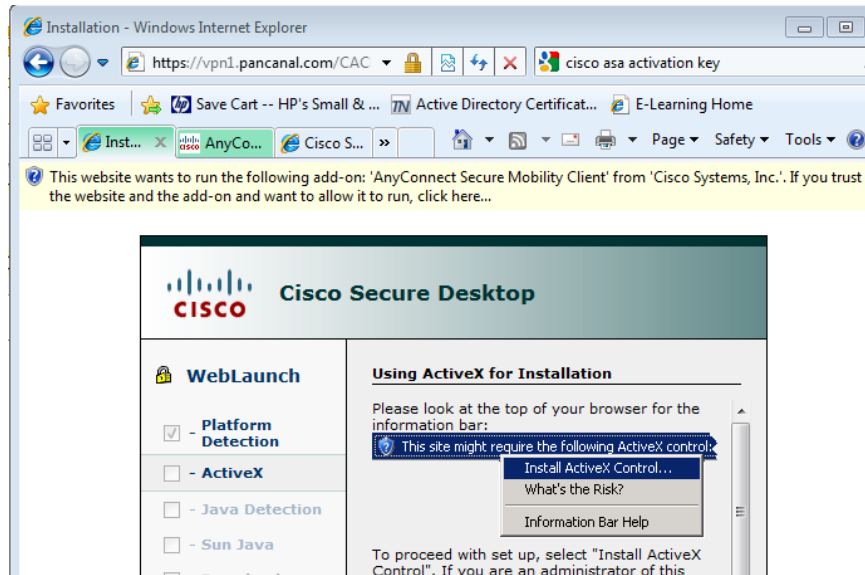


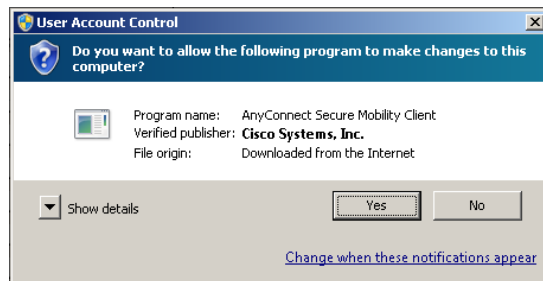
EVTMS - INSTRUCTIONS TO LOGIN

Revised: 22-Dec-2011

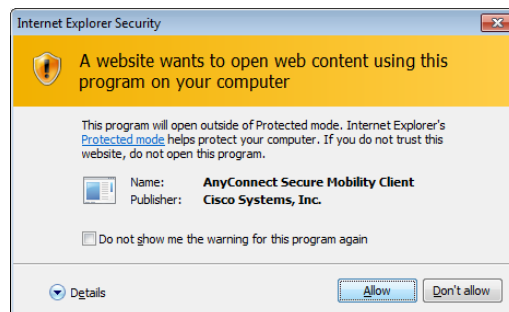
1. Select the LOGIN button from the EVTMS web site (<http://www.pancanal.com/eng/op/index.html>). This will connect your browser to a VPN gateway where the EVTMS application is published. The following screen will be displayed to install a small VPN client active X control. Follow the instructions to install the active X control. It's necessary that the user logged in the computer have rights to install software.



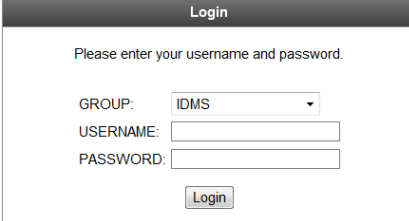
2. When the following message appears click on “Yes” and the installation will initiate.



3. Click on “Allow” in the next window.



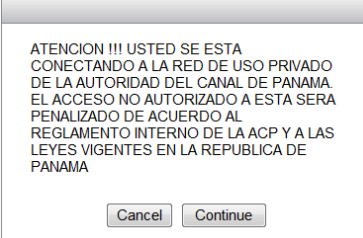
- When the following Login window is displayed, select the group “IDMS” and enter the username and password. (you have up to five attempts before the account will be locked) This will log you onto the IDMS system from which you will access EVTMS.



