



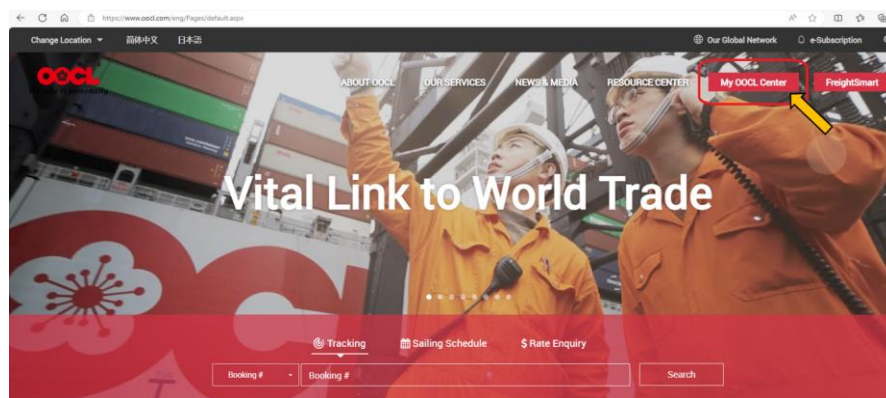
User Guideline for New MOC Registration Process

Use Cases:

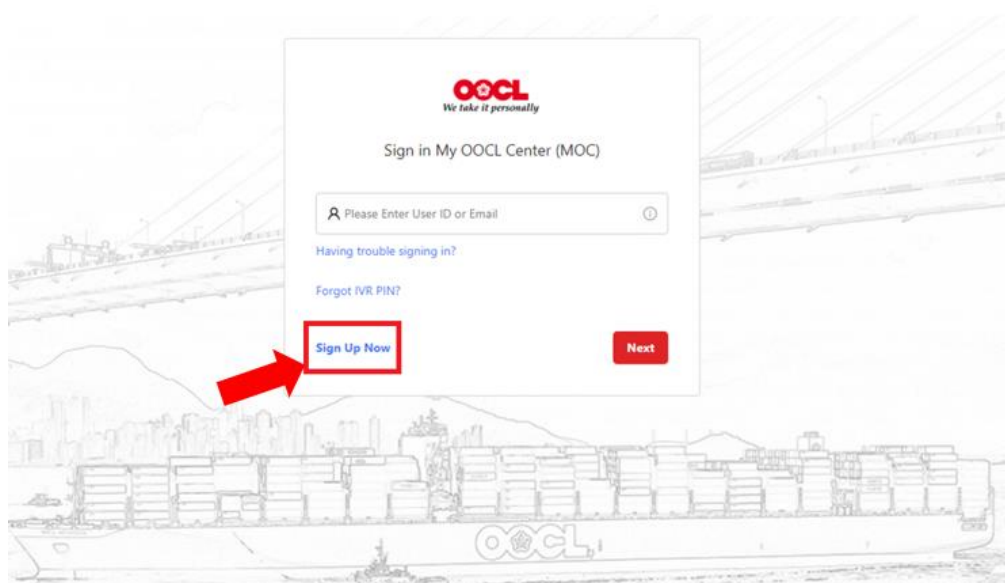
1. Sign Up for MOC (OOCL) Account
2. Login existing OOCL Account with MOC registration (Without HCP Association)
3. Login existing OOCL Account with MOC registration (With HCP Association)

Use Case 1

Step 1: Click the “My OOCL Center” button under OOCL.com



Step 2: Click “Sign Up Now” to proceed the MOC registration



i. **Company Profile Information**

*Mandatory fields include:

- *Company English Name*
- *Local Company Name (for China Region ONLY)*
- *State/Province*
- *Street*
- *Local Unique Identification Number*

ii. Personal (Administrator) Profile Information

Contact Person and Administrator

Name

Mr.

First name

Middle name (O...)

Last name

Email Address : (this email address is the Login ID)

Email address must be in the format of xxx@xxx.xxx

Phone No.

Country Code

Area Code

Local Code (Only number 0-9 are allowed)

Job Title

Department

Please grant me access to My OOCL Center

☐

By submitting the above registration information, you indicate that you have read and understand and agree to be bound by the [Terms of Use](#) and the [Privacy and Security Statement](#), including Section 5.10. You may view the Terms of Use by clicking on "Terms of Use" and "Privacy and Security Statement" (which forms part of the Terms of Use), on the bottom of the page at [www.oocl.com](#). Your submission of this information will also constitute your consent to collection and transfer of this information by and between OOCL, its affiliates and System Administrator (CargoSmart) for use, processing and storage in the United States or any other country.

IMPORTANT NOTICE

CargoSmart is the System Administrator of OOCL Web Site. The user information, User ID, and Password are managed by CargoSmart and Password is generated by CargoSmart. The User ID and Password notifications will be sent to you by CargoSmart. If you wish to use the services in CargoSmart Web Sites, you can use the same set of User ID and Password for logging into CargoSmart Web Sites. Upon your first time login of CargoSmart Web Sites, CargoSmart will complete the registration form on your behalf automatically using the same set of user information above. CargoSmart will also automatically setup an association between your company and the CargoSmart Participating Carriers. Use of the services in CargoSmart Web Sites will be subject to CargoSmart's Terms of Use and Privacy and Security Statement. You will be required to accept the CargoSmart's Terms of Use and Privacy and Security Statement when you login CargoSmart Web Sites. Your submission of the above registration information will constitute your acknowledgement of this Notice.

