



Container Payment Portal (CPP)

Payer Functionality – Exports Watchlist & Terminal Fees

What is PayCargo's Exports Watchlist?

The **Exports Watchlist** helps you keep track of the export containers that matter most to you. Instead of checking multiple systems or searching for individual containers, you can add containers to your Watchlist and see their latest status in one place.

With the Exports Watchlist, you can:

- Monitor the status of your export containers
- See if a container has a hold or requires action
- Pay eligible charges through PayCargo
- Know when a container is ready to move

The Exports Watchlist is your personalized dashboard for monitoring export bookings, tracking status changes, and taking action when needed.

User Guide

This user guide provides an overview of Payer's functionality.

- [Add a Booking to the Watchlist](#)
- [Remove a Booking from the Watchlist](#)
- [Claim and Pay a Booking](#)
- [Identify SSL Guarantee Bookings](#)
- [Unclaim a Booking](#)
- [View In-Gated Containers](#)
- [Review and Pay for Additional Booking Fees](#)
- [Request a Refund](#)
- [Pay Import Gate Fees and On Terminal Fees](#)

Exports Watchlist Overview

The Exports Watchlist provides a user-friendly interface to monitor your containers and pay applicable fees.

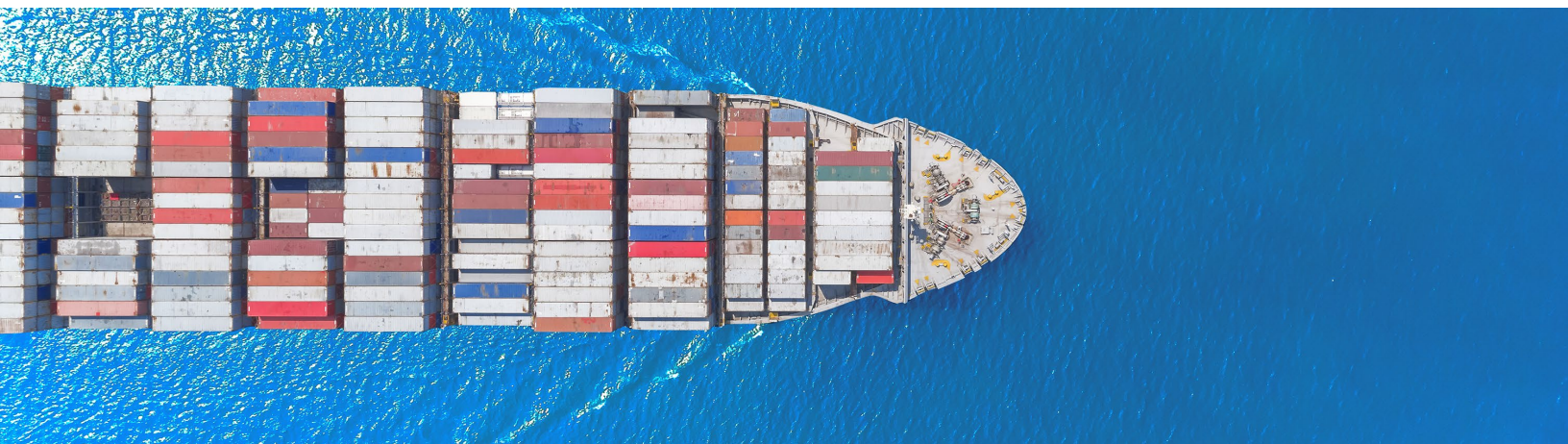
Actions	Booking #	Amount Owed	Holds	Booked CN...	In-Gated C...	SSL Guarante...	Claimed	Carrier	POL City
☐	RICFHM026900	\$150.00	EDF Hold	3	0	No	No	Ocean Network Ex...	Oakland, US
☐	RICFHM026902	\$0.00		3	2	No	Yes	Ocean Network Ex...	Oakland, US
☐	RICFHM026903	\$150.00	EDF Hold	3	3	No	No	Ocean Network Ex...	Oakland, US
☐	RICFHM026904	\$0.00		4	0	No	Yes	Ocean Network Ex...	Oakland, US

Login

Navigate to: <https://Watchlist.paycargo.com>

Enter your username and password and click
[Login](#)

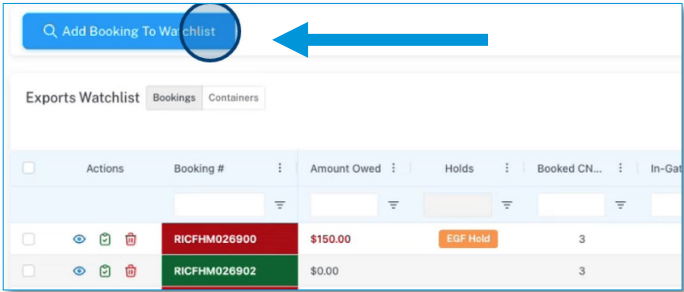
Select Exports from the left side menu.



