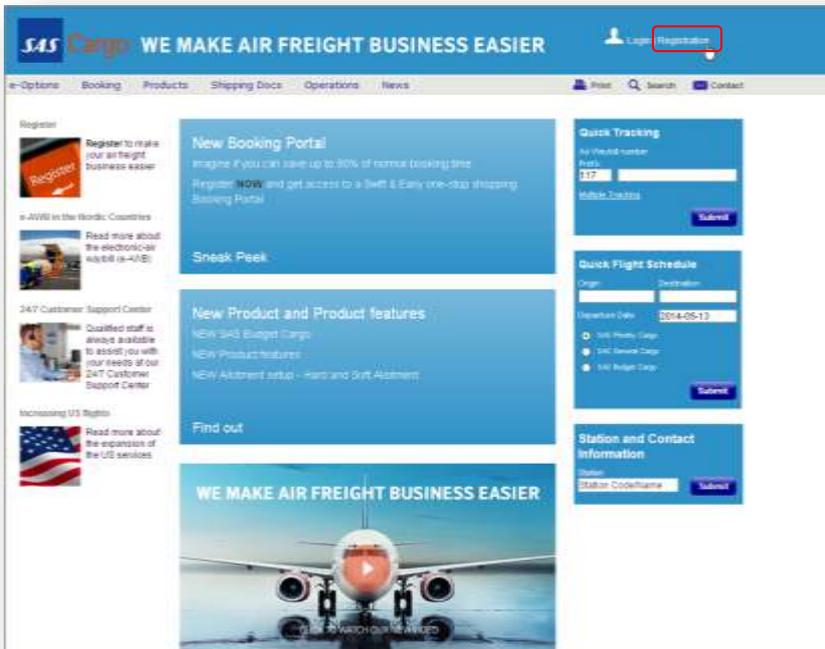
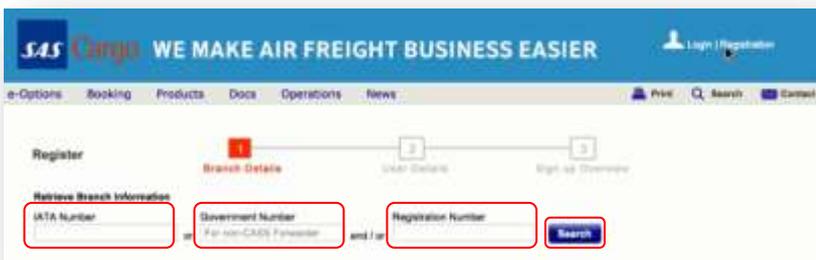


Go to [sascargo.com](http://sascargo.com) to register for a Username and Password.  
At the top right hand corner of the website click on **Registration**



## Step 1 – Branch Details

Insert the **IATA Number** or **Government Number** (the registered number of your company), and or **Registration Number**.  
One of the three fields is mandatory. When you have entered one or more of the above requirements click on **Search**.



### Tips

- ✓ **IATA Number** – Notice this is without the CASS number.
- ✓ **Government Number (for non-CASS Forwarder)** - Same as VAT number. Starts with a two letter country code and a number between 2-18 characters. E.g. of country code: DK for Denmark.
- ✓ **Registration Number** - This is system generated, so if you have not received it from a colleague that has registered already, it does not exist yet.

If your Branch information is in our customer database, the Branch will be retrieved and be made available for your selection in a pop-up screen. Select the Branch you are affiliated with and then click **Select**, to retrieve the Branch details.

If none of the branches in the pop-up matches your own Branch, click on **New Branch** to retrieve an empty **Branch Details** form.



The first person to register, at a given Branch, becomes the Administrator. You will be prompted that you are the first user of your Branch registering and that you will be the Administrator of your Branch, see screenshot below. Click **OK** to accept to become the Administrator of your Branch and gain access to the new SAS Cargo Booking Portal. If you click **Cancel**, the registration process will stop.

### Administrator's role

- ✓ Check and complete **Step 1 - Branch Information**, in the Registration process.
- ✓ Approve new users after certifying that user information is accurate.
- ✓ Add additional administrators if needed to ensure coverage.
- ✓ Change and delete users when applicable (discontinued employment, changed positions, etc.) This is an important task.
- ✓ Be the main contact person for SAS Cargo's Booking Portal matters.



