

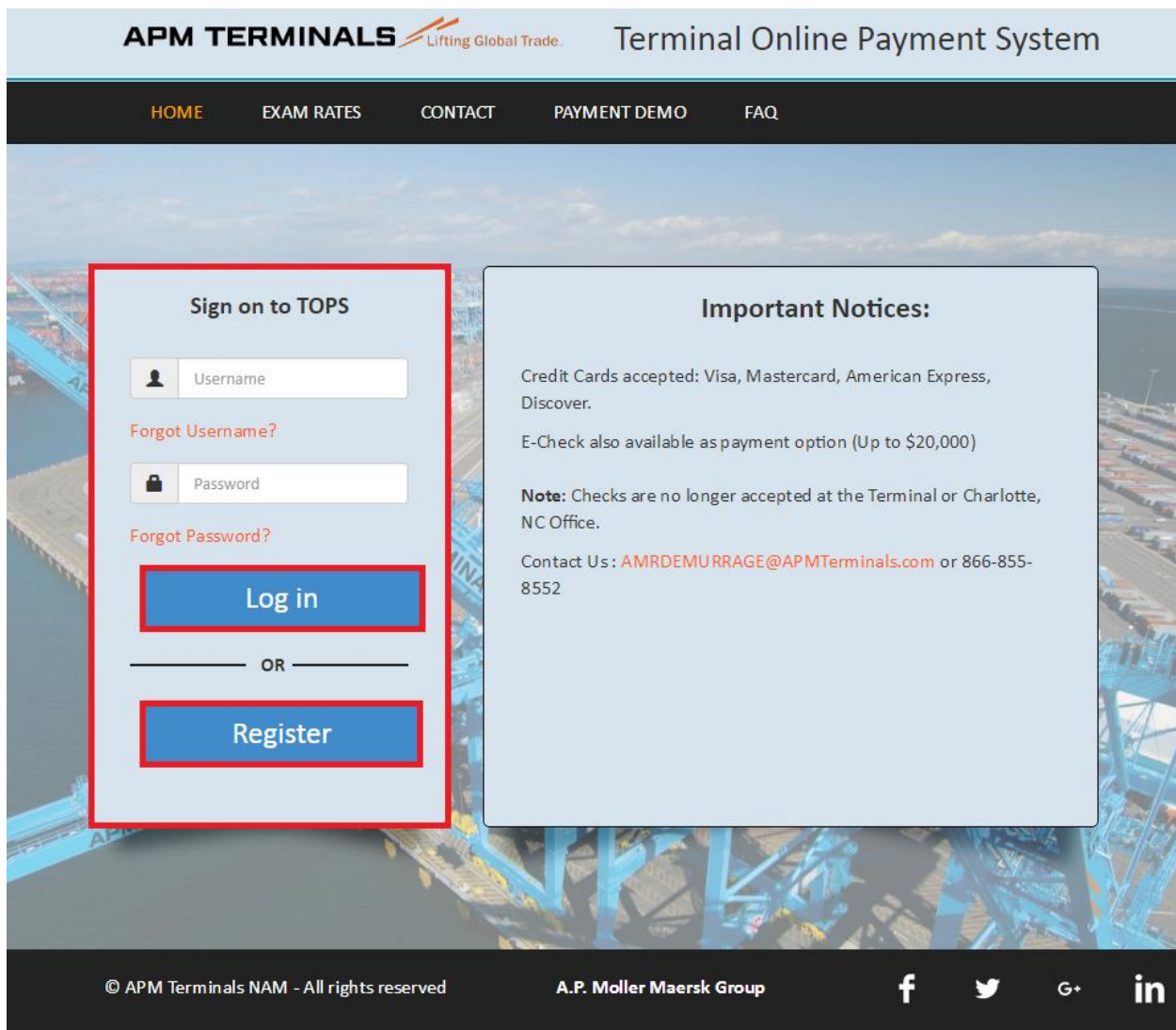
## Purpose: Paying Fees online via the APM Terminals TOPS Payment system for Export containers:


The TOPS payment system is what APM Terminals uses for online payments ([Click here for TOPS website](#)). There is also an instructional video and FAQ located on the site, that will walk you through all that TOPS has to offer ([Click here for TOPS Instructional Video](#)) ([Click here for TOPS FAQ page](#))

For quotes please contact our Export department at [pier400exports@apmterminals.com](mailto:pier400exports@apmterminals.com) cc: [CSMNG@apmterminals.com](mailto:CSMNG@apmterminals.com)

### Step 1


Once our staff has quoted the OOG handling charges, they will post them in our system at your request. To pay these charges you will need to go to the TOPS website ([Click Here](#)) and you will need to log in. If you do not have a log in, please register.




