

Federal Maritime Commission



Automated Tariff Registration System (Form-1) User Manual

August 2007

Purpose

The Automated Tariff Registration System (Form-1) facilitates the registration of tariff publication locations by vessel-operating ocean common carriers (VOCCs), non-vessel-operating common carriers (NVOCCs), conferences, and marine terminal operators (MTOs) as required by Section 8 of the Shipping Act of 1984. The Federal Maritime Commission (FMC) uses Form-1 to permit shippers and other members of the public to obtain reliable and useful information concerning the rates and charges that will be assessed by common carriers and conferences for their transportation services; to ensure that carrier tariff publications are accurate and accessible; to protect the public from violations by carriers; and to review and monitor the activities of controlled carriers. Form-1 is available via the internet.

The purpose of this manual is to assist the FMC-1 Tariff Registration Form filer prepare and maintain the electronic FMC-1 form.

Things to Know

An account must be created to access the Form FMC-1 Application.

Prolonged inactivity in the application may cause automatic logout of the user.

Changes to accounts and forms are pending until verified and accepted by the FMC, and until then, the user may still make changes.

The back and forward arrows at the top of the screens have been disabled. Use the **Exit/Back** buttons at the bottom of the screens, where available.

The print function requires that Pop-up Blocker is turned **off**.

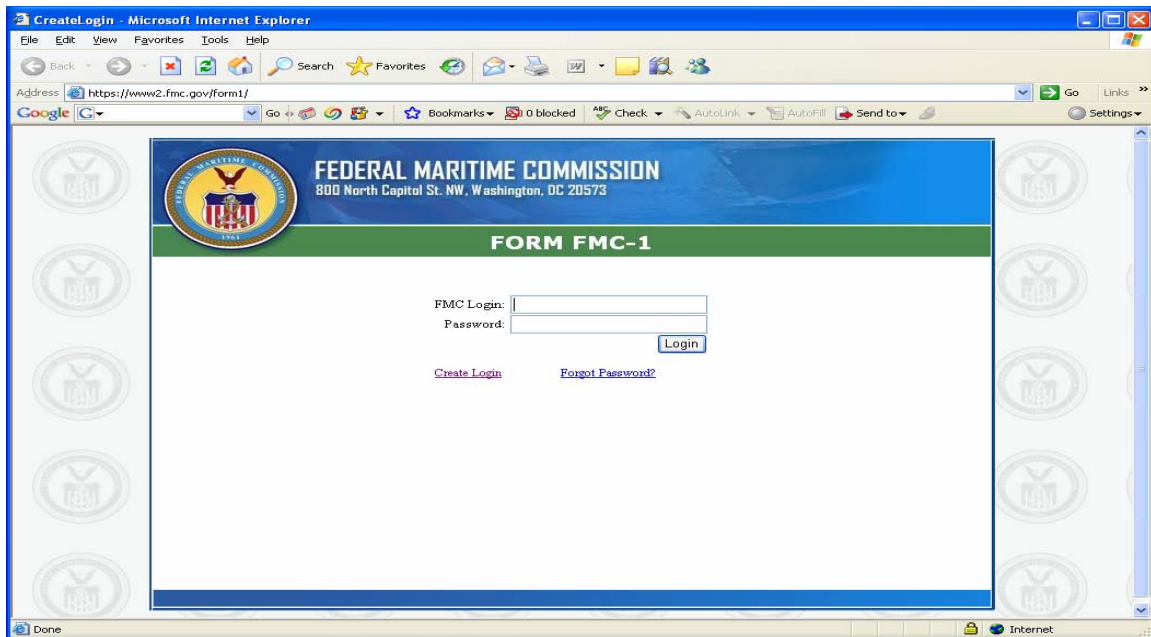
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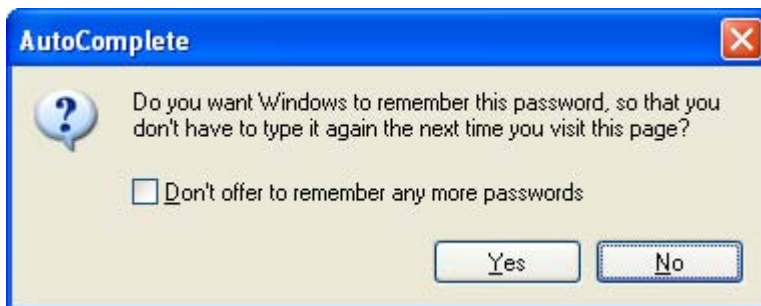
Logging into the Form FMC-1 Application

Login Screen

If a first time user, see *Creating an FMC Account*. If not a first time user of this application, enter previously assigned FMC login user ID and password; then click the **Login** button. (See the note below.) The **Main Screen** is displayed.

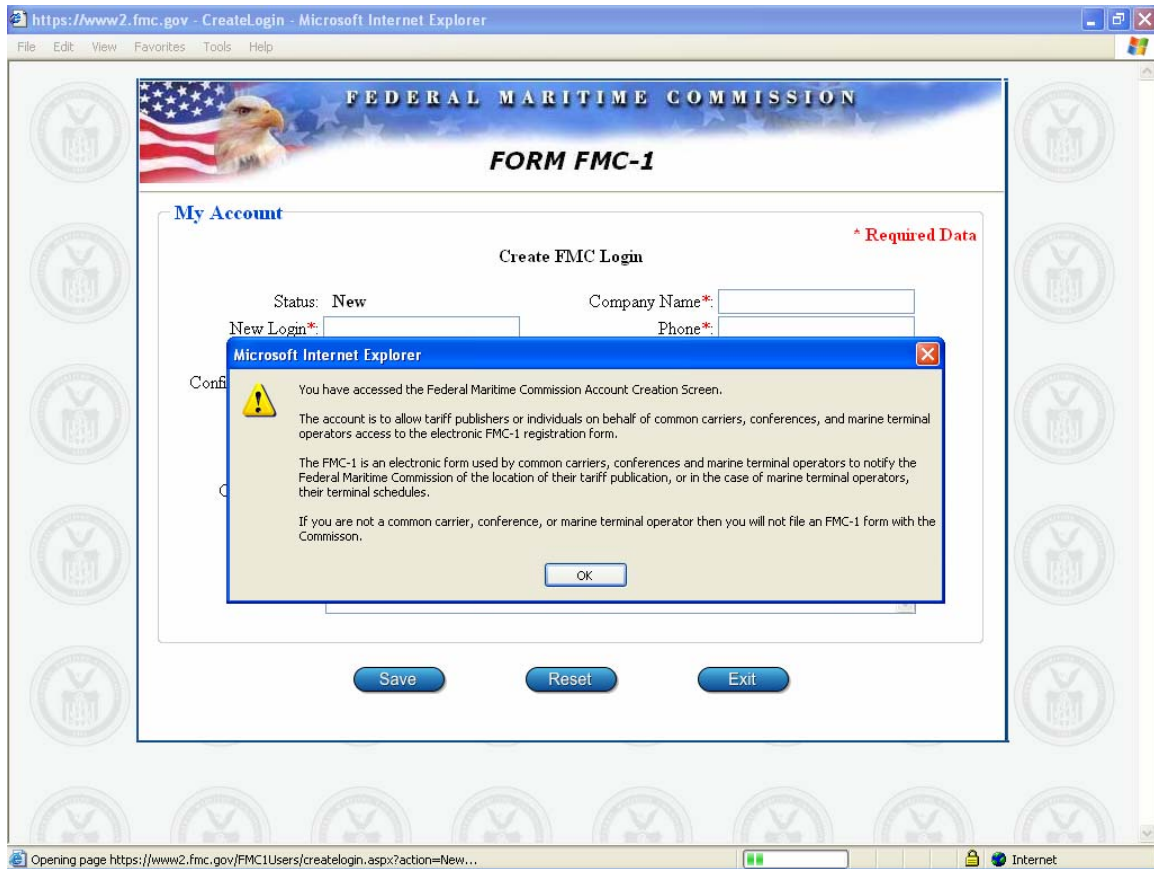


NOTE: An AutoComplete screen may be displayed depending on the user's internet settings. If you would not like to continue seeing this screen when you login, click in the box. Click the **Yes** button if you would like this password remembered; otherwise, click the **No** button.



Creating an FMC Account

If a first time user of this application, the **My Account** screen is displayed that is overlaid with an alert message. Click the **OK** button to continue.



The screenshot shows a web browser window titled "https://www2.fmc.gov - CreateLogin - Microsoft Internet Explorer". The main content area displays the "FEDERAL MARITIME COMMISSION FORM FMC-1" header. Below the header is a "My Account" section with the sub-heading "Create FMC Login". A red asterisk and the text "Required Data" are visible in the top right of this section. The form includes fields for "Status: New", "Company Name*", "New Login*", and "Phone*". A "Microsoft Internet Explorer" alert dialog box is overlaid on the form, containing the following text:

You have accessed the Federal Maritime Commission Account Creation Screen.

The account is to allow tariff publishers or individuals on behalf of common carriers, conferences, and marine terminal operators access to the electronic FMC-1 registration form.

The FMC-1 is an electronic form used by common carriers, conferences and marine terminal operators to notify the Federal Maritime Commission of the location of their tariff publication, or in the case of marine terminal operators, their terminal schedules.

If you are not a common carrier, conference, or marine terminal operator then you will not file an FMC-1 form with the Commission.

An "OK" button is located at the bottom of the alert dialog. Below the form are three buttons: "Save", "Reset", and "Exit". The browser's status bar at the bottom shows the URL "Opening page https://www2.fmc.gov/FMC1Users/createlogin.aspx?action=New..." and the "Internet" icon.

Enter the account information using *Table A – Account Screen Data Fields* found in the Appendix. **Note:** Required fields are designated by a red asterisk (*) next to the field names.

https://www2.fmc.gov - CreateLogin - Microsoft Internet Explorer
File Edit View Favorites Tools Help

FEDERAL MARITIME COMMISSION
FORM FMC-1

My Account * Required Data

Create FMC Login

Status: New	Company Name*:	<input type="text"/>
New Login*:	Phone*:	<input type="text"/>
Password*:	Fax:	<input type="text"/>
Confirm password:	Street 1:	<input type="text"/>
First Name*:	Street 2:	<input type="text"/>
Last Name*:	City:	<input type="text"/>
Email*:	State:	<input type="text"/>
Confirm Email:	Zip:	<input type="text"/>
Type of Filer:	Country: United States	<input type="text"/>

Comments:

Done Internet

To save the data, click the **Save and Exit** button to save and return to the previous screen. To exit without saving the changes, click the **Exit** button to return to the previous screen.

https://www2.fmc.gov - CreateLogin - Microsoft Internet Explorer

Federal Maritime Commission
FORM FMC-1

My Account * Required Data

Create FMC Login

Status: New	Company Name*: MyShippingCo
New Login*: FirstLast	Phone*: 202-555-1212
Password*: ●●●●●●	Fax: 202-555-1313
Confirm password: ●●●●●●	Street 1: 1000 Main Street
First Name*: MyFirstName	Street 2: Suite 200
Last Name*: MyLastName	City: Washington
Email*: myemail@email.com	State: District of Columbia
Confirm Email: myemail@email.com	Zip: 20000
Type of Filer: Self Publisher	Country: United States

Comments:

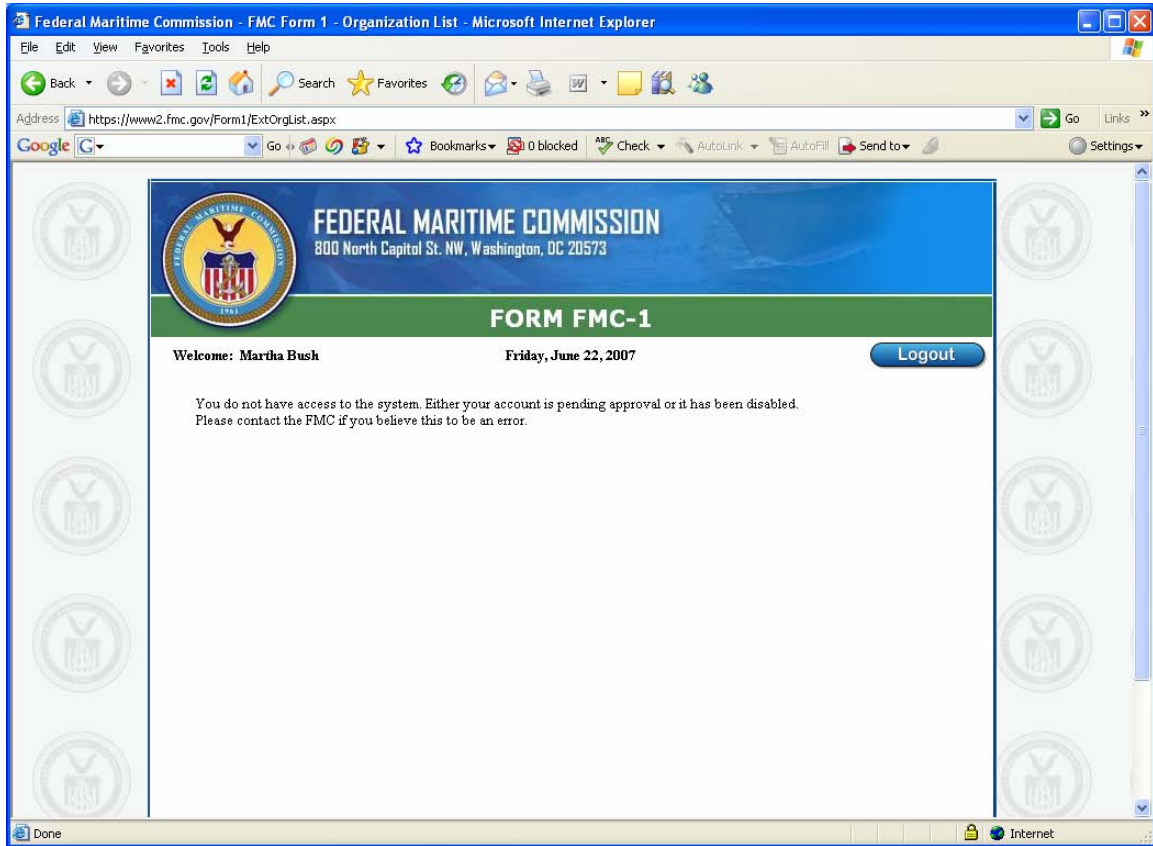
Done Internet

The new account is submitted to the FMC for approval and a message is displayed. Click the **OK** button to continue.

The screenshot shows a web browser window titled "https://www2.fmc.gov - CreateLogin - Microsoft Internet Explorer". The page content is for the "FEDERAL MARITIME COMMISSION FORM FMC-1" and is titled "My Account" and "Create FMC Login". A status message at the top of the form area reads "Status: Submitted for approval". A red asterisk indicates "* Required Data". The form contains several input fields: "New Login*" (containing "FirstLast"), "Password*" (masked with dots), "Confirm password:" (masked with dots), "First Name*" (containing "MyFirs"), "Last Name*" (containing "MyLas"), "Email*" (containing "myema"), "Confirm Email:" (containing "myema"), "Type of Filer:" (containing "Self P"), "Company Name*" (containing "MyShippingCo"), "Phone*" (containing "202-555-1212"), "Fax:" (containing "202-555-1313"), and "Street 1:" (containing "1000 Main Street"). There are also dropdown menus for "State" (set to "Columbia") and "Country" (set to "es"). A "Comments:" text area is at the bottom of the form. A modal dialog box is overlaid on the form with the text "Thank you! Your login request has been submitted for approval." and an "OK" button. At the bottom of the page are "Save", "Reset", and "Exit" buttons. The browser's address bar shows "Opening page https://www2.fmc.gov/FMC1Users/createlogin.aspx?action=New..." and the status bar shows "Internet".

