

## **NCL Pre-registration Instructions**

In order to complete the pre-register for your NCL cruise you will need the following information for all of the passengers in your cabin:

- Your upcoming cruise details (reservation number, the ship that you will be sailing on, and the date of your sailing)
- Your full, legal name, as it appears on your passport
- Your passport number if you are going to use this information to pre-register.  
Please note that you can only use a birth certificate as proof of US residency if you are embarking and debarking your cruise from the same port in the United States. Non-US residents and all travelers on a cruise that does not return to the embarkation port **MUST** provide passport information to travel.
- An emergency contact person and their preferred phone number for contact  
(Note this person can vary for each passenger, but it must be provided)

The link on our website will take you to the first screen for NCL's pre-registration. There is a short video available on this page to help explain the pre-registration process. If you would like to view it, click the link on the left labeled "Get Ready to Cruise!".

If you have sailed on NCL before, and remember your account information, you can provide it in the spaces on the left side of the page for "existing Members Log In". Once you log-in, you will be able to search for an existing reservation to proceed with the pre-registration.

If you have not sailed on NCL before, or would simply like to create a new account for this sailing, click on "create and account" on the right side of the page under "New Users".

**My NCL**

**Existing Members Log In**

User Name  Password  **LOG IN** [Forgot Password?](#)

**New Users**

**CREATE AN ACCOUNT**

**Prepare for Your Cruise and Get to Know Freestyle Cruising**

**Get Ready to Cruise!**  
Log In to My NCL and get important cruise info, complete Online Check-In and print your eDocs.

**Boarding the Ship is a Breeze!**  
Freestyle Embarkation takes you through arriving at the port and the Check-In process.

**Freestyle Cruising...**  
The only way to cruise. See how your freedom to do whatever sets NCL apart from the rest!

**Parting is Such Sweet Sorrow.**  
Step by step, learn how to disembark the ship freestyle.

**A short video to help you through the pre-registration process.**

**My NCL**

We hope you're as excited to join us on board, as we are to see you on your next NCL. For you, we've put together some tips and tools to help you choose your shore excursions, complete your eDocs. It's just another way for us to help you get to... whatever, with NCL's Freestyle Cruising.

**My Reservations**

7-Day Hawaii Round-trip  
Princess of America - May 2011  
Reservation # 18189579

**Recommended flow to complete pre-boarding**

1 Online Check In **INCOMPLETE**

2 Make Payment **INCOMPLETE**

**View Details**

**Benefits of Membership**

**Manage Your Profile**  
Update your personal info and future cruise preferences.

**Manage Your Reservations**  
Lookup your reservation details and get important pre-cruise info.

**Book Your Shore Excursions**  
Once you're logged in, shop for the Shore Excursions available on your cruise.

**Online Check-In**  
Complete this step for all guests traveling with you to save time at the pier!

**Print Your eDocs (Your Cruise Ticket)**  
Get your cruise ticket, detailed itinerary and pre-cruise information in a snap.

After clicking "create an account", you will be taken to a page that asks if you have a current reservation. When you select "yes" you will be shown all of the fields related to your cruise that you need to complete before you click "submit".

**Do you currently have a reservation with Norwegian?**

Yes  No

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**Enter your reservation details**

Be sure to enter your first and last name exactly as they appear on your cruise confirmation. \* *required information*

**First Name**

**Last Name**

**Ship**

**Sailing Date**

**Reservation Number**

**SUBMIT**

Once you click submit, you will be taken to the “update my account” screen where you will need to create a user name and password as well as provide all of the requested information on the page. Please keep in mind that many user names have already been taken so you may need to select a unique user name for this account. Once you have provided all of your contact information for the account, click “submit”.

## Update My Account

### Account Information

Please complete the form below and start Freestyle Cruising today. *\*required information*

**Username**  
\*

**Create Password**      **Reenter Password**      (Password must be between 5 and 12 characters with no spaces)  
\*      \*

**Title**  
\*

**First Name**      **Last Name**  
\*      \*

**Birth Date**  
\*      \*      \*

**Gender**  
\*  Male  Female

**Email Address**  
\*

**Daytime Phone Number** (eg: 555-555-5555)  
\*

**Home Address**

**Address 1**  
\*

**Address 2**  
\*

**City/Town**  
\*

**State/Province**  
\*

**Country**  
\* United States

**Zip/Postal Code**  
\*

**SUBMIT**

Once you have completed creating an account, you will be taken to the summary screen for your cruise check-in. From this screen you will be able to check-in, print your boarding pass (“eDocs” which are available to print 30 days before your sail date) and book your shore excursions (Please note that your cruise must be paid in full in order to book the shore excursions for your trip). In the “Vacation Summary” section you will see all of the relevant information for your upcoming cruise, including your stateroom number and category. You can also view a detailed itinerary by clicking the link in on the right side of the screen labeled “view itinerary”.



