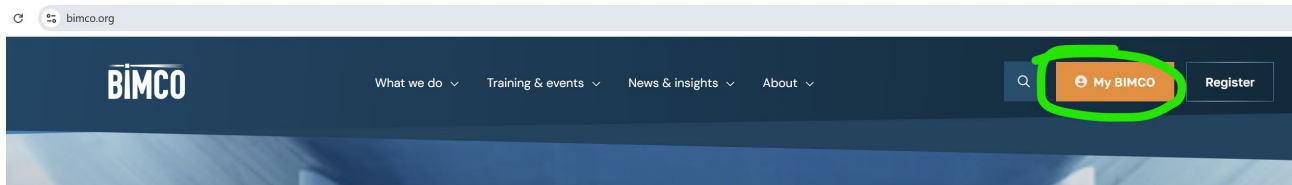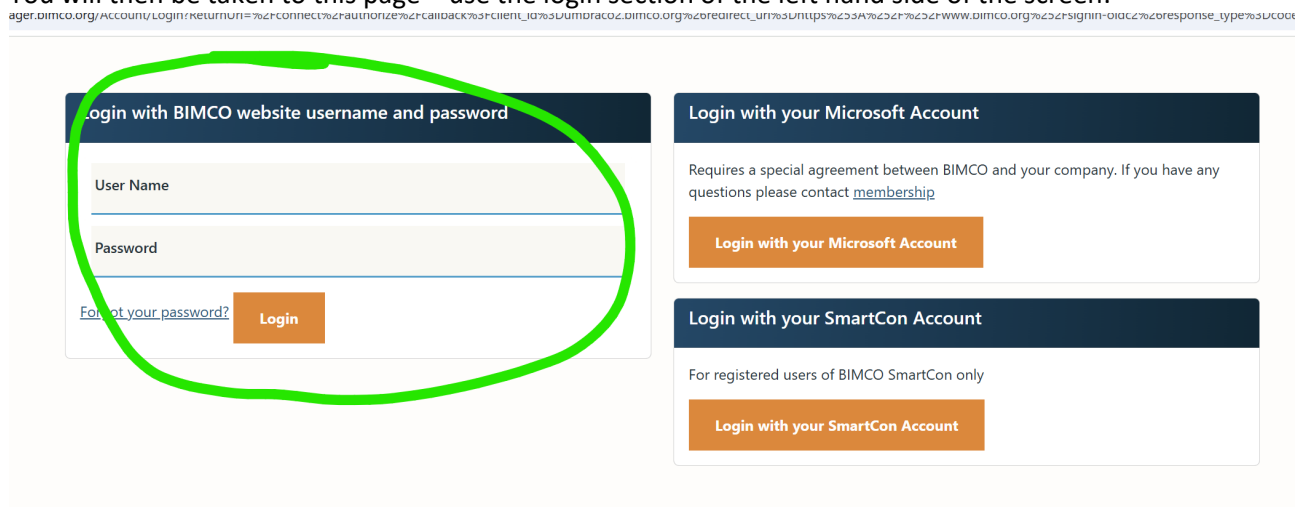**How to update your BIMCO fleet, staff and company details**

Updating your company, staff and fleet details take place from the "My Account" section on www.bimco.org. To access this section, you must first log in to www.bimco.org using the orange My BIMCO button.
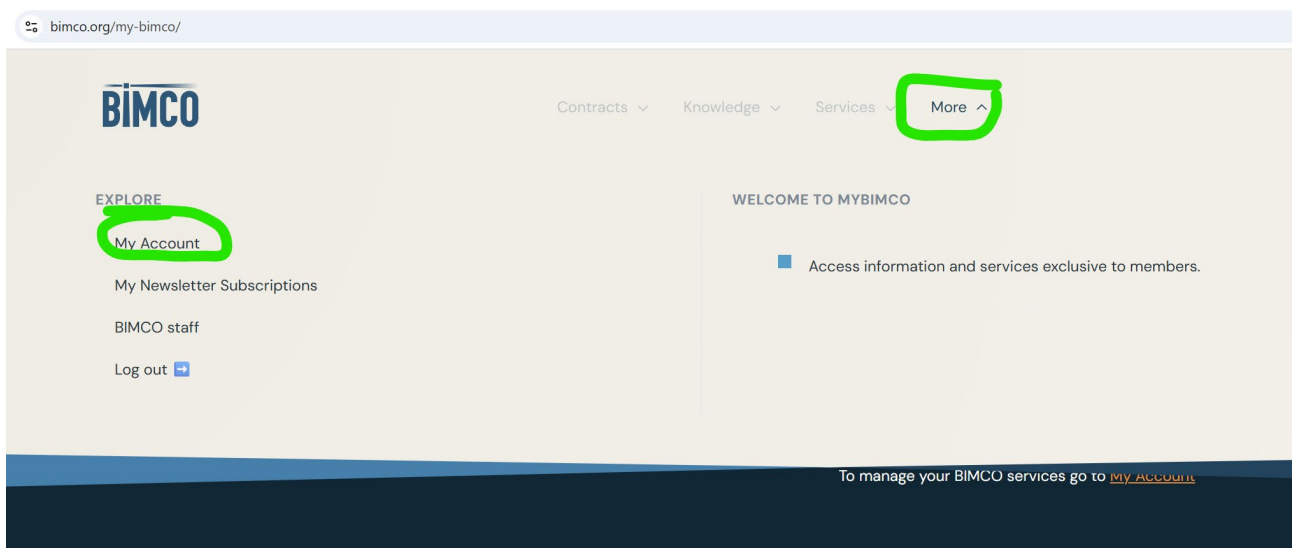

