Employee Self Service (ESS) User Reference Guide

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Annex -1 Competence Code Reference

NOTE: Preferably use a **LAPTOP** when available for convenience. **SMART PHONE** can also be used but in **landscape** mode for the site to display properly.

I. First Time Logging In:

- 1. Go to <u>https://ess.hoegh.com/</u> (Copy paste)
- a. Alternative site link: https://ess.hoegh.com/Login/Login.aspx?ReturnUrl=%2Fdefault.aspx
- 2. You will be directed to the login page below:

×OCS	
User Login	
Password:	
Remember me	
Log in Forgot password?	
Version: 2.15.6 © Mintra Trainingportal AS	

- 3. Username is "H + Employee Number" (e.g., H10414)
- 4. Then click the forgot password.
- 5. This will prompt you **"Do you want to request a new password?".** Click **"Ok**". This will send a reset password link to your registered email address. (Clarify this first with us if you have multiple email addresses)
- 6. Click the link to reset/assign a new password.
- 7. Type in your new password and type again to confirm.
- 8. Click Ok to change password.
- 9. Then login with your username and new password.

II. Enabling 2-Factor Authentication

To increase account security, 2-factor authentication should be enabled. This feature sends a code to you (email or google authentication app) each time you log in.

1. On the upper right hand, click your name on the upper right. Then click "Profile".

<u>lıl</u> ?	☑ ≮	H12405 (Testing, Frankie) 🔻
		🛃 Act as user
	(Profile
		ധ Logout

2. At the bottom page you will see "Two factor login". Check the "Enable two factor authentications". box.

ail and Google Auth	entication (2FA), 2FA must first be individual activated enticator, SMS is only available if there is a valid ag	3. Then at least one authentication method mu reement for SMS sending. If email is used, a va	ist be verified. 3 different methods are available; SMS, e- ilid email address is assumed.
Enable two factor at	uthentication		
mail address	CAERV@hoegh.com	Verified	Verify email
	Enable Google authentication		

3. You can either select **Email** verification or **Google authentication** (Google authentication requires you to download the app on your smartphone)

mail and Google Authen	entication (2FA), 2FA must first be individual activation (2FA), 2FA must first be individual activation (2FA), 2FA	agreement for SMS sending. If email is used,	a valid email address is assumed.
Enable two factor au	Ithentication		
Email address	CAEPWOhneshimm	Verified	Verify email
(Enable Google authentication		

4. For EMAIL, click the "Verify email" button. A verification email will be sent to your email address registered.

Two factor login			
To use 2-factor auther mail and Google Auth	ntication (2FA), 2FA must first be individual activated enticator. SMS is only available if there is a valid agr	Then at least one authentication method mo eement for SMS sending. If email is used, a va	ust be verified. 3 different methods are available; SMS, e- ilid email address is assumed.
Enable two factor au	uthentication	ion email is sent	
Email address	CAERV@hoegh.com	Verified	Verify email
	Enable Google authentication		

5. You will receive the following link. Once you click the link, account will be verified.

Confirm your account	← Reply 《 Reply All → Forward ····
To V Carlos Miguel Tolentino Ervite	Tue 6/22/2021 9:57 AM
Please confirm your account by clicking <a href="http://ess.hoegh.com/Account/VerifyEmailAddress.aspx?
codeKey=7peN7NP7tTNmps8tol94wxkq0VeRINwffyL8nuZalWzl3tqRwFglbW1oaa3DPYc%2FkATNkH3Pc0%2F95XK
2FLDskciTzSR5cmidPdyM6ptD%2FULkJWqdEERS2idPSOmdCs%3D&userId=H12405">here .	8aHahjog0g1Kstk9aKJTbZPvTQngYDPuLISjrNtjCDBJ%2B%
ESS -	
Email address verified	

6. OTP (One Time Password) will be required when logging in. This will be sent to your email.

7. For GOOGLE Authentication, download the app. on Google Play store or Apple store.



8. Click the "Enable Google Authentication" button. Then a QR code will be displayed. Scan this using the Google Authenticator App.

