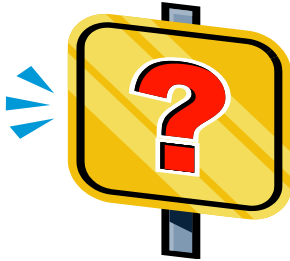


# YM Website – User Manual



## ➤ Registration Introduction

1. Introduce Registration rule
2. How to register account on YM website?
3. How to request new function after registered?
4. How to get ID/PW when forgot it?
5. How to change password?
6. How to create sub-user by Admin?

# 1. Introduce Registration rule

# Introduce Registration rule

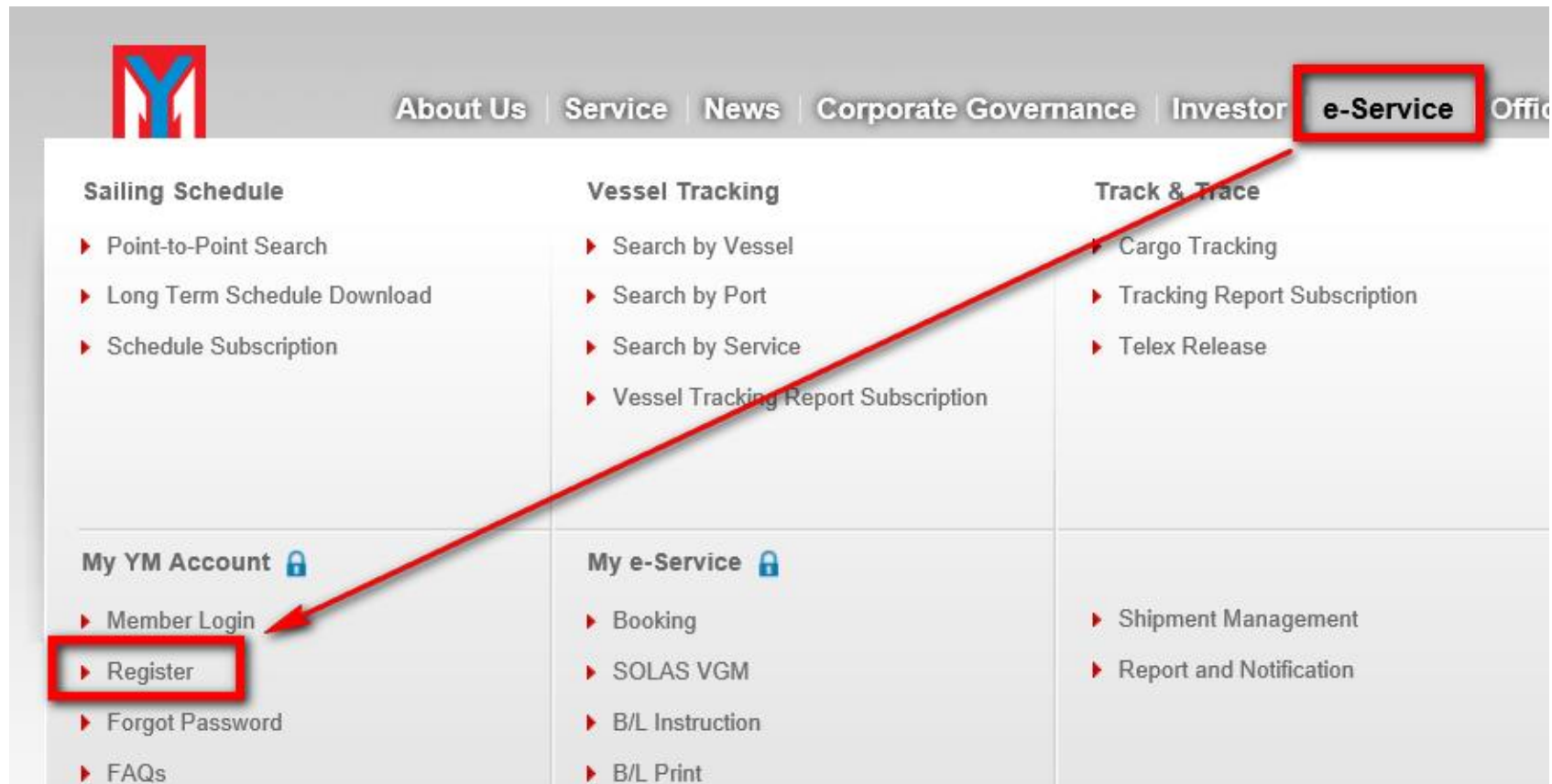
1. One company only have one Administrator and many sub-users for the same country/city.
2. Fill out complete company name, contact name, address and related B/L number.
3. Do not use public email (like Yahoo, Gmail) for Registration.





## **2. How to register account on YM website?**

# How to register account on YM website?

**Method 1:** Go to <https://www.yangming.com/index.aspx> and select e-Service/Register. Then, fill out all information on Website.