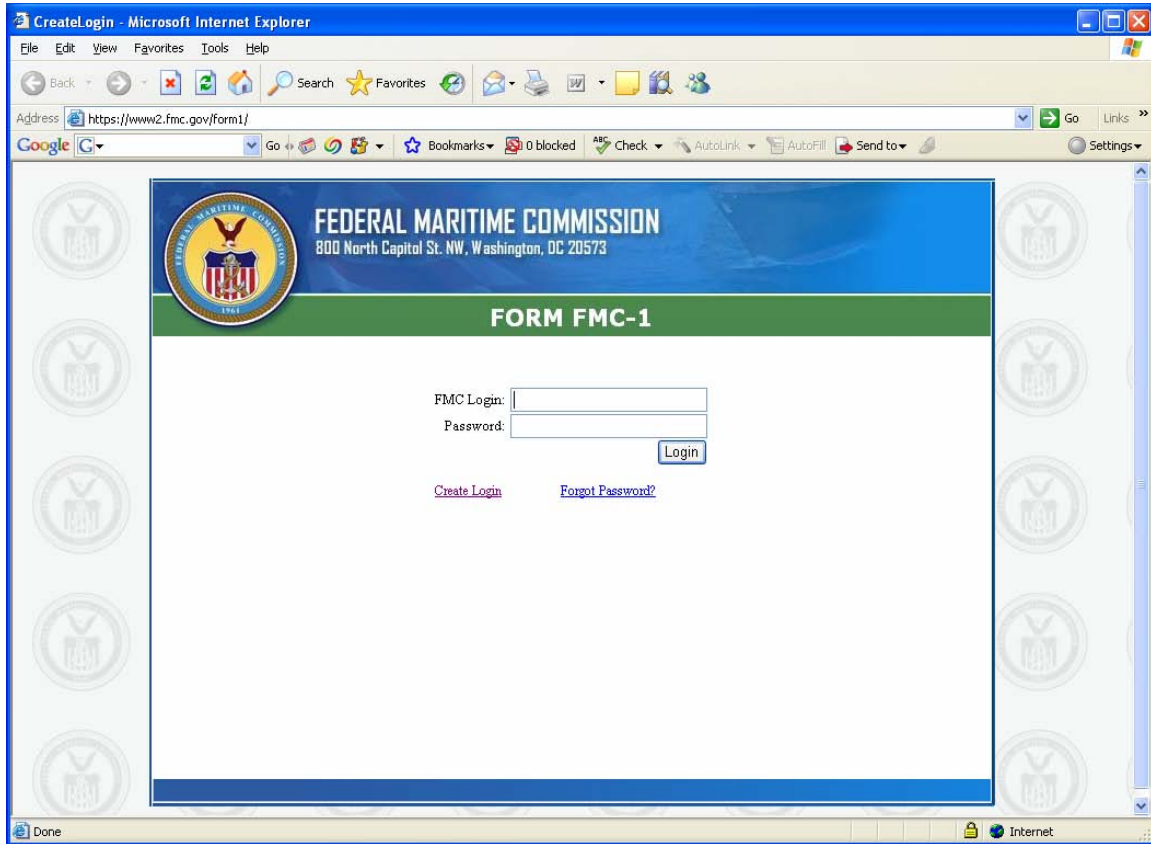
Login Prior to FMC Account Approval

The FMC must approve the new account prior to its usage by the Form FMC-1 filer.



Forgotten Password

If the user has forgotten the password, click the “**Forgot Password?**” link and the **Send Temporary Password** screen is displayed.

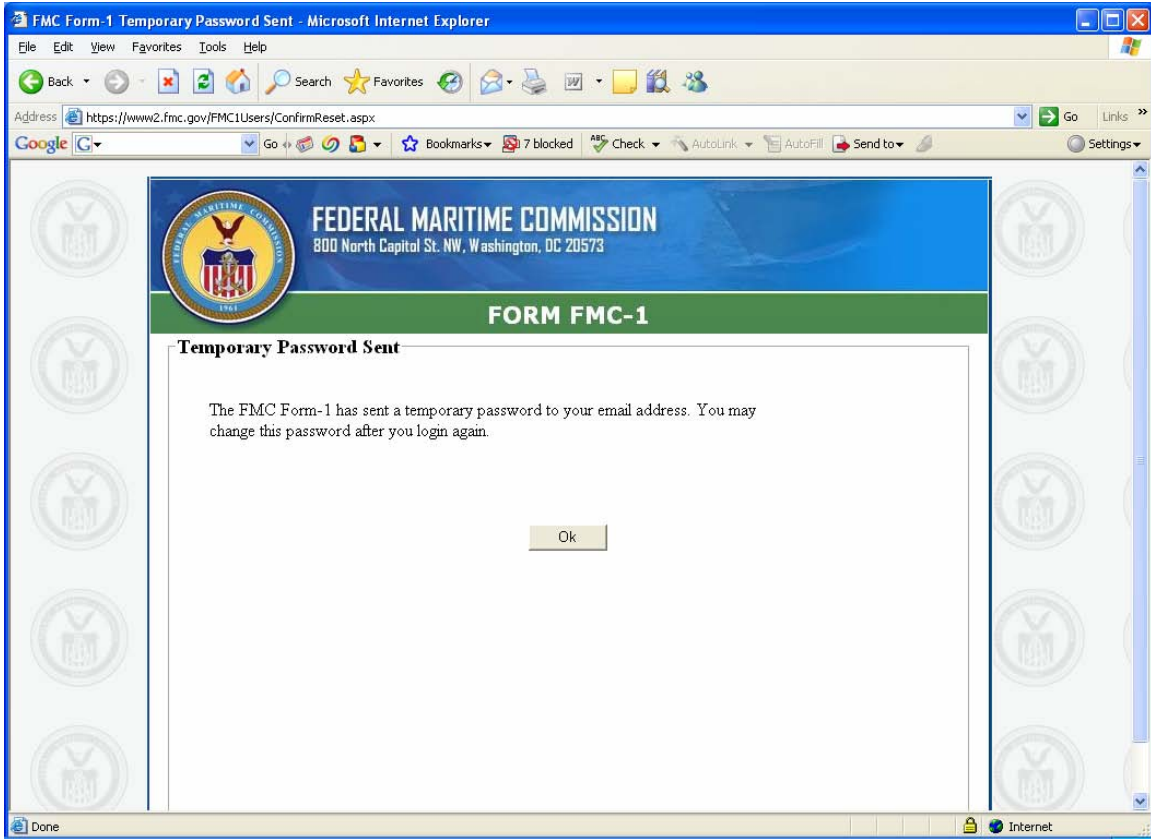


Enter previously assigned FMC login user ID and email address and click the **Ok** button. A message, requesting the user to wait for confirmation that an email has been sent, is displayed. Click the **OK** button to continue.

The screenshot shows a web browser window titled "FMC Form-1 Send Temporary Password - Microsoft Internet Explorer". The page header features the Federal Maritime Commission logo and the text "FEDERAL MARITIME COMMISSION" and "FORM FMC-1". The main content area is titled "Send Temporary Password" and contains the following text: "Please enter your FMC Login and email address then press Ok. The system will send you a temporary password to your email address." Below this text are two input fields: "FMC Login:" and "Email Address:". At the bottom of the form are two buttons: "Ok" and "Exit". The browser's status bar at the bottom shows "Done" and "Internet".

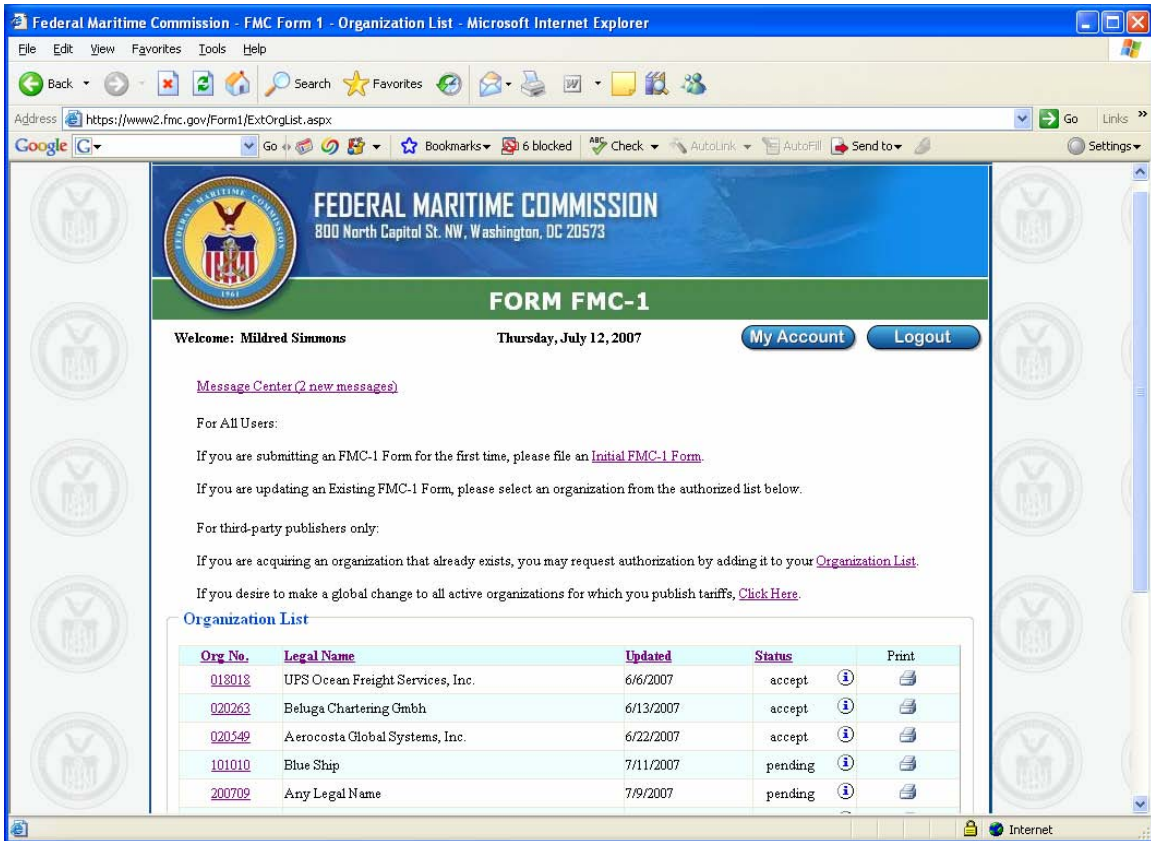


A new screen is displayed stating that a temporary password has been emailed. The user may change the temporary password after logging in by clicking the **My Account** button from the Main screen. Click the **OK** button to continue.



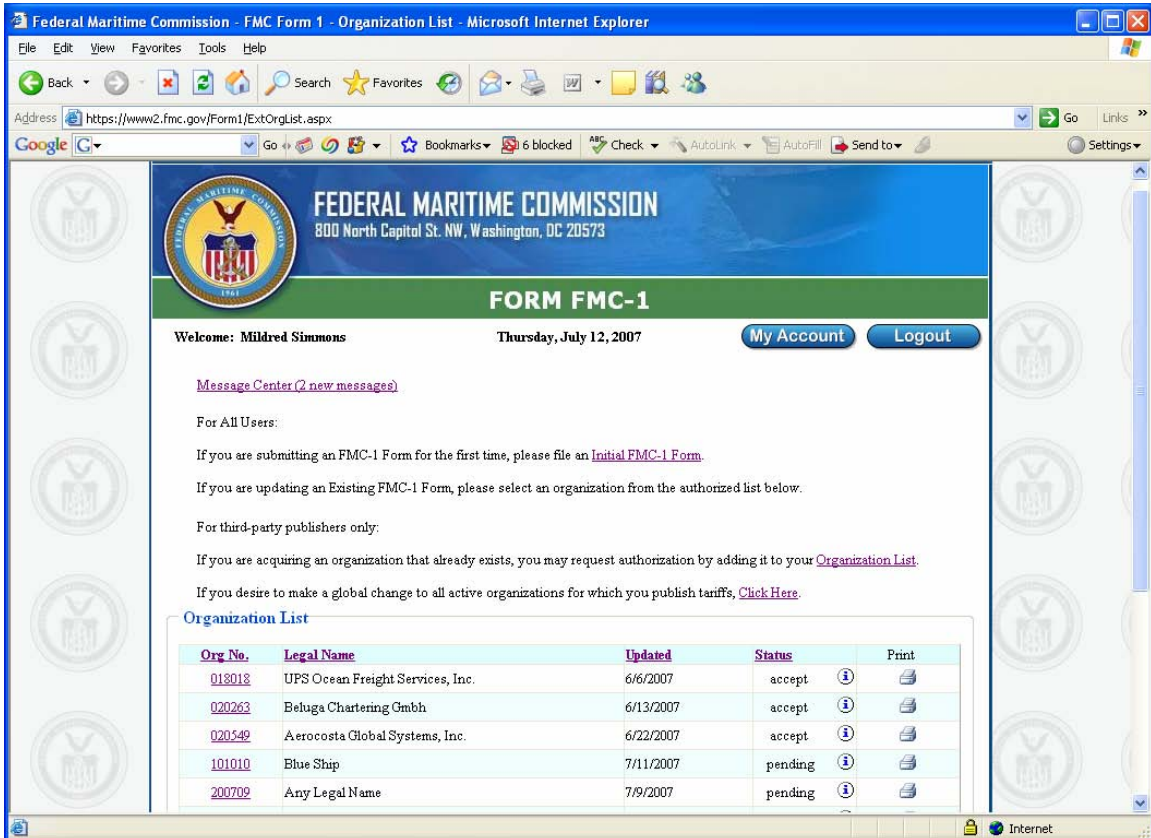
Main Screen

The Main Screen is displayed after logging in to the FMC-1 Tariff Registration Form application system. This screen may be used to update the account owner information, enter the Message Center to read messages from or send messages to the FMC administrators, enter initial FMC-1 forms for new organizations, access existing organization FMC-1 forms for updates from the account owner's authorized list, or log out of the system. If the account owner is a third-party publisher, the owner may request access to existing organization FMC-1 forms and access a link to make global changes.



My Account

To update the account owner information on the My Account screen, click the **My Account** button.



Federal Maritime Commission - FMC Form 1 - Organization List - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtOrgList.aspx>

FEDERAL MARITIME COMMISSION
800 North Capitol St. NW, Washington, DC 20573

FORM FMC-1

Welcome: Mildred Simmons Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center \(2 new messages\)](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).

If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

Organization List

Org No.	Legal Name	Updated	Status	Print
018018	UPS Ocean Freight Services, Inc.	6/6/2007	accept	
020263	Beluga Chartering GmbH	6/13/2007	accept	
020549	Aerocosta Global Systems, Inc.	6/22/2007	accept	
101010	Blue Ship	7/11/2007	pending	
200709	Any Legal Name	7/9/2007	pending	

Update the Account

The My Account screen displays the account owner FMC login user ID, status of the account, the last updated date and time, and data entry fields that may be updated.

The account screen also allows the owner to change the password.

Enter the updated account information using *Table A – Account Screen Data Fields* found in the Appendix. **Note:** Required fields are designated by a red asterisk (*) next to the field names.

