

# e-NAUTICS USER MANUAL

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English language



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## 1. Purpose of the document

The purpose of this user manual is to describe the work with the **e-Nautics** electronic service of the Ministry of the Sea, Transport and Infrastructure with a view to assisting end users successfully use the service from any device they access.

## 2. What is e-Nautics?

**e-Nautics** is an electronic service intended for boaters which provides:

- electronic notice of arrival of a foreign boat or yacht in the territorial sea of the Republic of Croatia
- obtaining an electronic receipt of payment of safety of navigation fees upon notifying the arrival of a yacht or a boat

The service can be used by all citizens of the European Union and the European Economic Area, as well as citizens of the Republic of Croatia

**e-Nautics** provides the following options:

- If you are arriving in the territorial sea of the Republic of Croatia with a foreign yacht or a boat, you can submit an electronic notice of arrival.
- The notice of arrival is also submitted for boats registered in the Croatian boat register.
- This notice is submitted once for the current year.
- You will be provided with information on the payment of navigation safety fee, upon notifying the arrival of a yacht or a boat.
- Upon payment of the fee you will receive an electronic receipt of the fee paid.

Notice of arrival of  
yachts or boats in the  
territorial sea of the  
Republic of Croatia



A few services are publicly available without logging in and without identification. These are the following services:

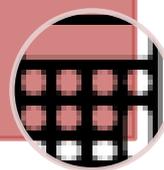
- You can calculate the informative amount of the sojourn tax, which you have to pay if you are staying onboard a vessel in the territorial sea of the Republic of Croatia.
- Sojourn tax is payable for a single period of stay on board a vessel.

Informative calculation of the sojourn tax



- You can calculate the informative amount of the safety of navigation fee, which you have to pay if you have entered in the territorial sea of the Republic of Croatia with your yacht or boat. The fee is paid once a year.

Informative calculation of the safety of navigation fee, upon notifying the arrival of a yacht or a boat



- You can verify the authenticity of an e-Document issued via electronic services e-Vessel or e-Nautics.

Verifying the authenticity of e-Document



### 3. How to access e-Nautics service

You can log in to e-Nautics in two ways:

1. From the e-Citizen user interface, by browsing available e-Services (for citizens of the Republic of Croatia only)
2. Via direct link: <https://enautika.pomorstvo.hr>

Once you have selected the Login button, you will be redirected to the NIAS (National identification and authentication system) pages where you log in the way described on the e-Citizens portal. Upon

successful login, you will be redirected again to the e-Nautics service.



Certain options offered on e-Nautics can be used without logging in. These are the following options:

### 1. Informative calculation of the sojourn tax

You can calculate the informative amount of the sojourn tax, which you have to pay if you are staying onboard a vessel in the territorial sea of the Republic of Croatia. Sojourn tax is payable for a single period of stay on board a vessel

### 2. Informative calculation of the safety of navigation fee, upon notifying the arrival of a yacht or a boat

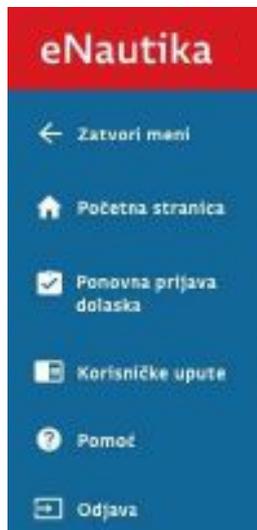
You can calculate the informative amount of the safety of navigation fee, which you have to pay if you have entered in the territorial sea of the Republic of Croatia with your yacht or boat. The fee is paid once a year.

### 3. Verifying the authenticity of e-document

You can verify the authenticity of an e-Document issued via electronic services e-Vessel or e-Nautics.

