



Directorate General of Shipping: Govt. of India

# DIGITAL CERTIFICATION APPLICATION USER MANUAL

**ARI**  
DIGITAL

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# 1 INSTALLING THE APPLICATION

## 1.1 Pre-requisites

### Installation of DSC Class II USB token

Please follow the instructions provided by your DSC Class II USB token vendor and install the token on the machines of the signatories. Kindly verify with your USB token supplier that the installation has been successful.

### Download of Digital Certification Application

Please download the Digital Certification Application only after the USB token has been installed successfully, and the credentials of the signatories have been verified/available with the device driver and the Microsoft certificate store.

The Digital Certification Application should be downloaded ONLY after the USB token is inserted in your machine.

Additionally, please also ensure that you have .NET Framework 4.5.2 installed.

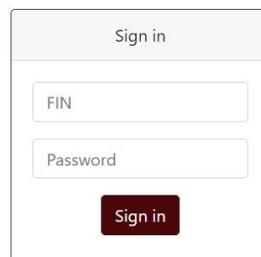
[Visit the official Microsoft download page here.](#)

## 1.2 Download

The Digital Certification Application can be downloaded from <https://digital.dgshipping.gov.in>.

On clicking the above link, you will need to enter your FIN and password to proceed.

### Compliance: Digital Certification Application



Sign in

FIN

Password

Sign in

Access will be provided for a Course-in-Charge or Principal only.

Once a valid FIN and Password is entered, you will be taken to a new page for downloads.

## Compliance: Digital Certification Application

- Step 1: Manual Download
 

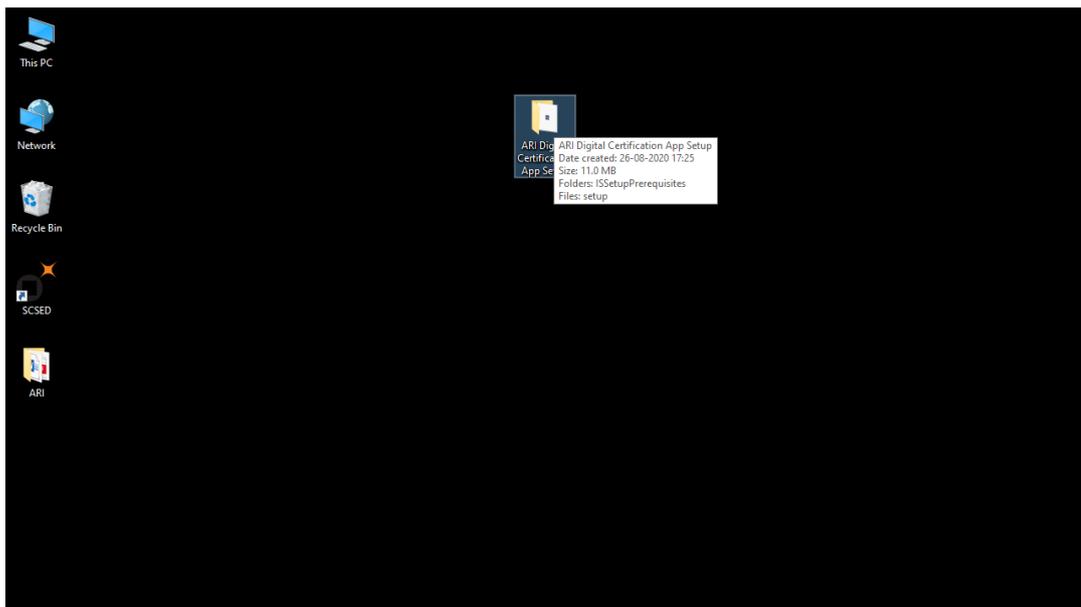
DIGITAL CERTIFICATION MANUAL
- Step 2: Complete the Pre-requisites
  - Downloaded Manual?
  - Tested DSC Class-II USB token?
  - DSC USB Class-II token inserted and active?
  - Please ensure that you have .NET Framework 4.5.2 installed.  
[Visit the official Microsoft download page here](#)