The screenshot shows a web browser window titled "Federal Maritime Commission - FMC1 - My Account - Microsoft Internet Explorer". The address bar shows "https://www2.fmc.gov/Form1/MyAccount.aspx". The page header includes the FMC logo and the text "FEDERAL MARITIME COMMISSION 800 North Capitol St. NW, Washington, DC 20573". Below the header is a green bar with "FORM FMC-1". The main content area is titled "My Account" and contains a "Change Password" link and an "Update Account Information" section. The "Update Account Information" section is marked with a red asterisk and the text "* Required Data". It displays the following information:

FMC Login: Mildred Simmons	Company Name*: Faye's Company
Status: Pending verification	Phone*: 202-345-6789
Last Updated: 6/19/2007 3:33 PM	Fax: 202-345-7800
First Name*: Mildred	Street 1: 1400 North Capitol St
Last Name*: Simmons	Street 2: Suite 91099
Email*: fsimmons@fmc.gov	City: Washington
Confirm Email: fsimmons@fmc.gov	State: District of Columbia
Type of Filer: Third-Party Publish*	Zip: 29888
	Country: United States

Comments: suite chge

Buttons: Save and Exit, Exit

To save the data, click the **Save and Exit** button to save and return to the previous screen. To exit without saving the changes, click the **Exit** button to return to the previous screen. The changes become effective once they are verified by the FMC.

Federal Maritime Commission - FMC1 - My Account - Microsoft Internet Explorer

Address: https://www2.fmc.gov/Form1/MyAccount.aspx

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

My Account

[Change Password](#) **Update Account Information** * Required Data

FMC Login: **Mildred Simmons**
Status: **Pending verification**
Last Updated: 6/19/2007 3:33 PM

Company Name*: **Faye's Company**
Phone*: **202-345-6789**
Fax: **202-543-7800**
Street 1: **1400 North Capitol St**
Street 2: **Suite 91099**
City: **Washington**
State: **District of Columbia**
Zip: **29888**
Country: **United States**

First Name*: **Mildred**
Last Name*: **Simmons**
Email*: **fsimmons@fmc.gov**
Confirm Email: **fsimmons@fmc.gov**
Type of Filer: **Third-Party Publisher**

Comments: **changed fax number**

Save and Exit **Exit**

Updated Account screen

Change Password

To change a password, click the Change Password link at the top of the My Account screen. The Change Password screen is displayed. The new password must be different than the previous password, be at least 8 characters long, contain at least one number, one upper case letter, one lower case letter and one special character. (Examples of special characters are “,” “@”, “#”, “\$”, “;”). Enter the new password, enter it again to confirm it and then click the **OK** button.

Federal Maritime Commission - FMC1 - My Account - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/MyAccount.aspx>

FEDERAL MARITIME COMMISSION
800 North Capitol St. NW, Washington, DC 20573

FORM FMC-1

My Account

[Change Password](#) **Update Account Information** * Required Data

FMC Login: **Mildred Simmons**
Status: **Pending verification**
Last Updated: **6/19/2007 3:33 PM**

Company Name*: **Faye's Company**
Phone*: **202-345-6789**
Fax: **202-345-7800**
Street 1: **1400 North Capitol St**
Street 2: **Suite 91099**
City: **Washington**
State: **District of Columbia**
Zip: **29888**
Country: **United States**

First Name*: **Mildred**
Last Name*: **Simmons**
Email*: **fsimmons@fmc.gov**
Confirm Email: **fsimmons@fmc.gov**
Type of Filer: **Third-Party Publish**

Comments: **suite chge**

Save and Exit **Exit**

<https://www2.fmc.gov> - Change Passwor...

New password:

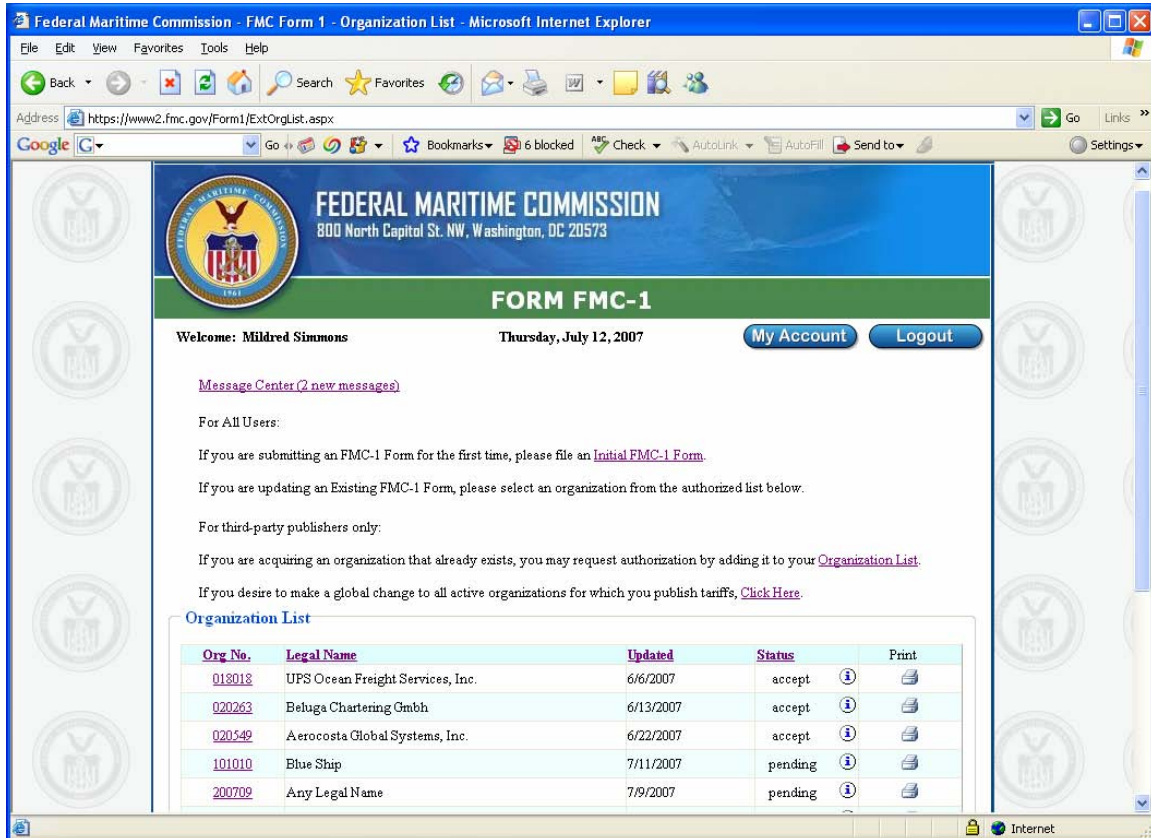
Confirm password:

Ok

Done Internet

Message Center (n New Messages)

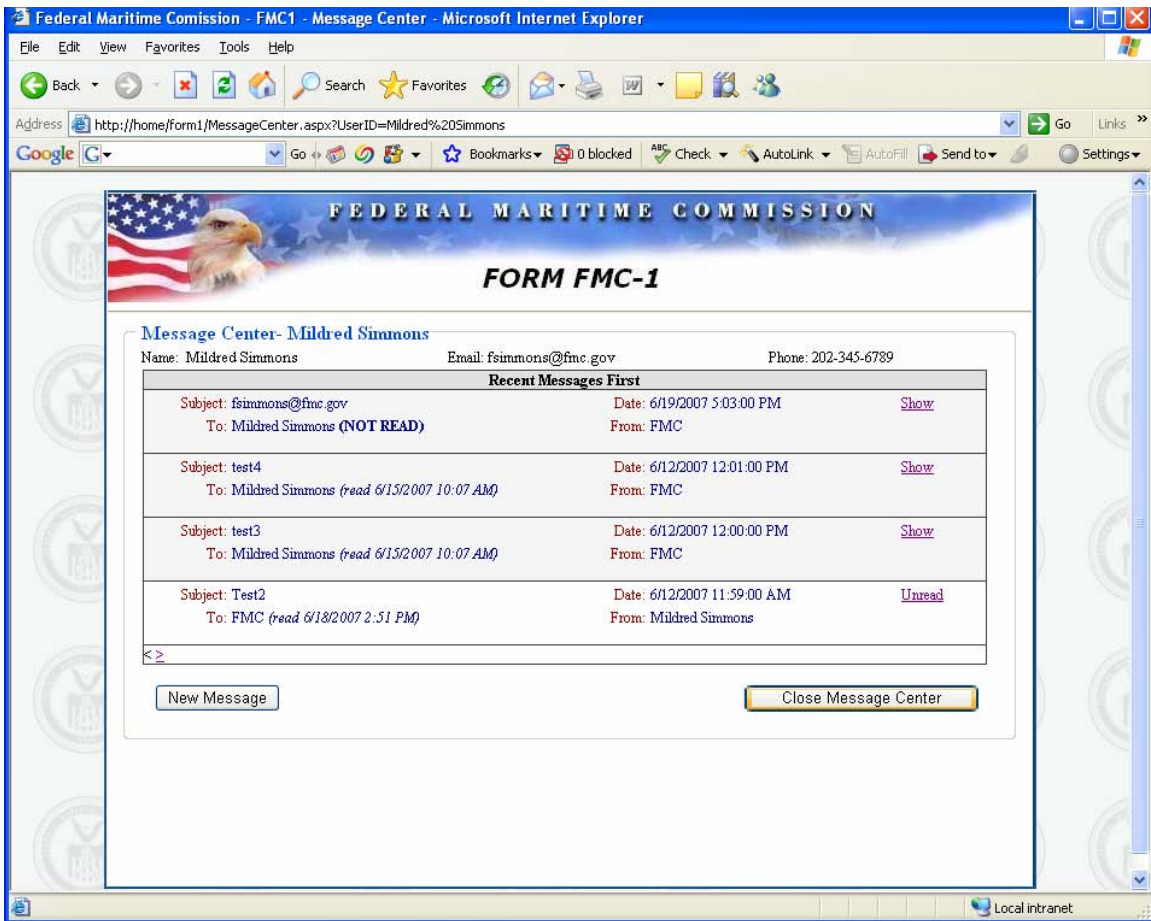
To access the Message Center, click the **Message Center (n New Messages)** link at the top of the screen, where “n” is the number of new messages.



The screenshot shows the Federal Maritime Commission (FMC) website interface. The browser title is "Federal Maritime Commission - FMC Form 1 - Organization List - Microsoft Internet Explorer". The address bar shows the URL "https://www2.fmc.gov/Form1/ExtOrgList.aspx". The page header includes the FMC logo and the text "FEDERAL MARITIME COMMISSION 800 North Capitol St. NW, Washington, DC 20573". Below the header, the page is titled "FORM FMC-1". A welcome message reads "Welcome: Mildred Simmons Thursday, July 12, 2007" with buttons for "My Account" and "Logout". A link for "Message Center (2 new messages)" is visible. The page contains instructions for users and a section titled "Organization List" with a table of organizations.

Org No.	Legal Name	Updated	Status	Print
018018	UPS Ocean Freight Services, Inc.	6/6/2007	accept	
020263	Beluga Chartering GmbH	6/13/2007	accept	
020549	Aerocosta Global Systems, Inc.	6/22/2007	accept	
101010	Blue Ship	7/11/2007	pending	
200709	Any Legal Name	7/9/2007	pending	

The Message Center screen is displayed. The account owner may read messages from or write messages to the FMC administrators.



To read a new message, click on **Unread** of the message to be read, or to read an old message, click on **Show**.

Federal Maritime Commission - FMC1 - Message Center - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/MessageCenter.aspx>

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

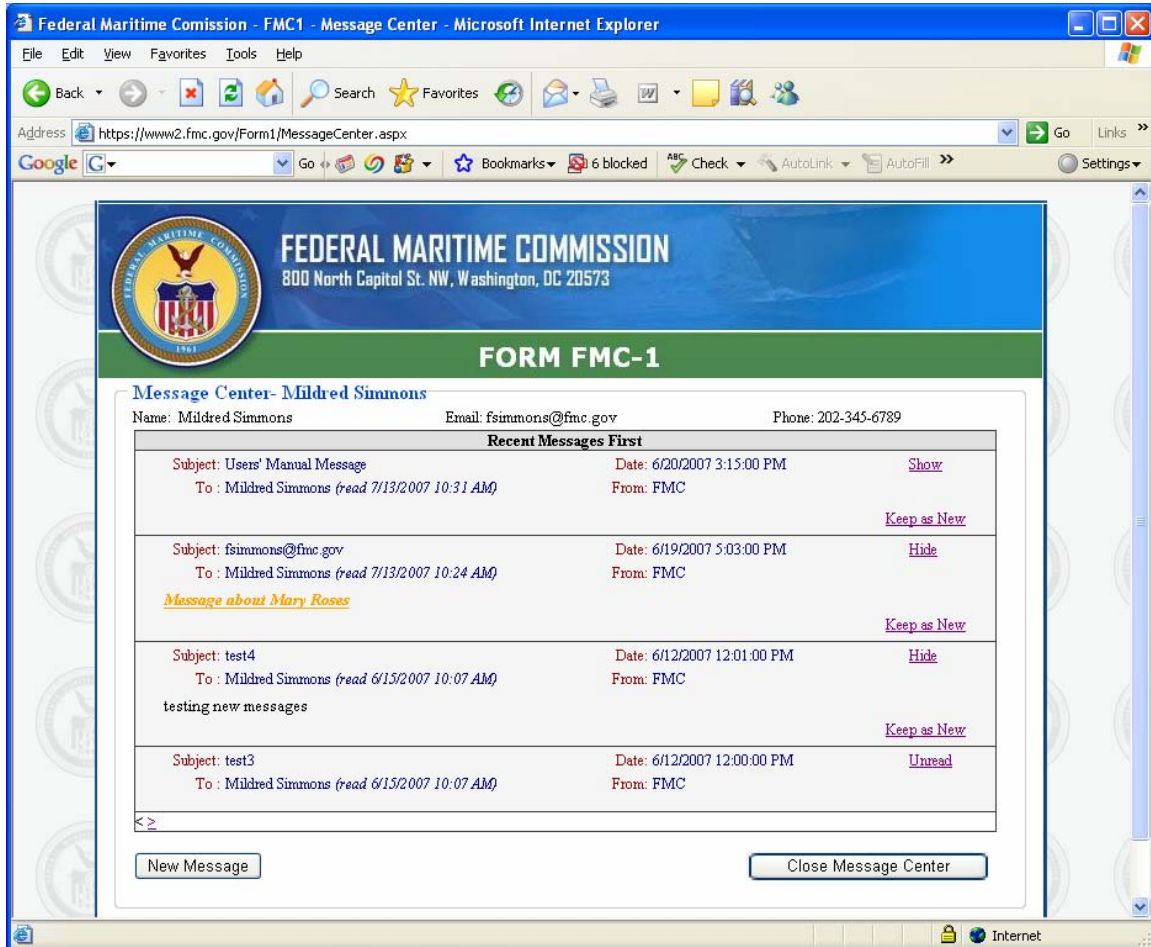
Message Center- Mildred Simmons
Name: Mildred Simmons Email: fsimmons@fmc.gov Phone: 202-345-6789

