

Getting Started:

WayPoint Client User Manual



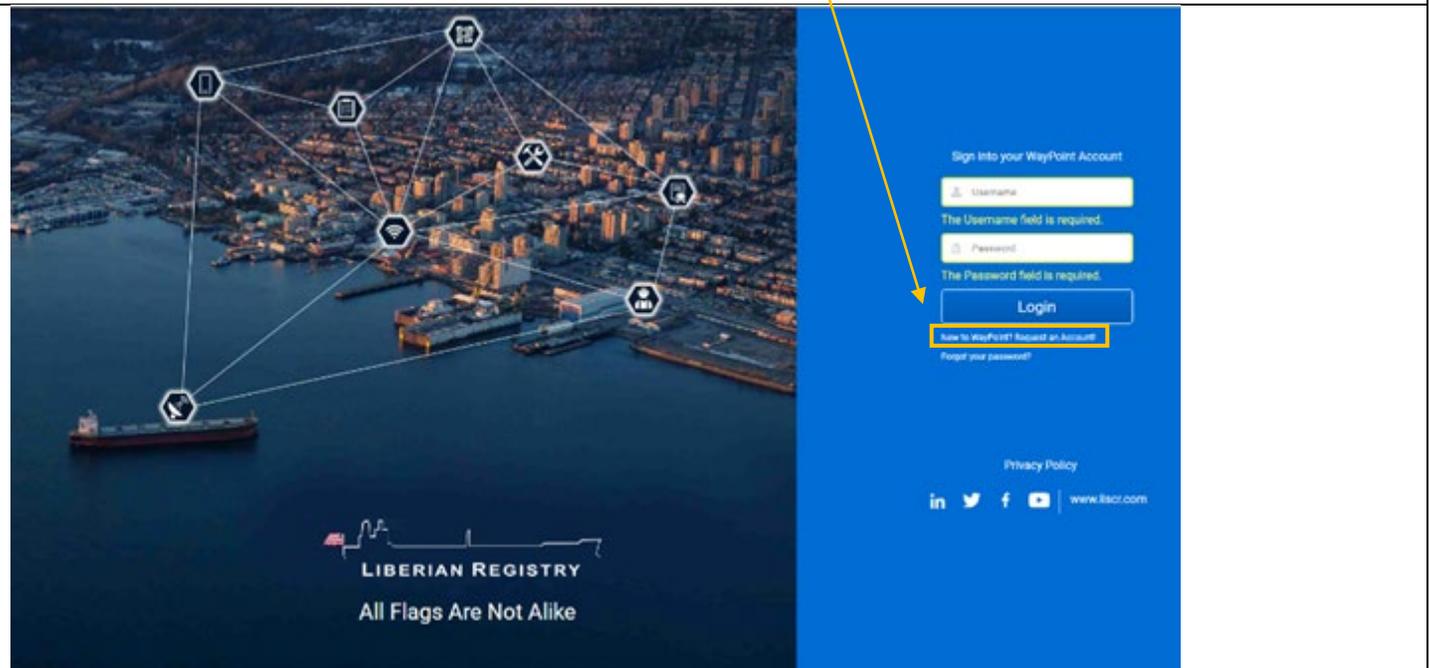
waypoint.liscr.com

Getting started: Setting up your WayPoint Profile

Welcome to WayPoint, the Liberian Registry's client portal! WayPoint allows around-the-clock access to fleet details, publication ordering, inspection details and follow-up, and certificates.

Accessing Waypoint:

To get started, visit waypoint.liscr.com and select **"New to Waypoint? Request an Account!"**



Sign into your WayPoint Account

The Username field is required.

The Password field is required.

[New to WayPoint? Request an Account!](#)

Forgot your password?

