

Here we demonstrate how to log in to the CWC Declarations Database. It is assumed you have already read "Browser Hints and Tips" before viewing this material.



Login Id
Password

Please note, you will need a valid user name and password to login to the CWC Declarations Database. For convenience, UK Oil Portal users can log in to the CWC Declarations Database using their existing portal username and password. New users can obtain a username and password by following the self registration process, covered in the "New User Login" instructions.

So assuming you already have a username and password (either from the UK Oil Portal or from the CWC Declarations Database), here is how you get logged in.



Start your web browser from your desktop. In the browser address bar, enter the internet address provided in the CWC Declaration Database announcement and press Enter.



Here you are presented with the login screen together with the CWC Declaration Guidance.

Please read the guidance thoroughly to ensure you fully understand how to properly complete your declaration and the declaration process.

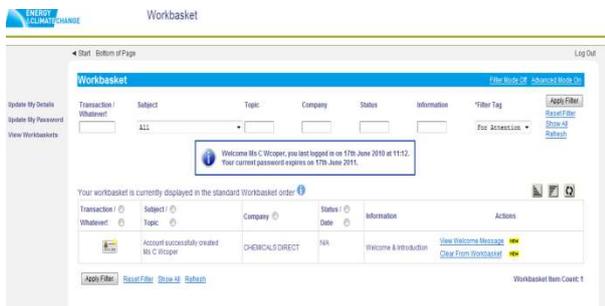
Login Id
 Password

Move the mouse over the username input box and click to position the keyboard cursor. Input your username.

Move to the next input box by using the TAB key on the keyboard, or by positioning the mouse again. Now input your password. That is, the password you chose during account activation or the last time you changed it.

If you have not chosen your own password yet, use the temporary password sent to you during account registration and complete the Activate User Account page when directed.

Now click on the "Log In" button.



When you have logged in you will be taken to your workbasket page. This is covered in more detail later in "Workbasket and Navigation".

To log out, use the hyperlink at the top right of the workbasket.

Please take care to remember your username and the password you have chosen, as you will need these each time you login.