

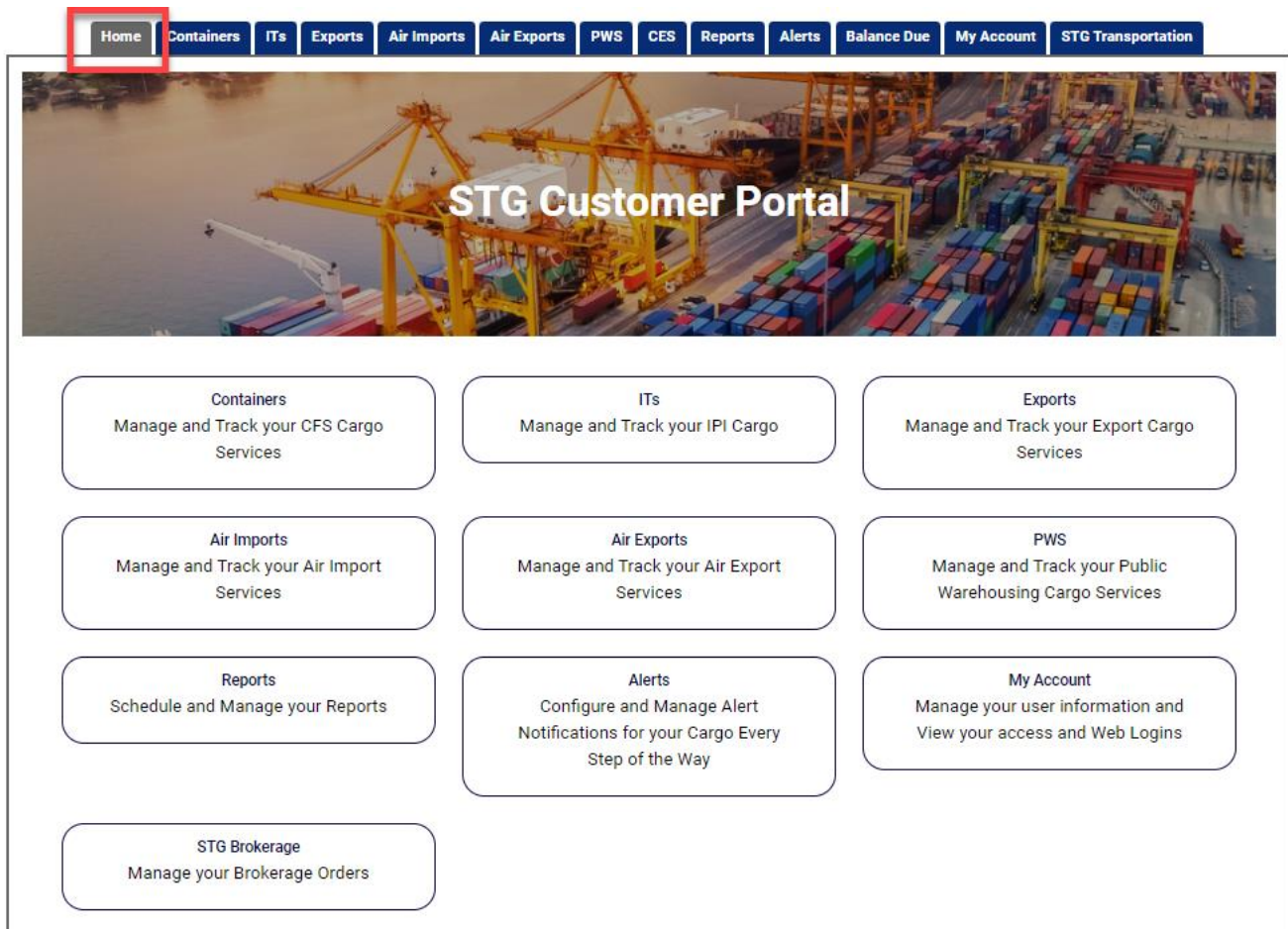
Setting up Additional Users

Setting up a New User

Administrators have access rights to set up and delete users.

From the STG home page you must log in to your account to access your account information. Only the Account Administrator may add/delete users and assign access rights.

After a successful login you will be directed to the home page.



Click on My Account tab to Change Password and Maintain User List.



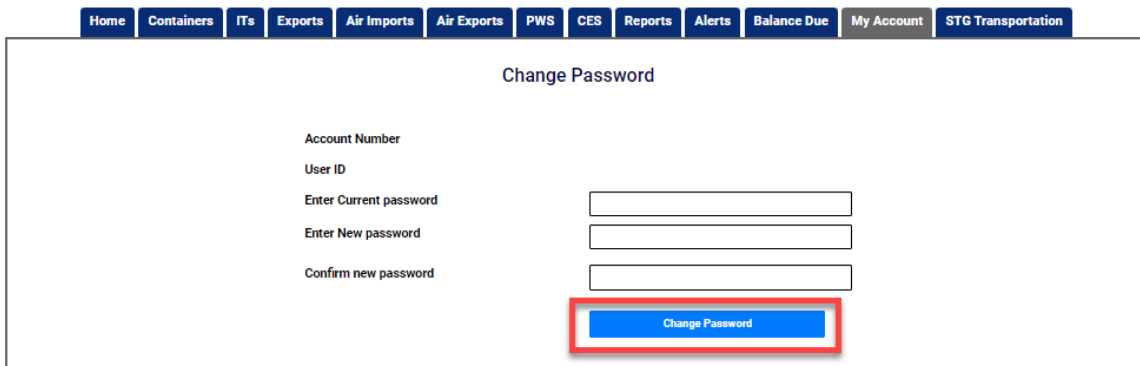
The screenshot shows the 'My Account' tab selected in the top navigation bar. The main content area is titled 'Your customers information' and contains two links: 'Change Password' (with subtext 'Change your password.') and 'Maintain User List' (with subtext 'Display, add, and edit users.').