Recent Messages First

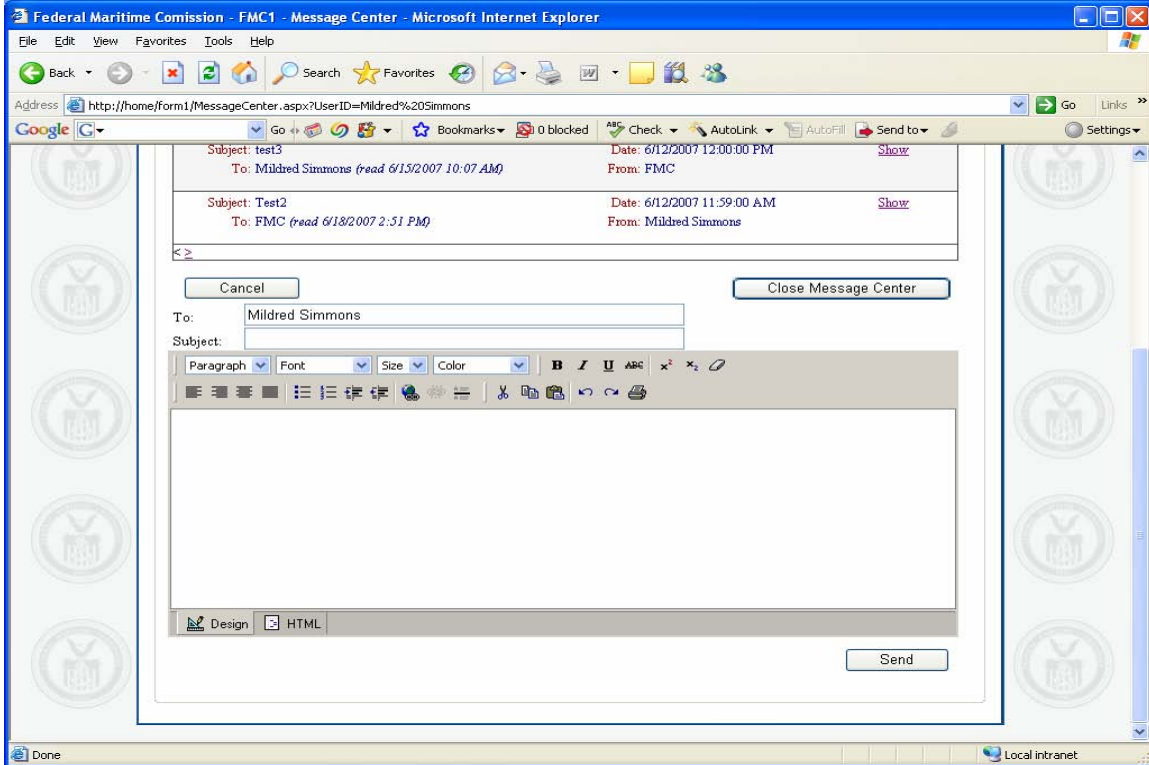
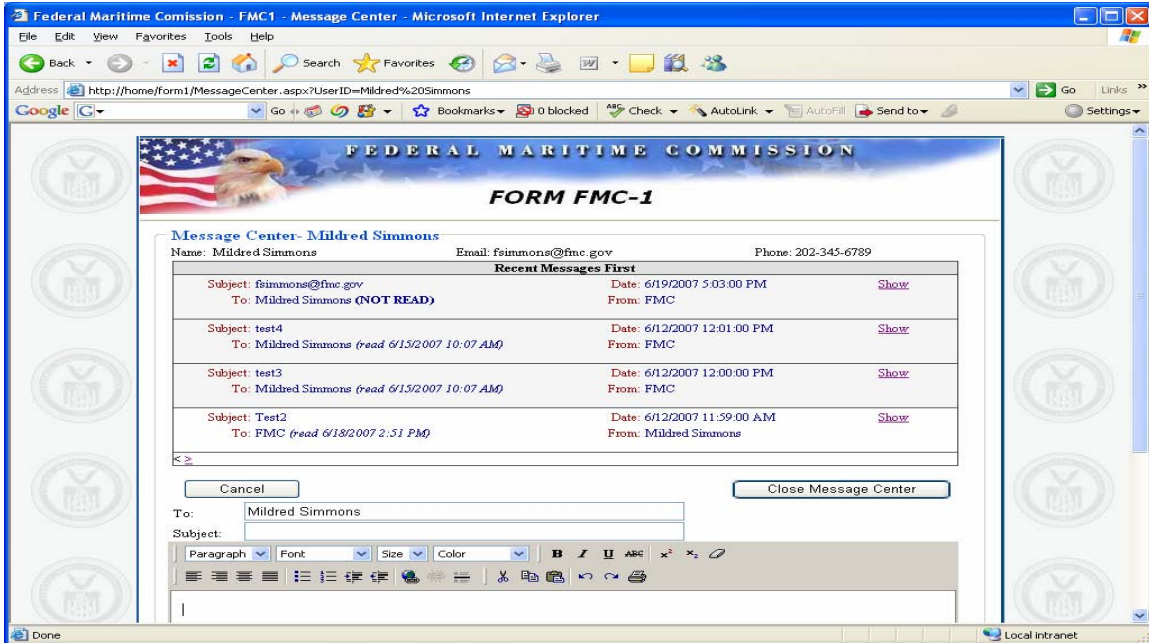
Subject: Users' Manual Message To: Mildred Simmons (read 7/13/2007 10:31 AM)	Date: 6/20/2007 3:15:00 PM From: FMC	Show
		Keep as New
Subject: fsimmons@fmc.gov To: Mildred Simmons (read 7/13/2007 10:24 AM)	Date: 6/19/2007 5:03:00 PM From: FMC	Show
		Keep as New
Subject: test4 To: Mildred Simmons (read 6/15/2007 10:07 AM)	Date: 6/12/2007 12:01:00 PM From: FMC	Unread
Subject: test3 To: Mildred Simmons (read 6/15/2007 10:07 AM)	Date: 6/12/2007 12:00:00 PM From: FMC	Unread

< >

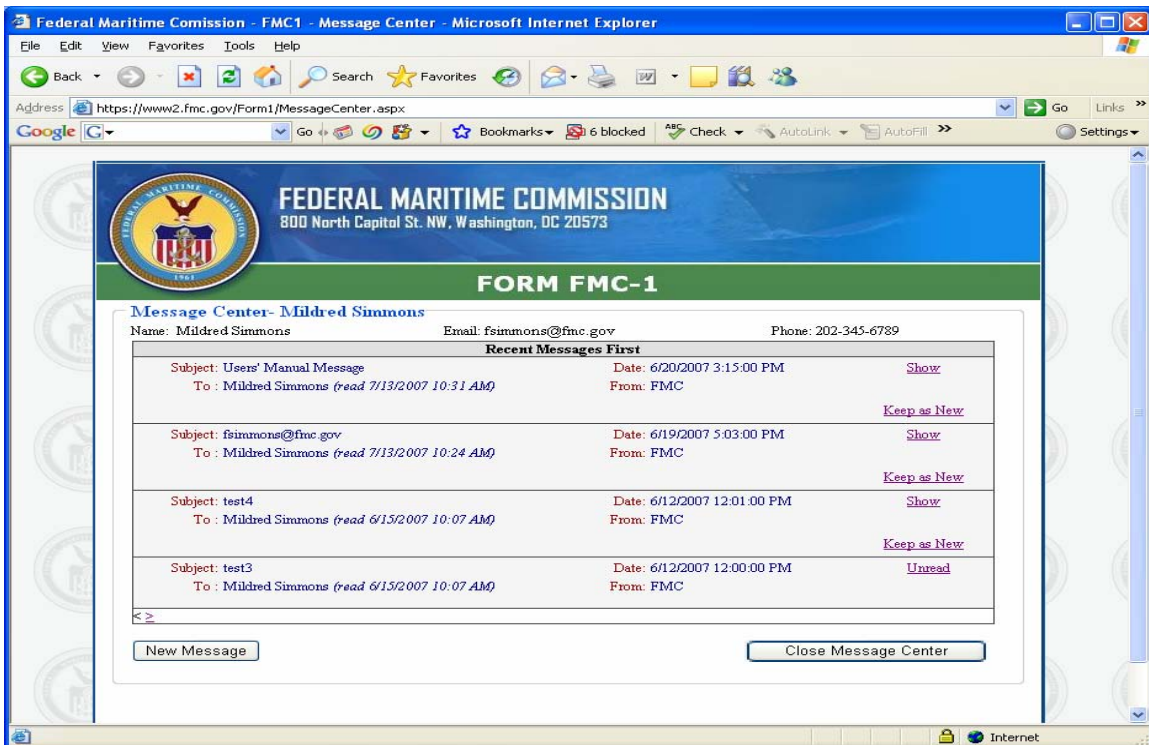
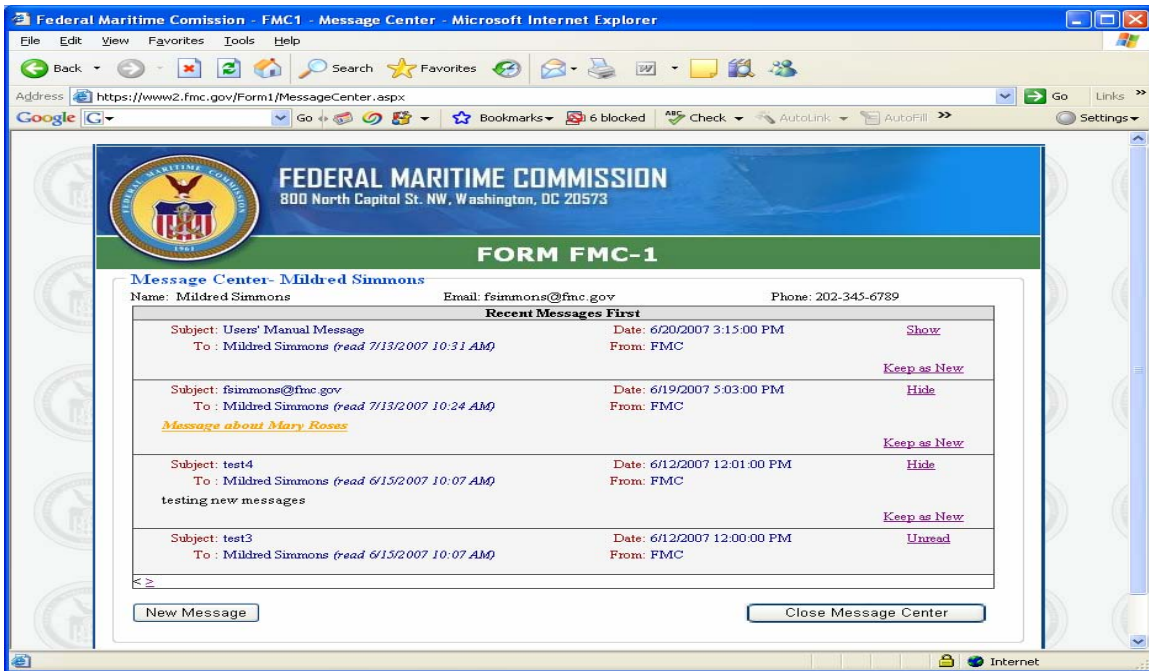
Clicking the **Unread** link or the **Show** link changes the link to the **Hide** link. The user has the option to make the message **Unread** again by clicking the **Keep as New** link. Changing the message back to **Unread** may alert the user by making the message more noticeable for the further viewing.



To write a message, click **New Message**. An email section appears. Enter a subject for the email, write the message and then click the **Send** button to transmit the message to the recipient, or click the **Cancel** button to cancel the message.



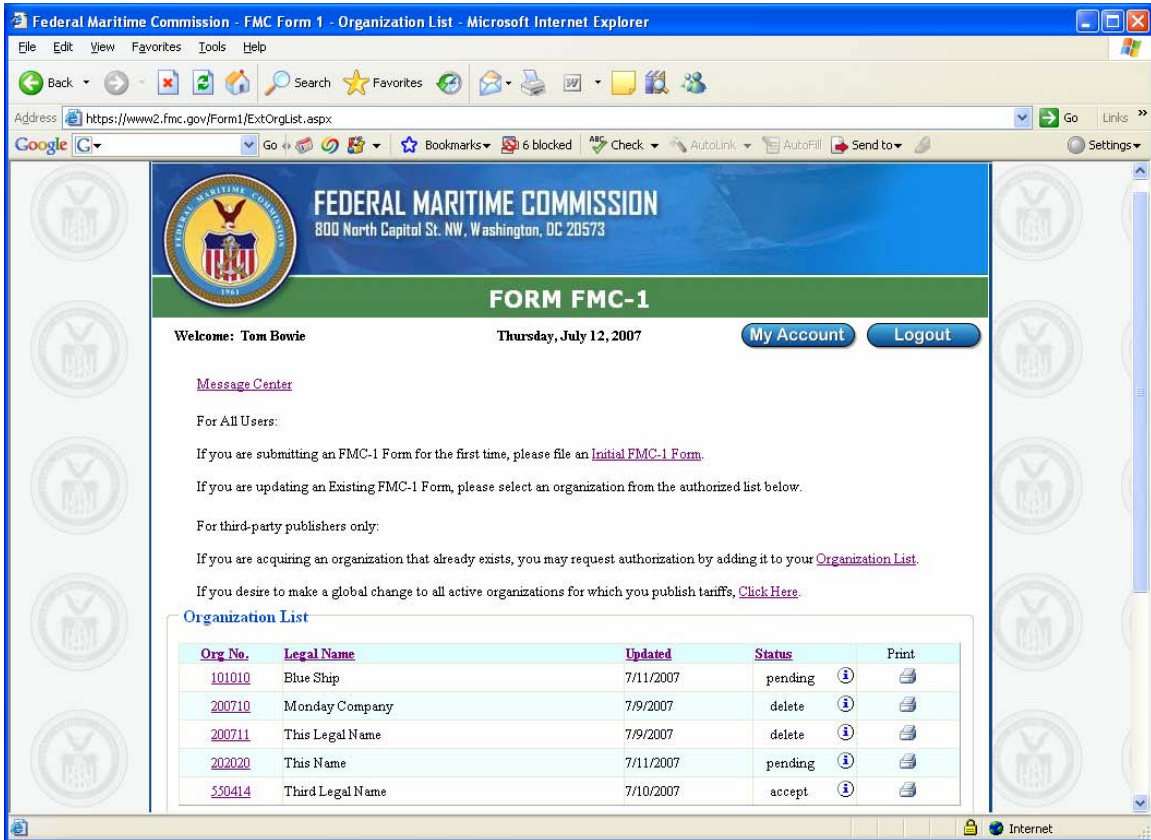
To close a message, click the **Hide** link. To exit from the Message Center and return to the previous screen, click the **Close Message Center** button.



Messages closed

Initial FMC-1 Form

To enter an initial FMC-1 form for a new organization, click on the **Initial FMC-1 Form** link.



Federal Maritime Commission - FMC Form 1 - Organization List - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtOrgList.aspx>

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Welcome: Tom Bowie Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).

If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

Organization List

Org No.	Legal Name	Updated	Status	Print
101010	Blue Ship	7/11/2007	pending	
200710	Monday Company	7/9/2007	delete	
200711	This Legal Name	7/9/2007	delete	
202020	This Name	7/11/2007	pending	
550414	Third Legal Name	7/10/2007	accept	

Initial Form

A blank FMC-1 form is displayed. Complete the form using **Table B - Form FMC-1 Screen Data Fields** found in the Appendix. **Note:** Required fields are designated by a red asterisk (*) next to the field names.

FMC Form 1 - Organization Information - Microsoft Internet Explorer

Address: https://www2.fmc.gov/Form1/ExtOrgForm.aspx

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

(March 1, 1999)
OMB No. 3072-0061
(Expires 09/30/2008)

ORGANIZATION INFORMATION

Organization Number*: * Required Data

Initial Notification: Yes

Legal Name of Registrant*:

Trade Name(s) of Registrant:

Street Address of Headquarters*:

City*:

State:

Zip Code:

Country*:

Contact Person Name at Headquarters*:

FMC Form 1 - Organization Information - Microsoft Internet Explorer

Address: https://www2.fmc.gov/Form1/ExtOrgForm.aspx

Country*:

Contact Person Name at Headquarters*:

Phone Number of Contact Person*:

Fax Number of Contact Person:

E-mail Address of Contact Person:

Company Website:

TYPE OF REGISTRANT
Please mark True at least one of the following *:

VOCC: Yes No

OTL/VOCC: Yes No

Marine Terminal Operator: Yes No

Conference: Yes No

Other: Yes No

If you choose Yes for Other, please specify:

Comment - Describe Nature of Change(s)*:

Date Stamp: Thursday, July 12, 2007 11:20:35 AM

Add Publisher Save and Exit Exit

Before saving and exiting, click the **Add Publisher** button to enter the Publisher Data. (See the *Publisher Data* section.)

Note: Multiple publishers may be added.

