



EC Portal Instructions

Your Data Communications access is in place. You can access our secure server via a Web Browser over the internet using your own provider. Instructions are outlined below.

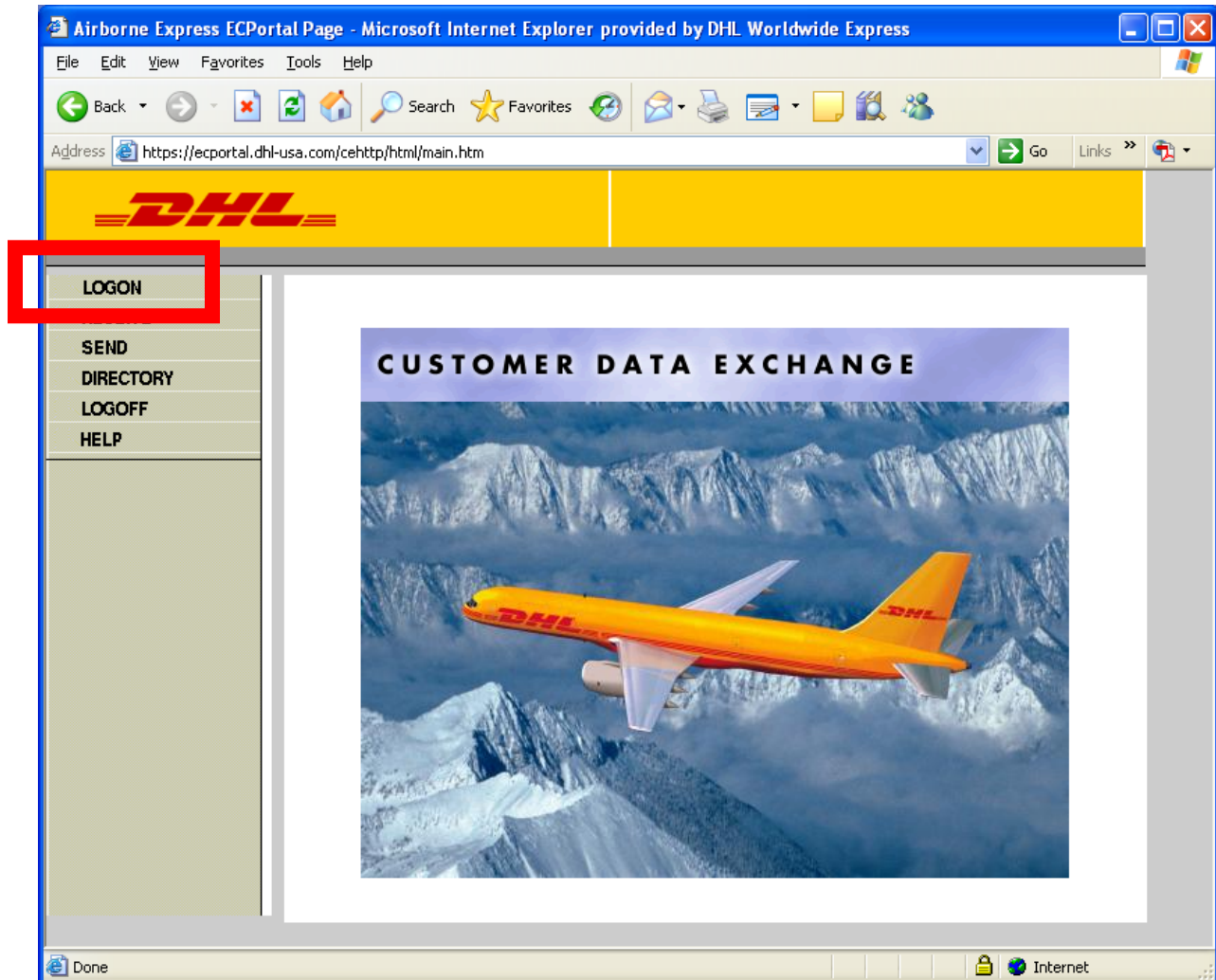
WEBSITE INSTRUCTIONS

The address for this secure website is: <https://ecportal.dhl.ca>

DHL has assigned your company with a customer specific Mailbox ID and Password.