*Please proceed to download the application ONLY after all 4 pre-requisites are complete.*
- Step 3: Application Download
 

DIGITAL CERTIFICATION APPLICATION

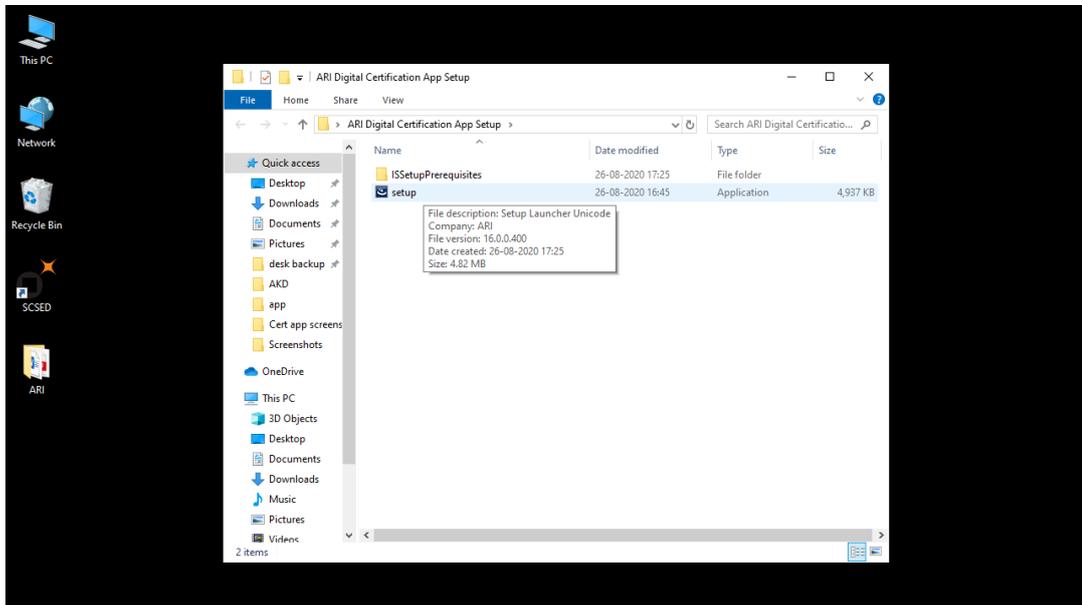
Please complete all the pre-requisites listed in Step 2, before clicking on the “Digital Certification Application” download in Step 3.

The application will be downloaded on to your defined location.

