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# Admin User Manual

## Online Registration of Regulated Port Service Providers and Users Portal

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Version: Ver01

For: Reviewer/Supervisor/Registrar



# NIGERIAN SHIPPERS' COUNCIL

May, 2022

### Revision History

Date	Author	Description of Changes

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# 1. Introduction

The Nigerian Shippers' Council (NSC) issues Registration Certificates to Companies/Agencies/Organisations for port operations in Nigeria. Applicants register with the Nigerian Shippers' Council by filling the online application form, making payment online and uploading the required documents on the Registration of Regulated Port Service Providers and Users Portal. The Registration Portal provides the Nigerian Shippers' Council a platform to process applications for registration online as well as access records of all applications, payments and issued certificates.

The Registration of Regulated Port Service Providers and Users Portal automates the submission and processing of applications for registration with the Nigerian Shippers' Council (NSC) and improves the turnaround time for the issuance of Registration Certificate.

## 1.1 Purpose

This document serves as a guide for the Processing Officer on the Online Registration of Regulated Port Service Providers and Users Portal.

## 1.2 Scope

The Admin User Guide provides the procedure for processing the following registration application types:

- New Application
- Renewal Application
- Legacy Application

# 2. Process Overview

## 2.1 How to Register as a Port Service Provider or User

The steps for online registration with Nigerian Shippers' Council are as follow:

- i. Visit <http://registration.shipperscouncil.gov.ng/>
- ii. Login with your registered email and password
- iii. Click 'Apply for Certificate' button to fill Application form and submit
- iv. Click 'Pay Now' button to make payment for registration.
- v. Click 'Upload File' button to upload required documents
- vi. Click 'Submit Document' button to send your application to the processing officer.

## 2.2 How to Approve Application for Registration

The steps for processing online registration of Port Service Providers and Users are as follow:

- i. Visit <http://registration.shipperscouncil.gov.ng/>
- ii. Login with official email and password
- iii. Click 'My Desk' button to view registration applications on your desk
- iv. Click 'View' button to review application for registration
- v. Click 'Recommend' button to send application to next processing officer or to issue Registration Certificate

## 2.3 Registration Requirements

	Application Category	Registration Fee (₦)	Required Documents
1	Barge Operators	20,000	<ol style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> <li>ii. Form CAC 7 (Particulars of Directors)*</li> <li>iii. Evidence of registration with NPA and/or other relevant government agency*</li> </ol>
2	Cargo Consolidators/De-Consolidators	20,000	<ol style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> <li>ii. Form CAC 7 (Particulars of Directors)</li> <li>iii. Evidence of registration with NPA and/or other relevant government agency*</li> <li>iv. A copy of Current Concession; PPP or Lease Agreement where applicable*</li> </ol>
3	Cargo Surveyors	10,000	<ol style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> <li>ii. Form CAC 7 (Particulars of Directors)*</li> <li>iii. Evidence of registration with NPA and/or other relevant government agency*</li> </ol>

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4	Chandlers	5,000	<ul style="list-style-type: none"> <li>i. Certified true copy of Certificate of Registration with Corporate Affairs Commission (where applicable)*</li> <li>ii. Form CAC 7 (Particulars of Directors)*</li> <li>iii. Evidence of registration with NPA and/or other relevant government agency*</li> <li>iv. A copy of Current Concession; PPP or Lease Agreement where applicable*</li> </ul>
5	Corporate Category (Manufacturers, Oil Companies & Others)	30,000	<ul style="list-style-type: none"> <li>i. CAC Registration*</li> <li>ii. Evidence of NEPC Registration as an exporter for Exporters*</li> <li>iii. Current Bill of Lading of not more than six (6) months for Importers*</li> </ul>
6	Dry Port Operator	25,000	<ul style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate (as applies)*</li> <li>ii. Form CAC 7 (Particulars of Directors)*</li> <li>iii. Current Concession; PPP or Lease Agreement where applicable*</li> </ul>
7	Freight forwarders and Clearing Agents	5,000	<ul style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> <li>ii. Form CAC 7 (Particulars of Directors)*</li> <li>iii. Evidence of registration with CRFFN and other relevant government bodies *</li> <li>iv. Evidence of registration with NPA and/or other relevant government agency*</li> </ul>
8	Government Agency	0.00	<ul style="list-style-type: none"> <li>i. Form NSC/SR duly completed; signed and stamped/sealed by relevant officials*</li> <li>ii. Any other relevant document</li> </ul>
9	Haulers/Truckers	15,000	<ul style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> </ul>

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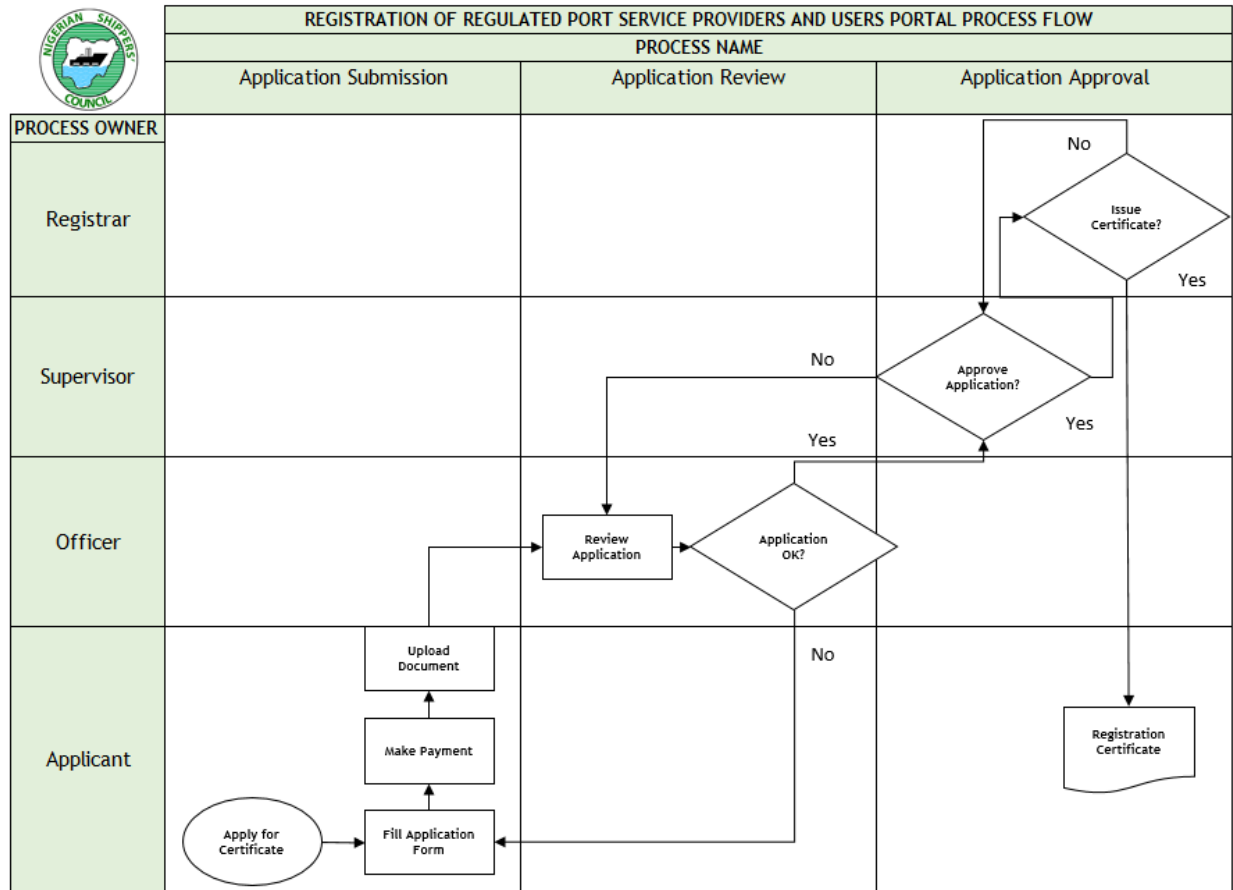
			<ul style="list-style-type: none"> <li>ii. Form CAC 7 (Particulars of Directors)</li> <li>iii. Form NSC/SR duly completed; signed and stamped/sealed by relevant officials*</li> <li>iv. Evidence of registration with NPA and/or other relevant government bodies*</li> </ul>
10	Individual Category (Importer & Exporter)	10,000	<ul style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> <li>ii. Current Bill of Lading of not more than six (6) Months*</li> <li>iii. Evidence or recent import/export activity*</li> </ul>
11	Inland Container Depot (ICD)	25,000	<ul style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> <li>ii. Form CAC 7 (Particulars of Directors) if any*</li> <li>iii. Current Concession; PPP or Lease Agreement where applicable*</li> </ul>
12	Logistics Service Providers	10,000	<ul style="list-style-type: none"> <li>i. Evidence of registration with NPA, NIMASA and/or other relevant government bodies*</li> <li>ii. CAC registration*</li> </ul>
13	Off-Dock Terminal Operator	10,000	<ul style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> <li>ii. Form CAC 7 (Particulars of Directors)*</li> <li>iii. Evidence of registration with NPA and/or other relevant government bodies*</li> <li>iv. Current Concession; PPP or Lease Agreement where applicable*</li> </ul>
14	Other Port Service Providers/Users	20,000	<ul style="list-style-type: none"> <li>i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies*</li> <li>ii. Form CAC 7 (Particulars of Directors)</li> </ul>