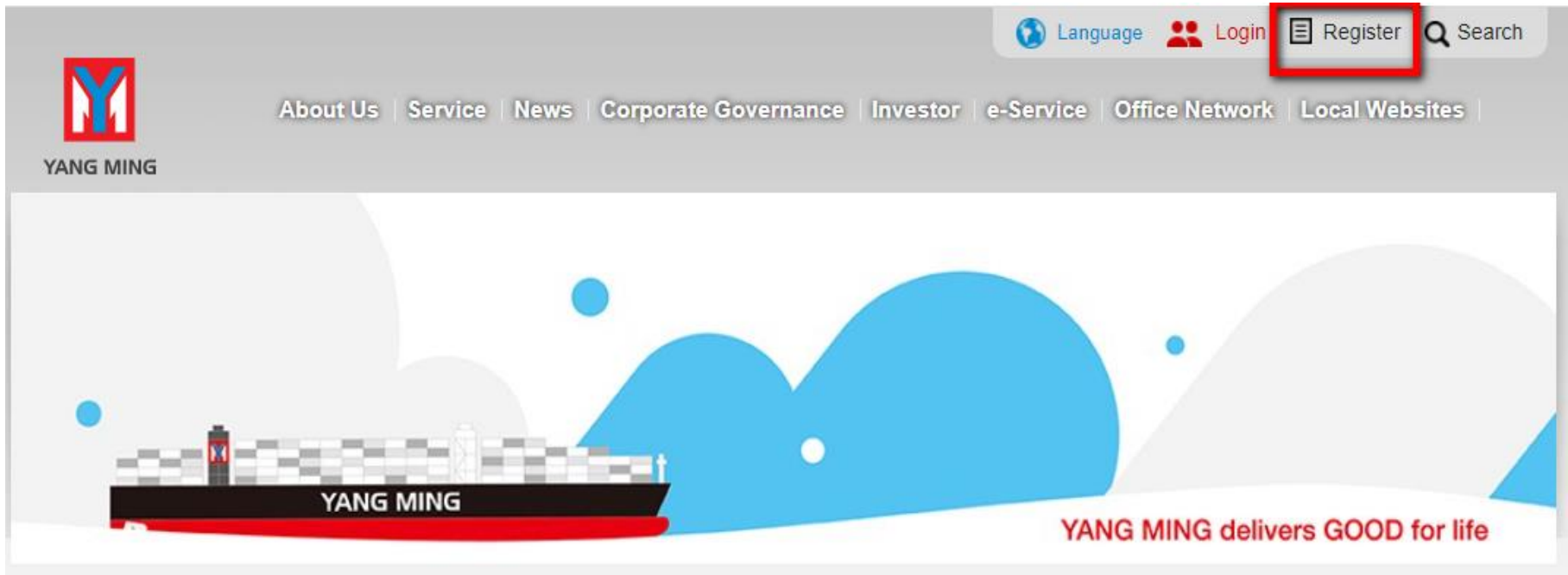


The screenshot shows the Yang Ming website's navigation menu. The 'e-Service' tab is highlighted with a red box. A red arrow points from the 'e-Service' tab to the 'Register' link in the 'My YM Account' section. The 'Register' link is also highlighted with a red box. The website's logo is visible in the top left corner, and the navigation menu includes 'About Us', 'Service', 'News', 'Corporate Governance', 'Investor', 'e-Service', and 'Office'.

Sailing Schedule	Vessel Tracking	Track & Trace
<ul style="list-style-type: none"><li>▶ Point-to-Point Search</li><li>▶ Long Term Schedule Download</li><li>▶ Schedule Subscription</li></ul>	<ul style="list-style-type: none"><li>▶ Search by Vessel</li><li>▶ Search by Port</li><li>▶ Search by Service</li><li>▶ Vessel Tracking Report Subscription</li></ul>	<ul style="list-style-type: none"><li>▶ Cargo Tracking</li><li>▶ Tracking Report Subscription</li><li>▶ Telex Release</li></ul>
My YM Account 	My e-Service 	
<ul style="list-style-type: none"><li>▶ Member Login</li><li>▶ Register</li><li>▶ Forgot Password</li><li>▶ FAQs</li></ul>	<ul style="list-style-type: none"><li>▶ Booking</li><li>▶ SOLAS VGM</li><li>▶ B/L Instruction</li><li>▶ B/L Print</li></ul>	<ul style="list-style-type: none"><li>▶ Shipment Management</li><li>▶ Report and Notification</li></ul>

# How to register account on YM website?

**Method 2:** Go to <https://www.yangming.com/index.aspx> and press the “Register” and fill out all information on Website.

