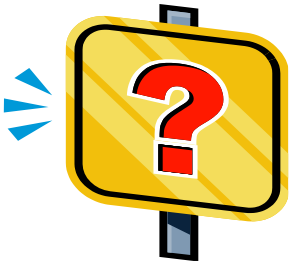
YM Website – User Manual



- **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

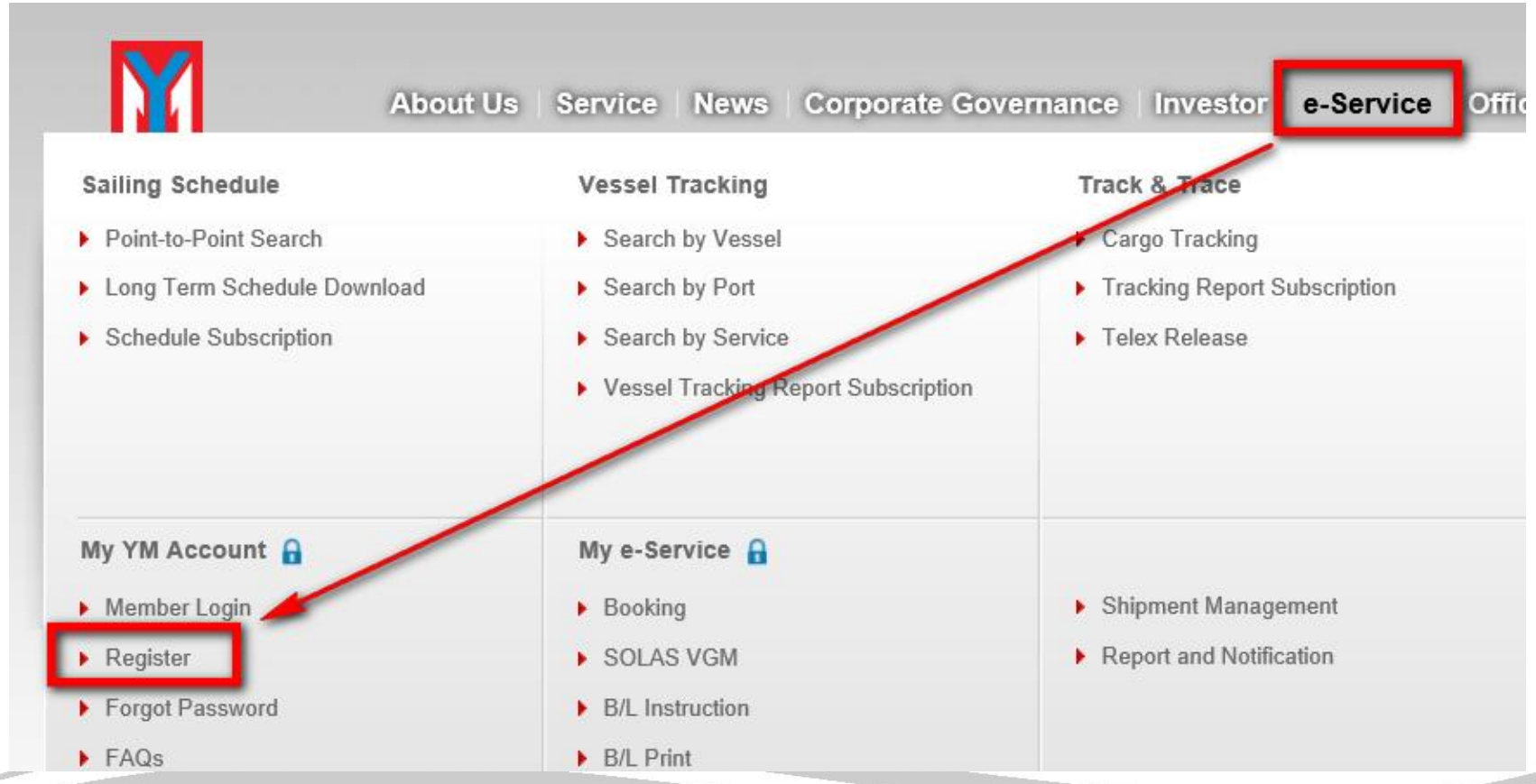
Introduce Registration rule

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?

