

IAPH Digital Membership Directory





User Manual of
How to update Digital
Membership Directory

1. Log in to a Database with your ID and Password

Note:

When logging into the database, please take a moment to read the below message on log in screen.

"The information you provide will be used only for this members' directory."

To use this members' directory, you need to consent to the [privacy policy](#) and [terms of use](#) of the IAPH website. In addition, you need to agree that the information you provide for the database will only be disclosed to other IAPH members. By logging in you are deemed to have agreed to the above."

* If you do not wish for the information you have registered in the database to be published on the IAPH members-only page, please notify f_yamaji@iaphworldports.org While your information will be registered in the database, it will not be made public on the IAPH members-only page.

Please go to the link below

<https://www.iaphworldports.org/iaph-md/directory/md>

IAPH MEMBER DATABASE

The information you provide will be used only for this members' directory.
To use this members' directory, you need to consent to the [privacy policy](#) and [terms of use](#) of the IAPH website. In addition, you need to agree that the information you provide for the database will only be disclosed to other IAPH members.
By logging in you are deemed to have agreed to the above.

The ID and password for logging into the database is provided individually to each member. Please handle them with care.

2.
By logging in with your ID and Password through the database link, you can directly access your “My Account” page.

Please update your Membership Information there if there are any changes.

The screenshot shows the 'My Account' page for 'Port Autonome de Cotonou'. The page is for the year 2024, with a last update on 24 Jan 2024. The 'Organization Information' section is highlighted, containing fields for 'Tel (Official)', 'Fax (Official)', and 'Website' (with the URL https://www.portcotonou.com). An 'EDIT' button is visible in the top right of this section. To the right, a vertical list of sections is shown: 'Organization Information', 'Point of Contact Information', 'Cargo volume handled', and 'Other'. A blue arrow points from the 'Organization Information' section in the list to the 'EDIT' button in the main form.

This page is divided into four sections as below, 1~4.

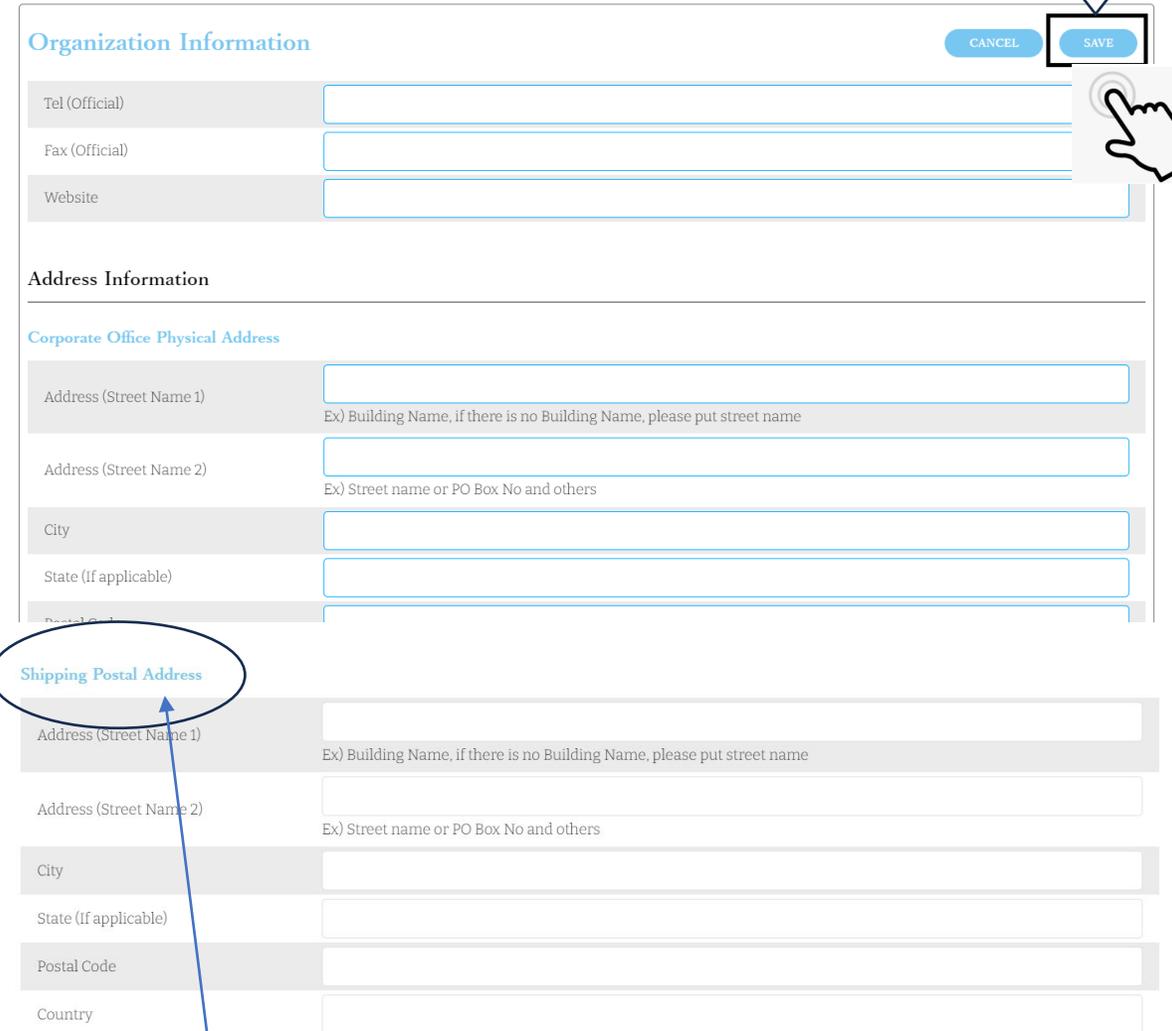
By clicking on each section within this box, you can jump to the corresponding section.