FMC Form 1 - Organization Information - Microsoft Internet Explorer

Address: https://www2.fmc.gov/Form1/ExtOrgForm.aspx

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

(March 1, 1999)
OMB No. 3072-0061
(Expires 09/30/2008)

ORGANIZATION INFORMATION

Organization Number*: 101019

Initial Notification: Yes

Legal Name of Registrant*: Blue Ship2

Trade Name(s) of Registrant: Navy Blue Ship2

Street Address of Headquarters*: 1020 Teal St

City*: Blues Alley

State: Nebraska

Zip Code: 29005

Country*: United States

Contact Person Name at Headquarters*: Lady Blue

* Required Data

Help

FMC Form 1 - Organization Information - Microsoft Internet Explorer

Address: https://www2.fmc.gov/Form1/ExtOrgForm.aspx

Zip Code: 29005

Country*: United States

Contact Person Name at Headquarters*: Lady Blue

Phone Number of Contact Person*: 241-555-2222

Fax Number of Contact Person: 241-555-2223

E-mail Address of Contact Person: lblue@blueship.net

Company Website: www.blueship2.net

TYPE OF REGISTRANT
Please mark True at least one of the following*:

VOCC: Yes No

OTI/VOCC: Yes No

Marine Terminal Operator: Yes No

Conference: Yes No

Other: Yes No

If you choose Yes for Other, please specify:

Comment - Describe Nature of Change(s)*: Vessel 1

Date Stamp: Thursday, July 12, 2007 11:20:35 AM

Add Publisher Save and Exit Exit

The initial FMC-1 form is added to the account owner's authorized Organization List. The status is pending until accepted by the FMC, and until then, the user may still make changes. Clicking the encircled "i" displays additional information on the status of the form.

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Welcome: Tom Bowie Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).

If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

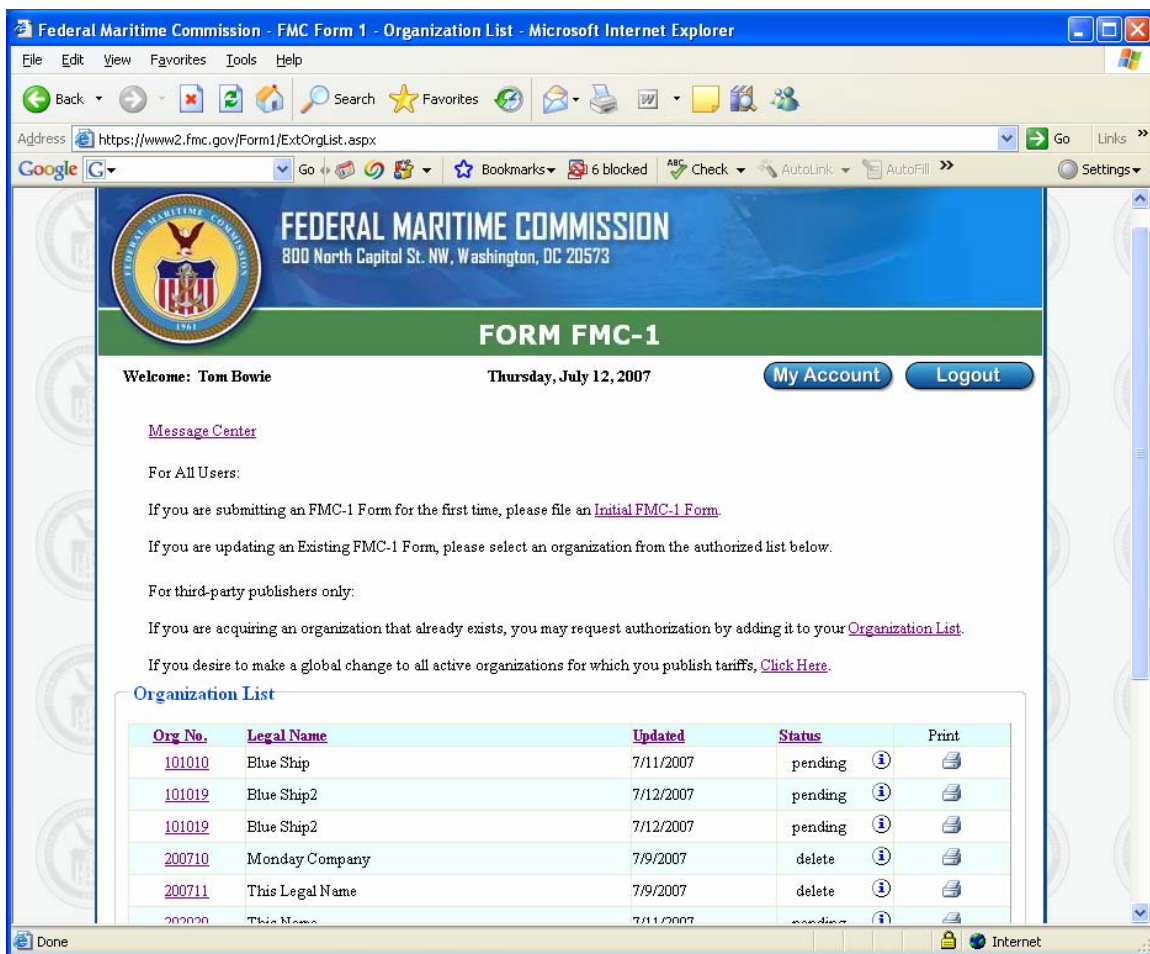
Organization List

Org No.	Legal Name	Updated	Status	Print
101010	Blue Ship	7/11/2007	pending i	Print
101019	Blue Ship2	7/12/2007	pending i	Print
101019	Blue Ship2	7/12/2007	pending i	Print
200710	Monday Company	7/9/2007	delete i	Print
200711	This Legal Name	7/9/2007	delete i	Print
200900	This Name	7/11/2007	pending i	Print

Organization List - Authorized

The purpose of the Organization List on the Main Screen is to allow the filer to access existing organization FMC-1 forms for updates from the account owner's authorized list.

The Organization List contains organization number, organization name and status in ascending order by organization number. To change the order of display, see the ***Sorting the Organization List - Authorized*** section. If this screen continues, click on the number below the screen to see the next one. The screen number not underlined is the current screen.



Federal Maritime Commission - FMC Form 1 - Organization List - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtOrgList.aspx>

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Welcome: Tom Bowie Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).







If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

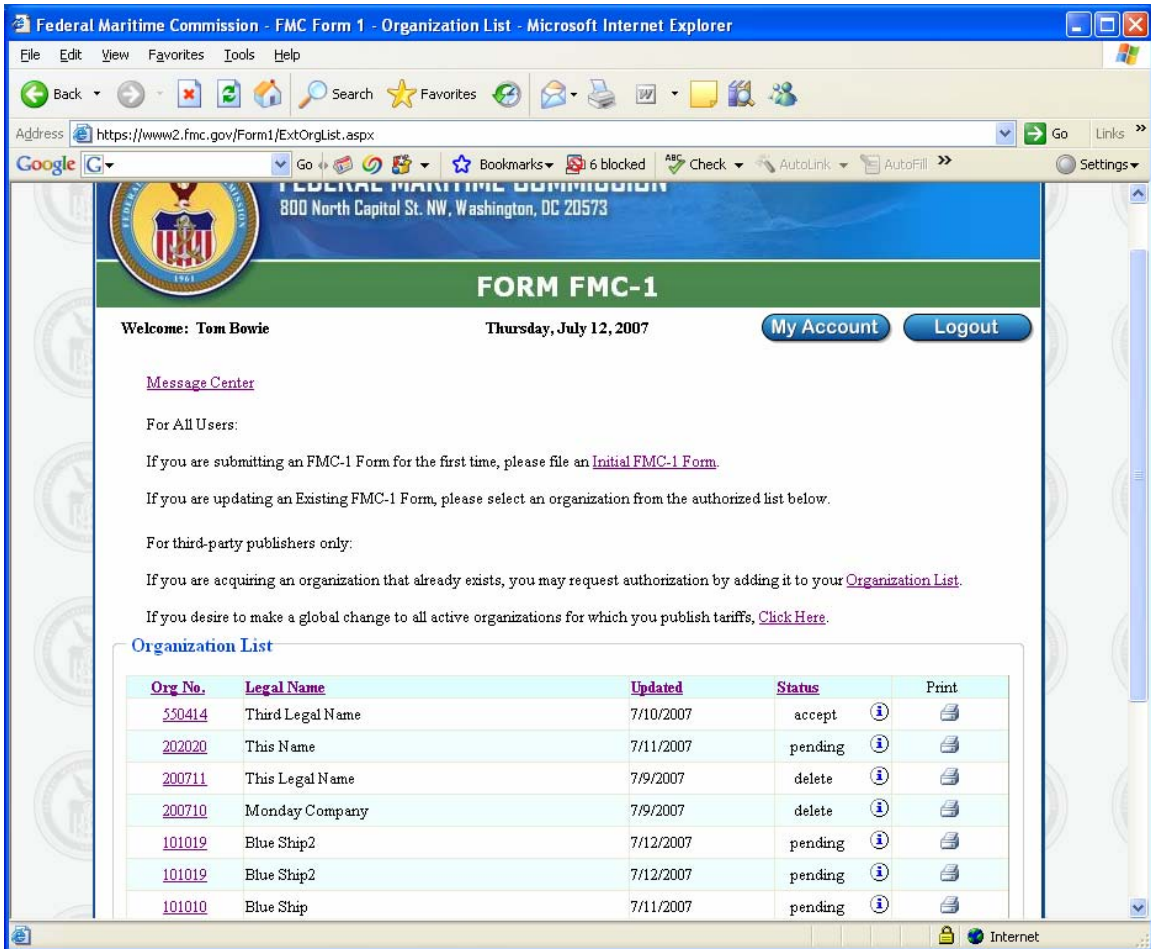
If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

Organization List

<u>Org No.</u>	<u>Legal Name</u>	<u>Updated</u>	<u>Status</u>	Print
101010	Blue Ship	7/11/2007	pending	
101019	Blue Ship2	7/12/2007	pending	
101019	Blue Ship2	7/12/2007	pending	
200710	Monday Company	7/9/2007	delete	
200711	This Legal Name	7/9/2007	delete	
20000	This Name	7/11/2007	pending	

Sorting the Organization List - Authorized

To display the Organization List in ascending or descending order by organization number, legal name, date last updated, or status, click the corresponding column heading, **Org No.**, **Legal Name**, **Updated** or **Status**, respectively. Ascending order is numerical for numbers, alphabetical for alpha characters, and beginning with the earliest for dates. Descending order is reverse numerical for numbers, reverse alphabetical for alpha characters, and beginning with the latest for dates.



Federal Maritime Commission - FMC Form 1 - Organization List - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtOrgList.aspx>

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Welcome: **Tom Bowie** Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).















If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

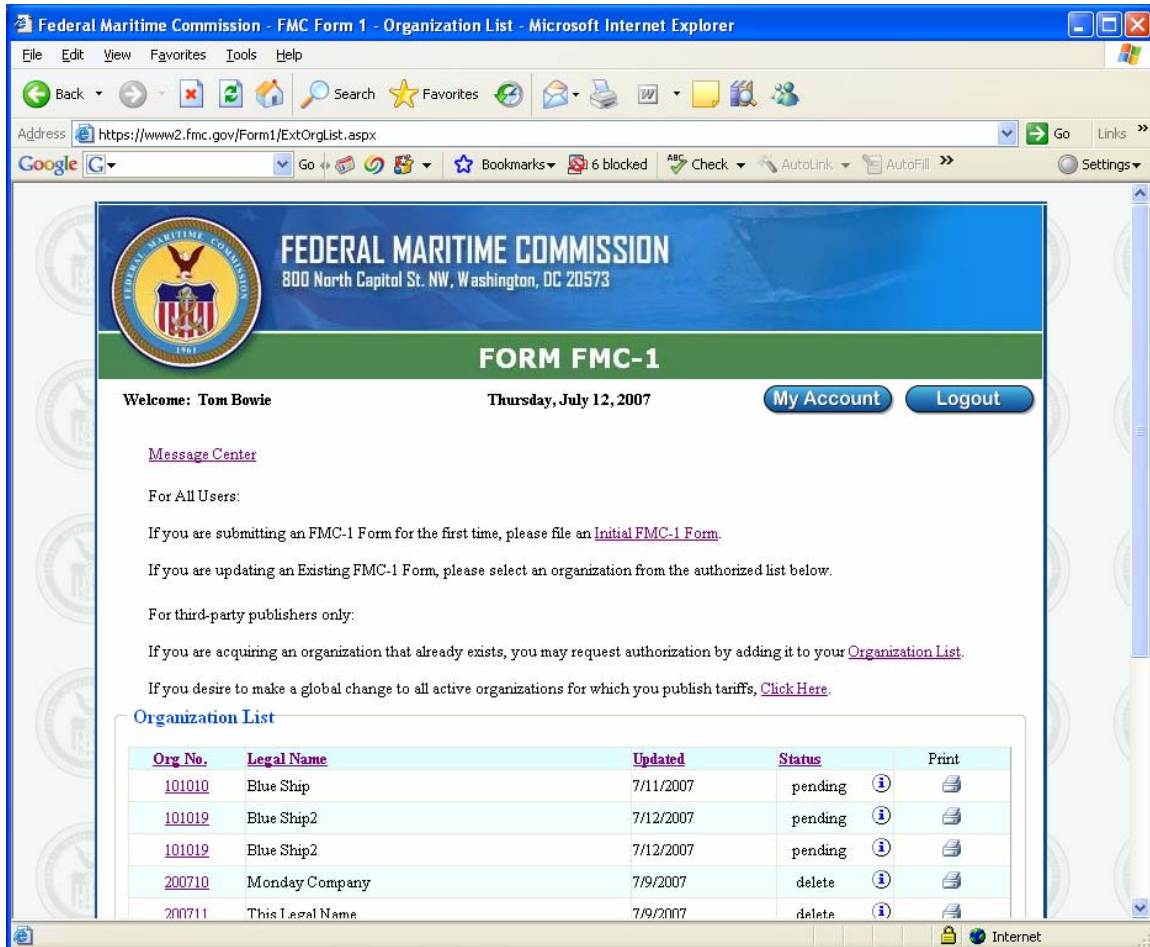
Organization List

Org No.	Legal Name	Updated	Status	Print
550414	Third Legal Name	7/10/2007	accept	 
202020	This Name	7/11/2007	pending	 
200711	This Legal Name	7/9/2007	delete	 
200710	Monday Company	7/9/2007	delete	 
101019	Blue Ship2	7/12/2007	pending	 
101019	Blue Ship2	7/12/2007	pending	 
101010	Blue Ship	7/11/2007	pending	 

Organization List in descending order by Org No.

Update a Form

To update an existing FMC-1 form from the authorized organization list, click the organization number in the **Org No.** column to select the form.



Federal Maritime Commission - FMC Form 1 - Organization List - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtOrgList.aspx>

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Welcome: **Tom Bowie** Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).











If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

Organization List

Org No.	Legal Name	Updated	Status	Print
101010	Blue Ship	7/11/2007	pending	 
101019	Blue Ship2	7/12/2007	pending	 
101019	Blue Ship2	7/12/2007	pending	 
200710	Monday Company	7/9/2007	delete	 
200711	This Legal Name	7/9/2007	delete	 

The FMC-1 form selected is displayed. Update the Form FMC-1 using **Table B - Form FMC-1 Screen Data Fields** found in the Appendix. **Note:** Required fields are designated by a red asterisk (*) next to the field names.

