



Homeport is an enterprise internet portal that combines secure information dissemination, advanced collaboration, and provides a public-facing interface for internal Coast Guard processes. Use Homeport to:

- Access information related to marine safety security and environmental protection
- Collaborate through communities
- Review and publish documents
- Search for users, vessels, and facilities

Homeport Quick Reference Card *Enabling Partnerships • Providing Service • Centralizing Knowledge • Delivering Security* <http://homeport.uscg.mil>

Tab Toolbar

Homeport Tabs Lead to Four Distinct Areas of Content



NOTE: SBU/SSI content is available to qualified registered users.

<p>My Homeport: Available to registered users only. Provides customizable features like alerts, shortcuts, and easy access to your Communities. Contains channels to Notifications and various search functions.</p>	<p>Missions: Contains local and national CG News; Maritime Security (MARSEC) and Threat Advisory levels; Alerts; and marine safety, security, and environmental information.</p>
<p>Port Directory: Contains information pertaining to each individual Coast Guard Captain of the Port.</p>	<p>Library: Contains information on Regulation, Policy, Safety, and Security.</p>

Accessing Homeport

Activate Your Homeport Account: You must register to have an active account in Homeport. Click the **Register** button located in the global header. In order to register you must be one of the following: an owner, operator, or security officer for a vessel or facility that is required to have a security plan in accordance with the MTSA; a member of an AMSC, HSC, SAC, NMSAC, or PRC; or a designated National Security Partner. Once your registration has been submitted, it will be sent to your local Captain of the Port for approval.

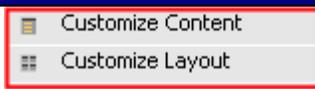
If you are already registered; click the **LOGIN** button located in the global header, and enter your user ID and password to access the **My Homeport** tab.

Forgot your Password? Click the [Did you forget your password](#) link, and fill in the form using your username and current email address. Click **Submit** to have your new password sent to you via email.

If you have problems accessing the site or activating your account, contact the Customer Support Division (CSD) during the hours of 0630am to 1830pm EST at 1-304-262-5971 or anytime via email at OSC-Homeport@uscg.mil.

Customizing Content and Layout

The information on the **My Homeport** tab is organized in **Blocks**. Each Block contains links to Programs and Content. You can customize the Content and Layout for each **Block** by selecting the **Customize** buttons in the **Channels** on the left of the page.



	<p>Use these buttons to shift the Blocks between the Columns and up/down within in each Column in the Customize Layout channel.</p>
<p>SHOW ALL</p>	<p>Use the Customize Content channel to select what Blocks appear on the My Homeport tab.</p>
<p>HIDE ALL</p>	<p>Use these buttons or the check boxes in the Show column to select the Blocks you would like to appear.</p>

Use the **Save**, **Cancel** or **Reset To Default** buttons to save or reset the layout changes that you have made.



Global Header and Help

After successfully logging-in, the Global Header and Help features appear in the top right corner of the site.

[Logout](#) | [Profile](#) | [Alerts](#) | [Shortcuts](#) | [Help](#) | [Contact Us](#)

<p>Alerts</p>	<p>Opens the Alerts Interface. When you set alerts for Programs, Content, Tasks, Meetings, Announcements, and Discussions; and that content is changed, the icon turns Red, you receive an email, and the alert appears in the Alerts Interface page.</p>		
<p>Profile</p>	<p>Opens your Homeport Profile. Here you can update your profile and change your password.</p>	<p>Contact Us</p>	<p>Opens Homeport contact information.</p>
<p>Shortcuts</p>	<p>Opens the Shortcuts Interface containing the shortcuts you have set.</p>	<p>Logout</p>	<p>Logs you out of the registered user interface.</p>
<p>Help</p>	<p>Opens the Homeport User Guide. Here you can find the answers to most of the questions/problems you could encounter while navigating Homeport.</p>		

The User Guide also contains many Flash tutorials to help you with some of the functionality in Homeport. You can also learn some of the terminology used in Homeport by accessing the Index, Search, and Glossary Tabs located in the User Guide.



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Submitting Security Plans

Homeport allows for the electronic submission of facility and vessel security plans. Once your security plan has been submitted electronically, you will receive status changes of your plan in real time from the USCG. You will be able to amend and submit addendums from any computer that has an internet connection. You can also designate other registered Homeport users that are associated with your facility or vessel to be editors or viewers of your plans. Electronic submission through Homeport will save you time as well as increase security.

