TRANSPORT MALTA

SSR Online Portal

Guide

ICT Solutions
1/24/2013

[Type the abstract of the document here. The abstract is typically a short summary of the contents of the document. Type the abstract of the document here. The abstract is typically a short summary of the contents of the document.]

Table of Contents

Language Selection

The site offers language selection. The two languages which the user can view the content in are:

1. English
2. Maltese

To change the language, click on the respective language name from the upper right menu as seen in the figure below.
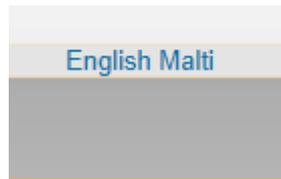

Figure 1- Language Selection

Logging In

The login section is displayed in the home page section of the site. In order to make use of the features within the other section one needs to login to the site using his/her e-ID Credentials. Once all the credentials are submitted and confirmed the site will log you in using the credentials supplied and the features within can be used.

If you do not have an e-ID account simply click on "Register for an e-ID" link and you will be redirected to the myGov portal which outlines the procedure required to get an e-ID account. The same applies for the "Forgot your Password?" link which when clicked it will redirect you to the myGov portal with the procedure to get the password back.

Figure 2 - Login Screen

Site Features

Upon logging in the features of the site will be enabled. There are two main features within the site. These are:

Renew a Small Ship Registration

This will enable you to renew a Small Ship Registration which has expired.

View Recent On-Line Transactions

Transactions can be viewable when clicking the "View Recent On-line Transactions" button. Only transactions committed by you are viewable in this section therefore Pending Transaction, Vetting Transactions and those Transactions which has been Confirmed by Transport Malta are viewable.

Step by Step Guide to Renew a Small Ship Registration

The following section is going to outline the steps needed to create a renewal for a Small Ship Registration.

1. Login to the Site using the e-ID credentials
2. After a successful login click on the Renew a Small Ship Registration button to start the renewal
3. The renewal screen is now going to be shown with a list of boats which needs to be renewed.

Renew Small Ship Registration

Please select the Registration to be renewed from the list below, or if the boat you wish to renew is not listed, enter the Notice Reference Number as provided to you in the Renewal Notice Letter sent to you by Transport Malta.

Registration Number	License Type	License Status	Expiry Date	Power HP	
S 19473	Small Ship Registration	Expired	24/01/2013	20.00	Renew
S 19443	Small Ship Registration	Active	28/02/2019	0.00	Renew
0375385M	Nautical License	Active	31/01/2023	0	Renew

Notice Reference [   ] (Renew)

4. In order to start the renewal process either select a boat from the list provided or input a Notice Reference number and click on the "Renew" button.
5. The next screen is going to show the information which the user needs to have in order to create a successful renewal for a small ship To proceed click the "Next" button. Information which is required are:
   a. ID Card
   b. Ships Registration Number
   c. Renewal Notice Reference.

Online Renewal for License Small Ships Register

The Online Registration Renewal process will allow you to renew your Ships Registration. It requires you to upload a scanned insurance cover, if applicable, and settle payment by Bank Card through the Government MyBills portal.

Your submission is offered for approval to the TM Boats and Yachting Office. When vetting is successful, the Renewed Certificate and Payment Receipt are sent to you by post.

It's important that you verify all the information provided on the screens, to insure that the certificate will be accurate and is sent to the right address. If any information is not entirely correct, please contact us at: Transport Malta Boats & Yachting Office (356) 2291 4148.

Helpful information to have close at hand:

• ID Card

• Ships Registration Number

• Renewal Notice Reference

Next

6. The next screen is going to show the Licence Summary Details, the list of Owners and also the Licence Details which includes the Hull and Engine Details. The Mailing details of the logged in person and Renewal Details are shown. Renewal Details will include the Payable Amount and Renewal Details. Once all details are read check the "I have reviewed the above listed information and confirm that the details on record are correct. I understand that the new Certificate and Payment Receipt will be send to the listed Mailing Address" check box. To proceed click on the "Next" button. Please note that the check box needs to be ticked in order to be able to proceed.

Mailing Details

Name	JOSEPH GRIMA
Main Address (as appears on Certificate)	14, DOMRIS, TRIQ WENZU DESPOTT, TARXIEN, MALTA
Contact Address (where the item will be to posted)	Contact, Street1, BUQQANA L/O RABAT, MALTA

Renewal Details

Payable Amount	20
Renewal Period	24/01/2013 - 24/01/2014

☐ I have reviewed the above listed information and confirm that the details on record are correct. I understand that the new Certificate and Payment Receipt will be send to the listed Mailing Address.

Next   Back

7. Next the Insurance Certificate for the boat needs to be uploaded. The file limit is of 2MB and the accepted file types are: .gif, .png, .jpeg, .jpg and .pfd. To upload a the Insurance Certificate for the boat click on the "Upload" button and select the respective file from the file explorer which pops up. When the file is successfully uploaded click the "Next" button to proceed.

