



VANUATU

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

How to access the Vanuatu Electronic Single Window (VeSW) system

The following instructions are to assist VeSW Users in accessing the system online.

Process:

1. Enter the VeSW Portal address on your browser: <https://singlewindow.gov.vu>.
2. Click on the server you wish to access: **Test** or **Live** on the “Single Window Connections” section.



3. Click “Keep” on the message at the bottom right hand side of your browser:



4. Click on the JNLP file at the bottom right hand side of your browser:



Note 1: After accessing the JNLP file, the system will automatically create a shortcut on your desktop which you can use to access the VeSW system next time without having to do steps 1-4 above. However, it is highly recommended that you visit the [VeSW Portal](#) on a regular basis to get access to news, messages, documentations, forms etc., or to download latest VeSW updates.

The icon below is the VeSW icon that would appear on your desktop:



Note 2: If for some reason, you do not have Java installed on your PC, then, you can download and install from the link provided on the VeSW portal.



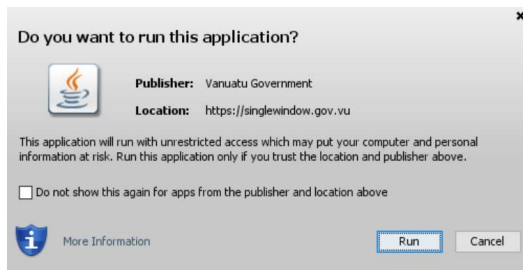
VANUATU

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

Download Java

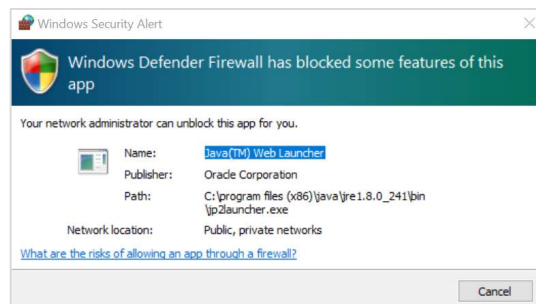
Single Window system uses the Java software. If your computer does not have Java, please download it [here](#) and install it.

5. After the JNLP file is downloaded, you will be presented this message if you have Java 8 or a later version of Java.



6. Click on the check box “Do not show this again for apps from the publisher and location above” to avoid this message to appear again next time.

Note: If for some reason, you have Windows Defender Firewall on, then the following message will also pop-up, and all you must do is Click cancel.



7. You will then be prompted with the login screen:



8. Enter your user credentials to login and you will be taken to the VeSW system.

■ End