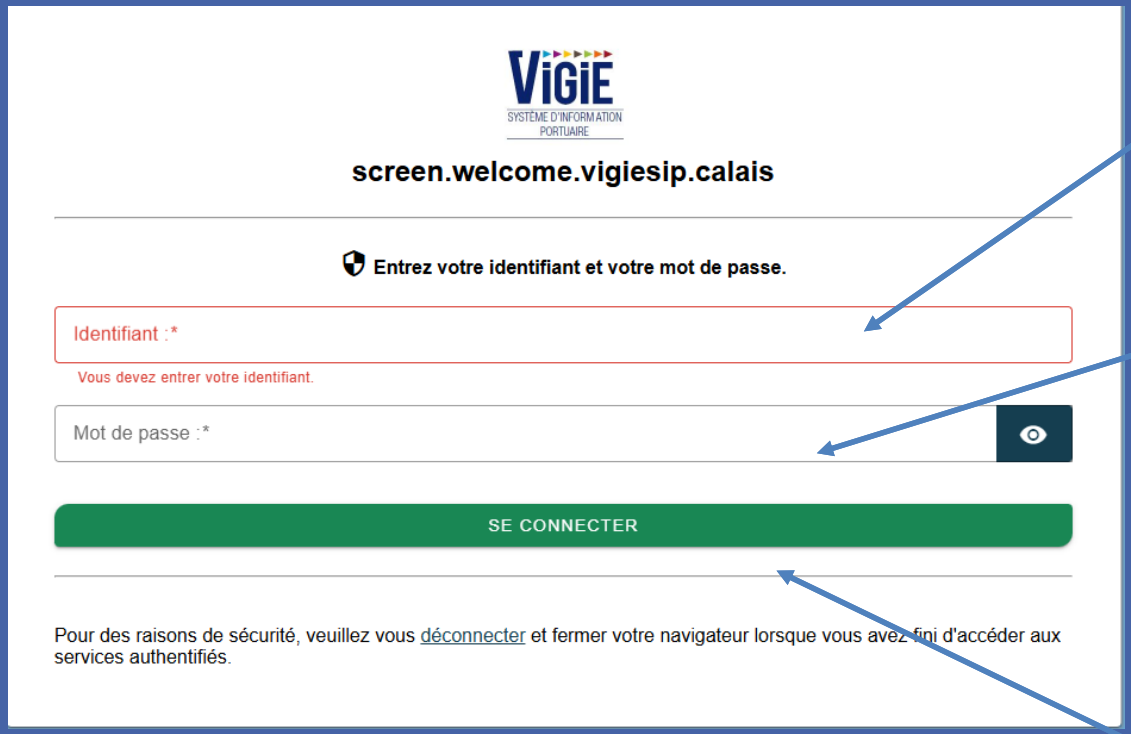
1 Connecting to the VIGIE portal on https://calais.vigiesip.eu

