

Virginia International Gateway

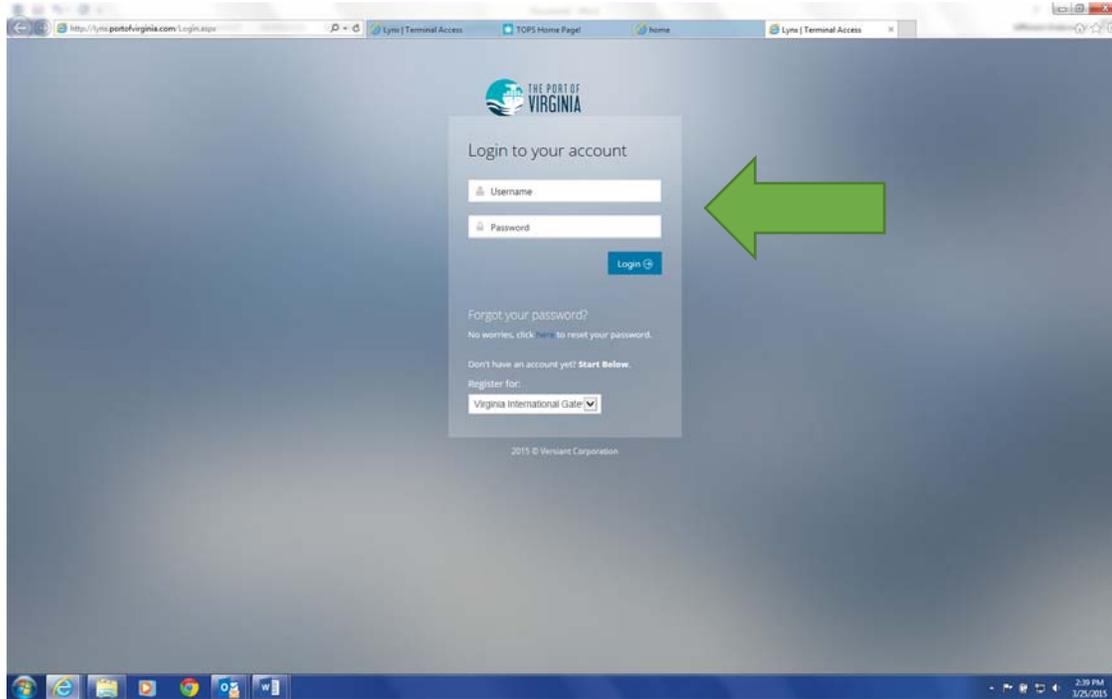
Lynx CSP Interface

Quick Reference Guide – Demurrage/Fee Payment

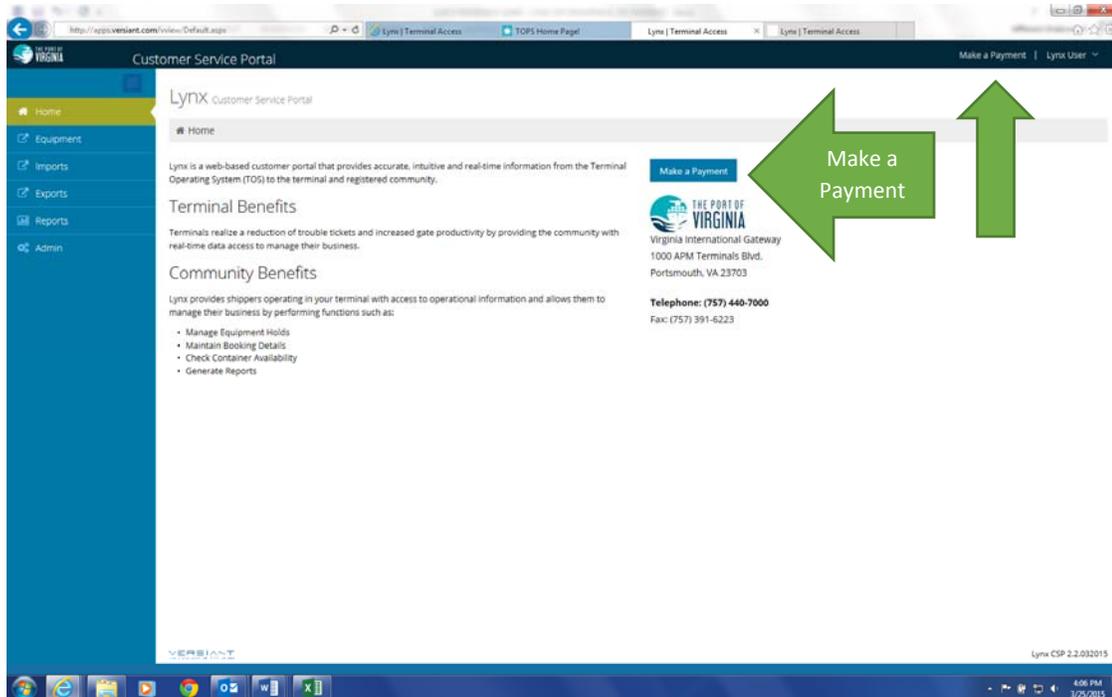
Use the URL <http://lynx.portofvirginia.com/> or access the portal via