## 4. Basic navigation and user profile

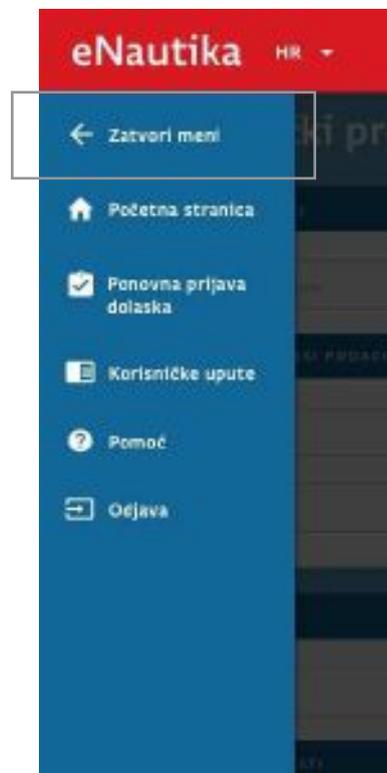
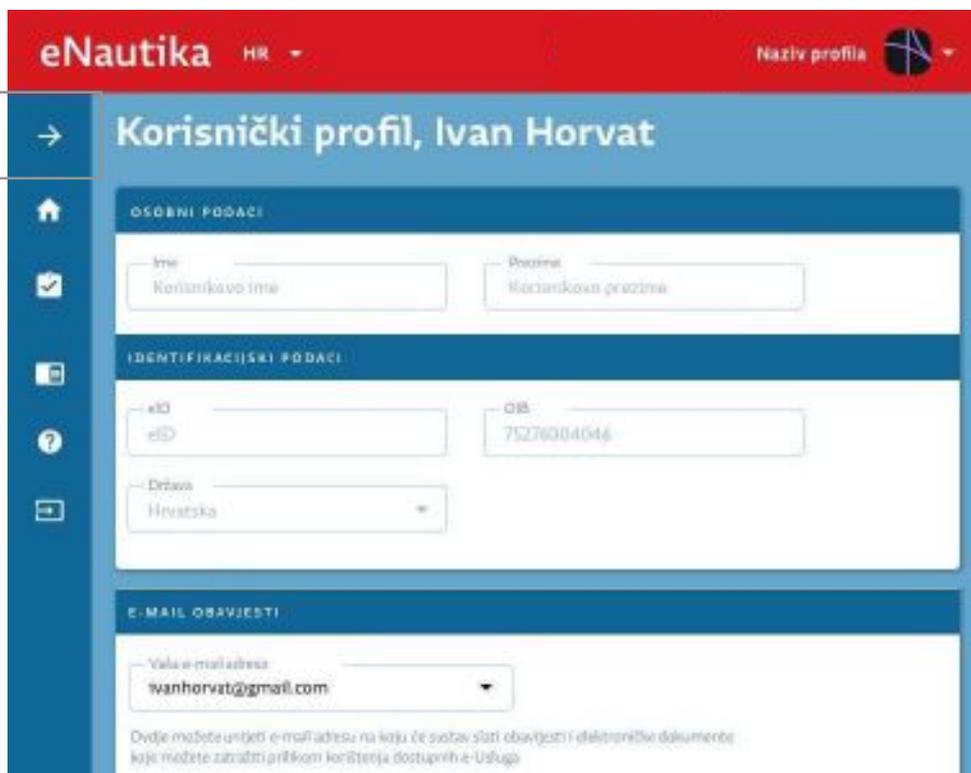
The **e-Nautics** menu is placed on each page, on the far left side.



A homepage link is available from wherever you are on the **e-Nautics** service.

By clicking or pressing the **Home** button a page containing the list of all functionalities of the e-Service you are using, from where you can select a desired activity.

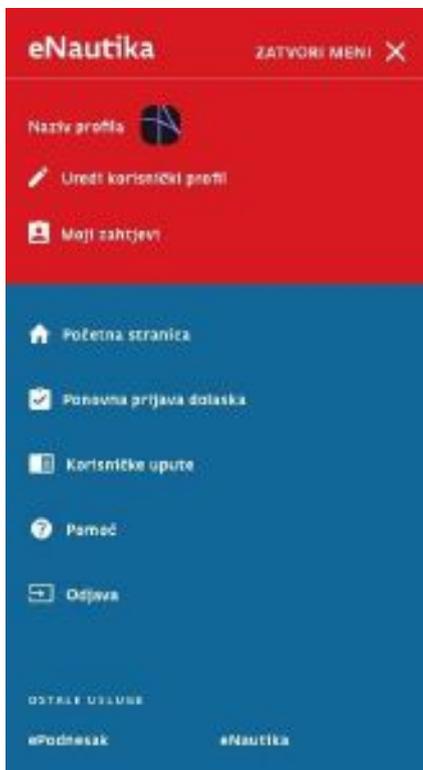
The navigation layout differs depending on the type of the device (cell phone, tablet or laptop) you are logging in from. On the laptop, the menu is open so that all options are immediately visible. On the upper red tool bar you can edit the profile and view the created requests, as well as log out. You can also log out from the blue tool bar on the left. By selecting the logout option you will be redirected to the corresponding NIAS / eIDAS system pages.



