



KYSTVERKET

SafeSeaNet Norway
User Registration Guide

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1 Log In

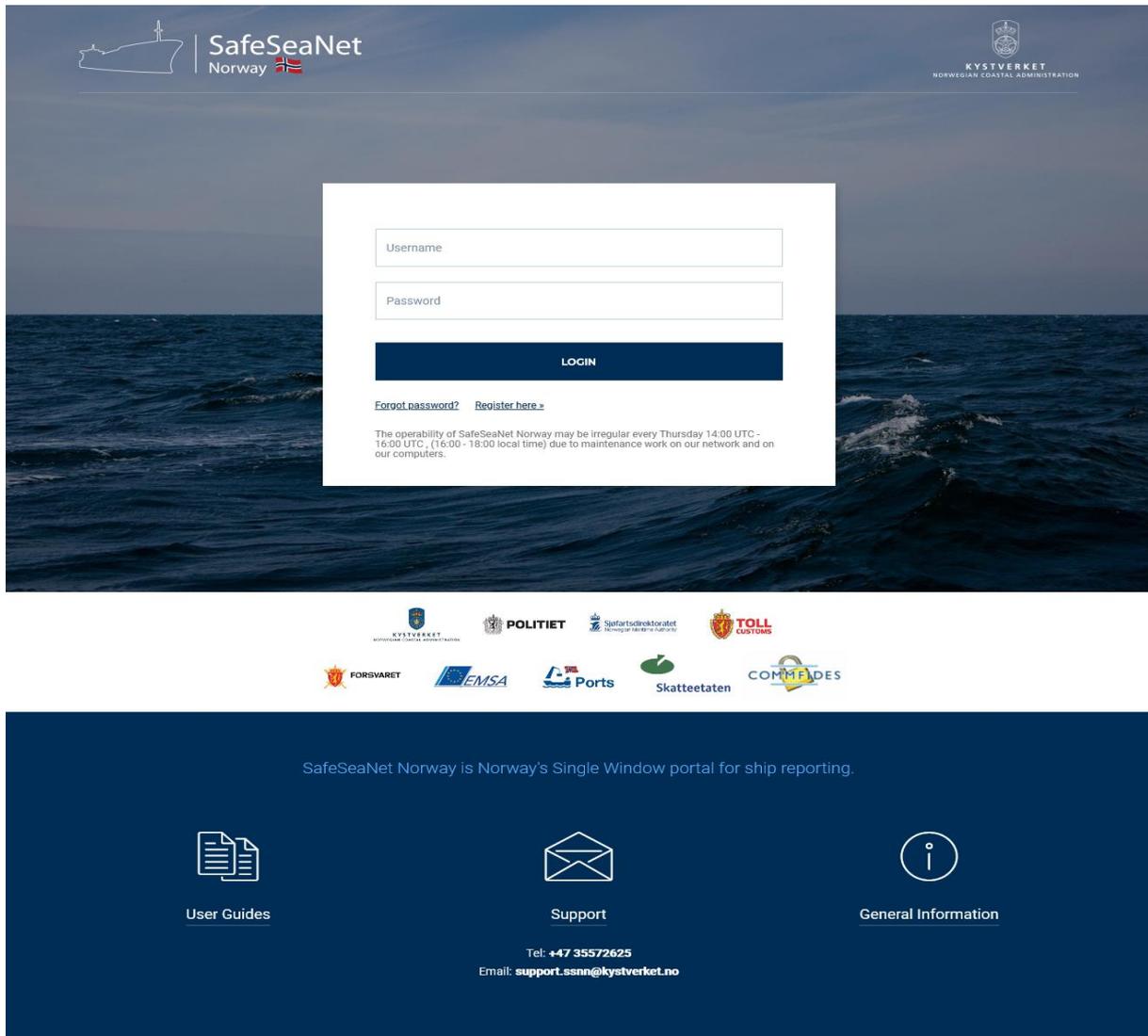


Figure 1: Log In

To register a new user account, click the link [Register here](#). The first registration step is described in section 2.1.

If you have forgotten your password, please refer to section 0.

2 Register New User

2.1 Start

Start by selecting your user account type.

