(See instructions and responsibility clauses on the back of this form)

**SECTION 1 - Requested Action (choose option(s))**

    

**SECTION 2 - General Information**

1. Company name \*:  2. Agents/Customer 

 Code \*

3. Account requested for \*: 4. User ID\*:

 *(First name, middle initial, last name) (*Not required to create UserID)

5. ID \*:  6. Country of issuance: 

 *(Personal ID, passport or driving license)*

 8. Date of birth: 

7. Gender: *(mm/dd/yy)*

**SECTION 3 - Additional Information**

9. Designation (Position Title):  10. Department: 

11. Phone number: 12. Country Code: 

13. Fax number: 14. Country Code: 

15a. Personal e-mail address:

15b. Company e-mail address:

**SECTION 4 – Access Required - Maritime Service Portal**



16. 17.

**18.** **Requested B2B Role(s) 19. Requested Web Role(s)**



18a. B2B Transmission Method:



18b. B2B Message Format (choose only one):





18c. B2B Data Transfer:

 

**SECTION 5 – Access Required in other Applications**

20. Customer Management System (CSMS) 21. Enhanced Vessel Traffic Management System (EVTMS)



**SECTION 6 - Organization’s Authorization Information**

***I certify, to the best of my knowledge and belief, the above information is true and correct. Therefore, I hereby authorized the above described person for the requested access (Section 4). In addition, I have read all the instructions and the responsibility clauses on the reverse of this page.***

22. Name of solicitor / Company’s representative: 

*(First name, middle initial, last name)*

*23. Date:* 

 *(mm/dd/yy)*

**INSTRUCTIONS TO COMPLETE THE FORM:**

This form allows for any of the following 5 options:

Create user, update additional information, deregister users, reset password for administrators.

On section 1 of the form, you should only select one of the three available options. Depending on which one you select, you may or may not have to fill remaining sections:

1. Create UserID. You need to fill all remaining sections (2, 3, 4, 5 and 6).
2. Update (UserID) Additional Information. You must fill sections 2 and 6.

Depending on your need, also select section 3, 4 or 5 to enumerate only the changes requested.

1. Deregister UserID. You need to fill sections 2 and 6.
2. Reset Password. You need to fill sections 2 and 6.
3. Second Password: Only required for CSMS Application. You need to fill sections 2 and 6.

All available fields in sections are numbered to ease its identification. There are a maximum of twenty –one fields that any user might have to complete before submitting the form:

1. Organization Name: Name of Organization where person is employed and has a current commercial relationship with ACP.
2. Short name: Code provided by ACP when organization was registered.
3. Account requested for: First name followed by last name of owner of userid requested.
4. User ID: Not required to create a userid. Required to reset password and Digital Certificate.
5. ID: In case a passport is not available, owner of user id might present his/her driving license number. Panamanian citizens shall provide cedula’s number. ACP employees shall provide identification number (IP).
6. Passport Country: Name of country who issued the passport.
7. Gender: Put a cross or check mark on one of the available boxes.
8. Date of birth: Date shall be in two-digit format for day, month and year.
9. Designation: Position title of the owner of the userid requested
10. Department: Organizational unit of the owner of the userid requested.
11. Phone number: include applicable area code.
12. Country Code for phone number stated in field 11.
13. Fax number: include applicable area code. This fax will receive the userid’s setup password after it is created.

Telefaxes can’t be used.

1. Country Code: country code for fax number stated in field 13.
2. Email Address.
3. Apply for B2B Gateway access to transmit massive data from server to server.
4. Apply for WEB access
5. If B2B is chosen, you also need to specify: transmission method and format.
6. Requested Role: Place a cross or check mark in the selected role. The administrator role allows the undersigned person to manage his/her company user’s administration (create, inactive users, reset password, etc.). When Administrator role is selected, no other role shall be checked.
7. Apply for CSMS access.
8. Apply for EVTMS access.
9. Name of Solicitor: First name, followed by last name of person requesting the creation or change of

 Information on a userid.

1. Date: Date of request in month, day and year format.

**RESPONSIBILITY CLAUSES:**

ACP is not liable for any actions that the designated Administrator execute on the Maritime Service Portal System on behalf of his/her company. Neither for any action performed for the users created, update or configured by this Administrator.

All users approved as Administrator of the company, act on behalf of their company in the Maritime Service Portal. The Administrators have the responsibility to create, activate, inactivate, change passwords, and assign responsibilities or functions to those users in the Maritime Service Portal. All actions performed by the administrators and the users created or updated by him are under the company fuel responsibility.

The Client are forced to use the authorized accounts only to access the information contained in this Service Portal, to which is given access. The information contained in the Maritime Services Portal will be exclusively for the client use for the purpose of running services to maritime trade efforts, and may not be used, disclosed or otherwise shared by this in favor of third parties.

The Client acknowledges that information obtained through the Maritime Service Portal can put at risk the safety of navigation and therefore declares that he undertakes to:

1. Not to disclose, in any way, information obtained through the Maritime Services Portal or its data.
2. Establish access to the system or its information control processes that prevent access to it by people who do not work for the client.
3. Implement the necessary measures in order to avoid that the system may be accessed by unauthorized users.
4. Develop policies and usage guidelines applicable to the personnel who will have access to the data or the Maritime Service Portal, as to ensure the proper use of the same with clear identification of the legal responsibilities for the unauthorized use of the system.
5. Do not share the access granted.
6. Access control processes, policies and usage guidelines as well as the list of authorized personnel to use the Maritime Service Portal and/or its data, shall be submitted to the ACP when required.