

## 1. USER REGISTRATION

All existing and new customers will need to register in the portal to be able to manage and create vessels / berth applications.

### 1.1. Portal login

To register in the portal follow the below instructions:

- Go to the Kimberley Ports website (<https://kimberleyports.wa.gov.au>)
- Click on Port Operations
- Click on Berth Bookings and Related Forms
- Under Berth Application click link to the portal log in page
- Click on the "Sign up now" option situated under the blue "Sign in" button.



 **KIMBERLEY  
PORTS**  
AUTHORITY

## Sign in

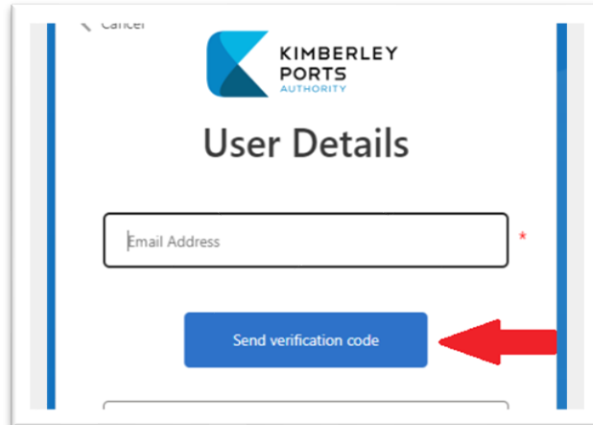
Sign in with your email address

  
  
[Forgot your password?](#)  Keep me signed in

Don't have an account? [Sign up now](#)

### 1.2. Email Verification

- Enter your email address in the designated field.
- Click on the "Send verification code" button.
- A verification code will now be sent to your email inbox.



The screenshot shows the 'User Details' form with the following elements:

- Kimberley Ports Authority logo and title.
- 'User Details' heading.
- 'Email Address' input field with a red asterisk.
- 'Send verification code' button with a red arrow pointing to it.

- Retrieve the verification code from your email inbox and enter it into the "Verification Code" field.
- Click on the "Verify code" button.

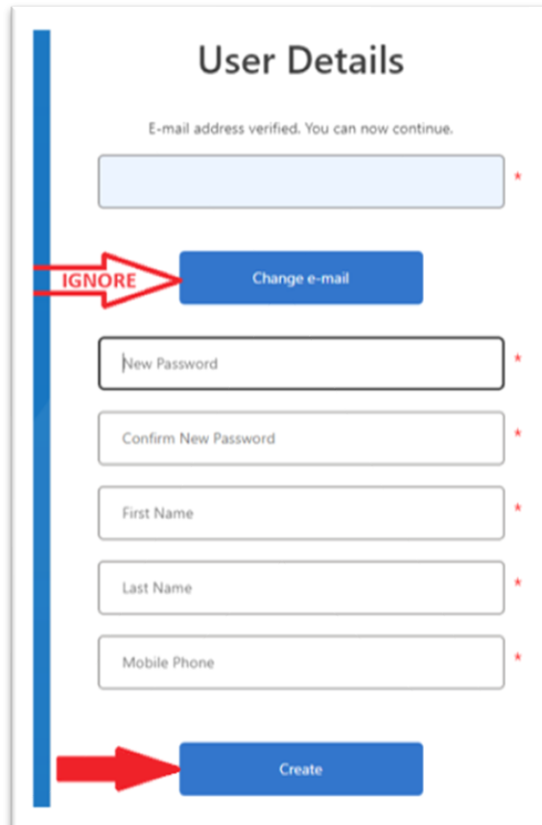


The screenshot shows the 'User Details' form with the following elements:

- 'User Details' heading.
- Message: "Verification code has been sent to your inbox. Please copy it to the input box below."
- 'nodabof360@kxgif.com' in the 'Email Address' field.
- 'Verification Code' input field with a red asterisk and a red arrow pointing to it.
- 'Verify code' button with a red arrow pointing to it.
- 'Send new code' button.

### 1.3. Account Setup

- Disregard the "Change Email" button.
- Create and confirm a new password for your account, then complete your name and phone details.
- Click on the "Create" button to proceed.




