



**SEA  
SERVICE  
RECORD**  
NAUTILUS



# Nautilus SSR Training Manual

Member

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## Members


# Welcome to the Nautilus Sea Service Record (SSR)

## Registration

When you first access Nautilus Sea Service Record, you will arrive at the login screen

To register, click on the register button

In order to register for Nautilus SSR, you will need your Nautilus membership number and your Nautilus membership password. This allows Sea Service Record to connect to your membership details and verify your account.

 **SEA SERVICE RECORD**  
NAUTILUS

### Create account

**Step 1: Nautilus Membership Details**

We need to link your Nautilus membership to your account. Please provide your Nautilus membership details below to register. This service is only available for Nautilus Members so if you are not a member already, [join us today](#).

**Nautilus Membership Number**

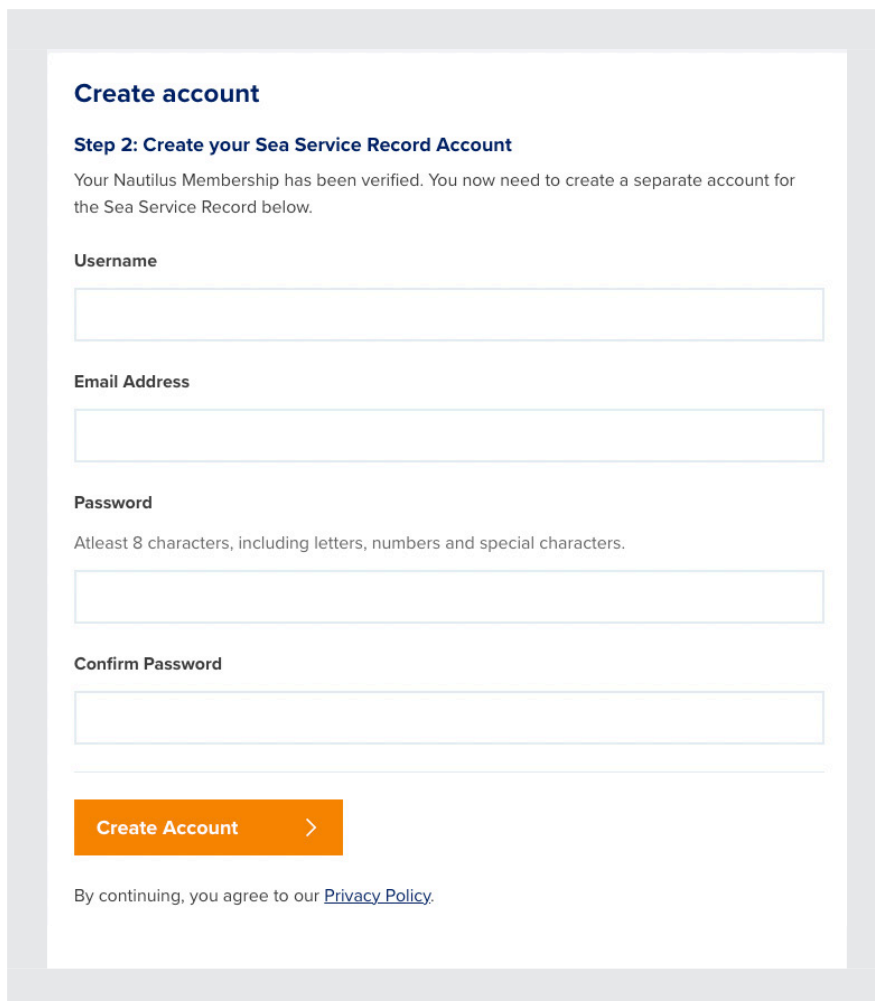
**Password**

The password you use to log in to your Nautilusint.org account

**Next >**

## Creating your account

You will then need to create your Nautilus Sea Service Record account



**Create account**

**Step 2: Create your Sea Service Record Account**

Your Nautilus Membership has been verified. You now need to create a separate account for the Sea Service Record below.

**Username**

**Email Address**

**Password**

Atleast 8 characters, including letters, numbers and special characters.

**Confirm Password**

**Create Account** >

By continuing, you agree to our [Privacy Policy](#).

Once created, you will receive an email containing the username you have just created.

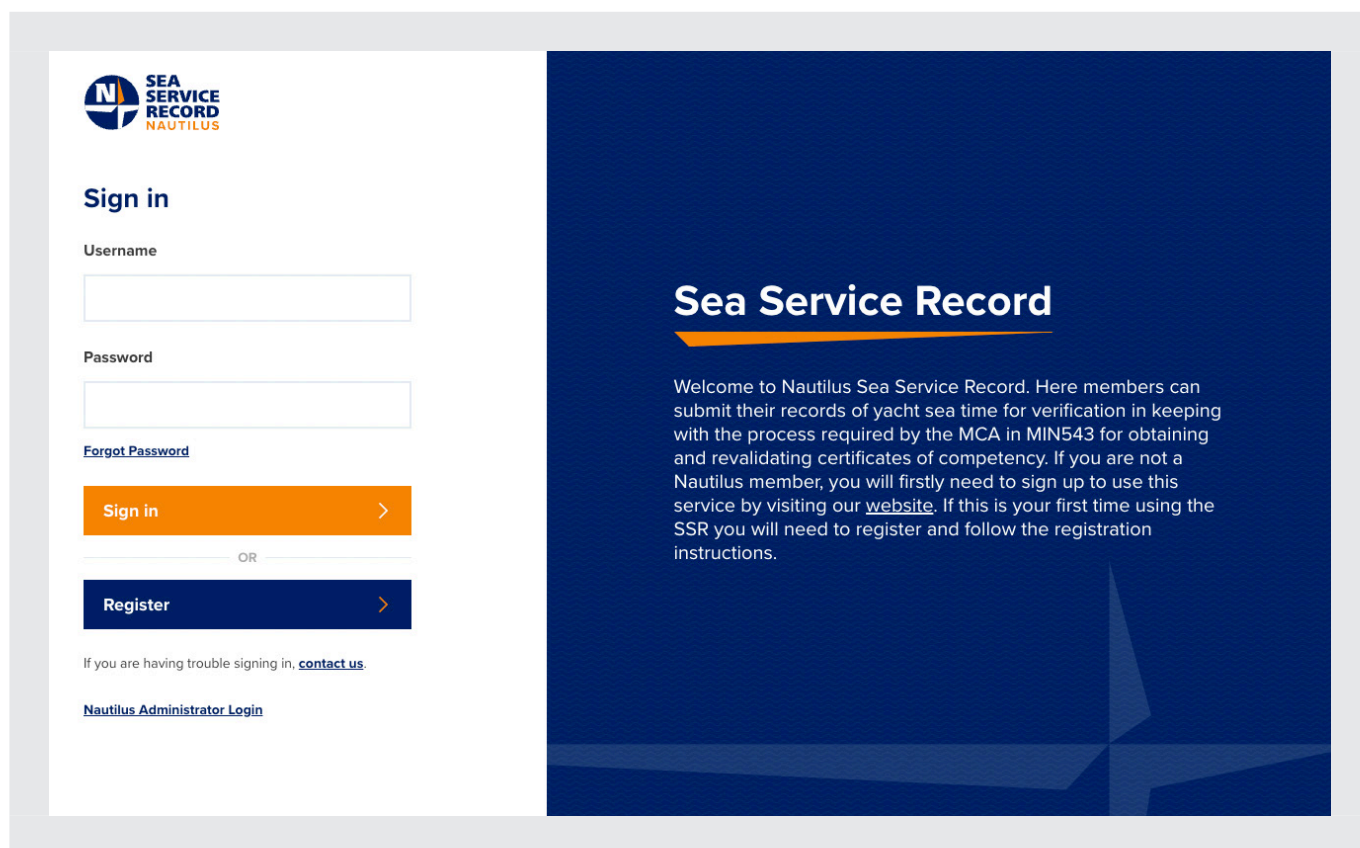
This is the username you will use to log in to Nautilus SSR.

You will not need your membership number to log in again.

## Logging in

The log in screen shows various options to help you access your account

Here you will see some useful information regarding the service, including the ability to contact Nautilus International if you have an issue.



You can also reset your password if you have forgotten it.

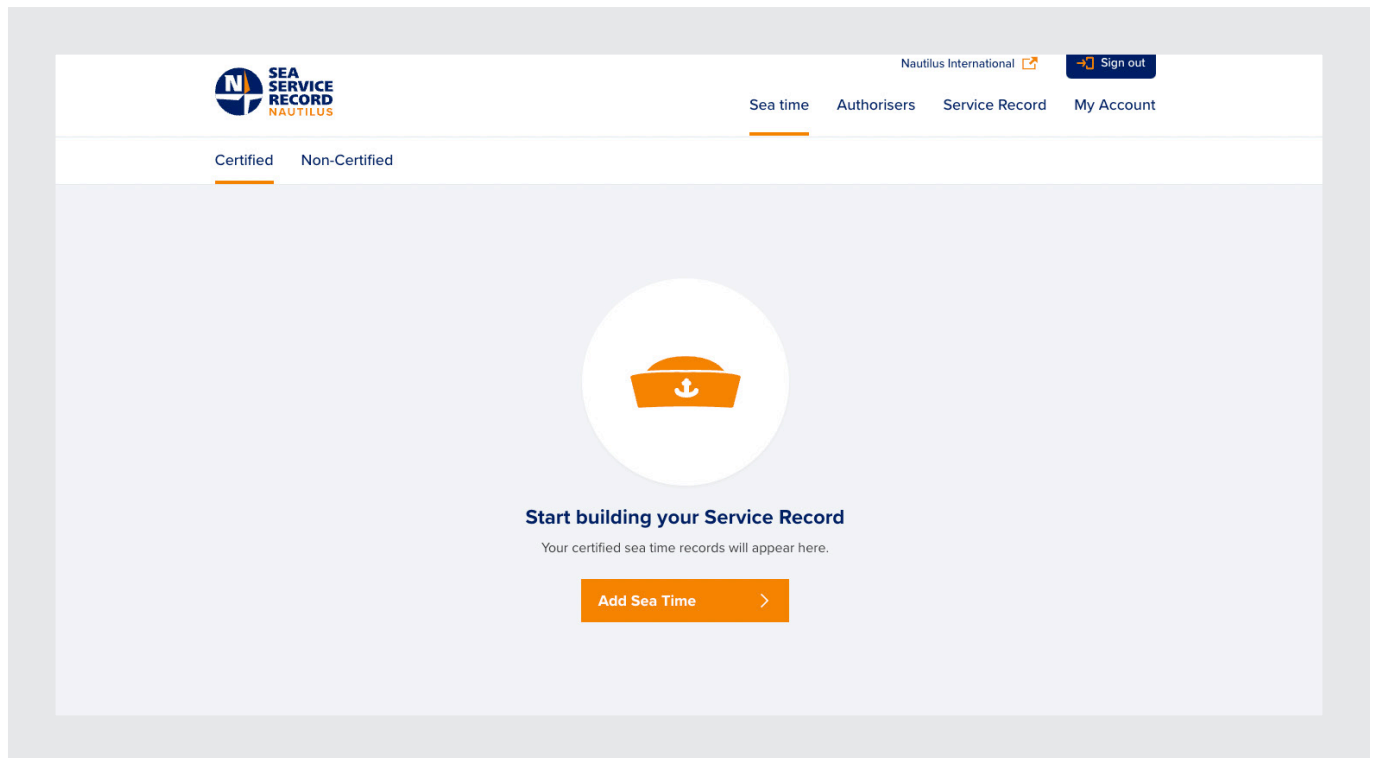
Resetting your password here will only reset your Nautilus Sea Service Record password. You will need to Sign in to My Nautilus to reset your password:

<https://www.nautilusint.org/en/my-nautilus/sign-in/>

To log in, enter the username and password you created during registration, and select **Sign in**.

## The dashboard

Welcome to the Nautilus SSR dashboard



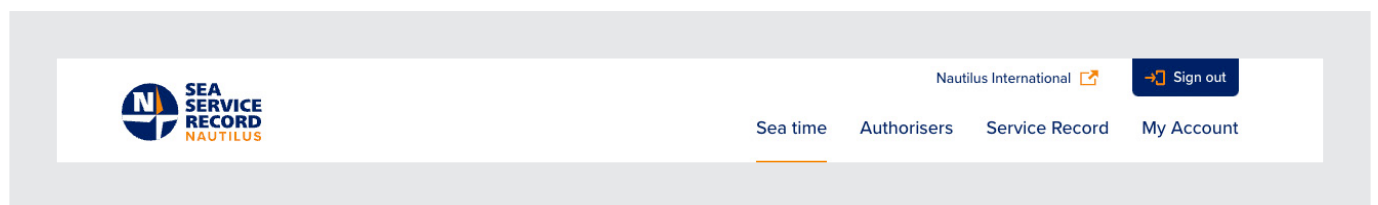
The dashboard will always show your certified sea time when you log in. If you have not entered any sea time yet, it will show the empty state and a button to allow you to start building your sea time record.

Along the top of the dashboard, you will see a number of tabs that allow you to navigate around Nautilus Sea Service Record.

## Tabs

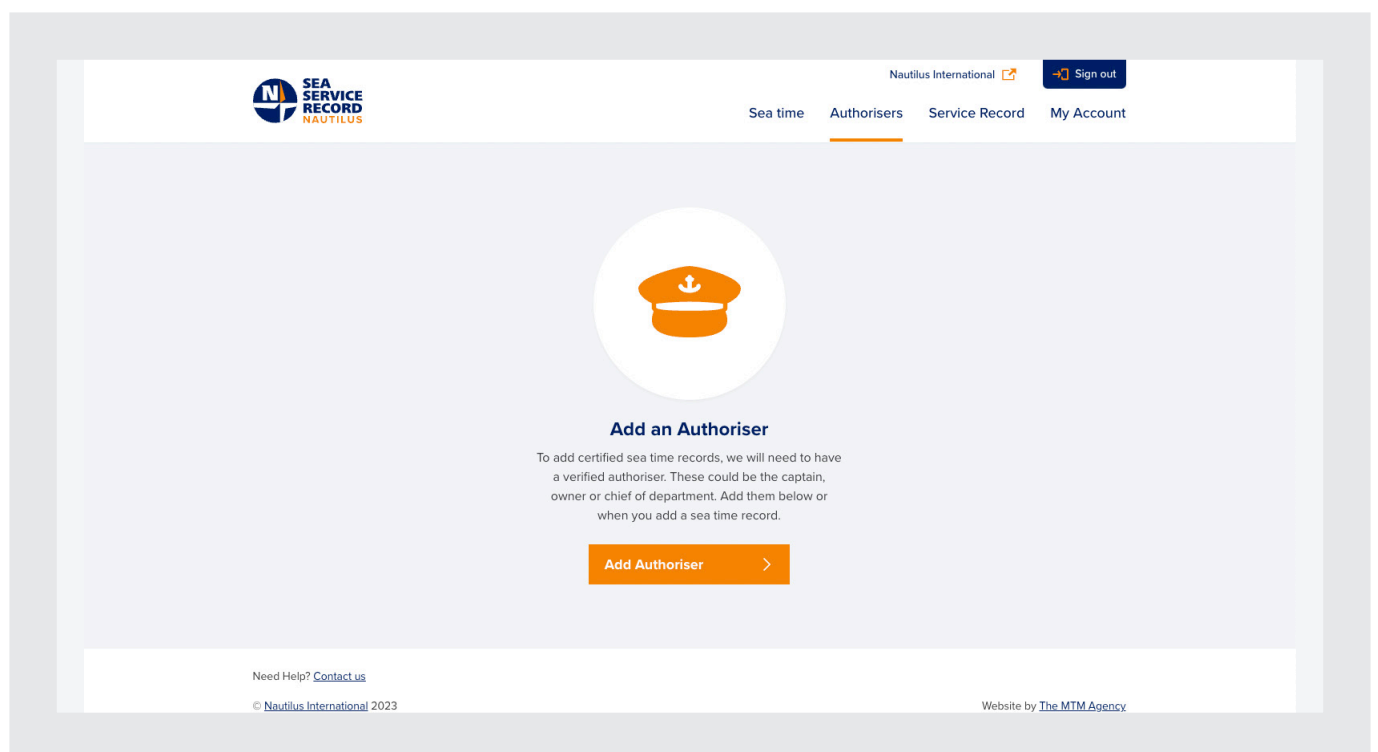
### Sea time

The sea time tab is where you will see any sea time you have entered. Here you can sort your sea time, see the status of any records you have entered, update any saved records and add both certified and non-certified sea time.



### Authorisers

The Authorisers tab is where you can see any authorisers you have added to your account and their status within the system and add any new authorisers.



## Service Record

Here you can view non-certified and certified hours, view and upload your identification documents, and download your Service Record.

The screenshot shows the 'Service Record' page of the Nautilus Sea Service Record system. At the top, there is a navigation bar with the Nautilus logo, 'SEA SERVICE RECORD NAUTILUS', and user options like 'Nautilus International', 'Sign out', 'Sea time', 'Authorisers', 'Service Record', and 'My Account'. The main content area is titled 'Service Record' and features a summary table with three columns: 'Totals', 'Certified', and 'Non Certified'. The 'Totals' column shows 'Total Days (Excludes Watchkeeping)' as 0. The 'Certified' column shows 'Sea Service' and 'Standby' as 0. The 'Non Certified' column shows 'Watchkeeping' and 'Yard' as 0. Below the table is a 'Filter' section with 'From' and 'To' date pickers, 'Filter', and 'Reset' buttons. A note states: 'Only authorised records have been included. If a record is still awaiting authorisation it will not be added.' The 'My Documents' section includes 'Photo ID' and 'Passport', both with 'Awaiting upload' status and 'Upload' buttons. At the bottom, there is a 'Download Service Record' section with a 'Download Record' button and a note: 'Your Sea Service Record cannot be viewed until your documents have been uploaded and approved.' A footer link 'Need Help? Contact us' is also present.

Totals	Certified	Non Certified
Total Days (Excludes Watchkeeping)	Sea Service	Watchkeeping
0	0	0
	Standby	Yard
	0	0

**Filter**

From:  To:  [Filter](#) [Reset](#)

Only authorised records have been included. If a record is still awaiting authorisation it will not be added.

