



## Virginia International Gateway (VIG) VACIS Exam Payment Instructions

VACIS Exam Fee - \$364 per container (10/01/2020 – 9/30/21)

\$380 per container (\*New Rate\* effective 10/01/2021)

Payment for exam fee must be received before container(s) will be made available for pickup.

All payments for VACIS exams at VIG must be made through our website with a credit card using the following link: [lynx.portofvirginia.com](https://lynx.portofvirginia.com)

If you have an existing account, you will click on “Make a Payment”, enter the container number(s) on the following page, and follow the instructions provided on-screen.

If you have not yet registered through Lynx, you can register directly through the link provided above.

On the Sign Up screen you will be asked for your name and contact information, and to create a password and a security question/answer. You must also select your Access Type. To pay VACIS charges, you will need to select “Demurrage/Fee Payment”.

Once you have filled in the necessary information and clicked “Sign Up” you will be presented with the Organization Selection screen.

On this screen, you will need to search for and select your company’s name, and click “Submit”.

Once registered and through the homepage of the payment website, you will click on “Make a Payment”, enter the container number(s) on the following page, and follow the instructions provided on-screen.