

No. 94 of 2021

30 Nov 2021

Dear Port Users of Jurong Port Lighter Terminals

MANDATORY BERTH APPLICATION FOR LOADINGS AT BOTH LIGHTER TERMINALS (PENJURU LIGHTER TERMINAL & MARINA SOUTH WHARVES)

Please be informed that all loadings at Jurong Port's Lighter Terminals, Penjuru Lighter Terminal (PLT) and Marina South Wharves (MSW) are to be accompanied with Berth Application (BA) effective from **10 Jan 2022, 1200 hrs.** This process will also be in alignment with Jurong Port (JP) Homeport berthing process.

The revised Berth Management Process will allow better operational planning and optimization efficiencies and will be rolled out in 2 different phases. Administrative charges will be implemented starting from **1 Jun 2022.**

The following table illustrates the phases in more detail:

Phase	Berth Management Process	Action	Timeline
1	Mandatory Berth Application – <ul style="list-style-type: none"> All lighter calls at PLT/MSW must be <u>accompanied with BA</u> For lighters without BA, JP will assist to create BA on behalf of Lighter Operator (LO) and allocate berth depending on berth availabilities at time of request. 	Administrative charge of \$16.05 (GST incl.) will be imposed per berthing activity performed by JP on behalf of LO	Non-Chargeable – Starting 10 Jan 2022
	Valid Berthing Application – <ul style="list-style-type: none"> All BA are only considered valid if lighter name is <u>accurate</u> and BA is accompanied by a <u>valid USN (with utilized DSA)</u> For invalid BA, for example BA with wrongly declared lighter name, JP will assist to update 		Chargeable – Starting 1 Jun 2022

RELY ON US

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Reg No. 200007468N
GST Reg No. 20-0007468N

	the accurate lighter name and berth in accordance to berthing sequence.		
2	Perform Check-In of Lighter – <ul style="list-style-type: none"> • All BA are only considered valid after lighter <u>perform check-in</u> at the respective terminals • For all <i>invalid BA</i>, where light is not “check-in”, JP will assist to “check-in” the lighter boat and berth in accordance to berthing sequence. 		Non-Chargeable – Starting 10 Jan 2022 Chargeable – Starting 1 Dec 2022

During the six months transitional period, JP will be working closely with the port users, specifically Lighter Operators, to progressively roll out the enforcements in phases. There will be two sessions of webinars to share the ways to use the Berth Application in different operational scenarios.

- i. **9 Dec 2021, Thurs, 1400 to 1500hrs**
- ii. **14 Dec 2021, Tues, 1000 to 1100hrs**

Registration links will be sent via email separately. If you are unable to attend the two sessions, please look out for more training sessions in near future. You may also refer to the revised Berth Application user guide in Annex A.

For more information or clarifications, please contact

- LT Connect Projects and Technology Team – lrc@jp.com.sg
- PLT Operations Hotline – 6413 9614
- MSW Operations Hotline – 6413 9617

Thank you.

Ron Tan
Vice President, Operations
For Jurong Port Pte Ltd

(This is a computer generated circular and does not require a signature.)

Annex A – Berth Application Guide

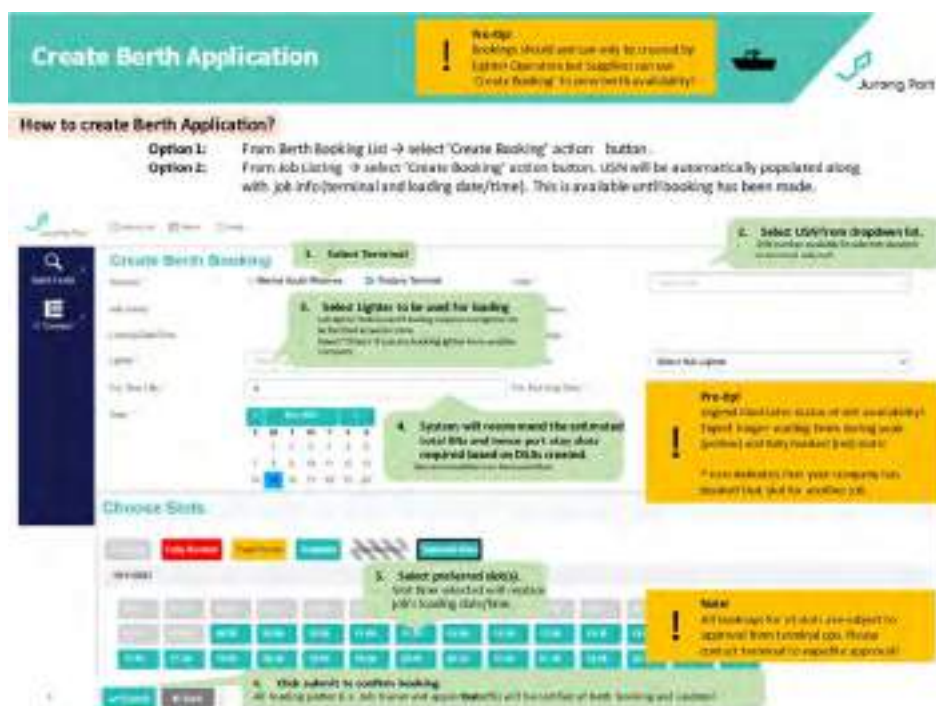


Figure 1 - Create Berth Application

Full LT Connect user guide can be downloaded from <https://jponline.com.sg/ltc/ui/login> or you may view here:

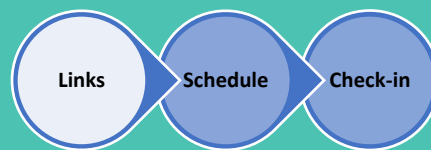


Jurong Port

LT Connect Master Guide Jan 2021

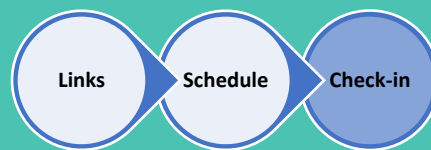
RELY ON US

1	Overview
1.1	Links to various parts of LT Connect
1.2	LT Connect process flow
2	Using LT Connect
2.1	Login to LT Connect
2.2	Job Creation – USN: Unique Shipment Number
2.3	Cargo Declaration (after Job Creation) – DSA: Delivery Shipment Advice
2.4	Cargo Declaration (before Job Creation) – incomplete DSA
2.5	Cargo Declaration (for Offland collection)
2.6	Create Booking / View Berth Availability
2.7	Lighter Pre-Arrival Check-In
2.8	Truck Pre-Arrival Check-In
2.9	Arrival Dashboard
3	Troubleshoot (e.g. login errors, location errors)
4	One-time Set-up
4.1	Creating JP Online account (for JP Online account monthly subscription plan holders)
4.2	Granting access rights (for JP Online account monthly subscription plan holders)
4.3	Address Book (to receive notifications from LT Connect)
4.4	Lighter QR Code generation (for Lighter Operators)
4.5	Enable GPS for browser (on phone)
4.6	Saving of link to phone wallpaper/home screen



Platform	Link	Key User
LT Connect (LTC) <ul style="list-style-type: none"> • Job Listing (USN) • Cargo Declaration (DSA) • Berth Booking • Lighter Check-In 	https://jponline.com.sg/ltc/ui/login	<ul style="list-style-type: none"> • Suppliers • Lighter Operators • Lighter Captains <p><i>*Login via JP Online account</i></p>
LTC Pass <ul style="list-style-type: none"> • Truck Check-In 	https://jponline.com.sg/ltcpass/ui/login	<ul style="list-style-type: none"> • Truck Drivers • Cash Customers <p><i>*Login via JP Pass ID</i></p>
Arrival Dashboard	https://jponline.com.sg/ltcpub/ui/ltc/lighterArrivals	<ul style="list-style-type: none"> • All <p><i>*No login required</i></p>

Process Flow – Scheduling a Job

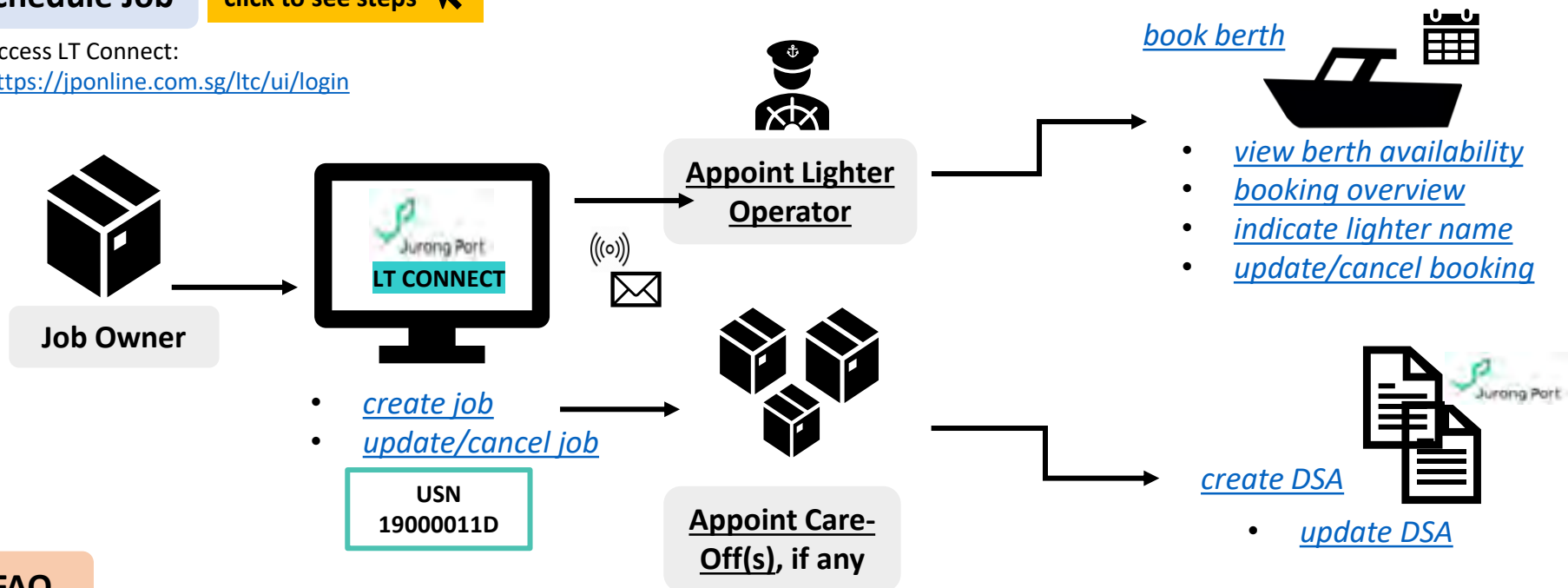


Schedule Job

click to see steps

Access LT Connect:

<https://jponline.com.sg/ltc/ui/login>



FAQ

1. Who should create a job?

Job Owner. Only 1 job should be created per loading as berth booking for the lighter can only be under 1 USN.

2. Who is the Job Owner?

Job Owner refers to the one chartering/coordinating the lighter. For agent jobs, Lighter Operators are to create the job as they have the next best visibility over who is coming for the loading.

3. Who is the Careoff(s)?

Careoff refers to any other supplier on the same loading. The Job Owner and any appointed Careoff(s) will be able to create DSA.

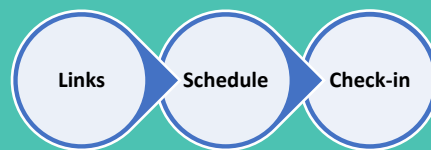
4. What is USN?

USN refers to Unique Shipment No. which also means a job number. It is generated automatically by the system when a job is created.

5. Who books the berth?

Lighter Operators who have lighter crafts registered with Jurong Port will have access to berth booking function.

Process Flow — Arrival Check-In

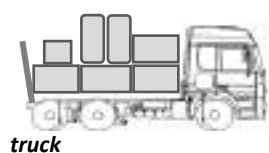


On the day of loading

Access LT Connect:

<https://jponline.com.sg/ltc/ui/login> (Lighter)

<https://jponline.com.sg/ltpass/ui/login> (Trucks)



truck



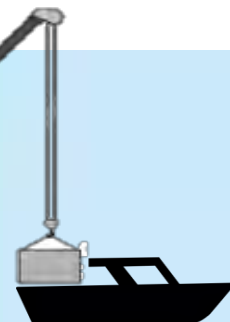
GATE



HOLDING



WHARFSIDE



SEA



Truck Drivers to perform pre-arrival check-in within 1km of terminal.

click to see steps

Lighter Captains to perform pre-arrival check-in within 500m of terminal.



click to see steps

[Arrival Dashboard](#)

FAQ

1. How do Truck Drivers login to the Pre-Arrival browser?

Truck drivers to use registered Jurong Port pass ID and birth-date to login.

2. How do Lighter Captains login to the Pre-Arrival browser?

Lighter Captains to use registered Jurong Port Online ID and password.

3. I am unable to check-in. System shows geographical location not found.

Please switch on location services on your device.

4. My location cannot be detected even though I have enabled location services.

Please use mobile 4G and turn off wifi connection.

5. I am a truck driver and is unable to login after several attempts.

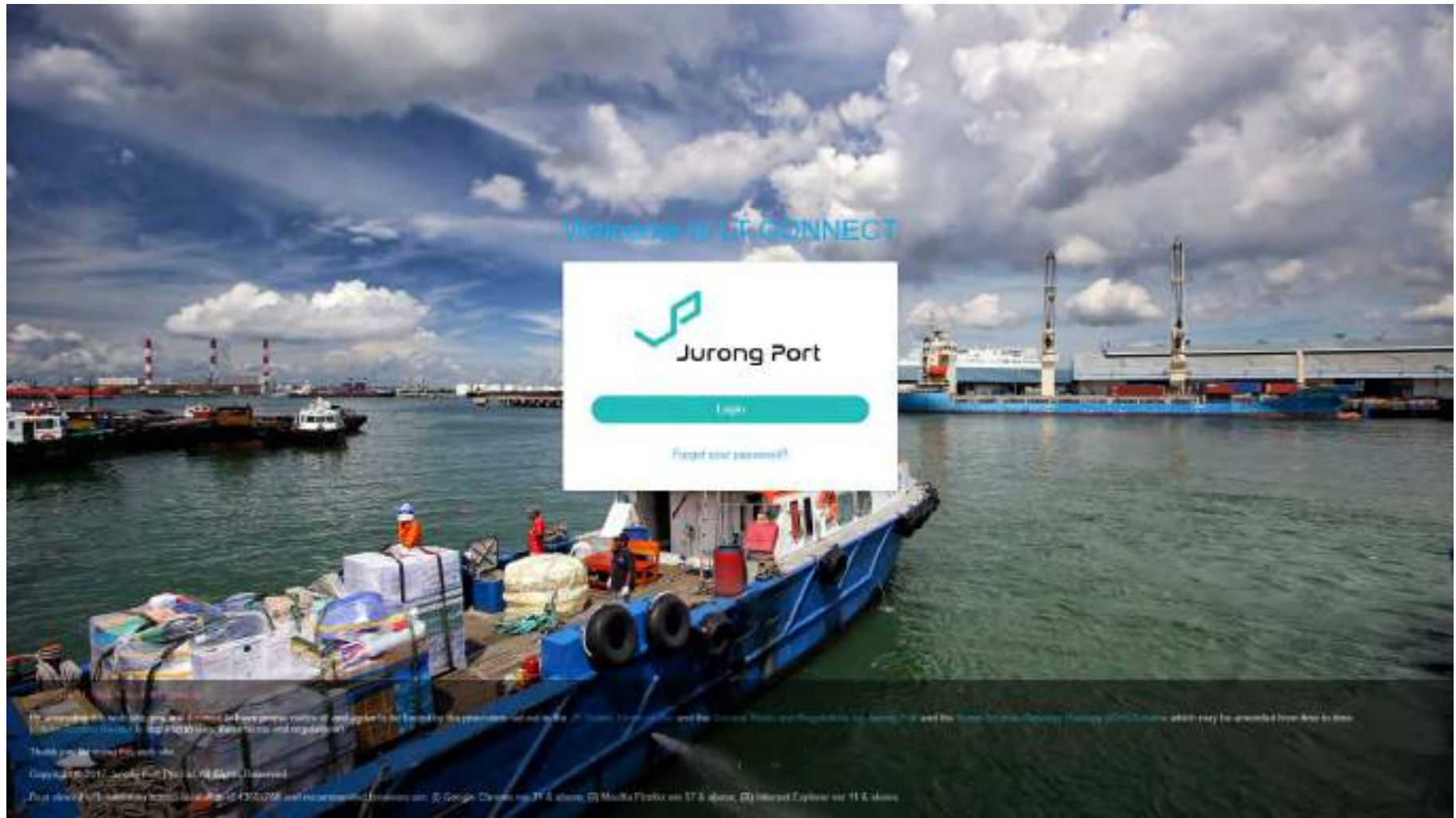
Please make sure you enter the birth date registered with Jurong Port pass in the correct format (DDMMYY).

Using LT Connect

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Login

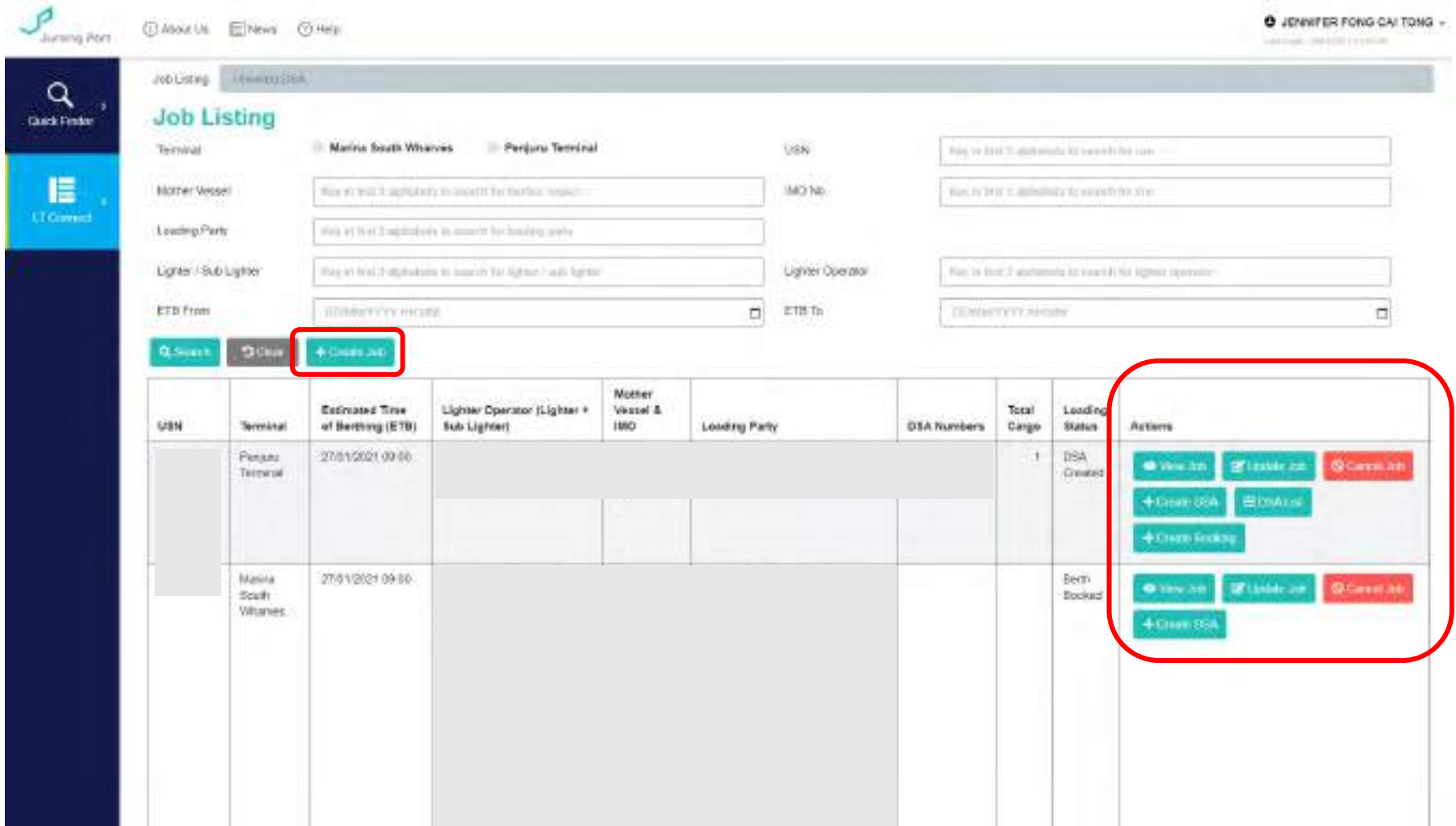
- Access LT Connect: <https://jponline.com.sg/ltc/ui/login>
- Should you encounter issue with login, please attempt to relaunch Welcome page (above link) instead of refreshing the same link.
- If error persists, please email LTC team at ltc@jp.com.sg with screenshot of the page and user ID used to attempt login.



Home Page: Job Listing

Home Page: Job Listing

- Only jobs created by your company or where company is appointed will appear in your list.
- Action buttons are available depending on your role.
 - Only Job Owner will be able to 'Update/Cancel Job'
 - Only Lighter Operator will be able to 'Create Booking'
 - All Loading Parties (Job Owner and appointed Careoffs) will be able to 'Create DSA'



Job Listing

Terminal: ☐ Marina South Wharves ☐ Perjuris Terminal USN:

Mother Vessel: IMO No:

Loading Party:

Lighter / Sub Lighter: Lighter Operator:

ETD From: ETD To:

USN	Terminal	Estimated Time of Berthing (ETB)	Lighter Operator (Lighter + Sub Lighter)	Mother Vessel & IMO	Loading Party	DSA Numbers	Total Cargo	Loading Status	Actions
	Perjuris Terminal	27/01/2021 09:00					1	DSA Created	<input type="button" value="View Job"/> <input type="button" value="Update Job"/> <input type="button" value="Cancel Job"/> <input type="button" value="+ Create DSA"/> <input type="button" value="Create Booking"/>
	Marina South Wharves	27/01/2021 09:00						Berth Booked	<input type="button" value="View Job"/> <input type="button" value="Update Job"/> <input type="button" value="Cancel Job"/> <input type="button" value="+ Create DSA"/>

Job Creation (USN: Unique Shipment Number)



Create Job

- By Job Owner (supplier that charters/coordinates lighter OR for agent jobs, the lighter operator)
- From Job Listing → Click 'Create Job'
- Follow steps in blue boxes for creation of USN (Unique Shipment Number)

1. Select terminal

2. Select calendar icon to indicate loading date and time

3. Appoint Lighter Operator to be used for loading

4. Choose to lock job at a certain time.
- *Optional field*
- *This step prevents additional DSAs or Booking changes after stated time.*

5. Switch on icon if it is a special cargo loading

6. Input Mother Vessel information and select '+' icon.
- IMO No. refers to Mother Vsl International Maritime No.
- A previously inputted IMO No. will allow search function to input MV Name
- Radio Button can be switched off if no MV to declare. E.g. Delivery to Lighter itself, Cargo Collection

7. Type 3 characters to choose Company from list followed by selecting '+' icon.
- Select Careoff indicator if you have other suppliers that need to create DSA for this job!
- All companies with an account with JP will be under this list. If company can't be found, that means they are what we call 'Cash Customer'.

