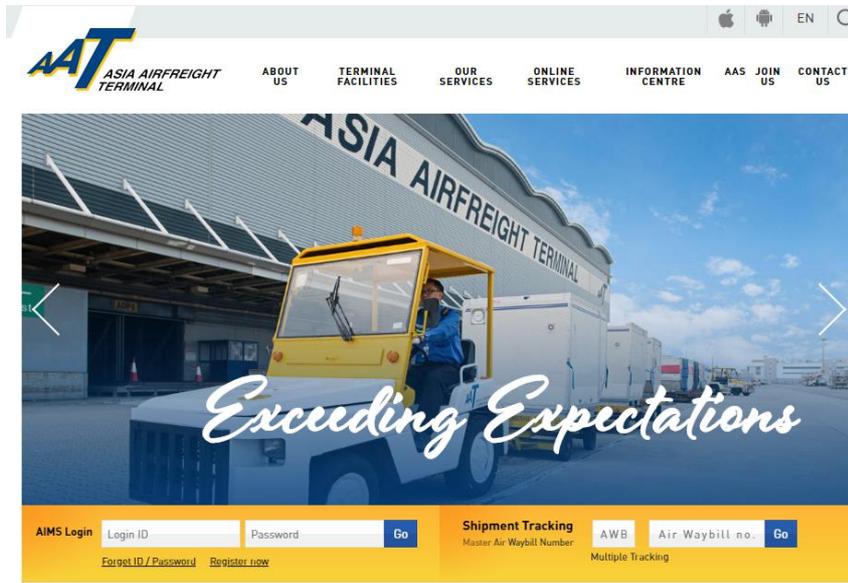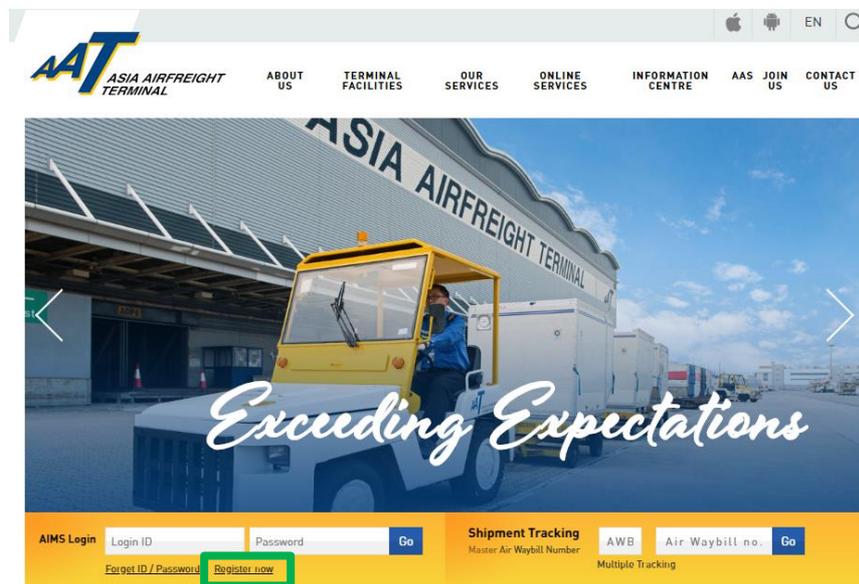## AAT electronic Cargo Arrival Notice (eCAN) Registration Guide
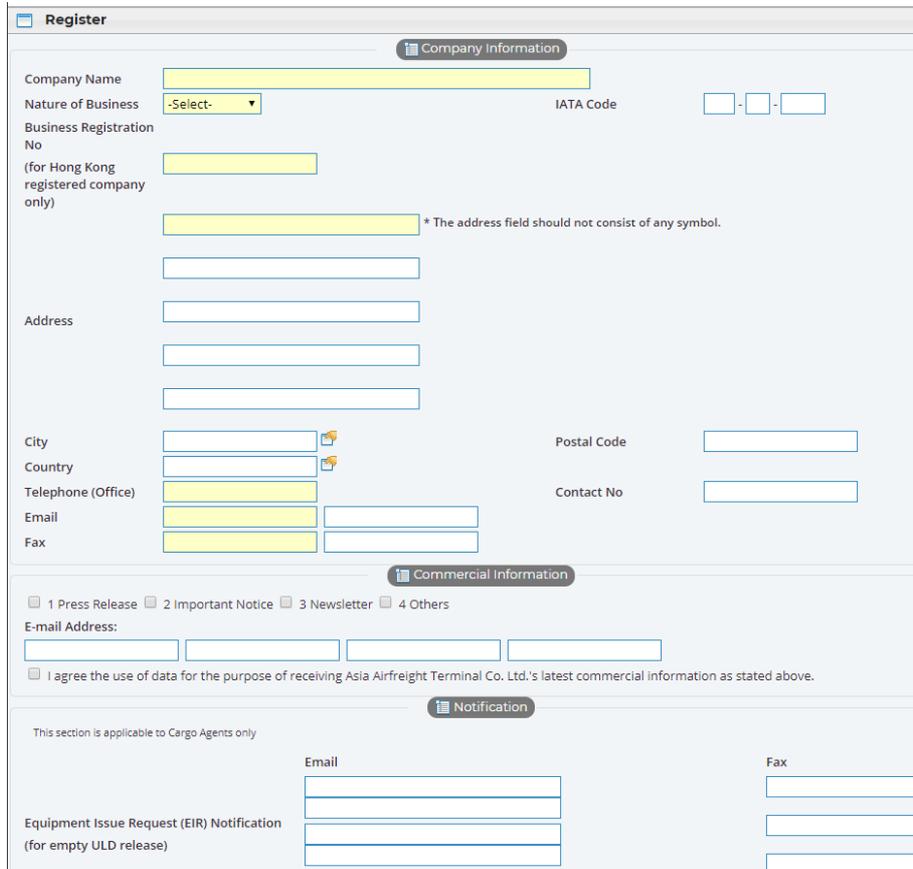
1. Access http://www.aat.com.hk, following page would be shown.