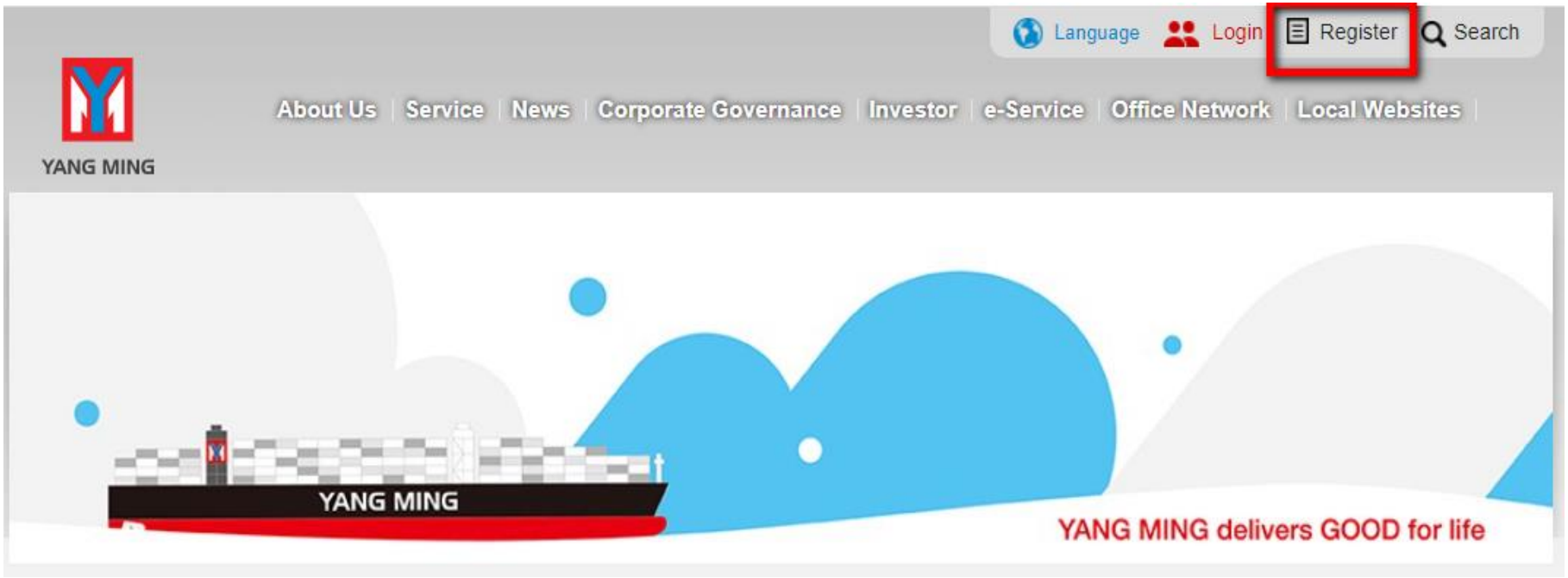
How to register account on YM website?

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



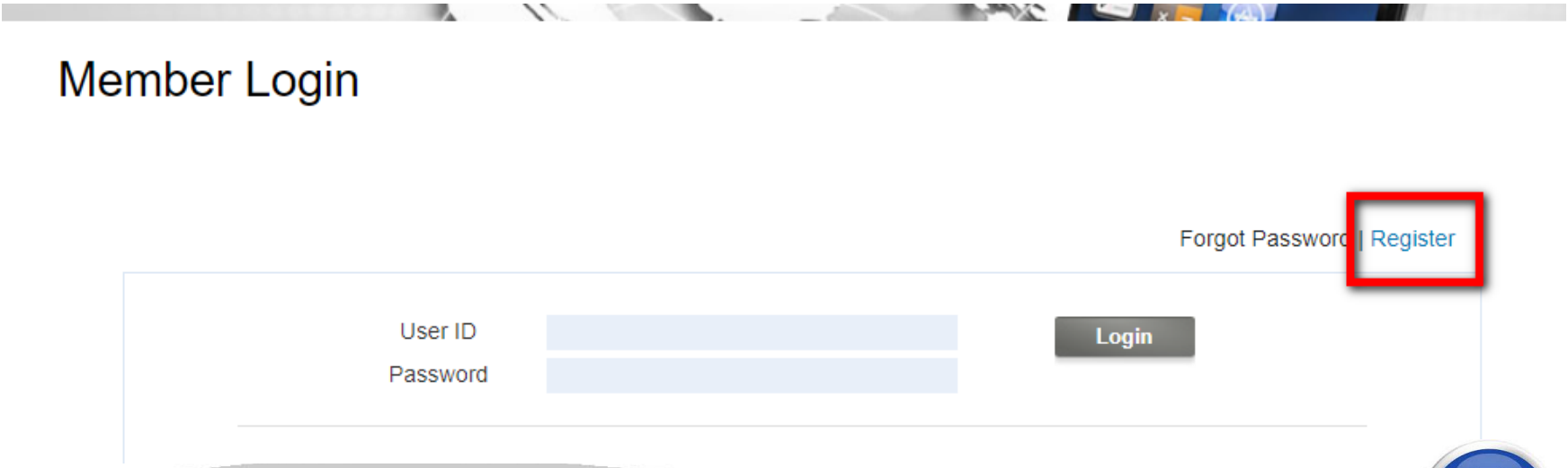
How to register account on YM website?

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?