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[HOME](#) [EXAM RATES](#) [CONTACT](#) [PAYMENT DEMO](#) [FAQ](#)

### Sign on to TOPS



[Forgot Username?](#)



[Forgot Password?](#)

[Log in](#)

OR

[Register](#)





### Important Notices:

Credit Cards accepted: Visa, Mastercard, American Express, Discover.

E-Check also available as payment option (Up to \$20,000)


**Note:** Checks are no longer accepted at the Terminal or Charlotte, NC Office.

Contact Us: [AMRDEMURRAGE@APMTerminals.com](mailto:AMRDEMURRAGE@APMTerminals.com) or 866-855-8552

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## Step 2

You will now need to select what screen you wish to view. Select the Export charges drop down and click on the "OOG Strip & Stuff" button.

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Terminal Online Payment System

[HOME](#) [PAYMENT OPTIONS](#) [EXAM RATES](#) [CONTACT](#) [PAYMENT DEMO](#) [FAQ](#) [LOGOUT](#)

Please choose which screen you want to view.

IMPORT CHARGES +

EXPORT CHARGES -

OOG Chassis Flip





**OOG Strip & Stuff**

Export Invoices

ACCOUNT MANAGEMENT +

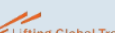
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## Step 3

You will now need to select the Terminal, Shipping Line and fill in the Booking Number. Click the search button to find your charges.

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[HOME](#) [PAYMENT OPTIONS](#) [EXAM RATES](#) [CONTACT](#) [PAYMENT DEMO](#) [FAQ](#) [LOGOUT](#)

OOG Strip & Stuff Search

\*Terminal :

Los Angeles, LSA, Terminal Island


\*Shipping Line :

Maersk

\*Booking Number :




TEST111

← Back

 Search

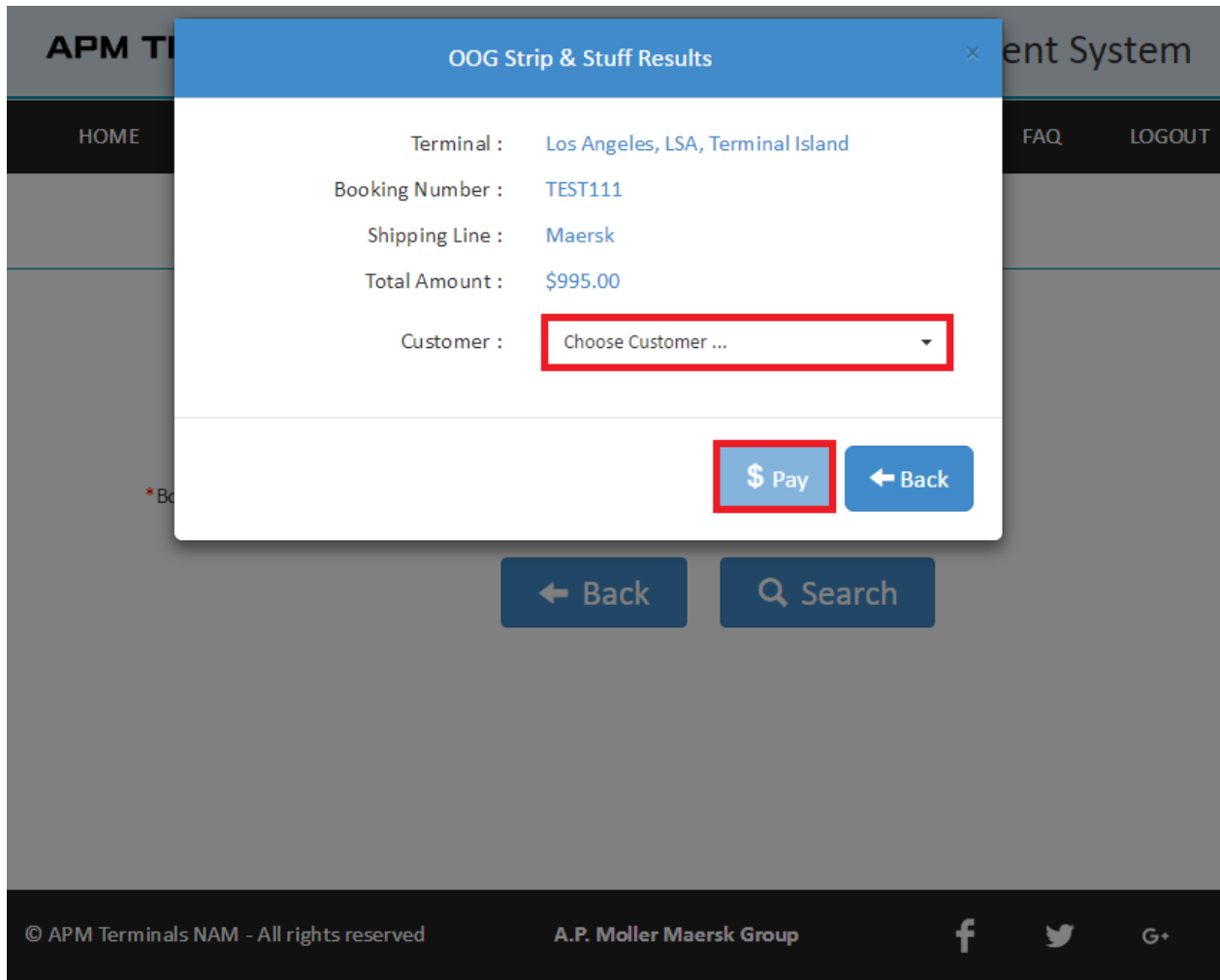
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## Step 4

