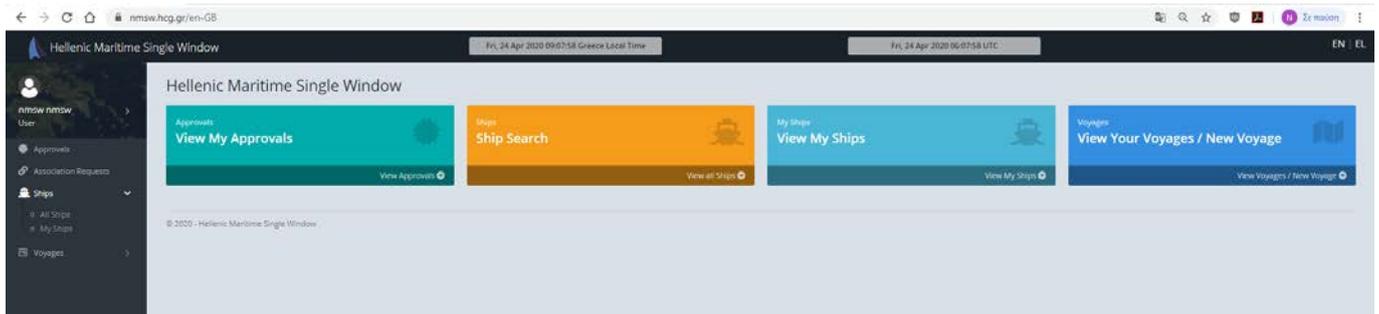
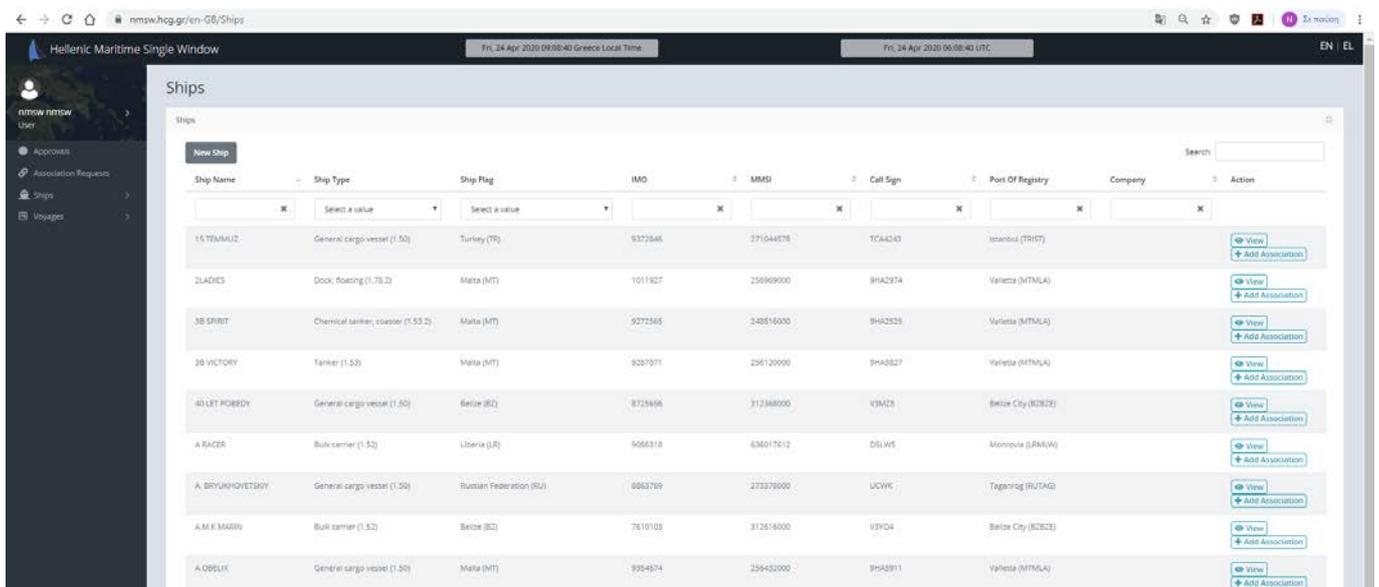


## Ships association requests in the Hellenic Maritime Single Window

Once you have successfully completed the registration process, you will have to associate with your ships of interest, which is mandatory for submitting notifications for these ships.



Select **Ships** and then **All Ships**.

