CREW DOCUMENTS INSTRUCTIONS

ALGOMA VESSEL PORTAL

VERSION: 1.0

DATE: Jul 6 2022

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OVERVIEW

Training, certificates, and employment documents can now be uploaded through the Algoma Vessel Portal for direct submission to Fleet Personnel. Documents can be submitted from any computer or mobile device that has access to the internet.
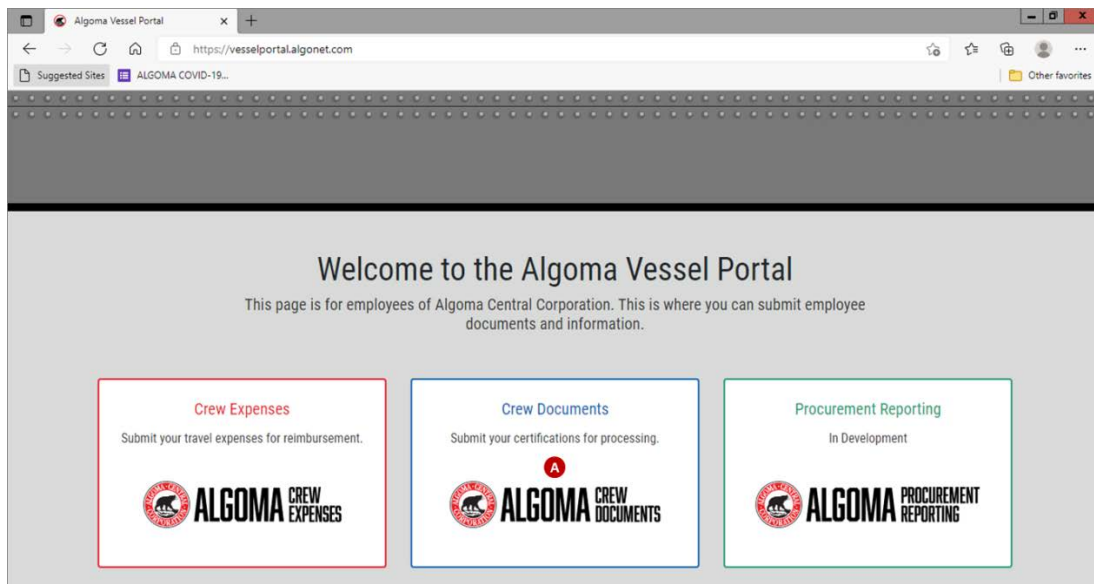
When your submission has been confirmed through the portal, you will not need to send the document via email.
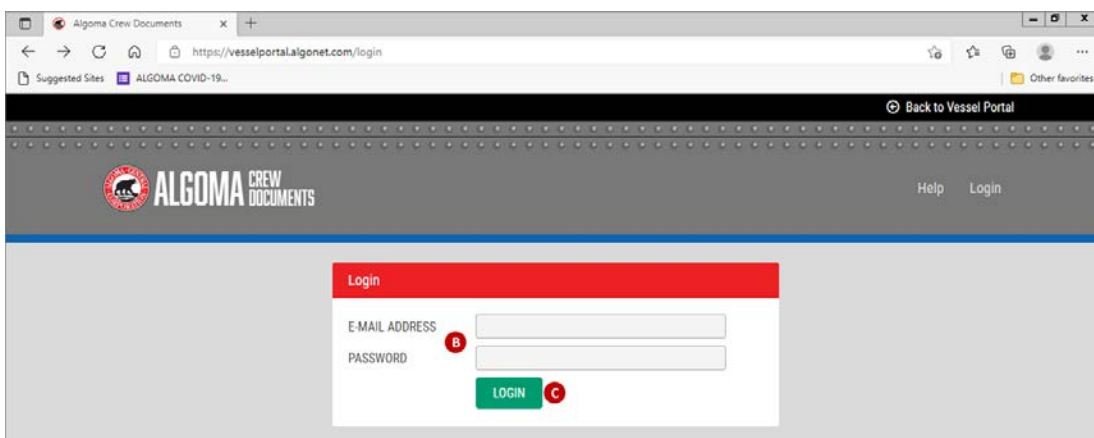
LOG IN

Use your email address and password to login. If you are unsure of your login credentials, contact Fleet Personnel.