**My Documents**

**Photo ID**  
⬆ Awaiting upload [Upload Photo](#) >

**Passport**  
⬆ Awaiting upload [Upload Passport](#) >

**Download Service Record**  
 Your Sea Service Record cannot be viewed until your documents have been uploaded and approved. [Download Record](#) >

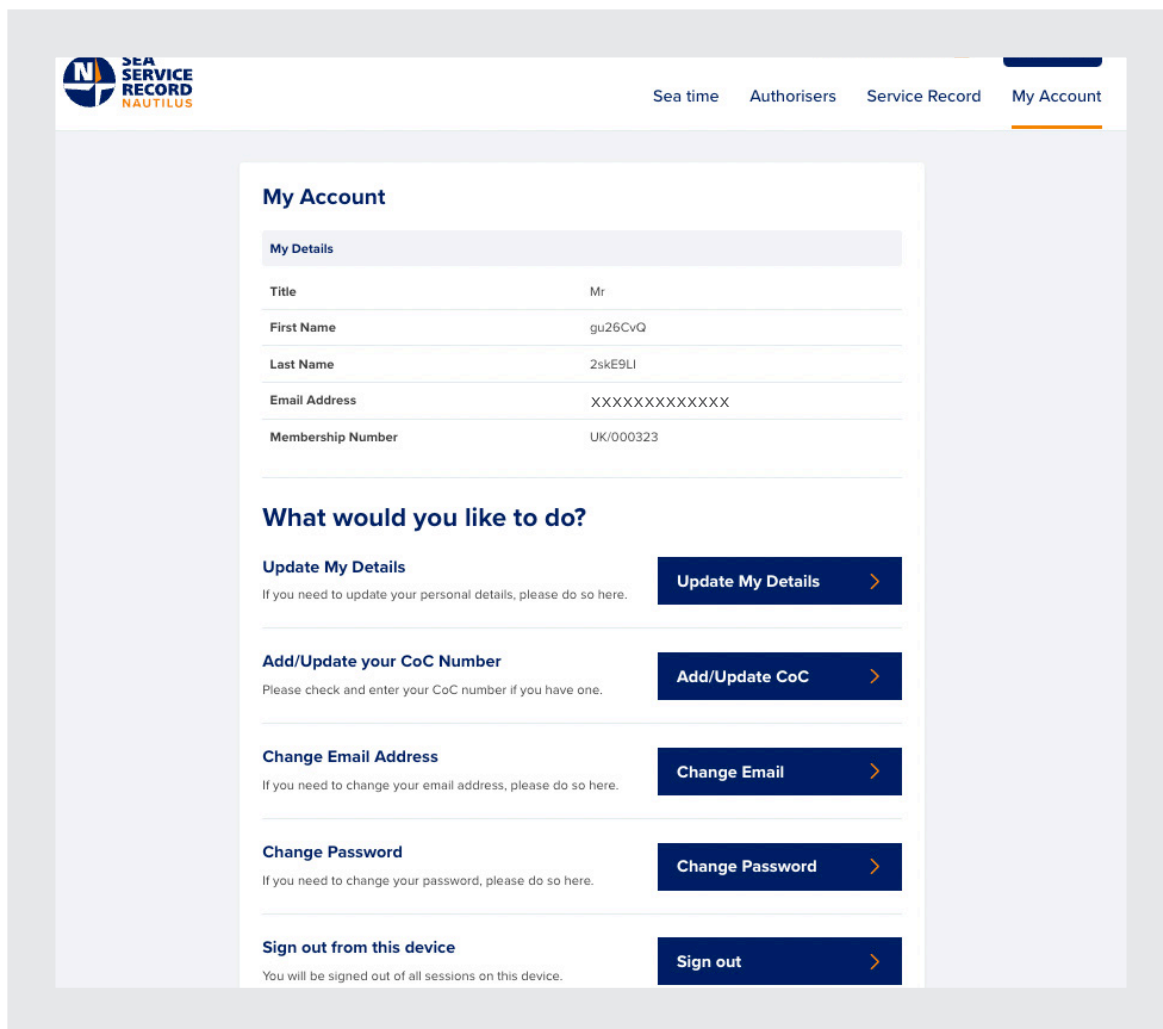
[Need Help? Contact us](#)



## My Account

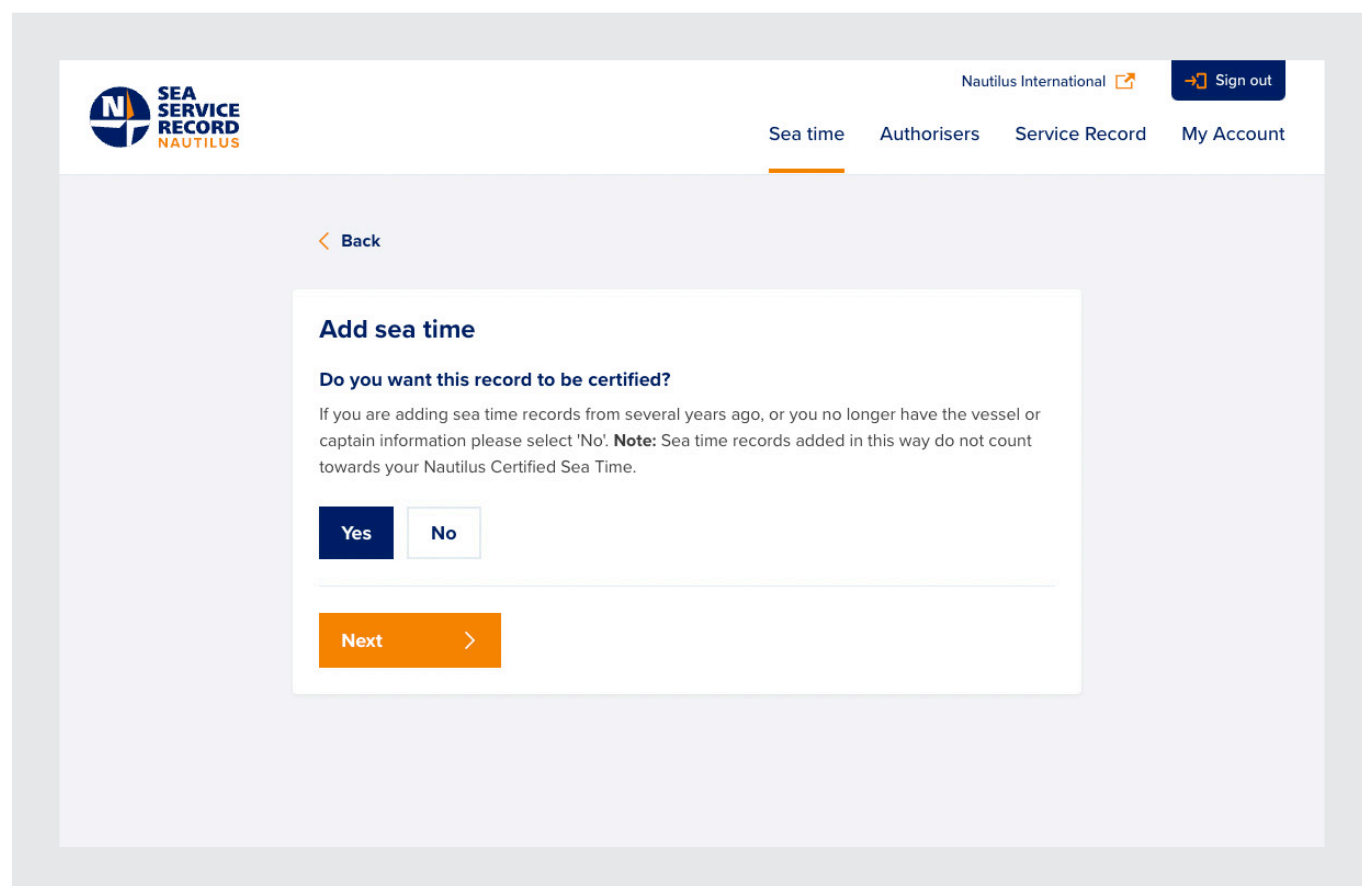
Here you can view and update your account details, add your CoC number, change your email address and password and log out.

Changes made to your account here will only apply to your Nautilus Sea Service Record account. If you need to update your membership account details you will need to Log in to My Nautilus: <https://www.nautilusint.org/en/my-nautilus/sign-in/>



## Adding sea time

To add sea time to Nautilus Sea Service Record, go to your Sea time tab and click on **add sea time**. You'll then be asked if you would like this record to be certified.



The screenshot shows the Nautilus Sea Service Record interface. At the top left is the Nautilus logo and 'SEA SERVICE RECORD NAUTILUS'. At the top right, it says 'Nautilus International' with a logo and a 'Sign out' button. Below this is a navigation menu with 'Sea time', 'Authorisers', 'Service Record', and 'My Account'. The 'Sea time' tab is selected. Below the navigation is a 'Back' button. The main content area is a white box titled 'Add sea time'. It asks 'Do you want this record to be certified?' and provides a note: 'If you are adding sea time records from several years ago, or you no longer have the vessel or captain information please select 'No'. **Note:** Sea time records added in this way do not count towards your Nautilus Certified Sea Time.' There are two buttons: 'Yes' (dark blue) and 'No' (light blue). Below these is a horizontal line and an orange 'Next' button with a right-pointing arrow.

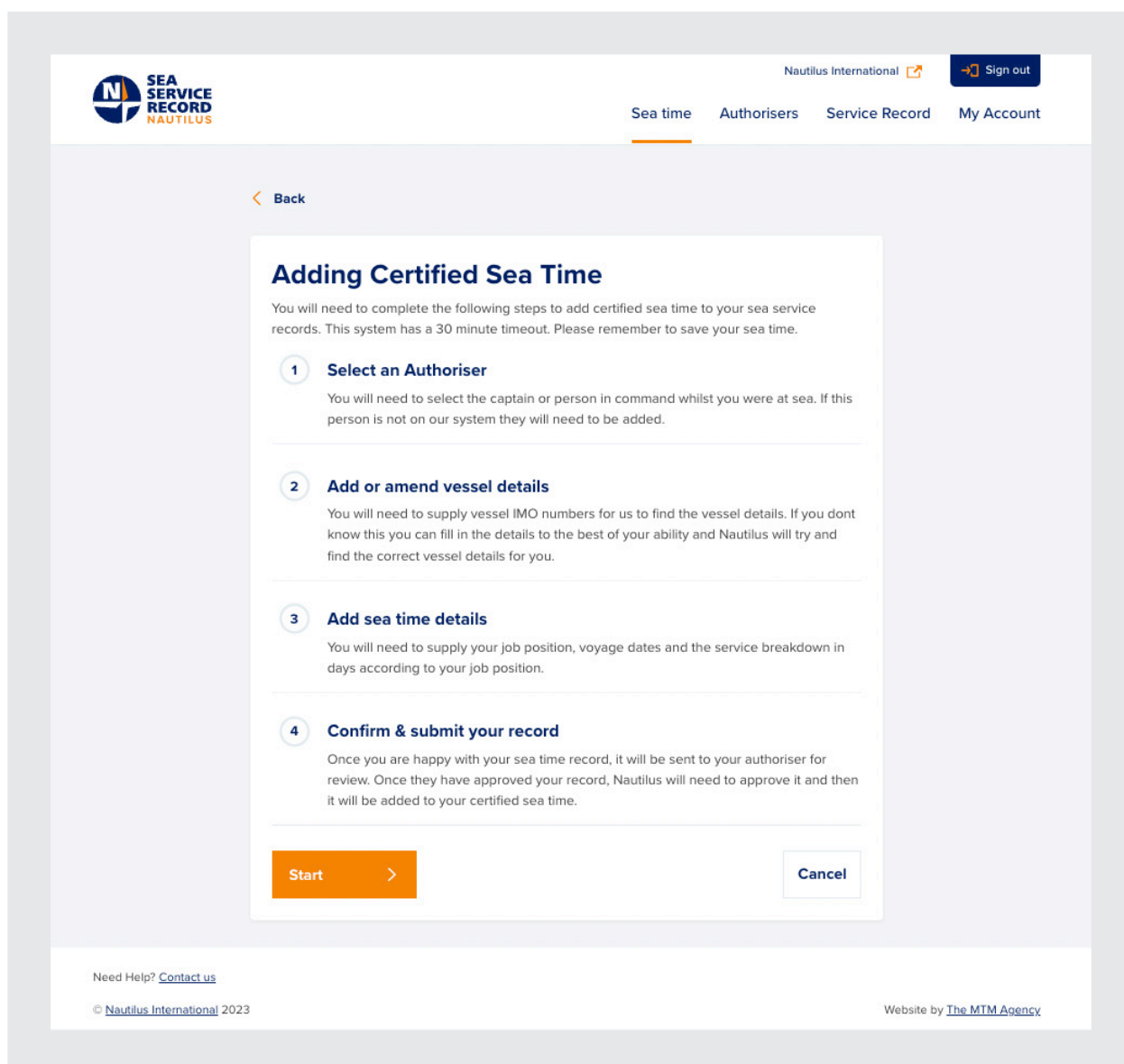
Certified sea time is time that counts towards your certification and will go through the authorisation process.

Non-Certified Sea time is for your records only and will not form part of your sea service record.

To log certified sea time, make sure that Yes is selected and click next.

You will be shown the steps you will need to follow to complete a sea time record. It is a good idea to have your authoriser's email address and vessel information ready before you begin.

You will be shown the steps you will need to follow to complete a sea time record. It is a good idea to have your authoriser's email address and vessel information ready before you begin.



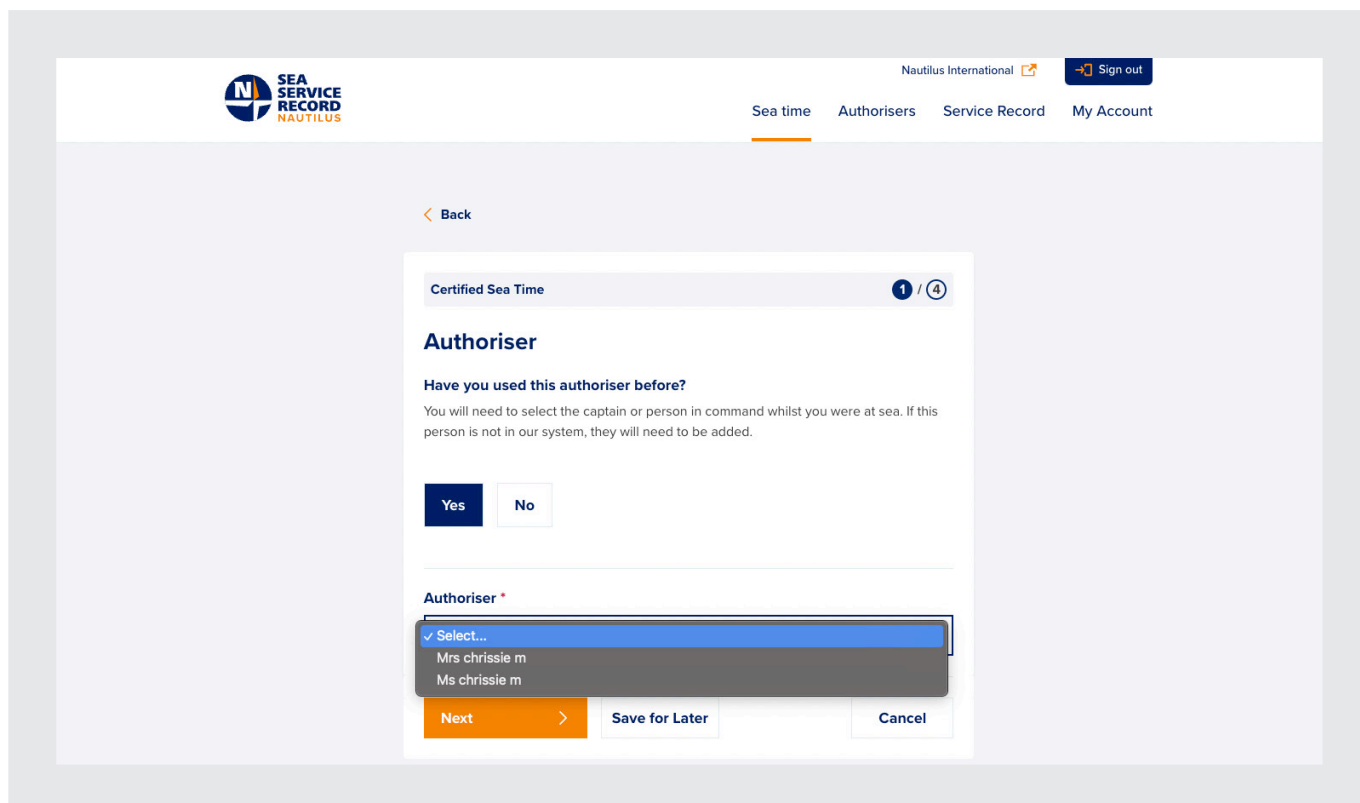
Clicking on start will begin the process.

## Step 1 - Select an Authoriser

The screenshot shows the Nautilus International web interface. At the top left is the logo for SEA SERVICE RECORD NAUTILUS. At the top right, it says 'Nautilus International' with a location icon and a 'Sign out' button. Below this is a navigation menu with 'Sea time', 'Authorisers', 'Service Record', and 'My Account'. The 'Authorisers' menu item is highlighted with an orange underline. The main content area has a '< Back' link. Below that is a white box titled 'Certified Sea Time' with a progress indicator '1 / 4'. Inside this box, the heading is 'Authoriser'. Below the heading is the question 'Have you used this authoriser before?' followed by the text: 'You will need to select the captain or person in command whilst you were at sea. If this person is not in our system, they will need to be added.' Below this is the heading 'Add Authoriser' and the text: 'To add an authoriser, please enter their email address below. If the authoriser exists already on our system you will be able to add them straight away. If they do not exist Nautilus will have to verify them before they can authorise your sea time records.' There is a text input field labeled 'Authoriser's Email Address \*' and a 'Search' button. At the bottom of the white box are three buttons: 'Next >', 'Save for Later', and 'Cancel'.

When you first use the system, you will not have any authorisers added, so you will need to add one.

Once you have added some authorisers, they will appear in a dropdown on this page for you to select:



Enter your email address in the text box and click on **Search**.

Your authoriser's email address should be one that they have given to you and that is unique to them.

If the you have requested does not currently exist in Nautilus Sea Service Record, you will see text telling you that they do not exist yet.

Please check the email address and if correct, select **Add Authoriser**:

Certified Sea Time 1 / 4

## Authoriser

**Have you used this authoriser before?**

You will need to select the captain or person in command whilst you were at sea. If this person is not in our system, they will need to be added.

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## Add Authoriser

To add an authoriser, please enter their email address below. If the authoriser exists already on our system you will be able to add them straight away. If they do not exist Nautilus will have to verify them before they can authorise your sea time records.

**Authoriser's Email Address \***

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## Authoriser does not exist

It looks like that authoriser does not exist on our system yet, would you like to add them as an authoriser? They will be sent an email asking them to create an account. Once they have created an account, they will be able to authorise your sea time.

---

If the person you have selected is already known to the system, this will show:

Certified Sea Time 1 / 4

### Authoriser

**Have you used this authoriser before?**

You will need to select the captain or person in command whilst you were at sea. If this person is not in our system, they will need to be added.

---

### Add Authoriser

To add an authoriser, please enter their email address below. If the authoriser exists already on our system you will be able to add them straight away. If they do not exist Nautilus will have to verify them before they can authorise your sea time records.

**Authoriser's Email Address \***

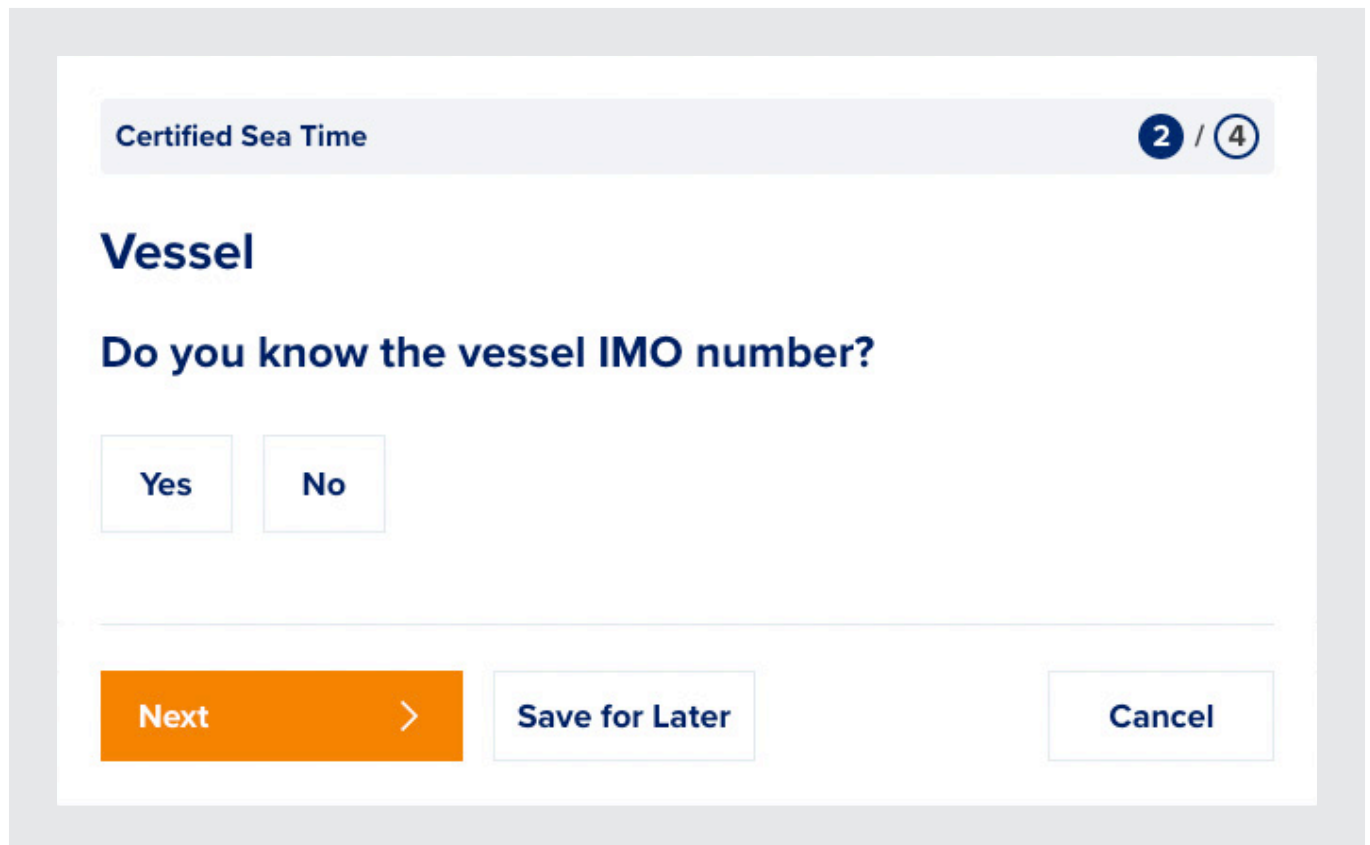
Authoriser	
Name	Ms chrissie qatest
Email Address	XXXXXXXXXXXXXXXXXXXX

Click Add Authoriser to confirm and add this authoriser to your account.

If the authoriser has not been added previously, they will receive an email asking them to sign up for Nautilus Sea Service Record so that they can view and approve your sea time.

