



BUREAU OF TRANSPORTATION STATISTICS (BTS)

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Safe Maritime Transportation System (SafeMTS) Data Portal

# User Guide

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Safe Maritime Transportation System (SafeMTS)

Data Portal

User Guide

VERSION 3

Date of Last Update: 1/26/2024

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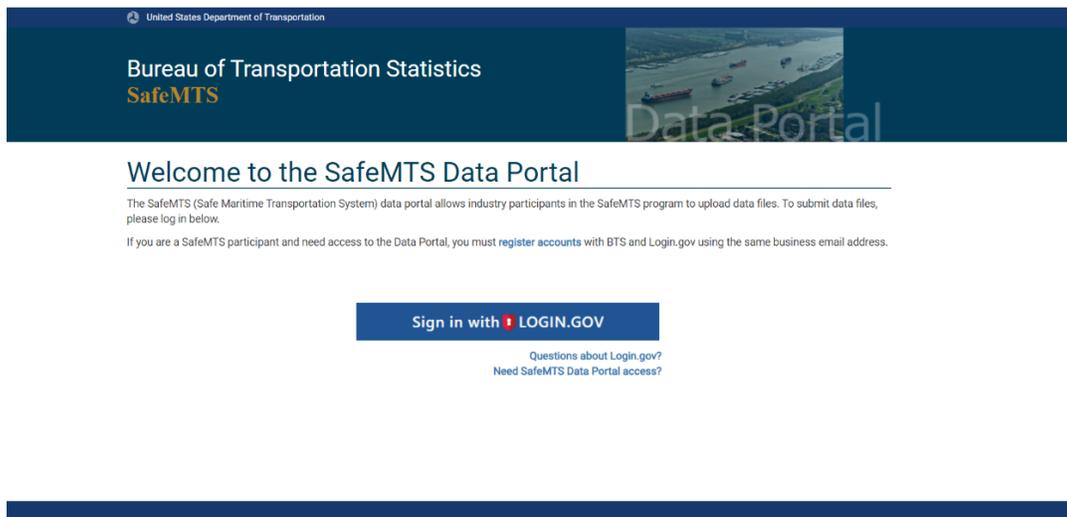
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# 1 Request access to the SafeMTS Data Portal

1. As a representative of a participating company of the SafeMTS pilot data program, you can access the SafeMTS Data Portal at: <https://www.c3rs.bts.gov/safemts/>.

Figure 1: SafeMTS Login Page



2. You need to have an account set up with the SafeMTS Data Portal before you can access the portal. BTS will set up your SafeMTS Data Portal account when you provide the following information to the BTS SafeMTS team at [SafeMTS@dot.gov](mailto:SafeMTS@dot.gov).