The screenshot shows a 'User Details' form with the following elements:


- Header: **User Details**
- Message: E-mail address verified. You can now continue.
- Input field: A light blue input field with a red asterisk on the right.
- Button: A blue button labeled 'Change e-mail' with a red arrow pointing to it from the left, labeled 'IGNORE'.
- Input field: A white input field labeled 'New Password' with a red asterisk on the right.
- Input field: A white input field labeled 'Confirm New Password' with a red asterisk on the right.
- Input field: A white input field labeled 'First Name' with a red asterisk on the right.
- Input field: A white input field labeled 'Last Name' with a red asterisk on the right.
- Input field: A white input field labeled 'Mobile Phone' with a red asterisk on the right.
- Button: A blue button labeled 'Create' with a red arrow pointing to it from the left.


- You will then see this prompt come up on your screen.
- You will now need your mobile phone. Do not use a shared mobile phone.

[← Cancel](#)




Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.

 GET IT ON  
**Google Play**

 Download on the  
**App Store**

Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

Scan the QR code  
Using your app scan this QR code and click "Continue"



[Can't scan? Try this](#)

[Still having trouble?](#)

**Continue**

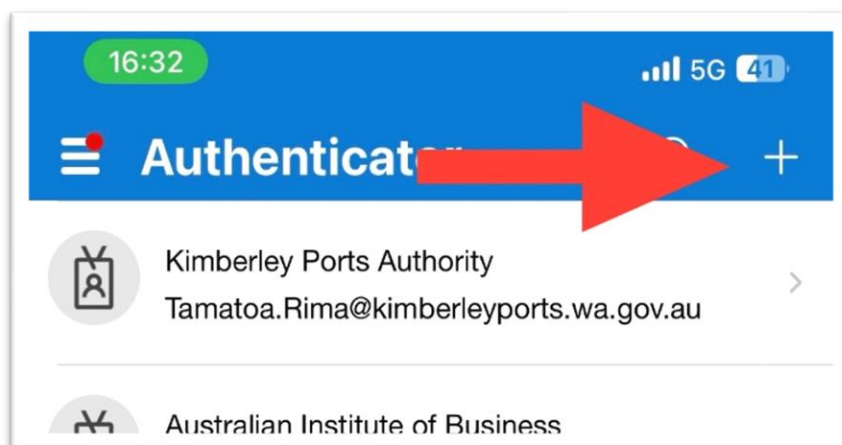
### 1.4. Microsoft Authenticator App

- Using your mobile phone, download the Microsoft Authenticator app.
- Use the QR codes below for Google or iPhone. Alternatively, search the app store on your device.