You will then be taken to this page – use the login section of the left hand side of the screen:

To retrieve a new password, please go here: https://www.bimco.org/authentication/account-recovery Kindly note that the re-activation link will only be active for a short period of time.
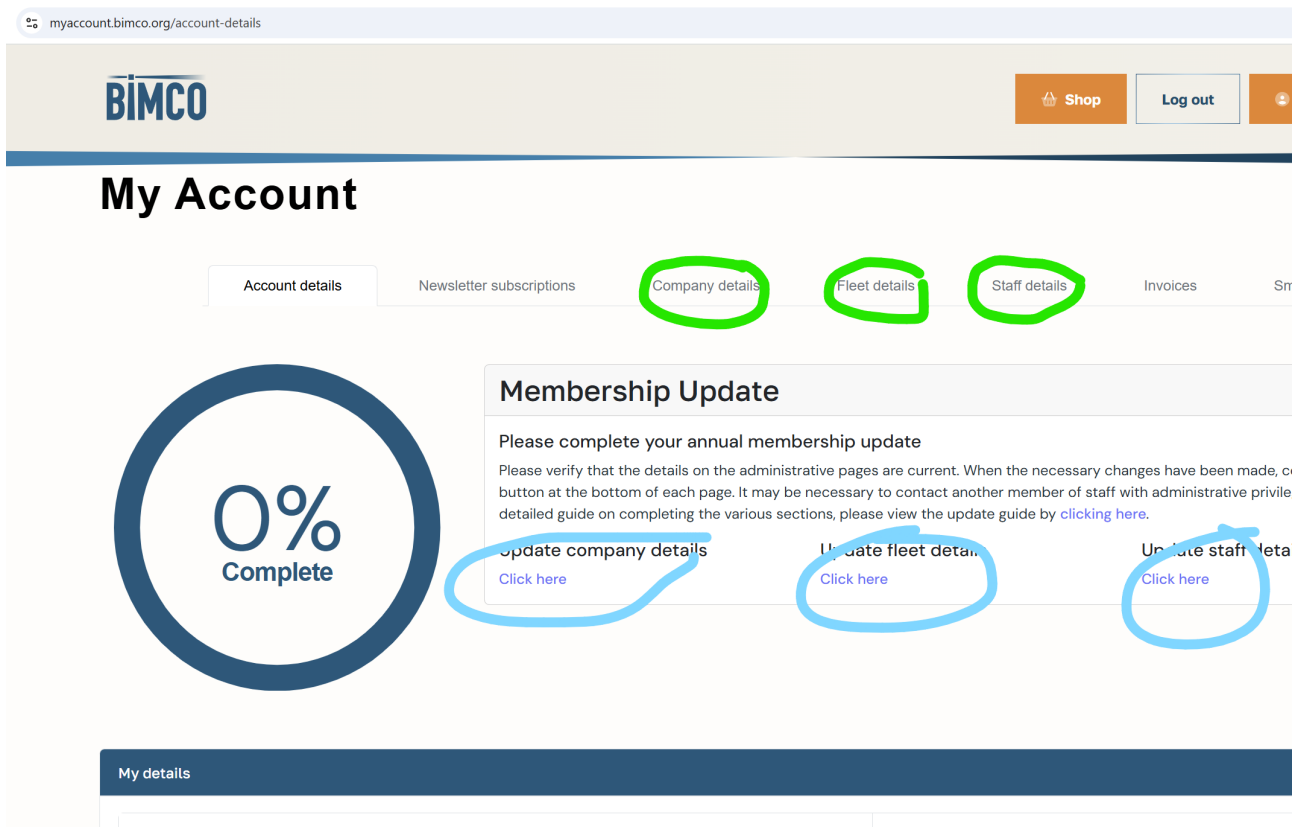
When you have logged in, you access "My Account" via the menu item "More". Then, click on the text "My Account":

