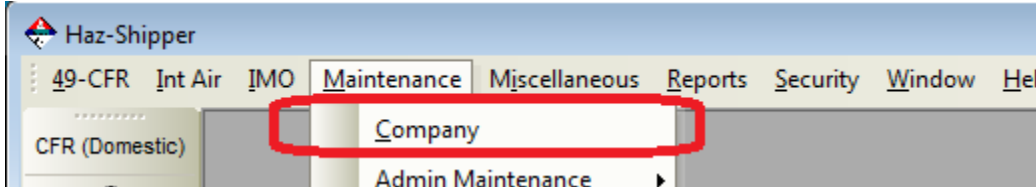


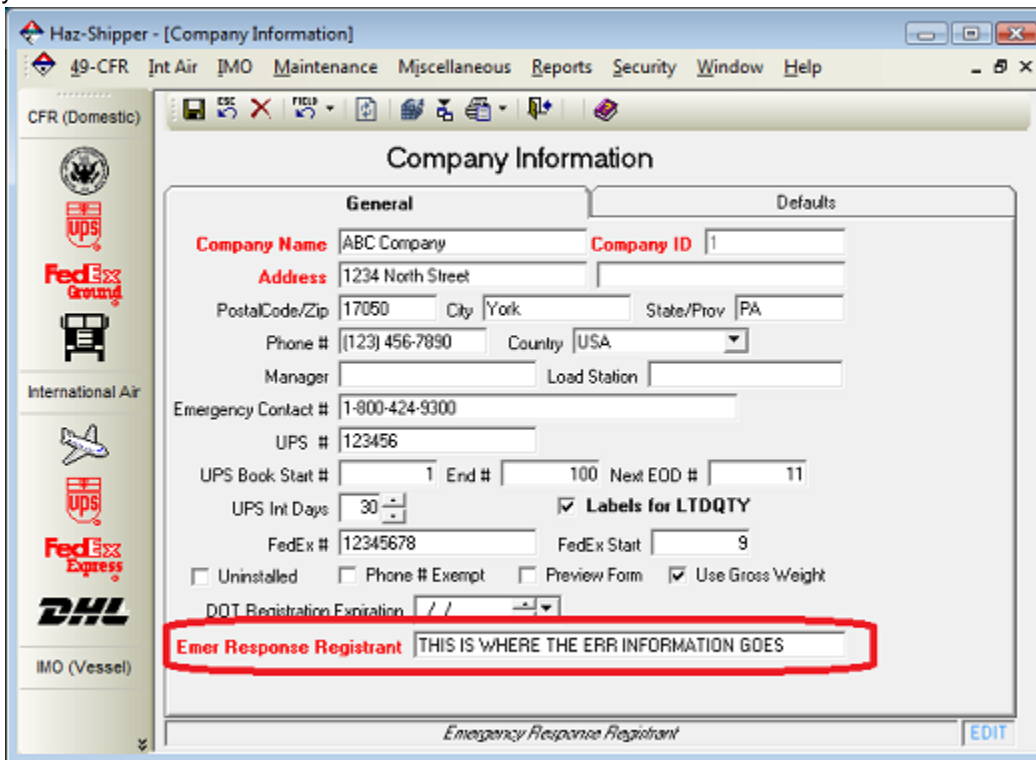
## Emergency Response Registrant Field

A new version of Haz-Shipper which includes the ERR field is now available for download. As long as you have a current license for Haz-Shipper V15, there is no charge for this update.

- 1) Download the latest version (15.24+) from [www.hazshipper.com](http://www.hazshipper.com).
- 2) Save the file to your desktop.
- 3) Run the setup program.
- 4) Once the setup completes then log into HazShipper.
- 5) Go to the Maintenance -> Company Screen



- 6) Put Emergency Response Registrant (Normally YOUR COMPANY) If you utilize a third party, you may need to put your contract number in as well.

A screenshot of the "Haz-Shipper - [Company Information]" window. The window title is "Haz-Shipper - [Company Information]". The menu bar includes "49-CFR", "Int Air", "IMO", "Maintenance", "Miscellaneous", "Reports", "Security", "Window", and "Help". The "Company Information" form is displayed, with the "General" tab selected. The form contains various fields for company details, including "Company Name", "Company ID", "Address", "PostalCode/Zip", "City", "State/Prov", "Phone #", "Country", "Manager", "Load Station", "Emergency Contact #", "UPS #", "UPS Book Start #", "End #", "Next EOD #", "UPS Int Days", "Labels for LTDQTY", "FedEx #", "FedEx Start", "DOT Registration Expiration", and "Emer Response Registrant". The "Emer Response Registrant" field is highlighted with a red rectangle and contains the text "THIS IS WHERE THE ERR INFORMATION GOES". There is also an "EDIT" button at the bottom right of the form.

- 7) Press the save button  when complete.

DO NOT Put the 3rd Party Name in. (UPS is limited to 24 characters ONLY).

NOTE: All companies will need to add their Emergency Response Registrant information. Normally your COMPANY NAME and Contract number (if you outsource that service) in the Company Screen. Once done that information will be transferred onto the hazmat paperwork in the appropriate spot as required.