Add a Booking Number to the Watchlist

Your Exports Watchlist is customized by adding or removing Bookings.

Click **Add Booking to Watchlist** to add an Export Booking you want to track and claim.

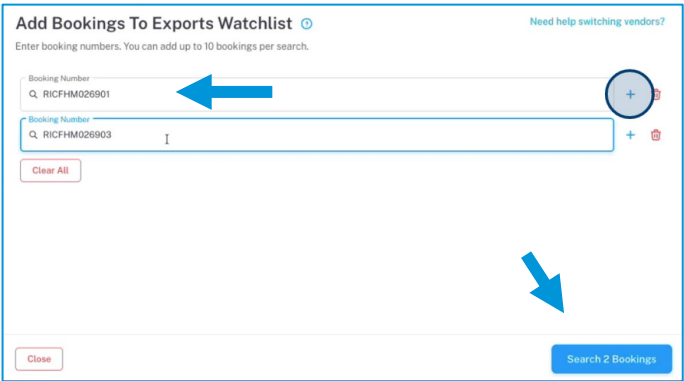


Input the Booking Reference Number in the **Booking Number field**.

To add additional Booking Number fields, **click on the (+) sign**.

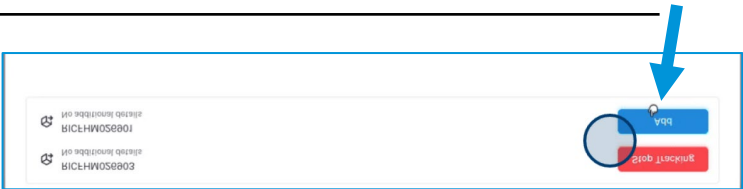
The trash can be used to delete Bookings from the list.

Once all Booking Numbers have been added, **click Search**.



Valid Booking Numbers will display. Click **Add** for each Booking you would like to add to the Watchlist.

Note: If a Booking Number is already being tracked, the option to stop tracking will be available. This will remove the Booking from the Watchlist.

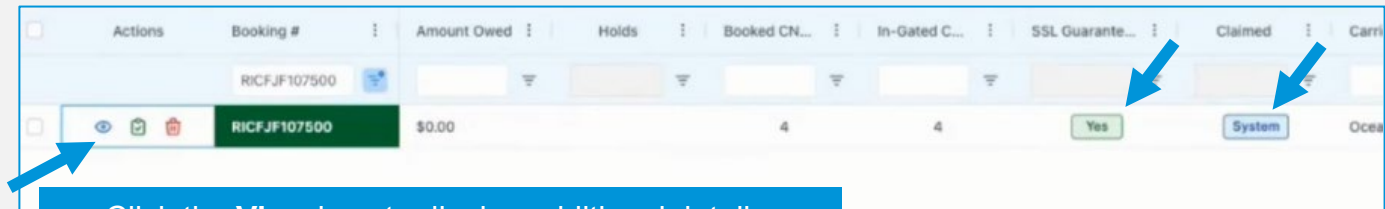


The Booking is now added to your Watchlist and is available for claiming and payment.

Actions	Booking #	Amount Owed	Holds	Booked CN...	In-Gate
☐	RICFHM026900	\$150.00	EGF Hold	3	
☐	RICFHM026901	\$200.00	EGF Hold	4	
☐	RICFHM026902	\$0.00		3	
☐	RICFHM026903	\$150.00	EGF Hold	3	
☐	RICFHM026904	\$0.00		4	
☐	RICFHM026905	\$155.66	EGF Hold	2	

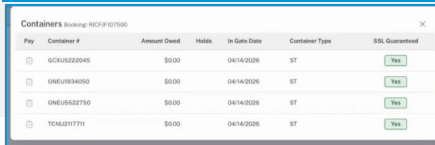
Identify SSL Guarantee Bookings from the Watchlist

On the Watchlist, Bookings with an SSL Guarantee display "Yes" in the SSL Guarantee column. SSL Guarantee Bookings do not allow payments and can be added only for tracking purposes. These bookings will be automatically ingested and claimed by the system.



Actions	Booking #	Amount Owed	Holds	Booked CN...	In-Gated C...	SSL Guarante...	Claimed	Carrier
  	RICFJF107500	\$0.00	4	4		Yes	System	Ocea

Click the **View** icon to display additional details.



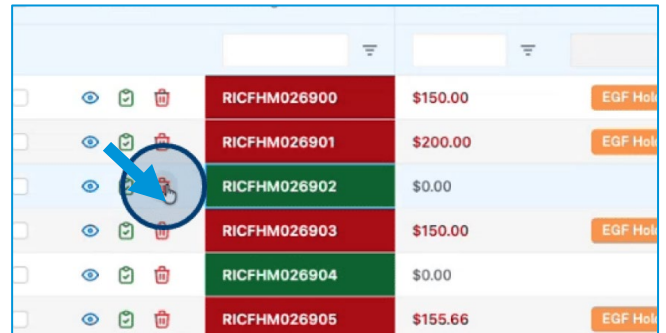
Pay	Container #	Amount Owed	Holds	In Gate Date	Container Type	SSL Guarantee
☐	6CNU222045	\$0.00	04/14/2026	ST		Yes
☐	ONEU934050	\$0.00	04/14/2026	ST		Yes
☐	ONEU932750	\$0.00	04/14/2026	ST		Yes
☐	TCNU217711	\$0.00	04/14/2026	ST		Yes

Remove Booking Number from the Watchlist

Your Exports Watchlist is customized by adding or removing Bookings.

