

Getting Started:

WayPoint Client User Manual

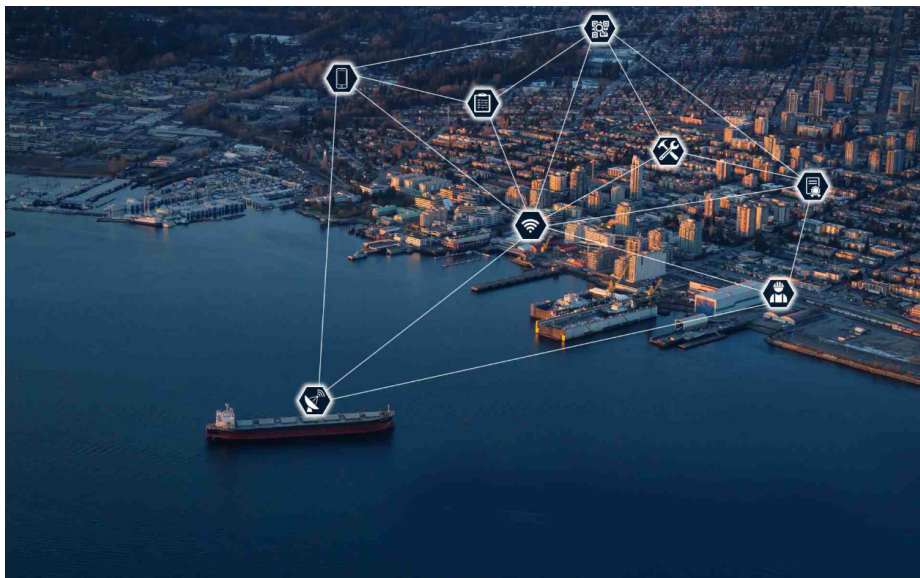


waypoint.liscr.com

Welcome to WayPoint, the Liberian Registry's client portal. With 24/7 access, WayPoint allows you to easily view fleet details, manage publication orders, track inspections and follow-ups, and access certificates.

Accessing Waypoint:

To get started, visit waypoint.liscr.com and select "New to Waypoint? Request an Account!"



Sign into your WayPoint Account

Username
The Username field is required.

Password
The Password field is required.

By signing in or using LISCR website and software products or services, you are agreeing to our [Privacy Policy](#)

[in](#) [t](#) [f](#) [v](#) | www.liscr.com

Accessing Waypoint:

To begin, you will be prompted to enter your details to create an account.

Please note: Group inboxes are not supported. Please use your company-issued personal email address when registering.

Registration

Who are you?*

Who are you? ▾

Company Name	First Name*	Middle Name	Last Name*
Address	City*	State	Postal Code
Country*	Phone	Job Title	Email*
Select Country ▾			
Username*			

Note: In order to enable access, please provide a personal email address ((Name)@company) and similar) as we are unable to grant access to a shared group or generic email address.


 Reset Captcha

☐ [Accept Terms and Conditions](#)

Report access problems to waypointsupport@lisscr.com

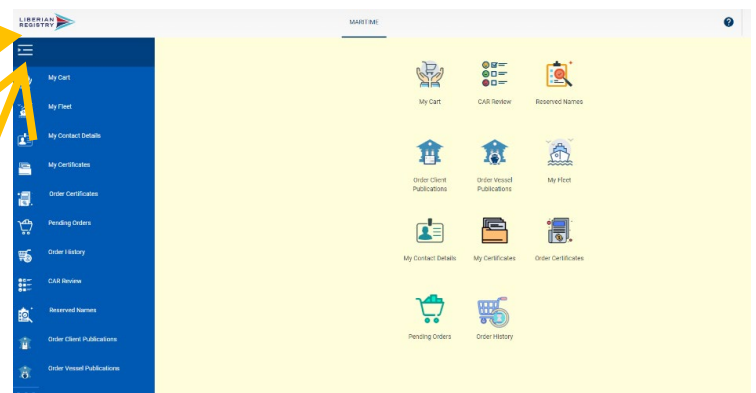
Navigating your WayPoint Account:

This is your WayPoint Account dashboard. To return to your dashboard from any page, simply click the LISCR logo at the top of the screen.



