

# AUTORIDAD DEL CANAL DE PANAMÁ

## MARITIME SERVICE PORTAL – ADMINISTRATION REQUEST

(See instructions on the back of this form)

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

- Create UserID     Update additional information     Deregister UserID     Reset password\*     Reset second password\*

### SECTION 2 - General Information

1. Company name \*: \_\_\_\_\_
2. Agents/Customer Code \* \_\_\_\_\_
3. Account requested for \*: \_\_\_\_\_  
(First name, middle initial, last name)
4. User ID\*: \_\_\_\_\_  
(Not required to create User ID)
5. ID \*: \_\_\_\_\_  
(Personal ID, passport or driving license)     Personal ID     Passport
6. Country of issuance: \_\_\_\_\_
7. Gender:     Male     Female     Driving License
8. Date of birth: \_\_\_\_\_  
(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.  Business to Business Gateway (B2B)
17.  Web Portal
- 18. Requested B2B Role(s)**
- 18a. B2B Transmission Method (choose only one):  
 FTP     HTTP
- 18b. B2B Message Format (choose only one):  
 XML     EDI
- 18c. B2B Data Transfer:  
 Cargo declaration     Passenger list  
 Crew list
- 19. Requested Web Role(s)**
- Company Administrator
- Create visit and required information
- Monitor visits (query all)
- Import Baplie
- Other \_\_\_\_\_

### SECTION 5 – Access Required in other Applications

20. Customer Management System (CSMS)  
 Bank     Agents     Plan Writer
21. Enhanced Vessel Traffic Management System (EVTMS)  
 Agents

### SECTION 6 - Organization's Authorization Information

**I certify that, to the best of my knowledge and belief, the above information is true and correct**

22. Name of solicitor / Company's representative: \_\_\_\_\_  
(First name, middle initial, last name)
23. Date: \_\_\_\_\_  
(mm/dd/yy)

## MARITIME SERVICE PORTAL – ADMINISTRATION REQUEST

### 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 User ID. You need to fill all remaining sections (2, 3, 4, 5 and 6).
2. Update (User ID) 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.
3. Deregister User ID. You need to fill sections 2 and 6.
4. Reset Password. You need to fill sections 2 and 6.
5. 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.
14. Country Code: country code for fax number stated in field 13.
15. Email Address.
16. Apply for B2B Gateway access to transmit massive data from server to server.
17. Apply for WEB access
18. If B2B is chosen, you also need to specify: transmission method and format.
19. Requested Role: Place a cross or check mark in the selected role. The administrator role allows the undersigned person to manage his/her company users administration (create, inactive users, reset password, etc.). When Administrator role is selected, no other role shall be checked.
20. Apply for CSMS access.
21. Apply for EVTMS access.
22. Name of Solicitor: First name, followed by last name of person requesting the creation or change of Information on a userid.
23. Date: Date of request in month, day and year format.