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**.

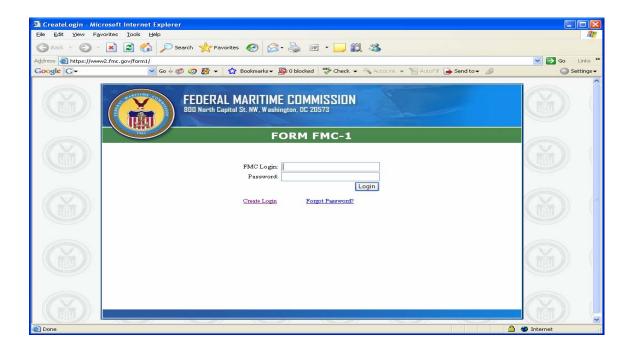
Table of Contents

LOGGING INTO THE FORM FMC-1 APPLICATION	1
LOGIN SCREEN	1
CREATING AN FMC ACCOUNT	2
LOGIN PRIOR TO FMC ACCOUNT APPROVAL	6
FORGOTTEN PASSWORD	7
MAIN SCREEN	10
MY ACCOUNT	11
Update the Account	12
Change Password	14
MESSAGE CENTER (N NEW MESSAGES)	15
INITIAL FMC-1 FORM	
ORGANIZATION LIST - AUTHORIZED	25
Sorting the Organization List - Authorized	26
Update a Form	27
Print	31
ORGANIZATION LIST - ACCESS REQUESTED	32
Sorting the Organization List – Access Requested	34
Add	
Delete	37
GLOBAL CHANGES	38
Change Publisher Information	39
PUBLISHER DATA	
Logout	46
APPENDIX	47

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.

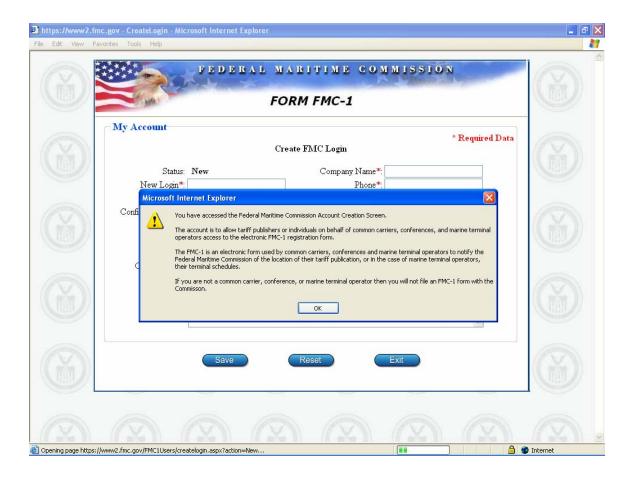


NOTE: An AutoComplete screen may be displayed depending on the user's internet settings. If you would not like to continue seeing this screen when you login, click in the box. Click the **Yes** button if you would like this password remembered; otherwise, click the **No** button.



Creating an FMC Account

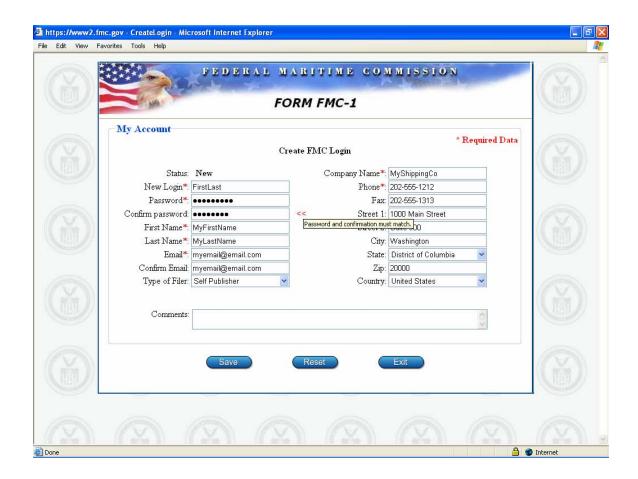
If a first time user of this application, the My Account screen is displayed that is overlaid with an alert message. Click the OK button to continue.



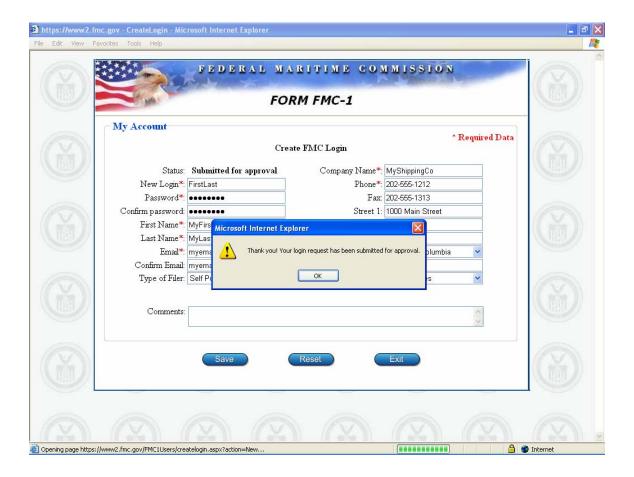
Enter the account information using $Table\ A - Account\ Screen\ Data\ Fields$ found in the Appendix. **Note:** Required fields are designated by a red asterisk (*) next to the field names.



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.

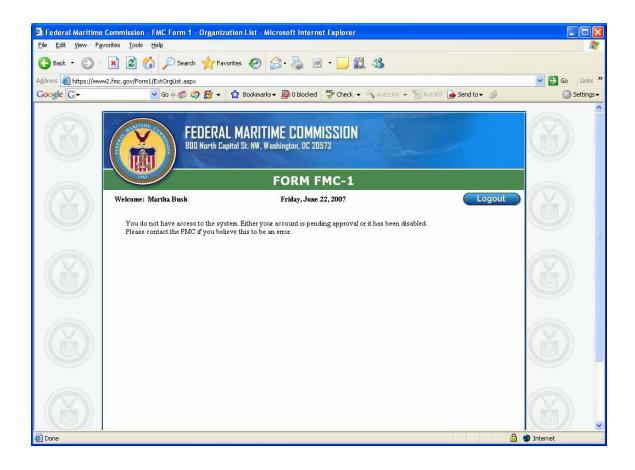


The new account is submitted to the FMC for approval and a message is displayed. Click the \mathbf{OK} button to continue.



