



# **The 5 steps for creating and editing your profile**

The screenshot shows the GLA website's login page. At the top right, there are social media icons for Twitter, Facebook, LinkedIn, and YouTube, along with a Google Translate button. The navigation menu includes links for COVID 19 UPDATE, HOME, ABOUT GLA, MEMBER BENEFITS, JOIN GLA, NEWS, CONTACT US, GTI Login, and GLA Login. The GLA Login button is highlighted with a red arrow. Below the navigation, there are two input fields: 'Username or Email Address' and 'Password'. A 'Remember Me' checkbox is located below the password field. A 'Log In' button is positioned below the 'Remember Me' checkbox. A link for 'Lost your password?' is also present. At the bottom of the page, there is a 'Get in touch with us' section with input fields for name, email, and message. A 'Contact Us' section provides the address: Augustapolder 72, unit 1.3 2992 SR Barendrecht, THE NETHERLANDS, along with phone, Skype, and email contact information. A 'Members of TIACA' section features the TIACA logo. A cookie consent banner is visible at the very bottom, stating 'By continuing to use the site, you agree to the use of cookies. more information' with an 'Accept' button.

1. Click on the GLA Login

2. Login with your GLA user name and password. If you do not have these please contact GLA HQ

The screenshot shows the GLA website interface. At the top left is the GLA logo with the text 'GLOBAL LOGISTICS ASSOCIATES' and 'Est. 1989'. To the right of the logo is a navigation menu with links: 'COVID 19 UPDATE', 'HOME', 'ABOUT GLA', 'MEMBER BENEFITS', 'JOIN GLA', 'NEWS', 'CONTACT US', 'GTI Login', and 'GLA Login'. Below the navigation menu is a large banner image of a group of people holding certificates. Overlaid on the banner is the text: 'GLA offers members Port Exclusivity and Exclusivity in the surrounding of 50 countries and over 150 ports.' A dropdown menu is open from the 'GLA Login' button, listing several options: 'View/Edit Profile', 'Online Payment', 'Referrals', 'Member Directory', 'Photo Gallery', 'Downloads and Links', and 'GLA Logo download'. A large red arrow points to the 'View/Edit Profile' option. At the bottom of the page, there is a cookie consent banner that reads: 'By continuing to use the site, you agree to the use of cookies. more information' and an 'Accept' button. The URL 'https://globallogisticsassociates.org/login' is visible in the bottom left corner.

3. Hover over the GLA login again and from the drop down menu select View/Edit Profile

## 4. Here you will find all the fields that must be filled in

WordPress icon GLA Howdy, Ja [Translate](#)

**GLA** COVID 19 UPDATE HOME ABOUT GLA MEMBER BENEFITS JOIN GLA NEWS CONTACT US [GTI Login](#) [GLA Login](#)

### My Company Profile

View/Edit your company profile below.

**Company Name \***

**Logo**

[Choose file](#) No file chosen

**Membership Since**

**Business Contacts**

	Full Name *	Telephone	Email Address *	Position *
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Row](#)

**Port**

**Country**

Afghanistan

By continuing to use the site, you agree to the use of cookies. [more information](#) [Accept](#)

## 5. When completed do not forget to hit the update button

The screenshot shows a web form with the following elements:

- Top navigation bar: WP icon, GLA logo, Howdy, Ja, Translate icon.
- Secondary navigation bar: COVID 19 UPDATE, HOME, ABOUT GLA, MEMBER BENEFITS, JOIN GLA, NEWS, CONTACT US, GTI Login, GLA Login.
- Form fields:
  - An empty text input field at the top.
  - A checkbox labeled "Errors and Omissions (E&O) insurance available?" which is currently unchecked.
  - A section titled "Laws and Regulations" with the instruction "Please list laws and regulations in port/country which is of importance for shipment". Below this is a large empty text area.
  - A small text input field containing "tt".
  - A large empty text input field below the "tt" field.
- Buttons: An "Update" button is located below the large text input field.
- Footer: A dark bar with "Get in touch with us" and social media icons.
- Cookie banner: A blue bar at the bottom with the text "By continuing to use the site, you agree to the use of cookies. more information" and an "Accept" button.

Four red arrows point towards the "Update" button from the left and bottom-left sides of the form.

**It is vitally important that you  
keep your profile up to date.  
This allows other members to  
contact the correct person in  
your company easily**

