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
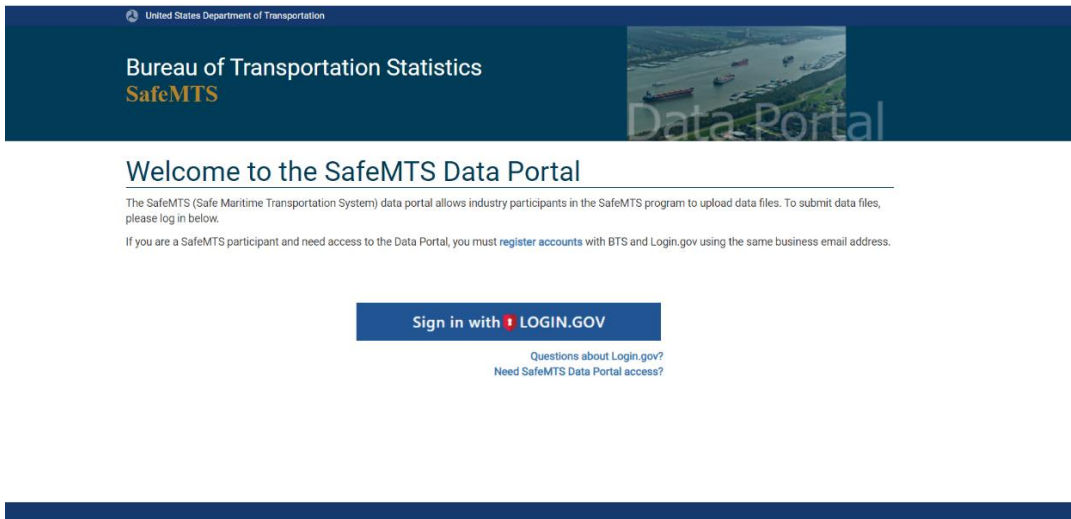
User Guide

VERSION 3

Date of Last Update: 1/26/2024

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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.
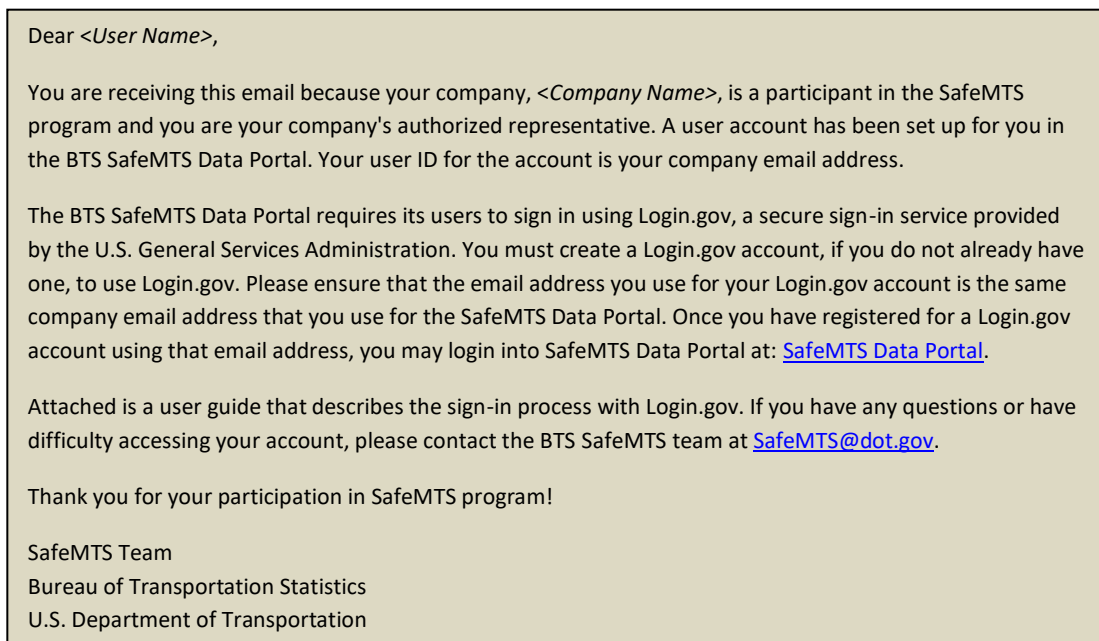
    Representative's Name

    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

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: SafeMTS Data Portal.

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 SafeMTS@dot.gov.

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 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.