You will then be taken to the below page - click the orange login button at the top of the page.
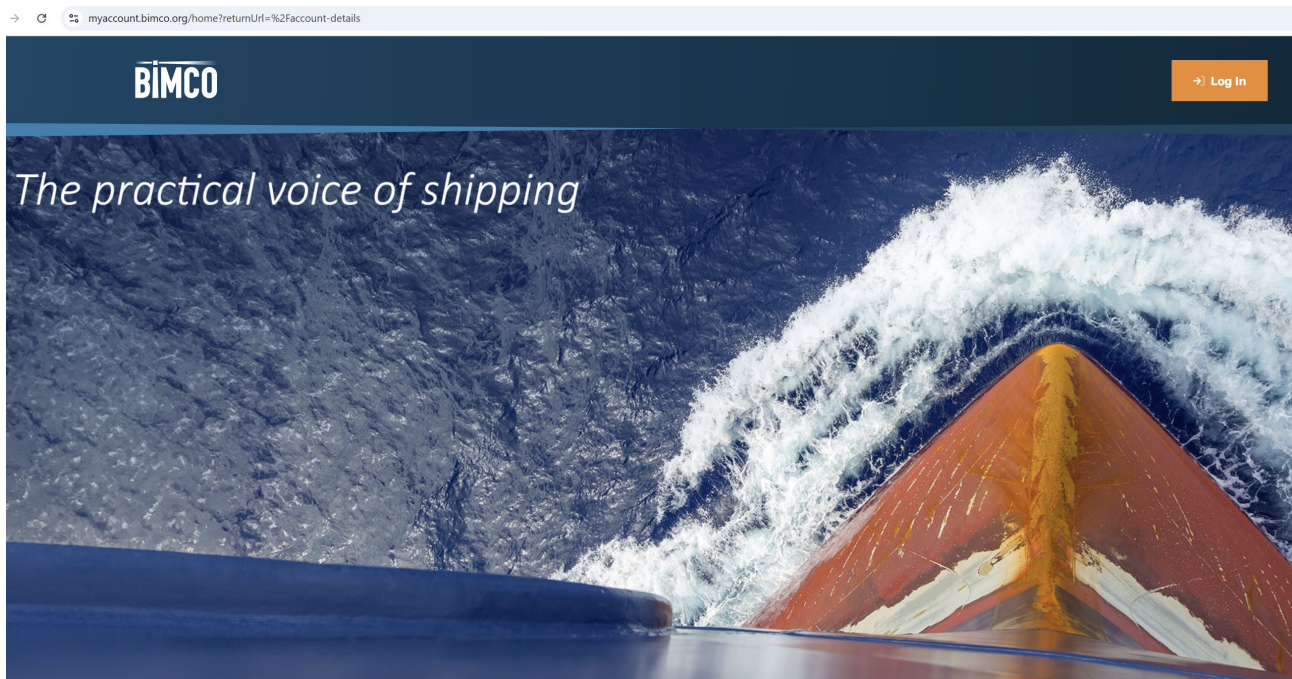

You are now logged in to the My Account section where you will see seven sections:

The annual update requires company and staff details (as well as fleet details when you have an owner member category membership) to be updated.

You can see that your annual update has been completed once the circle shows 100% completion.