A login window titled "Login" with a dark header. Below the header, it says "Please enter your username and password." There are three input fields: "GROUP:" with a dropdown menu showing "IDMS", "USERNAME:" with a text box, and "PASSWORD:" with a text box. A "Login" button is located below the password field.

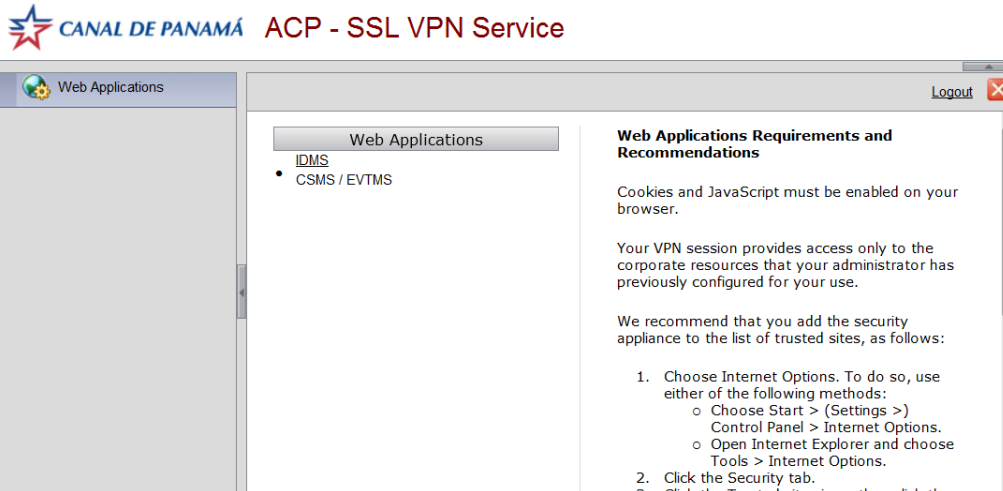
Note: please remember to install the previously sent digital certificate, so your computer will recognize the ACP VPN, therefore, no other security warning window is displayed.

- Click on “Continue” in the next screen.



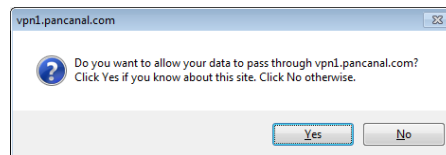
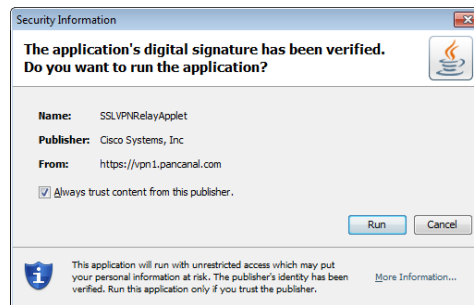
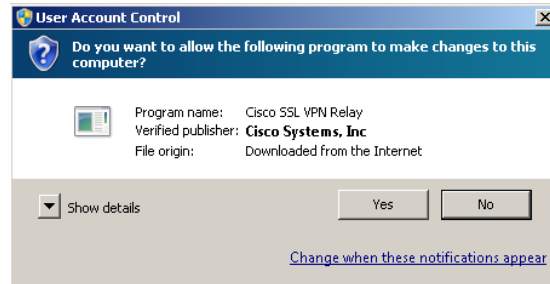
A warning dialog box with a white background and a grey border. The text inside reads: "ATENCION !!! USTED SE ESTA CONECTANDO A LA RED DE USO PRIVADO DE LA AUTORIDAD DEL CANAL DE PANAMA. EL ACCESO NO AUTORIZADO A ESTA SERA PENALIZADO DE ACUERDO AL REGLAMENTO INTERNO DE LA ACP Y A LAS LEYES VIGENTES EN LA REPUBLICA DE PANAMA". At the bottom, there are two buttons: "Cancel" and "Continue".

