

## Virginia International Gateway

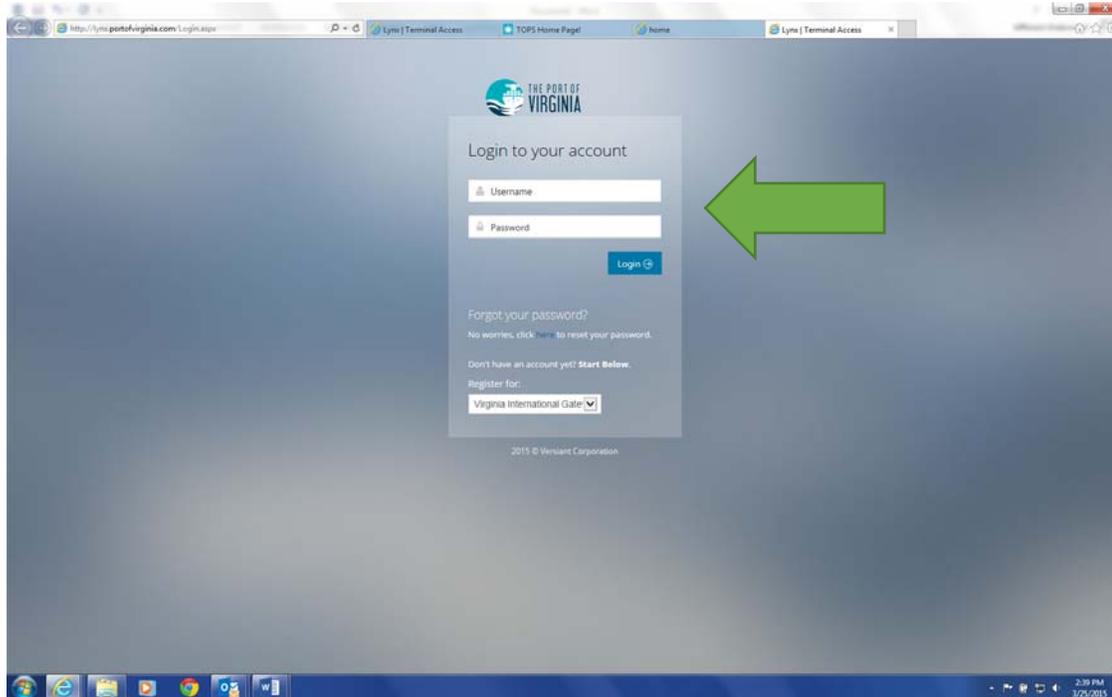
### Lynx CSP Interface

#### Quick Reference Guide – Demurrage/Fee Ship Line Guarantee

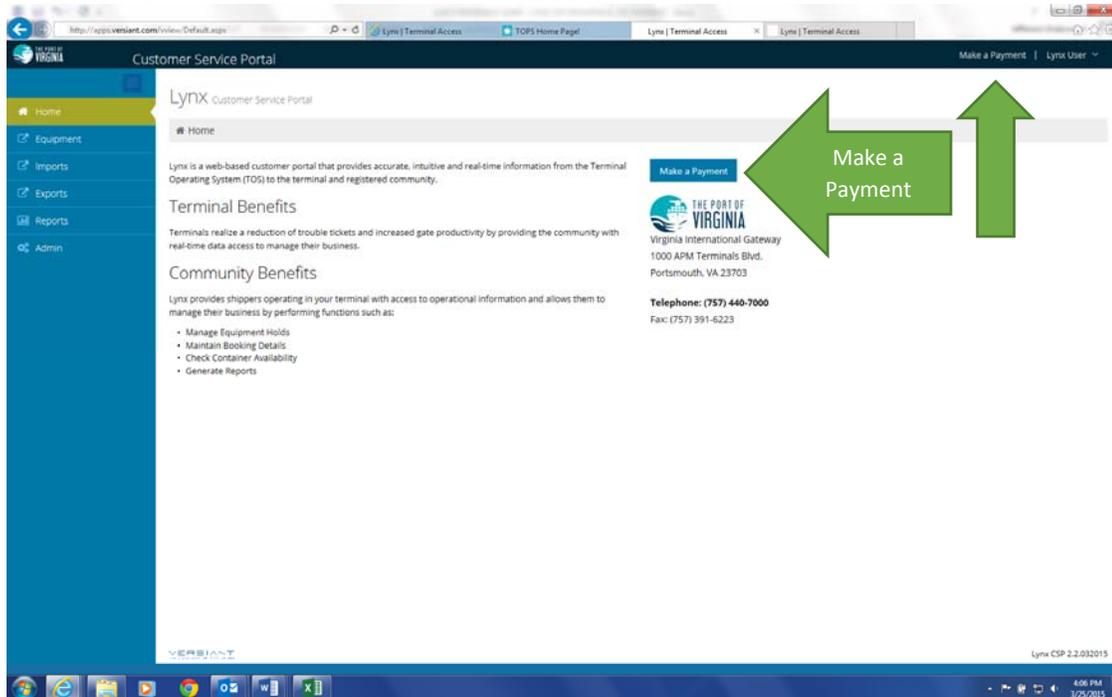
Use the URL <http://lynx.portofvirginia.com/> or access the portal via

