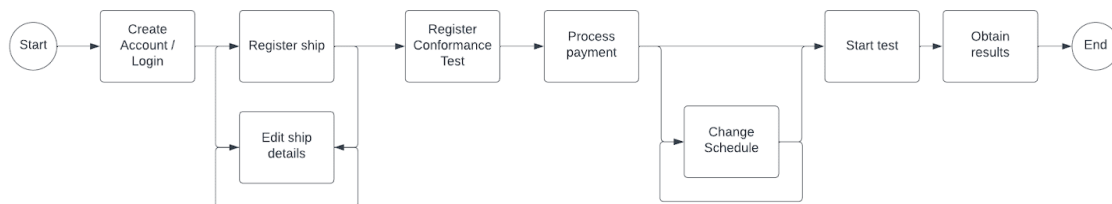# LRIT Conformance Testing On Demand Portal

User Guide

To obtain an LRIT Conformance Test follow these simple steps:

1. Access Pole Star's On-Demand Portal and select LRIT Conformance Testing.
2. Register your vessel(s).
3. Request LRIT Conformance Test for your registered vessel(s).
4. Process payment.
5. Start the test.
6. Receive your Test Results.



The following sections offer details for each of the steps.

# Acces Pole Star's On-Demand Portal
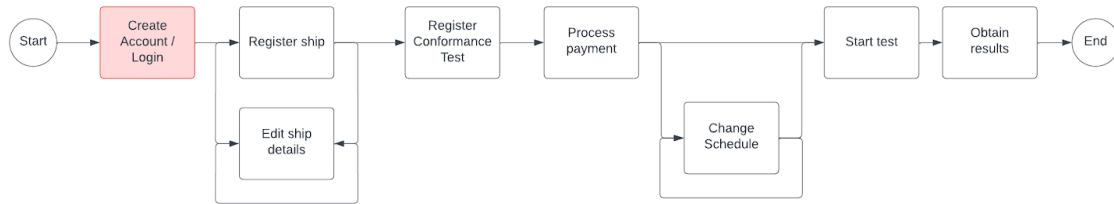


Using a modern browser navigate to https://ondemand.polestarglobal.com.

If you already have an account, login with your credentials, otherwise you can click on "Register" and create your account.

After creating your account you will receive an email with a link to verify your email address. Please click on the link.

## POLE STAR

## Sign Up

**First Name**

Input first name

**Last Name**

Input last name

**Company Email**

Input company email address

**Company Details**

Name

Input company name

Country

Input country name

Address

Input address

Suite/Floor

Input suite or floor number

City

Input city or town

State/Province

Input state or province

ZIP/Postal Code

Input ZIP or postal code

Company Phone (incl. country code)

Input phone number

Company Website (optional)

Input website

**Password**

enter at least 8 characters

**Confirm Password**

enter at least 8 characters

☐ By signing up I agree to the Terms of Use & Privacy Policy

Sign up

Already have an account? Log in

## POLE STAR

## Login

**Company Email**

Input company email address

**Password**

enter at least 8 characters

Forgot password?

Log in

Don't have an account? Register

After your address has been verified you can login to your account and access our services.

If you have forgotten your password, select the link under the password field in the form, enter the email address that you used when you registered the account and a password reset link will be sent to your email.

