Process for requesting a facility inspection.

1. Log into the AuxData II site.
2. Click on More> Facilities
3. When the Facilities page opens,
    a. Locate your facility- there is a search bar in the upper right hand corner. Use your boat name.
    b. When you locate your boat, click on the "Facility Record Number"
    c. Your information will open.
    d. On the right-hand side of the window, see the Facility Inspections box.
    e. Click on "NEW"
    f. Select Boat
    g. In new window, select your preferred vessel examiner (only qualified examiners will show up.) Enter the examiners last name to get started. Click on the name.
    h. Enter your preferred inspection date (this need not be actual)
    i. Under "DirAux"
       For either Sector, type in Kellermeyer and select Jason Kellermeyer
    j. Select "Save"
    k. Select you request in the Facility Inspections area
    l. Click on "Submit for Approval" in upper right-hand corner, then "Submit" in the next box.
4. You are done and should wait to hear from your inspector.
    a. Your selected inspector will receive an email with your request.
    b. S/he will need to complete the inspection and then log into AuxData II, upload the paperwork and a photo of the boat.

5. (If you get lost in this area, click on the inspection request on the right side of the screen and it will take you back to where you need to be.
       i. If names of authorized CX/Operators have changed, notify OTO in the notes section of the submit page.
6. Add files-

    a. Scan your paperwork, and a photo for the vessel.
    b. Upload them to the system.
3. When complete, "Submit for Approval" and you will see a new page- Notes regarding changes or special circumstances can be entered on this page. Click on "Submit" in the Next box.
4. The OTO will be notified that the file is in the system. Member will be notified.