

E-File

Electronic filing system for crew members

Quick Guide

Logging in for the first time

Go to <https://efile.norwegian.com>.

Log in with your employee number, both as username and password.

Change password

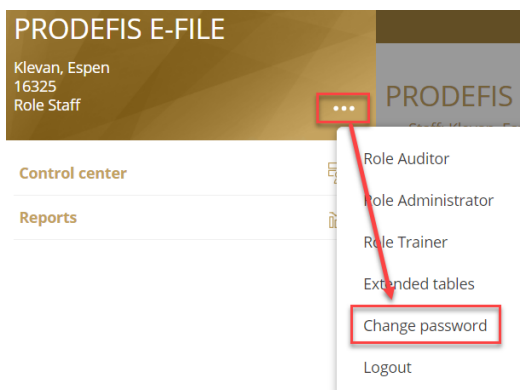
After logging in the first time, we would like you to change your password to something personal, for example the same as your Rednose password.

Click the menu button in the top left corner.



PRODEFIS E-FILE

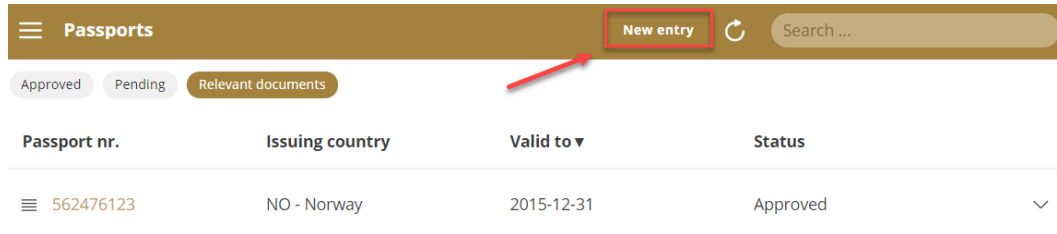
Click the three dots in the menu.



Register and upload documents

It is very important for us to receive copies of your documentation! Do not forget to upload the relevant files.

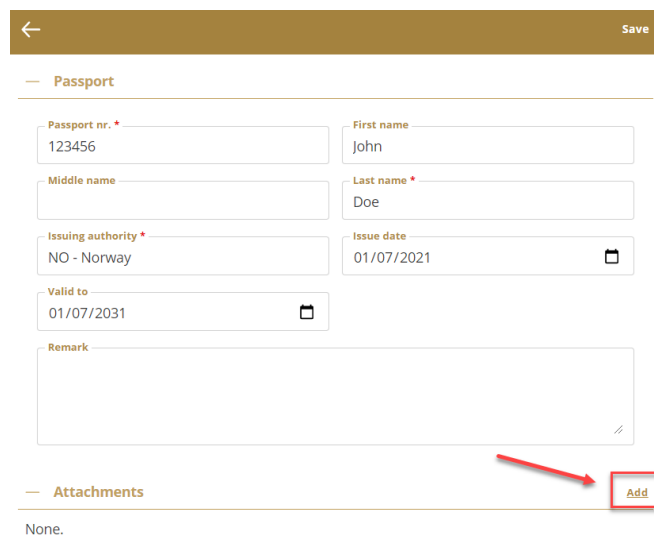
1. Click the relevant menu item and click “New entry”. The example below is from a passport registration.



The screenshot shows a navigation bar with a hamburger menu icon, the text 'Passports', a 'New entry' button (highlighted with a red box and an arrow), a refresh icon, and a search bar. Below the bar are three tabs: 'Approved', 'Pending', and 'Relevant documents' (which is active). A table below shows passport details:

Passport nr.	Issuing country	Valid to ▼	Status
562476123	NO - Norway	2015-12-31	Approved

2. Enter passport details
3. Upload a copy of your document by clicking “Add” in the “Attachments” section

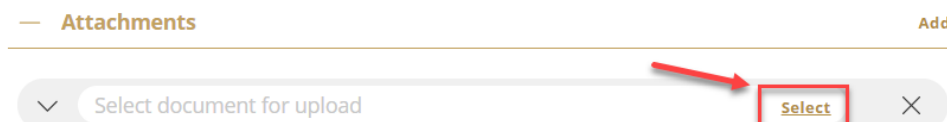


The screenshot shows a form for passport registration. It has a back arrow and a 'Save' button at the top. The form is divided into two sections: 'Passport' and 'Attachments'. The 'Passport' section contains fields for:

- Passport nr. * (123456)
- First name (John)
- Middle name
- Last name * (Doe)
- Issuing authority * (NO - Norway)
- Issue date (01/07/2021) with a calendar icon
- Valid to (01/07/2031) with a calendar icon
- Remark (text area)

 The 'Attachments' section shows 'None.' and an 'Add' button (highlighted with a red box and an arrow).

