



PORT HOUSTONSM

PORT HOUSTON

PAYMENT GUIDE



Fees available for payment on Lynx:

- Import Dwell Fee
- Excessive Dwell Fee
- Federal Exams
- Terminal Services
- Rehandle
- Reweigh

Payment methods:

Credit cards

Visa, American Express, or Mastercard

Guarantee

Port Houston credit established account

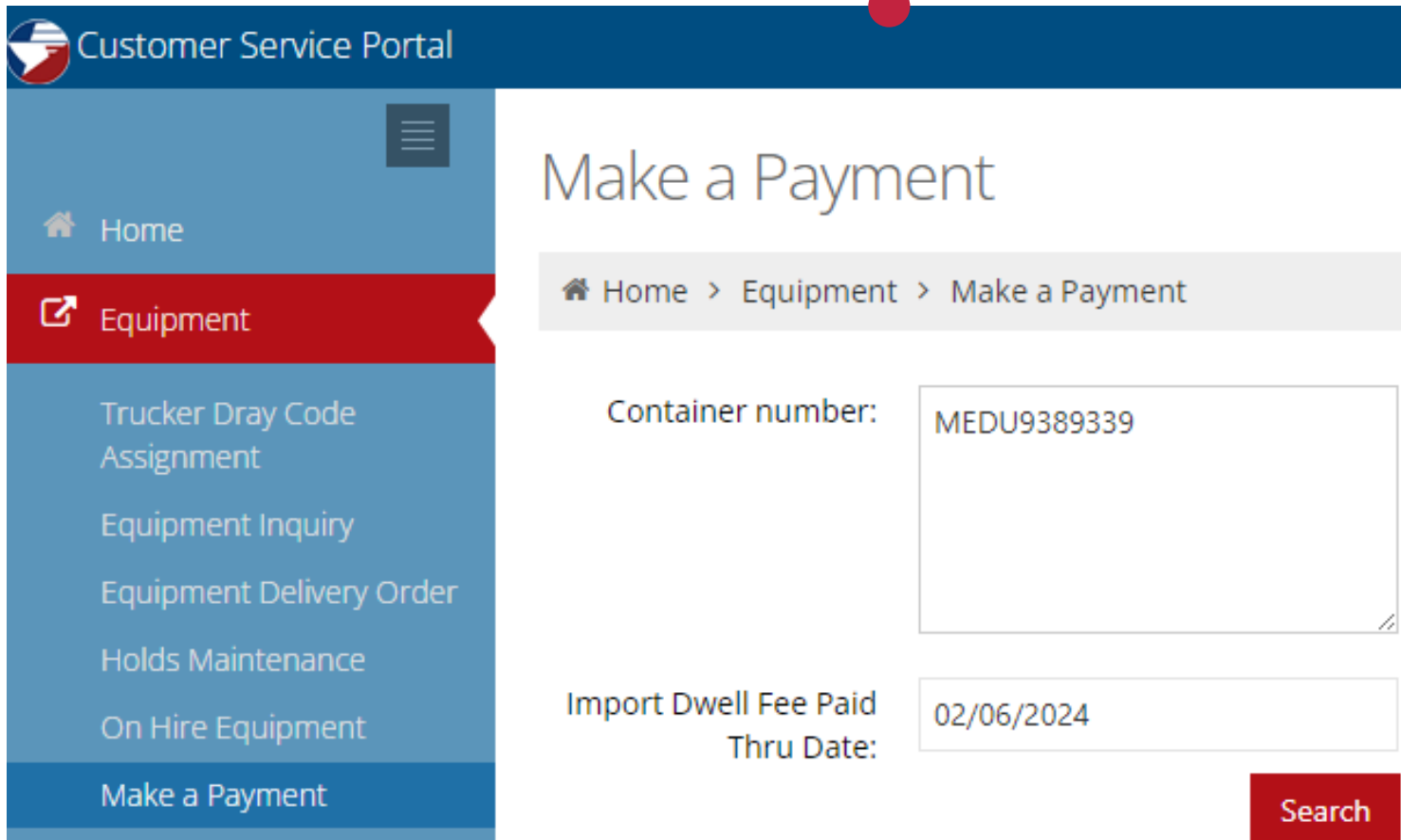
For support, please contact lynxsupport@porthouston.com

How to Pay by Credit Card

Please follow the below steps to make a credit card payment.