*Representative's Name*

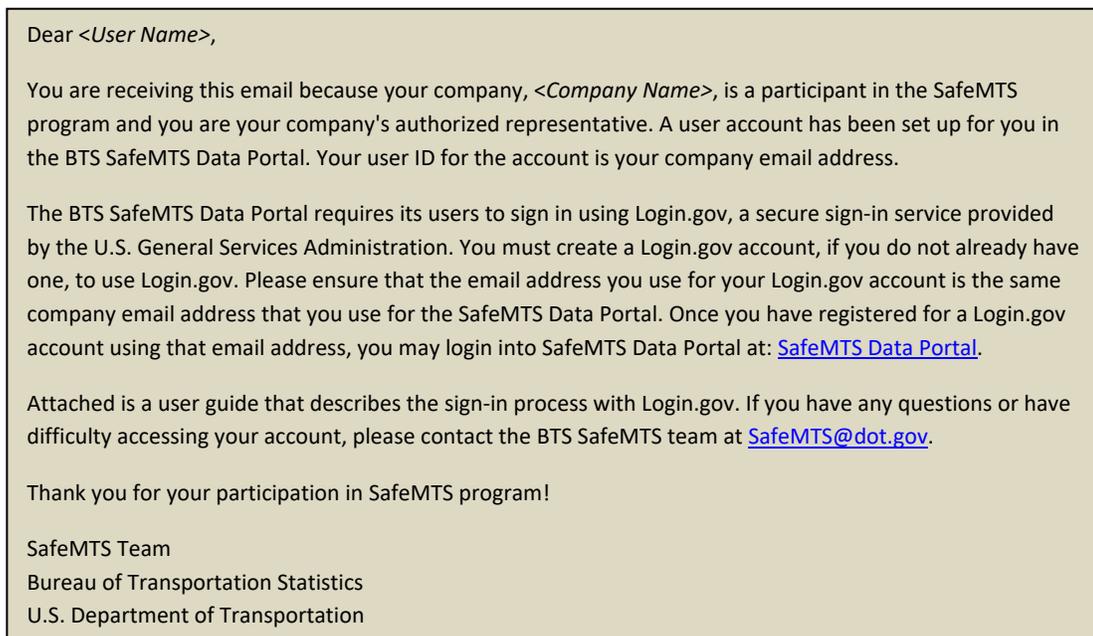
*Participating Company Name*

*Representative's Business Email Address*

## 2 Access the account using Login.gov

1. You will receive an email (*see below*) from BTS at the business email you provided informing you that your SafeMTS Data Portal account has been set up.
2. BTS uses Login.gov to help you to sign into your account safely and securely. If you do not already have a Login.gov account, you will be prompted to create one. Please use the same business email address that you used for your SafeMTS Data Portal account.
3. To register for Login.gov:
  - a. Select 'Sign in with Login.gov' on the SafeMTS Data Portal login page and select 'Create an account', or
  - b. Visit <https://login.gov/create-an-account>.
  - c. To learn more about using Login.gov, visit <https://login.gov/help> or review the [BTS MFA User Guide](#).

*Figure 2: Access SafeMTS account using Login.gov*



4. Once you have created a Login.gov account, visit <https://www.c3rs.bts.gov/safemts/> to go to the SafeMTS Data Portal.
5. You will see the SafeMTS Data Portal login page, as shown in *Figure 1* above.
6. Click the "Sign in with Login.gov" button on the login page and review the following disclosure window page:

Figure 3: SafeMTS Data Portal Disclosures.

**WARNING WARNING WARNING**

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal

**Pledge of Confidentiality**

The information you provide will be used for statistical purposes only. In accordance with the BTS confidentiality statute (49 U.S.C. 6307) and the provisions of the Confidential Information Protection and Statistical Efficiency Act (Title III of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. 115-435), your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than BTS employees or BTS agents. In accordance with these confidentiality statutes, data you

**Burden Statement**

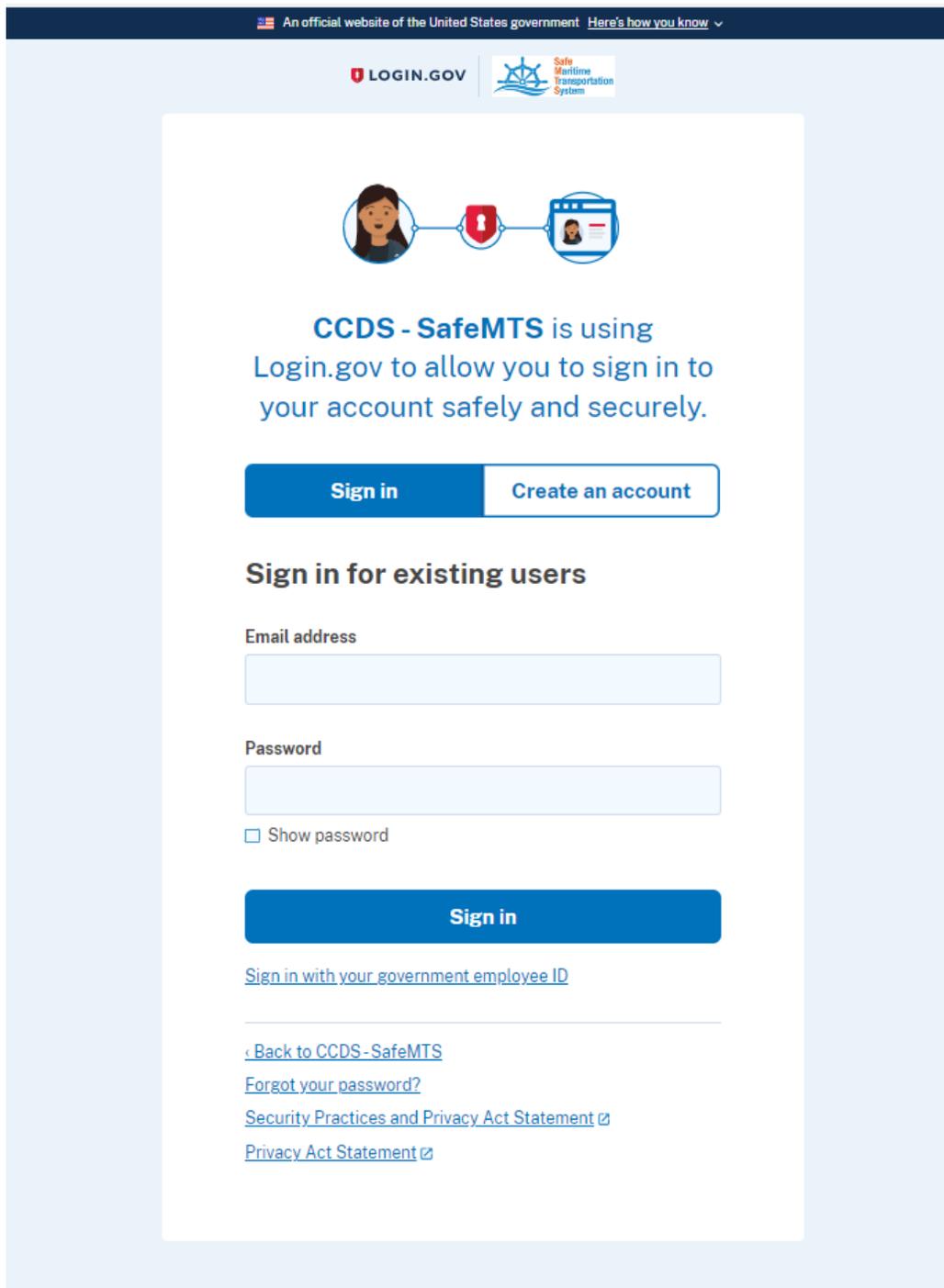
A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0049. It is anticipated that companies will submit present-time data periodically, as frequently as daily, with each submission

