

#### BUREAU OF TRANSPORTATION STATISTICS (BTS) Safe Maritime Transportation System (SafeMTS) Data Portal

# User Guide

#### BUREAU OF TRANSPORTATION STATISTICS

## Safe Maritime Transportation System (SafeMTS)

### Data Portal

## User Guide

VERSION 3

Date of Last Update: 1/26/2024

## TABLE OF CONTENTS

1	Request access to the SafeMTS Data Portal	2
2	Access the account using Login.gov	3
3	Upload Data	6

#### 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: <u>https://www.c3rs.bts.gov/safemts/</u>.

Uncernent of Transportation Statistics         Outcome to the SafeMTS Data Portal         Starts (safe Maritim Transportation System) data portal allows industry participants in the SafeMTS program to upload data files. To submit data files is in below.         Starts (safe Maritim Transportation System) data portal allows industry participants in the SafeMTS program to upload data files. To submit data files is in below.         use a SafeMTS participant and need access to the Data Portal, you must register accounts with BTS and Login.gov using the same business email address.         Lign in with LOGIN.GOV         Guetons boot Login.gov	United States Department of Transportation	
Addemate to the SafeMTS Data Portal SafeMTS (Safe Maritime Transportation System) data portal allows industry participants in the SafeMTS program to upload data files. To submit data files, to are a SafeMTS participant and need access to the Data Portal, you must register accounts with BTS and Login.gov using the same business email address. Sign in with LOGIN.GOV Questions about Login.gov?	Bureau of Transportation Statistics SafeMTS	Data Portal
SafeMTS (Safe Maritime Transportation System) data portal allows industry participants in the SafeMTS program to upload data files. To submit data files, se log in below. u are a SafeMTS participant and need access to the Data Portal, you must register accounts with BTS and Login.gov using the same business email address. Sign in with 1 LOGIN.GOV Questions about Login.gov?	Velcome to the SafeMTS Dat	a Portal
u are a SafeMTS participant and need access to the Data Portal, you must register accounts with BTS and Login.gov using the same business email address. Sign in with I LOGIN.GOV Questions about Login.gov?	e SafeMTS (Safe Maritime Transportation System) data portal allows indu ease log in below.	ustry participants in the SafeMTS program to upload data files. To submit data files,
Sign in with LOGIN.GOV Questions about Login.gov7	you are a SafeMTS participant and need access to the Data Portal, you mu	ist register accounts with BTS and Login.gov using the same business email address.
	Sign in wi	th LOGIN.GOV Questions about Login.gov?

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.

*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.
- 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 <u>https://login.gov/help</u> or review the <u>BTS MFA User Guide</u>.

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

#### Dear < User Name>,

You are receiving this email because your company, *<Company Name>*, is a participant in the SafeMTS program and you are your company's authorized representative. A user account has been set up for you in the BTS SafeMTS Data Portal. Your user ID for the account is your company email address.

The BTS SafeMTS Data Portal requires its users to sign in using Login.gov, a secure sign-in service provided by the U.S. General Services Administration. You must create a Login.gov account, if you do not already have one, to use Login.gov. Please ensure that the email address you use for your Login.gov account is the same company email address that you use for the SafeMTS Data Portal. Once you have registered for a Login.gov account using that email address, you may login into SafeMTS Data Portal at: <u>SafeMTS Data Portal</u>.

Attached is a user guide that describes the sign-in process with Login.gov. If you have any questions or have difficulty accessing your account, please contact the BTS SafeMTS team at <u>SafeMTS@dot.gov</u>.

Thank you for your participation in SafeMTS program!

SafeMTS Team Bureau of Transportation Statistics U.S. Department of Transportation

- 4. Once you have created a Login.gov account, visit <u>https://www.c3rs.bts.gov/safemts/</u> to go to the SafeMTS Data Portal.
- 5. You will see the SafeMTS Data Portal login page, as shown in *Figure 1* above.
- 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.

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	
ledge 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	
urden 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.	