Pay By Credit Card:

1. Sign into the Customer Service Portal, Lynx <https://csp.porthouston.com/lynx/>
2. Click on the Equipment tab
3. Select Make a payment
4. Enter your container (s) and the Paid Thru Date if applicable
5. Select search to return results
6. Select the unit or fee type you would like to pay for, click pay selected
7. Select Payment type – Credit Card
8. Enter credit card information, submit Payment
9. Payment confirmation will be displayed and emailed to the user's account



 Customer Service Portal

 Home

 **Equipment**

Trucker Dray Code Assignment

Equipment Inquiry

Equipment Delivery Order

Holds Maintenance

On Hire Equipment

Make a Payment

Make a Payment

 Home > Equipment > Make a Payment

Container number:

Import Dwell Fee Paid Thru Date:

Search

Pay By Credit Card:

- 1. Sign into the Customer Service Portal, Lynx <https://csp.porthouston.com/lynx/>
- 2. Click on the Equipment tab
- 3. Select Make a payment
- 4. Enter your container (s) and the Paid Thru Date if applicable
- 5. Select search to return results
- 6. Select the unit or fee type you would like to pay for, click pay selected
- 7. Select Payment type – Credit Card
- 8. Enter credit card information, submit Payment
- 9. Payment confirmation will be displayed and emailed to the user’s account

Number	Proposed Import Dwell Fee Date	B/L	Location	Current Import Dwell Fee Date	LFD	GTD	Vessel
<u>MEDU9389339</u>	2024-02-06	FQ470074	Y-BPT-USDA11	2024-01-24	2023-12-14		WILM

☐
☒

Fee	From Date	To Date
IMPORT_DWELL_FEE	2024-01-25	2024-02-06
USDA PAYMENT HOLD	2024-01-25	2024-02-06

Showing 1 to 1 of 1 entries

Pay Selected

Select All

Deselect All

Fee Payment

Home > Equipment > Payments

« Back

Number	Proposed Import Dwell Fee Date	B/L	Location
<u>MEDU9389339</u>	2024-02-06	FQ470074	Y-BPT-USDA11

Fee	From Date	To Date	Description	Quantity Billed	Amount
USDA PAYMENT HOLD	2024-01-25	2024-02-06	USDA PAYMENT HOLD	1	\$126.76

Payment Type:

(select payment) ▼
(select payment)
Credit Card
Guarantee Payment

Charges Owed: \$126.76

Pay By Credit Card:

1. Sign into the Customer Service Portal, Lynx <https://csp.porthouston.com/lynx/>
2. Click on the Equipment tab
3. Select Make a payment
4. Enter your container (s) and the Paid Thru Date if applicable
5. Select search to return results
6. Select the unit or fee type you would like to pay for, click pay selected
7. Select Payment type – Credit Card
8. Enter credit card information, submit Payment
9. Payment confirmation will be displayed and emailed to the user's account

Billing Information

First Name: Last Name:

Address 1:

Address 2:

City: State: ▼

Zip Code:

Payment Information

Card Number:

Exp Month: ▼

Exp Year: ▼

CCV Code:



Submit Payment

Payment Confirmation

[Home](#) > [Equipment](#) > [Payments & Guarantees](#)

Pay By Credit Card:

1. Sign into the Customer Service Portal, Lynx <https://csp.porthouston.com/lynx/>
2. Click on the Equipment tab
3. Select Make a payment
4. Enter your container (s) and the Paid Thru Date if applicable
5. Select search to return results
6. Select the unit or fee type you would like to pay for, click pay selected
7. Select Payment type – Credit Card
8. Enter credit card information, submit Payment
9. Payment confirmation will be displayed and emailed to the user's account

≡ Payment Confirmation - Your payment has been successfully submitted.