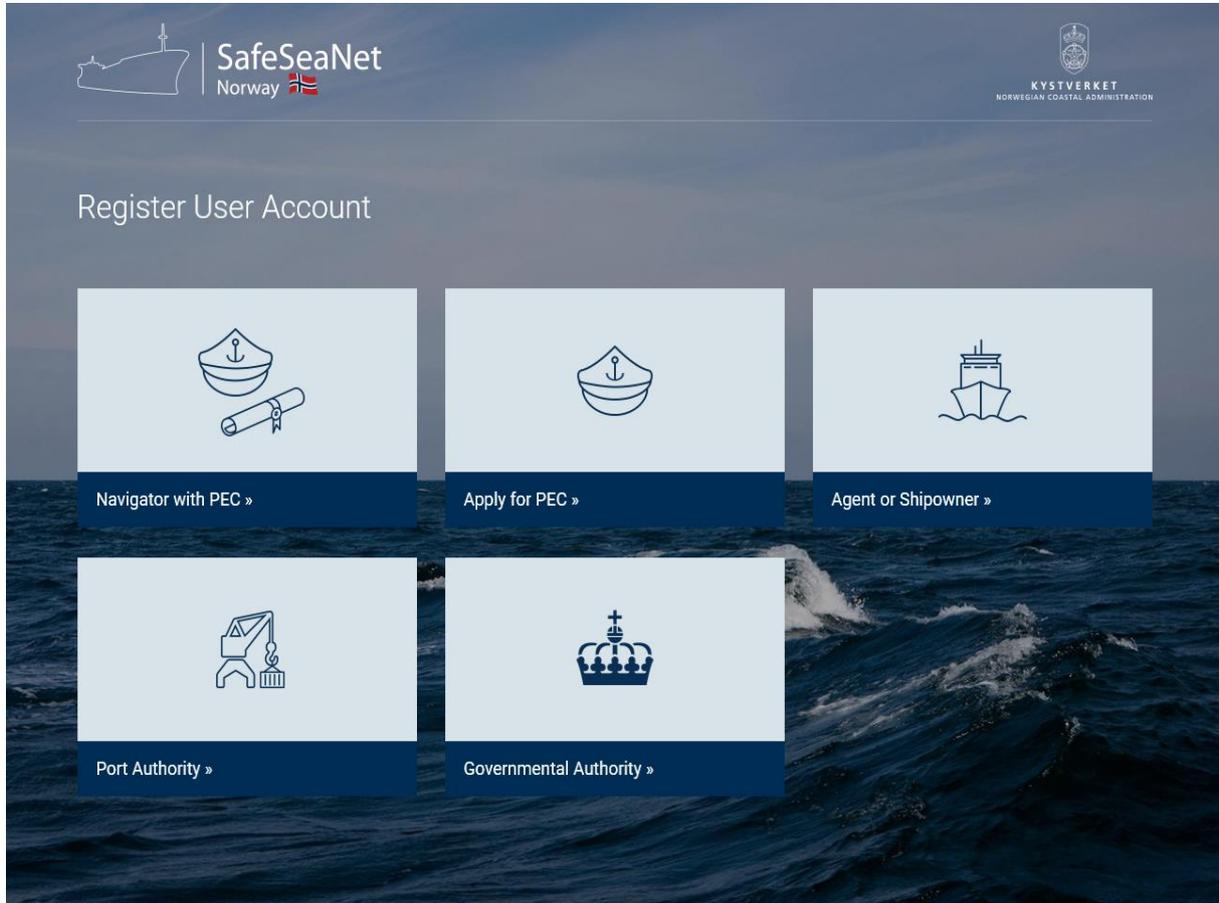


Figure 2: User Account Type Screen

- **Navigator with PEC:** Choose this if you already have a pilotage exemption certificate. Refer to section 2.1.1.
- **Apply for PEC:** Choose this if you are planning to apply for a pilotage exemption certificate.
- **Agent or Ship Owner:** Choose this if you wish to register voyages.
- **Port Authority:** Choose this if you are employed at a Norwegian port.
- **Government Authority:** Choose this if you are employed by the Norwegian Maritime Authority. A new selection of authorities will be displayed, and you should select the one that is relevant for your position of employment.

2.1.1 Find Pilotage Exemption Certificate

When you choose Navigator with PEC, you will be presented with a form to find your pilotage exemption certificate.