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

An official website of the United States government Here's how you know	
LOGIN.GOV	
CCDS - SafeMIS is using	
Login.gov to allow you to sign in to	
your account safely and securely.	
Sigh in Create an account	
Sign in for existing users	
Email address	
Password	
Show password	
Sign in	
Sign in with your government employee ID	
Back to CCDS-SafeMTS	
Forgot your password?	
Security Practices and Privacy Act Statement @	
Privacy Act Statement	

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

- 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.

An official website of the United States government Here's how you know ~	
United States Department of Transportation	
Bureau of Transportation Statistics SafeMTS	Data Rortal
Upload Data File Uploaded Files	Tester - Log out 🖱
Data File Description: Please provide a brief description of the data file. + Select Data File	ħ
	Done

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

An official w site of the United S United States Department of Tran **Bureau of Transportation Statistics** 📀 Open → 👻 ↑ 🖡 « Desktop > test ← Upload Data File Organize • New folder . 0 Date modified Upload [ 💄 This PC Name Test\_Report.pdf 3D Objects 5/27/2021 11:08 AM Data File Description 5/31/2022 4:34 PM Desktop Test\_Report.xlsx 10/18/2022 5:54 PM Test-Image.jpg Documents Downloads Music ect Data F All Files (\*.\*) File name: Open Cancel

Figure 6: Upload Data File - Select File for Uploading

4. Provide a description of the file.

Figure 7: Upload Data File – Description and Upload

United States Department of Tra	nsportation	
Bureau of Tran SafeMTS	sportation Statistics	Data Rortal
Upload Data File Uploade	d Files	Tester → Log out 🛡
Upload Data	File	
Please provide a brief descrip	lion of the data file.	6,
	3.80 KB	💿 Upload 🛛 🖉 Cancel
Test-Image.jpg		
Test-Image.jpg		Done

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

Bureau of Trans SafeMTS	portation Statistics	Data Rortal
Upload Data File Uploaded	Files	Tester - Log out 🔿
Data File Descriptio	n of the data file.	ħ
Test-Image.jpg	3.80 KB	T Delete
		Done

- 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.

United States (	lenartment of Transportation				
Bureau ( afeMT)	of Transportation Statistics S		D	ata	Portal
Upload Data Fi	Uploaded Files			Т	ester - Log out 🖒
Jpload	led Files				
Jploac	led Files				
Jploac	led Files			Search	C #-
Jploac	Ied Files	Size	Date Uploaded	Search	C III -
Uploaded by Tester	File Name Test-Image jpg	Size 3 KB	Date Uploaded	Search Description	Action X Request Delete
Uploaded by Tester Charlie2 Han2	File Name Test-Image.jpg OSDA - SafeMTS Data Portal User Guide - 2022.10.19.docx	Size 3 KB 8 MB	Date Uploaded 10/21/22 12:52 10/21/22 10:45	Search Description	C III - Action X Request Delete X Request Delete
Uploaded by Tester Charlie2 Han2 Charlie2 Han2	File Name Test-Image.jpg OSDA - SafeMTS Data Portal User Guide - 2022.10.19.docx OSDA - SafeMTS Data Internal User Guide - 2022.10.19.docx	Size 3 KB 8 MB 1 MB	Date Uploaded           10/21/22 12:52           10/21/22 10:45           10/21/22 09:42	Search Description	Action     Action     X Request Didete     X Request Didete     X Request Didete     X Request Didete
Uploaded by Tester Charlie2 Han2 Charlie2 Han2 Tester	File Name Test-Image.jpg OSDA - SafeMTS Data Portal User Guide - 2022.10.19.docx OSDA - SafeMTS Data Internal User Guide - 2022.10.19.docx test-Image.jpg	Size           3 KB           8 MB           1 MB           3 KB	Date Uploaded           10/21/22 12:52           10/21/22 10:45           10/21/22 09:42           10/21/22 79:32	Search Description	Action     Action     X Request Delete     X Request Delete     X Request Delete     Delete Requested