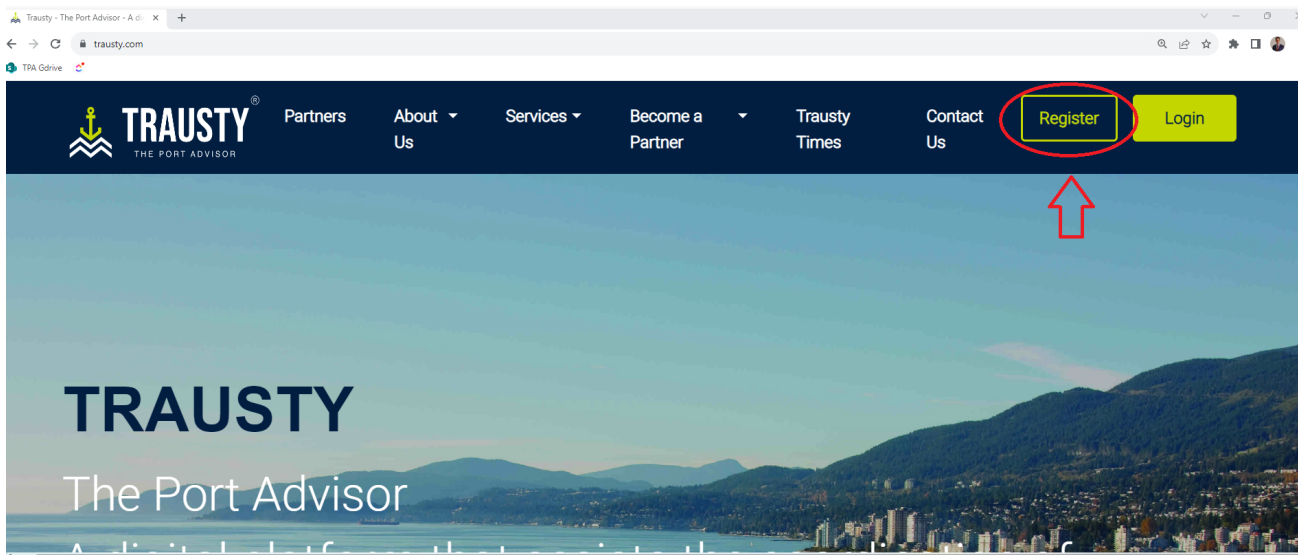




User Manual

How do I Register as a Buyer

This manual provides instructions on how to register as a buyer (client) to enable you to request services from our available vendors.



Step 1: Begin by visiting our homepage at www.trausty.com.


If you are a new user, proceed to the top-right corner of the screen and click on 'Register.'

You will be prompted to provide general information about yourself and your company. This information is necessary for the Trausty team to verify your details and activate your account

Register

* Mandatory fields

Account Information

First Name*	Last Name*
Alejandro	Arango
Phone*	Personal Identification No.*
 +507 66445890	8-954-634
Email*	
aarango+1@theportadvisor.com	
Password*	Confirm Password*
Traustypassword1!	*****

Tell us if your company wants to "Request" services, "Offer" services, or do both. *

☒ **REQUEST** Services on Trausty ☐ **OFFER** Services on Trausty ☐ **BOTH** Services on Trausty

The first step of the registration process involves providing General Account Information, which includes:

- First and Last Name
- Phone Number
- Personal ID
- Email

You will also be required to create a password. Please note that your password must meet the following criteria: it should contain at least 8 characters, including 1 uppercase letter, and a special symbol.

Once you have completed this section, **click** on the 'Request' button located at the bottom of the page to proceed to the next step.

Company information

Company Name*

Maritime Shipping Agency

Address*

Building Aqualina, Ave Balboa Panama

Country*

Panama

Mobile phone*



+507 66445890

Work phone*



+507 2266506

Company documentation

Operations Notice



AMP Operations Permit

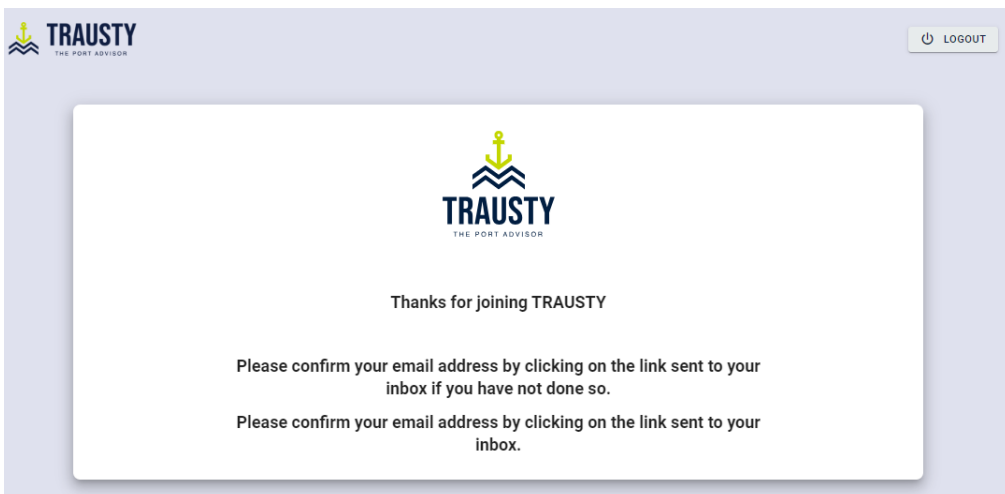


By checking the box, the user agrees with all the [terms and commercial conditions](#) of Trausty "The Port Advisor"

