SEA SYSTEM

Seafarer

Electronic

Application

LISCR, LLC

SEAFARER'S ELECTRONIC APPLICATION SYSTEM

SEA 02
JUNE 2018

Welcome to SEA System

For specific questions, comments, and suggestions relating to SEA System:

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For general questions, comments, and suggestions relating to Luxembourg Applications:

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SEA SYSTEM

STEP BY STEP;
HOW TO SUCCESSFULLY PREPARE AND SUBMIT AN APPLICATION FOR LUXEMBOURG SEAFARER DOCUMENTS

USER GUIDE

SEA SYSTEM
APPLICATION OVERVIEW

STEP 1 - PREPARATION: Gather and scan necessary supporting documentation

STEP 2 - ENTER SEA SYSTEM: Enter SEA System: https://esea.euroflag.com/Login/LoginMain.aspx

STEP 3 - **APPLICATION ENTRY:** Start New Application

STEP 4 - DOCUMENT SELECTION: Select the Luxembourg documents for this application

STEP 5 - SEAFARER SEARCH: Search for existing record of the seafarer in our database

STEP 6 - DATA ENTRY: Enter seafarer personal data and upload photograph

STEP 7 - SEA SERVICE/OFFICER CERTIFICATE: Enter service and certificate records

STEP 8 - SUPPORTING: Upload documentation supporting proof of training/certification/verification

STEP 9 - FINALIZE APPLICATION AND ORDER: Select applications and submit

SEA SYSTEM NAVIGATION

PRIMARY MENUS:

- **HOME**: SEA System Home Page

- **APPLICATIONS**: SEA System Application Preparation

- **ORDER HISTORY**: View submitted orders & applications

- **LINKS**: Resources for Users/ Downloadable Forms

- **LOG OUT**: Exit SEA System

PROGRESS THROUGH AN APPLICATION:

- **INCOMPLETE tasks will show a RED X on the left menu**

- **COMPLETED tasks will show a   GREEN✓ on the left menu**

STEP 1 - PREPARATION

SEA System automatically generates a list of required documentation supporting proof of training/certification based on the Luxembourg documents that are applied for.

Before you begin a SEA System application, it is recommended that you gather all necessary supporting documents including a photograph, scan each item, and save them to a readily accessible folder on your computer or network server.

Please review CHECKLIST OF REQUIREMENTS FORM located in the Links tab to gain a thorough understanding of the necessary supporting documents required for each application.

Scanned photographs and supporting documentation must meet minimum quality requirements.