- Select Credit → 'LWMS Cash Customer'. OR
- Select Cash → input Careoff company JP Pass ID, mobile and email.

8. Click Submit to submit job.
A Unique Shipment No. (USN) will be generated.

Note!
To receive notifications from LT Connect, you need to have set-up your [Address Book!](#)

Appointed parties (i.e. Careoff / Lighter Operators) will be notified of job creation and any updates (e.g. to loading date/time)

Users Subscribed: Lighter Operator & Careoffs will be notified to participate booking and ensure DSA's responsibility

Cargo Declaration (DSA: Delivery Shipment Advice)



Create DSA

- By Loading Parties (Job Owner and Careoffs)
- From Job Listing → Click 'Create DSA' from action list
- Follow below steps in blue boxes for creation of DSA

Pro-tip!

Accurate cargo declaration is important! System will recommend Lighter Operator the number of lifts and hence berth slot required based on overall cargo declared for the job.

The screenshot shows the 'Create DSA' web application interface. It includes a sidebar with navigation links like 'Click Here' and 'Click Here'. The main content area has several sections: 'Create DSA' with a 'LTC Pass' toggle, 'Copy Cargo Details' with a 'Copy' button, 'Export Cargo' with a table for cargo details, and 'Import Cargo' with a table for cargo details. Callouts provide instructions for each step.

1. Allow truck drivers to edit qty, ton and M3 using LTC Pass (Truck Check-In Website)

2. Optional field to key remarks (e.g. for agent's bill)

Optional function: Copy content of previous DSA
- Key in a previously used DSA number to replicate its content in 'Export Cargo' and 'Import Cargo' tables below

3. Declare Export/Import Cargo Information
- select cargo description from list. For free text select 'Others'
- select unit of measurement

4. Click submit to complete DSA creation.



DSA List

- DSA can be printed, updated or cancelled from here.
- From Job Listing → Click 'DSA List' from action list
- Accurate cargo declaration enables Lighter Operator to better estimate port stay.

DSA List

DSA	Cargo Declarant	Truck No	Truck Driver Name	Mobile No	Status	Total Cargo	Remarks	Actions
					DSA Created	1		View DSA Print DSA Update DSA Cancel DSA
					DSA Created	1		View DSA Print DSA Update DSA Cancel DSA

Cargo Declaration: Unlinked DSA

!

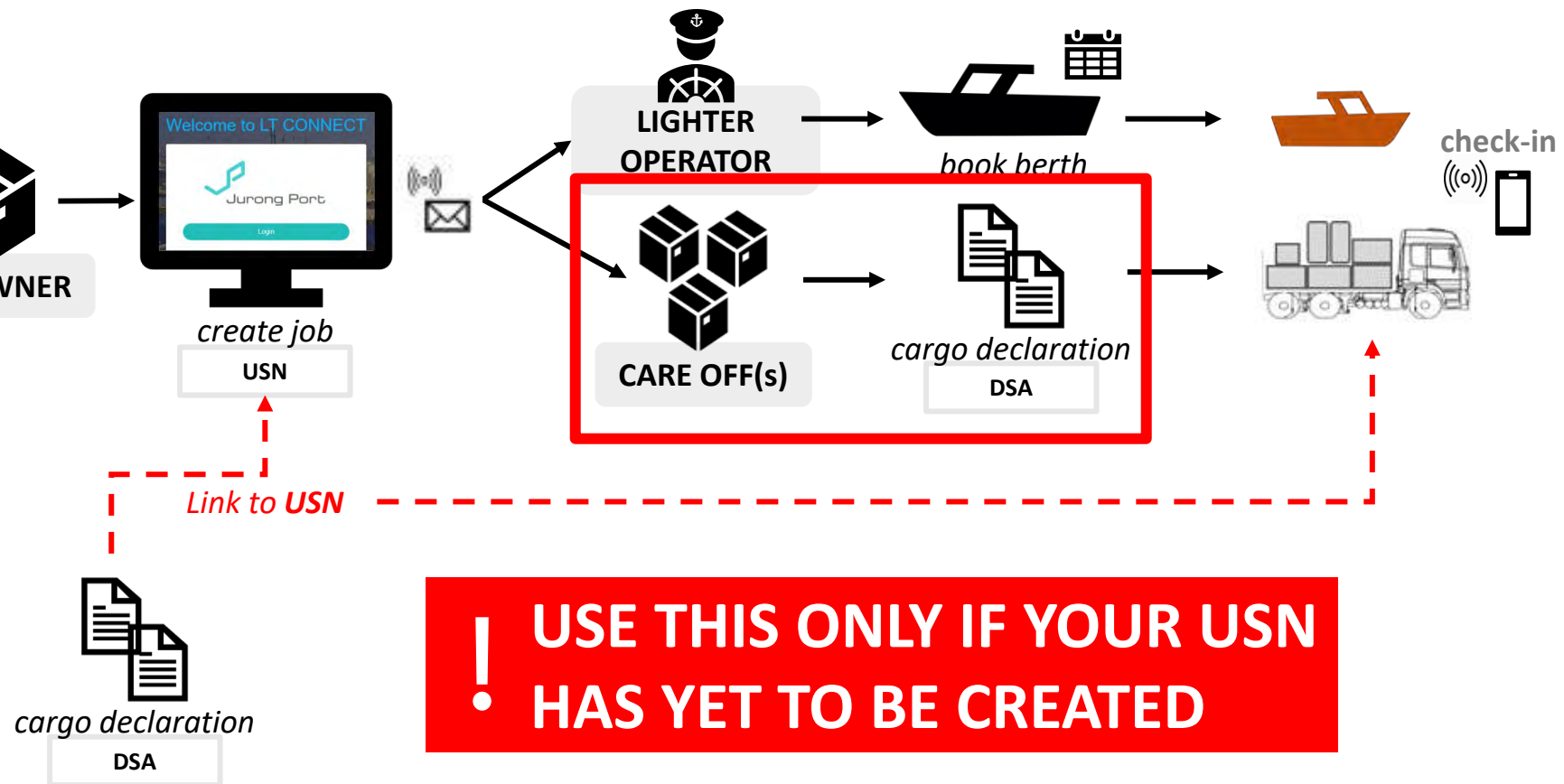
Note!

All DSAs must be linked to a USN before truck can check-in and enter terminal!



Create Unlinked DSA

- Create DSA before a USN is created
- Link DSA to USN before truck check-in and/or gate-in



Cargo Declaration: Unlinked DSA (1/2)

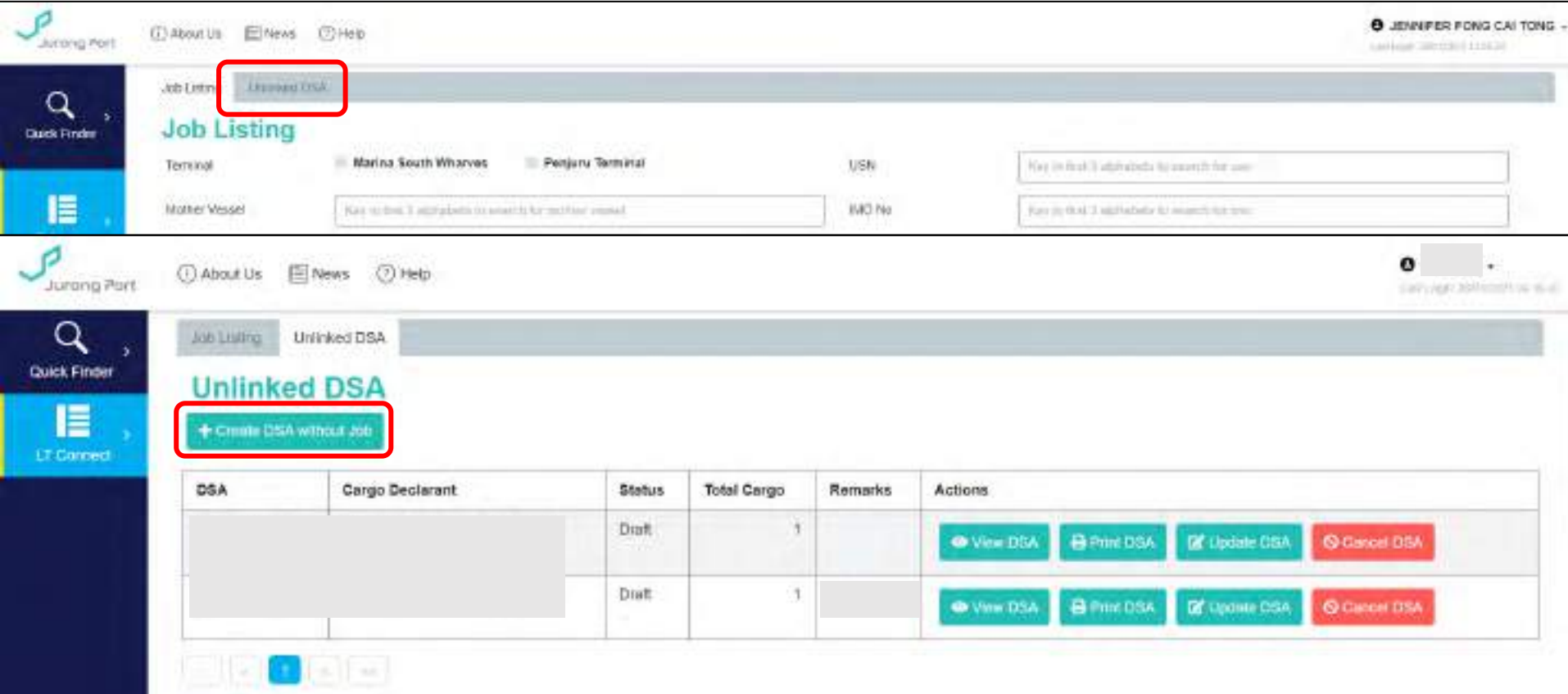


Note!

All DSAs must be linked to a USN before truck can check-in and enter terminal!

Unlinked DSA

- 1) From Job List, select the 'Unlinked DSA' tab.
- 2) On Unlinked DSA tab, select 'Create DSA without Job'



The screenshot displays the Jurong Port system interface. The top navigation bar includes the Jurong Port logo, 'About Us', 'News', and 'Help' links. The user profile 'JENNIFER FONG CAI TONG' is visible in the top right corner. The main content area shows the 'Job Listing' tab selected, with a sub-tab 'Unlinked DSA' highlighted by a red box. Below the tabs, there are search filters for 'Terminal' (Marina South Wharves, Penjaru Terminal), 'USN', 'Mother Vessel', and 'IMO No'. The 'Unlinked DSA' section is titled 'Unlinked DSA' and features a button '+ Create DSA without Job' highlighted by a red box. Below this, a table lists DSA entries with columns for DSA, Cargo Declarant, Status, Total Cargo, Remarks, and Actions. The table contains two rows, both with 'Draft' status and '1' total cargo. The actions for each row include 'View DSA', 'Print DSA', 'Update DSA', and 'Cancel DSA'.

DSA	Cargo Declarant	Status	Total Cargo	Remarks	Actions
		Draft	1		View DSA Print DSA Update DSA Cancel DSA
		Draft	1		View DSA Print DSA Update DSA Cancel DSA

Cargo Declaration: Unlinked DSA (2/2)

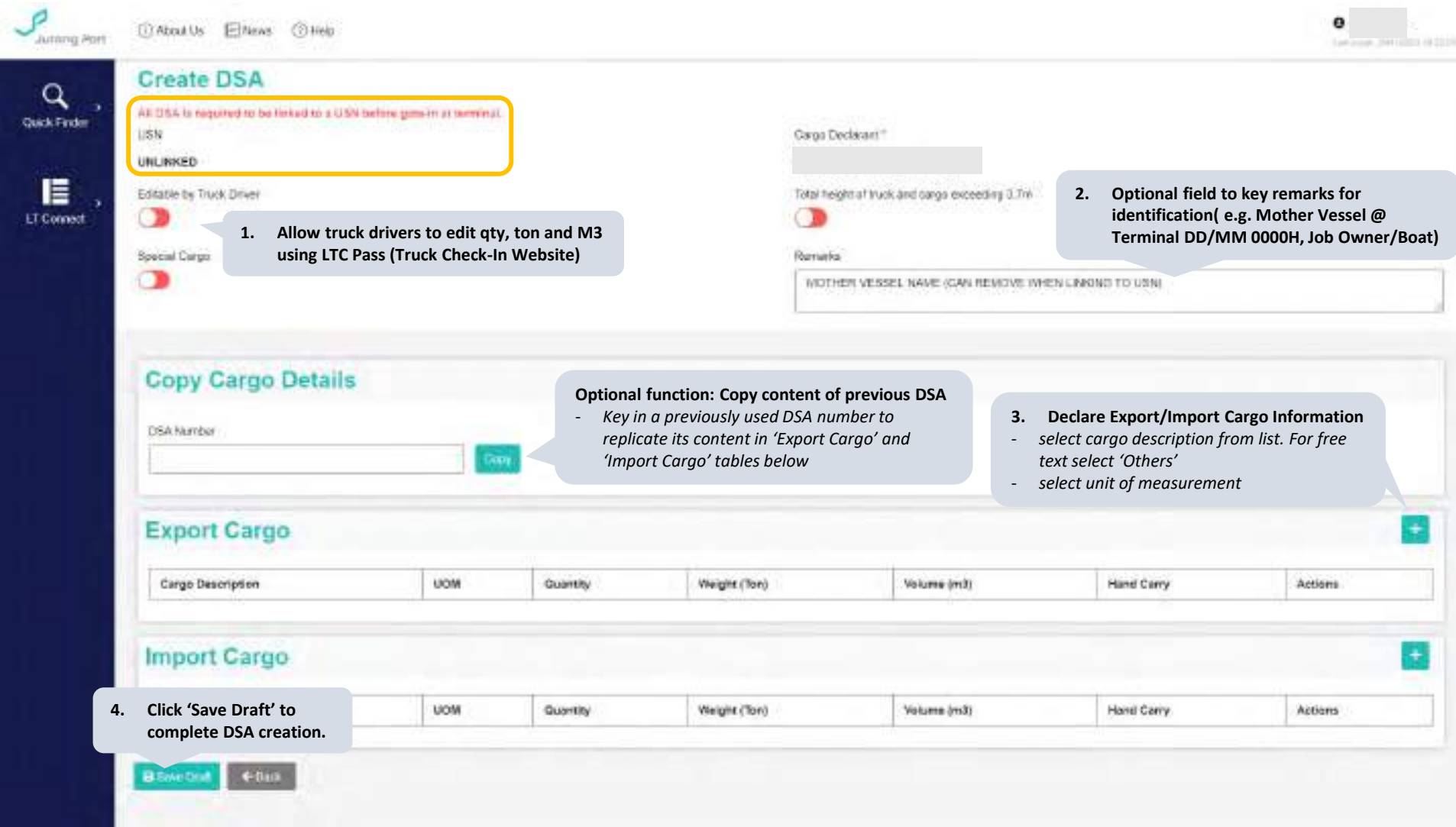


Note!

All DSAs must be linked to a USN before truck can check-in and enter terminal!

Create Unlinked DSA

- 3) Fill in details as per normal DSA. You can use 'Remarks' field to help you identify which loading this DSA is for (e.g. Mother Vessel Name).
- 4) Click 'Save Draft' to complete creation of Unlinked DSA. You will be returned to Unlinked DSA tab.



The screenshot shows the 'Create DSA' page in the Jurong Port system. The page includes a header with navigation links (About Us, News, Help) and a user profile. The main content area is titled 'Create DSA' and contains several sections:

- DSA Information:** A box labeled 'All DSA is required to be linked to a USN before going in at terminal.' contains a 'USN' field and a status indicator 'UNLINKED'.
- Editable by Truck Driver:** A toggle switch is set to 'On'.
- Special Cargo:** A toggle switch is set to 'Off'.
- Cargo Declaration:** A text input field is present.
- Total height of truck and cargo exceeding 3.7m:** A toggle switch is set to 'On'.
- Remarks:** A text input field containing 'MOTHER VESSEL NAME (CAN REMOVE WHEN LINKING TO USN)'.
- Copy Cargo Details:** A section with a 'DSA Number' input field and a 'Copy' button.
- Export Cargo:** A table with columns: Cargo Description, UOM, Quantity, Weight (Ton), Volume (m3), Hand Carry, and Actions.
- Import Cargo:** A table with columns: UOM, Quantity, Weight (Ton), Volume (m3), Hand Carry, and Actions.

Annotations and instructions are provided in callout boxes:

1. Allow truck drivers to edit qty, ton and M3 using LTC Pass (Truck Check-In Website)
2. Optional field to key remarks for identification(e.g. Mother Vessel @ Terminal DD/MM 0000H, Job Owner/Boat)
3. Declare Export/Import Cargo Information
 - select cargo description from list. For free text select 'Others'
 - select unit of measurement
4. Click 'Save Draft' to complete DSA creation.

At the bottom of the page, there are buttons for 'Save Draft' and 'Back'.

Unlinked DSA – Link to USN (1/2)

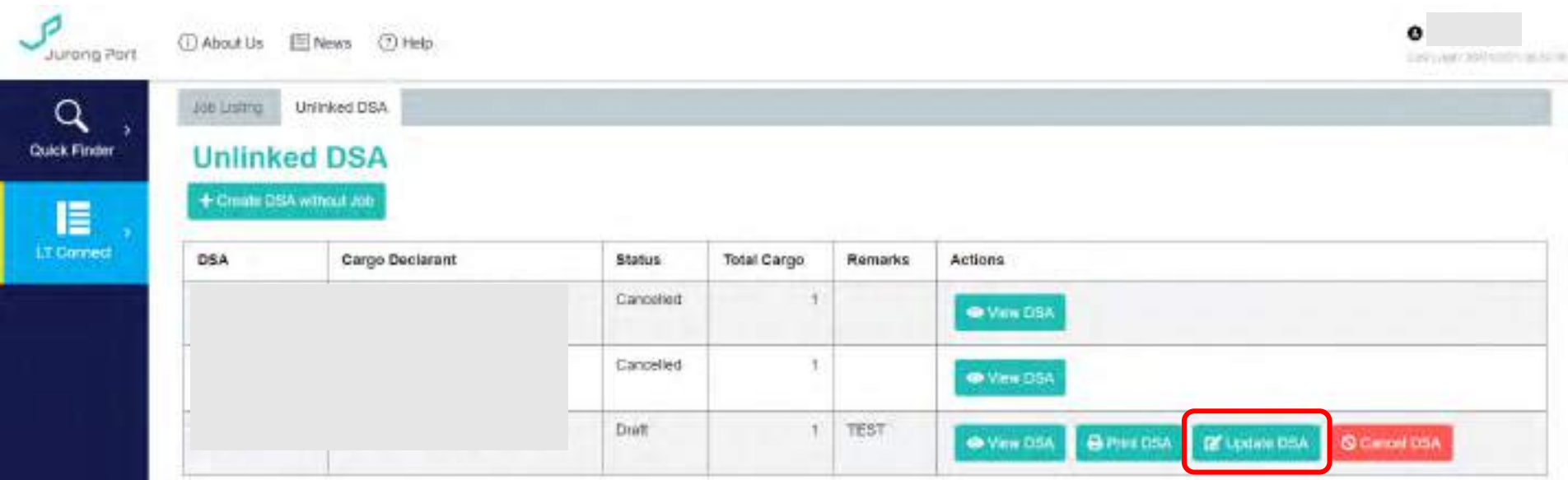


Note!

All DSAs must be linked to a USN before truck can check-in and enter terminal!

Link to USN

5) When USN has been created, select 'Update DSA' for the specific Unlinked DSA.



The screenshot displays the 'Unlinked DSA' page on the Jurong Port system. The page includes a sidebar with 'Quick Finder' and 'LT Connect' options. The main content area shows a table of unlinked DSAs. The table has the following columns: DSA, Cargo Declarant, Status, Total Cargo, Remarks, and Actions. There are three rows of data. The first two rows have a status of 'Cancelled' and a total cargo of 1. The third row has a status of 'Draft' and a total cargo of 1, with the remark 'TEST'. The 'Actions' column for the 'Draft' row contains four buttons: 'View DSA', 'Print DSA', 'Update DSA' (which is highlighted with a red box), and 'Cancel DSA'.

DSA	Cargo Declarant	Status	Total Cargo	Remarks	Actions
		Cancelled	1		View DSA
		Cancelled	1		View DSA
		Draft	1	TEST	View DSA Print DSA Update DSA Cancel DSA

Unlinked DSA – Link to USN (2/2)



Note!

All DSAs must be linked to a USN before truck can check-in and enter terminal!



Jurong Port

Link to USN

- 6) Open USN dropdown. You will be able to see USNs where you are a Loading Party (i.e. Job Owner or Careoff).
- 7) Select Submit. You will be returned to Unlinked DSA tab. DSA has been shifted to DSA List under Job Listing tab.

[About Us](#) [News](#) [Help](#)

Quick Finder

LT Connect

Update DSA

All DSA is required to be linked to a USN before going in at terminal.