If you are logging in from a tablet then you will only see icons in the blue tool bar. When you click on them, a menu will open (as shown in the right image). In the upper red tool bar, you can edit your profile and view the created requests. You can log out from both navigation panels.

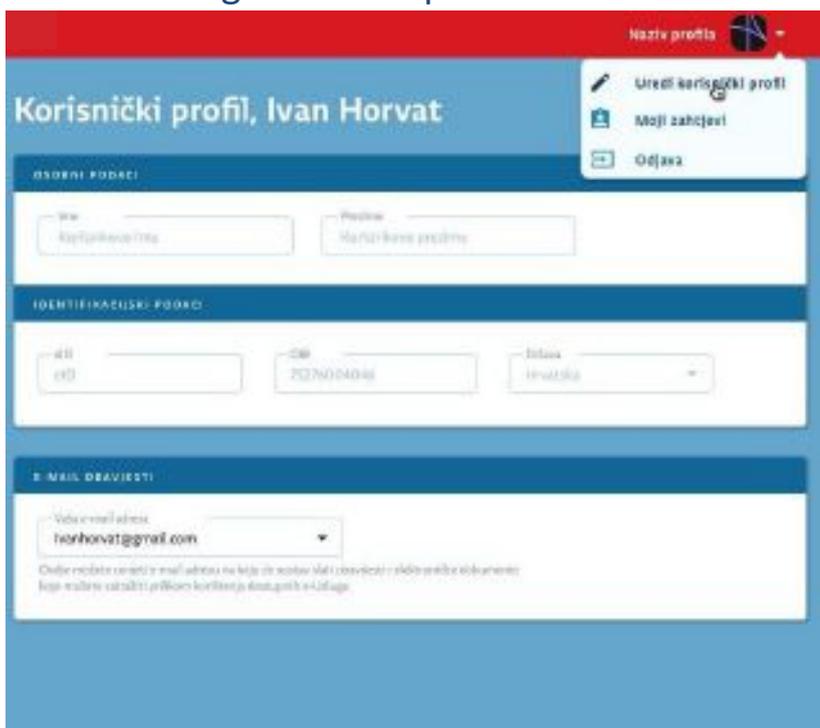


If you log in from your cell phone you will get a drop-down menu just by clicking on the lines in the right corner as shown in the image above.



By clicking on CLOSE MENU X you close the menu.

#### 4.1. Working with user profile



e-Services save the minimum set of your personal data required for certain processes. These are: name and surname, PIN (for Croatian citizens), eID (or other EU citizens), country. The above data are used only for the purpose of carrying out the process via the **e-Nautics** service

