

Here we demonstrate how it only takes a few minutes to self register and log in to the CWC Declarations Database. It is assumed you have already reviewed "Browser Hints and Tips" before reviewing this material.



A screenshot of a login/register form. It features two input fields: "Login Id" and "Password". Below these fields are two buttons: "Login" and "Register". A mouse cursor is pointing at the "Register" button.

If you are a new user to the IT Portal, this is how you get started.

NB. You only need to register for a new account if you are not an existing UK Oil Portal user. To simplify the number of logins you need, UK Oil Portal users can also log in to the CWC Declarations Database using the same username and password.

If you already have a UK Oil Portal username and password, please bypass this registration process and go directly to "Existing User Login" instructions, using your portal login details.



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.

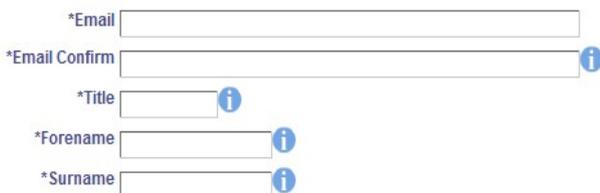


A screenshot of the DECC's CWC Declarations Database login screen. At the top, it says "Welcome to DECC's CWC Declarations Database". Below this is a login form with "Login Id" and "Password" fields and "Login" and "Register" buttons. Underneath the form is a "Help & Guidance" section with several links: "Applying Online - Important information", "New User Login", "Existing User Login", "Entering Your Application - PDF", and "Entering Your Application - PDF".

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

To log in, click on "Register". This will take you to the "Self Registration" page.

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



A screenshot of a registration form. It contains five input fields, each with an asterisk and an information icon: "*Email", "*Email Confirm", "*Title", "*Forename", and "*Surname".

Please read the instructions at the top of the screen carefully; then complete the form.

Move the mouse over the first input box and click to position the keyboard cursor before you start typing.

Move to the next input box by using the TAB key on the keyboard, or by positioning the mouse again.

*Telephone Number

Special care is required when entering the telephone number.

When entering a UK telephone number, type in telephone exchange STD code, then leave a space before entering the rest of the number.

*Telephone Number

Organisation Name (Employer)

Details will allow us to verify your account

*Date Of Birth

*Security Question

*Security Answer

*Security Answer Confirm

Hint

Customary input formats:

- FOR United Kingdom:
FORMAT: STD NUMBER
U.Kingdom: 020 12345678
- FOR International:
FORMAT: +CC (NDD)STD NUMBER
Netherlands: +31 (0)20 12345678
Hungary: +36 (06)1 12345678
U.Kingdom: +44 (0)20 12345678
- FOR International without NDD:
FORMAT: +CC STD NUMBER
Norway: +47 123 4568900
Spain: +34 911 12345678
America: +1 123 4568900

When entering an international telephone number, type '+' followed by the International Dialing Direct country code, then leave a space and enter the National Dialing Direct digits in brackets. This is important as these digits are not used when dialing from abroad.

Lastly enter the remainder of the telephone exchange STD code and then leave a space before entering the rest of the number.

Remember, additional help is available by positioning the mouse over hint icons.

*Date Of Birth

Security Question

Security Answer

Answer Confirm

Displayed below. This is necessary for your account

Security Image 

Continue completing the form.

Your date of birth can be entered directly or by using the date tool icon. Dates are entered in UK format, that is, day, month, and year, using any reasonable separator (even spaces). Months can be entered using words or numbers.

Security Image 

[The image is unreadable, give me a new one](#)

*Enter Security Code

The security image helps us prevent against internet attackers.

If you cannot read the letters and numbers clearly, click the hyperlink under the image.

Simply input what you see into the Security Code.

User: Guest Access (GUEST) Company: Public

You should now be ready to submit your registration by pressing the "Register" button at the bottom of the page.

*Organisation Name (Employer)

Security details will allow us to verify your account

Error

You must enter this item

If you have not completed the form correctly, red cross icons will be shown.

Position the mouse over the red cross to see the nature of the problem, correct it and try again.

Thank you C for your registration. We have sent you an e-mail with a temporary password to activate your account. Please note that for security you have to set a new

The e-mail will contain a link to the login page so if you do not receive the e-mail right :

For information on keeping yourself secure while using this system, [click here](#).

Passwords must be at least 8 characters in length and must contain at least one num
You may not use a password more than once.

*Password

*New Password 

*New Password Confirm 

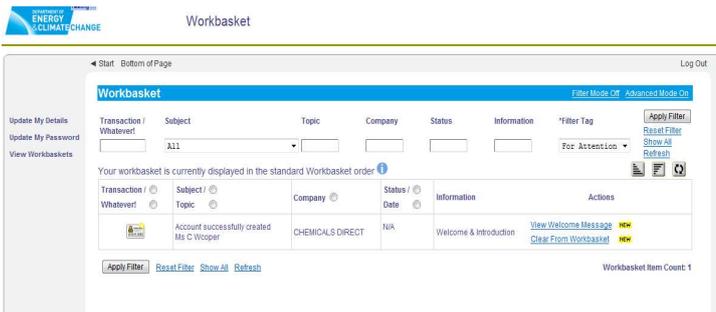
Security Question What is the name of your first school?

*Security Answer 

As soon as your registration is received you are taken to the "Activate User Account" page.

A temporary login password is immediately emailed to the address you provided.

As soon as you pick up your temporary password, you will be able to complete the Account Activation page and log in.



When you have logged in you will be taken to your workbasket page.

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

Logging out using the link enhances the security of your access to the system by completely removing your session information from the computer's memory; which may not happen immediately if you simply close the browser.

Login Id

Password

Don't worry if your temporary password does not come through right away. When it does, just use it to log in normally. You will automatically be taken to the Account Activation page where you can complete the activation process.

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