

**Portnet.com User Login ID Service Request Form**

Thank you for using Portnet.com products. For faster response time, please use the online User Administration module in Portnet instead of this form. Log on Portnet, go to User Administration → User Information Administration.

Complete this form and email it to [csc@portnet.com](mailto:csc@portnet.com).

**\$10 per User ID**

Please select the product:

- PORTNET®    
  EZShip®    
  CargoD2D    
  TRAVIS    
  ALLIES

Please select the service:

<input type="checkbox"/> Request for <b>New Portnet Login ID</b> <input type="checkbox"/> Request for <b>New Portnet EDI ID (SFTP)</b>		
Name	Business Mobile No.#	Office Email Address #

<input type="checkbox"/> Request to <b>RE-ACTIVATE</b> Portnet Login ID				
Login ID	Business Mobile No.#	Office Email Address#	Re-Activate, pls tick	
			With New Password	Without New Password
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

All requests must be authorised by the company's DSA. The DSA should not request to reactivate his/her own ID.

As the Portnet Data Security Administrator ("DSA"), I agree to be the main contact person for my company on all Portnet matters, responsible for creation, deletion, activation and management of all Portnet user IDs, passwords and user roles for my company and deemed to act on behalf of my company. As part of such responsibilities I shall ensure that user IDs of staff who have left the company or who no longer need to use Portnet are removed from Portnet. I agree and acknowledge that Portnet.com Pte Ltd will not be responsible for any act or omission of mine, or of any Portnet user.

<b>Name of Data Security Administrator (DSA):</b>	<b>Business Mobile No.:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Company Name:</b>	<b>Company Stamp:</b>		

# Please ensure that the user's business mobile number and user's office email address are correctly filled in as the password will be sent to the user's business mobile and the user ID to his/her office email address. The User's business mobile must not be the same as DSA's business mobile.