Please press the 'Edit' button to make changes.



3. “Organization Information” section

Note:
Please press the Save button to
save your progress before
moving on to the next section.



Organization Information CANCEL SAVE

Tel (Official)

Fax (Official)

Website

Address Information

Corporate Office Physical Address

Address (Street Name 1)
Ex) Building Name, if there is no Building Name, please put street name

Address (Street Name 2)
Ex) Street name or PO Box No and others

City

State (If applicable)

Postal Code

Shipping Postal Address

Address (Street Name 1)
Ex) Building Name, if there is no Building Name, please put street name

Address (Street Name 2)
Ex) Street name or PO Box No and others

City

State (If applicable)

Postal Code

Country

If there is a specific address you would like us to
send mail to other than the Corporate Office
Physical Address, please provide it here.

4. “Point of Contact” Information

- IAPH Representative

IAPH Representative is a person who has been appointed by the IAPH Member Organization to act on behalf of the Member.

Also, IAPH Representative is the official point of contact as well as IAPH Coordinator.

- IAPH Coordinator:

IAPH Coordinator is a person who has been appointed by the IAPH Member organization to serves as the point of contact for the organization. IAPH Coordinator has interactive communication with IAPH. IAPH Coordinator will receive important announcements from IAPH, such as information related to the election of the President and Vice President, as well as confirmation of attendance for the Annual General Meeting and so on. Requests for updates to the contents of this Digital Directory will also be sent to the Coordinator from the IAPH Secretariat.

• IAPH Representative	Mandatory
• IAPH Coordinator	Mandatory

- IAPH Alternative Coordinator
 - IAPH Alternative Coordinator 2
- } Not mandatory

We have provided a section to list the contact person for the above four individuals. It would be helpful if someone could be designated as the IAPH Coordinator, as this is a required field.

5. “Cargo volume handled” Information

Please note that the unit for the cargo volume handled is in tons.

Please be aware that the total value is not automatically calculated, so we kindly ask you to also input the total value.

This section is not required fields.
If you have any information for the items mentioned on the right, we kindly ask you to include it.

5

After editing, press the Save button to save your changes.

Cargo volume handled (domestic + international) [Unit: tons]

CANCEL

SAVE

Overall tonnage of Main Port

Main Port Name

period

January-December 2023

Items	Inbound	Outbound	Total
 General (Tons)			
 Bulk (Tons)			
 Total (Tons)			

Containers (including empty boxes) of Main Port

period

PASTE

COPY

- To input data into each cell individually on this screen.

6. "Other" Information

This section is not required fields.

If you have any information for the items mentioned on the right, we kindly ask you to include it.

Other Data

CANCEL

SAVE

Description of major commodity items (up to 5 items you wish to include)

Inbound	<input type="text"/>
Outbound	<input type="text"/>

Major commodity items for containers

Inbound	<input type="text"/>
Outbound	<input type="text"/>

- Description of major commodity items (up to 5 items you wish to include)
- Major commodity items for containers
- Names of ports
- President/CEO and Key Departmental Officials (Individual names and titles)
- Overseas Representatives
- Sister/business partner ports
- Free description field

Select file

Not selected

In the "Other" section at the end, you can save a PDF file. If you have any information you would like to share beyond the above, it can also be saved as a PDF by clicking here.