<http://www.portofvirginia.com/facilities/vig/resources/> and select *Lynx CSP Online Payment Interface*.

You should see the following screen:



Sign in using your username and password to then access the following screen (or similar screen depending on your permissions):

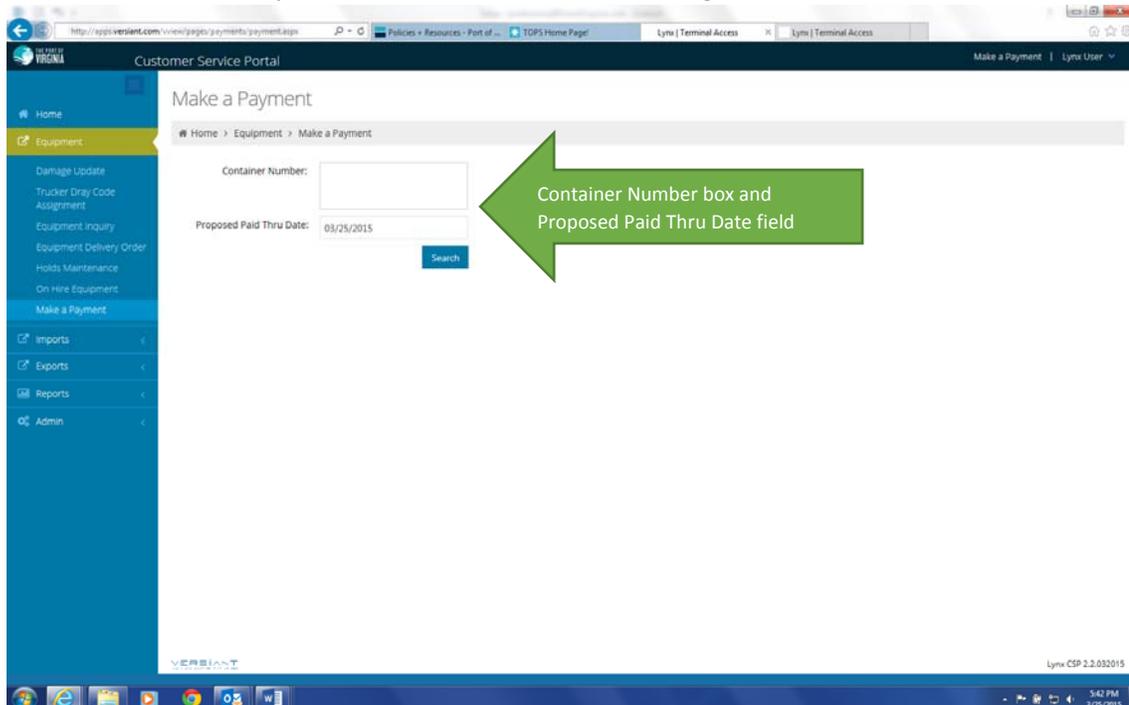


If you are with a ship line and your username has permissions to make guarantees or payments, you should see the Make a Payment button toward the top right of the screen. If you do not see the button, please email [VIGONLINEPAYMENT@VIT.ORG](mailto:VIGONLINEPAYMENT@VIT.ORG) for assistance. In addition to making payments, the Make a Payment button is also the path to providing ship line guarantees.