## Step 2 - Add or amend vessel details

After adding your Authoriser, you will be asked to add your vessel details:



**Certified Sea Time** 2 / 4

### Vessel

**Do you know the vessel IMO number?**

IMO known:

If you know the IMO number of the vessel you wish to add, you can click Yes here, and you will be able to search Nautilus Sea Service Record's vessel database



Once you have searched for your vessel, if it is in the database, the details will appear below:

Certified Sea Time 2 / 4

## Vessel

**Do you know the vessel IMO number?**

---

**Vessel IMO Number \***

Please note, we do not verify sea time for vessels under 15 metres. Please add them as a non-certified sea time record instead. The IMO number is made up of seven or eight digits (e.g. 8712345)

---

You are then asked if the vessel details are correct for the time you were on board the vessel.

If they are, you can leave this on yes and click next to proceed to entering your sea time.

**Vessel IMO Number \***

Please note, we do not verify sea time for vessels under 15 metres. Please add them as a non-certified sea time record instead. The IMO number is made up of seven or eight digits (e.g. 8712345)

9093816

**Vessel Details**

Vessel Name	RHINO
Vessel Owner	Unknown
Vessel Type	PleasureCraft
Flag	JM
IMO (#)	9093816
<b>Official</b>	
Length (m)	40.66
Gross Tonnes (t)	492
Kilowatts (Kw)	

**Are the details above correct for when you were onboard this vessel?**

Vessel details can change, please check that the above is correct for when you were onboard. If the above details are not correct, you will be able to amend them accordingly on the next step if you select 'no'.

If they are not, click on No and you will be asked to update them:

The screenshot shows a web form titled "Are the details above correct for when you were onboard this vessel?". Below the title is a paragraph: "Vessel details can change, please check that the above is correct for when you were onboard. If the above details are not correct, you will be able to amend them accordingly on the next step if you select 'no'." There are two buttons: "Yes" and "No". The "No" button is highlighted in blue. Below the buttons are several input fields: "Vessel Name" with the value "RHINO", "Vessel Owner" with "Unknown", "Vessel Type" with a dropdown menu showing "PleasureCraft", "Vessel Flag" with "JM", "IMO (#)" with "9093816", "Official (#)" (empty), "Length (m)" with "40.66" and a unit selector "m", "Gross Tonnes (t)" with "492" and a unit selector "tonnes", and "Kilowatts (kW)" (empty) with a unit selector "kW". At the bottom are three buttons: "Next" (orange with a right arrow), "Save for Later", and "Cancel".

Updating the vessel details here will flag your updates to your authoriser and to Nautilus who can then check the record for accuracy. This will not update the vessel in the vessel database. If you select this vessel again, you will need to update it again.

You can request that Nautilus update the record in the vessel database by contacting them on: [NautilusSSR@nautilusint.org](mailto:NautilusSSR@nautilusint.org)

## IMO not known or vessel not found

If you do not know the IMO of your vessel, or the vessel database search does not return any matching vessel information, you can add the vessel details manually. When asked for the IMO number, select No.

The screenshot shows a web form titled "Vessel". At the top, it asks "Do you know the vessel IMO number?" with two buttons: "Yes" and "No". The "No" button is highlighted in dark blue. Below this are several input fields: "Vessel Name" (with an asterisk), "Vessel Owner", "Vessel Type" (a dropdown menu showing "Select..."), and "Vessel Flag". A note below the flag field says "Please enter the flag of the vessel in full e.g. United Kingdom, not UK". There are also fields for "IMO (#)", "Official (#)", "Length (m)", "Gross Tonnes (t)", and "Kilowatts (kW)", each with a unit selector button (m, tonnes, kW). At the bottom, there are three buttons: "Next" (orange with a right arrow), "Save for Later", and "Cancel".

Here you can enter all the details about your vessel. This information will be added to your sea time record for your authoriser and Nautilus to review.

## Step 3 - Add sea time details

On step 3, you will be asked to enter your sea time.

**Certified Sea Time** 3 / 4

### Sea Time

**Voyage Information**

**Job Position \***

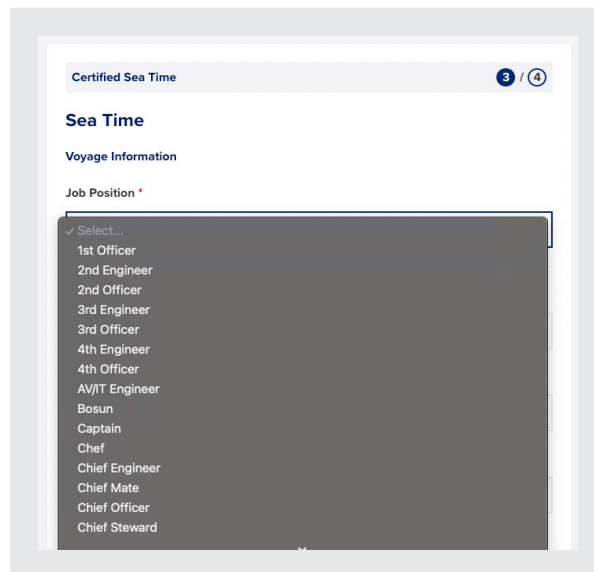
**Start Date \***

**End Date \***

**Area \***

[Area codes explained >](#)

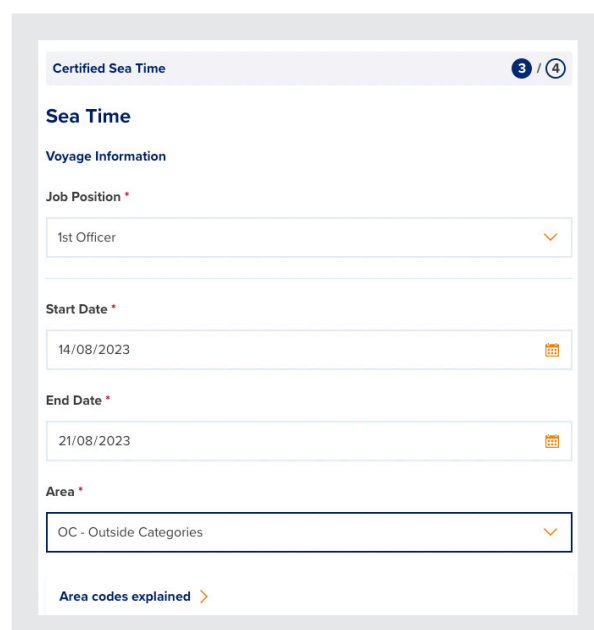
First, you'll need to enter your job role by selecting a role from the dropdown



The screenshot shows a web form titled "Certified Sea Time" with a progress indicator "3 / 4". The main heading is "Sea Time". Under "Voyage Information", the "Job Position" field is active, and a dropdown menu is open, displaying a list of roles: 1st Officer, 2nd Engineer, 2nd Officer, 3rd Engineer, 3rd Officer, 4th Engineer, 4th Officer, AV/IT Engineer, Bosun, Captain, Chef, Chief Engineer, Chief Mate, Chief Officer, and Chief Steward.


Then the start and end date of your service, and the area.

Neither the start nor end date of your record can be in the future and your end date cannot be before your start date.



The screenshot shows the same "Certified Sea Time" form with the progress indicator "3 / 4". The "Job Position" dropdown is now closed and shows "1st Officer". The "Start Date" field contains "14/08/2023" and the "End Date" field contains "21/08/2023". The "Area" dropdown is closed and shows "OC - Outside Categories". A link "Area codes explained >" is visible at the bottom.

If you need more information about the area codes used, you can expand Area codes explained:

**Area codes explained** 

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- Yard Only
- Outside Categories waters (in the UK) or outside harbour limits for waters outside the UK up to 60nm from Safe Haven
- Near coastal area (150nm from Safe Haven)
- Unlimited area

Then you can enter your service breakdown:

**Service Breakdown:** ( Voyage duration 8 )

**Actual Sea Service \***

Days

**Standby Service \***

Standby Service should be no more than Sea Service

Days

**Yard Service \***

Yard service should not exceed 90 days per year

Days

**Watchkeeping Service \***

Watchkeeping service should be no more than Sea Service

Days

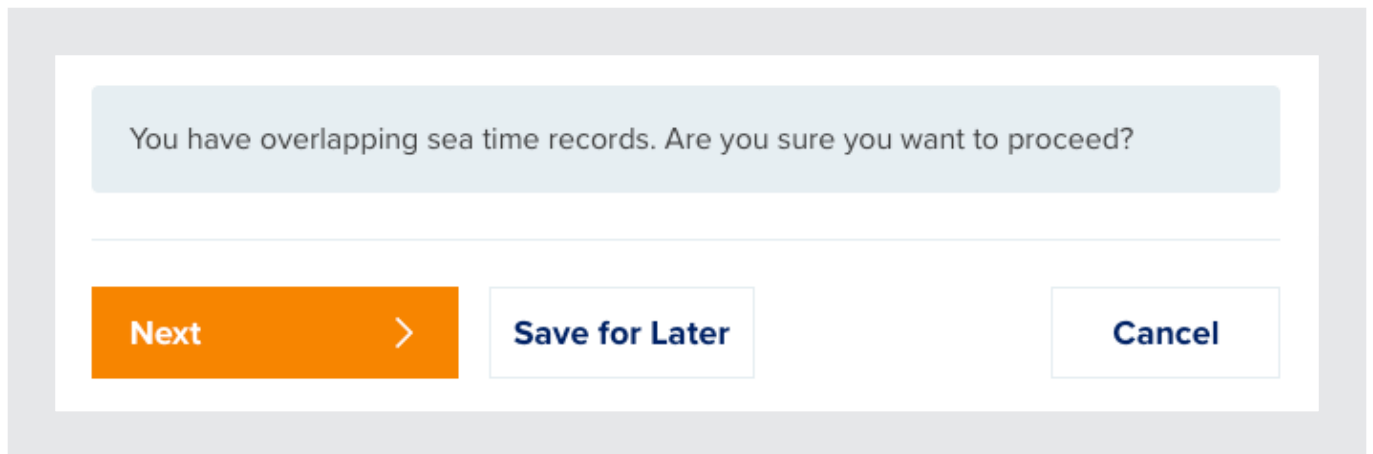
**Next** > **Save for Later** **Cancel**

If you have not done any time fitting the description, you'll need to enter 0 in the box.

More information about the way you enter sea time can be found on MIN543:

[www.nautilusint.org/en/my-nautilus/sign-in/](http://www.nautilusint.org/en/my-nautilus/sign-in/)

If you already have a record on in your sea service that falls within the timescale you have defined for the record you are trying to submit, you will be shown a warning above the Next button:

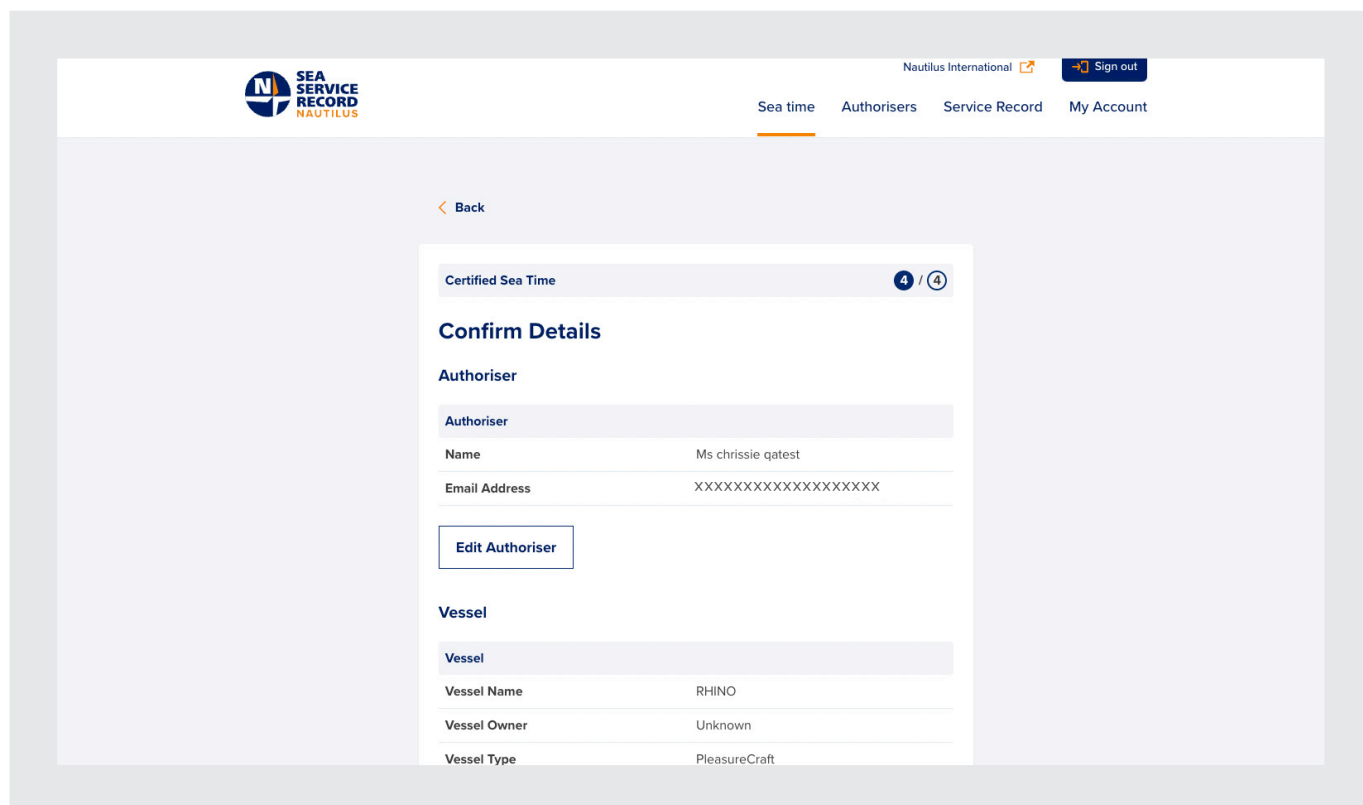


You will still be able to submit this record.



## Step 4 - Confirm and Submit

Once you've entered your sea time and clicked on next, you'll be asked to confirm your sea time entry:

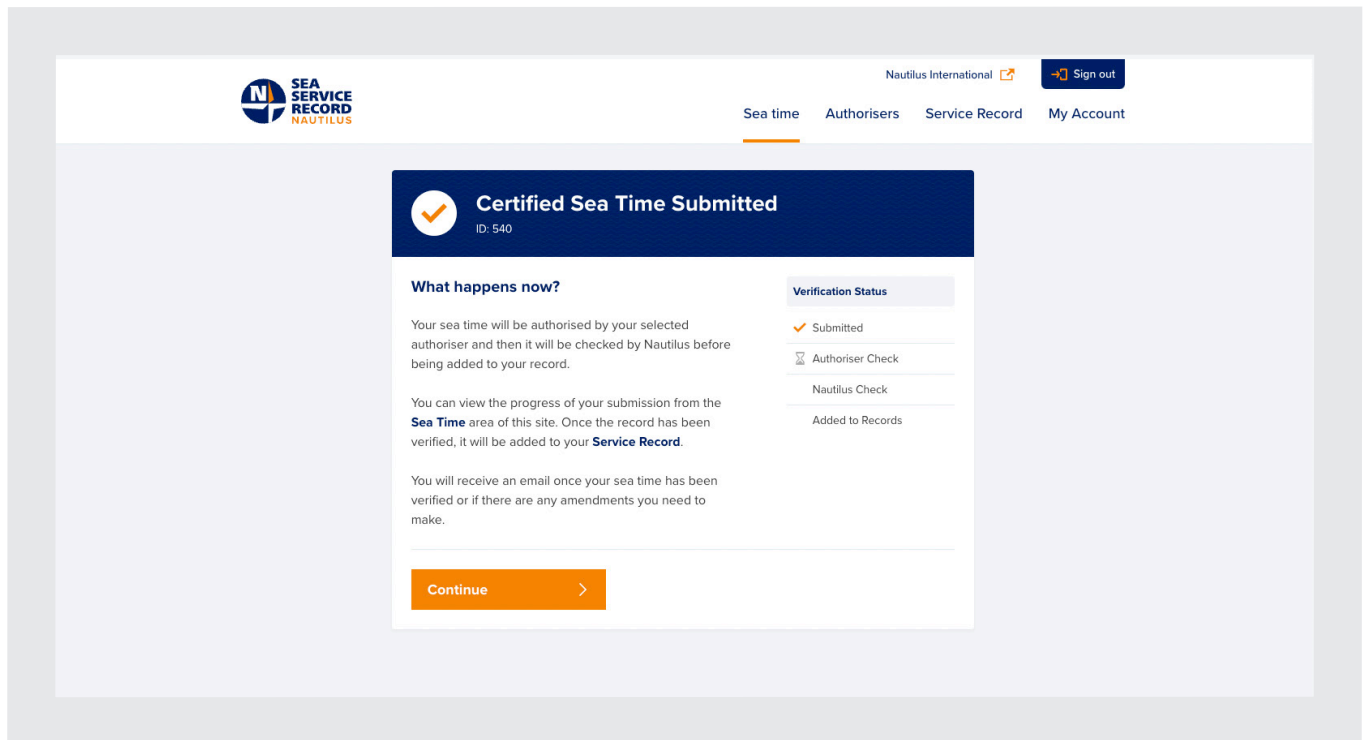


If you need to edit any section of your sea time entry, you can do it here by clicking on the edit button for that section.

You will be taken back to the section you wish to edit to make changes.

When you click on Submit, you will be taken to a screen to confirm your submission.

This will show you a summary of the process and the current status of the record.

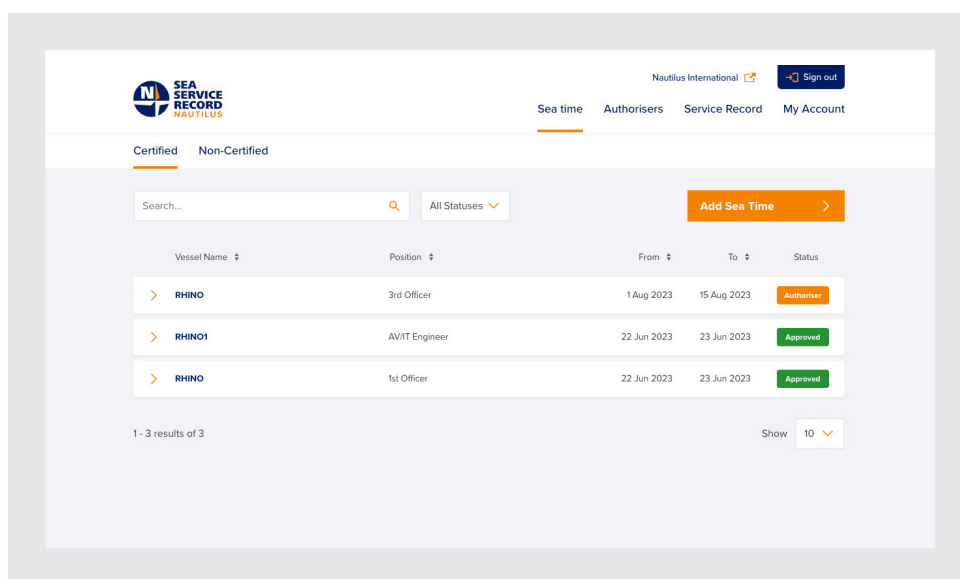


Clicking on Continue here will take you back to your sea time tab.

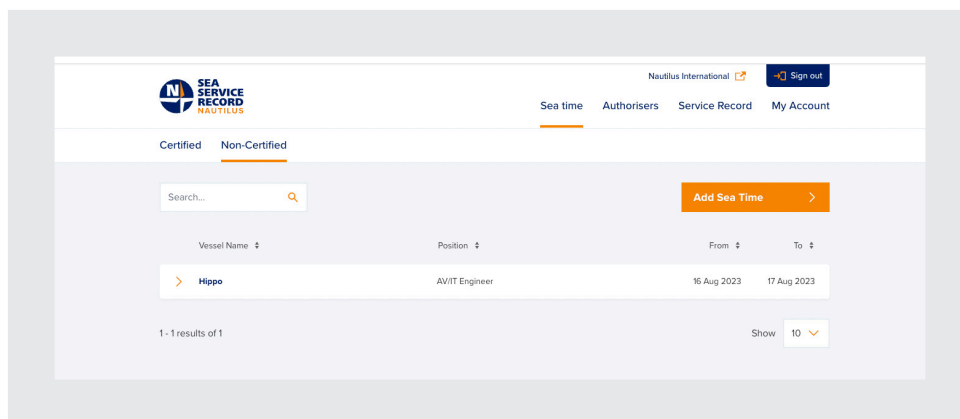
## Viewing your sea time

Any sea time you have submitted will be displayed on the Sea time tab

You can also see any non-certified sea time here by selecting the non-certified tab:



To search for records, use the search bar at the top of the screen.



## Status

Each certified record has a status. Statuses on the sea time record tell you where the record is in the approval process. You can see this on every record in the sea time tab by looking at the coloured box in the right hand-side.