I have read and understood the Burden Statement and Pledge of Confidentiality.

Cancel Continue +

7. Click "Continue," and sign into Login.gov using the same company email address you used to request access to the SafeMTS Data Portal.

Figure 4: BTS Data Portal Login Page

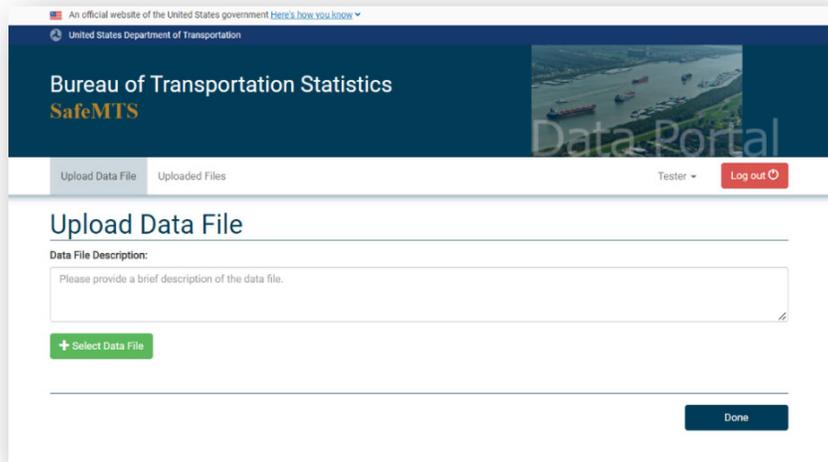


8. Once you sign-in successfully with Login.gov, you will be automatically directed to your SafeMTS Data Portal account where you can upload and review data.

### 3 Upload Data

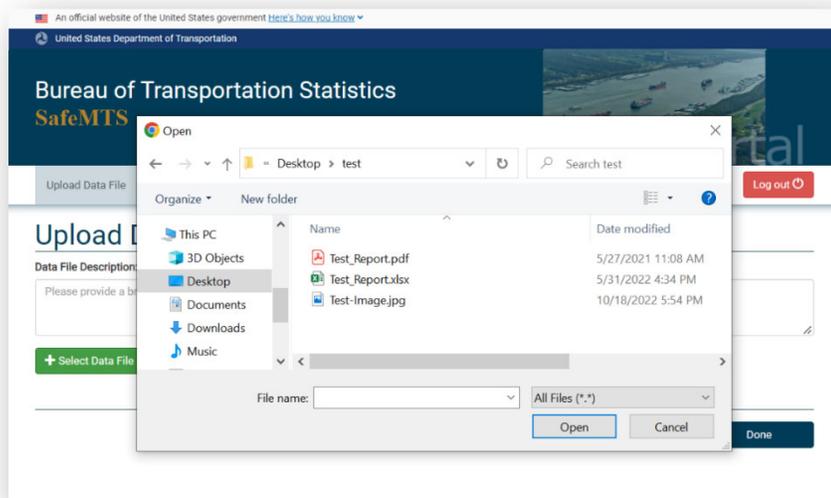
1. Once you log in, you are directed to the page to upload data to the SafeMTS data repository. You will see the acronym SafeMTS at the top of the page under Bureau of Transportation Statistics (BTS).
2. Click 'Select data file' to browse to the file location.