Google authentication	
	To use Google authentication, a authentication app must be installed on phone. Different authentication apps are available, below are links to some, others could be used also. From the app, scan the QR-code, and verify with a code. • For iOS: Google Authenticator on iTunes App Store 🖸 • For Android: Google Authenticator on Google Play 🖸 • For Windows Phone: Authenticator on Windows Phone App Store 🗗
Code:	Submit



9. It will then be added to your google authenticator home page. The code displayed will be required when logging in (like an OTP).

	🚛 SMART 🗢	10:23	
	≡ Goo	ogle Authentica	ator …
	OCS+HR+Sel	IfService (PHCTE)	
	C S HP Salf	Service (H1240E)	
(003 (770	
	1150	577	
			$(\mathbf{+})$
			\bigcirc

III. Personal Data

In Personal Data, you can update your personal information (e.g., address, contact numbers, email address, Passport, etc.)

1. Hover the mouse over the "ESS" in the upper right. Then click "Personal Data"

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2. To edit the details, click the "Edit" button. Editable fields will appear in white (Contact Info). Fields in gray are not editable. Should there be any need for correction in the gray fields, coordinate this with HFSP Crew Support Systems.

Person	Contact info	Competence	Emp. history	Payslip	Passport
Address					
Address		123 Dasmarina cavite city	s village		
Country		Philippines			
Airport		Manila [Ninov A	nuino Internationa	i	

3. Once you are done editing/updating your personal info, click "Save"

10. 12405	F	Person Testing, Fra	nkie	
Save Cancel				
Person Contact info	Competence	Emp. history	Payslip	Passport
Address				
Address				
Country	Philippines			
Airport	Manila [Ninov A	quino Internationa	i	

Note: Passport and Seamans book is updated through "Add Competence" function

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IV.

Add Competence Add competence is a feature in ESS used to encode and upload your certificates & documents without the need to go to the office.

1. Hover the mouse over the "ESS" in the upper right. Then click "Add competence"

Activities Activity request Competence re Own competen Welc Add competence	q. ce system of Höegh Autoliners	
In this system you may Tasks waiting for app	update your file with Höegh with updated contact det. roval	ails, certificates, training and p
Task	Action	S
Competense reques	t Register Competence request	S
Ҟ ess 🝷		
ESS -	Person Testing, Frankie	Positio
npno. 12405	Person Testing, Frankie	Positio
ESS T npno. 12405 New request Workflow comment	Person Testing, Frankie	Positio
ESS	Person Testing, Frankie	Positio
ESS	Person Testing, Frankie	Positio
ESS	Person Testing, Frankie	Positio
ESS	Person Testing, Frankie	Positio
ESS	Person Testing, Frankie	Positio

3. "Add a comment for the request" window will pop out. Write what is the nature of the request (what document/s are you trying to upload). Then click "**Add request**". (No limit on characters)

Add a comment for the request	×
Request comment:	
	Add request Cancel
	Add a comment for the request Request comment:

4. Then click "Add Competence"

New request BT Current status: Change status to: Status comment: BT Save Add competence	no. 12405	Person Testing, Frankie	Position Co
BT Current status: Started (Register Competence request) Change status to: BT Save Add competence	New request		
Current status: Started (Register Competence request) Status comment: BT	BT		
Change status to: Status comment: Save Add competence	Current status:	Started (Register Competence request)	
Save	Change status to:		
Save Add competence	Status comment:	вт	
Add competence			
Add competence			
Add competence	Save		
Add competence	Save		
	Save		
	Save Add competence		
	Save		
	Add competence		

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5. Add/Edit Competence window will pop up. Fill in the correct "Competence Type", "Competence Group" and "Competence". Code Guide see Annex 1.