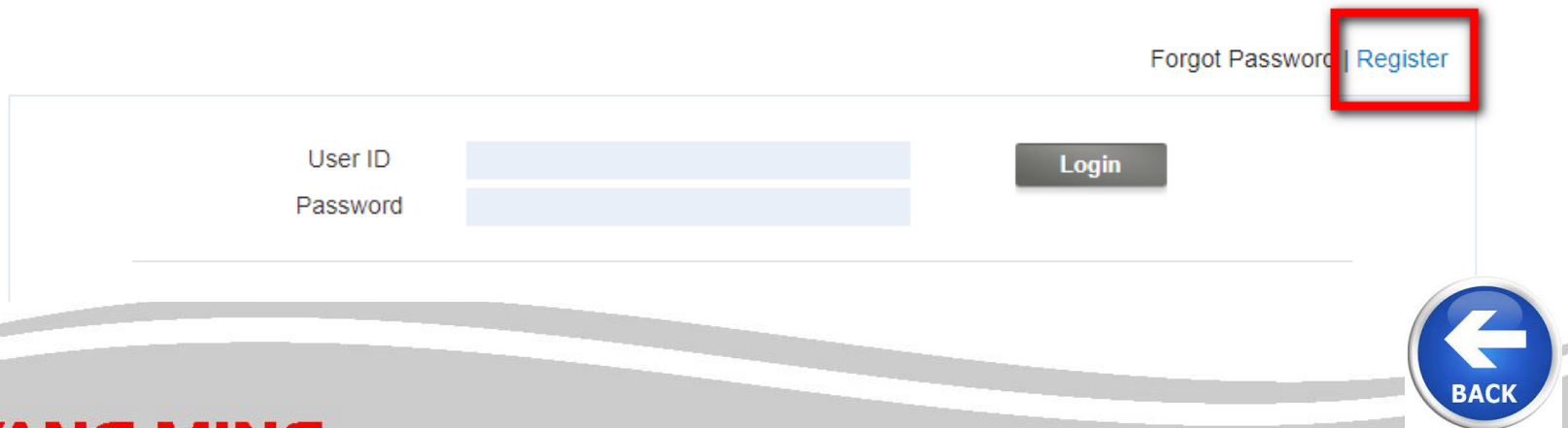


# How to register account on YM website?

**Method 3:** Go to <https://www.yangming.com/index.aspx> and press the “Login”. Then, press “Register” and fill out all information on Website.



