EZ WAY MANUAL

Please follow the instructions below to apply for LOA (Letter of Authorization) and Passport Copy (Please take a picture containing your Passport No.) or ARC.
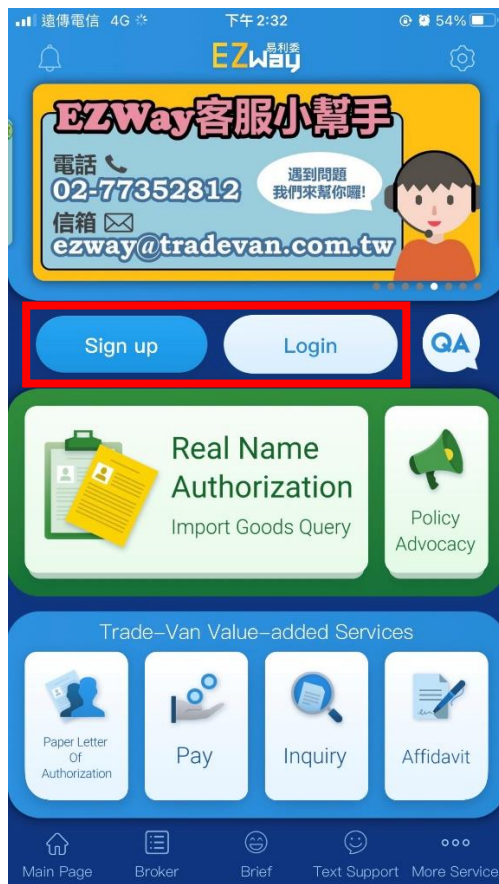
<mark>Step 1.</mark>
Download Ez way App.

<mark>Step 2.</mark>
1. Select "Sign up" to register.
   If you already have an account, please log in and go to Step 10.

1. Select Nationality and Credentials.
2. If you don't have a Resident Certificate, please select other Certificates and go to Step 8.
3. Select" Start".

==Step 4.==

Please upload the page with ARC.
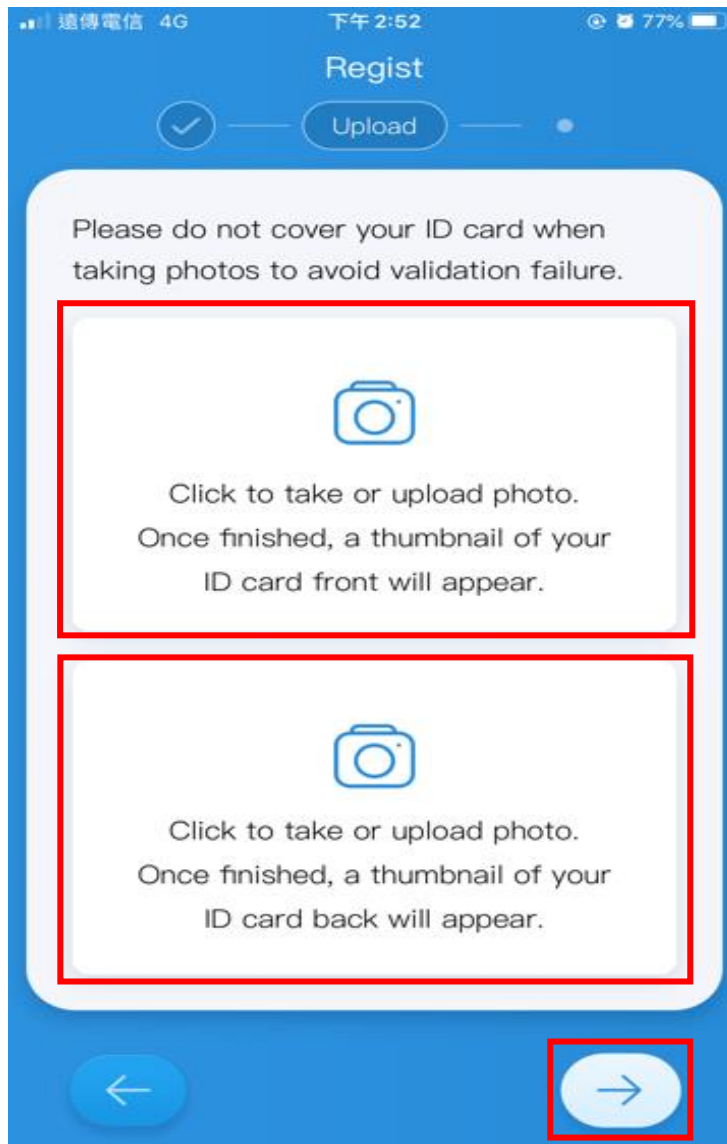
1. Please fill out the form with required information and ID Card No. / ACR No.
2. Once you agreed with "Pre-entrustment", pre-authenticate process must be done for each import shipment to allow the Customs Clearance of the goods.