If you are not the first Administrator of your Branch, the next page will be grayed out and you should just click **Continue** to be able to go directly to **Step 2 - User Details**.

If your Branch is known to SAS Cargo, some of the fields will be prefilled. However, all fields are editable so if the information is wrong or missing, the first Branch Administrator should correct it. When you are done and have double checked the information, click **Continue**.

## Tips

- ✓ \* - Asterisk means mandatory fields
- ✓ **CASS Number** - Fill in, if you are a CASS Agent.
- ✓ **City** - By typing the first three letters of the city, suggestions will appear which you can choose from. If your city is not listed, fill it in yourself.
- ✓ **Units** - These can be changed again when you get access to the portal under My Profile.
- ✓ **Cargo IMP Message** - This gives SAS Cargo an indication of your preferred Cargo IMP Messages.
- ✓ **Additional Services** - You will be contacted by SAS Cargo for further information.

## Registration Page 2 – User Details

This page is applicable for both Branch Administrators and Branch Users as this is your personal information. When you are done and have checked the information, click **Continue** to go to **Step 3 - Sign up Overview**.

## Tips

- ✓ **UserID/Business Email Address** - Use your personal business email address as this will be your Username on the Booking Portal. Be aware that we only accept company email addresses – no “hotmails”.
- ✓ **Password** - Minimum 6 characters and with minimum 1 number in it.
- ✓ **Notifications on all Bookings** - The marked notifications will be sent to your email (you can change the email address in **My Profile** or in **Step 1-Booking Information** for a specific booking).
- ✓ **Notifications of Cancellation** - Cancellations will be sent to your email.

## Step 3– Sign up Overview

Review your **Branch Details** and **User Information**, and click **Submit** to finish the registration process.

### Tips

- ✓ **Go back** - If you have any changes to the information, you can either use the **Top navigation bar** by clicking on Step 1 or 2. Or click on the **Back** button to the left at the bottom of the page.

Your request has now been send to SAS Cargo for approval.



Click **OK** to end the registration.

The approval process can take up to 2 working days.

If you are a Branch User, your request will be sent to your Branch Administrator for approval.

In both cases you will receive an email with an activation link. You have to click on the link to get access to the portal. If you do not receive an activation email please contact your Branch Administrator and/or use the Contact form on the portal.

## Approved Branch and first Administrator

When SAS Cargo has approved your Branch, you will as a Branch Administrator receive two emails. One with the Branch registered details and one with the activation link. Forward the Registration number in order for your colleagues to make a fast and correct registration.

To finish you registration click on the activation link in the email and it redirects you to the Booking Portal. Click **OK** in the pop-up that says you have been activated.

Enter your email address as your **Username** and the **Password** you chose when you registered and click on **Login**.

If you do not remember, click, **Forgot Password?**

Enter your email address in the pop-up. Click on **Submit**. You will shortly receive an email with your **Username** and **Password**.

## Approval of Branch Users

As an Administrator you will receive an email when a colleague has registered. To approve your colleagues you have to login to the Booking portal.

Click on **Manage Profile** in the navigation bar and choose **Manage Branch User**.



### Tips

- ✓ **Email** - In the emails the Administrator will be able to see the name of the colleagues who applied to access.



## Tips

- ✓ **User approvals** - Those pending approval will always be listed first.

## Manage Branch Users

Click on the arrow to see the full list. Approved user will also be listed. Click on **Show This User's Privileges**.



Certify your colleague's registration by clicking the **Edit User Information** button. Then click on **Show This User's Privileges** to approve your colleague.

Under **Member Approved** click the radio button - **Yes**, and follow the same procedure under **Administrator Status** - if you want this Branch User to also be an Administrator. To finish, click on **Update This User's Privileges**.

The Branch User will now receive an email with the activation link.

## Manage My Profile

Go to **Manage Profile** and select **My Profile** in the dropdown menu, to see what you have registered.



## Tips

- ✓ **Notification email** - The default setting uses the email you signed up with. However, if you like to share the information with your colleagues you can change the address to a company email address.

Here you can change your password and settings, add more information to your profile, control your notifications etc. When you have made your changes, click on **Update Profile**.