Single Booking Removal

To remove a single Booking from the Watchlist, **select the trashcan** to the left of the Booking Number.

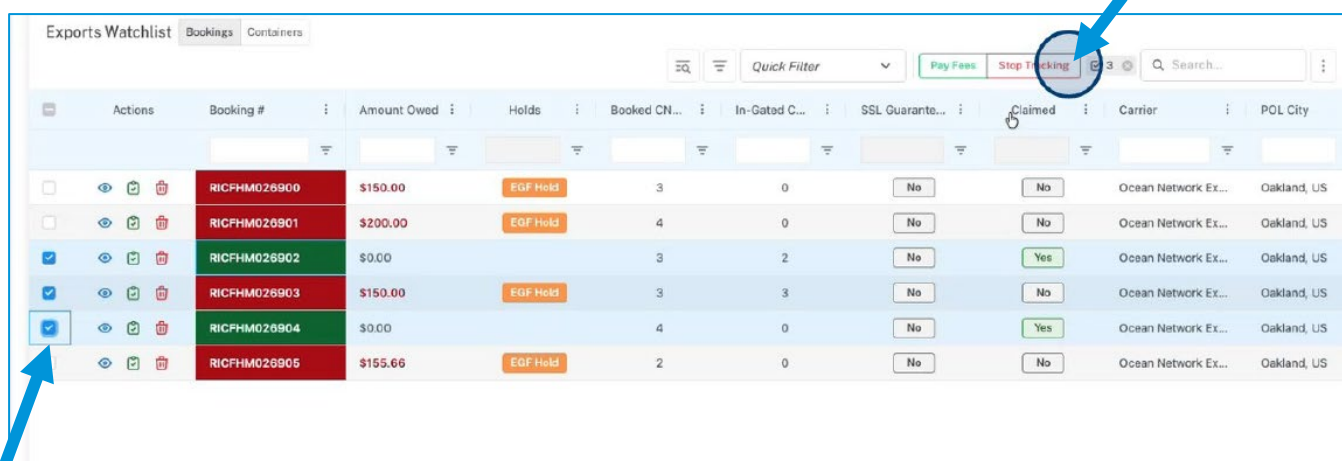


Actions	Booking #	Amount Owed	EGF Hold
  	RICFHM026900	\$150.00	EGF Hold
  	RICFHM026901	\$200.00	EGF Hold
  	RICFHM026902	\$0.00	
  	RICFHM026903	\$150.00	EGF Hold
  	RICFHM026904	\$0.00	
  	RICFHM026905	\$155.66	EGF Hold

Remove Multiple Bookings from the Watchlist

To remove multiple Bookings from the Exports Watchlist, **check the box in the left column** for each Booking you would like to remove.

Then **select Stop Tracking** in the top right.

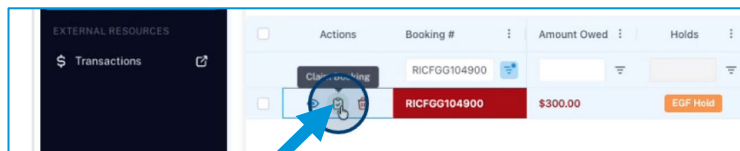


Selection	Actions	Booking #	Amount Owed	Holds	Booked CN...	In-Gated C...	SSL Guarante...	Claimed	Carrier	POL City
☐	  	RICFHM026900	\$150.00	EGF Hold	3	0	No	No	Ocean Network Ex...	Oakland, US
☐	  	RICFHM026901	\$200.00	EGF Hold	4	0	No	No	Ocean Network Ex...	Oakland, US
☒	  	RICFHM026902	\$0.00		3	2	No	Yes	Ocean Network Ex...	Oakland, US
☒	  	RICFHM026903	\$150.00	EGF Hold	3	3	No	No	Ocean Network Ex...	Oakland, US
☒	  	RICFHM026904	\$0.00		4	0	No	Yes	Ocean Network Ex...	Oakland, US
☐	  	RICFHM026905	\$155.66	EGF Hold	2	0	No	No	Ocean Network Ex...	Oakland, US

Claim and Pay a Booking

After adding a Booking to the Exports Watchlist, you can either **pay immediately** or **schedule payment for a later date**. Once a Booking is claimed, it cannot be claimed by another user until it is unclaimed.

From the Exports Watchlist, click [Claim Booking](#).