After logging in, you will be presented the Portal's main page as shown below:
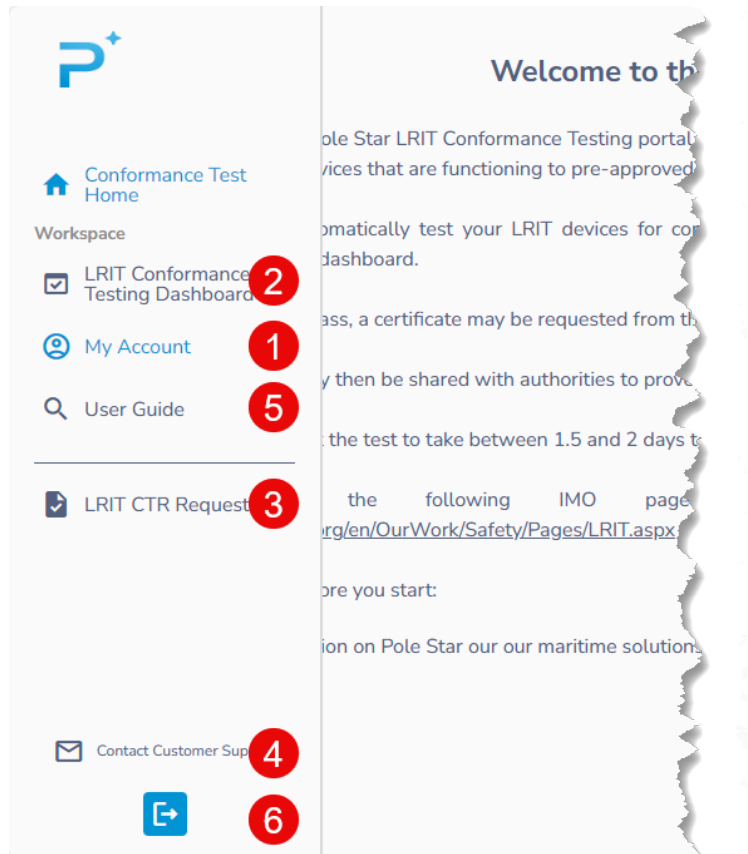


(1) Select **My Account** if you need to update your company information.
(2) Select **LRIT Conformance Testing Dashboard** to access Conformance Testing services.
(3) After your Conformance Tests have been completed successfully, use the **LRIT CTR Requests** link to request Conformance Test Reports.
(4) If you need to contact Pole Star's Customer Support team, you can copy the email address by clicking on the provided link.
(5) This User Guide is also available from the left panel.
(6) Leave the portal by clicking on the **Sign Out** button.

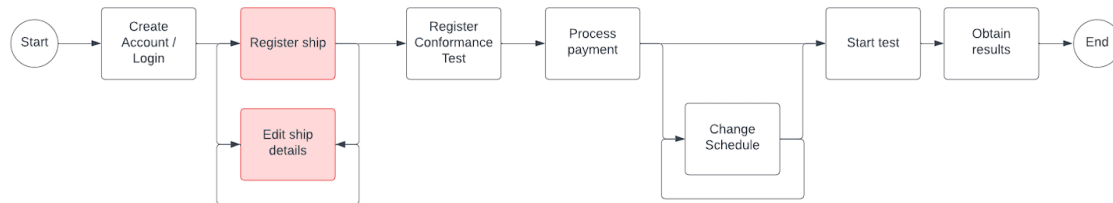The Conformance Testing Dashboard is shown below.
From here, you can manage your fleet of registered vessels, add a new Conformance Test for a registered vessel, start a Conformance Test, check progress of a Conformance Test, and download test logs.



(1) In the table you will see your Conformance Tests.
(2) You can filter the displayed Conformance Tests by Test ID, Vessel Name, IMO Number, or Transceiver number.
(3) By clicking on the **Manage Vessels** button, you can add, update or remove vessels from your fleet.
(4) By clicking on the **New Conformance Test** button, you can add a conformance test for a registered vessel.
(5) The **Test Status** column shows the status of each Conformance Test.
(6) The **Test Start/Schedule Time** column shows the start time if the test has already started or the scheduled start time if the test is scheduled to start at a later time.
(7) Use the **Start Test** button to start a test.
(8) Use the **Logs** link to access the test log for a test that has already started.

# Register your vessel(s).



From the Conformance Testing Dashboard click on the Manage Vessels button to access your fleet.



(1) From here you can access all your registered vessels,

(2) You can find a specific vessel by searching for an IMO number, Transceiver number, MMSI or part of the vessel's name.

(3) You can also register a new vessel by clicking on the ***Register New Vessel*** button.
For each registered vessel you have the following options:

(4) Register a new Conformance Test for a registered vessel by clicking on the ***Run Test*** button for the vessel you want to test.

(5) Modify the vessel details or billing information by clicking on the pencil icon. Please note: Vessels cannot be updated after a Conformance Test is registered, even if the test has not started yet. Therefore it is very important to make sure all information is correct before creating a Conformance Test.

(6) Delete the vessel by clicking on the trash can icon.

(7) Additionally you can register multiple ships simultaneously by clicking on the Upload File button. See *Registering Multiple vessels* later in this guide.

(8) Use the link at the top to return to the Conformance Test Dashboard.