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			iii. Evidence of registration with NPA and/or other relevant government bodies*
15	Seaport Terminal Operator	50,000	i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government bodies*
16	Shipping Agency	20,000	i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA NIMASA and/or other relevant government bodies*
17	Shippers Association	5,000	i. Evidence of inauguration by the Nigerian Shippers' Council*
18	Shipping Line	50,000	i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies* ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government bodies*
19	Stevedoring/Warehousing	25,000	i. Certified true copy of Certificate of Incorporation/Business Name Registration Certificate as applies ii. Form CAC 7 (Particulars of Directors)* iii. Evidence of registration with NPA and/or other relevant government bodies
* for mandatory Required Document			



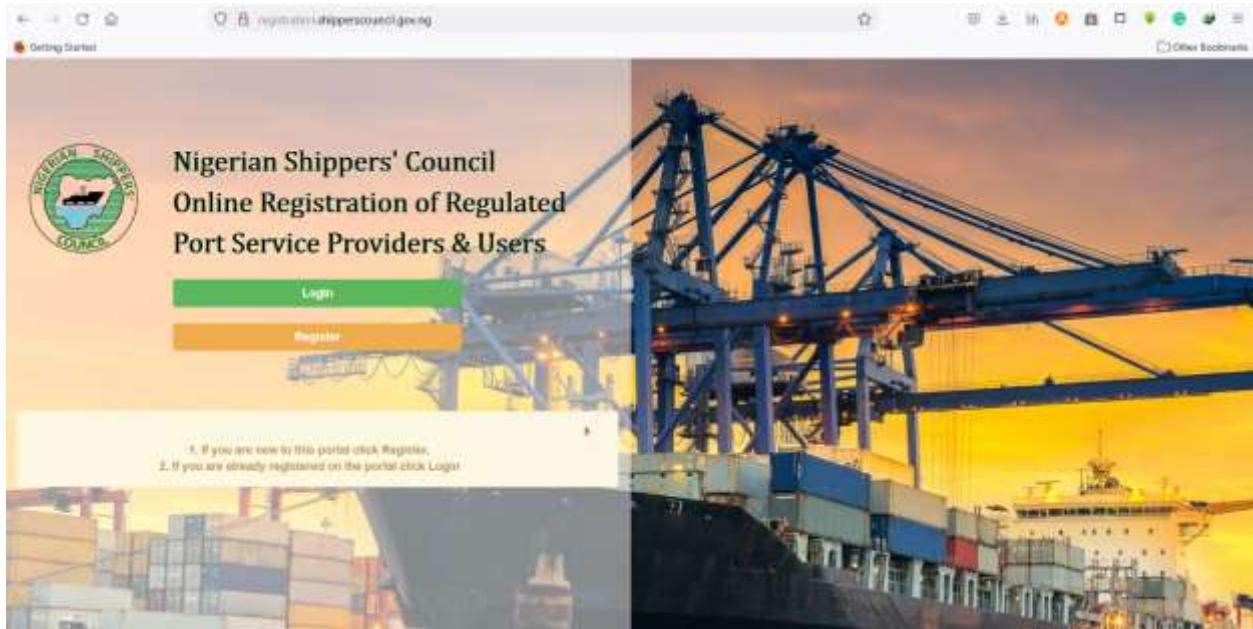
## 2.4 Process Flow



## 3. Getting started

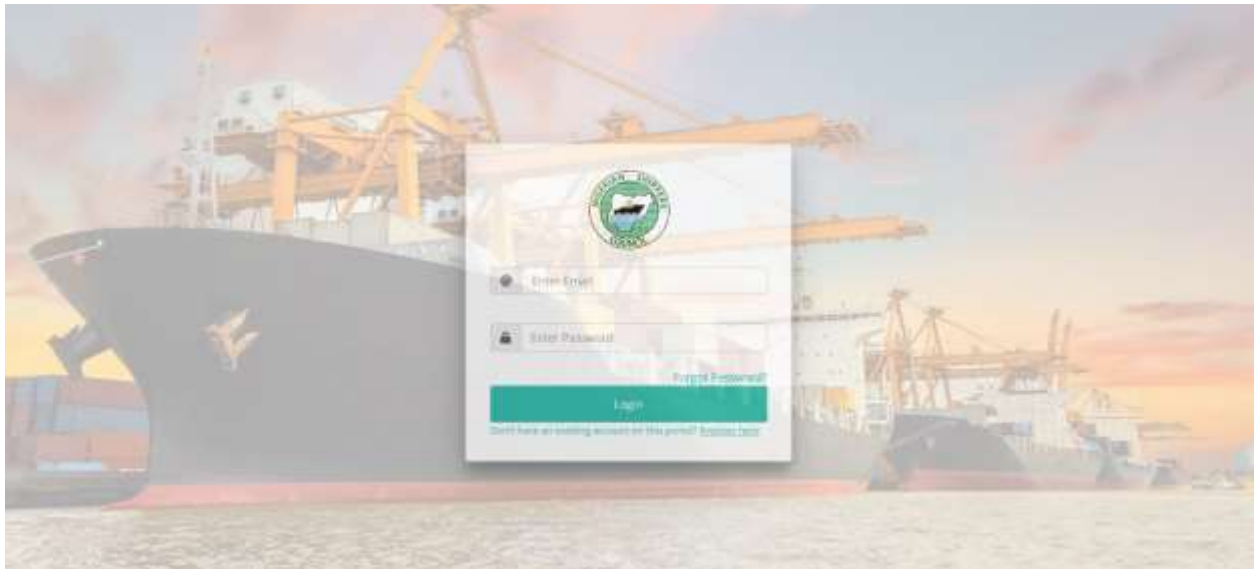
### 3.1 How to Access the Registration Portal

Enter portal URL <http://registration.shipperscouncil.gov.ng/> in web browser to access the Registration of Regulated Port Service Providers and Users Portal.



