

MISP.IO

An online self-entry reporting form submission tool

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Marine Invasive Species Program

Customer Service Meeting

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- Background
- User Account
- My Dashboard
- Advantages



MISP Application

Welcome to the CSLC MISP Reporting Form Web Application more...



About the Commission

The California State Lands Commission protects the lands and resources entrusted to its care through balanced management, marine protection and pollution prevention, adaptation to climate change, and ensuring public access to these lands and waters for current and future generations

[Learn more >](#)

About the MISP

The Marine Invasive Species Program is designed to minimize the risk of nonindigenous species introductions into State waters from vessels. We strive to accomplish this goal through: the development, implementation, and enforcement of innovative vessel biofouling and ballast water management strategies and policies; the use of best available technology and peer reviewed science; and, partnerships with stakeholders to improve awareness of invasive species issues and assess program efficacy.

[Learn more >](#)

About the MISP Web App

This Web App is interactive and walks the user through the process of submitting required ballast water and biofouling management reporting forms. Users will have access to previously submitted reports and the most up-to-date reporting form versions and features, making reporting fast and easy.

[Learn more >](#)

Background

- <http://Misp.io>
- Submit required reporting forms



User Account

- Create an account
- My Dashboard
- Your vessels
- Edit your profile



Account Set-up

How to Create an Account (Sign Up)

1. Click the **Sign In | Sign Up** button located on the home page in the upper right corner.
2. Read the CSLC Access Authorization message and click the **Continue** button.
3. On the Sign In page, click on the text **Sign up now** (under the Sign In button).

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Email Address

Password [Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)



Account Set-up

4. Enter a valid email address and click the **Send Verification Code** button. NOTE: This action will send an email message to the address you indicated. The message will contain a verification code that you will need in order to continue the Sign Up process.

Email Address

Send verification code

New Password

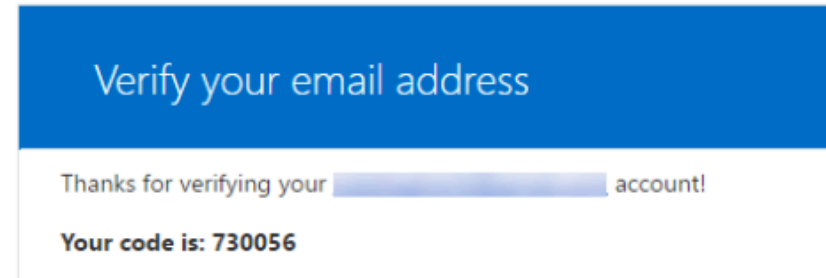
Confirm New Password

Create Cancel



Account Set-up

5. Check your email Inbox for a message from MISP.



6. Copy the code and paste it into the Verification Code box on the MISP Sign Up form.
7. Click the **Verify Code** button.
8. Enter a password in the New Password box. NOTE: The password must be 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .
9. Enter the password again in the Confirm New Password box.
10. Click the **Create** button.

If the Sign Up was successful, the website will take you to the User Profile page. On the User Profile page, fill in all required information and click the **Update Profile** button.



Account Set-up

How to Sign In

1. Click the **Sign In | Sign Up** button located on the Home page in the upper right corner.
2. Read the CSLC Access Authorization message and click the **Continue** button.
3. Enter the email address you used to create your MISP account.
4. Enter the password associated with your MISP account.
5. Click the **Sign In** button.

