

PROPEL Export Pre-Advice and Import Portal Sign Up Instructions:

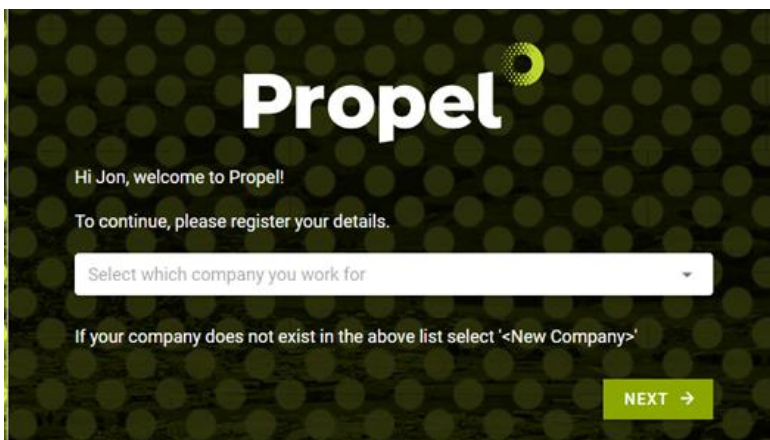
ALL USERS within your Company must follow this process to obtain their own INDIVIDUAL SIGN in to Propel: <https://propel.napierport.co.nz/>



1. If you're using Gmail - select 'Sign up with Google'
 - a. Follow the Google sign-in process
 - b. Go to step 4

2. If you're using a work email account then:
 - a. Fill in the sign-up form
 - b. Enter your email address
 - c. Enter a password you want to use for Propel
 - d. Enter your first name / Enter your last name
 - e. Click [SIGN UP >]
 - f. Go to your email, and confirm your email by clicking on the link in the Propel email you have received.
 - g. Now go back to <https://propel.napierport.co.nz/>

3. Select your company (and branch if applicable). Type the first few letters to search for it.
If your Company does not exist in the list select <New Company>.



4. Role: Select 'Export Coordinator'.
 - a. Click [SUBMIT REQUEST]

Once your company administrator has approved your request (or the Port Gatehouse if you are a new company), then you will be able to access Export Pre-Advice and Import Portal when you sign-in to Propel:

<https://propel.napierport.co.nz/>