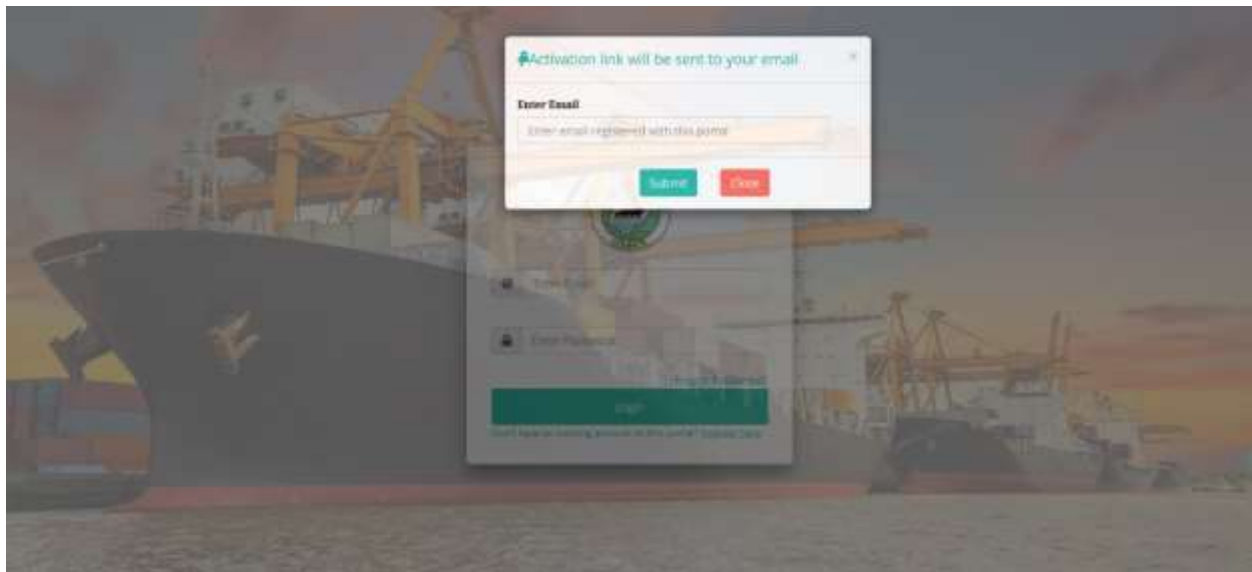
### 3.2 How to Login

- i. Click **Login** button on the Registration Portal landing page for staff registered as **Officer/Supervisor/Registrar**
- ii. Enter registered email address and password and click **Login** button to access dashboard



### 3.3 How to Reset Password

- i. Click **Forgot Password?** on Login Page to reset password.
- ii. Enter registered email and click **Submit** button to send activation link to email.
- iii. User receives an activation link at registered email address and instruction to reset password.



## 4. Navigating the User Dashboard

### 4.1 How to Change Password

- i. Click user name on the top right corner to go to **Change Password** page
- ii. Alternatively, go to **Account** on **Control Panel** on the left side and click **Change Password** on **Account** dropdown list to view **Change Password** page



The screenshot displays the RRPSPU Admin Dashboard. On the left is a green sidebar with a 'Control Panel Admin OFFICER' header and a menu including Dashboard, Desk, Applications, Reports and Charts, Payment, Certificates, Out of Office, Released Staff, and Account. The Account menu is expanded, showing 'Change Password' and 'Logout'. The main content area features a 'Change Password' form with a green header. The form contains three input fields: 'Current password', 'New password', and 'Confirm new password'. At the bottom of the form are two buttons: 'Cancel' and 'Change password'.

- iii. Fill **Change Password** form and click **Change Password** button to set new password

## 4.2 How to View Applications on My Desk

- Go to **Application on my Desk** on Dashboard and click **Go to My Desk** to view **Applications on My Desk** page
- Alternatively, go to **Desk** on **Control Panel on the left side** and click **My Desk** on **Desk** dropdown list to view **Applications on My Desk** page

S/N	Application ID	Application Type	Company Email	Company Address	Date	
6	052422100254	NEW	peaceful@bebebe@gmail.com	Akin Adesola Street, Lagos, Nigeria	5/24/2022 3:02:54 PM	<a href="#">View Application</a> <a href="#">History</a>
5	052022103710	NEW	peaceful@bebebe@gmail.com	Adesola Odeku - Kila Motors Nigeria, Adesola Odeku Street, Lagos, Nigeria	5/20/2022 10:37:11 AM	<a href="#">View Application</a> <a href="#">History</a>
4	051622190106	NEW	peaceful@bebebe@gmail.com	Ajah Motor Park, Lekki - Epe Expressway, Lekki, Nigeria	5/16/2022 7:01:13 PM	<a href="#">View Application</a> <a href="#">History</a>
3	051622185842	NEW	peaceful@bebebe@gmail.com	1st	5/16/2022 5:56:45 PM	<a href="#">View Application</a> <a href="#">History</a>
2	051622125341	NEW	peaceful@bebebe@gmail.com	Akin Olugetade Street, Lagos, Nigeria	5/16/2022 7:46:15 PM	<a href="#">View Application</a> <a href="#">History</a>
1	050922131407	NEW	peaceful@bebebe@gmail.com	Ajah Motor Park, Lekki - Epe Expressway, Lekki, Nigeria	5/16/2022 12:56:39 PM	<a href="#">View Application</a> <a href="#">History</a>

- Click **History** to go to **Transition History** for application
- Click **View Application** to view **Application** page

Company Email	Application Type	Application Category	Application Date	Amount	Total Amount Paid	Current Stage	Status	Doc Verification Links	Uploaded Documents
peaceful@bebebe@gmail.com	NEW	Inland Container Depot (ICD)	24-May-2022 15:10	N 0.00	N 25,000.00	Officer Approval/Rejection	Processing	<a href="#">Tax Clearance Certificate</a> <a href="#">Corporate Affairs Commission</a> <a href="#">Nigeria Exporter Verification Portal</a>	Certified true copy of Certificate of Incorporation/Business Name Registration Certificate (as applied)

#	Date	Comment
1	5/24/2022 3:04:28 PM	Application was successfully submitted after document upload

- v. Click **Company email** to view Company information
- vi. Click **Application Form** to view **Application Information**
- vii. Click **Document Verification Link** to verify document reference number
- viii. Click **Uploaded Document** link to view uploaded documents

### 4.3 How to View Applications on Staff Desks

- i. Go to **Desk** on **Control Panel** on the left side and click **Staff Desks** on **Desk** dropdown list to view **My Staff**

The screenshot displays the 'My Staff' page within the NRSPPU Admin Control Panel. The page has a green header with the NRSPPU logo and a welcome message. A sidebar on the left contains navigation links. The main content area shows a table of staff members with the following data:

ID	Staff Email	Staff Name	Role	On Desk	Status	Action
1	nsofficer@gmail.com	Festus	OFFICER	0	ACTIVE	<a href="#">View Desk</a>
2	nso supervisor@gmail.com	Damilare	SUPERVISOR	0	ACTIVE	<a href="#">View Desk</a>
3	nso registrar@gmail.com	Ayodeji	REGISTRAR	0	ACTIVE	<a href="#">View Desk</a>
4	nso officer2@gmail.com	Jim	OFFICER	0	PASSIVE	<a href="#">View Desk</a>

Below the table, it indicates 'Showing 1 to 4 of 4 entries' and includes 'Previous' and 'Next' pagination links.