Port of Houston - Bayport

12619 Port Road
Pasadena, TX 77586
Tel: (713) 670-1100
Fax:

Payee:

Test Congfee
123 Terminal Way
Charlotte, NC 282110



Payment Type: Credit Card

Card Number: *****1111

Number	B/L	Location	LFD	Current Import Dwell Fee Date	GTD	Vessel	Voyage	Charges Paid	Ref Id
MEDU9389339	FQ470074	Y-BPT-USDA11	2023-12-14	2024-02-06		WILM	014E	\$126.76	10129852302

Fee	From Date	To Date	Description	Quantity Billed	Amount
USDA PAYMENT HOLD	2024 01 25	2024 02 06	USDA PAYMENT HOLD	1	\$126.76

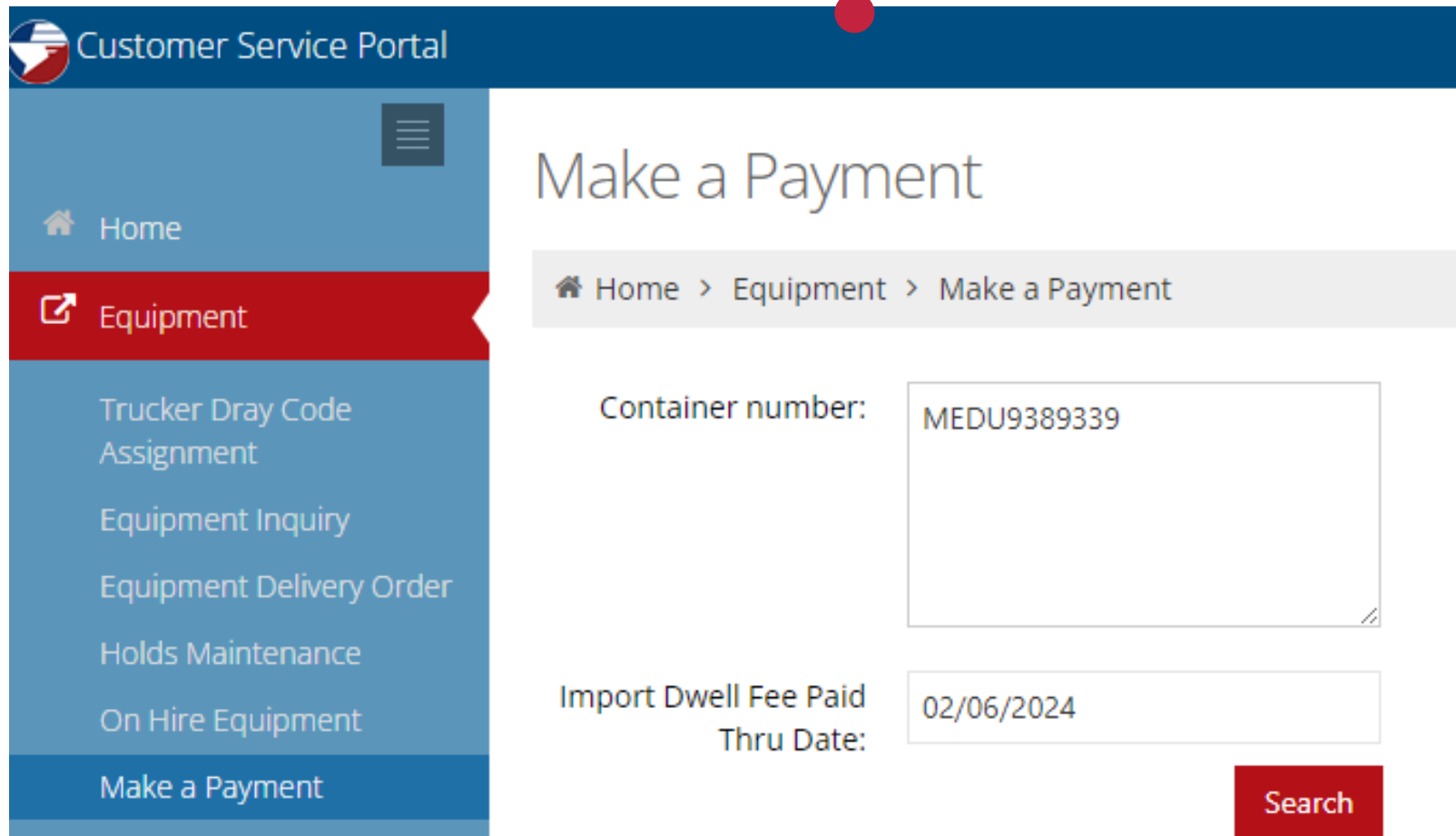
Total Charges: **\$126.76**

How to Pay by Guarantee

This option is only available to Lynx users with approved credit accounts established with Port Houston and lynx guarantee access is tied to the credit account. Please see the bottom of the Payment guide for additional information.

