

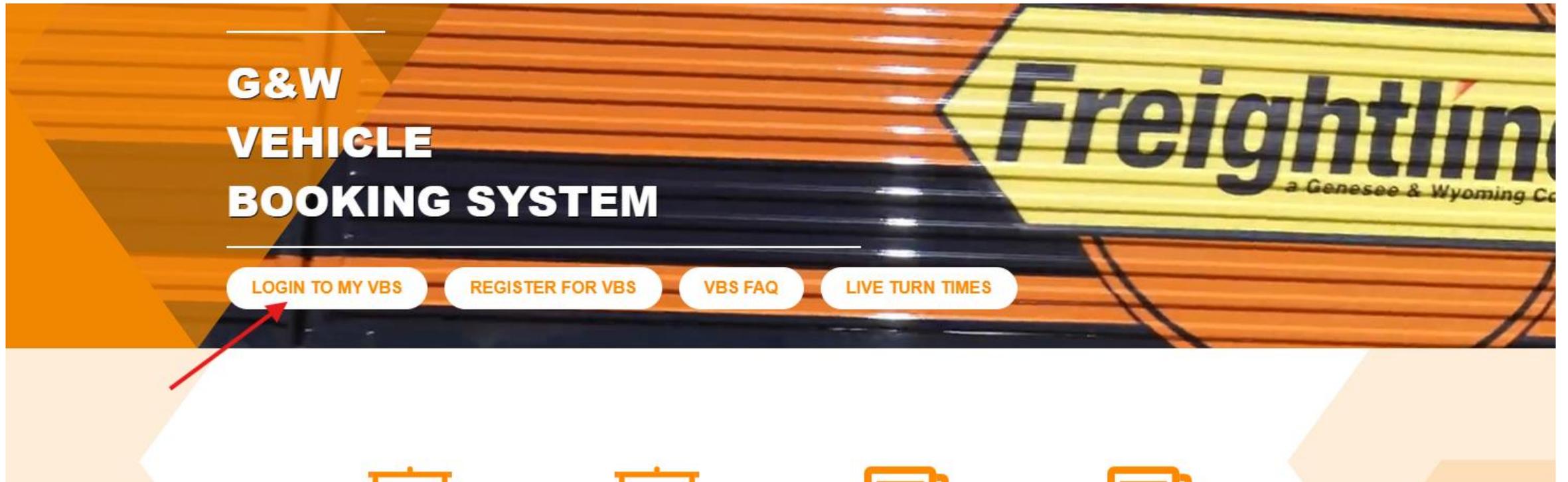


# G&W Trucker Portal Navigation



# Logging into Portal

- From the G&W Vehicle Booking System homepage click on **Login to my VBS**
- You will be redirected to the login screen
- Enter your username and password to sign in



# Adding a Payment Source

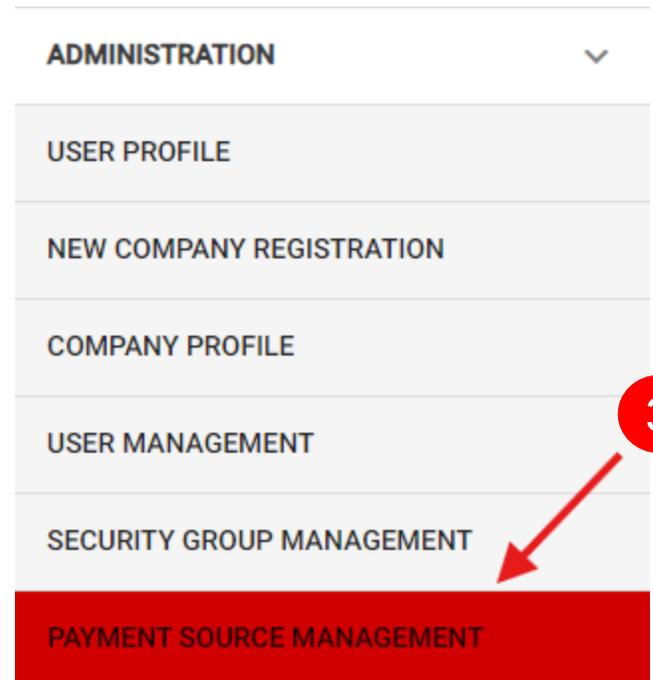
- Click the Dropdown Menu in the top left
- Select the Administration Tab
- Click on Payment Source Management
- You will be redirected to the payment source page