7. Click "Continue," and sign into Login.gov using the same company email address you used to request access to the SafeMTS Data Portal.
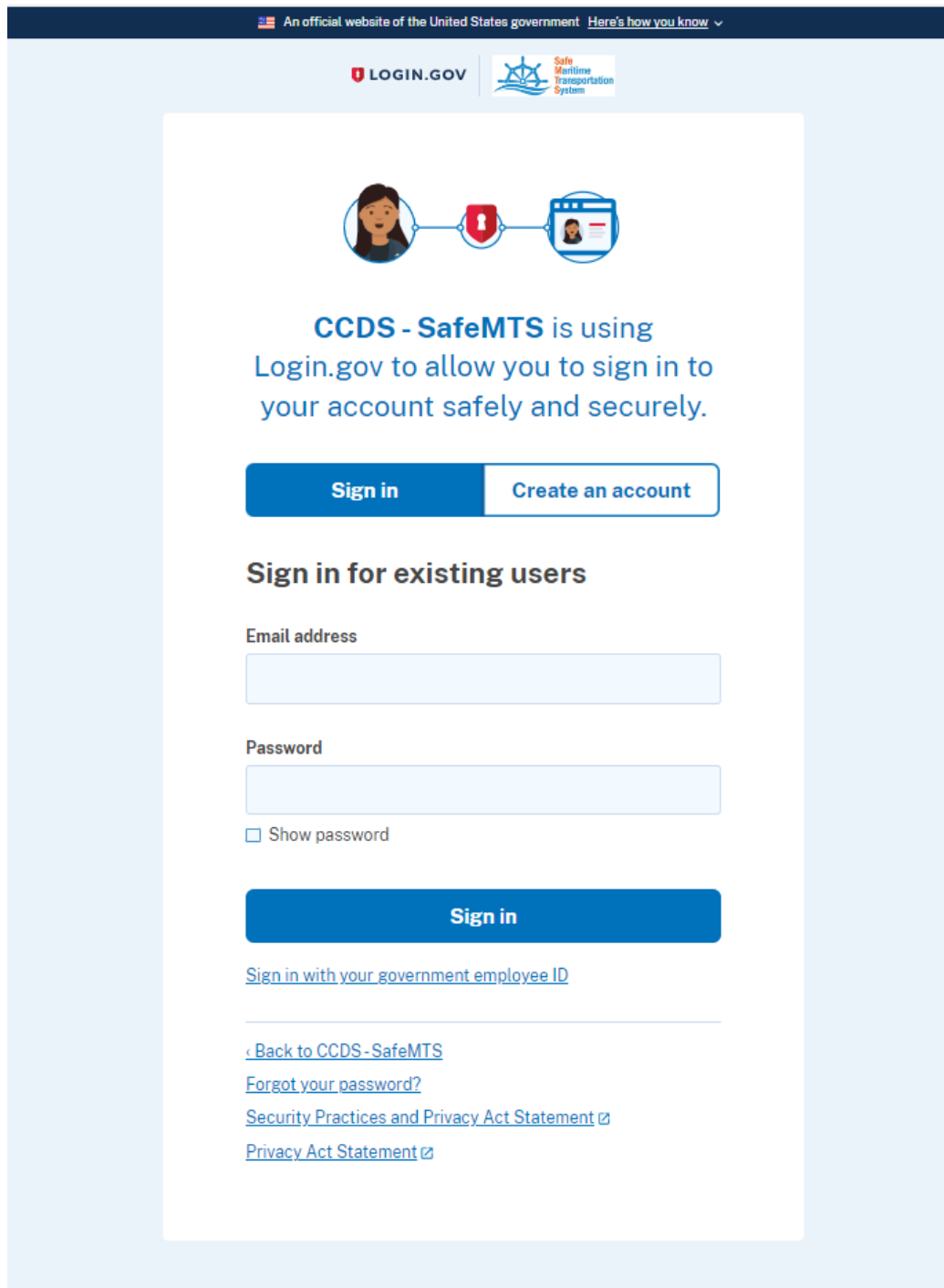
8. Once you sign-in successfully with Login.gov, you will be automatically directed to your SafeMTS Data Portal account where you can upload and review data.
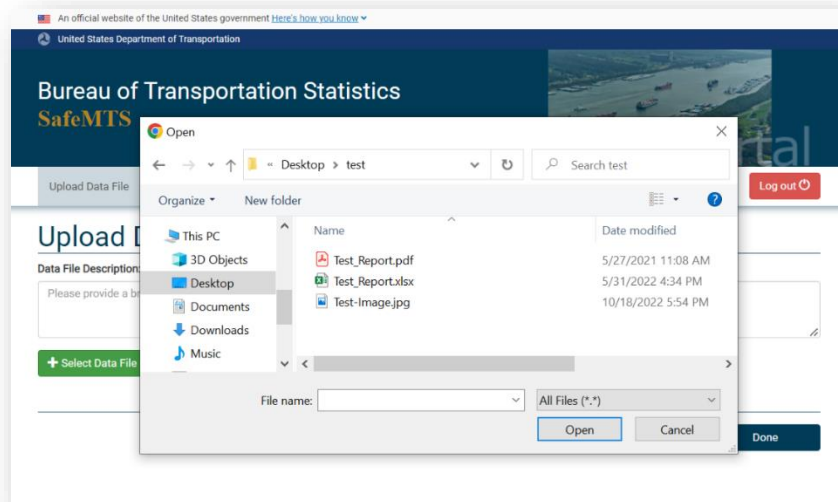
3 Upload Data

