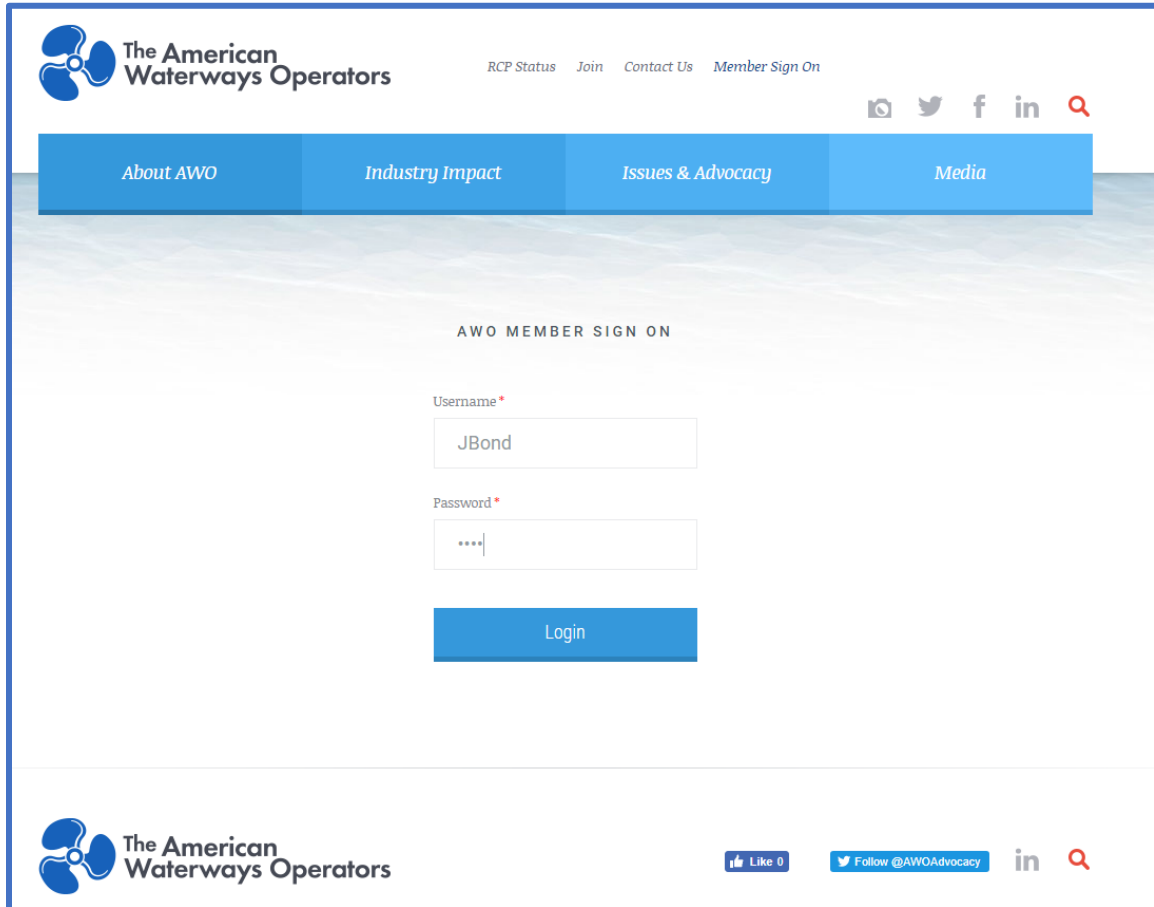


How to Complete the AWO Online Equipment Report

1. Navigate to the AWO member side of the website:
<http://www.americanwaterways.com/member/sign-on>. If you need assistance with your username or password, please email equipmentreporting@americanwaterways.com.