👯 ESS	*		III ? H12405 (Testing, Fi	ankie) *
mpno. 1240	Add/Edit Competence request		~~	
	Competence type	Please select type of competence	v]	
New req	Competence group	Please select Competence Group	~	
BT	Competence	Please select Competence	×	
Current Change			Save Cancel	÷
Status d	omment: 87			
Save				
Add com	petence			

- 6. After entering "Competence", wait for the window to refresh to show additional fields (ref. below). Here you can edit the other details. Please ONLY fill out the following:
 - a. FOR CERTIFICATES,
 - i. valid from
 - ii. valid to
 - iii. certificate number.
 - iv. Country of issue
 - v. Attachment (PDF)
 - b. FOR COURSE DIPLOMA
 - i. valid from
 - ii. valid to
 - iii. certificate number.
 - iv. Attachment (PDF)
 - c. FOR QUALIFICATION
 - i. Valid from
 - ii. Valid to (SSS Loans)
 - iii. Grade (SSS Loans)
 - iv. Attachment (PDF)
- 7. Take note that the "Attachment" will be initially greyed out. Click SAVE first.

Add/Edit Competence requi	st	
and see an descent side		
Competence type	Centrificate	
Compétence group	Engine	•
Compétence	Chief Evolvour Cer: STCW & III/2 (CHENG)	2
Valid from/to		
Renewed		
Certificate no		
Country of Essue		
fains by		۵
Comments		
awachman		
	The file chosen Sawa and edit to add attactment.	6
		Save
		Sav

8. The click the pencil icon (

	1	Person Tel	sting, Fra	inkie	Positio	n Cook Train	ee		Company	HFSP, BE	RL			
New request														
SAMPLE ADD C	OMPETEN	ICE												
Current status:		Starter	d (Regist	er Competence request)										
Change status to	9;													~
Status comment:		SAMP	LE ADD	COMPETENCE										
Add competence Certificate requ	uests				1 control			1211111		(Lana)				
Add competence Certificate requ Status	uests Type	Group	Code	Certificate	Valid from	Renewed	Valid to	Country of Issue	1ssued by	Cert. no	Comments	Grade	Language	Exist

 Then you can ADD the attachment. This only applies to the FIRST certificate request. All certificates added after, you'll be able to add the attachment immediately. Then click "Save" NOTE: Make sure to SIGN your COPs and COCs prior uploading.

Competence type	Certificate	~
Competence group	Deck	~
Competence	Chief Officer Certificate, STCW sec A-II/2 (CHOFF)	~
valid from/to	*	
Renewed		
Certificate no		
Country of Issue	~ ~	
issue by		~
Comments		
Attachment	Change Ble No Ble chorses	

10. You can **EDIT** the certificates you've uploaded by clicking the **pencil icon** at the left side of the document after saving should you need to correct them.

Curre	ent status:		Started (Red	lister Compete	nce request)		
Chan	ge status to:		Send for a	pproval			
Statu	s comment:						
	Save						
Save							
Save							
Save)						
Save							
Save	ompetence						
Save	ompetence						
Save add co	ompetence ificate requests						
Save .dd co	ompetence ificate requests Status	Туре	Group	Code	Certificate		
Save	ompetence ificate requests Status Benistand	Type	Group	Code	Certificate		

11. You can add multiple competencies to a single request by clicking the "Add Competence" button. Then repeat process from **step 5**.

BT					
Currer	nt status:		Started (Reg	gister Compete	nce request)
Chang	e status to:		Send for a	pproval	
Status	comment:				
Save					
Save Add col	mpetence				
Save Add col	icate requests	Туре	Group	Code	Certificate

- 12. Once you are ready to submit the documents, change the "Change competence status to" to "Send for approval".
- 13. Use the **Status Comment** to indicate, what documents you want you are requesting and what documents you have submitted as a summary. Sample: "**For Approval BT, PSCRB, ATFF COPs**"
- 14. Then click "Save" this will now send the documents you have encoded for approval.

ph o. 124	35	1	Person Testing,	Frankie	
New re	quest				
BT					
Curren	nt status:		Started (Reg	ister Compete	nce reques
Chang	e status to:		Send for a	oproval	
status	comment:				
Save					
Save	>				
Save	>				
Save Add col	mpetence				
Save Add cot	mpetence				
Save Add cot	mpetence icate requests				
Save Add cor	mpetence icate requests Status	Туре	Group	Code	Certifica

i. IMPORTANT!