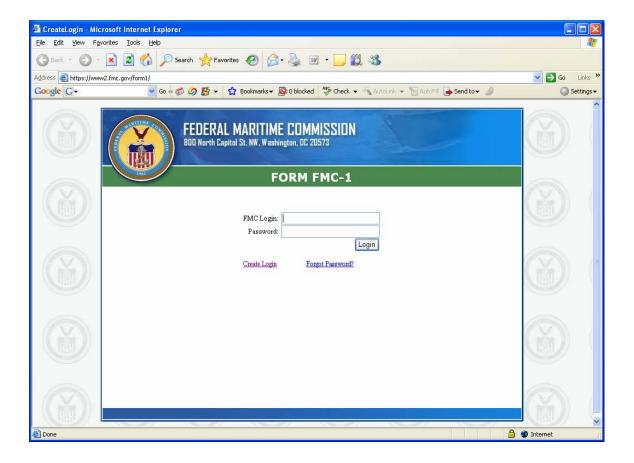
Login Prior to FMC Account Approval

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

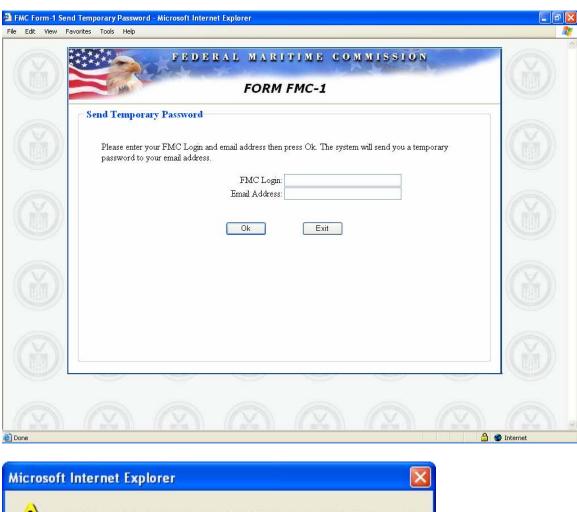


Forgotten Password

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

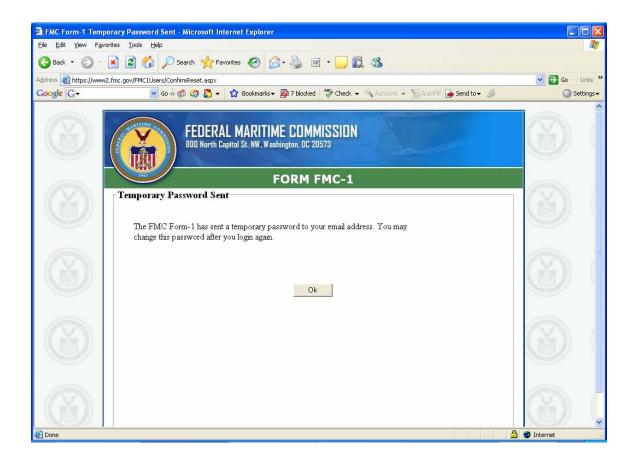


Enter previously assigned FMC login user ID and email address and click the \mathbf{Ok} button. A message, requesting the user to wait for confirmation that an email has been sent, is displayed. Click the \mathbf{OK} button to continue.



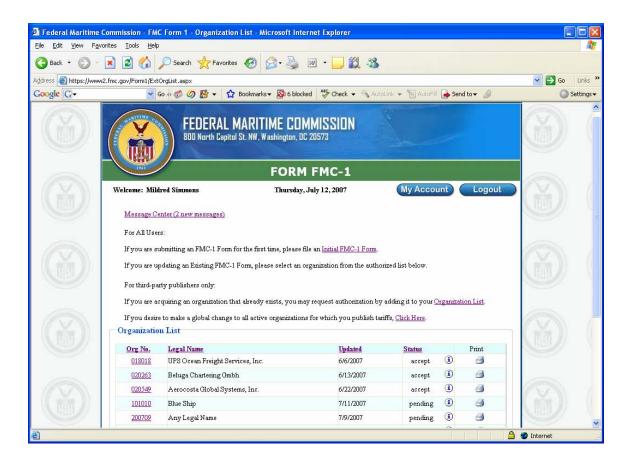


A new screen is displayed stating that a temporary password has been emailed. The user may change the temporary password after logging in by clicking the **My Account** button from the Main screen. Click the **OK** button to continue.



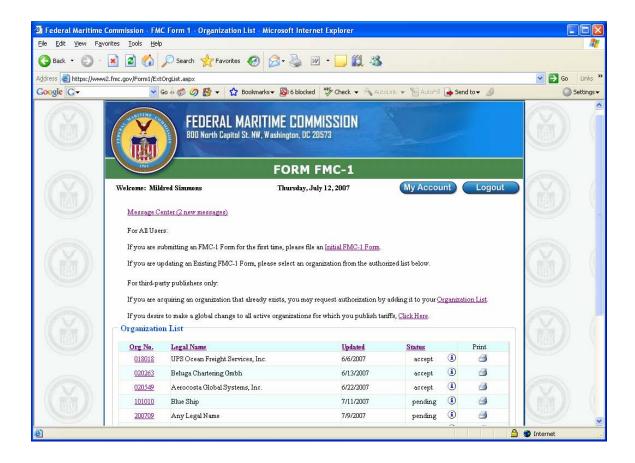
Main Screen

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

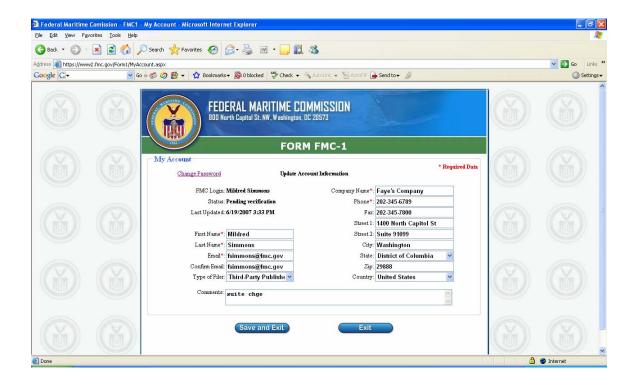
To update the account owner information on the My Account screen, click the $\mathbf{M}\mathbf{y}$ Account button.



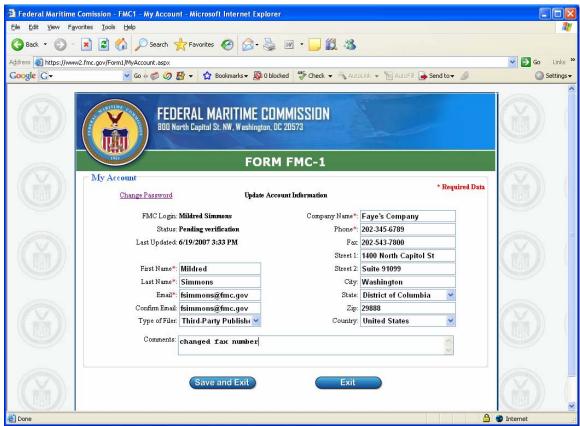
Update the Account

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.