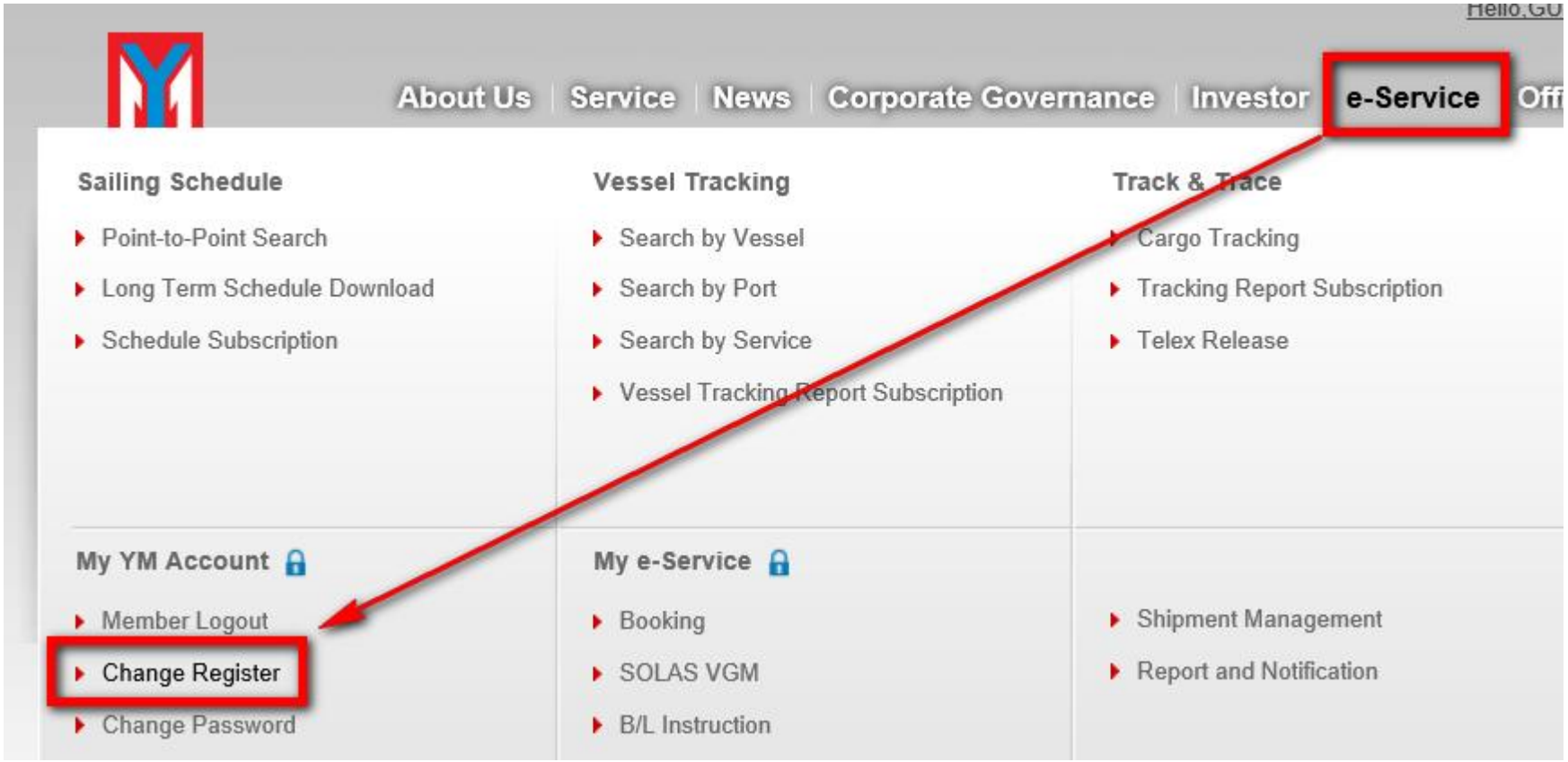
Method 3: Go to https://www.yangming.com/index.aspx and press the "Login". Then, press "Register" and fill out all information on Website.



3. How to request new function after registered?

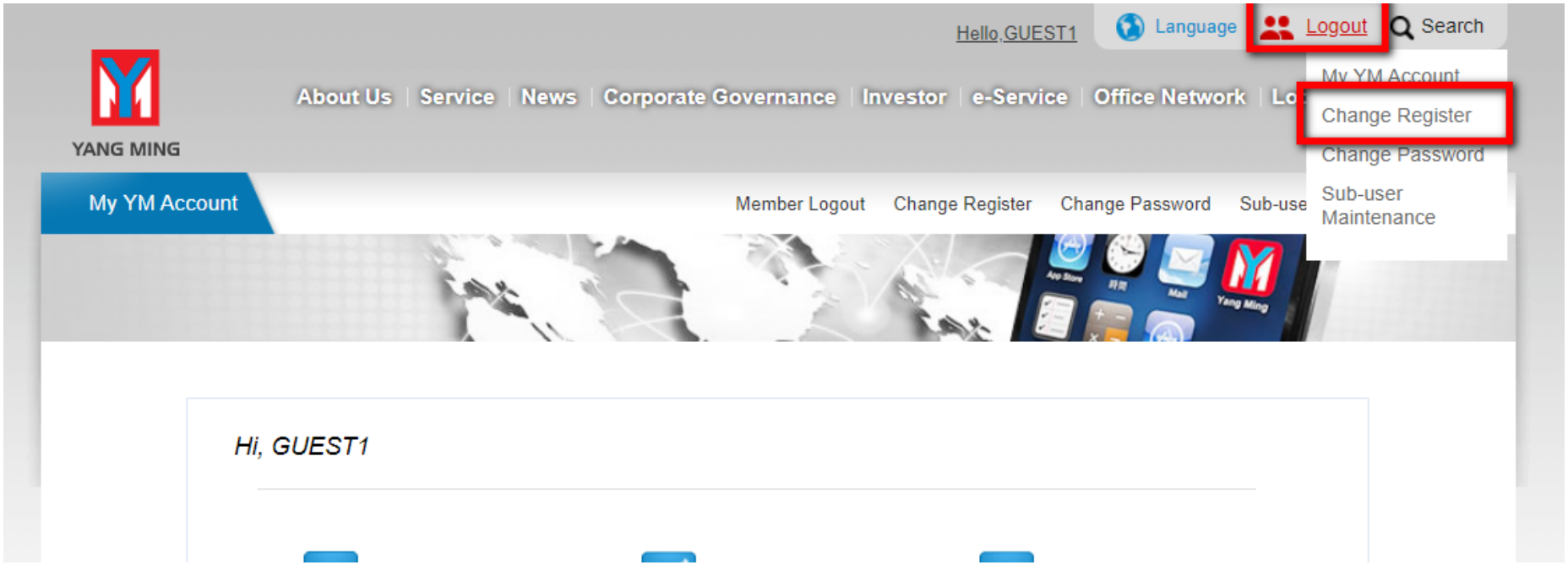
How to request new function after registered?

