



# CAYMAN PORT

With the reopening of the Cayman Islands just on the horizon, the Port Authority would like to encourage all of our customers to sign-up for an online account. This will ensure that your access to your cargo remains unimpeded in the event that the Port Authority has to close our Billing Office due to a Covid-19 outbreak.

You can register online to monitor the status of your cargo, view your account history and to pay your Port Authority charges. Once you have paid for your cargo you can print a pick-sheet and collect the cargo from our Cargo Distribution Center (CDC) warehouse on Portland Road in Industrial Park.

## Registering Online

Go to our website by clicking the link [Port Authority of the Cayman Islands](https://www.caymanport.com) or going to <https://www.caymanport.com>.

On the navigation menu at the top right of the screen, click on the Login icon:



This will pop-up the login box. Click on [Sign Up](#) to begin the registration process:



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You are then presented with the New User Sign-Up form:

## New User Sign-Up Request

\* Required

<b>Username*</b>	<b>Name*</b>
<input type="text"/>	<input type="text"/>
<b>Company*</b>	<b>Email*</b>
<input type="text"/>	<input type="text"/>
<b>Password*</b>	<b>Confirm Password*</b>
<input type="password"/>	<input type="password"/>

Fields marked in asterisk are required fields.

Select a username (typically your name or an abbreviation of your company if you are signing up for a company) and password of your choice. We recommend that you choose a secure password that is at least 8 characters long and that you have not used elsewhere. Remember to note down the username/password as you will need it for future browsing.

Once you submit a new user-sign up form your account is activated and you will receive a confirmation email with all of the account information you entered. The Port Authority will then need to link your online account which can take up to two business days. Until this process has been completed, you will see the following message when you login:

### Customer Info

Access to your account information has not been configured.  
Please email [support@caymanport.com](mailto:support@caymanport.com) for assistance.

If you are still receiving this message after 2 business days, please feel free to email [support@caymanport.com](mailto:support@caymanport.com) or call 949-2055.

Once your account has been linked, you are then all set up to release your cargo on line, check outstanding/current invoices and past/current statements. You can also check the status of your cargo to see if it's ready for pickup.

Once your cargo is ready for pick up, you can pay online using our secure portal. We accept Visa and Mastercard debit and credit cards. When you have completed your online payment, you will receive an invoice, receipt for your payment and a pick-sheet to collect your cargo with. Please bring the pick-sheet with you when you come to our warehouse to collect your cargo.