For efficiency in entry of your SEA System application, and to help you meet document retention requirements, it is recommended that you create a logical electronic storage structure for documents.
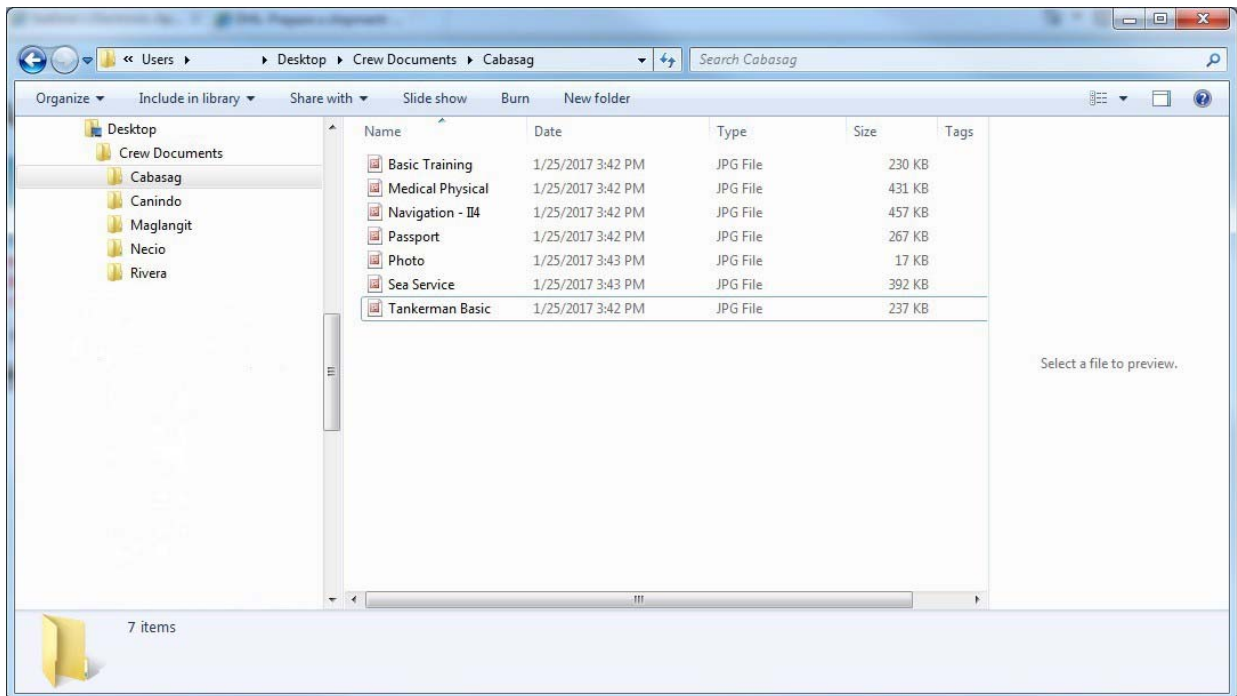
STEP 2 - ENTER SEA SYSTEM

Access SEA System at https://esea.euroflag.com/Login/LoginMain.aspx. Enter your Username and Password to LOGIN. Please note that Passwords are case sensitive.

After logging in, please choose the Flag of Registry you are applying for.

HOME Page provides links to Reference/Instructional Documents and Important Notices.

EUROFLAG SERVICES   sea system

SEAFARER'S ELECTRONIC APPLICATION (SEA)

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WELCOME TO THE *SEA* WEB SITE

Welcome to Euro Flag Services Seafarer Electronic Application System

PLEASE MAKE SURE YOUR COMPANY CONTACT INFORMATION IS UP TO DATE INCLUDING YOUR E-MAIL ADDRESS. PLEASE E-MAIL INFO TO seasystemhelp@ycfmaritime.com

QUESTIONS

We welcome feedback from our clients to continually improve the level of service received through SEA System. Please email your questions, comments, or suggestions to seasystemhelp@ycfmaritime.com

European Flag Services Main Page www.euroflag.eu

APPLY to ANOTHER REGISTRY

Return to SEA System Portal

Please note: The browser back button functionality is disabled in this application

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STEP 3 - APPLICATION ENTRY

Select the APPLICATIONS tab and then START NEW APPLICATION to begin entry of a new application.

If you have previously started but not yet completed or submitted an application it will be shown in the list of APPLICATIONS NOT SUBMITTED. You may select an application to resume entry by selecting the LAST NAME of the seafarer. If the list of APPLICATIONS NOT SUBMITTED is long, you may use the FILTER APPLICATIONS function to locate the specific application you wish to resume.

STEP 4 - DOCUMENT SELECTION

You may use SEA System to apply for the following Luxembourg Document:

- **Seafarer's Identification & Record Book (SIRB)**
- **Officer License**

Check the appropriate box next to each document type for which you are applying. Select the type of application from the drop down menu.
NOTE: CRA option is for Liberian applications only. Do not select it when applying for Luxembourg documents.

STEP 5 - SEAFARER SEARCH

Search the Liberian Registry or Luxembourg database for the seafarer's existing record by entering the parameters specified. You may select the corresponding flag from the drop down menu and continue with the form. This function assists in retrieving records within both databases for your convenience when applying for Extension or Renewal applications.

