



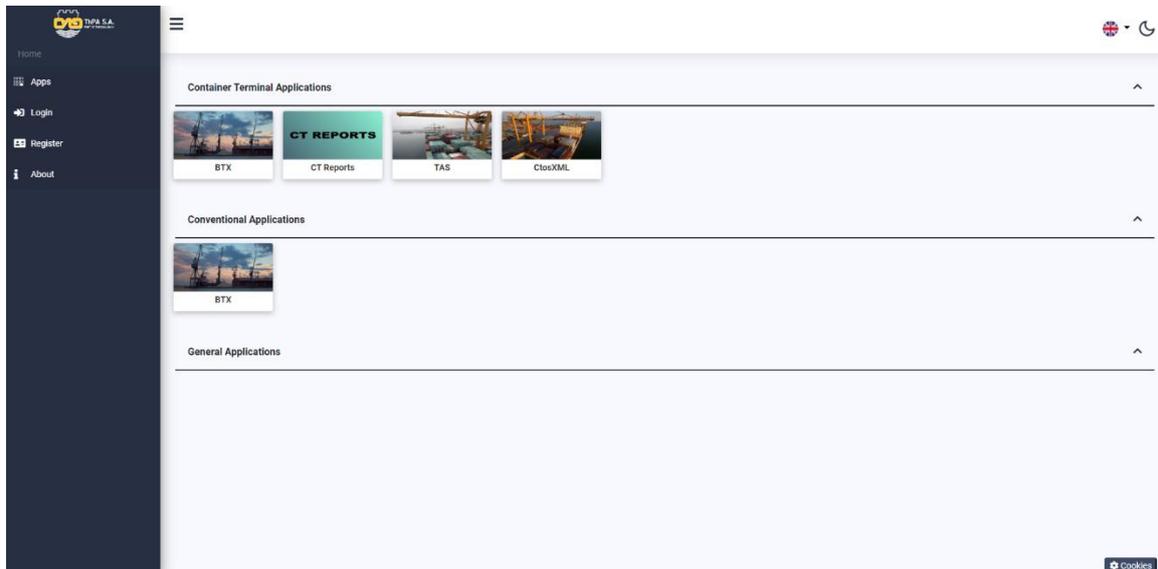
WEBPORTAL

User Manual

Introduction

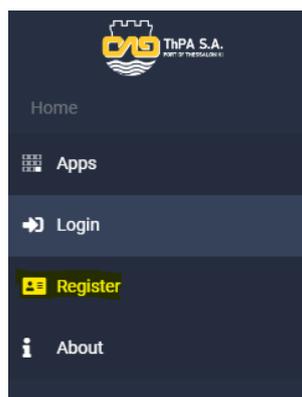
Webportal brings together all available ThPA S.A. web applications, for easy access and management by the user. It is possible to connect the accounts you already use such as TAS, CtosXML with your Webportal account, so you can use only one email and password to connect to the applications.

URL: <https://webportal.thpa.gr>



Registration

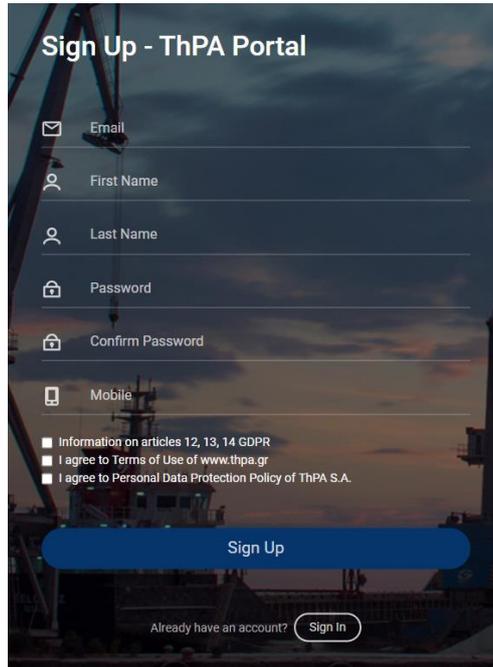
You choose **Register** from the side menu.