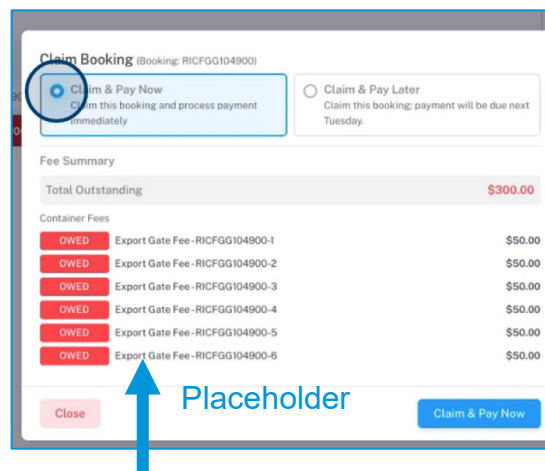


Choose one of the following options:

- **Claim and Pay Now** to submit payment on the next available processing date.
- **Claim and Pay Later** to schedule payment for the standard weekly processing date.

Note: If a container number is not yet available, a placeholder Booking Reference ID (Booking Number - #) is displayed. Once the container is in-gated, the placeholder is replaced with the container number.

Click the appropriate **Claim and Pay button** to continue.



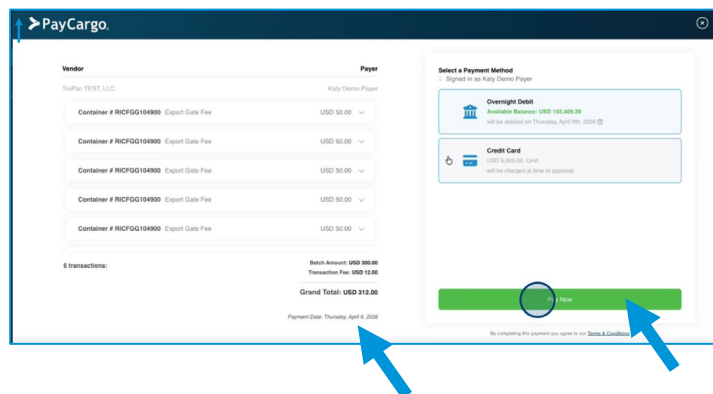
The Payment Widget displays the full balance due for export gate fees, including any processing and transaction fees, in the Grand Total.

Review the **Payment Due Date**.

- **Claim and Pay Now:** Payments submitted before the daily cutoff are processed the same business day at 6:00 PM ET. Payments submitted after the cutoff are processed on the next business day.
- **Claim and Pay Later:** Payments are processed on the following Tuesday at 6:00 PM ET.

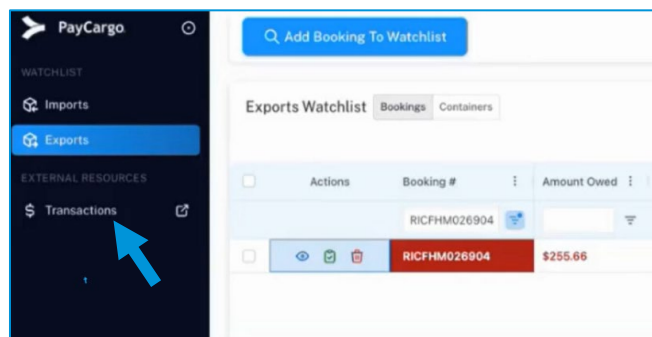
Select the **Payment Method**, then click **Pay Now**.

A confirmation message indicates the payment was successfully submitted.



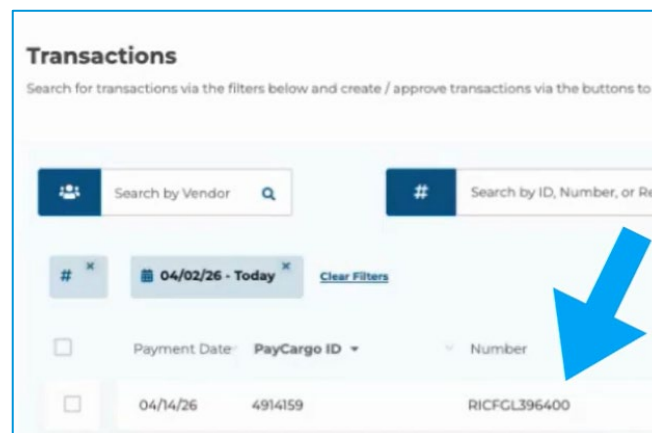
View Claimed and Paid Transactions

From the Exports Watchlist, select the **Transactions** tab on the left-side menu.



