

## For your important information!!!

After you get your account registered, do note that your account has only access with Guests. You can submit VGM via HPL Website but no authorities to any other function, for instance, quote, booking, amendment, navigator.

Please contact local sales team or apply to [DigitalSales@hlag.com](mailto:DigitalSales@hlag.com) for booking MatchCode in case you want to get online business function.

Please always feel free to contact our customer service [china@service.hlag.com](mailto:china@service.hlag.com) once you have got the booking MatchCode (customer code= CU or contract code=MR), we would like to help you on account mapping.

**Tip: One account only corresponds to one match code, and can only operate the bookings related to the match code, and has no right to view and modify the bookings corresponding to other match codes.**

For example:

Booking:12345678 **CU code ABCLOG 35** MR code ABCHPL 12

Account 1:123456@hlag.com linked code: **ABCLOG 35**


Account 2:789123@hlag.com linked code: ACCLOG 78

Q:Which account has accesse to operate the booking 12345678?

A:Account 1 can view and modify the booking 12345678, as booking 12345678 is under CU code **ABCLOG 35**.

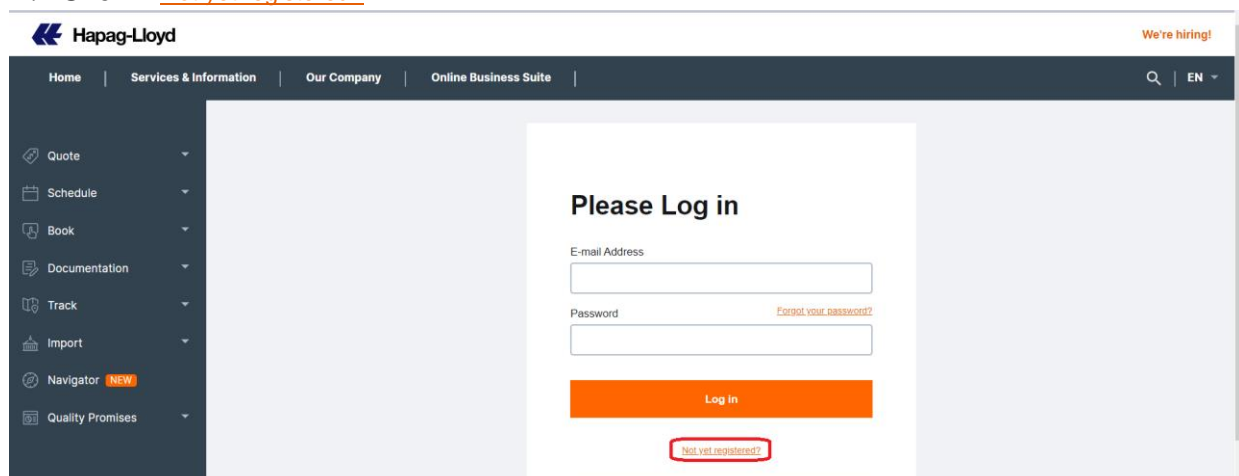
## New customer registration

Click the following link to open our online business center  
[Online Business Suite - Hapag-Lloyd](#)

1: Click the upper right corner 



2: Click “[Not yet registered?](#)”



3: Fill in the following account application information as required, and then click “Continue”

June 16, 2022

### Register Account

First Name  
First Name

Last Name  
Last Name

Phone Number  
138 549

Company Name  
HPL TEST

Street Address / Number  
ABC LOG

City  
Suzhou

Postal / ZIP Code  
21500

Country  
China, Jiangsu

Continue



4: fill out the following information:

### Register Account

E-mail Address  
12345678@hlag.com

Send verification code

Account Type  
 Customer of Hapag-Lloyd  Vendor of Hapag-Lloyd

User Role  
Handling the entire shipping process

Password  
...

Confirm Password  
...

I have read and agree to the [Privacy Terms](#) and [Terms of Use](#) of the website.

Yes, I would like to receive communication from Hapag-Lloyd (including product, rate and service updates).

Continue

Cancel

4.1: Only accepts corporate e-mail. Do not use 163, QQ and other private e-mail. After successful registration, the email address will be your login account.

4.2: Click "Send verification code", verify your account. The system will send a verification code to your mailbox. After receiving it, please fill in the verification code and click "Verify code" to verify your mailbox.

### Register Account

Verification code has been sent. Please copy it to the input box below.

E-mail Address  
12345678@hlag.com

Secondary Verification Code  
13223

Check your email box and paste the code you received and click Verify code

Verify code

Send new code

4.3: select Account Type only optional "Customer of Hapag-Lloyd".

4.4: choose your User Role

User Role

Handling the entire shipping process

- Getting rate quotations and purchasing of transport services
- Operative transport handling, in particular booking
- Preparing, processing and dispatching of all necessary shipping documents
- Clearing of shipments, checking customs and arrival notifications as well as arranging transportation from terminal
- Handling the entire shipping process
- Other

Choose your corresponding role, different role with different permissions. If your account needs to handle all booking-related procedures, please select "Handling the entire shipping process"

**Note: Please do not change the user role at will. Once modified, the account will be locked. Please contact our company to unlock it.**

4.5: Agree the terms and click the "Continue" button -- your account is successfully registered, please log in with your password.