

AAT COSYS+ Cargo Portal User Guide – Login

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Introduction

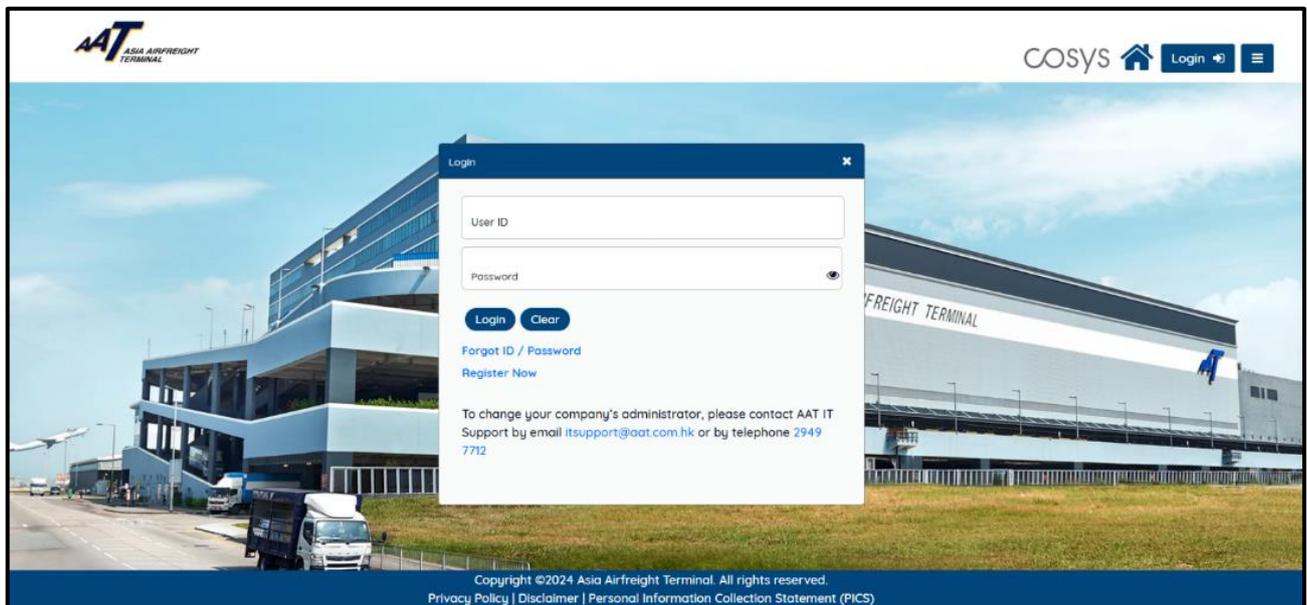
AAT COSYS+ has implemented a new secure login process with two-factor authentication (2FA). Users will now require to enter a One-Time Password (OTP) sent to their registered email or mobile number, in addition to their standard login credentials. This additional verification step enhances cybersecurity by protecting against unauthorized access and ensuring the integrity of the system. The following guide outlines the step-by-step login procedure, including instructions on how to receive and enter the OTP. Users are advised to carefully follow these instructions to access the AAT COSYS+ Cargo Portal and Mobile App.

