

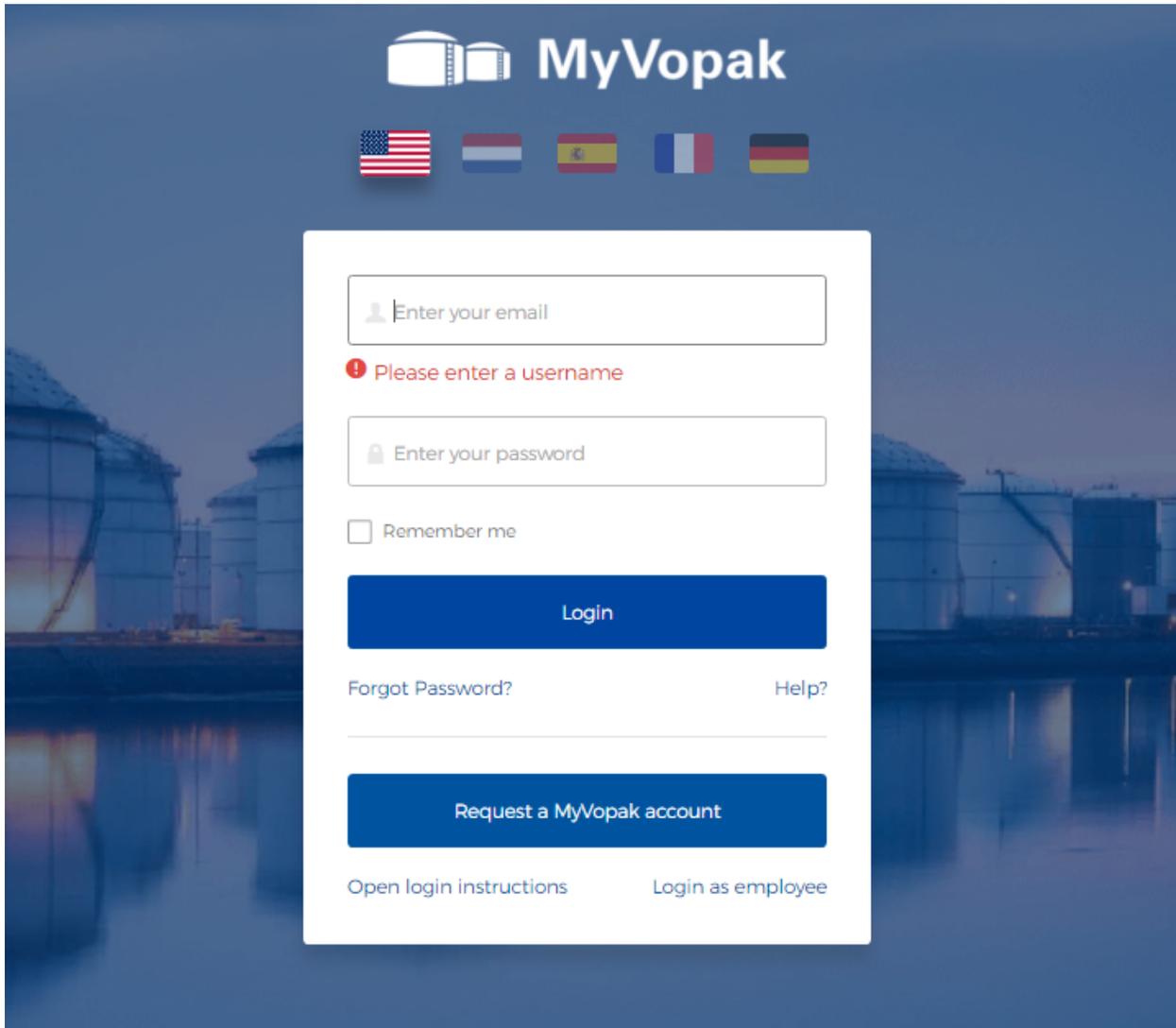
## Account Setup & My Settings

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In case you already have a MyVopak account please use your email and password to login.

In case you forgot your password please click on “Forgot password?”(You will receive a Reset Password email, but please note it could end up in the Spam Folder)

In case you would like to request a MyVopak account please click on the blue “Request a MyVopak account” button.