Register User Account (Navigator with PEC)

Find PEC > Personal Information > Verification > Company > Confirmation

Find Pilotage Exemption Certificate

In order to continue, please fill in the fields below to find your existing Pilotage Exemption Certificate (PEC).

The fields must match **exactly** with the values written on your Pilotage Exemption Certificate.

PEC Number	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/> 

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Figure 3: Search For PEC

Please enter your PEC Number, First Name, Last Name and Date of Birth in the Find Pilotage Exemption Certificate section.

When you have found your PEC, click Next button to proceed to the next step.

2.2 Personal Information

Register User Account (Agent)

Personal Information > Verification > Company > Confirmation

Personal Information

First Name:

Last Name:

Mobile Phone:

Credentials

- Your username must be an e-mail address.
- An e-mail will be sent to the specified e-mail address. Please follow the instructions given in the e-mail to activate your account.

E-mail Address: ✓

Password:

Confirm Password:

Consent

I accept the [Terms and Conditions](#)

I accept the [Privacy Statement](#) issued by the Norwegian Coastal Administration

Next » Cancel

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Figure 4: Personal Information Screen

In the Personal Information form the user must fill in first and last name. A valid mobile phone number must be provided to receive a verification text message.

If the mobile phone number is not Norwegian, make sure the country code is correct. You can type the country code directly, or type the country name in the Country Code field in front of the Mobile Phone field. When typing the country name a list of countries will appear, please select the appropriate one.

To be able to use SafeSeaNet Norway, users will have to accept both the Terms and Conditions and the Privacy Statement issued by the Norwegian Coastal Administration.

2.2.1 Credentials

The email address you provide will be your username.

Enter a desired password in the Password field. The password must be at least 8 characters long, must contain a mix of upper and lower case letters, and at least one digit. Enter the same password in the Confirm Password field.

When you have entered the required information, click Next to go to the mobile phone verification step.

2.3 SMS Verification

You should receive a text message with your verification code after clicking next in the Personal Information screen.

Register User Account (Agent)

The screenshot shows a registration progress bar with four steps: Personal Information, Verification (highlighted), Company, and Confirmation. Below the bar is a form titled 'SMS Verification'. The form contains the following text: 'An SMS has been sent to +47 99999999. To verify your mobile phone number, enter the 5 digit code from the SMS in the field below and click next.' Below this is a text input field labeled 'SafeSeaNet Norway Verification Code:' with the value '83592' entered. A note below the field states: 'Note: It might take a few minutes for the SMS to arrive. If no SMS has arrived within 5 minutes, [click here to resend the SMS](#) (max. 2 re-sends).' At the bottom right of the form are three buttons: '<< Previous', 'Next >', and 'Cancel'.

Need help registering a new user account? [Download the registration guide](#)

Figure 5: SMS Verification Screen

Enter your code in the Verification Code field and click Next.

If you did not receive a text message within 5 minutes you can try to have it sent to you again by clicking the [click here to resend the SMS link](#).

Please verify that you have entered the correct mobile phone number.

2.4 Company

This step does not apply to Government Authority employees.

In the `Company` screen you choose which company you are associated with. Enter your company name or organization number, and click search. Alternatively select your company from the list that appears when typing your company name.

If you wish to register a non-Norwegian company, please refer to section 2.4.1.

Register User Account (Agent)

Personal Information > Verification > **Company** > Confirmation

Company

Start typing the name or the organization number of the company you are associated with. Choose your company from the list that appears or click "Search".

Company Name / Org. No

Selected Company

Company Name:	DOCUMENTATION COMPANY LTD
Organization No:	111111111
Customer No:	1439939
Postal Code/City:	7045 Trondheim
Country:	NORWAY
Telephone:	
Telefax:	
Mobile Phone:	
Duty Phone (24h):	
E-mail:	

Search Help

If your **Norwegian** company is not registered in SafeSeaNet or in the Brønnøysund Register Centre [2], please contact SafeSeaNet support:

Tel: +47 35572625
Email: support.ssn@kystverket.no

To register a new **non-Norwegian** company, click the button below:

« Previous Next » Cancel

Need help registering a new user account? [Download the registration guide](#)

Figure 6: Searching For Your Company

If your search returns more than one company, use the `Select` link to select your company.

Your company details will appear and you can proceed to the `Confirmation` step by clicking the `Next` button.