If the seafarer is not currently in possession of Luxembourg or Liberian documents, you may proceed to select NEW CREW-SKIP.

STEP 6 - DATA ENTRY

If the record was found in the previous step, the system will auto populate the fields. If you were not able to find a record, you will need to enter the appropriate data in all fields.

PHOTO:

The applicant's photo must be uploaded at this time. Photos are subject to minimum file parameters and quality requirements.

Photos must be cropped to a SQUARE area surrounding the Head and Upper Shoulders of the individual. A SQUARE is a geometric shape having four equal sides: HEIGHT = WIDTH. The photo must be sized to 2" x 2" (50mm x 50mm). The resolution of the image must be between 200dpi - 300dpi. The photo file must be in JPEG/JPG format.

2 INCHES 50MM

SQUARE

2 INCHES 50MM
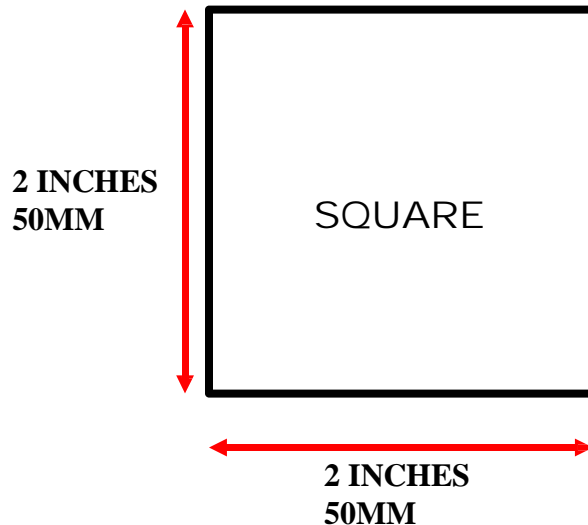
To upload the photo, click UPLOAD.   A new window will open:

Click BROWSE to locate the photograph file stored on your computer and click OPEN to select the photo:

After selecting the photo file, the applicant's photo will be displayed. Click SAVE PHOTO to complete the upload process.

The selected photo will now appear in the PERSONAL 1 page:

Click **SAVE AND CONTINUE** to save all data entered on the **PERSONAL 1** Page. You
will now proceed to the **PERSONAL 2** Page:

SEAFARERS PERMANENT ADDRESS:
Enter the applicant's address information.

PERSON TO NOTIFY IN CASE OF EMERGENCY:
Enter the address information of the person to contact in case of an emergency involving
the applicant.

Once all information has been entered, click **SAVE AND CONTINUE** to save all data
entered on the **PERSONAL 2** Page. You will now proceed to the **OFFICER** Page.

STEP 7 – OFFICER CERTIFICATE

If the seafarer is applying for a Luxembourg Officer License Endorsement, click ADD LICENSE.

The seafarer must currently hold a valid and unexpired National Certificate of Competency and you must enter details of the COC at this time. Once you have entered the details click SAVE to save the data entered and click CONTINUE on the following screen.

ADDITIONAL QUALIFICATION CERTIFICATES:

If the seafarer holds additional qualifications, please click ADD QUALIFICATION.

After selecting from the menu, click SAVE and click CONTINUE on the following screen.

STEP 8 - SUPPORTING

LIST OF SUPPORTING DOCUMENTS REQUIRED:

SEA System automatically generates a list of required documentation supporting proof of training, certification and verification, based on the Luxembourg documents that are applied for. The required documents are listed in the DOCUMENT TYPE column. All supporting documentation must meet minimum requirements set forth by STCW. Images are subject to minimum file parameters and quality requirements.