1. Login Procedure

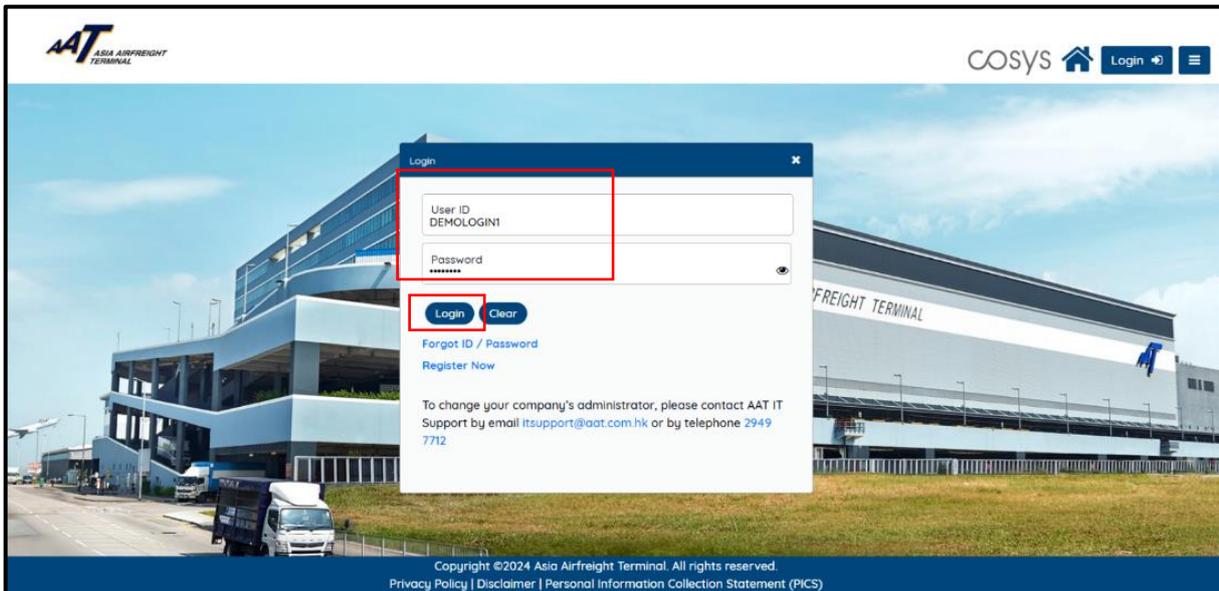
1. Go to cargo.aat.com.hk to access the AAT COSYS+ Cargo Portal
2. Press the “Login” button to access the login window