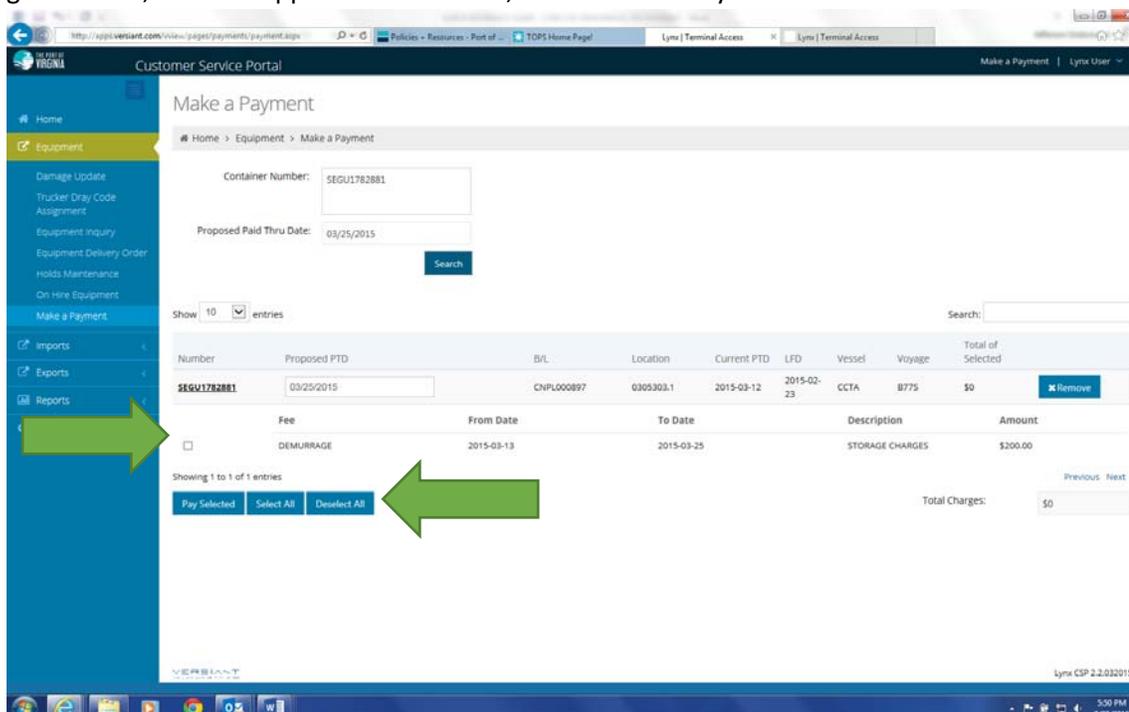
For assistance email: [VIGONLINEPAYMENT@VIT.ORG](mailto:VIGONLINEPAYMENT@VIT.ORG)

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Click on the Make a Payment button to access the following screen:

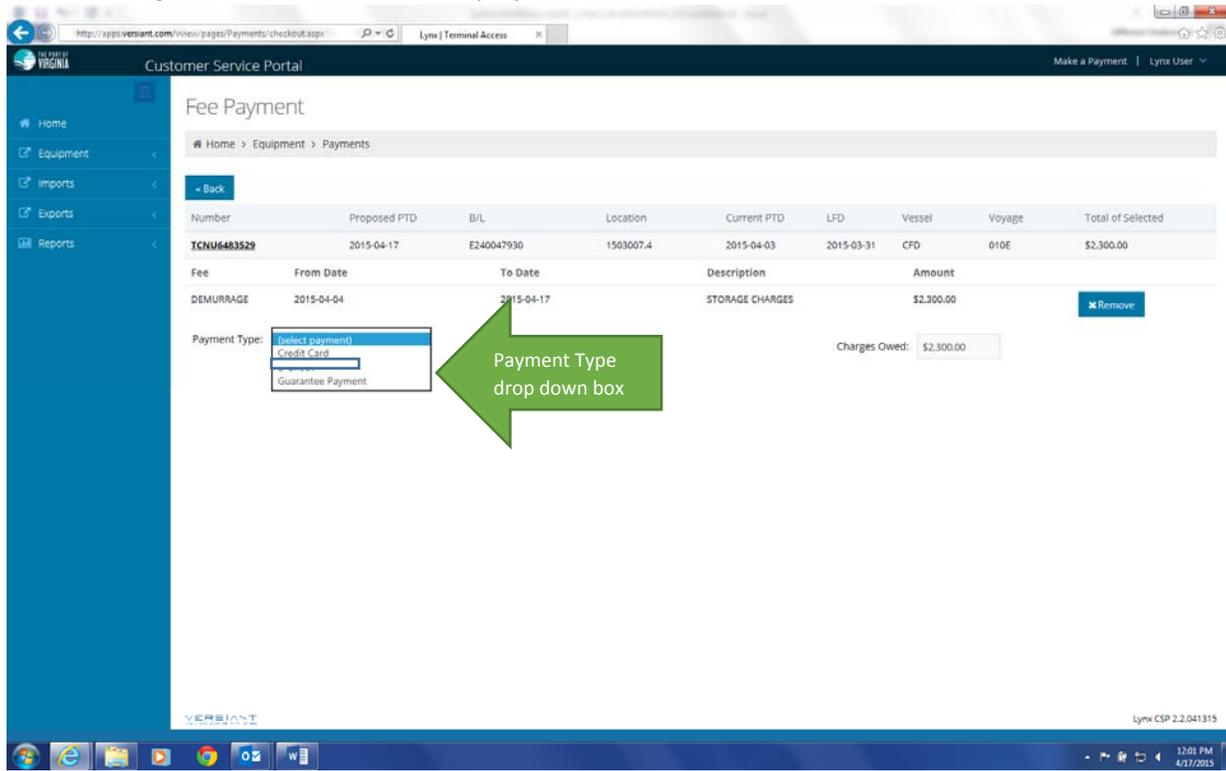


In the Container Number box, insert the container numbers to be guaranteed. Multiple container numbers can be entered, but must be separated by a comma or semi-colon. In the Proposed Paid Thru Date field (directly under the Container Number box), insert the estimated date of pickup (demurrage charges will be calculated through this date). Depending on the number of entries, the below screen will then be displayed, which will outline the selected containers and calculated charges through the Proposed Paid Thru Date. On the screen, first select the containers for which charges are to be guaranteed, or click Select All to guarantee all charges for the listed containers. If only certain containers are to be guaranteed, click the applicable check box, then click the Pay Selected button.