Privacy Policy

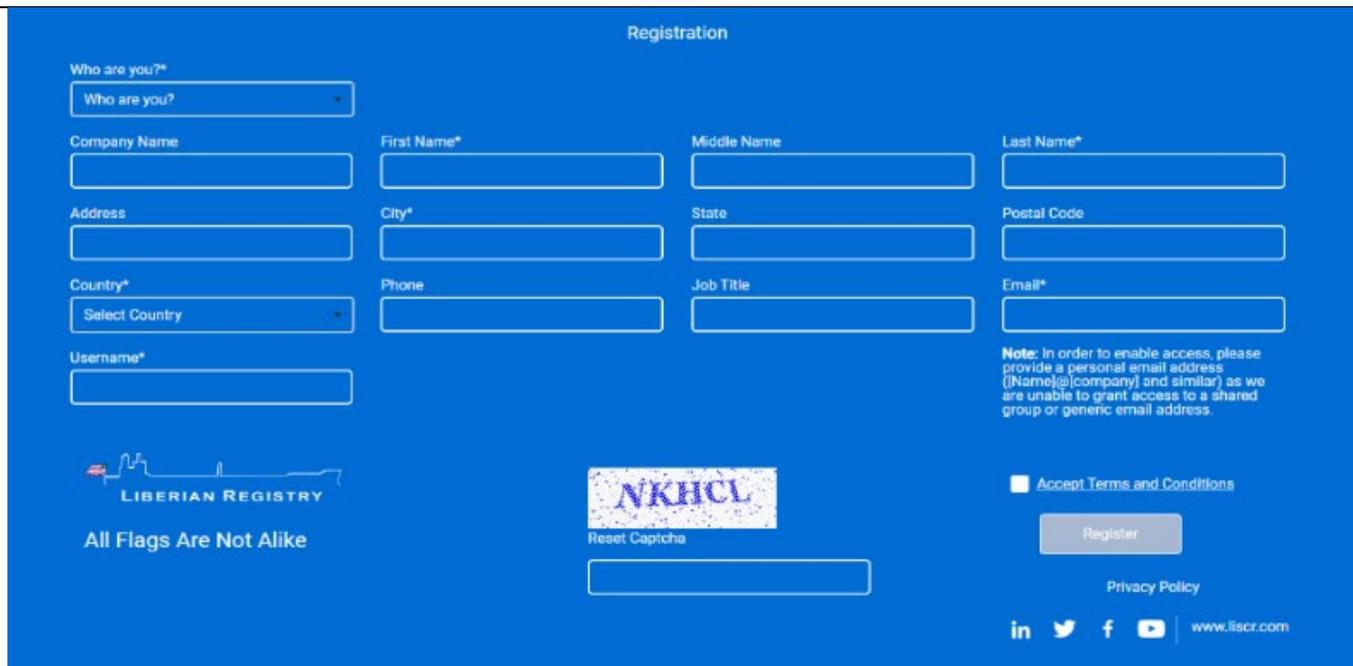
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LIBERIAN REGISTRY
All Flags Are Not Alike

Accessing Waypoint:

You will be prompted to register your details for an account.

Please note: A group inbox cannot be used for registering an account. Please utilize your company-issued personal email address when signing up.



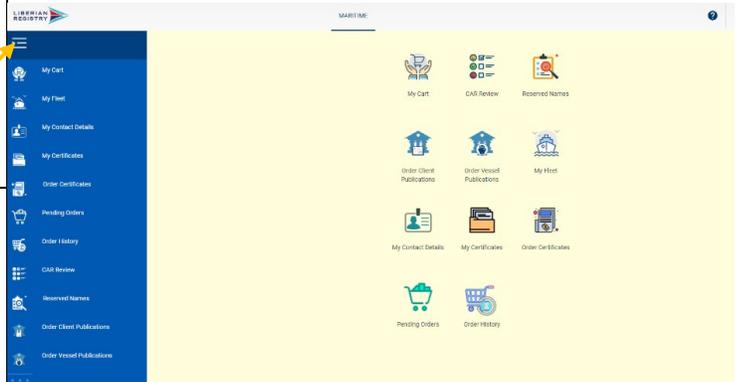
The screenshot shows a registration form titled "Registration" on a blue background. The form includes the following fields and elements:

- Who are you?***: A dropdown menu with "Who are you?" selected.
- Company Name**: A text input field.
- Address**: A text input field.
- Country***: A dropdown menu with "Select Country" selected.
- Username***: A text input field.
- First Name***: A text input field.
- City***: A text input field.
- Phone**: A text input field.
- Middle Name**: A text input field.
- State**: A text input field.
- Job Title**: A text input field.
- Last Name***: A text input field.
- Postal Code**: A text input field.
- Email***: A text input field.
- Reset Captcha**: A button with a "NKHCL" captcha image.
- Accept Terms and Conditions**: A checkbox.
- Register**: A button.
- Privacy Policy**: A link.
- Footer**: Includes the Liberian Registry logo, the slogan "All Flags Are Not Alike", social media icons for LinkedIn, Twitter, Facebook, and YouTube, and the website URL "www.liscr.com".

Report access problems to waypointsupport@liscr.com

Navigating your WayPoint Account:

This is your WayPoint Account dashboard. To access your dashboard from any page, simply click



Your dashboard includes a useful **sidebar** that remains with you while you navigate the portal for easy access to any page.

