



ESECURE

MANUAL / HANDLEIDING



Approve and Reject Users

Approve User(s):

The image shows a two-part screenshot of a web application interface. The top part displays a dropdown menu for 'My Shipment Settings' (labeled 1), which is open. The menu is divided into three columns: 'SHIPMENT DEFAULTS', 'MY SAVED SETTINGS', and 'MY CUSTOMS CLEARANCE SETTINGS'. In the 'MY SAVED SETTINGS' column, 'Access eSecure' is highlighted (labeled 2). The bottom part of the screenshot shows the 'Authorized User' management page (labeled 3). On the left is a sidebar with navigation links. The main content area has input fields for 'Email ID' (labeled 4), 'Account Number', and 'Origin'. A 'Status' dropdown menu is open, showing 'Approved', 'Rejected', and 'Pending' options (labeled 4). Below these fields is an 'Advanced Search' link. At the bottom right, there are 'Search' (labeled 5) and 'Reset' buttons. A red callout box (labeled 6) points to the 'Approve' button in the table's action column, containing the text: 'Check the box in front of the concerning e-mail address and, depending on the desired outcome, select 'Approve' or 'Reject'.' The table below shows a header row with columns: Email ID, Account Number, Origin, Status, Assigned By, and Modified Date. A green bar above the table indicates '90 records found'. The 'Approve' button is highlighted in the table's action column.

Please note that once an approval has been issued, the person can use this account number until the approval is revoked. On page 3 you can find how to revoke an authorization.

Approve **Rejected** User(s):

Access eSecure as explained earlier on page 2 and follow the next steps.

The screenshot shows the 'Authorized User' interface. On the left sidebar, the 'Authorized User' tab is selected and highlighted with a red box and a red circle containing the number 3. The main content area has a title 'Authorized User'. Below the title, there are four input fields: 'Email ID', 'Account Number', 'Status', and 'Origin'. The 'Status' dropdown menu is open, showing 'Approved', 'Rejected' (highlighted in blue), and 'Pending'. A red box and a red circle containing the number 4 are around the 'Rejected' option. The 'Origin' dropdown menu is also open, showing a list of countries including 'AFGHANISTAN', 'ALBANIA', 'ALGERIA', 'AMERICAN SAMOA', 'ANDORRA', 'ANGOLA', 'ANGUILLA', 'ANTIGUA', and 'ARGENTINA'. A red box and a red circle containing the number 5 are around the 'Search' button. A red box and a red circle containing the number 6 are around the 'Approve' button. A red arrow points from the 'Approve' button to the 'Approve' button in the table below. The table has a green bar at the top that says '98575 records found'. The table has columns: 'Email ID', 'Account Number', 'Origin', 'Status', 'Assigned By', and 'Modified Date'. The 'Email ID' column has a checkbox next to it. A red box and a red circle containing the number 6 are around the 'Approve' button in the table.

Reject **Approved** User(s):

Access eSecure as explained earlier on page 2 and follow the next steps.

The screenshot shows the 'Authorized User' interface. On the left sidebar, the 'Authorized User' tab is selected and highlighted with a red box and a red circle containing the number 3. The main content area has a title 'Authorized User'. Below the title, there are four input fields: 'Email ID', 'Account Number', 'Status', and 'Origin'. The 'Status' dropdown menu is open, showing 'Approved', 'Rejected' (highlighted in blue), and 'Pending'. A red box and a red circle containing the number 4 are around the 'Email ID' field. A red box and a red circle containing the number 5 are around the 'Rejected' option. The 'Origin' dropdown menu is also open, showing a list of countries including 'NETHERLANDS, THE'. A red box and a red circle containing the number 6 are around the 'Search' button. A red box and a red circle containing the number 7 are around the 'Reject' button. A red arrow points from the 'Reject' button to the 'Reject' button in the table below. The table has a green bar at the top that says '90 records found'. The table has columns: 'Email ID', 'Account Number', 'Origin', 'Status', 'Assigned By', and 'Modified Date'. The 'Email ID' column has a checkbox next to it. A red box and a red circle containing the number 7 are around the 'Reject' button in the table.