DSA

USN

UNLINKED

Created by Truck Owner

☐

Special Cargo

No

Status

Draft

Cargo Declarant

Total height of truck and cargo exceeding 3.7m

Remark

WOTHER VESSEL NAME (CAN BE REMOVED WHEN LINKING TO USN)

Export Cargo

Cargo Description	UOM	Quantity	Weight (Ton)	Volume (m3)	Hand Carry	Actions
Others	Bundle	1	1	1	<input type="checkbox"/>	
TEST						

Import Cargo

Cargo Description	UOM	Quantity	Weight (Ton)	Volume (m3)	Hand Carry	Actions
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Submit

Save Draft

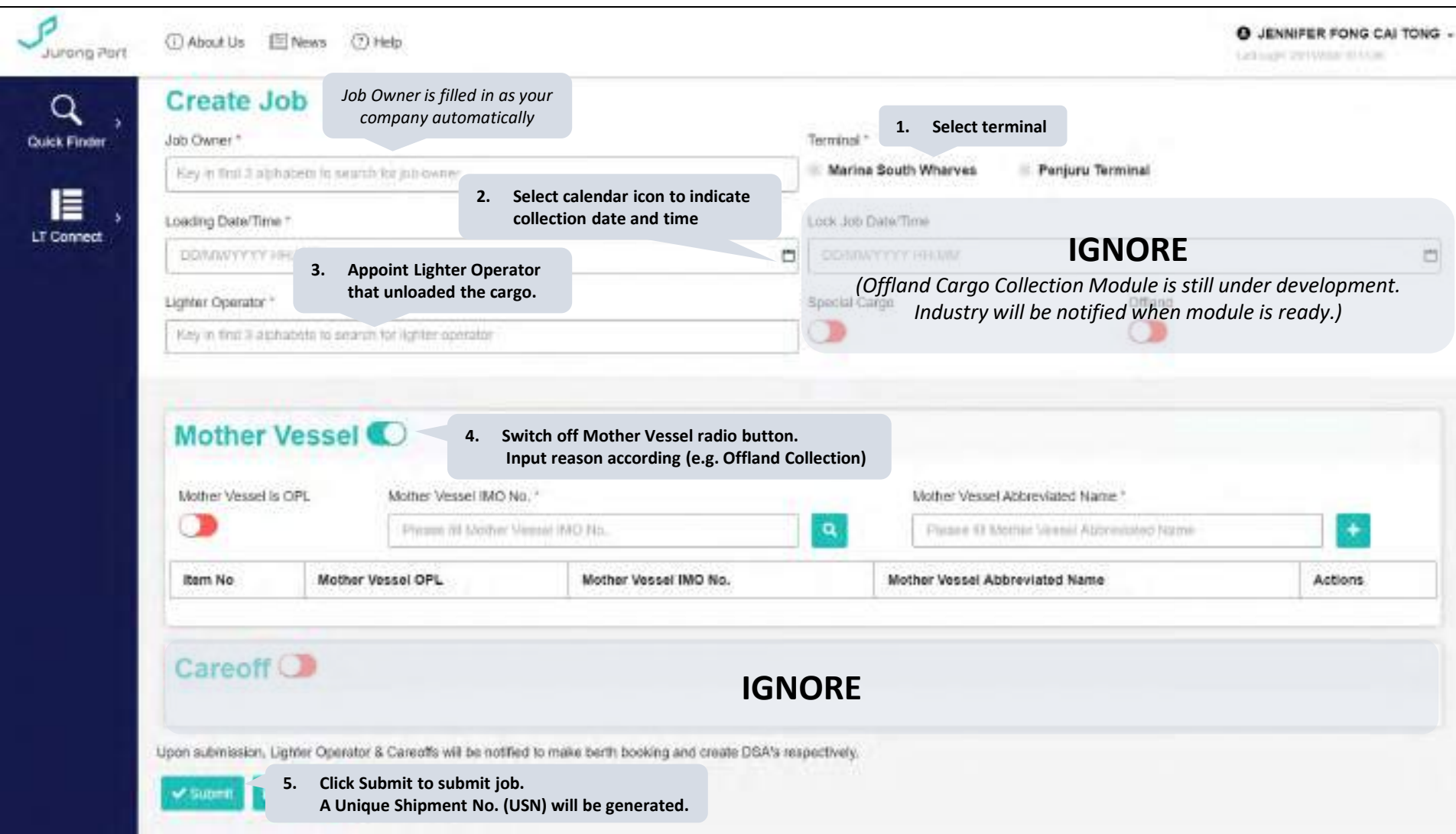
Back

Cargo Declaration (for collection) (1/2)

Offland Collection

1. Write onto existing DSA. OR
2. Create job and declare offland collection on LT Connect
 - i. From Job Listing, select 'Create Job'. Follow steps in blue boxes below.


! **Offland:** Collection of cargo from terminal
Import: Collection of cargo directly from Lighter



1. Select terminal

Terminal *
☐ Marina South Wharves ☐ Panjuru Terminal

2. Select calendar icon to indicate collection date and time


Loading Date/Time *
DDMMYYYY HH:MM 

3. Appoint Lighter Operator that unloaded the cargo.


Lighter Operator *
Key in first 3 alphabets to search for lighter operator


IGNORE
(Offland Cargo Collection Module is still under development. Industry will be notified when module is ready.)

4. Switch off Mother Vessel radio button. Input reason according (e.g. Offland Collection)

Mother Vessel 

Mother Vessel is OPL ☐


Mother Vessel IMO No. *
Please fill Mother Vessel IMO No. 

Mother Vessel Abbreviated Name *
Please fill Mother Vessel Abbreviated Name 

Item No	Mother Vessel OPL	Mother Vessel IMO No.	Mother Vessel Abbreviated Name	Actions
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IGNORE

5. Click Submit to submit job. A Unique Shipment No. (USN) will be generated.



Upon submission, Lighter Operator & Careoffs will be notified to make berth booking and create DSA's respectively.

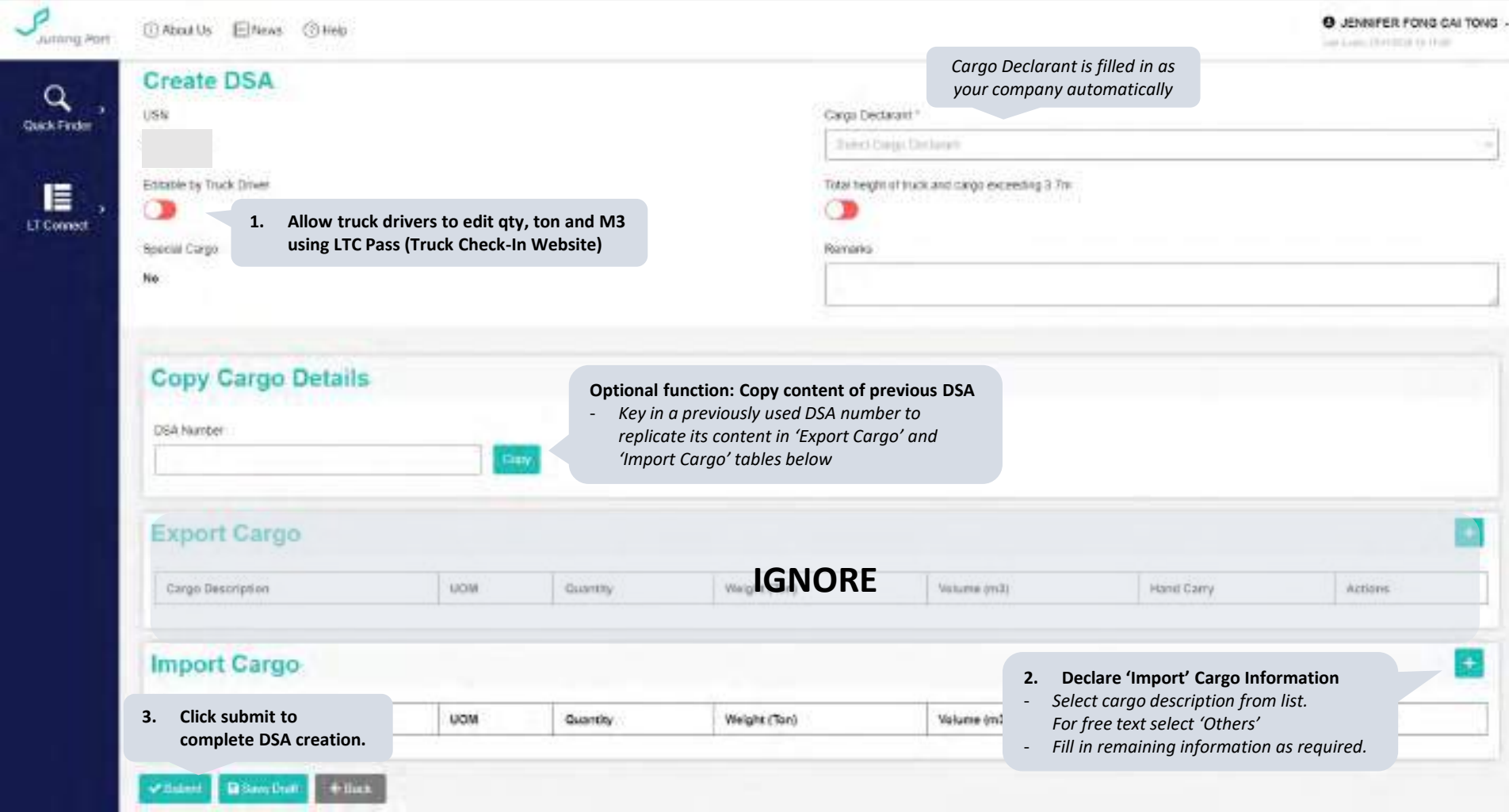
Cargo Declaration (for collection) (2/2)

Offland Collection

1. Write onto existing DSA. OR
2. Create job and declare offland collection on LT Connect
 - i. From Job Listing, select 'Create Job'.
 - ii. **From Job Listing, select 'Create DSA' from action column. Follow steps in blue boxes below.**
 - iii. [Print/Update DSA](#) as required. Select 'DSA List' from action column → Select 'Print DSA'.



Offland: Collection of cargo from terminal
Import: Collection of cargo directly from Lighter



The screenshot shows the 'Create DSA' form in the LT Connect system. The form is divided into several sections: 'Create DSA', 'Copy Cargo Details', 'Export Cargo', and 'Import Cargo'. Annotations in blue boxes provide step-by-step guidance.

Annotations:

- 1. Allow truck drivers to edit qty, ton and M3 using LTC Pass (Truck Check-In Website)** (points to the 'Editable by Truck Driver' toggle switch).
- Cargo Declarant is filled in as your company automatically** (points to the 'Cargo Declarant' dropdown menu).
- Optional function: Copy content of previous DSA**
 - Key in a previously used DSA number to replicate its content in 'Export Cargo' and 'Import Cargo' tables below
- 2. Declare 'Import' Cargo Information**
 - Select cargo description from list. For free text select 'Others'
 - Fill in remaining information as required.
- 3. Click submit to complete DSA creation.** (points to the 'Submit' button).

Form Fields and Tables:

- Create DSA:** Includes fields for 'USA', 'Cargo Declarant', 'Total height of truck and cargo exceeding 3.7m', and 'Remarks'.
- Copy Cargo Details:** Includes a 'DSA Number' field and a 'Copy' button.
- Export Cargo:** A table with columns: Cargo Description, UOM, Quantity, Weight (Ton), Volume (m3), Hand Carry, and Actions. The word 'IGNORE' is overlaid on this table.
- Import Cargo:** A table with columns: Cargo Description, UOM, Quantity, Weight (Ton), and Volume (m3).

Buttons: 'Submit', 'Save Draft', and 'Back' are located at the bottom of the form.

Berth Booking List



Berth Booking

- From side panel → select 'Berth Booking'
- Only bookings created by your company will appear in your list.
- Action buttons are available here to Create/View/Update/Cancel Bookings

Pro-tip!
Bookings should and can only be created by Lighter Operators but Suppliers can use 'Create Booking' to view berth availability!

Berth Booking List

Terminal: ☐ Marina South Wharves ☐ Penjuru Terminal

USN: Key in first 3 alphabets to search for usn

Lighter / Sub Lighter: Key in first 3 alphabets to search for lighter / sub lighter

Lighter Operator	USN	Terminal	Booked Time Slot	Lighter + Sub Lighter	Est. Total Lifts	Status	Actions
		Penjuru Terminal	13/08/2020 11:30		11	Created	<input type="button" value="View Booking"/> <input type="button" value="Update Booking"/> <input type="button" value="Cancel Booking"/>
		Penjuru Terminal	13/08/2020 08:00 13/08/2020 06:30		20	Created	<input type="button" value="View Booking"/> <input type="button" value="Update Booking"/> <input type="button" value="Cancel Booking"/>
		Penjuru Terminal	13/08/2020 08:00 13/08/2020 06:30		30	Created	<input type="button" value="View Booking"/> <input type="button" value="Update Booking"/> <input type="button" value="Cancel Booking"/>
		Marina South Wharves	13/08/2020 06:30 13/08/2020 07:00		24	Created	<input type="button" value="View Booking"/> <input type="button" value="Update Booking"/> <input type="button" value="Cancel Booking"/>

Create Berth Application



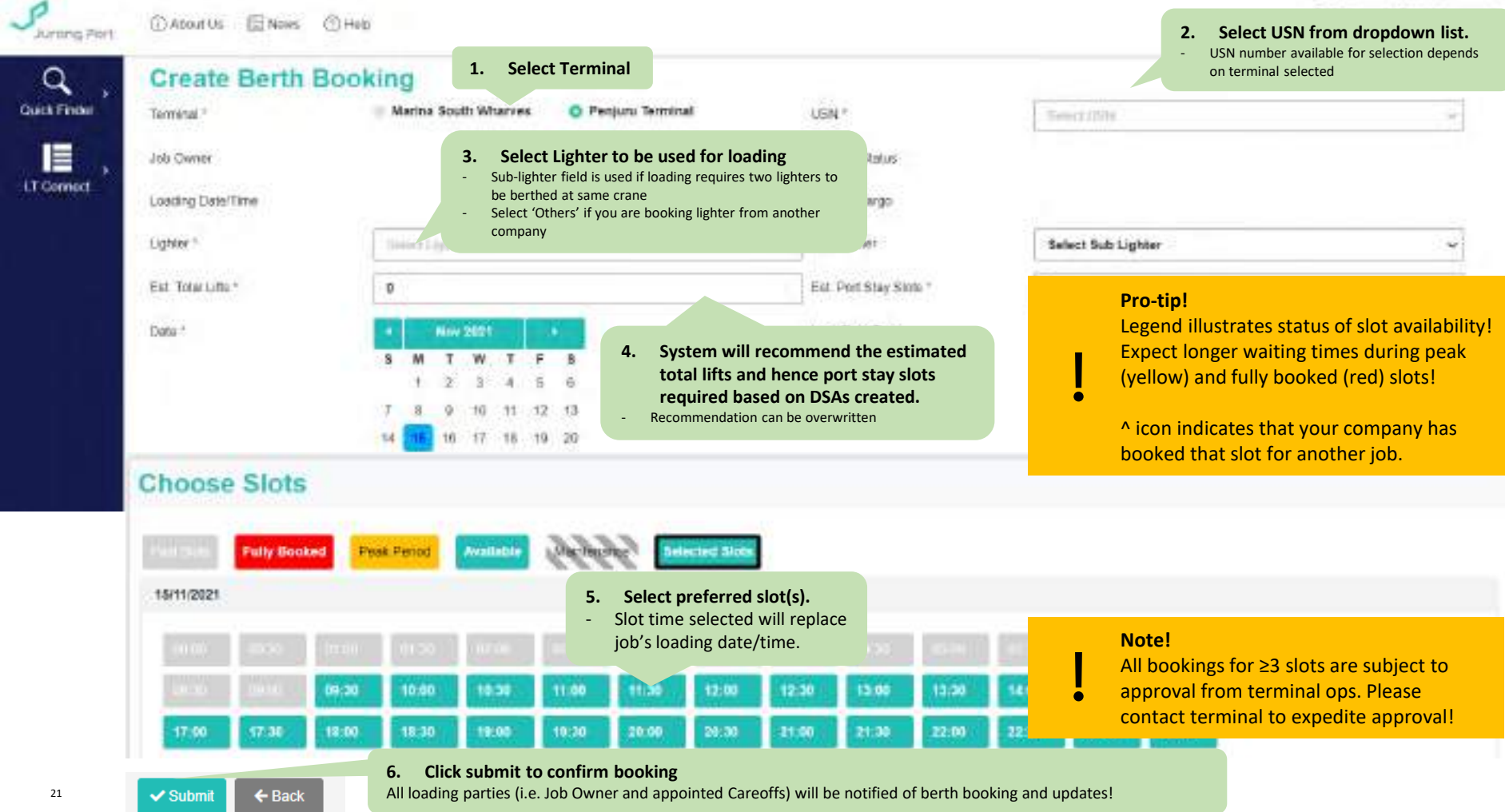
Pro-tip!

Bookings should and can only be created by Lighter Operators but Suppliers can use 'Create Booking' to view berth availability!



How to create Berth Application?

- Option 1:** From Berth Booking List → select 'Create Booking' action button.
- Option 2:** From Job Listing → select 'Create Booking' action button. USN will be automatically populated along with job info (terminal and loading date/time). This is available until booking has been made.



1. Select Terminal

Terminal: Marina South Wharves, Penjuru Terminal

2. Select USN from dropdown list.

- USN number available for selection depends on terminal selected

3. Select Lighter to be used for loading

- Sub-lighter field is used if loading requires two lighters to be berthed at same crane
- Select 'Others' if you are booking lighter from another company

4. System will recommend the estimated total lifts and hence port stay slots required based on DSAs created.

- Recommendation can be overwritten

Pro-tip!

Legend illustrates status of slot availability! Expect longer waiting times during peak (yellow) and fully booked (red) slots!

^ icon indicates that your company has booked that slot for another job.

5. Select preferred slot(s).

- Slot time selected will replace job's loading date/time.

Note!

All bookings for ≥3 slots are subject to approval from terminal ops. Please contact terminal to expedite approval!

6. Click submit to confirm booking

All loading parties (i.e. Job Owner and appointed Careoffs) will be notified of berth booking and updates!

Buttons: Submit, Back

Overview of Bookings



Booking Overview

- From side panel → select 'Overview of Bookings'
- Page shows overview of all bookings made by your company for the day.
- Use this to see your fleet availability!



Month	Year	Day	Booking
April	2018	1	
April	2018	2	
April	2018	3	
April	2018	4	
April	2018	5	
April	2018	6	
April	2018	7	
April	2018	8	
April	2018	9	
April	2018	10	
April	2018	11	
April	2018	12	
April	2018	13	
April	2018	14	
April	2018	15	
April	2018	16	
April	2018	17	
April	2018	18	
April	2018	19	
April	2018	20	
April	2018	21	
April	2018	22	
April	2018	23	
April	2018	24	
April	2018	25	
April	2018	26	
April	2018	27	
April	2018	28	
April	2018	29	
April	2018	30	



When/Where do I check-in?

- When you arrive within 500m of terminal
- Before ATB

! Check-in essentially replaces calling in via radio.

What do I need?

1. JP Online Account

2. Enable GPS for browser

- Don't worry! We do not track you.
We only read your location when you are on our page to ensure you are within 500m of terminal.

How to create new
JP Online account?

How to enable
GPS?

Step 1: Login to LT Connect

登录 LT Connect

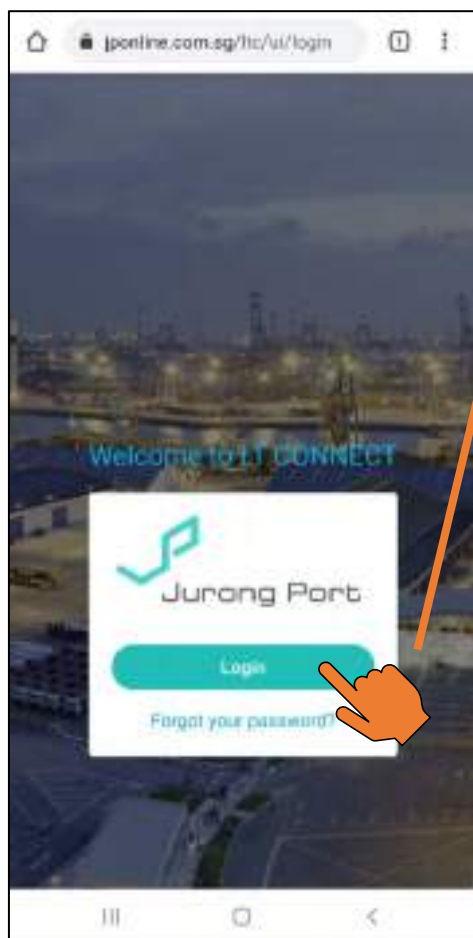


Link: <https://jponline.com.sg/ltc/ui/login>

! Pro-tip! Bookmark this link for future use!



How to create new
JP Online account?



1. Select 'Login'
选择 'Login'

2. Fill in JP Online Account details
填入 JP Online 账号

3. Select 'Login'
选择 'Login'

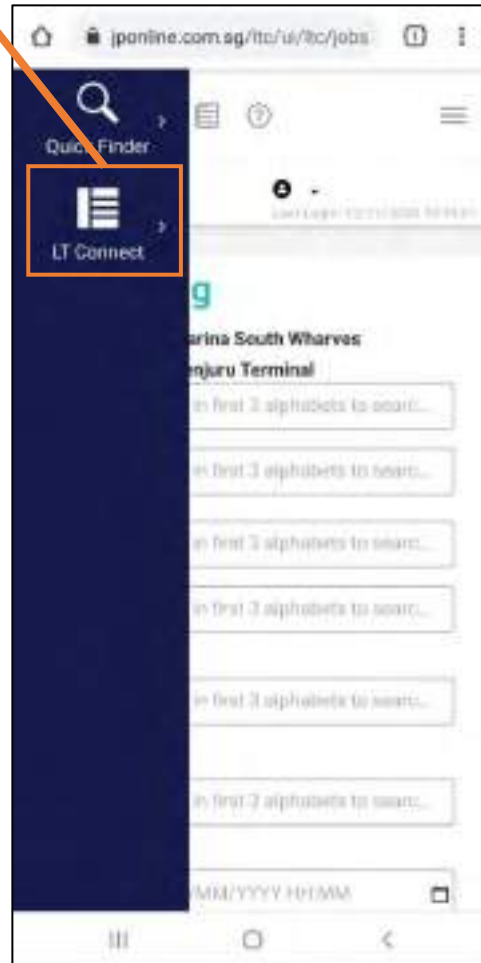
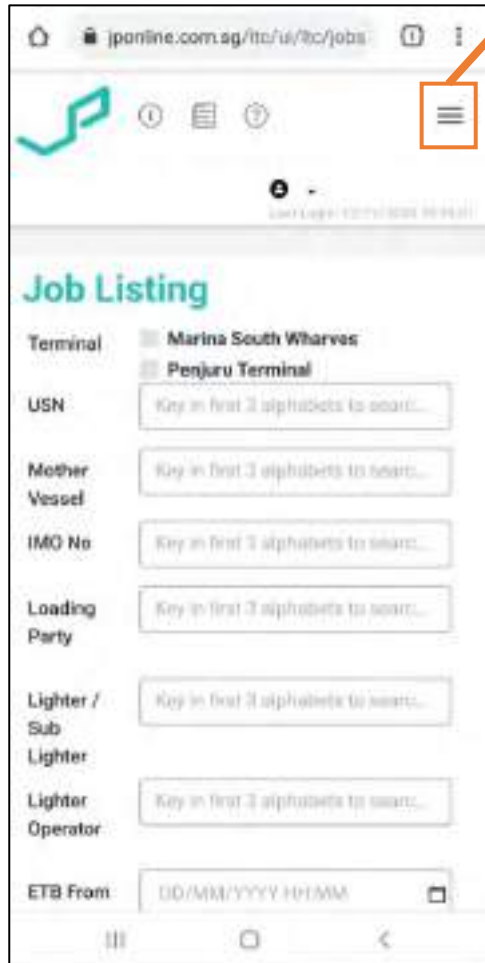


! Pro-tip! Selecting this check-box will make future logins much simpler!

