



Are We Clicking Yet?

Getting Started with Cargo Portal Services (CPS)
www.cargoportalservices.com

1/ Not sure if you are already registered?

From the home page, click "Forgot Login Information" and enter your email address in the pop-up. A message will be sent to your email address reminding you of your user ID and password. You may be immediately prompted to update your password. Enter your current password, then enter a new password and then confirm the new password. Finally, log in using your new password.

2/ If you are not registered, ask a co-worker or your Air Canada Cargo sales representative if anyone in your company has registered. You will need your company's CPS Branch Reference Number when you register your own user ID. Alternatively, have your company's CPS Branch Administrator set you up as a new user. After you log in, you can change your password and set other preferences from the **Manage My Profile** link on the home page or under the Administration menu.

3/ If neither you, nor your company has established a CPS profile, you can register yourself and create a new CPS branch for your company. You will be prompted to enter your company information and be sure to have your Air Canada Cargo account number on hand. After your request has been approved by Air Canada, you will be able to access all CPS functions.

Create Bookings – First Search for Available Space to find your flight!

The best place to start to make ad-hoc bookings is the Create Booking Menu.

1. Click **Search Available Space** and enter all fields shaded in green – be sure to enter dimensions too, as this will auto calculate the volume;
2. Select the flight you wish to book and you will be brought to the **Create Booking screen**;
3. Enter your **Air Waybill Number**, or enter "New" where you would enter 014 to get a system-generated air waybill number. Complete all remaining fields such as description, the Air Canada Cargo product type, etc.;
4. If you have set your default account, your account number will auto-populate. (To set your default account, visit **Manage My Profile**.)
5. Enter the corresponding account number for the shipper and/or consignee or if you do not know it, enter the company name and destination city;
6. Finally, click **Submit Booking**.

You can also **Review Current Bookings** belonging to your account, whether made directly with Air Canada Cargo or through CPS. Once a booking is in "our" system, you will be able to see it.

Other key functions available in CPS include:

- Enter Customs Information (for the entry of House Air Waybills);
- Template Bookings (to book repeat shipments up to 30 days in advance);
- Rates Estimates (to see tariff and contract rates, if applicable);
- Allotment Bookings (to book into customer-specific allocation - if applicable);
- Track Air Waybills (including Cargo 2000 milestones)

There are many helpful tools including a detailed **User Guide** and other **Reference Cards** available directly from the website.

If you require assistance or more information about CPS, please contact your local Air Canada Cargo sales representative or call centre.

Thank you for your continued support!

Air Canada Cargo