Agree & Submit

*Mandatory Information includes:

- *Name*
- *Email Address*
- *Phone No.*

Step 4: “Tick” the box if you accept MOC Terms of Use and Privacy and Security Statement, and then click **“Agree & Submit”** button for registration form submission.

Step 5: Complete the CAPTCHA for verification process

OOCL

Company Registration

We take it personally

mocuser03@oocl.com

Phone No.

000

000

123456789

Job Title

Department

Please grant me

☒

By submitting bound by the Terms of Use by clicking bottom of the page and transfer of processing and

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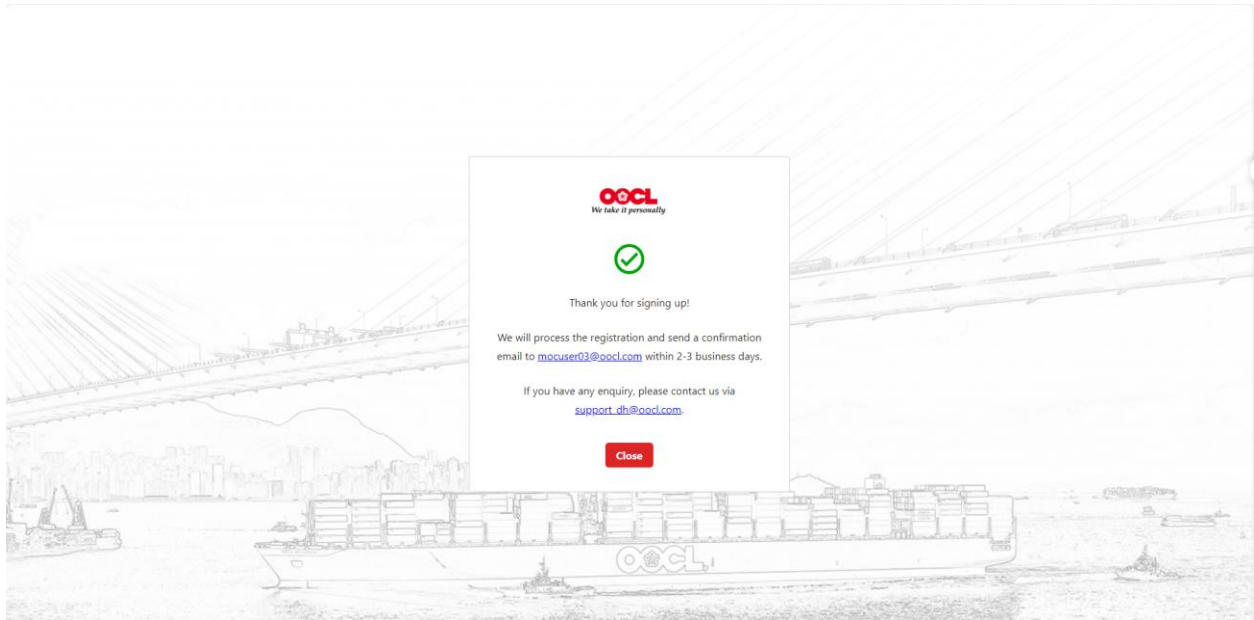
Please complete verification



Agree to be bound by the Terms of Use, on the bottom of the page, and transfer of processing and

Agree & Submit

Step 6: Receive a sign-up completion message and please wait for the approval process within 2 to 3 business days.



Step 7: Check the confirmation email and activation email from the registered mailbox.

a) Confirmation Email – Approved

[UAT] Company Registration Result



support_dh_non_prod@oocl.com
Today, 6:45 PM
mocuser03

Reply all

Dear Customer,

Thank you for applying OOCL Account for Company E. Your application for OOCL Account is approved.

If you have no OOCL Account before, please find our separated email to activate the account.

Best Regards,

OOCL Support

b) Confirmation Email – Rejected

[UAT] Company Registration Result



support_dh_non_prod@oocl.com
Today, 6:48 PM
mocuser03

Reply all

Dear Customer,

Thank you for applying OOCL Account for Company E. Unfortunately, we are unable to proceed your application at this time.

Rejection reason: **The email account exists (repeat registration)**

We appreciate you taking the time to submit an application and please contact our customer service for assistance.

Best Regards,

OOCL Support

iii. Activation Email

Activate Your OOCL Account



support_dh_non_prod@oocl.com
Today, 8:51 AM
mocuser03

Reply all

Welcome to OOCL!

To access the applications and settings within OOCL, follow these steps to activate your account:

1. Click your [activation link](#), which will open a new page in your browser.
2. Select >>**Click here to proceed** on the page to change your password.
3. Enter your new password in **New Password**, then enter it again in **Confirm Password**. Click **Submit**

Please note that your activation link will expire in 1 day, therefore you need to activate your account quickly.

If you encounter any technical issue on OOCL account activation, please contact us [here](#)

Best Regards,
OOCL Support

Please follow the instructions of activation email as per below steps:

- i. Click the hyperlink of **activation link**

Activate Your OOCL Account



support_dh_non_prod@oocl.com
Today, 8:51 AM
mocuser03

Reply all

Welcome to OOCL!