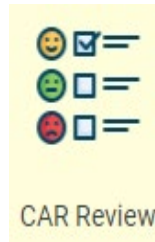
Your dashboard includes a sidebar that stays with you as you navigate the portal, making it easy to access any page.

You can expand or collapse the sidebar at any time by clicking the





Work orders you create and submit for approval will appear here and remain until the cart is checked out



Check the status of Corrective Action Reports for your fleet



Search all currently reserved vessel names



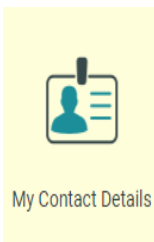
Place an order for RLM publications



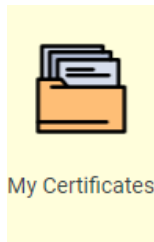
Place an order for vessel publications



See a full list of your Liberian fleet and, if applicable, any non-Liberian vessels



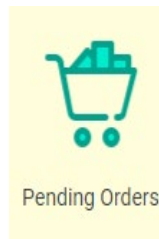
See all contacts linked to your company, along with their details and current status



See all your issued certificates and check their current status in WayPoint



Start work orders here: schedule audits and inspections, and order vessel certificates



View work orders pending submission or awaiting filing



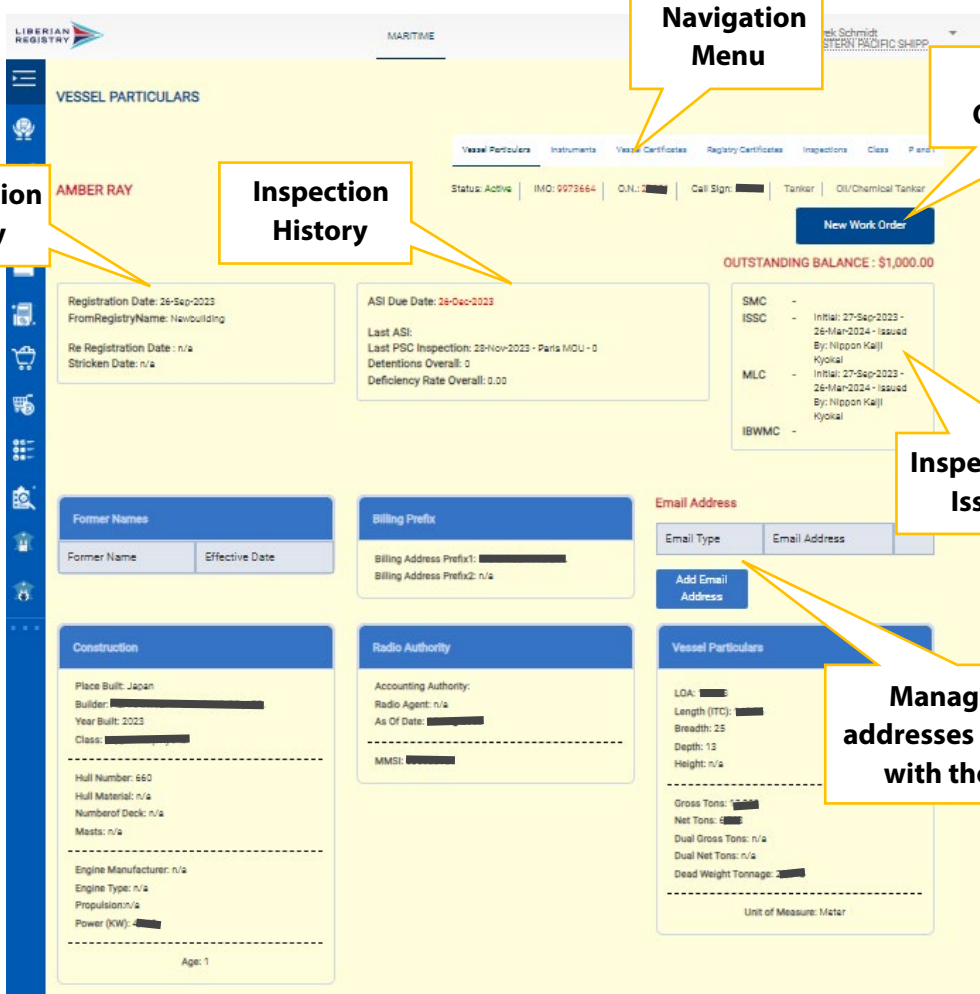
View all processed, active, submitted, and scheduled work orders for your fleet

Your Vessel's Profile:

You can access your Liberian vessels by clicking the  on your dashboard or sidebar.