FORM FMC-1
 (March 1, 1999)
 OMB No. 3072-0061
 (Expires 09/30/2008)
 Help

ORGANIZATION INFORMATION

Organization Number*: 200710

Initial Notification: No

Legal Name of Registrant*: Monday Company

Trade Name(s) of Registrant: Monday Trade Company

Street Address of Headquarters*: 222 Severn St

City*: Severn

State: Maryland

Zip Code: 29555

Country*: United States

Contact Person Name at Headquarters*: Mr Ike

Phone Number of Contact Person*: 222-777-8888

Fax Number of Contact Person:

E-mail Address of Contact Person:

Company Website:

* Required Data

FORM FMC-1
 (March 1, 1999)
 OMB No. 3072-0061
 (Expires 09/30/2008)
 Help

TYPE OF REGISTRANT
 Please mark True at least one of the following*:

VOCC: Yes No

OTI/NOCC: Yes No

Marine Terminal Operator: Yes No

Conference: Yes No

Other: Yes No

If you choose Yes for Other, please specify:

Comment - Describe Nature of Change(s)*:

Date Stamp: Thursday, July 12, 2007 11:50:54 AM

PUBLISHER LIST

Publisher	Tariff Site	Edit	Delete
Management Dynamics Inc.	www.ratesexplorer.com	Edit	Delete
Faye's Company	www.werehereagain.net	Edit	Delete

Add Publisher Save and Exit Exit

Before saving and exiting, check the publisher data for this form. If a new publisher needs to be added, click the **Add Publisher** button to enter the Publisher Data. If an existing publisher needs to be edited, click the **Edit** button for that publisher. If a publisher needs to be deleted, click the **Delete** button for that publisher. (See the *Publisher Data* section.)

Note: Multiple publishers may be added.

FORM FMC-1
(March 1, 1999)
 OMB No. 3072-0061
 (Expires 09/30/2008)

ORGANIZATION INFORMATION

Organization Number*: 200710

Initial Notification: No

Legal Name of Registrant*: Monday Company

Trade Name(s) of Registrant: Monday Trade Company

Street Address of Headquarters*: 222 Seventh St

City*: Severn

State: Maryland

Zip Code: 29555

Country*: United States

Contact Person Name at Headquarters*: Mr Ike

Phone Number of Contact Person*: 222-777-8888

Fax Number of Contact Person:

E-mail Address of Contact Person:

Company Website:

Phone Number of Contact Person*: 222-777-8888

Fax Number of Contact Person:

E-mail Address of Contact Person:

Company Website:

TYPE OF REGISTRANT
 Please mark True at least one of the following*:

VOCC: Yes No

OTI/NVOCC: Yes No

Marine Terminal Operator: Yes No

Conference: Yes No

Other: Yes No

If you choose Yes for Other, please specify:

Comment - Describe Nature of Change(s)*: Vessel added; street name changed

Date Stamp: Thursday, July 12, 2007 11:50:54 AM

PUBLISHER LIST			
Publisher	Tariff Site	Edit	Delete
Management Dynamics Inc.	www.ratesexplorer.com	Edit	Delete
Raye's Company	www.werehereagain.net	Edit	Delete

Add Publisher Save and Exit Exit

The account owner's Organization List shows the status for the updated FMC-1 form as pending until the changes are accepted by the FMC, and until then, the user may still make changes. Clicking the encircled "i" displays additional information on the status of the form.

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Welcome: Tom Bowie Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).

If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

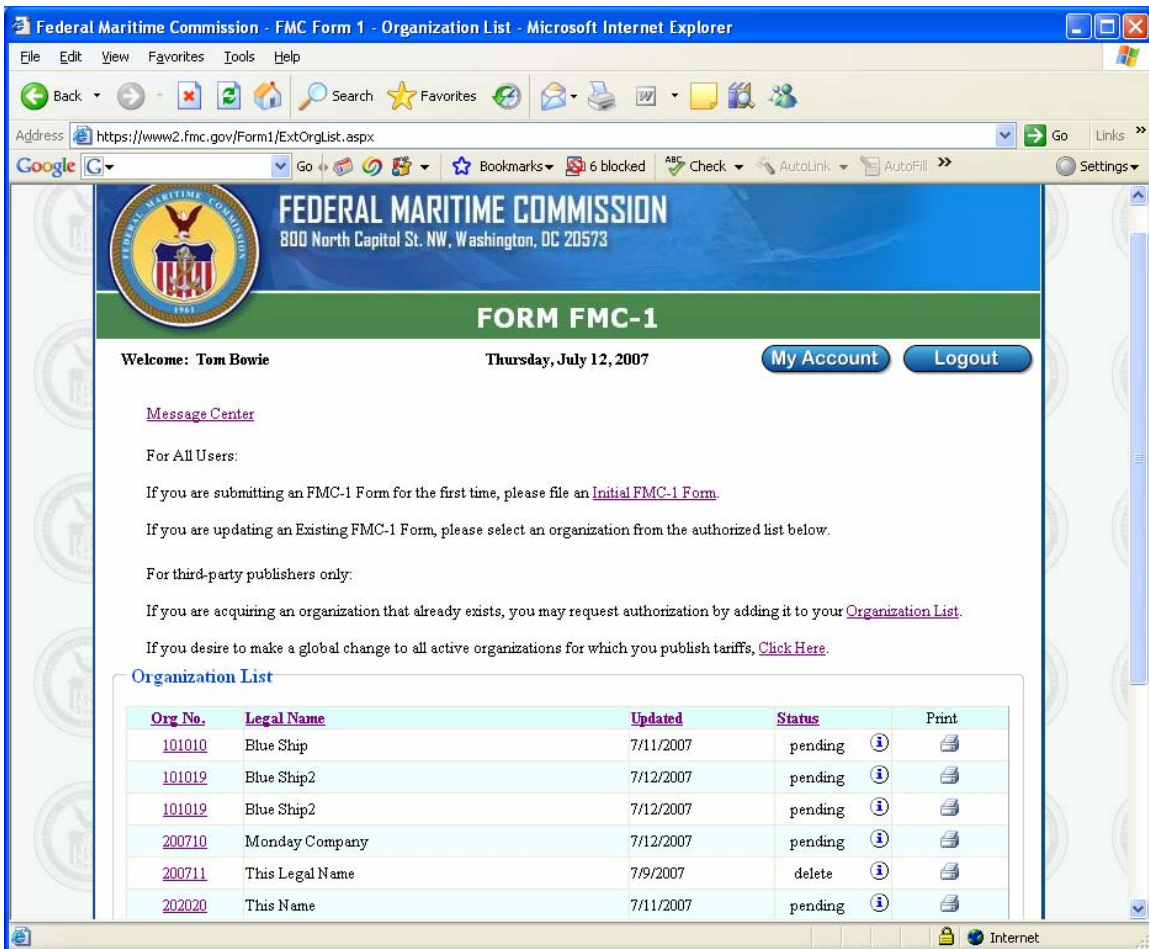
If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

Organization List

Org No.	Legal Name	Updated	Status	Print
101010	Blue Ship	7/11/2007	pending i	Print
101019	Blue Ship2	7/12/2007	pending i	Print
101019	Blue Ship2	7/12/2007	pending i	Print
200710	Monday Company	7/12/2007	pending i	Print
200711	This Legal Name	7/9/2007	delete i	Print
202020	This Name	7/11/2007	pending i	Print

Print

To print the Form FMC-1 from the Organization List, click the **printer icon** for the form to be printed. A copy of the form is displayed. Click the **printer icon** at the top of the screen. The print options screen is displayed. Select the print options and click the **OK** button to print or the **Cancel** button to cancel printing. To exit and return to the previous screen, click “**Exit**” from the File dropdown list or click the “**x**” in the red box in the top right corner of the screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Federal Maritime Commission website. The page title is "Federal Maritime Commission - FMC Form 1 - Organization List". The address bar shows the URL: <https://www2.fmc.gov/Form1/ExtOrgList.aspx>. The page features the FMC logo and the text "FEDERAL MARITIME COMMISSION 800 North Capital St. NW, Washington, DC 20573". Below this, the page is titled "FORM FMC-1".

Welcome: Tom Bowie Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).







If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

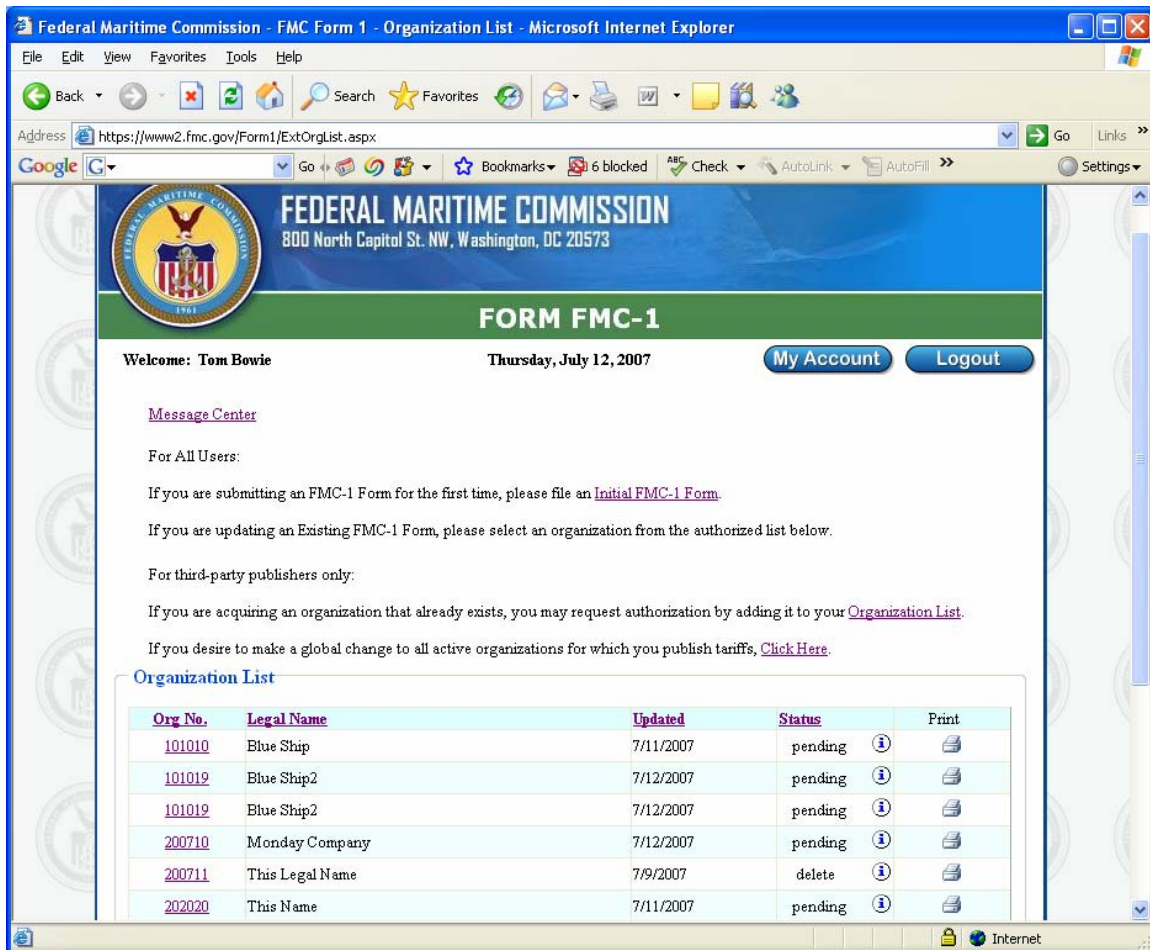
If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

Organization List

Org No.	Legal Name	Updated	Status	Print
101010	Blue Ship	7/11/2007	pending i	
101019	Blue Ship2	7/12/2007	pending i	
101019	Blue Ship2	7/12/2007	pending i	
200710	Monday Company	7/12/2007	pending i	
200711	This Legal Name	7/9/2007	delete i	
202020	This Name	7/11/2007	pending i	













Organization List - Access Requested

The purpose of this Organization List is to allow third-party publishers to request access to existing organization FMC-1 forms. From the Main Screen, click the **Organization List** link.



The screenshot shows a web browser window titled "Federal Maritime Commission - FMC Form 1 - Organization List - Microsoft Internet Explorer". The address bar shows the URL "https://www2.fmc.gov/Form1/ExtOrgList.aspx". The page header includes the Federal Maritime Commission logo and the text "FEDERAL MARITIME COMMISSION 800 North Capital St. NW, Washington, DC 20573". Below the header, the page is titled "FORM FMC-1". A welcome message reads "Welcome: Tom Bowie" and "Thursday, July 12, 2007". There are buttons for "My Account" and "Logout". A "Message Center" link is also present. The main content area contains instructions for users and a section titled "Organization List" which contains a table of organizations.

Organization List

Org No.	Legal Name	Updated	Status	Print
101010	Blue Ship	7/11/2007	pending	 
101019	Blue Ship2	7/12/2007	pending	 
101019	Blue Ship2	7/12/2007	pending	 
200710	Monday Company	7/12/2007	pending	 
200711	This Legal Name	7/9/2007	delete	 
202020	This Name	7/11/2007	pending	 

The Organization List screen displays organization number, organization name and status in ascending order by organization number. To change the order of display, see the ***Sorting the Organization List – Access Requested*** section. If this screen continues, click on the number below the screen to see the next one. The screen number not underlined is the current screen.

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Organization List
Authorization to Edit Tariff Registration Forms

<u>Org. Number</u>	<u>Organization Name</u>	<u>Access</u>
101010	Blue Ship	permit
200710	Monday Company	permit
200711	This Legal Name	permit
202020	This Name	permit
550414	Third Legal Name	permit

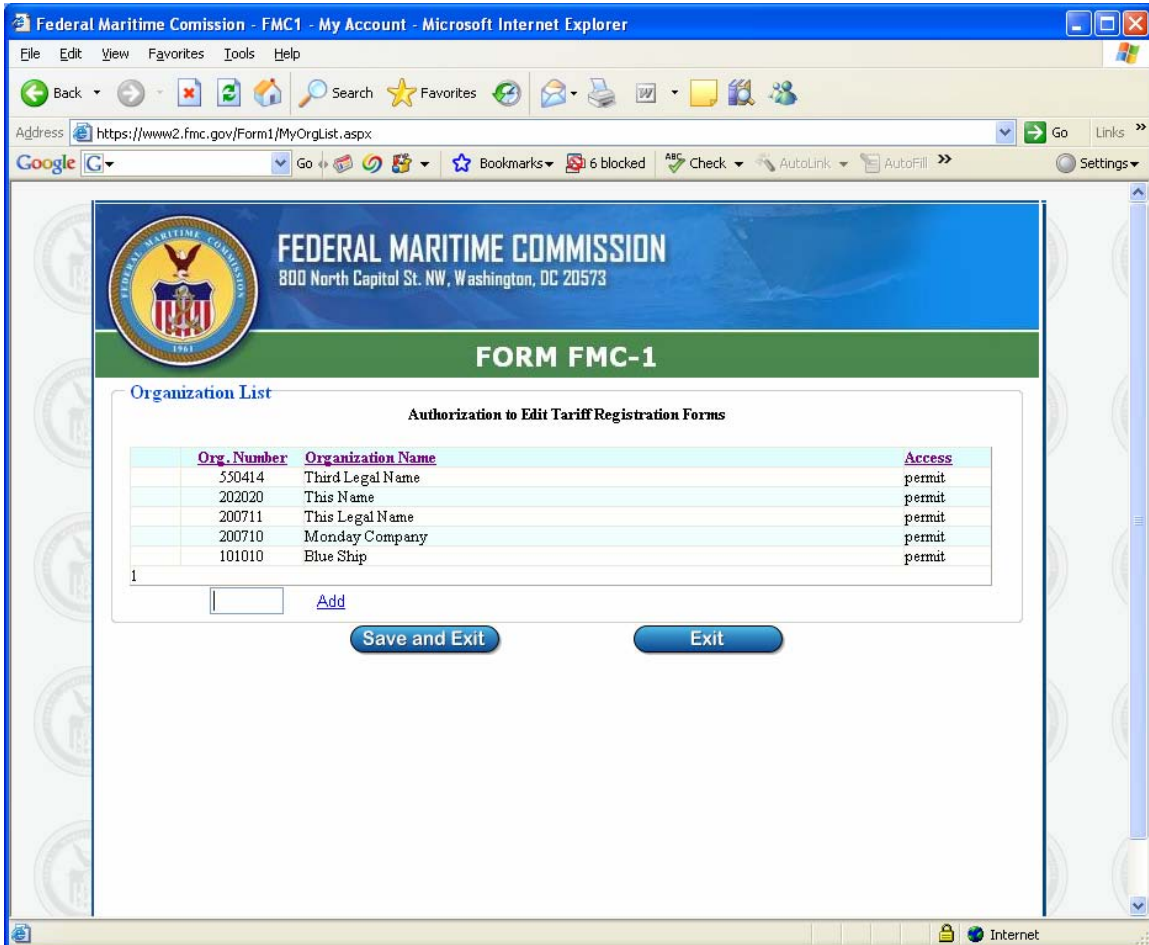
1

[Add](#)

Save and Exit **Exit**

Sorting the Organization List – Access Requested

To display the Organization List in ascending or descending order by organization number, organization name, or access, click the corresponding column heading, **Org. Number**, **Organization Name**, or **Access**, respectively. Ascending is numerical for numbers and alphabetical for alpha characters. Descending is reverse numerical for numbers and reverse alphabetical for alpha characters.