## Member Login

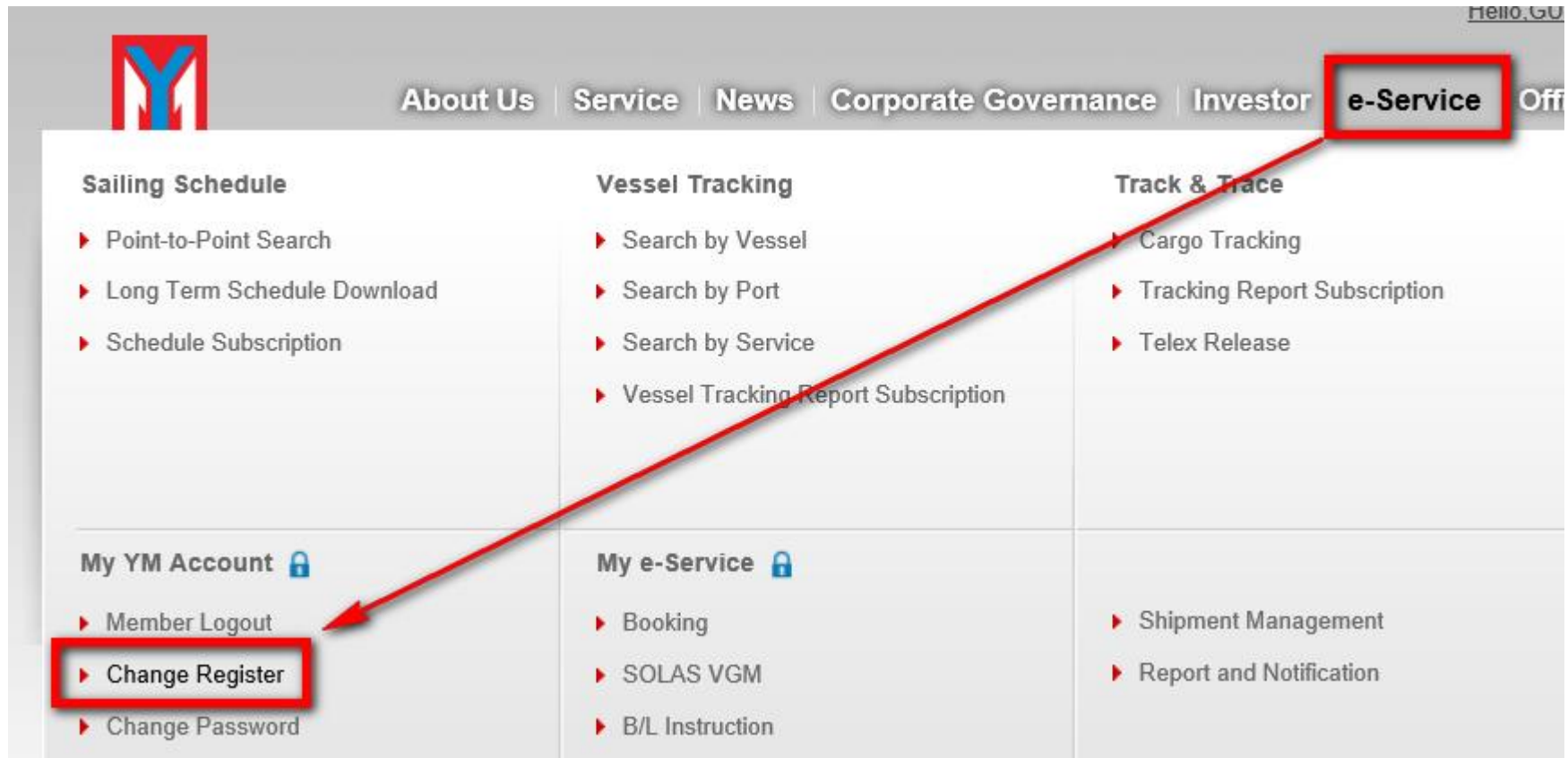


# 3. How to request new function after registered?



# How to request new function after registered?

**Method 1:** Go to <https://www.yangming.com/index.aspx> and login ID/PW. Then, select e-Service/Change Register to tick the e-service function.



The screenshot shows the Yang Ming website's navigation menu. The 'e-Service' menu item is highlighted with a red box. A red arrow points from this box to the 'Change Register' option in the 'My YM Account' section, which is also highlighted with a red box. The website header includes the Yang Ming logo and navigation links: About Us, Service, News, Corporate Governance, Investor, e-Service, and Off. The main content area is divided into three columns: Sailing Schedule, Vessel Tracking, and Track & Trace. The 'My YM Account' section includes options like Member Logout, Change Register, and Change Password. The 'My e-Service' section includes Booking, SOLAS VGM, and B/L Instruction. The 'Track & Trace' section includes Cargo Tracking, Tracking Report Subscription, and Telex Release. The 'Shipment Management' and 'Report and Notification' sections are also visible.

Hello, GU

About Us | Service | News | Corporate Governance | Investor | **e-Service** | Off

**Sailing Schedule**


- ▶ Point-to-Point Search
- ▶ Long Term Schedule Download
- ▶ Schedule Subscription

**Vessel Tracking**


- ▶ Search by Vessel
- ▶ Search by Port
- ▶ Search by Service
- ▶ Vessel Tracking Report Subscription

**Track & Trace**

- ▶ Cargo Tracking
- ▶ Tracking Report Subscription
- ▶ Telex Release

**My YM Account** 

- ▶ Member Logout
- ▶ **Change Register**
- ▶ Change Password

**My e-Service** 

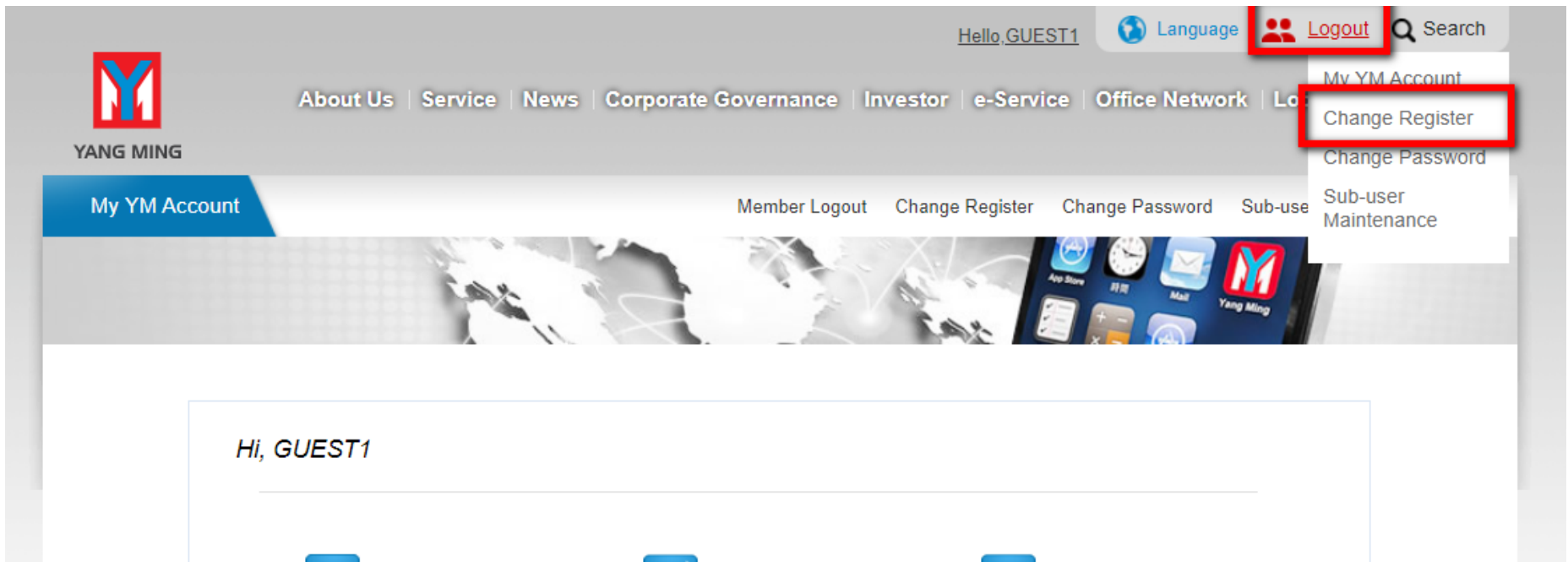
- ▶ Booking
- ▶ SOLAS VGM
- ▶ B/L Instruction

▶ Shipment Management

▶ Report and Notification

# How to request new function after registered?

**Method 2:** Go to <https://www.yangming.com/index.aspx> and you can find the “Change Register” function when you move mouse to Logout.