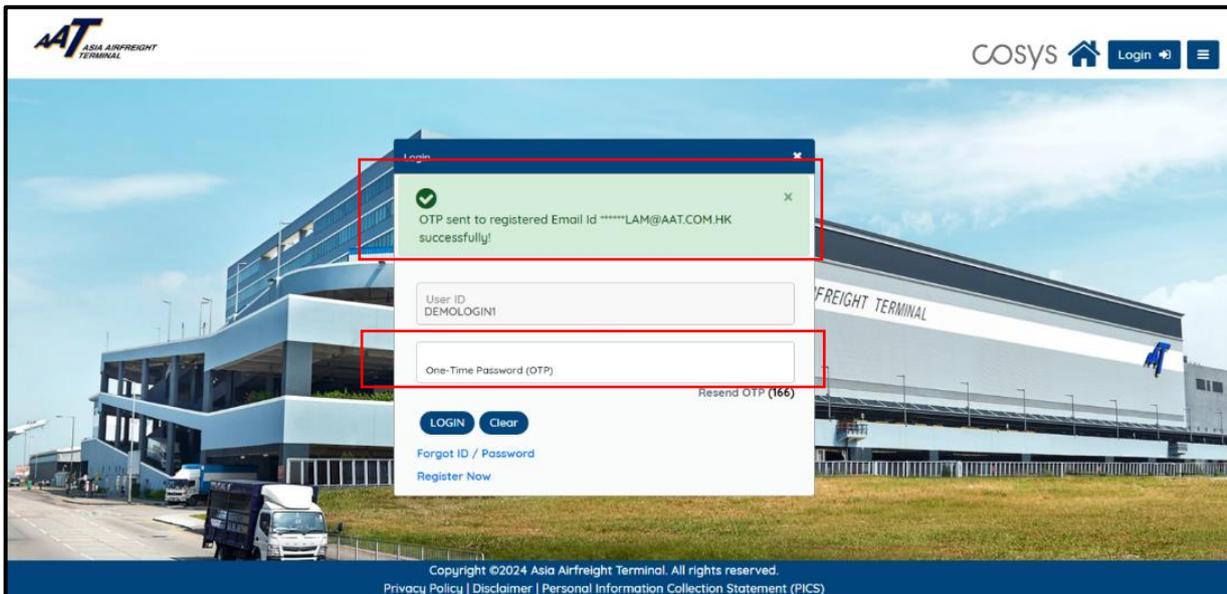
3. Login window will pop up



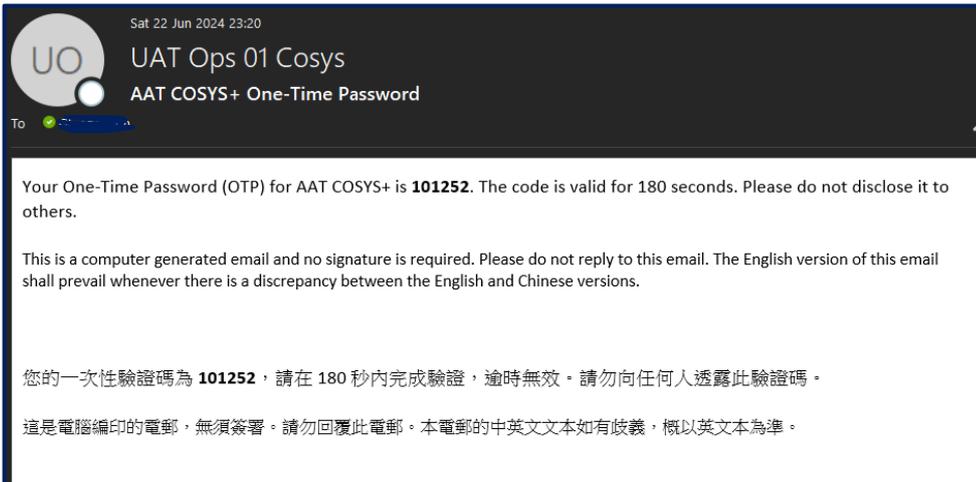
4. Enter User ID and Password, then press the "Login" button



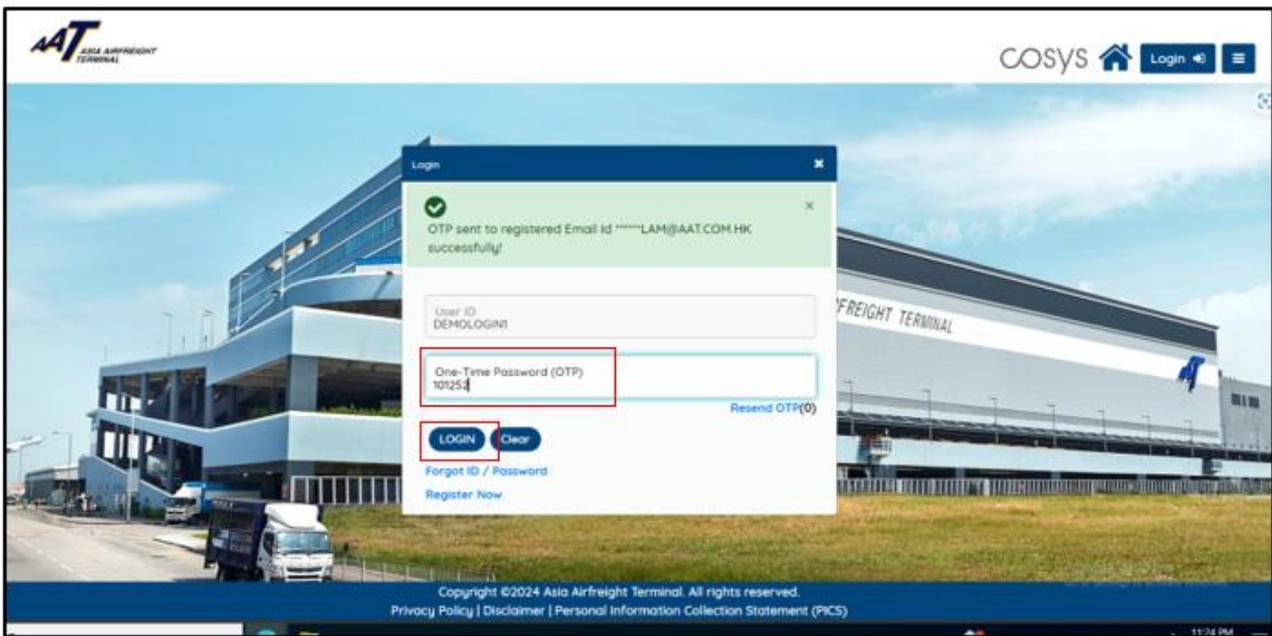
5. The system will prompt you to enter a One-Time Password (OTP) for two-factor authentication. The OTP will be sent to your registered email or SMS to your registered mobile number, depending on the method of your registration (please refer to section 2 of this User Guide). A "Successfully sent OTP" message will be displayed, indicating the chosen receiving method