The screenshot shows the AWO Member Sign On page. At the top left is the AWO logo and the text "The American Waterways Operators". To the right are links for "RCP Status", "Join", "Contact Us", and "Member Sign On". Below these are social media icons for Instagram, Twitter, Facebook, LinkedIn, and a search icon. A blue navigation bar contains the following menu items: "About AWO", "Industry Impact", "Issues & Advocacy", and "Media". The main content area is titled "AWO MEMBER SIGN ON" and contains a form with the following fields:

- Username*: A text input field containing "JBond".
- Password*: A password input field with masked characters "****".
- Login: A blue button.

At the bottom of the page, there is another AWO logo and text, along with social media buttons for "Like 0" and "Follow @AWOAdvocacy", and social media icons for LinkedIn and a search icon.

2. After logging in, click on the *Member Dashboard* in the left-hand navigation. Under *My Organization*, select *Equipment Reporting*.

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Member Dashboard

James Bond [EDIT PROFILE](#)

You are currently logged in as account **JBOND**.
Our records indicate that you have a **Carrier** membership.

[MY ACCOUNT](#) [MY REGISTRATIONS](#)

MY ACCOUNT

- [Update My Information](#)
- [Update My Username/Password](#)
- [My Committees](#)

MY ORGANIZATION

- [Update Organization Profile](#)
- [Update Organization Logo](#)
- [Equipment Reporting](#)

DIRECTORIES

- [Member Directory](#)
- [RCP Status](#)

EVENTS

- [Register for an Event](#)

SURVEYS

- [View all Surveys](#)
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- Next, you'll see the Equipment Reporting screen with information about this process. Scroll down to find lists of your equipment, segmented by Cargo Tugboats & Towboats, Dedicated Ship Assist Tugboats, Dry Cargo Barge Capacity, and Liquid Barge Capacity. Your previous year's submission for Cargo Tugboats & Towboats will automatically expand first.

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Equipment Report

Pursuant to AWO's Carrier Membership Agreement, your Equipment Report must be updated annually. Additions and deletions to the fleet for assessments purposes are updated only on the Annual Equipment Report. Chartered vessels are to be reported by the vessel owner unless the owner has verified that the charterer is reporting the vessel to AWO. This verification should be made BEFORE submitting your Annual Equipment Report to avoid duplicate billing.

In the form below, please indicate the total capacity for your company by adding entries using the add equipment button for each of the following categories as applicable:

- Dry Cargo Barge Capacity - Tonnage
- Liquid Cargo Barge Capacity - Barrels

In addition to these totals, please include individual entries for each towing vessel in your fleet. Report all boats owned and operated by your company as of your application date. Only report boats as Cargo Tugboats & Towboats OR Dedicated Ship Assist Tugboats to avoid double billing.

Cargo Tugboats & Towboats

Vessel Name	Horsepower
REMOVE For Your Eyes Only	800
REMOVE The Quantum of Solace	800
REMOVE From Russia with Love	1800
REMOVE Diamonds are Forever	1800
REMOVE Goldfinger	800
REMOVE Casino Royale	1200
Total Horsepower 7200	

I certify that we have no Cargo Tugboats or Towboats

+ ADD ADDITIONAL CARGO TUGBOATS & TOWBOATS NEXT >

Dedicated Ship Assist Tugboats

Dry Cargo Barge Capacity

Liquid Cargo Barge Capacity

- In each section, all the equipment you reported last year will prepopulate.

- a. **Cargo Tugboats & Towboats:** If you no longer have a vessel, select *Remove* next to the vessel name. If you need to add a new vessel, click *Add Additional Cargo Tugboats & Towboats*. If you need to change a vessel name or horsepower, click in the box listed and make your change. If you have no Dedicated Ship Assist Tugboats, select the checkbox next to *I certify we have no Cargo Tugboats & Towboats*. When removing vessels, you will be asked to confirm this change. When completed, click *Next*.