- ii. Click **View Desk** button to view applications on staff desk

## 4.4 How to Approve Application

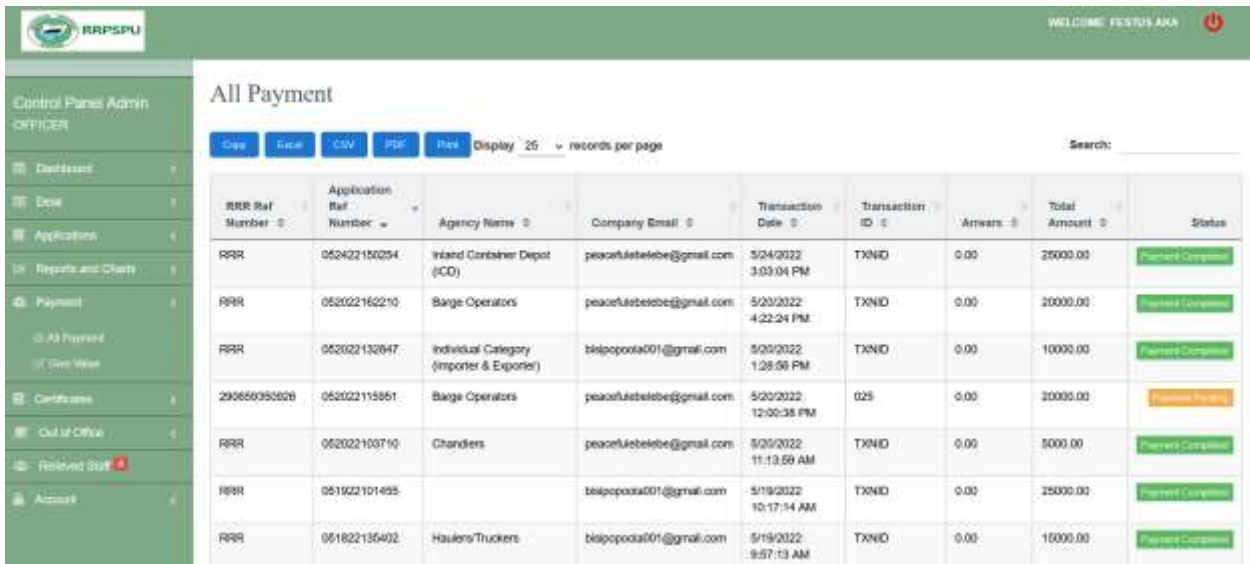
- Go to **View Application 4.2**
- Go to **Application Control** on right side and click green **button** to approve application
- Fill **Accept Applicant Application** comment and click **Accept** button to send application to next processing officer.

## 4.5 How to Reject Application

- Go to **View Application 4.2**
- Go to **Application Control** on right side and click red button to reject application
- Fill **Reject Applicant Application** comment and click **Reject** button to send application to previous processing officer/Applicant.

## 4.6 How to View Payment Status

- Go to **Payment on Control Panel on the left side** and click **All Payments** on **Payment** dropdown list to view **All Payments**



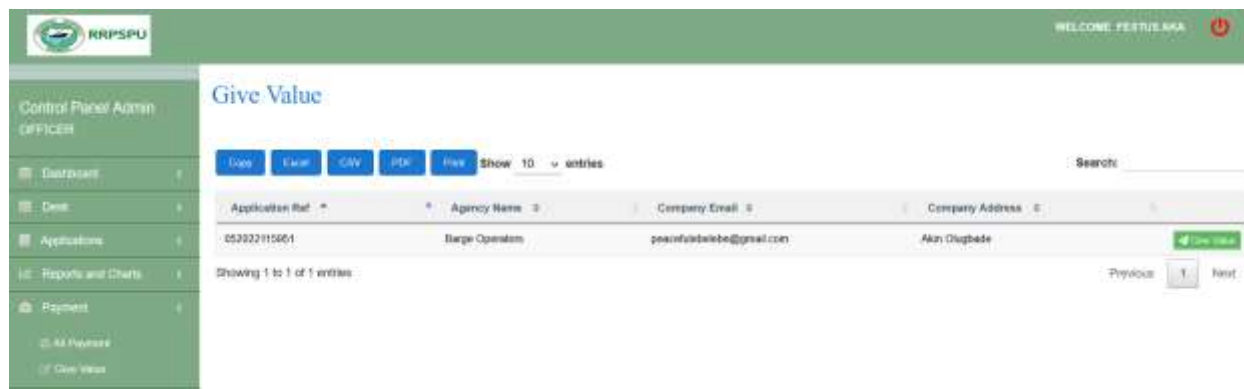
RRR Ref Number	Application Ref Number	Agency Name	Company Email	Transaction Date	Transaction ID	Amount	Total Amount	Status
RRR	052422150254	Inland Container Depot (ICD)	peaceofuletebe@gmail.com	5/24/2022 3:03:04 PM	TXNID	0.00	25000.00	Payment Completed
RRR	052022162210	Barge Operators	peaceofuletebe@gmail.com	5/20/2022 4:22:24 PM	TXNID	0.00	20000.00	Payment Completed
RRR	052022132847	Individual Category (Importer & Exporter)	bislopoota001@gmail.com	5/20/2022 1:28:50 PM	TXNID	0.00	10000.00	Payment Completed
29265035026	052022115851	Barge Operators	peaceofuletebe@gmail.com	5/20/2022 12:00:38 PM	025	0.00	20000.00	Payment Pending
RRR	052022103710	Chandlers	peaceofuletebe@gmail.com	5/20/2022 11:13:59 AM	TXNID	0.00	5000.00	Payment Completed
RRR	051922101495		bislopoota001@gmail.com	5/19/2022 10:17:14 AM	TXNID	0.00	25000.00	Payment Completed
RRR	051822135402	Haulers/Truckers	bislopoota001@gmail.com	5/19/2022 9:57:13 AM	TXNID	0.00	10000.00	Payment Completed

- Enter name or number in search field on top right side to find payment status for application