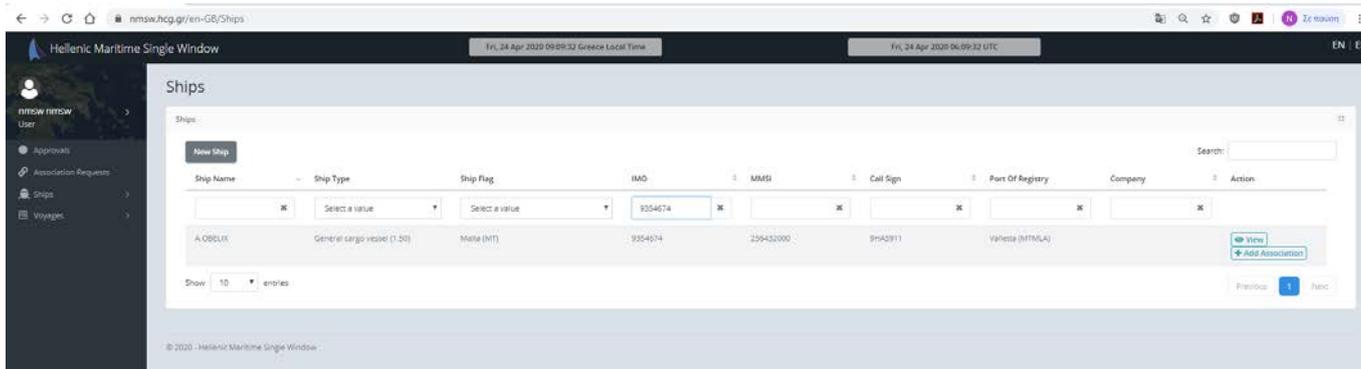


Select the desired ship through IMO Number search. The process described below should be repeated for each ship of interest separately.

After performing the search, either

- You find the ship and all its Primary Data which are correctly registered (Name, IMO, Call Sign, MMSI, Flag).
- You find the ship and at least one of its Primary Data is not correctly registered.
- It is not possible to find the ship using IMO number as search criteria.

**Case (a): Ship with correct Primary Data.**

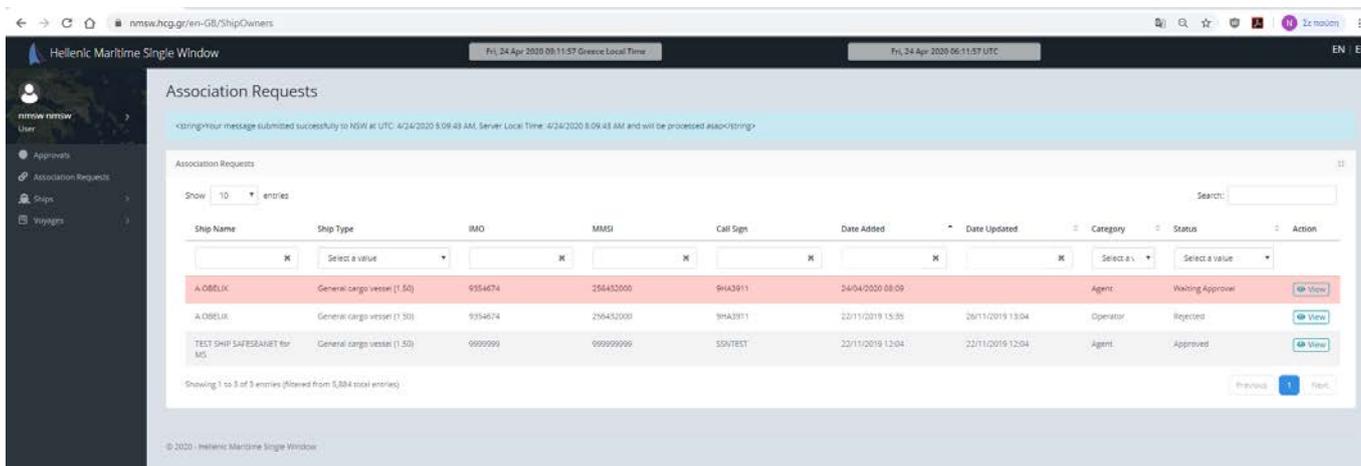


On the right side of the screen you have two options:

- 1) **View**, where by selecting it you can see all the data of the ship and
- 2) **Add Association**, which is the one that you should select.



In the field **Category** of the drop-down list, select your type of relation with the ship (Agent, Captain, etc). From the right side of the screen (button “**Browse**”), attach the documents required, depending on your relation type with the ship and select **Submit** to submit a request for association to the system administrator.