Add Users

Access eSecure as explained earlier on page 2 and follow the next steps.

Add User(s):

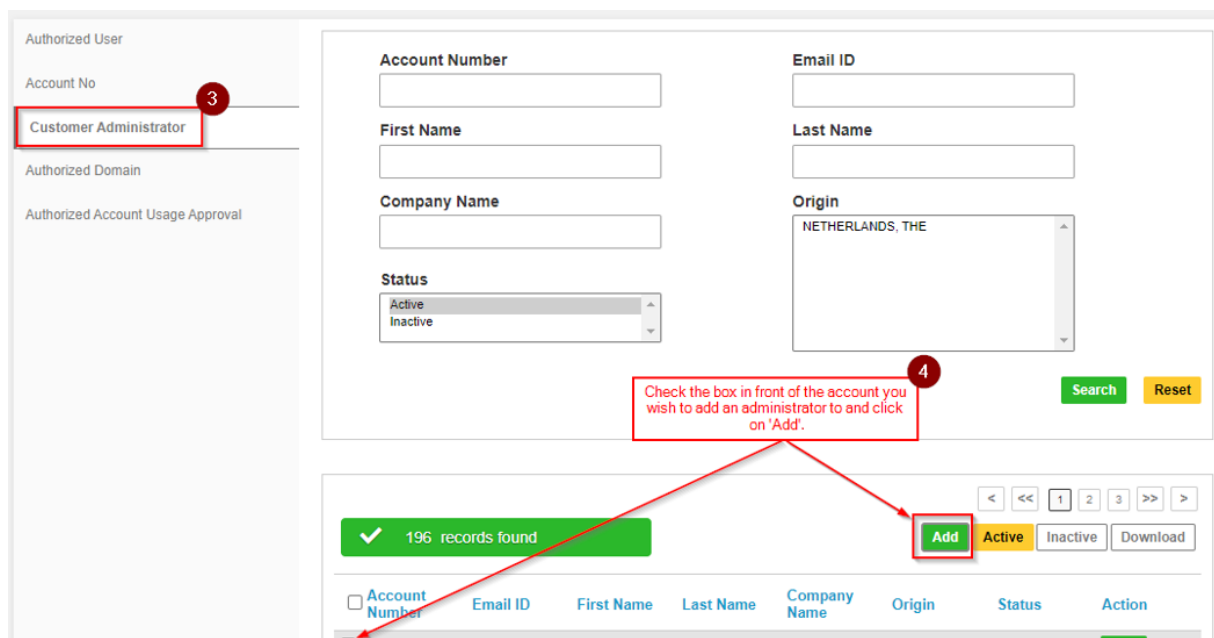
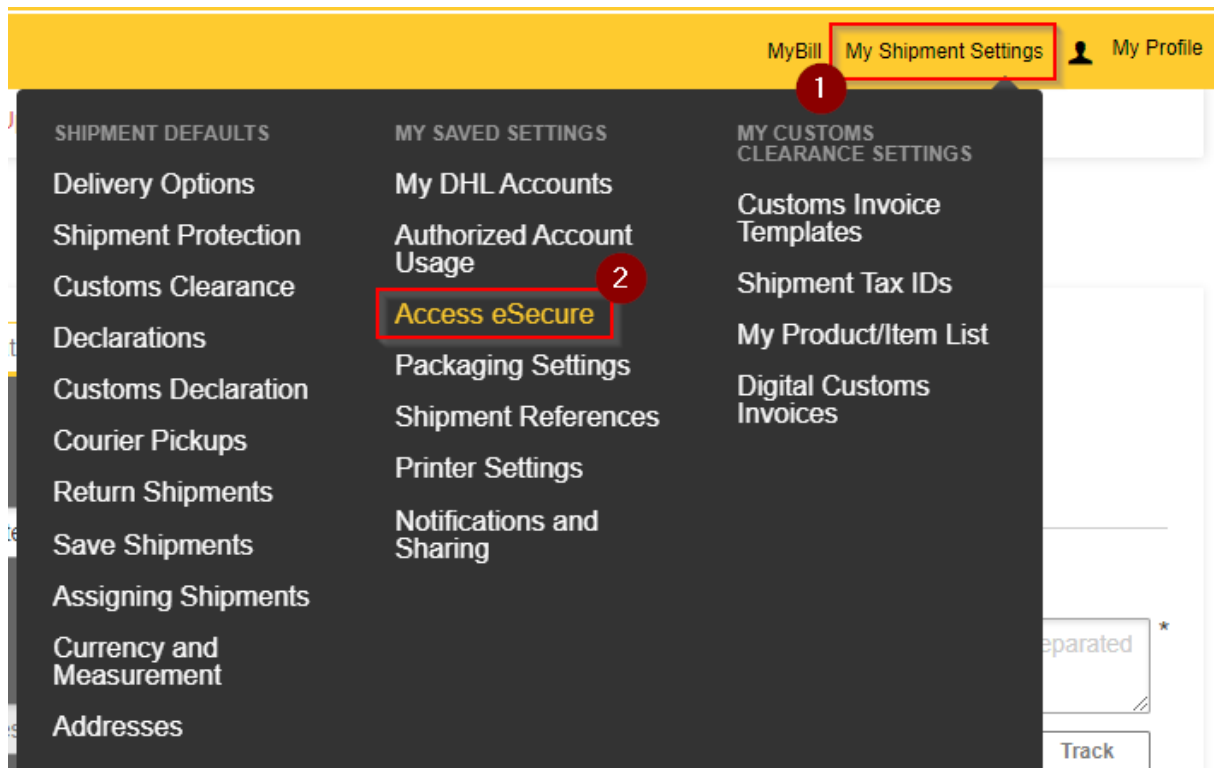
The screenshot shows the 'Authorized User' form. On the left is a sidebar with navigation links: 'Authorized User' (highlighted with a red box and a red circle with the number 3), 'Account No', 'Customer Administrator', 'Authorized Domain', 'Authorized Account Usage Approval', and 'My Domain'. The main form area has two columns: 'Email ID' and 'Account Number'. The 'Status' dropdown is set to 'Approved'. The 'Origin' dropdown is set to 'NETHERLANDS, THE'. There are 'Search' and 'Reset' buttons. Below the form is a table with 0 records found. The table has columns: 'Email ID', 'Account Number', 'Origin', 'Status', 'Assigned By', and 'Modified Date'. The 'Add' button is highlighted with a red box and a red circle with the number 4.

