# National Maritime Single Window (NMSW)

## **Registration Procedure**

## Enter an internet browser and type <a href="https://nmsw.hcg.gr">https://nmsw.hcg.gr</a>, in the url address

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#### Select New User? Register here



Select **Yes**, **I** agree in the pop-up window (leading to web page <u>https://regusr.hcg.gr</u>).



### Select language



Select Sign Up

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Enter all the necessary information in the appropriate fields and select **Sign Up** (Attention: Do not insert special characters and symbols in the above fields, for example +\_)(\*&^%\$#@! etc)

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After the above, please verify your e-mail at the field as requested.



At that stage, an e-mail will be send to the e-mail address that you provided, under the subject "[regusr.hcg.gr] Confirmation e-mail", in order to confirm the registration. Open the mail and follow (click on) the link.

When you complete the above process you return to the NMSW web page (by typing <u>https://nmsw.hcg.gr</u>).

Using the email and password you designated in the register form click on Sign me in.

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By entering the NMSW, at the **Edit Profile Info**, fill in the remaining details of your profile, attach (upload) the required documents on a case-by-case basis and select **Save**.



Then, automatically your entry details are displayed on your screen. Check if they are correct and if so, select Ok.

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CRIST KOUSTENIS >	You don't have an assigned role. Please contact the Administrator.			
	Αποστολή ειδοποίησης στον διαχειριστή			
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On the next page where you are transferred, select **Send alert to administrator**. The system Administrator will be notifieded and later on an activation message will be send to your e-mail saying that your account has been activated (system Administrator acceptance). After the system's Administrator activation **you need to log out** of NMSW **and log in again**.

Now you have full access to NMSW.