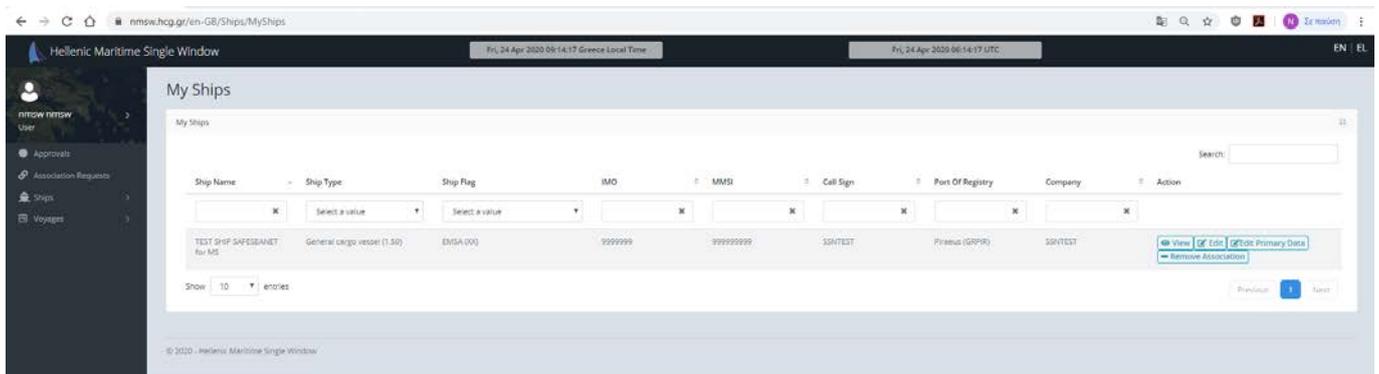
Now you are transferred on the “Association Requests” page, where you are informed about the progress of your request. When the Administrator approves the request, the Status will change from **Waiting Approval** to **Approved**

and you will receive an e-mail message in the e-mail account entered during the registration process, informing you that you have been successfully associated with the requested ship. You can now Submit Notifications for this ship.

**Case (b): Ship without correct Primary Data.**

If you find the desired ship using IMO number as search criteria, but some of its Primary Data (Name, Call Sign, MMSI, Flag) is not correct, first you have to follow the steps described in case (a) above, in order to associate with the ship.

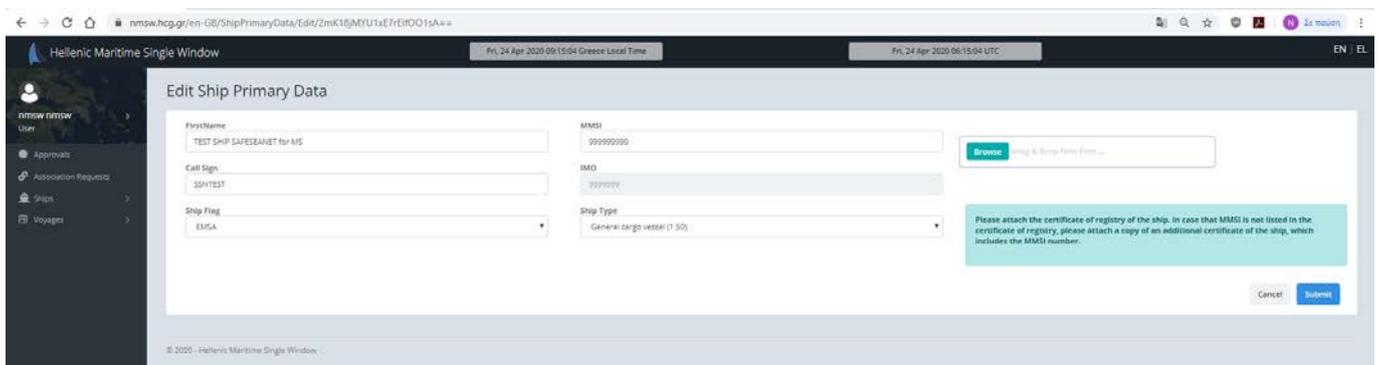
When the Status of the request is changed to **Approved**, on the main menu on the left side of the screen, you select **Ship** and then **My Ships**.



On the right side of the screen, four options are available for the specific ship:

- 1) **View**, where you can see all the details of the ship
- 2) **Edit**, where you can edit the non Primary Data of the Ship
- 3) **Edit Ship Primary Data**
- 4) **Remove Association**, where you can remove your association with the ship.

