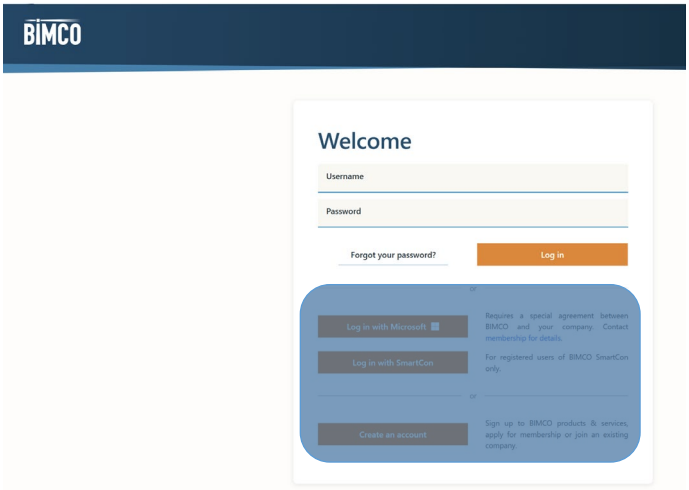
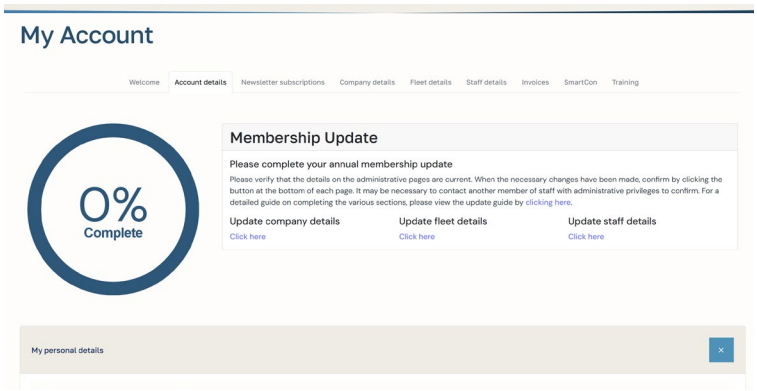
HOW TO UPDATE STAFF, COMPANY AND FLEET DETAILS

Updating your company, staff and fleet details take place from the “My Account” section on www.bimco.org. Use this link to access the update section directly: **MyAccount - Bimco.org** – when asked to enter your login details, fill them in and you will be taken to the MyAccount section.

