

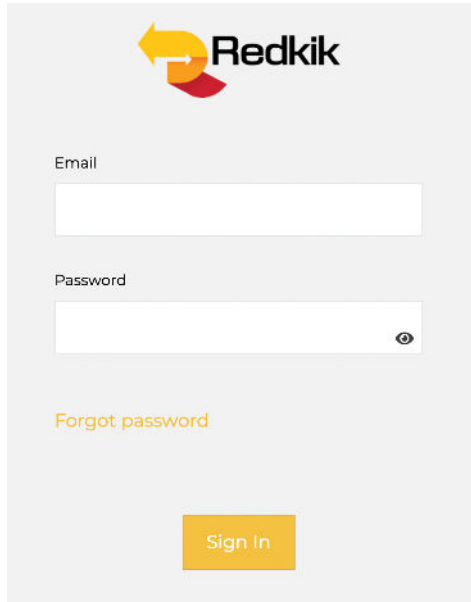


Quick Start Guide

Version 2.1.8

This guide walks you through booking a shipment using the Redkik Broker Portal which can be found at:

<https://app.redkik.com/>

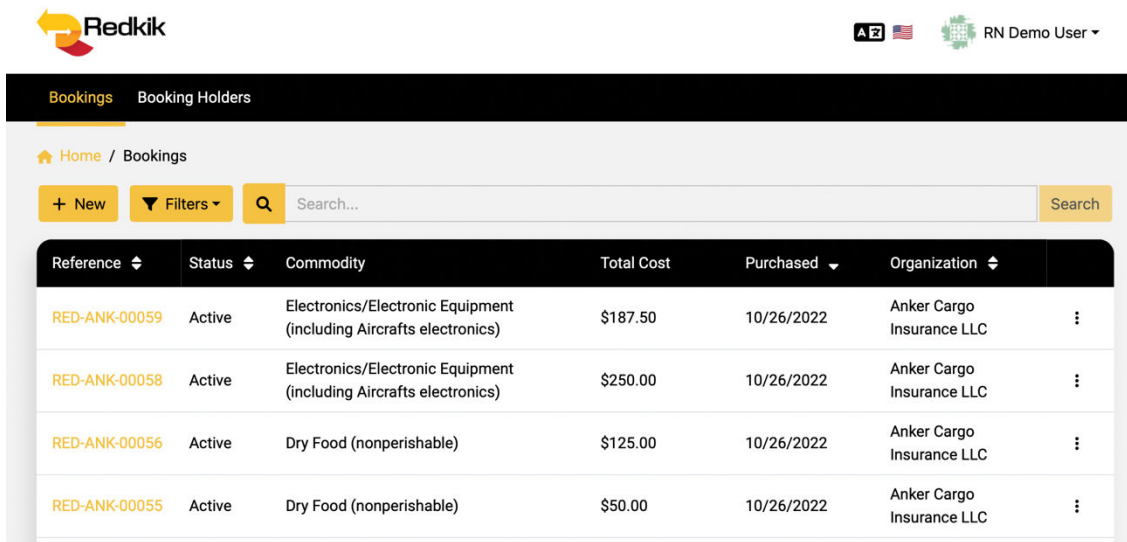


The login form features the Redkik logo at the top left. Below it are two input fields: 'Email' and 'Password'. The 'Password' field includes a toggle icon for visibility. A 'Forgot password' link is positioned below the password field. At the bottom center is a yellow 'Sign In' button.

Login with your credentials.

Click 'Forgot password' if you've forgotten.

You'll be taken directly to the Bookings page.



The screenshot shows the Redkik Bookings page. At the top, there's a navigation bar with 'Bookings' and 'Booking Holders' tabs. Below this is a breadcrumb 'Home / Bookings' and a toolbar with '+ New', 'Filters', and a search bar. The main content is a table with columns: Reference, Status, Commodity, Total Cost, Purchased, and Organization. The table lists four active bookings from Anker Cargo Insurance LLC.

Reference	Status	Commodity	Total Cost	Purchased	Organization
RED-ANK-00059	Active	Electronics/Electronic Equipment (including Aircrafts electronics)	\$187.50	10/26/2022	Anker Cargo Insurance LLC
RED-ANK-00058	Active	Electronics/Electronic Equipment (including Aircrafts electronics)	\$250.00	10/26/2022	Anker Cargo Insurance LLC
RED-ANK-00056	Active	Dry Food (nonperishable)	\$125.00	10/26/2022	Anker Cargo Insurance LLC
RED-ANK-00055	Active	Dry Food (nonperishable)	\$50.00	10/26/2022	Anker Cargo Insurance LLC

Note: Some tabs are not available to all users.

How to create a booking:

+ New

At the top of the Bookings page, you'll find the "New" button. Click here to begin the process.

Step 1: Details

Enter the shipment details:

- **Commodity** – You can either scroll through the list of available commodities or simply begin typing and the list will filter for you.
- **Commodity Description** - This is a free form, but required, field. Be as accurate as possible in your description of the cargo. This information will be important should you need to file a claim.
- **Insured Value** - The maximum value which will be covered to the end customer in the event of 'total loss' i.e., if the entire shipment is destroyed or lost. This is calculated using the formula (Cargo Value + Cost of Freight) + 10%. **IMPORTANT: Do not use punctuation of any kind in this field. No commas or decimal points.**
- **Shippers Reference** – Another free form field for a tracking or reference code that the shipper has assigned to the shipment. *Not a required field.*

The image shows two identical search boxes. The top one is titled 'Origin address' and the bottom one is titled 'Destination address'. Each box contains the text 'Search for an address' and a search input field with a magnifying glass icon and the placeholder text 'Start typing your address or postcode...'. A small downward arrow is visible on the right side of each search field.