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.



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.

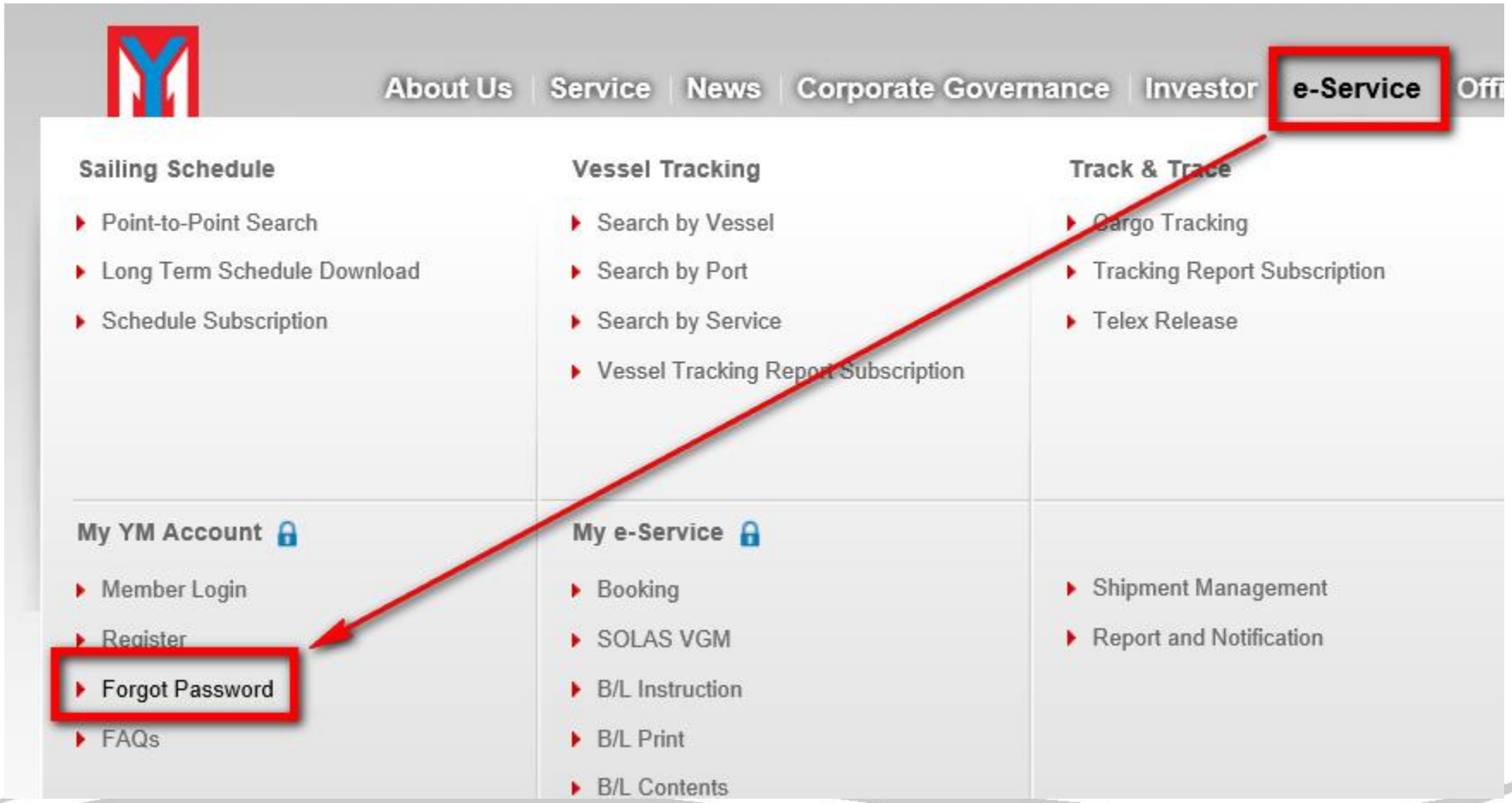


BACK

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