2. Proceed to **Step 3** for AAT AIMS account registration. If you are already registered as AIMS user, directly proceed to **Step 8.**

3. **For new registration:** Click "Register now" to start.

4. Fill in the registration details on the following form *(boxes highlighted in yellow are mandatory fields).*

5. In "Notification" section, fill in the "eCAN Notification" details with email addresses and/or fax no. to receive electronic Cargo Arrival Notice (eCAN) sent by AAT.
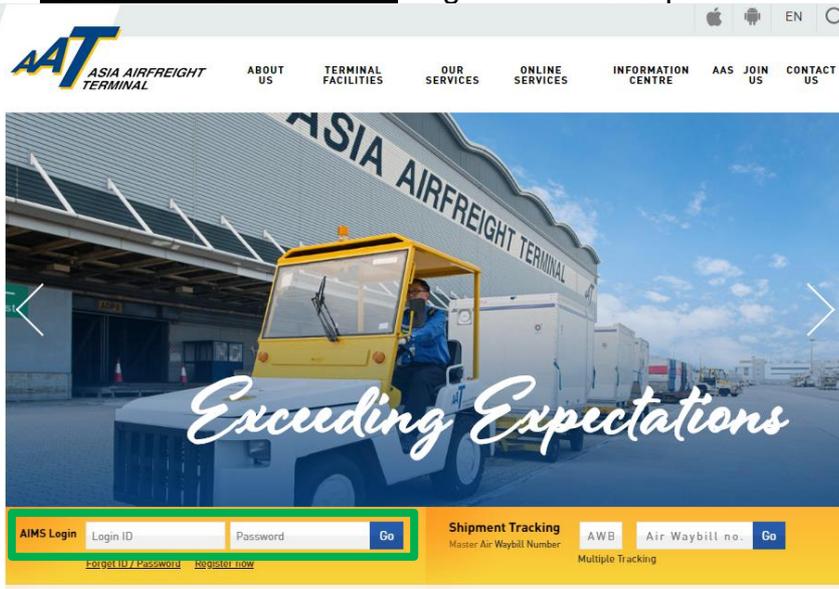

6. After completion, submit the form by clicking "Submit" button at the bottom right corner, then email/fax a copy of your company's Business Registration Certificate (BR) to AAT Customer Services and Administration Department at email: opsadm@aat.com.hk / fax no.: 2215 0152 for further processing.