NOTE: **SEA System only allows .PDF documents to be uploaded.**

Begin to upload the supporting documents by clicking UPLOAD FILE next to one of the DOCUMENT TYPES in the list. A new window will open, then click BROWSE to locate the supporting document file stored on your computer.
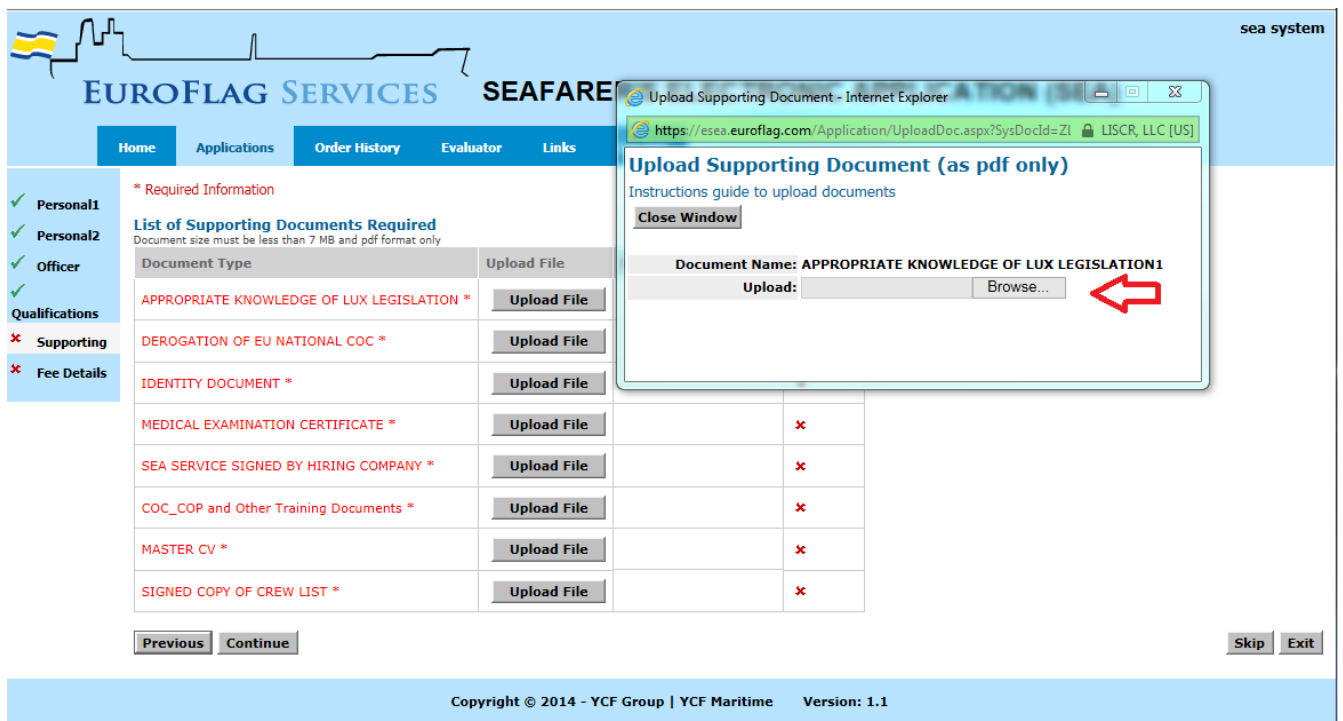
Choose your file and click OPEN to select the appropriate file.
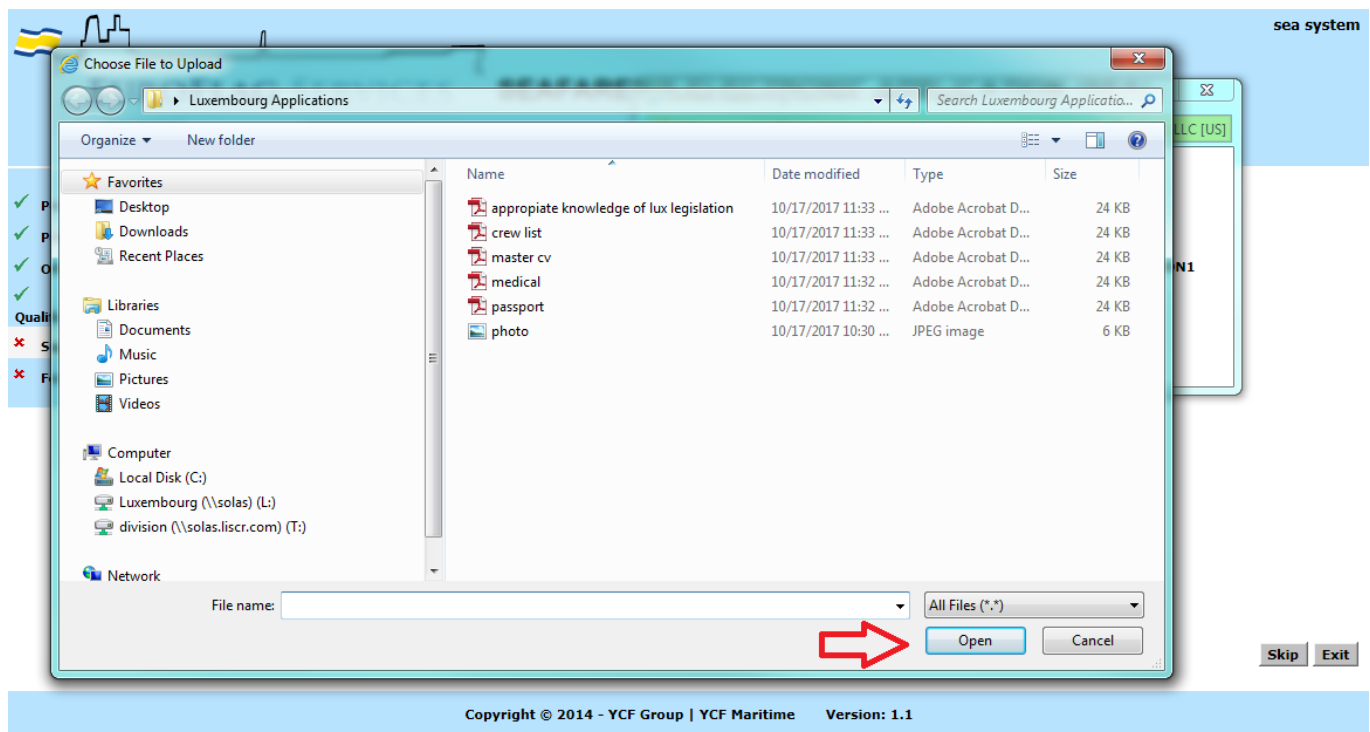
After selecting the appropriate supporting document file, the image will be displayed. Click SAVE DOCUMENT to complete the upload process for that item.