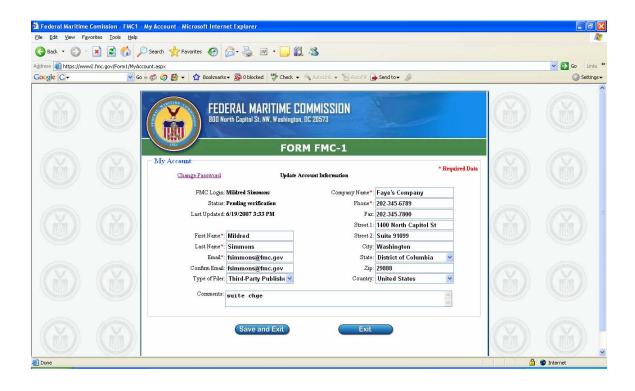
To save the data, click the **Save and Exit** button to save and return to the previous screen. To exit without saving the changes, click the **Exit** button to return to the previous screen. The changes become effective once they are verified by the FMC.



Updated Account screen

Change Password

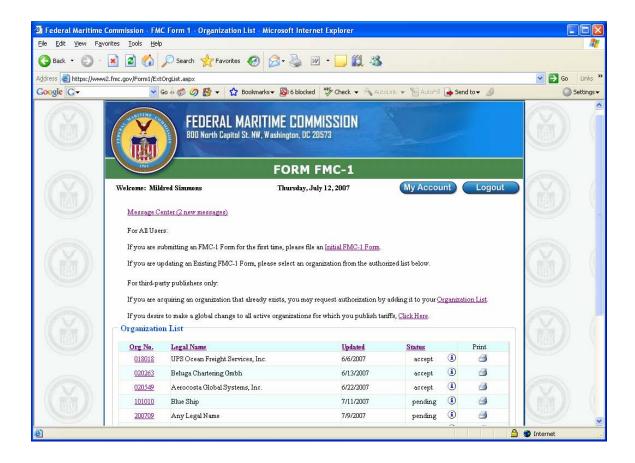
To change a password, click the Change Password link at the top of the My Account screen. The Change Password screen is displayed. The new password must be different than the previous password, be at least 8 characters long, contain at least one number, one upper case letter, one lower case letter and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



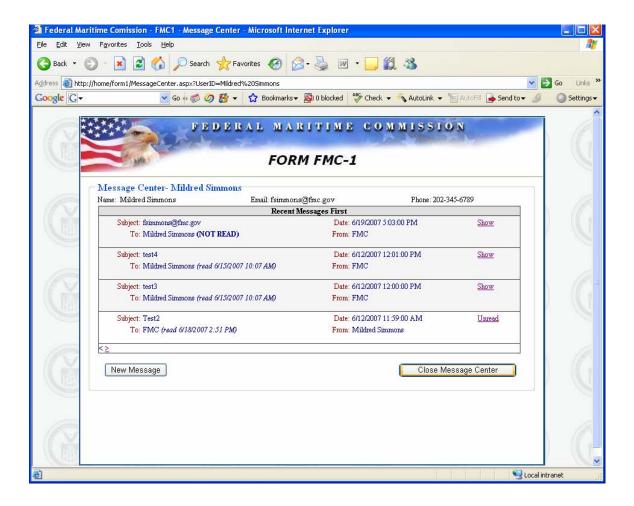


Message Center (n New Messages)

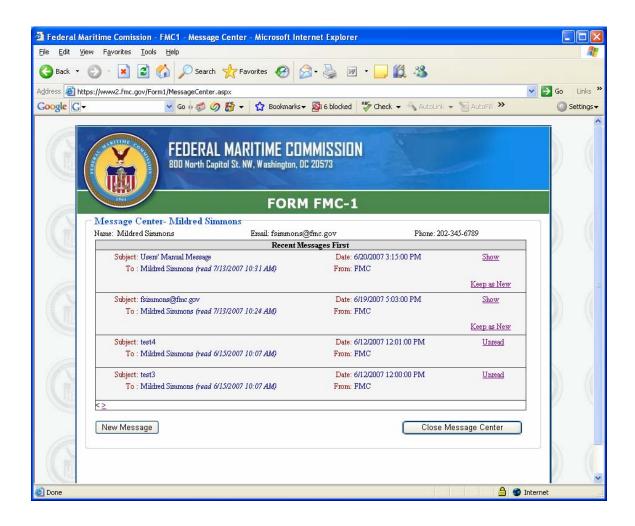
To access the Message Center, click the **Message Center (n New Messages)** link at the top of the screen, where "n" is the number of new messages.



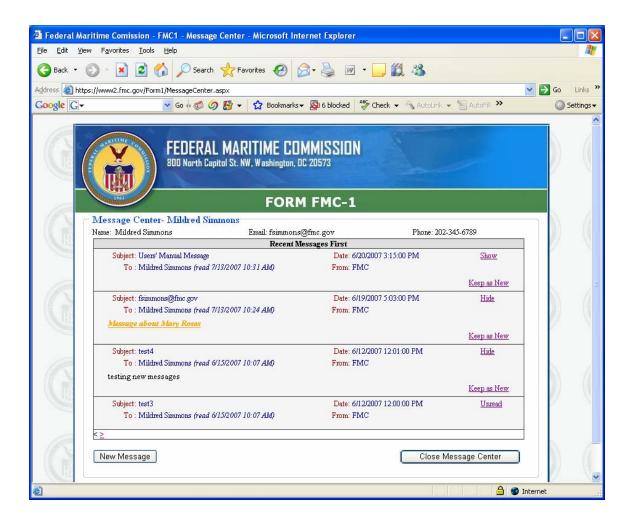
The Message Center screen is displayed. The account owner may read messages from or write messages to the FMC administrators.



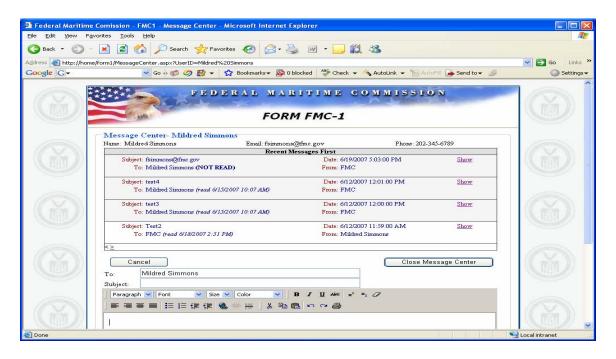
To read a new message, click on **Unread** of the message to be read, or to read an old message, click on **Show.**