To access the applications and settings within OOCL, follow these steps to activate your account:

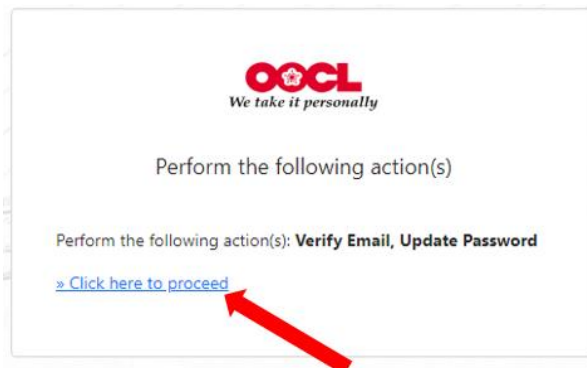
1. Click your [activation link](#), which will open a new page in your browser.
2. Select >>**Click here to proceed** on the page to change your password.
3. Enter your new password in **New Password**, then enter it again in **Confirm Password**. Click **Submit**

Please note that your activation link will expire in 1 day, therefore you need to activate your account quickly.

If you encounter any technical issue on OOCL account activation, please contact us [here](#)

Best Regards,
OOCL Support

- ii. Click the hyperlink of **>>Click here to proceed**



iii. Customized the password according to the OOCL Account Policy

OOCL
We take it personally

Reset Password

Create a strong password according to password policy.

[Back](#) [Save Password](#)

[Privacy Policy](#) | [Terms of Use](#) | [Privacy and Security Statement](#) | [Online Security](#) | [Customer Communications Policy](#)

iv. The MOC (OOCL) account is updated with the new password.

X

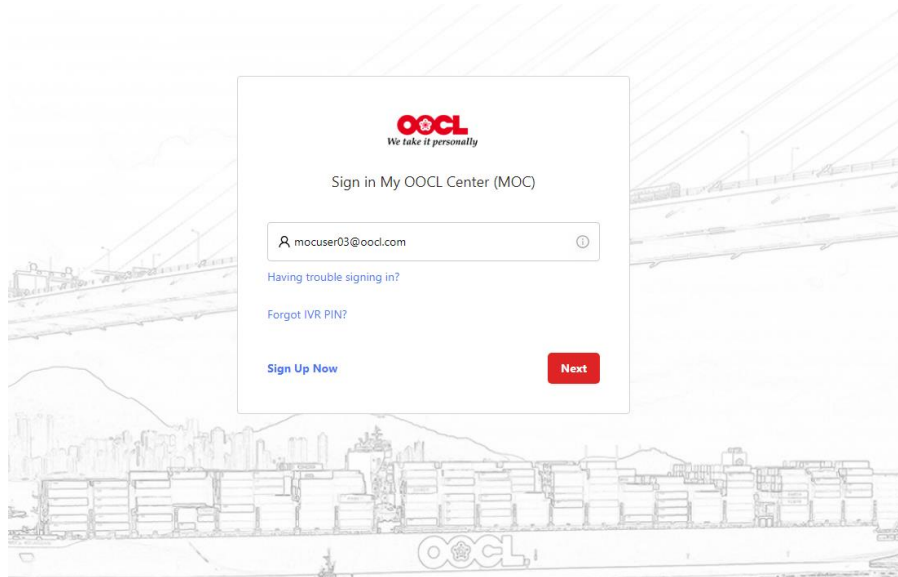
OOCL
We take it personally

Your account has been updated

[Back to application](#)

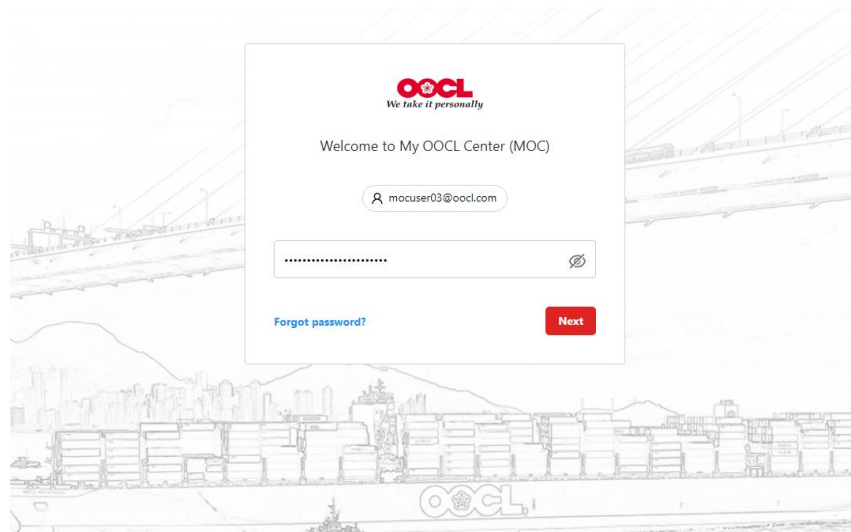
[Privacy Policy](#) | [Terms of Use](#) | [Privacy and Security Statement](#) | [Online Security](#) | [Customer Communications Policy](#)

Step 8: Login the MOC account by OOCL Account (The Login ID is registered email address) and then click **“Next”** button.



The screenshot shows the OOCL login interface. At the top is the OOCL logo with the tagline "We take it personally". Below the logo, the text "Sign in My OOCL Center (MOC)" is displayed. A text input field contains the email address "mocuser03@oocl.com". To the right of the input field is a small circular icon with an "i". Below the input field are two links: "Having trouble signing in?" and "Forgot IVR PIN?". At the bottom left is a link "Sign Up Now", and at the bottom right is a red button labeled "Next". The background features a faint line drawing of a port with a ship and a city skyline.

Step 9: Enter MOC (OOCL) Account Password and then click **“Next”** button.



The screenshot shows the OOCL login interface after the email address has been entered. The text "Welcome to My OOCL Center (MOC)" is displayed. The email address "mocuser03@oocl.com" is shown in a read-only field. Below it is a password input field filled with asterisks. To the right of the password field is an eye icon for toggling visibility. Below the password field is a link "Forgot password?". At the bottom right is a red button labeled "Next". The background features a faint line drawing of a port with a ship and a city skyline.