Pay By Guarantee:

1. Sign into the Customer Service Portal, Lynx <https://csp.porthouston.com/lynx/>
2. Click on the Equipment tab
3. Select Make a payment
4. Enter your container (s) and the Paid Thru Date if applicable
5. Select search to return results
6. Select the unit or fee type you would like to pay for, click pay selected
7. Select Payment type – Guarantee Payment and click on Guarantee Payment
8. Payment confirmation will be displayed and emailed to the user account



Customer Service Portal

Home

Equipment

Trucker Dray Code Assignment

Equipment Inquiry

Equipment Delivery Order

Holds Maintenance

On Hire Equipment

Make a Payment

Make a Payment

Home > Equipment > Make a Payment

Container number:

Import Dwell Fee Paid Thru Date:

Search

Pay By Guarantee:

1. Sign into the Customer Service Portal, Lynx <https://csp.porthouston.com/lynx/>
2. Click on the Equipment tab
3. Select Make a payment
4. Enter your container (s) and the Paid Thru Date if applicable
5. Select search to return results
6. Select the unit or fee type you would like to pay for, click pay selected
7. Select Payment type – Guarantee Payment and click on Guarantee Payment
8. Payment confirmation will be displayed and emailed to the user account

Make a Payment

Home > Equipment > Make a Payment

Container number: MEDU9389339

Import Dwell Fee Paid Thru Date: 02/06/2024

Search

Fee Information

Federal Exams:
Ramp Move: \$126.76
USCG: \$126.76
USDA: \$126.76
VACIS: \$126.76

Import Dwell Fee: An Import Dwell Fee of \$61.42 fee will be charged per unit per day starting on the eighth day after the expiration of free time, as defined in Tariff No. 15 Subrule 095 and Tariff No. 14 Subrule 093.

Please see the following link for Make a Payment Guide:
For support, please contact lynxsupport@porthouston.com

Showing 10 entries

Search:

Number	Proposed Import Dwell Fee Date	B/L	Location	Current Import Dwell Fee Date	LFD	GTD	Vessel	Voyage	Total of Selected	
MEDU9389339	2024-02-06	FQ470074	Y-BPT-USDA11	2024-01-24	2023-12-14		WILM	014E	\$126.76	Remove

	Fee	From Date	To Date	Description	Quantity Billed	Amount
☐	IMPORT_DWELL_FEE	2024-01-25	2024-02-06	IMPORT_DWELL_FEE	1	\$552.78
☒	USDA PAYMENT HOLD	2024-01-25	2024-02-06	USDA PAYMENT HOLD	1	\$126.76

Showing 1 of 1 entries

Pay Selected

Select All

Deselect All

Total Charges: \$126.76

Previous

Next

Fee Payment

« Back

Number	Proposed Import Dwell Fee Date	B/L	Location	Current Import Dwell Fee Date	LFD
<u>MEDU9389339</u>	2024-02-06	FQ470074	Y-BPT-USDA11	2024-01-24	2023-12-14
Fee	From Date	To Date	Description		
USDA PAYMENT HOLD	2024-01-25	2024-02-06	USDA PAYMENT HOLD		

Payment Type: (select payment) ▼

(select payment)

Credit Card

Guarantee Payment

Payment Information

Organization Name:

First Name:

Last Name:

Guarantee Payment

- Pay By Guarantee:**
1. Sign into the Customer Service Portal, Lynx <https://csp.porthouston.com/lynx/>
 2. Click on the Equipment tab
 3. Select Make a payment
 4. Enter your container (s) and the Paid Thru Date if applicable
 5. Select search to return results
 6. Select the unit or fee type you would like to pay for, click pay selected
 7. Select Payment type – Guarantee Payment and click on Guarantee Payment
 8. Payment confirmation will be displayed and emailed to the user account