To expand and collapse the sidebar, simply click



	Any work order created and submitted for approval will appear here until the cart is checked out		See the status of your fleets' Corrective Action Reports		Search all currently reserved vessel names
	Order RLM publications		Order vessel publications		View the complete list of your Liberian fleet, and, if applicable, your non-Liberian fleet
	See a list of contacts associated with your company here with contact details and contact status		Complete set of all previously issued certificate and their status inside WayPoint		Begin your work orders here: Schedule audits and inspections and order vessel certificates
	List of work orders pending submission for checkout and work orders waiting for filing		List of all processed, active, submitted, and scheduled work orders for your fleet		

Your Vessel's Profile:

You can access your Liberian vessels by clicking on  your dashboard or sidebar.

Selecting the name of your vessel will direct you to the vessel's WayPoint Profile.

Your vessel's WayPoint Profile is an overview of your vessel's details and allows direct access to the work order creation portal for the vessel.

The screenshot displays the 'VESSEL PARTICULARS' page for the vessel 'AMBER RAY'. The interface includes a navigation menu on the left and a top navigation bar. Key sections and callouts are as follows:

- Registration History:** Shows registration details for 'AMBER RAY', including Registration Date (26-Sep-2023), FromRegistryName (Newbuilding), Re Registration Date (n/a), and Stricken Date (n/a).
- Inspection History:** Shows ASI Due Date (26-Dec-2023), Last ASI, Last PSC Inspection (28-Nov-2023 - Paris MOU - 0), Detentions Overall (0), and Deficiency Rate Overall (0.00).
- Navigation Menu:** Located on the left sidebar, providing access to various system functions.
- Generate Work Order for Vessel:** A prominent blue button labeled 'New Work Order' is visible, along with an 'OUTSTANDING BALANCE : \$1,000.00' indicator.
- Convention Certificate Issuance Status:** A table showing the status of various certificates:

SMC	-	Initial: 27-Sep-2023 - 26-Mar-2024 - Issued By: Nippon Kaiji Kyokai
ISSC	-	Initial: 27-Sep-2023 - 26-Mar-2024 - Issued By: Nippon Kaiji Kyokai
MLC	-	Initial: 27-Sep-2023 - 26-Mar-2024 - Issued By: Nippon Kaiji Kyokai
IBWMC	-	
- Manage email address associated with the:** An 'Add Email Address' button is highlighted, used for managing email addresses associated with the vessel.
- Other sections:** Former Names, Billing Prefix, Construction, Radio Authority, and Vessel Particulars (LOA: 149.93, Length (ITC): 142.06, Breadth: 25, Depth: 13, Height: n/a, Gross Tons: 13,303, Net Tons: 6,868, Dual Gross Tons: n/a, Dual Net Tons: n/a, Dead Weight Tonnage: 21,945).

Vessel Profile Navigation Menu:	
Vessel Particulars:	Snapshot of your vessel's details
Instruments:	Access any active instruments filed with your vessel
Vessel Certificates:	Access active vessel certificates issued to your vessel
Registry Certificates:	Access active registration certificates issued to your vessel
Inspections:	View your vessel inspection history with findings and Corrective Action Reports
Class:	View inspections and certificates issued by
P&I:	View any P&I Certificate of Entry filed with the Registry

Creating a Work Orders:

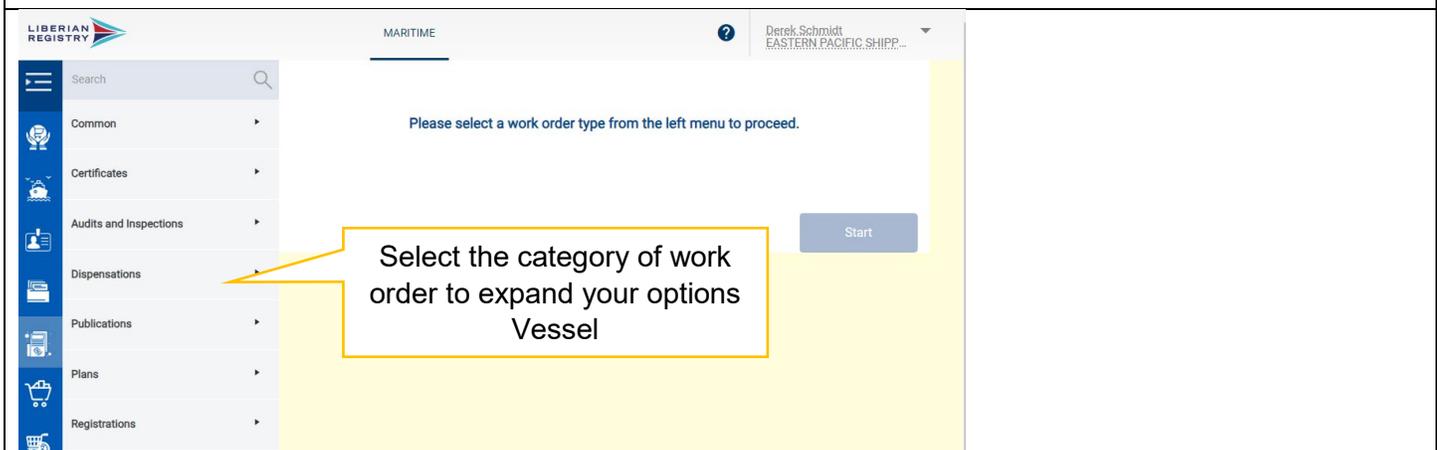
We have created a convenient work order generation process that allows you to submit all necessary documentation at your convenience.