Step 10: Accept OOCL TOU and Privacy and Security Statement



Terms of Use and Privacy and Security Statement Acceptance - OOCL

Please indicate your acceptance of these terms and conditions by clicking the Accept or Decline button at the bottom of this page.

Last Updated: 20 May 2018

Before using the whole or any part of the Service (as defined below), please read the following terms and conditions which govern use of the Service. By using the Service or any portion thereof, you agree to be bound by the terms and subject to the conditions of this Agreement (as defined herein).

OOCL LICENSE AGREEMENT AND TERMS OF USE

ARTICLE 1 THE SERVICE

Section 1.01.

The "Service" consists of various services and information provided by Orient Overseas Container Line ("OOCL") on:

- (i) the OOCL web site currently operating under the domain name www.oocl.com ("OOCL Web Site"); or
 - (ii) SMS (as defined below), the OOCL EDI Integration Service (as defined in Section 2.03(i)), SW (as defined below) or any other network communications infrastructure or software or other functions made available to you by OOCL or its third party service providers (all together, with the OOCL Web Site, the "OOCL Network");
- and includes all Content and the structuring, processing, translating and generating of such Content.

OOCL, as defined in OOCL Bill of Lading

References to the "Service" are to the Service as a whole or any part thereof, as the context may require.

"Agreement" means the Terms of Use, the Privacy and Security Statement and the relevant additional terms described in Section 1.03(i), which together constitute a single binding agreement of terms and conditions for your use of the Service.

"Bill of Lading Handling Service" means certain services which allow for, amongst other things, the transmission of, storage of and printing of bills of lading, see waybills or other shipping documents that OOCL in its absolute discretion provide to Registered Users (see Article 6) via the OOCL Web Site from time to time.

"Bill of Lading Internet Processing Service" means certain services which allow for, amongst other things, the preparation of, transmission of, amendment to, request for, storage of and printing of or other processing of, bills of lading, see waybills or other shipping documents that OOCL may in its absolute discretion provide to Company Members (see Article 7) via the OOCL Web Site at its absolute discretion from time to time.

"Content" means all and any Data (including, without limitation, any e-mail notifications (and documents generated thereby) made available to you by OOCL) as may be hosted to or otherwise accessible on or through the OOCL Network.

"Data" means programs, text, messages, software, sound, pictures, video, graphics, any products or materials and any information in whatever form.

"Interactive Voice Response Service" or "IVR" means an automated telephony system that interacts with callers, accepts a combination of voice telephone input and touch-tone keypad selection and provides appropriate responses.

"Posted" means uploaded, downloaded, posted, exchanged, transmitted to, generated in, communicated to, or included in.

"Privacy and Security Statement" means all the terms and conditions in the [Privacy and Security Statement](#) which can be viewed by accessing the "Privacy and Security Statement" link on the OOCL Web Site.

"Short Message Service" or "SMS" means the service for sending short messages to and from mobile devices.

"System Administrator" means CargoSmart or such other entity that OOCL may engage from time to time to host and maintain the Service or any portion thereof and to administer the registration of Company Members and Associates (as hereinafter defined) and to manage their profiles.

"Terms of Use" means all the terms and conditions of this OOCL License Agreement and Terms of Use.

"User" means any person who accesses or uses the Service.

Unless otherwise stated, references to Sections or Articles are to sections and articles of this Terms of Use.

You agree that there are no standards of performance for the Service except those that are expressly set forth in this Agreement.

Section 1.02. Your Eligibility.

As a condition for your use of the Service, you undertake, represent and warrant that:

- (a) you have the legal and other requisite authority to enter into this Agreement with valid and binding effect on you and/or any entity you represent and on behalf of which you are entering into this Agreement; and
- (b) you will only use the Service in compliance with this Agreement.

Step 11: Accept CargoSmart TOU and Privacy and Security Statement



Terms of Use and Privacy and Security Statement Acceptance - CargoSmart

Please indicate your acceptance of these terms and conditions by clicking the Accept or Decline button at the bottom of this page.

Last Updated:

Before using the whole or any part of the Service (as defined below), please read the following terms and conditions which govern use of the Service. By using the Service or any portion thereof, you agree to these terms and conditions of use. If you do not agree, please do not use the Service or any part thereof. The Service is intended for use by businesses for business purposes and is not intended to be used by individuals for personal, family or household purposes.

CARGOSMART LICENSE AGREEMENT AND TERMS OF USE

ARTICLE 1 THE SERVICE

Section 1.01. The Service.

The "Service" consists of various services and information provided by CargoSmart ("CargoSmart") including, without limitation, the services and information provided on and/or in connection with:

- (i) the CargoSmart web sites operating under the domain names www.cargosmart.com, www.cargosmart.co, and such other domain names which CargoSmart may register and/or make available to you from time to time ("CargoSmart Web Sites"); and
- (ii) the CargoSmart Desktop application, the CargoSmart Short Message Service application ("SMS") (via wireless communications link), the CargoSmart EDI Integration Service (as defined in Section 2.05 (ii)) or any other network communications infrastructure or any software or other functions made available to you by CargoSmart or its third party service providers (all together, with the CargoSmart Web Sites, the "CargoSmart Network").

and includes all Content and the structuring, processing, translating and generating of such Content.

References to the "Service" are to the Service as a whole or any part thereof, as the context may require.