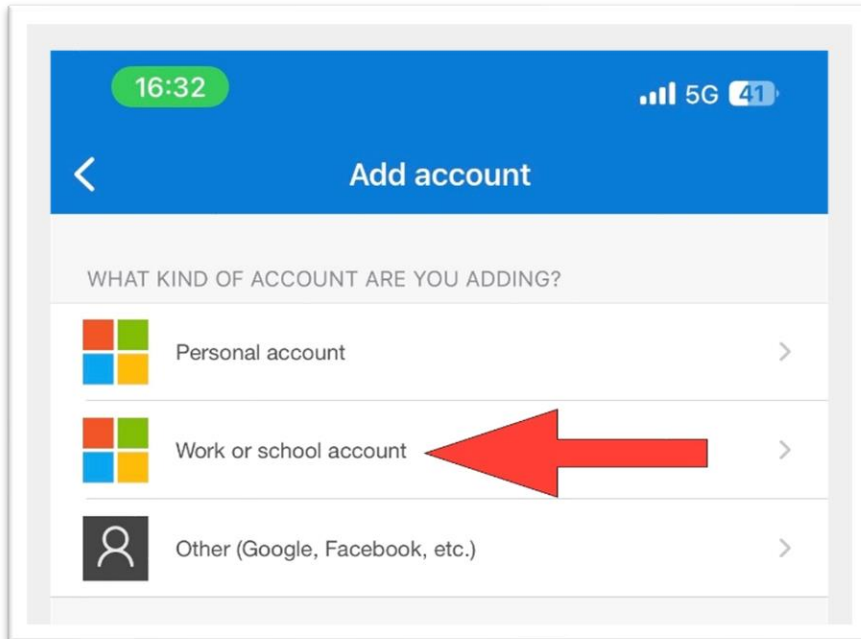


### 1.5. Configure Authenticator App

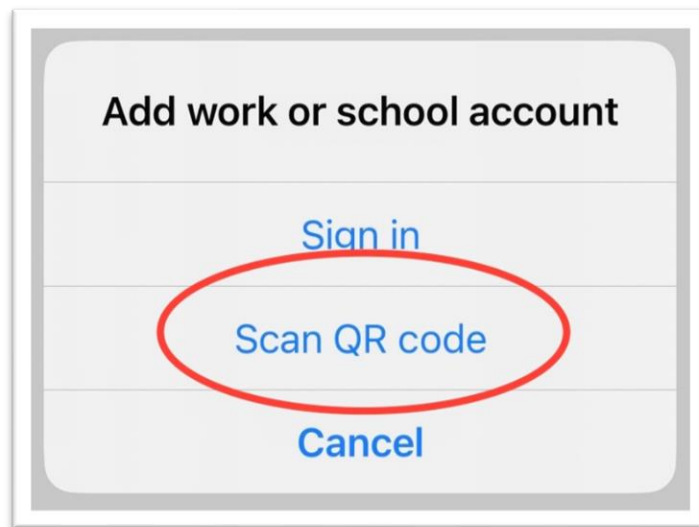
- Open the Authenticator app on your phone.
- Tap the "+" sign in the top right corner.



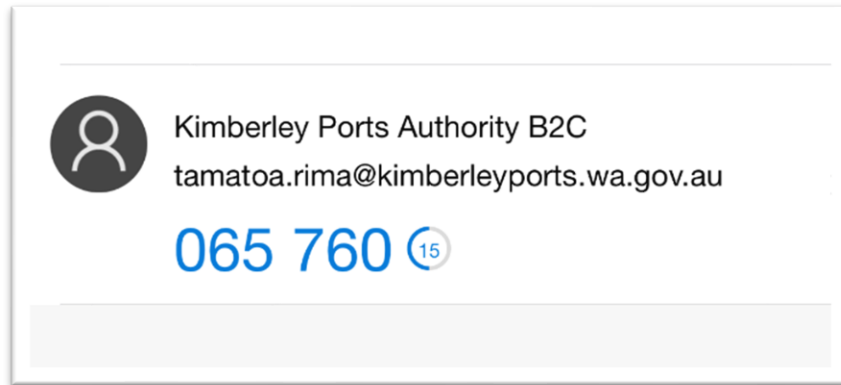
- Choose the "work or school" option.



- Select the QR code option and scan the QR code displaying on your computer from Step 3: Account Setup, above.

