


APPLICATION INSTRUCTIONS – Publications

Please carefully read the following guidance:

- **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.
- You may apply for multiple certificates/dispensations/publications by vessel. You can submit 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 (*).

1. Starting the work order request for Publications

- It is possible to start a work order request for publications 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 *'Publications'* on the left side bar and then choose either *'Client Publications'* or *'Vessel Publications'*. Client Publications should be used if ordering for more than one vessel or for non-Liberian vessels not included in your fleet list.
 2. If ordering for a vessel, start entering the name of the vessel if not already pre-populated. Note: the list of vessels is limited to those listed in your *'My Fleet'*. Please contact us if you believe that any vessels are missing.
 3. Press the *'Start'* button
- ***"Details"* screen**
 - Choose a delivery method: either mail or pickup. You can edit the mailing address that is pre-populated by clicking on the  button. You can choose to pickup from any of our regional offices.
 - Click on the *'Edit'* button next to the publication(s) you wish to order and enter the number desired, then click on *'Update'*.

- Once you have entered all the publications you need to order, click on the 'Continue' button.
- **"Documents" screen** - Here you can obtain a copy of your pre-order invoice. Note: Details on both the 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 publications.

If you want to upload the old LISCR publications order form or your own order form for reference, please do so under the 'Additional Documents' section.

Note: Shipping & handling charges for Publication orders vary on the final weight and destination to be calculated prior to shipment. International freight charges start at \$50 and Domestic charges vary on the final weight and destination. We will authorize your CC for our estimated shipping, which is included in the Publication order estimated cost and an additional \$50.

- **"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 documents.
 - 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.
 - 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.