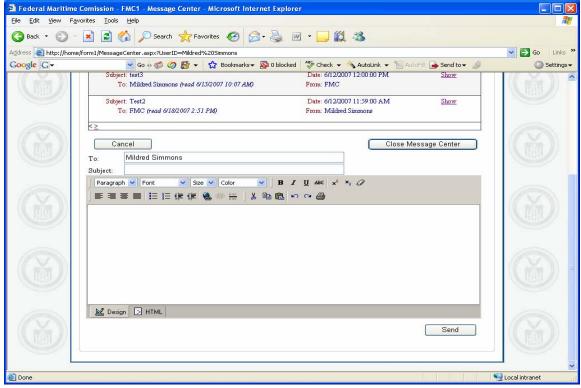


Clicking the **Unread** link or the **Show** link changes the link to the **Hide** link. The user has the option to make the message **Unread** again by clicking the **Keep as New** link. Changing the message back to **Unread** may alert the user by making the message more noticeable for the further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

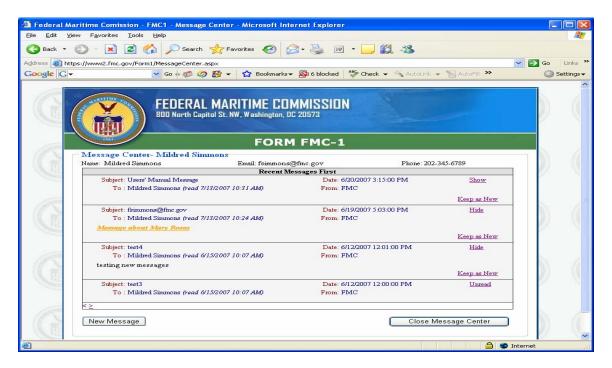


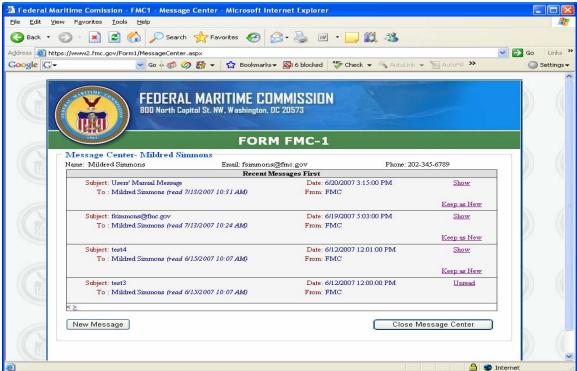
To write a message, click **New Message**. An email section appears. Enter a subject for the email, write the message and then click the **Send** button to transmit the message to the recipient, or click the **Cancel** button to cancel the message.





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.

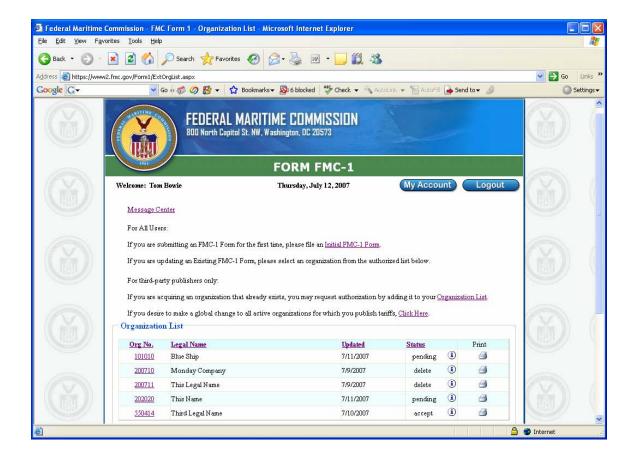




Messages closed

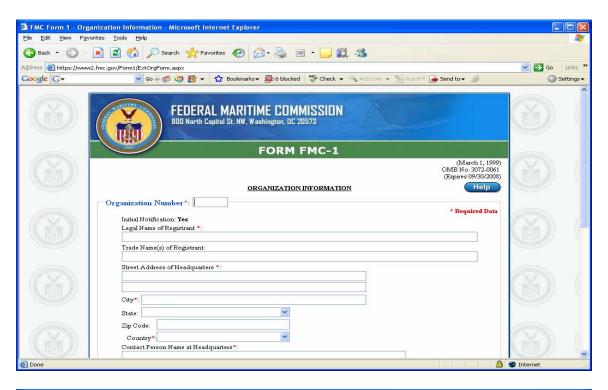
Initial FMC-1 Form

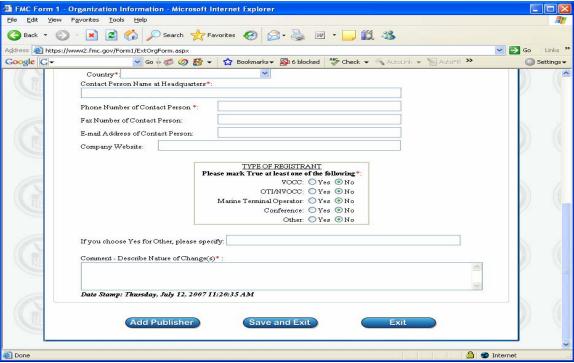
To enter an initial FMC-1 form for a new organization, click on the **Initial FMC-1 Form** link.



Initial Form

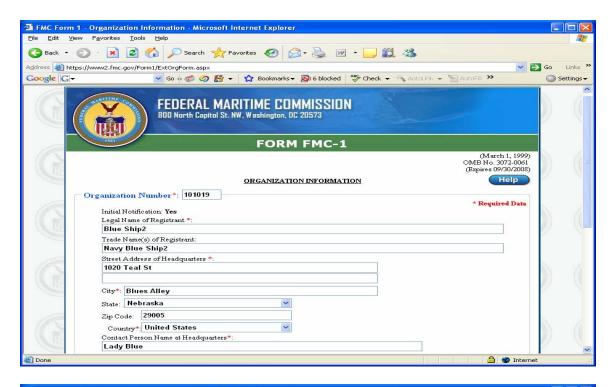
A blank FMC-1 form is displayed. Complete the form using *Table B - Form FMC-1 Screen Data Fields* found in the Appendix. **Note:** Required fields are designated by a red asterisk (*) next to the field names.