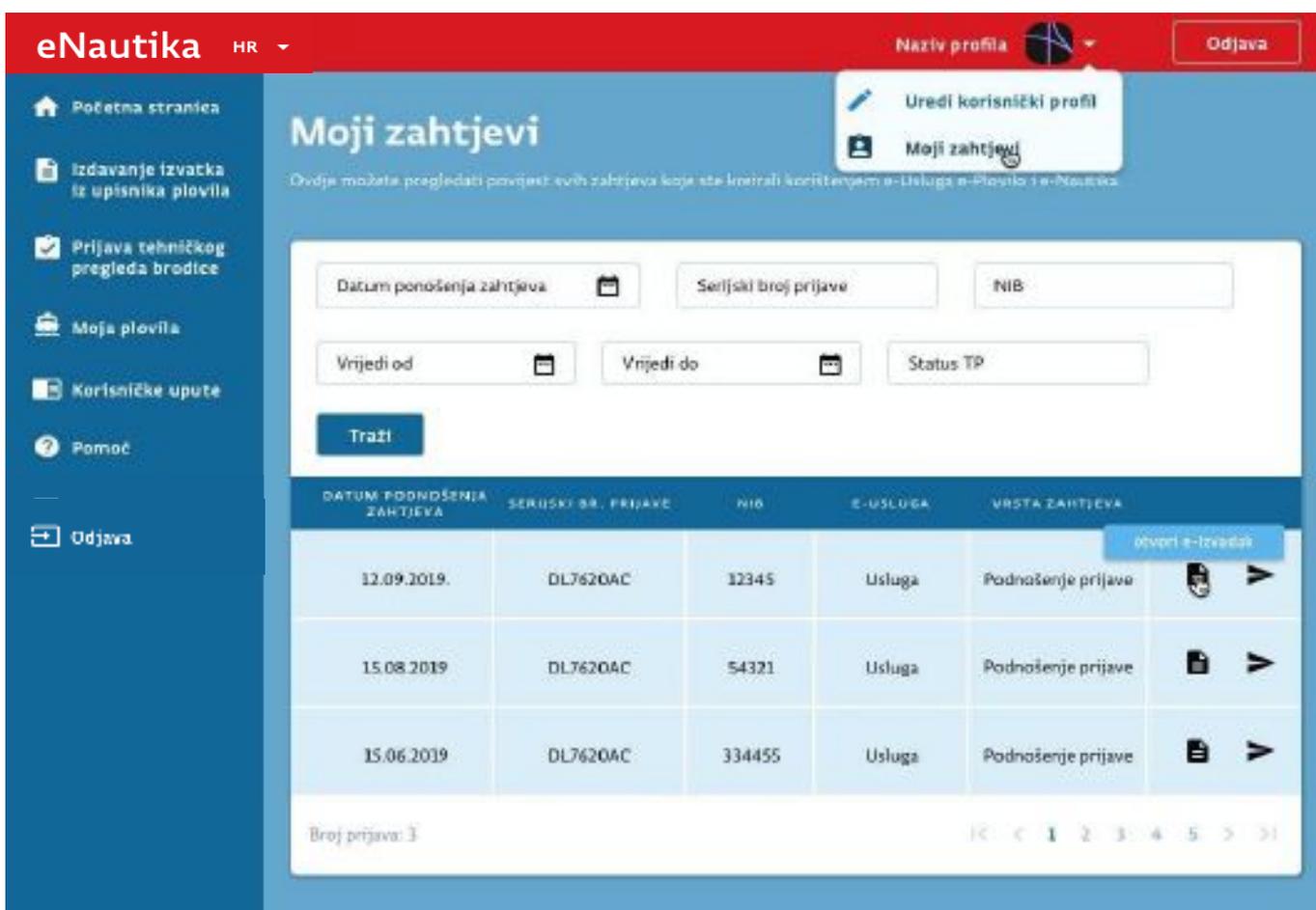
If you wish, you can enter your e-mail address (electronic mail address) in the user profile, so that you can receive notifications and e-Documents that you can request when using e-Services



You should save all changes made on the user profile page by a mouse click or by pressing the Save Changes button.

By clicking on the account deactivation your e-mail address and your access information will be deleted. If you intend to use the e-Services of the Ministry of the Sea, Transport and Infrastructure e-Services again, we suggest that you do not delete your user account. Contact help for more details.

## 4.2. View my requests



DATUM PODNOŠENJA ZAHTEVA	SERIJSKI BR. PRIJAVE	NIB	E-USLUGA	VRSTA ZAHTEVA
12.09.2019.	DL7620AC	12345	Usluga	Podnošenje prijave
15.08.2019	DL7620AC	54321	Usluga	Podnošenje prijave
15.06.2019	DL7620AC	334455	Usluga	Podnošenje prijave

On the My Requests page you can view all the requests you submitted using the **e-Nautics** and **e-Nautics** services, as well as information about all the electronic mail messages you received from the given electronic services