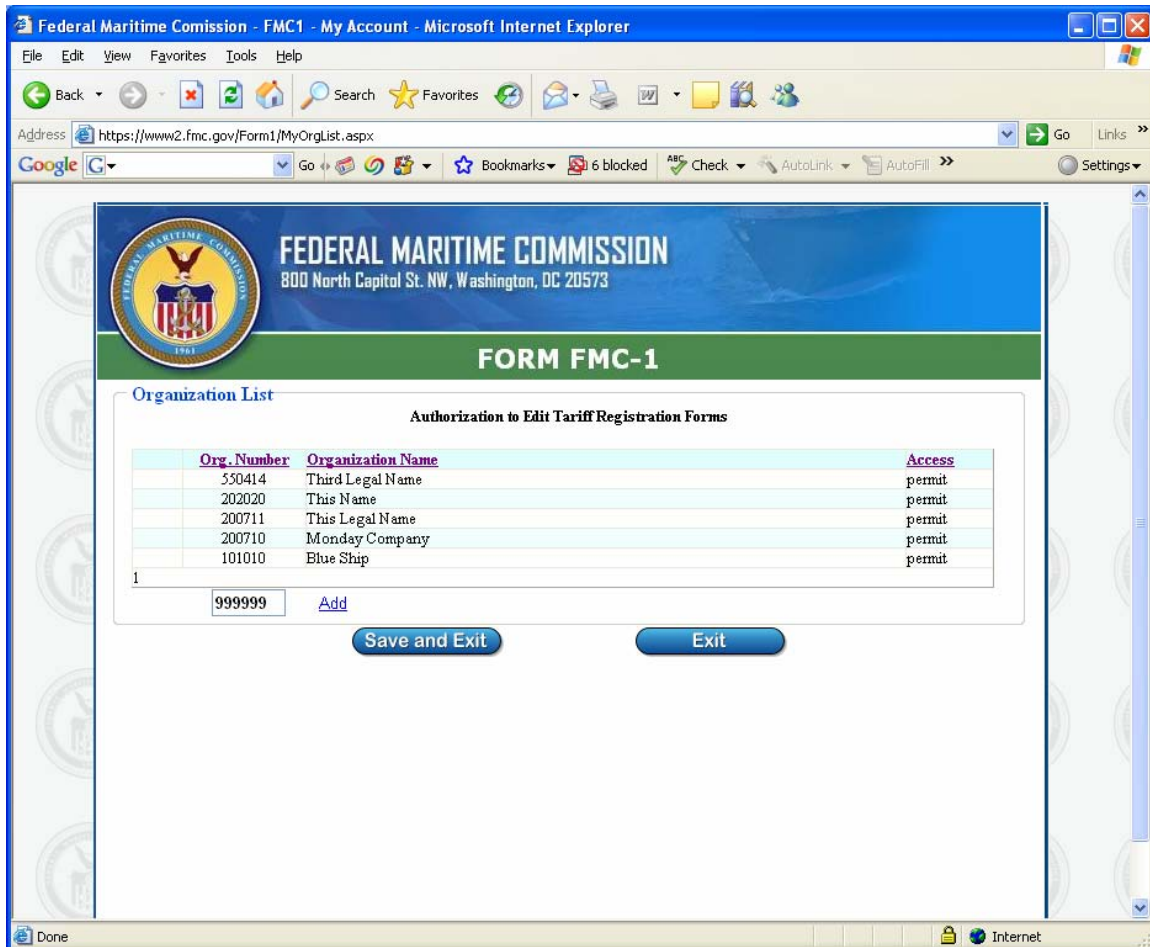
The screenshot shows a web browser window titled "Federal Maritime Commission - FMC1 - My Account - Microsoft Internet Explorer". The address bar displays "https://www2.fmc.gov/Form1/MyOrgList.aspx". The page header includes the FMC logo and the text "FEDERAL MARITIME COMMISSION" and "800 North Capital St. NW, Washington, DC 20573". Below the header is a green banner with "FORM FMC-1". The main content area is titled "Organization List" and "Authorization to Edit Tariff Registration Forms". It contains a table with three columns: "Org. Number", "Organization Name", and "Access". The table lists five organizations, sorted by Org. Number in descending order. Below the table is an "Add" button and two buttons: "Save and Exit" and "Exit".

<u>Org. Number</u>	<u>Organization Name</u>	<u>Access</u>
550414	Third Legal Name	permit
202020	This Name	permit
200711	This Legal Name	permit
200710	Monday Company	permit
101010	Blue Ship	permit

Organization List in descending order by Org. Number

Add

To add an organization to the Organization List, enter an existing organization number in the data entry field and click the **Add** function. If the number is an existing organization number, the organization is added to the list pending approval by the FMC. If the number is not an existing organization number, a message is displayed; click the **OK** button to continue processing.



Federal Maritime Commission - FMC1 - My Account - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/MyOrgList.aspx>

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Organization List

Authorization to Edit Tariff Registration Forms

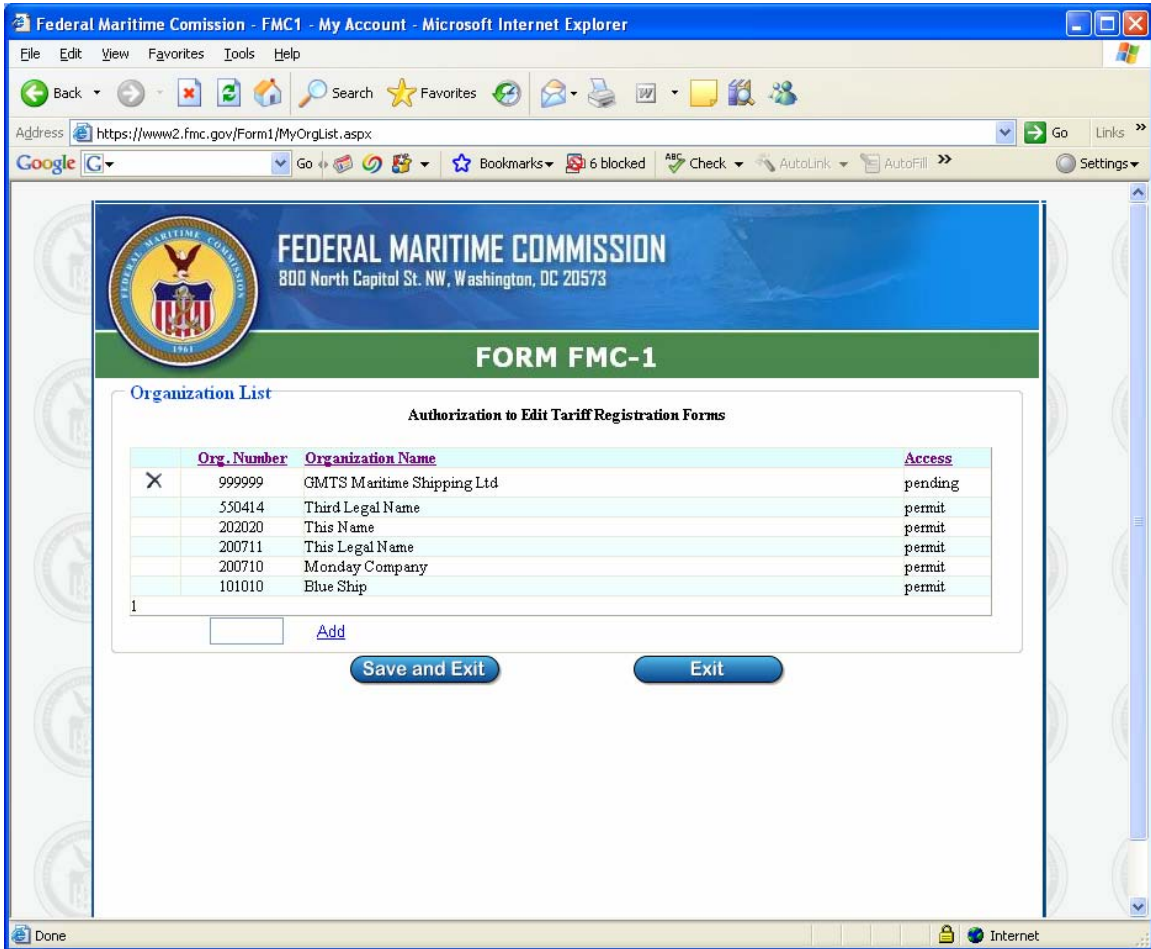
Org. Number	Organization Name	Access
550414	Third Legal Name	permit
202020	This Name	permit
200711	This Legal Name	permit
200710	Monday Company	permit
101010	Blue Ship	permit

1

[Add](#)

[Save and Exit](#) [Exit](#)

The valid organization is added to the list with an “X” for deletion. (See the *Delete* section.) The requester may save the information entered by clicking the **Save and Exit** button or exit without saving the information and return to the previous screen by clicking the **Exit** button.



Requested organization added

Delete

Note: The Delete function is only authorized for a request that is pending approval by the FMC.

To delete a pending organization from the list, click on the “X” in the first column that corresponds to the organization to be deleted. A delete confirmation message is displayed. To proceed with the deletion, click the **OK** button; otherwise, click the **Cancel** button.

Federal Maritime Commission - FMC1 - My Account - Microsoft Internet Explorer

Address: https://www2.fmc.gov/Form1/MyOrgList.aspx

FEDERAL MARITIME COMMISSION
800 North Capitol St. NW, Washington, DC 20573

FORM FMC-1

Organization List

Authorization to Edit Tariff Registration Forms

	<u>Org. Number</u>	<u>Organization Name</u>	<u>Access</u>
X	999999	GMTS Maritime Shipping Ltd	pending
	550414	Third Legal Name	permit
	202020	This Name	permit
	200711	This Legal Name	permit
	200710	Monday Company	permit
	101010	Blue Ship	permit

1

[Add](#)

Save and Exit **Exit**

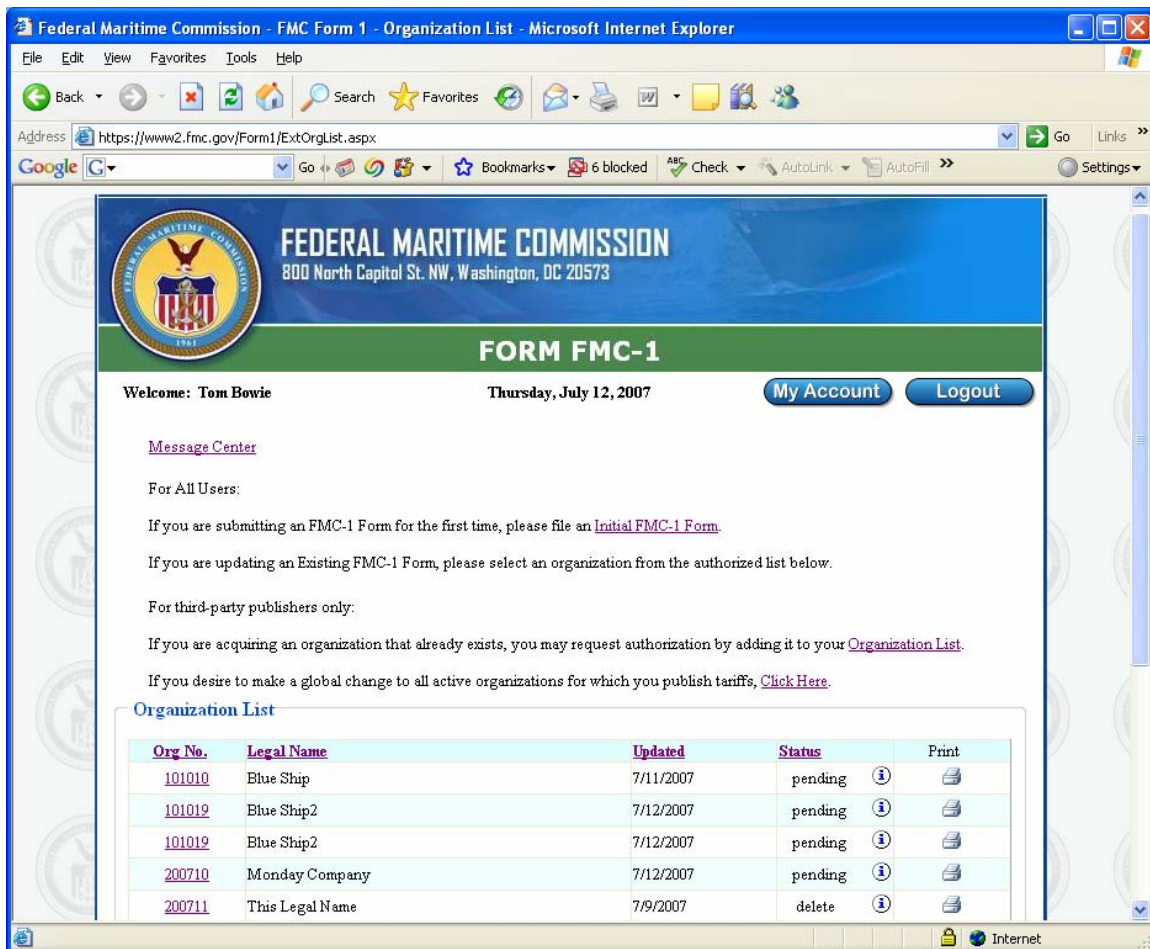


Delete Confirmation message

Global Changes

Note: The **global changes** link only appears on the Main Screen of third-party publishers (designated as type of filer during account creation).

To make global changes to all active organizations for which the third-party publisher publishes tariffs, click the **global changes** link and the Change Publisher Information is displayed. (See the *Change Publisher Information* section.)



Federal Maritime Commission - FMC Form 1 - Organization List - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtOrgList.aspx>

FEDERAL MARITIME COMMISSION
800 North Capital St. NW, Washington, DC 20573

FORM FMC-1

Welcome: Tom Bowie Thursday, July 12, 2007 [My Account](#) [Logout](#)

[Message Center](#)

For All Users:

If you are submitting an FMC-1 Form for the first time, please file an [Initial FMC-1 Form](#).

If you are updating an Existing FMC-1 Form, please select an organization from the authorized list below.

For third-party publishers only:

If you are acquiring an organization that already exists, you may request authorization by adding it to your [Organization List](#).

If you desire to make a global change to all active organizations for which you publish tariffs, [Click Here](#).