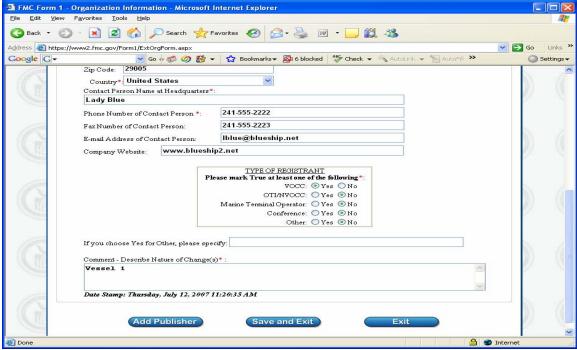




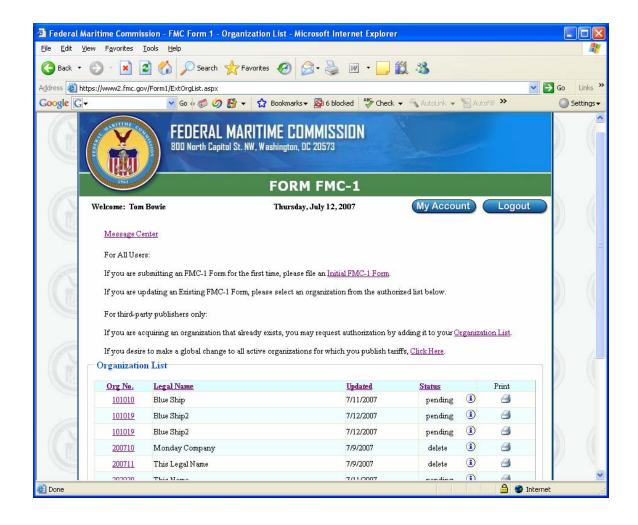
Before saving and exiting, click the **Add Publisher** button to enter the Publisher Data. (See the *Publisher Data* section.)

Note: Multiple publishers may be added.





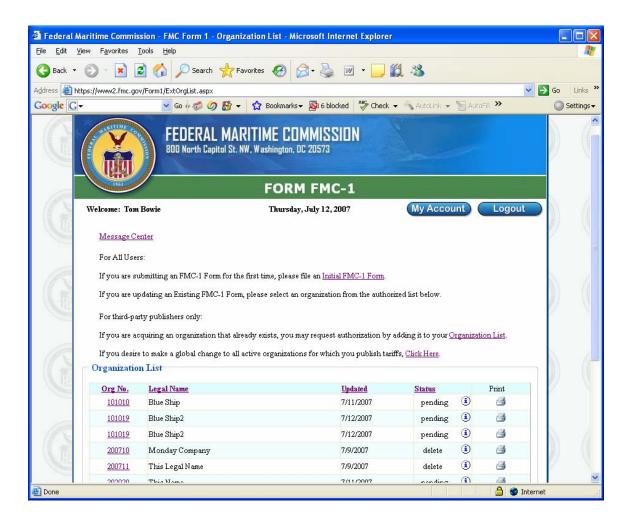
The initial FMC-1 form is added to the account owner's authorized Organization List. The status is pending until accepted by the FMC, and until then, the user may still make changes. Clicking the encircled "i" displays additional information on the status of the form.



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.



Sorting the Organization List - Authorized

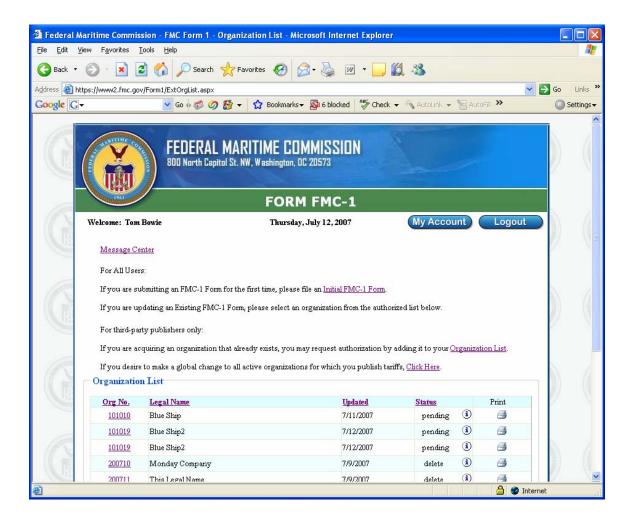
To display the Organization List in ascending or descending order by organization number, legal name, date last updated, or status, click the corresponding column heading, **Org No., Legal Name, Updated** or **Status,** respectively. Ascending order is numerical for numbers, alphabetical for alpha characters,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



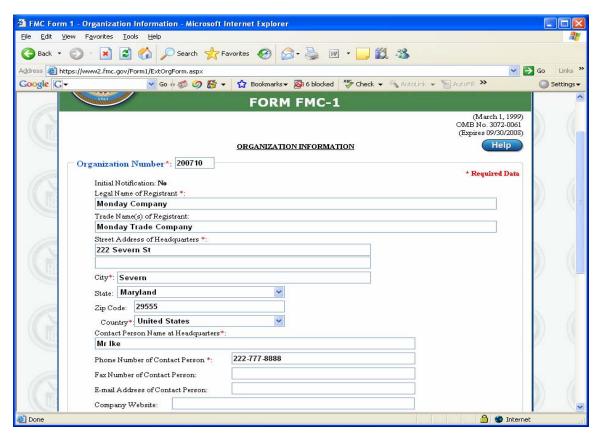
Organization List in descending order by Org No.

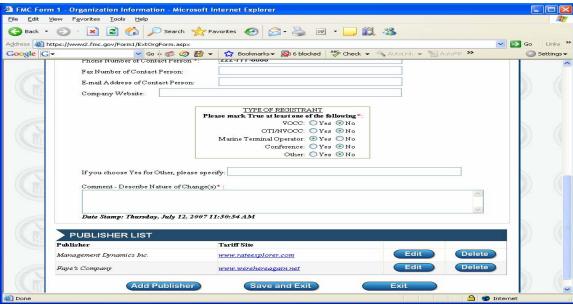
Update a Form

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.



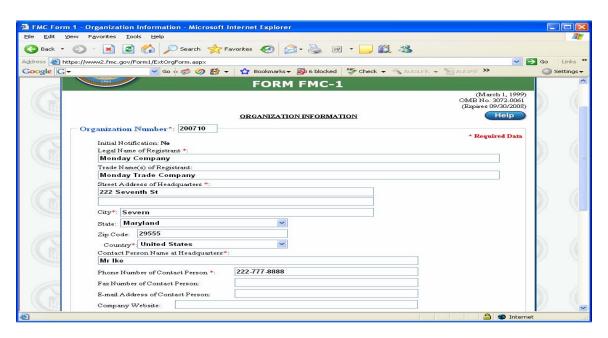
The FMC-1 form selected is displayed. Update the Form FMC-1 using *Table B - Form FMC-1 Screen Data Fields* found in the Appendix. **Note:** Required fields are designated by a red asterisk (*) next to the field names.

