

GWS User Manual

1. How do I log in to my GWS (Global Web Station) account?

Go to <https://nyis.bocusa.com/web/loginAct.htm>, enter your **GROUP ID, USERNAME AND PASSWORD**, then click **LOGIN**. You should then be able to view your account balance and transaction details.

2. My Internet Explorer browser automatically records my GWS login username and password. How do I change this?

If you use Microsoft Internet Explorer, you may try to adjust the following settings to disable the function 'Automatic Completion' in your browser:

Click 'Tools' in the browser menu;

Select 'Internet Options';

Click 'Content';

Select 'Auto Completion' in the personal information zone;

Delete the tick before 'Username and Password on Form';

Click the button 'Delete Password' if you need to delete the stored password.

3. When I use GWS, why does it sometimes log off automatically?

After logging into GWS, for security purposes, if you leave it unattended for a long period of time, the system will log off automatically. If you still want to use the system, please login again.