

## Independent Operator User Information

1. Go to <https://www1.pacificgatewayportal.com/tls4/Application/Default.aspx>
2. Have your User Name and Password ready to log on.
3. If you do not remember your User Name and Password contact the TLS help line at Port Metro Vancouver: 604-665-9333 or e-mail [tls@vfpa.ca](mailto:tls@vfpa.ca).
4. On the left of the screen is the “Main Menu”.
5. Select “Contact Information” from the Main Menu.
6. You can now change your e-mail address.
7. Save changes and log out.