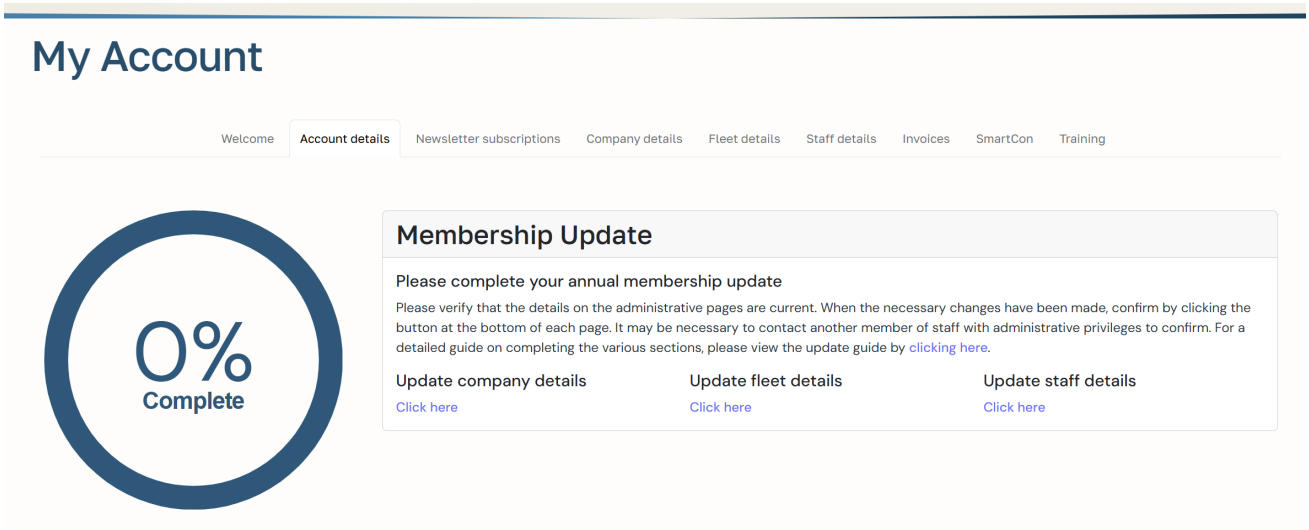


The top of the **MyAccount - Bimco.org** page in the section Account Details looks like this:
The sections listed next to the round graphic shows which sections have not yet been updated. In the below example that goes for company, fleet and staff details.



To retrieve a new password, please go here and enter your email address used for login:
Reset Password
Kindly note that the re-activation link will only be active for a short period of time.

When you are logged in and access the “My Account” section, the top of the page will show you nine sections:

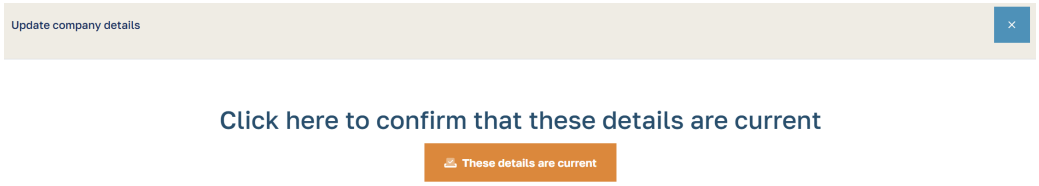


The annual update requires the sections with **company** and **staff** details (as well as **fleet** details when you have an owner member category membership) to be updated.

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

Completion of the annual update for all relevant sections is required for all BIMCO member companies, regardless of whether a company is registered as an individual member, a parent or branch member.

At the bottom of each of the sections, company, staff and fleet details, you will find the button “These details are current”. Click the button on each of the three pages in order to confirm your annual update.

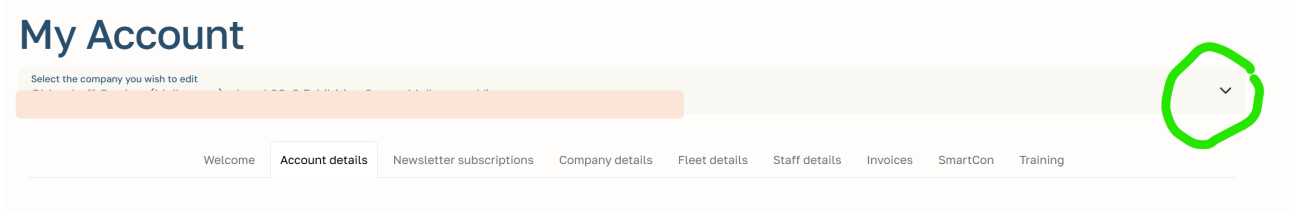


Did you hit the confirm button too soon for one or more sections? No problem, simply let us know at membership@bimco.org and we can help you re-do the updates.

GROUP MEMBERSHIP / ENTERPRISE UPDATER ROLE

If your company has branch offices linked to it, the person with the **enterprise updater role** can update all details for all branches. You choose between the various companies in the dropdown menu.

Please make sure that all member companies within your group structure have been updated on all relevant sections: **company, staff, fleet.**



UPDATE COMPANY DETAILS

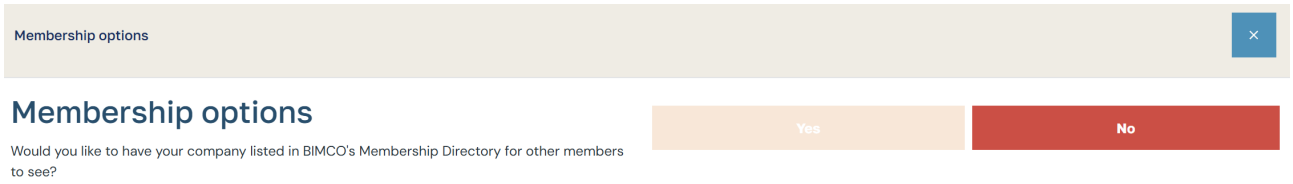
Users who have been assigned the "**company updater**" role may update company details.
At the top of the page, you can see the contact persons with this role.

The company update module allows you to edit your company's key information. All companies must supply basic contact details as well as an email address for invoicing.

Before completing the company update, the following must be checked:

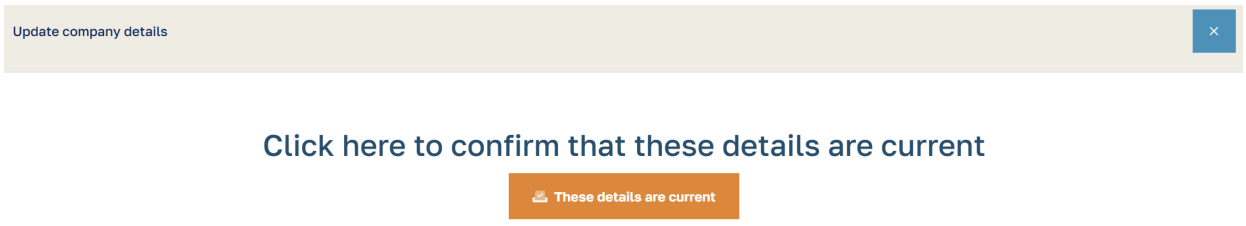
- Company address
  - Insert the office address
- Employee statistics
  - Enter number of employees
  - **IMPORTANT FOR BROKER AND AGENCY MEMBERS**: Enter only the number of employees that are working in the broker / agency business. Not the receptionist, accountant etc.
- Invoicing details
  - Update which email address should receive the invoice
  - Enter your company's valid VAT number – this applies only to EU based companies
- Membership options
  - Should your company appear in BIMCO's membership directory online?

Please note: Your company is already listed in the membership directory, if the option is displayed as per below:



The online membership directory is available here: Find a member

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

Users who have been assigned the "**staff updater**" role may update company details. The staff update page consists of three sections:

- List of staff updaters
- Unassigned contacts (only shown if there are any)
- List of staff

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 that have asked for a login to be created within your company. 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 "Approved"

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

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.

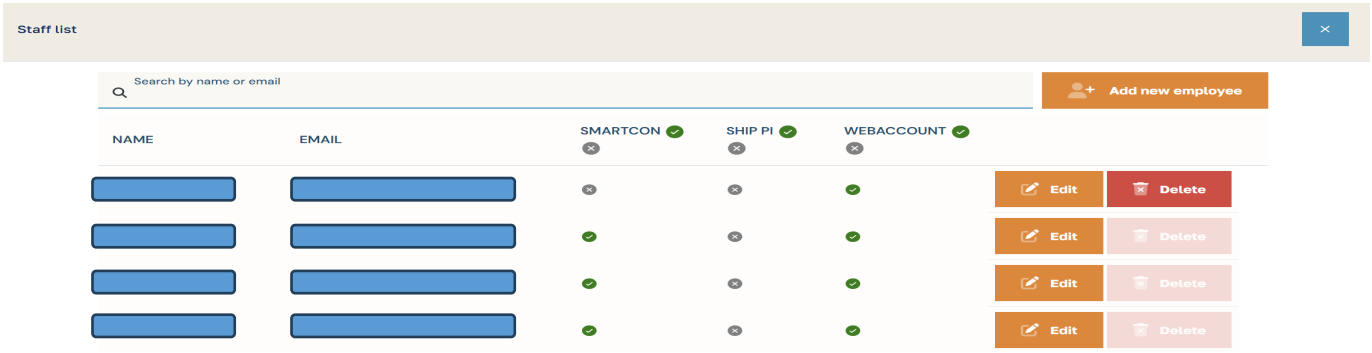
To add a contact, click on the large orange button "Add new employee".
Kindly note that new contact persons can be created – at no extra cost – for all staff within the office/location that holds the membership.

To delete a contact, please click on the red delete button next to the person.
Deletion is not possible, if:

- The contact person is a primary contact person (marked with the star)
    - A new primary contact person must be appointed first
- The contact person is a SmartCon user
    - Contact smartcon@bimco.org for assistance
- The contact person is a ShipPI user
    - Contact ship-pi@bimco.org for assistance
- The person has an official role, e.g. member of a BIMCO committee
    - Contact membership@bimco.org for assistance

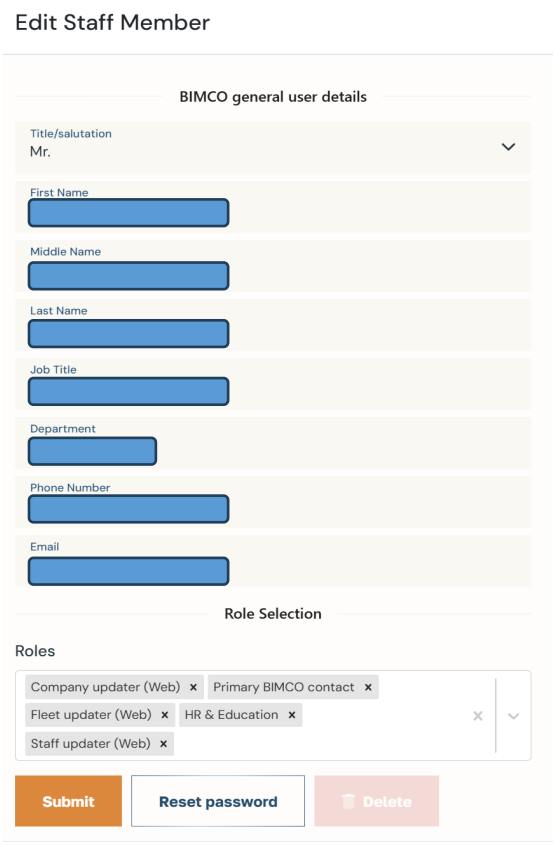
The list shows which contacts person have a web account = a login for the BIMCO website. We encourage all staff to have a login to take full advantage of the BIMCO membership and make use of the information on our website, join our webinars and networks. With a login you will also be able to receive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

To see/edit the details for each contact person, click on the orange button “Edit” next to a contact person in the staff list.



When editing a contact person, the general details are found in the left hand side of the screen.

The right hand side focuses on the administration of BIMCO’s contract editor SmartCon. Any questions related to SmartCon, please contact smartcon@bimco.org. Any questions related to BIMCO’s Ship PI, please contact ship-pi@bimco.org.



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

To update details and assign roles, click on the Submit button to carry out the changes.

On the page, you can also reset the user’s password. It is also possible to delete the user by clicking the red button.

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 all business roles to one or more persons for each role.

To add more roles, click in the "Select roles" section and a drop-down menu appears. 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)**
    - Be the key point of contact for all BIMCO matters within your company
- **Accounts & Finances**
    - Be the recipient of invoices, company information and warnings
- **CEO**
    - To receive information directed at maritime leaders and special invites for events
- **Chartering**
    - To receive market reports and analyses
- **HR & Education**
    - To receive new offers and opportunities from BIMCO's training activities
- **Legal**
    - To receive latest updates on new clauses and contracts
- **Operations & Commercial**
    - To receive information about holidays/working hours, port updates etc.
- **Security Officer and CCA contact**
    - To receive the latest updates on critical developments on piracy and drug smuggling
    - See more about Customs Co-ordination Agreements later in this guide
- **Technical**
    - 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)
    - Has the rights to update company details incl. address, email, phone number etc.
- Fleet updater (mandatory – minimum one for each BIMCO owner member company)
    - Has the rights to update fleet details incl. adding/deleting vessels
- Ship PI account administrator
    - 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
    - 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
- Staff updater (mandatory – minimum one for each member company – all membership categories)
    - Has the rights to update staff details incl. assigning roles to other contact persons as well as adding/deleting contact persons