## 4.7 How to Give Value for Application

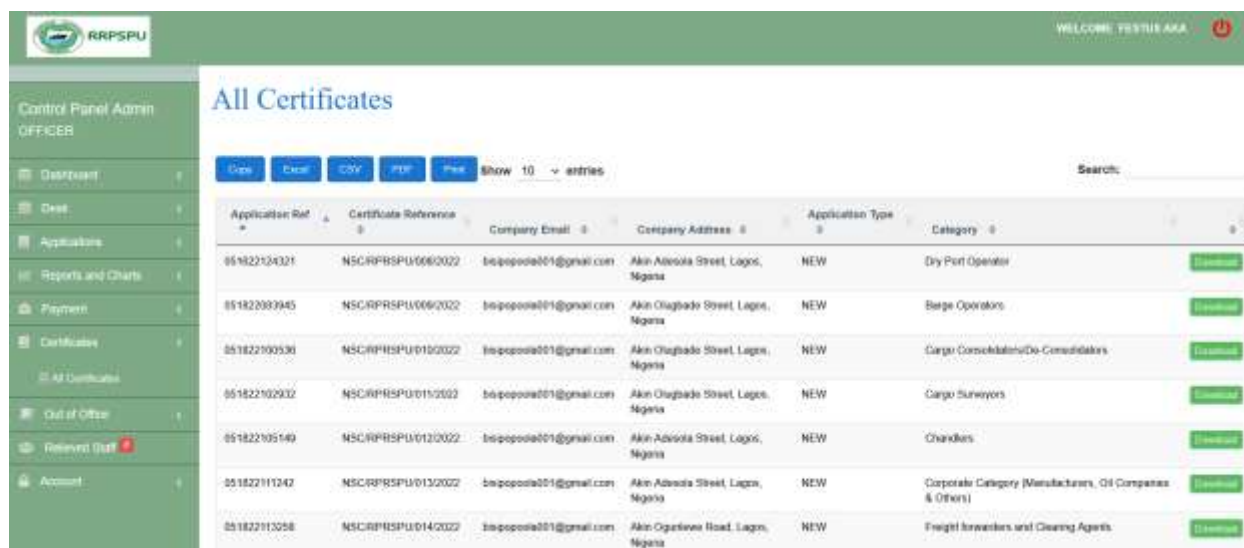
- i. Go to **Payment** on **Control Panel** on the left side and click **Give Value** on **Payment** dropdown list to view **Give Value** page



- ii. Click **Give Value** button for registration fee payment confirmed by user office

## 4.8 How to View Issued Certificates

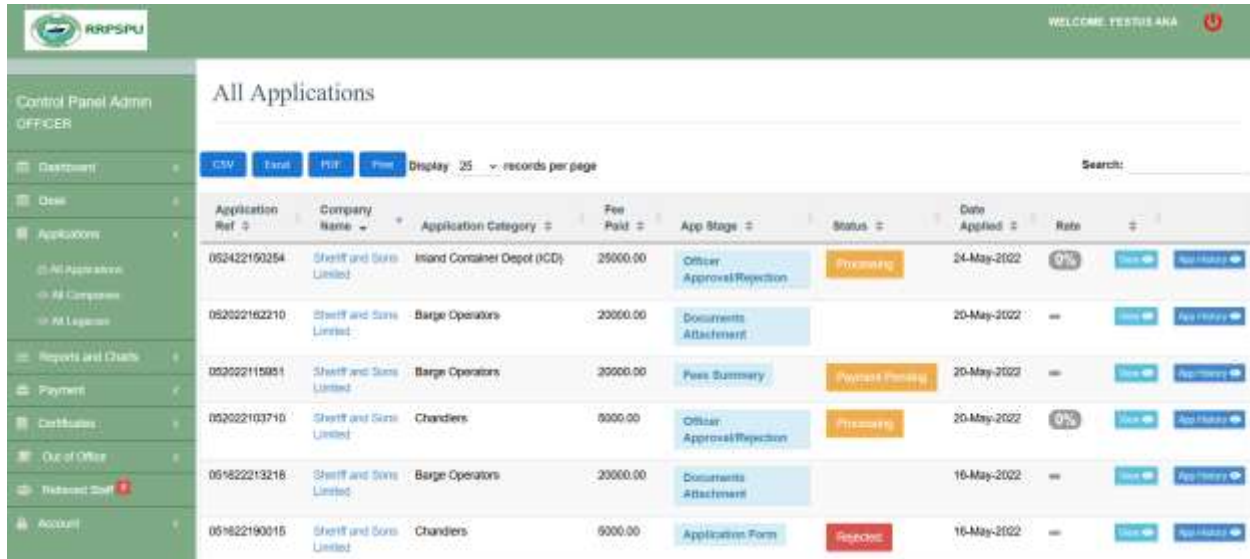
- i. Go to **Certificates** on **Control Panel** on the left side and click **All Certificates** on **Certificates** dropdown list to view **All Certificates** page



- ii. Click **Download** button to view issued Registration Certificate

## 4.9 How to Find New and Renewal Applications

- i. Go to **Applications** on **Control Panel** on the left side and click **All Applications** on **Applications** dropdown list to view **All Applications** page

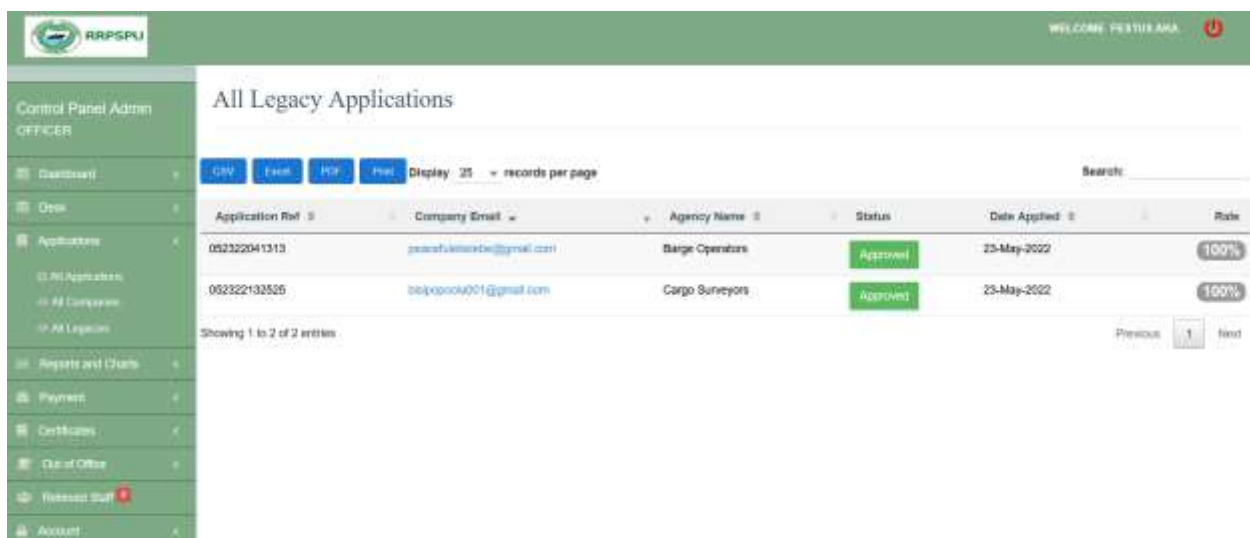


Application Ref	Company Name	Application Category	Fee Paid	App Stage	Status	Date Applied	Rate
052422190254	Sheriff and Sons Limited	Island Container Depot (ICD)	25000.00	Other: Approval/Rejection	PENDING	24-May-2022	0%
052022162210	Sheriff and Sons Limited	Barge Operators	20000.00	Documents Attachment		20-May-2022	
052022115951	Sheriff and Sons Limited	Barge Operators	20000.00	Fee Summary	PENDING	20-May-2022	
052022103710	Sheriff and Sons Limited	Chandlers	9000.00	Other: Approval/Rejection	PENDING	20-May-2022	0%
051622213216	Sheriff and Sons Limited	Barge Operators	20000.00	Documents Attachment		16-May-2022	
051622190015	Sheriff and Sons Limited	Chandlers	9000.00	Application Form	REJECTED	16-May-2022	

- ii. Click **View** button to view Application page
- iii. Click **App History** button to view Transition History

