

# T-PORTS<sup>+</sup>

## GET STARTED GUIDE

### T-PORTS ONLINE SERVICES



Apple



Android

OR

WEB PORTAL

#### Download our T-Ports App!

Use the QR codes or app store to download the T-Ports App.

#### Visit our T-Ports website: [tports.com](https://tports.com)

to access your online web portal.

To use T-Ports online services, you will need to **create an account**. Follow the simple steps to create an account and add your payee numbers. You will have access to all of your NGR numbers and easily switch between them to display one at a time.

1

#### Enter your details and create a password.

Make sure you have easy access to your emails so you can access your confirmation code to proceed.

2

#### Create a PIN for fast and easy access! Your PIN can be up to 6 digits.

Your new login details will work for both our portal and our app.

3

#### Add your payee numbers to your online account.

Have your payee numbers and passwords ready so you can add them to your account.

Can't remember your password? Follow the steps to create or update your password for each payee number.



4

#### You can now assign a Broker to manage your T-Ports deliveries! Use the Manage Brokers feature to assign one or more of your payee numbers.

Have you downloaded your reports? Log into the portal to view your **EPR, Complete Transaction** and **NHVAS Reports**. [reports not available on the app].

HAVING TROUBLE?  
Call 1800 87 67 87  
and our support  
staff will be happy  
to help.

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