Our current features allow you to:

- Request Certificate issuance
- Schedule Audits and Inspections
- Apply for dispensations
- Order publications to be shipped worldwide
- Submit plans for Administration approval
- Reserve vessel name for future registration

To get started you can generate a work order for a particular vessel by visiting the vessel's WayPoint profile and clicking 

Alternatively, you can create a work order for any vessel in your fleet by visiting  on your sidebar or  on your WayPoint Dashboard.



The screenshot shows the WayPoint dashboard interface. On the left sidebar, the 'Order Certificates' menu item is highlighted. A callout box points to the 'Dispersations' option within this menu, with the text: "Select the category of work order to expand your options Vessel". The main content area displays a message: "Please select a work order type from the left menu to proceed." and a "Start" button.

Issue Minimum Safe Manning Certificate

Search for a vessel by Name or IMO Number or Official Number below.

Enter minimum 3 characters to search.

Once you have selected the work order, you will need to search the vessel in your fleet, unless you have started the work order from inside your vessel's profile

Issue Minimum Safe Manning Certificate

Search for a vessel by Name or IMO Number or Official Number below.

DENVER

Vessel Details

Vessel Name	O.N.	IMO Number	Call Sign	Port of Registry	Gross Tonnage
DENVER	13815	9377236	ABPQ6	Monrovia, Liberia	36,459

Work Order Id: [] Work: [] dated On: []

No items to display

Once vessel has been selected, begin the work order by clicking "start"

Start

Inside the Work Order:

Details Page:

DENVER Status: Active | IMO: 9377236 | O.N.: 13815 | Call Sign: ABPQ6 | Type: Tanker | Sub-Type: Gas Carrier | Registration Date: 30 Mar 2009

Work Order 974651: Issue Minimum Safe Manning Certificate

Work order submission progression tracker

Work order status: Pending

Save your work before continuing to the next step.

1st 2nd

Return to your dashboard, any unsaved progress will be lost

Outgoing documents identify the items that will be issued to the email addresses listed in **Outgoing Emails**

Please upload the application for the certificate in the "support documents" section.

A representative will review the complete submitted work order including all documentation submitted to issue the certificate. Please note: Failure to upload all necessary supporting documents may delay issuance

Invoice Page:

Select your billing party from the drop down below and input any PO or reference notes.

Any fees associated with the work order will be listed here

This invoice page allows you to specify the invoicing details for this work order

Final Review:

DENVER | Status: Active | IMO: 9377236 | O.N. 13815 | Call Sign: A8PQ6 | Type: Tanker | Sub Type: Gas Carrier | Registration Date: 30-Mar-2009

DETAILS | DOCUMENTS | INVOICE | **FINAL REVIEW**

Work Order 974651: Issue Minimum Safe Manning Certificate | Status: Pending

Validations

Details:
Issue Minimum Safe Manning Certificate : Complete ✓

Documents:
Supporting Documents : Incomplete ✗
You have not yet uploaded a Issue Minimum Safe Manning Certificate MSMC Application for DENVER in this work order.
Outgoing Documents : Complete ✓

Invoice: Complete ✓

Home | **Add to Cart**

Final Review is the last step before adding the work order to your cart. This step allows you to quickly review if you have met the minimum submission requirements or if you should navigate to a new page to complete a step.

Once all pages are completed, you can **add the work order to your cart.**

Managing Your Work Orders:

Some work orders, such as dispensations, are temporary and may need to be amended or canceled over time. WayPoint allows you to review such work orders and make changes as needed. Utilizing the “Vessel Certificates” subfolder inside of your vessel’s profile, you can easily access all certificates currently issued to your vessel.

Active Work order actions

	Amend work order
	Cancel work order
	Close work order