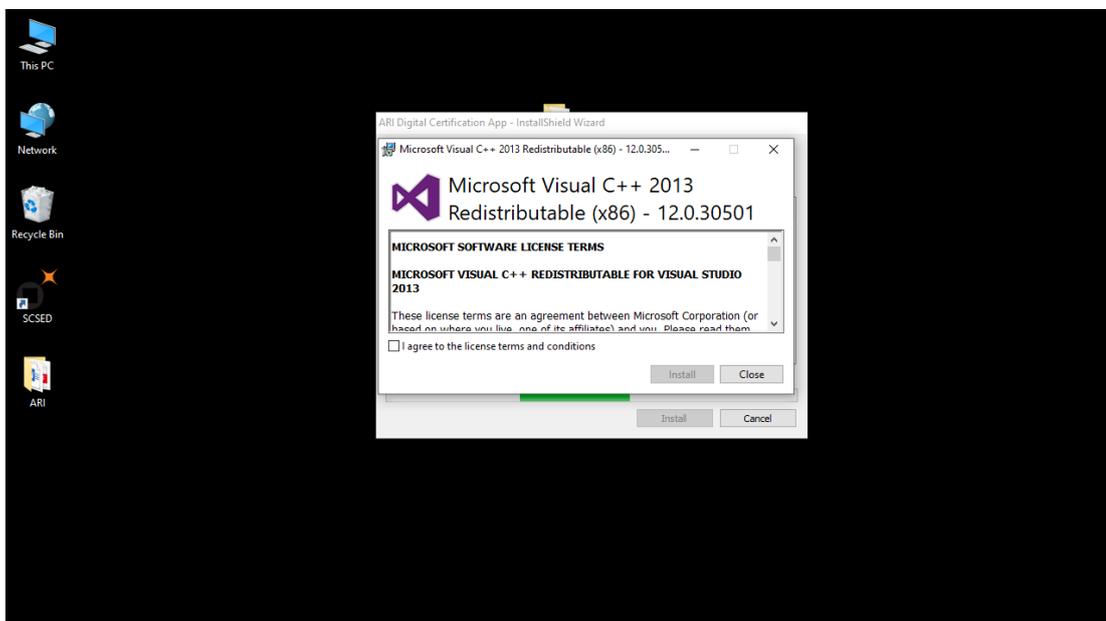


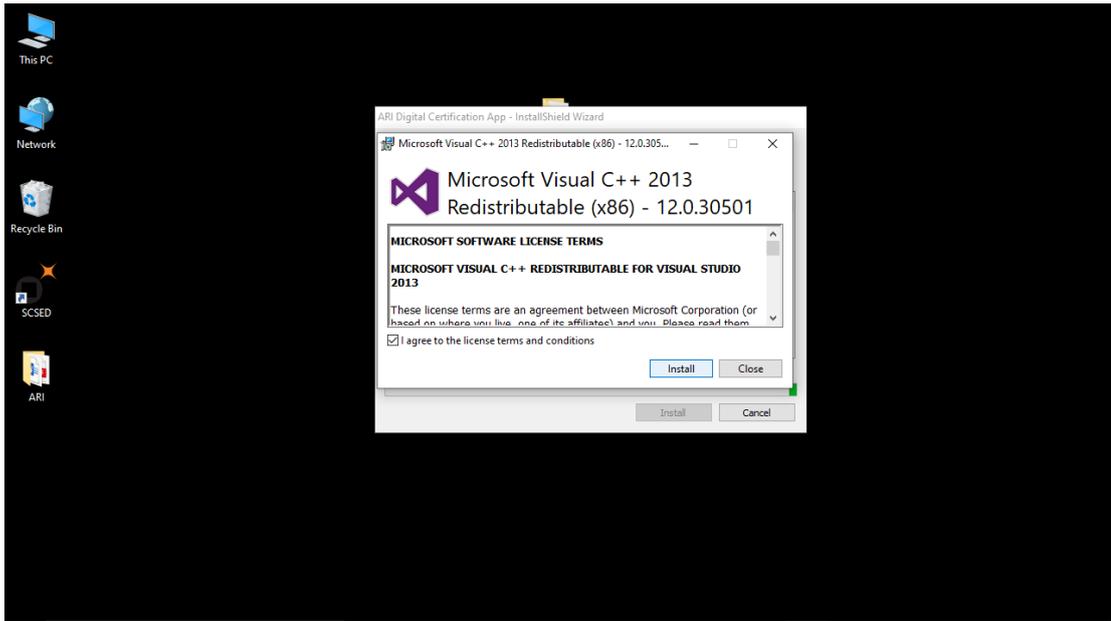
### 1.3 Installation

Open the folder "ARI Digital Certification App Setup" and click on Setup and proceed with the installation process