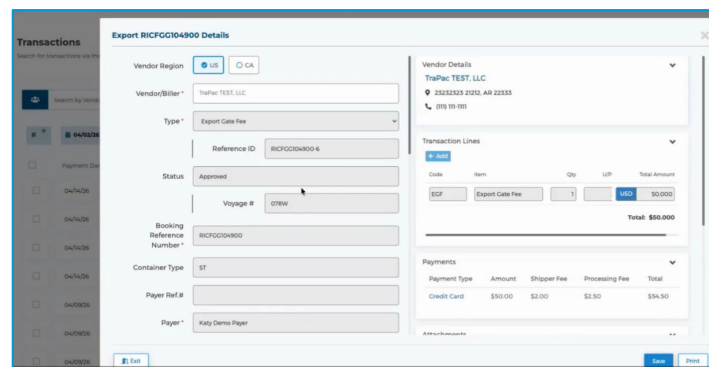
Booking numbers that are paid from the Exports Watchlist will be paid from the Transactions table.

Click the **Transaction** to open and view additional details.



A pop-up appears with detailed transaction information.

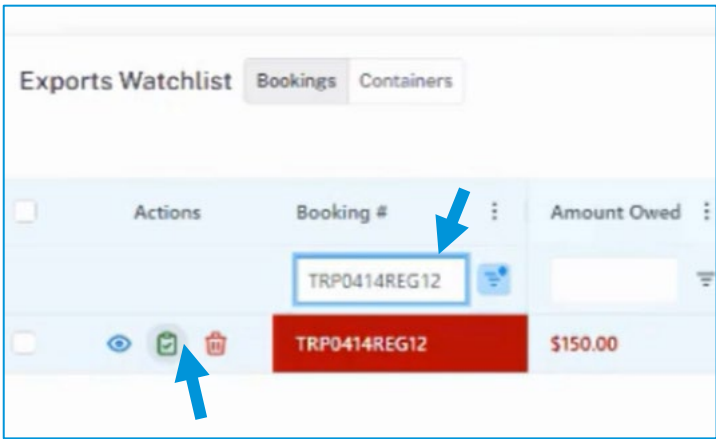
A receipt for the payment can be generated by clicking print at the bottom right.



Unclaim a Booking from the Exports Watchlist

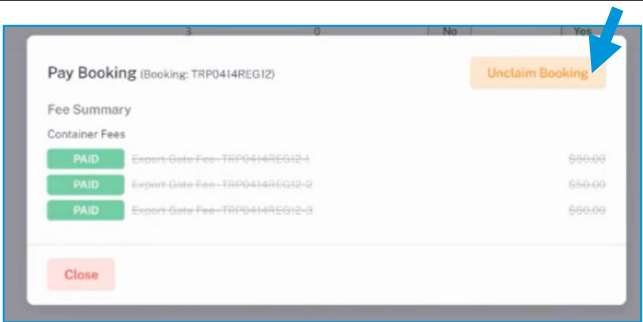
Once a Booking is claimed, it cannot be claimed by another user. A Booking may only be unclaimed before it has been in-gated.

Search for the Booking Number on your Watchlist. Once found on the Watchlist, select the **Claim Booking icon** to the left of the Booking Number.

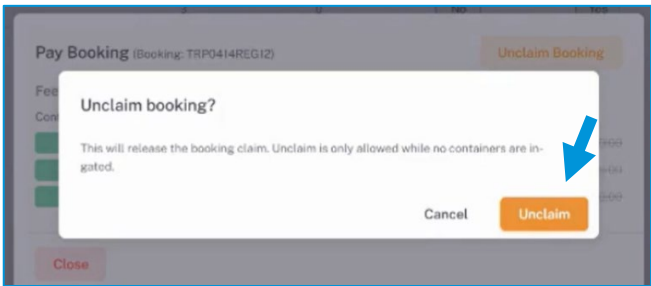


From the pop-up, **click Unclaim Booking** to release the Booking Number.

Note: Once a container has been in-gated, it cannot be unclaimed.

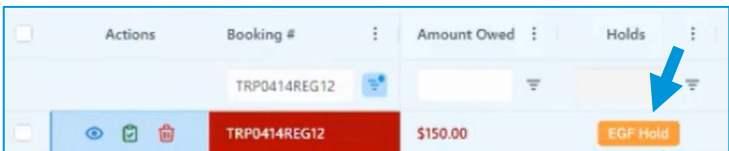


A confirmation message will be displayed. **Select Unclaim.**



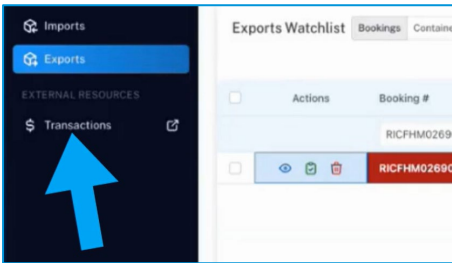
The Watchlist will display an EGF hold on the Booking Number.

Once the Booking Number is unclaimed, a refund will be issued for the amount paid. Additionally, the Booking will display as available to be claimed and paid.

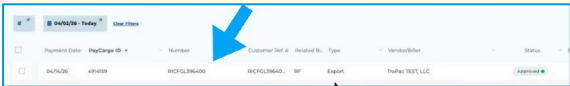


Request a Refund for a Booking

From the **Exports Watchlist**, select the **Transactions** tab from the left-side menu.