INTERMODAL MANAGER >

APPOINTMENTS >

ADMINISTRATION v



# Adding a Payment Source (2/4)

1. In the right corner of the page, click the red (+) icon
2. Fill out the information in the text boxes (pictured right), click **Next** when complete
3. Review and confirm the information is correct, click **Next** again.

Administration | Payment Source Management

Current Payment Sources Invoice Payment Profile

Click on + to add new payment sources

Search

Account name nagi (Account Ending in 2345)	Type ACHB	Status Active	Company name Load Test Company	 
Authorized users  1	Billing information 56 MEYRICK ROAD	Currency type GBP		



# Adding a Payment Source (3/4)

- Fill out the information in the text boxes (pictured right), click **Next** when complete
- Review and confirm the information is correct, click **Next** again.

1 Add payment details ————— 2 Confirmation ————— 3 Complete

Select company* Load Test Company	Account type* Direct Debit
Bank Details Nickname* Test Name	Type* BACS
Sort code* Test	Account #* 123456789
Type* GBP	

## Adding a Payment Source (4/4)

- When you have successfully added a payment source, you will be redirected to the completed tab.
- Click the **Close** button to complete the process

Add payment source

✓ Add payment details — Confirmation — 3 Complete

### Operation complete

Error occurred while trying to add the account. Please try again.

You can close the window

Close

# Configuring Payment Programs



# Configuring Payment Programs

1. In the **Invoice Payment Profile** Tab, Select the **Add Conditional Profile** button below the autopay slide
2. Select the desired facility and fill out **contact name & email**
3. Select desired payment source and click agree to complete the payment program

Enable automatic payment:  ^

ventintermodal... ⋮ **Add conditional profile**

act email  
gi@adventintermodal.com ↑ ↓ ⋮

act email  
gi@adventintermodal.com ↑ ↓ ⋮

## Add conditional profile

Facility  
[ALL] ▼

Contact name\*

Contact email\*

Payment source\*  
GBP - nagi(Account Ending in 2345) ▼

By associating payment method and program, I agree that it will be automatically charged for payment of the invoices generated.

Cancel

Agree

1

2

3

4

# Opting into Autopay



# Opting Into Autopay

- In the Payment Source Management tab, Select **Invoice Payment Profile** to the right of Current Payment Sources

Current Payment Sources

Invoice Payment Profile

Click on + to add new payment sources

Account name  
nagi (Account Ending in 2345)