Fill out the following form with the following details:

- Email
- First Name
- Last Name
- Password
- Confirm Password
- Mobile

Next, check all the boxes to accept the terms of use.



The image shows a registration form titled "Sign Up - ThPA Portal". It includes input fields for Email, First Name, Last Name, Password, Confirm Password, and Mobile. Below the fields are three checkboxes for accepting terms and conditions. A blue "Sign Up" button is at the bottom, with a "Sign In" button and "Already have an account?" link below it.

Select **Sign Up** and an email with the **Verification Code** will be sent to you. Enter the **Verification Code** you received in the email and select **OK**.

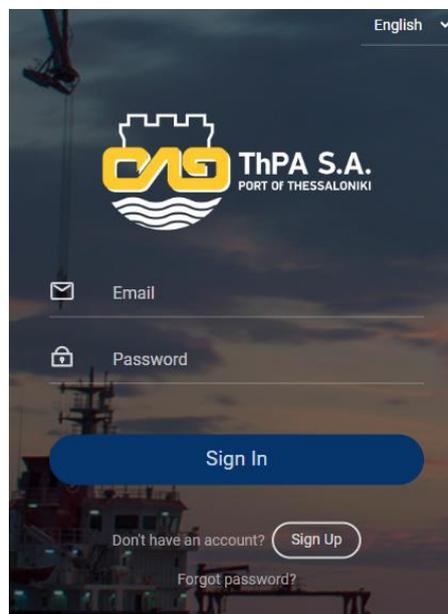


The image shows a verification code input field with a warning icon on the left, the text "Verification Code", and a blue "OK" button on the right.

CAUTION: Verification Code expires in 5 minutes.

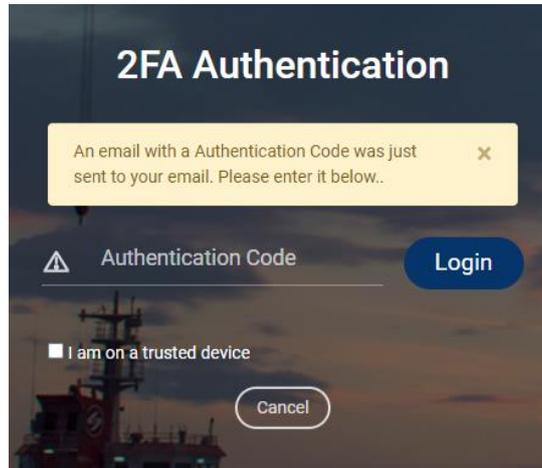
Login Two Way Authentication

Select **Login** from the side menu. Fill in the email and password you registered and press **Sign In**.



The image shows a login form for ThPA S.A. (Port of Thessaloniki). It features the company logo at the top, a language dropdown set to "English", and input fields for Email and Password. A blue "Sign In" button is prominent, with a "Sign Up" button and "Don't have an account?" link below it, and a "Forgot password?" link at the bottom.