EUROFLAG SERVICES   SEAFARE...

| Home | Applications | Order History | Evaluator | Links |

Upload Supporting Document - Internet Explorer

https://esea.euroflag.com/Application/UploadDoc.aspx?SysDocId=ZI 🔒 LISCR, LLC [US]

Upload Supporting Document (as pdf only)
Instructions guide to upload documents
Save Document | Close Window

Document Name: APPROPRIATE KNOWLEDGE OF LUX LEGISLATION1
Upload: [_____] Browse...
appropiate knowledge of lux legislation.pdf

* Required Information

✓ Personal1
✓ Personal2
✓ Officer
✓ Qualifications
✗ **Supporting**
✗ **Fee Details**

List of Supporting Documents Required
Document size must be less than 7 MB and pdf format only

Document Type	Upload File		
APPROPRIATE KNOWLEDGE OF LUX LEGISLATION *	Upload File		
DEROGATION OF EU NATIONAL COC *	Upload File		
IDENTITY DOCUMENT *	Upload File		
MEDICAL EXAMINATION CERTIFICATE *	Upload File		✗
SEA SERVICE SIGNED BY HIRING COMPANY *	Upload File		✗
COC_COP and Other Training Documents *	Upload File		✗
MASTER CV *	Upload File		✗
SIGNED COPY OF CREW LIST *	Upload File		✗

Previous   Continue   Skip   Exit

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The uploaded image will now be listed in the VIEW UPLOADED File(s) column with a **GREEN CHECK** in the UPLOADED column.