- 1. **Status Comment** is also used when a request is **rejected** (e.g., wrong data input, wrong/no attachments etc.). **Status comment** displays what needs to be **corrected/done** by the crew to have their request approved.
- 2. **PDF** format when attaching scanned documents. This is to ensure system can generate reports connected to the competence. Make sure there is an attached file to the competence:

		Туре	Group	Code	Certificate	Valid from
10	Rejected Ok	Course diploma	Safety	ADVFIR	Advance fire fighting STCW 95 table	5/1/2021

3. Double Check all details before clicking save to ensure one-time approval.

a.	FOR CERTIFICATES,	
	i. valid from	
	ii. valid to	
	iii. certificate number.	
	iv. Country of issue	
	v. Attachment (PDF)	
b.	FOR COURSE DIPLOMA	
	i. valid from	
	ii. valid to	
	iii. certificate number.	
	iv. Attachment (PDF)	
C.	FOR QUALIFICATION	
	i. Valid from	
	ii. Valid to (SSS Loans)	
	iii. Grade (SSS Loans)	
	iv. Attachment (PDF)	

4. TICK "move existing certificate to history and create new record with renewed certificate.

Add/Edit Competence request

	Certificate already evictor thom in a room	2021 TO/TH: 10/08/2021*
Attachment	No file chosen	Save and edit to add attachment
Comments		
Issue by		
Country of Issue	Philippines 🗸	
Certificate no	asdasda	
Renewed	m	
valid from/to	14/05/2022	
Competence	Seaman's Passport (SSPP)	
Competence group	Identity	
Lompetence type	Certificate	

Once the crew has done the needed corrections, the crew can type in the status comment stating what changes were made so that the approver will be aware of what was accomplished by the crew.

The status comment has no limit to the number of characters you can type.

n pno. 12405	Person Testing, Frankie	
New request		
BT		
Current status:	Started (Register Competence request)	
Change status to:	Send for approval	
Status comment:		

Competence Requirement V.

Competence Requirement is used to know which of your documents/certificates are expiring expired and in need of renewal displayed in a graphic manner which is easy to understand.

1. Hover the mouse over the "ESS" in the upper right. Then click "Competence req"

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- 2. Once in the competence req page, select "Mandatory" under "Category".
- 3. For the vessel either select your previous vessel or upcoming vessel assignment.
- Then select the appropriate function/position relative to you.
- Then select the app
 Then click "Show". -----

-

Empno. 12405	Person Testing, Frankie	Position Cook Trainee	G
List competence stat Category Mandato Vessel Höegh A	us for requirement related to ? ^{IY} sia	✓ Per [21/06/2021] [1] Position / Function Chief Cook. (Position) ▼	
Competence requirements			

ANNEX 1 - Applicable ESS Competence Codes for Seafarers' Use Use as a reference when uploading competencies. Certificate

