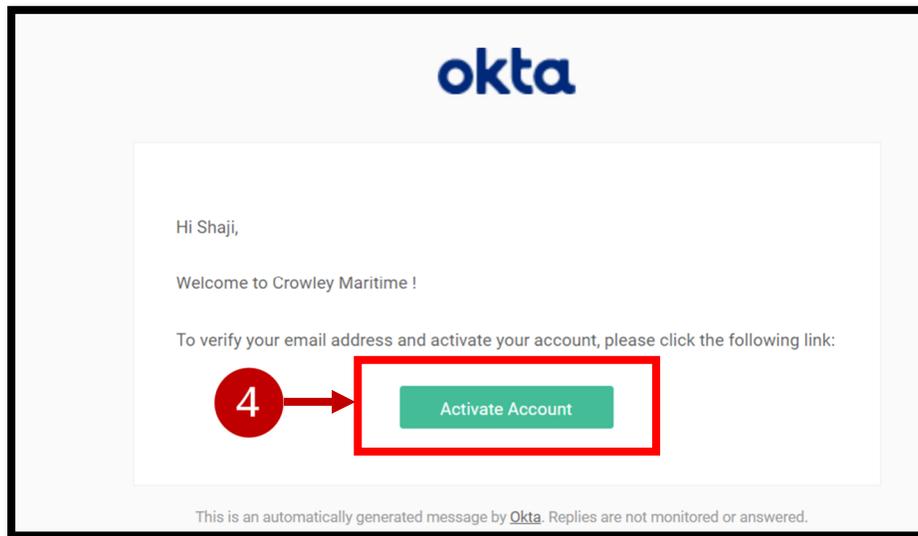
* indicates required field

Register

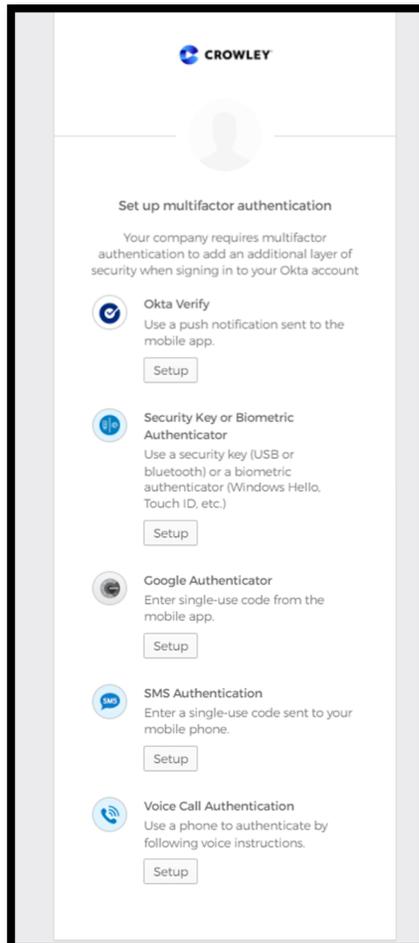
Back to sign in

Step 4: an email will be sent to verify your identity. Click on the “Activate Account” button in the email you receive from Okta.

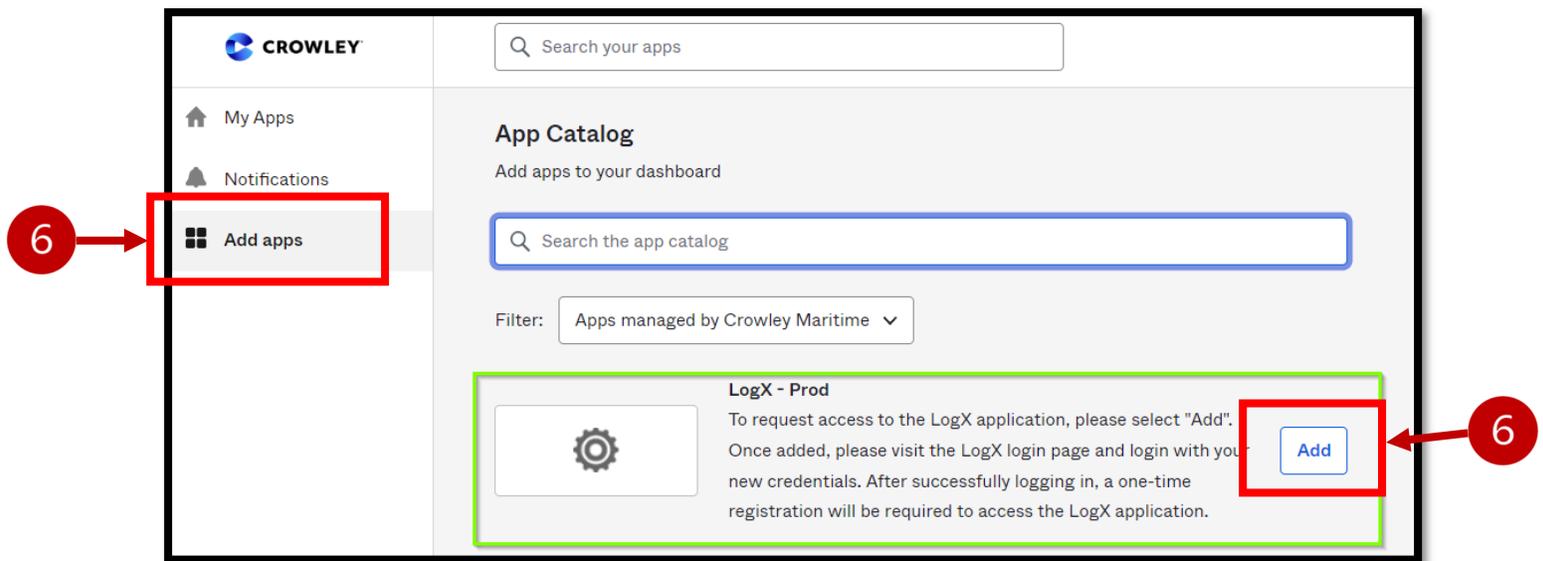
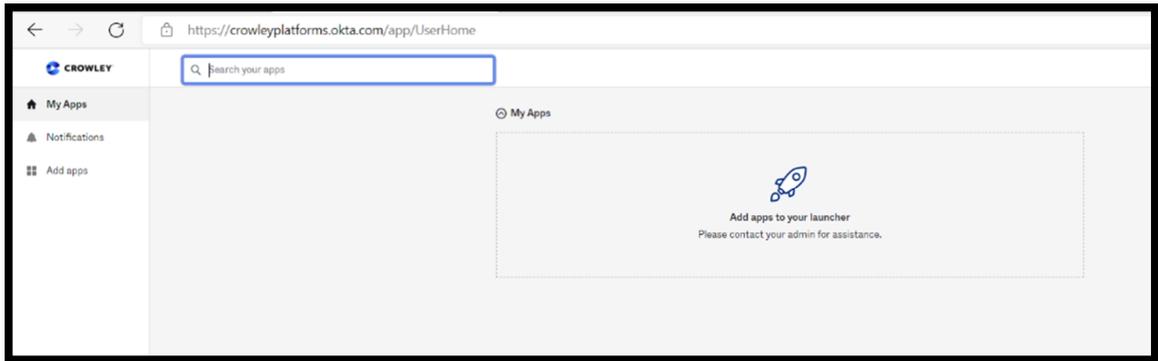