 MyVopak



 Please enter a username

Remember me

[Login](#)

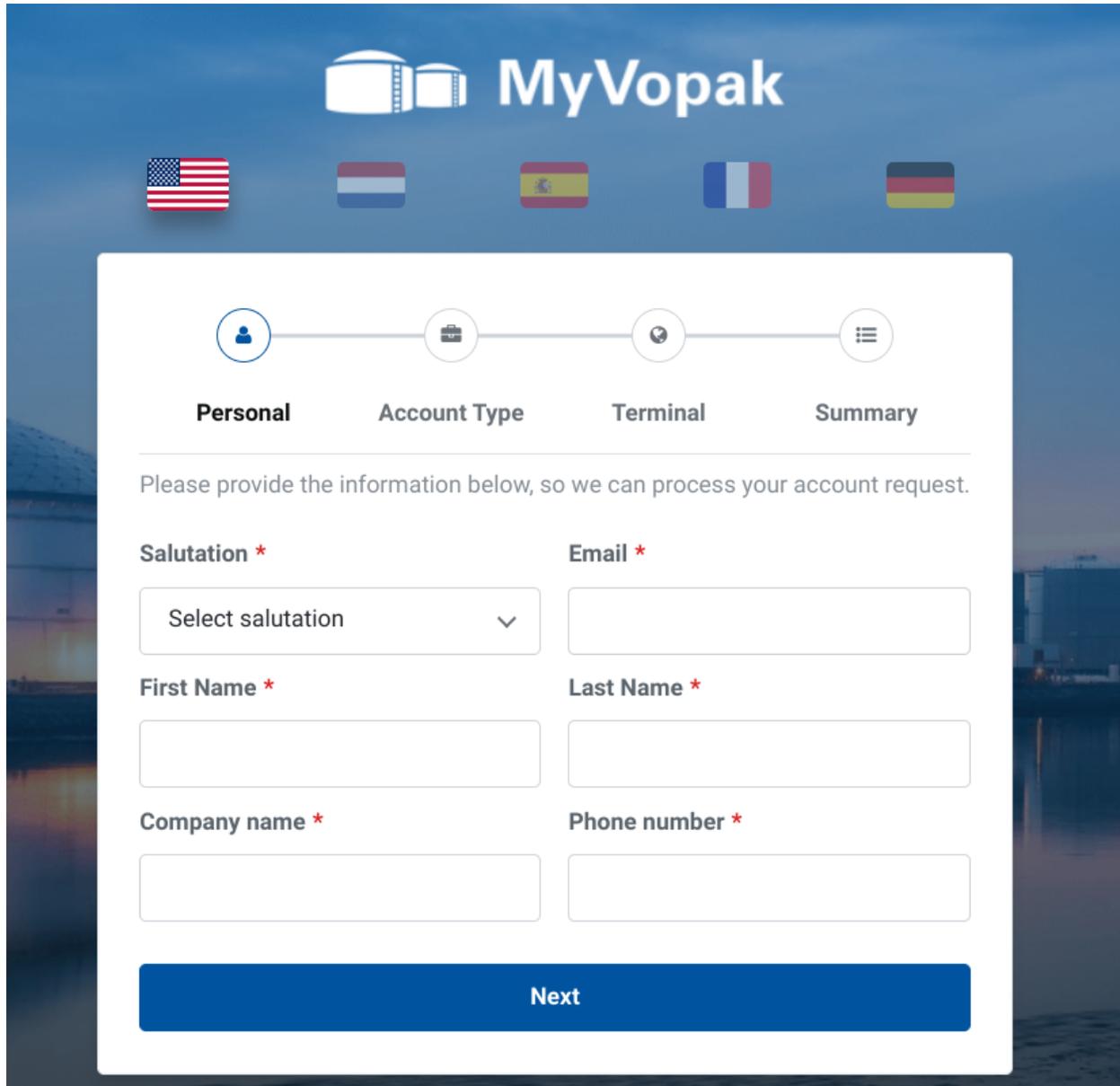
[Forgot Password?](#) [Help?](#)

[Request a MyVopak account](#)

[Open login instructions](#) [Login as employee](#)

# Account Setup & My Settings

For Requesting a MyVopak Account please fill in your details and press the blue "Next" button to go to the next section. All fields indicated with an asterisk (\*) are mandatory and therefore required before you can continue to the next section.



The image shows a web form for MyVopak account setup. At the top, there is the MyVopak logo and five flags representing different countries: USA, Hungary, Spain, France, and Germany. Below the flags is a progress bar with four steps: Personal, Account Type, Terminal, and Summary. The 'Personal' step is currently active. The form contains several input fields with red asterisks indicating they are mandatory: Salutation, Email, First Name, Last Name, Company name, and Phone number. A blue 'Next' button is located at the bottom of the form.

