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.

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.

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.

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.
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.

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.

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.

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.

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

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.
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.

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.