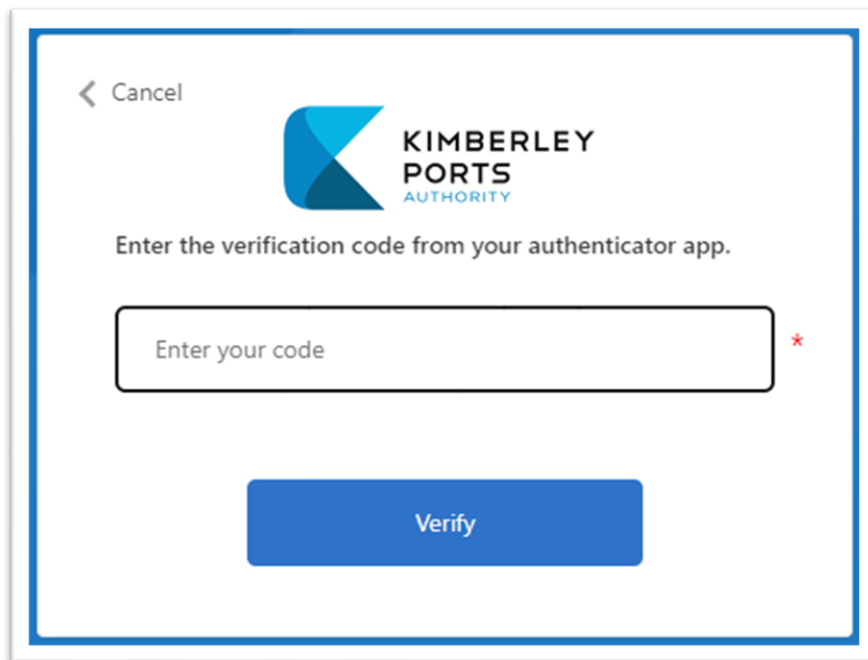


- Kimberley Ports Authority B2C will appear in the list of organizations in the Authenticator app, along with a code generator.



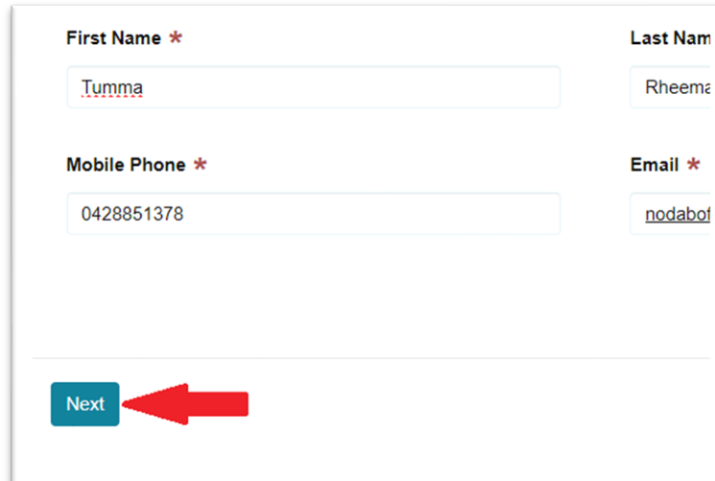
### 1.6. Enter Authentication Code

- On your computer screen, Click the blue "Continue" button.
- Then, add the code generated by the Authenticator app on your phone into the designated field on your computer.
- Click "Verify" to complete the setup.



### 1.7. Add Contact Details to Portal

- After successful authentication, the KPA Berth Application Portal will open with your contact details pre-populated.
- Click on the "Next" button.



The screenshot shows a contact details form with the following fields:

- First Name \***: Tamma
- Last Name \***: Rheema
- Mobile Phone \***: 0428851378
- Email \***: nodabof

At the bottom left, there is a blue "Next" button with a red arrow pointing to it from the right.

### 1.8. Business Details

- Fill in all the fields and select Register Account

Home → Register for My Kimberley Ports Account

Enter the name and address details for the business you represent below

Contact Details ✓  
Business Details

#### Business Details

**Name of Business \***: Kimberley Ports Authority

**Business Phone \***: 0891943100

**ABN \***: 56780427150

**Business Email Address \***: elle-mae.yu@kimberleyports.wa.gov.au

#### Business Address

**Street 1 \***: 549 Port Drive

**Street 2**:

**City \***: Broome

**State \***: WA

**Post Code \***: 6725

Previous Register Account



## 2. CONTACTS ASSOCIATED WITH THE BUSINESS

A company can have multiple users who can register and be linked. People from the same company can view all berth bookings, edit/manage vessels update account details and create berth applications for that company. To invite new contacts follow the below steps:

- Click Manage – Contacts
- Click invite new contact

Home → Manage → Contacts Associated with my Business

### Contacts Associated with my Business

Contacts associated with my business can log and manage berth applications on behalf of my company. They can also invite new contacts or remove existing contacts associated with my company profile.