Select a vessel name to open its WayPoint Profile.

The WayPoint profile provides an overview of the vessel's details and gives you direct access to the work order creation portal



Navigation Menu

Create a Work Order for Vessel

Registration History

Inspection History

Inspection Certificate Issuance Status

Manage email addresses associated with the vessel

Vessel Particulars

AMBER RAY

Status: Active | IMO: 9073664 | O.N.G. 2023 | Call Sign: [REDACTED] | Tanker | Oil/Chemical Tanker

OUTSTANDING BALANCE: \$1,000.00

Registration Date: 26-Sep-2023
FromRegistryName: Newbuilding
Re Registration Date: n/a
Stricken Date: n/a

ASI Due Date: 26-Sep-2023
Last ASI:
Last PSC Inspection: 28-Nov-2023 - Paris MOU - 0
Detentions Overall: 0
Deficiency Rate Overall: 0.00

SMC -
ISSC - Initial: 27-Sep-2023 - 26-Mar-2024 - Issued By: Nippon Kaiji Kyokai
MLC - Initial: 27-Sep-2023 - 26-Mar-2024 - Issued By: Nippon Kaiji Kyokai
IBWMC -

Former Names

Former Name	Effective Date

Billing Prefix

Billing Address Prefix1: [REDACTED]
Billing Address Prefix2: n/a

Construction

Place Built: Japan
Builder: [REDACTED]
Year Built: 2023
Class: [REDACTED]
Hull Number: 660
Hull Material: n/a
Number of Deck: n/a
Masts: n/a
Engine Manufacturer: n/a
Engine Type: n/a
Propulsion: n/a
Power (KW): [REDACTED]
Age: 1

Radio Authority

Accounting Authority:
Radio Agent: n/a
As Of Date: [REDACTED]
MMSI: [REDACTED]

Email Address

Email Type	Email Address

Add Email Address

Vessel Particulars

LOA: [REDACTED]
Length (ITC): [REDACTED]
Breadth: 25
Depth: 13
Height: n/a
Gross Tons: [REDACTED]
Net Tons: [REDACTED]
Dual Gross Tons: n/a
Dual Net Tons: n/a
Dead Weight Tonnage: [REDACTED]
Unit of Measure: Meter

Vessel Profile Navigation Menu

Vessel Particulars:	Snapshot of your vessel's details
Instruments:	Access any active instruments filed with your vessel
Vessel Certificates:	Access active vessel certificates issued to your vessel
Registry Certificates:	Access active registration certificates issued to your vessel
Inspections:	View your vessel inspection history with findings and Corrective Action Reports
Class:	View inspections and certificates issued by
P&I:	View any P&I Certificate of Entry filed with the Registry

Creating a Work Order:

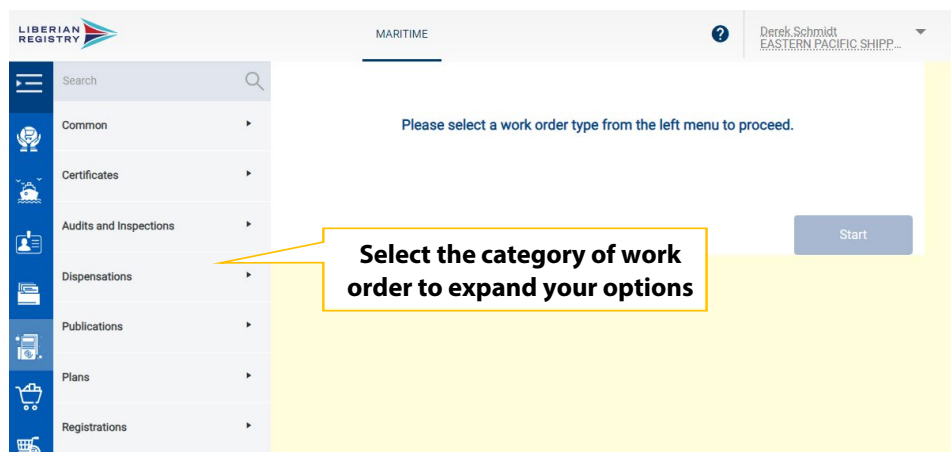
We have created a convenient work order generation process that allows you to submit all necessary documentation at your convenience.