Mailbox ID: **Provided in your email** – MUST BE ALL UPPERCASE
Password: **Provided in your email** – MUST BE ALL UPPERCASE

Click on the '**LOGON**' button.





Type your **Mailbox ID** and **Password**.

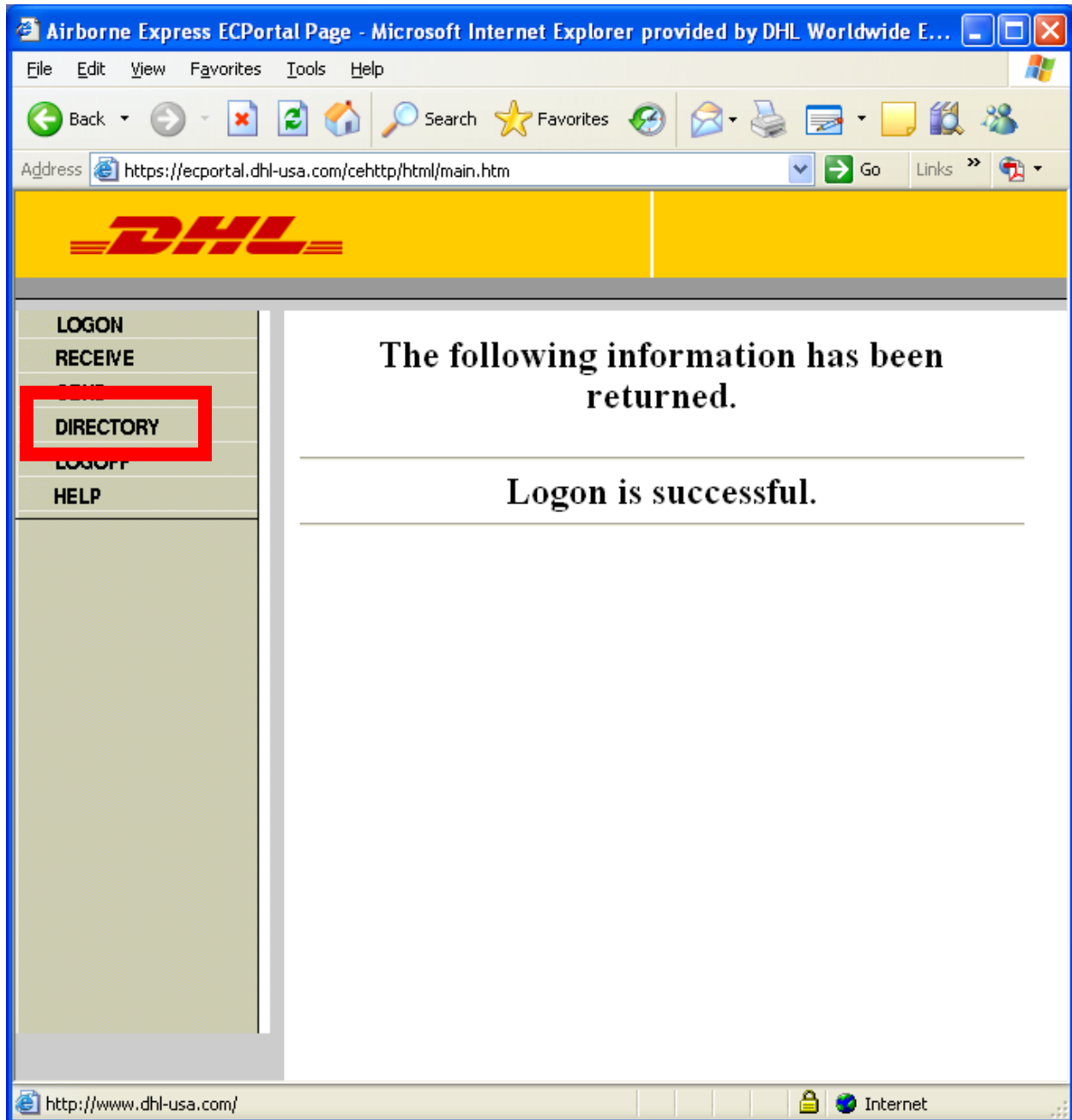
Click the '**LOGON**' button in the lower left-hand portion of the screen.