[Invite new contact](#)

Contact Name ↑	Email	Business Phone
<a href="#">Elle-Mae Yu</a>	<a href="mailto:elle-mae.yu@kimberleyports.wa.gov.au">elle-mae.yu@kimberleyports.wa.gov.au</a>	0891943100
<a href="#">Greg Clark</a>	<a href="mailto:greg.clark@kimberleyports.wa.gov.au">greg.clark@kimberleyports.wa.gov.au</a>	0891943100 <span>▼</span>
<a href="#">Tamatoa Rima</a>	<a href="mailto:tamatoa.rima1@kimberleyports.wa.gov.au">tamatoa.rima1@kimberleyports.wa.gov.au</a>	<span>▼</span>

- Complete the fields then click Send Invitation

Home → Manage → Contacts Associated w... → Invite Contact

### Invite Contact

**First Name \***

**Last Name \***

**E-mail \***

**Mobile Phone \***

[Send Invitation](#)

- The person who has received the invitation can then enter their code when signing up

- When an employee leaves they can be removed from the list of associated contacts by clicking the arrow next to their name and click on Remove Contact

Home → Manage → Contacts Associated with my Business

## Contacts Associated with my Business

Contacts associated with my business can log and manage berth applications on behalf of my company. They can also invite new contacts or remove existing contacts associated with my company profile.

[Invite new contact](#)

Contact Name ↑	Email	Business Phone	
<a href="#">Elle-Mae Yu</a>	<a href="mailto:elle-mae.yu@kimberleyports.wa.gov.au">elle-mae.yu@kimberleyports.wa.gov.au</a>	0891943100	
<a href="#">Greg Clark</a>	<a href="mailto:greg.clark@kimberleyports.wa.gov.au">greg.clark@kimberleyports.wa.gov.au</a>	0891943100	⌵
<a href="#">Tamatoa Rima</a>	<a href="mailto:tamatoa.rima1@kimberleyports.wa.gov.au">tamatoa.rima1@kimberleyports.wa.gov.au</a>		Remove Contact

- All contacts associated with the account will be listed under Contacts

## Business Details

Name of Business \*

Kimberley Ports Authority

Business Phone \*

08 9194 3100

Business Email

—

ABN

—

### Business Address

Street 1

549 Port Drive

Street 2

—

City

Broome

State

WA

Post Code

6725

Primary Contact \*

—

### CONTACTS

Contact Name ↑	Email
<a href="#">Elle-Mae Yu</a>	<a href="mailto:elle-mae.yu@kimberleyports.wa.gov.au">elle-mae.yu@kimberleyports.wa.gov.au</a>
<a href="#">Greg Clark</a>	<a href="mailto:greg.clark@kimberleyports.wa.gov.au">greg.clark@kimberleyports.wa.gov.au</a>
<a href="#">Tamatoa Rima</a>	<a href="mailto:tamatoa.rima1@kimberleyports.wa.gov.au">tamatoa.rima1@kimberleyports.wa.gov.au</a>

### Billing Entities

Name of Business ↑	ABN	Primary Contact	Business Email Address
Kimberley Ports Authority			

### 3. VESSELS

For vessel details to pre-populate a Berth App, a vessel must first be created in The Portal.

Users will need to create their vessels to be able to complete a berth application.

To create a vessel follow the below instructions:

- Click on Manage
- Click on Vessels
- Click on Create

Home → Manage → Vessels Associated with my Business

## Vessels Associated with my Business

Vessels can be linked to your profile and used when creating Berth Applications. One or more vessel can be associated at any time.

[+ Create](#)

[Vessel Name ↑](#)

[Account](#)

[Vessel IMO / AU Reg. No.](#)

- Fill out all fields with vessel details and click submit

Home → Manage → Vessels Associated wi... → Create Vessel

### Create Vessel

Vessel Name \*

Vessel IMO / AU Reg. No. \*

#### Attributes

Vessel LOA (metre) \*

GRT \*

Max Draft (metre) \*

Displacement (tonne) \*

Beam (metre) \*

Bow to Bridge (metre) \*

Bunker Point to Bow Distance \*

Vessel Overhangs \*

No  Yes

Fenders Required \*

No  Yes

[Submit](#)

- You can add as many vessels as you want. To view list of vessels you have created go back to Manage and then select Vessels
- There is also an option to deactivate your vessel if no longer required