**MyVopak**

USA Hungary Spain France Germany

Personal Account Type Terminal Summary

Please provide the information below, so we can process your account request.

**Salutation \*** **Email \***

Select salutation

**First Name \*** **Last Name \***

**Company name \*** **Phone number \***

**Next**

# Account Setup & My Settings

Please select the Account Type which fits your business best. Then click on the blue “Next” button to go to the next section. Pressing back will take you to the previous screen.

The screenshot displays the 'MyVopak' account setup interface. At the top, there are flags for the United States, Netherlands, Spain, France, and Germany. Below the flags is a progress bar with four steps: 'Personal', 'Account Type', 'Terminal', and 'Summary'. The 'Account Type' step is highlighted. The main content area contains the text 'Please select the account type that fits your business' followed by six radio button options: 'Customer' (You store products at one of our terminals), 'Carrier' (You provide truck transport services), 'Barge' (You are visiting our terminals with a barge, inland vessel), 'Surveyor' (You measure and test the product quantity and quality), 'Agent' (You arrange and manage the visit of vessels and barges), and 'Others' (Your type of business does not fit in the other categories above). At the bottom, there are two buttons: a blue 'Next' button and a white 'Back' button.

## **While requesting the account it is very important you identify correctly!**

As a **Customer**, you have access to all your information: Track and Trace your Mode of transports, Jetty planning, Stock positions, all your Service Requests and much more

As **Carrier**, you can book slots in Slot booking and consult the visit overview.

If you are a **Barge** (company/owner/captain), you will get the planning overview for barges.

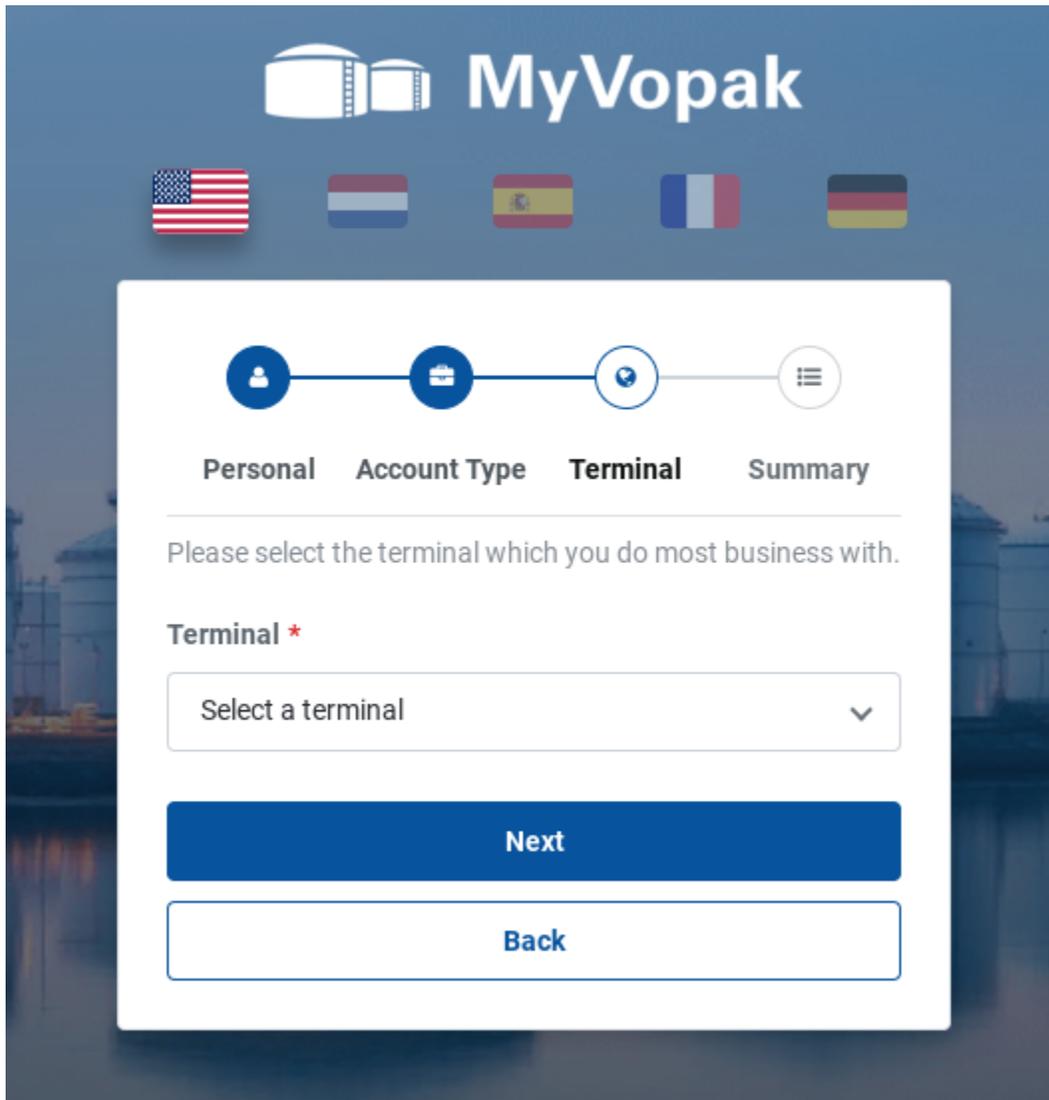
If you are a **Surveyor**, you will have access to the services you are nominated and able to see the planning overview to help you with your planning