STEPS:

Open the **ALGOMA VESSEL PORTAL** at **https://vesselportal.algonet.com/**.

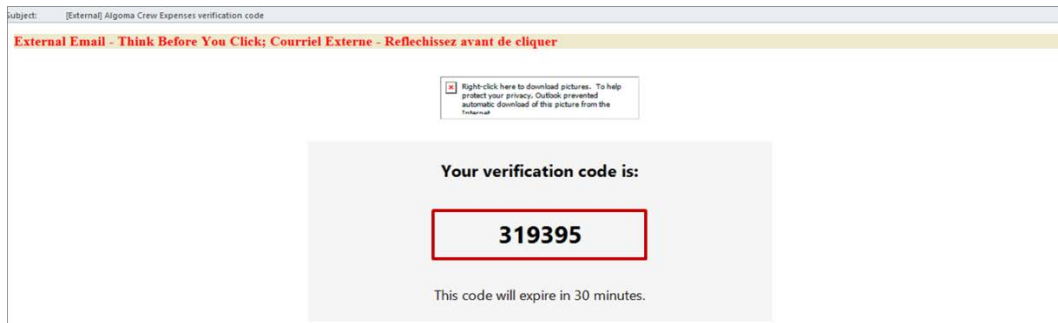**A.** Click the **CREW DOCUMENTS** option.

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B. Enter your **E-MAIL ADDRESS** and **PASSWORD**.

C. Click the **LOGIN** button to continue to the **ADD A DOCUMENT** screen.

NOTE:

If this is the first time you are accessing the Vessel Portal, are accessing on a new device, or if you have not logged
on for the last 30 days, you will be required to enter a **VERIFICATION CODE**.

The code will be sent to your email address. If you do not receive this email, check your spam or junk folder. You
can also click **RESEND THE CODE** to try sending again.
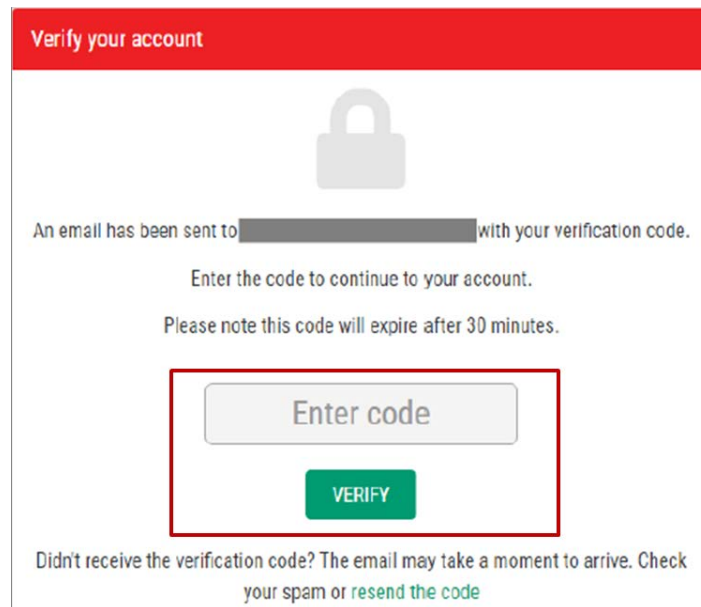
Enter the **CODE** and click the **VERIFY** button to continue to the **ADD A DOCUMENT** screen.

SUBMITTING DOCUMENTS

Certification and employment documents can be uploaded to Fleet Personnel by selecting the type, source, and date details in the Vessel Portal. **NOTE:** Documents must be in PDF or Image format to upload.