Step 2: Access Check-in page 前往 Check-in 页



1. Open side menu 打开目录图标



2. Select Lighter Check-in page 选择 'Lighter Pre-Arrival Check-In'



Step 3: Identify Lighter and Job 申报船只和工作



1. **Select Terminal (ensure GPS is enabled)**
确认导航已启动

2. **Identify Lighter 申报船只**
• **Select/Key in directly**
选择/直接填入

OR

• **Scan Lighter QR Code**
扫描船只 QR码

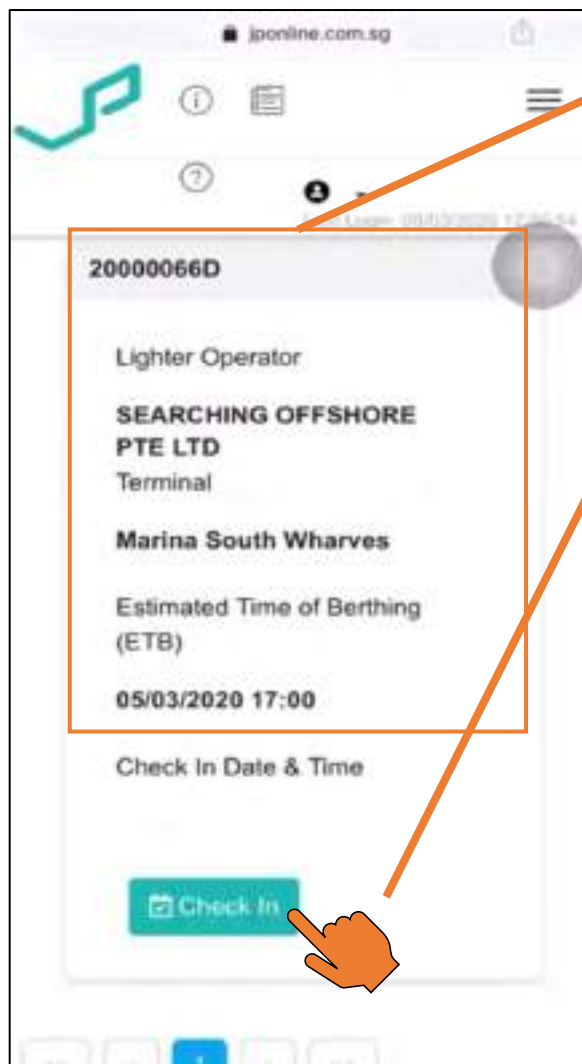
3. **Select 'List'**
选择 'List'

How to enable
GPS?

! **Note!** Lighter needs to be within
500m of selected terminal!

How to get Lighter
QR Code?

Step 4: Review Job Information & Check-In 确认工作资料



1. Review Job Information 确认工作资料

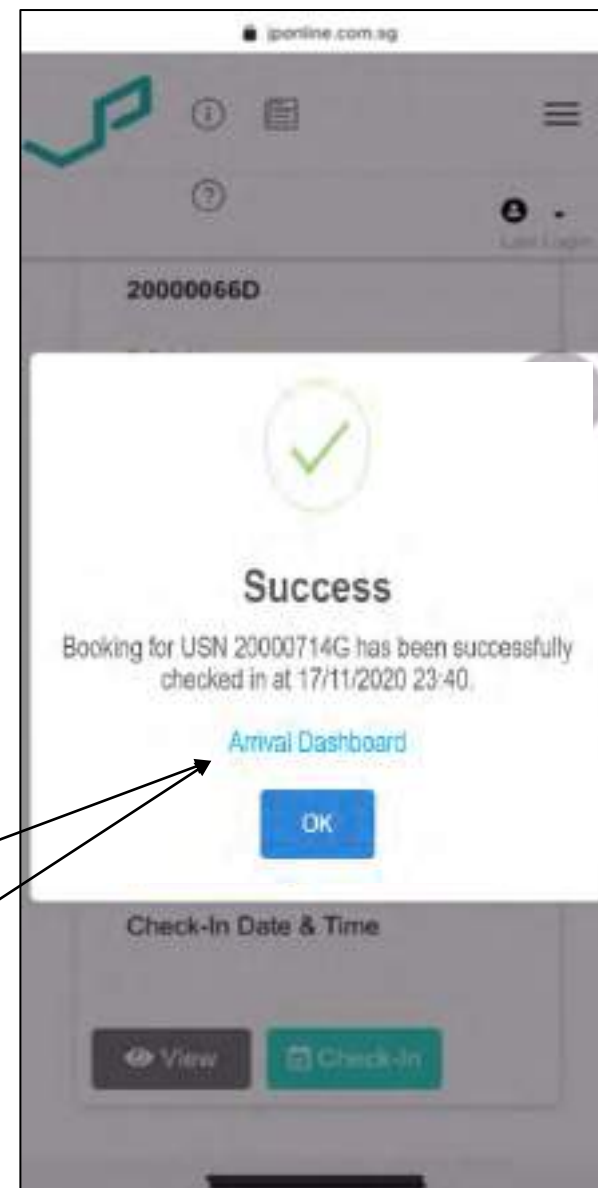
! Note! Info displayed is the latest from the system.

2. If all is in order, select 'Check-In' 若无异样, 选择 'Check-In'

AND YOU'RE DONE!
You can see whether the job is
ready at the [Arrival Dashboard](#).



完成了!
前往 [Arrival Dashboard](#) 得知海
港现况, 知道何时该前往哪个
泊位。😊





When/Where do I check-in?

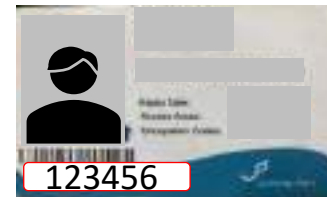
- When you arrive within 1km of terminal
- Before Gate-in

What do I need?

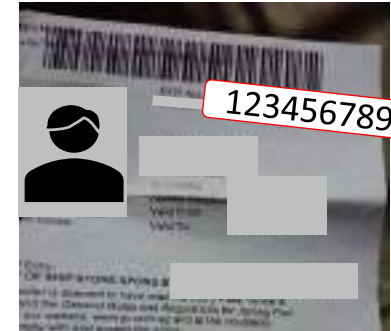
1. Printed DSA
2. Jurong Port Pass
3. Registered Date of Birth
4. Enable GPS for browser

- Don't worry! We do not track you.
We only read your location when you are on our page to ensure you are within 1km of terminal.

E.g. Long Term Pass (LTP)



E.g. Short Term Pass (STP)



How to enable
GPS?



Note! Drivers will need (1) Printed DSA and (2) Jurong Port Pass to enter JP premises in the first place!

Step 1: Login to LT Connect

登录 LT Connect

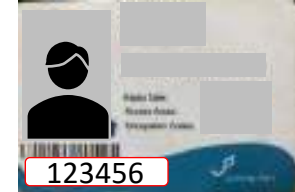


Link: <https://jponline.com.sg/ltpass/ui/login>

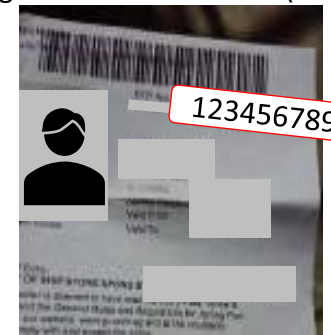
! Pro-tip! Bookmark this link for future use!



E.g. Long Term Pass (LTP)



E.g. Short Term Pass (STP)



1. Select 'Login'
选择 'Login'

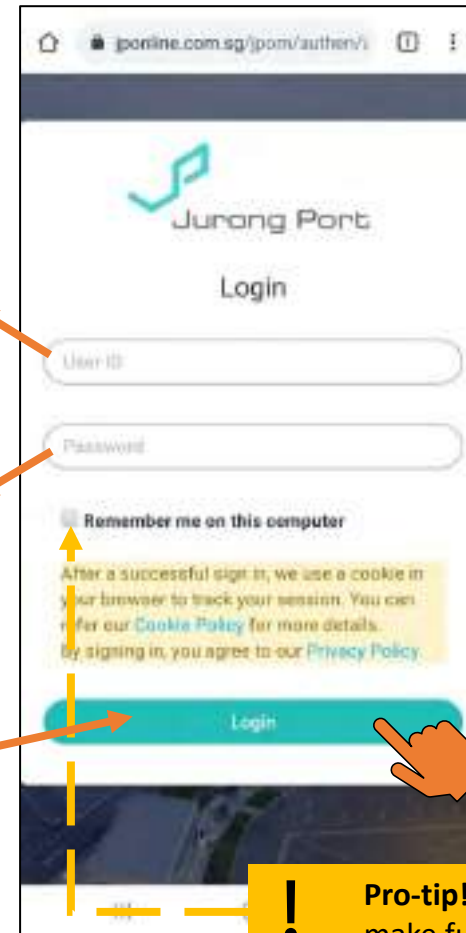
2. Fill in 填入

User ID: Jurong Port Pass ID
用户名: 码头通行证号

Password: Date of Birth (DDMMYY)
密码: 生日
(格式: 日日月月年年)

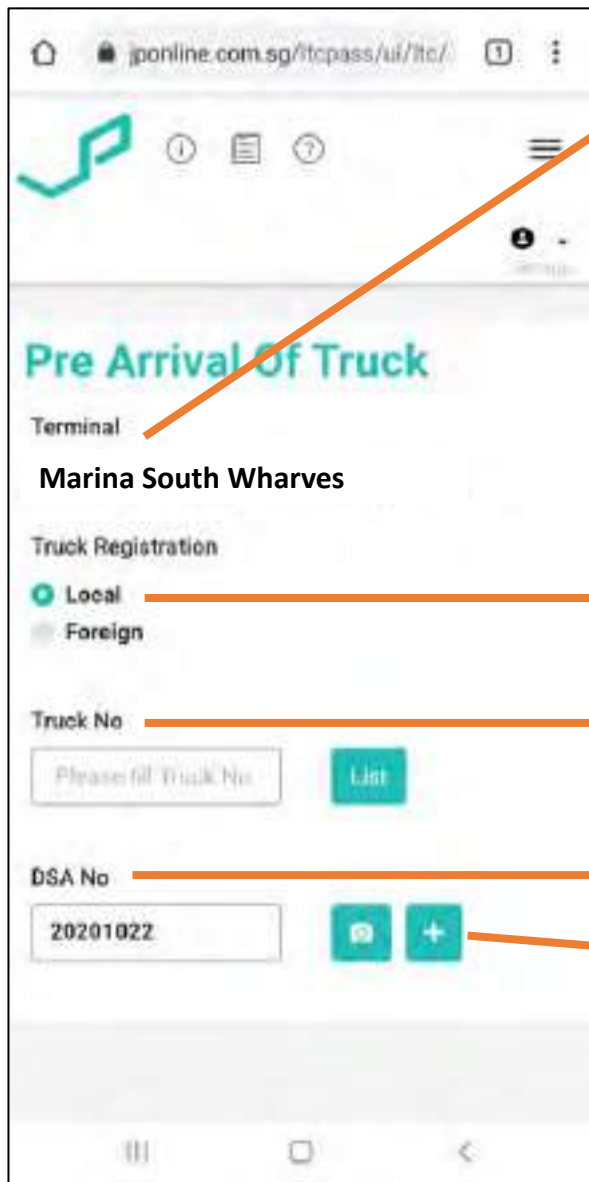
E.g. Date of Birth: 2 Oct 1965
Password: 021065

3. Select 'Login'
选择 'Login'



Pro-tip! Selecting this check-box will make future logins much simpler!

Step 2: Identify Truck and Job 申报卡车和工作



1. **Ensure GPS is enabled**
确认导航已启动

2. **Identify Truck 申报车辆**

- **Hand-carry:** Select 'Foreign' and fill in Truck No as "HC"

3. **Key in DSA No.**
填入 DSA 号码

- **Key in directly** 直接填入 OR
- **Scan barcode on DSA**
扫描 DSA 条码

4. **Select '+' icon**
选择 '+' 图标

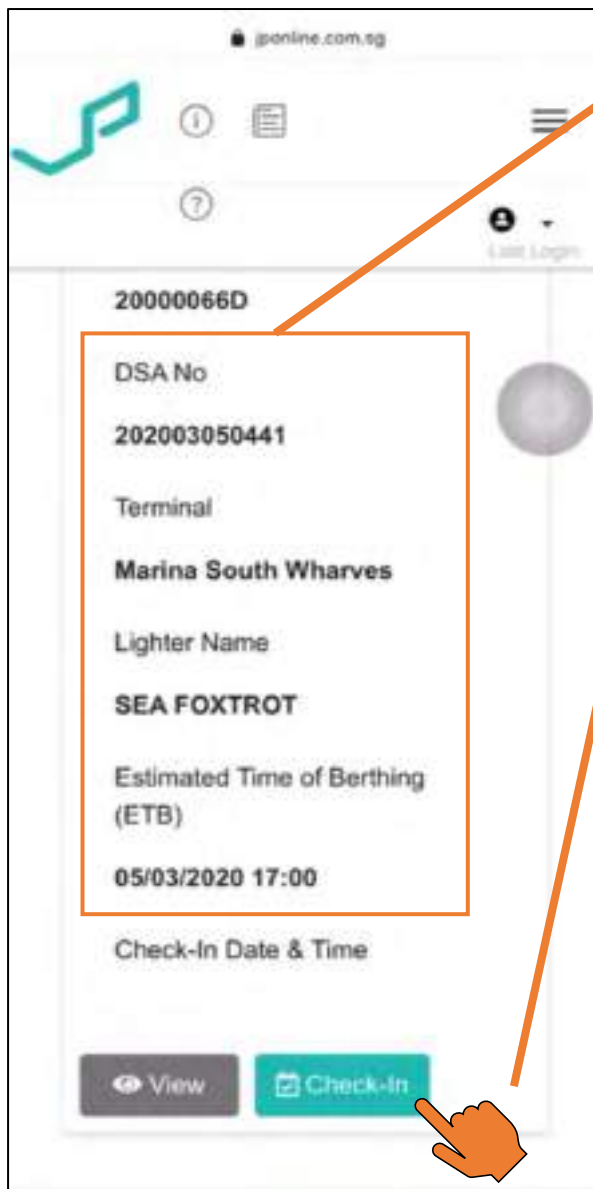


Note! It should read either "Marina South Wharves" or "Penjurong Terminal" if driver is within **1km!**



Pro-tip! Repeat (3) & (4) for each DSA.
No need to logout and login again!

Step 3: Review Job Information & Check-In 确认工作资料



iponline.com.sg

20000066D

DSA No
202003050441

Terminal
Marina South Wharves

Lighter Name
SEA FOXTROT

Estimated Time of Berthing (ETB)
05/03/2020 17:00

Check-In Date & Time

View Check-In

1. Review Job Information 确认工作资料



Info displayed is the latest from the system. No need to worry if it differs from that on printed DSA.

2. If all is in order, select 'Check-In' 若无异样, 选择 'Check-In'

3. Select 'OK' 选择 'OK'

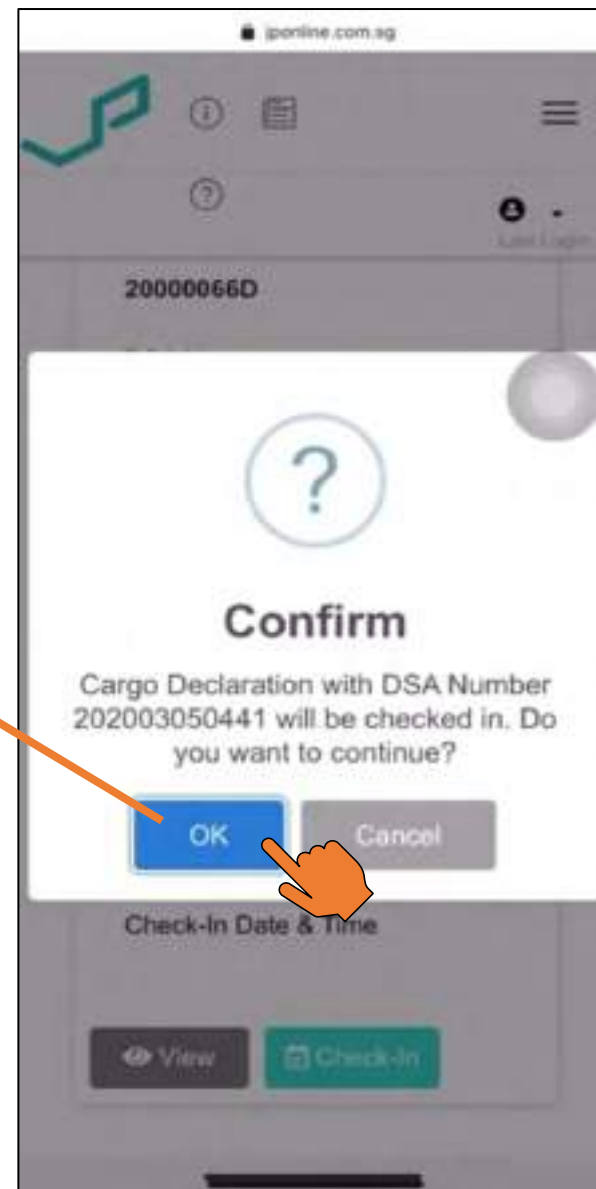
AND YOU'RE DONE!

You can see whether the job is ready at the [Arrival Dashboard](#).



完成了!

前往 [Arrival Dashboard](#) 得知海港现况, 知道何时该前往哪个泊位。😊



iponline.com.sg

20000066D

?

Confirm

Cargo Declaration with DSA Number 202003050441 will be checked in. Do you want to continue?

OK Cancel

Check-In Date & Time

View Check-In

One-time set-up: Update HP number 更新电话号码



! This is so terminal can contact you when you can enter terminal for loading!

1. **Select User Icon**
选择人头图标
2. **Select 'Update Handphone Number'**
3. **Key in HP No.**
输入电话号码
4. **Select 'OK'**
选择 'OK'

AND YOU'RE DONE!
You need only update the number for each pass ID once. 😊

完成了!
您只需要做一次更新😊

Arrival Dashboard

- View terminal situation and job status. No login required!
- Link: <https://jponline.com.sg/lcpub/ui/lc/lighterArrivals>



! Pro-tip! Bookmark this link for future use!

***Easily identify your job**
得知哪个是您的工作

***Easily see which crane your job is assigned to**
得知该前往哪个泊位

Lighter Arrival

06/05/2020, Wednesday 03:58:35 PM

Terminal: Marina South Wharves Penjurong Terminal

USN	Mother Vessel	Lighter Name	Lighter Company	Truck No	Crane	ETB	ATB / ATU	USN Status
20000006Z		SPKONG 3 / SC4254H ●	UNITED MARITIME PTE LTD			01:00	/	Loading Complete
20000008H	PACIFIC SKY	TRANSLUB / SB0988J ●	LEE HUAT YAP KEE PTE LTD			20:00	/	Berth Booked
20000010K	AAL FREMANTL	SEA-DRAGON 10 / J/VHT6 ●	SEA-DRAGON MARINE SERVICES PTE LTD	XD1183T, XB3843U ●	CRANE1	20:00	10:29 /	Loading in Progress
20000010K	AAL FREMANTL	SEA-DRAGON 11 / J/VLC6 ●	SEA-DRAGON MARINE SERVICES PTE LTD	XD1183T, XB3843U ●	CRANE1	20:00	09:59 / * Waste Import on-going	Loading in Progress
20000012F		APOLLO 1 / SC4614D ●	APOLLO RESOURCE TRADING PTE LTD			15:00	/	Berth Booked
20000012F		JUPITER 2 / SC4654C ●	APOLLO RESOURCE TRADING PTE LTD			15:00	/	Berth Booked

● Checked-in ● Not checked-in * Waste import on-going

● Checked-in ● Not checked-in * Waste import on-going

***Colour indicator shows the status of lighters and trucks**
标签反映船和卡车状态

Troubleshooting

“Why I cannot login/check-in?”

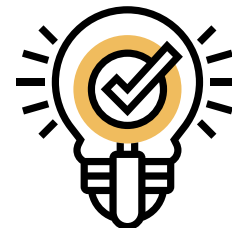
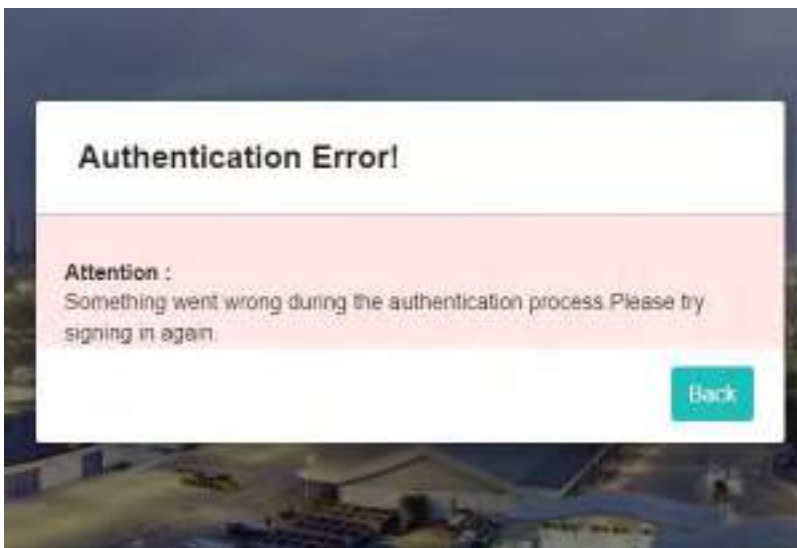
It may be due to the following errors! Here’s what to do if you face issue with performing check-in.

If problem persists, **take a screenshot** and contact us at lrc@jp.com.sg.

*We are enhancing the system to reduce possibility of facing errors and increasing user-friendliness!