It may be necessary to upload more than one supporting document file to meet requirements. To upload additional supporting documents for a particular DOCUMENT TYPE click **UPLOAD IMAGE** again and repeat the process. Each subsequently uploaded image for a particular item will appear in the **VIEW UPLOADED IMAGE(S)** column with a consecutive number assigned to it.

Once all supporting documents have been uploaded for each of the DOCUMENT TYPES, a GREEN CHECK will be shown down the entire UPLOADED column. Click CONTINUE to save all uploaded images and proceed to the FEE DETAILS Page.

sea system

EUROFLAG SERVICES   **SEAFARER'S ELECTRONIC APPLICATION (SEA)**

| Home | Applications | Order History | Evaluator | Links | Log Out |

✓ Personal1
✓ Personal2
✓ Officer
✓ Qualifications
✓ Supporting
✗ Fee Details

* Required Information

List of Supporting Documents Required
Document size must be less than 7 MB and pdf format only

Document Type	Upload File	View Uploaded File(s)	Uploaded
APPROPRIATE KNOWLEDGE OF LUX LEGISLATION *	Upload File	APPROPRIATE KNOWLEDGE OF LUX LEGISLATION1, APPROPRIATE KNOWLEDGE OF LUX LEGISLATION2	✓
DEROGATION OF EU NATIONAL COC *	Upload File	DEROGATION OF EU NATIONAL COC1	✓
IDENTITY DOCUMENT *	Upload File	IDENTITY DOCUMENT 1	✓
MEDICAL EXAMINATION CERTIFICATE *	Upload File	MEDICAL EXAMINATION CERTIFICATE1	✓
SEA SERVICE SIGNED BY HIRING COMPANY *	Upload File	SEA SERVICE SIGNED BY HIRING COMPANY1	✓
COC_COP and Other Training Documents *	Upload File	COC_COP and Other Training Documents1	✓
MASTER CV *	Upload File	MASTER CV1	✓
SIGNED COPY OF CREW LIST *	Upload File	SIGNED COPY OF CREW LIST1	✓

Previous   Continue

Skip   Exit

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STEP 9 - FINALIZE APPLICATION AND ORDER

FEE DETAILS:

Fees associated with this application are shown according to document/service type. The total is indicated as ESTIMATED. Upon processing of the application, fees may be adjusted depending on issue type of the document/service.

Next click **COMPLETE APPLICATION** to save the application.

The application will now be listed under **APPLICATIONS** as COMPLETE.

This application is now ready to be submitted for processing. You may submit this application immediately or select START NEW APPLICATION to enter more applications.

To submit one or more application(s) for processing, select the specific application by checking the box next to LAST NAME and click SUBMIT ORDER.

The applications you selected will be listed at the top of the page. Please verify that you have selected the correct application(s) as well as shipping and billing agent for this order.

Review all information shown and click SUBMIT to process your order.

STEP 10 - SUMMARY

You have successfully submitted the listed applications for processing and the ORDER CONFIRMATION Page is displayed. If you have any questions about your order or a specific application contained in the order, please reference the ORDER NUMBER, known as your Submission Number, when contacting our office.

ORDER HISTORY:

You may review the details of Submitted Orders / Applications by clicking **ORDER HISTORY**.

To search for a specific Order, click **SUBMITTED ORDERS** and locate by using the **FILTER SUBMITTED ORDERS** function.

Click the **ORDER NUMBER** for which you wish to view a list of applications

To search for a specific individual, regardless of which submission their application was in, click ALL APPLICATIONS and use the FILTER APPLICATIONS function.