## Crew members can now begin their **PEME/REME** online!



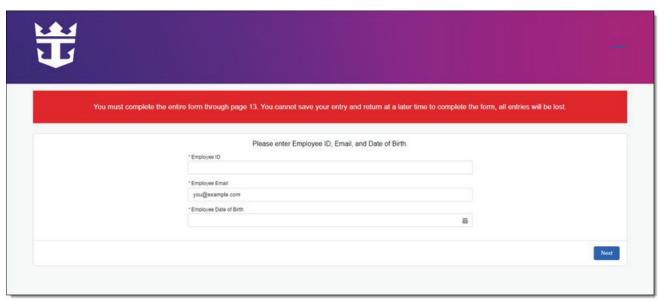
## Steps on how to complete Form A through Riskonnect



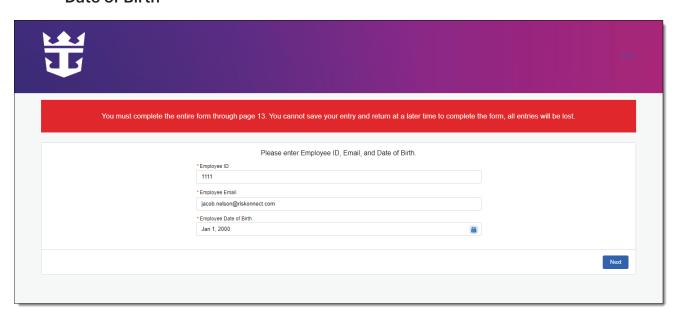
Crew members will receive an email from riskonnect@rccl.com notifying them they need to complete their **PEME/REME** when a new assignment is projected. This email will include instructions and a link to access **Riskonnect** system.

## Below are the instructions on how to use the tool.

Click on the link within the email notification and the log in page will appear.

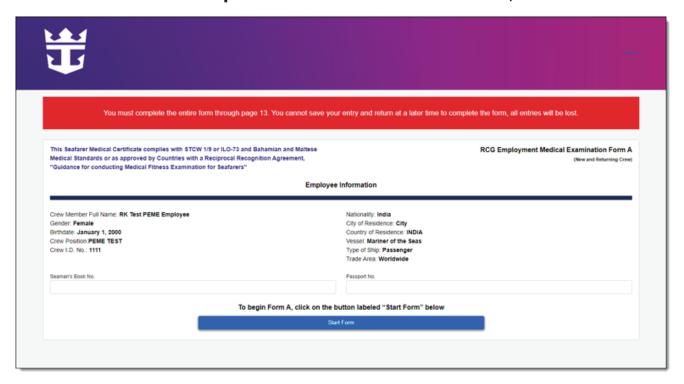


- Enter the three-point identification values and then click "Next".
  - Crew ID number
  - Registered email address in CTRAC
  - Date of Birth





Make sure that your personal and employment information are correct. Enter your **Seaman's Book** and **Passport Numbers** if available. Once done, click "**Start Form**".



## **Important reminders:**



- Once you start completing the form, you cannot save your entry and return at a later time. All entries will be lost so make sure you allot enough time to fill out the form completely.
- All responses are radio buttons that allow you to click on a single selection from the list of options for each question.
- If an adverse response is selected, you are required to provide an explanation or answer additional questions.

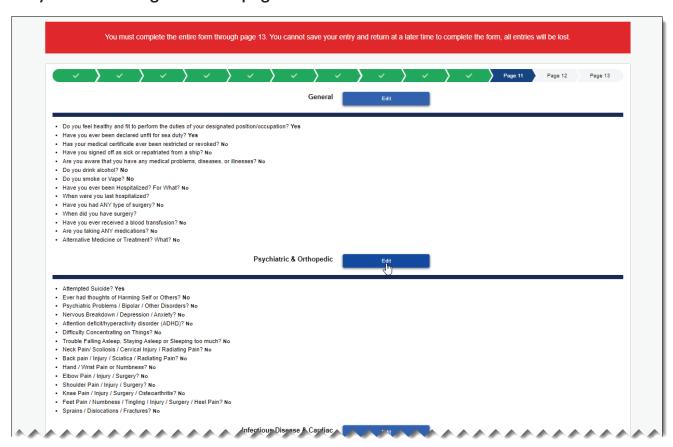




All questions must be answered, if a question is left blank, the system will not allow the crew member to move forward.