The screenshot displays the top navigation bar of the Yang Ming website. The user is logged in as 'GUEST1'. The 'Logout' button is highlighted with a red box. A dropdown menu is open, showing options: 'My YM Account', 'Change Register' (highlighted with a red box), 'Change Password', and 'Sub-user Maintenance'. Below the navigation bar, there is a banner image showing a smartphone with the Yang Ming app icon. The main content area shows a greeting 'Hi, GUEST1' and three blue buttons.



# 4. How to get ID/PW when forgot it?

# How to get ID/PW when forgot it?

**Method 1:** Go to <https://www.yangming.com/index.aspx> and select e-Service/Forgot Password.

The screenshot shows the Yang Ming website's navigation menu. The 'e-Service' tab is highlighted with a red box. A red arrow points from this tab to the 'Forgot Password' option in the 'My YM Account' section, which is also highlighted with a red box.

Section	Item
Sailing Schedule	▶ Point-to-Point Search
	▶ Long Term Schedule Download
	▶ Schedule Subscription
Vessel Tracking	▶ Search by Vessel
	▶ Search by Port
	▶ Search by Service
	▶ Vessel Tracking Report Subscription
Track & Trace	▶ Cargo Tracking
	▶ Tracking Report Subscription
	▶ Telex Release
My YM Account	▶ Member Login
	▶ Register
	▶ <b>Forgot Password</b>
	▶ FAQs
My e-Service	▶ Booking
	▶ SOLAS VGM
	▶ B/L Instruction
	▶ B/L Print
	▶ B/L Contents
	▶ Shipment Management
▶ Report and Notification	

# How to get ID/PW when forgot it?

Pls input your email and the auto-mail will send to you in separate one.