If your request list is long, you can easily find a specific request from the list by using the search engine above the table containing the request list. The Search button serves to filter the request table by default. On this page, you can open generated e-Documents and request them to be sent to your personal e-mail address, provided you have entered it into your User Profile

## 5. e-Nautics service options

The e-Nautics service provides the following options:

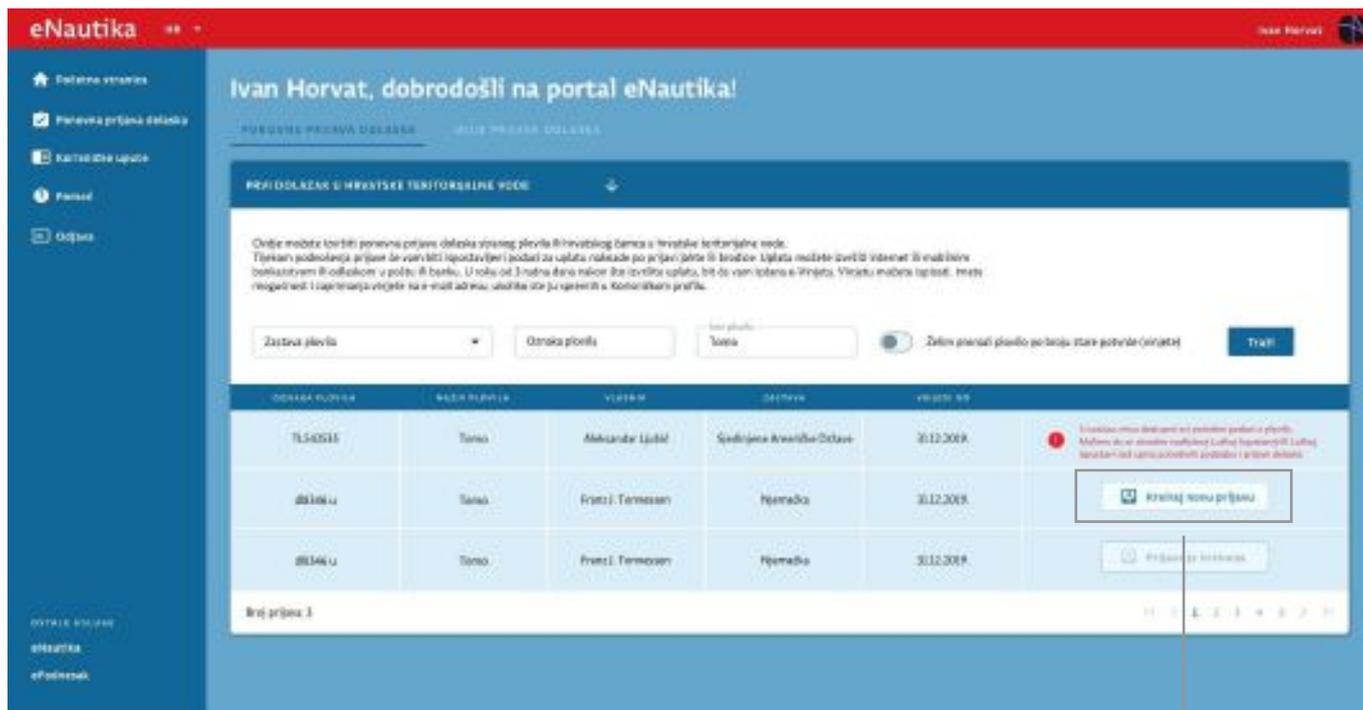


### Notice of arrival of yachts or boats in the territorial sea of the Republic of Croatia

- If you arrive with a foreign yacht or boat in the territorial sea of the Republic of Croatia, you can submit an electronic notice of arrival.
- The notice is also submitted for boats from the Croatian Register of Boats.
- Information for the payment of the safety of navigation fee will be provided upon notifying the arrival of a yacht or a boat.
- Upon payment of the fee, you will receive an electronic confirmation of payment.