1. Tick two boxes below and you will receive verify code in a minute, and click verify.

Sign up

Please take the photo of the front and back side of your ID card, and verify through SMS verification code

If you cannot receive sms from EZ Way, please confirm if you've installed APP such as WHOSCALL that might blocked sms, or if your phone was set to block sms from unknown numbers. If you still cannot receive the text messages, please confirm with your telecom company whether your number was set to block advertising sms. The numbers used to send sms from EZ Way are: 0911510172, 0954000172, 0911511205, 0954000742 and 0911510694.

☑ Please be sure that the registered cellphone No, can receive verification code through SMS.

☑ Agree to upload and save ID card for identity verification and Customs examination.

Enter SMS verification code

Verification Code Sent To **0906****21**。

Verify Code   Input

If you didn't receive the verification code, please select "resend verification code". The verification code will only be resend twice.

If you wish to resend the verification code or to change your phone number, please press "Resend Verification Code" or "Change Phone Number" in 00:50 seconds.
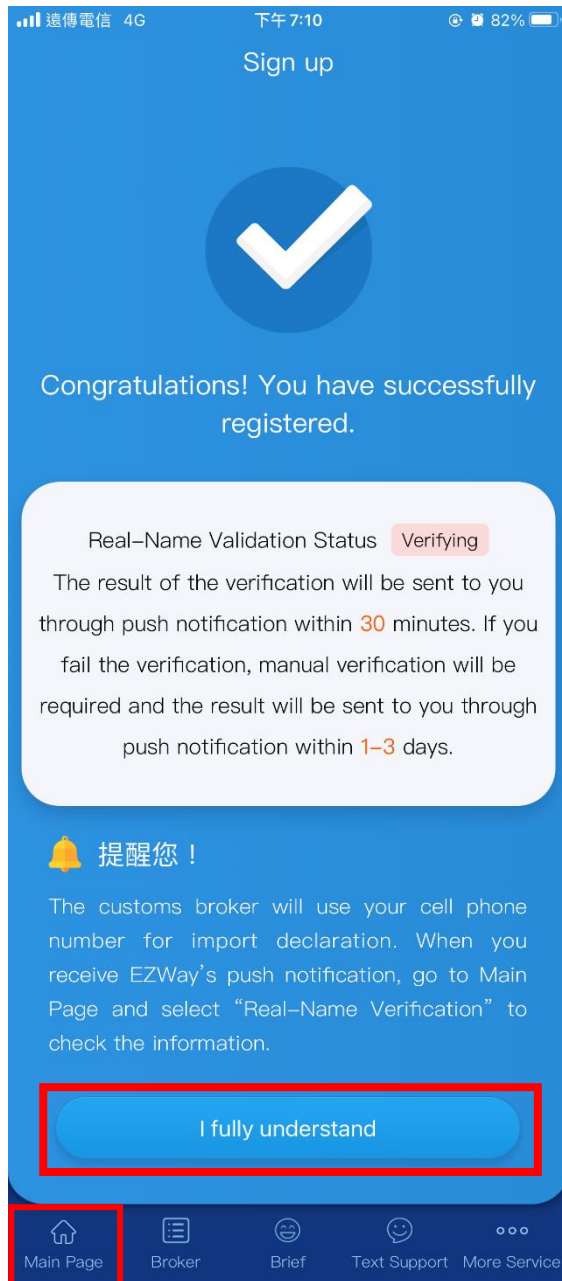
Verify

Resend Verification Code

Change Phone Number

You have successfully registered.
Please select "Main Page" to apply for LOA.