Fill in the account number you would like to give authorization for in the “Account Number” column and fill in the email address of the MyDHL+ user you would like to authorize in the “Email ID” column. After you filled in both columns, you can click on “Save” as shown below.

The screenshot shows the 'Authorized User' form with the 'Account Number' field filled with '191XXXXXX' and the 'Email ID' field filled with 'test@email.com'. The 'Save' button is highlighted with a red box and a red circle with the number 7. A blue information bar at the top of the form area says 'Use comma (,) for multiple entries in Account number and Email ID fields'. The 'Add' button is now disabled. The 'Status' dropdown is still set to 'Approved'. The 'Origin' dropdown is still set to 'NETHERLANDS, THE'. There are 'Search' and 'Reset' buttons. Below the form is a table with 0 records found. The table has columns: 'Email ID', 'Account Number', 'Origin', 'Status', 'Assigned By', and 'Modified Date'. The 'Add' button is now disabled.

Add and Delete eSecure Administrators

Add Administrator(s):



Customer Administrator

Account Number

*Required. Fill in the details for customer account administrator.

First Name *

Last Name *

Email ID *

Language *

Company *

Origin *

Phone

Type Select Code Select Phone *

Fill in all required information and click on 'Save'.

Add **Save** **Cancel**

All fields marked with a red star (*) are mandatory.

Deactivate Administrator(s):

Access eSecure as explained earlier on page 5 and follow the next steps.

Authorized User

Account No

Customer Administrator 3

Authorized Domain

Authorized Account Usage Approval

My Domain

Account Number

Email ID

Company Name

Origin

Status

Active Inactive

Advanced Search

Search Reset

21 records found

Add Active Inactive Download

Account Number Email ID First Name Last Name Company Name Origin Status Action

Confirmation

You are inactivating an Account Administrator, please select **APPROVE** if this person will continue to use the account number for shipping, otherwise click **REJECT**.

Depending on the desired outcome, please select 'Approve' or 'Reject'.

Approve

Reject

Gebruikers goedkeuren en afwijzen

Goedkeuren gebruiker(s):

The screenshot displays the DHL account management interface. At the top, a yellow navigation bar contains 'MyBill', 'Mijn zendingen instellingen' (highlighted with a red box and number 1), and 'Mijn profiel'. A dark grey dropdown menu is open, showing three columns of options. The middle column, 'MIJN BEWAARDE INSTELLINGEN', contains 'Mijn DHL accountnummers', 'Geautoriseerde Accountnummers' (highlighted with a red box and number 2), 'eSecure toegang' (highlighted with a red box), 'Verpakking instellingen', 'Zendingreferenties', 'Printer instellingen', and 'Notificaties en delen'. The left column, 'ZENDING OPTIES', includes 'Afleveropties', 'Zending Verzekeren', 'Douane inkleding', 'Aangiften', 'Douaneaangifte', 'Pick-ups door koerier', 'Retourzendingen', 'Zendingen opslaan', 'Zendingen toewijzen', 'Valuta en afmetingen', and 'Adressen'. The right column, 'MIJN DOUANE INKLARING INSTELLINGEN', includes 'Templates douane factuur', 'Verzending BTW nummers', 'Mijn Product/Artikel lijst', and 'Digitale douanefacturen'. Below the dropdown, the 'Geautoriseerde gebruikers' section is visible. It has a sidebar with 'Geautoriseerde gebruikers' (highlighted with a red box and number 3), 'DHL-klantnummers', 'Klantaccountbeheerder', 'Domeinnamen', 'Overzicht autorisaties', and 'Mijn Domein'. The main area contains search filters: 'E-mailadres', 'DHL-klantnummer', 'Land' (set to 'NETHERLANDS, THE'), and a 'Status' dropdown menu (highlighted with a red box and number 4) with options 'Goedgekeurd', 'Afgewezen', and 'In afwachting van'. A 'Zoeken' button (highlighted with a red box and number 5) and a 'Herstel' button are at the bottom right. A red box with number 6 points to a note: 'Vink het desbetreffende e-mail adres aan en klik, afhankelijk van de gewenste uitkomst, op 'Goedkeuren' of 'Afwijzen''. Below this, a green bar shows '90 records gevonden'. A row of buttons includes 'Toevoegen', 'Goedkeuren' (highlighted with a red box), 'Afwijzen', 'Kopieren', 'Upload', and 'Download'. At the bottom, a table header shows columns: 'E-mailadres', 'DHL-klantnummer', 'Land', 'Status', 'Toegewezen aan', and 'Datum aanpassing'.

Houd er rekening mee dat zodra een goedkeuring is afgegeven, de persoon dit accountnummer kan gebruiken totdat de goedkeuring wordt ingetrokken. Op pagina 8 wordt uitgelegd hoe een machtiging kan worden ingetrokken.

Afgewezen gebruiker(s) goedkeuren:

Ga naar eSecure zoals eerder uitgelegd op pagina 7 en volg de volgende stappen.