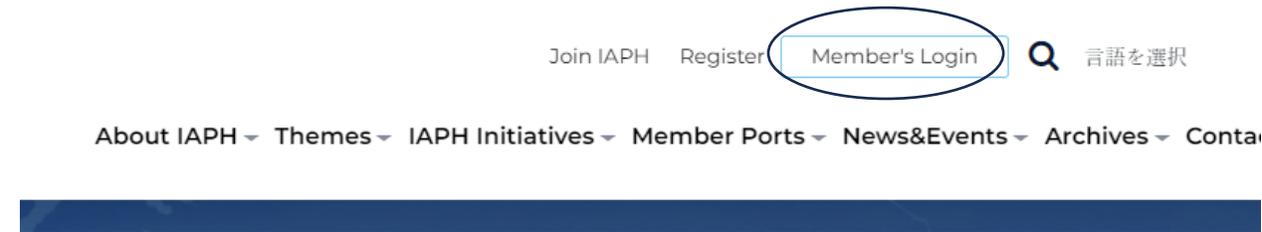
How to access Digital
Membership Directory on
IAPH Website

1.
Please log in to the members-only page on the [IAPH website](#).

Please go to the [IAPH Website](#)

And log in to the IAPH Members-only page with your ID and Password.

This login screen is visible to those who have already registered on the IAPH Members Only page. If you have never logged into the IAPH Members Only page before, please refer to the instructions from slide 12 onwards.

A screenshot of the IAPH login form. At the top is the IAPH logo with the text 'International association of ports and harbors'. Below the logo is a white box containing the text 'IAPH'. Underneath is a 'User ID' input field, followed by a 'Password' input field with an eye icon for toggling visibility. At the bottom left is a 'Remember Me' checkbox, and at the bottom right is a blue 'Log In' button.

2.

Once you log in to the members-only page of the IAPH, you can view the information of all members through the Member Ports tab on the IAPH website.

Note:
The online IAPH Membership Directory is not accessible to non-members.

As of now, the IAPH Member's only page features the 2023 Membership Directory.

However, starting from *April 18, 2024*, the content will be updated in the database all at once to reflect the information provided by everyone for the year 2024.

Please go to Member Ports tab below.

And you can find all IAPH Members information here.

The screenshot shows the IAPH website's Member Ports section. At the top, there are navigation links: "Join IAPH", "Register", "Member's L...", "About IAPH", "Themes", "IAPH Initiatives", "Member Ports" (circled in red), "News&Events", and "Archives". Below this is a "Regular Member" section with sub-tabs for "Regular Member" and "Associate member". A horizontal menu lists regions: "Africa", "Europe", "America: North", "America: Central & South", "Asia 1: South/West, East and Middle East", and "Asia 2: South East and Oceania". The "Africa" tab is selected, showing a sub-menu with "Africa" and "Europe". A table lists member organizations in Africa:

Country	Organization
Benin	Port Autonome de Coto
Cabo Verde	Ports of Cabo Verde
Cameroon	National Ports Authority
Cameroon	Port Authority of Douala (P.A.D.)

A hand cursor icon points to the "Port Autonome de Coto" link. Below the table, a detailed view of a member's information is shown, including:

- State (if applicable)
- Postal Code
- Country: Benin
- Point of Contact Information
- IAPH Representative:
 - Name
 - Job Title
 - Division
 - Email Address
 - Phone No.
- IAPH Coordinator

Click each member and you can find the Member's Directory online.



Appendix

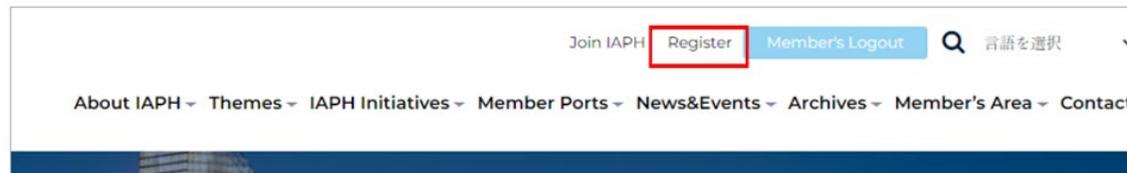
New login procedure to the member's area of the IAPH website

The IAPH has introduced a new login procedure (two-factor authentication settings) to the member's area of our website to strengthen security and prevent sharing user IDs and passwords with non-members since 2023.

For those logging into the IAPH Members Only page for the first time, please follow the 5 steps starting on the below.

