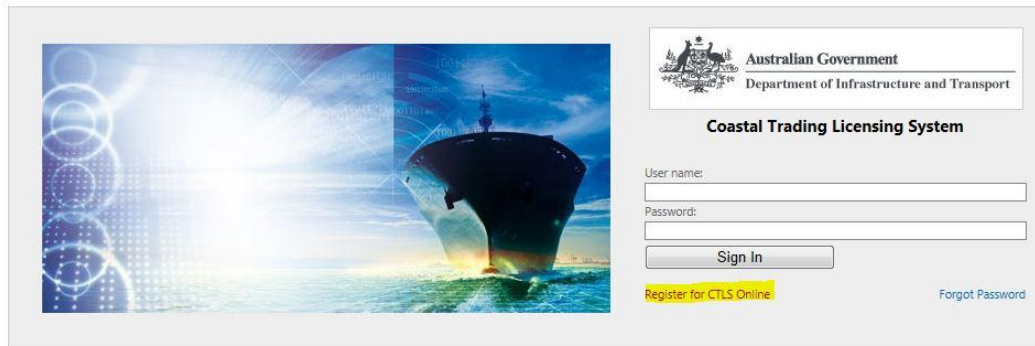


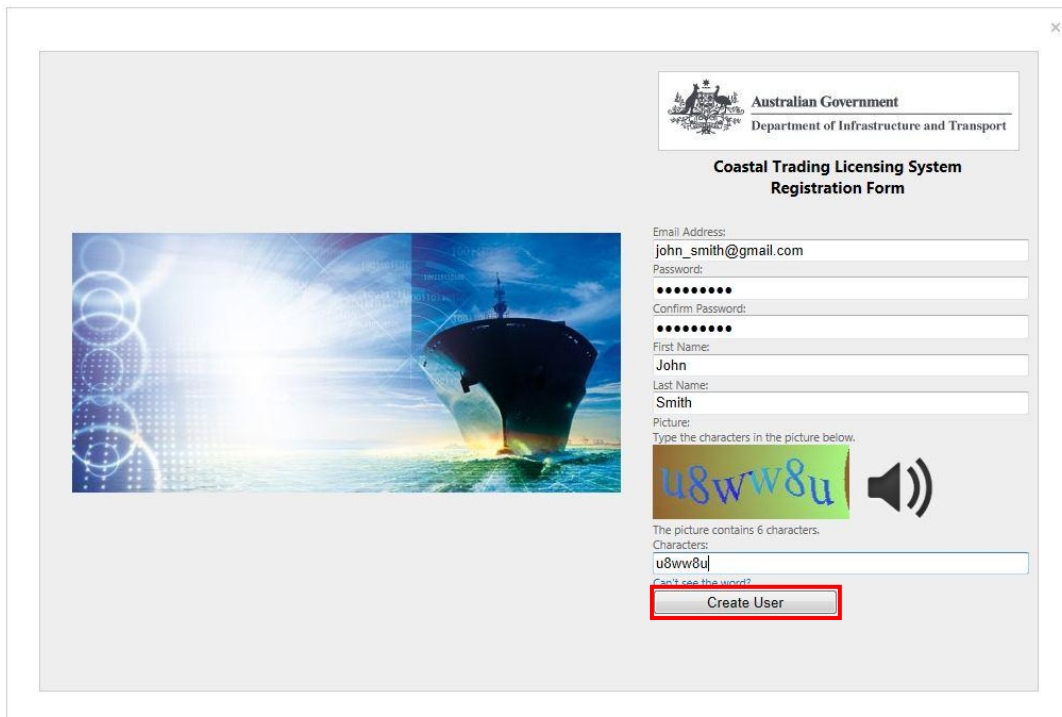
CTLS: How to Register

- Navigate to the external portal <https://ctls.infrastructure.gov.au>



The screenshot shows the login interface for the Coastal Trading Licensing System. On the left is a decorative image of a ship at sea with a digital overlay. On the right, the Australian Government logo and name are displayed above the Department of Infrastructure and Transport. The main heading is "Coastal Trading Licensing System". Below this are fields for "User name:" and "Password:", followed by a "Sign In" button. At the bottom right, there are links for "Register for CTLS Online" and "Forgot Password".