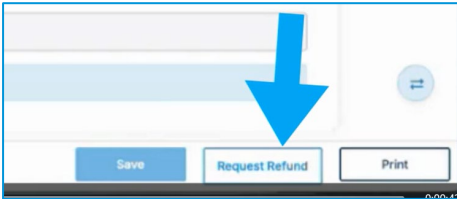


Locate and select the transaction for which you want to request a refund.



Click the transaction to open and review the transaction details. Note: The transaction must have a status of **Cleared** or **Approved** before a refund can be requested.

On the **Transaction Details** page, click **Request Refund**.



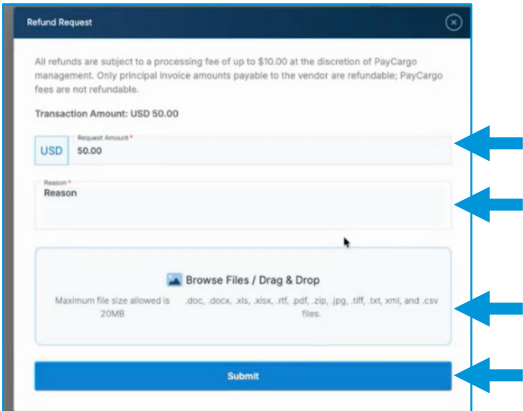
Complete the refund request.

Enter the **refund amount**.

Select or enter the **Reason for the Refund**.

Upload supporting attachments, if needed.

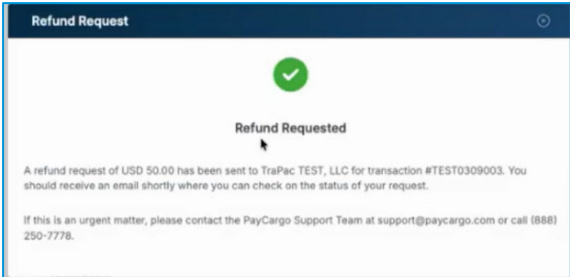
Click **Submit** to send the refund request.



Review the confirmation message.

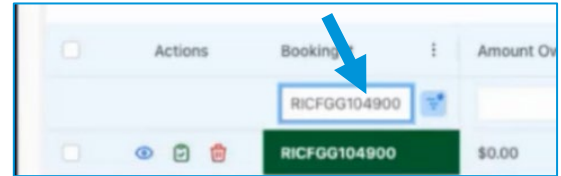
A confirmation indicates the refund request was successfully submitted.

A notification is automatically sent to the vendor for review. Close the confirmation window.

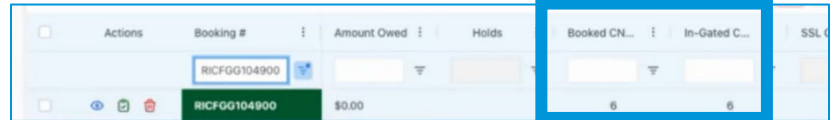


View In-gated Containers

Open the [Exports Watchlist](#) and locate the Booking you want to review using the [search feature](#).



The [Booked Containers column](#) displays the total number of containers booked for export. The [in-gated Containers column](#) displays the number of containers that have been in-gated for that Booking. If the Booking is only partially in-gated, only the containers that have been in-gated will be displayed. Containers that have not yet been in-gated will not appear.



Click the [View Containers](#) icon.

A pop-up displays the containers that have been in-gated for the selected Booking. If the Booking is partially in-gated, only the in-gated containers are displayed in this window.

Review details such as: Container Number, Amount Owed, Holds, in-gate Date, Container Type, & SSL Guaranteed status.



Containers Booking: RICFGG104900						
Pay	Container #	Amount Owed	Holds	In Gate Date	Container Type	SSL Guaranteed
	CAIU3214780	\$0.00		04/10/2026	ST	No
	NYKU3646894	\$0.00		04/10/2026	ST	No
	NYKU9835566	\$0.00		04/10/2026	ST	No
	TCLU9813140	\$0.00		04/10/2026	ST	No
	TCLU9837820	\$0.00		04/10/2026	ST	No
	TEMU4784415	\$0.00		04/10/2026	ST	No

Click the [Claim Booking icon](#). Review the Booking IDs and Container Numbers associated with the Booking.

Verify the Booking information.

- **For a complete in-gate:** All Booking Reference IDs are replaced with Container Numbers.
- **For a partial in-gate:** Booking Reference IDs are replaced with Container Numbers only for containers that have been in-gated. Containers that have not yet been in-gated continue to display their Booking Reference IDs.