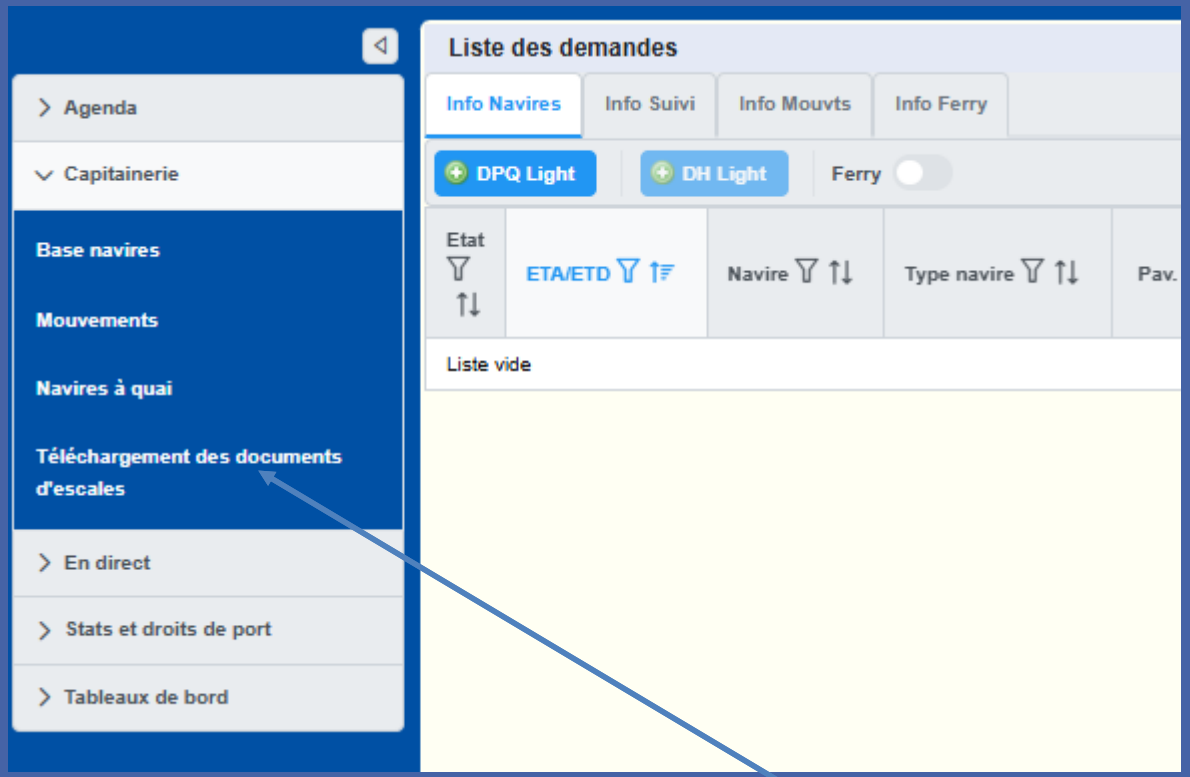



2 Enter your LOGIN (provided in the registration email or by the VIGIE administrator).

3 Enter the password you set.

4 Click on LOG IN

# VIGIE Capitainerie / Harbour Master Office menu

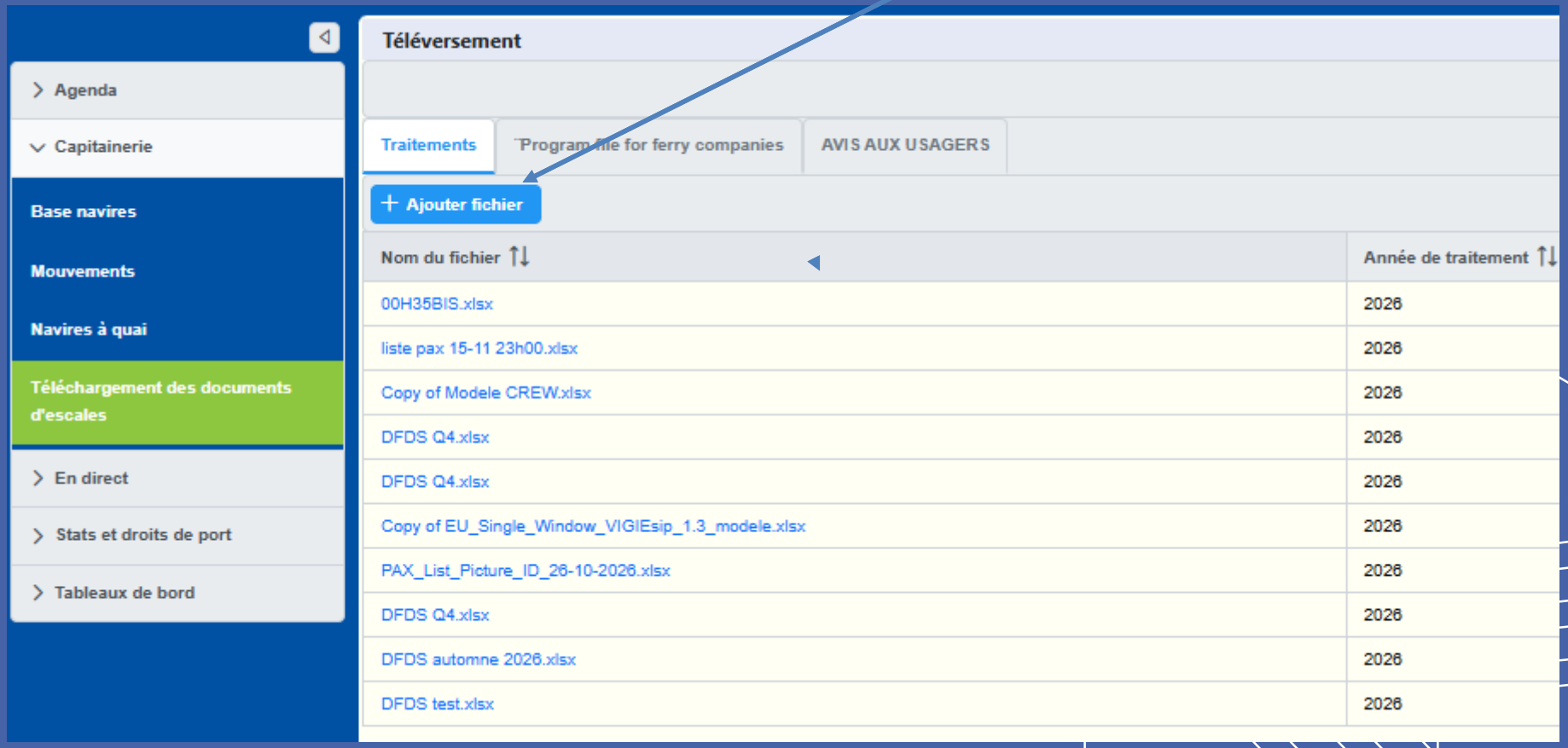



5