<ul style="list-style-type: none"> Customize Content Customize Layout 	<h4>Manage Security Plans Channel</h4> <p>Clicking this Channel will take you to the Manage Security Plans page. Click the Submit New Facility/Vessel Plan link. Next, fill out the form with the necessary information and click the save button. Your security plan is now electronically submitted to the CG for administrative review.</p>
<ul style="list-style-type: none"> COTP Information Committees Contingency Plans Safety Notifications Security Notifications Vessels and Facilities Manage Security Plans 	<p>Once you have successfully submitted your security plan, your page will change to include your Plan Name, which is a link to the plan's details page; Plan Owner; Submission Date; Status; Status Date; Case ID; Comments; Plan Expire Date; Plan Status; and Actions.</p> <p>In the Actions field you can click the links to submit an Amended plan or to add a TWIC or SSAS. Changes to these fields will take place real time; though they are subject to administrative approval.</p>

MARSEC Level Attainment

Homeport allows for the electronic reporting of MARSEC Level attainment. When the USCG changes the local MARSEC level, login to Homeport and locate your **My Vessels and Facilities** block on the **My Homeport** tab; this block lists all vessels and/or facilities that were associated to you during your Homeport registration.

<p>My Vessels and Facilities</p> <p>Vessel and Facility MARSEC Levels Configure</p> <p>Facilities</p> <table border="1"> <thead> <tr> <th>Facility</th> <th>MARSEC Level</th> </tr> </thead> <tbody> <tr> <td>AMERICAN SUGAR REFINING</td> <td><input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3</td> </tr> <tr> <td>Imports Chesapeake Terminal</td> <td><input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3</td> </tr> <tr> <td>Annapolis City Dock, PAF</td> <td><input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3</td> </tr> <tr> <td>Baltimore Fells Point, PAF</td> <td><input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3</td> </tr> <tr> <td>Chesapeake Maritime Museum, PAF</td> <td><input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3</td> </tr> <tr> <td>MPA Dundalk Marine Terminal</td> <td><input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3</td> </tr> </tbody> </table> <p>Set all Facilities to MARSEC level 1 2 3 UPDATE LEVELS</p>	Facility	MARSEC Level	AMERICAN SUGAR REFINING	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Imports Chesapeake Terminal	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Annapolis City Dock, PAF	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Baltimore Fells Point, PAF	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Chesapeake Maritime Museum, PAF	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	MPA Dundalk Marine Terminal	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<p>Click the radio button next to each vessel or facility for which level you wish to mark as attained. If the local MARSEC level has been raised to three, then you would click the radio button for 3 for each of your vessels or facilities, and then click the Update Levels button. This information is then sent to your local Captain of the Port and recorded by the USCG.</p>
Facility	MARSEC Level														
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Communities

Communities are the areas of Homeport that allow members to organize and exchange information exclusively among other group members. Communities can be used for a variety of functions, from team or project collaborations to business meetings.

Each Community contains a Navigation bar with links to available community features:

<ul style="list-style-type: none"> Home Overview Announcements Checklists Discussions Documents Meetings To-do's Programs Contacts Participants Groups Sub-Communities Preferences 	<p>Announcements: A place to broadcast messages to selected members of the Community.</p> <p>Checklists: A group of tasks related to the Community.</p> <p>Discussions: A place for Community members to post discussion threads on Community topics.</p> <p>Documents: A place for Community members to post documents and folders of documents related to the community.</p> <p>Meetings: A tool for informing other Community members of the details of a meeting (either past or upcoming), including date, time, location, and action items.</p> <p>To-Do's: A list of tasks assigned to Community members. Includes assigned by, assignee, due date, and status.</p> <p>Programs: A Program index with quick links to content related to the community.</p>
	<p>Contacts: Contact information for the Owners and Contacts of the community.</p>
	<p>Participants: Lists the Community members and notes their rights and responsibilities. Community Owners can add and remove participants.</p>
	<p>Groups: Lists the different groups of the Community. Community members can be grouped by the owners of the Community according their rights level.</p>
	<p>Sub-Communities: A list of supporting communities under the over-all Community.</p>
	<p>Preferences: A list of opt-in/out features set by you, including: receiving posts by email, showing your email address to others in the Community, and showing your profile to others in the community.</p>

NOTE: You may or may not see some of these channels due to your individual rights inside the community.