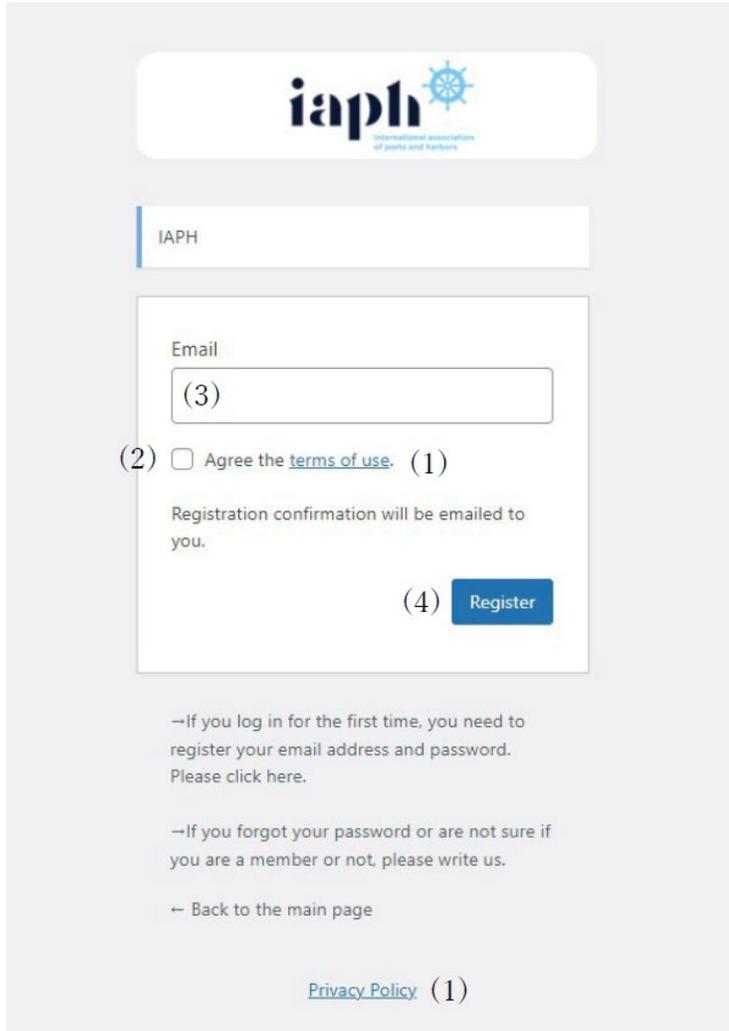
【First login】

1. Click “Register” on the header of the home page and the page for registration is displayed.



2. Registration of your email address

- 1) Click and confirm the terms of use and the privacy policy.
- 2) If you agree to the terms of use, check the box “Agree the terms of use.”
- 3) Enter the email address for receiving the authentication code.
- 4) Click the “Register” button.



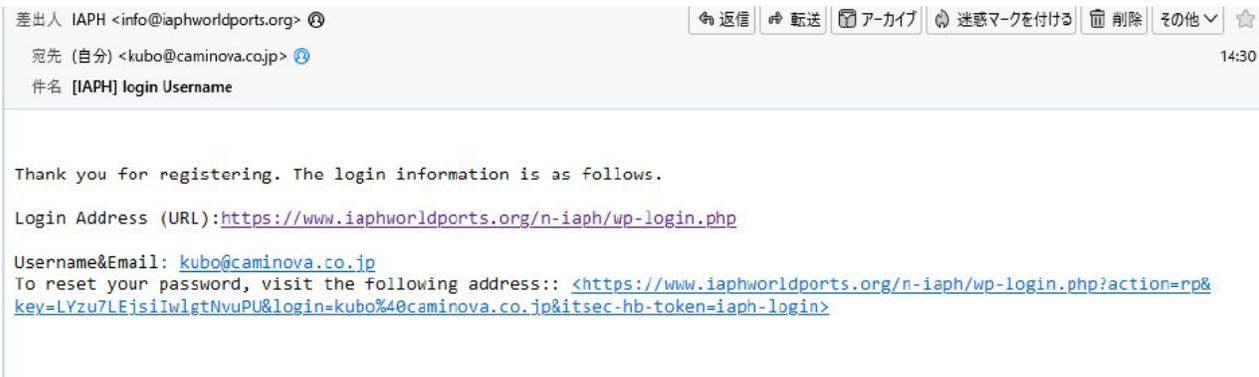
The screenshot shows the IAPH registration form. At the top is the IAPH logo. Below it is a text input field containing "IAPH". Underneath is an "Email" input field with "(3)" inside. Below the email field is a checkbox labeled "(2) Agree the [terms of use](#). (1)". Below the checkbox is the text "Registration confirmation will be emailed to you." At the bottom right of the form is a blue button labeled "(4) Register". Below the form are three lines of text: "—If you log in for the first time, you need to register your email address and password. Please click here.", "—If you forgot your password or are not sure if you are a member or not, please write us.", and "— Back to the main page". At the bottom left is a link for "[Privacy Policy](#) (1)".



The above page is displayed. Click “login page.”

3. Setting your password

- The following email for setting your password is sent to your registered email address.



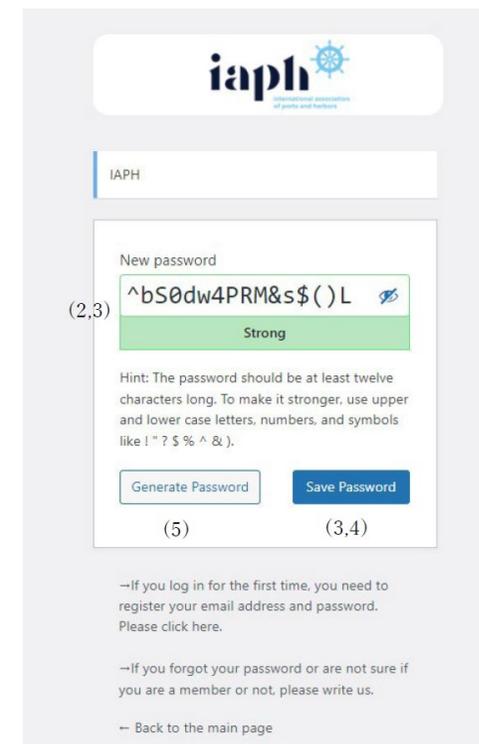
Click the link indicated in the email.