Registering a vessel requires two steps.

First, provide billing information:

① Contact Information  ＞  ② Vessel Details

## Billing Information

☐ Same as account level details **1**

Billing Company Name  **2**

Input company name

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City                                    ZIP or postal code

Input city or town                      Input ZIP or postal code

**3** Vessel Details  ＞

(1) If billing information is the same as your account, just select the checkbox and all fields will be filled for you.
(2) Otherwise, please provide the required information.
(3) Once all fields are completed, click on the Vessel Details button to enter vessel information.

Second, enter Vessel Details

Register New Vessel

① Contact Information 〉 ② Vessel Details

**Vessel Information**

| Vessel Name ❶ | Input vessel name |
| IMO Number | Input IMO number |

| Sea Areas Certificate Type | Select certificate type |
| Sea Areas Certificate Reference | Input certificate reference |
| Last Radio Survey Date | 2023-12-08 📅 |

**Transceiver Information**

| Transceiver Manufacturer | Select manufacturer |
| Transceiver Model ❷ | Select model |
| Mobile Number | Input mobile number |
| Serial Number | Input serial number |

Contact Information                    ❸ 💾 Save

(1) Please provide the requested information. If needed you will be able to update the vessel's details until a Conformance Test is created for the vessel.
(2) Provide the required details of the transceiver. Please be careful when entering this information, mistakes here will cause the test to fail and you will have to buy another Conformance Test.
(3) After all information has been entered you can save the vessel. This does not start the Conformance Test.

The newly registered vessel will appear in the list and is now available for Conformance Testing.

# Request LRIT Conformance Test for your registered vessel(s).
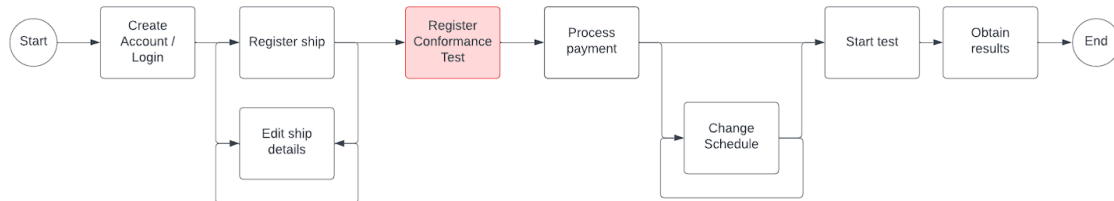


To create a Conformance Test for a registered vessel do one of the following:



(1) From the Conformance Testing Dashboard click on the **New Conformance Test** button.
(2) Click the **Select** button for one of your registered vessels.

Or



(1) From the list of registered vessels click the **Run Test** button.

After the vessel has been selected by one of the methods indicated above,  the following form is presented:



(1) Select the reason for the Conformance Test.
(2) Select how you want the test to start. Choose one of the following three options:
   (a) *I'll start the test myself*. Select this option if you want to start the test yourself at a later time/date.
   (b) *Start the test immediately*. Select this option to start the test as soon as the payment is successfully processed.
   (c) *Schedule date*. Select this option to start the test automatically at a later date. Before the test starts, you can always change the start date or start it manually. See *Start the test* below.
(3) Enter  a purchase order number for the test.  It will be referenced in the corresponding invoice.
(4) Select the currency between US Dollars and British Pounds.

(5) Enter LRIT contact information. All notifications regarding the execution of the test will be sent to this email address. You can check the checkbox to copy information from your account.

(6) If your LRIT Contact information is different from your account, provide the required information.

(7) Billing information will be used to generate the invoice for the service. It can be the same as the LRIT Contact information by selecting **Yes**.

(8) Enter details for the Billing contact if it is not the same as the LRIT Contact.

(9) After all required information has been entered the **Eligibility Check** button is enabled. Click on the button to proceed. Note: The *Eligibility Check* is only enabled if the IMO Number is valid.

The eligibility check verifies that the ship is not subject to international sanctions. Just click on the **Screen Vessel** button.



If the screening is successful, i.e. the vessel is not subject to international sanctions, you can proceed by clicking on the **Payment** button:

## 1 Test Details > 2 Eligibility Check > 3 Payment

In order to progress with the conformance test, an eligibility check must be performed first to confirm the vessel is not currently sanctioned.

