NORWEGIAN (NCL) CRUISE GUEST REGISTRATION - INSTRUCTIONS

Guest Registration information must be provided for all cruise passengers. You can complete your Guest Registration (Check-in) online (up to 4 days prior to sailing), or you may do it as part of the check-in process at the pier (with the assistance of cruise line personnel). If you plan to register at the pier, be sure to arrive at least 3 hours before your sailing departure time and bring your Direct Line Cruises Cruise Reservation Confirmation because your Boarding pass ("Edocs") will not be available for printing until you check in at the pier. Whether you register at the pier or online, you will need the following:

- Ship Name / Sailing Date / Reservation Number
- Proof of Citizenship (e.g., Passport / Visa or other required documentation based on citizenship and/or cruise itinerary)
- Emergency Contact name & phone number
- Flight and/or pre or post cruise travel plans (if any) •
- Credit Card for onboard expense account

If you choose to complete your Guest Registration (Check-in) online, print these instructions as they will help guide you through the process.

Carefully read the information and instructions provided on each screen within the Registration (Check-in) process. You can also refer to the FAQ (Frequently Asked Questions) section for more information. If you experience any difficulty or need any questions answered while completing your online Registration (Check-in) or while printing your boarding pass ("Edocs") and Luggage tags, call the NCL Automation Support Desk at 1-866-625-1160.

Click the BLUE Link below. You will see that the first screen asks you to either sign in by using your username and password if you already have an existing NCL account or you will be prompted to register and activate an account.

If you already have an existing NCL account: sign in using your username and password. Click "Go". Click "Vacation Summary" at top of next screen. Click "Start Check in" on the next screen. Click "Check in" at bottom of the next screen that comes up.

If you are new to NCL, you will be prompted to set up and activate an account. To do this, enter your first & last name and date of birth. Click "Yes" to "Do you currently have a cruise reservation"? Enter the Ship name / Reservation number / Sailing date. Click "Go". A message saying, "Your Reservation has been found" will appear. You will need to create a username and password. You will need to re-enter your password, your telephone number and email address. Click "Go". The next screen will say, "Thanks for Booking". Directly under this message, click "Online Check in".

Note: You should keep a record of your username & password because you will need them to log in to NCL's site for future use.

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- Fill out the required information on the next 4 screens. Remember to "Save & Continue" at the end of each screen. You can stop and go back to the registration process at any time, so long as you "Save & Continue".
- As part of this registration process, you are required to enter credit card information so that the cruise line knows what credit . card you wish to use for your onboard expense account. Cruise line personnel will ask you at the pier to confirm that this is the credit card you wish to use.
- You are not required to print the ticket contract on screen 4, but you must "check" the box that says you read it in order to proceed.
 - Click "Proceed to Next Guest" at bottom of screen 4. Repeat all steps.
- After registering all guests, you will see a message at the top of screen 4 that says, "Check in is Complete". Your Boarding Pass ("Edocs") and Luggage tags can now be printed. Bring your boarding pass ("Edocs") and all other required documents to the pier. NOTE: Your Boarding Pass and Luggage tags will be available within 45 days prior to sailing. These two documents may not be available earlier than this date.

To begin the Guest Registration process, CLICK HERE.