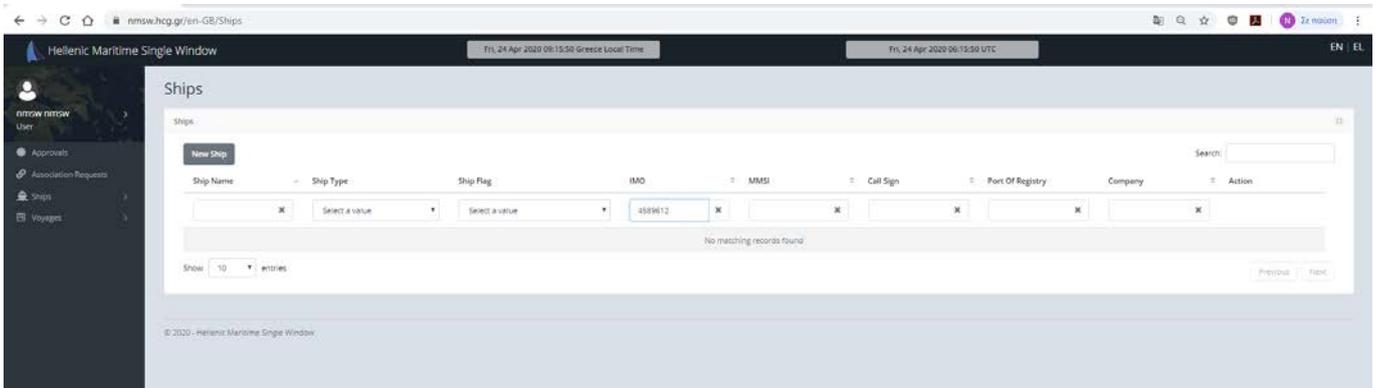
From the above you select **Edit Ship Primary Data**.



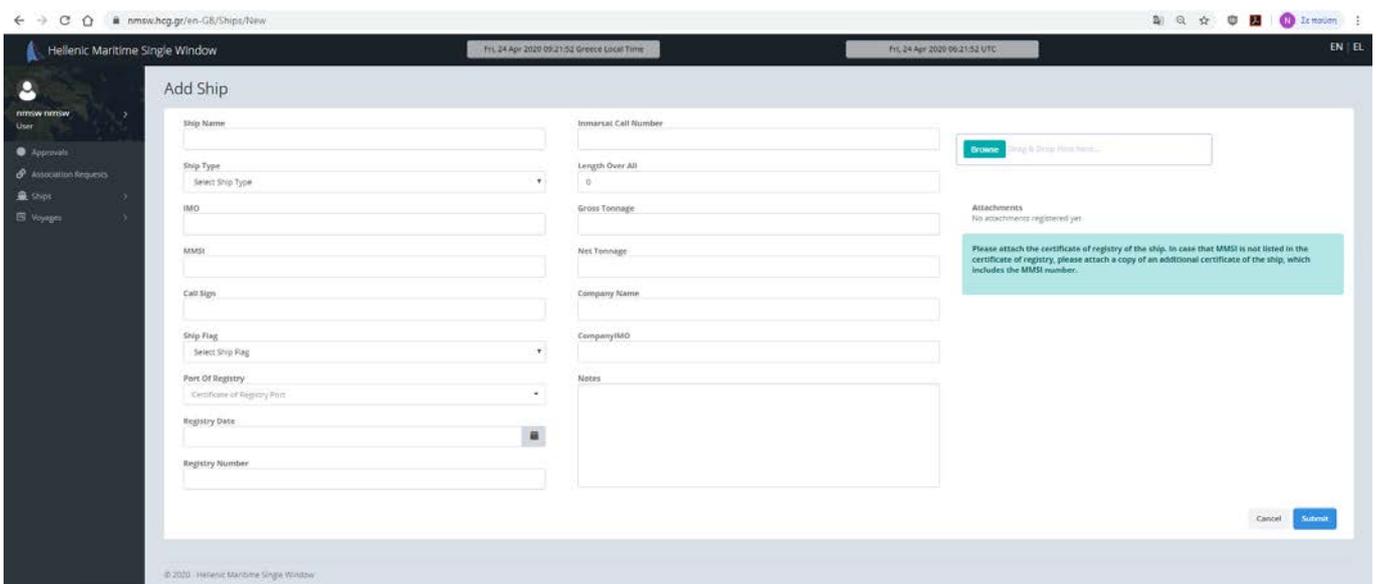
After entering the correct data, you should attach the corresponding documents in order to be approved by the system administrator. When the process is complete, you will receive an e-mail message in the e-mail account entered during the registration process, informing you that the ship's details have been modified, so you can Submit Notification for this ship.

**Case (c):** Ship not found in the database.

If it is not possible to find the ship using the IMO number as search criteria, the specific ship is not yet registered in the NSW database and you will need to register it. It is pointed out that in case the ship does not have an IMO number, you should contact the National Competent Authority 24/7 (tel. 213 137 1625).



Select **New Ship**.



Enter the ship's data in accordance with its certificate of registry, which you must attach. In case the ship's MMSI is not listed on it, attach an additional ship's certificate which includes the MMSI and select **Submit**. When the process is complete, you will receive an e-mail message, informing you that the ship has been registered. Then, follow the steps described in case (a) in order to associate with the ship.