The status will be:

**Draft** - This is a draft record and has not been completed.

**Authoriser** - Awaiting Authoriser verification.

**Nautilus** - Awaiting Nautilus verification.

**Approved** - This record is approved and has been added to your sea time.

**Rejected** - This record has been rejected by either your Authoriser or Nautilus.

You can also check where the record is in the process by expanding the record and looking on the bottom left. The statuses here are:

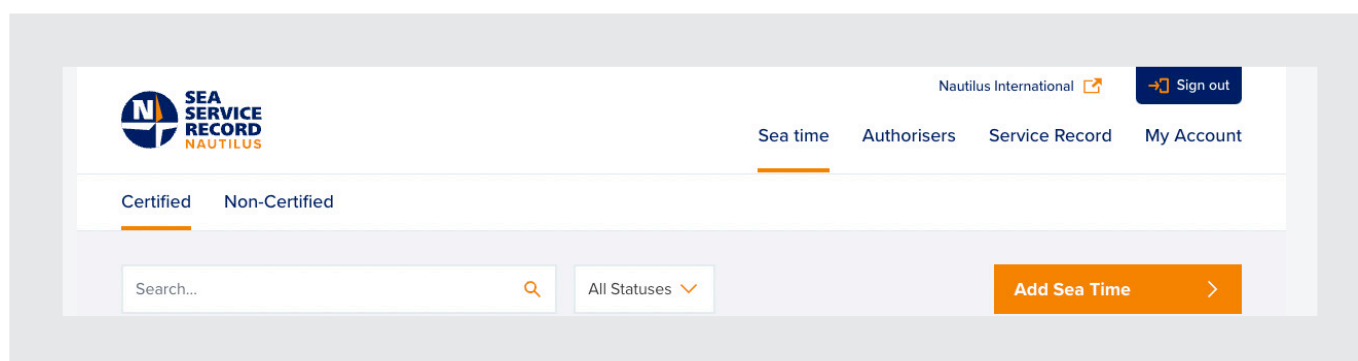
**Submitted**

**Authoriser Check**

**Nautilus Check**

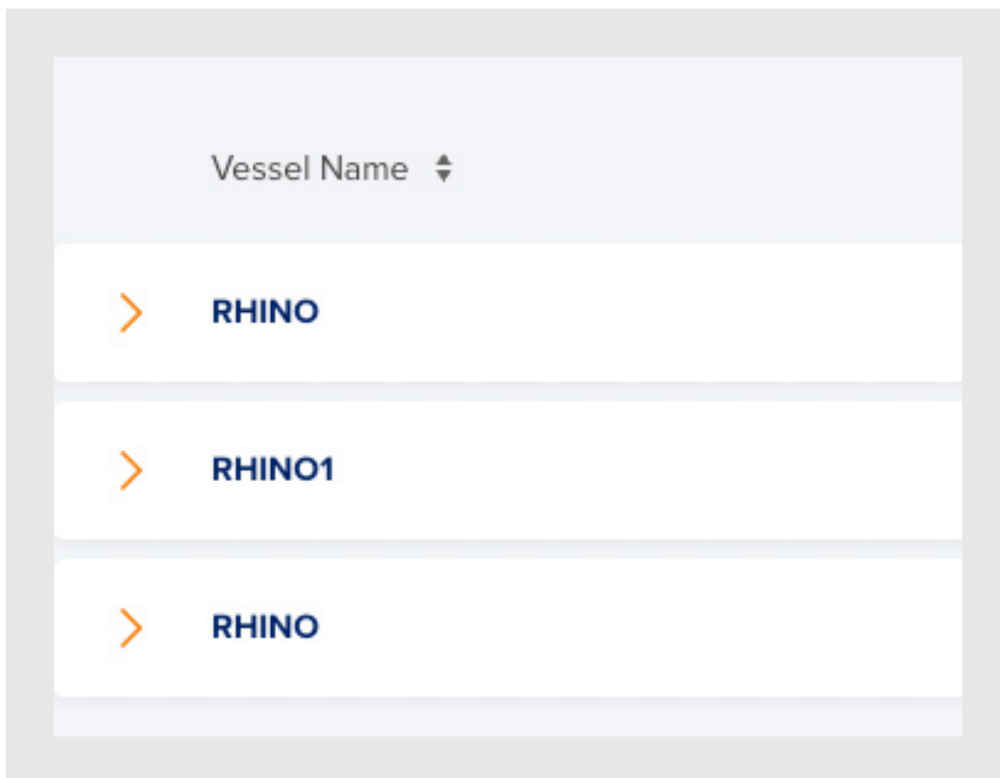
**Added to records**

You can sort your sea service records by status using the dropdown next to the search bar:



## Expanding a record

To expand a record and view more details, click on the orange arrow to the left of the vessel name on a record:



This will open the record

The screenshot shows a record for 'RHINO' with the following details:

Details		Vessel	
Seafarer	Mr Neil Robb	Vessel Name	RHINO
Membership #	UK/1207737	Vessel Owner	Unknown
CoC #	none set	Vessel Type	PleasureCraft
Authoriser	Ms Chrissie M	Flag	JM
Position	3rd Officer	IMO (#)	9093816
Date Submitted	15 Aug 2023	Official (#)	-
ID	81	Length (m)	40.66
		Gross Tonnes (t)	492
		Kilowatts (Kw)	N/A

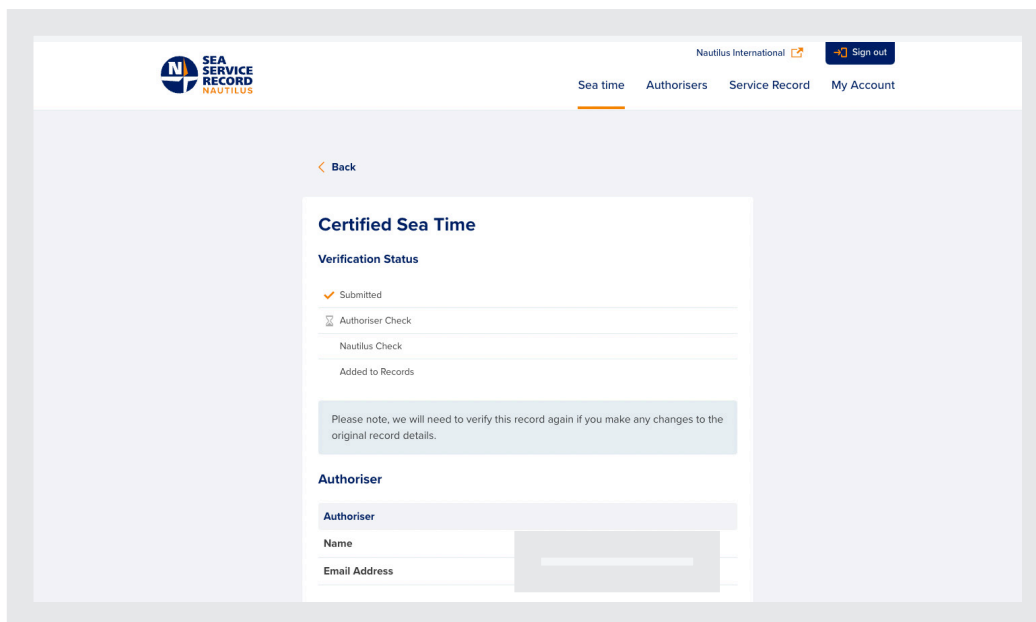
Status	Voyages			Sea Time (Days)
✓ Submitted	From	To	Area	Total Sea Time 9
⌚ Authoriser Check	1 Aug 2023	15 Aug 2023	Y	Sea Service 9
Nautilus Check	Duration	15 Days		Standby -
Added to Records				Yard -
				Watchkeeping -

At the bottom of the record, there are two buttons: 'View Record' and 'Edit'.

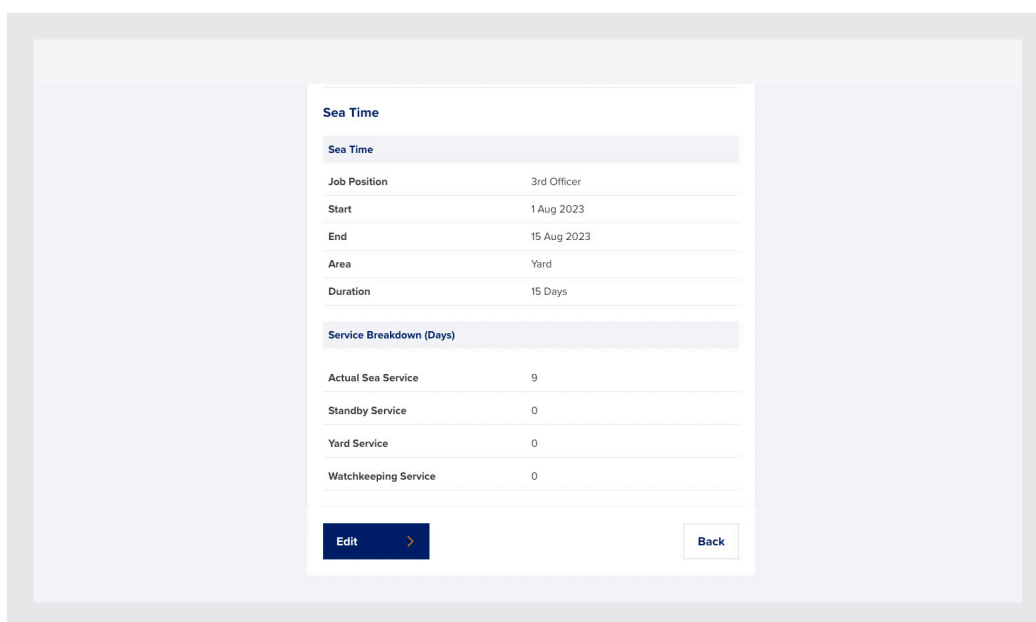
Records that have not been verified by Nautilus can be edited using the Edit button here. This will take you back to the summary for the record and allow you to update it as necessary.

If you need to view more details about the record, you can click on View Record.

From here, if the record has not been verified by Nautilus, you can edit the record by clicking edit at the bottom of the page:



From here, if the record has not been verified by Nautilus, you can edit the record by clicking edit at the bottom of the page:



Approved records do not have the option to edit:

▼ RHINO1
AV/IT Engineer
22 Jun 2023
23 Jun 2023
Approved

Details		Vessel	
Seafarer	Mr Neil Robb	Vessel Name	RHINO1
Membership #	UK/1207737	Vessel Owner	Unknown
CoC #	none set	Vessel Type	PleasureCraft
Authoriser	Mrs Chrissie M	Flag	JM
Position	AV/IT Engineer	IMO (#)	9093816
Date Submitted	23 Jun 2023	Official (#)	-
ID	79	Length (m)	40.66
		Gross Tonnes (t)	492
		Kilowatts (Kw)	N/A

Status	Voyages			Sea Time (Days)	
✓ Submitted	<b>From</b>	<b>To</b>	<b>Area</b>	<b>Total Sea Time</b>	2
✓ Authoriser Check	22 Jun 2023	23 Jun 2023	Y	<b>Sea Service</b>	2
✓ Nautilus Check	<b>Duration</b>	2 Days		<b>Standby</b>	-
✓ Added to Records				<b>Yard</b>	-
				<b>Watchkeeping</b>	-

View Record



## Save for later

You can save records for later. This is useful if you start entering a sea time record but do not have time to complete it.

Nautilus Sea Service Record does not have the ability to save automatically, so any records you do not save or submit will be lost.

To save a record for later, make sure the fields on the page are complete and click on Save for later at the bottom of the page.

This will create a draft record.

The screenshot displays the Nautilus Sea Service Record web application. At the top, there is a navigation bar with the Nautilus logo, the text 'SEA SERVICE RECORD NAUTILUS', and user options: 'Nautilus International', 'Sign out', 'Sea time', 'Authorisers', 'Service Record', and 'My Account'. Below the navigation bar, there are tabs for 'Certified' and 'Non-Certified'. The main content area features a search bar, a dropdown for 'All Statuses', and an 'Add Sea Time' button. A table lists sea time records with columns for Vessel Name, Position, From, To, and Status. One record is shown for the vessel 'RHINO' at the position of '1st Officer' from '14 Aug 2023' to '21 Aug 2023', with a status of 'Authoriser'. Another record is partially visible with a status of 'Draft'. At the bottom, it shows '1 - 2 results of 2' and a 'Show 10' dropdown.

Vessel Name	Position	From	To	Status
>	-	21 Aug 2023	21 Aug 2023	Draft
> RHINO	1st Officer	14 Aug 2023	21 Aug 2023	Authoriser

Draft records can be edited and saved again at any time, allowing you to pick up where you left off.

You can edit a draft record by clicking on the edit button on the expanded record.

21 Aug 2023
21 Aug 2023
Draft

Details		Vessel		
Seafarer	Mr Chrissie M	Vessel Name		
Membership #	UK/000323	Vessel Owner	-	
CoC #	55567676	Vessel Type	-	
Authoriser	Ms Chrissie Qatest	Flag	-	
Position	-	IMO (#)	-	
Date Submitted	21 Aug 2023	Official (#)	-	
ID	541	Length (m)	-	
		Gross Tonnes (t)	-	
		Kilowatts (Kw)	N/A	

Status	Voyages			Sea Time (Days)
	From	To	Area	Total Sea Time
Submitted				
Authoriser Check				Sea Service -
Nautilus Check				Standby -
Added to Records				Yard -
				Watchkeeping -

View Record
Edit >

Draft records are not submitted to your authoriser or Nautilus and do not count towards your sea time or appear on your service record download.

## Rejected records

Your authoriser or Nautilus can choose to reject your submitted sea time if they find something is incorrect.

Rejected records will show on your sea time tab with a status of rejected:

The screenshot shows the Nautilus International Sea Service Record interface. At the top, there is a navigation bar with the Nautilus logo, 'SEA SERVICE RECORD NAUTILUS', and user options: 'Nautilus International', 'Sign out', 'Sea time', 'Authorisers', 'Service Record', and 'My Account'. Below the navigation bar, there are tabs for 'Certified' and 'Non-Certified'. A search bar and a filter dropdown for 'All Statuses' are present. An 'Add Sea Time' button is also visible. The main content area displays a table of sea time records with columns for Vessel Name, Position, From, To, and Status. The table contains three records: one for 'RHINO' as a 3rd Officer with a 'Rejected' status, and two for 'RHINO' as AV/IT Engineer and 1st Officer with 'Approved' statuses. At the bottom, it shows '1 - 3 results of 3' and a 'Show 10' dropdown.

Vessel Name	Position	From	To	Status
> RHINO	3rd Officer	1 Aug 2023	15 Aug 2023	Rejected
> RHINO1	AV/IT Engineer	22 Jun 2023	23 Jun 2023	Approved
> RHINO	1st Officer	22 Jun 2023	23 Jun 2023	Approved

Authorisers and Nautilus can provide a reason for rejecting a record. This will be shown when the record is expanded and when viewing the record via the view record button:

The screenshot shows a record card for 'RHINO' with the role '3rd Officer'. The dates are '1 Aug 2023' and '15 Aug 2023'. The status is 'Rejected'. Below the header, there is a section for 'Reason for Rejection' with a red 'x' icon and the text 'Vessel incorrect'. At the bottom, there are two buttons: 'View Record' and 'Re-Submit' with a right-pointing arrow.

The screenshot shows the 'Certified Sea Time' verification status page. It has a main heading 'Certified Sea Time' and a sub-heading 'Verification Status'. Below this, there are four status items: 'Submitted' with a green checkmark, 'Authoriser Check' with a red 'x', 'Nautilus Check' with a grey 'x', and 'Added to Records' with a grey checkmark. At the bottom, there is a section for 'Reason for Rejection' with a red 'x' icon and the text 'Vessel incorrect'.

You can submit rejected records by editing them using the edit button at the bottom of the view record page:

Gross Tonnes (t)	492
Killowatts (KW)	
<b>Sea Time</b>	
<b>Sea Time</b>	
Job Position	3rd Officer
Start	1 Aug 2023
End	15 Aug 2023
Area	Yard
Duration	15 Days
<b>Service Breakdown (Days)</b>	
Actual Sea Service	9
Standby Service	0
Yard Service	0
Watchkeeping Service	0
<b>Edit</b> >	<b>Back</b>

Once you have finished editing, you have the option to resubmit. This record will now be sent back to your authoriser for approval.

You do not have to update or edit rejected records - they will display in your sea time tab but will not be counted towards your sea time or appear on your service record download.

## Adding authorisers on the Authorisers tab

To add an authoriser outside of adding sea time, you can go to the Authorisers tab.

Here you will see a summary of the authorisers you have previously added and their status:

The screenshot shows the Nautilus International interface. At the top, there is a logo for 'SEA SERVICE RECORD NAUTILUS' and a 'Sign out' button. Below the logo, there are navigation tabs: 'Sea time', 'Authorisers', 'Service Record', and 'My Account'. The 'Authorisers' tab is selected. Underneath, there are filters for 'Certified' and 'Non-Certified'. A search bar and a dropdown for 'All Statuses' are present. An orange button labeled 'Add Sea Time' is also visible. The main content is a table with the following data:

Vessel Name	Position	From	To	Status
RHINO	3rd Officer	1 Aug 2023	15 Aug 2023	Rejected
RHINO1	AV/IT Engineer	22 Jun 2023	23 Jun 2023	Approved
RHINO	1st Officer	22 Jun 2023	23 Jun 2023	Approved

Authorisers also have different statuses depending on where they are in the process of authorisation.

Their statuses are:


**Register** - This authoriser has been requested but has not yet registered their account.




**Nautilus** - This authoriser is awaiting verification with Nautilus.

**Verified** - This authoriser has been verified and can authorise sea time entered via Nautilus Sea Service Record.

**Rejected** - This authoriser has been rejected by Nautilus and will not be able to approve records.

You can also expand the Authoriser records here to see more details about your authoriser by clicking on the orange arrow to the left of the authoriser name:

 Mrs chrissie m Verified

Status	Details
 Awaiting Registration	<b>Name</b> Mrs chrissie m
 Nautilus Check	<b>CoC #</b>
 Verified	<b>Email</b> XXXXXXXXXXXXXXXXXXXX

## Viewing your Sea time

The service record tab displays your sea time, allows you to upload and view your identification documentation, and download your sea time record.

By default, the sea time tab returns a cumulative total of all the sea time you have entered including any non-certified sea time.

The screenshot shows the 'Service Record' page in the Nautilus International system. The page header includes the Nautilus International logo and a 'Sign out' button. The navigation menu has 'Sea time', 'Authorisers', 'Service Record', and 'My Account'. The 'Service Record' section is active and displays a summary table with the following data:

Totals	Certified	Non Certified
Total Days (Excludes Watchkeeping) <b>5</b>	Sea Service <b>5</b>	Watchkeeping <b>0</b>
	Standby <b>0</b>	Yard <b>0</b>

Below the table is a 'Filter' section with 'From' and 'To' date pickers (format: dd/mm/yyyy) and 'Filter' and 'Reset' buttons. A note at the bottom states: 'Only authorised records have been included. If a record is still awaiting authorisation it will not be added.'





You can filter this view by clicking on the other tabs in the sea time area to show just certified:

## Service Record

Totals	Certified	Non Certified
Total Days (Excludes Watchkeeping)	Sea Service	Watchkeeping
<b>4</b>	<b>4</b>	<b>0</b>
	Standby	Yard
	<b>0</b>	<b>0</b>

**Filter**

From   To   **Filter** **Reset**



Only authorised records have been included. If a record is still awaiting authorisation it will not be added.