1. Please fill out the form with required information and ID Card No. / Passport No.
2. Once you agreed with "Pre-entrustment", pre-authenticate process must be done for each import shipment to allow the Customs Clearance of the goods.
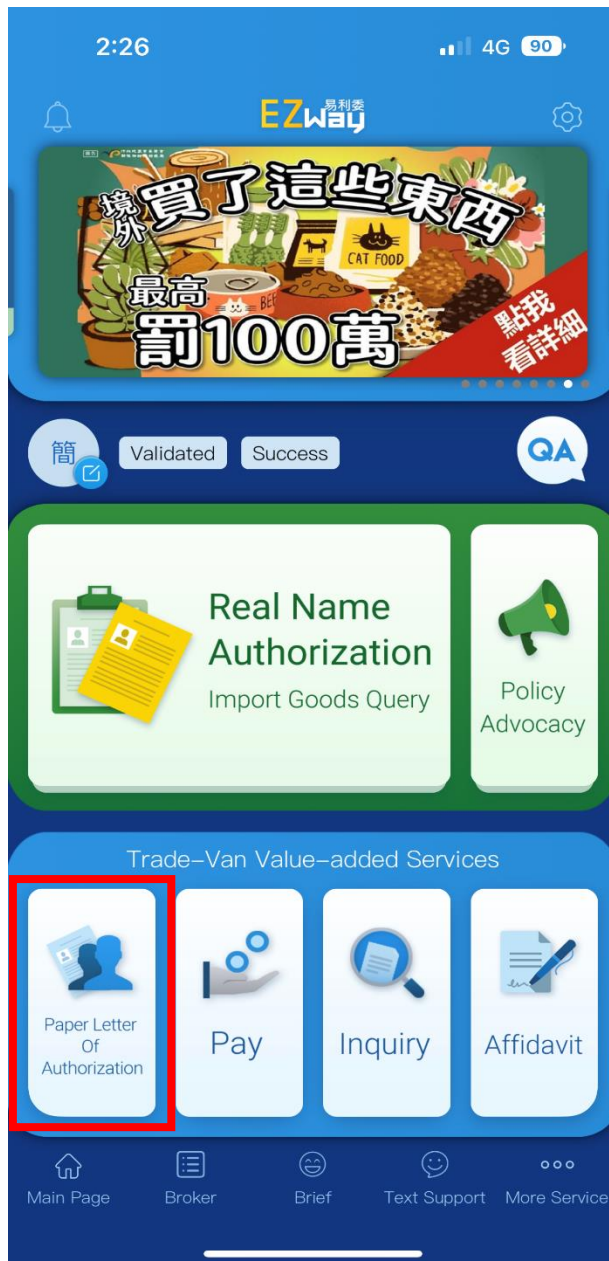
Step 9.

You have successfully registered.

Please select "Main Page" to apply for LOA.

