
Information flyer for transport partners - E-Port registration -

E-Port is part of a telematics system in the port of Genoa. You must register your truck drivers in this system and carry the access documents of the truck drivers in the port.

You have two options to register your truck drivers in E-Port.

Option 1:

Genoa's port handler, Saimare, will carry out the complete registration in E-Port and provide the badges for you. The badges can be collected from Saimare after successful completion. The costs are € 25,- per truck driver.

Contact person: Francesca Tacchino
E-mail: commerciale@saimare.com
Phone: +39 335.66.04.463

Please provide Saimare with the following information by e-mail:

Company details: name, address, telephone and fax number, e-mail address, VAT number, scan of the extract from the commercial register, scan of the EU licence

Information of the managing director: name, date and place of birth, address, tax number, telephone number, email address; scan of the identity card

Information of the driver: scan driver's license, passport photo (jpg max. 200KB), information about the length of employment: fixed or temporary (specify expiry date), mobile phone number

For option 2, see page 2.



Option 2:

You make the registration in E-Port yourself. The following steps explain how to log in to E-Port.

1. Login to E-Port

Fill out the form "EPORT registration request form" to request the login for the E-Port (Document attached). Please send the completed form to: hub@hub-net.it

Open the Homepage of E-Port: <http://pcs-eport.it/eportHomePage/> , once you have received your EPORT login data (the website is unfortunately only available in italian.)

Before logging in, make sure that the marker is set to *„Autotrasporto“*.
After the Login you will get to the homepage.
Move the cursor over *„Utilia“* to display the options.

Via *„Modifica password“* you can set a personalized password.
First the username and the old password are queried.
After confirming this, you will be redirected to a page where you enter a personalized password and repeat it in the next window for confirmation.

Press *„Salva“* to save the entries.

2. Create driver profiles

By clicking on *„Nuova emissione Permessi“* you will be forwarded to the next page.

Under *„Luogo di ritiro Permessi“* select *„Area Varco SAN BENIGNO“*.
This means, that the driver can pick up their badges at the Saimare office later, when entering the port.

At *„Nuova Emissione“* you enter the data of you drivers.

This is what you enter:

1* Surname

2* first name

4* mark *„Indeterminato“* (= the driver's employment of indefinite duration)

5* mark *„Massima“* (= badge will be permanent)

6* Add a profile picture of the driver. (The image does not have to be biometric, but the file must not be larger than 200 KB.)

After you have entered everything, confirm the profile by clicking on *„Invia richiesta per nuova emissione“*. Then you will receive a confirmation Mail.



3. Personal port identification cards for each driver

Once the profiles have been created, the badges will be issued after 7-10 days and can be collected by your driver at the following address:

Casu Office

Piazzale San Benigno, 16149 Genoa (next to Saimare)

Opening hours: Monday - Friday 06.00 h - 22.00 h, Saturday 06.00 h - 13.00 h

The badges become the personal property of the driver. However, make sure that the Badges don't get lost. In case of loss, a new badge must be requested. Please contact Saimare for this.

Every driver has the possibility to apply for three temporary badges within 5 years, so that the entry is still granted.

If the driver forgets the badge the first three times, you will be charged € 10,- for a temporary badge. In case of repeated forgetting, from the fourth time on, €30,- will be charged per entry.

After 5 years the badge expire and must be re-applied for, as explained above.

4. Maintenance of the driver profiles

Move the cursor back over *Utilita'* to show the options.

With a click on *Anagrafica conducenti'* you get to an overview of the driver profiles.

For a detailed search of a profile you can set conditions under *Ricerca Conducente'*:

1* Surname

2* first name

3* badge number

4* driving licence

With a click on *Cerca'* you start the search.

Under *Lista Conducenti'* you will find a list of all registered drivers.

(Surname / first name / driving licence / Expiry date of the badge)

Thank you for cooperation to a smooth process.

If you have any requests, do not hesitate to contact us.