If you are an **Agent**, you will get access to the planning overview and detailed track and trace of your ships.

If you are **none of the previous ones**, select **Others** and you will get access to the jetty occupation only.

## Account Setup & My Settings

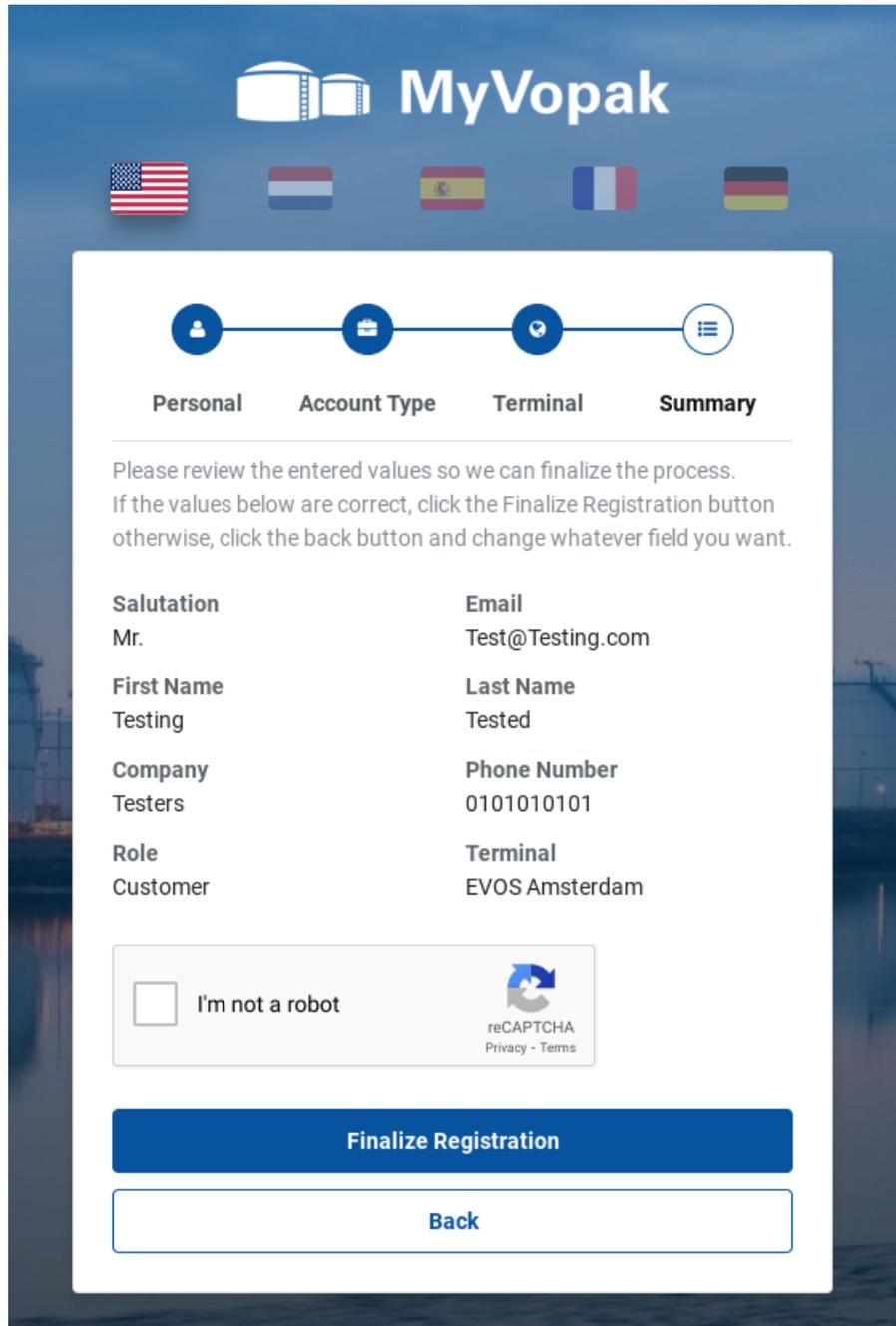
Please select the Terminal which you do most business with and then click on the blue "Next" button. If you do business with more terminals, then you can add these later once you have a MyVopak account.