Type  
ACHB

Status  
Active

Company name  
Load Test Company

Authorized users  
1

Billing information  
56 MEYRICK ROAD

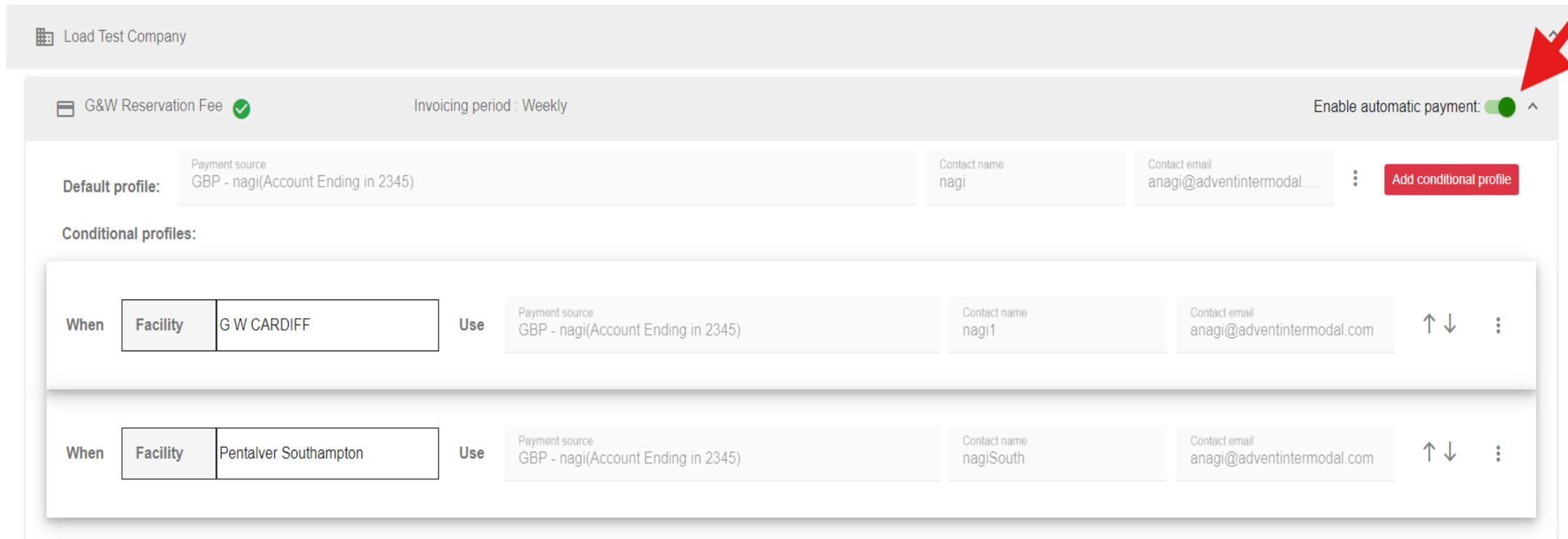
Currency type  
GBP

1



# Opting into Autopay 2/2

- In the top right corner of the page there is a slide titled **Enable Automatic Payment**
- Click to slide the icon to the right (Green = Autopay on, Grey = Autopay off)



Load Test Company

G&W Reservation Fee  Invoicing period : Weekly Enable automatic payment:

Default profile: Payment source GBP - nagi(Account Ending in 2345) Contact name nagi Contact email anagi@adventintermodal... [Add conditional profile](#)

Conditional profiles:

When	Facility	Use
	G W CARDIFF	Payment source GBP - nagi(Account Ending in 2345) Contact name nagi1 Contact email anagi@adventintermodal.com
	Pentalver Southampton	Payment source GBP - nagi(Account Ending in 2345) Contact name nagiSouth Contact email anagi@adventintermodal.com

# Viewing Invoices



## Viewing an Invoice

- In the top left dropdown menu, click on **Intermodal Manager**
- At the bottom, select **Invoice Payments**. You will be redirected to the invoice page

The screenshot shows the top navigation bar of the eModal system. On the left is a dark grey hamburger menu icon. To its right is the eModal logo, consisting of a red square with a white 'e' followed by the word 'Modal' in black. Further right is the text 'Payment Cart | Invoice'. Below the navigation bar is a dropdown menu with a light grey background. The menu items are: 'INTERMODAL MANAGER', 'CONTAINERS', 'RAIL SERVICE SCHEDULE', 'GATE ORDER', and 'INVOICE PAYMENTS'. A red arrow points from a red circle containing the number '1' to the 'INTERMODAL MANAGER' option. Another red arrow points from a red circle containing the number '2' to the 'INVOICE PAYMENTS' option, which is highlighted with a red background.