## Vessel Details

Vessel Name \*

KPA23

Vessel IMO / AU Reg. No. \*

23454

### Attributes

Vessel LOA (metre) \*

55.00

GRT \*

180.00

Max Draft (metre) \*

2.00

Displacement (tonne) \*

2.00

Beam (metre) \*

3.00

Bow to Bridge (metre) \*

2.00

Bunker Point to Bow Distance \*

2.00

Vessel Overhangs \*

No  Yes

Fenders Required \*

No  Yes

Update Vessel Details

Deactivate Vessel



## 4. BERTH APPLICATION

Once vessels are created you can now submit a berth application. To create a berth application follow the below instructions:

- Click on Berth Applications

Home → Berth Applications

### Berth Applications

**Pending Applications:** The pending applications page contains a list of applications that are yet to be submitted for processing (status of **Draft**) or applications that have been submitted for processing but have not yet been reviewed by Kimberley Ports.

**Active Applications:** The active applications page contains a list of applications that have been reviewed by Kimberley Ports but have not been allocated a berth yet (status of **Processing**). Once an application has been allocated a berth and the required resources, the application status will update to **Scheduled**.

**Archived Applications:** The archived applications page contains a historical list of applications that have been completed (status **Completed**) or applications that have been cancelled (status of **Cancelled**).

[Pending Berth Applications](#) Create

Application No. ↑	Vessel	Estimated Time of Arrival	Estimated Time of Departure	Account	Contact	Application Status	Created On
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- Definitions displayed of the different stages from when you submit an application
- A berth application can be amended by the customer in the draft stage
- Click on Create
- Start on the Application Details tab and work your way through to Billing Details
- Cargo Group is the type of vessel you are doing the berth application for, tick the relevant box

Lookup records x

Q

Choose one record and click Select to continue


<input checked="" type="checkbox"/>	Name
<input type="checkbox"/>	Government
<input type="checkbox"/>	Cash Sales
<input type="checkbox"/>	Bulk Cargo
<input type="checkbox"/>	Container
<input type="checkbox"/>	Large Cruise
<input type="checkbox"/>	Medium Cruise
<input type="checkbox"/>	Small Cruise

< 1 2 >

Select Cancel Remove value

- Cargo Subgroup is a further breakdown of the vessel type
- **Ensure you have selected the correct cargo group / cargo subgroup**

Lookup records 



Choose one record and click Select to continue

<input checked="" type="checkbox"/>	<a href="#">Cargo Subgroup</a>
<input type="checkbox"/>	Fisheries
<input type="checkbox"/>	Border Force
<input type="checkbox"/>	Research
<input type="checkbox"/>	Naval
<input type="checkbox"/>	Customs
<input type="checkbox"/>	Private Charters
<input type="checkbox"/>	Ammonium Nitrate

< 1 2 3 4 >

Select Cancel Remove value

- Click Next to move on to Vessel Details
- Click in the vessel field and select your vessel from the list (these are your vessels you have created)
- All vessel details pre populate, you do not have to enter that information
- Continue to complete all fields under each tab
- Billing: Once KPA has verified the account you can select the company for who the invoice is issued to. If split billing is required the customer needs to make contact with KPA to add multiple companies to the list, you can then select the different company to receive charges

Application Details ✓ Vessel Details ✓ Cargo/Pax Details ✓ Pilotage Requirement ✓ Service Details ✓ **Billing Details**

Select a different company accepting responsibility for the charges where applicable. Contact KPA to add another company/account for split billing or company accepting responsibility for the different charges.

As soon as any vessel enters the waters of the Port of Broome, within The Kimberley Ports Authority, the vessels Master / Owner and /or Agent is bound by a contract with the Kimberley Ports Authority ABN 56 780 427 150 (KPA). The contract is with respect to the vessels' visit to the Port of Broome the details of which are contained in this Berth / Anchorage / Slipway Application.

This contract also confirms agreement to all KPA's Fees and Charges, Terms and Conditions, and the Port's Standards and Procedures.

KPA Port and Terminal Handbook is available on our website.