To reset your password, visit the following address:



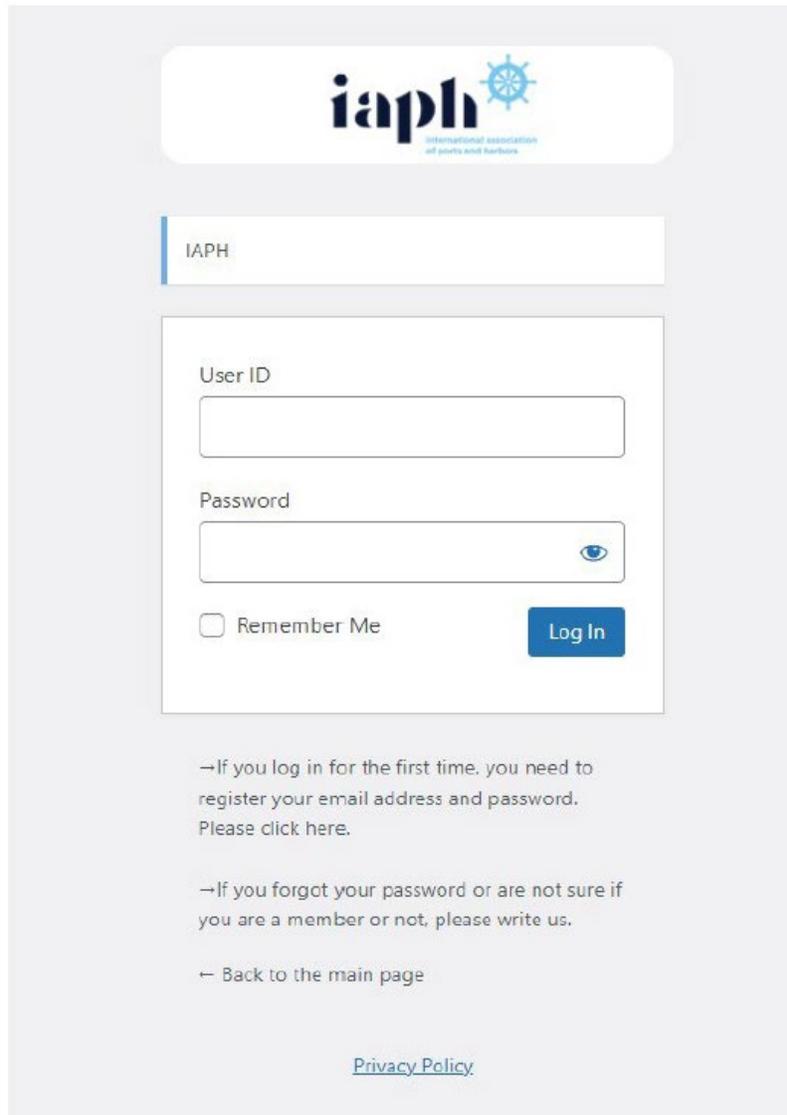
<<https://www.iaphworldports.org/n-iaph/wp-login.php?action=rp&key=■■■■■>>

- 1) A box below for setting your password is displayed.
- 2) A password should be at least twelve (12) characters. To make it stronger, we suggest you use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).
- 3) Enter your password and click the "Save Password" button.
- 4) If you want to use an auto-generated password, write it down on paper and click the "Save Password" button.
- 5) If you want to use another auto-generated password, click the "Generate Password" button. And write it down on paper and click the "Save Password" button.