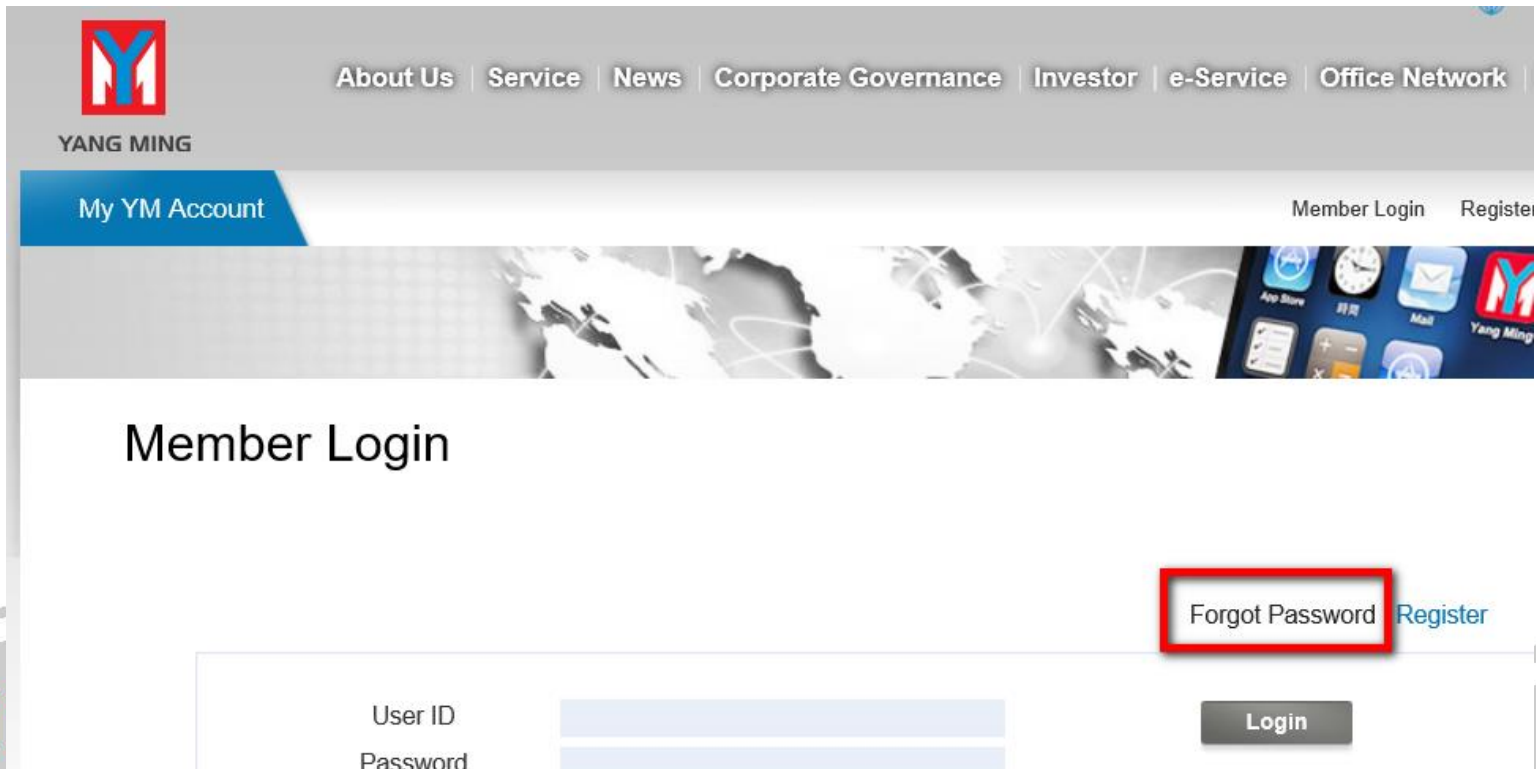
## Forgot Password

If you forgot your login ID/Password, please fill in the text box with your e-mail address which was provided by you when you registered. You will receive your login ID/Password via an e-mail notice.  
If you forgot your ID and Password both, please [contact us](#) .

E-mail Address

# How to get ID/PW when forgot it?

**Method 2:** Go to <https://www.yangming.com/index.aspx> and press the “Login”. Then, press “Forgot Password” and input your email to get it.



# 5. How to change password?



# How to change password?

**Method 1:** Go to <https://www.yangming.com/index.aspx> and select e-Service/Change Password.

The screenshot shows the Yang Ming website's navigation menu. The 'e-Service' link is highlighted with a red box. A red arrow points from this box to the 'Change Password' option in the 'My YM Account' section, which is also highlighted with a red box. The website header includes the Yang Ming logo, the text 'Hello, GUEST', and navigation links for 'About Us', 'Service', 'News', 'Corporate Governance', 'Investor', 'e-Service', and 'Office'. The main content area is divided into three columns: 'Sailing Schedule', 'Vessel Tracking', and 'Track & Trace'. The 'My YM Account' section is located in the bottom left, and the 'My e-Service' section is in the bottom middle.

Hello, GUEST

About Us | Service | News | Corporate Governance | Investor | **e-Service** | Office

**Sailing Schedule**

- ▶ Point-to-Point Search
- ▶ Long Term Schedule Download
- ▶ Schedule Subscription

**Vessel Tracking**

- ▶ Search by Vessel
- ▶ Search by Port
- ▶ Search by Service
- ▶ Vessel Tracking Report Subscription

**Track & Trace**

- ▶ Cargo Tracking
- ▶ Tracking Report Subscription
- ▶ Telex Release

**My YM Account** 🔒

- ▶ Member Logout
- ▶ Change Register
- ▶ Change Password**
- ▶ Sub-user Maintenance
- ▶ FAQs

**My e-Service** 🔒

- ▶ Booking
- ▶ SOLAS VGM
- ▶ B/L Instruction
- ▶ B/L Print
- ▶ B/L Contents

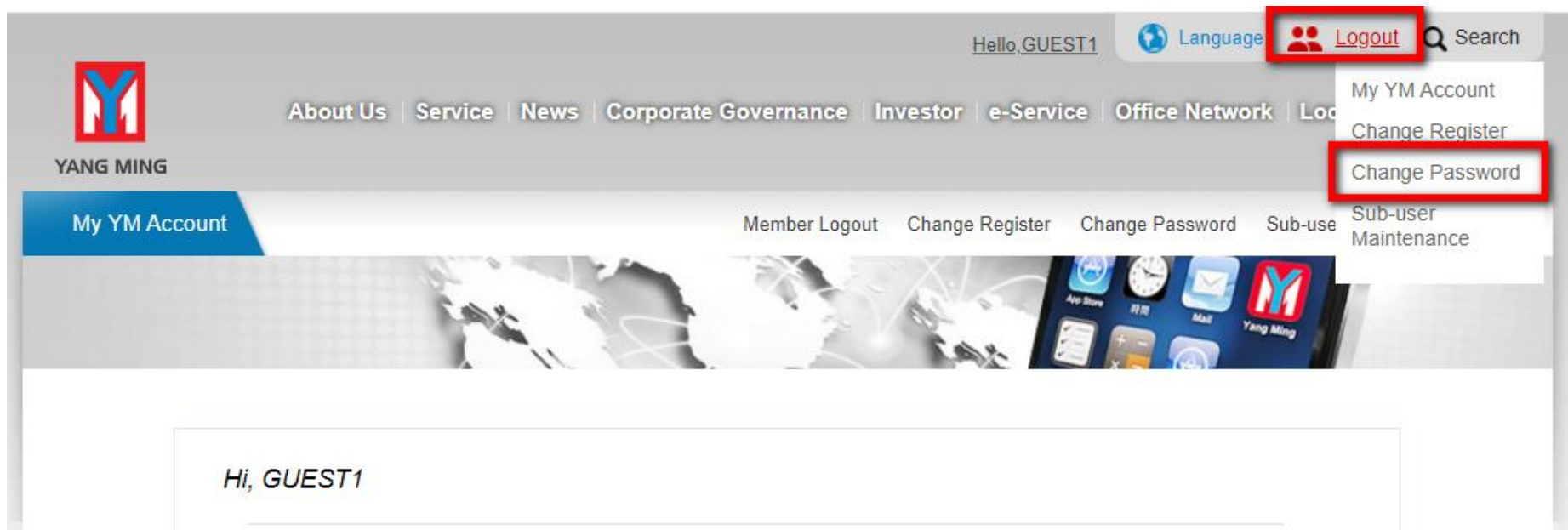
▶ Shipment Management

▶ Report and Notification



# How to change password?

**Method 2:** Go to <https://www.yangming.com/index.aspx> and you can find the “Change Password” function when you move mouse to Logout.



