

YM Website – User Manual

Registration Introduction

- A. Introduce Registration rule
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- C. How to request new function after registered?
- D. How to get ID/PW when forgot it?
- E. How to change password?
- F. How to create sub-user by Admin?

A. Introduce Registration rule

1. One company only have one Administrator and many sub-users for the same country/city.
2. Fill out complete company name, contact name, address and related B/L number.
3. Do not use public email (like Yahoo, Gmail) for Registration.

B. How to register account on YM website?

Go to <https://www.yangming.com/en> and select  **Account > Register**.
Then, fill out all information on Website.

 YANG MING

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Register

[eBusiness](#)

Booking B/L Print Report & Notification
 B/L Instruction B/L Contents Shipment Management
 My Ocean Freight **NEW** My Drop off (for DE/NL/BE use)

SOLAS VGM

VGM

Profile

Name*

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B. How to register account on YM website?

Go to <https://www.yangming.com/en/member/login> and select **Register**.

Then, fill out all information on Website.

Register Login Forgot Password FAQs

Register

i

Fields marked with * are required

eBusiness

Booking B/L Print Report & Notification

B/L Instruction B/L Contents Shipment Management

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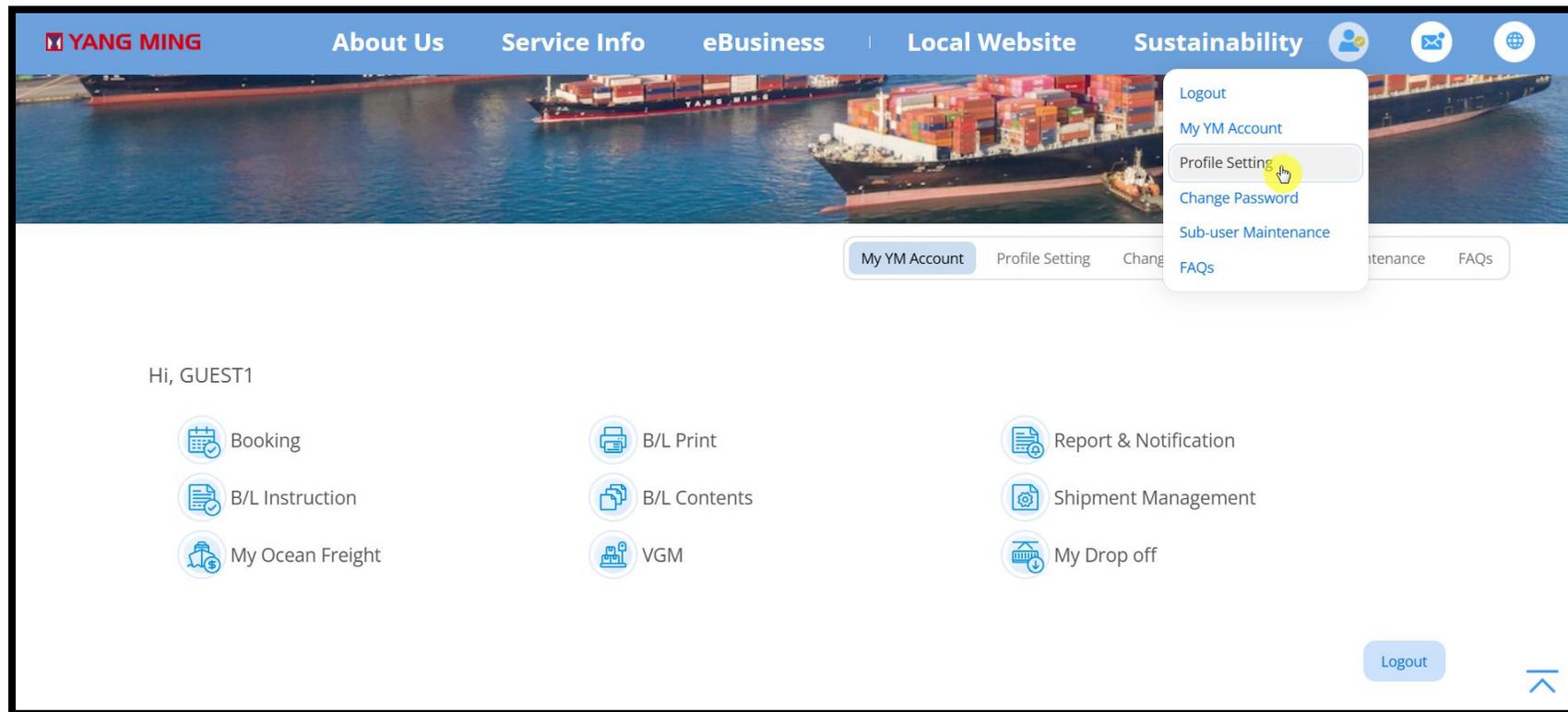
Name*

