



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada



Canada

**Creating a GCKey and accessing the CHS Chart Registry Service and Digital Data Portal for the first time**

January 2016

1. Navigate to <http://register.chs-shc.gc.ca>
2. Click the **English** or **French** button to continue. This tutorial will use the **English** language.

The screenshot shows the top of a web page with the Government of Canada logo and the text "Welcome / Bienvenue". Below this, there are two columns of text: "CHS Chart Registry Service and Digital Data Portal" on the left and "Service d'enregistrement des cartes du SHC et portail de données numériques" on the right. A red maple leaf is centered between the two columns. Below the text are two blue buttons: "English" and "Français". Underneath each button is a grey button for "Terms and conditions of use" and "Conditions régissant l'utilisation" respectively. The Canada wordmark is in the bottom right corner.

3. Choose the **Continue to GCKey** button on the bottom. Alternatively, you can select the **Continue to Sign-In Partner** button if you have an existing account through a partners' website that you would like to synchronize with this service.

The screenshot shows a page titled "Choose a secure Sign-In Method". Below the title is the text: "You must sign in to access the Fisheries and Oceans Canada ("DFO") service you requested." There are two main sections. The top section is titled "Continue to Sign-In Partner" and contains a list of bullet points: "Use the same sign-in information you use for other online services (e.g. online banking).", "None of your information (e.g. financial, banking) will be shared with DFO. Your Sign-In Partner will not know which government service you are using.", and "You will temporarily leave the DFO web site to use your Sign-In Partner." Below this list is a link: "View the full list of Sign-In Partners". To the right of this section are logos for "BMO Financial Group", "Choice Rewards MasterCard", "RBC", "Scotiabank", "Tangerine Forward Banking", and "TD". The bottom section is titled "Continue to GCKey" and contains a list of bullet points: "Sign-in with a GCKey user ID and password if you do not use one of the Sign-In Partners." and "Register for a GCKey user ID and password if you do not have one." The "Continue to GCKey" button is highlighted with a red rectangle.

- If you do not already have a GCKey, click **Sign Up** (circled below in red) to set one up. You will need this GCKey in order to log in and use the **CHS Chart Registry Service and Digital Data Portal** web application.



**Welcome to GCKey**

**Sign In**

Username: **(required)**

Username

Password: **(required)**

Password

[Forgot your password?](#)

**Sign In** **Clear All**

**Simple Secure Access**

A simple way to securely access Government of Canada online services.

One username.  
One password.

