

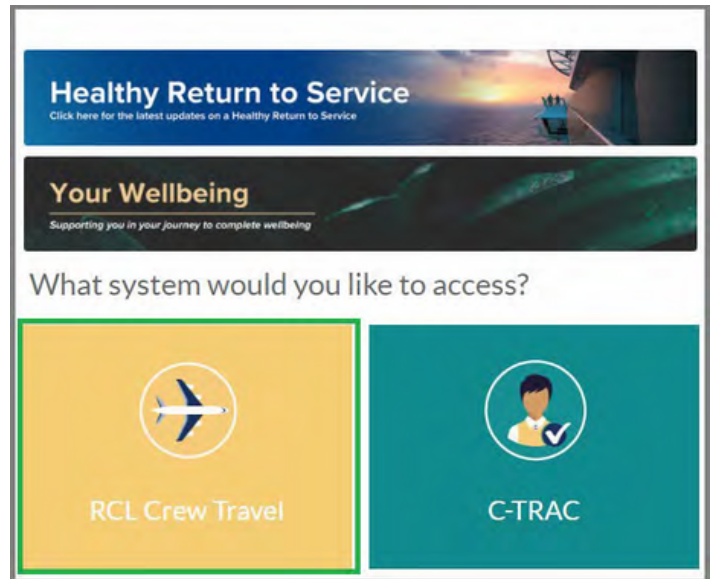
Assignment Confirmation Tool (ACT)

ACT simplifies the process of securing your new assignment. Here's how ACT and the Assignment Confirmation process work:

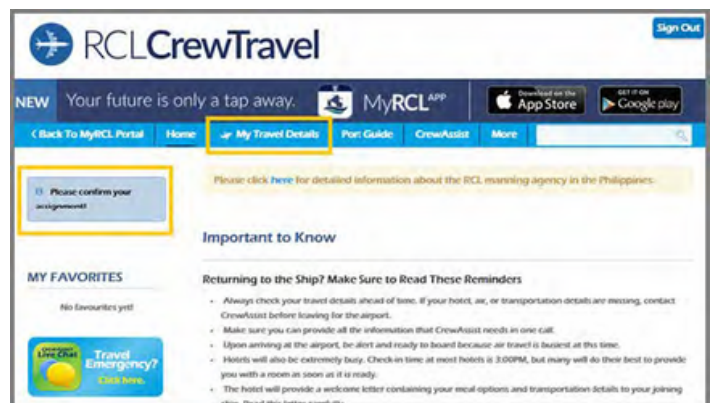
LOGGING IN:

The Assignment Confirmation Tool will automatically appear in your RCLCrewTravel (RCT) account after you receive your assignment.

- 1 Log into **MyRCLHome** > select **RCLCrewTravel**.

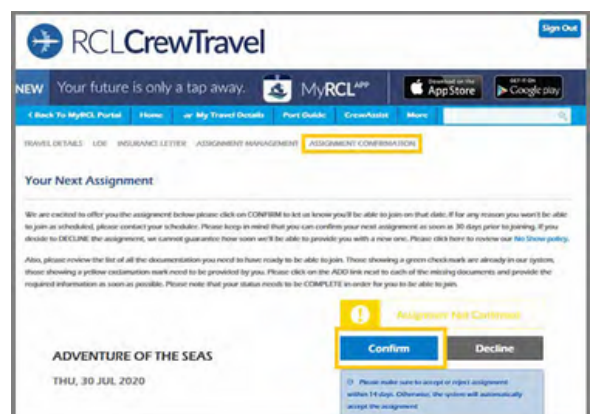


- 2 Click **Please confirm your assignment**.



After clicking **Please confirm your assignment**, you will be able to view the details of your new assignment, including:

- Ship and Sign-on Date
- Required documents and their status
- Deadline for the submission of your documents



3 Click **Confirm** to accept your assignment. Clicking on **Confirm** will update your Assignment Confirmation status to **Pending Documents**.

Click on **Confirm** to inform us that you will be able to join on the indicated sign-on date. If for any reason you won't be able to join as scheduled, click on **Decline** and please contact your scheduler via the [RCLCrewTravel Contact Us tool](#). Please keep in mind that **you can confirm your new assignment as soon as it becomes available**. If you decide to **Decline** the assignment, we cannot guarantee how soon we'll be able to provide you with a new one.

4 Click **Accept** to confirm after reading the **Reminders**.