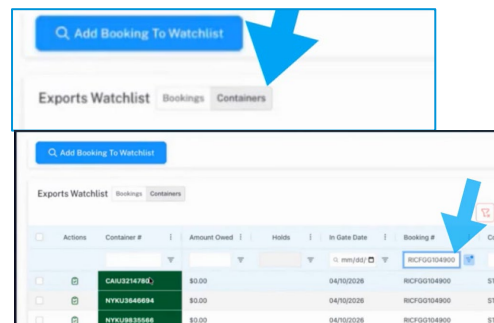
Pay Booking (Booking: RICFGG104900)		Unclaim Booking
Fee Summary		
Container Fees		
	Export Gate Fee - CAIU3214780	\$100.00
	Export Gate Fee - NYKU3646894	\$100.00
	Export Gate Fee - NYKU9835566	\$100.00
	Export Gate Fee - TCLU9813140	\$100.00
	Export Gate Fee - TCLU9837820	\$100.00
	Export Gate Fee - TEMU4784415	\$100.00

Note: Once in-gated, the Booking can no longer be **Unclaimed**.

Return to the Watchlist and select the [Containers tab](#).

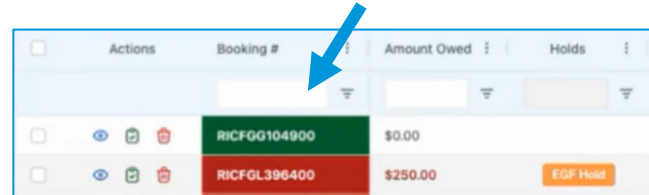
This view displays a list of all containers that have been in-gated. If this is a partial in-gate, only the containers that have been in-gated are listed. Additional containers will appear as they are in-gated.

You may filter the results by entering the Booking number.



Review and Pay for a Booking Increased Booking Quantity

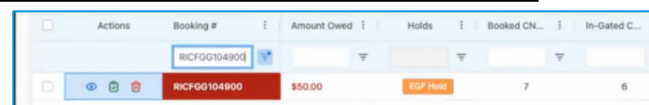
Open the **Exports Watchlist** and locate the Booking using the **search feature**. Note: If additional containers have been added to a Booking after it was initially created, the system automatically updates the Booking to reflect the additional container(s).



Actions	Booking #	Amount Owed	Holds
 	RICFGG104900	\$0.00	
 	RICFGL396400	\$250.00	EGF Hold

Review the Booking Status. A red status indicates there are pending charges for the additional container(s). Compare the Booked Containers and in-gated Containers columns.

- The Booked Containers column displays the total number of containers on the Booking.
- The in-gated Containers column displays the number of containers that have been in-gated.



Actions	Booking #	Amount Owed	Holds	Booked CN...	In-Gated C...
 	RICFGG104900	\$50.00	EGF Hold	7	6

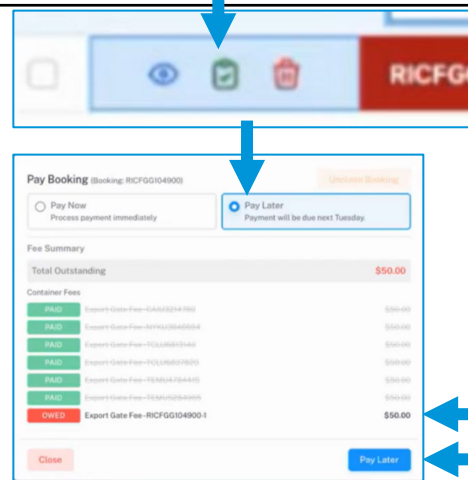
To pay the additional export fee, click the **Pay Booking icon**.

Choose either **Pay Now or Pay Later**.

In this example, select Pay Later because the Booking has already been claimed. Note: Any additional fees must be paid by the user who originally claimed the Booking.

The additional container continues to display the Booking Reference ID until it has been in-gated.

Click **Pay Later** to proceed to the payment screen.



Pay Booking (Booking: RICFGG104900)

☐ Pay Now
Process payment immediately

☒ Pay Later
Payment will be due next Tuesday

Fee Summary

Total Outstanding: \$50.00

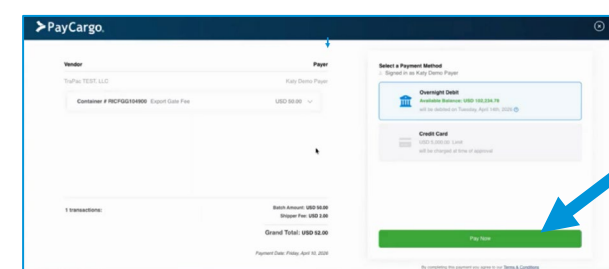
Container Fees

Paid	Export Gate Fee - RICFGG104900	\$20.00
Paid	Export Gate Fee - RICFGG104900	\$20.00
Paid	Export Gate Fee - RICFGG104900	\$20.00
Paid	Export Gate Fee - RICFGG104900	\$20.00
Paid	Export Gate Fee - RICFGG104900	\$20.00
Paid	Export Gate Fee - RICFGG104900	\$20.00
OWED	Export Gate Fee - RICFGG104900	\$50.00

Close Pay Later

Review the payment information. Verify the Transaction Summary. Select the preferred Payment Method.

