



## NOA/D On-Line Getting Started

Thank you for considering the Maritime Exchange for the Delaware River and Bay NOA/D On-Line system for your eNOA/D transmissions to the U.S. Coast Guard National Vessel Movement Center and the Bureau of Customs Border and Protection (CBP).

The following is available on the Exchange's web site, <http://www.maritimedelriv.com/Ops/nea.asp>, to help get you started:

- NOA Overview and Rates – provides a brief synopsis of the NOA/D Online submission process and subscription rates.

In order to begin service, you will need to complete and return the following:

- NOA/D On-Line Registration/User Information Form – this is the basic enrollment form to begin your service.
  - Provide contact information and have an authorized representative sign the form.
  - Be sure to specify a Company ID Number for your organization. This will be used to link incoming NOA/Ds to your on-line account. The Company ID Number must be 5 to 10 characters in length and may include alpha/numeric characters.
  - If you are registering for more than one office, you must complete a separate form for each office.
- IT Security Policy – An authorized representative of your company must complete and return the last page of the Maritime Exchange IT policy. This is not required if your company is a Maritime On-Line participant and has already signed the policy. However, if you are registering new offices, you will need to complete the form.

Once your registration has been processed, you can login to the NOA/D On-Line web site where you can download the customized spreadsheet.

If you have any questions, please feel free to contact us at 215-925-1524 or [ops@mxops.org](mailto:ops@mxops.org).

Thank you again, and we look forward to working with you.