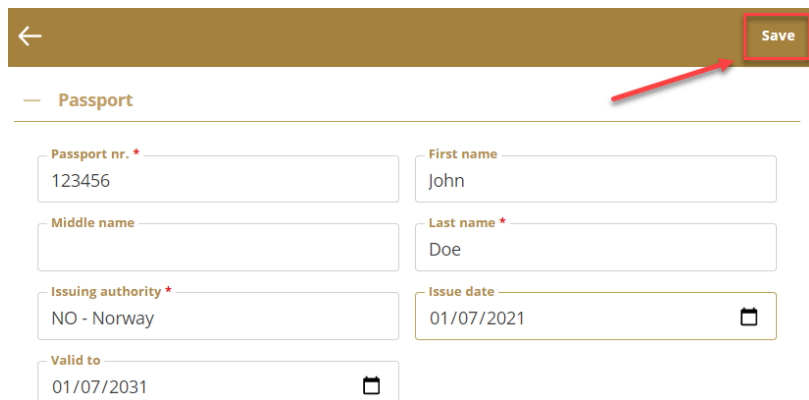
Click in the field “Select” to browse for your document if on a PC. If you use tablet or smartphone, you will be prompted to take a picture or use an existing file on the device. (We would recommend taking a picture as it is very user friendly. The document uploads directly.)



The screenshot shows the 'Attachments' section with a title bar containing a minus icon, the text 'Attachments', and an 'Add' button. Below is a large input field with a dropdown arrow on the left, the text 'Select document for upload', a 'Select' button (highlighted with a red box and an arrow), and a close 'X' button on the right.

4. You can now review all data you have entered. The document can also be checked if you click “view”.

If everything looks correct, click “Save” in the top right corner.



The screenshot shows a web form for registering a passport. At the top, there is a brown header bar with a back arrow on the left and a 'Save' button on the right. A red arrow points to the 'Save' button. Below the header, the title 'Passport' is displayed. The form contains several input fields:

Passport nr. *	First name
123456	John
Middle name	Last name *
	Doe
Issuing authority *	Issue date
NO - Norway	01/07/2021
Valid to	
01/07/2031	

If you have any remarks to the document you are registering, please write it in the “Remark” field.

“Qualifications” – Medical, English Proficiency etc.

Possible document types to upload will depend on your crew function. Here is an example of how it looks for a pilot:

Qualifications

🕒 English Proficiency

🕒 LPC737



🕒 Medical

🕒 PBNDOC

🕒 UCIC

Please be accurate when setting dates. Check/examination date and valid to date must match your document exactly.

Remember a copy of your document as attachment!

Qualification

Qualification *

Medical (Medical certificate)

Check/examination date *

01/07/2021

Valid to

01/07/2022

Permanent qualification

☐

OML

☐

Remark

Attachments

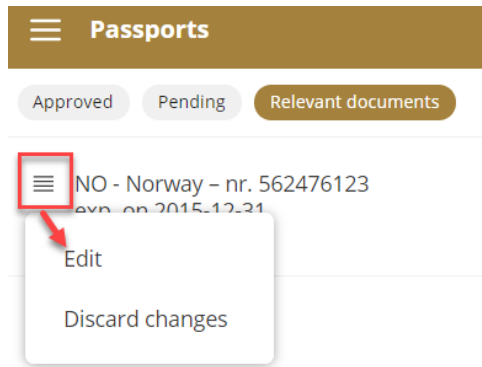
Remember a copy of your document ! Add

None.

Document Approval

All documents and records you upload will be approved (or revoked) by our documentation team. Records are not saved in the system until all data are verified against the applicable document, and the document team approves the entry.

Until the document is approved, you can edit your entry by clicking the file name, or “Edit” in the context menu.



The entry can be revoked if anything is incorrect or of bad quality, for example a bad copy of your document. A revoked entry will have this symbol in front of the file name: ⚠

You must redo the registration if revoked, but you don't have to redo the whole process. Just open the entry and edit the reason for revocation.

If your expiry data/checks in the Crew Rostering System doesn't match your registration within the next couple of days, please contact [Crew Training \(Zendesk\)](#).

Training Reports

All training you perform in Norwegian are saved as a "Training event" on E-file and will always have training report attached. You can access these reports on E-file via "General Documents" → "Training Events".