#### Business rules:

1. A notice of arrival of a vessel in the territorial sea of the Republic of Croatia may be submitted by any natural person (not necessarily the owner).
2. A notice of arrival is submitted once for the current year.
3. In case of arrival of a foreign yacht or boat, the first arrival notice must be submitted personally in the harbormaster's office / branch office in order to check the vessel's data and enter them in the e-Nautics Information System. Arrival notices for each subsequent year can be made electronically.
4. Payment of the safety of navigation fee upon notifying the arrival must be made within 7 working days from the day of the submission of the electronic notice. The notice will otherwise be automatically canceled.



The Renewed Notice of Arrival tab enables you to search for a yacht or a boat for which you want to file a notice of arrival in the territorial sea of the Republic of Croatia. You will be able to find a desired yacht or a boat if this is not the first year to file a notice of arrival in the territorial sea of the Republic of Croatia.

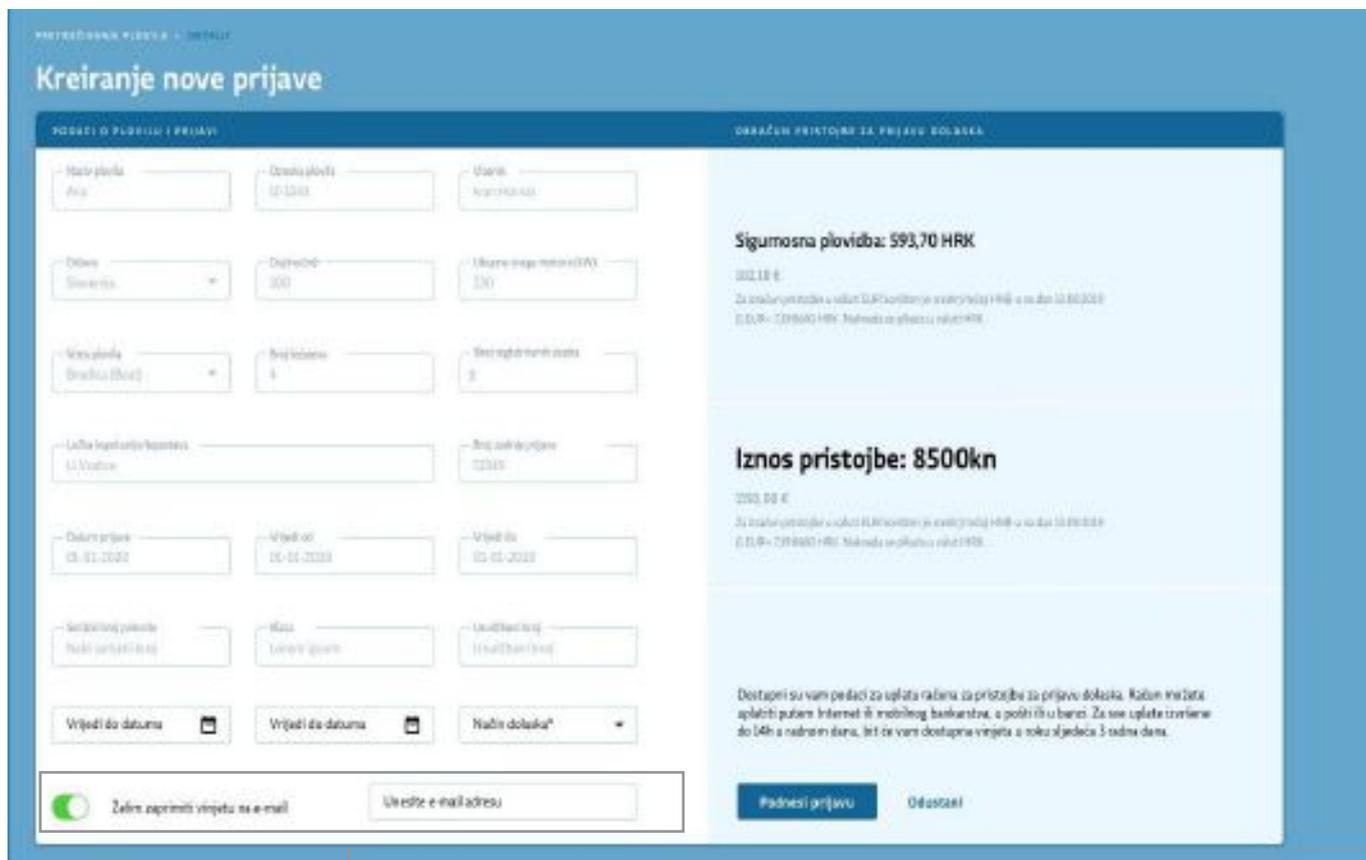
If this is your first arrival in the Croatian territorial waters, you must file the first notice of arrival with the competent harbourmaster's office or its branch office, in order for your vessel to be entered in the register of foreign vessels and to ensure the accuracy of data. You will be able to submit a renewed arrival notice for each subsequent year via the **e-Nautics** portal. For Croatian boats, the first arrival notice can be made electronically via the **e-Nautics** portal.