The screenshot shows the 'Geautoriseerde gebruikers' (Authorized Users) interface. On the left sidebar, 'Geautoriseerde gebruikers' is highlighted with a red box and a red circle with the number 3. The main area has search filters: 'E-mailadres' (empty), 'DHL-klantnummer' (empty), 'Status' (dropdown menu with 'Goedgekeurd', 'Afgewezen', and 'In afwachting van' options; 'Afgewezen' is selected with a red box and a red circle with the number 4), and 'Land' (dropdown menu with 'NETHERLANDS, THE' selected). Below the filters is a 'Uitgebreid zoeken' button. On the right, there are 'Zoeken' (green button, circled with a red circle with the number 5) and 'Herstel' (yellow button) buttons. Below the search filters, a green box indicates '339 records gevonden'. Below this are buttons: 'Toevoegen', 'Goedkeuren' (highlighted with a red box and a red circle with the number 6), 'Afwijzen', 'Kopieren', 'Upload', and 'Download'. A red arrow points from the 'Goedkeuren' button to a red box containing the text: 'Vink het desbetreffende e-mail adres aan en klik op 'Goedkeuren''. Below the buttons is a table header with columns: 'E-mailadres', 'DHL-klantnummer', 'Land', 'Status', 'Toegewezen aan', and 'Datum aanpassing'.

Goedgekeurde gebruiker(s) afwijzen:

Ga naar eSecure zoals eerder uitgelegd op pagina 7 en volg de volgende stappen.

The screenshot shows the 'Geautoriseerde gebruikers' (Authorized Users) interface. On the left sidebar, 'Geautoriseerde gebruikers' is highlighted with a red box and a red circle with the number 3. The main area has search filters: 'E-mailadres' (empty), 'DHL-klantnummer' (empty), 'Status' (dropdown menu with 'Goedgekeurd', 'Afgewezen', and 'In afwachting van' options; 'Goedgekeurd' is selected with a red box and a red circle with the number 4), and 'Land' (dropdown menu with 'NETHERLANDS, THE' selected). Below the filters is a 'Uitgebreid zoeken' button. On the right, there are 'Zoeken' (green button, circled with a red circle with the number 5) and 'Herstel' (yellow button) buttons. Below the search filters, a green box indicates '90 records gevonden'. Below this are buttons: 'Toevoegen', 'Goedkeuren', 'Afwijzen' (highlighted with a red box and a red circle with the number 6), 'Kopieren', 'Upload', and 'Download'. A red arrow points from the 'Afwijzen' button to a red box containing the text: 'Vink het desbetreffende e-mail adres aan en klik op 'Afwijzen''. Below the buttons is a table header with columns: 'E-mailadres', 'DHL-klantnummer', 'Land', 'Status', 'Toegewezen aan', and 'Datum aanpassing'.

Gebruikers toevoegen

Voeg gebruiker(s) toe:

Ga naar eSecure zoals eerder uitgelegd op pagina 7 en volg de volgende stappen.

The screenshot shows the 'Geautoriseerde gebruikers' (Authorized users) interface. On the left is a sidebar with navigation links: 'DHL-klantnummers', 'Klantaccountbeheerder', 'Domeinnamen', 'Overzicht autorisaties', and 'Mijn Domein'. The main area has a search form with fields for 'E-mailadres', 'DHL-klantnummer', 'Status' (a dropdown menu with options 'Goedgekeurd', 'Afgewezen', and 'In afwachting van'), and 'Land' (a dropdown menu with 'NETHERLANDS, THE'). There are 'Zoeken' (Search) and 'Herstel' (Reset) buttons. Below the search form is a table with a green header bar indicating '339 records gevonden'. The header bar contains a 'Toevoegen' (Add) button, which is highlighted with a red box and a red circle with the number 4. Other buttons in the header bar include 'Goedgekeuren', 'Afwijzen', 'Kopieren', 'Upload', and 'Download'. Below the header bar is a table with columns: 'E-mailadres', 'DHL-klantnummer', 'Land', 'Status', 'Toegewezen aan', and 'Datum aanpassing'.