RELY ON US

1. 'Error Occurred' or 'Authentication Error'

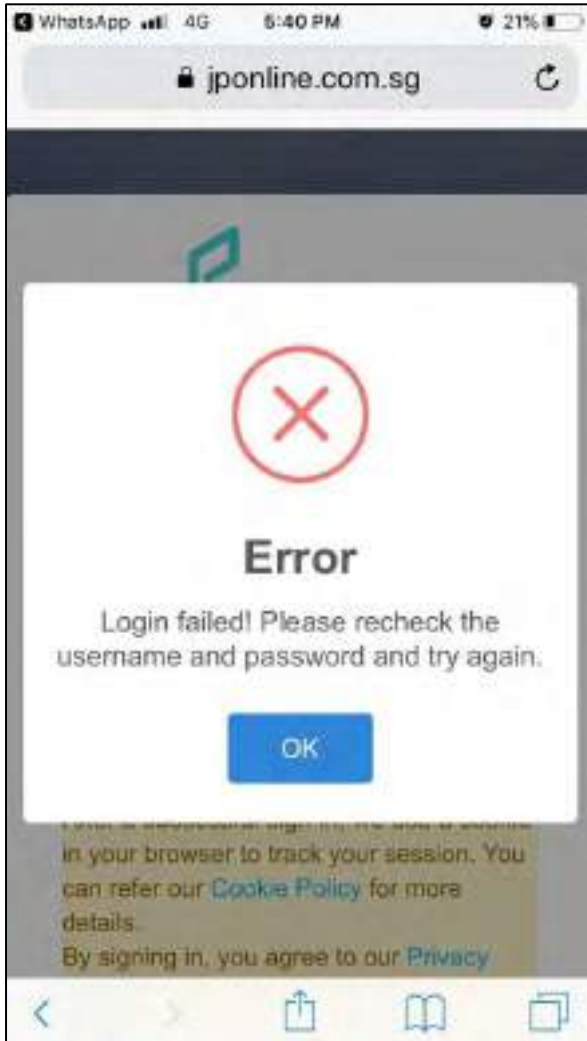


1. Clear all tabs and reopen link (don't refresh the same link!)
2. If problem persists, open link in another browser (e.g. Chrome, Safari, Samsung Internet, etc.)
3. If problem persists, take a screenshot and contact us at ltc@jp.com.sg.

2. 'Login failed! Please recheck the **username and password and try again.**'

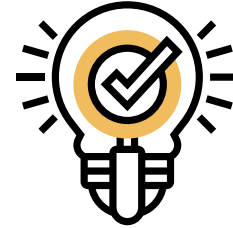


1. Relaunch link.
2. Ensure that you are using the correct credentials
 - **Access to LT Connect (LTC)**
 - JP Online account
 - **Access to Truck Check-In (LTCPass)**
 - User ID: JP Pass ID
 - Password: Date of Birth (DDMMYY)
3. If problem persists, take a screenshot send it to us at ltc@jp.com.sg along with your User ID.

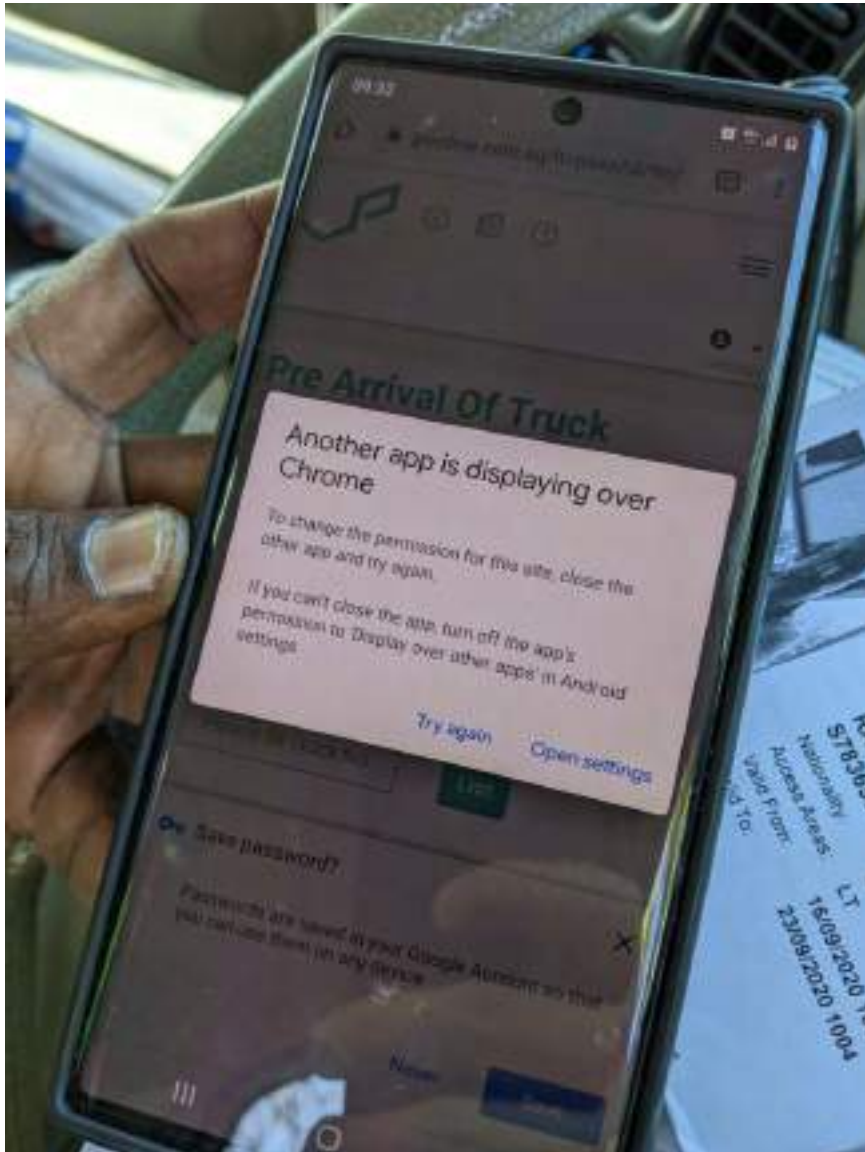


3. 'Another app is displaying over Chrome'

! Note! This is a user/phone specific issue.



1. Try and follow phone's instructions!
 - Click 'Try again'
 - Click 'Open settings' to reset permissions
2. If problem persists, open link in another browser (eg. Chrome, Safari, Samsung Internet, etc)

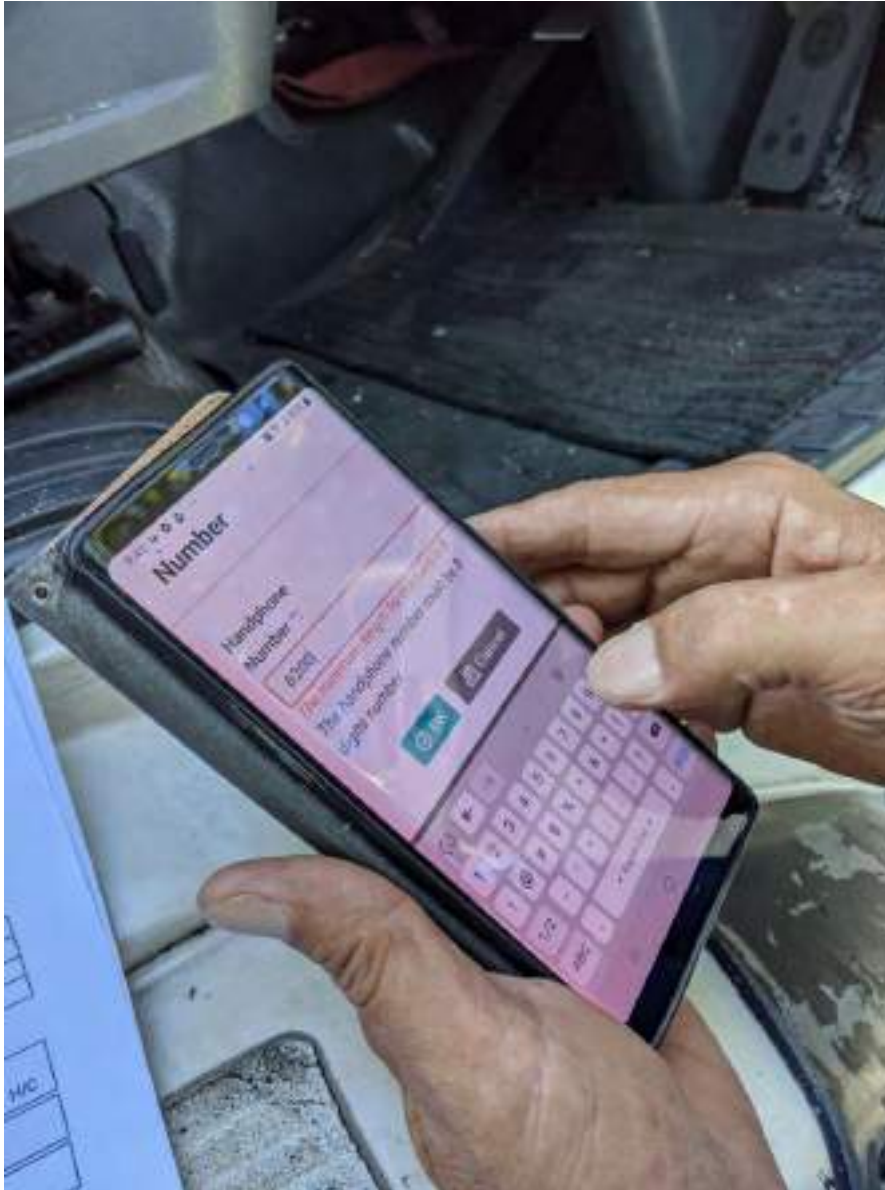


4. Unable to type if keyboard is Mandarin/Other language

! Note! This is a user/phone specific issue.

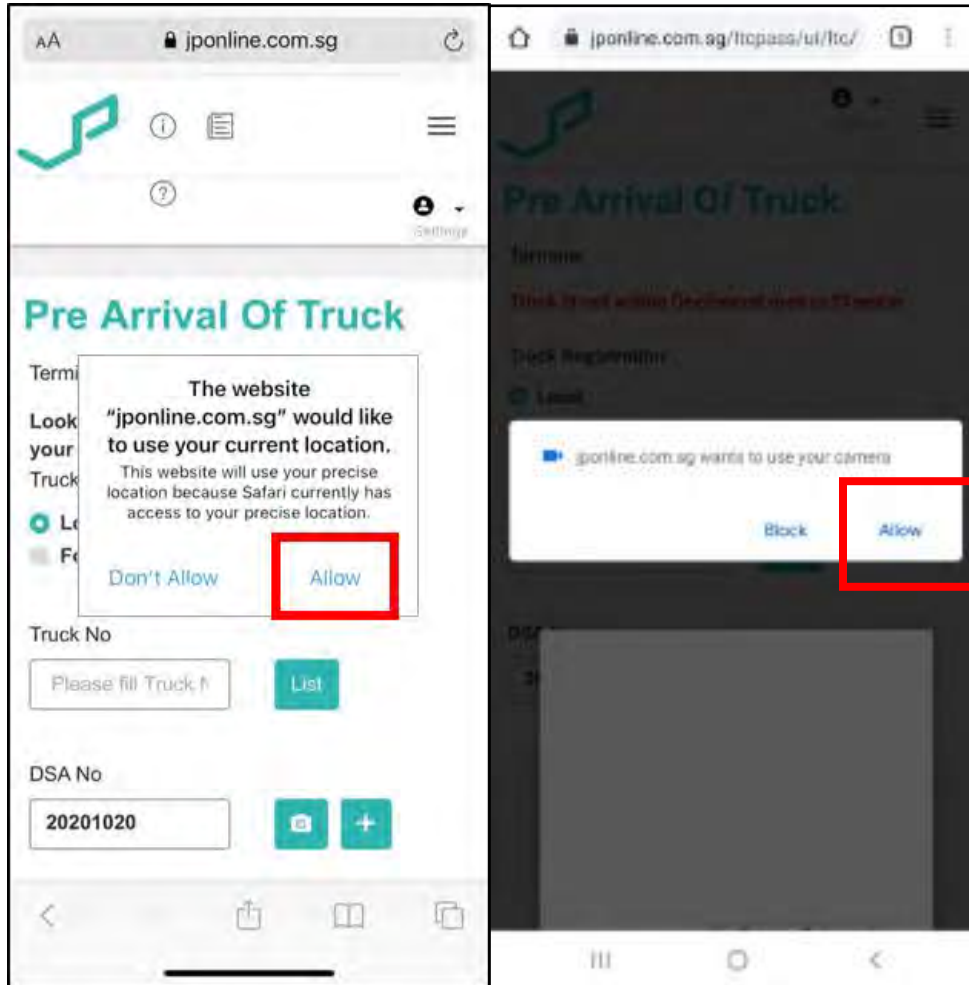


1. Swipe to English keyboard



5. 'jponline.com.sg would like to use your current location

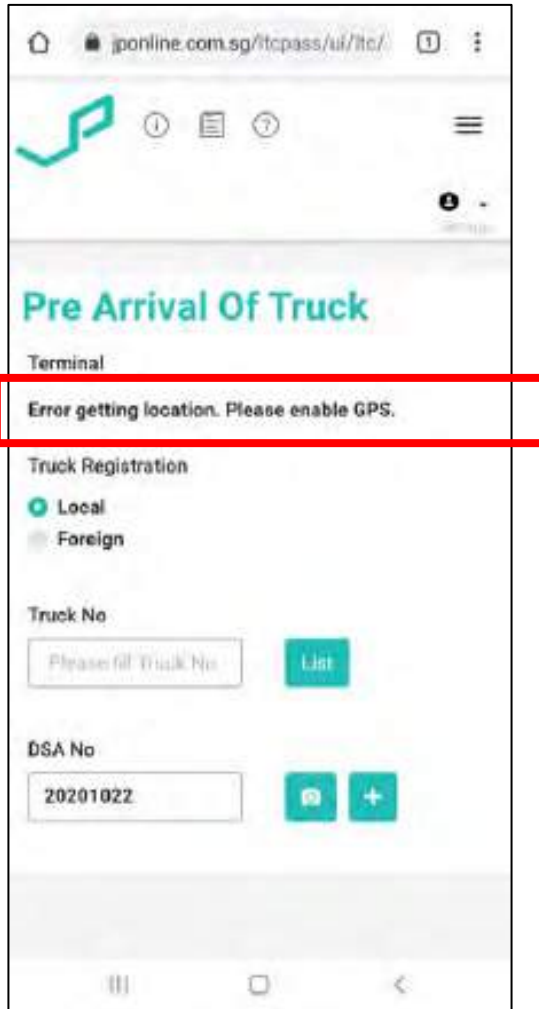
/ 'jponline.com.sg wants to use your camera'



Permission settings
(not an error!)

1. Select 'Allow'

6. "Error getting location. Please enable GPS."



The screenshot shows the mobile application interface for Jurong Port. The URL bar at the top displays "jponline.com.sg/itcpass/ui/itc/". Below the header, the title "Pre Arrival Of Truck" is visible. Under the "Terminal" section, a red-bordered box highlights the error message: "Error getting location. Please enable GPS." Below this, the "Truck Registration" section shows "Local" selected and "Foreign" unselected. The "Truck No" field contains the placeholder text "Please fill Truck No" and a "List" button. The "DSA No" field contains the number "20201022" and two buttons, one with a speech bubble icon and one with a plus sign.

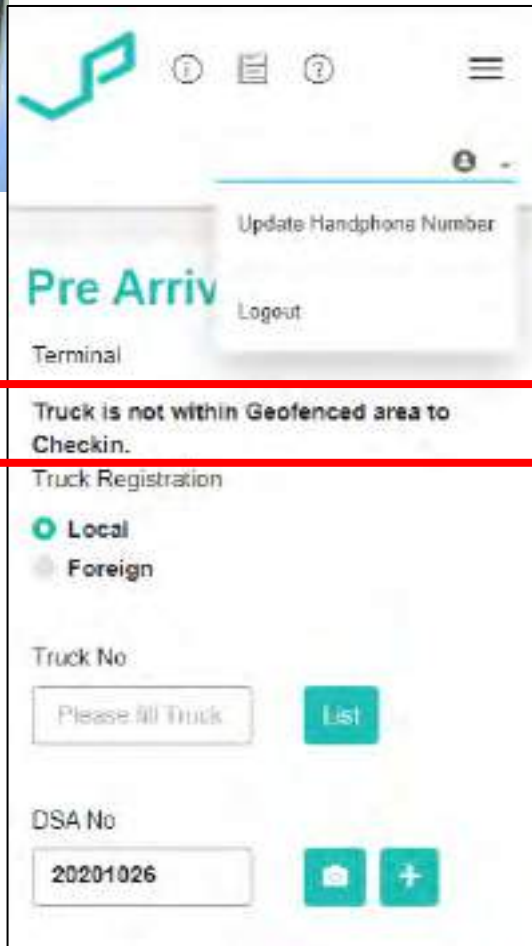


This means your GPS is not on!

1. Activate GPS in your mobile phone

How to enable
GPS?

7. "Truck is not within Geofenced area to checkin."



The screenshot shows the Jurong Port app interface. At the top, there is a header with the Jurong Port logo and navigation icons. Below the header, there is a section titled "Pre Arriv" with a "Logout" button. Underneath, there is a "Terminal" section. A red rectangular box highlights the message: "Truck is not within Geofenced area to Checkin." Below this message, there is a "Truck Registration" section with radio buttons for "Local" (selected) and "Foreign". Further down, there is a "Truck No" section with a text input field containing "Please fill Truck" and a "List" button. At the bottom, there is a "DSA No" section with a text input field containing "20201026" and two buttons: a camera icon and a plus sign.



If you are within 1km of terminal vicinity, this means your GPS is not calibrated.

1. Go to your maps app to recalibrate your location.
2. Refresh page.



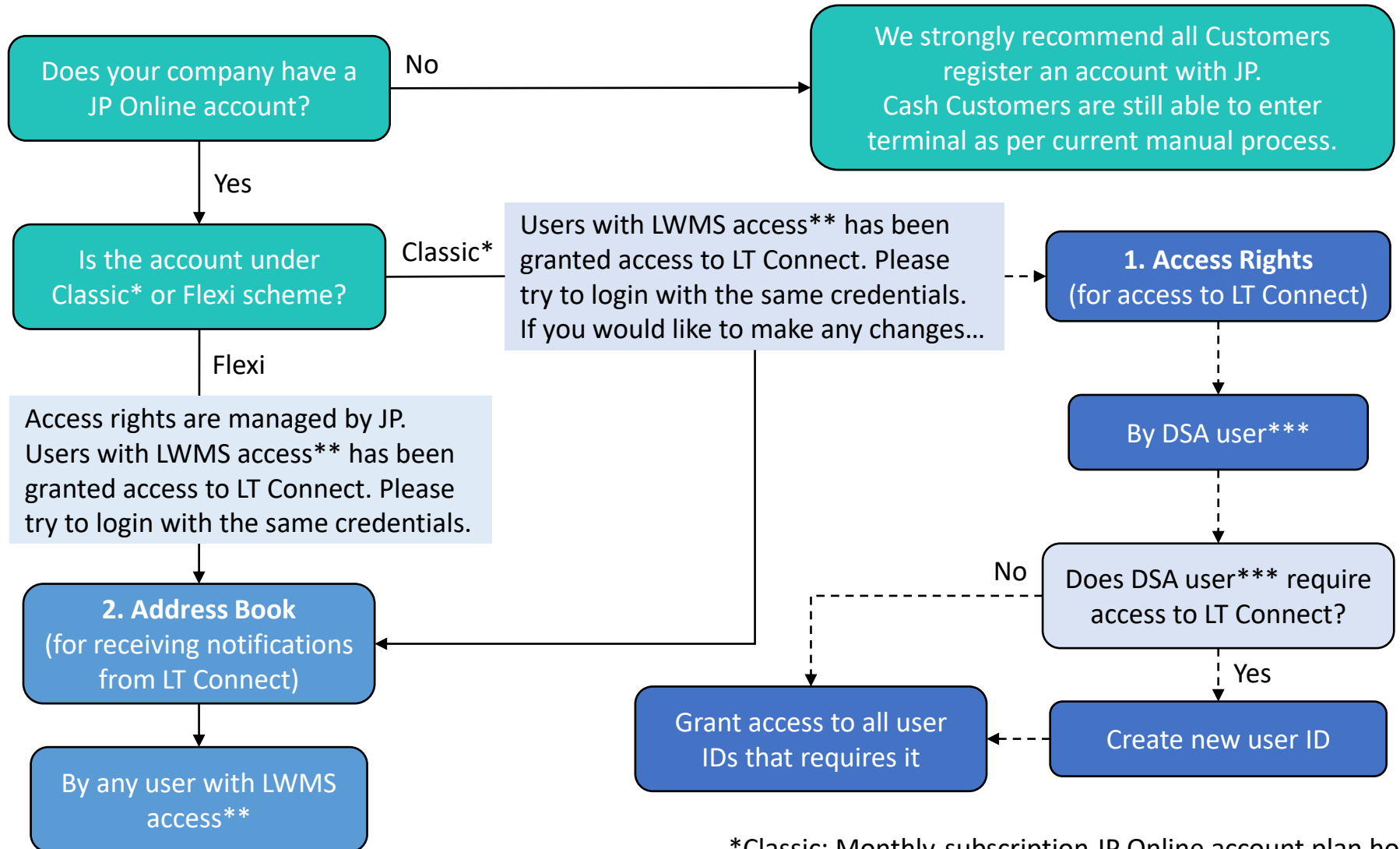
Jurong Port

LT Connect One-time Set-up Guide

Nov 2020

RELY ON US

Set-up? Set-up what??