# Viewing an Invoice 2/2

- In the **Invoice Payment** tab, use the dropdown menu to select your company
- Click the **Invoice** dropdown to view existing invoices
- Click the PDF icon (3) to download and view invoice(s)

**eModal** Payment Cart | Invoice Payment

Select Company  
Load Test Company

Legacy Invoice No Current Data

Invoice Total Due Amount: 60.00 GBP

Select Payment Sources  
nagi

Proceed to Checkout

<input type="checkbox"/>	Invoice Type	Item Reference	Due Date	Description		Invoice Amount	Due Amount
<input type="checkbox"/>	G&W Reservation Fee	2024000000110	04/03/2024	G&W Reservation Fee - Pentalver Southampton (2024-04-01 to 2024-04-07) 📄	🏦	20.00 GBP	<b>20.00 GBP</b>
<input type="checkbox"/>	G&W Reservation Fee	2024000000152	04/17/2024	G&W Reservation Fee-Pentalver Southampton (2024-04-08 to 2024-04-14) 📄	🏦	40.00 GBP	<b>40.00 GBP</b>

# Manually Paying Invoice



# Manually Paying Invoice

1. Use the selection box (1) to select invoice(s) you would like to pay
2. Use the dropdown menu to select a payment source
3. Click **Proceed to Checkout**. You will be redirected to a confirmation page

 Payment Cart | Invoice Payment   

Select Company  
Load Test Company

Legacy Invoice No Current Data

Invoice Total Due Amount: 60.00 GBP

Select Payment Sources  
nagi **Proceed to Checkout**

 Invoice Type	Item Reference	Due Date	Description		Invoice Amount	Due Amount
<input checked="" type="checkbox"/>	G&W Reservation Fee	202400000110	G&W Reservation Fee - Pentalver Southampton (2024-04-01 to 2024-04-07) 		20.00 GBP	<b>20.00 GBP</b>
<input type="checkbox"/>	G&W Reservation Fee	202400000152	G&W Reservation Fee-Pentalver Southampton (2024-04-08 to 2024-04-14) 		40.00 GBP	<b>40.00 GBP</b>

# Manually Paying Invoice 2/2

1. Review the information and click the **I Agree/Acknowledge** check box
2. Click **confirm** to complete payment. You will receive a notification that your payment is being processed when the confirmation page closes

## Confirm payment

The below are the summary of all selected invoices and payment to make payment. Please click on confirm to proceed further.

Selected payment source: nagi	
G&W Reservation Fee	40.00 GBP
<b>Total:</b>	<b>40.00 GBP</b>

### ACH Terms of Use

#### **eCheck/ACH Terms & Conditions:**

*By clicking the "I AGREE" button, I agree I am the lawful holder or authorized user of the bank account being used in this transaction described above and I agree to pay the amount I authorize .*

*Further, I agree that the amount due is to the best of my knowledge, true and correct and not in dispute. **eModal is acting on behalf of the participating marine terminals and any disputes as to the amount or the circumstances by which the amount was calculated should be directed to that marine terminal.***

*By use of this eModal Fee Payment system, I agree to be responsible for any fees, including attorney and collection fees that may occur in its efforts to collect any remaining outstanding balances of mine. If my payment is returned unpaid, I authorize eModal or their service provider to collect the payment and my state's return item fee.*

*I further acknowledge it is my responsibility to ensure that all bank account verification information shared and/or confirmed between the financial institution and Wells Fargo is correctly updated and maintained in those accounts. I acknowledge eModal does not update nor inform Wells Fargo or customers' financial institutions of any account discrepancies.*

**FRAUDULENT USE OF A CREDIT/DEBIT CARD IS A FELONY AND EMODAL WILL PURSUE CRIMINAL PROSECUTION AGAINST COMPANIES AND OR PERSONS TO THE FULLEST EXTENT OF THE LAW AND BY ALL MEANS POSSIBLE, FOR CREDIT/DEBIT CARD FRAUD.**

**All sales and payments are final. eModal does not issue or process refunds or credits.**

I Agree/Acknowledge

**CANCEL CONFIRM**