## 4.10 How to Find Legacy Application

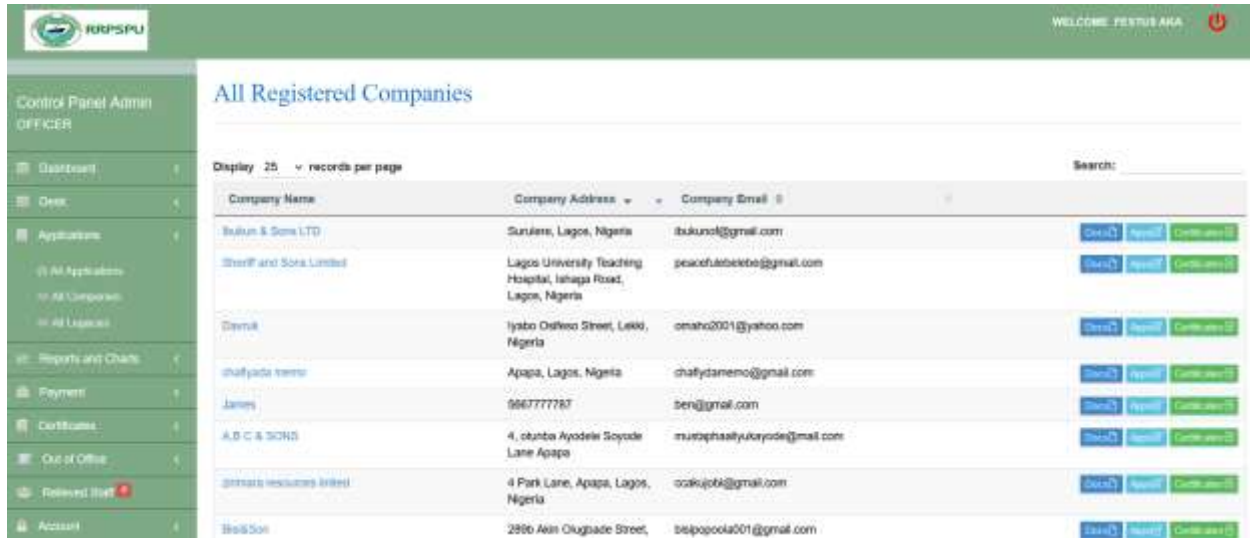
- i. Go to **Applications** on **Control Panel** on the left side and click **All Legacies** on **Applications** dropdown list to view **All Legacy Applications** page



Application Ref	Company Email	Agency Name	Status	Date Applied	Rate
052322041313	peacefulviewbe@gmail.com	Barge Operators	Approved	23-May-2022	100%
052322132525	bitpopoou001@gmail.com	Cargo Surveyors	Approved	23-May-2022	100%

## 4.11 How to Find Company Information

- i. Go to **Applications** on **Control Panel** on the **left side** and click **All Companies** on **Applications** dropdown list to view to **All Registered Companies** page



Company Name	Company Address	Company Email	Doc	Apps	Certificates
Bulun & Sons LTD	Sunlure, Lagos, Nigeria	ibukunol@gmail.com	Doc	Apps	Certificates
Shelf and Sons Limited	Lagos University Teaching Hospital, Ishaga Road, Lagos, Nigeria	peaceofatbebe@gmail.com	Doc	Apps	Certificates
Shenik	Iyabo Oshino Street, Lekki, Nigeria	omah2021@yahoo.com	Doc	Apps	Certificates
Shafiyade memo	Apapa, Lagos, Nigeria	shafiyamemo@gmail.com	Doc	Apps	Certificates
James	9967777757	ben@gmail.com	Doc	Apps	Certificates
A.B.C & SONS	4, Okunba Ayodele Soyade Lane Apapa	mustaphasallyukayode@gmail.com	Doc	Apps	Certificates
Shimato resources limited	4 Park Lane, Apapa, Lagos, Nigeria	orakujobi@gmail.com	Doc	Apps	Certificates
ShelkSon	299b Akin Olugbade Street,	shelkpoola001@gmail.com	Doc	Apps	Certificates

- ii. Click **Doc** button to view **Document Library** for company
- iii. Click **Apps** button to view **All Applications** for company. Click **View** button to go to Application page.
- iv. Click **Certificates** button to view **All Certificates** for company. Click **View Certificate** button to view issued Registration Certificate.

## 4.12 How to Export Reports

- i. Go to **Reports and Charts** on **Control Panel** on the **left side** and click the report type on **Reports and Charts** dropdown list to view the report page
- ii. Select search parameter in search field to filter records
- iii. Enter name or number in search field on top right corner to filter records
- iv. Click **Copy CSV Excel PDF Print** button to export records

#### 4.13 How to Export Charts

- i. Go to **Reports and Charts** on **Control Panel on the left side** and click the report type on **Reports and Charts** dropdown list to view the report page
- ii. Click option icon on right side of chart and select print or download option

#### 4.14 How to Create Out of Office

- i. System administrator (ICT) to add reliever staff to relieved staff role
- ii. Go to **Out of Office** on **Control Panel on the left side** and click **Out of Office** on **Out of Office** dropdown list to view **Out of Office** page
- iii. Click **Create Out of Office** button to go to **Create Out of Office** form
- iv. Fill **Create Out of Office** form and click **Save** button to create Out of Office. Type email address to autofill form.

#### 4.15 How to View Out of Office List

- i. Go to **Out of Office** on **Control Panel on the left side** and click **All Out of Office** on **Out of Office** dropdown list to view **All Out of Office** page

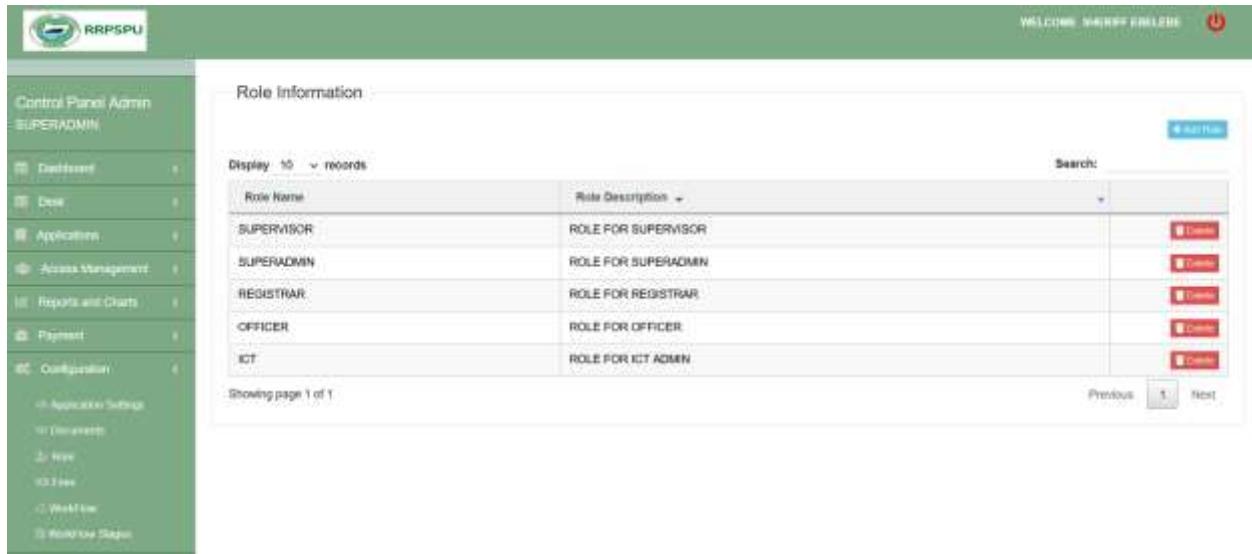
#### 4.16 How to View Relieved Staff

- i. Click **Relieved Staff** on **Control Panel on the left side** to view staff to relieve