You can filter this view by clicking on the other tabs in the sea time area to show just certified:

## Service Record

Totals	Certified	Non Certified
Total Days (Excludes Watchkeeping)	Sea Service	Watchkeeping
<b>1</b>	<b>1</b>	<b>0</b>
	Standby	Yard
	<b>0</b>	<b>0</b>

**Filter**

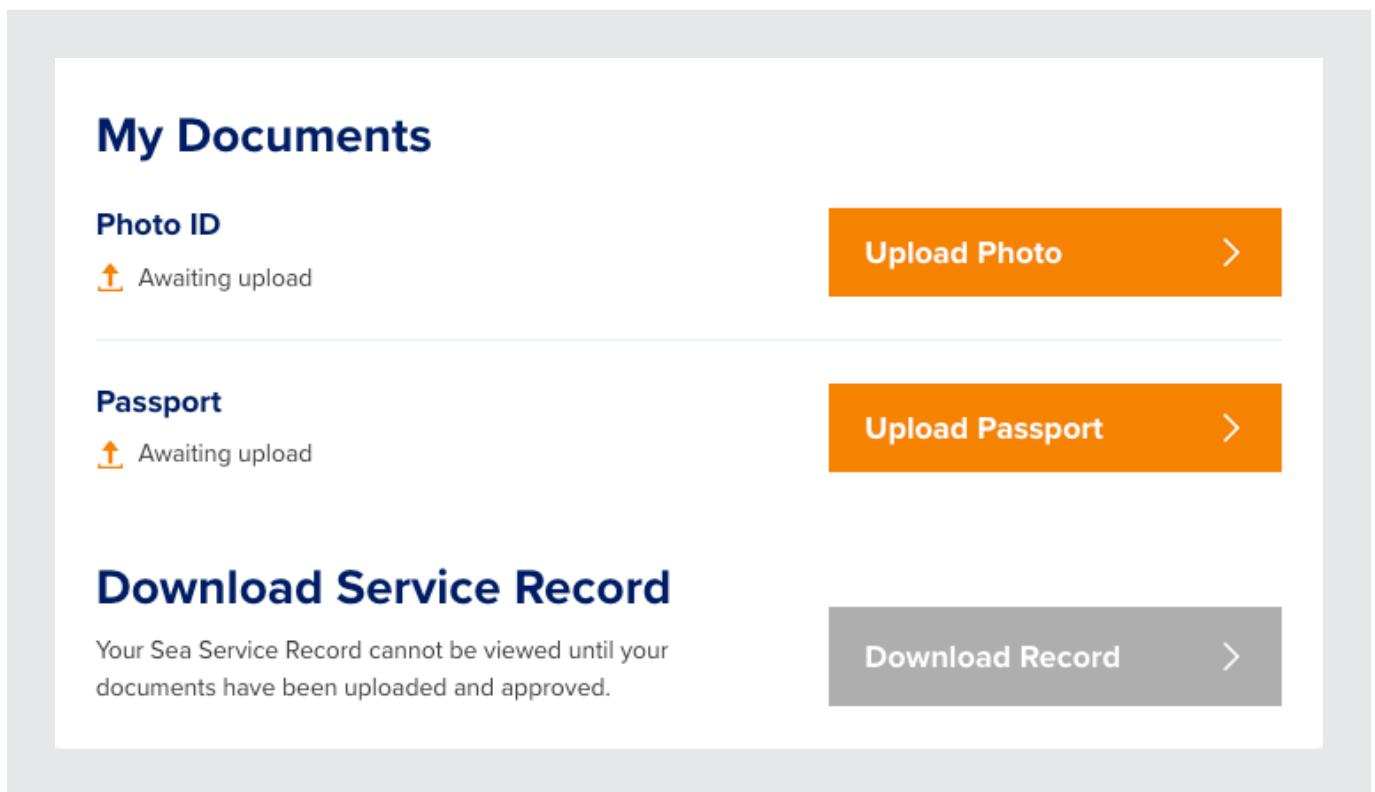
From   To   **Filter** **Reset**

Only authorised records have been included. If a record is still awaiting authorisation it will not be added.

## Entering your documents

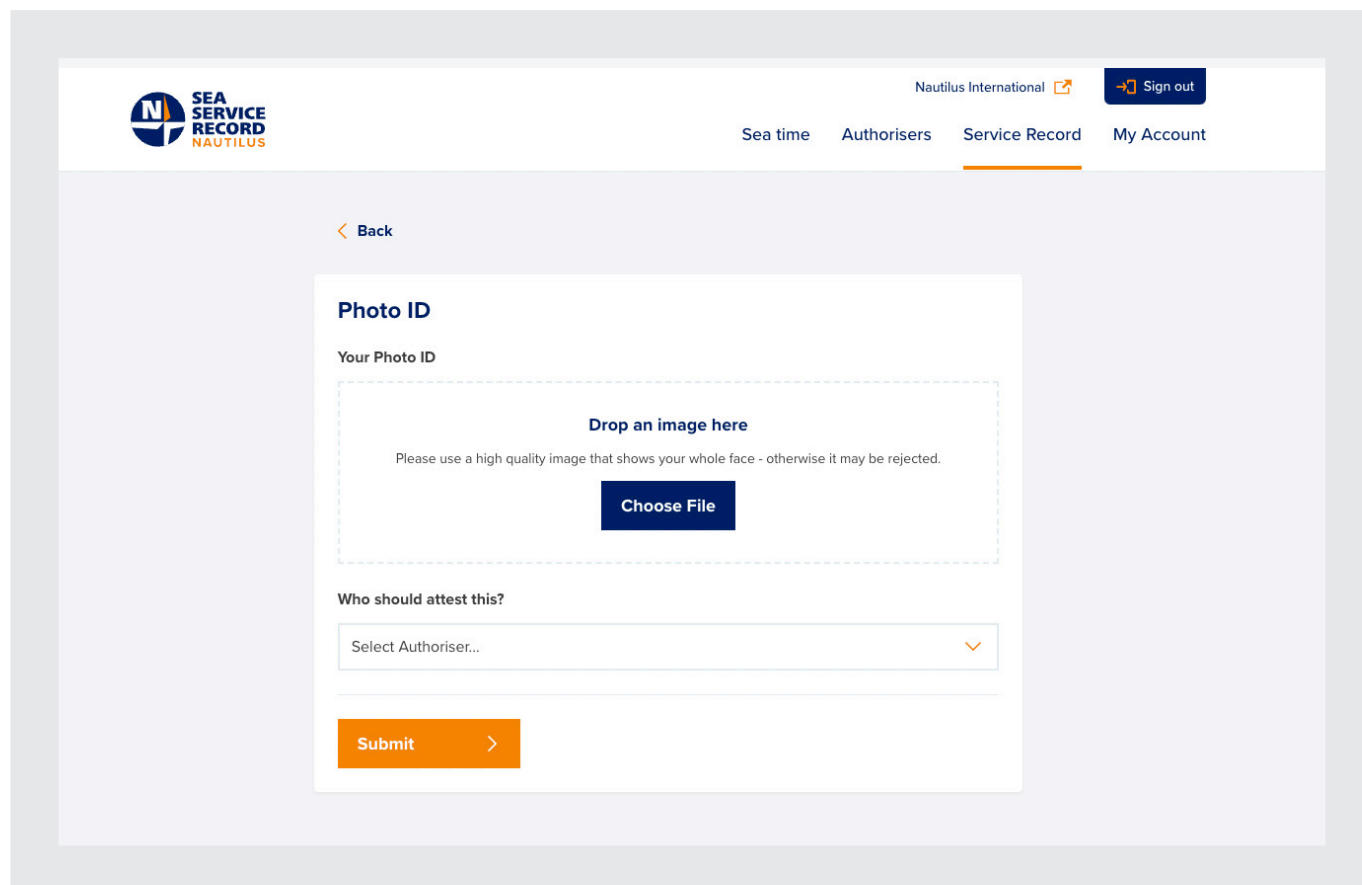
You will need to have your identification documents uploaded to your account in order to download your sea time record.

When you first log in and don't have any documents, the Download button will be greyed out:



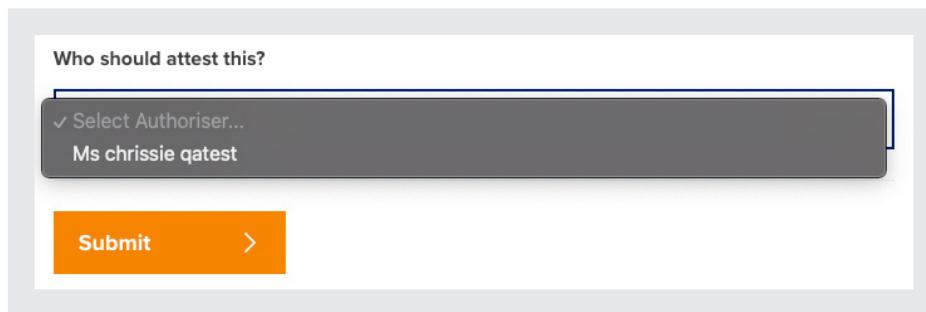
Your documents will go through a verification process like your sea time records. You will need to have an authoriser on your account already for the photo upload to be successful.

To begin this process, click on Upload Photo and you'll be asked to upload your Photo ID. A colour passport photo - head and shoulders only.



You can either click on choose file or drag and drop a suitable image to the area above.

Choose your authoriser from dropdown:

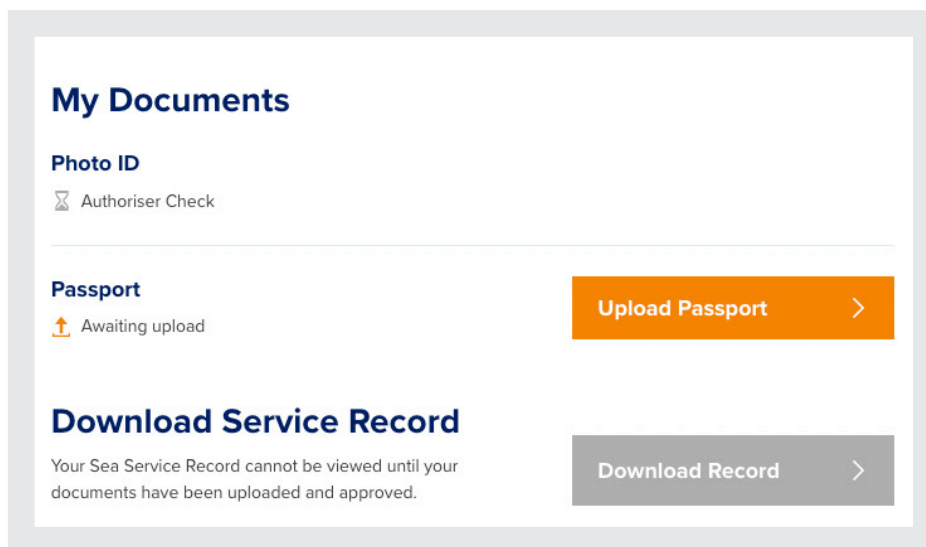


The screenshot shows a form titled "Who should attest this?". Below the title is a dropdown menu with a checkmark icon and the text "Select Authoriser...". The selected option is "Ms chrissie qatest". Below the dropdown is an orange "Submit" button with a right-pointing chevron icon.

You can then submit your photo.

This will send an email to your authoriser to ask them to confirm this is a photo of you.

The status of this document will now change on the sea time tab:



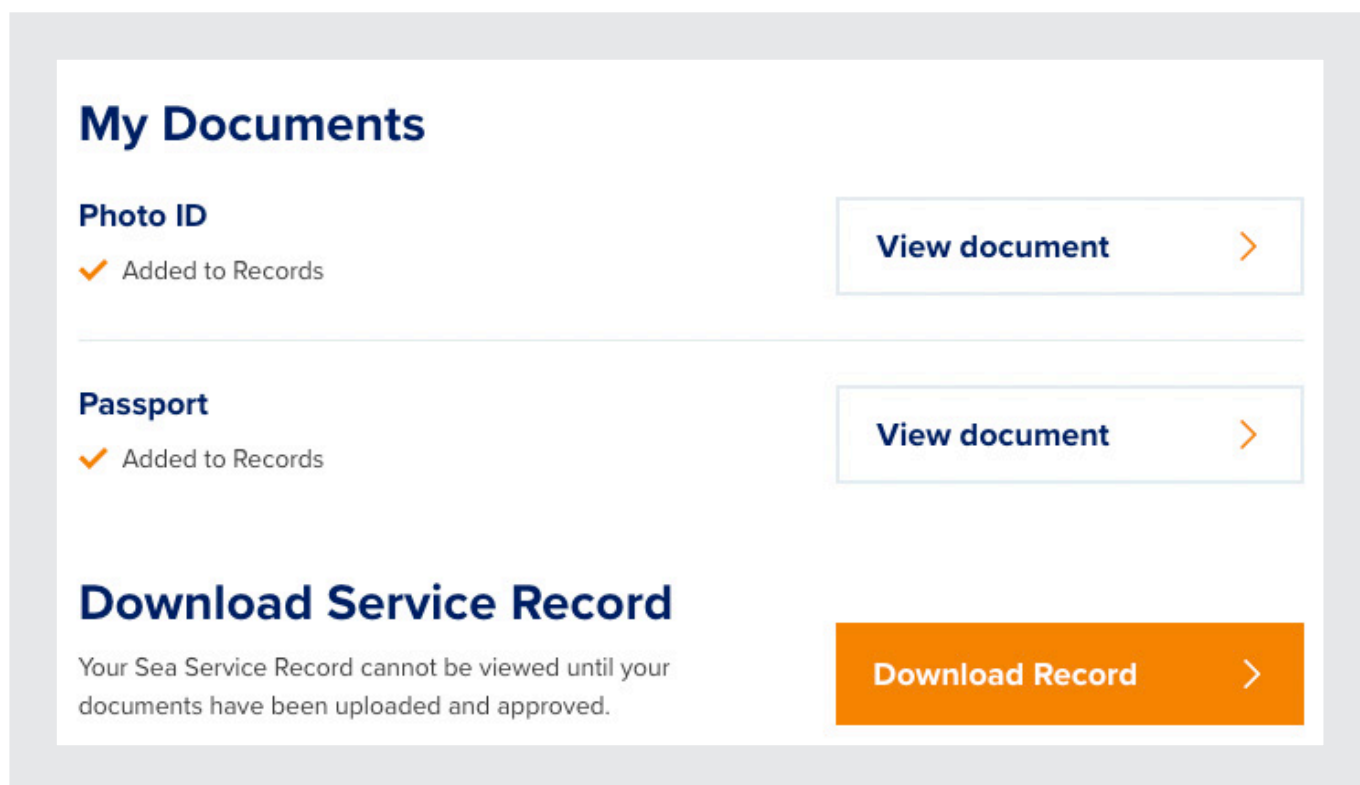
The screenshot shows the "My Documents" page. It has a title "My Documents" and three sections:

- Photo ID**: Shows a clock icon and the text "Authoriser Check".
- Passport**: Shows an upload icon and the text "Awaiting upload". To the right is an orange "Upload Passport" button with a right-pointing chevron icon.
- Download Service Record**: Shows the text "Your Sea Service Record cannot be viewed until your documents have been uploaded and approved." To the right is a grey "Download Record" button with a right-pointing chevron icon.

Repeat this process to enter a photo of your passport.

Your authoriser and Nautilus will now need to verify these photos.

Once they have been verified, your service record will be available for download:



Your sea service record contains information about:

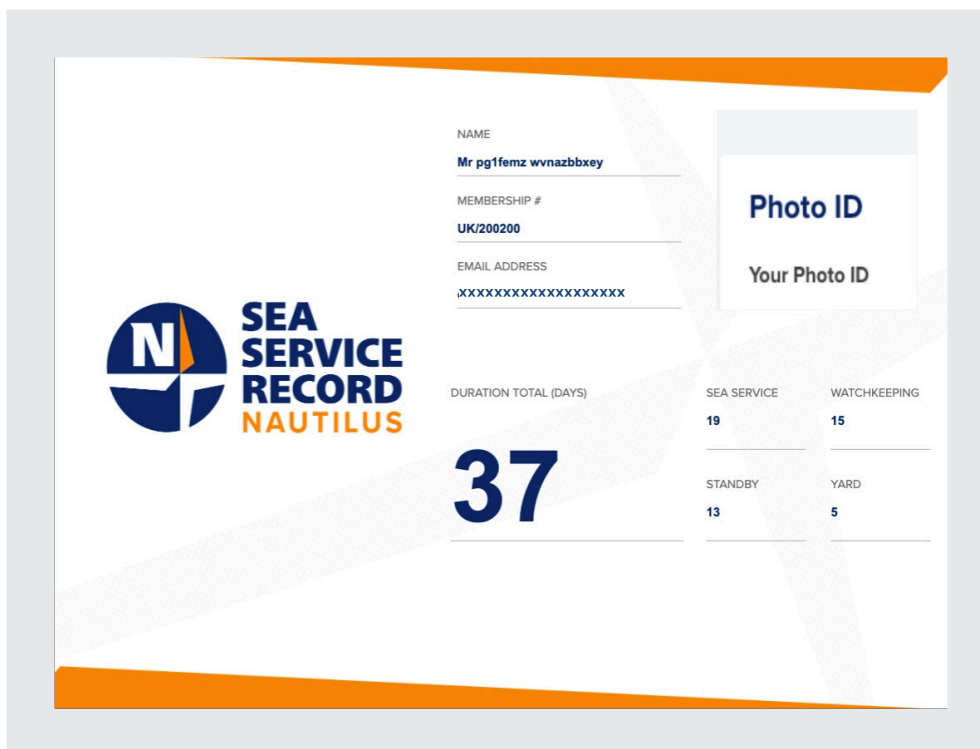
- Your name (as it appears in Nautilus Sea Service).
- The email address you used to create your Nautilus Sea Service account.
- Your membership numbers.
- Your photo ID.
- Your sea service totals.
- Your job position for each record.
- Vessel names and details, dates of service and your sea time.

Please check your downloads carefully and be aware of the content of your record when you choose to show this to third parties.

## Service record downloads

Your service record download will show all the authorised and verified records from your account.

This is in a PDF format and can be downloaded to your desktop when you click on Download Record:



Your sea service record contains information about:

- Your name (as it appears in Nautilus Sea Service).
- The email address you used to create your Nautilus Sea Service account.
- Your membership numbers.
- Your photo ID.
- Your sea service totals.  
Your job position for each record.
- Vessel names and details, dates of service and your sea time.

Please check your downloads carefully and be aware of the content of your record when you choose to show this to third parties.

## Updating your details

The My Account tab is where you can update details about yourself.

The screenshot displays the 'My Account' page of the Nautilus International system. At the top left is the Nautilus logo with the text 'SEA SERVICE RECORD NAUTILUS'. At the top right, it says 'Nautilus International' with a location icon and a 'Sign out' button. Below this is a navigation menu with 'Sea time', 'Authorisers', 'Service Record', and 'My Account' (which is highlighted with an orange underline). The main content area is titled 'My Account' and contains a 'My Details' section with the following information:

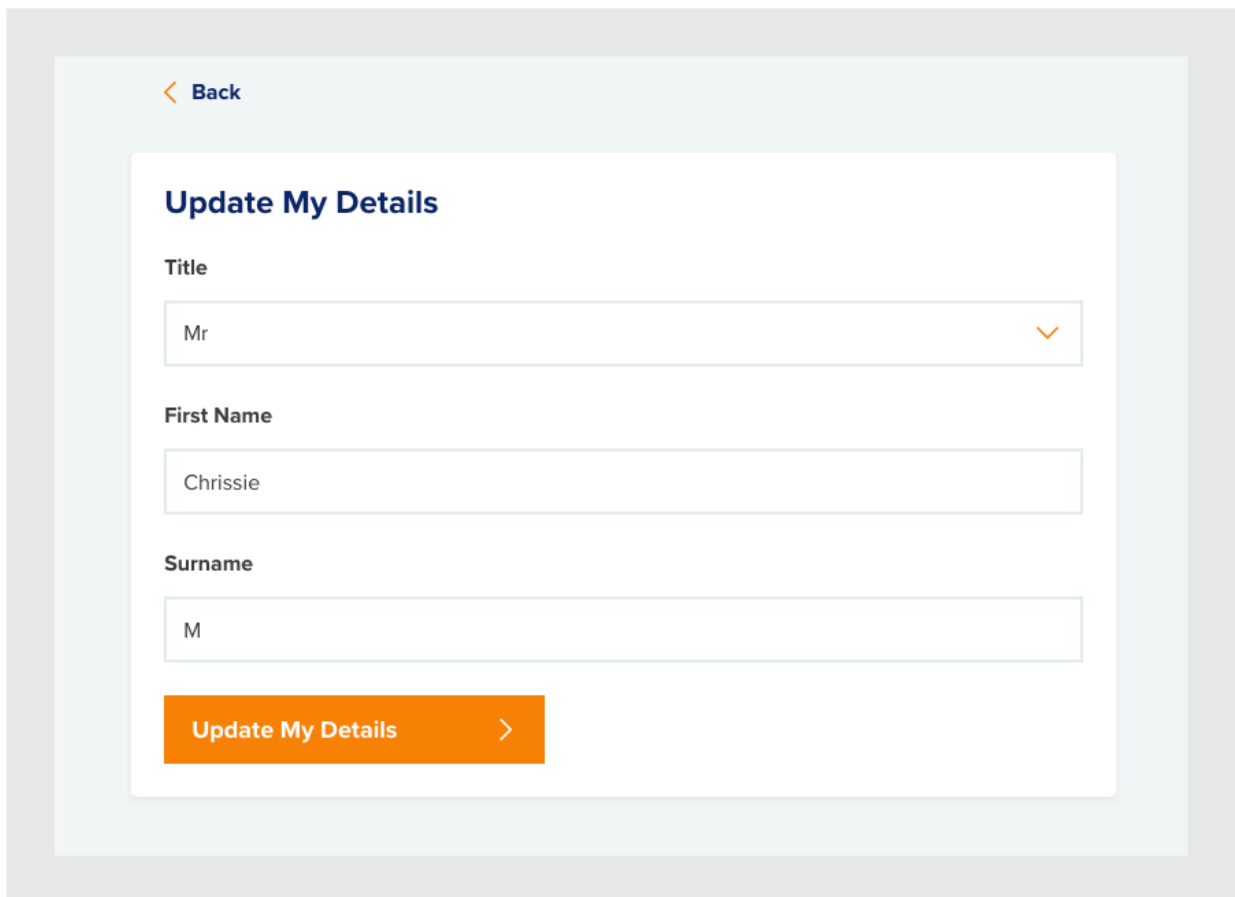
Title	Mr
First Name	gu26CvQ
Last Name	2skE9LI
Email Address	XXXXXXXXXXXXXXXXXXXX
Membership Number	UK/000323

Below the details is a section titled 'What would you like to do?' with four options, each with a blue button and a right-pointing arrow:

- Update My Details**: If you need to update your personal details, please do so here.
- Add/Update your CoC Number**: Please check and enter your CoC number if you have one.
- Change Email Address**: If you need to change your email address, please do so here.
- Change Password**: If you need to change your password, please do so here.