"Content" means all and any Data (including, without limitation, any e-mail notifications and Worksheets (and documents generated thereby) made available to you by CargoSmart as may be hosted to or otherwise accessible on or through the CargoSmart Network.

"Data" means programs, text, messages, software, sound, pictures, video, graphics, any products or materials and any information in whatever form.

"Posted" means uploaded, downloaded, posted, exchanged, transmitted to, generated in, communicated to, or included in.

"User" means any person who accesses or uses the Service.

"Worksheets" means the CargoSmart Booking Worksheet and the Shipping Instructions Worksheet as identified as such on the CargoSmart Web Sites, and any other software or other functions (and upgrades thereof) made available to you by CargoSmart.

You agree that there are no standards of performance for the Service except those that are expressly set forth in this Agreement.

Section 1.02. Your Eligibility.

As a condition for your use of the Service, you undertake, represent and warrant that:

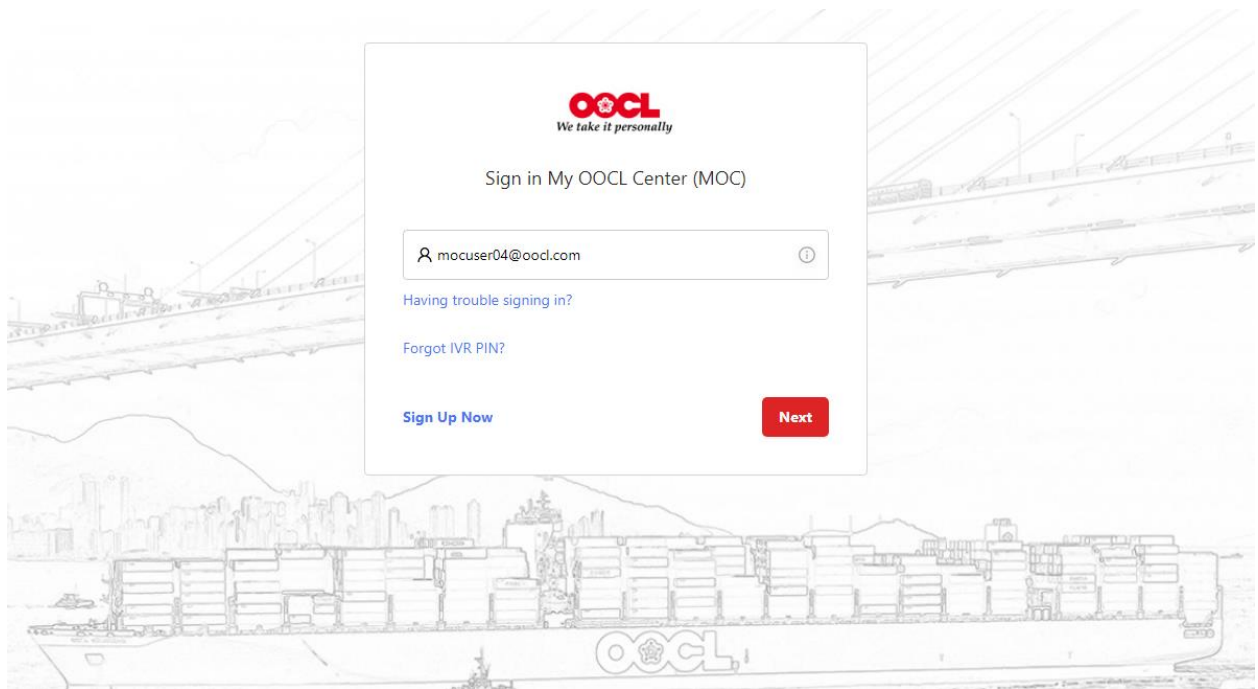
- (a) you have the legal and other requisite authority to enter into this Agreement with valid and binding effect on you and/or any entity you represent and on behalf of which you are entering into this Agreement; and
- (b) you will only use the Service in compliance with this Agreement.

Section 1.03. Changes to the Service and Additional Terms.

[illegible]

