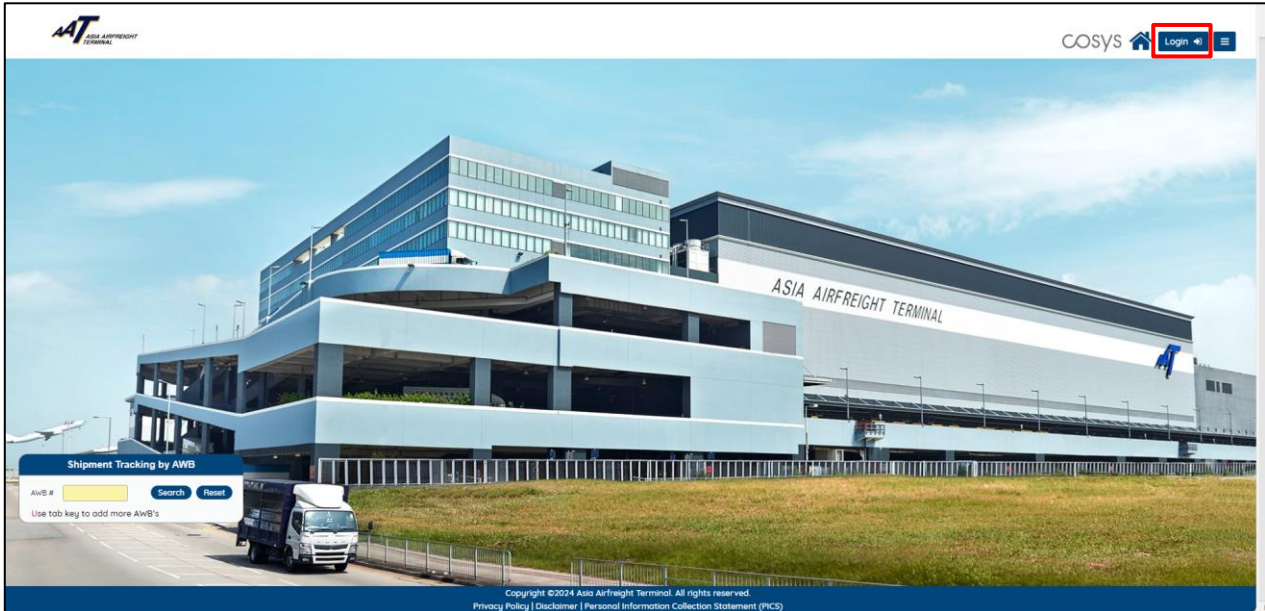


AAT COSYS+ Cargo Portal User Guide Account Registration

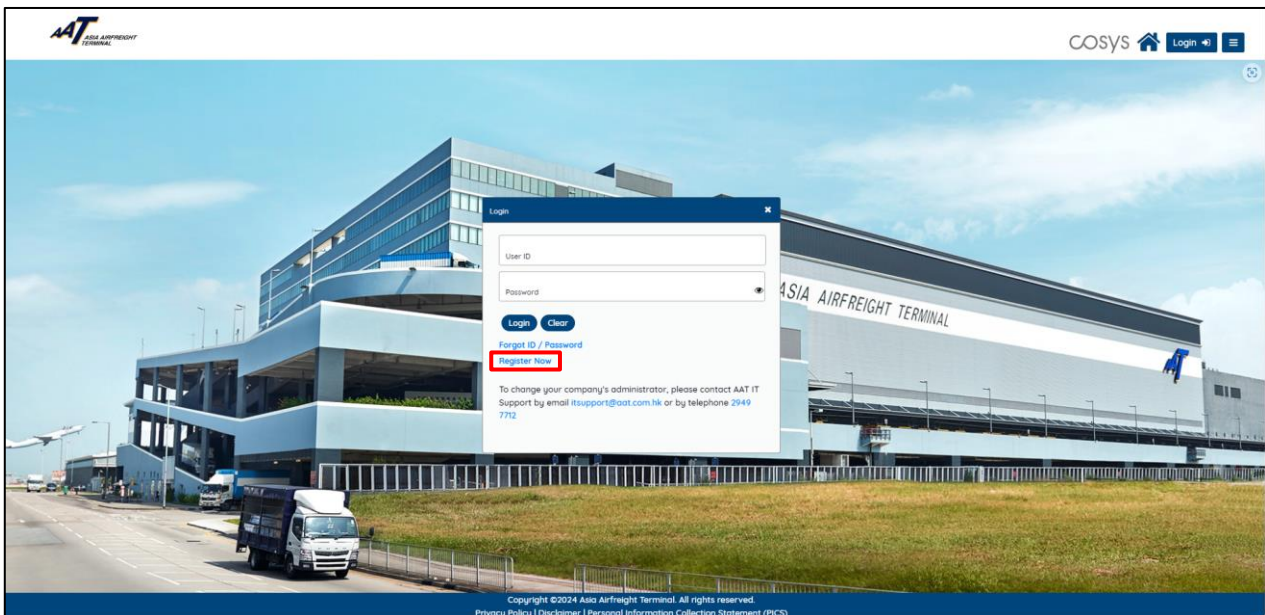
Version 1.0

Account Registration in AAT COSYS+ Cargo Portal

1. Access to AAT COSYS+ Cargo Portal (<https://cargo.aat.com.hk/portal/io/>)
2. At the home page of the AAT COSYS+ Cargo Portal, click the ‘Login’ button located at the top right corner.



3. A login window will be popped up, click “Register Now”.



4. After clicking “Register Now”, it will redirect user to the “Create Registration Request by Company” page, then user has to fill in the necessary information to complete the registration request. Mandatory fields are highlighted in yellow.

a. The following information is mandatory:

Field Name	Description
Company Name	Same as Business Registration Name
Customer Type	Agent or Airline
BR Number	Business Registration Number
Address	Company Address
City	Full City Name
City Code	3-Letter City Code
Country Code	2-Letter Country Code
Telephone	Company Telephone Number
Preferred Login ID	
Administrator Name	
Designation	Job Title
E-mail for Login ID, Password, & One-Time Password (OTP) notification	Account approval information and One-Time Password (OTP) for login will be sent to the email specified

b. Click “Check Availability” to check whether the preferred login ID can be used.

c. Select either “OTP via Email” or “OTP via SMS” (Need to provide Hong Kong Mobile Number for SMS).

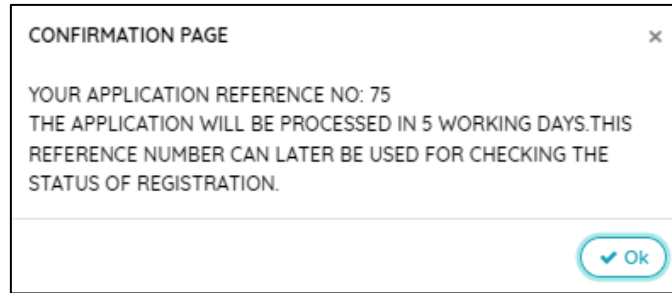
d. Fill in the verification captcha code in the bottom left of the screen.



5. After filling in all the mandatory information, click “Save” in the top right corner.

6. A “Terms and Condition” window will appear on the screen if all the necessary information is inputted. User should read through the content and select “I Accept” to confirm acknowledgement of the terms and condition stated. Press “OK” to continue.

7. A pop-up window will appear on the screen showing the application reference number. Click “OK” to proceed.



8. An email will be sent to the email address entered in the registration. User should submit a copy of the company’s business registration via email, fax or mail to AAT Customer Services & Administration Department. User will receive an email from AAT for further instruction if the registration is approved.