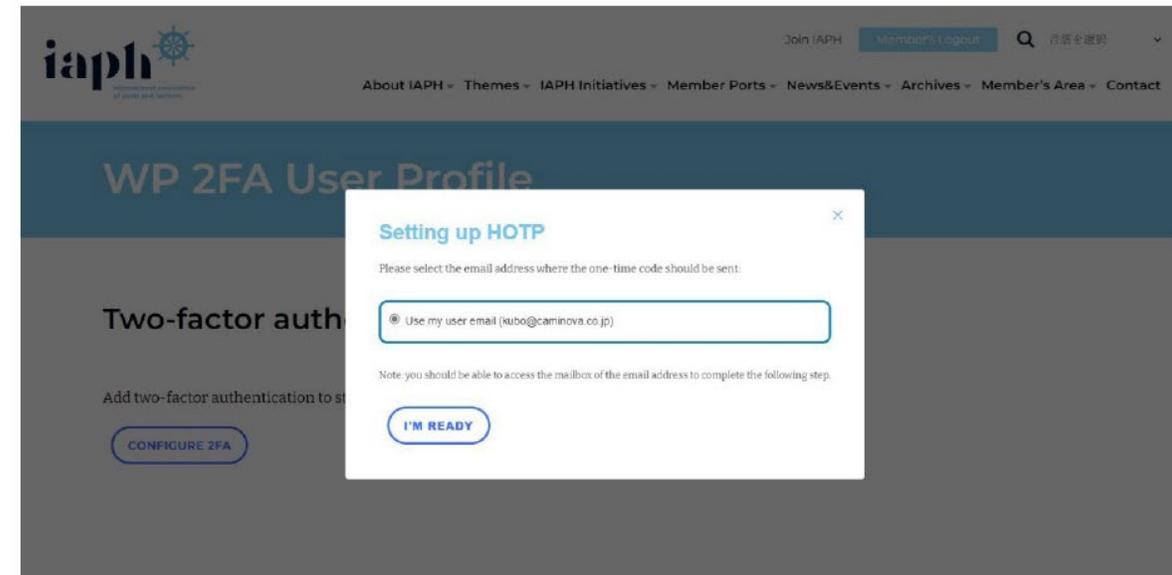
4. Request for an authentication code

(1) Log in by entering the registered email address (User ID) and your password.



The screenshot shows the IAPH login page. At the top is the IAPH logo with the text "international association of ports and harbors". Below the logo is a search bar containing "IAPH". The main login form has two input fields: "User ID" and "Password". The "Password" field has a toggle icon for visibility. Below the fields is a "Remember Me" checkbox and a blue "Log In" button. At the bottom of the page, there are three lines of text: "→If you log in for the first time, you need to register your email address and password. Please click here.", "→If you forgot your password or are not sure if you are a member or not, please write us.", and "← Back to the main page". A link for "Privacy Policy" is at the very bottom.

(2) The box "Setting up HOTP" is displayed. Confirm the registered email address in the bracket after "Use my user email." If it is correct, click the button "I'm ready."



The screenshot shows a "Setting up HOTP" dialog box overlaid on a webpage. The dialog box has a title bar with a close button (X). The main text says "Please select the email address where the one-time code should be sent:". Below this is a radio button selected next to the text "Use my user email (kubo@caminova.co.jp)". A note below the radio button says "Note: you should be able to access the mailbox of the email address to complete the following step." At the bottom of the dialog box is a blue button labeled "I'M READY".



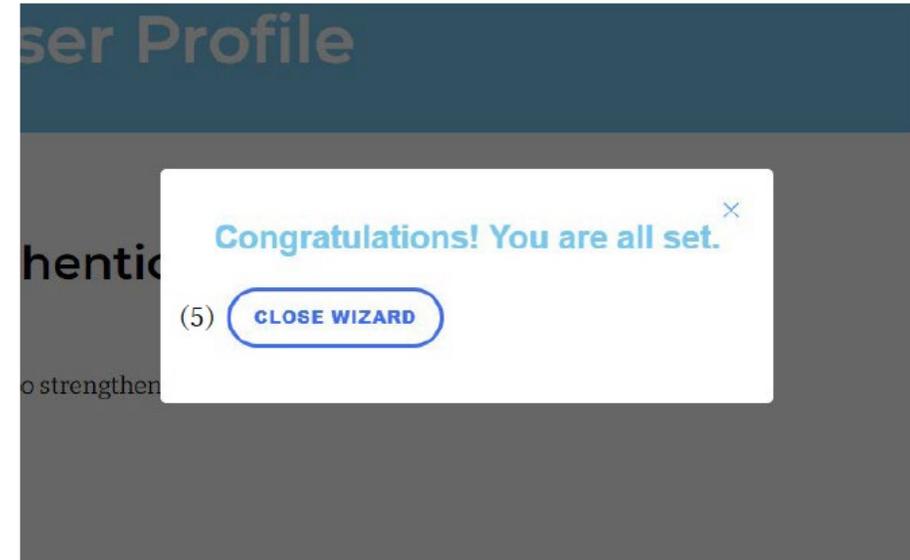
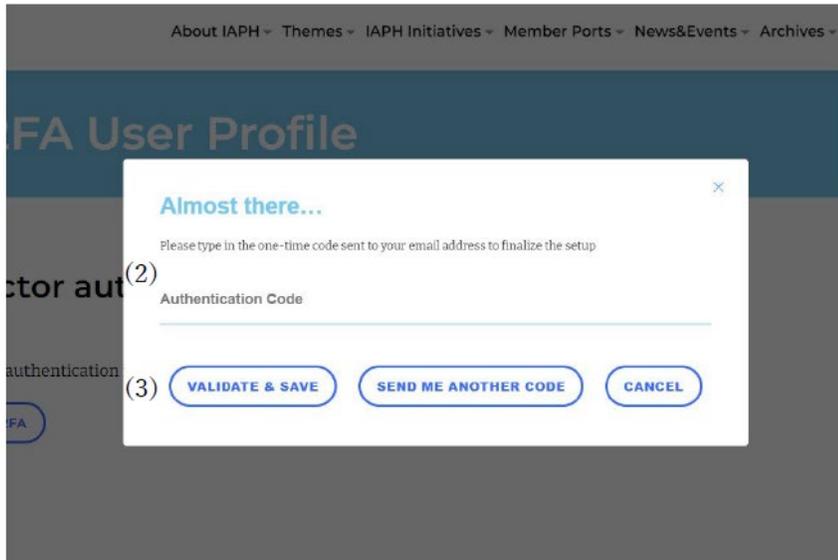
This is a close-up of the "Setting up HOTP" dialog box. It shows the title "Setting up HOTP" and the instruction "Please select the email address where the one-time code should be sent:". The radio button is selected next to "Use my user email (kubo@caminova.co.jp)". The note "Note: you should be able to access the mailbox of the email address to complete the following step." is visible. At the bottom, there is a blue button labeled "I'M READY" followed by the number "(2)".