- In the next Window, under WEB Applications, select the option “IDMS”:

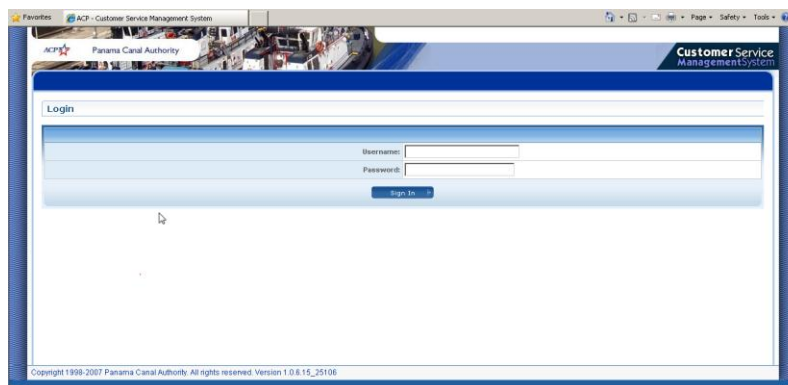


A screenshot of a web application interface. At the top, there is a header with the Canal de Panamá logo and the text "CANAL DE PANAMA ACP - SSL VPN Service". Below the header, there is a "Web Applications" section with a sidebar on the left containing "IDMS" and "CSMS / EVTMS". The main content area is titled "Web Applications Requirements and Recommendations" and contains the following text: "Cookies and JavaScript must be enabled on your browser." "Your VPN session provides access only to the corporate resources that your administrator has previously configured for your use." "We recommend that you add the security appliance to the list of trusted sites, as follows:" followed by a numbered list: "1. Choose Internet Options. To do so, use either of the following methods: o Choose Start > (Settings >) Control Panel > Internet Options. o Open Internet Explorer and choose Tools > Internet Options." "2. Click the Security tab." "3. Click the Trusted sites icon, then click the

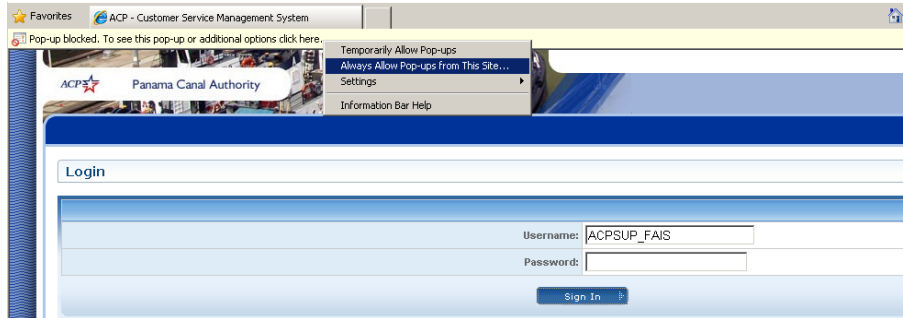
- For users with Windows 7 and IE 8, in the following screen, select “yes”, then select “Run” and click “Always trust content from this publisher” (from: <https://vpn1.pancanal.com>) on the Security Information warning screen, then select “Yes” to allow your data to pass through the VPN.



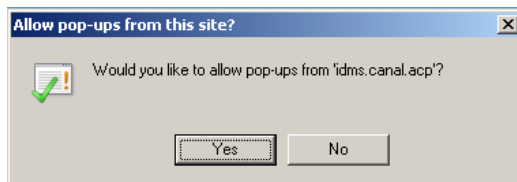
- Then the following screen is displayed. Please enter the same username and password used to login in step 4.



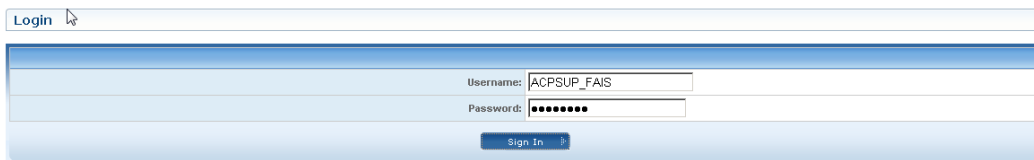
9. The first time you enter, your browser will block the IDMS application Pop-up; and the following screen is displayed. In this screen select the option “Always Allow Pop-ups from this site”.