*Classic: Monthly-subscription JP Online account plan holder

**LWMS access: Able to create DSA on current JP Online system

***DSA user: Data Security Administrator user (1) requires OTP login (2) has assignable rights

Item		Platform	Link	Key User
1	Creation of user accounts	JP Online	https://www.jurongportonline.com/admin/global/login.jsp	DSA (Data Security Administrator) for Company's JP Online account <i>*Classic Plan only!</i>
2	Granting of Access Rights			
3	Notification settings via Address Book	JP Online Modernized (JPOM)	https://jponline.com.sg/jpom/ui/login	Any user with access to LWMS
4	Lighter QR Code generation	LT Connect (LTC)	https://jponline.com.sg/ltc/ui/login	Any user with access to LT Connect <i>*Lighter Operator only!</i>
5	Location Settings	Phone	-	Truck Drivers and Lighter Captains
6	Save link to home screen	Phone	-	Any user

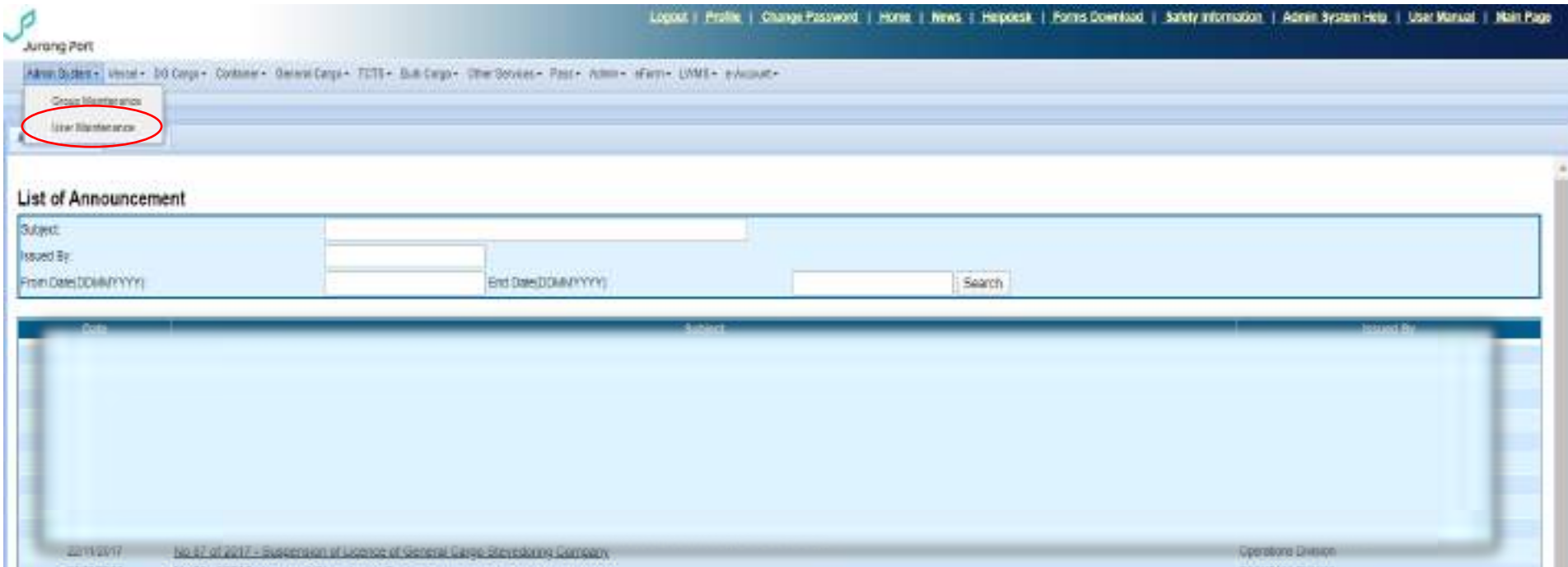
1. User Account creation

**only DSA (Data Security Administrator) of company
with Classic JP Online account has access to perform this*

For users without JP Online account

Step 1: Access User Maintenance

1. **Company Data Security Administrator (DSA)** to login to JP Online: <https://www.jurongportonline.com/admin/global/login.jsp>
2. **Select Admin System > User Maintenance**



The screenshot shows the Jurong Port Admin System interface. At the top, there is a navigation bar with links: Logout, Profile, Change Password, Home, News, Helpdesk, Forms Download, Safety Information, Admin System Help, User Manual, and Main Page. Below this is a secondary navigation bar with links: Admin System, Vessel, DG Cargo, Container, General Cargo, TCTE, Bulk Cargo, Other Services, Port, Admin, eForm, LIMS, and eAccount. A red circle highlights the 'User Maintenance' link in the Admin System dropdown menu. Below the navigation bars, there is a 'List of Announcement' section with search filters for Subject, Issued By, From Date (DD/MM/YYYY), and End Date (DD/MM/YYYY), along with a Search button. The main content area displays a table with columns: Date, Subject, and Issued By. A single announcement is visible, dated 2017/01/17, with the subject 'No. 87 of 2017 - Suspension of Licence of General Cargo Stevedoring Company' and issued by the Operations Division.

Date	Subject	Issued By
2017/01/17	No. 87 of 2017 - Suspension of Licence of General Cargo Stevedoring Company	Operations Division

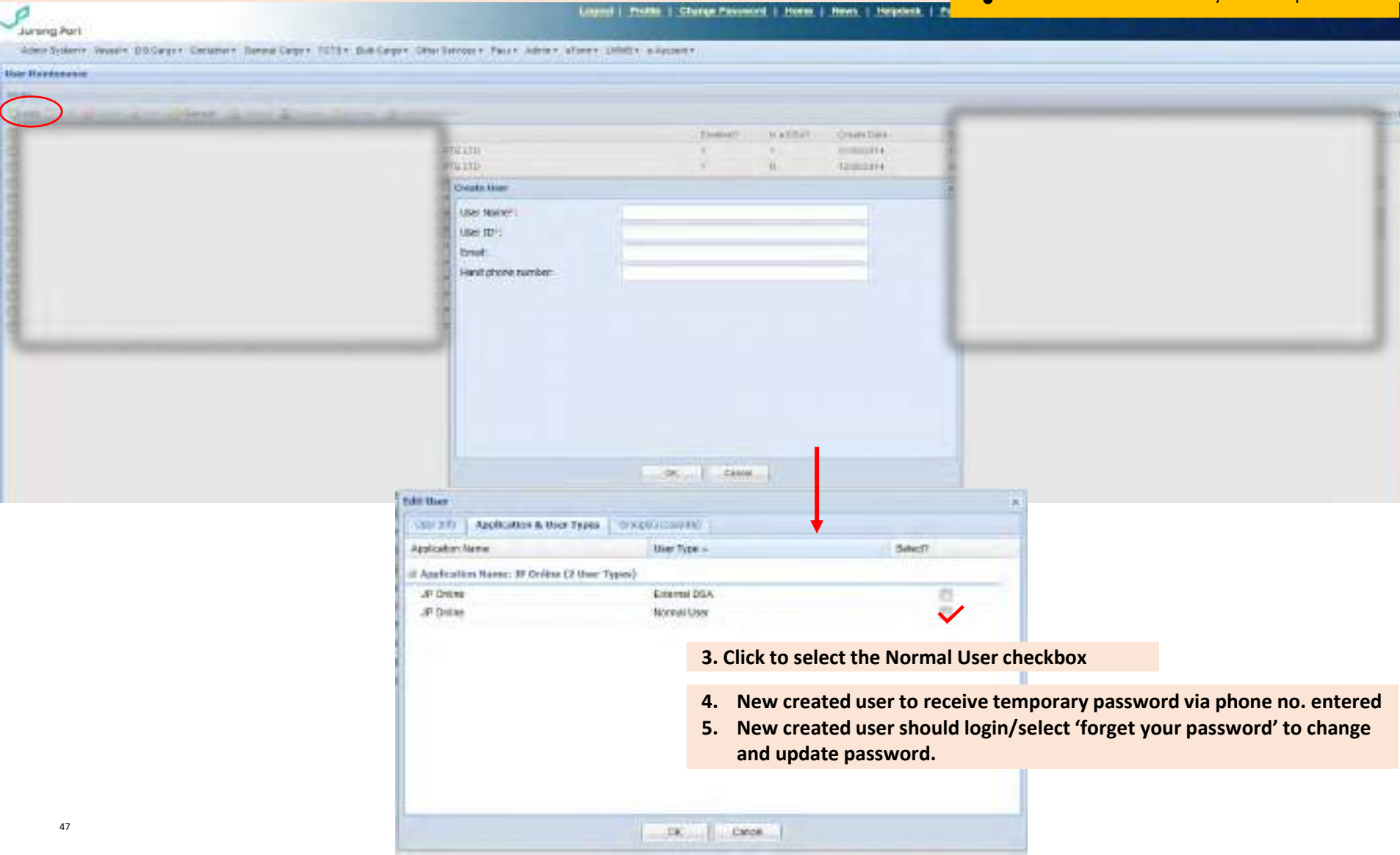
Step 2: Create User

1. Click add to Create new User ID
2. Entering details as required



Pro-tip!

You can create as many users as possible!



The screenshot displays the Jurong Port system interface. In the top left corner, the 'Add' button is circled in red. A red arrow points from this button to the 'Normal User' checkbox in the 'Application & User Types' section of the 'Create User' dialog box, which is also marked with a red checkmark.

3. Click to select the Normal User checkbox

4. New created user to receive temporary password via phone no. entered

5. New created user should login/select 'forget your password' to change and update password.

For users with JP Online login credentials

Step 3: Under Groups (Accessible) tab > Edit User Access



The screenshot shows the Jurong Port Admin System interface. A dialog box titled 'Edit User' is open, with the 'Groups (accessible)' tab selected. The dialog displays a list of groups with checkboxes for selection. The 'LTC Job Owner' group is highlighted. The background shows a table of users with columns for User Name, User ID, and User Type.

User Name	User ID	User Type
LEE PTE LTD	1	Y
LEE PTE LTD	1	N

1. Select checkbox for 'LTC Job Owner' and click ok

Pro-tip!

If there is nothing listed under Groups(accessible), it means the DSA account used is able to manage accounts but not access. Please try using other DSA accounts. The original DSA account should be able to manage both accounts and access.

!

DSA account holder is not allowed to grant access to his/her own account. If DSA require access to LT Connect, please create a new normal user account for daily operations (for which LT Connect access can be granted).

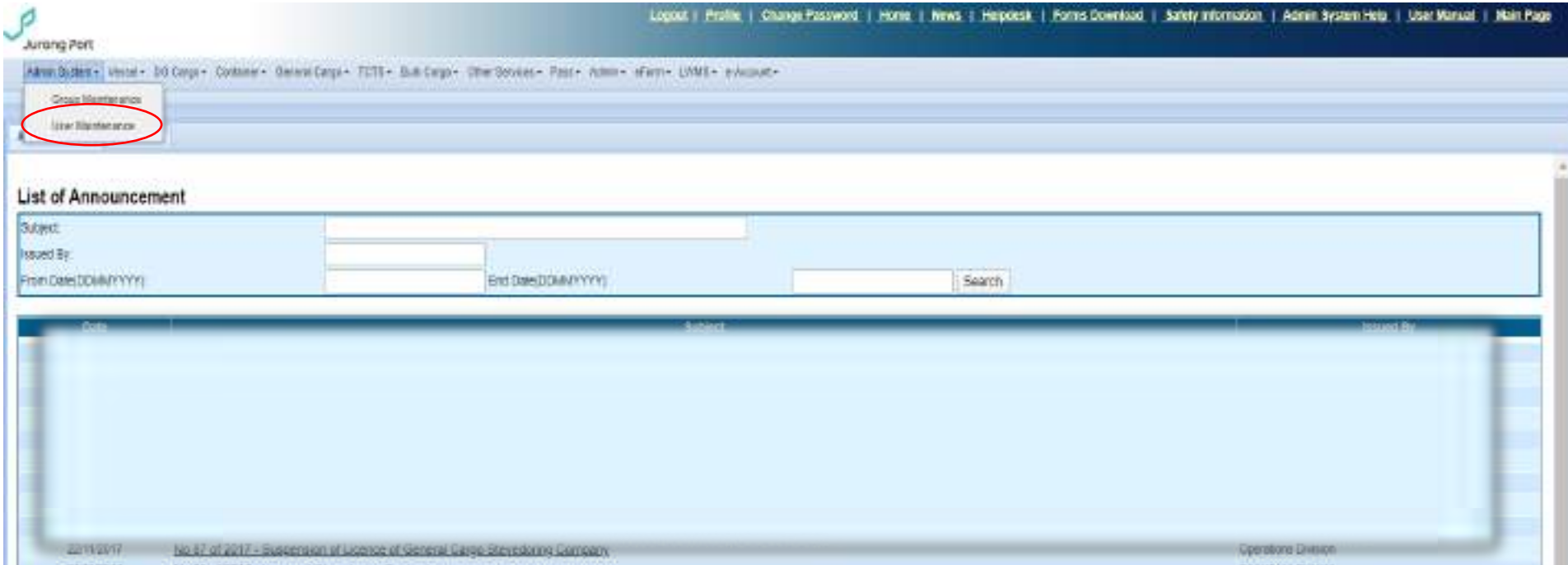
DSA accounts require 2FA login (OTP). We strongly recommend that each company only maintain 1 DSA account, used purely for management of user accounts and access.

If you are not sure who your DSA is, please check with Jurong Port.

2. Granting of User Access to LT Connect

**only DSA (Data Security Administrator) of company
with Classic JP Online account has access to perform this*

1. **Company Data Security Administrator (DSA) to login to JP Online:** <https://www.jurongportonline.com/admin/global/login.jsp>
 - DSA should require 2FA i.e. SMS code for login
2. **Select Admin System > User Maintenance**



The screenshot shows the Jurong Port Admin System interface. At the top, there is a navigation bar with links: Logout, Profile, Change Password, Home, News, Helpdesk, Forms Download, Safety Information, Admin System Help, User Manual, and Main Page. Below this is a breadcrumb trail: Admin System > User Maintenance. The 'User Maintenance' link is highlighted with a red circle. Below the breadcrumb trail, there is a 'List of Announcement' section with search filters for Subject, Issued By, From Date (DD/MM/YYYY), and End Date (DD/MM/YYYY), along with a Search button. The main content area displays a table with columns for Date, Subject, and Issued By. A sample announcement is visible: 'No. 87 of 2017 - Suspension of Licence of General Cargo Stevedoring Company' issued by the Operations Division on 22/11/2017.

Pro-tip!



DSA accounts require 2FA login. We strongly recommend that each company only maintain 1 DSA account, used purely for management of user accounts and access.

If you are not sure who your DSA is, please check with Jurong Port.

For users with JP Online login credentials

Step 2: Select User

1. Select user you wish to grant access for
2. Click on Edit



For users with JP Online login credentials

Step 3: Under Groups (Accessible) tab > Edit User Access



1. Select access accordingly and click ok

Pro-tip!

If there is nothing listed under Groups(accessible), it means the DSA account used is able to manage accounts but not access. Please try using other DSA accounts. The original DSA account should be able to manage both accounts and access.

!

DSA account holder is not allowed to grant access to his/her own account. If DSA require access to LT Connect, please [create a new normal user account](#) for daily operations (for which LT Connect access can be granted).

DSA accounts require 2FA login. We strongly recommend that each company only maintain 1 DSA account, used purely for management of user accounts and access.

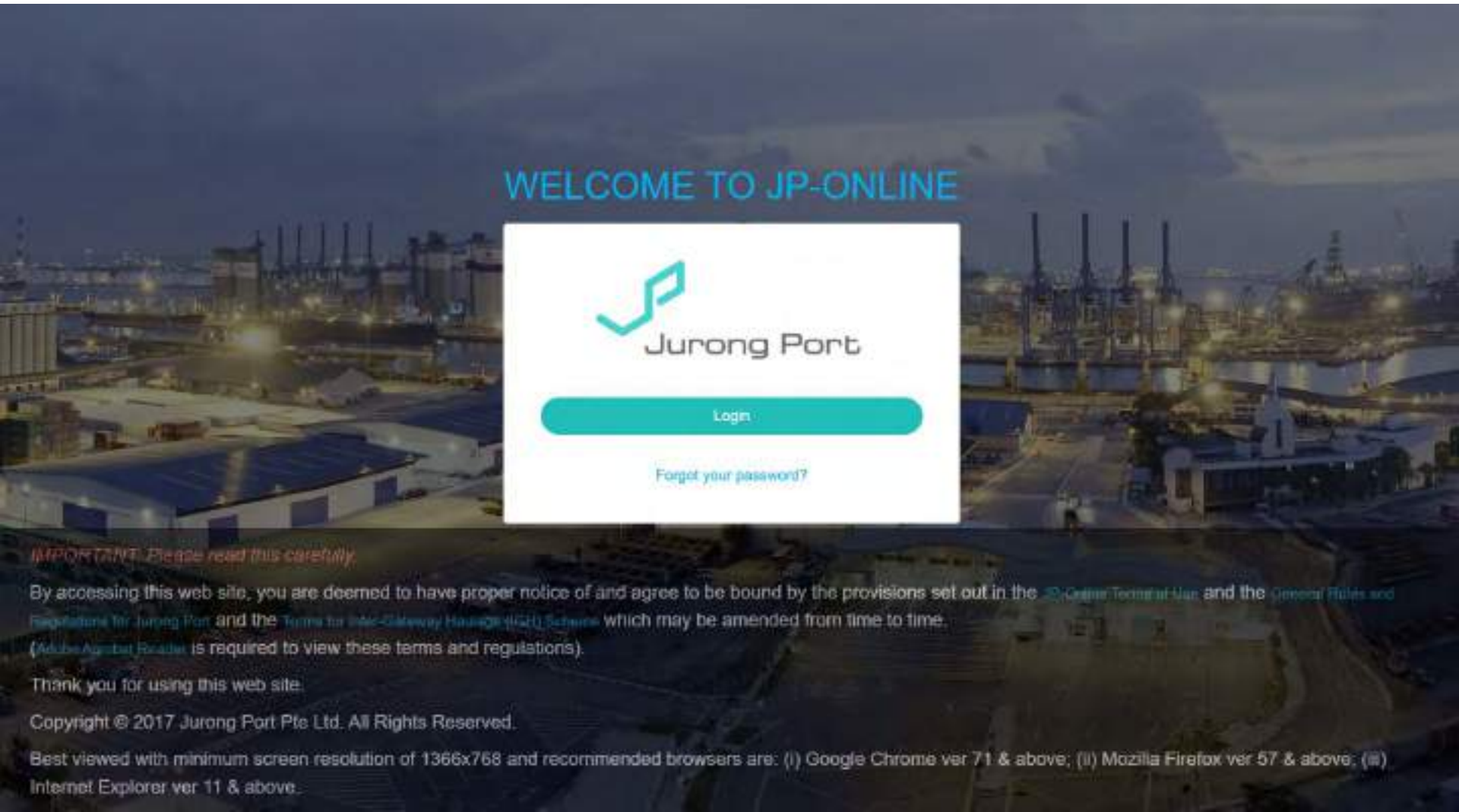
If you are not sure who your DSA is, please check with Jurong Port.

3. Address Book Set-up

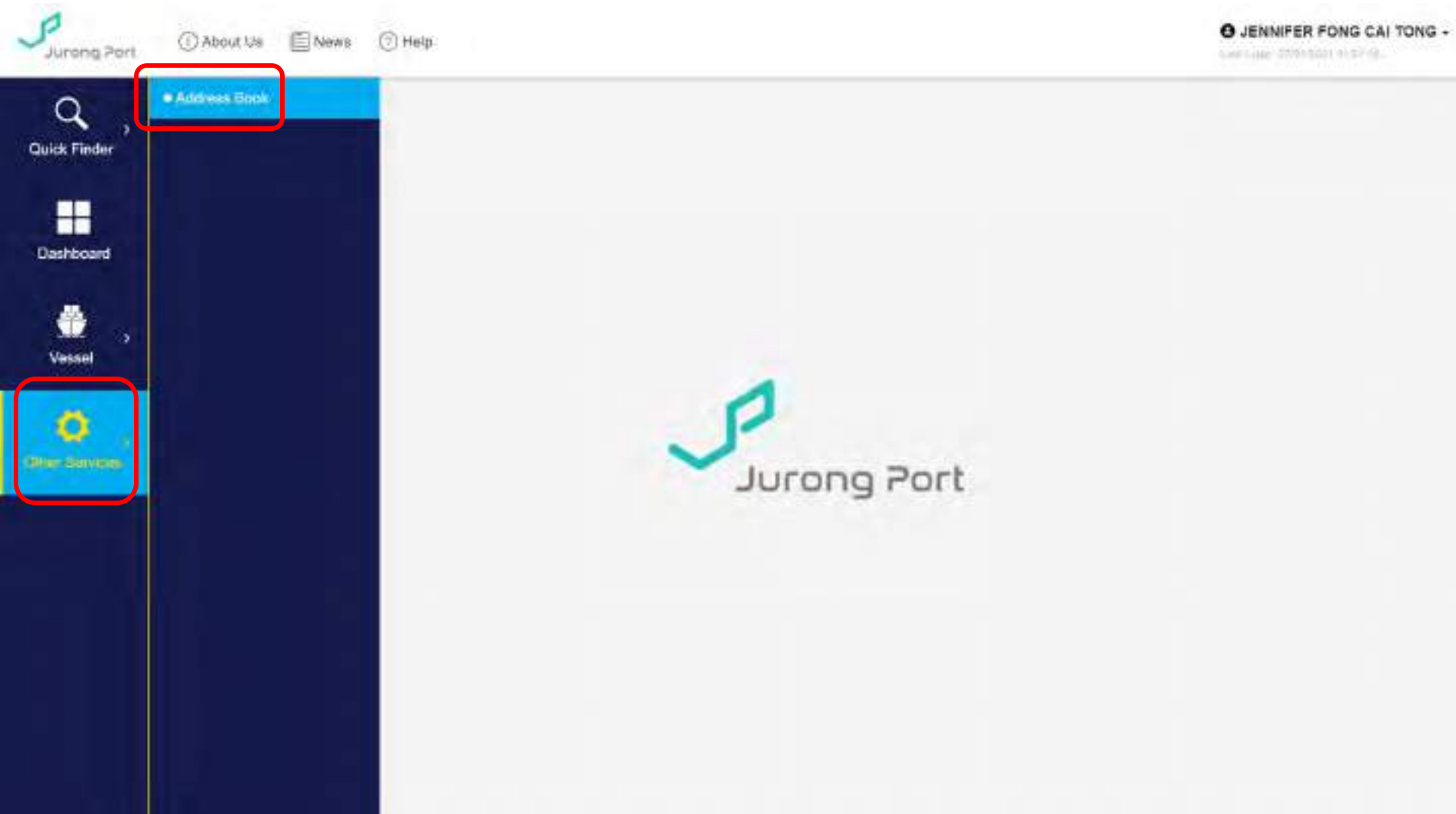
(to receive LT Connect notifications)

Login To Address Book

- Go to: <https://jponline.com.sg/jpom/ui/login>
- Enter the same username and password for login to Jurong Port Online and LT Connect