- 5 . Enter the authentication code
- An eight (8) digits authentication code is sent to the registered email address.



- (1) The box "Almost there..." is displayed.
- (2) Enter your authentication code.
- (3) Click the "Validate & Save" button.

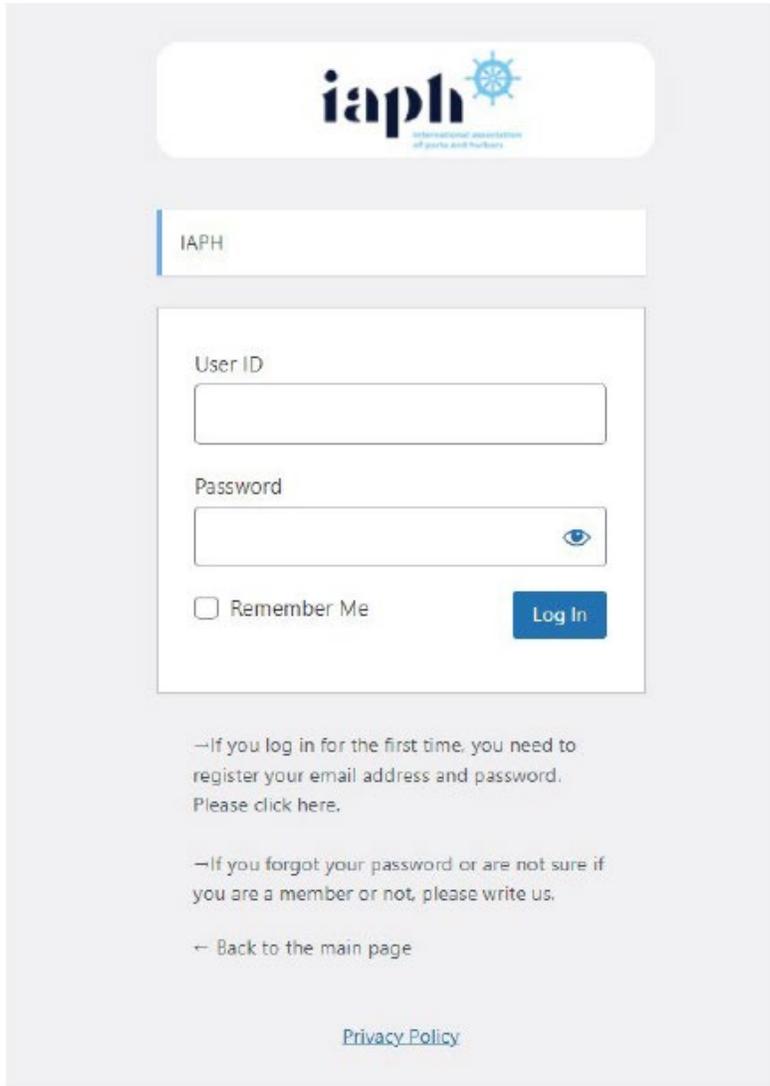
- (4) The Box "Congratulations! You are all set." is displayed.
- (5) Click the "Close Wizard" button.



And now you can access The Member's Area!