10. Thereafter, select “yes” in the following screen.

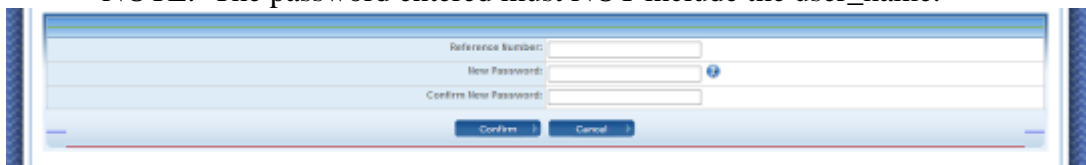


11. The system then prompts you to enter your user and password again (this is only needed the first time, you have up to three attempts before the account will be locked)

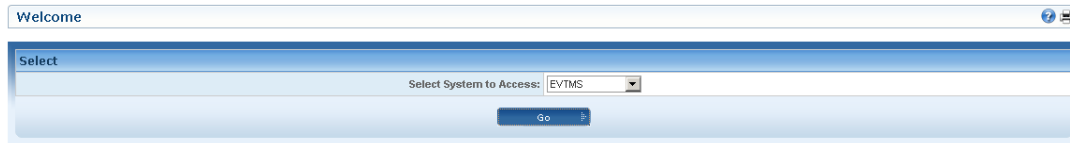


12. The first time you log-in, the system shall also request to change your password. In order to do so, on the following screen enter the Reference number (printed in the email sent to you when your account and password were created), new password and confirm new password. The new password must be a minimum of 10 characters for administrators and 8 characters for other users, and must contain 3 of the following security rules:
 - a. Uppercase characters
 - b. Lowercase characters
 - c. Numeric digits
 - d. Special characters (\$, #, etc.)

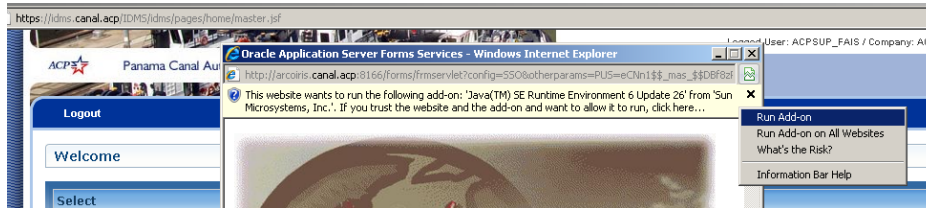
NOTE: The password entered must NOT include the user_name.



13. Thereafter, in the following screen, select “EVTMS” and click “Go”.



14. The first time the EVTMS application is selected it will prompt you to run a Java Add-on. Click on the security warning banner and select “Run Add-on”.



Note: Java version 6 update 22 minimum required and Adobe Acrobat Reader version 7 minimum is required for the reports.

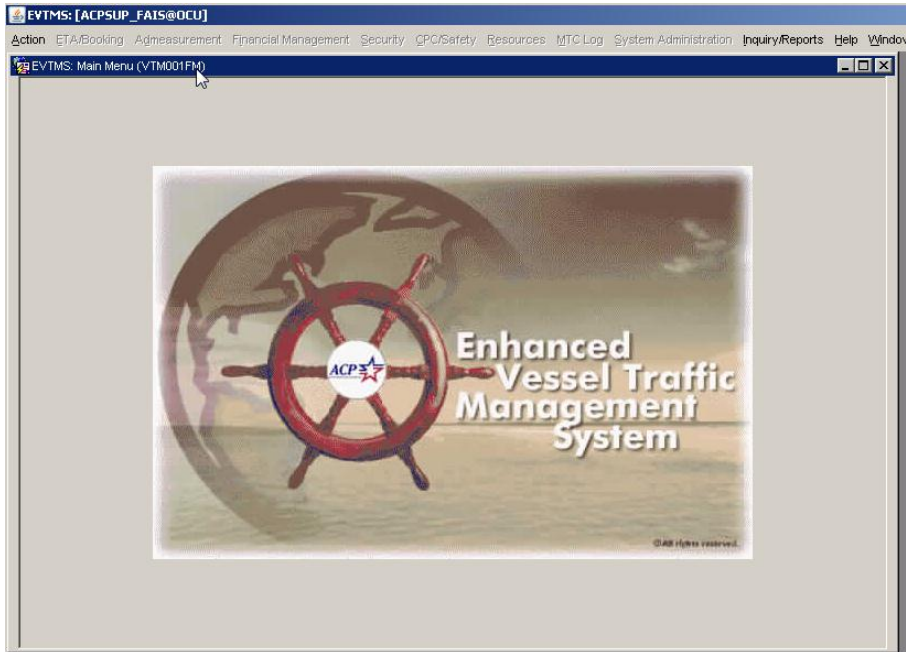
15. Thereafter, in the following screen click the “Run” button to run the ActiveX control.