To update your name and title, click on Update My Details:



The screenshot shows a user interface for updating personal details. At the top left, there is a blue back arrow and the text '< Back'. Below this is a white card with the title 'Update My Details' in bold blue text. The card contains three input fields: a dropdown menu for 'Title' with 'Mr' selected, a text box for 'First Name' containing 'Chrissie', and a text box for 'Surname' containing 'M'. At the bottom of the card is an orange button with the text 'Update My Details' and a right-pointing chevron.

Update your details as required and click update my details.

You'll be informed your details have been updated and your new details will display in My Details:

### My Account

**My Details**

<b>Title</b>	Mr
<b>First Name</b>	Chrissie
<b>Last Name</b>	M
<b>Email Address</b>	XXXXXXXXXXXXXXXXXXXXXX
<b>Membership Number</b>	UK/000323

Details you update here will not update your membership details or other details stored about you. To update the details stored about your membership, Please log in to My Nautilus: <https://www.nautilusint.org/en/my-nautilus/sign-in/>

You can add your CoC number and details here by clicking on Add/Update CoC:


[< Back](#)

### Add/Update CoC

MCA Certificate of Competency (CoC) is a license issued to navigation officers and engineering officers and it complies with the International convention of Standards of Training, Certification and Watchkeeping (STCW) established by the International Maritime Organisation (IMO)

**CoC Number**

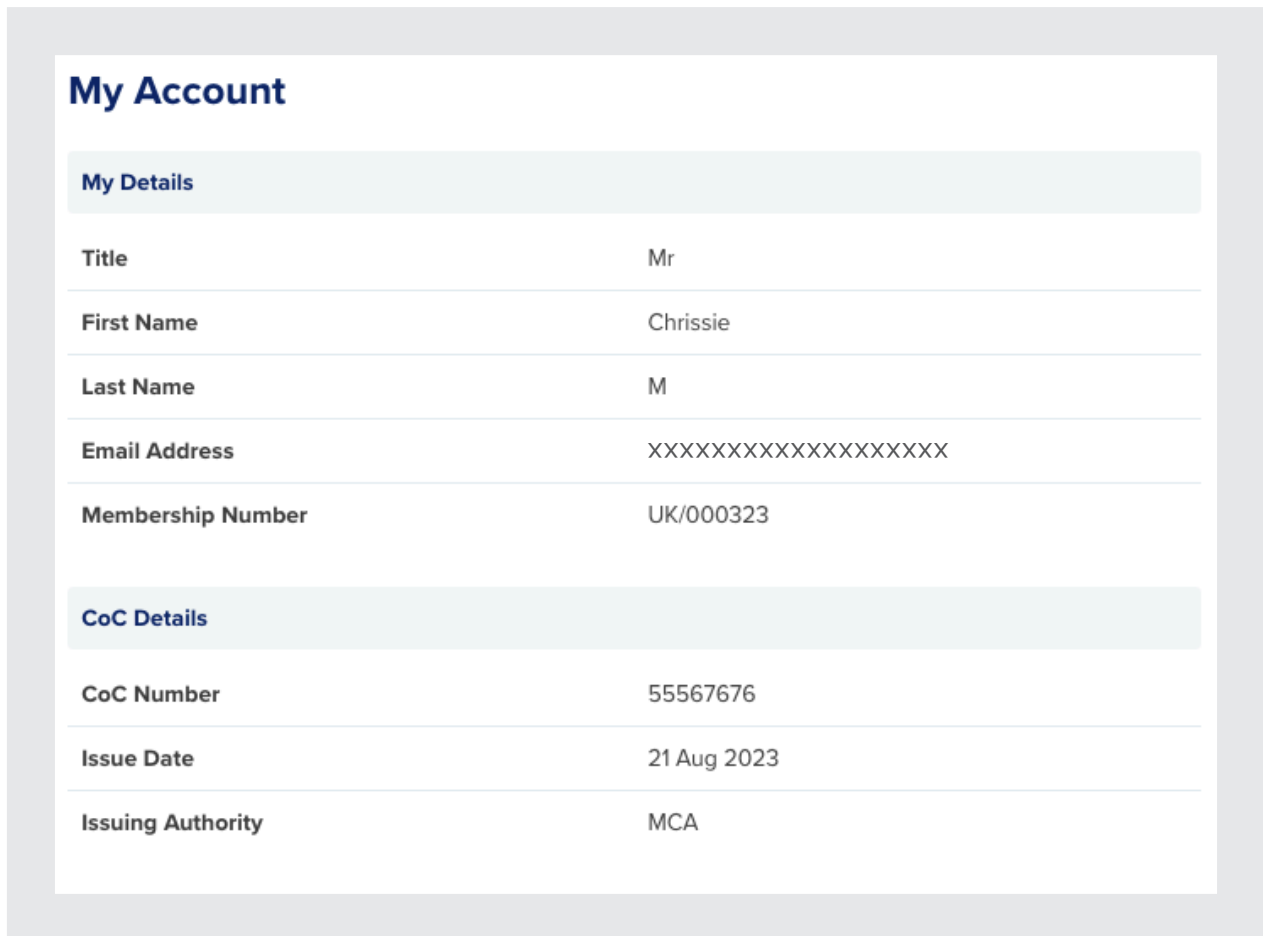
**Issue Date**

**Issuing Authority**

**Add/Update CoC** >

Once updated, this will show on My Details under My Account:



The screenshot displays a user's account information in a structured layout. It is titled 'My Account' and is divided into two main sections: 'My Details' and 'CoC Details'. Each section contains a table of key-value pairs.

My Details	
Title	Mr
First Name	Chrissie
Last Name	M
Email Address	XXXXXXXXXXXXXXXXXXXXXX
Membership Number	UK/000323

CoC Details	
CoC Number	55567676
Issue Date	21 Aug 2023
Issuing Authority	MCA

Enter your new email address and your Nautilus SSR password and click update.

You will be sent an email to your new email address to confirm your account.

To change your password, click on change password.

You will be asked to enter your current password, followed by your new password:

< Back

## Change Email Address

New Email Address

Password

Update >

### Things to remember:

- Certified sea time goes through the authorisation process, non-Certified does not.
- The system has a 30 minute timeout which means you may need to save your records.
- Records that have not been verified by Nautilus can be edited and updated at any time. If you choose to update a record that has previously been verified by your authoriser, this will be sent to them again once you have amended and submitted it.
- You can have overlapping dates on your sea time - Nautilus SSR will warn you but not prevent these from being submitted. This does not guarantee these dates will not be rejected by your authoriser.

## Authorisers

---

### What is Nautilus Sea Service Record?

Nautilus SSR is a digital record of sea service available to Nautilus members. It allows Nautilus members to record and track sea time for approval, much like the physical Service Record Book and testimonials. It speeds up the time taken to authorise sea time and identification documents. It is fully digital and accessible from anywhere, reducing the need to stamp and sign service books and allowing the Nautilus team instant access to approve records.

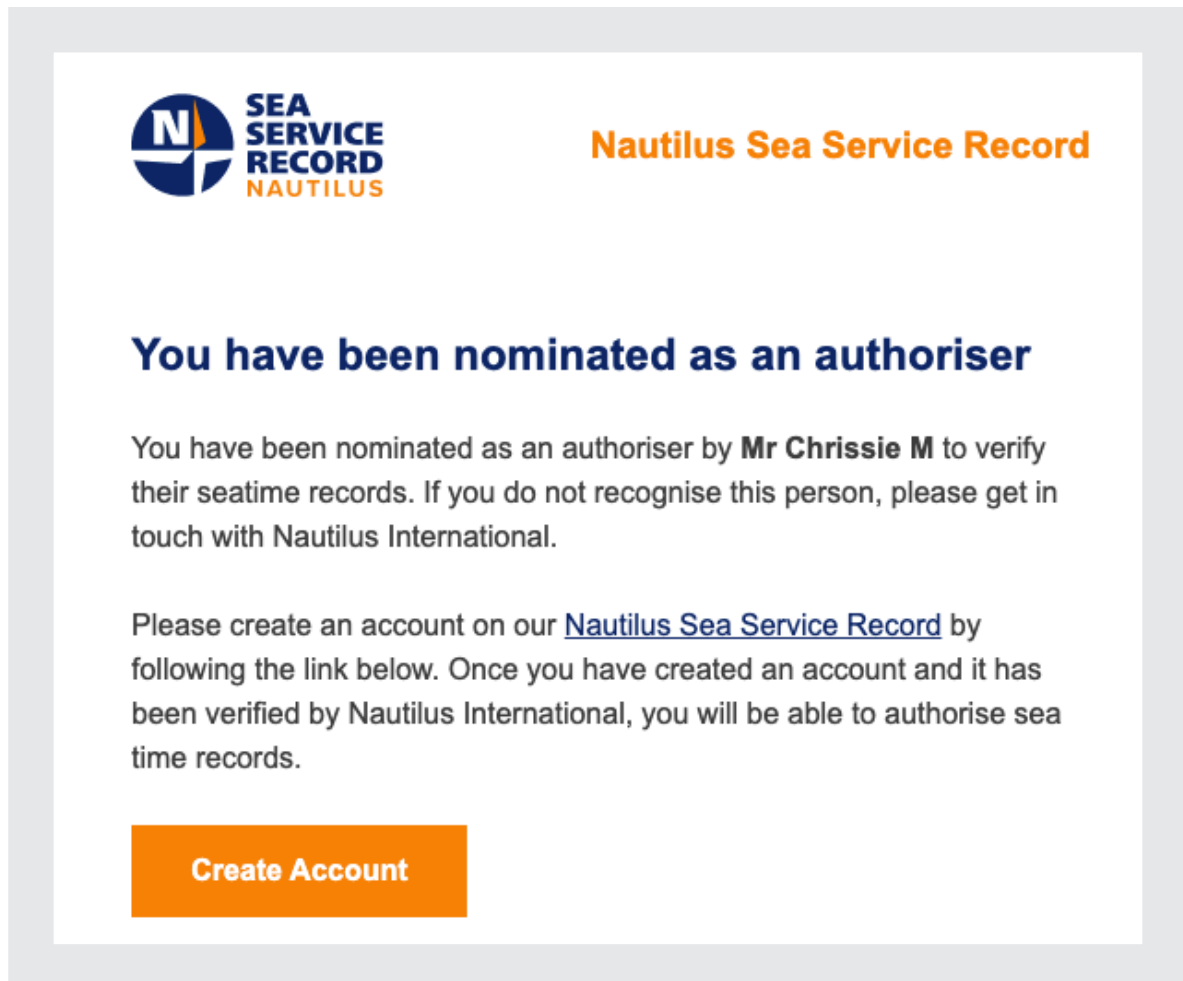
### Registration

Nautilus members who are using Nautilus Sea Service Record will ask you for an email address they can use.

This email address must be unique to you and will be used to create your Nautilus Sea Service Record account which will allow you to view and approve sea time.

When a Nautilus member submits sea time, they are asked to enter the email address for their authoriser.

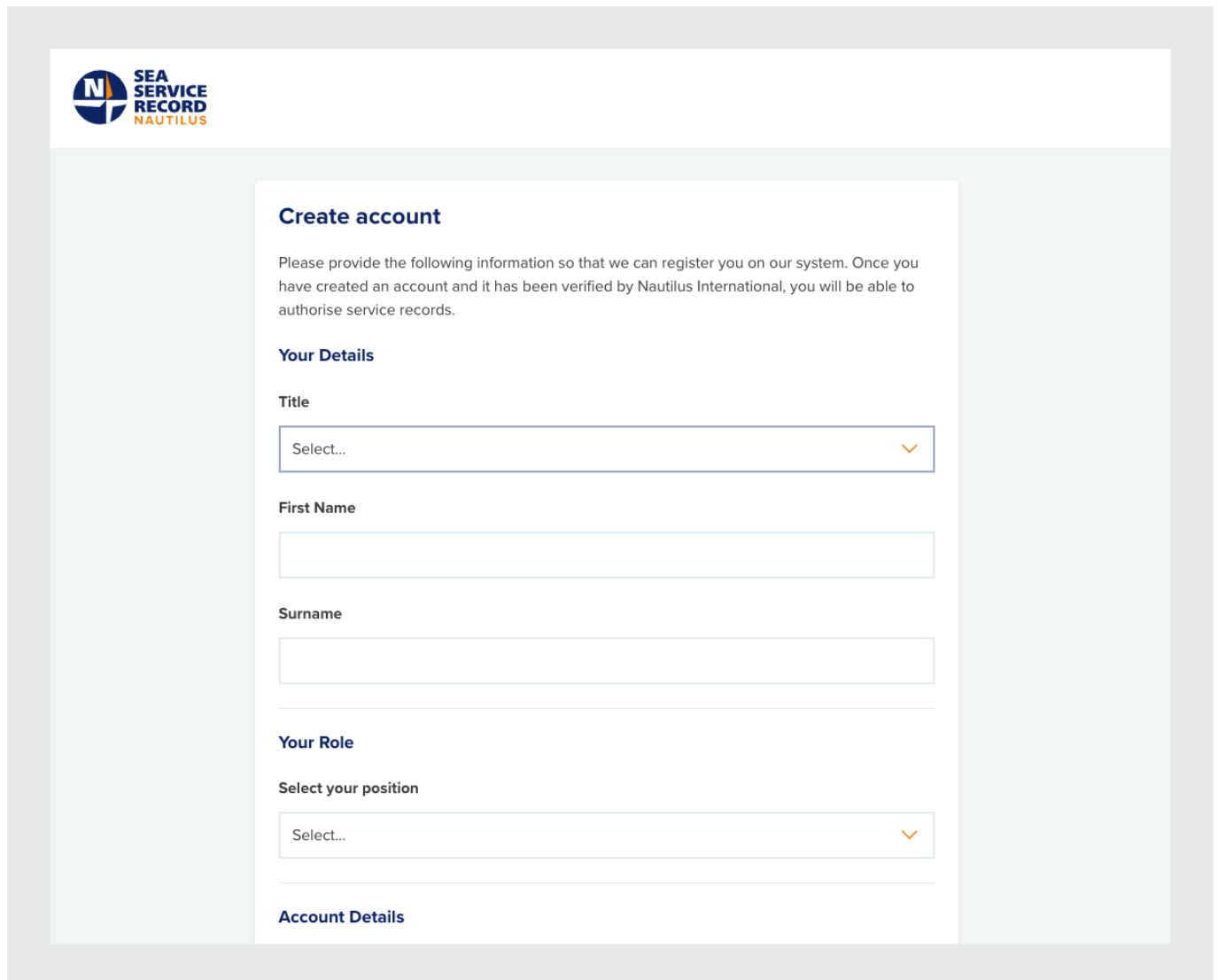
An email is then sent from Nautilus Sea Service Record which will contain a link to allow you to join:



Clicking on the Create Account button in the email will take you to the registration page.



You will need to complete all the requested information as well as creating a username and password.



The screenshot shows a web form for creating an account. At the top left is the Nautilus logo, which consists of a blue circle with a white 'N' and a compass rose, next to the text 'SEA SERVICE RECORD NAUTILUS'. The main heading is 'Create account'. Below this is a paragraph of instructions: 'Please provide the following information so that we can register you on our system. Once you have created an account and it has been verified by Nautilus International, you will be able to authorise service records.' The form is divided into three sections: 'Your Details', 'Your Role', and 'Account Details'. The 'Your Details' section includes a 'Title' dropdown menu with 'Select...' and a downward arrow, a 'First Name' text input field, and a 'Surname' text input field. The 'Your Role' section includes a 'Select your position' dropdown menu with 'Select...' and a downward arrow. The 'Account Details' section is partially visible at the bottom.

**SEA SERVICE RECORD NAUTILUS**

## Create account

Please provide the following information so that we can register you on our system. Once you have created an account and it has been verified by Nautilus International, you will be able to authorise service records.

### Your Details

**Title**

Select... ▾

**First Name**

**Surname**

---

### Your Role

**Select your position**

Select... ▾

---

### Account Details

This is the username and password you will use to log in to Nautilus Sea Service Record.

### Account Details

**Username**

**Email Address**

**Password**

Atleast 8 characters, including letters, numbers and special characters.

**Confirm Password**

### Nautilus Membership

**Are you a member of Nautilus already?**

If you are already a member of Nautilus International, you will be able to create your own Sea Service Record by entering your Nautilus membership details below. You will then be able to approve Seafarer's sea time records and create your own service record.


Yes  No

---

By continuing, you agree to our [Privacy Policy](#).

You do not need to be a member of Nautilus International to create an authoriser account and authorise sea time.

Clicking on Create account will take you to a summary of the details you have entered:



### Your details need to be verified

In order for you to become an authoriser on our system, Nautilus will need to verify your details. Once your details have been verified, you will be able to sign in and authorise sea time records.

Your Details	
Title	Mrs
First Name	Chris
Surname	Authoriser

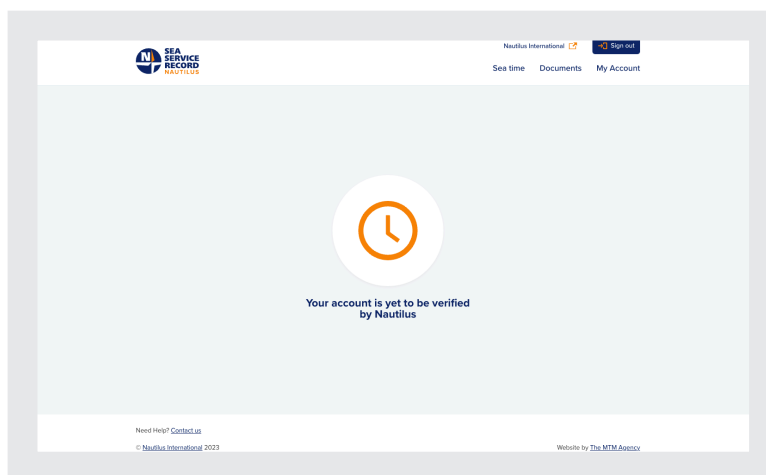
Your Role	
Membership Number	-
CoC Number	132435
CoC Issue Date	22 Jan 2023
CoC Issuing Authority	MCA

Account Details	
Username	chrisauth00
Email Address	XXXXXXXXXXXXXXXXXXXXX
Password	*****

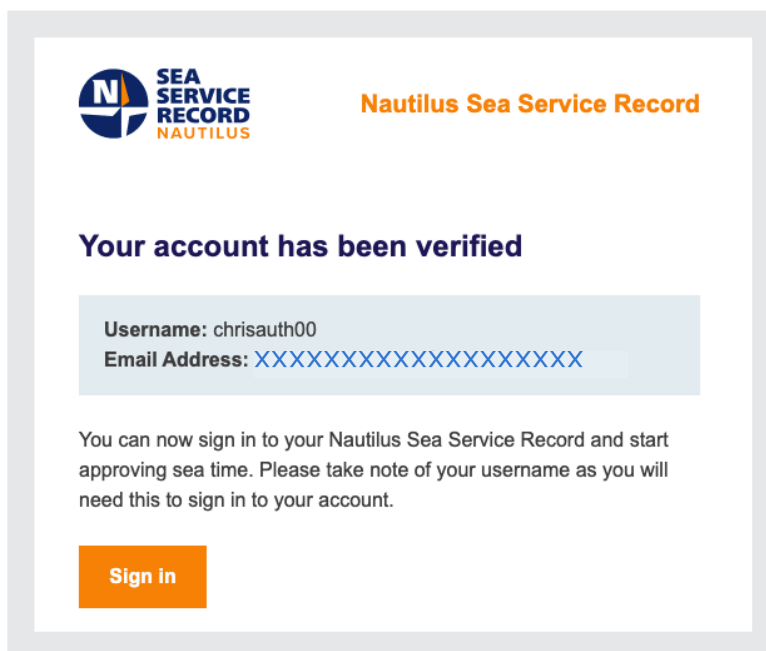
You will need to wait for Nautilus to verify your account before you can start authorising time.