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

You should see the following screen:



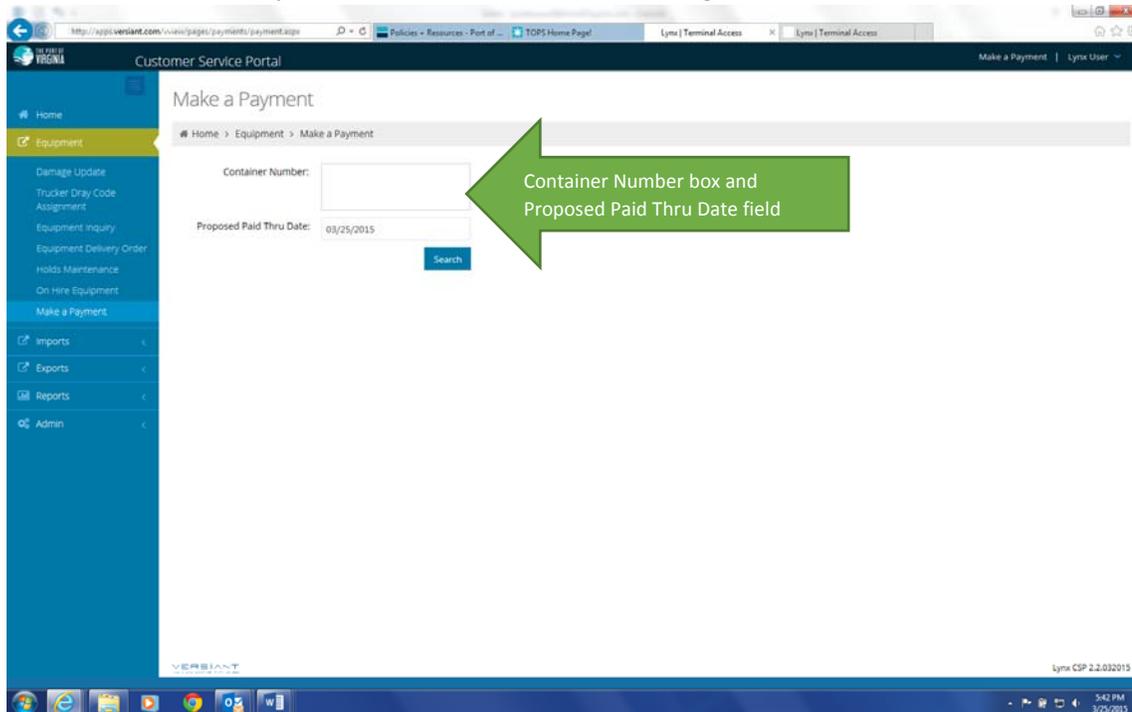
Sign in using your username and password to then access the following screen (or similar screen depending on your permissions):