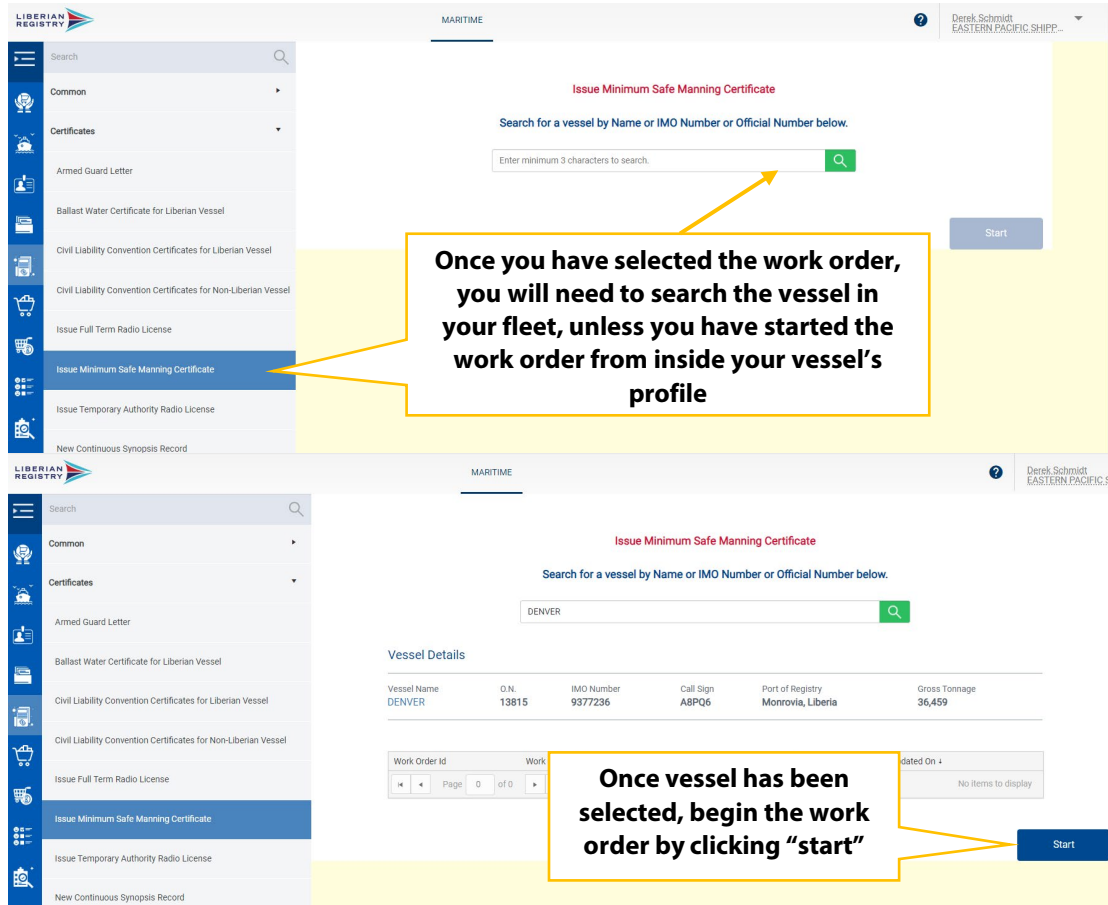
Our current features allow you to:

- Request Certificate issuance
- Schedule Audits and Inspections
- Apply for dispensations
- Order publications to be shipped worldwide
- Submit plans for Administration approval
- Reserve vessel name for future registration

To get started you can generate a work order for a particular vessel by visiting the vessel's WayPoint profile and clicking [New Work Order](#)

Alternatively, you can create a work order for any vessel in your fleet by visiting [on your sidebar](#) or [on your WayPoint Dashboard](#).