Figure 5: SafeMTS Data Upload Page



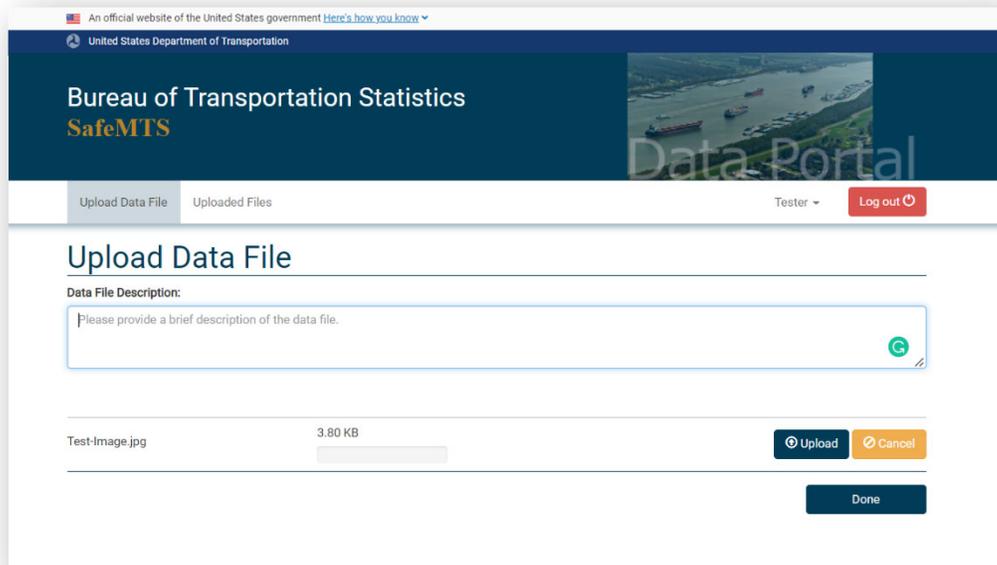
3. Select the data file you want to upload and click 'Open.'

Figure 6: Upload Data File - Select File for Uploading



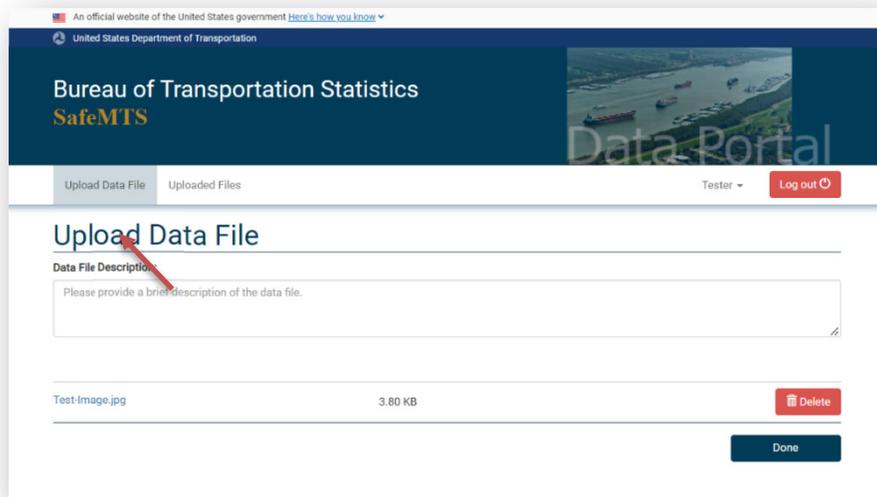
4. Provide a description of the file.

Figure 7: Upload Data File – Description and Upload



5. Click 'Upload' and then click 'Done' to complete the file upload.

Figure 8: Upload Data File - Complete Upload



6. You will be taken to the initial 'Upload Data File' page where you can load additional files.
7. Click on the 'Uploaded Files' tab to see a list of files you have uploaded. You will be able to view only your company's files.

*Figure 9: View Files You Have Uploaded*