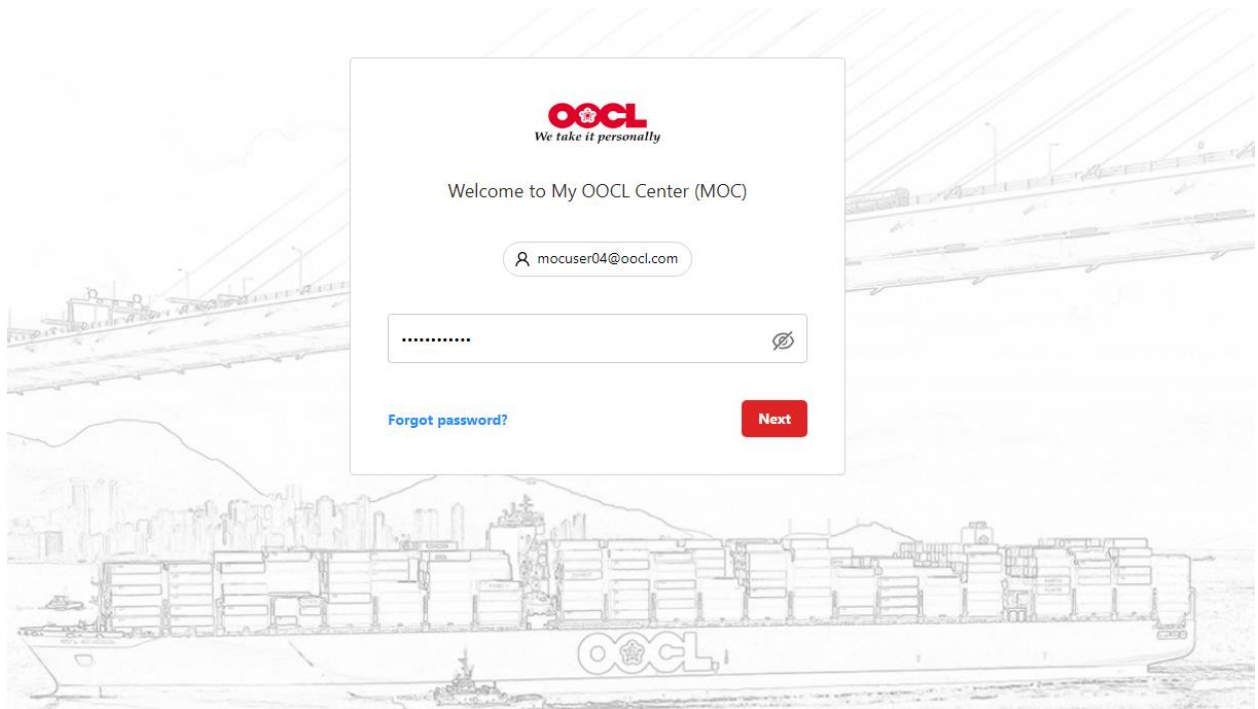
Use Case 2

Step 1: Enter OOCL Account (email address) and then click “**Next**” button.



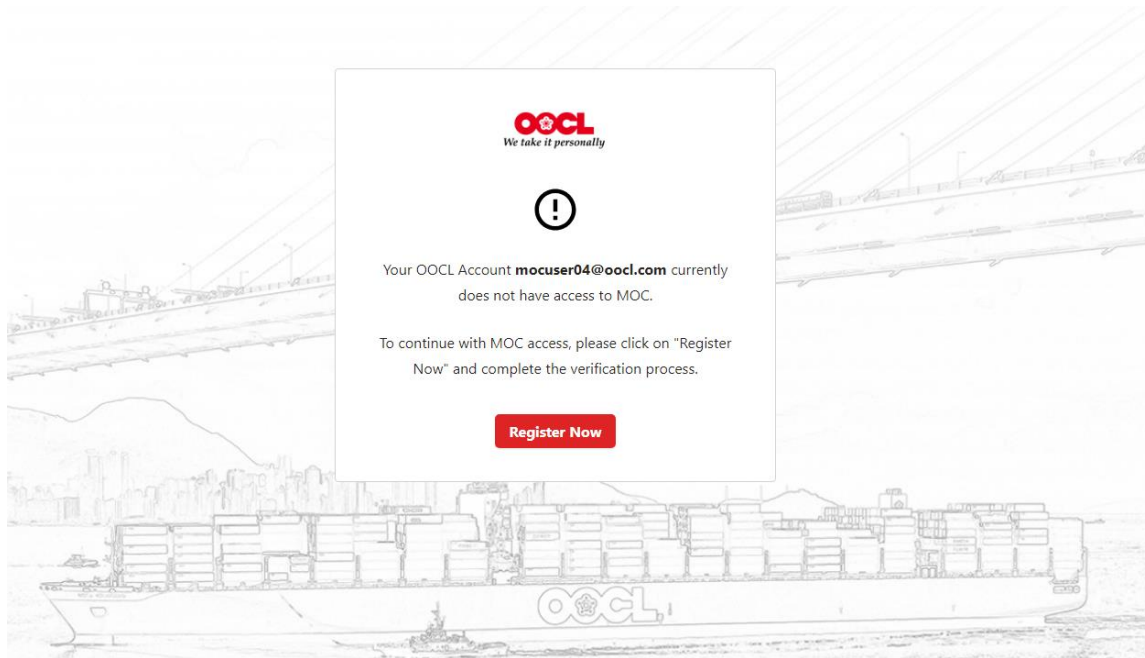
The screenshot shows the OOCL login interface. At the top is the OOCL logo with the tagline "We take it personally". Below the logo, the text "Sign in My OOCL Center (MOC)" is displayed. A text input field contains the email address "mocuser04@oodl.com". To the right of the input field is a small circular icon with an "i". Below the input field are two links: "Having trouble signing in?" and "Forgot IVR PIN?". At the bottom left is a link "Sign Up Now", and at the bottom right is a red button labeled "Next". The background features a faint illustration of a large OOCL container ship sailing on the water, with a city skyline and a bridge visible in the distance.

Step 2: Enter the OOCL Account Password and then click “**Next**” button.