Click **Pay Now** to submit the payment.



PayCargo

Vendor: Trafalco TEST, LLC

Payer: Katy Davis Payer

Container # RICFGG104900 Export Gate Fee USD \$50.00

Select a Payment Method

Banking Card
Available Balance USD 100,000.00
Add or remove on Tuesday, April 14th, 2020

Credit Card
USD 100,000.00 Limit
Add or remove on Tuesday, April 14th, 2020

1 Transactions:

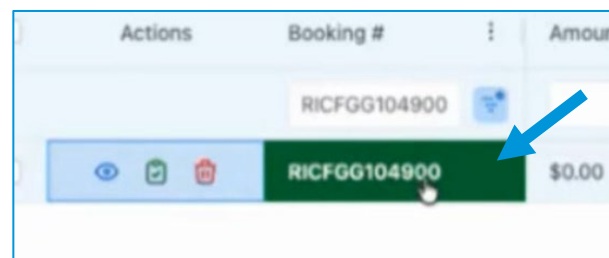
Batch Amount: USD \$50.00
Invoice Fee: USD \$0.00
Grand Total: USD \$50.00
Payment Date: Friday, April 10, 2020

Pay Now

Confirm the payment. A confirmation message indicates the transaction was successfully paid.

Close the confirmation window.

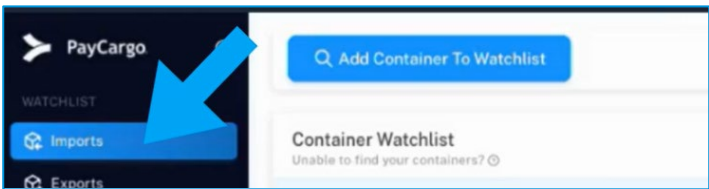
Return to the Exports Watchlist. Verify the Booking Status has changed from red to green, indicating all pending charges for the Booking have been paid.



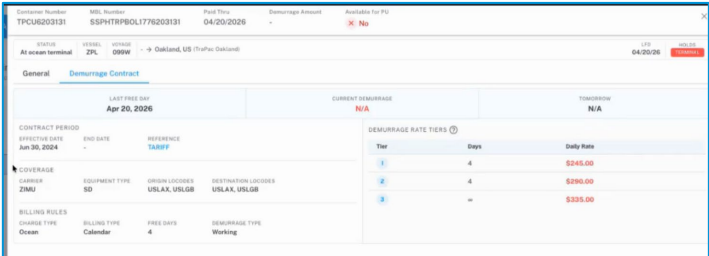
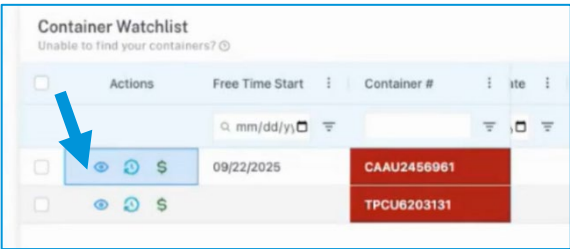
Actions	Booking #	Amount
 	RICFGG104900	\$0.00

Pay Import Gate Fees and On Terminal Fees

To review Import Gate fee charges, **select the Imports tab on the left-side menu** and add the container to the Watchlist.

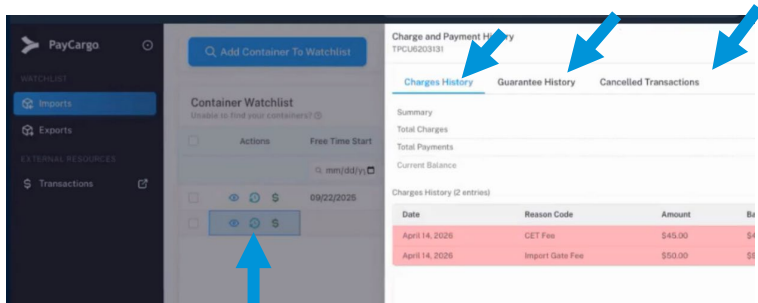


From the Watchlist, click the **View Icon** to view the Container Details.

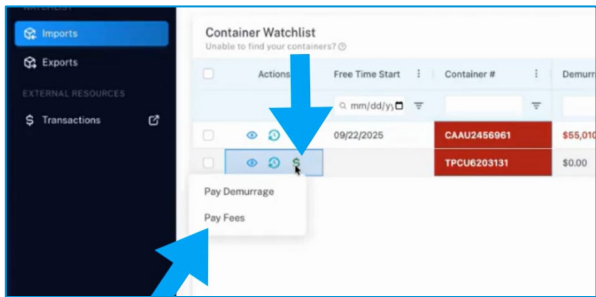


From the Watchlist, click the **Payment History Icon** to view:

- Charge History
- Guarantee History
- Canceled Transactions



From the Watchlist, click the **Pay Fees icon** and **Pay Fees** to make a payment.



On the pop-up, view the fees and select **Pay Now**.