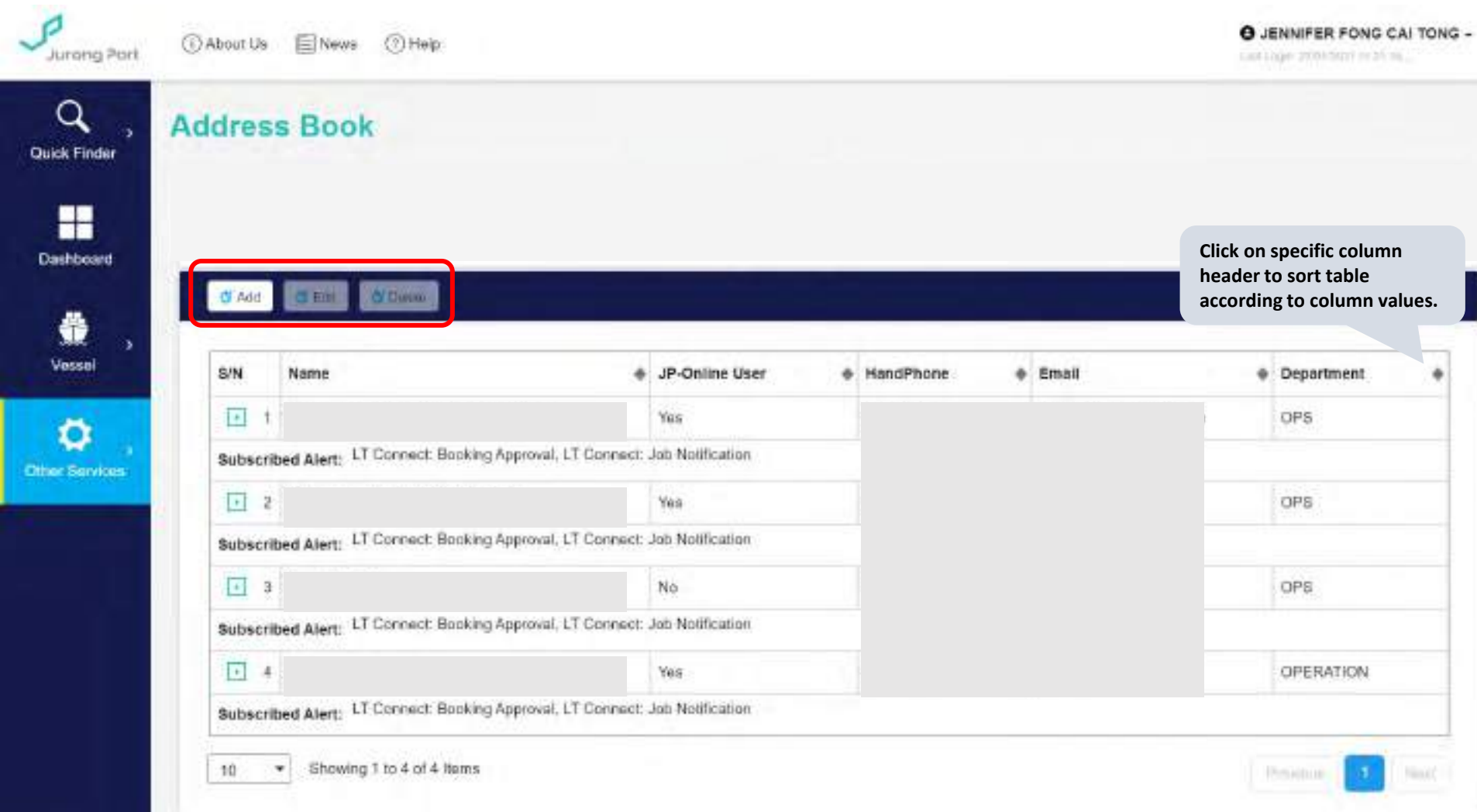


- On the side panel, select 'Other Services' → 'Address Book'



View Address Book Listing

- By default, the table shows your Company's address book sorted by Name.
- User can Add, Edit, or Delete a record from here.



The screenshot shows the Jurong Port Address Book interface. The top navigation bar includes the Jurong Port logo, links for About Us, News, and Help, and the user name JENNIFER FONG CAI TONG. The left sidebar contains navigation options: Quick Finder, Dashboard, Vessel, and Other Services. The main content area is titled "Address Book" and features a table with columns: S/N, Name, JP-Online User, HandPhone, Email, and Department. Above the table are buttons for Add, Edit, and Delete, which are highlighted with a red box. A callout bubble points to the table headers with the text: "Click on specific column header to sort table according to column values." The table displays four records, each with a "Subscribed Alert" section. The bottom of the interface shows a pagination control indicating "Showing 1 to 4 of 4 Items" and navigation buttons for Previous, 1, and Next.

Address Book

[Add](#) [Edit](#) [Delete](#)

S/N	Name	JP-Online User	HandPhone	Email	Department
1		Yes			OPS
Subscribed Alert: LT Connect: Booking Approval, LT Connect: Job Notification					
2		Yes			OPS
Subscribed Alert: LT Connect: Booking Approval, LT Connect: Job Notification					
3		No			OPS
Subscribed Alert: LT Connect: Booking Approval, LT Connect: Job Notification					
4		Yes			OPERATION
Subscribed Alert: LT Connect: Booking Approval, LT Connect: Job Notification					

10 Showing 1 to 4 of 4 Items

Previous 1 Next

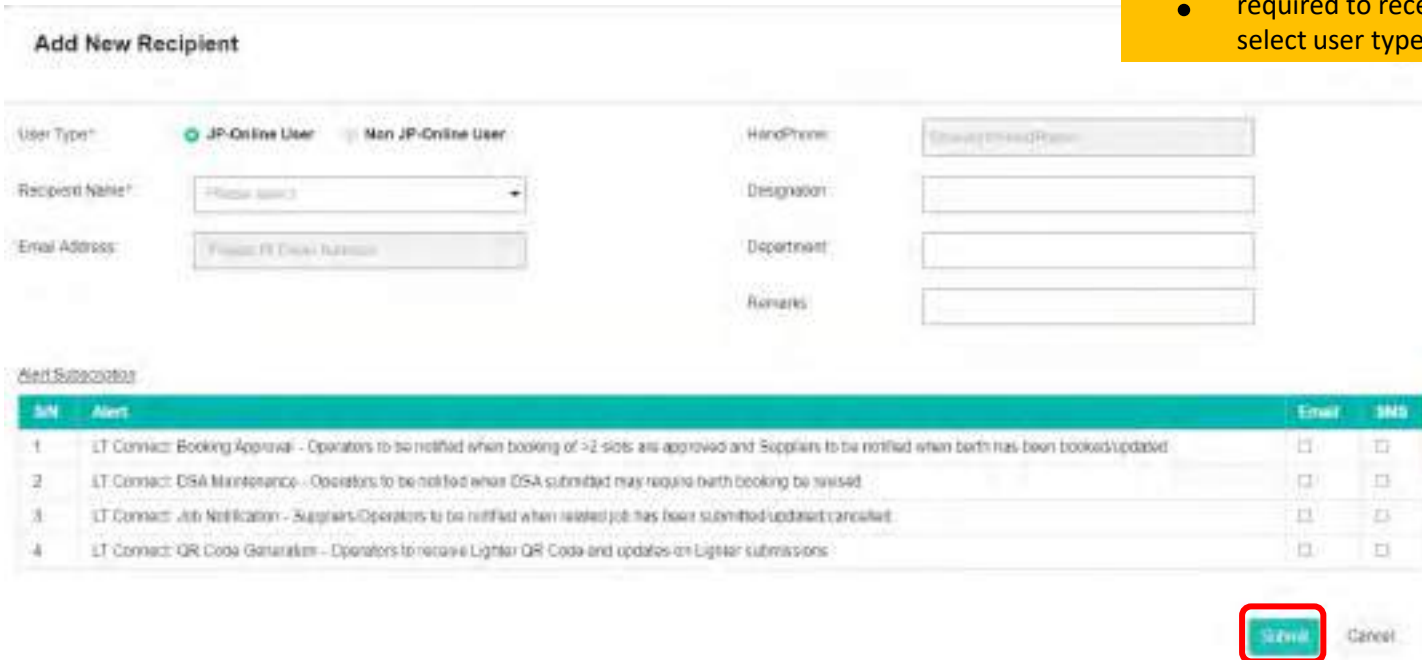
Add Address Book to the Company

- Step 1: Click 'Add'



The screenshot shows the 'Address Book' page with a navigation bar containing 'About Us', 'News', and 'Help'. Below the title, there are three buttons: 'Add', 'Edit', and 'Delete'. The 'Add' button is highlighted with a red box. Below the buttons, there is a search bar and a message 'No data is display'.

- Step 2: Fill in the information as required and click 'Submit'.



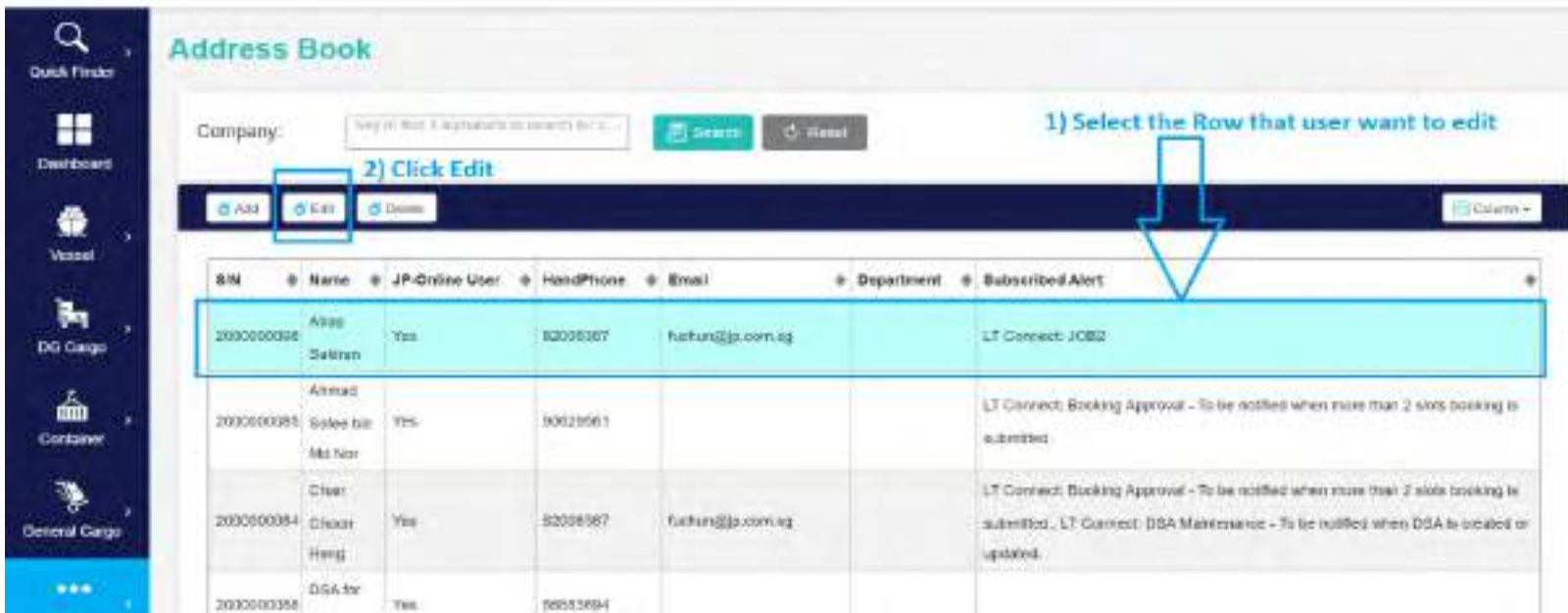
The screenshot shows the 'Add New Recipient' form. It includes fields for 'User Type*' (JP-Online User, Non JP-Online User), 'Recipient Name*' (Please search), 'Email Address' (Please fill Email Address), 'HandPhone', 'Designation', 'Department', and 'Remarks'. Below the form is a table for 'Alert Subscription' with columns 'Sl#', 'Alert', 'Email', and 'SMS'. The 'Submit' button is highlighted with a red box.

Sl#	Alert	Email	SMS
1	LT Connect: Booking Approval - Operators to be notified when booking of >2 slots are approved and Suppliers to be notified when berth has been booked/updated	<input type="checkbox"/>	<input type="checkbox"/>
2	LT Connect: CSA Maintenance - Operators to be notified when CSA submitted may require berth booking be revised	<input type="checkbox"/>	<input type="checkbox"/>
3	LT Connect: Job Notification - Suppliers/Operators to be notified when related job has been submitted/updated/cancelled	<input type="checkbox"/>	<input type="checkbox"/>
4	LT Connect: QR Code Generation - Operators to receive Lighter QR Code and updates on Lighter submissions	<input type="checkbox"/>	<input type="checkbox"/>

Pro-tip!

! If user is not a JP Online user but is required to receive certain notifications, select user type as Non JP Online User!

- Step 1: Select the row to be edited and click 'Edit'.



The screenshot shows the 'Address Book' interface. On the left is a dark sidebar with navigation icons for Quick Finder, Dashboard, Vessel, DG Cargo, Container, and General Cargo. The main area has a header 'Address Book' and a search bar with a 'Company' dropdown and a 'Search' button. Below the search bar are buttons for 'Add', 'Edit', and 'Delete'. The 'Edit' button is highlighted with a red box and labeled '2) Click Edit'. A table below shows a list of users. The first row is highlighted in light blue and labeled '1) Select the Row that user want to edit' with a red arrow pointing to it. The table has columns: S/N, Name, JP-Online User, HandPhone, Email, Department, and Subscribed Alert.

S/N	Name	JP-Online User	HandPhone	Email	Department	Subscribed Alert
2000000000	Ayaz Salihin	Yes	82008387	hufun@jp.com.sg		LT Connect: JCB2
2000000000	Ahmad Syale bin Md Nor	Yes	80028561			LT Connect: Booking Approval - To be notified when more than 2 slots booking is submitted
2000000000	Cherri Chooi-Heng	Yes	82008387	hufun@jp.com.sg		LT Connect: Booking Approval - To be notified when more than 2 slots booking is submitted, LT Connect: DSA Maintenance - To be notified when DSA is created or updated
2000000000	DSA for	Yes	80083884			

- Step 2: Edit the information accordingly and click Submit.

Edit Recipient ✕

User Type*

JP Online User

Recipient Name*

Email Address*

HandPhone

Designation

Department

Remarks

Alert Subscription

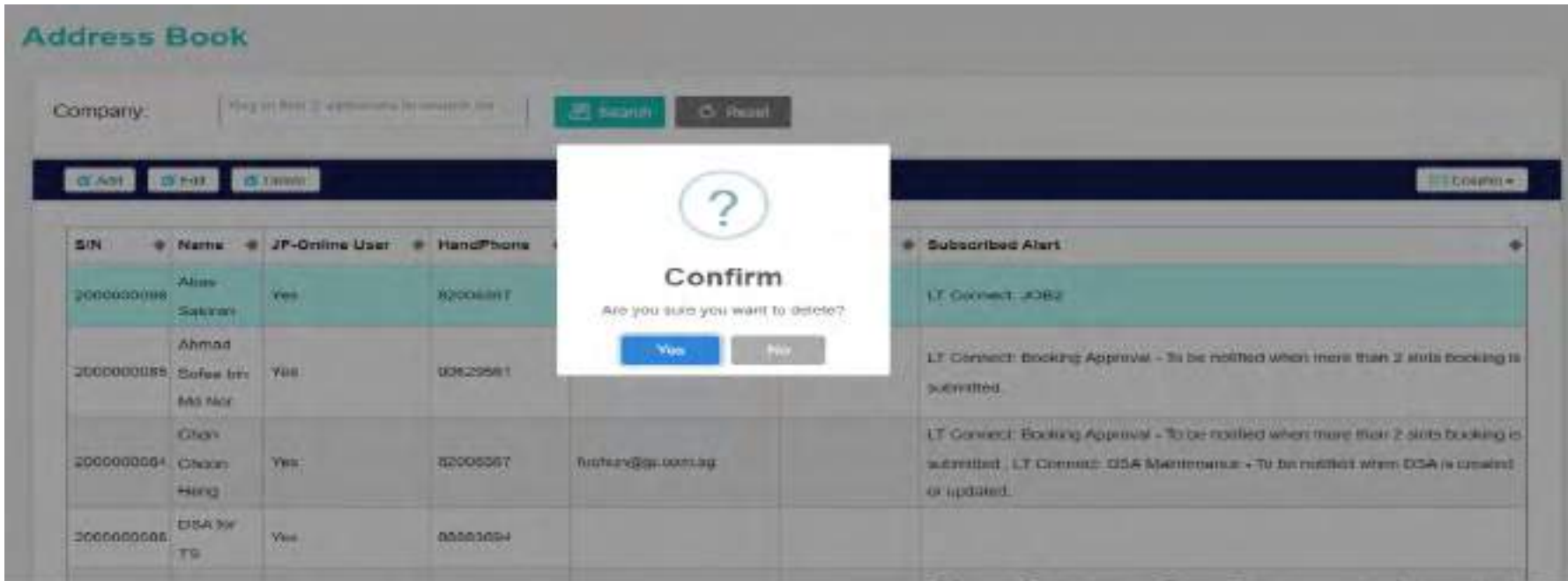
Sl#	Alert	Email	SMS
1	LT Connect: Booking Approval - Operators to be notified when booking of >2 slots are approved and Suppliers to be notified when berth has been booked/updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	LT Connect: DSA Maintenance - Operators to be notified when DSA submitted may require berth booking be revised	<input type="checkbox"/>	<input type="checkbox"/>
3	LT Connect: Job Notification - Suppliers/Operators to be notified when related job has been submitted/updated/cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	LT Connect: QR Code Generation - Operators to receive Lighter QR Code and updates on Lighter submissions	<input type="checkbox"/>	<input type="checkbox"/>

Submit

Cancel

Delete user from Address Book

- Step 1: Select the row that user want to delete and click delete.
- Step 2: In the message dialog, if user confirm to delete, click Yes button. If user want to cancel the delete, click No button.



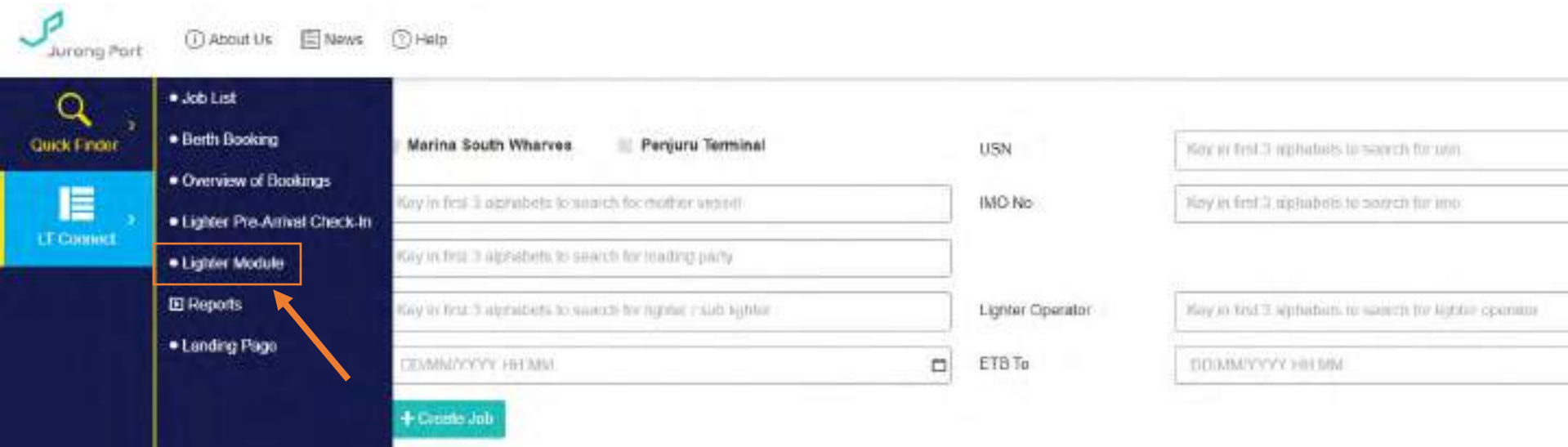
The screenshot displays the 'Address Book' application interface. A confirmation dialog box is centered on the screen, asking 'Are you sure you want to delete?'. The dialog has a question mark icon and two buttons: 'Yes' and 'No'. In the background, the 'Address Book' table is visible, showing columns for SIN, Name, JP-Online User, HandPhone, and Subscribed Alert. The table contains several rows of user data.

