

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

АТ АЗИ АЛИРИСКИТ		COSYS 🕋 Login 🕫 🗉
	Login User ID User ID Password Login Clear Forgot ID / Password Register Now To change your company's administrator, please contact AAT IT Support by email itsupport@aat.com.hk or by telephone 2949 7712	
Pri	Copyright ©2024 Asia Airfreight Terminal. All rights reserved. xocy Policy Disclaimer Personal Information Collection Statement (f	nics)



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

	COSYS 🏠 Login ♥) ≡
_	
OTP sent to registered Email Id ******LAM@AAT.COM.HK successfully!	
User ID DEMOLOGIN1	FREIGHT TERMINAL
One-Time Password (OTP) Resend OTP (166)	A
LOGIN Clear Forgot ID / Password Register Now	
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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

ATTEN ANTRECONT		
		8
	Lagin X	the state
	CTP sent to registered Email Id ******LAMISIAAT.COM.HK successfully	
	DemoLogini	FREIGHT TERNOLAL
	One-Time Possword (OTP) 10125.3 Resend OTP(0)	and and and an
	LOGIN Clear Forgot ID / Possword Register Now	
Pr	Copyright ©2024 Asia Airfreight Terminal. All rights reserved. wacy Policy Disclaimer Personal Information Collection Statement (P	KS)

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).

			cosys 🐔
Create Registration Request by Company			Print Save Clear Cancel
COMPANY INFORMATION			
Company Name	Customer Type	BR Number	
Formaliy Known As	IATA Agent Code	E-Invoice	
ADDRESS and CONTACT DETAILS Correspondence Billing Administrative Details			
Address			
CORRESPONDENCE ADDRESS			
City Postal Code City Code	Country Code	Country Name	State :=
Telephone Fax 9999999999 999999999			
Preferred Login ID	Preferred Login ID I	Note:	
Check Availability	1. Preferred Login IE) should be of minimum length 6 and maximum 20	
	 Preferred Login II Containing specie 	o should contain only English characters and humbers al characters is not allowed	
COMPANY ADMINISTRATOR			
Administrator Name Designation	Email for Login ID, Password, & One-Time F	Password notification	OTP via Email
Mobile Number for One-Time Password (OTP) Notification(Hong OTP via SMS Kong No. Only)			
+852 🗸			
0 ^b bf _{5a} 9a			
Cc	opyright ©2024 Asia Airfreight Terminal. All riv	ghts reserved. ction Statement (PICS)	

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

Company Profile 🔺 🗗			SARN	ESRF Approval/Rejection Notification	Add/View Email Ids	F9 ← F10 ar Cancel
			RHN Notification	Rejected List of HouseManifest	IS Add∕View Email Ids	1 Delete
			DRN	E Document Rejection Notification	Add/View Email Ids	🗊 Delete
PCAR DETAILS						
RCAR status RCAR Number	Effective Date	End Date				
RA RA79797	14FEB2024					
COMPANY ADMINISTRATOR Administrator Name	Designation		Email for Login ID,	Password, & One-Time Password notification	OTP	ia Email
ADMIN	TRAINING DEPARTMEN	т		G@AAT.COM.HK		
Mobile Number for One-Time Password (OTP) C Natification(Hong Kong No. Only) +852	DTP via SMS					



3. 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.

User Information		Function Group	Read	Write
Preferred Login ID Note:	>	MRCL PREDECLARATION	✓	~
Preferred Login ID should be of minimum length 6 and maximum 20	>	E-FREIGHT E-POUCH	~	~
Preferred Login ID should contain only English characters and numbers	>	AWB MANAGEMENT		
, containing special characters is not allowed	>	SHIPPER	~	~
TEST123 Check Availability DEMOUSER	>	USER MANAGEMENT	~	~
	>	AIMS ENQUIRY	~	~
mail for Login ID, Password, & 2FA notification	>	EQUIPMENT REQUEST	~	~
TEST123@AAT.COM.HK	>	VALUE ADDED SERVICES		
obile Number for One-Time Password (OTP)	>	AIRLINES HUB	~	~
Notification(Hong Kang No. Only) OTP via SM5		IMPORT	~	~
•••• • • • • • • • • • • • • • • • • •	>	TRUCK CONTROL SYSTEM	~	~
	>	AWB TRACKING	~	~

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

Update Sub User 🔺 🗗					➡ F7 ➡ F8 ■ F9 € F10 Print Save Clear Cancel
User Information			Function Group	Read	Write
Login Id	Name	>	Equipment Request	✓	✓
TEST123	DEMOUSER	>	mRCL Predeclaration	~	✓
Email for Login ID, Password, & 2FA notification		>	AWB MANAGEMENT		
TEST123@AAT.COM.HK	OTP	via Email	User Management	~	~
Mobile Number for One-Time Password (OTP) Notification(Hong Kong No. Only)	CTP via SMS	>	VALUE ADDED SERVICES		
+852 🗸		>	e-Freight e-Pouch	✓	✓
SUSPEND		>	Import	~	✓
Date From	Date To	>	Shipper	✓	✓
*	—	>	Airlines Hub	~	✓
Reason to Suspend		>	Truck Control System	~	✓
SELECT	~		-		

3. Forget Password

1. 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

	OTP sent to registered Empil Id +++++LAM@AAT. successfully!	сом.нк
4	User ID DEMOLOGIN1	PFA
	One-Time Password (OTP)	
anti-partiti		Resend OTP (141)
	LOGIN Clear	
	Forgot ID / Password	ET.

9. Enter the OTP received and press "Login"

gin	×
OTP sent to registered Email Id ******LAM@AAT.COM.HK successfully!	×
User ID DEMOLOGIN1	
One-Time Password (OTP) 345599	
LOGIN Clear	d OTP (86)
Forgot ID / Password	



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.

AUNCH OF AUTO	Change Password		×
celebrated the officic o terminal operator i	Change User Password		n April 2024. Th tions, and deliv
the presence of AAT' and efficiency. guests for their pres g pursuit of operation pe/JSdUBejnQa4?si=	Current Password Current Password Mandatory New Password Mandatory Confirm New Password Confirm New Password	 Password Must Meet Following Requirements: Must be at least 8 characters long. Must contain at least one alphabet i.e. a-z, A-Z. Must contain at least one number i.e. 0-9. Must contain at least one special character. White space is not allowed. Must not use last 7 passwords. 	of Hong Kong. the dynamic k
celebrated the officic o terminal operator i the presence of AAT' and efficiencu.	X Mandatory Save Cancel		n April 2024. Th tions, and deliv of Hong Kong.

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

	Password Changed Succesfully.Please login again	×	
		V Ok	
LH OF AUTONOMOUS EI	LECTRIC TRACTORS		
ated the official launch of Aut	onomous Electric Tractors (AETs) with a ribbon-cuttina	ceremonu at the te	erminal on 29th April