Statement of Facts Logging In
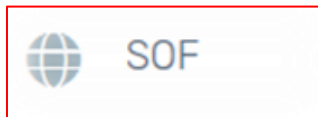
Business Purpose

Use this job aid to:
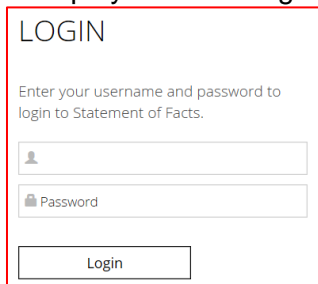
- Access Statement of Facts (SOF)
- Log in to SOF
- Access SOF Open
- Search for an SOF
- Order SOF

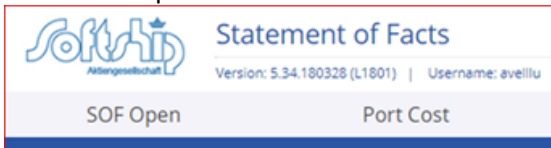
1. **Access SOF**
   a. Select SOF on the ***Transformation Liner home page***.

   Enter your Crowley username and password the appropriate fields when LogIn page is displayed. Click Login.

   c. Select SOF Open tab.

   d. Search for an SOF using Agency, Port, Vessel and/or Date Range when Statement of Facts opens. Click Search.

   e. Click the ETA (GMT) column header for results to appear in ascending or descending order.

Vessel	Voyage	Port	ETA (GMT) ↑	SOF Status	
PEJ	NZV8033	USPEF	3/18/2018 6:00:00 PM	Pending	✎
PEJ	NZV8033	CUMAR	3/24/2018 4:16:00 PM		✎
PEJ	NZV8033	USPEF	3/24/2018 9:42:00 PM		✎
PEJ	NZV8039	USJAX	3/29/2018 9:00:00 PM	Pending	✎
PEJ	NZV8039	USPEF	3/31/2018 6:00:00 PM		✎
PEJ	NZV8039	CUMAR	4/1/2018 8:00:00 PM		✎
PEJ	NZV8039	USPEF	4/9/2018 10:00:00 AM		✎
PEJ	NZV8045	USJAX	4/12/2018 1:42:00 PM		✎
PEJ	NZV8045	USPEF	4/14/2018 12:12:00 PM		✎
PEJ	NZV8045	CUMAR	4/15/2018 8:00:00 PM		✎