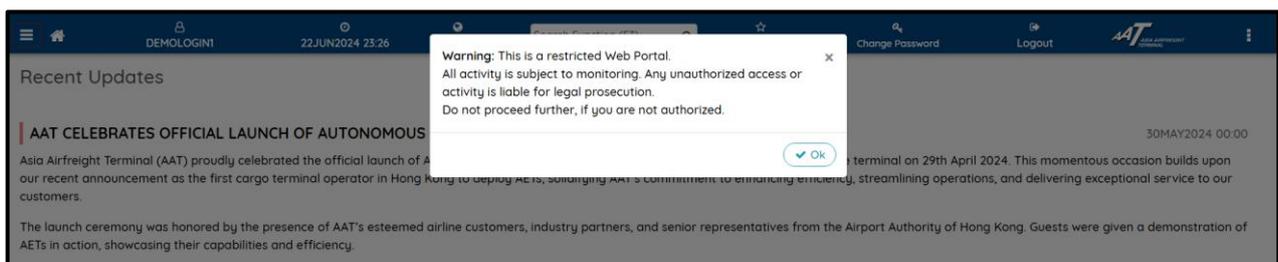
6. Check your email inbox or phone for the received OTP



7. Enter the received OTP and your Login ID, then press the “Login” button



6. Login Successfully



2. 2-Factor Authentication (2FA)

1. When creating a Company Registration, you must provide an email address or Hong Kong mobile number for 2FA purposes for both the Administrator / Sub-User Account (s).

Create Registration Request by Company

COMPANY INFORMATION

Company Name:

Customer Type:

BR Number:

Formally Known As:

IATA Agent Code:

E-Invoice:

ADDRESS and CONTACT DETAILS

Correspondence | Billing | Administrative Details

Address:

City: Postal Code: City Code:

Country Code: Country Name: State:

Telephone: Fax:

Preferred Login ID

Preferred Login ID Note:

1. Preferred Login ID should be of minimum length 6 and maximum 20
2. Preferred Login ID should contain only English characters and numbers
3. Containing special characters is not allowed

COMPANY ADMINISTRATOR

Administrator Name: Designation:

Mobile Number for One-Time Password (OTP) Notification (Hong Kong No. Only):

0bf5a9a

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2. Administrators can edit their 2FA setting in the Company Profile section

Company Profile

SARN: eSRF Approval/Rejection Notification

RHN: Rejected List of HouseManifest Notification

DRN: Document Rejection Notification

RCAR DETAILS

RCAR status	RCAR Number	Effective Date	End Date
RA	RA79797	14FEB2024	

COMPANY ADMINISTRATOR

Administrator Name: Designation:

Mobile Number for One-Time Password (OTP) Notification (Hong Kong No. Only):

7. Trucker Company

- When creating a Sub-user account, the Administrator must enter the email address or Hong Kong mobile number for the Sub-user for receiving the OTP.

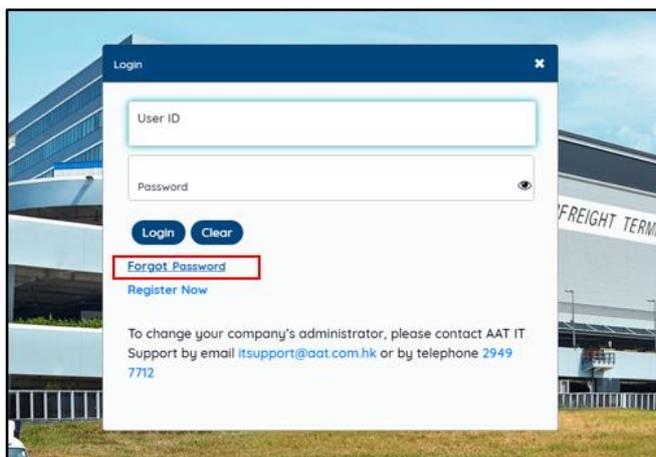
Function Group	Read	Write
MRCL PREDECLARATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E-FREIGHT E-POUCH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AWB MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>
SHIPPER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
USER MANAGEMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AIMS ENQUIRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EQUIPMENT REQUEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VALUE ADDED SERVICES	<input type="checkbox"/>	<input type="checkbox"/>
AIRLINES HUB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IMPORT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TRUCK CONTROL SYSTEM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AWB TRACKING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- The Administrator can update 2FA method and details of Sub user(s) in the Update Sub User section.

