# ACTion Required: Submit Your Medical and Visa Application Appointment Dates on ACT

Active crew members with confirmed assignments can now enter their Medical and Visa application/renewal appointment dates on RCLCrewTravel's (RCT) Assignment Confirmation Tool (ACT).



## Medical

If your Medical certificate has expired/is no longer valid for your assignment, log into MyRCL Home > RCT > click Crew Medical > go to Company-approved Medical Facilities > select your country > schedule an appointment with a clinic near you.



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rclcrewtravel.com/crew-medical

#### **Company-approved Medical Facilities**

Please select your country from the list below, to see the approved medical facilities.



After securing an appointment date, log into RCT > My Travel Details > Assignment Confirmation > Medical Certificate.

Click the Calendar icon to select the appointment date then click Save.

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				-			Too	lay		,	
		Upload	View	wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		opiona		21			1	2	3	4	5
RCL Medical Certificate	Appointment Date	-	-	22	6	7	8	9	10	11	12
Appointment Required	2021-06-30	Î	Q	23	13	14	15	16	17	18	19
	Save		_	24	20	21	22	23	24	25	26
				25	27	28	29	30			
						S	elect a	a date	ġ.	_	
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Document status will be updated to **Appointment Scheduled.** 





When you receive your new Medical certificate:

- Take a picture of or scan the certificate.
- Save the file in **docx, jpg, png,** or **pdf** format.
- Go to the **Assignment Confirmation Tool** > **Medical** > click the **Upload** button.

Enter the certificate details > click **Choose File** > click **Submit**.

Field Facility *	AR2 -	, <mark>B</mark> ▼
Issue Date *	2020-08-03	
Expiry Date *	2021-08-03	
Copy of Medical	Choose File Medical	Certificate.

Document status will be updated to **Pending document approval.** 



6 To view your uploaded Medical certificate, click on View uploaded file.

Issue Date :	03 Aug 2020	🕼 Edit 🛛 Dele
Field Facility :	AR2 - C	
Expiry Date :	03 Aug 2021	
Upload :	View uploaded file	

- Click on **Edit** if you need to change/correct the details you entered
- Click on **Delete** if you need to reupload a new file.
- Click on **Back** to return tothe ACT's main Document page.













Your Medical certificate will be validated within 5 business days. Once approved, document status will be updated to **Completed.** 

	Upload	View
RCL Medical Certificate	Ţ	Q

### You can also enter your Medical appointment on C-TRAC

Log into MyRCL Home > C-TRAC > DOCUMENTS > RCL Medical Certificate. Click FOR APPOINTMENT.

RCL MEDICAL CERTIFICATE	
* Field Facility:	Select 🗸
* Issue Date:	
* Expiry Date:	
* Upload:	Choose File No filhosen (.doc, .docx, .pdf, .jpeg, .jpg, .png)
* Filename:	
	FOR APPOINTMENT ADD

Enter your appointment date by clicking on the calendar and click **ADD** to Save.

* Appointment Date:						Ъ	
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	su	мо	τυ	WE	TH	FR	SA
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	2.4	25	26
	27	28	29	30			
	Time Hour Minu	17: 17: 	29	_			

**Document Status** will be updated to **Appointment Scheduled**. Click on **Edit** or **Delete** if you need to make changes.

Oocument Status: Appoir	tment Scheduled	Edit
Appointment Date:	2021-06-30	
Field Facility:		
Issue Date:		
Expiry Date:		
Filename:		











#### Visa

**NOTE:** The following steps are not applicable to Filipino crew members.



After securing an appointment date, log into MyRCL Home > RCLCrewTravel > My Travel **Details > Assignment Confirmation > Visa.** 

Click the **Calendar** icon to select the appointment date.

			?		J	une,	202	1		ं
m	STCW					То	day			•
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~		1	22	6	7	8	9	10	11	12
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		[] occrossi	24	20	21	22	23		25	26
<u> </u>			25	27	28	29	30			
	United States - C1/D Crewmember Visa				S	Select	a date	e.	-	
	Ocument Not Submitted									
	United States - D visa (For Sailing Only)					Арр	ointr	nent	Date	
	Ocument Not Submitted									

Click **Save** after selecting the appointment date.

Visa     Occument Not Submitted	[-] Get Form	View Visa Notes 2	Î	Q
United States - C1/D Crewmember Visa		Appointment Date 2021-06-30		
United States - D visa (For Sailing Only)		Appointment Date		

Document status will be updated to Appointment Scheduled.

Visa  Appointment Scheduled	View Visa Notes 2		Q
		-	

When you receive your new Visa:

- Þ Take a picture of or scan the visa.
- Save the file in docx, jpg, png, or pdf format.
- Go to the Assignment Confirmation Tool > Visa > click the Upload button. L











Enter your visa information > click Choose File > click Submit.

Visa Number *	1234567890
Visa Type *	United States - C1/D Crewm *
Country of Issue *	UNITED STATES OF AMERICA *
Issue Date *	2020-08-03
Expiry Date *	2030-08-03

Document status will be updated to Pending document approval.



To view your uploaded visa, click on View uploaded file.

YOUR VISA(S)		
Issue Date : Country of Issue :	03 Aug 2020 United States	C Edit Oelete
Expiry Date : Visa Type :	03 Aug 2030 United States - C1/D	
Upload :	View uploaded file	
← Back		

- Click on Edit if you need to change/correct the details you entered
- Click on **Delete** if you need to reupload a new file.
- Click on **Back** to return to the ACT's main Document page.

Your Visa will be validated within 5 business days. Once approved, document status will be 8 updated to Completed if you don't have other visa requirements.















#### You can also enter your Visa appointment on C-TRAC

Log into MyRCL Home > C-TRAC > DOCUMENTS > Visa.
Click FOR APPOINTMENT.

VISA		
* Visa Number:		
* Visa Type:	Select	~
* Country of Issue:	Select	~
* Issue Date:		
* Expiry Date:		
* Upload:	Choose File No filhosen (.doc, .docx	r, .pdf, .jpeg, .jpg, .png)
* Filename:		
		FOR APPOINTMENT ADD



Enter your appointment date, select the **Visa Type**, and click **ADD** to Save.



Document Status will be updated to Appointment Scheduled. Click on Edit or Delete if you need to make changes.

Please download the document if there	e is no preview available due to	file-size restrictions.
Document Status: Appoin	tment Scheduled	Edit Delete
Appointment Date:	2021-06-30	
Visa Number:		
Visa Type:	AUSTRALIAN MCV VISA	
Country of Issue:		
Issue Date:		
Expiry Date:		
Filename:		