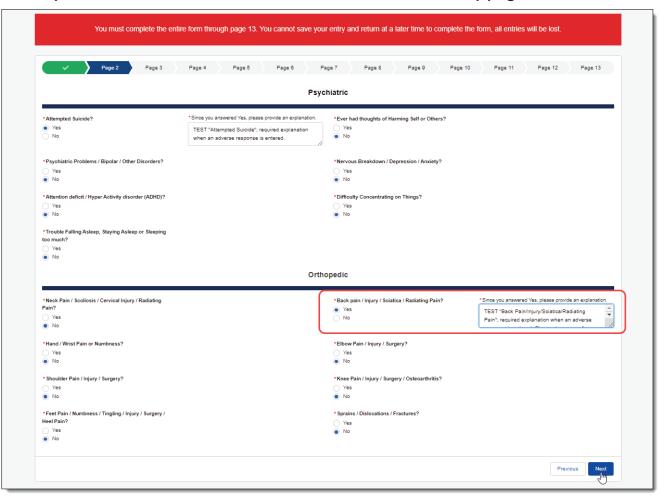


After completing pages 1-10, page 11 will display a summary of the responses. These can be reviewed, and edits can be made. To make edits, click the "**Edit**" button next to the section header for the corresponding question you wish to modify, and the system will navigate to that page.





From the questionnaire page, you can apply the necessary edits and upon completion, click the "Next" button to return to the summary page.

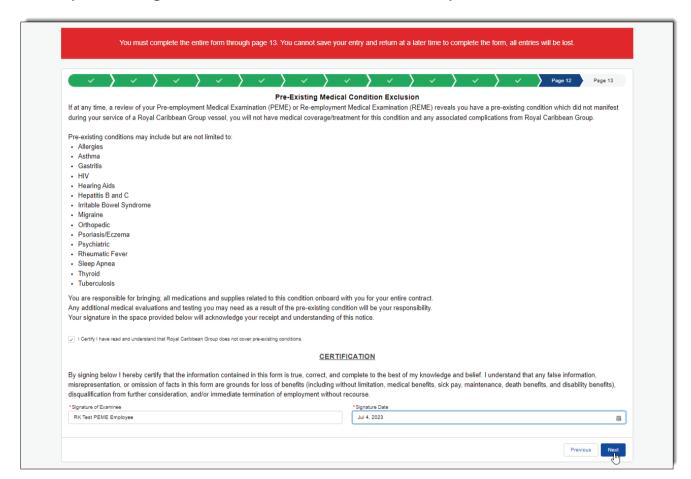




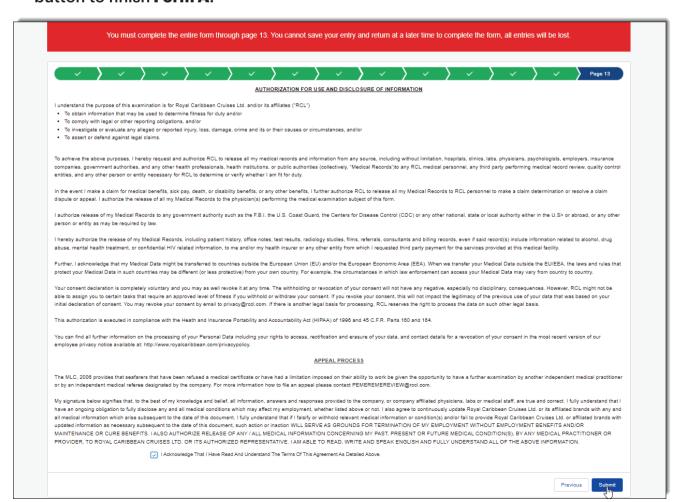
Once review is completed, click the "Click Here to Certify and Submit" button located at the bottom of the review page.



On page 12 (**Pre-Existing Medical Condition Exclusion**), tick the checkbox and provide an electronic signature and date certifying you have read and understood the pre-existing exclusion. Click the "**Next**" button to proceed.



On the last page, acknowledge the terms and conditions to authorize the use and disclosure of your information by ticking the box available. Click the "Submit" button to finish Form A.





A confirmation message will appear that you have completed the **Form A** submission.