Organization List

Org No.	Legal Name	Updated	Status	Print
101010	Blue Ship	7/11/2007	pending i	Print
101019	Blue Ship2	7/12/2007	pending i	Print
101019	Blue Ship2	7/12/2007	pending i	Print
200710	Monday Company	7/12/2007	pending i	Print
200711	This Legal Name	7/9/2007	delete i	Print

Change Publisher Information

The Change Publisher Information screen is displayed with default data taken from the publisher information. Required fields are designated by a red asterisk (*) next to the field names.

This screen is **only** for tariff publishers who need to update information about their organizations or the locations of tariffs which they publish.

WARNING! Changes made on this screen will be **GLOBAL**. These changes will be made to **every** active FMC-1 record containing the tariff location corresponding to the publisher selected. You **must** complete **every** field on this screen. Fields left blank will replace the corresponding fields in the active records for which you are listed as publisher with **BLANKS**.

FMC Form 1 - Change Publisher Information - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtPubChange.aspx>

FEDERAL MARITIME COMMISSION
800 North Capitol St. NW, Washington, DC 20573

FORM FMC-1

Change Publisher Information

*** Required Data**

This screen is **only** for tariff publishers who need to update information about their organizations or the locations of tariffs which they publish.

WARNING! Changes made on this screen will be **GLOBAL**. These changes will be made to **every** active FMC-1 record containing the tariff location corresponding to the publisher selected. You **must** complete **every** field on this screen. Fields left blank will replace the corresponding fields in the active records for which you are listed as publisher with **BLANKS**.

Location of Tariff/Schedule(s) (if applicable)*:
(including Internet address or other information required to access the tariff(s)/schedule(s))

Name of Tariff/Schedule(s) Publisher* :

Street Address of Tariff/Schedule(s) Publisher*:

City:

State:

Zip Code:

Country*:

Contact Person Name of Tariff/Schedule(s) Publisher*:

Change Publisher Information screen continued:

FMC Form 1 - Change Publisher Information - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtPubChange.aspx>

WARNING: Changes made on this screen will be **GLOBAL**. These changes will be made to **EVERY** active FMC record containing the tariff location corresponding to the publisher selected. You **must** complete **every** field on this screen. Fields left blank will replace the corresponding fields in the active records for which you are listed as publisher with **BLANKS**.

Location of Tariff/Schedule(s) (if applicable)*:
(including Internet address or other information required to access the tariff(s)/schedule(s))
www.were.net

Name of Tariff/Schedule(s) Publisher* :
Faye's Company

Street Address of Tariff/Schedule(s) Publisher*:
1400 North Capitol St
Suite 5555

City: **Washington**

State: **District of Columbia**

Zip Code: **39993**

Country*: **United States**

Contact Person Name of Tariff/Schedule(s) Publisher*:
Mildred Simmons

Phone Number of Tariff/Schedule(s) Publisher:
202-345-6789

Fax Number of Tariff/Schedule(s) Publisher:
202-345-7800

E-mail Address of Tariff/Schedule(s) Publisher:
fsimmons@fmc.gov

Save and Exit **Reset** **Exit**

Update the Publisher Information field(s) with the new data. To save the data and return to the previous screen, click the **Save and Exit** button. To clear the data fields, click the **Reset** button. To exit without saving the changes, click the **Exit** button to return to the previous screen.

FEDERAL MARITIME COMMISSION
800 North Capitol St. NW, Washington, DC 20573

FORM FMC-1

Change Publisher Information

*** Required Data**

This screen is **only** for tariff publishers who need to update information about their organizations or the locations of tariffs which they publish.

WARNING! Changes made on this screen will be **GLOBAL**. These changes will be made to **every** active FMC-1 record containing the tariff location corresponding to the publisher selected. You **must** complete **every** field on this screen. Fields left blank will replace the corresponding fields in the active records for which you are listed as publisher with **BLANKS**.

Location of Tariff/Schedule(s) (if applicable)*:
(including Internet address or other information required to access the tariff(s)/schedule(s))
www.were.net

Name of Tariff/Schedule(s) Publisher*:
Faye's Company

Street Address of Tariff/Schedule(s) Publisher*:
1400 North Capitol St
Suite 5555

City: **Washington**

State: **District of Columbia**

Zip Code: **39993**

Country*: **United States**

Contact Person Name of Tariff/Schedule(s) Publisher*:

they publish.

WARNING! Changes made on this screen will be **GLOBAL**. These changes will be made to **every** active FMC-1 record containing the tariff location corresponding to the publisher selected. You **must** complete **every** field on this screen. Fields left blank will replace the corresponding fields in the active records for which you are listed as publisher with **BLANKS**.

Location of Tariff/Schedule(s) (if applicable)*:
(including Internet address or other information required to access the tariff(s)/schedule(s))
www.were.net

Name of Tariff/Schedule(s) Publisher*:
Faye's Company

Street Address of Tariff/Schedule(s) Publisher*:
1400 North Capitol St
Suite 5555

City: **Washington**

State: **District of Columbia**

Zip Code: **39993**

Country*: **United States**

Contact Person Name of Tariff/Schedule(s) Publisher*:
Mildred Simmons-Newlastname

Phone Number of Tariff/Schedule(s) Publisher:
202-345-6789

Fax Number of Tariff/Schedule(s) Publisher:
202-345-7800

E-mail Address of Tariff/Schedule(s) Publisher:
fsimmons@fmc.gov

Save and Exit **Reset** **Exit**

Publisher Data

If the **Add Publisher** button were clicked, a blank Publisher Data screen is displayed. If the **Edit** button were clicked, the Publisher Data is displayed.

FMC Form 1 - Organization Information - Microsoft Internet Explorer

Address: https://www2.fmc.gov/Form1/ExtPubForm.aspx

FORM FMC-1

Publisher Data

* Required Data

If you use a third-party publisher, please select the publisher from the dropdown menu and click Retrieve to autofill the form below, otherwise please enter the required data.

Retrieve

Location of Tariff/Schedule(s) (if applicable)*:
(including Internet address or other information required to access the tariff(s)/schedule(s))

Name of Tariff/Schedule(s) Publisher*:

Street Address of Tariff/Schedule(s) Publisher*:

City:

State:

Zip Code:

Country*:

Contact Person Name of Tariff/Schedule(s) Publisher*:

Phone Number of Tariff/Schedule(s) Publisher*:

Fax Number of Tariff/Schedule(s) Publisher*:

FMC Form 1 - Organization Information - Microsoft Internet Explorer

Address: https://www2.fmc.gov/Form1/ExtPubForm.aspx

FORM FMC-1

Publisher Data

* Required Data

Retrieve

Location of Tariff/Schedule(s) (if applicable)*:
(including Internet address or other information required to access the tariff(s)/schedule(s))

Name of Tariff/Schedule(s) Publisher*:

Street Address of Tariff/Schedule(s) Publisher*:

City:

State:

Zip Code:

Country*:

Contact Person Name of Tariff/Schedule(s) Publisher*:

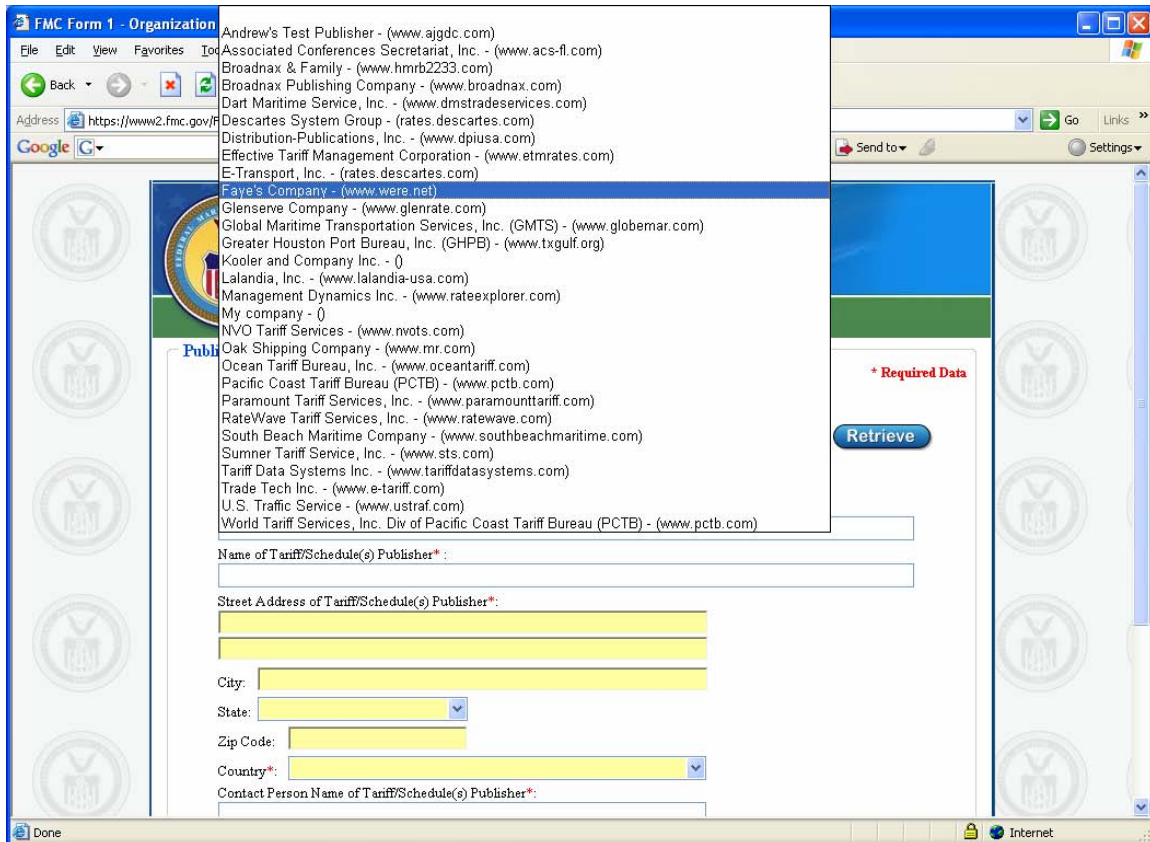
Phone Number of Tariff/Schedule(s) Publisher*:

Fax Number of Tariff/Schedule(s) Publisher*:

E-mail Address of Tariff/Schedule(s) Publisher*:

Save and Exit Reset Exit

If a third-party publisher is used, click the drop-down arrow to select the publisher from the menu and then click the **Retrieve** button to automatically fill the publisher data; otherwise, complete or update the required data using *Table C – Publisher Screen Data Fields* found in the Appendix. **Note:** Required fields are designated by a red asterisk (*) next to the field names.



Third-party publisher selected

A third-party publisher is selected and the publisher information is automatically filled.

FMC Form 1 - Organization Information - Microsoft Internet Explorer

Address: <https://www2.fmc.gov/Form1/ExtPubForm.aspx>

Faye's Company - (www.were.net) Retrieve

Location of Tariff/Schedule(s) (if applicable)*:
(including Internet address or other information required to access the tariff(s)/schedule(s))
www.were.net

Name of Tariff/Schedule(s) Publisher* :
Faye's Company

Street Address of Tariff/Schedule(s) Publisher*:
1400 North Capitol St

Suite 5555

City: Washington

State: District of Columbia

Zip Code: 39993

Country*: United States

Contact Person Name of Tariff/Schedule(s) Publisher*:
Mildred Simmons

Phone Number of Tariff/Schedule(s) Publisher*:
202-345-6789

Fax Number of Tariff/Schedule(s) Publisher:
202-345-7800

E-mail Address of Tariff/Schedule(s) Publisher:
fsimmons@fmc.gov

Save and Exit Reset Exit

To save the data, click the **Save and Exit** button to save and return to the previous screen. To clear the fields on this screen, click the **Reset** button. To exit without saving the changes, click the **Exit** button to return to the previous screen.

Note: Click the **Save and Exit** button again to save the entire FMC-1 form.

The screenshot shows a web browser window titled "FMC Form 1 - Organization Information - Microsoft Internet Explorer". The address bar shows "https://www2.fmc.gov/Form1/ExtPubForm.aspx". The form is titled "Faye's Company - (www.were.net)" and has a "Retrieve" button. The form fields are as follows:

- Location of Tariff/Schedule(s) (if applicable)*: (including Internet address or other information required to access the tariff(s)/schedule(s))
www.were.net
- Name of Tariff/Schedule(s) Publisher* :
Faye's Company
- Street Address of Tariff/Schedule(s) Publisher*:
1400 North Capitol St
Suite 5555
- City: **Washington**
- State: **District of Columbia**
- Zip Code: **39993**
- Country*: **United States**
- Contact Person Name of Tariff/Schedule(s) Publisher*:
Mildred Simmons
- Phone Number of Tariff/Schedule(s) Publisher*:
202-345-6789
- Fax Number of Tariff/Schedule(s) Publisher:
202-345-7800
- E-mail Address of Tariff/Schedule(s) Publisher:
fsimmons@fmc.gov

At the bottom of the form are three buttons: "Save and Exit", "Reset", and "Exit".

Logout

To exit the Form FMC-1 Application, click the **Logout** button from the **Main Screen**.

Appendix

Field names in **bold** are only used for a new account.

Field Name	Required	Value
New Login	Yes	Suggestion: Use first and last names
Password	Yes	Minimum 8 characters with at least 1 number, 1 upper case letter, 1 lower case letter and 1 special character. (Examples of special characters are “,” “@”, “#”, “\$”, “;”).
Confirm Password	Yes	Same password
First Name	Yes	Self-explanatory
Last Name	Yes	Self-explanatory
Email	Yes	Email address
Confirm Email	Yes	Same email address
Type of Filer	No	Click the drop-down arrow to choose: Self Publisher (default) or Third-party publisher
Company Name	Yes	Self-explanatory
Phone	Yes	Self-explanatory
Fax	No	Self-explanatory
Street 1, Street 2	No	Self-explanatory
City, State, Zip	No	Self-explanatory
Country	No	Self-explanatory; United States (default)
Comments	No	Self-explanatory

Table A- Account Screen Data Fields

Field names in **bold** are only used for an initial form.

Field Name	Required	Value
Organization Number	Yes	Enter 6-digit number or FMC will assign one
Legal Name of Registrant	Yes	Self-explanatory
Trade Name(s) of Registrant	No	Self-explanatory
Street Address of Headquarters	Yes	Self-explanatory
City	Yes	Self-explanatory
State	No	Self-explanatory
Zip Code	No	Self-explanatory
Country	Yes	Self-explanatory
Contact Person Name at Headquarters	Yes	Self-explanatory
Phone Number of Contact Person	Yes	Self-explanatory
Fax Number of Contact Person	No	Self-explanatory
Email Address of Contact Person	No	Self-explanatory
Company Website	No	Self-explanatory
Type of Registrant	Yes	Click Yes or No for one or more of the choices. If Other is clicked Yes, must specify.
Comments	Yes	Required if Type of Registrant is a vessel (VOCC)

Table B - Form FMC-1 Screen Data Fields

Field Name	Required	Value
Location of Tariff/Schedule(s)	Yes	Internet address of tariff/schedule(s)
Name of Tariff/Schedule(s) Publisher	Yes	Self-explanatory
Street Address of Tariff/Schedule(s) Publisher	Yes	Self-explanatory
City	No	Self-explanatory
State	No	Self-explanatory
Zip Code	No	Self-explanatory
Country	Yes	Self-explanatory
Contact Person Name of Tariff/Schedule(s) Publisher	Yes	Self-explanatory
Phone Number of Tariff/Schedule(s) Publisher	Yes	Self-explanatory
Fax Number of Tariff/Schedule(s) Publisher	No	Self-explanatory
Email Address of Tariff/Schedule(s) Publisher	No	Self-explanatory

Table C- Publisher Screen Data Fields