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.
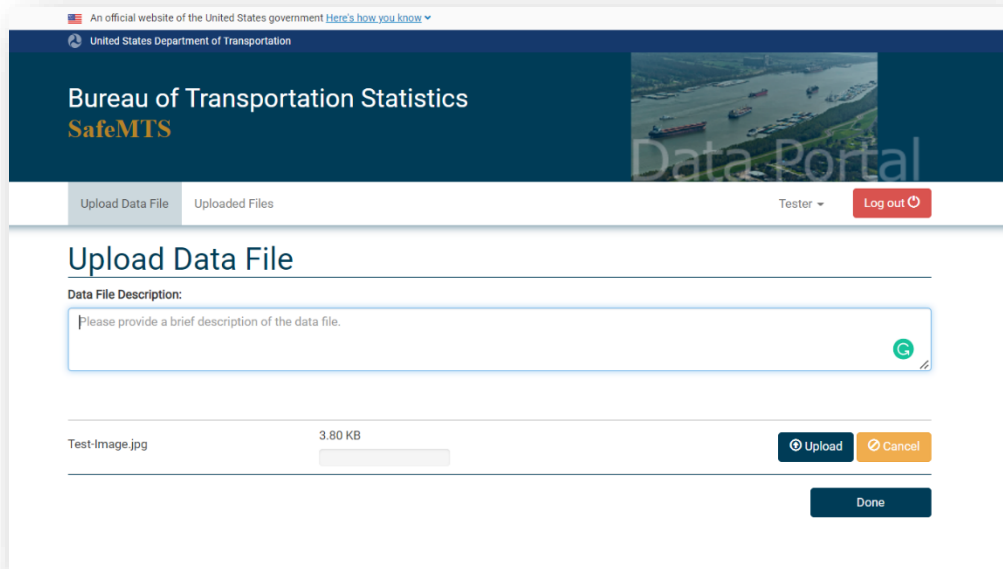
Figure 5: SafeMTS Data Upload Page
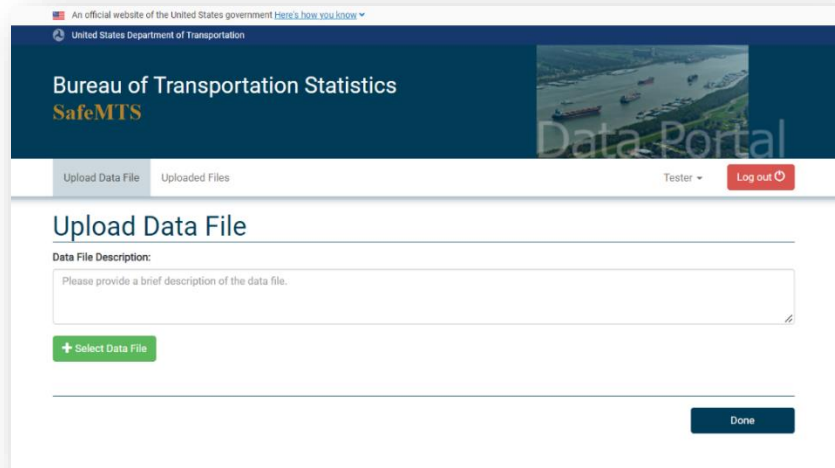
3. Select the data file you want to upload and click 'Open.'

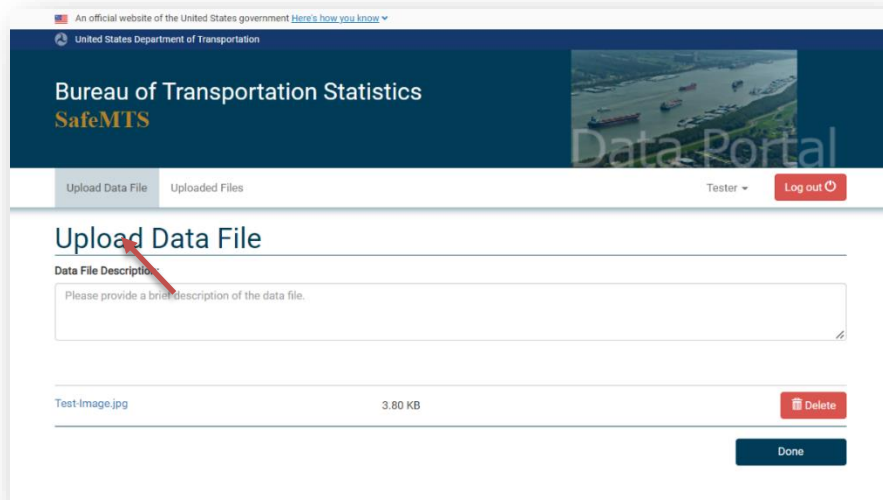*Figure 6: Upload Data File - Select File for Uploading*

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