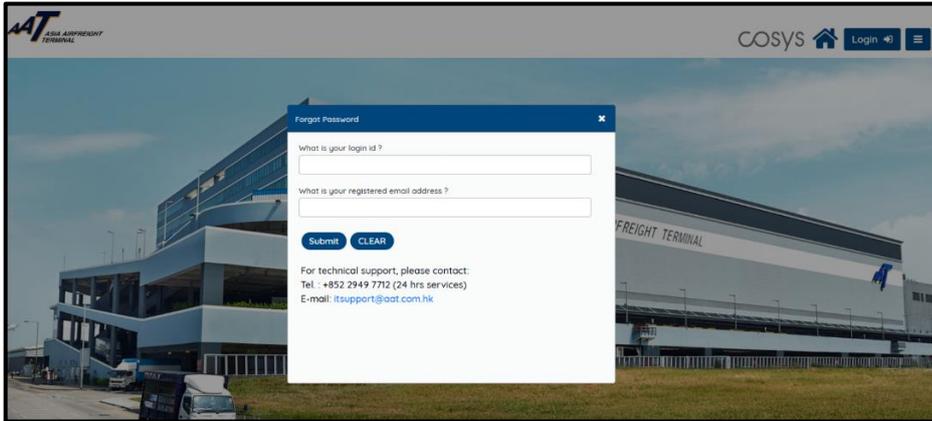
Function Group	Read	Write
Equipment Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
mRCL Predeclaration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AWB MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>
User Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VALUE ADDED SERVICES	<input type="checkbox"/>	<input type="checkbox"/>
e-Freight e-Pouch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Import	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shipper	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Airlines Hub	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck Control System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Forget Password

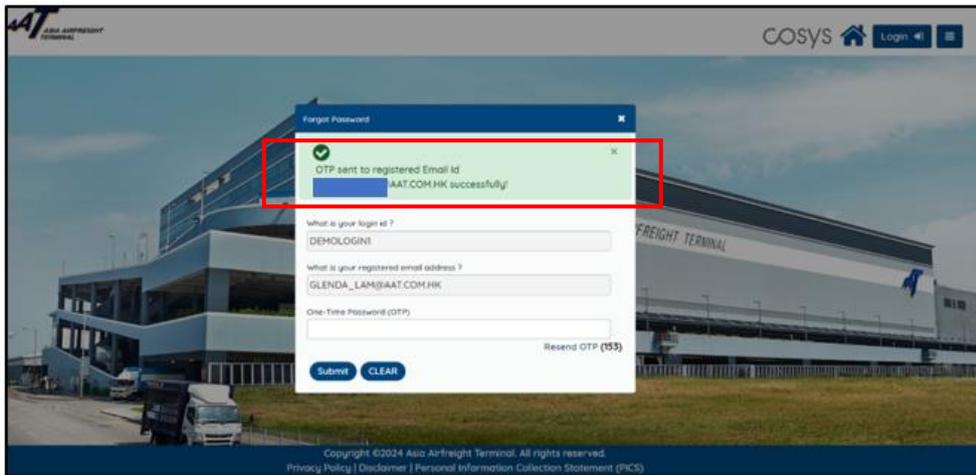
- Press "Forgot Password" button to initiate the password reset process.