If your membership consists of more than one office, you will be able to update for all of them, by selecting the various offices from the drop down menu:
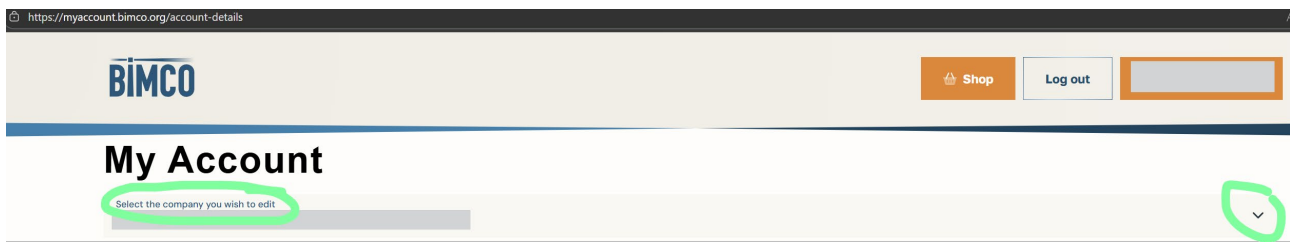
For each office within the membership, you must update the requested sections and confirm the updates by clicking the orange button "these details are current" for each section on each office.

UPDATE COMPANY DETAILS

Users who have been assigned the "company updater" role may update company details.

The update company module allows you to edit your company information. All companies must supply basic contact details as well as an email address for invoicing. The product invoicing address is used for invoices regarding products such as Training, SmartCon and the Shipping KPI System.

Before completing the company update, the following three sections must be considered:

- Employee statistics
  - **Enter number of employees**
  - **NOTE:** **For broker and agency members, this number must include all staff worldwide employed in the broker/agency business**
- Invoicing details
  - Update which email address should receive the invoice
  - VAT number - this only applies to EU based companies
- Membership options
  - Should your company appear in BIMCO's membership directory online?

Your annual company update is complete once you click the large orange button "these details are current" at the end of the page to confirm all changes

UPDATE STAFF DETAILS

The staff update page consists of three sections:

Staff updaters:
Everyone with a staff updater role of a company can assign roles to his/her colleagues as well as add/delete contact persons. The first section of the staff details page shows who has this role within your company.

Unassigned contacts:

This list of contact persons shows those within your company who have asked for a login to be created. If the person is employed by your company, staff updaters can approve this contact and add the person to the list of contacts with an active login.

Choose the organisation to assign the person to and then click the green "+".

Alternatively, delete the contact person from the list by clicking the red "x".

Staff list:

In the staff list you can see a full list of all contact persons registered under your company. Contact persons are listed alphabetically. The contact person with the gold star next to his/her name is our primary contact person within your company.

To add a contact, click on the large orange button "Add new employee".
Kindly note that new contact persons can be created – at no extra cost – for all staff within the office/location that holds the membership.

To delete a contact, please click on the red garbage can/delete button next to the person.

NOTE: It is not possible to delete a contact person, if:
- Contact person is a SmartCon user (smartcon@bimco.org will be able to assist)
- Contact person is primary BIMCO contact (a new primary contact person must be appointed first)
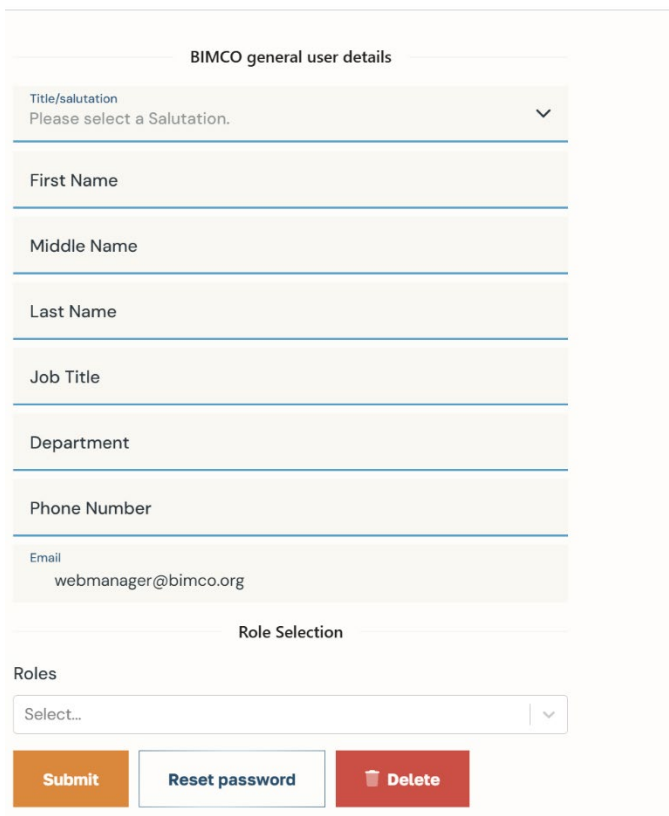- Contact person is ShipPI user (ship-pi@bimco.org will be able to assist)

The staff list shows which contacts persons have a web account = a login for the BIMCO website. We encourage all staff to have a web account to take full advantage of the BIMCO membership and make use of the information on our website, join our webinars and networks. With a login you will also be able to receive news and updates from us (see below for further details on how to sign up for news).

If an existing contact person needs a login, please contact membership@bimco.org for assistance.

To see/edit the details for each contact person, click on the orange pencil icon next to a contact person in the staff list.

You can now see this person's contact details as well as which business and/or updater roles are assigned to the person.

To improve the direct dialogue with our members, BIMCO has defined a list of roles so that we can target the right persons within your company with the right information. We will strongly encourage you to assign the various business roles to the relevant persons.

To add more roles, click in the "Select roles" section and a drop-down menu appear. Select the new role(s) from the menu. To delete roles, simply click on the "X" next to each role.

The following roles are available (note: the selection varies according to member type):

- **Primary contact person (Mandatory – can only be appointed to one person)**
    - o Be the key point of contact for all BIMCO matters within your company
- **Accounts & Finances**
    - o Be the recipient of invoices, company information and warnings
- **CEO**
    - o To receive information directed at maritime leaders and special invites for events

Staff roles continued:

- **Chartering**
    - o To receive market reports
- **HR & Education**
    - o To receive new offers and opportunities from BIMCO's training activities
- **Legal**
    - o To receive latest updates on new clauses and contracts
- **Operations & Commercial**
    - o To receive information about holidays/working hours, port updates etc.
- **Security Officer**
    - o To receive the latest updates on critical developments on piracy and drug smuggling
- **Technical**
    - o To receive updates on new regulatory developments and warnings on problematic cargo

The updater and administrator roles include:

- Company updater (mandatory – minimum one for each member company – all membership categories)
    - o Has the rights to update company details incl. address, email, phone number etc.
- Fleet updater (mandatory – minimum one for each BIMCO owner member company)
    - o Has the rights to update fleet details incl. adding/deleting vessels
- Staff updater (mandatory – minimum one for each member company – all membership categories)
    - o Has the rights to update staff details incl. assigning roles to other contact persons as well as adding/deleting contact persons
- Enterprise updater (for companies with one or more branch offices below)
    - o Has the rights to for all companies within a group structure

- Ship PI account administrator
- o Has the rights to administrate your company's account for the SHIP PI. This is a separate product and is not included in the membership, but BIMCO members receive a substantial discount. This product is only available to BIMCO owner members defined as owners, operators and managers
- SmartCon account administrator
    - o Has the rights to administrate your company's account for creating contracts. This is a separate product and is not included in the membership, but BIMCO members receive a substantial discount when using SmartCon

Once changes have been made to the contact person's details or roles, please click the orange "submit personal details" button.

Your annual staff update is complete once you click the large orange button "these details are current" at the end of the page to confirm all changes

NOTE: Once the staff update is complete and the staff updater click the orange button to confirm that these details are current, an automated email will be sent to all contact persons with a webaccount that has not yet been activated. In this email, each contact person is asked to log in and accept BIMCO's privacy policy.

UPDATE FLEET DETAILS

Users who have been assigned the fleet updater role may update fleet details. As a fleet updater, you can:

- Add, update and delete ships

To add a vessel, fill in the information in the Add new vessels section and click on the orange "Add vessel" button.

- To update a ship's name or DWT, click on the orange "Update" button to the right.
- To delete a ship, click on the red "Delete" button to the right.

At the bottom of the list in the orange section, you can export the fleet list into excel if needed.

Your annual fleet update is complete once you click the large orange button "these details are current" at the end of the page to confirm all changes

UPDATE COMPLETED

Once you have completed the staff and company details as well as fleet details when applicable, you will see that the status has changed to 100% on the My Account page. Your annual membership update for this particular company is now complete. Should you have branch offices included in your membership, these must also be updated individually.

My Account

Account details	Newsletter subscriptions	Company details	Fleet details	Staff details	Invoices	SmartCon

100% Complete

Membership Update

Thank You!
Thank you for submitting your updated information.

Your annual updates are now complete.

Thank you for your assistance – well done!

If you have any questions, please do not hesitate to contact us:

membership@bimco.org