Enter the origin/destination details:

As you type, the system will search addresses for you; or you may use the down arrow at the right to open all address fields.

The image shows a 'Journey details' form. It has two columns. The left column contains 'Start Date (mm/dd/yyyy)' with a calendar icon and the date '10/28/2022', and 'Transport type' with a dropdown menu showing 'Please select...'. The right column contains 'End date (mm/dd/yyyy)' with a calendar icon and the date '10/29/2022', and 'Carrier' with a truck icon and an empty text field.

Enter the Journey details:

Start and End dates – Your start date will be the date your policy is effective. The end date must be after the start date.

Transport type – Choose from Land, Sea, or Air.

Carrier – Enter carrier name here. *Not a required field.*

If you choose Sea or Air, there are fields to enter Exit/Entry ports and Vessel.

The image shows a form for Sea or Air transport. It has two columns. The left column contains 'Transport type' with a dropdown menu showing 'Sea', 'Exit port' with a ship icon and an empty text field, and 'Vessel' with a ship icon and an empty text field. The right column contains 'Carrier' with a truck icon and an empty text field, and 'Entry port' with a ship icon and an empty text field.

Booking holder details (The Insured Party)

Existing booking holder

Enter a new booking holder

Booking Holder type

Please select...

Email Phone

Reference

Search for an address

Start typing your address or postcode...

Additional Beneficiary Information

Enter the Booking Holder details (for the Insured Party):

Select the customer type, either

- Organization/Company or
- Private Individual

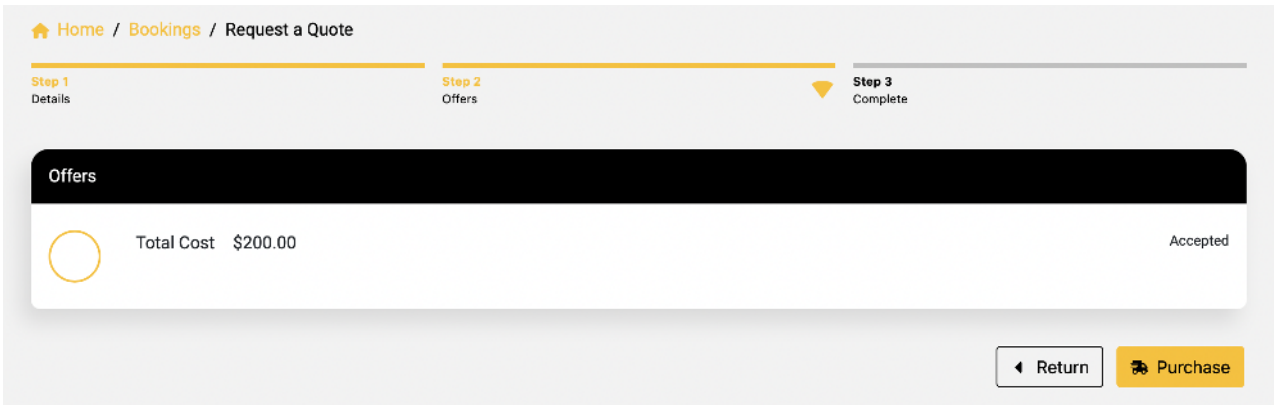
Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described.

Once you have entered information for a customer, that customer will be saved and available to you in a drop down. No need to re-enter data!

 Submit

After filling in all the required details, click the 'Submit' button at the bottom to continue with the booking process.

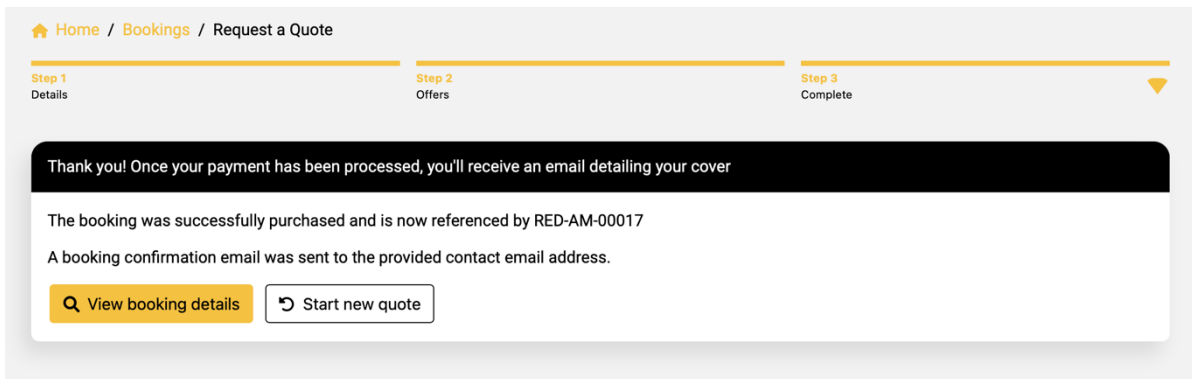
Step 2: Offers



Our system will give you a quote within 30 seconds...

Should changes need to be made, simply click the 'Return' button. To accept the quote, just click the 'Purchase' button.

Step 3: Complete



After a successful purchase, the system will show you the reference number assigned to the shipment and a purchase confirmation email is automatically sent to the booking holder. You can then choose to either [View Booking Details](#) of the booking you just made or [Start New Quote](#) to purchase another booking.

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Thank you.