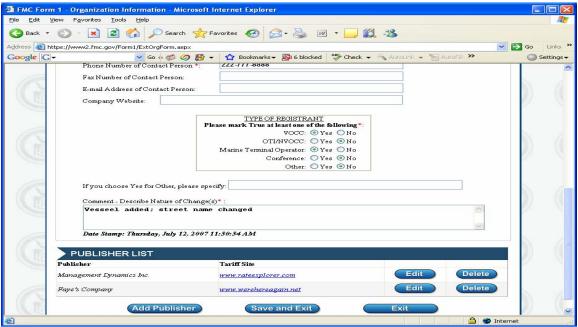




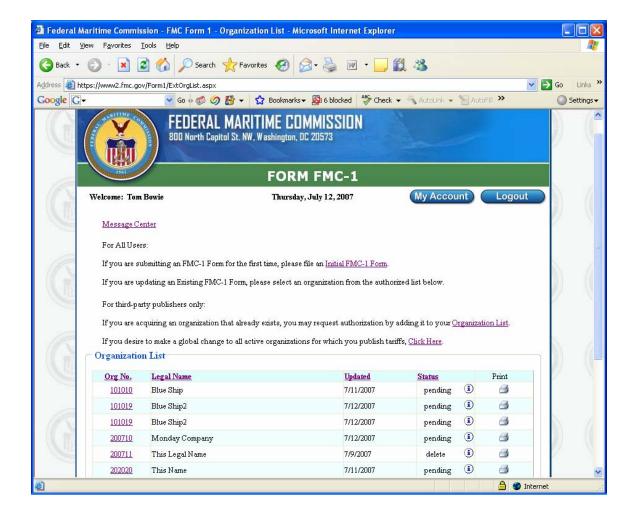
Before saving and exiting, check the publisher data for this form. If a new publisher needs to be added, click the **Add Publisher** button to enter the Publisher Data. If an existing publisher needs to be edited, click the **Edit** button for that publisher. If a publisher needs to be deleted, click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

Note: Multiple publishers may be added.



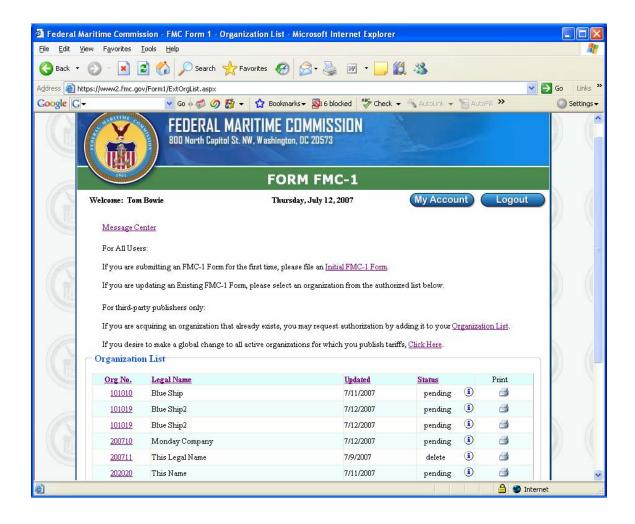


The account owner's Organization List shows the status for the updated FMC-1 form as pending until the changes are accepted by the FMC, and until then, the user may still make changes. Clicking the encircled "i" displays additional information on the status of the form.



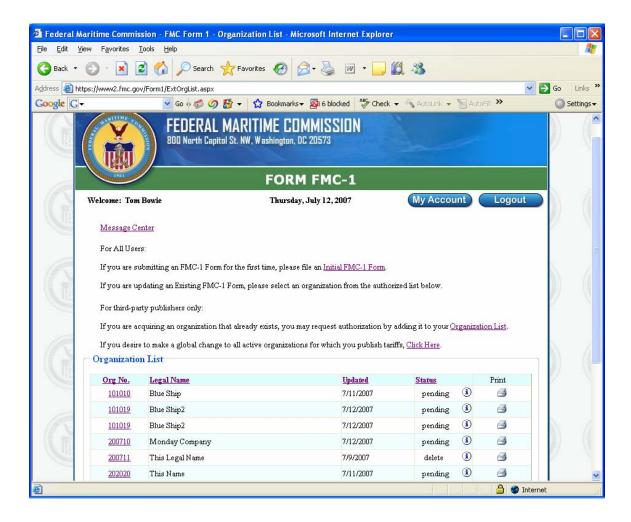
Print

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.

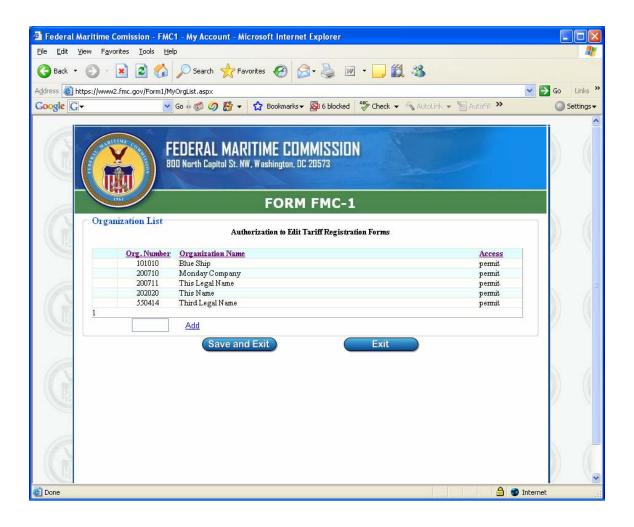


Organization List - Access Requested

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.

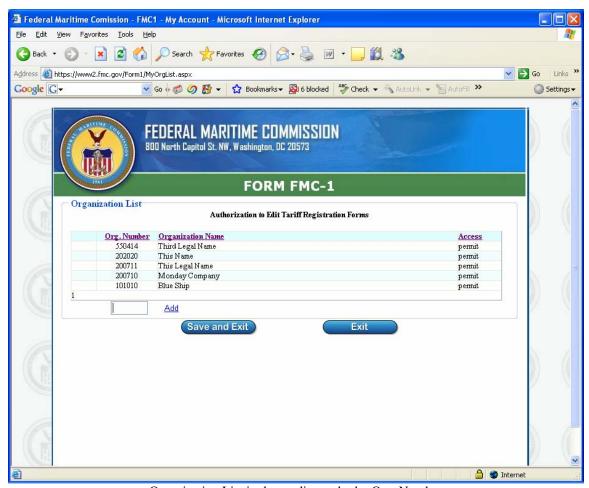


The Organization List screen displays organization number, organization name and status in ascending order by organization number. To change the order of display, see the *Sorting the Organization List – Access Requested* section. If this screen continues, click on the number below the screen to see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



