

**AUTORIDAD DEL CANAL DE PANAMÁ**  
**EDCS registration process for Agents**  
**WEB ACCESS**  
**Revised: 1-FEB-2010**

In order to access EDCS using the WEB access module, the following is required:

- a. To access EDCS, a user ID and password are required. All Panama Canal registered agents (agent code holder) are first issued an administrator user account and password.
- b. The person assigned for the agent administrator account is responsible for the administration of all agent accounts, view all audits logs and reports, and requests for additional user accounts for this agent code.
- c. The additional users accounts are not created by the agent administrator. It will only be able to de-activate an account, i.e., personnel on vacation or personnel no longer working with the agency, and re-activate, i.e., personnel returning from vacation or re-hiring. The administrator account will have the same capability as any other account regarding the submission of forms.
- d. All agencies are compelled to, at least, retrieve their administrator user account and one digital certificate (token) in order to access the EDCS and submit all money related forms (booking, same day transit, etc.). Only the administrator can request additional users and digital certificates.
- e. The administrator user account requires the use of a digital certificate. All requests for additional users and digital certificates will have to be digitally signed by the administrator prior to submitting.
- f. Agencies who do not retrieve their administrator user ID and digital certificate will be unable to use EDCS. In order to submit an administrator account request, the following is required:
  - (1) A completed “EDCS User Administration Request” form (MRT-337), (<http://www.pancanal.com/eng/maritime/forms.html>) containing agent administrator user information, must be signed and submitted by each agent representative to the ACP via electronic mail to [EDCS\\_registration@pancanal.com](mailto:EDCS_registration@pancanal.com) or fax to (507) 272-4292. In turn, agencies will receive their administrator user ID and digital certificate.
  - (2) If an agency has more than one person in charge of submitting information through EDCS, other than the administrator account, two options are available:

**(a) Sharing the same user ID and password.**

This is not advisable if the users are able to submit information within the same time period. EDCS provides an electronic trail for all transactions that are tied to a logged-in user; therefore, if two or more persons are sharing the same user ID at the same time, it would be difficult to perform a trace, and the accountability of the transaction would be lost.

**(b) Requesting Additional Users and passwords.**

This is the preferred option since it will afford better accountability and control.

- (3) Requests for additional user accounts may be submitted after the administrator has retrieved its user ID and digital certificate by using “EDCS User Administration Request” (MRT-337) form. This form shall be completed and signed by the administrator prior to forwarding. It shall be sent via electronic mail to [EDCS\\_registration@pancanal.com](mailto:EDCS_registration@pancanal.com).
- (4) The administrator shall define on form MRT-337 which additional user accounts will be assigned with digital certificates. The persons in charge of submitting forms related to transit bookings, i.e., Booking Request, Booking Cancellation, Request for Daylight Booked Transit, Request for Same Day Booked Transit, etc., are required to have a digital certificate in order to sign and submit their request through EDCS. Each additional digital certificate has a cost of \$90.00 (a digital certificate token is given to store the digital certificate). The annual renewal cost is \$25.00.
- (5) Please be advised that the password assigned to each digital certificate does not expire. However, if you required changing this password or the same is lost, a new certificate will have to be issued at a cost of \$25.00

**Note:** Requests for additional user accounts: Each agency with an ACP Agent Code can request up to ten (10) user accounts at no cost. Thereafter, each additional user account will have a nominal annual cost of USD \$50.00.