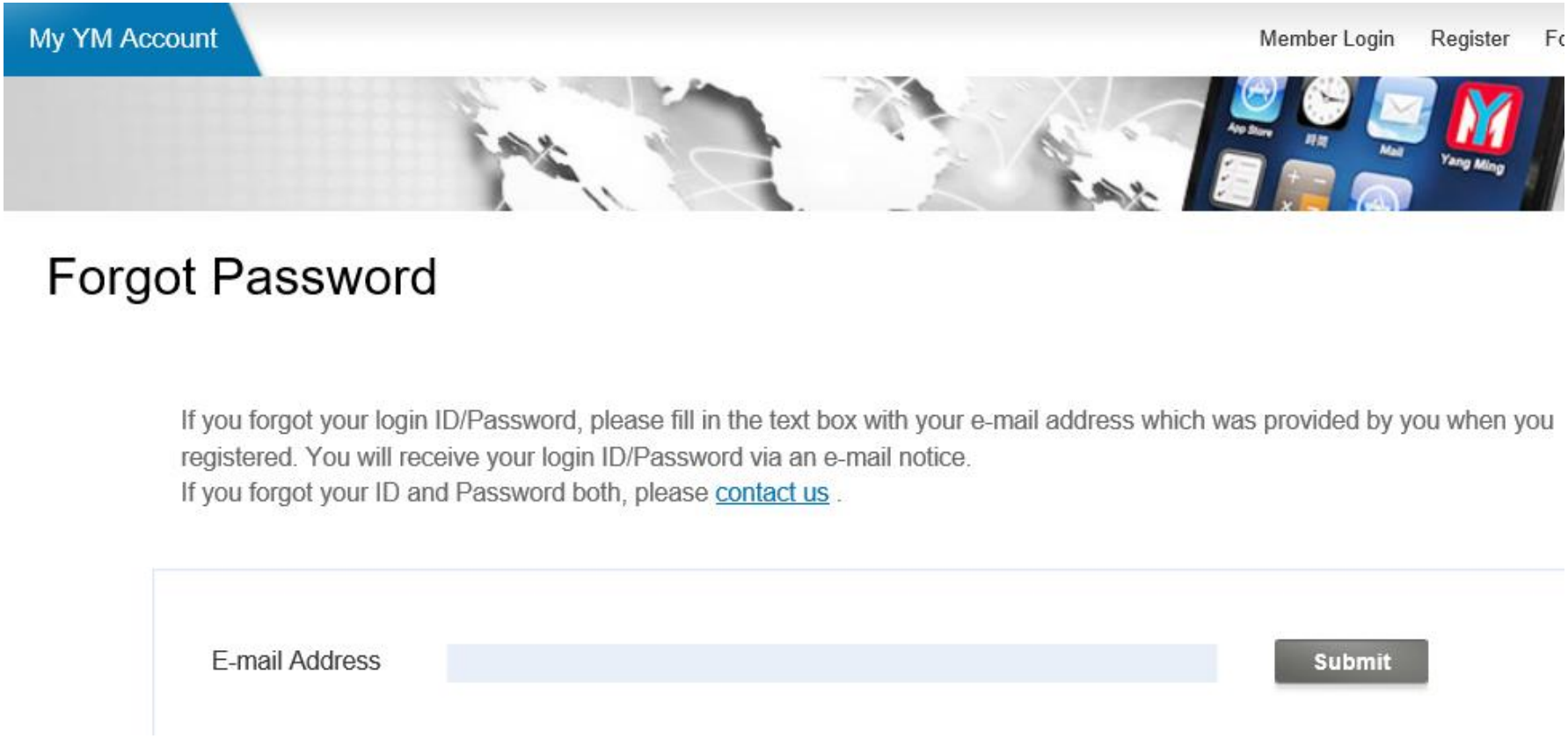
How to get ID/PW when forgot it?

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



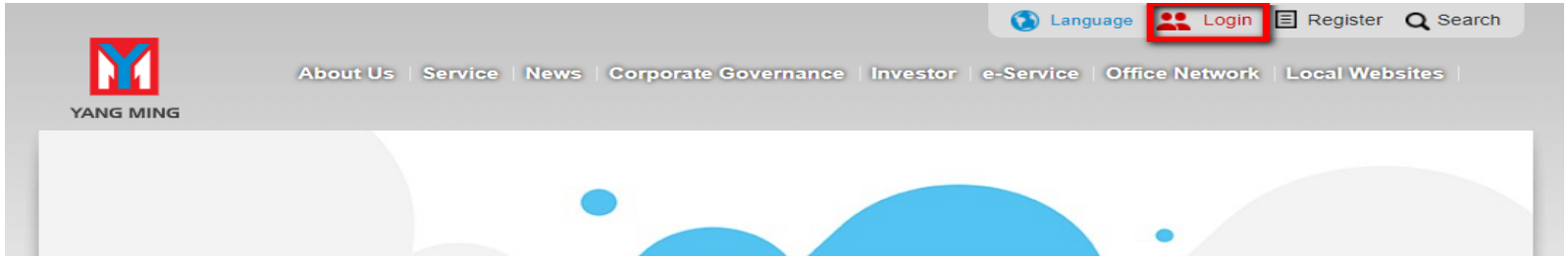
How to get ID/PW when forgot it?

