

MATSON OHANA PORTAL USER GUIDE

OHANA PORTAL REGISTRATION PROCESS

Customers can register for a Matson Ohana Portal here:

1. Matson Ohana Portal Login: <https://www.cargo.chinamatson.com/signin>

The screenshot shows the Matson Ohana Portal login interface. At the top, there is a navigation bar with links for Container Search, Registration, Detention Calculator, and Information Center, along with a Guest user profile. The main content area features the Matson Ohana Portal logo and a login form with fields for Username and Password, a LOGIN button, and links for Sign Up and Forgot Password.

2. User clicks on the Registration link toward the top right corner of the Ohana Portal menu.

The screenshot shows the Matson Ohana Portal menu. The Registration link is highlighted in the navigation bar, indicating the user's next step in the registration process.

3. User enters User Information registration information:

The screenshot shows the Matson Ohana Portal Registration page. The Registration link is highlighted in the navigation bar. The main content area features a Registration form with a section for User Information, which includes fields for Email, Password, Confirm Password, First Name, Last Name, Job Title, Phone, and Extn.

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OHANA PORTAL REGISTRATION PROCESS – CONTINUED 1

User enters **Company Information** registration information:

Company Information	
Company *	
<input type="text"/>	
Address 1	
<input type="text"/>	
Address 2	
<input type="text"/>	
City *	State / Province *
<input type="text"/>	<input type="text"/>
Zip / Postal *	Country *
<input type="text"/>	<input type="text"/>


User enters **Matson Account Information** registration information:

Matson Account Information		
Validate Relationship with Matson	Your Relationship as it Pertains to Matson *	Comments
Recent Booking#	(Check all the apply; atleast one must be selected)	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> Shipper <input type="checkbox"/> Consignee	
Sales Contact at Matson	<input type="checkbox"/> Broker <input type="checkbox"/> Forwarder	
<input type="text"/>	<input type="checkbox"/> Third Party <input type="checkbox"/> Sales Representative	
Service Contract	<input type="checkbox"/> Sales Manager <input type="checkbox"/> Service Contract Holder	
<input type="text"/>		

User agrees to the Matson Terms and Conditions

User does any other required actions

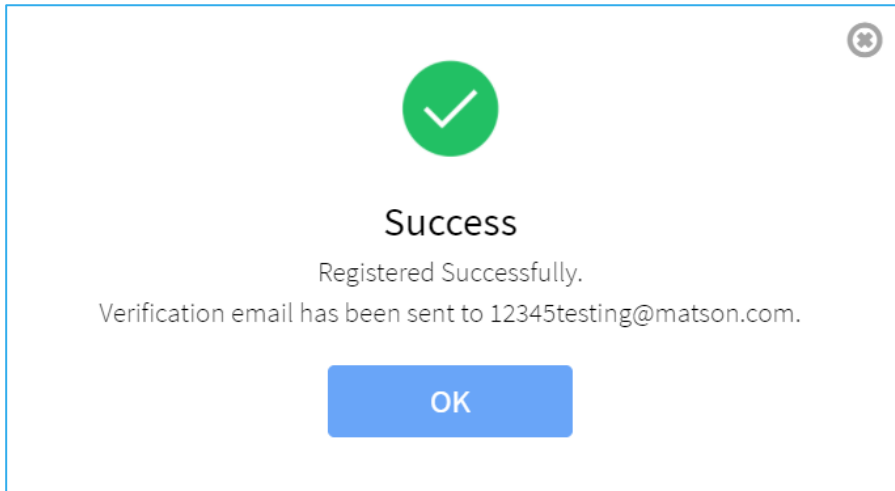
User then clicks Submit

<input type="checkbox"/> I agree to Matson's Terms and Conditions	
<input type="checkbox"/> I am human	 Privacy - Terms
<input type="button" value="SUBMIT"/>	

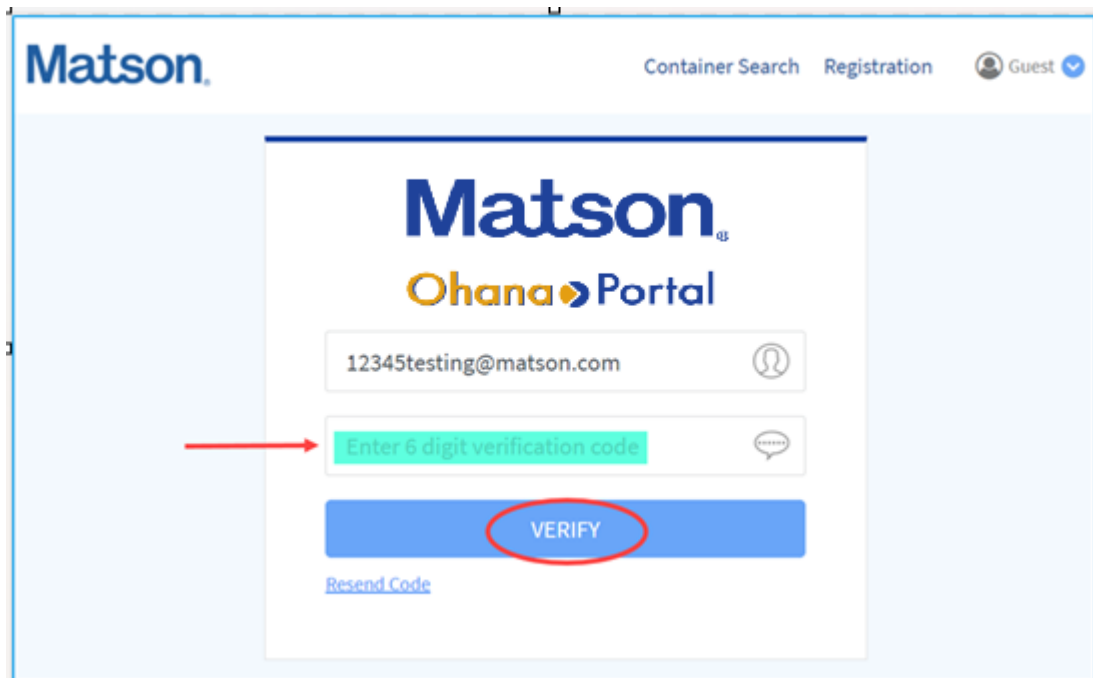
OHANA PORTAL REGISTRATION PROCESS – CONTINUED 2

User will follow the directions of any popups such as password format or missing mandatory fields.

Once the user successfully submits their registration form, they will see a Registered Successfully popup notifying them about the verification email. User clicks on the OK button.



User receive an automated verification email to the users email address. Included in that email is the verification code. User enters that verification code and clicks the Verify button.



User can then log into the Matson Ohana Portal with their user name and password.

Our CSR will review and grant for the User Authorizations.