SIN	Name	JP-Online User	HandPhone	Subscribed Alert
2000000098	Alan Salazar	Yes	82005581	LT Connect: JCB2
2000000085	Ahmad Sofee bin Md Nor	Yes	00622581	LT Connect: Booking Approval - To be notified when more than 2 slots booking is submitted.
2000000064	Chen Heng	Yes	82005567	LT Connect: Booking Approval - To be notified when more than 2 slots booking is submitted. LT Connect: DSA Maintenance - To be notified when DSA is created or updated.
2000000066	DSA Mr TG	Yes	88881094	

4. QR Code Generation

(to print QR code for lighter check-in)

1. Login to LT Connect <https://jponline.com.sg/ltc/ui/login>
2. Click on Lighter Module



Jurong Port

About Us News Help

Quick Finder

LT Connect

- Job List
- Berth Booking
- Overview of Bookings
- Lighter Pre-Arrival Check-In
- Lighter Module**
- Reports
- Landing Page

Marina South Wharves Penjurong Terminal

USN

IMO No

Lighter Operator

ETB To

+ Create Job

3. Key first 3 alphabets to search Lighter name.



Jurong Port

About Us News Help

Jace Lee Jia Hui

Lighter Module

Lighter Operator

Application Status

Search Close Create Lighter Export to Excel

4. Find the lighter name and click on QR icon on Action panel

Lighter Operator	Lighter Name	Call Sign	Status	Actions
				   
				   
				   
				   
				   

5. Click 'Yes' to send QR code to Lighter Operator email

**This will only take effect after [Address Book](#) is set-up.*

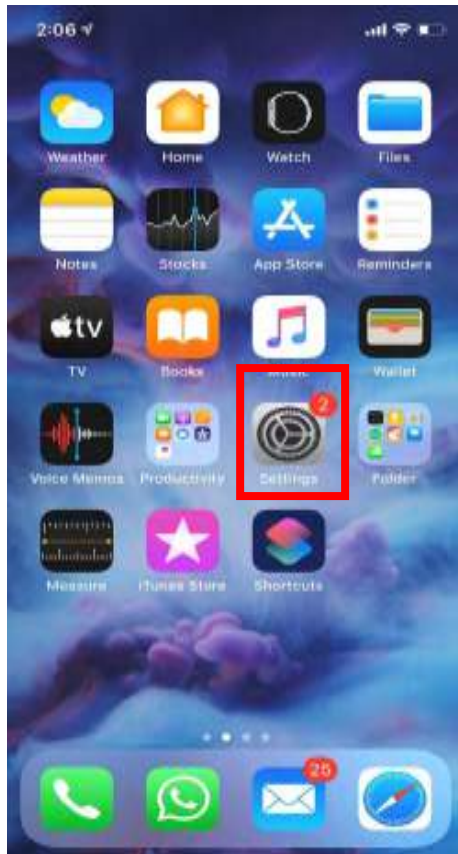


6. You will receive an email on the QR code which you can then print and laminate for your lighter captains

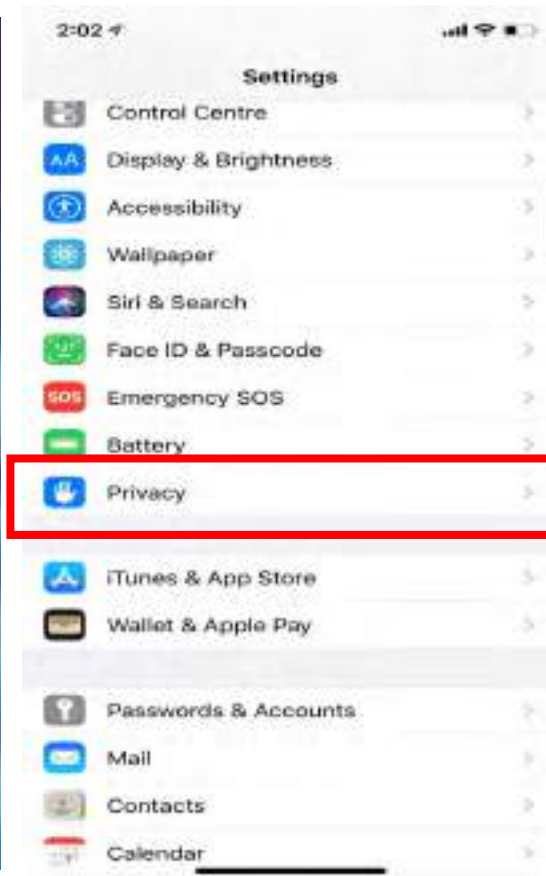
5. GPS enable guide (for Truck & Lighter Pre-Arrival Check-In)

**Note: Following steps for enabling
GPS may not apply depending on
the type of phone you're using.
Please explore your phone settings!*

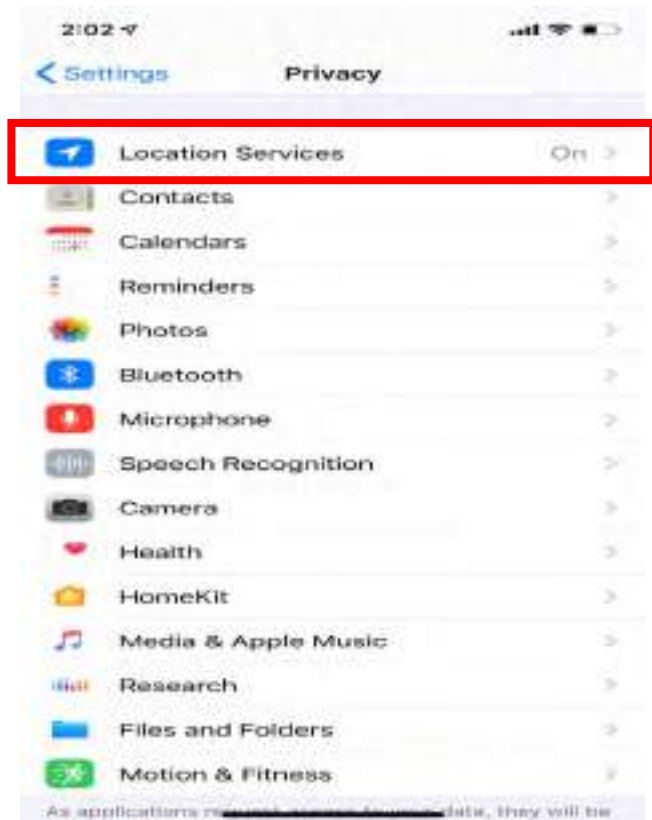
GPS activation for iOS devices (i.e. iPhone, iPad)



1. Select 'Settings'

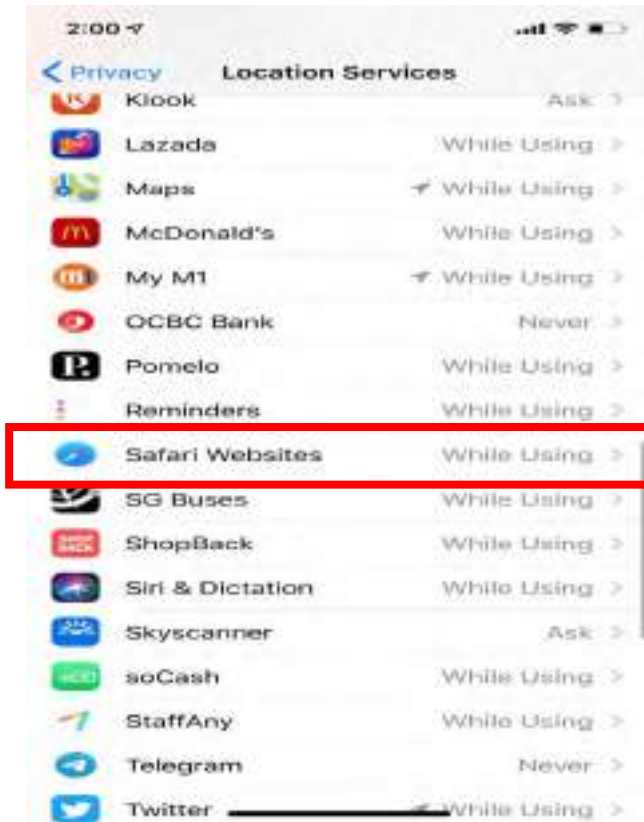


2. Select 'Privacy' from the Settings menu

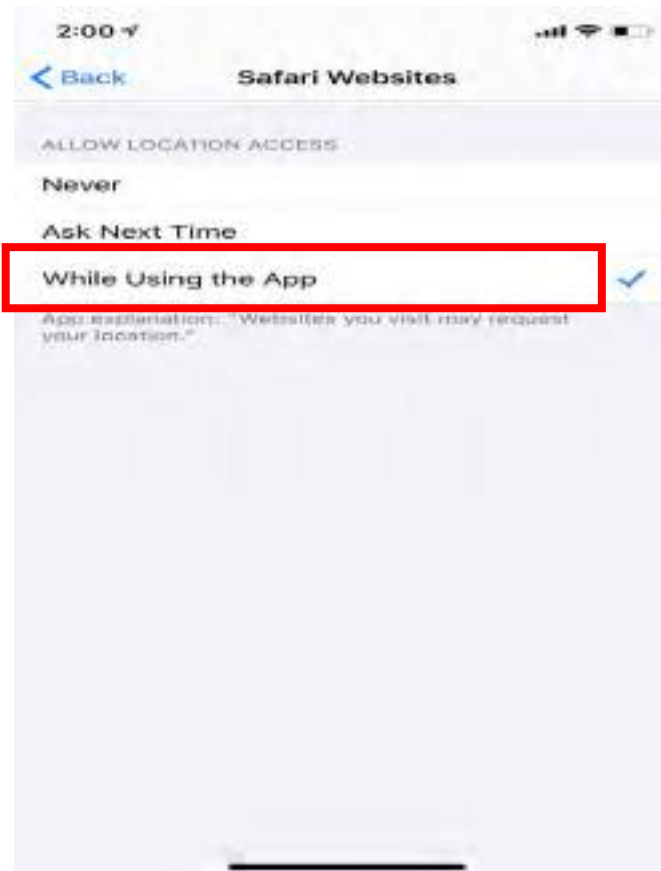


3. Select 'Location Services' from the Privacy menu

GPS activation for iOS devices (i.e. iPhone, iPad)



4. Select either 'Safari Websites' or 'Chrome'

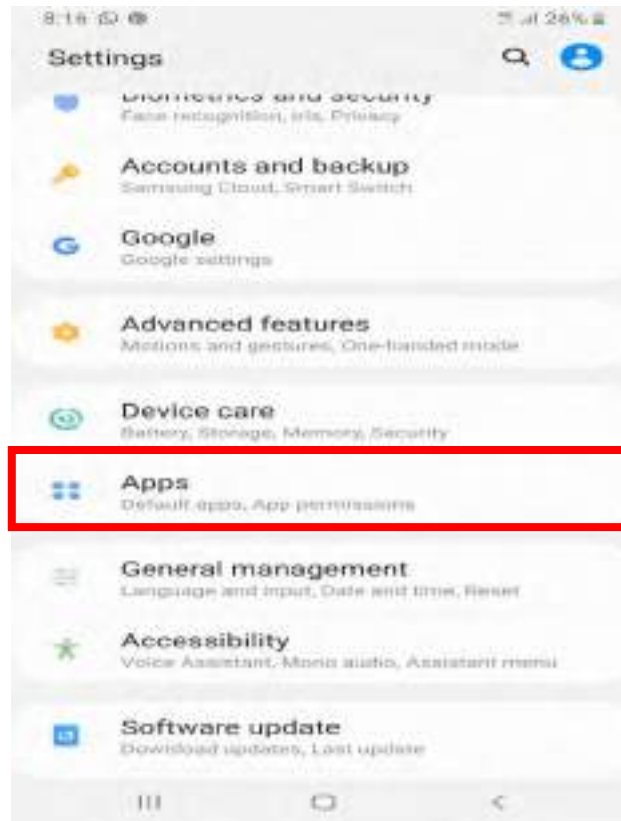


5. Select 'While Using the App'

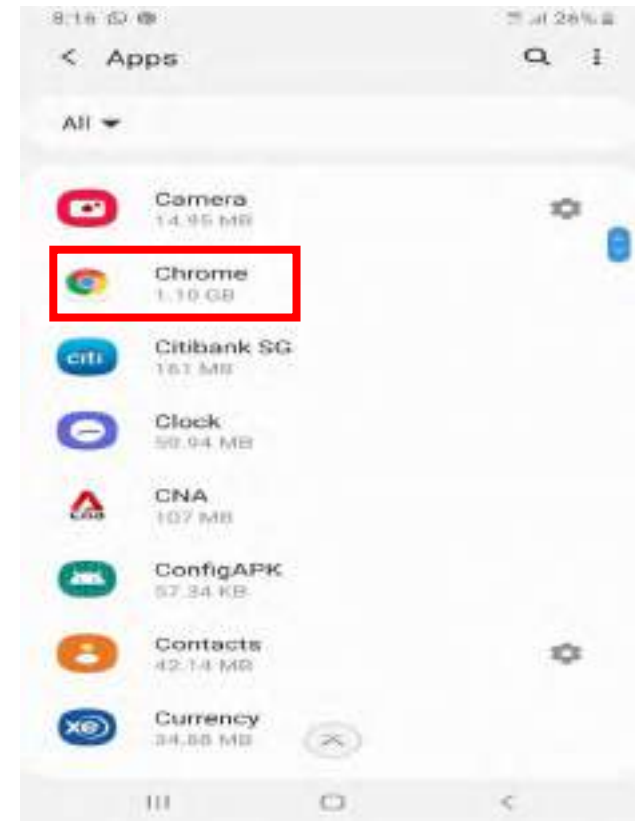
GPS activation for android devices (e.g. Samsung, Oppo, Huawei, Oppo)



1. Select
'Settings'

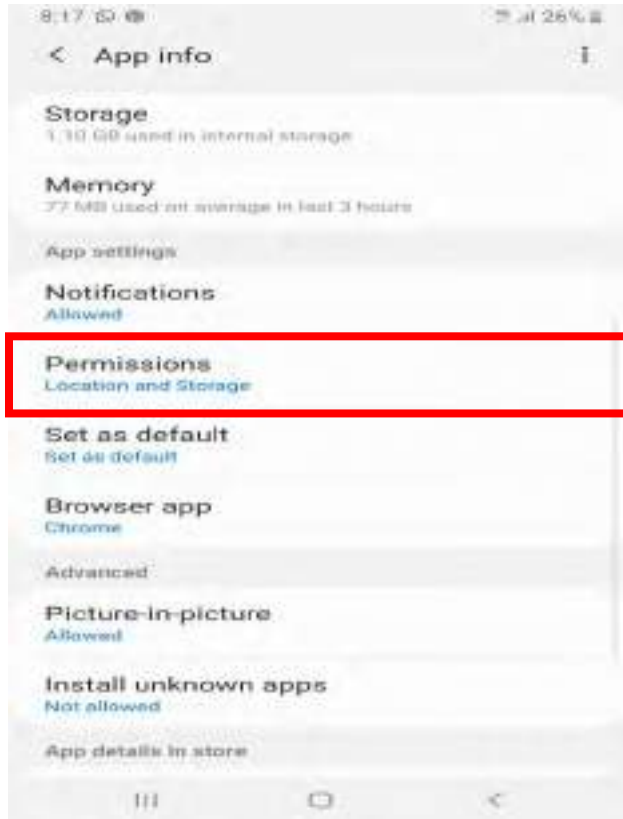


2. Select 'Apps'

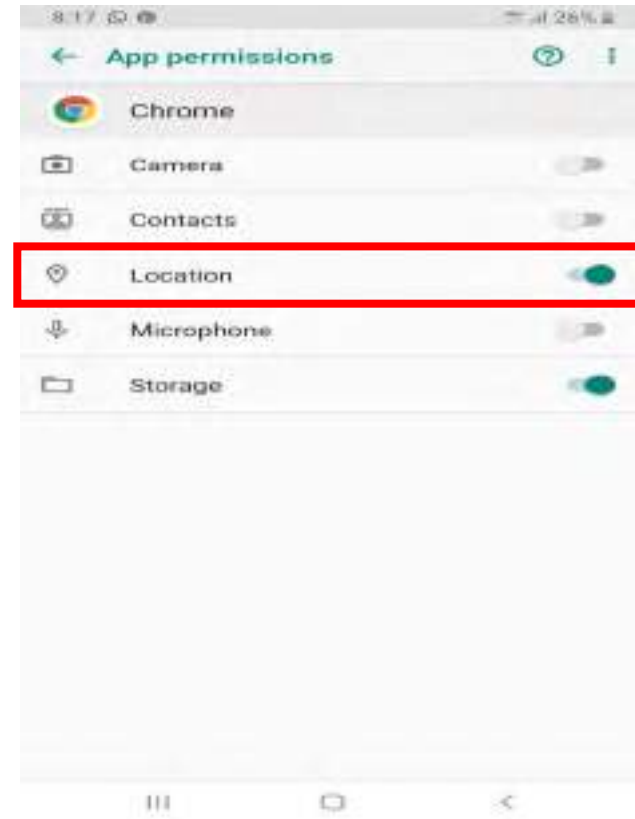


3. Select 'Chrome'

GPS activation for android devices (e.g. Samsung, Oppo, Huawei, Oppo)



4. Select
'Permissions'



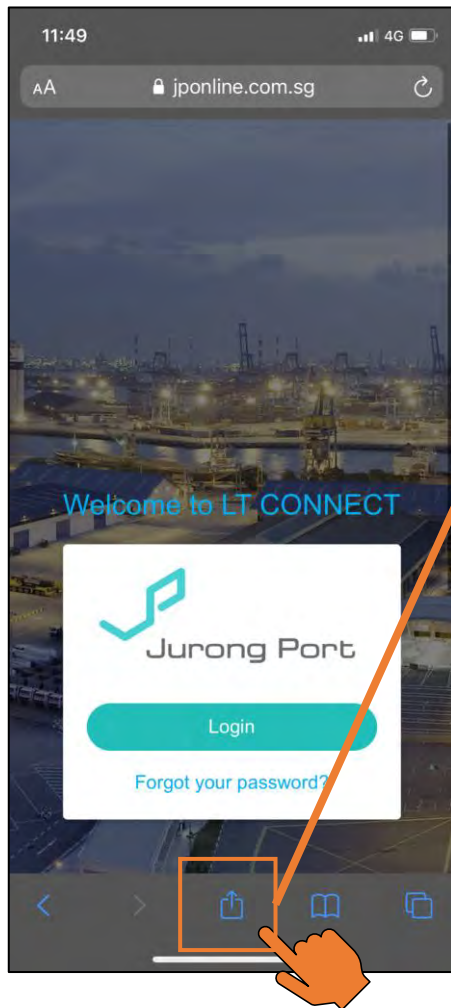
5. Select
'Location' to be
active

6. Save link to wallpaper

Module	Link	Key User
<ul style="list-style-type: none"> • Job Portal (USN) • Cargo Declaration (DSA) • Berth Booking • Lighter Check-In 	https://jponline.com.sg/ltc/ui/login	<ul style="list-style-type: none"> • Suppliers • Lighter Operators • Lighter Captains <p><i>*Login via JP Online account</i></p>
<ul style="list-style-type: none"> • Truck Check-In 	https://jponline.com.sg/ltcpass/ui/login	<ul style="list-style-type: none"> • Truck Drivers • Cash Customers <p><i>*Login via JP Pass ID</i></p>
<ul style="list-style-type: none"> • Arrival Dashboard 	https://jponline.com.sg/ltcpub/ui/ltc/lighter/Arrivals	<ul style="list-style-type: none"> • All <p><i>*No login required</i></p>

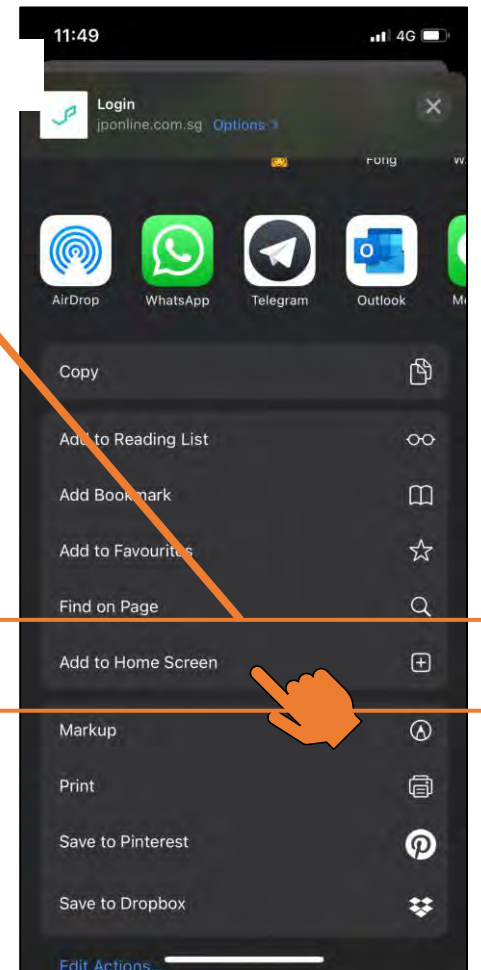
Step 1: Launch LT Connect and open browser settings for iOS devices (i.e. iPhone, iPad)

! Note! Only on Safari.



1. Select

2. Select

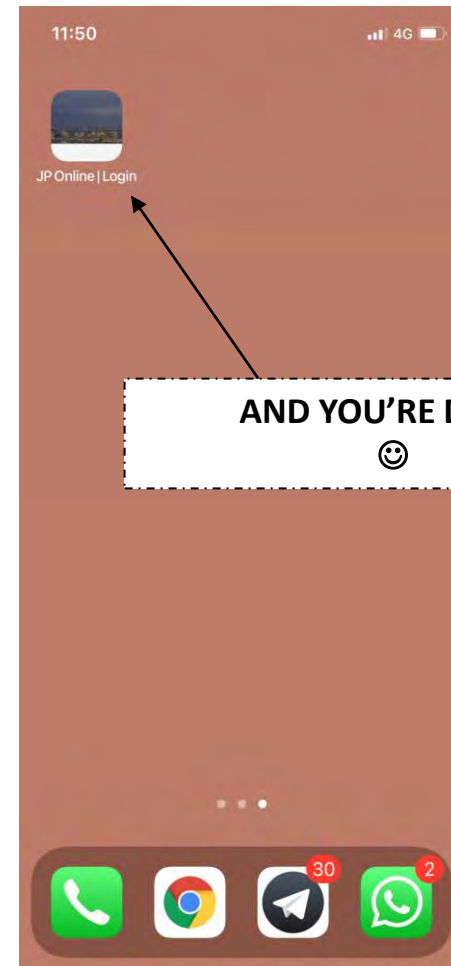


Step 2: Add to home screen for iOS devices (i.e. iPhone, iPad)

! Note! Only on Safari.



1. Select 'Add'

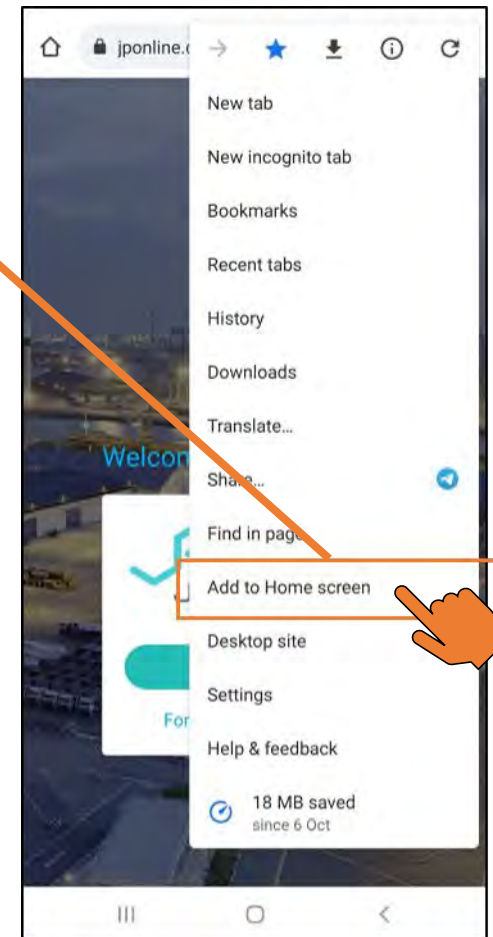


Step 1: Launch LT Connect and open browser settings for android devices (e.g. Samsung, Oppo, Huawei, Oppo)



1. Select

2. Select



Step 2: Add to home screen for android devices (e.g. Samsung, Oppo, Huawei, Oppo)



1. Rename as desired
(optional)

2. Select 'Add'

3. Select 'Add'

AND YOU'RE DONE!



For enquiries,
please email
lrc@jp.com.sg