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Cargo Tugboats & Towboats

	Vessel Name	Horsepower
REMOVE	Casino Royale	1800
REMOVE	For Your Eyes Only	800
REMOVE	The Quantum of Solace	800
REMOVE	The View to Kill	1200
REMOVE	From Russia with Love	1800
REMOVE	Diamonds are Forever	1200
	Total Horsepower	7600

I certify that we have no Cargo Tugboats or Towboats

+ ADD ADDITIONAL CARGO TUGBOATS & TOWBOATS **NEXT →**

- b. **Dedicated Ship Assist Tugboats:** If you no longer have a vessel, select *Remove* next to the vessel name. If you need to add a new vessel, click *Add Additional Ship Assist Tugboats*. If you need to change a vessel name or horsepower, click in the box with the appropriate name or horsepower and make your change. If you have no Dedicated Ship Assist Tugboats, select the checkbox next to *I certify we have no Dedicated Ship Assist Tugboats*. When clicking in this box, you will be asked to confirm this change. When completed, click *Next*.

	Vessel Name	Horsepower
REMOVE	The Ian Fleming	800
REMOVE	Moonraker	1800
REMOVE	Goldfinger	800
Total Horsepower		3400

I certify that we have no Dedicated Ship Assist Tugboats

+ ADD ADDITIONAL SHIP ASSIST TUGBOATS NEXT >

- c. **Dry Cargo Barge Capacity:** Add your total tonnage of Dry Cargo Barge Capacity, or click the checkbox next to *I certify that we have no Dry Cargo Barges*. Click *Next*.

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if a towing vessel is no longer in your fleet, you can remove it from your equipment report by selecting the 'Remove' button. Entries in this form allow for proper calculation of the company's annual dues.

Dedicated Ship Assist Tugboats

Cargo Tugboats & Towboats

Dry Cargo Barge Capacity

Total Tonnage 12500

I certify that we have no Dry Cargo Barges

NEXT →

Liquid Cargo Barge Capacity

Notes

Signature

- d. **Liquid Cargo Barge Capacity:** Add your total barrels of Liquid Cargo Barge Capacity, or click the checkbox next to *I certify that we have no Liquid Cargo Barges*. Click *Next*.

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equipment report by selecting the 'Remove' button. Entries in this form allow for proper calculation of the company's annual dues.

Dedicated Ship Assist Tugboats

Cargo Tugboats & Towboats

Dry Cargo Barge Capacity

Liquid Cargo Barge Capacity

Total Barrels 25000

I certify that we have no Liquid Cargo Barges

NEXT →

Notes

Signature

- The equipment notes in the Additional Information section are required. Provide any information that may be relevant or helpful in determining your invoice. Examples include substantial changes in equipment from the previous year, or clarification for charterers.

You should specify whether another AWO member organization is reporting your equipment, and the appropriate contact for that organization. If you do not have any additional information to report, please enter "N/A."

Additional Information		(click to expand)
Provide additional information for any significant changes reported. Please also note whether another AWO member organization is reporting your equipment, along with contact information for the person responsible for reporting. If you have no additional information to report, please enter N/A for each box, as these are required fields.		
Dry Cargo Barge Total	<input type="text" value="N/A"/>	
Liquid Cargo Barge Total	<input type="text" value="N/A"/>	
Cargo Tugboat & Towboat	<input #"="" type="text" value="M16 will report 3 of our vessels. Contact information: Miss Money penny, 703-123-4567, money penny@skyfall.com "/>	
Dedicated Ship Assist Tugboat	<input type="text" value="N/A"/>	

- Please choose the Subchapter M compliance mechanism your organization uses: TSMS Options, Coast Guard Option, or Both. There are FAQs linked below the field for your reference.

Which Subchapter M compliance mechanism does your company utilize?	<input type="text" value="Select One..."/>
	<ul style="list-style-type: none">Select One...TSMS OptionCoast Guard OptionBoth TSMS and Coast Guard Option
	Coast Guard Option member

7. Next, you'll see a set of four (4) fields to facilitate your organization's listing in the Member Directory – By Service/Product. This directory allows other AWO members to search for services and products they need, and connects member based on those needs. Participation is optional, but encouraged. Please only enter the services and products your organization provides, and that you want to market. If there are particular services you do not want to advertise, simply do not select them in this part of the form.

You can click any of the links beneath the fields to review the full list of services.