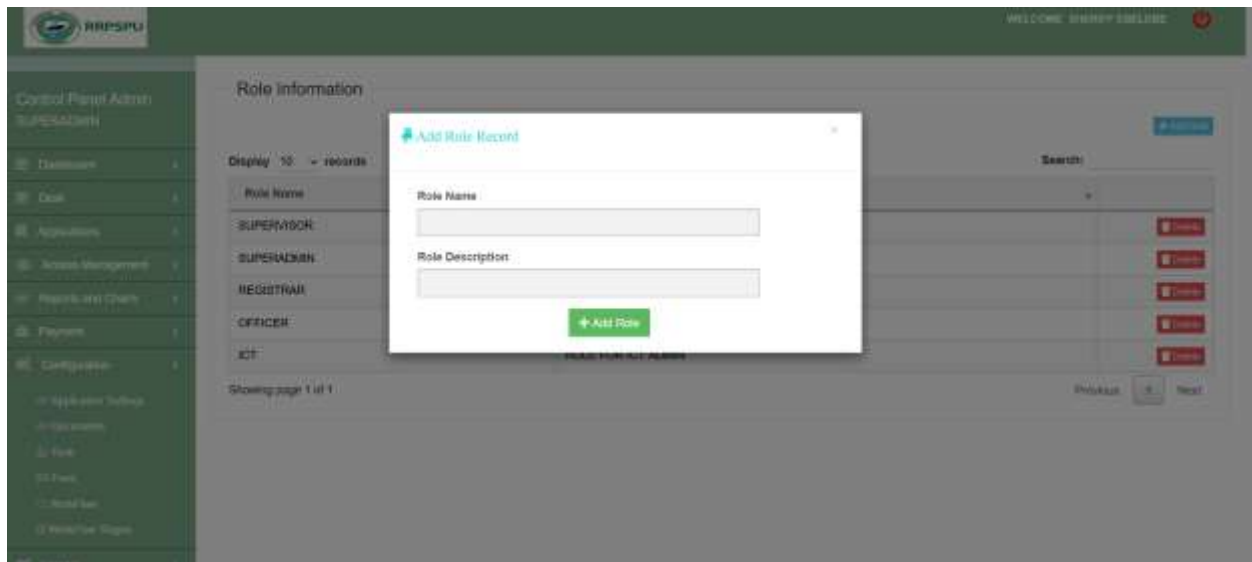
## 5. Changing System Configurations

### 5.1 How to Create Staff Role

- i. Go to **Configuration** on the **Control Panel** on the left side and click **Role** on the **Configuration** dropdown list to view **Role Information** page



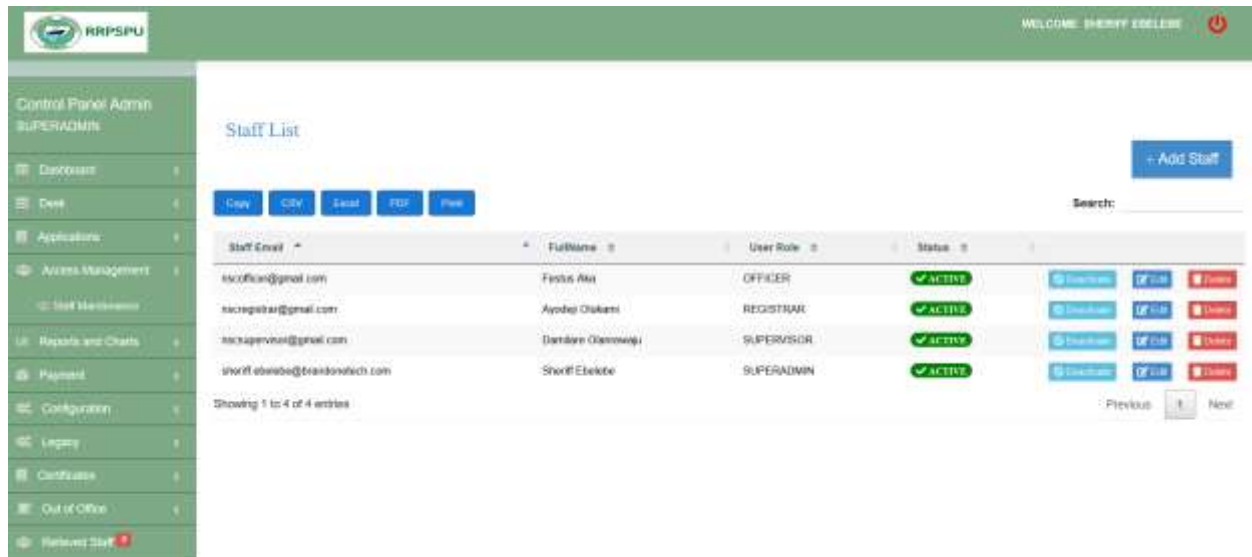
- ii. Click **Delete** button to remove role information
- iii. Click **Add Role** on top right corner to create new admin user



- iv. Fill **Add Role Record** form and click **Add Role** button to create new role.

## 5.2 How to Add Staff

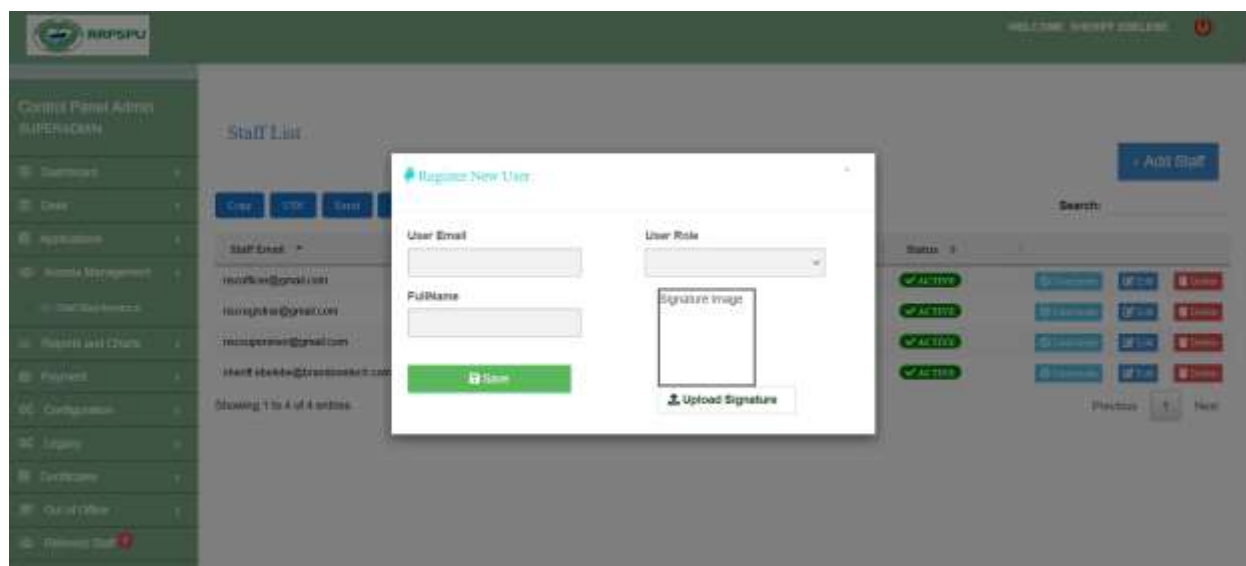
- i. Click **Access Management** on the **Control Panel** on the left side and click **Staff Maintenance** on the **Access Management** dropdown list to view **Staff**



List

- ii. Click **Add Staff** button to go to **Register New User** form

- iii. Fill **Register New User** form and click **Save** button to register new staff.