**Vessel Name:**

**IMO Number:**

✓ **Eligibility check passed**

< Confirm Details

Payment >

If the screening is not successful, i.e. the vessel is subject to international sanctions, you can't proceed and need to contact our Customer Support team.

## 1 Test Details > 2 Eligibility Check > 3 Payment

In order to progress with the conformance test, an eligibility check must be performed first to confirm the vessel is not currently sanctioned.

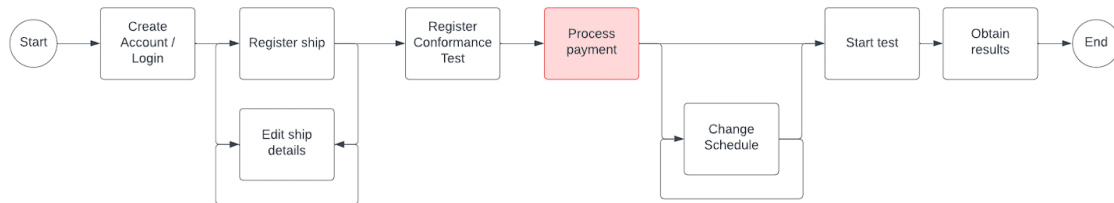**Vessel Name:** LT3100

**IMO Number:**

⚠ **Sanctions found**

This Vessel mentioned has been matched to one or more entries on a UK, UN, EU, US or other sanctions list, Pole Star hereby gives notice of its decision on this occasion to decline the services requested. Please contact support@polestarglobal.com to discuss further as required

< Confirm Details

Payment >

# Process payment.



After passing the eligibility check you can proceed and pay for the service. You are presented with the following page:



We accept payments by credit card using Stripe, the world's leader payment processor.
To pay for the services simply fill out your credit card information and click on the **Pay** button.
You have the option to securely save your credit card information in Stripe. Please note that Pole Star never stores credit card information.
Upon successful payment the corresponding invoice will be sent to the email address specified under billing information.

# Start the test.
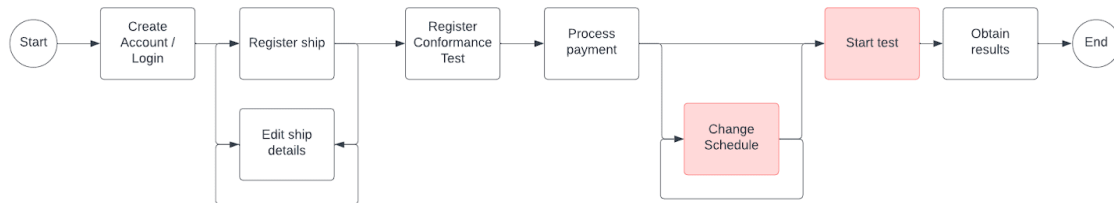


In all cases before a Conformance Test is started you will be required to confirm that the unit is ready to be tested. It is very important that you pay attention to this step, failure to check the recommendations may cause the test to fail and you will have to buy a new Conformance Test.

Before payment, when you change the schedule date of a test, or when you start a test manually you will be reminded of the recommended checks you need to perform prior to starting the test. You will be presented with a window as shown:



## IMPORTANT - EQUIPMENT VERIFICATION ✕

Make sure your shipborne equipment is in good working order and has been properly updated if required by the manufacturer. If you are unsure, contact your technician or equipment supplier.

Before starting the test please confirm that

- The correct IMO number has been configured in the unit. (Check your unit under SES Information)

☐ Read and Accepted                          Cancel    **Proceed**

You need to confirm that you have performed the recommended checks by checking "**Read and Accept**" and then click on the **Proceed** button.

If you selected the *Start test immediately* option, the test will start automatically after payment is confirmed.

If you selected to start the test on a Scheduled date, the test will start automatically on that date.

If you selected to start the test yourself, the test will not start automatically, you need to return to the portal when the unit is ready to be tested, and start the test manually. Follow the indicated steps below.





From the Conformance Test Dashboard in Pole Star's On-Demand Portal, locate the test you want to start.

In the Conformance testing Dashboard, locate the test you want to start.

(1) Tests that have not been started are indicated with a status of "*Not Started*" or "*Scheduled*".