To begin the online check-in you will need to click the box labeled "online check in" that is circled in the picture below.

The screenshot displays a user interface for managing a cruise reservation. At the top, a light blue banner reads "Thank you for updating your profile." Below this, a progress bar indicates the recommended flow to complete pre-boarding requirements, with steps 1, 2, and 3. Step 1, "Online Check In", is circled in red and labeled "INCOMPLETE". Step 2, "Make Payment", is labeled "COMPLETE". Step 3, "eDocs", is labeled "Complete Items 1&2". To the right of the progress bar is a button for "Shore Excursions" labeled "READY TO BOOK".

3-Day Bahamas Round-t...  
Norwegian Sky - Mar 2011  
Reservation #

1 Online Check In INCOMPLETE  
2 Make Payment COMPLETE  
3 eDocs Complete Items 1&2  
Shore Excursions READY TO BOOK

Hide Details

Vacation Summary Print View Itinerary

Reservation Number: #####  
Cruise Description (# days, region, etc)  
Embarkation: (Date of embarkation) - (Port)  
Disembarkation: (Date of Disembarkation) - (Port)  
Ports of call: This will list all the ports of call for your cruise

Ship: (Ship Name)  
Stateroom: Stateroom number  
Category: II  
Description: Two lower beds, sitting area.

Search for your reservation  
Have a reservation but don't see it under My Reservations? Enter the reservation number below and we'll try to find it for you.

SEARCH

Print All Reservations

On-line registration is a four-step process. The first screen asks for basic information about you: your birth date, the country you were born in, and your citizenship. This information needs to match the information listed on the proof of identity you will provide at the port to board the ship. After you have provided all of the required information, click the button at the bottom of the screen.

Now that we've located your sailing info, complete the steps for each guest in the Check-In process. Save your progress by simply clicking Save and Continue at the end of each step. You can sail right through or log off and finish later but remember, you must complete the entire process at least one day prior to your sail date.

When you arrive at the pier, you'll need a printed copy of your eDocs and proper documentation for each guest. If you require assistance with the Online Check-In process, call our Automation Support Desk at 1.866.625.1160.

Information in red is required.

Title

**your name will be automatically listed here. Please make sure it matches your legal ID**

Date of Birth

Birth Nation

Country of Citizenship

Preferred Language

Email Address

Have you ever cruised on Norwegian Cruise Line before?

Yes  No


Have you ever cruised on another cruise line (other than Norwegian)?

Yes  No

Once you continue the 2<sup>nd</sup> step asks for your permanent address and an emergency contact in case something happens during your trip. After you have provided at least the emergency contact information, click "Save and Continue".



Step 2 of 4 - Permanent Address & Contact Info for **Your name will appear here**

Why We Ask 

Information in red is required.

Street Address 1

Street Address 2

City / Town

State / Province

Postal Code

Country

Home / Primary Phone

Mobile / Secondary Phone

Emergency Contact Person

Emergency Contact Phone

Save & Continue 

Step 3 asks you to provide proof of citizenship. This will be the information that you also provide at the dock in order to board the ship. Once you have entered the necessary information, click "Save and Continue".

(Your ship) - (Your sail date)

Reservation Number # #####

Stateroom # #####

1. Personal Info

2. Contact Info

3. Proof of Citizenship

4. Ticket Contract

### Step 3 of 4 - Proof of Citizenship for (Your name will appear here)

Why We Ask 

**Proper documentation is the responsibility of the guest. Failure to present proper documentation will result in denial of boarding with no refund offered.**

In addition to your proof of citizenship document, proof of identity must also be presented on embarkation day for all guests 16 years of age or older (i.e., valid driver's license that includes a photograph, or government identification card, that includes a physical description).

For up to date immigration information please visit: <http://www.getyouhome.gov>.

#### Document Type

- Passport
- State Issued Birth Certificate
- Certificate of Naturalization
- Report of Birth Abroad

#### Passport Number

#### Passport Issuing Country

#### Passport Expiration Date

**Save & Continue** 

The final step is accepting the Cruise Ticket contract. Your name will appear at the bottom of the screen, where the blank is in the picture below. You can print the contract by clicking the link labeled "click here to print". When you are ready to accept the Ticket Contract, click "Continue".