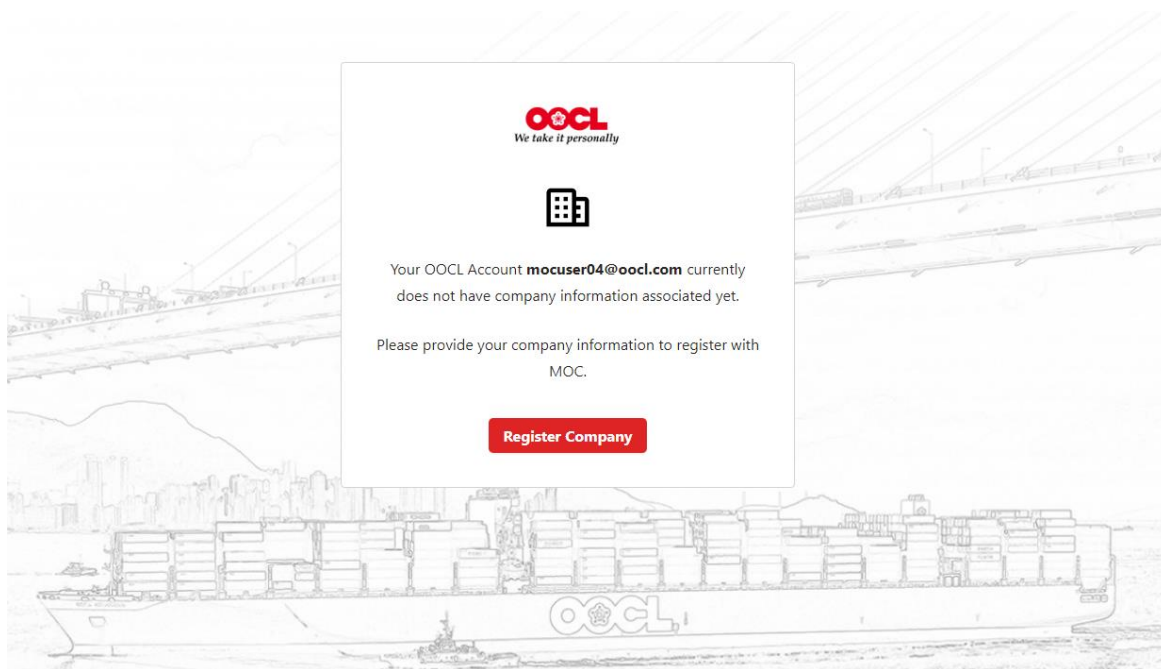


The screenshot shows the OOCL login interface for the second step. The OOCL logo and tagline "We take it personally" are at the top. Below the logo, the text "Welcome to My OOCL Center (MOC)" is displayed. A text input field contains the email address "mocuser04@oodl.com". Below this is a password input field represented by a series of dots. To the right of the password field is a small circular icon with an "x". Below the password field is a link "Forgot password?". At the bottom right is a red button labeled "Next". The background features a faint illustration of a large OOCL container ship sailing on the water, with a city skyline and a bridge visible in the distance.

Step 3: Prompt an alert message to illustrate the input OOCL Account which do not have MOC access. Click **“Register Now”** to further proceed for verification.



Step 4: Prompt another alert message to illustrate the input OOCL Account which do not have company profile on HCP. Click **“Register Company”** to further proceed to the new registration form.

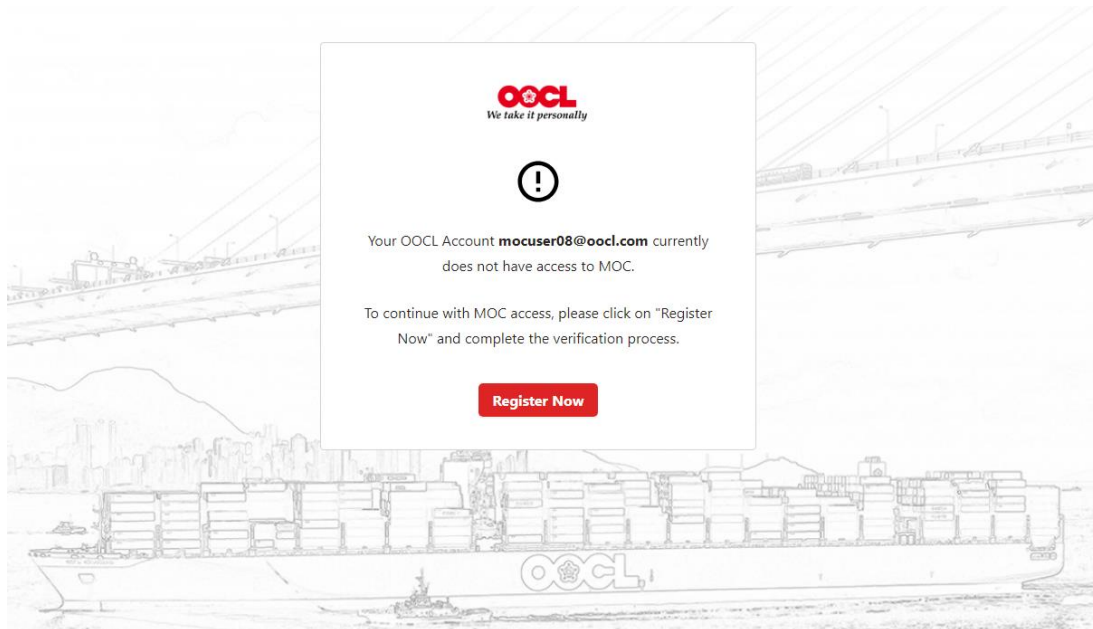


Step 5: Repeat the above **Use Case 1** from Step 3 to Step 12 without activation email being received.