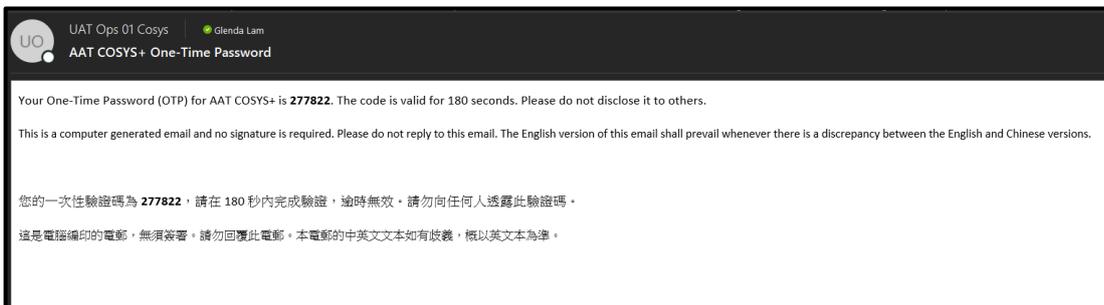
2. A Forgot Password window will pop up



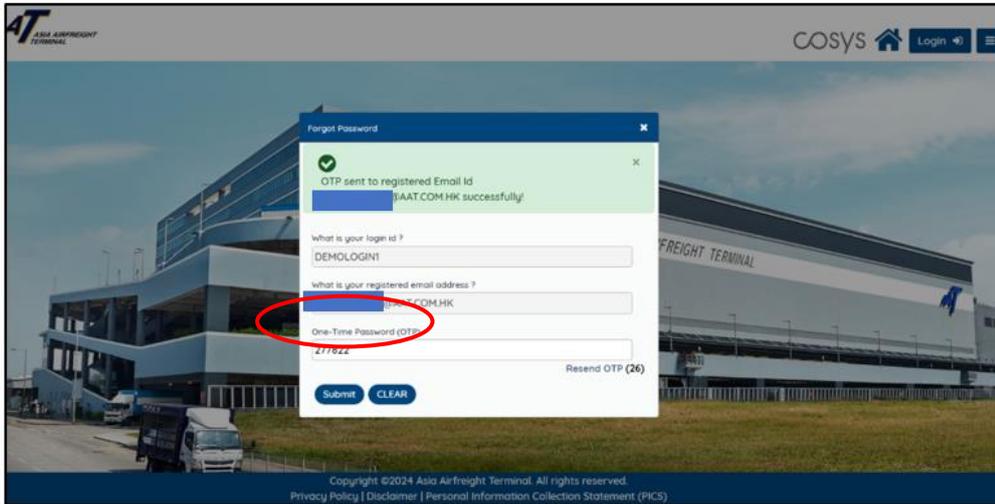
3. Enter Login ID and registered email, then press "Submit". A message "OTP sent to registered email" will be shown.



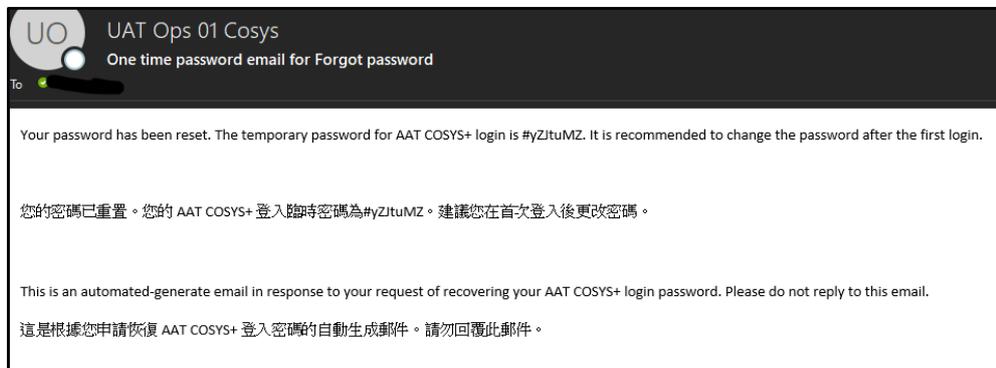
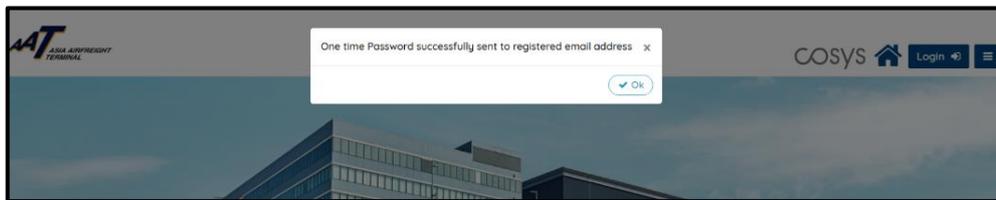
4. You will receive a One-Time Password (OTP) via the Registered Email.