Copies of the Fees and Charges and Port Standards and Procedures are available at [www.kimberleyports.wa.gov.au](http://www.kimberleyports.wa.gov.au)

**Billing Details**

Purchase order number \*

Berthage \*

Anchorage (in port waters) \*

Wharfage (cargo) \*

Mooring / unmooring \*

Pilotage \*

Port dues \*

**Lookup records**

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	<a href="#">Name of Business</a>	<a href="#">Business Email Address</a>	<a href="#">Business Phone</a>	<a href="#">Account Number</a>	<a href="#">Primary Contact</a>	<a href="#">Address 1: City</a>
<input checked="" type="checkbox"/>	Kimberley Ports Authority		08 9194 3100			Broome

Select Cancel Remove value

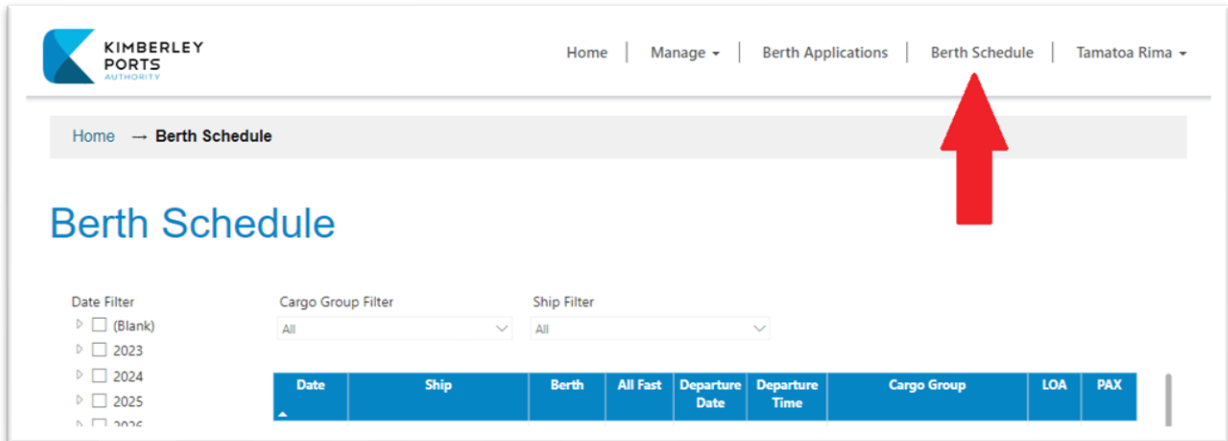
- Multiple companies can appear here to do split billing once set up by KPA
- Click Submit when finished
- Status of berth ap will change to submitted
- Once the Co Ordinator has reviewed and added the booking to the schedule the customer will receive an email notification notifying them of the confirmation of the berth booking.
- On the berth application page all berth applications that have been submitted will appear here, there is a filter option to help with viewing active and completed berth applications.

**Note:** Once vessels are created, the data is stored so when creating berth applications, the vessel information will prepopulate i.e. LOA, GRT. You will no longer need to enter vessel details again unless there is a change i.e. draft.

## 5. BERTH SCHEDULE

A list view of the confirmed berth schedule can be found by clicking on “Berth Schedule” at the top of any page.

The list can be filtered by cargo group or vessel name or sorted by any column description.



The screenshot displays the Kimberley Ports Authority portal interface. At the top, the navigation bar includes 'Home', 'Manage', 'Berth Applications', 'Berth Schedule', and 'Tamatoa Rima'. A red arrow points to the 'Berth Schedule' link. Below the navigation bar, a breadcrumb trail shows 'Home >> Berth Schedule'. The main heading is 'Berth Schedule'. There are three filter sections: 'Date Filter' with checkboxes for '(Blank)', '2023', '2024', '2025', and '2026'; 'Cargo Group Filter' with a dropdown menu set to 'All'; and 'Ship Filter' with a dropdown menu set to 'All'. Below the filters is a table header with columns: Date, Ship, Berth, All Fast, Departure Date, Departure Time, Cargo Group, LOA, and PAX.