- Fill in the Registration Form and Click **Create User**



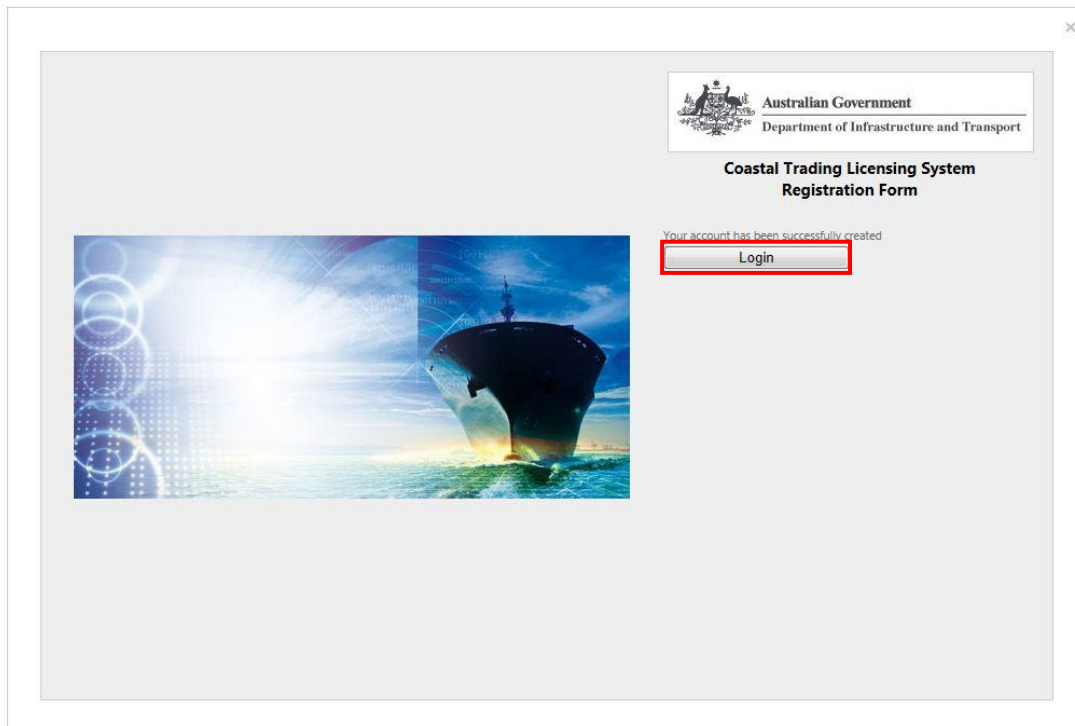
The screenshot shows the registration form for the Coastal Trading Licensing System. It features the same decorative image and government branding as the login page. The heading is "Coastal Trading Licensing System Registration Form". The form includes fields for "Email Address:" (filled with "john_smith@gmail.com"), "Password:" (masked with dots), and "Confirm Password:" (also masked). Below these are fields for "First Name:" (filled with "John") and "Last Name:" (filled with "Smith"). A "Picture:" field contains a CAPTCHA image with the characters "u8ww8u" and a speaker icon. Below the CAPTCHA, it says "The picture contains 6 characters." and "Characters:" followed by a text input field containing "u8ww8u". A link "Can't see the word?" is visible. At the bottom, a "Create User" button is highlighted with a red border.

- Once your access has been approved, the user gets an email as below

Your request for an account on the CTLS has been approved and you have been granted access.
 Your user name is: xyz@xyz.com
 Your password is: Password1]

Your password can be changed immediately by logging onto the [Change Password Page](#) using your user name and password.
 The change password page is located at <http://test.ctls.infrastructure.gov.au/Layouts/FBA/ChangePassword.aspx>.
 Once you have changed your password, you can browse the CTLS site at <http://test.ctls.infrastructure.gov.au>
 If you require additional access please contact the Shipping Business Unit at ras@infrastructure.gov.au
 Shipping Business Unit
 Department of Infrastructure and Transport
 Phone: 02 6274 7474 Email: ras@infrastructure.gov.au

- Click on **Login**



- Click **Next**

Registration

You are currently not registered to a Shipping Business Unit with the Department of Infrastructure and Transport.
 Please complete the form below to link your account to a Shipping Business Unit.
 You will be notified by email once approved, at which time, you will then be granted further access to the Coastal Trading Licensing System.

Before you begin NEXT >>

Coastal Trading Client Registration Form

This form is used for:

- Persons seeking a Client Reference Number (CRN) with the Shipping Business Unit of the Department of Infrastructure and Transport (the Department).
- A Client Reference Number assists the Department in the processing of applications for those persons seeking to engage in or be advised of carriage of cargo or passengers within Australia (Coastal Trading).

Enquiries

For any enquiries, please contact the Department on
 Telephone: +61 2 6274 7474
 Fax: +61 2 6274 7884
 Email: ras@infrastructure.gov.au
 Postal Address: Shipping Business Unit, GPO Box 594, CANBERRA CITY ACT 2602

NEXT >>

- Fill in the form and click **Next**

Registration

You are currently not registered to a Shipping Business Unit with the Department of Infrastructure and Transport.
Please complete the form below to link your account to a Shipping Business Unit.
You will be notified by email once approved, at which time, you will then be granted further access to the Coastal Trading Licensing System.