C. How to request new function after registered?

Method 1:

Go to <https://www.yangming.com/en/member/login> and login ID/PW.

Then, select  **Account** > **Profile Setting** to tick the e-Business function.



C. How to request new function after registered?

Method 2:

Go to <https://www.yangming.com/en/member/login> and login ID/PW.

Then, select **Profile Setting** to tick the e-Business function.

My YM Account Profile Setting Change Password Sub-user Maintenance FAQs

Profile Setting

Registration is required for e-Business functions.

Fields marked with * are required

eBusiness

- Booking
- B/L Instruction
- My Ocean Freight **NEW**
- B/L Print
- B/L Contents
- My Drop off (for DE/NL/BE use)
- Report & Notification
- Shipment Management

SOLAS VGM

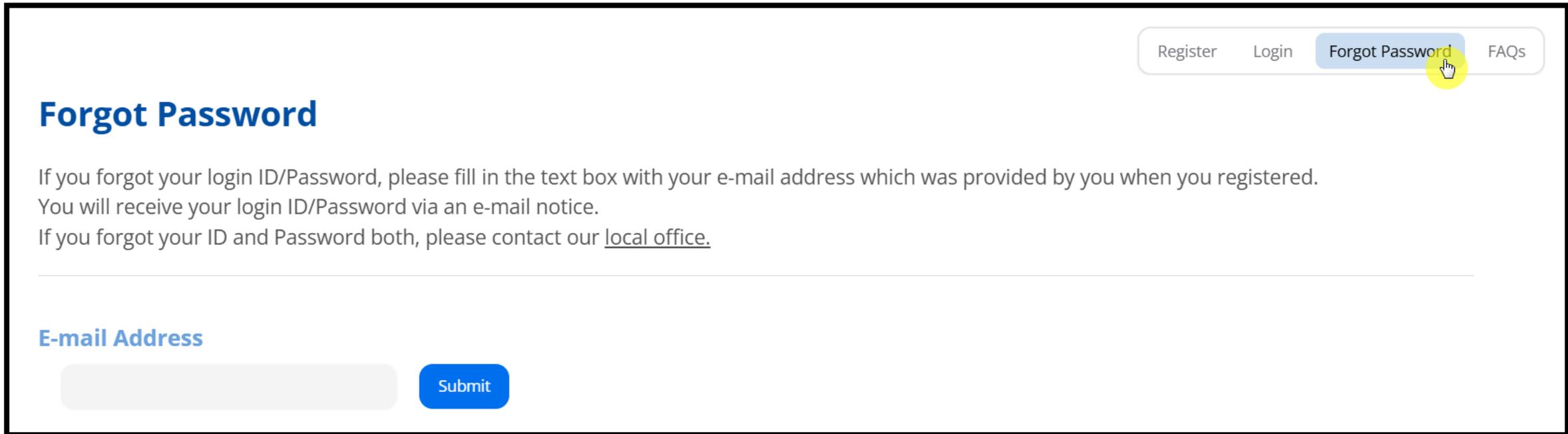
- VGM

Profile

D. How to get ID/PW when forgot it?

Go to <https://www.yangming.com/en/member/login> and select **Forgot Password**.

