

# MyCargo Account Registration Instructions for Multiple Users

4500 N.W. 36<sup>th</sup> Street, Miami FL 33166



Please use these instructions to allow multiple users to access your [www.amerijet.com](http://www.amerijet.com) MyCargo account. Our MyCargo portal provides you with greater flexibility to view pricing, book shipments, manage your reservation, account balances and much more.

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## MyCargo Login

Visit Amerijet's website at [www.amerijet.com](http://www.amerijet.com) and begin creating your account.

Click the link to open your free MyCargo account. Enter and submit your email address.

2

**Complete the Registration Form. Enter your registered company account number into the Customer Code field.**

Enter your information into all the mandatory fields marked with a red asterisk (\*).

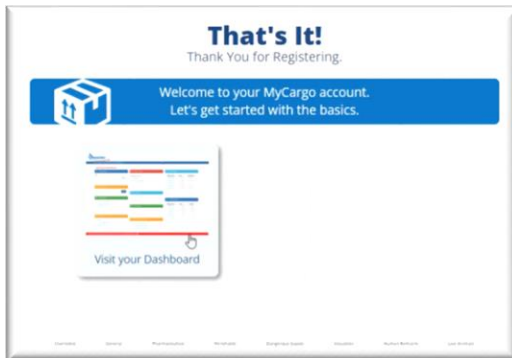
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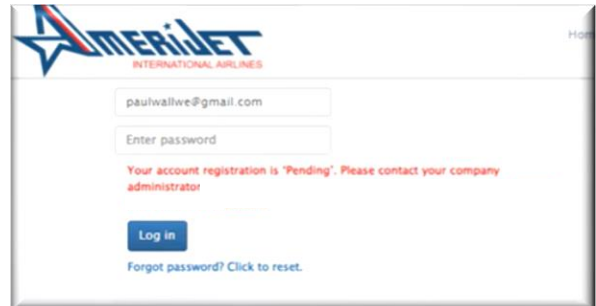


3

Your registration is almost complete.



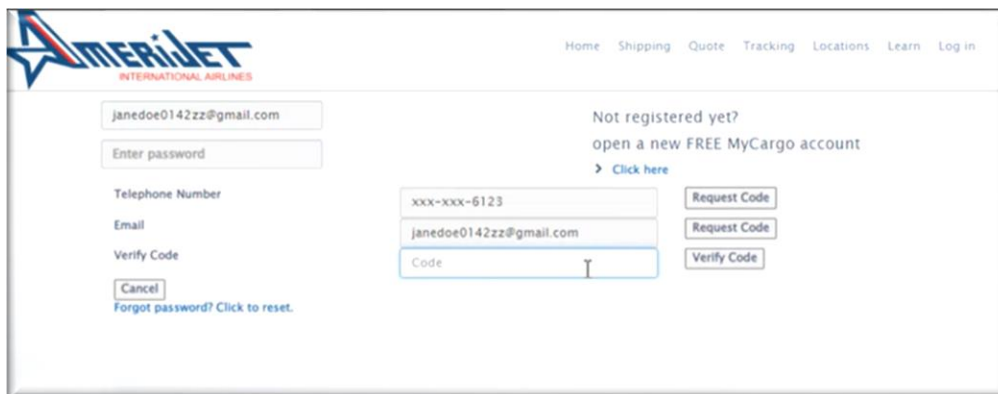
Click on the visit your dashboard icon to log in to your MyCargo dashboard.



Enter your registered email account. The account is pending until approved by your company account administrator.

4

Your Account Administrator must log in to the registered MyCargo account to activate or deactivate new and existing users.



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## Select and activate new users or deactivate existing users.

| Email  | Name      | Status     |
|--|-----------|------------|
| <a href="mailto:janedoe0142zz@gmail.com">janedoe0142zz@gmail.com</a> | Jane Doe  | REGISTERED |
| <a href="mailto:paulwallwe@gmail.com">paulwallwe@gmail.com</a>       | Paul Wall | PENDING    |

All account users are listed and managed via the Manage Users tile.

paulwallwe@gmail.com (Paul Wall)

Pending  
Active  
Inactive  
Pending

Refresh list

paulwallwe@gmail.com (Paul Wall)

Active

Change User Status

Refresh list

| Email  | Name      | Status     |
|--|-----------|------------|
| <a href="mailto:janedoe0142zz@gmail.com">janedoe0142zz@gmail.com</a> | Jane Doe  | REGISTERED |
| <a href="mailto:paulwallwe@gmail.com">paulwallwe@gmail.com</a>       | Paul Wall | ACTIVE     |

Activate the new user by selecting Active from the drop-down menu or deactivate existing user accounts by clicking Inactive.

The MyCargo Dashboard will display all pending, active and inactive user accounts.

For questions, please contact your local Amerijet sales office.