There are two ways to find a desired yacht or a boat

1. By selecting the appropriate flag (country) of a yacht or a boat and entering the mark or the name of a yacht or a boat. You need to enter a full name and/or full mark of a yacht or a boat.
2. Alternatively, by entering a serial number of the old receipt of fees paid (vignette) upon notifying the arrival of a yacht or a boat. Turn on this option by selecting "I want to find a vessel by the number of the old payment receipt (vignette)".

You can submit a notice of arrival of a yacht or a boat only for a yacht or a boat indicated in the table, by clicking or pressing the appropriate option in the row displaying a yacht or a boat.

Initiation of the arrival notice process opens up the screen for entering the data required to file a notice of arrival.



**Kreiranje nove prijave**

PODACI O PLOVICI I PRIJAVI

OBRAZLOŽENJE PRISTOJBE ZA PRIJAVU DOĐASKA

Ime plovice:  Broj:  Vrsta:

Država:  Doprinos:  Maksimalna brzina (km/h):

Vrsta plovice:  Broj kotarica:  Broj sigurnosnih zasti:

Lična isprava za vozača:  Broj sigurnosne zaste:

Datum prijave:  Vrijedi od:  Vrijedi do:

Sadržaj prijave:  Klasa:  Udaljenost:

Vrijedi do datuma:  Vrijedi do datuma:  Način dolaska:

Želim zaprimati vignetu na e-mail  Unesite e-mail adresu

**Sigurnosna plovidba: 593,70 HRK**  
332,18 €  
Za izračun pristojbe u skladu s LUK-ovim tablicama pristojbi i PDV-a za dan 02.01.2022.  
D.D.B. - 229880 HRK. Naknada za prijavu u roku 148h.

**Iznos pristojbe: 8500kn**  
2203,00 €  
Za izračun pristojbe u skladu s LUK-ovim tablicama pristojbi i PDV-a za dan 02.01.2022.  
D.D.B. - 229880 HRK. Naknada za prijavu u roku 148h.

Detaljni su vam podaci za uplatu naknada za pristojbu za prijavu dolaska. Naknadu možete uplatiti putem Interneta ili mobilnog bankarstva, a pošti ili u banci. Za sve uplate izračunava se 14h u radnom danu, jer će vam dostupna vigneta u roku sljedeća 3 radna dana.

Podnesi prijavu Odustani

Important: If you would like to receive an electronic confirmation of payment of the fee (e-vignette) upon notifying the arrival of a yacht or a boat at your email address, you need to select this option here on the screen for entering the arrival notice data, before clicking or pressing the Submit Notice button. Once you submit your arrival notice, this option will no longer be available.



## 6. Legal framework

The legal framework defining business processes falling within the scope of this electronic service is provided in the following regulations:

- Maritime Code, (NG 181/04, 76/07, 146/08, 61/11, 56/13, 26/15, 17/19)
- Regulation on Requirements for Arrival and Stay of Foreign Yachts and Boats Intended for Sport and Recreation Purposes in Internal Waters and Territorial Sea of the Republic of Croatia (NG 97/13, 50/17)
- Ordinance on Types and Categories of Nautical Tourism Vessels (NG 69/08, NG 83/09)
- Order on the Level of Fee Charged to Foreign Yachts and Boats (NG 2/05)
- Sojourn Tax Act (NG 152/08, 59/09, 97/13, 158/13, 30/14)