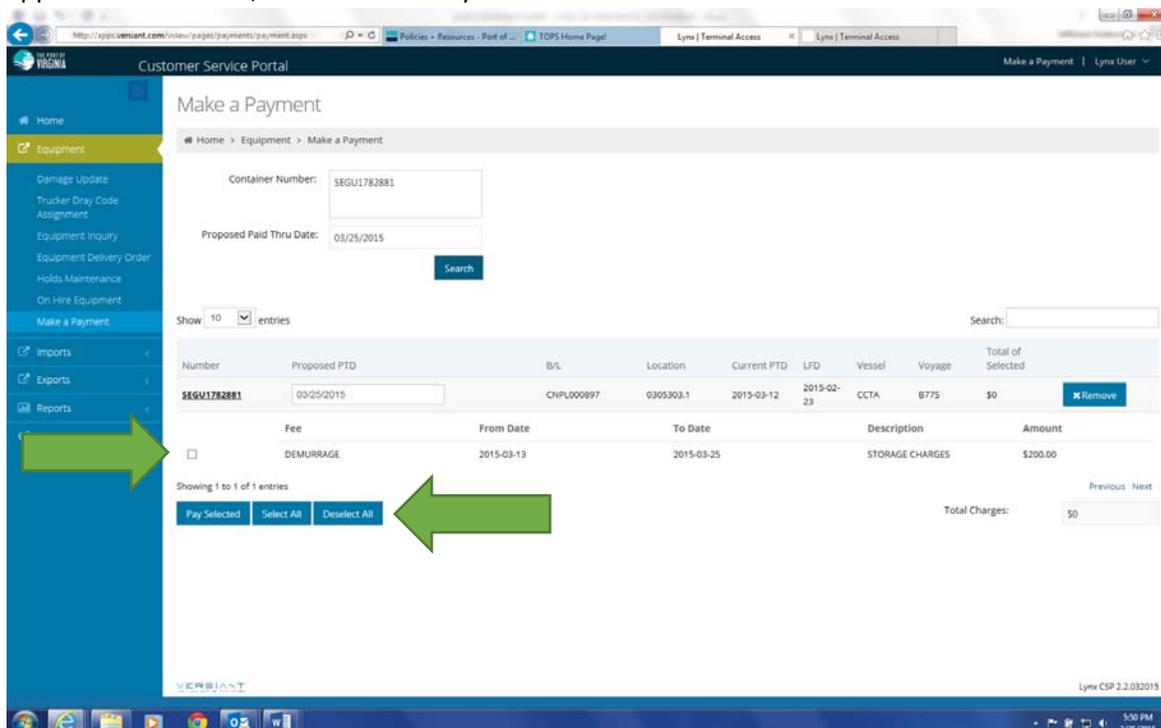
If your username has permissions to make payments, you should see the Make a Payment button toward the top right of the screen. If you do not see the button, please email VIGONLINEPAYMENT@VIT.ORG for assistance.

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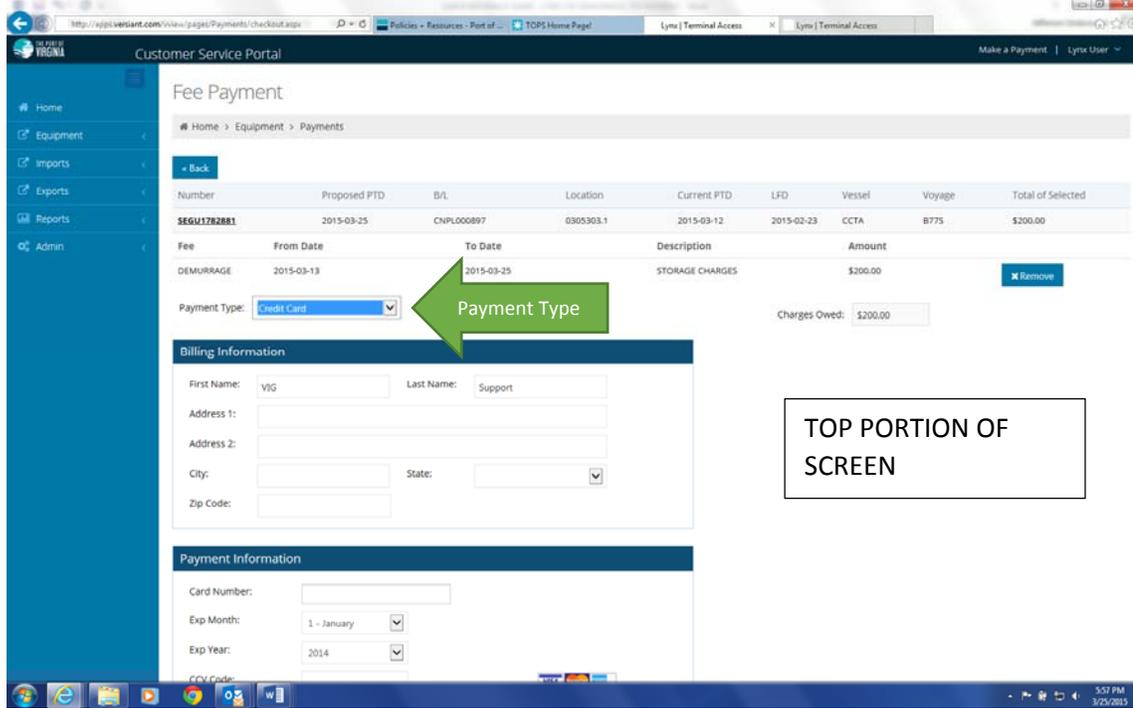
Click on the Make a Payment button to access the following screen:



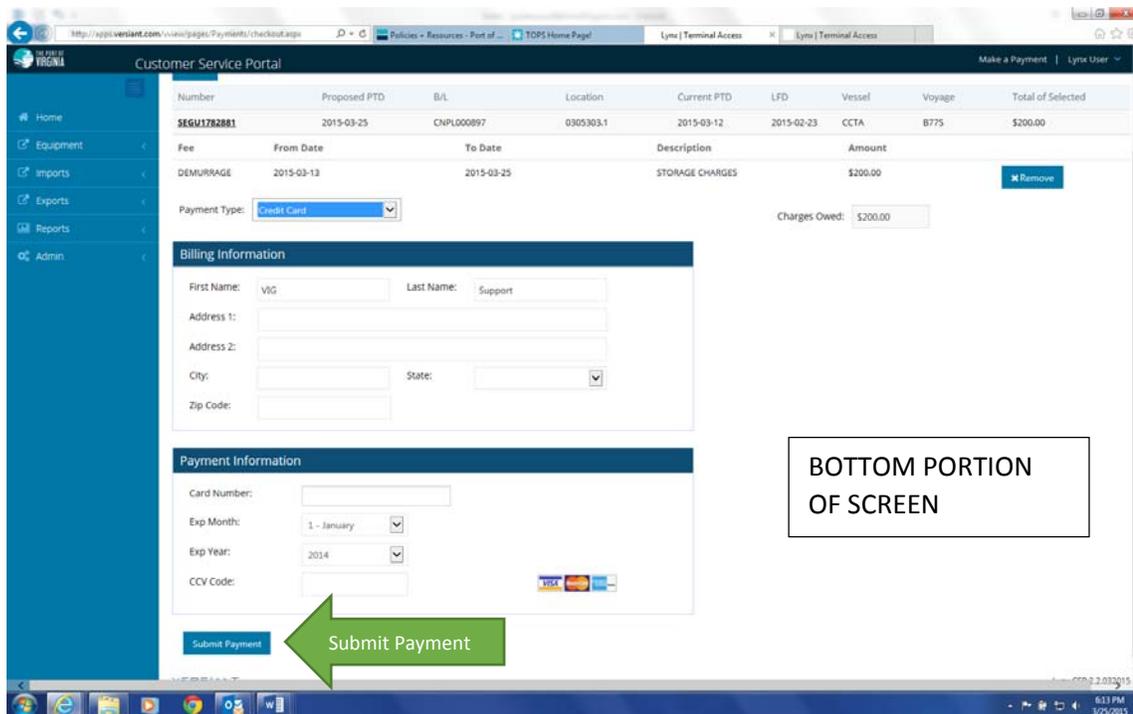
In the Container Number box, insert the container numbers to be paid. Multiple container numbers can be entered, but must be separated by a comma or semi-colon. In the Proposed Paid Thru Date field (directly under the Container Number box), insert the estimated date of pickup (demurrage charges will 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 paid, or click Select All to pay all charges for the listed containers. If only certain containers are to be paid, click the applicable check box, then click the Pay Selected button.