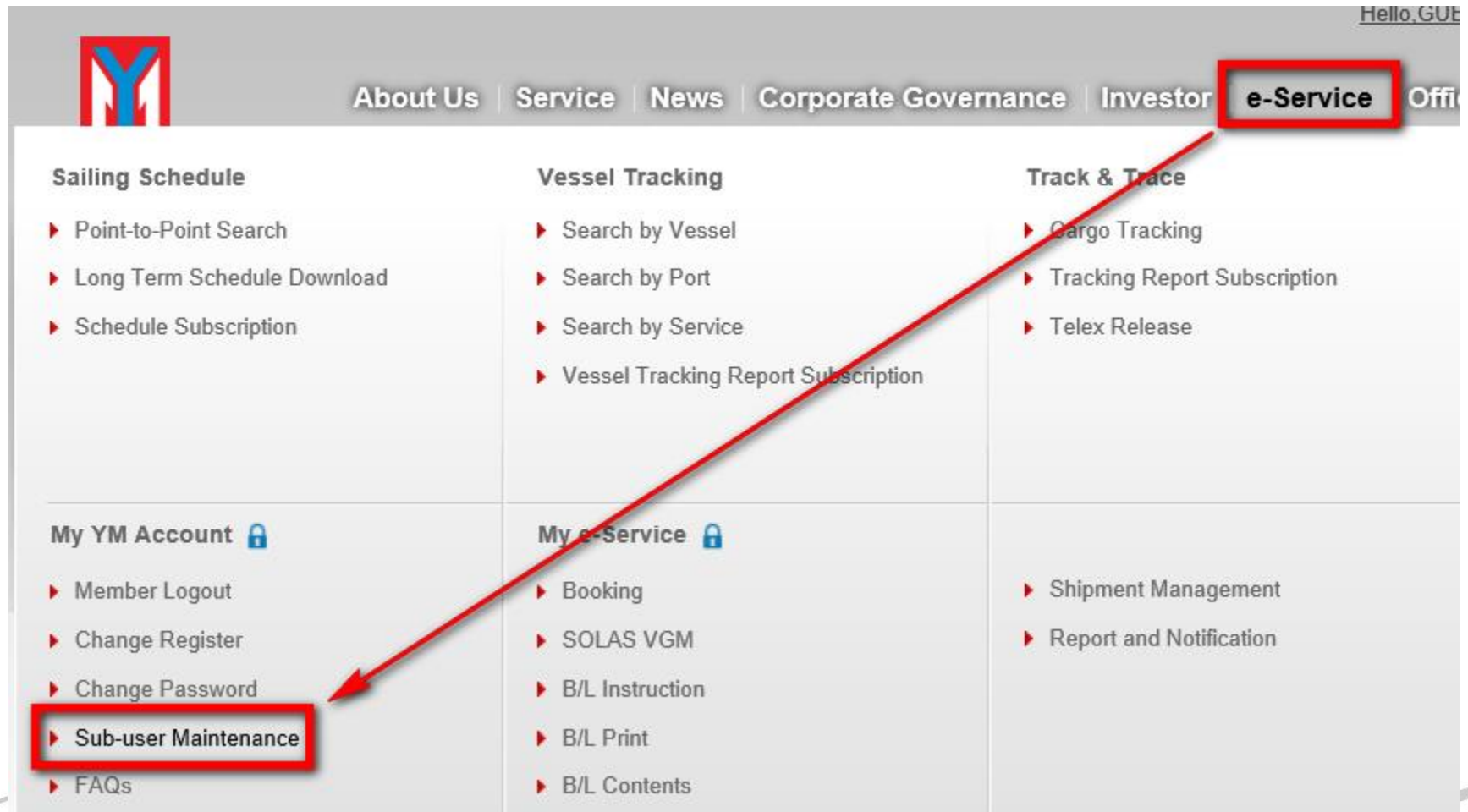
The screenshot shows the top navigation bar of the Yang Ming website. The user is logged in as 'GUEST1'. The 'Logout' button is highlighted with a red box. A dropdown menu is open, showing options: 'My YM Account', 'Change Register', 'Change Password' (highlighted with a red box), and 'Sub-user Maintenance'. Below the navigation bar, there is a 'My YM Account' button and a 'Member Logout' button. The main content area features a world map and a smartphone displaying the Yang Ming app interface.