16. Thereafter, in the following screen accept the security warning about the digital signature for the application by checking the box marked “Always trust content from the publisher” (From: http://arcoiris.canal.acp:8166) and click the “Run” button. (only needed the first time)



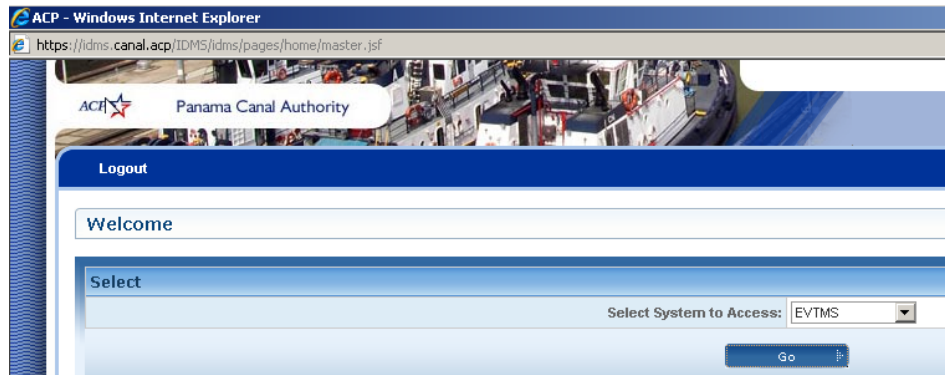
17. Thereafter, the EVTMS application main page will be displayed and you may use the system as normally. Note that with this new connection you will only be able to use EVTMS. Other Internet access via the same browser will not be available.



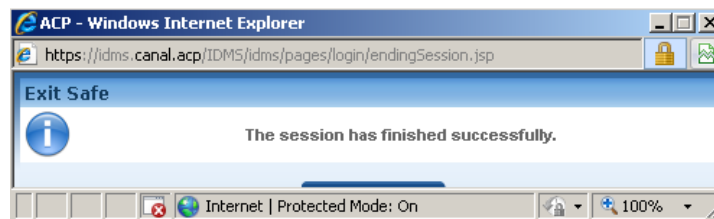
18. To properly exit the EVTMS application you need to also exit the IDMS system and then the VPN connection. First in EVTMS select, Action, Exit.



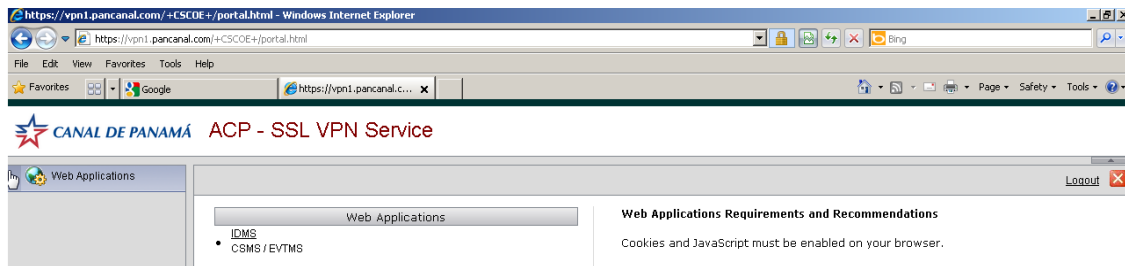
19. Thereafter, in the next screen (IDMS system) click on the “Logout” button (the mouse cursor will change to a hand icon when over the word “Logout”). Accept the prompt to logout that appears by clicking “OK”.



20. An information screen will display showing that the session was properly closed. This can then be closed by clicking the “X” button in the upper right corner.



21. Thereafter, on the next screen close the VPN connection by clicking on the Logout link in the upper right of the screen.



22. Thereafter, a Logout message will be displayed with a button to Logon again if desired. Otherwise, you may close the browser to finish the session. Your browser can now be used to access other Internet sites.