1. Select "PAPER LETTER OF AUTHORIZATION".
2. Select "Create"

3. Select "Confirm".

4. Select "DHL".
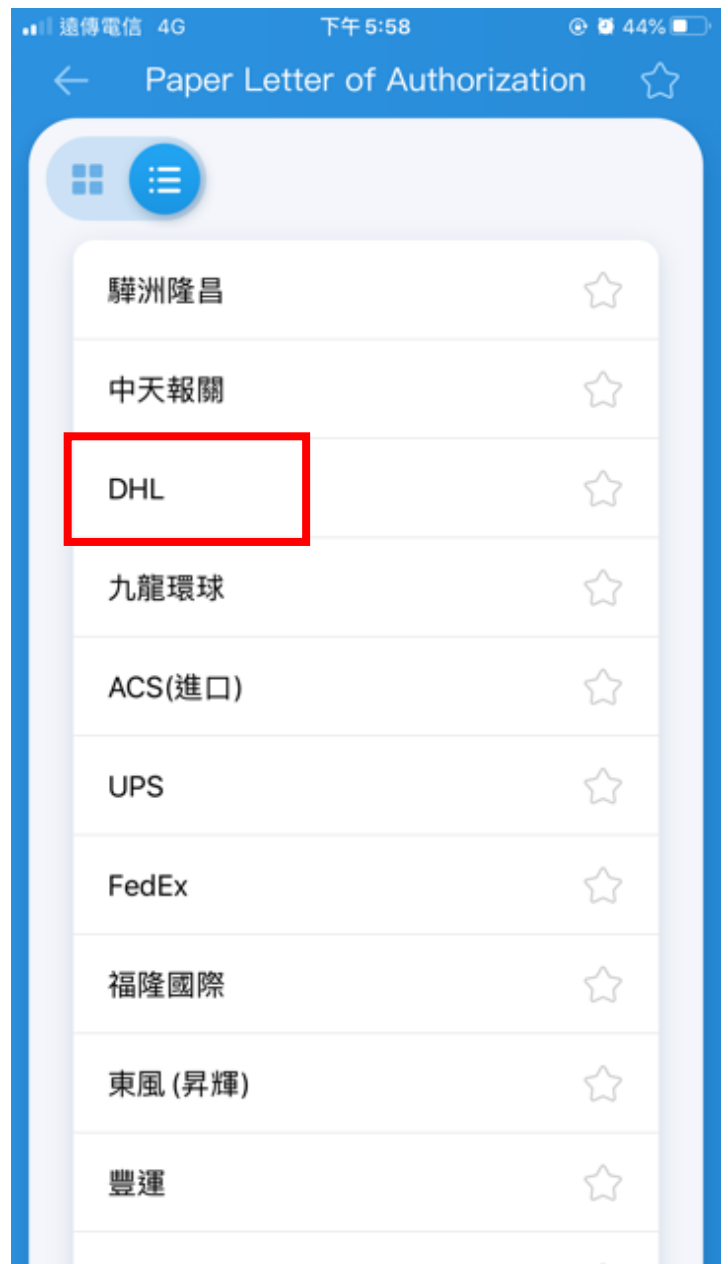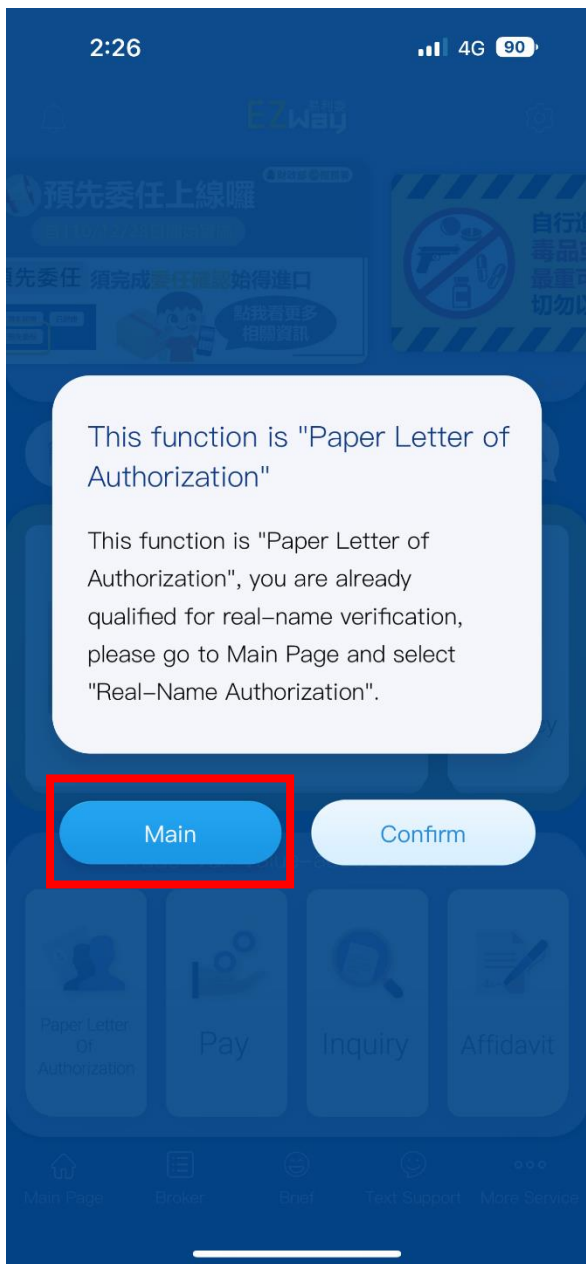
1. Fill out the box with your HAWB No.(Tracing Number)
2. Sign in directly on your cell phone.
3. Other Docs. -- Attach other documents here if required.
   Ex: NCC application form.
4. After you fill in the boxes with all the information required, then select "Submit".

1. If all the information is correct, select" Confirm".

You have confirmed the appointment.