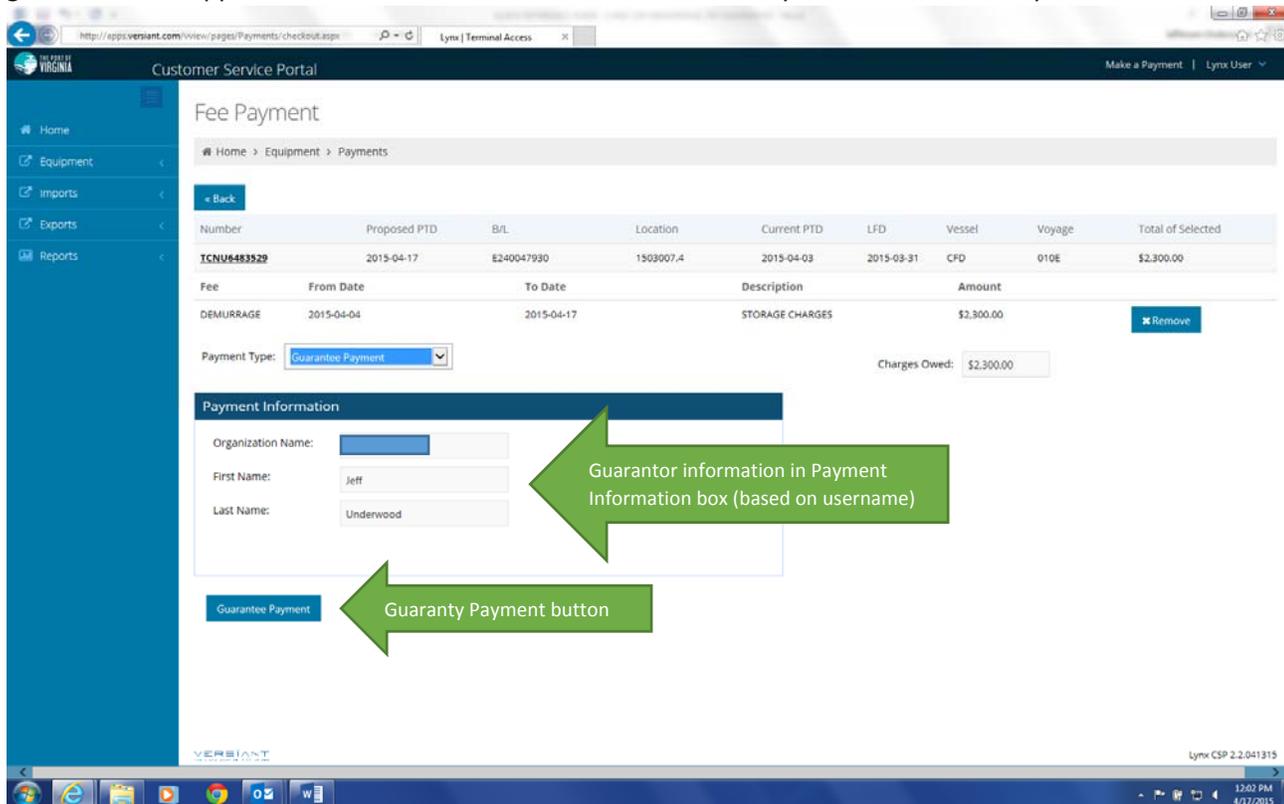


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The following screen should then be displayed:



From the drop down box, select the payment type Guarantee Payment. The Payment Information, which will be automatically populated based on the username, with the organization and name of the person confirming the guarantee, will appear as reflected below. Click the Guarantee Payment button to complete the transaction.



Upon successful processing of the transaction, the following Payment Confirmation screen should be displayed:

Customer Service Portal

### Payment Confirmation

Home > Equipment > Payments & Guarantees

Payment Confirmation - Your payment has been successfully submitted.

**Virginia International Gateway**  
1000 APM Terminals Blvd.  
Portsmouth, VA 23703  
Tel: (757) 440-7000  
Fax: (757) 391-6223

**Payee:** Jeff Underwood

**Payment Type:** Guarantee  
**Organization:** [Redacted]

Number	B/L	Location	LFD	PTD	Vessel	Demurrage Date	Charges Paid	Ref Id
TCNU6483529	E240047990	1503007.4	2015-03-31	2015-04-03	CFD	2015-04-17	\$2,300.00	48009720014

Fee	From Date	To Date	Description	Amount
DEMURRAGE	2015-04-04	2015-04-17	STORAGE CHARGES	\$2,300.00

Total Charges: \$2,300.00

Print button

Name of user making guarantee

Organization associated with username

Lynx CSP 2.2.041315

The Payment Confirmation can be printed for document retention/support purposes. For future retrieval of payment/guarantee confirmations, the Payment History option can be selected from Lynx User menu in the upper right hand corner:

Customer Service Portal

### Lynx Customer Service Portal

Home

Lynx is a web-based customer portal that provides accurate, intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.