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

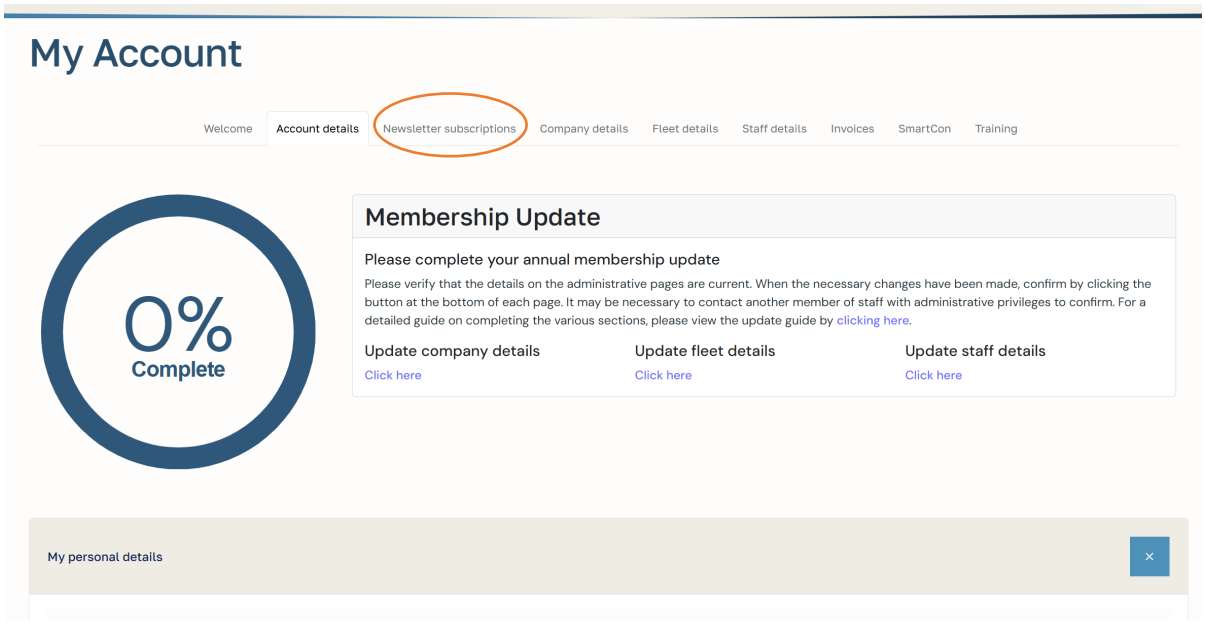
Your annual staff update is complete once you click the large orange button "these details are current" at the end of the page to confirm all changes

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.

NEWS AND NETWORKS:

When a contact person has a login for the BIMCO website, you will not only have access to the members' area of the website, but you will also be able to receive news from us.

As a staff updater, please make sure that all your company's contact persons go to **MyAccount - Bimco.org** and click on the section "Newsletter Subscriptions" to personalize their selection of news from BIMCO:

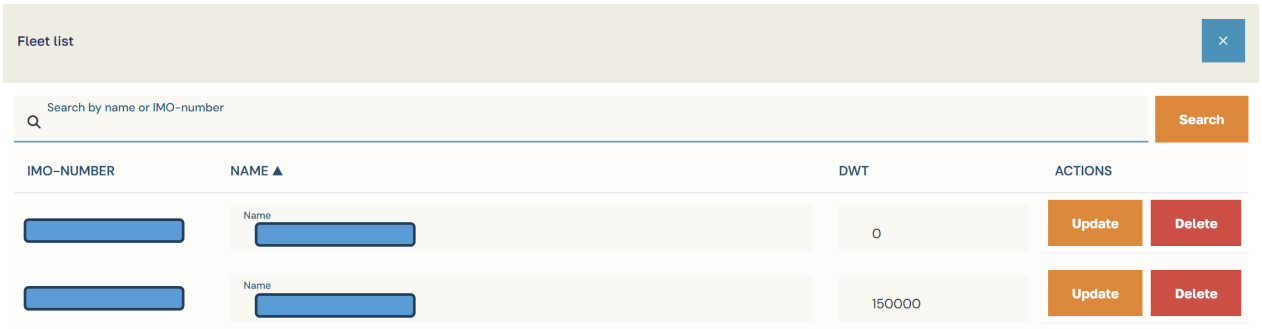


We also encourage our members to join our networks and panels here:
Opportunities for members

UPDATE FLEET DETAILS

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

- Add, update and delete ships



- To update a ship's name:
  - Click on the name, edit it and then click on the orange "Update" button to the right.
- To update a ship's DWT:
  - Click on the DWT, edit it and then click on the orange "Update" button to the right
- To delete a ship:
  - Click on the red "Delete" button to the right.

Below the vessel list, you can export the fleet list into excel if needed. You may export the list, edit it and return it to membership@bimco.org as an attachment and we will then assist with the fleet update.

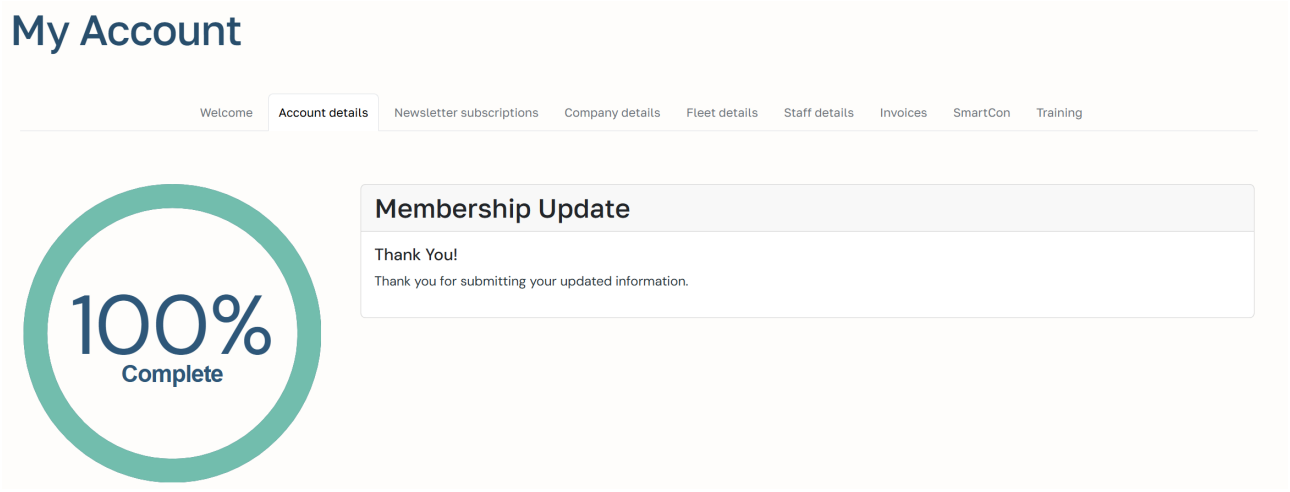
To add a ship, fill in the information in the Add new vessels section and click on the orange "Add vessel" button. Once the vessel has been added, the DWT can be entered by going down to the fleet list, find the vessel, click on the 0 in the DWT cell and then write the correct DWT. Click on the orange "Update" button to the right to confirm.



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 is now complete.



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 again

membership@bimco.org