(2) For these tests, you can either change or set a scheduled date for automatic start at a later date or change to manual starting by clicking on the pencil icon in the "*Edit Start Test/Schedule*" column.

(3) To start the test manually either use the *Edit Start Test* option as described above and select *Start test immediately,* or click on the *Start Test* Button.

Once the test starts the status will change to *Test in Progress.* Started tests cannot be stopped or paused.

# Receive your Test Results.
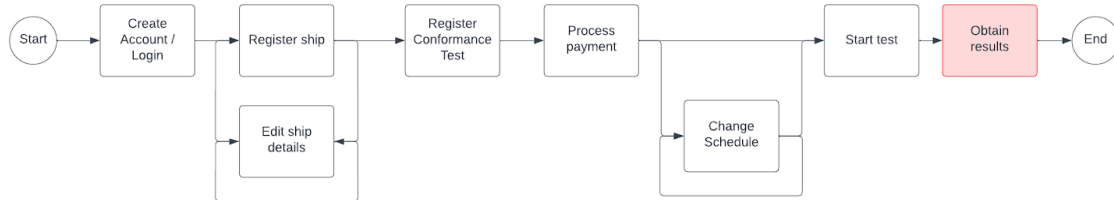


When the test is completed, the results will be automatically emailed to the email address of the LRIT Contact entered when the Conformance Test was created.

Additionally you can see the status of all tests in the Conformance Testing Dashboard.



For all tests that have already started you will see the current status (1), the date and time when the test started (2) and the test log (3).

The test log is updated in real time, and it is available immediately after starting the test. You can examine the test log on screen or download id by clicking on the **Download** button at the top of the window.

## 3101 - Test Logs    **Download**      ✕

```
2023-11-14T15:32:34Z Command: ResolveCommunicator. Status: Transceiver not previously registered
2023-11-14T15:32:35Z Command: Register. Status: SENT
2023-11-14T15:37:00Z Command: Activate. Status: COMPLETED
2023-11-14T15:37:01Z Command: StopReporting. Status: SENT
2023-11-14T15:40:38Z Command: StopReporting. Status: COMPLETED
2023-11-14T17:40:57Z Command: ImmediatePositionRequest. Status: SENT
2023-11-14T17:43:33Z Valid Position received. latitude:2.87, longitude:55.326668, stage:POLL
2023-11-14T17:43:33Z Valid Position received. latitude:2.87, longitude:55.326668, stage:POLL
2023-11-14T17:43:33Z Valid Position received. latitude:2.87, longitude:55.326668, stage:POLL
2023-11-14T17:43:45Z Command: ImmediatePositionRequest. Status: COMPLETED
2023-11-14T19:43:59Z Command: ProgramIntervalReporting. Status: SENT
2023-11-14T19:47:08Z Command: ProgramIntervalReporting. Status: COMPLETED
2023-11-14T20:44:07Z Valid Position received. latitude:3.404, longitude:55.703999, stage:EVERY_60_MINUTES
2023-11-14T20:44:07Z Invalid Position received. latitude:3.404, longitude:55.703999, stage:EVERY_60_MINUTES
2023-11-14T21:44:35Z Valid Position received. latitude:3.588667, longitude:55.836666, stage:EVERY_60_MINUTES
2023-11-14T22:44:57Z Valid Position received. latitude:3.774667, longitude:55.964668, stage:EVERY_60_MINUTES
2023-11-15T00:45:58Z Valid Position received. latitude:4.153333, longitude:56.230667, stage:EVERY_60_MINUTES
2023-11-15T01:46:20Z Valid Position received. latitude:4.346, longitude:56.366001, stage:EVERY_60_MINUTES
2023-11-15T02:47:00Z Valid Position received. latitude:4.540667, longitude:56.504665, stage:EVERY_60_MINUTES
2023-11-15T03:47:31Z Valid Position received. latitude:4.738, longitude:56.646667, stage:EVERY_60_MINUTES
2023-11-15T04:47:53Z Valid Position received. latitude:4.938, longitude:56.785999, stage:EVERY_60_MINUTES
2023-11-15T05:48:23Z Valid Position received. latitude:5.161334, longitude:56.939999, stage:EVERY_60_MINUTES
2023-11-15T06:48:44Z Valid Position received. latitude:5.372667, longitude:57.088001, stage:EVERY_60_MINUTES
```