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
  LOG IN 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 ....................................................................................... 21
  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 .................................................................................................................... 35
    Delete ............................................................................................................... 37
  GLOBAL CHANGES .............................................................................................. 38
    Change Publisher Information ............................................................................ 39
  PUBLISHER DATA ............................................................................................... 42
  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 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 **Ok** button. A message, requesting the user to wait for confirmation that an email has been sent, is displayed. Click the **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 My 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.
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.
**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.](image-url)
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.

[Image of FORM FMC-1]

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.
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.
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 GLOBAL. These changes will be made to every active FMC-1 record containing the tariff location corresponding to the publisher selected. You must complete every 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.
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.
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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Login</td>
<td>Yes</td>
<td>Suggestion: Use first and last names</td>
</tr>
<tr>
<td>Password</td>
<td>Yes</td>
<td>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 “,” “@”, “#”, “$”, “;”).</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>Yes</td>
<td>Same password</td>
</tr>
<tr>
<td>First Name</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Last Name</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Email</td>
<td>Yes</td>
<td>Email address</td>
</tr>
<tr>
<td>Confirm Email</td>
<td>Yes</td>
<td>Same email address</td>
</tr>
<tr>
<td>Type of Filer</td>
<td>No</td>
<td>Click the drop-down arrow to choose: Self Publisher (<strong>default</strong>) or Third-party publisher</td>
</tr>
<tr>
<td>Company Name</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Phone</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Fax</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Street 1, Street 2</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Country</td>
<td>No</td>
<td>Self-explanatory; United States (<strong>default</strong>)</td>
</tr>
<tr>
<td>Comments</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
</tbody>
</table>

**Table A- Account Screen Data Fields**
Field names in **bold** are only used for an initial form.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Number</strong></td>
<td>Yes</td>
<td>Enter 6-digit number or FMC will assign one</td>
</tr>
<tr>
<td>Legal Name of Registrant</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Trade Name(s) of Registrant</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Street Address of Headquarters</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>City</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>State</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Zip Code</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Country</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Contact Person Name at Headquarters</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Phone Number of Contact Person</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Fax Number of Contact Person</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Email Address of Contact Person</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Company Website</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Type of Registrant</td>
<td>Yes</td>
<td>Click Yes or No for one or more of the choices. If Other is clicked Yes, must specify.</td>
</tr>
<tr>
<td>Comments</td>
<td>Yes</td>
<td>Required if Type of Registrant is a vessel (VOCC)</td>
</tr>
</tbody>
</table>

Table B - Form FMC-1 Screen Data Fields
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Tariff/Schedule(s)</td>
<td>Yes</td>
<td>Internet address of tariff/schedule(s)</td>
</tr>
<tr>
<td>Name of Tariff/Schedule(s) Publisher</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Street Address of Tariff/Schedule(s) Publisher</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>City</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>State</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Zip Code</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Country</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Contact Person Name of Tariff/Schedule(s) Publisher</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Phone Number of Tariff/Schedule(s) Publisher</td>
<td>Yes</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Fax Number of Tariff/Schedule(s) Publisher</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Email Address of Tariff/Schedule(s) Publisher</td>
<td>No</td>
<td>Self-explanatory</td>
</tr>
</tbody>
</table>

Table C - Publisher Screen Data Fields