Туре	Group	ESS Code	Document
Certificate	Identity	EREG	POEA E-Registration
Certificate	Identity	SRN	Seafarer's Registration Number
Certificate	Identity	SID	Seafarer's Identity Document
Certificate	Identity	SSPP	Seaman's Passport
Certificate	Identity	SSRB	Seaman's Identification & Record Book
Certificate	Deck	COPASD	COP Able Seafarer Deck, STCW A- II/5
Certificate	Deck	COCCHOFF	COC Chief Officer, STCW A-II/2
Certificate	Deck	COECHOFF	COE Chief Officer
Certificate	Deck	COPGOC	COP General Operator Certificate
Certificate	Deck	COCMASTER	COC Master, STCW A-II/2
Certificate	Deck	COEMASTER	COE Master
Certificate	Deck	COEDECK	COE Deck Officer
Certificate	Deck	COCDECK	COC Deck Officer. STCW A-II/1
Certificate	Deck	COPNAVWAT	COP Ratings Forming Part of a
Certificate	Deck	000405	COP Able Seafarer Engine, STCW A-
Certificate	Engine	COPASE	
Certificate	Engine	COCCHENG	COC Chief Engineer, STCW A-III/2
Certificate	Engine	COECHENG	COE Chief Engineer
Certificate	Engine	ELEC	ETO/ETR - PRC Board Certificate
Certificate	Engine	COCENG	COC Engineer, STCW A-III/1
Certificate	Engine	COCENG2	COC Second Engineer, STCW A-III/2
Certificate	Engine	COEENG2	COE Second Engineer
Certificate	Engine	COEENG	COE Engineer
Certificate	Engine	COPENGWAT	Engineering Watch, STCW A-III/4 COC Electro Technical Officer,
Certificate	Engine	COCETO	STCW A-III/6
Certificate	Engine	COEETO	STCW A-III/6
Certificate	Engine	NC2SMAW	(SMAW)
Certificate	Galley	NC1MSM	NC1 Messman
Certificate	Galley	NC3COOK	NC3 Ships Cook
Certificate	Health	COVID19VAX	Covid 19 Vaccine
Certificate	Health	DRUG&ALCO	Drug & Alcohol Test
Certificate	Health	FITMED	Fit w/ Medication certificate incl. Rx.
Certificate	Health	MEDCERT	DOH PEME, Medical Certificate
Certificate	Health	YELLOWVAX	Yellow Fever Vaccination
Certificate	Operational	COPSSO	COP-Ship Security Officer
Certificate	Operational	DRIVERLIC	Driver's License
Certificate	Operational	COPATIGF	COP AT-IGF A-V/3 Paragraph 2
Certificate	Operational	COPBTIGF	COP BT-IGF A-V/3 Paragraph 1
Certificate	Safety	COPAFF	COP Advance Fire Fighting, STCW A-VI/3
Certificate	Safety	COPBT	COP Basic Training, STCW A-VI/1
Certificate	Safety	COPMECA	COP Medicare, STCW A-VI/4.2
Certificate	Safety	COPMEFA	COP Medical First Aid, STCW A- VI/4.1
Certificate	Safety	COPPSCRB	COP Proficiency in Survival Craft & Rescue Boat, STCW A-VI/2.1
	1		COP Security Awareness Training
Certificate	Safety	COPSATSDSD	Security Duties, STCW A-VI/6

Course Diploma

Course			ECDIS, Electronic Chart Display
Diploma	Deck	ECDIS	Information System
Course			
Diploma	Deck	ECDISF	ECDIS Specific Furuno FMD3100E