Click Change Password.



This screenshot is identical to the previous one, but the 'Change Password' link is highlighted with a red rectangular box.

Update Password and click Change Password button.



The screenshot shows the 'Change Password' form. It includes the following fields and labels: 'Account Number', 'User ID', 'Enter Current password', 'Enter New password', and 'Confirm new password'. Each label is followed by an input field. A blue 'Change Password' button is located at the bottom right of the form and is highlighted with a red rectangular box.

Click Maintain User List to update or make changes.



Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due **My Account** STG Transportation

User ID

User Name Your customers information

Account

[Change Password](#)
Change your password.

Maintain User List
Display, add, and edit users.

Click the Add user button to add an additional web user.

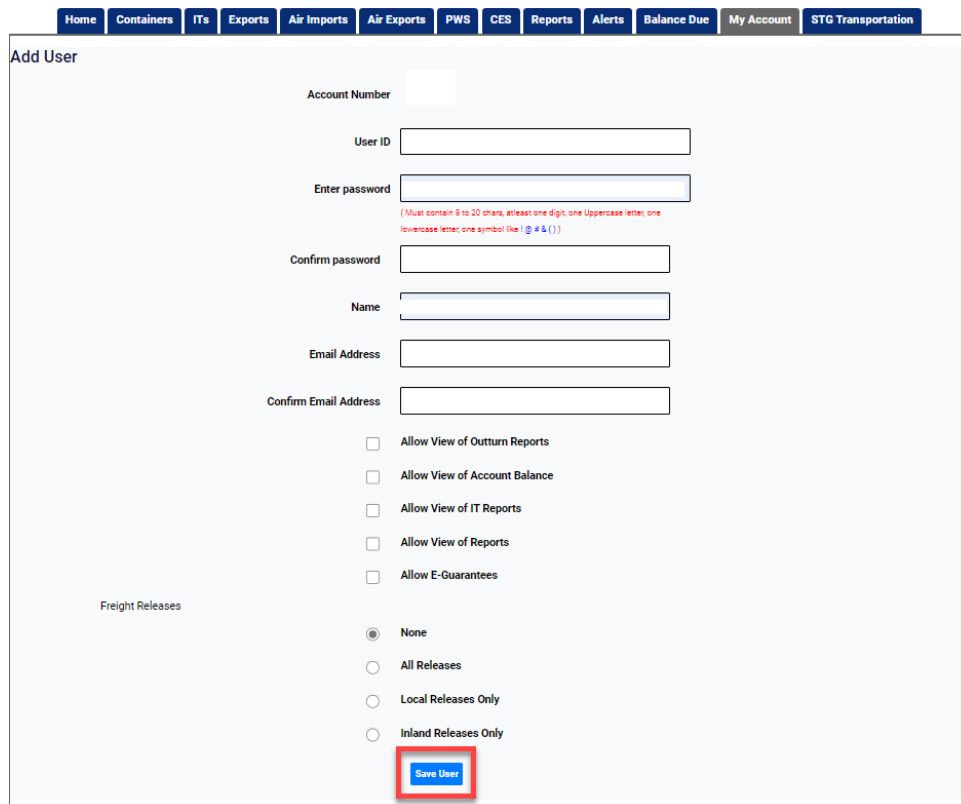


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Maintain Users

User	Name	Admin	Last Login	Action
Add user				

Enter required information for user access. Please remember to provide access to functions by checking the boxes that apply. When complete click **Save** button.



Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due My Account **STG Transportation**

Add User

Account Number

User ID

Enter password
(Must contain 8 to 20 chars, atleast one digit, one Uppercase letter, one lowercase letter, one symbol like @ # & !)

Confirm password

Name

Email Address

Confirm Email Address

Allow View of Outturn Reports

Allow View of Account Balance

Allow View of IT Reports

Allow View of Reports

Allow E-Guarantees

Freight Releases

None

All Releases

Local Releases Only

Inland Releases Only

Save User

To Delete users select the Delete button.

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Maintain Users

User	Name	Admin	Last Login	Action
		Y	01-FEB-2023	
			01-FEB-2023	
			01-FEB-2023	

[Add user](#)

To Edit users select the Edit button

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Maintain Users

User	Name	Admin	Last Login	Action
		Y	01-FEB-2023	
			01-FEB-2023	
			01-FEB-2023	

[Add user](#)

Edit user information and click Save User button.

Home Containers ITs Exports Air Imports Air Exports PWS CES Reports Alerts Balance Due My Account **STG Transportation**

Edit User

Account Number

User ID

Name

Email Address

Confirm Email Address

Allow View of Outturn Reports
 Allow View of Account Balance
 Allow View of IT Reports
 Allow View of Reports
 Allow E-Guarantees

Freight Releases

None
 All Releases
 Local Releases Only
 Inland Releases Only

[Save User](#) [Change Password](#)