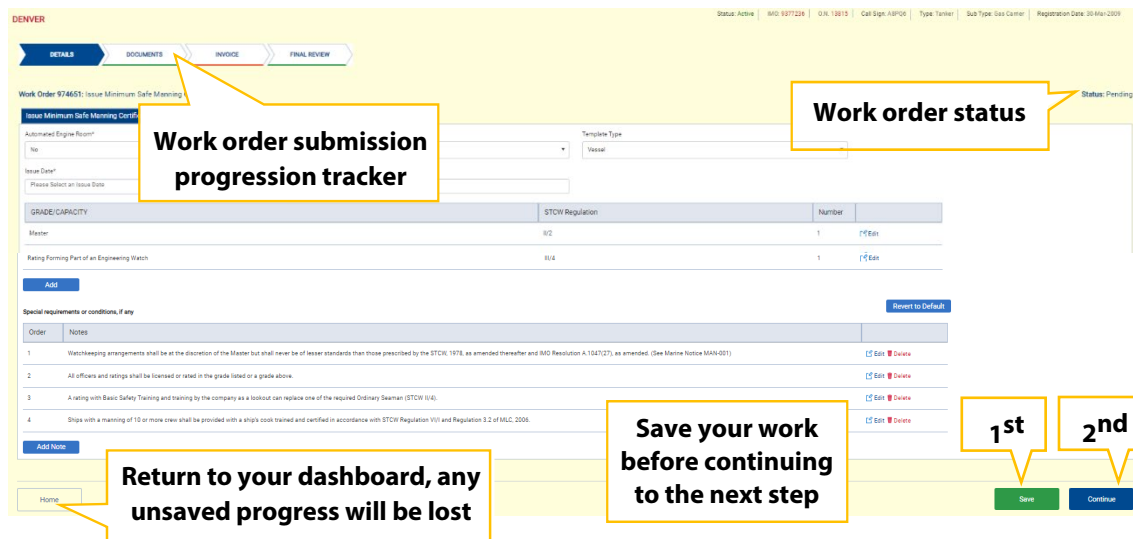


Once you have selected the work order, you will need to search the vessel in your fleet, unless you have started the work order from inside your vessel's profile

Once vessel has been selected, begin the work order by clicking "start"

Inside the Work Order:

Details Page:



Work order submission progress tracker

Work order status

Return to your dashboard, any unsaved progress will be lost

Save your work before continuing to the next step

1st **2nd**

Outgoing documents identify the items that will be sent to the email addresses listed in Outgoing Emails

Please upload the certificate application in the "Support Documents" section

A representative will review the completed work order, including all submitted documentation, before issuing the certificate. Please note: Failure to upload all required supporting documents may delay issuance

Invoice Page:

Select your billing party from the drop down below, and enter any PO or reference notes

Any fees associated with the work order will be listed here

This invoice page allows you to specify the invoicing details for this work order

Final Review:

DENVER Status: Active | IMO: 9377236 | O.N: 13815 | Call Sign: A8PQ6 | Type: Tanker | Sub Type: Gas Carrier | Registration Date: 30-Mar-2009

DETAILS DOCUMENTS INVOICE **FINAL REVIEW**

Work Order 974651: Issue Minimum Safe Manning Certificate Status: Pending

Validations

Details:
Issue Minimum Safe Manning Certificate : Complete ✓

Documents:
Supporting Documents : Incomplete ✗
You have not yet uploaded a Issue Minimum Safe Manning Certificate MSMC Application for DENVER in this work order.
Outgoing Documents : Complete ✓

Invoice: Complete ✓

Home Add to Cart

Final Review is the last step before adding the work order to your cart. It allows you to quickly confirm that you have met the minimum submission requirements or identify any sections that need to be completed before proceeding

Once all pages are completed, you can add the work order to your cart.

Managing Your Work Orders:

Some work orders, such as dispensations, are temporary and may require amendments or cancellations over time. WayPoint allows you to review these work orders and make changes as needed. By using the “Vessel Certificates” subfolder within your vessel’s profile, you can easily access all certificates currently issued to your vessel.

Active Work order actions

	Amend work order
	Cancel work order
	Close work order