



PNG CUSTOMS
ICT DIVISION

ASYCUDA WORLD
How-to-Note(s)



ACCESSING ASYCUDA WORLD

HOW-TO: FUNCTIONAL NOTE

CONFIDENTIAL



OVERVIEW

The following functional note document provides details around ASYCUDA World when accessing your user profile:

- ★ Downloading the ASYCUDA World App
- ★ Logging in to ASYCUDA World for the first time
- ★ Logging out

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DOWNLOADING THE ASYCUDA WORLD APP

1. Access the ASYCUDA Portal website, open your browser and type in the following web address: <http://portal.customs.gov.pg/index.jsf>
It will open the following page:

The screenshot shows the ASYCUDA World website homepage. At the top, there is a navigation bar with links for Home, ASYCUDA, Customs Website, Reports, and Login. Below the navigation bar is a search bar and a language selector set to ENGLISH. The main header features the Papua New Guinea Customs Service logo and the ASYCUDA logo. A navigation menu includes links for HOW TO NOTES, FORMS, AW REPORT SERVER, TARIFF ONLINE, NEWS, and ASMP ITS. The main content area displays a large image of two customs officers in high-visibility vests looking out over a port. To the right, there is a section titled 'ASYCUDAWORLD CONNECTIONS' which lists 'Minimum PC Requirements' and a 'LIVE' button. Below this, there is a 'RECENT DECLARATIONS' section with a table of data.

PAID	STATUS	DATE
PAID, 000352	Light Green	23-Sep 19:19
PAID, 18796	20340 Light Green	23-Sep 19:19
PAID, 7602	67526 Light Green	23-Sep 19:18
PAID, 30351	67529 Light Green	23-Sep 19:18

2. Then select the 'Live' button to download the app

The screenshot shows a close-up of the 'ASYCUDAWORLD CONNECTIONS' section. It lists the 'Minimum PC Requirements' and a 'LIVE' button. A large red 'DOWN' watermark is overlaid on the image. Below the screenshot, there is a screenshot of a download window with the title 'What do you want to do with ASYCUDAWorld_I...' and two buttons: 'Open' and 'Save as'.

3. From your download window/box, after the download is complete, click 'Open'

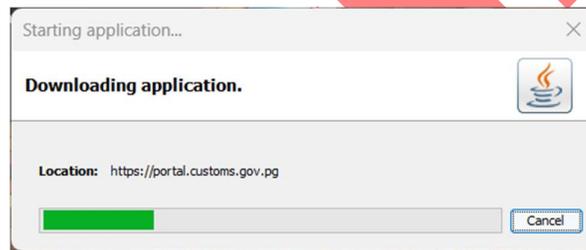


LOGGING IN

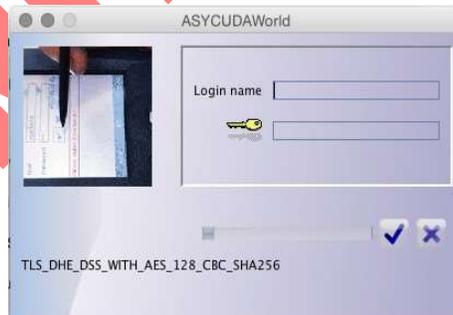
Once you've downloaded and opened the application, if you are presented with the following message:



Select 'I accept the risk...', then click 'Run'. And wait for the login dialog to load while the application is downloading:



Once its completed, the dialog box below will appear:





WHEN LOGGING IN FOR THE FIRST TIME

1. Upon correctly entering your user id(username) and one-time password (OTP) – provided by PNGCS ASYCUDA team, the following window below will appear



2. Click on the 
3. Re-enter the **OTP in as old password**, then enter your new password. Re-enter your new password once more, then click on the  to save changes.



4. You will then be displayed with the ASYCUDA World window opening.

LOGGING OUT

When logging out, simply navigate to the top left-hand corner of the AW window and click the power button.



Then confirm the end of session by clicking the appropriate icon.