2.4.1 Register Foreign Company

To register a foreign company, click I am trying to find a non-Norwegian company. Then click the Create new foreign company button. This will bring you to the Company Information screen.

Register User Account (Agent)



New Company

Company Name:

Company Certificates

To verify the company's existence, please upload a copy of the company certificate (one or more documents).

Drop files here or click to select files

Company Contact Information

Invoice Address		Contact Details	
Address Line 1:	<input type="text"/>	Telephone:	<input type="text"/> Country c <input type="text"/> Phone number
Address Line 2:	<input type="text"/>	Telefax:	<input type="text"/> Country c <input type="text"/> Phone number
Postal Code/City:	<input type="text"/>	Mobile Phone:	<input type="text"/> Country c <input type="text"/> Phone number
Country:	<input type="text" value="NORWAY"/>	Duty Phone (24h):	<input type="text"/> Country c <input type="text"/> Phone number
		E-mail:	<input type="text"/>

« Previous Next » Cancel

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Figure 7: New Foreign Company Screen

The following fields are required Company Name, Postal Code, City, Country and Email

You must upload one or more company certificates to verify the companys existence.

When you have entered the required information, you can click Next to go to the Confirmation screen.

2.5 Confirmation

Register User Account (Agent)

Personal Information > Verification > Company > **Confirmation**

Confirmation

Personal Information

Username: ola.nordmann@company.com
First Name: Ola
Last Name: Nordmann
Mobile phone: +47 99999999

Selected Company

Company Name: DOCUMENTATION COMPANY LTD
Organization No: 111111111
Customer No: 1439939

Postal Code/City: 7045 Trondheim Telephone:
Country: NORWAY Telefax:
Mobile Phone:
Duty Phone (24h):
E-mail:

« Previous Register Cancel

Need help registering a new user account? [Download the registration guide](#)

Figure 8: Confirmation Screen

Click **Register** to finish the user registration process. A verification email is sent to the provided email address with instructions on how to verify your user account.

Register User Account (Agent)

Registration Complete

Step 1 An e-mail has been sent to the following address: ola.nordmann@company.com

- Follow the instructions in the e-mail to activate your account.
- You will not be able to sign in until your account is activated.

Step 2 Your user account at **DOCUMENTATION COMPANY LTD** must be verified before you can log in. There are no active users at the company to verify your account. An e-mail has been sent to Kystverket. The verification process may therefore take a little longer.

You will be notified by e-mail (ola.nordmann@company.com) when the verification process is completed.

You may close this window now.

Need help registering a new user account? [Download the registration guide](#)

Figure 9: Registration Complete

2.6 User Account Verification



Figure 10: User Account Verification Email

Click the link in the email to verify your email address.

Account Activation

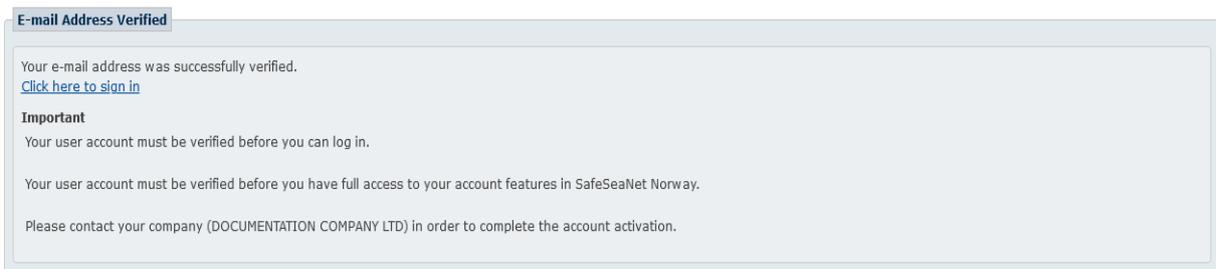


Figure 11: Email Address Verified

2.7 Activate User

When you associate with a company, your association must be verified by an existing user in that company. If there are any new unverified user accounts in your company, a notification will appear at the top of the screen. Click on the `Go to My Company` link and then the `Company User Accounts` tab.