Email Address

Password

[Forgot your password?](#)

Sign in

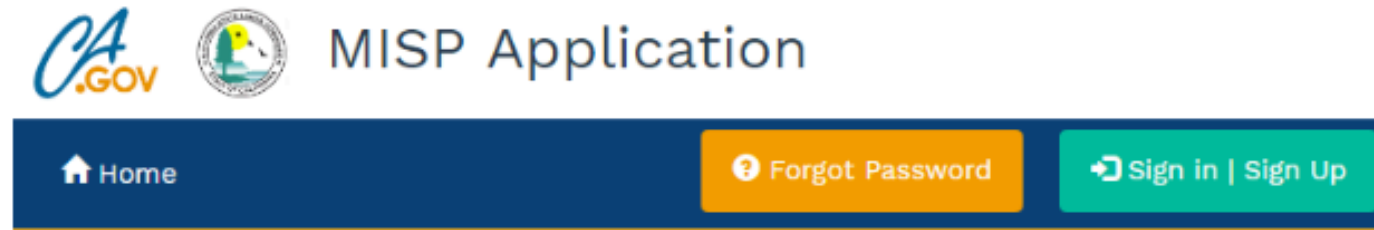
Don't have an account? [Sign up now](#)



How to Reset Your Password or What to do if you Forgot your Password

Use the following steps if you want to change your existing password, or if you forgot your password.

1. From the Home page, click the **Forgot Password** button on the main menu at the top.
IMPORTANT NOTE: Do not go to the Sign In | Sign Up page and click the Forgot Your Password link. Always use the Home Page button.



2. Read the CSLC Access Authorization message and click the **Continue** button.
3. Enter the email address you used to create your MISP account.
4. Click the **Send Verification Code** button. A verification code will be sent to your Inbox.



How to Reset Your Password or What to do if you Forgot your Password

Email Address

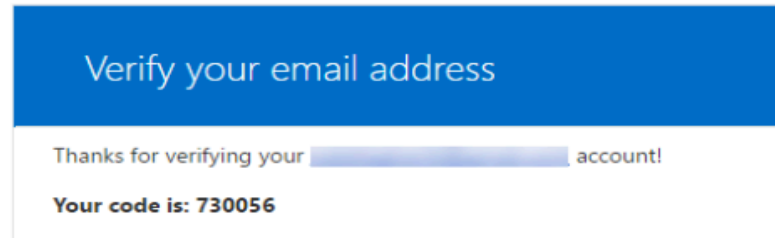
Send verification code

Continue Cancel

By Clicking above, you are agreeing to the MISP Terms and Conditions and Privacy Policy



5. Check your email Inbox for a message from MISP.



6. Copy the code from your email message and paste it into the Verification Code box on the MISP Sign Up form.
7. Click the **Verify Code** button.

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Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address
[redacted]

Verification code
|

Verify code Send new code

Continue Cancel

8. If the verification was successful, click the **Continue** button.
9. Enter a password in the New Password box. NOTE: The password must be 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .
10. Enter the password again in the Confirm New Password box.
11. Click the **Continue** button.



My Dashboard

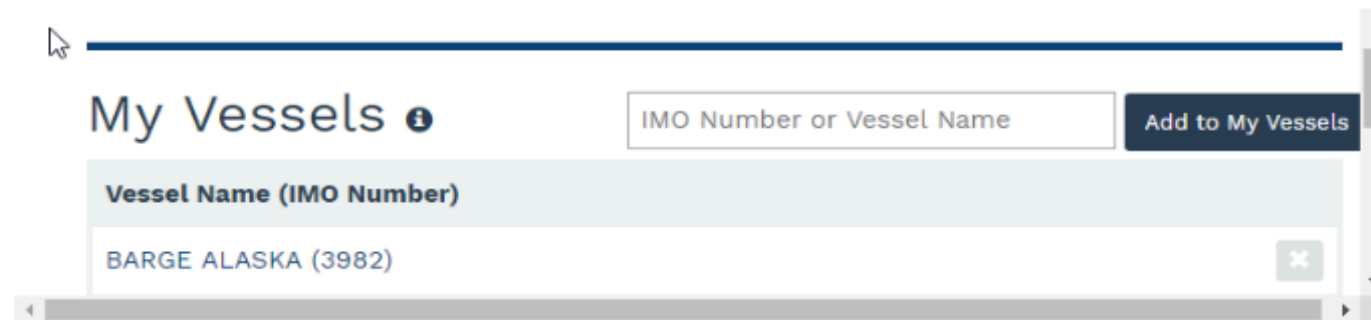
- My Vessels – Vessel History
- Adding/removing a vessel
- Adding reporting forms
- Editing your profile
- Reporting a bug (problem)
- Signing out