Course Diploma	Deck	ECDISJO	ECDIS Specific JRC Old JAN901B/701B
Course Diploma	Deck	ECDISJN	ECDIS Specific JRC New JAN9201C
Course Diploma	Deck	ECDISK	ECDIS Specific Kongsberg
Course Diploma	Deck	FORKM	Forklift Operation & Maintenance Course
Course Diploma	Deck	GMDSS	GOC/ROC GMDSS Course
Course Diploma	Deck	MLCDECKF1	MLC for Deck Officer, Function 1
Course Diploma	Deck	MLCDECKE2	MLC for Deck Officer, Function 2
Course	Deck	MI CDECKE3	MLC for Deck Officer, Function 3
Course	Deck	NAVWAT	Ratings Forming Part of a
Course	Deck	NISMARAD	Norwegian Maritime Rules and Regulations
Course	Deck		Officer in Charge of a Navigational
Course	Dock		Officer in Charge of a Navigational
Course	Deek		Trim & Ctability
Course	Deck		
Course	Safety	AFF	
Diploma Course	Safety	BI	Basic Training, STCW A-VI/1
Diploma	Safety	EFF	Extended Fire Fighting
Diploma	Engine	ENGWAT	Engineering Watch, STCW III/4
Course Diploma	Engine	ETOPROG	ETO Training Program - NTC
Course Diploma	Engine	HIGHVOLT	High Voltage Electrical Course
Course Diploma	Engine	MEC	ME-C Engine Course
Course Diploma	Safety	MEFA	Medical First Aid, STCW A-VI/4.1
Course Diploma	Safety	MECA	Medicare, STCW A-VI/4.2
Course Diploma	Engine	MLCENGF1	MLC for Engine Officer, Function 1
Course Diploma	Engine	MLCENGF2	MLC for Engine Officer, Function 2
Course Diploma	Engine	MLCENGF3	MLC for Engine Officer, Function 3
Course Diploma	Engine	MLCENGF4	MLC for Engine Officer, Function 4
Course Diploma	Galley	CATERNC1	Ship's Catering, NCI Course
Course Diploma	Engine	SMAW	Shielded Metal Arc Welding, NCII Course
Course Diploma	Galley	CATERNC3	Ship's Catering NCIII, Course
Course Diploma	Engine	OICEWE1A	Officer in Charge of an Engineering Watch Eurotion 1A
Course Diploma		0.02.00	
Course	Engine	OICEWF2A	Officer in Charge of an Engineering Watch, Function 2A
	Engine	OICEWF2A	Officer in Charge of an Engineering Watch, Function 2A Officer in Charge of an Engineering Watch, Function 4A
Course	Engine Engine	OICEWF2A OICEWF4A	Officer in Charge of an Engineering Watch, Function 2A Officer in Charge of an Engineering Watch, Function 4A Proficiency in Survival Craft &
Course Diploma	Engine Engine Safety	OICEWF2A OICEWF4A PSCRB	Officer in Charge of an Engineering Watch, Function 2A Officer in Charge of an Engineering Watch, Function 4A Proficiency in Survival Craft & Rescue Boat, STCW A-VI/2.1 Security Awareness Training and
Course Diploma Course Diploma	Engine Engine Safety Safety	OICEWF2A OICEWF4A PSCRB SATSDSD	Officer in Charge of an Engineering Watch, Function 2A Officer in Charge of an Engineering Watch, Function 4A Proficiency in Survival Craft & Rescue Boat, STCW A-VI/2.1 Security Awareness Training and Seafarer with Designated Security Duties, STCW A-VI/6
Course Diploma Course Diploma Course Diploma	Engine Engine Safety Safety Safety	OICEWF2A OICEWF4A PSCRB SATSDSD SO	Officer in Charge of an Engineering Watch, Function 2A Officer in Charge of an Engineering Watch, Function 4A Proficiency in Survival Craft & Rescue Boat, STCW A-VI/2.1 Security Awareness Training and Seafarer with Designated Security Duties, STCW A-VI/6 Safety Officer Course
Course Diploma Course Diploma Course Diploma Course Diploma	Engine Engine Safety Safety Safety Safety	OICEWF2A OICEWF4A PSCRB SATSDSD SO SSO	Officer in Charge of an Engineering Watch, Function 2A Officer in Charge of an Engineering Watch, Function 4A Proficiency in Survival Craft & Rescue Boat, STCW A-VI/2.1 Security Awareness Training and Seafarer with Designated Security Duties, STCW A-VI/6 Safety Officer Course Ship Security Officer / ISPS Course
Course Diploma Course Diploma Course Diploma Course Diploma	Engine Engine Safety Safety Safety Safety	OICEWF2A OICEWF4A PSCRB SATSDSD SO SSO	Officer in Charge of an Engineering Watch, Function 2A Officer in Charge of an Engineering Watch, Function 4A Proficiency in Survival Craft & Rescue Boat, STCW A-VI/2.1 Security Awareness Training and Seafarer with Designated Security Duties, STCW A-VI/6 Safety Officer Course Ship Security Officer / ISPS Course Advance Training for Ships Subject to the IGE Code STCW A-V/
Course Diploma Course Diploma Course Diploma Course Diploma Course	Engine Engine Safety Safety Safety Safety Operational	OICEWF2A OICEWF4A PSCRB SATSDSD SO SSO ATIGF	Officer in Charge of an Engineering Watch, Function 2A Officer in Charge of an Engineering Watch, Function 4A Proficiency in Survival Craft & Rescue Boat, STCW A-VI/2.1 Security Awareness Training and Seafarer with Designated Security Duties, STCW A-VI/6 Safety Officer Course Ship Security Officer / ISPS Course Advance Training for Ships Subject to the IGF Code, STCW A-V/2 Basic Training for Ships Subject to

Qualification

Qualification	Financial	MYSSS	My.SSS Member Info
Qualification	Financial	SSSALARY	SSS Salary Loan
Qualification	Financial	SSCALAMITY	SSS Calamity Loan
Qualification	Financial	PHILHEALTH	Philhealth Premium Contribution