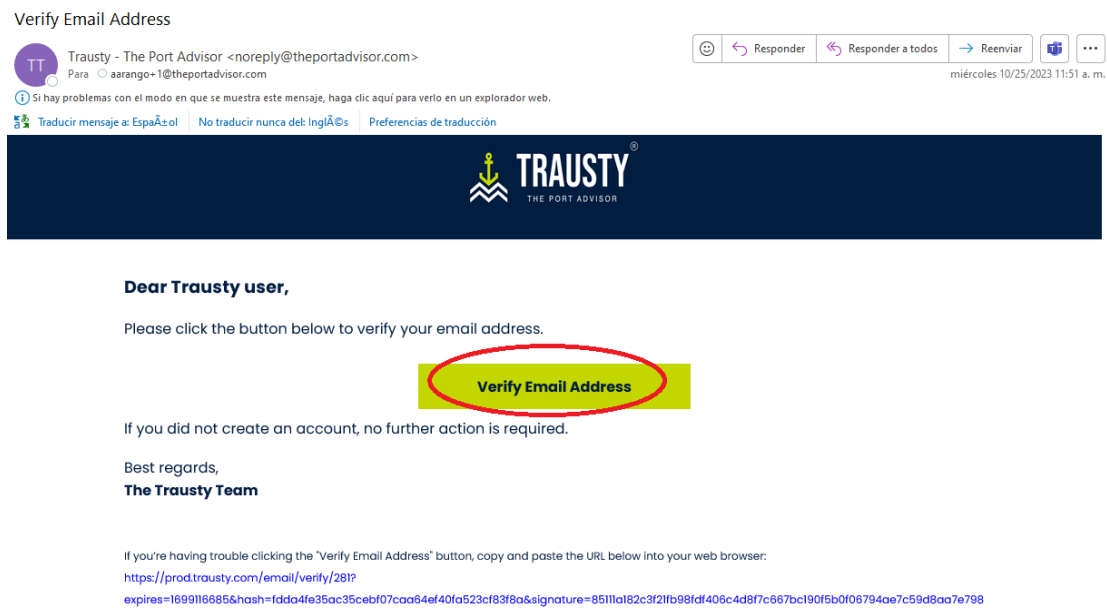
REGISTER

Next, proceed to fill out the remaining company information. While the 'Company Documentation' section is not mandatory for initial registration, it will be necessary to complete before requesting services in the future. For instructions on configuring your account settings, please refer to the **'HOW TO CONFIGURE MY ACCOUNT SETTINGS'** manual available in our website's FAQs at <https://trausty.com/page/faq>.

Once you've filled out all the pending company information, **click** 'Register' to complete the process



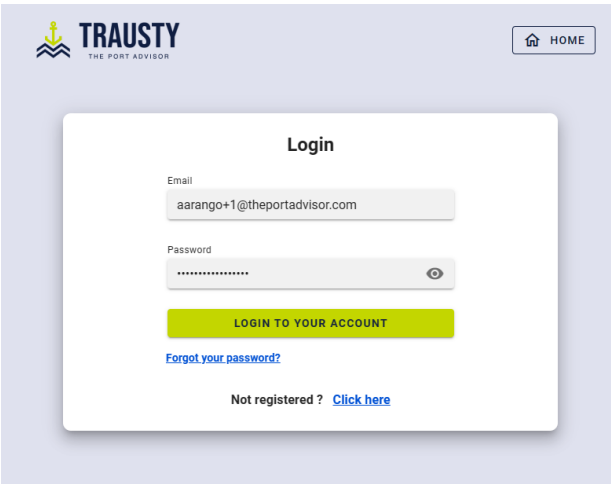
After clicking 'Register,' you will be redirected to a message from our platform, requesting you to review the email sent to verify your email address.



Go to your preferred email address. You should have received an email from Trausty - The Port Advisor, requesting you to verify your email address. Upon receiving the email, **click** on the 'Verify Email Address' button.

If you have not received this email, please contact our customer service team at corporate@theportadvisor.com.

After clicking the 'Verify Email' button in your email, you will be redirected to the Trausty.com login page.



Enter the user (email) and password you created during the registration, and then **click** 'LOGIN TO YOUR ACCOUNT.'

After clicking the 'Login' button, there are two possible scenarios.



Welcome back

Your account details are being
verified, A Trausty representative
will contact you shortly to complete
your registration.

In the meantime please check out
our [Trausty Calculator](#)

You will be redirected to the login page in
9 seconds

Scenario #1: You will receive a notification indicating that your account is under review and pending activation by a Trausty representative, as shown in the image above. This process may take up to 48 hours.

Scenario #2: If your account has already been activated, you will successfully enter your Trausty account.

Congratulations, you have now successfully registered as a Buyer (Client) with Trausty - The Port Advisor. Before requesting a service, please review the **'HOW TO CONFIGURE MY ACCOUNT SETTINGS'** manual available in our website's FAQs at <https://trausty.com/page/faq>.