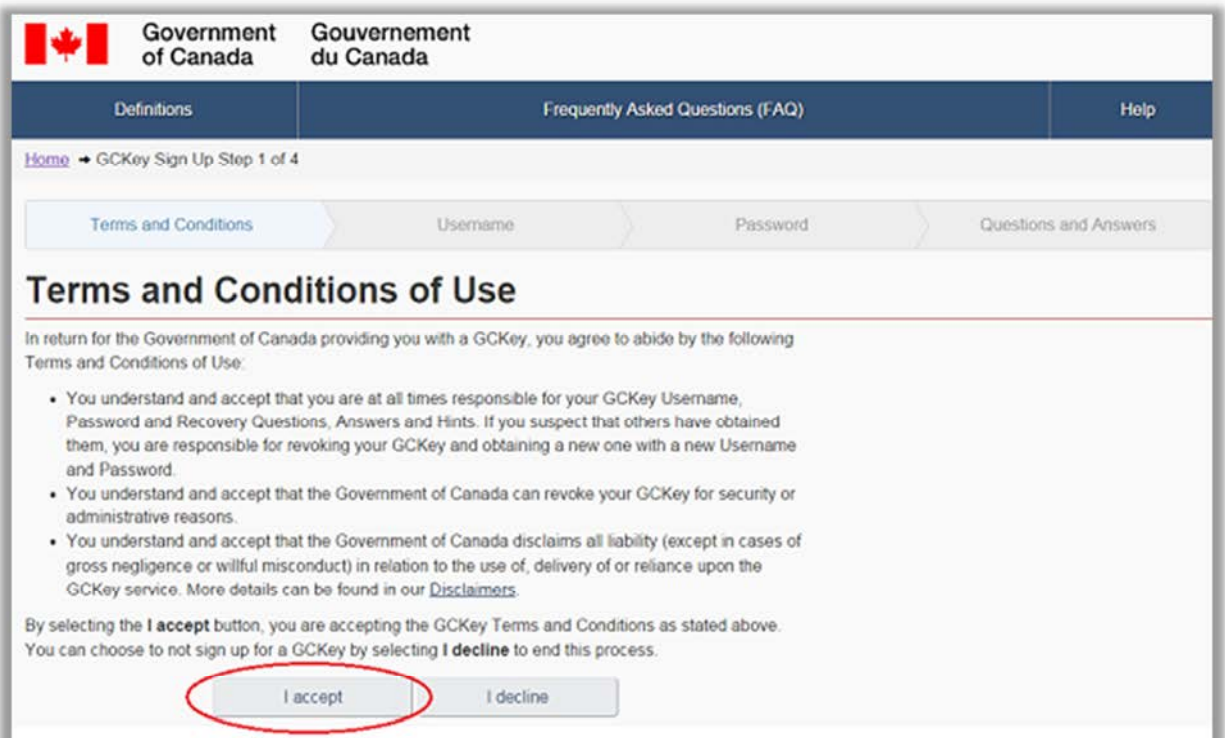
**Sign Up**

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

**Exit**

- Read through the *Terms and Conditions of Use* and then click on **I accept** in order to proceed with the registration process.



**Government of Canada** **Gouvernement du Canada**

[Definitions](#) [Frequently Asked Questions \(FAQ\)](#) [Help](#)

[Home](#) -> GCKey Sign Up Step 1 of 4

[Terms and Conditions](#) [Username](#) [Password](#) [Questions and Answers](#)

## Terms and Conditions of Use

In return for the Government of Canada providing you with a GCKey, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your GCKey Username, Password and Recovery Questions, Answers and Hints. If you suspect that others have obtained them, you are responsible for revoking your GCKey and obtaining a new one with a new Username and Password.
- You understand and accept that the Government of Canada can revoke your GCKey for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the GCKey service. More details can be found in our [Disclaimers](#).

By selecting the **I accept** button, you are accepting the GCKey Terms and Conditions as stated above. You can choose to not sign up for a GCKey by selecting **I decline** to end this process.

**I accept** **I decline**

6. Create your username following the criteria described on this page. **Important:** there is **no way** to recover your username if you forget it. If you do not remember your username you will have to create a new account to access the CHS Chart Registry Service and Digital Data Portal web application. Click on **Continue** after you have chosen a username.

The screenshot shows the 'Create Your Username' page. At the top, there is a navigation bar with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. Below this is a breadcrumb trail: 'Home → GCKey Sign Up Step 2 of 4'. A progress indicator shows 'Terms and Conditions', 'Username' (highlighted), 'Password', and 'Questions and Answers'. The main heading is 'Create Your Username'. Below the heading, there is a text block explaining the requirements: 'Your Username must contain between eight and sixteen characters, no special characters (for example: %, #, @) and may contain up to seven digits. When creating your Username, we recommend that you:'. A list of recommendations follows: 'make your Username easy for you to remember and hard for others to guess;', 'avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;', and 'always keep your Username secure and do not share it with anyone.'. To the right, there is a 'Privacy' section with a link to the 'Personal Information Collection Statement'. Below the text is a 'Create Your Username: (required)' text input field. At the bottom, there is a prompt: 'Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.' Three buttons are visible: 'Continue' (highlighted with a red box), 'Clear All', and 'Cancel'.

7. Create your password following the criteria described on this page. Click on **Continue** after you have created a secure password.