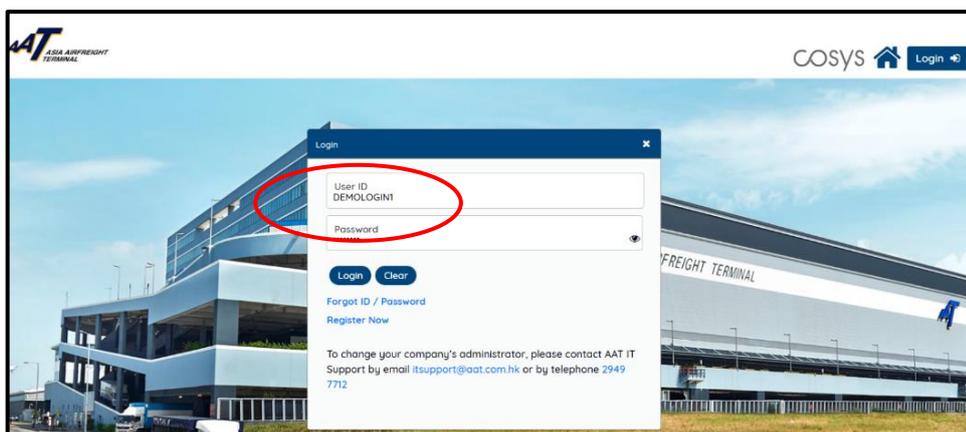
5. Enter the received OTP and Press “Submit”



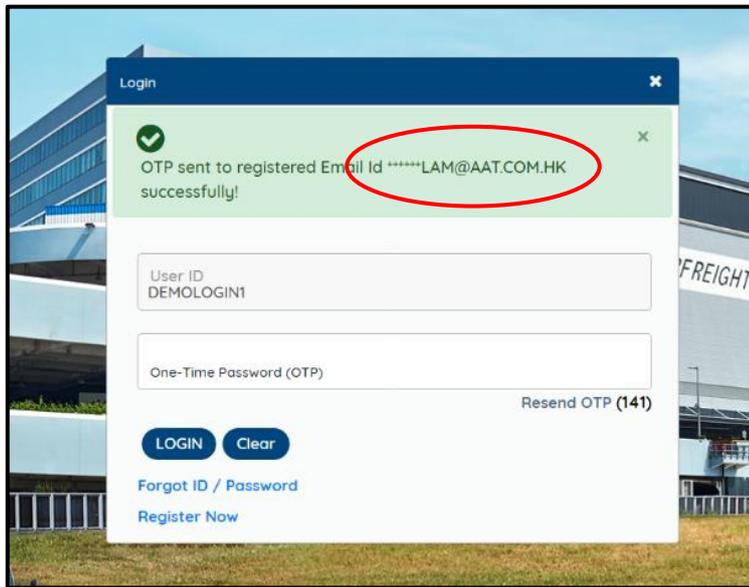
6. OTP for Forgot Password will be sent to the Registered Email.



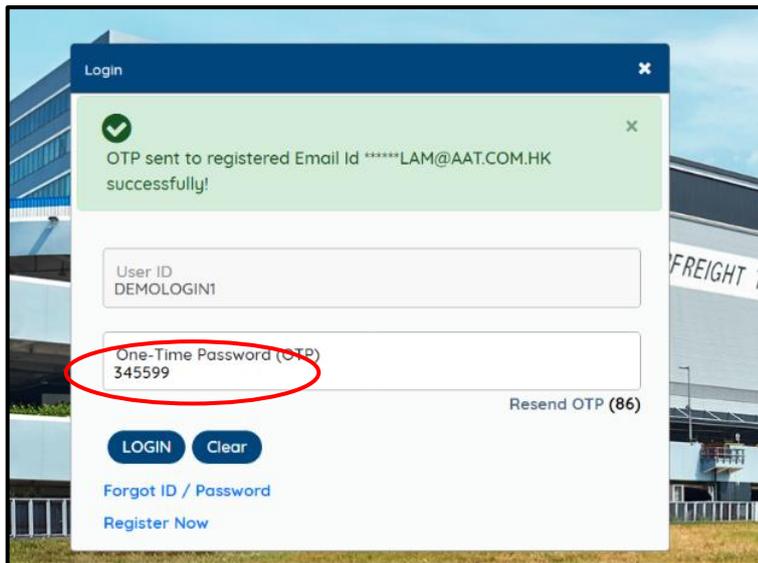
7. Use the OTP received and your Login ID to log in