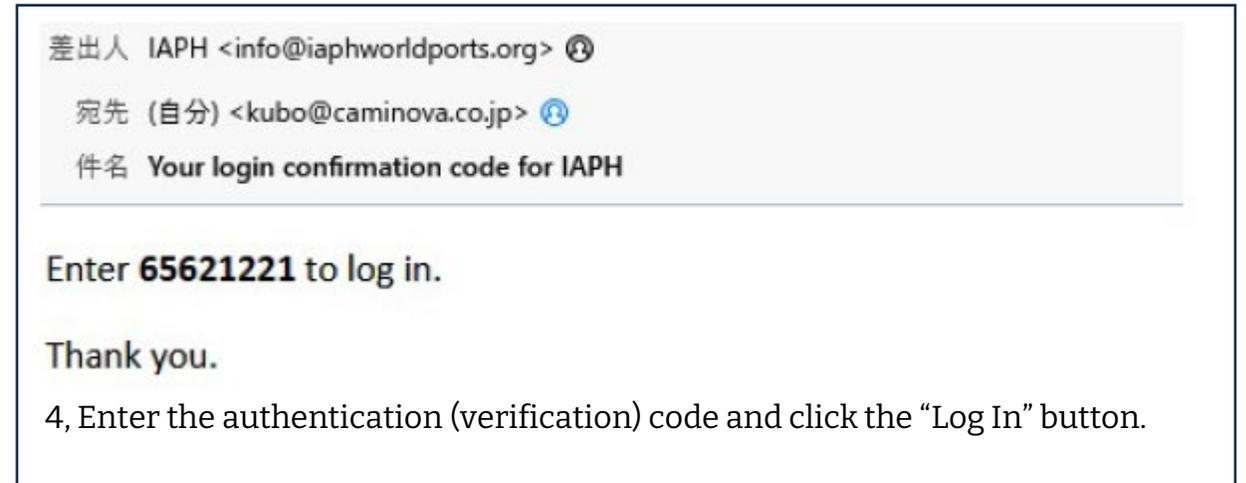
【The second or afterward login】

1. Click “Member’s Login” at the top of the home page
2. Enter the registered email address (User ID) and your password and click the “Log In” button

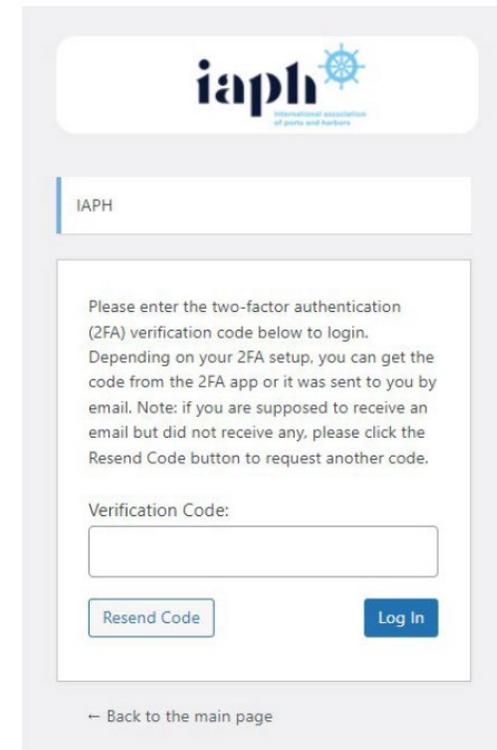


The screenshot shows the IAPH login page. At the top is the IAPH logo with the tagline "International Association of Ports and Harbors". Below the logo is a search bar containing "IAPH". The main form has two input fields: "User ID" and "Password". The "Password" field has an eye icon for toggling visibility. Below the fields are a "Remember Me" checkbox and a blue "Log In" button. At the bottom, there are three links: "If you log in for the first time, you need to register your email address and password. Please click here.", "If you forgot your password or are not sure if you are a member or not, please write us.", and "Back to the main page". A "Privacy Policy" link is at the very bottom.

3. Eight (8) digits authentication code is sent to the registered email address.



The screenshot shows an email confirmation message. The header includes the sender "IAPH <info@iaphworldports.org>" and the recipient "宛先 (自分) <kubo@caminova.co.jp>". The subject is "件名 Your login confirmation code for IAPH". The main body of the email contains the text: "Enter **65621221** to log in." followed by "Thank you." and "4, Enter the authentication (verification) code and click the “Log In” button."



The screenshot shows the IAPH login page after the user has entered their credentials. The "User ID" and "Password" fields are now filled with "IAPH". Below these fields is a large text box with the instruction: "Please enter the two-factor authentication (2FA) verification code below to login. Depending on your 2FA setup, you can get the code from the 2FA app or it was sent to you by email. Note: if you are supposed to receive an email but did not receive any, please click the Resend Code button to request another code." Below this text is a "Verification Code:" label and an empty input field. At the bottom of the form are two buttons: "Resend Code" and a blue "Log In" button. A "Back to the main page" link is at the very bottom.

And the Member’s Area is displayed!



If you have any question,
please contact
f_yamaji@iaphworldports.org or
directory@iaphworldports.org



Thank you!

Fumiko Yamaji

f_yamaji@iaphworldports.org

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