The screenshot shows the 'Create Your Password' page. At the top, there is a navigation bar with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. Below this is a breadcrumb trail: 'Home → GCKey Sign Up Step 3 of 4'. A progress indicator shows 'Terms and Conditions', 'Username', 'Password' (highlighted), and 'Questions and Answers'. The main heading is 'Create Your Password'. Below the heading, there is a text block explaining the requirements: 'Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.'. Below the text are two text input fields: 'Create Your Password: (required)' and 'Confirm Your Password: (required)'. To the right, there is a 'Privacy' section with a link to the 'Personal Information Collection Statement'. Below that is a 'Password Checklist' section with a list of requirements, all of which are marked with a green checkmark: '8-16 Characters', 'Does not contain 3 consecutive characters from Username', 'Valid characters', 'Lower case letter(s)', 'Upper case letter(s)', 'Digit(s)', and 'Passwords match'. At the bottom, there is a prompt: 'Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.' Three buttons are visible: 'Continue' (highlighted with a red box), 'Clear All', and 'Cancel'.

8. Create your recovery questions, answers and hints. These questions will help you recover your password should you forget it. Click on **Continue** after you have finished.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Step 4 of 4

Terms and Conditions | Username | Password | Questions and Answers

## Create Your Recovery Questions, Answers and Hints

Your Recovery Question, Answers and Hints are used to help you if you forget your Password. Please complete all the required fields below to continue the Sign Up process.

Select a Recovery Question: **(required)**

Please select a question...

My Recovery Answer: **(required)**

My Memorable Person: **(required)**

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): **(required)**

My Memorable Date Hint:

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

**Continue** | Clear All | Cancel

**Privacy**

Please keep your Recovery Question, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

**3**

Your answers must contain at least three characters and contain no special characters (for example: %, #, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

9. You have successfully created your GCKey. Please click on **Continue** in order to proceed to the next step of the account creation process.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKey Sign Up Complete

## GCKey Sign Up Complete

You have successfully created your GCKey.

Your Username is: **Username**

Please select **Continue** to leave the GCKey service and return to the Government of Canada online service.

**Continue**

**Privacy**

Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Personal Information Collection Statement](#).

10. Now that you have a GCKey you must complete the registration with Fisheries and Oceans Canada in order to access the CHS Chart Registry Service and Digital Data Portal web application. Please click on **self-registration** to continue (circled in red below).

[Home](#) → DFO eAccess

## Registration Options

Now that you have registered and/or logged in with your Government of Canada credential provider, you will need to complete your registration with DFO. Your registration options are identified below.

### DFO passcode

If your profile has been created for you by the Department and you've received a DFO passcode, enter it below and select *Validate passcode* to complete your registration:

DFO passcode:

### Self-registration

Select **self-registration** if you have not received a DFO passcode and wish to register a new online profile with DFO.

### Cancel registration

You may also [cancel the registration process](#) if you do not wish to register with DFO at this time. Note that you will not be granted access to the protected areas of the selected DFO system until registration is completed.

11. Please read through the *Terms & Conditions of Use* and click on **I accept** to proceed.

[Home](#) → DFO eAccess

## DFO Registration - Terms & Conditions Of Use

### Fisheries and Oceans Canada Secure Online Terms and Conditions of Use

In return for Fisheries and Oceans Canada giving you access to DFO Secure Online Services, you agree to abide by the following Terms and Conditions of Use:

1. You agree to keep your user ID and password secret, and not to share them with anyone. If you suspect that others have obtained them, you are responsible for contacting DFO immediately.
2. You certify that any information provided by you is true, accurate and complete
3. You understand and accept that DFO can revoke your access to DFO Secure Online Services if you fail to abide by these Terms and Conditions of Use, as a security measure or for administrative reasons
4. You understand and accept that DFO is not responsible for any losses or damages incurred by anyone because of:
  - The use of the information available through DFO Secure Online Services
  - Any restriction, delay, malfunction, or unavailability of DFO Secure Online Services

Your personal information is being collected pursuant to the *Department of Fisheries and Oceans Act* and the *Financial Administration Act* and will be used only to establish an online profile. For more details or access to your personal information, contact the Access to Information and Privacy (ATIP) Coordinator at DFO at [ATIP-LAIPRP@DFO-MPO.GC.CA](mailto:ATIP-LAIPRP@DFO-MPO.GC.CA)

To continue, please click on *I Accept* to indicate your acceptance of these Terms and Conditions. Click on *I Do Not Accept* if you do not agree with these Terms and Conditions. Click on *Cancel* to return to a previous screen. Please note that you will not be able to access DFO Secure Online Services unless you accept the Terms and Conditions.