**Terminal Benefits**  
Terminals realize a reduction of trouble tickets and increased gate productivity by providing the community with real-time data access to manage their business.

**Community Benefits**  
Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as:

- Manage Equipment Holds
- Maintain Booking Details
- Check Container Availability
- Generate Reports

**Make a Payment**

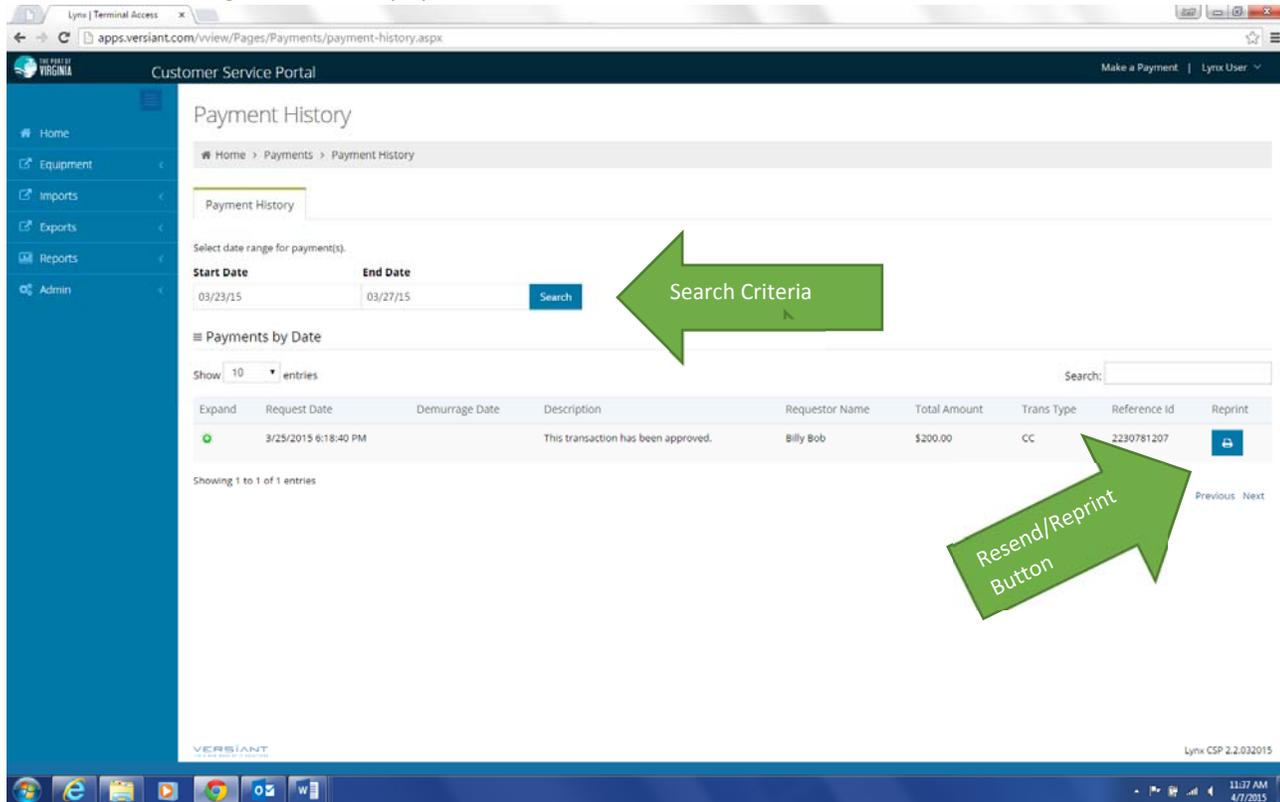
**THE PORT OF VIRGINIA**  
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Log Out  
Edit Account  
Change Password  
Payment History

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Enter the date range to retrieve payments for in the search criteria.



The receipt can be printed or sent via email to the username's email address of record:

