Guide for Applicants

LOG IN

Owner Procedure

- adding an existing vessel to an Account
At LOG IN screen -

Enter USERNAME & PASSWORD

SELECT – LOG IN
SELECT – MY CRAFT

Owneremail@supplier.co.uk

Details of activity

Thank you for using Waterways Ireland self-service website

If you require any further help using the site, or just have a general enquiry, our staff will only be too happy to assist. During normal working hours you may contact us by phone at our office in Athlone on 353906494232 or in Enniskillen on 44266322836. Alternatively you may submit your query below and our staff will respond as soon as possible to your email address.

Your email address: Owneremail@supplier.co.uk

Message:
To ADD an previously registered VESSEL to the owners list

SELECT

If a vessel currently registered with you is not shown on the list below, DO NOT add this vessel using ‘ADD NEW CRAFT’ instead make contact with the appropriate office: ERNE 0044 (0) 66 322836 SHANNON 00353 (0) 90 6494232

After you have submitted your vessel for process, it will display a Temporary number which is prefixed by 90NN

Please Note:

- Lough Erne - final Registration Numbers are prefixed with the letter E
- Shannon - final Registration Numbers are prefixed with the letter S

<table>
<thead>
<tr>
<th>Line No</th>
<th>Craft Name</th>
<th>Registration No.</th>
<th>Issuing Navigation</th>
<th>Craft Category</th>
<th>Reg Status</th>
</tr>
</thead>
</table>

Home
Vessels should be registered with the Navigation in which the vessel is mainly used and berthed (ERNE, Northern Ireland - SHANNON, ROI). Your valid registration will allow visits to the other jurisdiction.

Has this boat been registered before
- No (Select and Press ADD Boat)
- Yes (only Select if Craft is remaining in the same Navigation)
- Don't Know (Select Search by Boat Name if known. If not found/known press ADD BOAT to continue)

Select If:
- You wish to transfer the Registration Number from your previous craft onto another craft or;
- Craft previously registered on Shannon but will be mainly used and berthed on the Erne or;
- Craft previously registered on Erne but will be mainly used and berthed on the Shannon

Add Boat  Cancel
Vessels should be registered with the Navigation in which the vessel is mainly used and berthed (ERNE, Northern Ireland - SHANNON, ROI). Your valid registration will allow visits to the other jurisdiction.

Please Answer

Has this boat been registered before
- No (Select and Press ADD Boat)
- Yes (only select if craft is remaining in the same Navigation)

- Select if:
  - You wish to transfer the Registration Number from your previous craft onto another craft or;
  - Craft previously registered on Shannon but will be mainly used and berthed on the Erne or;
  - Craft previously registered on Erne but will be mainly used and berthed on the Shannon

- Lough Erne - Final Registration Numbers are prefixed with the letter E
- Shannon - Final Registration Numbers are prefixed with the letter S
If vessel has been registered before and you wish to register it in your name with the same Registration Number in the same Navigation

SELECT - YES

Please Answer

- Has the boat been registered before
- Yes (only Select if Craft is remaining in the same Navigation)
- Don’t Know (Select Search by Boat Name if known. If not found/known press ADD BOAT to continue)
- Select If:
  - You wish to transfer the Registration Number from your previous craft onto another craft or;
  - Craft previously registered on Shannon but will be mainly used and berthed on the Erne or;
  - Craft previously registered on Erne but will be mainly used and berthed on the Shannon

Add Boat | Cancel
SELECT - If Registration is known otherwise select 'PREVIOUS BOAT NAME'.
Type in whole Number – 
*Does not need prefix - S/E or S00/E00*
Vessels should be registered with the Navigation in which the vessel is mainly used and berthed (ERNE, Northern Ireland - SHANNON, ROI). Your valid registration will allow visits to the other jurisdiction.