## Dashboard

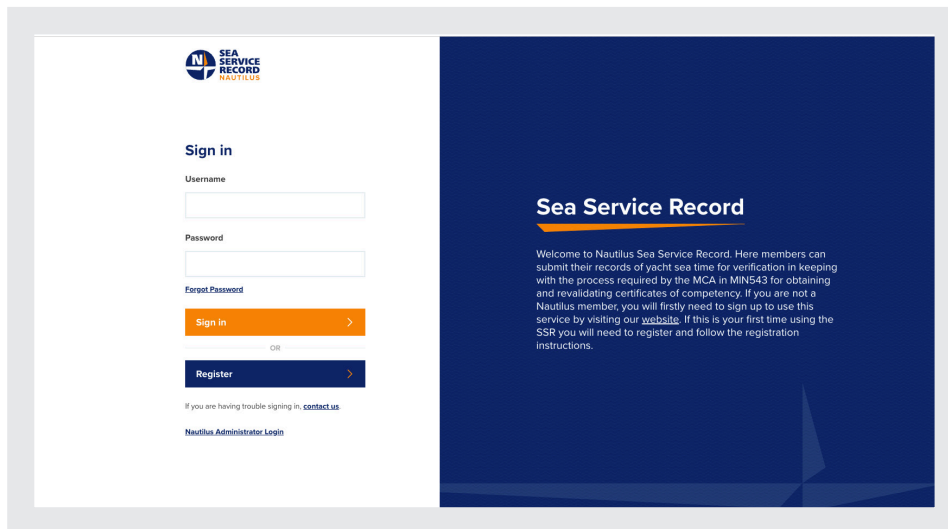
If you log in before you have been verified, you will see an empty dashboard:



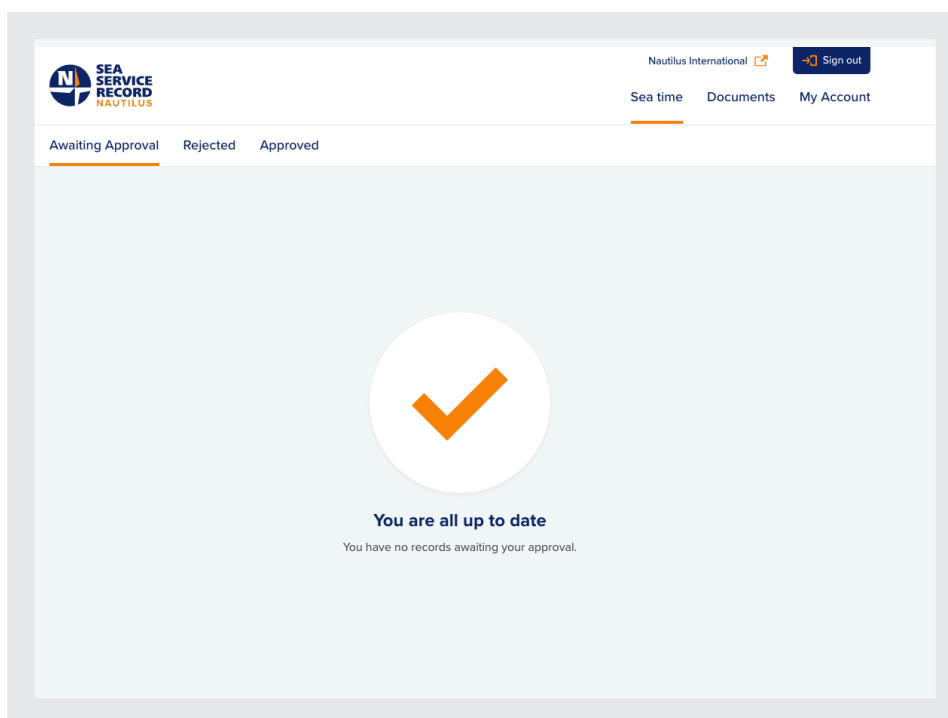
When Nautilus has verified your account, you will receive an email letting you know that you are able to log in:



To log in, go to [www.nautilusssr.com](http://www.nautilusssr.com) and enter the username and password you set up during registration:



You will then see your authoriser dashboard:



## Tabs

---

### Sea time

This is where you will see any sea time awaiting approval. You will also be able to see any records you have rejected and any you have approved here.

### Documents

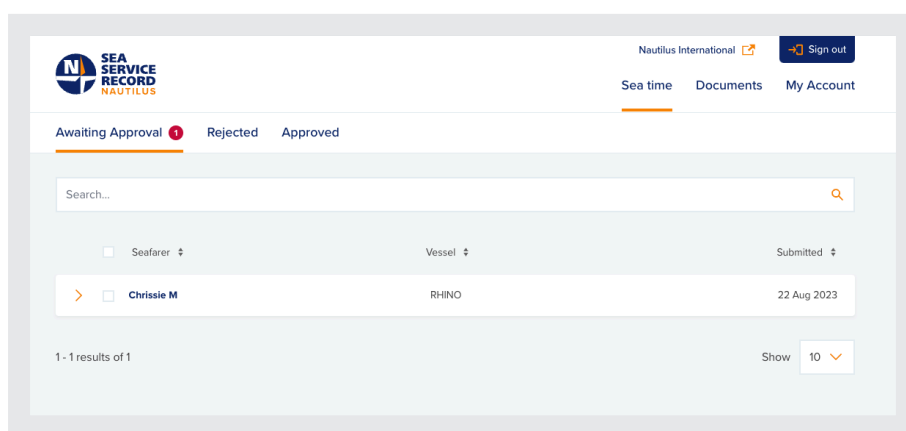
Here you will find any identification documents awaiting your approval. Identification documentation must be approved by an authoriser before seafarers are able to download their Sea Service Record.

### My Account

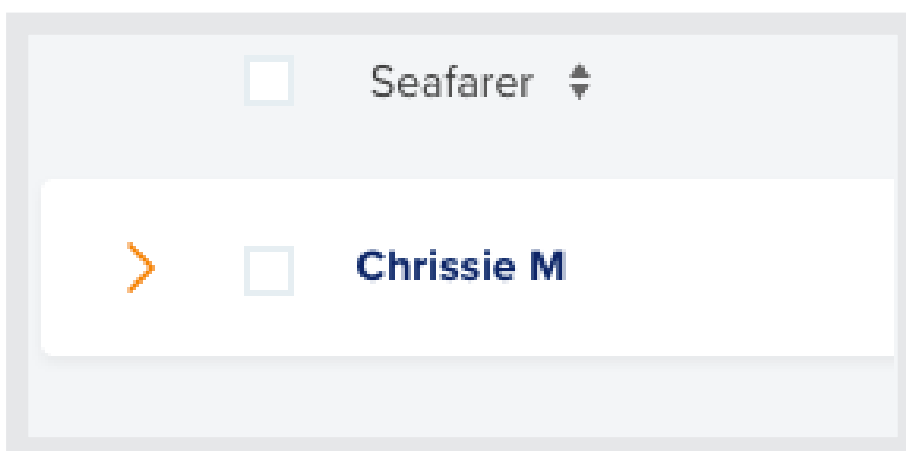
Use this tab to update your details including your name, your email address and your password.

## Approving Sea time

Any time you are added to a record as an authoriser, you will receive an email. You can either use the button in this email to log in or log in via [www.nautilusssr.com](http://www.nautilusssr.com). When you have sea time awaiting approval, it will appear on the sea time tab.



To expand and view the record, click on the orange arrow on the left hand side of the seafarer's name:



This will open the record and let you see the details:

**Chrissie M**

RHINO

22 Aug 2023

Details		Vessel	
Seafarer	<a href="#">Mr Chrissie M</a>	Vessel Name	RHINO
CoC #	55567676	Vessel Owner	Unknown
Authoriser	<a href="#">Mrs Chris Authoriser</a>	Vessel Type	Pleasurecraft
Position	4th Engineer	Flag	JM
Date Submitted	22 Aug 2023	IMO (#)	9093816
ID	542	Official (#)	-
		Length (m)	40.66
		Gross Tonnes (t)	492
		Kilowatts (Kw)	-

Status	Voyages	Sea Time (Days)																			
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <span style="color: green; font-weight: bold; margin-right: 5px;">✓</span> Submitted                             </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <span style="color: gray; font-weight: bold; margin-right: 5px;">⌚</span> Authoriser Check                             </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <span style="color: gray; font-weight: bold; margin-right: 5px;">⌚</span> Nautilus Check                             </div> <div style="display: flex; align-items: center;"> <span style="color: gray; font-weight: bold; margin-right: 5px;">+</span> Added to Records                             </div>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 5px;">From</th> <th style="text-align: left; padding: 5px;">To</th> <th style="text-align: left; padding: 5px;">Area</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">7 Aug 2023</td> <td style="padding: 5px;">22 Aug 2023</td> <td style="padding: 5px;">OC</td> </tr> <tr> <td style="padding: 5px;"><b>Duration</b></td> <td colspan="2" style="padding: 5px;">16 Days</td> </tr> </tbody> </table>	From	To	Area	7 Aug 2023	22 Aug 2023	OC	<b>Duration</b>	16 Days		<table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;"><b>Total Sea Time</b></td> <td style="padding: 5px;">12</td> </tr> <tr> <td style="padding: 5px;"><b>Sea Service</b></td> <td style="padding: 5px;">10</td> </tr> <tr> <td style="padding: 5px;"><b>Standby</b></td> <td style="padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;"><b>Yard</b></td> <td style="padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;"><b>Watchkeeping</b></td> <td style="padding: 5px;">5</td> </tr> </tbody> </table>	<b>Total Sea Time</b>	12	<b>Sea Service</b>	10	<b>Standby</b>	1	<b>Yard</b>	1	<b>Watchkeeping</b>	5
From	To	Area																			
7 Aug 2023	22 Aug 2023	OC																			
<b>Duration</b>	16 Days																				
<b>Total Sea Time</b>	12																				
<b>Sea Service</b>	10																				
<b>Standby</b>	1																				
<b>Yard</b>	1																				
<b>Watchkeeping</b>	5																				

View Record

Reject >

Approve >



From here, you can choose to reject or approve the record, or choose view record to see more details:

### View Sea Time

**Verification Status**

Submitted  
 Authoriser Check  
 Nautilus Check  
 Added to Records

**Details**

Seafarer	Chitzie M
CoC #	55567676
Position	4th Engineer
Date Submitted	22 Aug 2023
ID	542

**Vessel**

Vessel Name	RHNO
Vessel Owner	Unknown
Vessel Type	Pleasurecraft
Flag	JM
IMO (#)	9093876
Official (#)	-
Length (m)	40.66
Gross Tonnes (t)	492
Kilowatts (Kw)	-

**Voyages**

<b>Voyage 1</b>	
Start Date	7 Aug 2023
End Date	22 Aug 2023
Area	OC - Outside Categories

**Voyages Total**

Duration	16
----------	----

**Service Breakdown (Days)**

Total Sea Time	12
Actual Sea Service	10
Standby Service	1
Yard Service	1
Watchkeeping Service	5

Reject >
Approve >
Back

When approving a record, please make sure you are certain that it is as accurate as possible. Sea time records should comply with the regulations laid out in MIN543 (<https://www.gov.uk/government/publications/min-543-m-sea-service-verification-on-large-yachts>)

If you are unsure whether a record should be approved, please contact: [NautilusSSR@nautilusint.org](mailto:NautilusSSR@nautilusint.org)

Once you have approved sea time, it will be sent to Nautilus for further approval before it is added to the seafarer's Service Record.

If you reject a record, you will be asked to give a reason which you can type into the text box.

### Reason for Rejection

You have decided to reject this record. This record will not be rejected until you have given a reason below. Please explain why this record has been rejected.

**Reason for Rejection**

**Submit** >**Cancel**

This reason will be sent to the seafarer, and they will be notified that their sea time has been rejected.

If the seafarer wishes to, they can correct the rejected record and re-submit.

## Approving documents

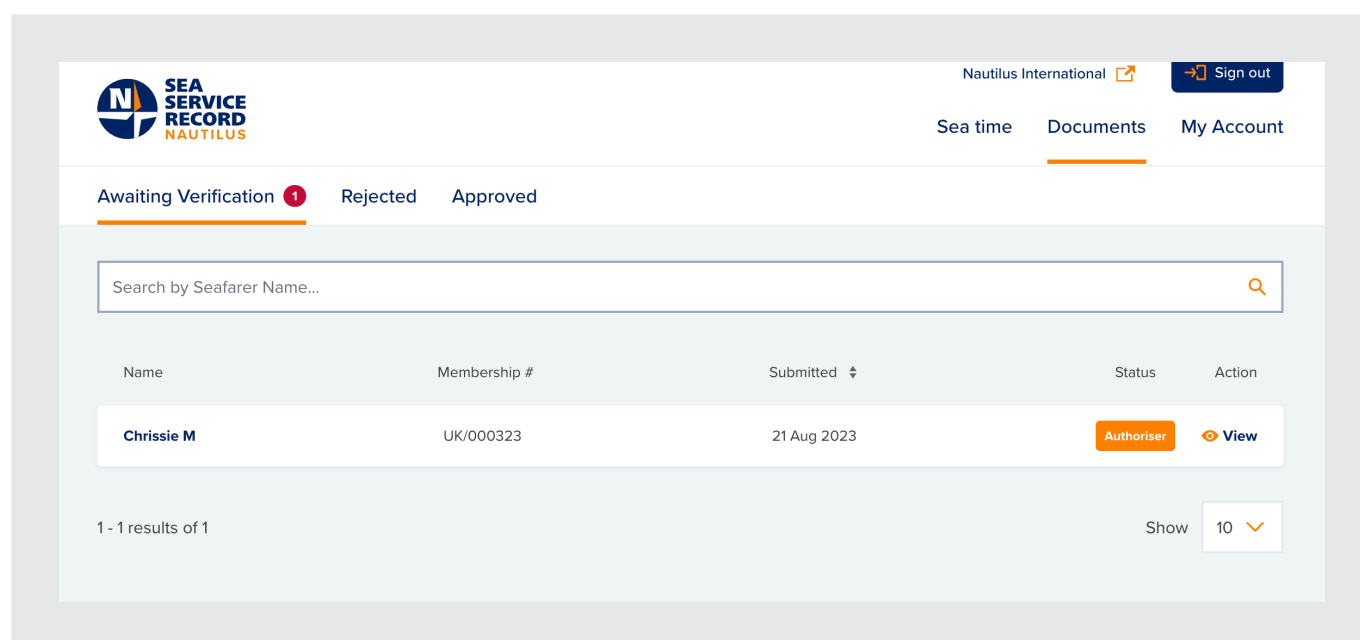
Nautilus members need to provide identification when they use Nautilus Sea Service Record in order to be able to download their Service Record document.

Identification confirms that the seafarer is who they claim to be. You will need to check that the photo provided is accurate and that they have provided appropriate identification documents.

Members only need to add this identification to their record once.

If you are not the appropriate person to authorise a person's documentation, please reject this request. It will be sent back to the seafarer who will need to update the document and submit again.

To view documentation approval requests, go to the Documents tab:

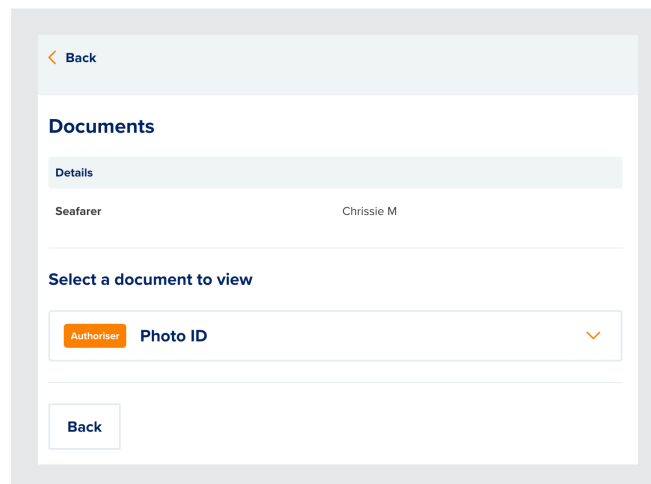


The screenshot shows the Nautilus Sea Service Record interface. At the top left is the logo for SEA SERVICE RECORD NAUTILUS. At the top right, it says 'Nautilus International' with a location icon and a 'Sign out' button. Below this are navigation tabs: 'Sea time', 'Documents' (which is selected), and 'My Account'. Under the 'Documents' tab, there are three sub-tabs: 'Awaiting Verification' (with a red notification icon and '1'), 'Rejected', and 'Approved'. A search bar labeled 'Search by Seafarer Name...' is present. Below the search bar is a table with the following columns: Name, Membership #, Submitted, Status, and Action. The table contains one row for 'Chrissie M' with membership # 'UK/000323' and submitted date '21 Aug 2023'. The 'Status' column for this row is empty, and the 'Action' column contains two buttons: 'Authoriser' and 'View'. At the bottom left of the table area, it says '1 - 1 results of 1'. At the bottom right, there is a 'Show' label and a dropdown menu set to '10'.

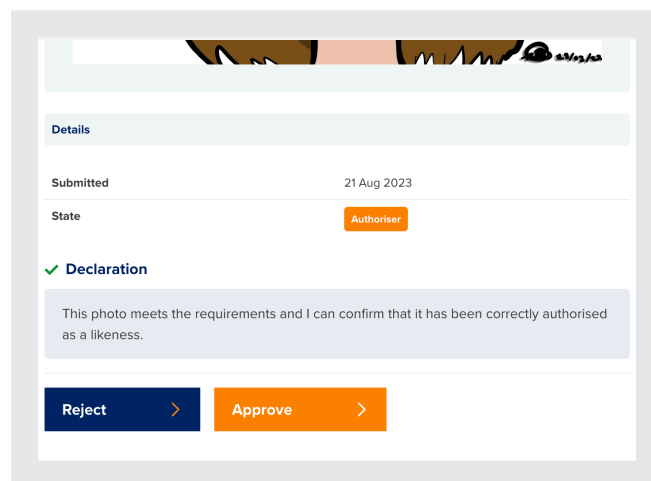
The Awaiting Verification tab will show you any documents you have waiting for your approval.

To view the documentation, click on the View icon.

This will open the document:



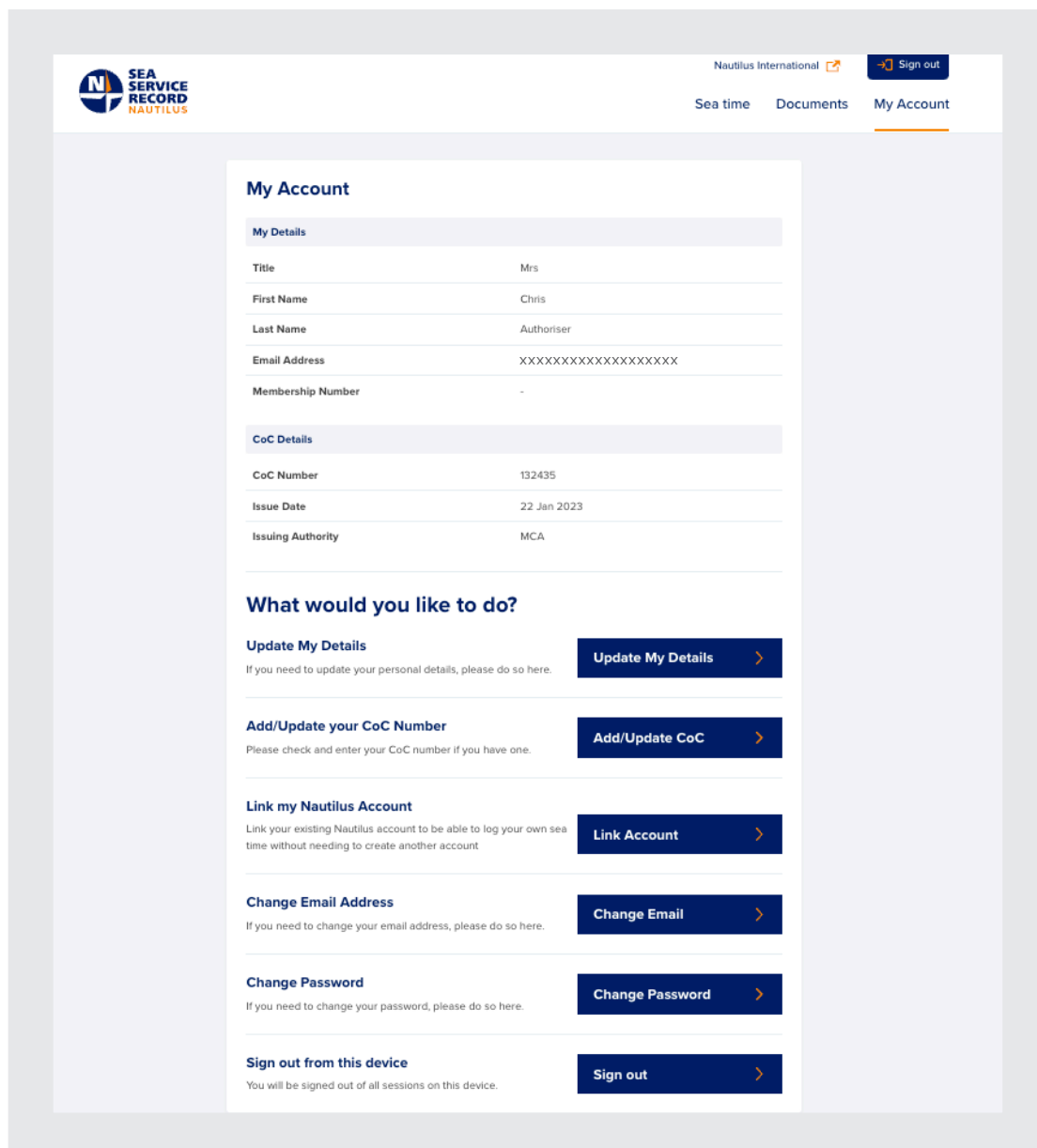
Clicking on the orange arrow to the right of the document will expand the view and allow you to reject or approve:



Please make sure you check submitted documents carefully before approving.