Clic on sub-menu : Téléchargement des documents d'escale / Documents dowload

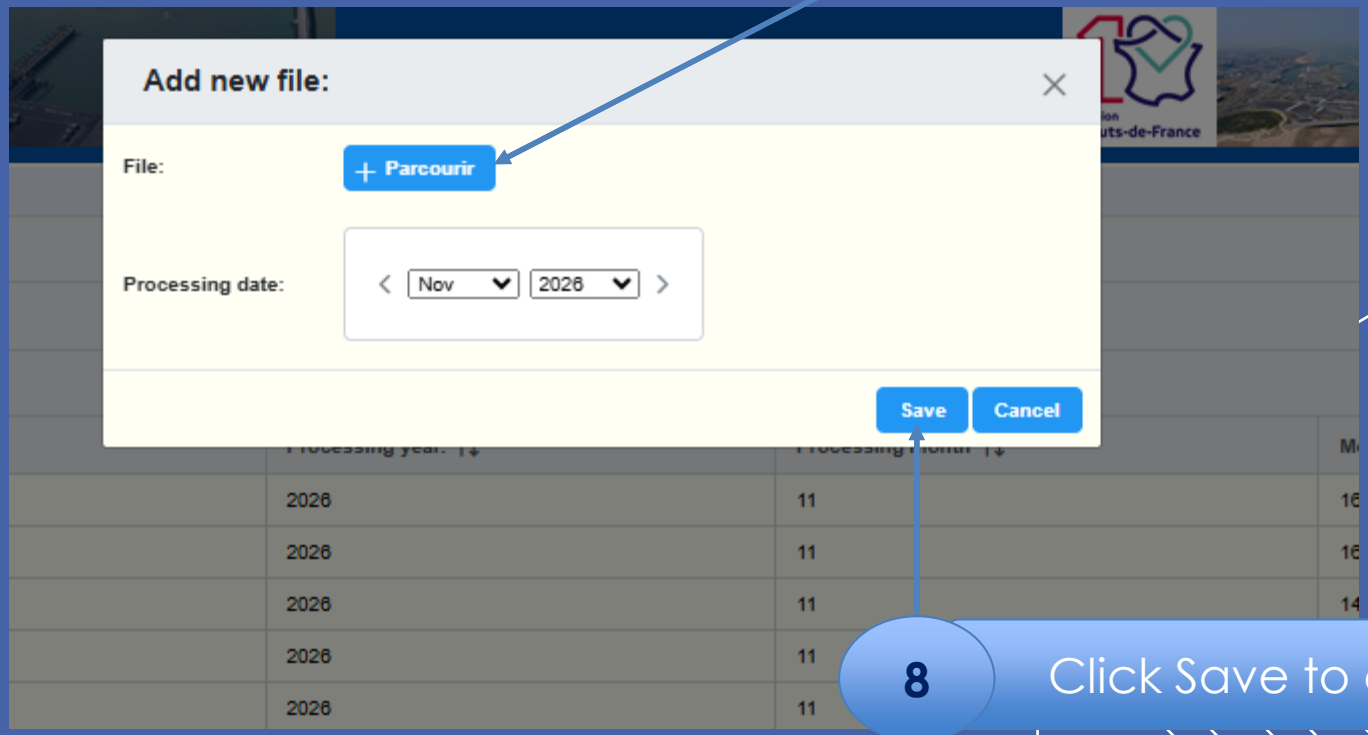
# Uploading page

6 Clic add file in processes tab



# Add new file

7 Selection of the file to upload




8 Click Save to confirm

Then file will be processed, and the calls will be added to the system.