The screenshot shows a web browser window titled "Airborne Express ECPortal Page - Microsoft Internet Explorer provided by DHL Worldwide E...". The address bar displays "https://ecportal.dhl-usa.com/cehttp/html/main.htm". The page features a yellow header with the DHL logo. On the left, a vertical menu contains the following links: LOGON, RECEIVE, SEND, DIRECTORY, LOGOFF, and HELP. The main content area is titled "Logon" and contains the instruction: "To log on to CONNECT:Enterprise base, fill in the fields below and press Logon:". Below this instruction are two input fields: "Mailbox ID:" with the text "FTPTEST" entered, and "Password:" with a masked password of eight dots. At the bottom of the form are two buttons: "Logon" and "Reset". The "Logon" button is highlighted with a red rectangular box.



The following screen message will appear if login is successful.

Click the '**DIRECTORY**' button at the left-hand side of the screen.





Type your **Mailbox ID** in **UPPERCASE** in the '**Mailbox ID**' field....

- (i) To see all contents in the mailbox, leave all other fields blank.
- (ii) To filter the contents, type your criteria in the appropriate field... (not recommended).

Click the '**DIRECTORY**' button in the lower left-hand corner of the screen. This will forward you to a web page where you can download any files that are available.



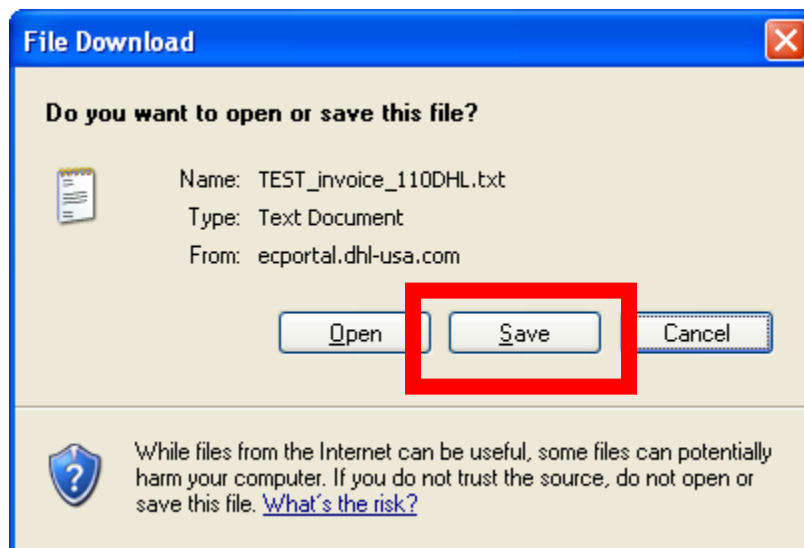
The '**Description (Batch ID)**' column will display files previously downloaded (**black**) and those available for download (**blue**).

Click the file and a prompt will appear to '**OPEN**' or '**SAVE**'.

