TRAVELERS

Accessing Ocean Cargo Special Policies – First Time Registration

This quick guide shows how to access Ocean Cargo Special Policies from the Travelers Web site, <u>www.travelers.com</u>, and how to register the first time accessing the Ocean Cargo Policy application.

First time users will need to register prior to using the Cargo Special Policy System.

1. Travelers Web Site





Click Register now in the Log in Section of the page.

2. Registration for Travelers online tools



Click Ocean Marine

3. Registration

TRAVELERS	Ocean Cargo Special Policies			
Registration >>				
Please complete the information below for the registrat	tion process.			
User ID:		User ID must be at least 5 characters in length. Special characters and spaces are not allowed. Ex. JohnDoe or John1234		
Password		"Passwords must be 7 - 15 letters or numbers."		
Confirm Password				
First Name:				
Last Name:				
E-Mait		"name@domain.extension NOTE: If at a later date a password reminder is needed, this email address will be requested."		
Confirm E-Mail:				
Business Phone Number:		Optional		
Use the following hint to reset lost or forgotten password.				
Question:	What's your favorite pet's name?	Winner know a meaning the lines IP and Pressword. By maintralies is convicted if the lines IP is last *		
Answer:		Prese keep a record of the oser to and Password, we registration is required in the oser to is rost.		
For IS: Pail Fire & Manne Policies with as Anniversity Electrics Cale BEFORE 510(1001); enter 16 celanoxtex El-unipit DCG3446EFE for X Funce Policies with an Anniversity/Electrics Cale 8150(1001); arX/TEX, enter 16 gelts (Calenge: ZCM-42346FE-12-ND) for Taivaire Provide Calend Priodice enter 18 digets (Calenge: CCM4787) for European Policies enter tail 7 digets (Calenge: CCM4718467)				
Ocean Cargo Policy Number:				
	I	Register		
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Registration Page displays. All fields are mandatory except Business Phone Number

- User ID: Enter a user name. User ID must be at least 6 characters in length. Special characters and spaces are not allowed. Examples of acceptable entry: JohnDoe or John1234
- Password: Enter a password. Passwords must be 7-15 characters long (letters and/or numbers).

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- Confirm Password: Re-enter the password. If the two password entries don't match, an error message displays to correct the password.
- First Name: Enter first name.
- Last Name: Enter last name.
- Email: Enter user's e-mail address.
- Confirm Email: Re-enter the e-mail address. If the two e-mail entries don't match, an error message displays to correct the e-mail.
- Business Phone Number: Optional field. Enter phone number, with area code.
- **Question**: Choose a question to answer.
- Answer: Enter an answer to the selected question.

● Warning! Keep a record of the User ID. Re-registration is required if the User ID is lost.

- Ocean Cargo Policy Number: Enter Policy number to be registered. Refer to the Registration screen for tips on policy number entry.
- Click "Register" to complete the Registration process.
- 4. Registration Confirmation

TRAVELERS	Ocean Cargo Special Policies			
Registration Confirmation >>				
Thank you for registering with Travelers. A confirmation letter will be mailed to the address as stated on the policy.				
	Continue			
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With registration complete, a letter will be mailed to you, as well as to the Company mailing address as stated on the Cargo Policy.

Click: Continue

5. Welcome Page



Ocean Cargo Special Policies – Welcome page displays. The registered policy number(s) displays in the grid on this page. Functions available on this page include:

- Begin processing the Cargo Special Policy for a listed policy number
- Edit registration information
- Contact Us, by e-mail, with questions.
 - Click Process by the listed policy number to access the Special Policy Summary page and begin creating the Cargo Special Policy.
 - Click **Profile** to change registration information

When the information has been changed, click **Update** to save changes and return to the *Welcome* page.

Click Contact Us to display contact numbers if you have technical problems.

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