Please input your email and the auto-mail will send to you in separate one.



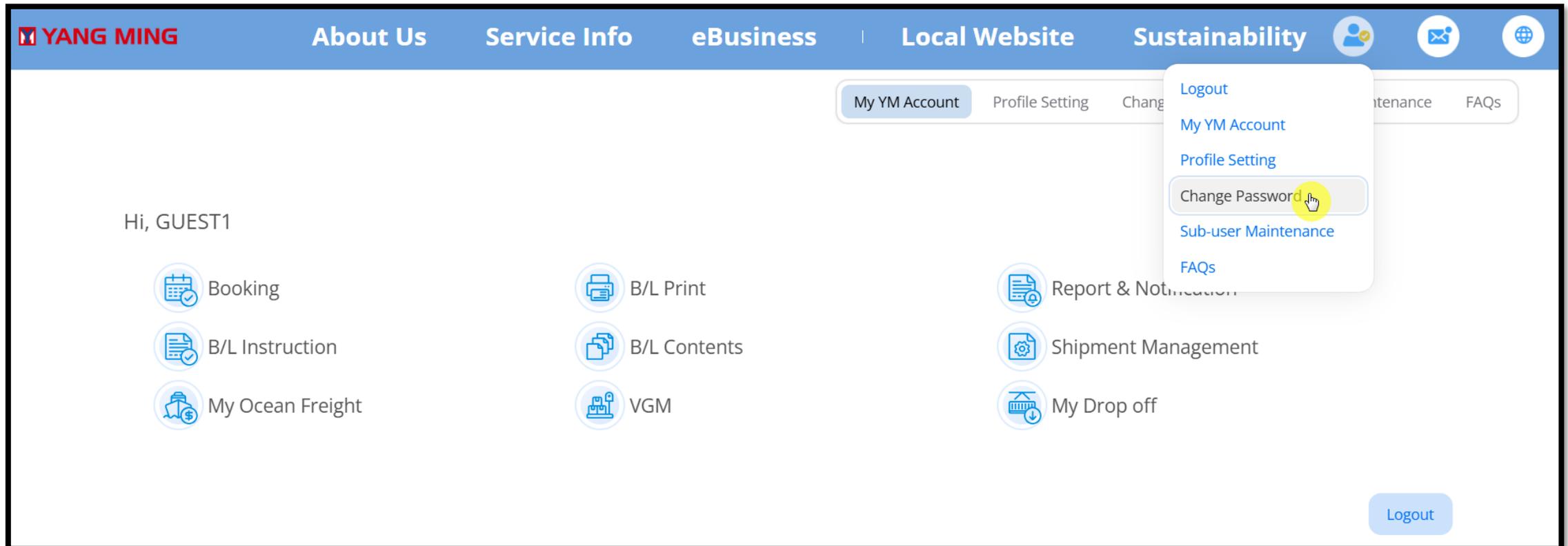
The screenshot shows the 'Forgot Password' page. At the top right, there are navigation links: 'Register', 'Login', 'Forgot Password' (highlighted with a yellow circle and a hand cursor), and 'FAQs'. The main heading is 'Forgot Password' in blue. Below it, the text reads: 'If you forgot your login ID/Password, please fill in the text box with your e-mail address which was provided by you when you registered. You will receive your login ID/Password via an e-mail notice. If you forgot your ID and Password both, please contact our [local office](#).' There is a horizontal line below this text. At the bottom left, there is a label 'E-mail Address' in blue, followed by a light gray input field and a blue 'Submit' button.

E. How to change password?

Method1:

Go to <https://www.yangming.com/en/member/login> and login ID/PW.

Then, select  **Account>Change Password.**



E. How to change password?

Method2:

Go to <https://www.yangming.com/en/member/login> and login ID/PW.

Then, select **Change Password**.

My YM Account Profile Setting **Change Password** Sub-user Maintenance FAQs

Change Password

* For security reasons, please update your password every six months to ensure continued access to all related functions.