My Dashboard

How to Add Vessels to “My Vessels”

1. From the Dashboard, under My Vessels, enter a valid IMO number, or a vessel name, or select a name from the list.
To find an existing vessel name, type the first letter of the vessel into the box to activate the list.
2. Click the **Add to my Vessels** button. This action will add your vessel under My Vessels on your Dashboard.



The screenshot shows a web interface for managing vessels. At the top, there is a header "My Vessels" with an information icon. Below the header is a search input field labeled "IMO Number or Vessel Name" and a dark blue button labeled "Add to My Vessels". Underneath the search field is a dropdown menu titled "Vessel Name (IMO Number)" which is currently open, showing a list of vessel names. The first item in the list is "BARGE ALASKA (3982)". A mouse cursor is positioned over the search input field.



What Is Available Under Vessel History?

Under Vessel History you will find comprehensive information and details for each vessel.

- **BWMRs:** All reports that have been submitted and approved for the vessel. This tab includes Arrival Date, Arrival Port, Last Port, and Next Port. To edit a report listed here, click the edit symbol at the end of the row under Action. A corrected report will be indicated by a “Y” in the Corrected column.
- **AVRFs:** Annual reports that have been submitted for this vessel.
- **Open Port Calls:** All voyages that have no BWMRs submitted.
- **Inspected Port Calls:** All port calls that have been inspected by the California State Lands Commission.
- **Vessel Details:** This tab includes Vessel Name, IMO Number, Country of Registry, Vessel Type, Gross Tonnage, Total Ballast Water Capacity, Number of Tanks on Ship, and Onboard BW Management System (if applicable).

History

| Arrival Date | Arrival Port | Last Port | Next Port | Corrected | Actions |
|--------------|---------------|-------------------|------------|-----------|---------|
| 08/29/2013 | San Francisco | Port Angeles(USA) | LA-LB(USA) | | |



How to Start a New BWMR (Ballast Water Management Report)

1. From the Dashboard, under My Vessels, select a vessel from the list.
2. From the Vessel History page, click the **New BWMR** button.
3. In the Port Call dialog box, select an open port call from the pull-down menu, or if your port call is not listed, select Unlisted Voyage.
4. Click the **Continue** button.
5. From the Ballast Water Management Report page, enter any required vessel information that is not already filled in.
6. Click the **Save and Continue** button or the **Next** button to move through all the tabs until you arrive at the Review page.

Ballast Water Management Report

XANADU (8307545)

The screenshot shows a web interface for a Ballast Water Management Report. At the top, there are four tabs: '1 Vessel', '2 Voyage', '3 Ballast', and '4 Tanks'. Below the tabs is a navigation bar with 'Prev' and 'Next' buttons. The 'Vessel' tab is selected, and the form contains the following fields:

- Vessel Name**: XANADU
- IMO or Official Number**: 8307545
- Country of Registry**: Antigua/Barbuda
- Owner/Operator**: Other Owner



My Dashboard

The screenshot shows the user interface for the MISP Application. At the top left, there are logos for CA.GOV and the State Lands Commission, followed by the text "MISP Application". Below this is a dark blue navigation bar with a "Dashboard" button, a "Support" button with a dropdown arrow, and an "Account" button with a dropdown arrow. Under the "Account" dropdown, there are three options: "Sign out", "User Profile", and "Close Account". A mouse cursor is pointing at the "Close Account" option. Below the navigation bar, there is a greeting "Hello, [redacted] (r [redacted])" and a large light gray box containing the text "My Dashboard".



Advantages

- Reporting is fast and easy
- Capability to track all your vessels
- Record of all report submissions
- Easy access to make corrections



Thank you

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