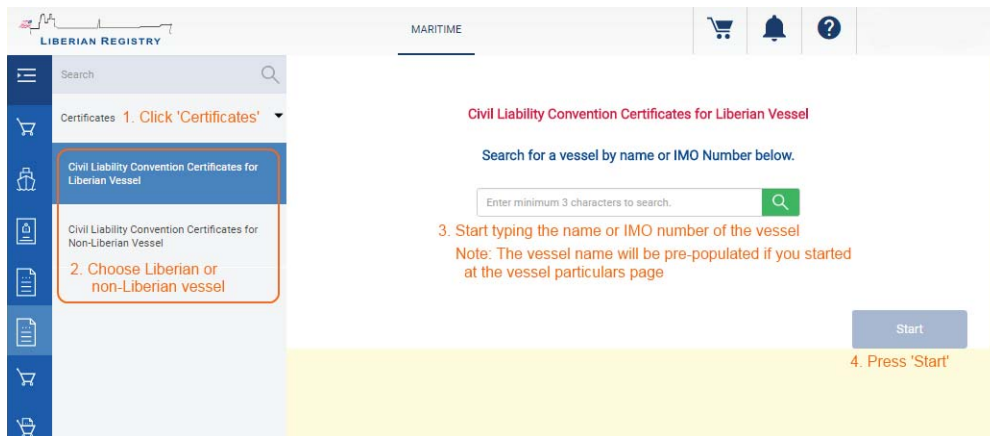


APPLICATION INSTRUCTIONS - CLC / BCLC / WRC

Please carefully read the following guidance provided before selecting the "Continue" button at the bottom of the page.

- **Obtaining Access to WayPoint** - On the LOGIN page, please create an account if you don't have one. You will be required to enter your name and company details so as to register your company. You will receive a temporary user name and password once your request has been processed. You will be required to change your temporary password when you login to your account the first time. Note: if your firm operates under different businesses, you may need to request an account for each in order to obtain access to your entire fleet.
- Before starting the application, please have your P&I Club issued WRC, BCLC and/or CLC Blue Card in either PDF or JPG format. The Blue Card must be issued (and so stated thereon) in accordance with the provisions of Article 12 of the WRC Convention, and/or Article 7 of the BCLC Convention, and/or Article VII of the CLC Convention. The Blue Card must indicate the 'name' and 'address' of the ship owner's principal place of business and must be addressed to Liberia.
- You may apply for multiple certificates (WRC, BCLC and/or CLC) by vessel. You can submit certificate applications for multiple vessels within a single order, provided that you are using the same form of payment. Please have your form of payment information available. Orders can be submitted with credit card payments or wire transfer payment details.
- Complete all required page fields (*).
- **Starting the work order request for CLC, BCLC and WRC Certificates**
 - It is possible to start a work order request for Convention Certificates from two locations:
 - From the Vessel Particulars screen - Press the 'New Work Order' button
 - From the dashboard - Click the 'Order Certificates' icon.
 - This will take you to the work order start page. Here please:
 1. Select 'Certificates' on the left side bar
 2. Choose whether the vessel is Liberian or non-Liberian flag
 3. Start entering the name of the vessel if not already pre-populated. Note: the list of vessel is limited to those listed in your 'My Fleet'. Please contact us if you believe that any vessels are missing.

4. Press the 'Start' button



- **“Options” screen** - You will need to select the types of certificate and issue type (New, renewal, duplicate). For vessels registered in Liberia, the options page will suggest the needed certificates. It is possible to change the list based on the certificate(s) you intend to order. For non-Liberian vessels, it will only be possible to order certificates based on the flag of the vessel.
 - Note: While we make a good-faith effort to limit certificate issuance only to non-ratifying parties, the applicant is ultimately responsible to confirming that they can order the specific type of Convention certificate from Liberia.
- **“Details” screen** - For each type of certificate requested, you will need to indicate the name of the P&I, their address and the dates of coverage. If the information is the same for all certificates, you can click the button *‘Copy insurer information to other certificates’* after entering the information for the first certificate. Then you can upload the Blue card for each requested certificate by clicking the red *‘Upload Blue Card’* link. The link will turn blue once you have uploaded a file. You can click the blue link to view the blue card that you have uploaded.
- If you are requesting a certificate for a non-Liberian vessel, be sure to check the owner name and address field on this screen and edit as required.
- **“Supporting Documents” screen** - You will be required to upload the necessary blue cards under the appropriate certificate type (BCLC/CLC and WRC) unless you already uploaded the blue cards on the details screen. You can also delete uploaded files in case you uploaded an incorrect file by mistake.
- **“Outgoing Document” screen** - Here you can view draft copies of the certificates requested. In addition, you can obtain a copy of your pre-order invoice. Note: Details on both the draft

certificates and pre-order invoice are subject to change as a result of information being entered by the user as well as during processing and issuance of the actual certificates.

- **“Invoice” screen** - please enter your appropriate billing details for each vessel. You can view the estimated charges for this request. In addition:
 - If your company uses a Purchase Order system, please enter the purchase order number for this invoice which will appear on the invoice
 - If you would like to add a reference number to this invoice for your own company’s use, please enter it in the reference field.
- **“Final Review” screen** - You will be able to review your order to know if all sections are properly completed. Sections that are not complete will list the tasks that are still required to be completed before the request can be submitted for processing. In addition, the tabs where these tasks need to be completed will have a red underline. If the final review has no additional tasks to complete you can:
 - Add to Cart - in order to submit the request for processing and issuance of requested certificates
 - Save the work order for submission later by clicking the ‘Continue’ button. You can locate the work order request later from the dashboard by clicking on the ‘Pending Orders’ icon.
- **Submission of work order requests via the Cart** - Completed work order requests that are ready for processing are submitted through the cart.
 - In ‘My Cart’ you can view the requests that will be submitted.
 - It is possible to remove requests from the cart by clicking the ‘remove’ button. They can be added later via the ‘Pending Orders’ icon.
 - Your email address will appear in the eDelivery email address field. You can change this email address to the email address that you would like messages containing the issued documents and invoices to be sent. Please note that you will receive an email for each vessel that you request certificates for via the payment cart. Please ensure the following email address has been added to your SPAM filter: waypointsupport@liscr.com.
 - Alternatively, you can choose not to receive your documents by email by removing the checkbox for eDelivery. Documents are available for download in WayPoint once processed via the ‘My Certificates’ page, which is accessed from the dashboard.
 - Please select ‘Courier’ if you would also like a hard copy of the certificates sent to you. There is an additional charge for this service.

- Please indicate the method of payment
 - **Credit Card Payment** - you will be taken to the Credit card payment screen. Complete the payment details on this screen and click '*Process Payment*'.
 - **Wire Payment** - For wire transfer payments, please provide payment details including the effective date of the payment. You can also upload a copy of the wire payment confirmation.
- Once you have submitted your work order request, you can view the current status via the 'Order History' icon on the dashboard. 'Active' orders have been processed and requested documents issued.

The Waypoint system offers the following advantages; ability to view the status of your application, existing vessel data is pre-populated on the application, view your Non-Liberian fleet if you applied for same in 2016. Documents will be emailed once processed; however there is an option to also download certificates from the website once processed