(Your ship) - (Your sail date)

Reservation Number # #####

Stateroom # #####


1. Personal Info

2. Contact Info

3. Proof of Citizenship

4. Ticket Contract

## Step 4 of 4 - Acceptance of the Cruise Ticket Contract

Why We Ask 

### Important Notice for all Guests

**THE PASSENGERS' ATTENTION IS SPECIFICALLY DIRECTED TO PARAGRAPHS 10 & 14 OF THE TERMS AND CONDITIONS OF THE GUEST CONTRACT. THESE PARAGRAPHS AND ALL OF THE OTHER TERMS AND CONDITIONS OF THIS CONTRACT AFFECT IMPORTANT LEGAL RIGHTS, AND THE PASSENGER IS ADVISED TO READ THEM.**

**IMPORTANT NOTICE:** Guests are advised to carefully read the terms and conditions of the Guest Ticket Contract set forth below which affect your legal rights and are binding. Acceptance or use of this Contract shall constitute the agreement of Guest to these Terms and Conditions.

### NORWEGIAN CRUISE LINE

#### Guest Ticket Contract

##### 1. Definitions:

This Contract is between the Carrier and the Guest. The word "Carrier" means NCL (Bahamas) Ltd. d/b/a NCL and/or NCL America, its subsidiaries, affiliates, agents, assigns, as well as the named vessel or substitute vessel, including its master and crew. The "Guest" is each person whose name appears on the face of this ticket and/or who uses the ticket for passage on the voyage described in the ticket, and includes any accompanying minors, and any of their heirs, successors, assigns or representatives.

##### 2. The Contract:

[Click here to print](#)

\_\_\_\_\_ has read and accepted the Terms and Conditions of the Guest Ticket Contract and the Additional Terms and Conditions on February 02, 2011 03:44 pm.

[Continue](#) 

You will be shown a summary of all of the information you have entered, by section. If you wish to change any of the information you provided, click "edit" next to that section to re-enter the information. At the bottom of the screen you will be given the option to "proceed to the next guest". This will take you to the 1<sup>st</sup> step for completing the pre-registration for the next passenger in your cabin. You will need to follow all of the steps above for every passenger in your cabin until all passengers have registered and accepted the ticket contract.

(Your ship) - (Your sail date)

Reservation Number # #####

Stateroom # #####

1. Personal Info

2. Contact Info

3. Proof of Citizenship

4. Ticket Contract

Check-In for Heather is now complete. Please confirm that the information below is correct and proceed to check-in the next guest.

### Personal Information

Full Name	██████████	<a href="#">Edit</a>
Date of Birth	██████	
Birth Nation	██████████	
Country of Citizenship	██████	
Preferred Language	██████	
Email Address	██████████	
Cruised on Norwegian Cruise Line before?	<input checked="" type="checkbox"/>	
Cruised on another cruise line?	<input checked="" type="checkbox"/>	
Last Cruise Line	██████████	

### Contact Information

Full Address	██████████	<a href="#">Edit</a>
Home / Primary Phone	██████	
Mobile / Secondary Phone	██████	
Emergency Contact Person	██████████	
Emergency Contact Phone	██████████	

### Proof of Citizenship

Document Type	Passport	<a href="#">Edit</a>
Document Number	██████	
Document Issuing Country	██████	
Document Expiration Date	██████	

### Ticket Contract

Acceptance Status	Accepted	<a href="#">Edit</a>
Contract Locale	en-US	
Acceptance Date	██████████	
Accepted By	██████████	

[Proceed to Next Guest](#) 

If you are not ready to register any other passengers for your cabin, you can click the “booked” link in the upper right hand corner of the screen to return to the beginning and review your reservation details, or book shore excursions if your booking is paid in full.

**NCL NORWEGIAN CRUISE LINE®**

ALERTS 1 | SAVED SELECTIONS 0 | **BOOKED 1**

Click here to return to the starting page and review your booking details, or book your shore excursions if your booking is paid in full.

### Online Check-In

Name of Other Pat: Your Name ✓

(Your ship) - (Your sail date)      Reservation Number # #####      Stateroom # #####

1. Personal Info      2. Contact Info      3. Proof of Citizenship      4. Ticket Contract

**My Profile**

(Your name will appear here)

Member # ( NCL Latitude Member Number)

[Update Profile Info](#)

[Update Cruise Preferences](#)

To return to your reservation and complete the on-line check in for other passengers, or book shore excursion at a later date, simply return to the log-in screen via [this link](#) and provide the account user name and password you created for this reservation in the section for “existing members log on”.

## My NCL

**Existing Members Log In**

User Name:  Password:

**LOG IN**      [Forgot Password?](#)

**New Users**

**CREATE AN ACCOUNT**

**Prepare for Your Cruise and Get to Know Freestyle Cruising**

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**My NCL**  
We hope you're as excited to join us on board, as we are to see you on your next NCL. For you, we've put together some tips and tools to help you choose your shore excursions, do access your eDocs. It's just another way for us to help you get to... whatever, with NCL's F

**My Reservations**

7-Day Hawaii Round-Trip  
Pride of America - 1/14/2011  
Reservation # 11185579

1 Online Check In (INCOMPLETE)      2 Make Payment (INCOMPLETE)

[View Details](#)

**Benefits of Membership**

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