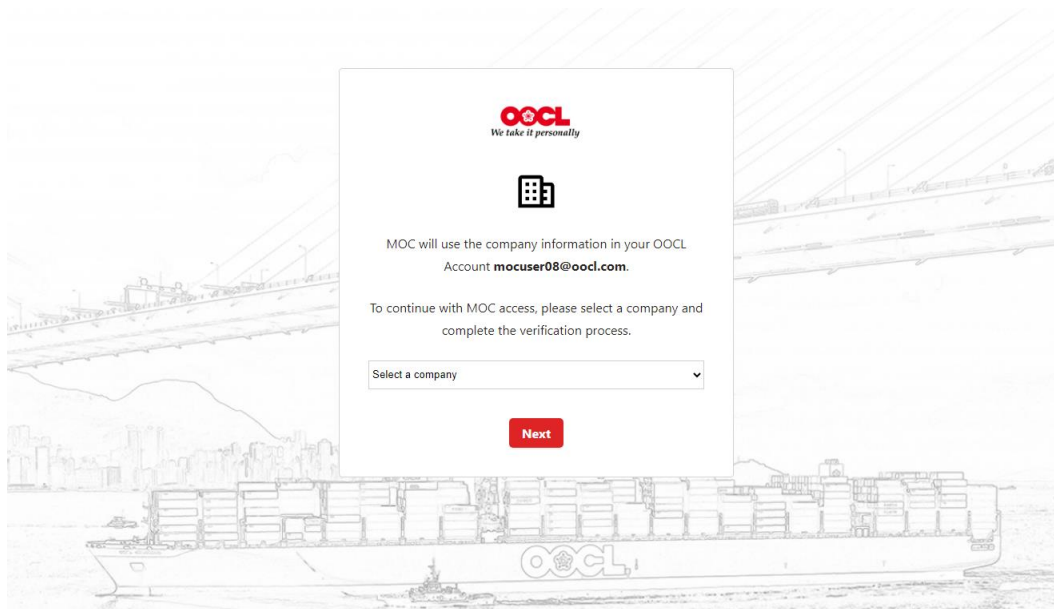
Use Case 3

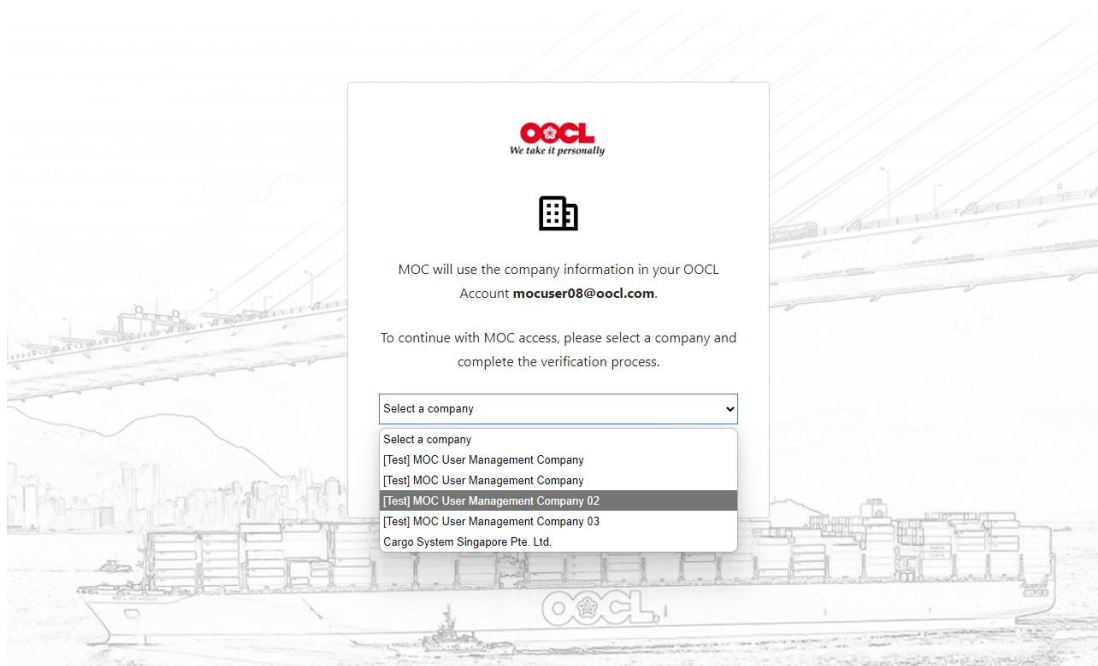
Step 1: Repeat the User Case 2 from Step 1 to Step 2 to enter the OOCL Account (Login Email) with Password

Step 2: Prompt an alert message to illustrate the input OOCL Account which do not have MOC access. Click **“Register Now”** to further proceed for verification.



Step 3: Prompt another alert message to select the company profile from the drop-down list. Click **“Next”** to further proceed for the registration





Step 4: Click “Next” to further proceed for the registration.

Step 5: Re-direct to pre-filled registration form and only several fields are allowed to be updated.

Company Information such as

- *Local Company Name*
- *County/District*
- *City*
- *Zip Code / Postal Code*
- *Company Website*
- *Additional Information*

Personal Information such as

- *Name*
- *Phone No.*



Company Registration

Company Account Registration

Company Information

Company English Name

[Test] MOC User Management Company 02

Local Company Name

Country/Region

China

State/Province

Ningxia

County/District

City

Street

ailib

Zip Code / Postal Code

Local Unique Identification Number :

Unified Social Credit Identifier - USC

12345

Document of Unique Identification :

Accepted: png/jpg/png/pdf, up to 5 files supported

Upload Document

Max total file size is 20MB.

Company Website

Industry Segment

28 items Available

☐ Agricultural

☐ All Commodities

☐ Apparel, Textiles

☐ Automotive

☐ Beer

0 item Selected

No Data

Company Type :

13 items Available

☐ 3PL/WPL

☐ Agent

☐ Bank

☐ Consignee / Importer

☐ Consolidator

0 item Selected

No Data

Additional Information :

Contact Person and Administrator

Name

Mr.

Dennis

Middle name (O...)

Ching

Email Address :

(This email address is the Login ID)

mocuser02@occl.com

Phone No.

00000

000

21345670

Job Title

Department

Please grant me access to My OOCL Center

☐

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Agree & Submit

Step 6: Repeat the *Use Case 1* from Step 4 to Step 12 without activation email being received.