Sorting the Organization List - Access Requested

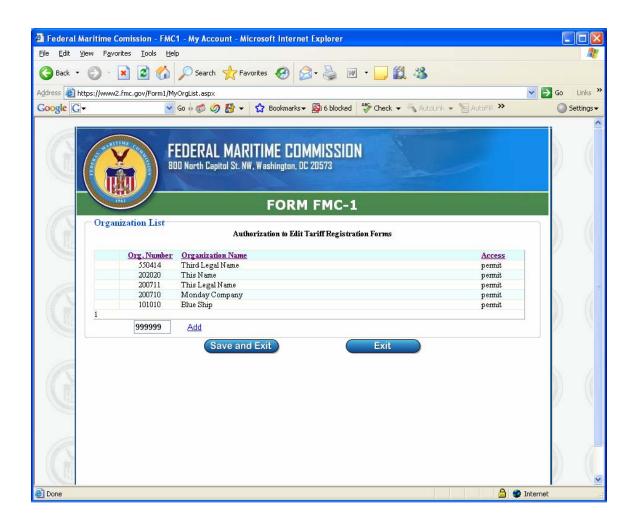
To display the Organization List in ascending or descending order by organization number, organization name, or access, click the corresponding column heading, **Org. Number, Organization Name,** or **Access,** respectively. Ascending is numerical for numbers and alphabetical for alpha characters. Descending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



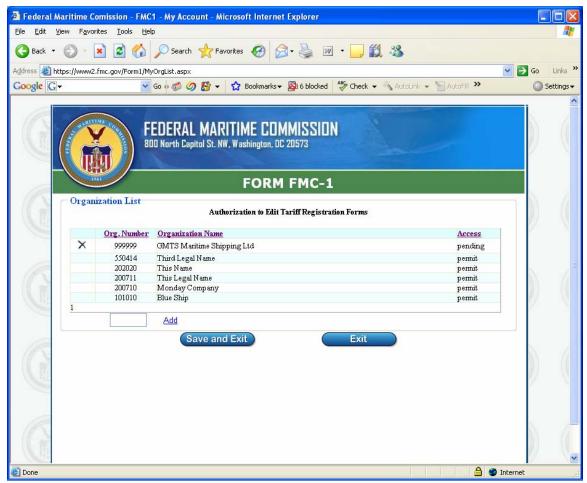
Organization List in descending order by Org. Number

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.



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.

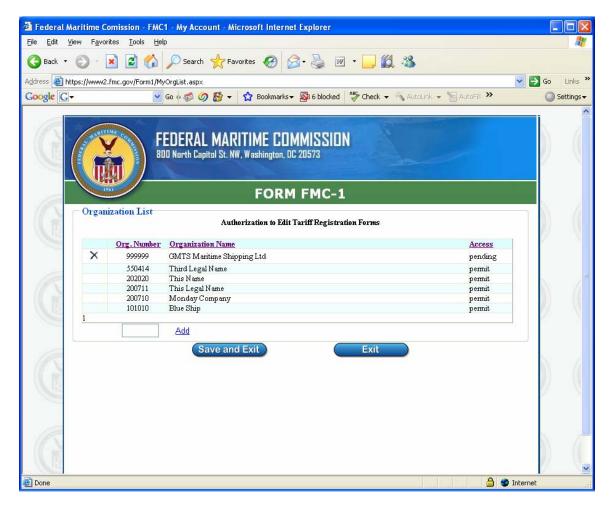


Requested organization added

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.



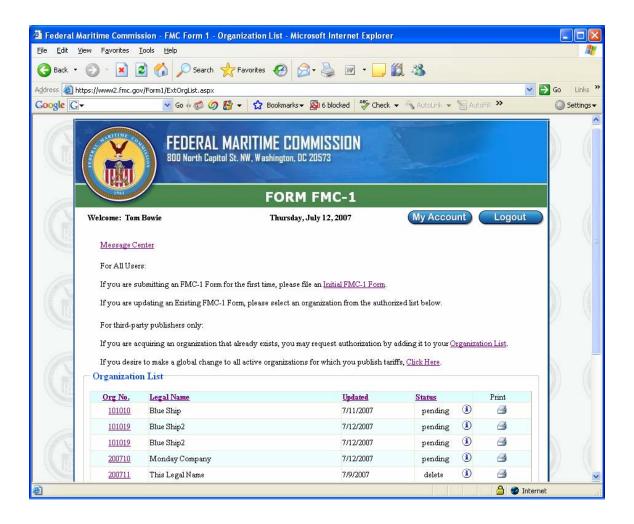


Delete Confirmation message

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.)

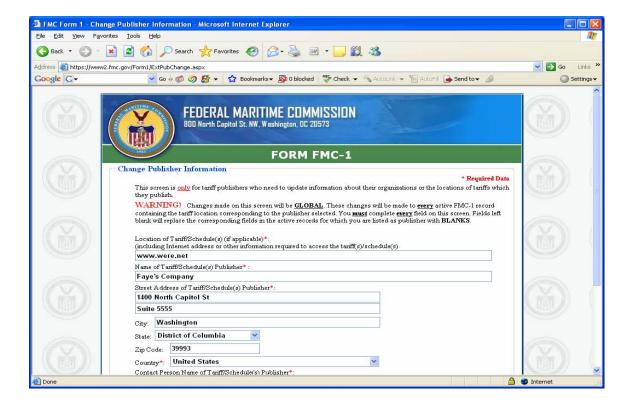


Change Publisher Information

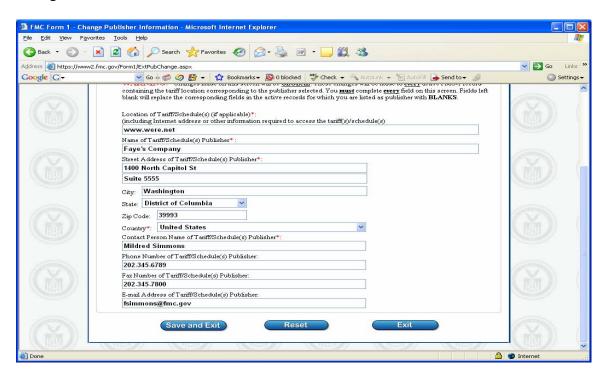
The Change Publisher Information screen is displayed with default data taken from the publisher information. Required fields are designated by a red asterisk (*) next to the field names.