STEPS:

A. Use the drop-down to select the **DOCUMENT TYPE**. Select one of the following:

- **Certification:** Used to submit certificates

- **Competency:** Used to submit competency certificates

- **Employment:** Used to submit a passport, visa, etc.

- **Endorsement:** Used to submit endorsement details

- **Medical:** Used to submit medical details

- **Pilotage:** Used to submit pilotage certificates by district

- **Proficiency:** Used to submit proficiency details

- **Training:** Used to submit training details

B. Use the drop-down to select the **DOCUMENT**. The list options will be based on the Document Type selected (**ex:** if Certification was selected then only a list of possible certificates will appear in this list, like Basic First Aid, Marine Advanced First Aid, SEN Level 2, etc. **|** if Employment was selected then only Discharge Book, Passport, Permanent Resident Card or Visa will appear in this list, etc.).

C. Use the drop-down to select the **SOURCE**. The list options will be based on the Document Type and Document selected (**ex:** if Certification and Basic First Aid were selected the list of possible sources would be Other, St. John's Ambulance or Transport Canada).

D. Enter any additional details in the **COMMENTS** field, if required.

E. Use the calendar button to select the **DATE ACQUIRED**.

F. Use the calendar button to select the **RENEWAL DATE**, if required.

G. Click the **+** icon under either **DOCUMENTS** or **IMAGES** to open your file selection window.
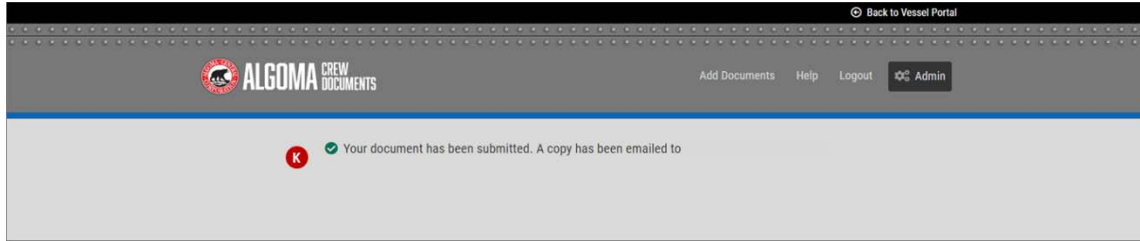
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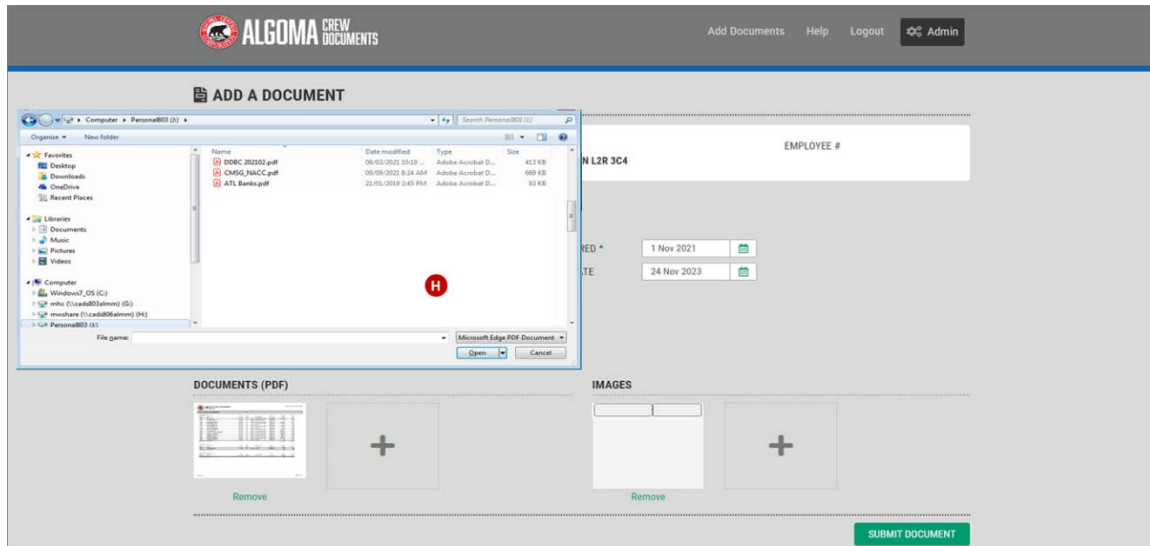
H. Select the **FILE** (**PDF** or **IMAGE**) and click **OPEN** to upload.
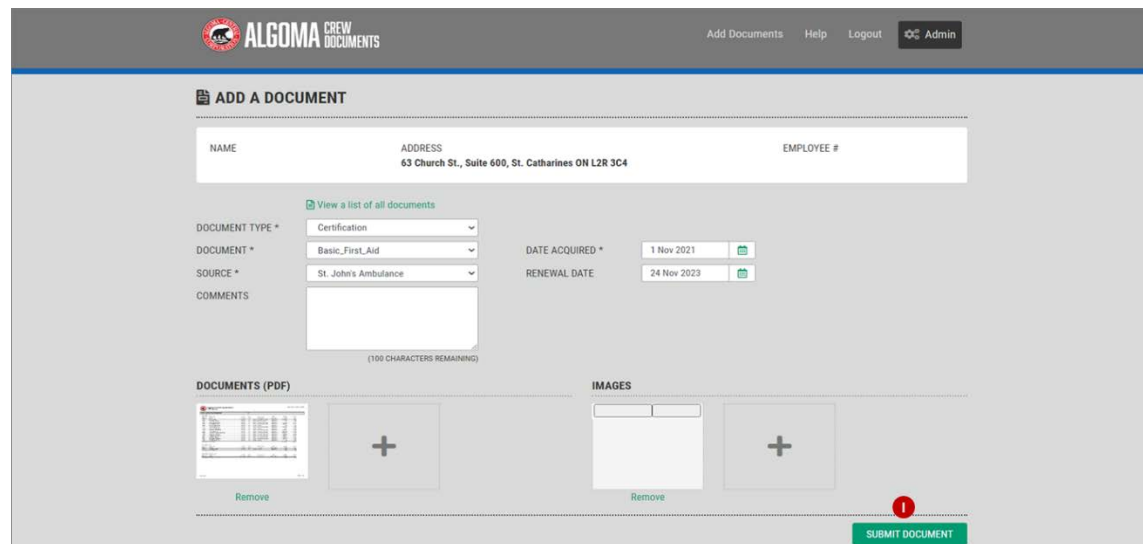
I. Click the **SUBMIT DOCUMENT** button when the details are complete.
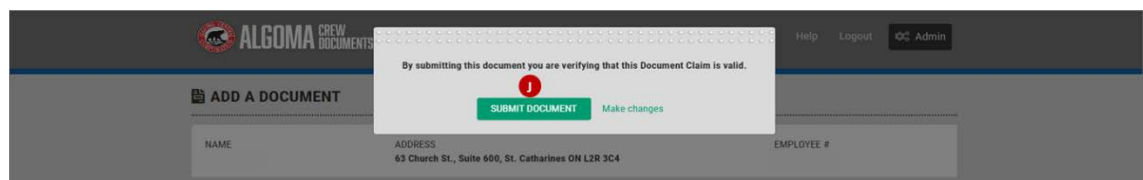
J. Confirm the submission by clicking the **SUBMIT DOCUMENT** button or click **MAKE CHANGES** if you need to

edit the details or document.

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K. Once submitted, the document will be forwarded to Fleet Personnel for processing. You will see the **CONFIRMATION** screen for this entry. **NOTE:** You can click the **ADD DOCUMENTS** link on the **CONFIRMATION** screen to upload another entry.

L. You will also receive a **CONFIRMATION EMAIL** which includes a copy of the **DOCUMENTS** uploaded.