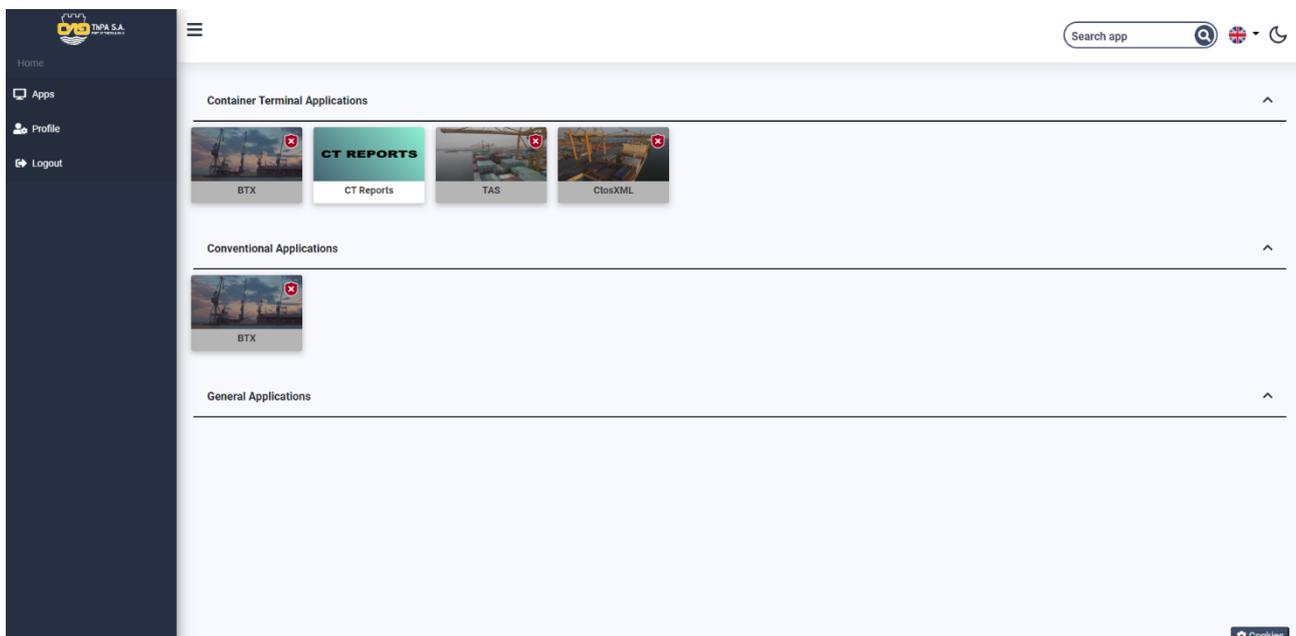
An email with **Authentication Code** will be sent to your email, which you must enter and click **Login**.



Select **I'm on a trusted device** if you do not want to repeat the 2FA (two factor authentication) process for your device.

Dashboard

After a successful connection you are taken to the main screen.



In the upper right of the screen, you can search by application name. You can also switch to Dark mode by selecting the moon icon.

Available applications are displayed as cards. The applications that have the green icon on the top right, means that the connected account has access to the application, while the applications with the red (X) do not.



By selecting an application that you have access to, you are either taken to the application login page, where you enter the account details (email, password) that you have in the Webportal, or you are automatically connected to the application.

Selecting an application that you do not have access to will take you to a screen where you will need to enter additional information to activate the application.

User Profile

From the sidebar menu, by selecting **Profile**, you can change your basic personal information and your account password in the **Basic Information** tab.

The screenshot displays the 'User Info' form and a sidebar menu. The form has the following fields: 'First Name' and 'Last Name' (two separate text input fields), 'Phone' (a text input field), 'Password' and 'Confirm Password' (two separate text input fields). There are three buttons: 'Save' (a rounded rectangle button below the phone field), 'Update' (a rounded rectangle button below the password fields), and a 'Save' button (a rounded rectangle button below the phone field). The sidebar menu on the right is dark blue and contains three items: 'BASIC INFO' (with a person icon), 'EXTRA INFO' (with a document icon), and 'APPS' (with a grid icon).

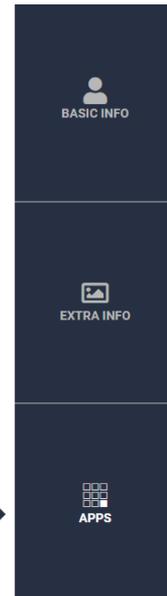
In the **Apps** tab you connect the old active accounts that you have in applications such as TAS, CtosXML (Web access to OPS SEMPO) etc. with your Webportal account.

CAUTION: Only one Webportal account can connect to any account you already have in older applications.

Connect Portal with other App Accounts

App Email / Username

Password



For the connection, select the application and enter the email, the company VAT and the password you have in the specific application and click **Save**.

If you have entered the above information correctly you will have access to the application with your Webportal login credentials.

Information

The connection of the old applications with the Webportal will be done gradually. Applications that connect with Webportal are:

- ctosxml.thpa.gr
Register on the Webportal and the connection is made from URL <https://ctosxml.thpa.gr/views/accountsync.php>.
- tas.thpa.gr
Register on the Webportal and select the TAS icon from the Dashboard, which directs you to the appropriate page.