## Updating your details

You can update your details on the My Account tab:



To edit your personal details, click on Update My Details:

< Back

### Update My Details

**Title**

Mrs

**First Name**

Chris

**Surname**

Authoriser

Update My Details >

To update or add your CoC, click on Add/Update:


[< Back](#)

### Add/Update CoC

MCA Certificate of Competency (CoC) is a license issued to navigation officers and engineering officers and it complies with the International convention of Standards of Training, Certification and Watchkeeping (STCW) established by the International Maritime Organisation (IMO)

**CoC Number**

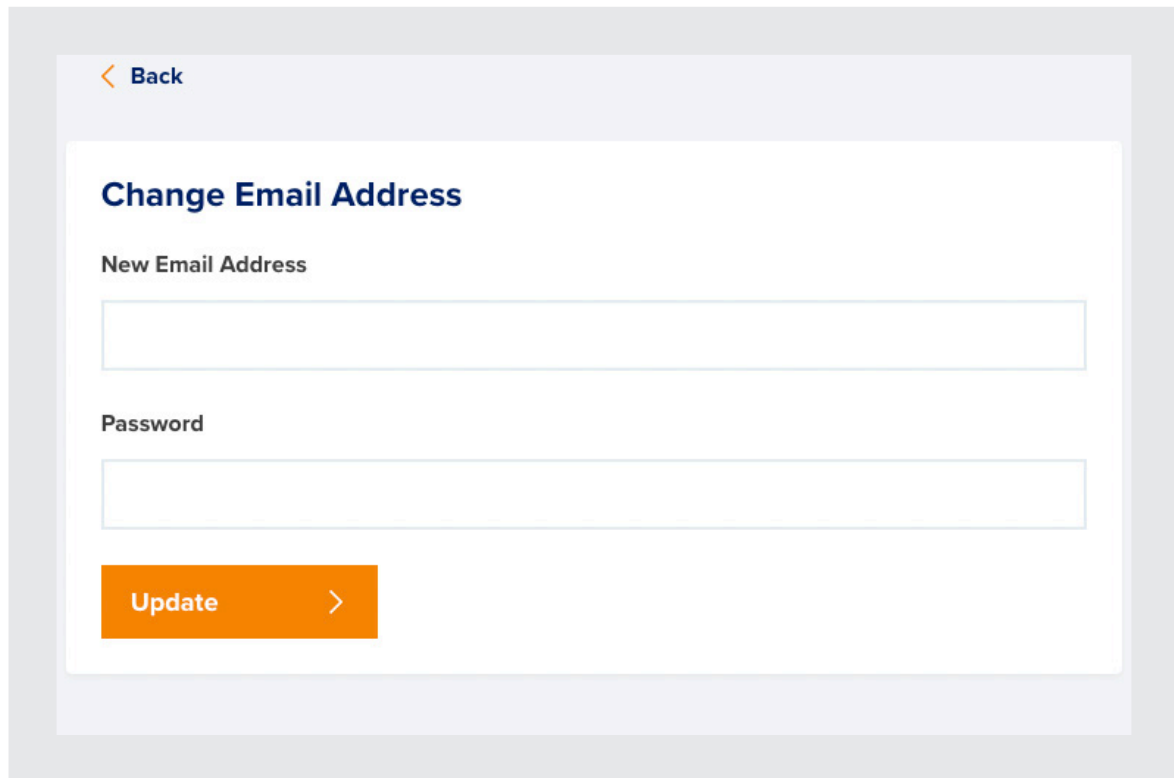
**Issue Date**

**Issuing Authority**

**Add/Update CoC** >

To change the email address associated with your account, click on Change Email:

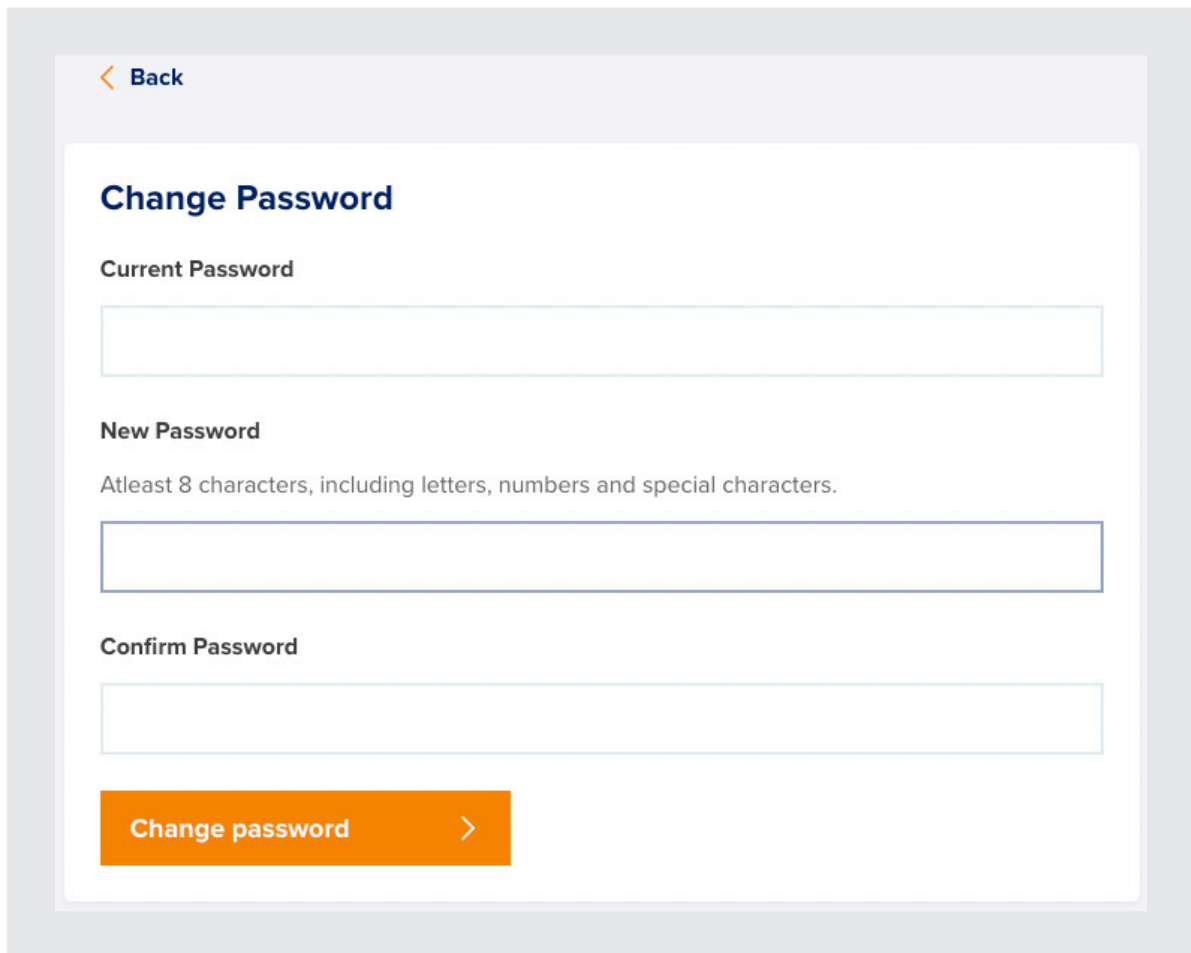


The screenshot shows a mobile-style interface for changing an email address. At the top left, there is a back arrow and the text "Back". Below this is the title "Change Email Address" in a bold, dark blue font. Underneath the title, there are two input fields. The first is labeled "New Email Address" and is empty. The second is labeled "Password" and is also empty. At the bottom of the form, there is an orange button with the text "Update" and a right-pointing chevron symbol.

Once you have edited your email address, you will be sent a confirmation email to the new address. You will need to click the button or visit the link in this email to confirm your new email address.



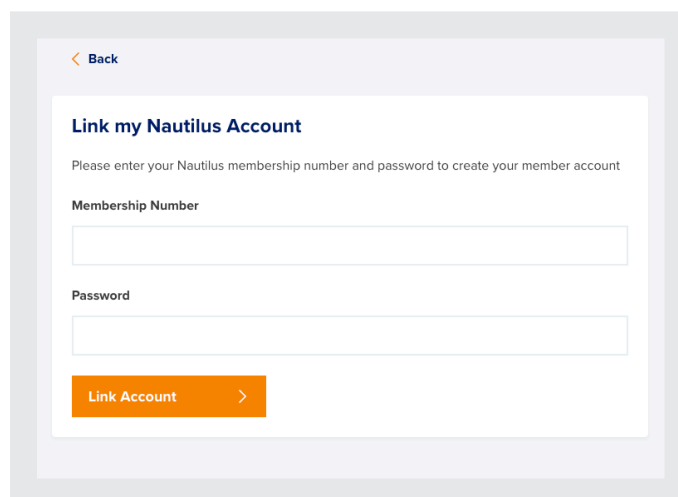
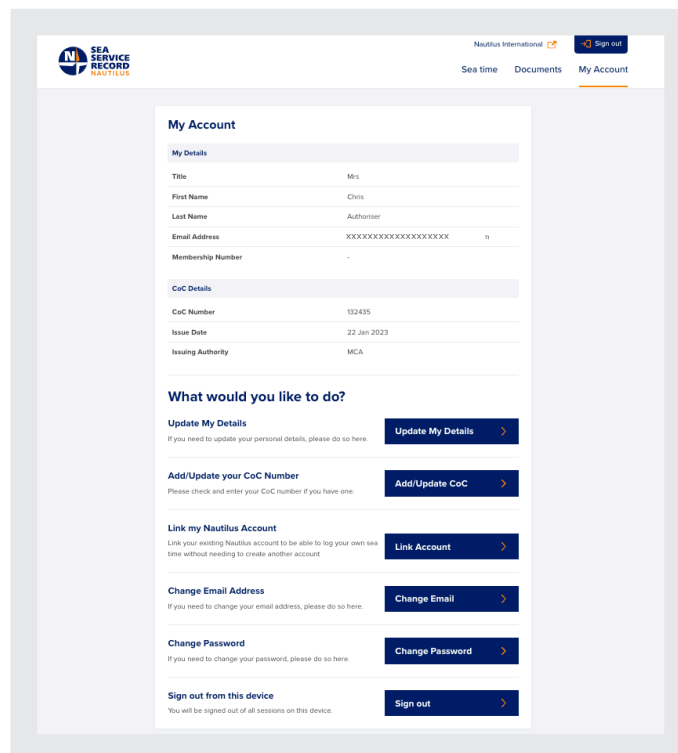
To change the email address associated with your account, click on Change Email:



The screenshot shows a user interface for changing a password. At the top left, there is a back arrow and the text "Back". Below this is the title "Change Password". The form consists of three input fields: "Current Password", "New Password", and "Confirm Password". The "New Password" field has a note below it: "Atleast 8 characters, including letters, numbers and special characters." At the bottom of the form is an orange button with the text "Change password" and a right-pointing chevron.

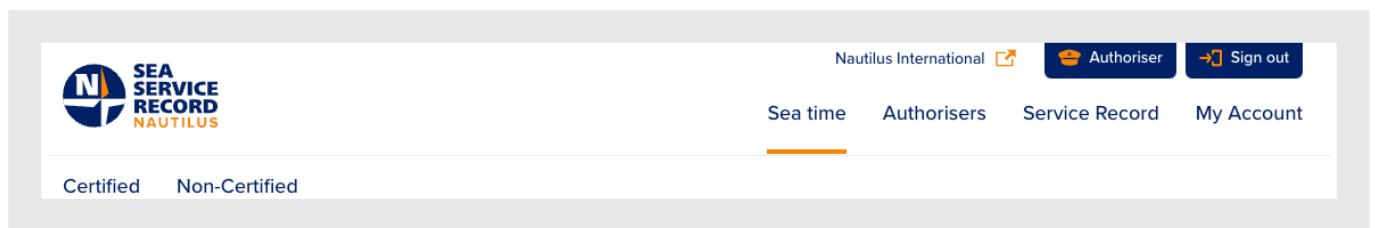
## Link Nautilus account

If you are a Nautilus member, you can use the Link Account button in My Account to link your Nautilus membership account and begin using Nautilus Sea Service Record to log your sea time:



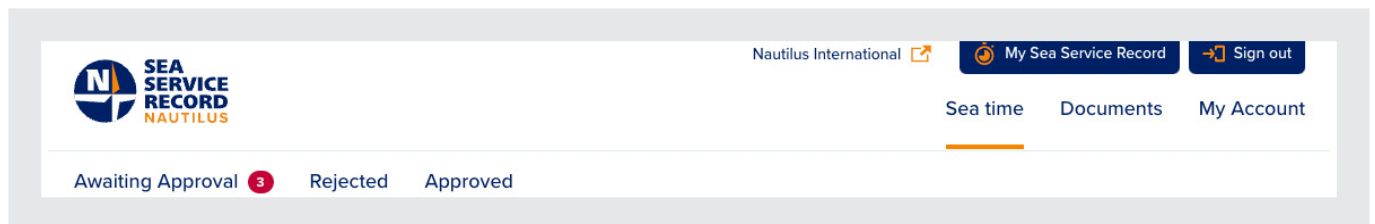
Your authoriser and member accounts are completely separate, but you will be able to switch between them using the icon at the top of the page:

## Member view:



The screenshot shows the top navigation bar for the Member view. On the left is the Nautilus logo with the text "SEA SERVICE RECORD NAUTILUS". On the right, it says "Nautilus International" with an external link icon. Below this are two buttons: "Authoriser" and "Sign out". A horizontal menu contains "Sea time" (which is underlined), "Authorisers", "Service Record", and "My Account". At the bottom of the bar, there are two tabs: "Certified" and "Non-Certified".

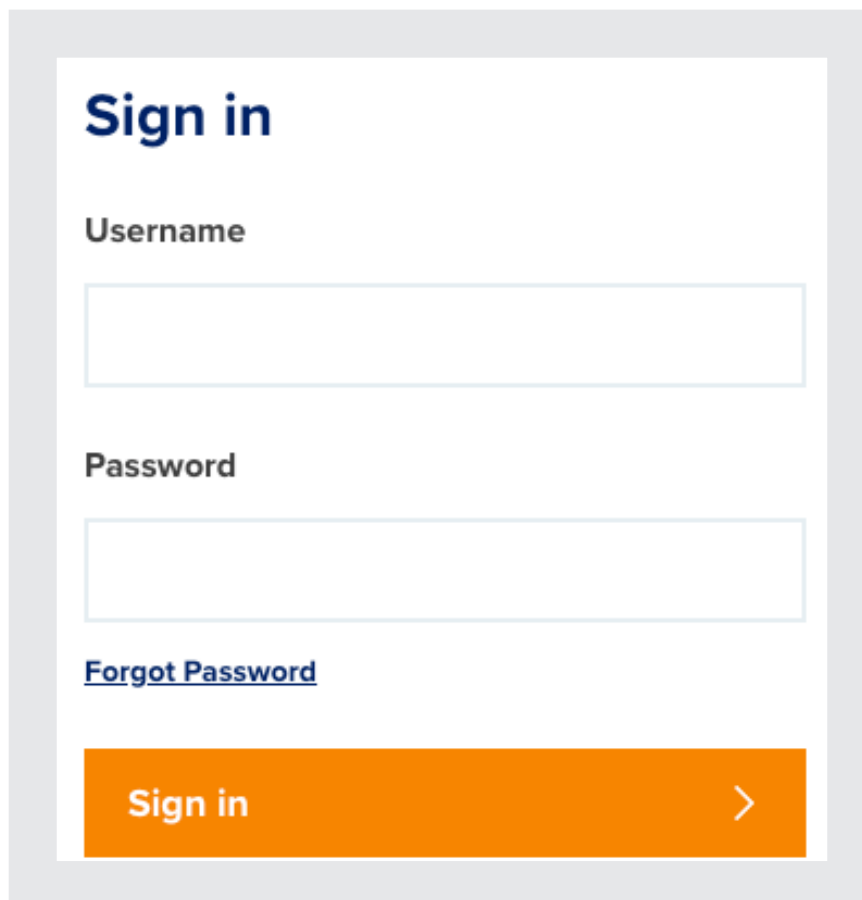
## Authoriser view:



The screenshot shows the top navigation bar for the Authoriser view. On the left is the Nautilus logo with the text "SEA SERVICE RECORD NAUTILUS". On the right, it says "Nautilus International" with an external link icon. Below this are two buttons: "My Sea Service Record" and "Sign out". A horizontal menu contains "Sea time" (which is underlined), "Documents", and "My Account". At the bottom of the bar, there are three tabs: "Awaiting Approval" (with a red circle containing the number 3), "Rejected", and "Approved".

## Forgotten password

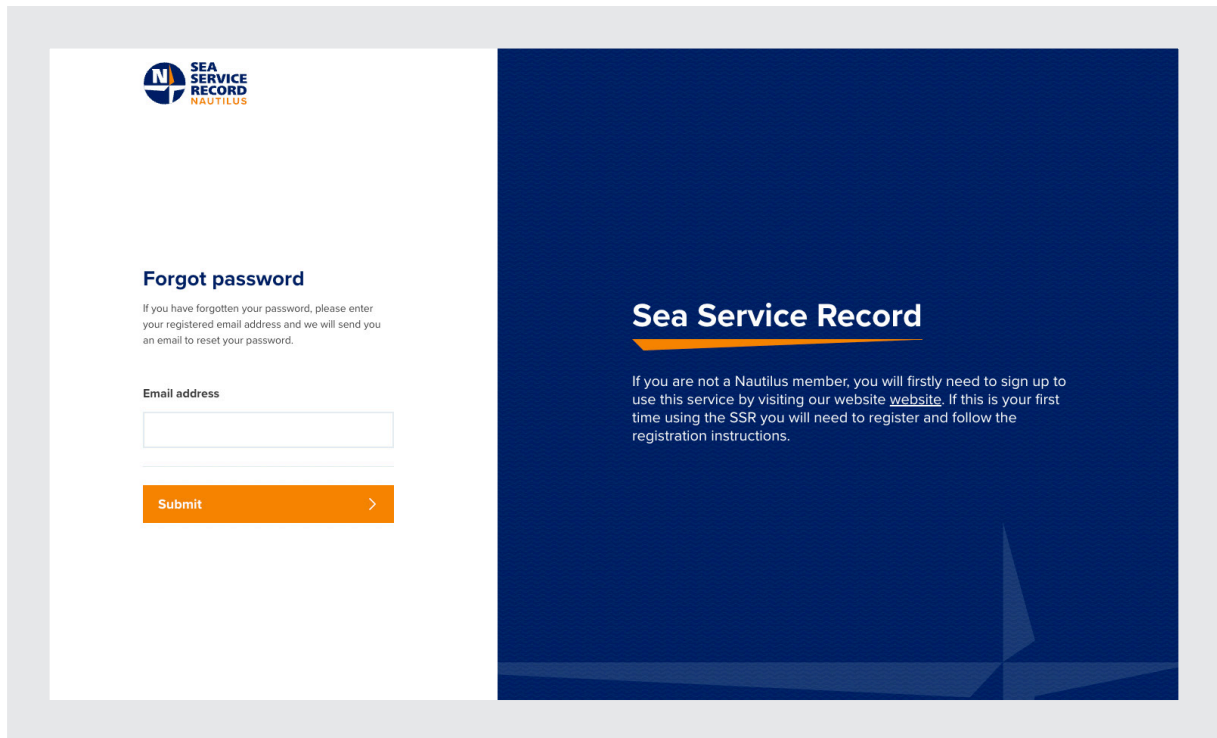
If you have forgotten your password, **click** on the Forgot Password link on the login page under the Username and Password boxes:



The image shows a 'Sign in' form with the following elements:

- Sign in** (Section Header)
- Username** (Label) with an empty text input field below it.
- Password** (Label) with an empty text input field below it.
- [Forgot Password](#)** (Link) located below the password field.
- Sign in** (Button) with a right-pointing chevron icon, located at the bottom of the form.

You will then be prompted to enter the email address you used to register:



The screenshot displays a web interface for the Nautilus Sea Service Record. On the left, there is a white panel with the Nautilus logo (a blue circle with a white 'N') and the text 'SEA SERVICE RECORD NAUTILUS'. Below the logo, the heading 'Forgot password' is followed by the instruction: 'If you have forgotten your password, please enter your registered email address and we will send you an email to reset your password.' A text input field labeled 'Email address' is provided, and below it is an orange 'Submit' button with a right-pointing arrow. On the right, a dark blue banner features the heading 'Sea Service Record' and the text: 'If you are not a Nautilus member, you will firstly need to sign up to use this service by visiting our website [website](#). If this is your first time using the SSR you will need to register and follow the registration instructions.'

Submitting this form will send an email to your address which will contain a link to allow you to reset your password.