Online Renewal for License Small Ships Register   S 19473

Please upload the Insurance Certificate for the boat.

[   ] Browse...   Upload

Accepted File Types: .gif, .png, .jpeg, .jpg, .pdf
Please note the maximum limit for an upload is 2MB.

Next   Back

8. The fees screen is now shown. In this screen the fee description and the payable amount including the total is shown. To submit a payment the site is going to make use of the mybills payments portal. To submit a payment do the following steps:
   a. Select the card type.
   b. Enter the card number.
   c. Enter the expiry date of that card.
   d. Enter the name of the Cardholder.
   e. Enter the email address (email address can be left blank)

f. If Visa is selected enter the CVV number shown in the back of the card.

g. To perform the payment tick the I have read and accept the terms and conditions. Then click Proceed to submit the payment.

Fees   S 19473

Fee Description	Payable Amount
Renewal Fee Over 9.9HP (24/01/2013 - 24/01/2014)	20
Total	**20**

Payment Details

Card Payment Details
☐ **Highlighted fields** indicate they are **required**.

⚠ IE7 detected: If drop-down lists do not function properly use arrow keys to browse through items.

Card Type	Select Card Type ▼
Card Number	
Expiry Date	Select Month ▼ Year ▼
Cardholder's Name	
Email Address	

Total amount that will be charged to your card is **EUR 20.00**
I have read and accept the terms and conditions. ☐

Cancel   Clear   Proceed

Payment Details

Card Payment Details
☐ **Highlighted fields** indicate they are **required**.

⚠ IE7 detected: If drop-down lists do not function properly use arrow keys to browse through items.

Card Type	VISA ▼ **VISA**
Card Number	4000000000000002
Expiry Date	June ▼ 2016 ▼
CVV ℹ	123
Cardholder's Name	MR JOE BORG
Email Address	

Total amount that will be charged to your card is **EUR 20.00**
I have read and accept the terms and conditions. ☑

Cancel   Clear   Proceed

9. Once the payment has been done the Confirmation screen is shown. Click Done to go back to the home page.

Confirmation

The submission has been delivered successfully. When it is successfully vetted by a Transport Malta Officer, the Certificate and official Payment Receipt will be send to you.

Please note that the transaction reference number is: **0000141681353**

This reference number could be important should any issues arise.

This submission is related to licence **S 19473**

Done

Step by Step guide to View On-line Transactions

1. To view the on-line transactions that has been already submitted click on the View Recent On-line Transactions button.
2. The screen will show the on-line transactions divided into two screens which are the Recent Submissions and Provided to Transport Malta.
3. To check a pending payment use the Recent Submissions list and click on the Check Payment button in the list. Once clicked the payment status is shown.
4. The Provided to Transport Malta list will show the transactions submitted which are either confirmed or their status is still Vetting. Also submission remarks provided by Transport Malta will be shown in the Submission Remarks.

Recent Submissions

Paid Amount	License Serial No	Reference No	Submission Type	Submitter	Submitted Timestamp	Submission Remarks	Submission Status	
EUR 0.00	S 19473	0000141428052	Citizen Online Renewal	JOSEPH GRIMA	24/01/2013 10:31:58		Pending	Check Payment
EUR 0.00	S 19473	0000140728577	Citizen Online Renewal	JOSEPH GRIMA	23/01/2013 15:29:25		Pending	Check Payment
EUR 0.00	S 19443	0000140687419	Citizen Online Renewal	JOSEPH GRIMA	23/01/2013 13:07:15		Pending	Check Payment

Provided to Transport Malta

Paid Amount	License Serial No	Reference No	Submission Type	Submitter	Submitted Timestamp	Submission Remarks	Submission Status
EUR 20.00	S 19473	0000141582353	Citizen Online Renewal	JOSEPH GRIMA	24/01/2013 12:20:21		Vetting
EUR 30.00	S 01945	0000141173559	Citizen Online Renewal	JOSEPH GRIMA	23/01/2013 19:04:49		Confirmed
EUR 20.00	S 19473	0000141082602	Citizen Online Renewal	JOSEPH GRIMA	23/01/2013 19:03:48		Confirmed
EUR 20.00	S 19473	0000140912338	Citizen Online Renewal	JOSEPH GRIMA	23/01/2013 18:32:03		Confirmed
EUR 20.00	S 19473	0000140895566	Citizen Online Renewal	JOSEPH GRIMA	23/01/2013 18:28:20		Vetting
EUR 20.00	S 19473	0000140537127	Citizen Online Renewal	JOSEPH GRIMA	23/01/2013 13:04:43		Vetting

Logging Out

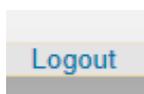To log out from the site click on the "Log Out" button in the top right hand side menu as seen in the next figure.

Figure 3 - Log out button found in the upper right hand side menu.