

## **ACI (Road) Submission - Confirmation by iAM Smart**

Trade Single Window

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Electronic User Manual

1

Go to TSW website <https://www.tradesinglewindow.hk> and click “Login” to start

2

Click “Continue with iAM Smart”

3

An iAM Smart QR Code will be shown on the screen

4

Login iAM Smart App in mobile device

5

Click “Scan”

6

Scan the shown QR Code using the mobile device

7

Click “Continue”

8

Click “Back”

9

You are logged into TSW Portal

10

Click “Cargo Information” > “Road” > “Advanced Cargo Information (Road)” > “ACI (Road)”

11

Click “New”

12

Enter information necessary for ACI (Road) submission

13

Click “Next”

14

Review inputted information

15

Click “Next”

16

Click “Save and submit using iAM Smart”

17

Login iAM Smart App in mobile device

18

Click “To authenticate” in iAM Smart App

19

Click “Verify Identity”

20

Click “OK”

21

The ACI (Road) is submitted successfully

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End of Chapter

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