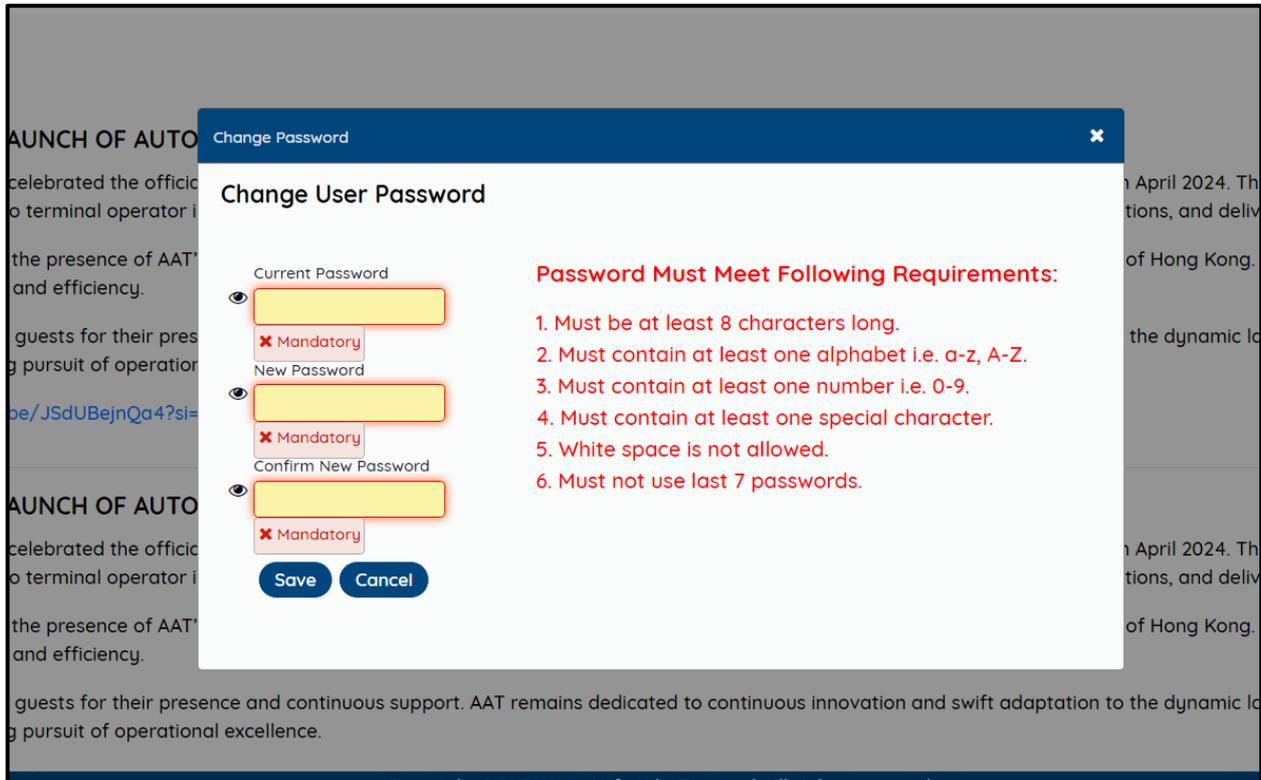
8. OTP will be sent via email or SMS depending on the method chosen at registration



9. Enter the OTP received and press "Login"



10. After Login, you will be prompted to Change Password for security purposes. Create a new password according to the requirements and click “Save” to complete the change.



11. A “Password Changed successfully” message will popup. You can then log in using your updated credentials.