Account Information

Company Name	YANG MING ACCOUNT
User Name	GUEST1
Role	Administrator

Personal Information

Fields marked with * are required

Old Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

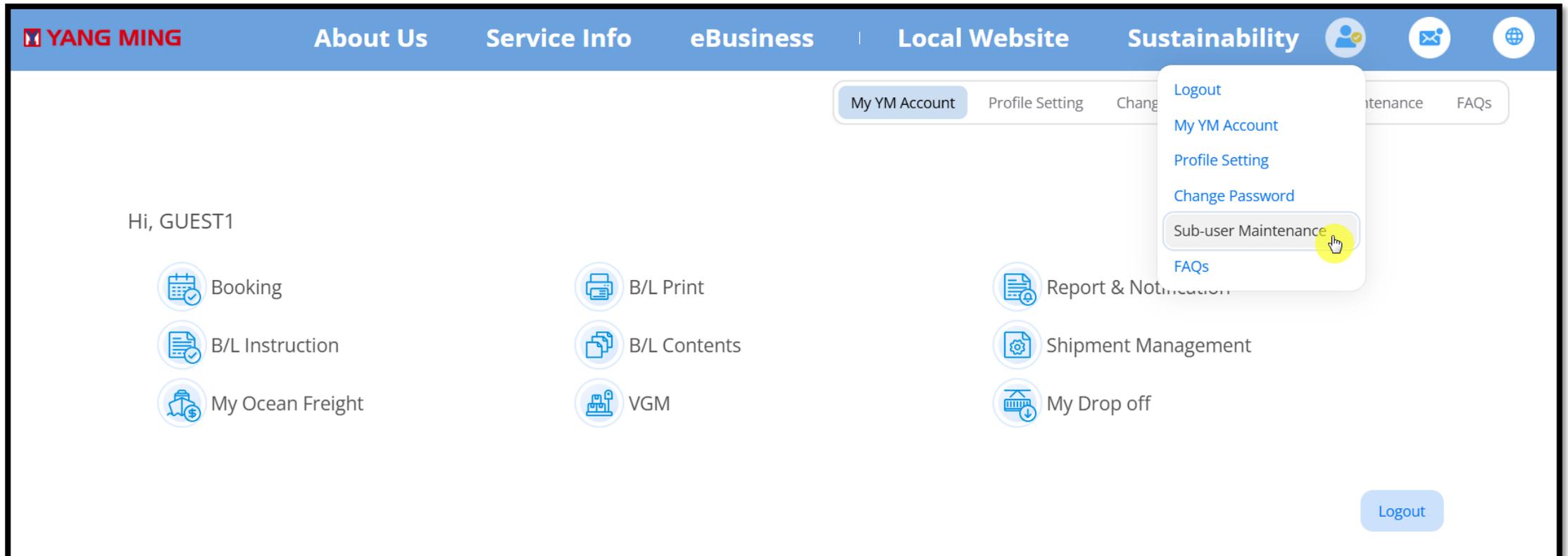
Save

F. How to create sub-user by Admin?

Method1:

Go to <https://www.yangming.com/en/member/login> and login ID/PW.