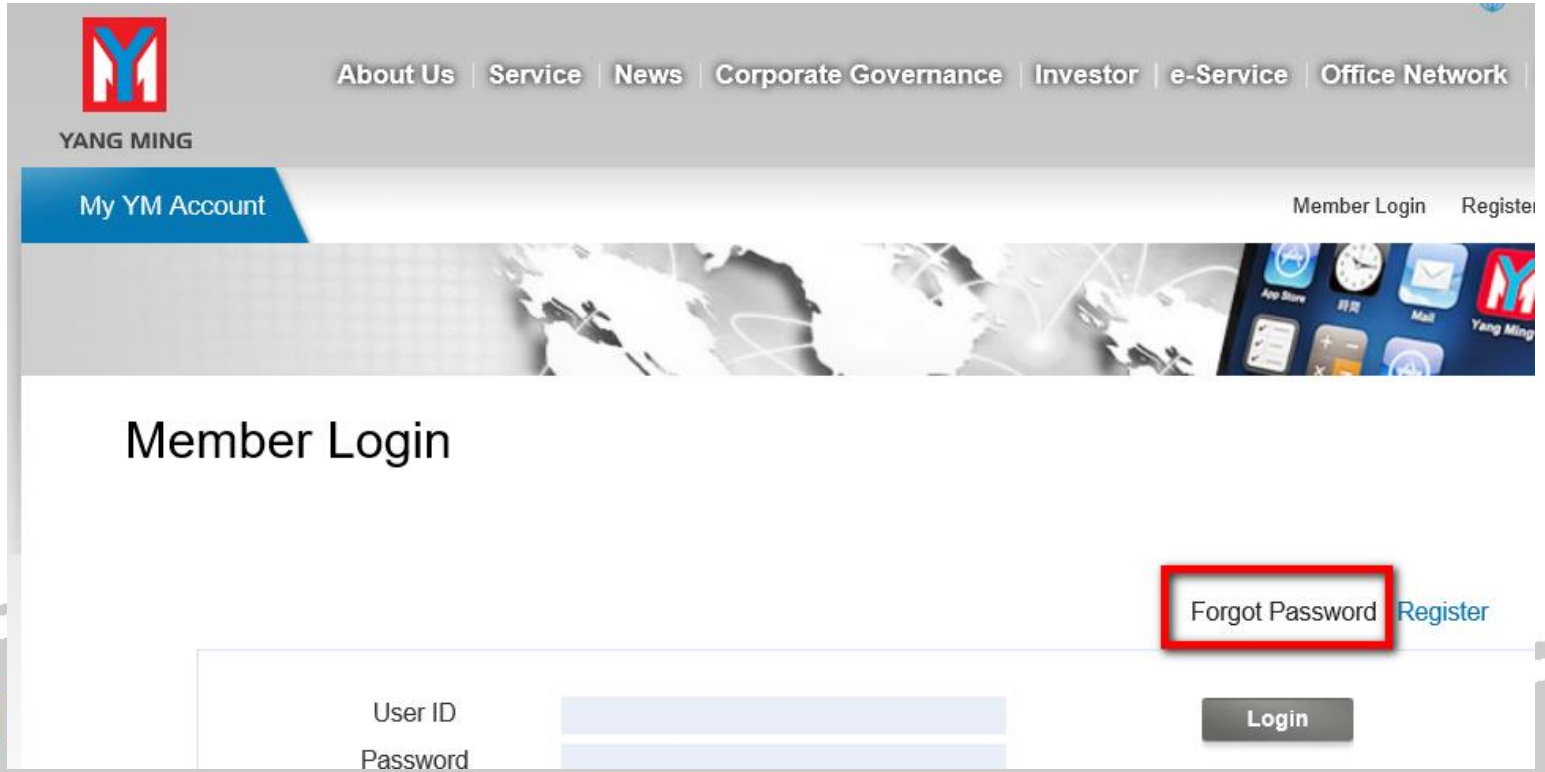
Pls input your email and the auto-mail will send to you in separate one.



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.