7. eCAN registration completed for non-AIMS user.

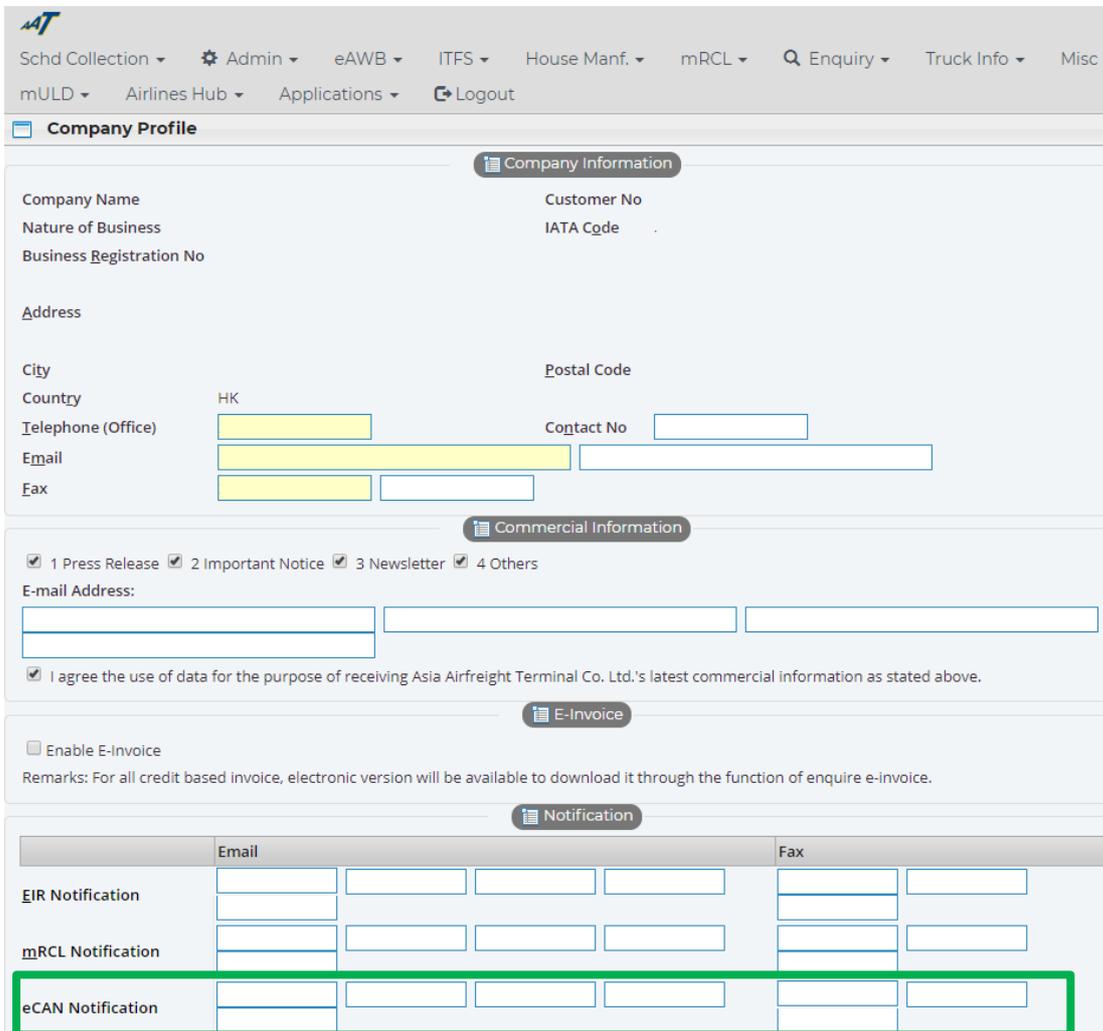8. **For existing AIMS user:** Login with ID and password

9. AIMS Homepage would be shown.

10. Update Company profile at <u>Admin</u> → <u>Company Profile</u>.

11. In "Notification" section, fill in or update the "eCAN Notification" details with email addresses and/or fax no. to receive electronic Cargo Arrival Notice (eCAN) sent by AAT.

12. After completion, update Company Profile by clicking "Update" button at the bottom of the page.

13. eCAN registration completed for AIMS user.