The image shows a screenshot of the MyVopak account setup interface. At the top, there is the MyVopak logo and five flags representing different countries: USA, Hungary, Spain, France, and Germany. Below the flags is a progress bar with four steps: Personal, Account Type, Terminal, and Summary. The 'Terminal' step is currently selected and highlighted. Below the progress bar, there is a text prompt: "Please select the terminal which you do most business with." followed by a dropdown menu labeled "Terminal \*" with the text "Select a terminal" and a downward arrow. At the bottom of the form, there are two buttons: a blue "Next" button and a white "Back" button with a blue border.

## Account Setup & My Settings

The last step is to receive the Summary. If all information is correctly filled in, press the button “Finalize Registration”. After finalizing the registration you will receive an email to complete the process of requesting access to MyVopak.



The image shows a mobile application interface for MyVopak. At the top, there is a logo with two storage tanks and the text "MyVopak". Below the logo are five flags representing different countries: USA, Hungary, Spain, France, and Germany. A progress bar with four steps is shown: "Personal" (selected), "Account Type", "Terminal", and "Summary". Below the progress bar, there is a message: "Please review the entered values so we can finalize the process. If the values below are correct, click the Finalize Registration button otherwise, click the back button and change whatever field you want." The form contains the following fields:

<b>Salutation</b> Mr.	<b>Email</b> Test@Testing.com
<b>First Name</b> Testing	<b>Last Name</b> Tested
<b>Company</b> Testers	<b>Phone Number</b> 0101010101
<b>Role</b> Customer	<b>Terminal</b> EVOS Amsterdam

Below the form is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. At the bottom, there are two buttons: "Finalize Registration" (a solid blue button) and "Back" (a white button with a blue border).

# Account Setup & My Settings

As a new Myvopak User you will first be sent to the My Profile screen where you need to complete your details and set your preferences and can request access for more terminals and features.

**My Profile**

**Personal Information** [Save changes](#)

Active

Salutation: Mr. Name: EricPreprod Surname: customer

Your Role - Identify as: Customer Email: ericpreprodcustomer1@mail.com [Delete Account](#)

Phone Number (optional): 1234 Type of login: 2-Factor Authentication (2FA) [Reset Authentication](#) [Reset Password](#)

Name	Main organization	IsMyServiceOrganization
Dow Chemical Company Inc	✓	✓
CKG CHEMICALS PTE LTD	✗	✓

**MyVopak Preferences** [Save changes](#)

Default entry page: Select a Default entry page Default terminal: Long Beach

Language: English

**Formats**

Decimal separator: Dot (e.g. 1,234.56) Date Format: dd-mm-yyyy hh:mm

**Metrics**

Temperature UoM: Degree Fahrenheit Default UoM: Metric Ton

**My Terminals** [Request Terminal Access](#)

Terminal	Services
Long Beach	2 service(s) available, 2 accepted request(s), 0 rejected request(s), 0 pending request(s).

Service name	Organization(s)	Agreement(s)	Request Status
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MyVopak Preferences:

Default entry page, Default terminal, Language, Decimal separator, Date Format, Temperature UoM, Default UoM.

(user will only be able to set another entry page after your account type is approved)

After updating the above, press Save Changes.

In the Terminals section you can see what terminals are linked to your account and if they are already approved by the terminal administrator. Here you can request access to additional terminals.

# Account Setup & My Settings

### My Terminals

Request Terminal Access

Terminal	Services																				
<b>Long Beach</b>	2 service(s) available, 2 accepted request(s), 0 rejected request(s), 0 pending request(s).																				
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