The following screen should then be displayed:



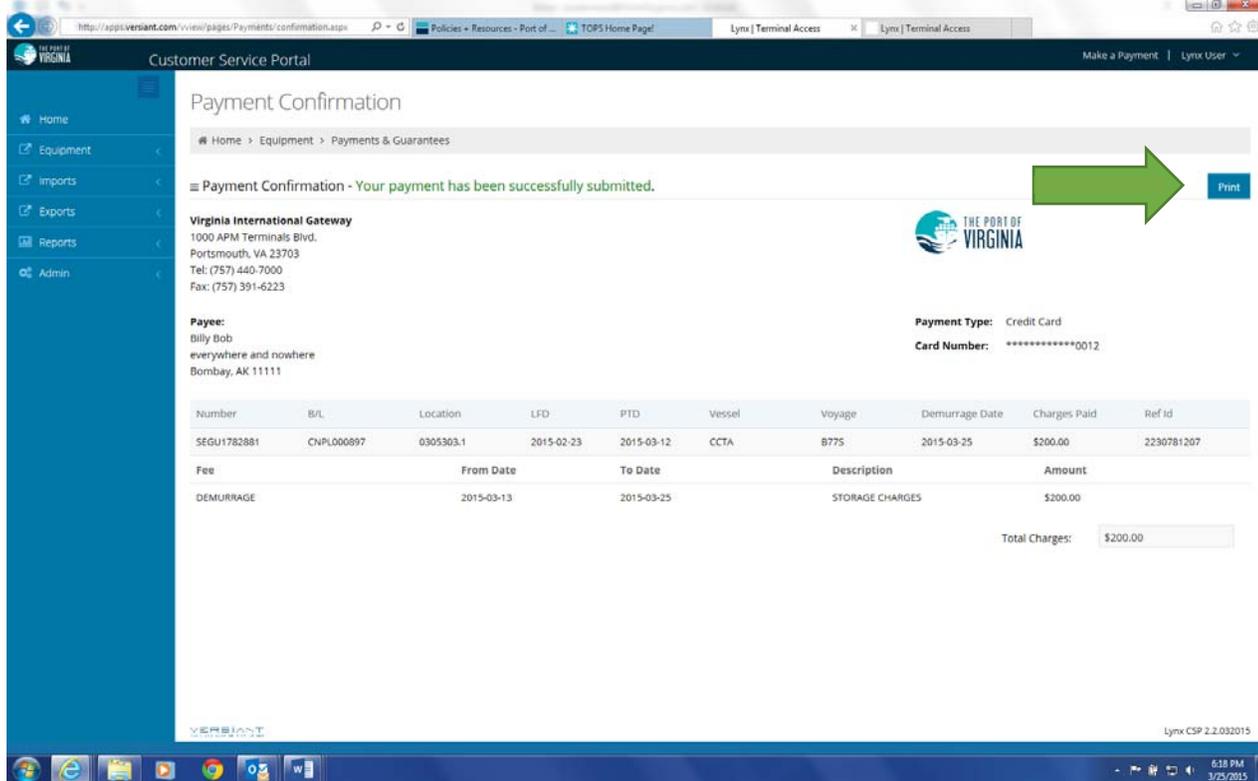
TOP PORTION OF SCREEN



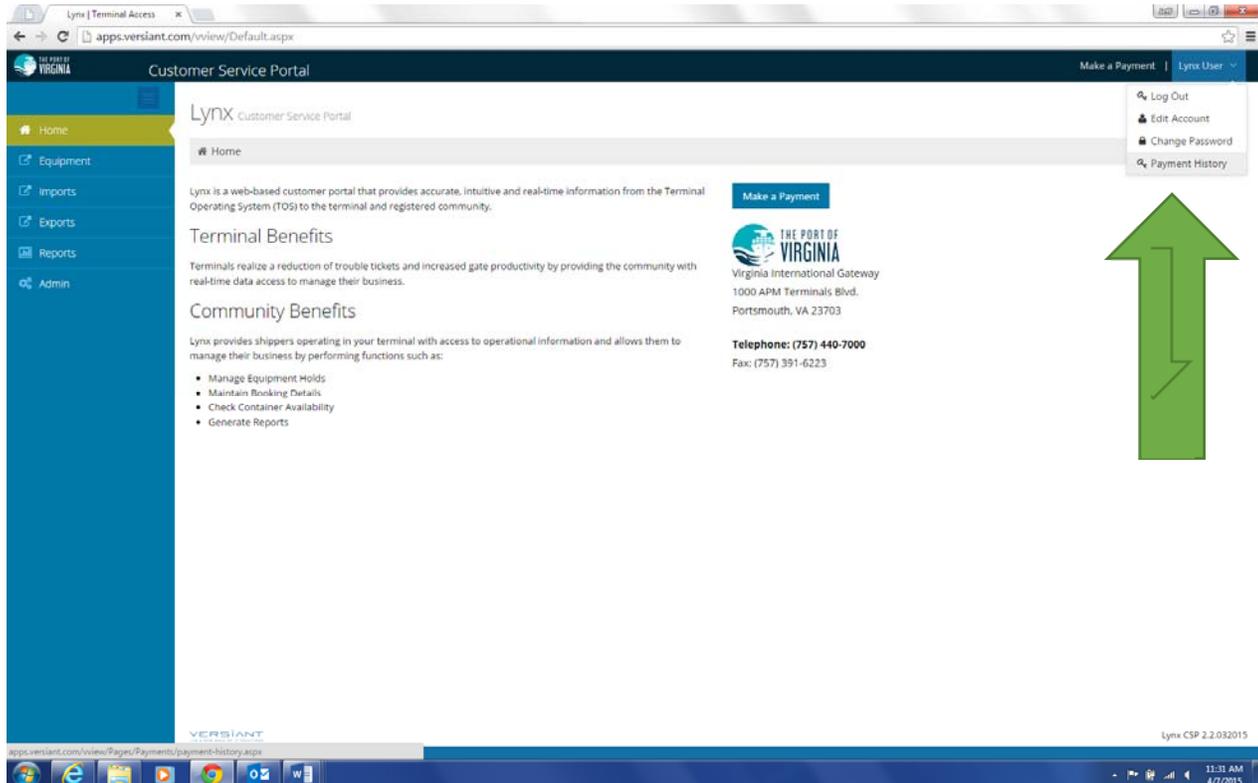
BOTTOM PORTION OF SCREEN

The payment type Credit Card should be displayed (see top portion of screen). Enter the Billing Information and Payment Information as applicable and click the Submit Payment button (see bottom portion of screen).

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



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



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Enter the date range to retrieve payments for in the search criteria. Select the transaction to be resent/reprinted by clicking on the related reprint button on the right:

Payment History

Select date range for payment(s).

Start Date: 03/23/15 End Date: 03/27/15 Search

Payments by Date

| Expand | Request Date | Demurrage Date | Description | Requestor Name | Total Amount | Trans Type | Reference Id | Reprint |
|--------|----------------------|----------------|-------------------------------------|----------------|--------------|------------|--------------|---------|
| | 3/25/2015 6:18:40 PM | | This transaction has been approved. | Billy Bob | \$200.00 | CC | 2230781207 | |

Showing 1 to 1 of 1 entries

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

View User Payments

RECEIPT OF PAYMENT

Virginia International Gateway
1000 APM Terminal Blvd
Portsmouth, VA 23702
Tel: (757) 440-7000
Fax: (757) 34-6223

Billy Bob
everywhere and nowhere
Bombay, AK 11111

Date: 2015-03-25
Payment Type: Credit Card
Credit Card #: 0012
Organization: Terminal

| Container # | BL | Location | LFD | PTD | Vessel | Voyage | Demurrage Date | Total Charges | Ref. # |
|-------------|------------|-----------|------------|------------|--------|--------|----------------|---------------|------------|
| SEGU1192881 | CNPL000867 | 0208303.1 | 02/23/2015 | 03/25/2015 | COCA | 8775 | 03/25/2015 | 200 | 2230781207 |

Total Fees Paid: \$200.00

ADDITIONAL NOTES
For questions regarding this receipt, please contact Virginia International Gateway customer service by phone: (757) 440-7000.

Resend Invoice Print Invoice Cancel