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

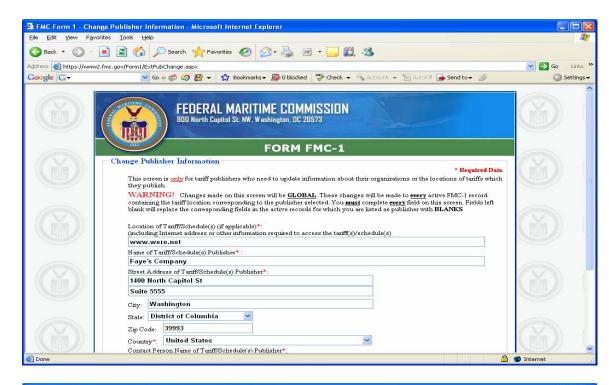
WARNING! Changes made on this screen will be <u>GLOBAL</u>. These changes will be made to <u>every</u> active FMC-1 record containing the tariff location corresponding to the publisher selected. You <u>must</u> complete <u>every</u> field on this screen. Fields left blank will replace the corresponding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

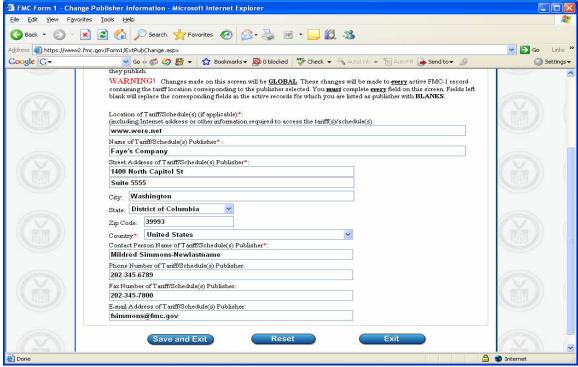


Change Publisher Information screen continued:



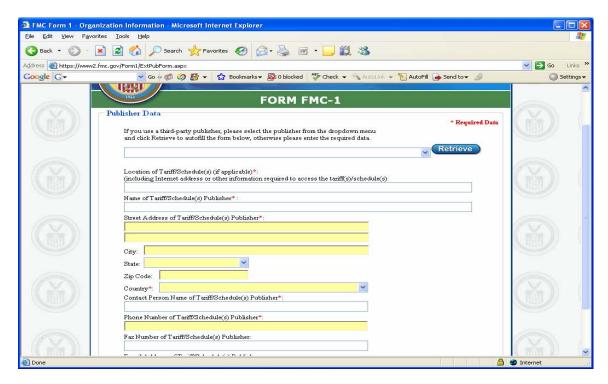
Update the Publisher Information field(s) with the new data. To save the data and return to the previous screen, click the **Save and Exit** button. To clear the data fields, click the **Reset** button. To exit without saving the changes, click the **Exit** button to return to the previous screen.

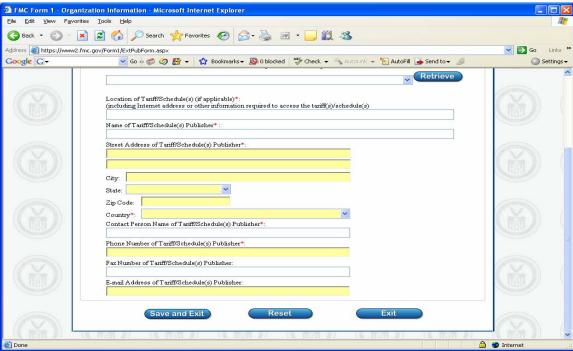




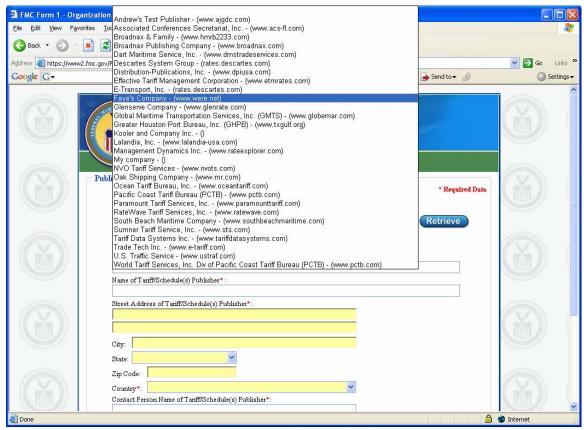
Publisher Data

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.



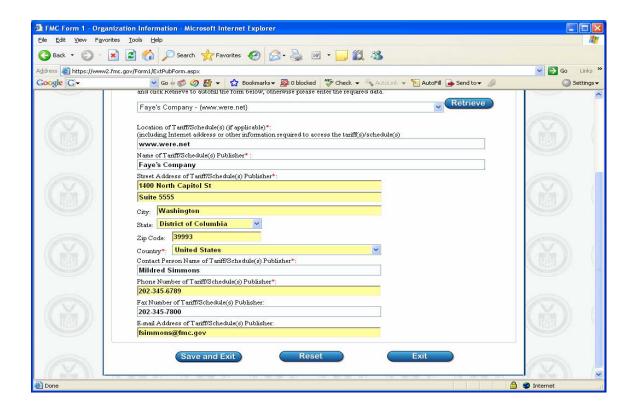


If a third-party publisher is used, click the drop-down arrow to select the publisher from the menu and then click the **Retrieve** button to automatically fill the publisher data; otherwise, complete or update the required data using **Table C – Publisher Screen Data Fields** found in the Appendix.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



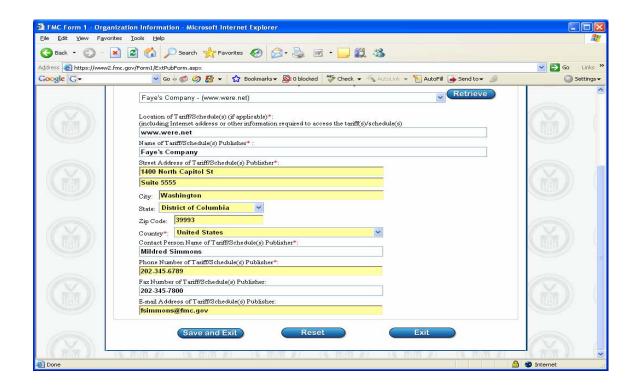
Third-party publisher selected

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



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.



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	Yes	Self-explanatory
Registrant		
Trade Name(s) of	No	Self-explanatory
Registrant		
Street Address of	Yes	Self-explanatory
Headquarters		
City	Yes	Self-explanatory
State	No	Self-explanatory
Zip Code	No	Self-explanatory
Country	Yes	Self-explanatory
Contact Person Name at	Yes	Self-explanatory
Headquarters		
Phone Number of	Yes	Self-explanatory
Contact Person		
Fax Number of Contact	No	Self-explanatory
Person		
Email Address of	No	Self-explanatory
Contact Person		
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	Yes	Internet address of tariff/schedule(s)
Tariff/Schedule(s)		
Name of	Yes	Self-explanatory
Tariff/Schedule(s)		
Publisher		
Street Address of	Yes	Self-explanatory
Tariff/Schedule(s)		
Publisher		
City	No	Self-explanatory
State	No	Self-explanatory
Zip Code	No	Self-explanatory
Country	Yes	Self-explanatory
Contact Person Name of	Yes	Self-explanatory
Tariff/Schedule(s)		
Publisher		
Phone Number of	Yes	Self-explanatory
Tariff/Schedule(s)		
Publisher		
Fax Number of	No	Self-explanatory
Tariff/Schedule(s)		
Publisher		
Email Address of	No	Self-explanatory
Tariff/Schedule(s)		
Publisher		

Table C- Publisher Screen Data Fields