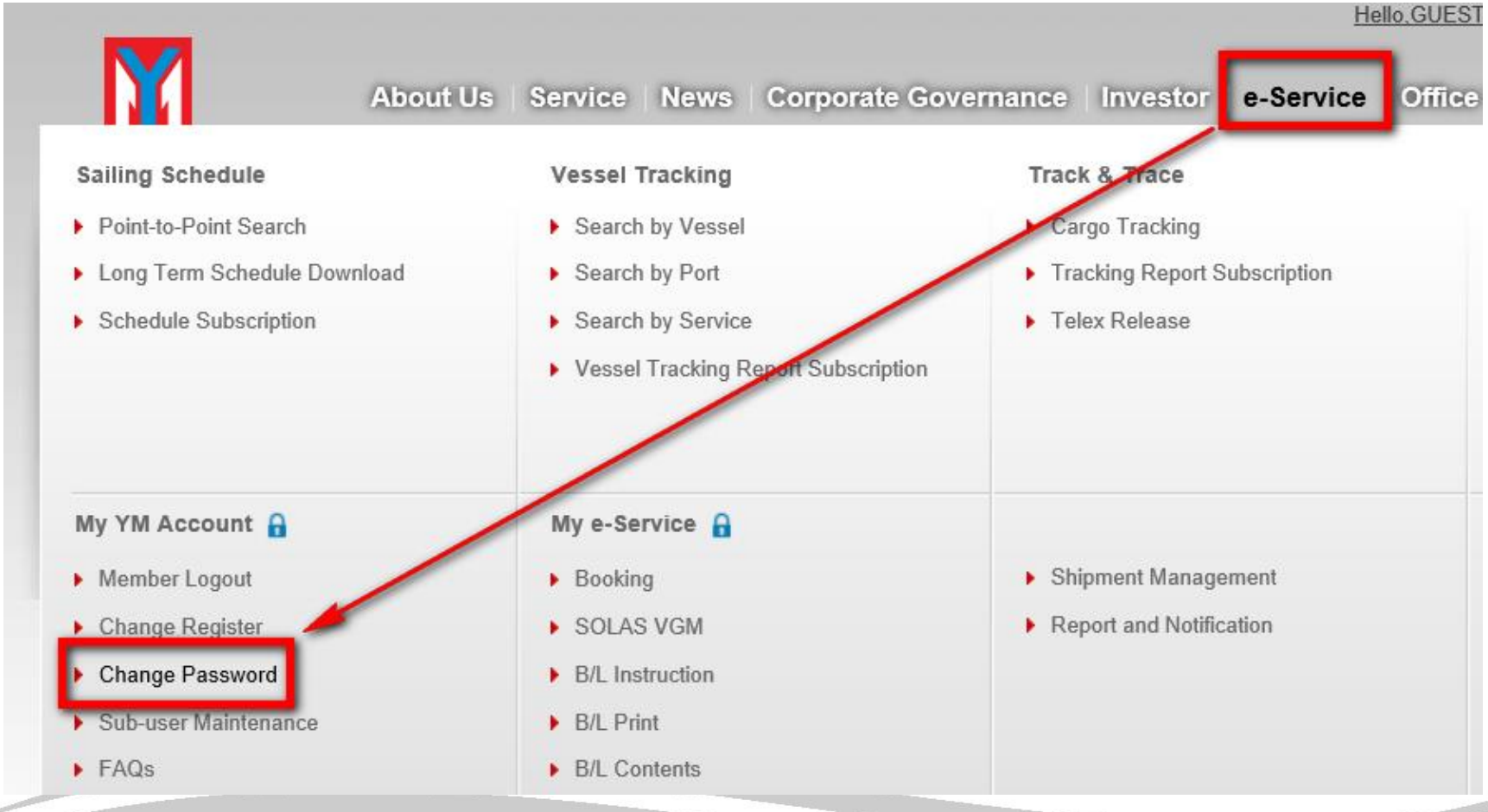




5. How to change password?

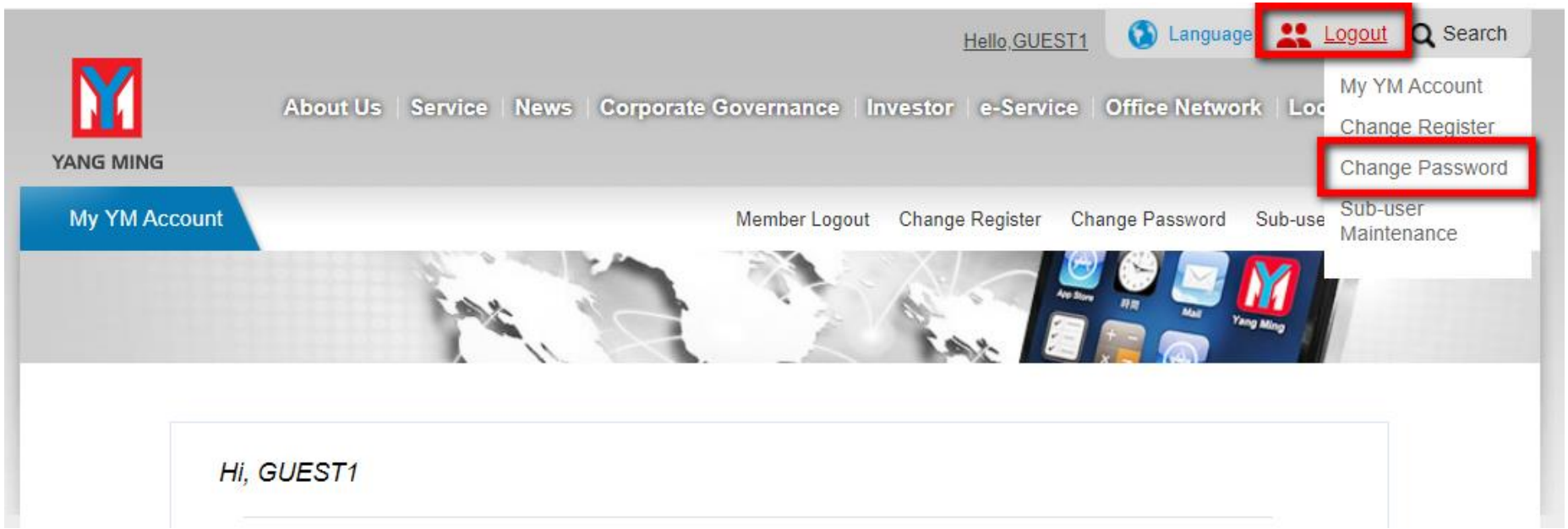
How to change password?

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



How to change password?