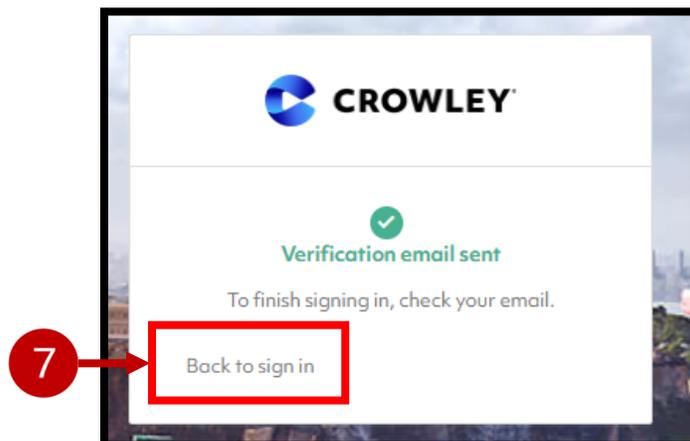
Step 5: a new browser screen will open, prompting you to setup your Multi-factor Authentication method. This is a second layer of security verification that will be used every time to login to the new carrier portal. You must choose at least one method, but you are welcome to setup as many as you want. NOTE: most people find SMS Authentication or the Okta Verify app to be the most user friendly.



Step 6: once you *finish* your multi-factor authentication, you will be presented with the Crowley security system landing page. You will need to click “Add apps” on the left-hand side of the screen, and then click the “Add” button for the *LogX - Prod* app.



Step 7: return to your original browser window and click on the “Back to sign-in” link at the bottom. This will present the Sign In window you saw earlier in the process. Enter the password you created during the security verification steps (your email address will be your Username). Click the Sign In button, and then verify your identify with the multi-factor authentication method you chose earlier. NOTE: if you chose SMS Authentication, you will need to hit the “Send Code” button – the code will not be sent automatically.



CROWLEY

Sign In

Username
|

Password

Remember me

Sign In

Need help signing in?

Don't have an account? [Sign up](#)

Step 8: once you have verified your identity, you should be presented with the screen below. Click the “Carrier” button and this will populate the Registration Form.

CROWLEY

Please select a portal to continue with registration.

GOVERNMENT

CARRIER

Step 9: complete all required fields in the Registration Form and click “Submit” at the bottom of the screen. NOTE: the most important field in the registration form is the Carrier Number field, where you must enter your company’s DOT# or MC#. Either number will work, and if this is done correctly, it will populate your company name below the field as a Trading Partner.

The screenshot shows the 'Registration' form in the Crowley system. It is divided into two main sections: 'CONTACT DETAILS' and 'USER DETAILS'. The 'CONTACT DETAILS' section includes fields for First Name, Middle Name, Last Name, Company Address (with Zip Code, State, and City dropdowns), User Address (with Zip Code, State, and City dropdowns), Location number, User Email Address (pre-filled with Anoop.Mohandas@crowley.com), and Phone Number (Office and Mobile). The 'USER DETAILS' section includes Primary Mode (dropdown), Carrier Number (radio buttons for DOT and MC), and Contact Type (dropdown). A red circle with the number '9' and an arrow points to the Carrier Number field in the second screenshot. The 'ACCESS' section is also visible, showing Role Description (Carrier Ops: Accept/Reject tender, upload load status, add comment & upload document) and Special Request (Add special request information). Buttons for 'Submit' and 'Cancel' are at the bottom.

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This is a close-up view of the 'Carrier Number' field in the registration form. A red box highlights the field, which contains the value '372497'. Below the input field, the text 'Trading Partner: CLIC' is displayed. The 'Carrier Number' section also includes radio buttons for 'DOT' and 'MC', with 'MC' selected. The 'Contact Type' dropdown is visible below. Buttons for 'Submit' and 'Cancel' are at the bottom.

Step 10 (Final Step!): once you have clicked submit, your registration process has been completed and your request will be reviewed by the Crowley Supplier Relations team for approval. You may now close your browser. Once your request has been approved (this may take up to 24 hours) you will receive an email informing you that your access has been granted.