Click in the field to expand the list and select any that you wish to have listed in the directory. By adding the service or product here, you'll appear in search results when another member searches for the service or product. You can select as many as you like.

To remove, click the X next to the service or product. Leave blank any fields that are not relevant to your organization.

Professional & Regulatory Compliance Services

x Dredging & Contracting
x Environmental Clean-Up

Select [all the services](#) that your organization offers. Your selections here facilitate your organization's listing in the Member Directory - By Service/Product.

Logistical Services

Select [all the services](#) that your organization offers. Your selections here facilitate your organization's listing in the Member Directory - By Service/Product.

Vessel & Capacity Services

Dry Bulk Barge Capacity
Line Haul and Unit Towing
Offshore – Oil Platform Support
Offshore – Wind Energy Support
Oversized & Unique Haul Cargo

Distributors / Manufacturers

organization's listing in the Member Directory - By Service/Product.

8. **Waterways:** Select the waterways that your organization traverses. This will allow AWO to alert you of any developments in your area. You can select as many as you like, or click X next to any to remove.
9. **Commodities:** Select the commodities your organization transports. This will allow AWO to alert of any development in your specialty. You can select as many as you like, or click X next to any to remove.

The screenshot shows a web form with two main sections: 'Waterways' and 'Commodities'. The 'Waterways' section has a dropdown menu with 'Atlantic Coast' selected and a small 'x' icon to its left. Below it is a text instruction: 'Select the waterways your organization traverses. This will allow us to alert you of developments in your area.' The 'Commodities' section has a dropdown menu with 'Chemicals' selected and a small 'x' icon to its left. A list of options is open below the dropdown, including 'Agriculture (including Grain)', 'Chemicals', 'Coal', 'Containers', and 'Dredging'. The 'Containers' option is highlighted in blue. To the right of the list is a blue button with the text 'XT' and a right-pointing arrow. At the bottom left of the form is a 'Signature' field.

10. Finally, provide a digital signature for the person completing this report. If AWO has questions or concerns when calculating your invoice, we will reach out to this person. Please also provide a phone number and email address for the signee in the designated boxes. To proceed, you must click the checkbox next to *I certify that the information submitted is accurate*.

Note: If any section has been missed, you may receive a note asking you to complete a particular section of the report. Anything entered in the report is automatically saved.

The image shows a web form titled "Signature" with a light gray header. Below the header are three input fields, each with a label and a text box: "Enter full name", "Enter email address", and "Enter phone number". Each of these three input fields is enclosed in an orange rectangular box. Below the input fields is a paragraph of text: "Please verify that the information submitted is accurate. Once you have submitted the form, you cannot make any edits." Underneath this text is a checkbox, which is also enclosed in an orange box, followed by the text "certify that the information submitted is accurate." At the bottom right of the form is a blue button with a white checkmark icon and the word "SUBMIT" in white capital letters. The entire form is contained within a blue-bordered window.

11. Once submitted, you'll see confirmation of your equipment submission. We recommend printing this page for your files. However, the confirmation page will remain viewable in your member dashboard. **Note that you will not be able to make changes to the online report once it has been submitted.** For mistakes that require edits to your equipment report, please email EquipmentReporting@americanwaterways.com.

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✔ **Equipment Report Submitted**

Your equipment report has been submitted with the following information:

🖨️ PRINT THIS PAGE

Vessel Type	Vessel Name	Details
Dry Cargo Barge Total		Tonnage: 15000
Liquid Cargo Barge Total		Barrels: 12500
Dedicated Ship Assist Tugboat	The Ian Fleming	Horsepower: 800
Dedicated Ship Assist Tugboat	Moonraker	Horsepower: 1800
Dedicated Ship Assist Tugboat	Goldfinger	Horsepower: 800
Cargo Tugboat & Towboat	Diamonds are Forever	Horsepower: 1200
Cargo Tugboat & Towboat	The View to Kill	Horsepower: 1200
Cargo Tugboat & Towboat	From Russia with Love	Horsepower: 1800
Cargo Tugboat & Towboat	Casino Royale	Horsepower: 1800