The screenshot shows a web interface titled "Company User Accounts". Below the title, there is a text box stating "Below is an overview of all registered user accounts at DOCUMENTATION COMPANY LTD. [How to create new user accounts](#)". There is a checkbox labeled "Only show new, unverified user accounts" which is checked. To the right of the checkbox are two buttons: "Save All" and "Cancel All". Below this is a table with the following columns: "First Name", "Last Name", "Username", "Last Login", "Blocked [?]", "Active [?]", "Verified [?]", and "[?]". The table contains one row with the following data: "Ola", "Nordmann", "ola.nordmann@company.com", an empty cell, "No", a checked checkbox, an unchecked checkbox, and a "Remove" link.

First Name	Last Name	Username	Last Login	Blocked [?]	Active [?]	Verified [?]	[?]
Ola	Nordmann	ola.nordmann@company.com		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remove

Figure 12: Activate Users

Newly created user accounts are unverified by default.

To verify new user accounts, tick the `Verified` checkbox. A link labeled `Save` will appear. Click the `Save` link to verify the account.

You can verify multiple accounts on each save. Make all the changes you want, and then click the `Save All` button to the right above the grid.

To cancel the current set of changes, click the `Cancel All` button.

When users have been verified, they will be able to log in to SafeSeaNet with their new usernames and passwords.

A `Blocked` user account is not able to log in to SafeSeaNet Norway.

New user accounts are blocked by default until the new user has verified his/hers email address. The email address verification is open for one month after account creation.

After one month, only Kystverket may control the `Blocked` property of a user account.

New users are active by default. You can activate or deactivate a user by the `Active` checkbox. A deactivated user will not be able to log in. If an inactive user is removed from your company, he will be set to active so that he may log in and select a different company.

When you click the `Remove` link, you remove the association between the user account and the company. The user account will still exist even if you remove it from the company. The user can then select a new company if needed.

An email will be sent to each changed user account with a summary of the changes.

3 My Profile

3.1 Confirm Profile

The first time you log in you will be asked to confirm your profile information.

[My Account](#) > [My Profile](#)

My Profile

Please confirm your profile

Personal Information

Username: ola.nordmann@company.com
First Name: Ola
Last Name: Nordmann

Contact Information

Mobile Phone:
E-mail for Correspondence:

Default Settings

Receive Confirmation Emails
 Receive Voyage Expiration Reminder Emails
 Use English Language in Correspondence

Roles [\[?\]](#)

I will use SafeSeaNet to register voyages
 I will use SafeSeaNet to administer ports and/or port facilities
 I will use SafeSeaNet to apply for PEC

[Connect To My Pilotage Exemption Certificate...](#)

Consent

I accept the [Terms and Conditions](#)
 I accept the [Privacy Statement](#) issued by the Norwegian Coastal Administration

Figure 13: Confirm Profile

Click `Update` to confirm your profile.

3.2 Update Email for Correspondence

In the My Profile screen you can change the email address you use for correspondence.

[My Account](#) » My Profile

My Profile

Personal Information

Username: ola.nordmann@company.com
First Name: Ola
Last Name: Nordmann

Contact Information

Mobile Phone:
E-mail for Correspondence:

Default Settings

Receive Confirmation Emails
 Receive Voyage Expiration Reminder Emails
 Use English Language in Correspondence

Roles [\[?\]](#)

I will use SafeSeaNet to register voyages
 I will use SafeSeaNet to administer ports and/or port facilities
 I will use SafeSeaNet to apply for PEC

[Connect To My Pilotage Exemption Certificate...](#)

Consent

I accept the [Terms and Conditions](#)
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Figure 14: Change Email

If you change the email address and click `Update`, an email will be sent to the new address. You must click the link in the verification email to start using the new email address. The old email address will be used until the new email address has been verified.

Changing your email for correspondence will not change your username.

4 Forgot Password

If you have forgotten your password, click the `Forgot Password` link at the `Log In` screen.

A screenshot of a web form titled "Reset Password". The form has a light blue background. At the top left, there is a small blue tab with the text "Reset Password". Below the tab, the text "To reset your password, enter your username below." is displayed. Underneath this text, there is a label "Username:" followed by a white text input field. At the bottom left of the form, there is a small button labeled "Submit".

Figure 15: Reset Password Request

Enter your username in the `Username` field and click `Submit`. An email will be sent to you with a link. Clicking the link in the email will send you to a screen where you must choose a new password.