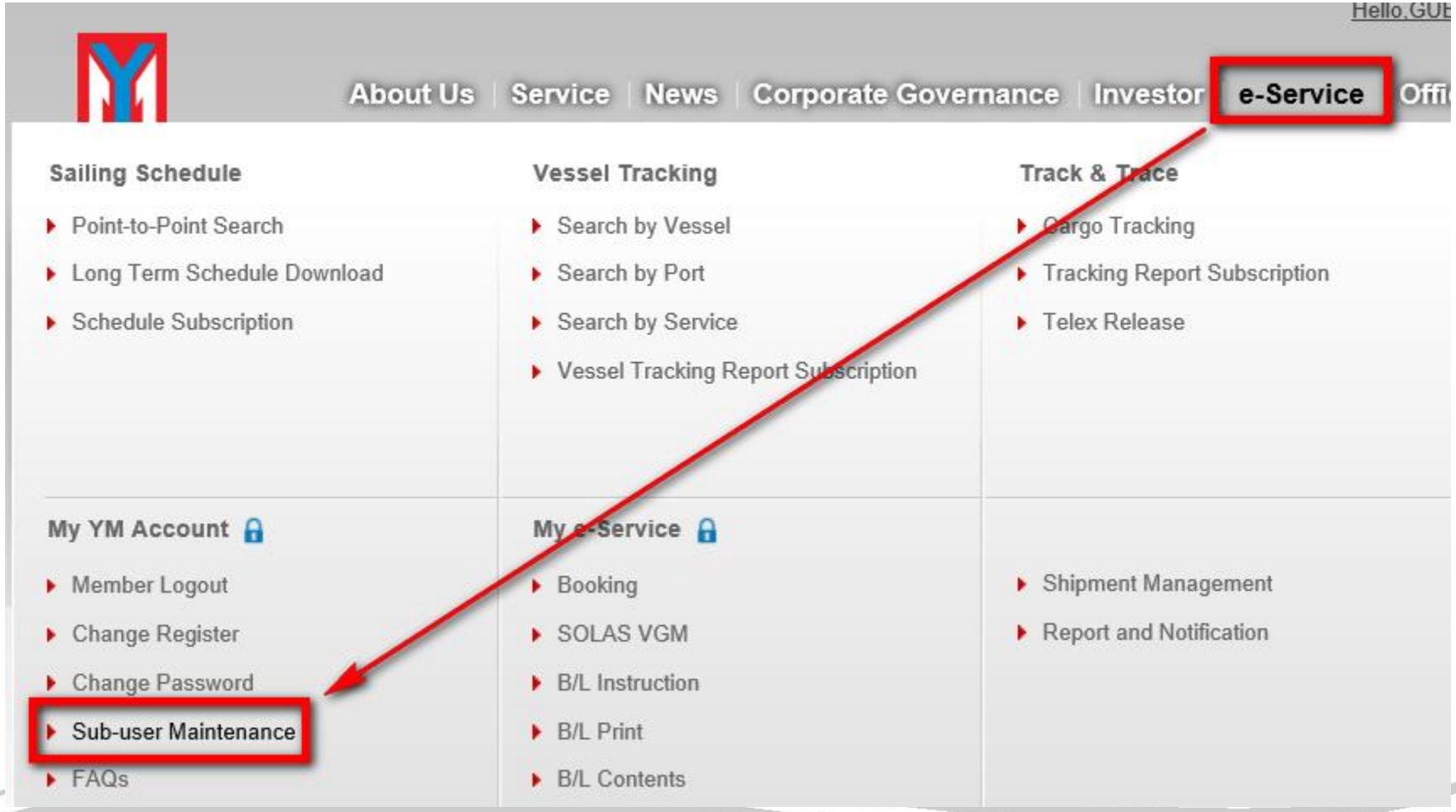
Method 2: Go to https://www.yangming.com/index.aspx and you can find the “Change Password” function when you move mouse to Logout.



6. How to create sub-user by Admin?

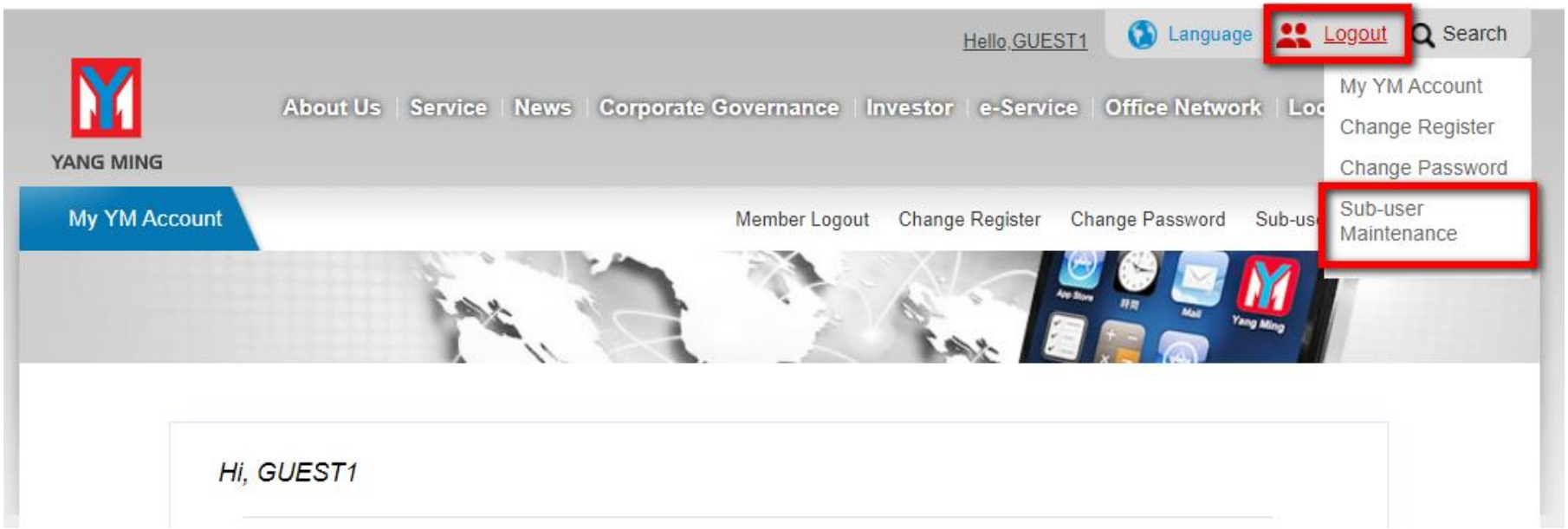
How to create sub-user by Admin?

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



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.



In case of any question, please feel free to contact us (ices@yangming.com) .

Thanks for your good cooperation.