- iv. Click **Deactivate** button to disable staff on the portal.
- v. Click **Edit** button to update **Staff List**
- vi. Click **Delete** button to remove staff from **Staff List**

### 5.3 How to Update Applicant Information

- i. Click **Configuration** on the **Control Panel** on the left side and click **Application Settings** on the **Configuration** dropdown list to go to **Applicant Information**

Application Ref	Agency Name	Company Email	Application Type	Company Address	Current Assigned User	Applied Date	
051622123504	Inland Container Depot (ICD)	peacefulbebebe@gmail.com	NEW	Akin Olugbade Street, Lagos, Nigeria	peacefulbebebe@gmail.com	5/16/2022 12:35:04 PM	Delete
051622101465	Inland Container Depot (ICD)	bitipopoola001@gmail.com	NEW	Akin Adesola Street, Lagos, Nigeria	bitipopoola001@gmail.com	5/16/2022 10:14:55 AM	Delete
052022132647	Individual Category (Importer & Exporter)	bitipopoola001@gmail.com	NEW	Akinwumi Street, Lagos, Nigeria	peacefulbebe@gmail.com	5/20/2022 1:30:00 PM	Delete
051622136402	Haulers/Truckers	bitipopoola001@gmail.com	NEW	Ago Palace Way, Lagos, Nigeria	bitipopoola001@gmail.com	5/16/2022 1:54:02 PM	Delete
051622120839	Government Agency	bitipopoola001@gmail.com	NEW	Akin Adesola Street, Lagos, Nigeria	bitipopoola001@gmail.com	5/16/2022 1:15:35 PM	Delete
051622113258	Freight forwarders and Clearing Agents	bitipopoola001@gmail.com	NEW	Akin Ogunkewe Road, Lagos, Nigeria	bitipopoola001@gmail.com	5/16/2022 11:32:58 AM	Delete
051622124321	Dry Port Operator	bitipopoola001@gmail.com	NEW	Akin Adesola Street, Lagos, Nigeria	bitipopoola001@gmail.com	5/16/2022 12:43:21 PM	Delete



- ii. Click **Update** button to go to Applicant Record

The screenshot displays the RRPSPU Admin Panel interface. On the left is a sidebar menu with options like Dashboard, Data, Applications, Account Management, Reports and Charts, Payment, and Configuration. The main area is titled 'Facility Information' and contains a table of application records. A modal window titled 'Update Applicant Record' is open, showing a form with the following fields:

- Application Ref: 051622123604
- Agency Name: Instant Container Depot (ICD)
- Company Email: psicofulebelote@gmail.com
- Application Type: NEW (dropdown menu)
- Company Address: Akin Oluwadare Street, Lagos, Nigeria
- Current Stage Id: 2
- Last Assigned User: psicofulebelote@gmail.com

At the bottom of the form is a green button labeled 'Update Record'. In the background, a table of application records is visible, with columns for 'Current Assigned User' and 'Applied Date'.

- iii. Fill **Applicant Record** and click **Update Record** button to save update



## 6. Changing Application Configurations

### 6.1 How to Enter Legacy Application

- i. Go to **Legacy** on the **Control Panel** on the **left side** and click **Legacy Application Form** on the **Legacy** dropdown list to view **Legacy Application Form**
- ii. Fill **Legacy Application Form** and click **Submit** button to send Legacy Application

### 6.2 How to Re-Route Application on Staff Desk

- i. Add Staff with same Role as officer with Application. Follow steps in 5.2.
- ii. Go to **Desk** on the **Control Panel** on the **left side** click **Staff Desks** on the **Desk** dropdown list to view **My Staff** page

**My Staff**

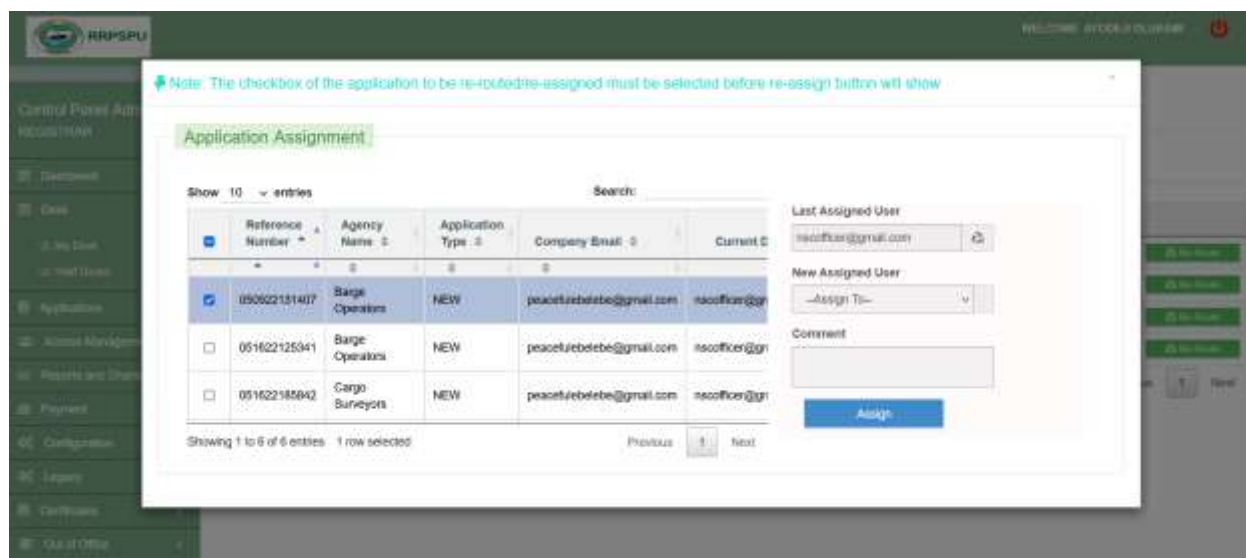
Search:

#	Staff Email	Staff Name	Role	On Desk	Status		
1	mscofficer@gmail.com	Festus	OFFICER	0	ACTIVE	<a href="#">View Desk</a>	<a href="#">Re-Route</a>
2	msosupervisor@gmail.com	Demilare	SUPERVISOR	0	ACTIVE	<a href="#">View Desk</a>	<a href="#">Re-Route</a>
3	mscregistrar@gmail.com	Ayodeji	REGISTRAR	0	ACTIVE	<a href="#">View Desk</a>	<a href="#">Re-Route</a>
4	mscofficer2@gmail.com	Jim	OFFICER	0	ACTIVE	<a href="#">View Desk</a>	<a href="#">Re-Route</a>

Showing 1 to 4 of 4 entries

Previous **1** Next

### iii. Click **Re-Route** to go to **Application Assignment**



- iv. Select Application to be re-routed. Select Staff on **New Assigned User** dropdown list and Click **Assign** button to re-route application.
- v. Click **View Desk** to view application on **Staff Desk**

## 7. Glossary

	Term	Definition
1	Application	Online registration of Port Service Providers and Users
2	New Application	First time application for Registration Certificate on Registration Portal
3	Renew Application	Renewal of expired Registration Certificate issued on Registration Portal
4	Legacy Application	Renewal of expired Registration Certificate issued manually
5	Give Value	To validate offline payment of registration fee for application
6	Out of Office	Temporary re-assignment of relived staff role to reliever staff