12. Please enter your basic details in order to create your DFO profile. Click on **Next** when you're finished.

### DFO Registration — Basic details

In order to create your DFO profile, the information below is required. This information will be saved and used when you use using DFO Secure Online Services in the future.

Please follow the instructions below to create your profile with the department:

\* Required Field

#### Name

Name Prefix, e.g. Mr.:

Legal Given Names:\*

Preferred Given Names:

Legal Family Name:\*

Name Suffix, e.g. Jr.:

#### Other

Preferred Language:

Email:\*

Address Type:\*

#### Helpful Hints

Concerned about privacy? Consult [DFO's Privacy Notice](#).

Mandatory fields are indicated by an asterisk (\*)

13. Please enter your postal code if you have a Canadian address. This will help speed up the process by automatically populating your address. Click on **Next** when you have finished. Alternatively, click on **Enter address manually** if you would like to enter the address yourself or if you do not have a Canadian postal code.

### DFO Registration - Canadian Postal Code

If you have a Canadian address, enter your postal code.

\* Required Field

Postal Code:\*

14. Please enter and verify your address information. Click on **Next** when you have finished.

### DFO Registration - Manually entered

You have chosen to manually enter your Canadian address, possibly because your address could not be found via postal code entry. Please enter your address details below.  
Note: If you wish to return to the postal code entry form to preselect your address using the Canada Post database, press the *Previous* button below.

\* Required Field

User-entered address

Address Line 1:\*

Address Line 2:

Address Line 3:

City/Municipality:\*

Province:\*

Postal Code:\*

15. Please enter your telephone information and click on **Next** when you have finished.

### DFO Registration — North American Telephone Details

Please enter the main telephone number(s) to contact you regarding DFO matters, and a fax number, should you have one.

\* Required Field

Telephone

Area Code:\*

Local Telephone Number:\*

Extension:

Fax

Fax Area Code:

Local Fax Number:

Mobile

Mobile Area Code:

Local Mobile Number:



16. Review the information that you have provided to ensure that it is correct and accurate. Click on **Save** if there are no errors. If you need to make any adjustments, simply click on **Back** to return to the previous page(s).

**DFO Registration - Confirm profile details**

Please review the information below to ensure that your profile with the Department is up to date. To add or change information in your profile, click the Back button. Click the Save button to save your profile.

**Profile details**

Name Prefix, e.g. Mr.:

Legal Given Names:\*

Preferred Given Names:

Legal Family Name:\*

Name Suffix, e.g. Jr.:

Preferred Language:

Email:\*

Mailing Address:\*

Address Type: Canada

Telephone:\*

Fax:

Mobile:

**Save** **Back**

17. Now that your account has been successfully created you have access to the **CHS Chart Registry Service and Digital Data Portal** and can begin to register your existing products and/or browse for new ones. If you would like more information on how to use the web application, please visit the help page by clicking **Help** in the menu on the left.

**Chart Registry**

- My Products
- My Licensing Requests
- Licence Request Portal
- Help
- Logout

## My Products

**New Licence Request Portal Available**

Our new Licence Request Portal allows you to license CHS digital products right from this website. Many CHS charts are available in digital form as either a Raster Navigational Chart (RNC) in the BSB format or as an Electronic Navigational Chart (ENC) in the S-57 vector format. Both kinds of electronic charts, when used with navigation software, relieve the navigator of many of the traditional paper chart routines, and contribute to safer navigation. Click the **Licence a Product** button below to begin browsing the available products.

**Licence a Product**

### Add Products to Your Account

To add products to your account, simply enter your **Product Code** or **Transaction Code** below in the box labeled **Code**. If you have purchased a physical CD from a dealership, you will find the product code on a sticker inside the CD case. If you licensed a downloadable version of the product, you must enter the transaction code from your purchase order report.

► [Need help? Click here to see examples.](#)

Code:

**Add Product**

### Products Pending Activation

You do not have any products pending activation