Then, select  **Account>Sub-user Maintenance.**

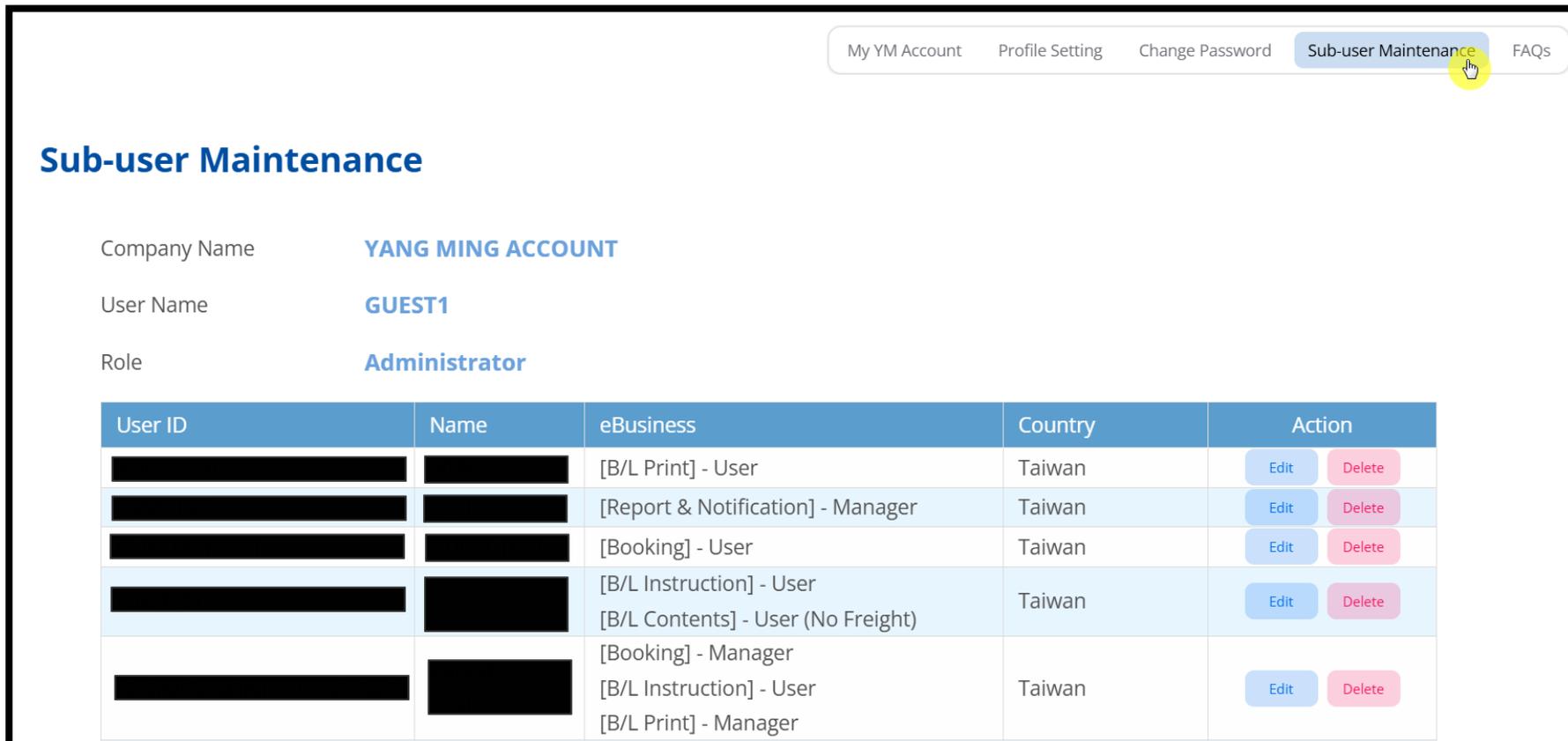


F. How to create sub-user by Admin?

Method2:

Go to <https://www.yangming.com/en/member/login> and login ID/PW.

Then, select **Sub-user Maintenance**.



My YM Account Profile Setting Change Password **Sub-user Maintenance** FAQs

Sub-user Maintenance

Company Name **YANG MING ACCOUNT**

User Name **GUEST1**

Role **Administrator**

User ID	Name	eBusiness	Country	Action
[REDACTED]	[REDACTED]	[B/L Print] - User	Taiwan	Edit Delete
[REDACTED]	[REDACTED]	[Report & Notification] - Manager	Taiwan	Edit Delete
[REDACTED]	[REDACTED]	[Booking] - User	Taiwan	Edit Delete
[REDACTED]	[REDACTED]	[B/L Instruction] - User [B/L Contents] - User (No Freight)	Taiwan	Edit Delete
[REDACTED]	[REDACTED]	[Booking] - Manager [B/L Instruction] - User [B/L Print] - Manager	Taiwan	Edit Delete



In case of any question, please feel free to contact us (cs@yangming.com) .

Thanks for your good cooperation.