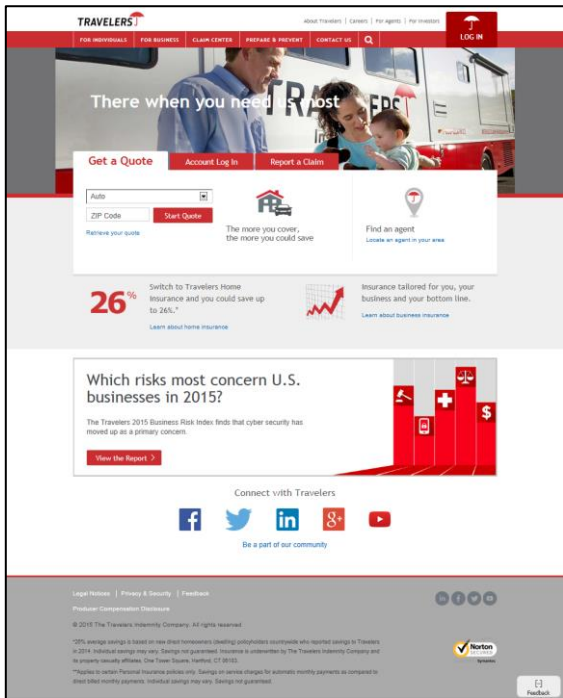


Accessing Ocean Cargo Special Policies – First Time Registration

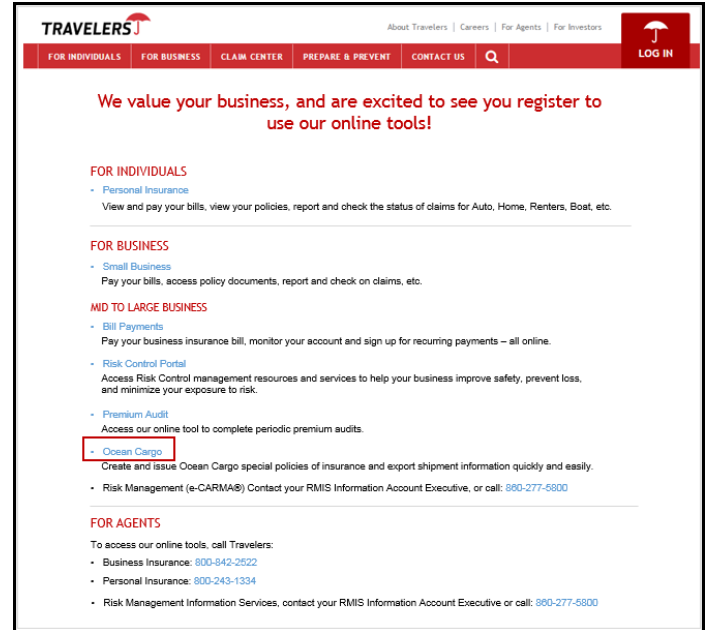
This quick guide shows how to access Ocean Cargo Special Policies from the Travelers Web site, www.travelers.com, and how to register the first time accessing the Ocean Cargo Policy application.

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

1. Travelers Web Site

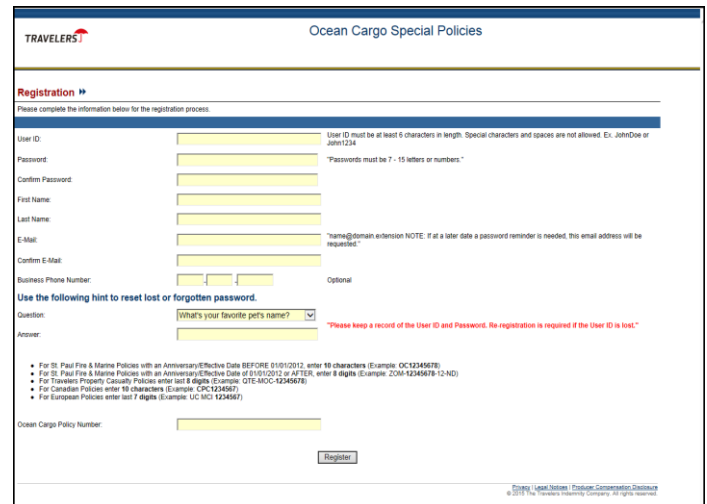


2. Registration for Travelers online tools



➤ Click **Ocean Marine**

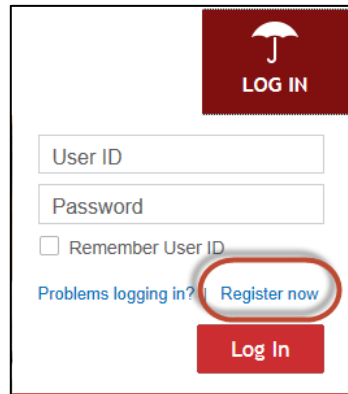
3. Registration



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).



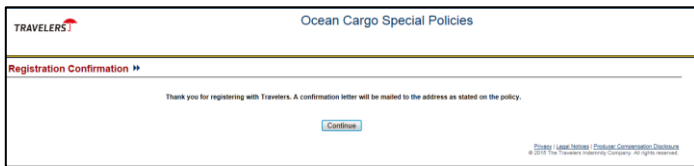
➤ Click **Register now** in the *Log in* Section of the page.

- **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.

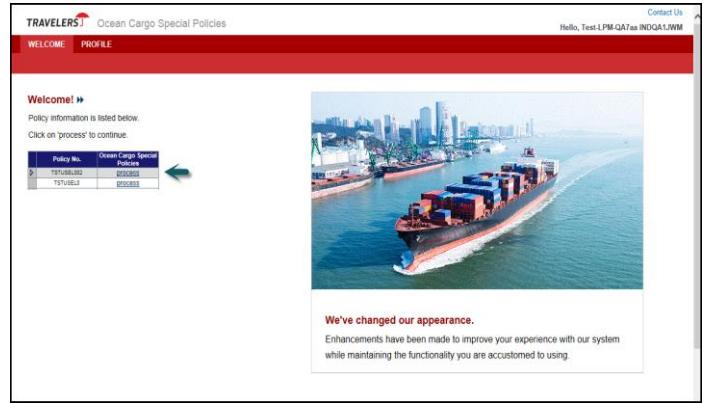
4. Registration Confirmation



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.