ALWAYS, ALWAYS, ALWAYS choose **SAVE!**

Mailbox	Batch#	Size	Description (Batch ID)	Creation Date	Creation Time	Flags
FTPTEST	0058420	10,644	TEST_invoice_110DHL.txt	Jan 21, 2011	6:00 AM	CRT M
FTPTEST	0010672	690,408	TEST_invoice_DHL6.txt	Jan 21, 2011	6:00 AM	C R M
FTPTEST	0058992	121,907	TEST_tracking_214.txt	Jan 21, 2011	6:00 AM	C R M
FTPTEST	0036541	690,408	TEST_invoice_DHL6.txt	Jan 21, 2011	12:49 PM	C

Number of batches: 4

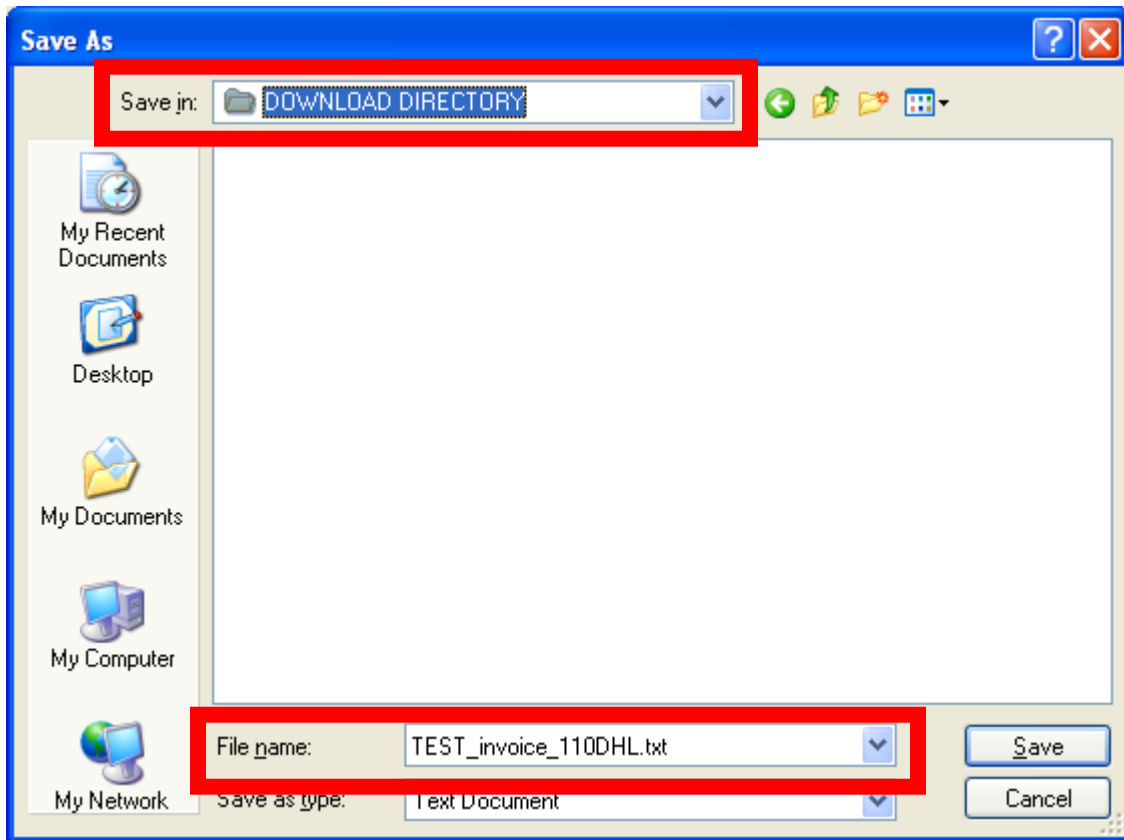




A '**Save in**' prompt will appear allowing you to choose the destination path (**highlighted**) where you want to 'locally' save your download.

The '**File name**' prompt is provided to rename the file if desired.

Click Save to complete the download.



Done! Congratulations!

If you have any questions or problems, please contact your EDI Administrator or email edi.ca@dhl.com.