# 6. How to create sub-user by Admin?

# How to create sub-user by Admin?

**Method 1:** Go to <https://www.yangming.com/index.aspx> and select e-Service/Sub-user Maintenance.



The screenshot shows the Yang Ming website's navigation menu. The 'e-Service' menu item is highlighted with a red box. A red arrow points from this box to the 'Sub-user Maintenance' option in the 'My e-Service' section, which is also highlighted with a red box. The website header includes the Yang Ming logo and navigation links: About Us, Service, News, Corporate Governance, Investor, e-Service, and Office. The main content area is divided into three columns: Sailing Schedule, Vessel Tracking, and Track & Trace. The 'My e-Service' section is located in the bottom right quadrant of the main content area.

Hello, GUEST

About Us | Service | News | Corporate Governance | Investor | **e-Service** | Office

**Sailing Schedule**

- ▶ Point-to-Point Search
- ▶ Long Term Schedule Download
- ▶ Schedule Subscription

**Vessel Tracking**

- ▶ Search by Vessel
- ▶ Search by Port
- ▶ Search by Service
- ▶ Vessel Tracking Report Subscription

**Track & Trace**

- ▶ Cargo Tracking
- ▶ Tracking Report Subscription
- ▶ Telex Release

**My YM Account** 🔒

- ▶ Member Logout
- ▶ Change Register
- ▶ Change Password
- ▶ **Sub-user Maintenance**
- ▶ FAQs

**My e-Service** 🔒

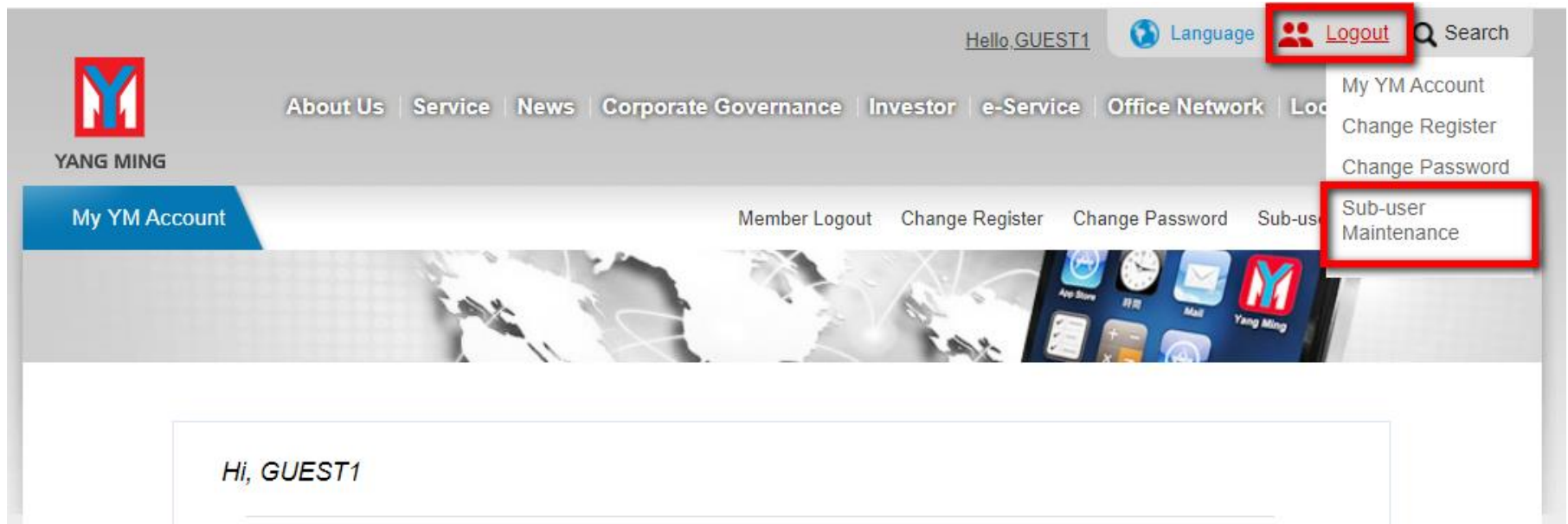
- ▶ Booking
- ▶ SOLAS VGM
- ▶ B/L Instruction
- ▶ B/L Print
- ▶ B/L Contents

▶ Shipment Management

▶ Report and Notification

# How to create sub-user by Admin?

**Method 2:** Go to <https://www.yangming.com/index.aspx> and you can find the “Sub-user Maintenance” function when you move mouse to Logout.



The screenshot displays the top navigation bar of the Yang Ming website. The user is logged in as 'GUEST1'. The 'Logout' button is highlighted with a red box, and its dropdown menu is open, with 'Sub-user Maintenance' also highlighted by a red box. Other menu items include 'My YM Account', 'Change Register', and 'Change Password'. The main navigation bar includes links for 'About Us', 'Service', 'News', 'Corporate Governance', 'Investor', 'e-Service', 'Office Network', and 'Log...'. A blue button labeled 'My YM Account' is visible on the left. Below the navigation bar, there is a banner image showing a globe and a smartphone. A white box contains the text 'Hi, GUEST1'.





In case of any question, please feel free to contact us ([ices@yangming.com](mailto:ices@yangming.com)) .  
Thanks for your good cooperation.