Please Answer

Has this boat been registered before
- No (Select and Press ADD Boat)
- Yes (only Select if Craft is remaining in the same Navigation)
- Don't Know (Select Search by Boat Name if known. If not found/known press ADD BOAT to continue)

Select if:
- You wish to transfer the Registration Number from your previous craft onto another craft or;
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- Previous Registration No.
- Previous Boat Name

Search

Previous Registration No. 12347

If correct boat is found, left click to highlight, then press ADD BOAT

Registration number not found

Add Boat Cancel
If Registration Number 'returned no results' check that number is correct in Search box. If it is correct Select 'REGISTRATION NUMBER NOT FOUND' above left and follow instructions.
<table>
<thead>
<tr>
<th>Boat Name</th>
<th>Boat Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MY DREAM BOAT</td>
<td>E012347</td>
</tr>
<tr>
<td>GREY LADY</td>
<td>S012347</td>
</tr>
</tbody>
</table>

Initial Questions

Vessels should be registered with the Navigation in which the vessel is mainly used (ERNE, Northern Ireland - SHANNON, ROI). Your valid registration will allow visits to other jurisdictions.

Please Answer

- Has this boat been registered before?
  - Yes (only select if craft is remaining in the same Navigation)
  - No (select and press Add Boat)
- Don’t know (Select Search by Boat Name if known. If not found/known press Add Boat to continue)

Reg No. FOUND

If correct boat is found, left click to highlight, then press Add Boat
Vessels should be registered with the Navigation in which the vessel is mainly used and berthed (ERNE, Northern Ireland - SHANNON, ROI). Your valid registration will allow visits to the other jurisdiction.

Initial Questions

Has this boat been registered before

- No (Select and Press ADD Boat)
- Yes (only Select if Craft is remaining in the same Navigation)

Dont Know (Select Search by Boat Name if known. If not found/known press ADD BOAT to continue)

Select if:
- You wish to transfer the Registration Number from your previous craft onto another craft or;
- Craft previously registered on Shannon but will be mainly used and berthed on the Erne or;
- Craft previously registered on Erne but will be mainly used and berthed on the Shannon

Previous Registration No.

Search

Previous Registration No. 12347

If correct boat is found, left click to highlight, then press ADD BOAT

Registration number not found

1 to 1 of 1

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Highlight the vessel

SELECT - ADD BOAT
After a few moments the details of the identified vessel appears. In keeping with Data Protection, the Name & Address details of the previous owner is not shown.
The issuing Navigation & Registration Number plus the Vessel Category / Make / Model / Length / Beam / Draft / Air Draft are 'greyed' out to prevent alteration. If it is the correct craft, the fixed craft details will not change. New Owner can change – Craft Name / engine size / colour details.
Owners via online registration are not permitted to alter the Make & Model etc of an existing registered vessel. HOWEVER a new vessel owner is encouraged to supply details in the free text Craft Description Box (above) to have these included if the Make & Model and other restricted details are 'Not Updated' or 'Not Listed' in the original record.

Waterways Ireland Admin staff will update as required.
When satisfied that this is correct vessel and details updated if required, the New owner continues.

SELECT - NEXT
Co-Owners:

Step 2 of 2

Complete Name & Address details of any additional owners. If no additional owners select Finish

Craft Owners

Line No | Title | Forename | Surname | Address | Country | Country | Post Code | Phone | Evening | Email | Marketing | Action
---|---|---|---|---|---|---|---|---|---|---|---|---|
Back | Home | Finish

SELECT
### Co-Owners:

**Step 2 of 2**

Complete Name & Address details of any additional owners. If no additional owners select Finish.

<table>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Forename</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
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**Contacts**

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<tbody>
<tr>
<td>Phone</td>
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<tr>
<td>Evening Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Please choose NO if you do NOT wish to be contacted by Waterways Ireland for the purpose of sending promotional material.

**Craft Owners**

Line No | Title | Forename | Surname | Address | Country | County | Phone | Evening | Mobile | Email | Marketing | Action |
|--------|-------|----------|---------|---------|---------|--------|-------|---------|--------|-------|-----------|--------|

**Verify Details**

Please confirm details entered are correct by ticking the check box.

Ok
Vessel can now be seen in the account but:
Status will remain Pending until Waterways Ireland Admin confirms Registration.