Select the Customer and click the "Pay" button.



APM T

ent System

HOME

FAQ

LOGOUT

OOG Strip & Stuff Results

Terminal : Los Angeles, LSA, Terminal Island

Booking Number : TEST111

Shipping Line : Maersk

Total Amount : \$995.00

Customer : Choose Customer ...

\$ Pay

← Back

← Back

Q Search

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## Step 5

Select the payment type, check the Terms and Conditions check box and enter information as needed (Credit Card Info, PO Numbers, etc.)

When all information has been entered click the "\$ Pay Now" button

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Lifting Global Trade..

Terminal Online Payment System

HOME
PAYMENT OPTIONS
EXAM RATES
CONTACT
PAYMENT DEMO
FAQ
LOGOUT

### Payment Confirmation

Item Description	Product	Item Price
Booking : TEST111 - Paid Qty : 5 - Paid Date : 03/08/2017 in Los Angeles	OOG Strip and Stuff Hold	\$995.00

\*Payment Type

PO Number




☐ By checking the box , I hereby represent and warrant that (i) I am fully aware of the nature and amount of the charges owed (ii) I acknowledge the validity of the charges (iii) I am fully authorized to make this payment on behalf of the parties that have right, title and interest in and to the cargo being released upon payment of the charges owed.

← Back

\$ Pay Now


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## Step 6

You will be prompted with an “are you sure you want to process payment” Click “OK, proceed” to process payment.

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Terminal Online Payment System

HOME
PAYMENT OPTIONS
EXAM RATES
CONTACT
PAYMENT DEMO
FAQ
LOGOUT

Payment Confirmation

Item Description	Product	Item Price
Booking : TEST111	Stuff Hold	\$995.00

\*Payment Type

Line of Credit

Line Of Credit

Available Credit

Are You Sure?

Do you want to proceed with payment?

Cancel

Ok, Proceed!




☒ By checking the box, I acknowledge the validity of the charges (ii) I am fully authorized to make this payment on behalf of the parties that have right, title and interest in and to the cargo being released upon payment of the charges owed.

← Back

\$ Pay Now


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## Receipt Page

A receipt will then show on the next screen and our staff will be automatically notified that you have made your payment. A copy of your transaction will be emailed to you as well.

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Terminal Online Payment System

HOME
PAYMENT OPTIONS
EXAM RATES
CONTACT
PAYMENT DEMO
FAQ
LOGOUT

Payment Receipt

Item Description	Product	Item Price
Booking : TEST111 - Paid Qty : 5 - Paid Date : 03/08/2017 in Los Angeles	OOG Strip and Stuff Hold	\$995.00

[Return Home](#)