Vul in de kolom “DHL-klantnummer” het accountnummer in waarvoor u autorisatie wilt geven en vul in de kolom “E-mailadres” het e-mailadres in van de MyDHL+ gebruiker die u wilt autoriseren. Nadat u beide kolommen heeft ingevuld, kunt u op “Opslaan” klikken, zoals hieronder weergegeven.

The screenshot shows the 'Geautoriseerde gebruikers' (Authorized users) interface. On the left is a sidebar with navigation links: 'DHL-klantnummers', 'Klantaccountbeheerder', 'Domeinnamen', 'Overzicht autorisaties', and 'Mijn Domein'. The main area has a search form with fields for 'DHL-klantnummer' and 'E-mailadres'. The 'DHL-klantnummer' field is highlighted with a red box and a red circle with the number 5, and contains the text '19XXXXXXX'. The 'E-mailadres' field is highlighted with a red box and a red circle with the number 6, and contains the text 'test@email.nl'. Below the search form is a table with columns: 'DHL-klantnummer', 'E-mailadres', 'Status', 'Toegewezen aan', and 'Datum aanpassing'. At the bottom right of the table is a green 'Opslaan' (Save) button, which is highlighted with a red box and a red circle with the number 7, and a yellow 'Annuleren' (Cancel) button.

Toevoegen / Verwijderen eSecure beheerders

Toevoegen beheerder(s):

The screenshot illustrates the process of adding a manager in the DHL eSecure system, with four numbered steps:

- Step 1:** In the top navigation bar, click on **Mijn zendingen instellingen**.
- Step 2:** In the dropdown menu, select **eSecure toegang**.
- Step 3:** In the left sidebar under 'Geautoriseerde gebruikers', click on **Klantaccountbeheerder**.
- Step 4:** On the 'Klantaccountbeheerder' page, click the **Toevoegen** button at the bottom right of the search results.

The interface includes a search form with fields for **DHL-klantnummer**, **Bedrijfsnaam**, **E-mailadres**, and **Land** (set to NETHERLANDS, THE). The **Status** dropdown is set to **Actief**. A search button **Zoeken** and a **Herstel** button are also present. The search results show **21 records gevonden** and a table with columns: **DHL-klantnummer**, **E-mailadres**, **Voornaam**, **Achternaam**, **Bedrijfsnaam**, **Land**, **Status**, and **Actie**.

Klantbeheerder

DHL-klantnummer

*Vul de details in van de Administrator.

Voornaam *

E-mailadres *

Bedrijf *

Telefoon

Type: Code: Telefoon:

Achternaam *

Taal *

Taal selecteren ▼

Land *

5

Vul de gevraagde informatie in en klik op 'Opslaan'.

Alle velden waar een rode ster (*) achter staat zijn verplicht om in te vullen.

Deactiveren beheerder(s):

Ga naar eSecure zoals eerder uitgelegd op pagina 10 en volg de volgende stappen.

Geautoriseerde gebruikers

DHL-klantnummers

Klantaccountbeheerder 3

Domeinnamen

Overzicht autorisaties

DHL-klantnummer

E-mailadres

Voornaam

Achternaam

Bedrijfsnaam

Land

Status

Vink de klantaccountbeheerder die u wenst te deactiveren aan en klik op 'Inactief'. 4

✓ 193 records gevonden

☐ DHL-klantnummer E-mailadres Voornaam Achternaam Bedrijfsnaam Land Status Actie

Bevestiging

U deactiveert een Account Administrator, selecteer **GOEDKEUREN** als deze persoon het accountnummer blijft gebruiken voor verzendingen, klik anders op **AFWIJZEN**.

Klik, afhankelijk van de gewenste uitkomst, op 'Goedkeuren' of 'Afwijzen'.