Payment Confirmation

Pay By Guarantee:

1. Sign into the Customer Service Portal, Lynx <https://csp.porthouston.com/lynx/>
2. Click on the Equipment tab
3. Select Make a payment
4. Enter your container (s) and the Paid Thru Date if applicable
5. Select search to return results
6. Select the unit or fee type you would like to pay for, click pay selected
7. Select Payment type – Guarantee Payment and click on Guarantee Payment
8. Payment confirmation will be displayed and emailed to the user account

Home > Equipment > Payments & Guarantees

≡ Payment Confirmation - Your payment has been successfully submitted.

Port of Houston - Bayport

12619 Port Road
Pasadena, TX 77586
Tel: (713) 670-1100
Fax:



Payee:

Jocelyn Garcia

Payment Type: Guarantee

Organization: Wal-mart IDC 7042

Number	B/L	Location	LFD	Current Import Dwell Fee Date	GTD	Vessel	Voyage	Charges Paid	Ref Id
MEDU9389339	FQ470074	Y-BPT-USDA11	2023-12-14	2024-01-24	2024-02-06	WILM	014E	\$126.76	48219660732

Fee	From Date	To Date	Description	Quantity Billed	Amount
USDA PAYMENT HOLD	2024-01-25	2024-02-06	USDA PAYMENT HOLD	1	\$126.76

Total Charges: \$126.76

Payment History

Users can view individual payment history by searching by date, container, or reference ID. Under the Lynx User select the drop-down and click on payment history.

Payment History

Home > Payments > Payment History

Payment History

Select date range for payment(s) or Reference id or Container Number.

Reference id Or Container number

Start Date End Date

01/23/2024 02/07/2024 Search Reset

Payments By Date

Show 10 entries Search:

Expand	Request Date	Description	Requestor Name	Total Amount	Trans Type	Reference Id	Reprint
	2/6/2024 3:40:10 PM	Guarantee has been accepted	Jocelyn Garcia	\$126.76	GUARANTEE	48219660732	
	2/6/2024 3:34:15 PM	Approved	Test Conglee	\$126.76	CREDIT	10128863488	

Refunds

Import Dwell Refunds will automatically be generated based on the number of days paid through vs the number of days in the yard. If your unit is picked up before the paid-through date, our billing team will automatically process a refund.

Please contact Lynx Support if you have any questions or issues with making a payment.

Lynx Support:

Lynxsupport@porthouston.com

FAQ:

Who can pay fees?

Any authorized user with a Lynx account can pay the Import Dwell Fee or Federal Exams.

Can I make a payment before the unit is placed on hold?

No, a payment cannot be made until the unit has been put on hold. If you try to make a payment on a unit without the Import Dwell Fee Hold and/or Federal Exam Hold—The user will get an error—there will be no charges outstanding for the unit.

How do I know how much to pay?

The fees will automatically populate on the screen so it can be reviewed prior to making the payment.

What Credit cards are accepted?

We accept Visa, American Express, & Mastercard

I made a payment, but my unit still shows unavailable.

Payments through Lynx immediately trigger the release of the selected units. If the unit still shows unavailable there may be other holds on the unit.

My container was picked up before the date I paid through, how do I get a refund?

Our system is set up to calculate the number of days paid vs the number of days in the yard, if your unit is picked up before the paid-through date, a refund will automatically be processed by our billing team.

What is the difference between the sustained import dwell fee and the excessive import dwell fee?

The sustained Import Dwell Fee goes into effect on February 1, 2023—This fee will be assessed beginning the 8th day after the expiration of free time. The Excessive Import Dwell fee will be implemented by Port Houston's Executive Director as needed to further encourage container movement, a 30-day notice will be sent prior to the effective date.

Can you invoice me?

We do not invoice for terminal fees.

How do I get set up to guarantee payments?

*To set up a credit account with Port Houston, please fill out a credit application (**[Port-of-Houston-Credit-Application.pdf](#)** ([porthouston.com](#)) and return it to creditgroup@porthouston.com.*

Once the credit account is approved, please email lynxsupport@porthouston.com your credit account ID and lynx user ID to request guarantee payment access.

