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Elin Jonsson	Process	2020-03-31	1.0

Approved by	Classification
Anders Wendel, Head of Navelink	Consortium Unclassified Released Public

NAVELINK USER GUIDE

Organization Enrolment

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1 About

The content in this user guide is partly based on MCP-documentation that Navelink has a right to use. Such information remains the property of MCC/DMC International.

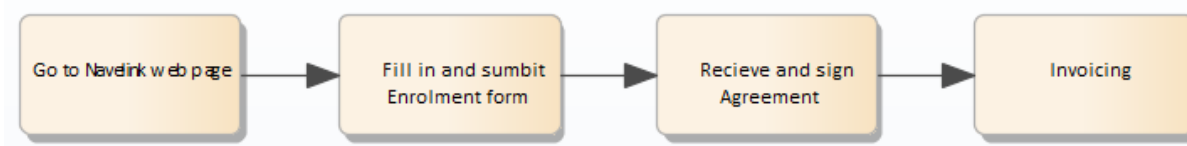
2 Organization enrolment

To access the Navelink infrastructure, your organization need to enrol. Organization enrolment is carried out through the *Navelink web page* [ref. 1].

There are different types of enrolment, which you can read more about in *Enrolment level specification* [ref. 3].

In order to sustain access to the infrastructure the enrolment form need to be renewed every twelve (12) months. Once enrolled, you can terminate the Service Agreement by giving prior written notice according to the conditions for term in *Service Agreement* [ref. 2].

2.1 Join Organization



To join you need to visit the Navelink web page [ref. 1] and fill out the Enrolment form. The organization will be validated and approved by the Navelink governance organization. Once approved, you will get access to the Navelink Management Portals, according to the chosen type of enrolment.

Once enrolled, you can update your organizational information at any time.

2.1.1 Go to Navelink web page

Go to *Navelink web page* [ref. 1] and click on *Join*.

2.1.2 Fill Enrolment form

Fill the form with your organizational information according to the predefined fields.

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Enrolment Form

[Home / Enrolment Form](#)

Your organization's right to use the infrastructure provided by Navelink is subject to submitting accurate information in this form, Navelink's acceptance of your request to join followed by endorsement of a service agreement.

The enrolment form shall be renewed every twelve (12) months in order to sustain access to the infrastructure.

If you have any questions or problems please contact our Frontdesk, by e-mail to info@navelink.org or by phone to [+46 10 21 70 299](tel:+46102170299).

Form of participation:

Enrolment level: *

Project based affiliation:

- BaltSafe
- EfficientFlow
- Real Time Ferries

No. of identities for development environment: *

No. of identities for test environment: *

When all fields are filled in, click on *Submit* at the bottom of the page.

You will receive an e-mail verification from Navelink with information about your enrolment request.

2.1.3 Receive and sign Service Agreement

Once the enrolment request is submitted, Navelink will initiate a vetting procedure and decide on the enrolment. A Service Agreement is sent to you according to the signing facility requested in enrolment form. There are three different ways to sign the Service Agreement:

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- **Electronic signature via e-identification**
 - Sign electronically. E-identification (corresponding Swedish electronic id Bank-ID) is required. The Service Agreement file (pdf) will be sent to your authorized signee(s) e-mails submitted in the join form. Navelink receives notification when the Service Agreement is signed by you.
- **E-mail and physical signing**
 - Sign received Service Agreement via e-mail. The Service Agreement file (pdf) will be sent to your commercial point of contact via e-mail. Your authorized signee(s) sign, scan and return the Service Agreement via e-mail to Navelink.
- **Mail and physical signing**
 - Sign received Service Agreement via mail. The Service Agreement file in two (2) originals will be sent to your commercial point of contact via mail. Your authorized signee(s) sign and return one (1) original Service Agreement via mail to Navelink.

2.1.4 Organization registration and invoicing

When Navelink receive the signed Service Agreement, Organization and Users will be registered in Identity Registry and an invoice will be sent for payment, according to the Service Agreement.

When the registration is finalized, User credentials and information about the completed request will be sent to e-mail address provided in the request. You are now registered to the Navelink infrastructure.

2.2 Login and other Navelink services

To access other services offered by Navelink you need to log in at My Page, see document *NAVELINK USER GUIDE – Login* [ref. 4]. At My page you will access more user guides.

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References

1. Navelink web page	Web page	https://www.navelink.org/
2. Service Agreement	Document	https://www.navelink.org/mdocuments-library/
3. Enrolment level specification	Document	https://www.navelink.org/mdocuments-library/
4. NAVELINK USER GUIDE – Login	Document	https://www.navelink.org/mdocuments-library/