12345678999	12345678999		
Phone *	Fax		
0295676643	0295676643		
Email *			
john_smith@xyz.com			
Registered Address			
Building Name / Level			
Lvl 4			
Street 1 / PO Box *			
16 Kent Street			
Street 2			
Street 3			
Suburb *	State / Province	Postal Code	Country / Region *
Kent	ACT	5678	Australia
NEXT >>			

- Fill in the form and click **Next**

Registration

You are currently not registered to a Shipping Business Unit with the Department of Infrastructure and Transport.
Please complete the form below to link your account to a Shipping Business Unit.
You will be notified by email once approved, at which time, you will then be granted further access to the Coastal Trading Licensing System.

Mailing Address			
Use Registered Address *			
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Building Name / Level			
Lvl 4			
Street 1 / PO Box *			
16 Kent Street			
Street 2			
Street 3			
Suburb *	State / Province	Postal Code	Country *
Kent	ACT	5678	Australia
Additional Contacts			
Would you like to add additional contacts? *			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
NEXT >>			

- Click **Next**

Registration

You are currently not registered to a Shipping Business Unit with the Department of Infrastructure and Transport.
Please complete the form below to link your account to a Shipping Business Unit.
You will be notified by email once approved, at which time, you will then be granted further access to the Coastal Trading Licensing System.

<< BACK NEXT >>

Disclosure and Privacy Statement

Disclosure of information
The Australian Government Department of Infrastructure and Transport (the Department) collects information provided on this form to carry out its obligations under the Coastal Trading (Revitalising Australian Shipping) Act 2012 (CT (RAS) Act) and associated Regulations. The CT (RAS) Act requires or authorises the Minister to disclose and publish certain information via the Department's website at www.infrastructure.gov.au. Applicants must comply with all disclosures as set out in the CT (RAS) Act.

Privacy
Notwithstanding the restrictions on publishing application information under the CT (RAS) Act described above, the Department is committed to complying with the Privacy Act 1998 (Privacy Act), which contains information privacy principles that the Department must observe when collecting, using and disclosing 'personal information' (within the meaning of the Privacy Act).
If you require further information, or wish to make a complaint, about the Department's collection or handling of your 'personal information', contact:
The Privacy Officer
Department of Infrastructure and Transport
GPO Box 598
CANBERRA ACT 2601 Australia

NEXT >>

- Check the Declaration box and click **Submit**

Registration

You are currently not registered to a Shipping Business Unit with the Department of Infrastructure and Transport.
Please complete the form below to link your account to a Shipping Business Unit.
You will be notified by email once approved, at which time, you will then be granted further access to the Coastal Trading Licensing System.

<< BACK

Declaration by Applicant

I undertake to ensure that the information provided in this form is true and correct.
I understand and consent to receive electronic communications from the Department on the email address nominated above.
I understand that an application to register for a client reference number does not, in and of itself, provide entitlement for notifications under Coastal Trading (Revitalising Australian Shipping) Act 2012.

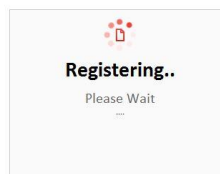
Confirmation *

I agree to the above declaration

SUBMIT

Registration

You are currently not registered to a Shipping Business Unit with the Department of Infrastructure and Transport.
Please complete the form below to link your account to a Shipping Business Unit.
You will be notified by email once approved, at which time, you will then be granted further access to the Coastal Trading Licensing System.



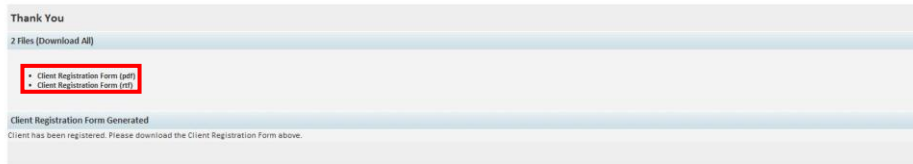
- Click on the attachments to open in pdf or word format to view or save

Registration

You are currently not registered to a Shipping Business Unit with the Department of Infrastructure and Transport.

Please complete the form below to link your account to a Shipping Business Unit.

You will be notified by email once approved, at which time, you will then be granted further access to the Coastal Trading Licensing System.



Thank You

2 Files (Download All)

- Client Registration Form (pdf)
- Client Registration Form (rtf)

Client Registration Form Generated

Client has been registered. Please download the Client Registration Form above.

- Click on **Home** and you will see the screen below
- Once it's approved by DoIT the user will be able to submit applications.



Australian Government
Department of Infrastructure and Transport

Coastal Trading Licencing System

Home My Profile Application Forms My Applications My Licences [Old Home]

CTLS > Pending Registration

Your CRN application is currently pending approval.
You will receive an email once your application has been approved and access to the portal has been granted.