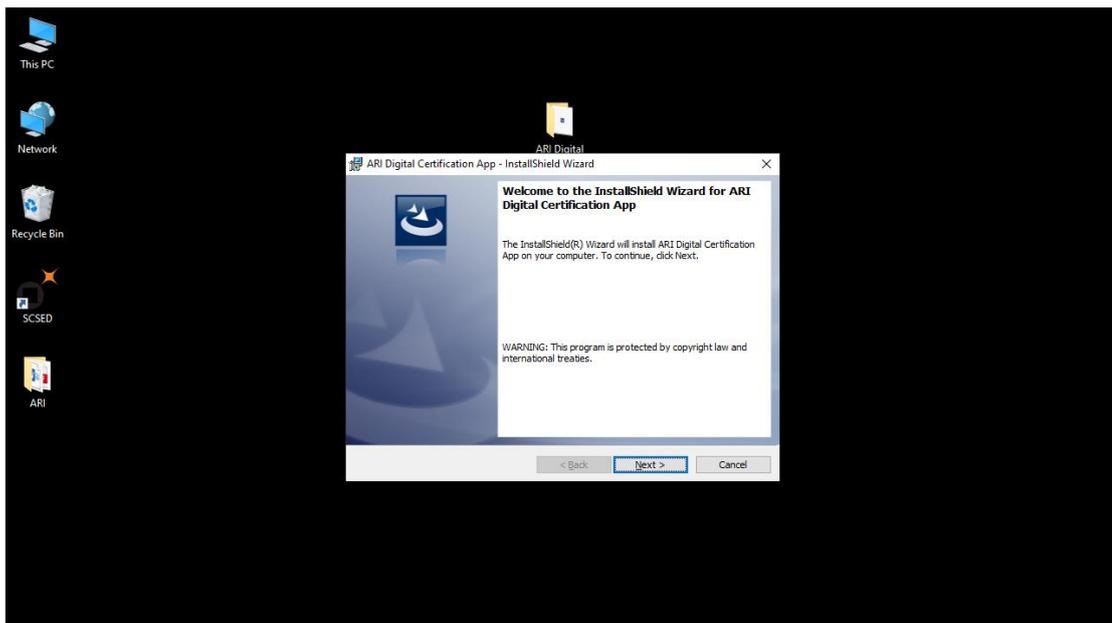
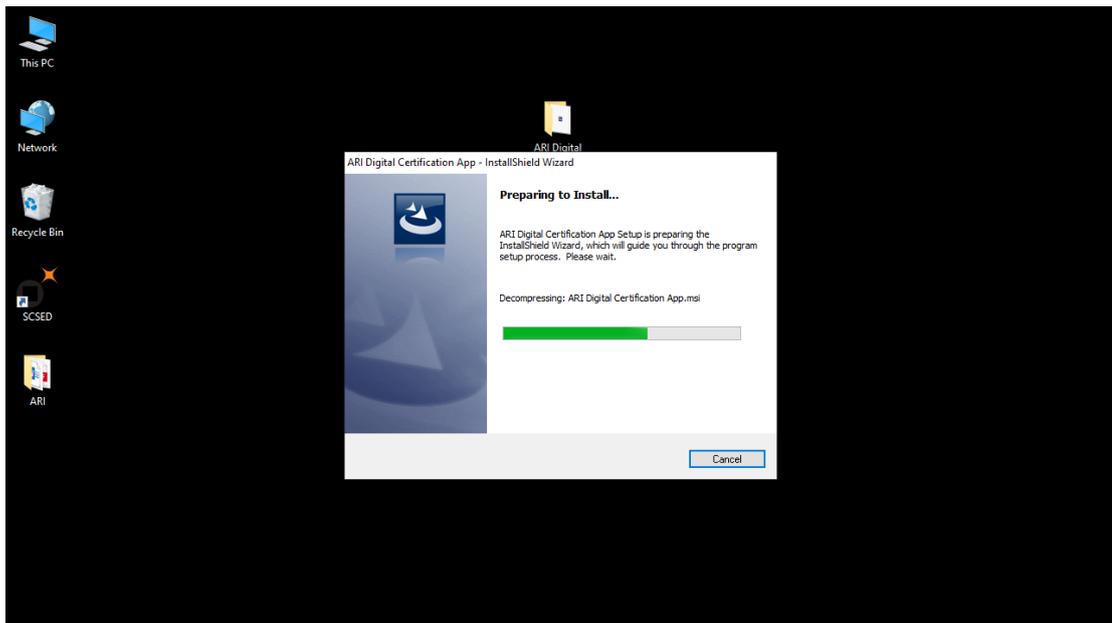


Agree to the Microsoft terms and continue with the Installation

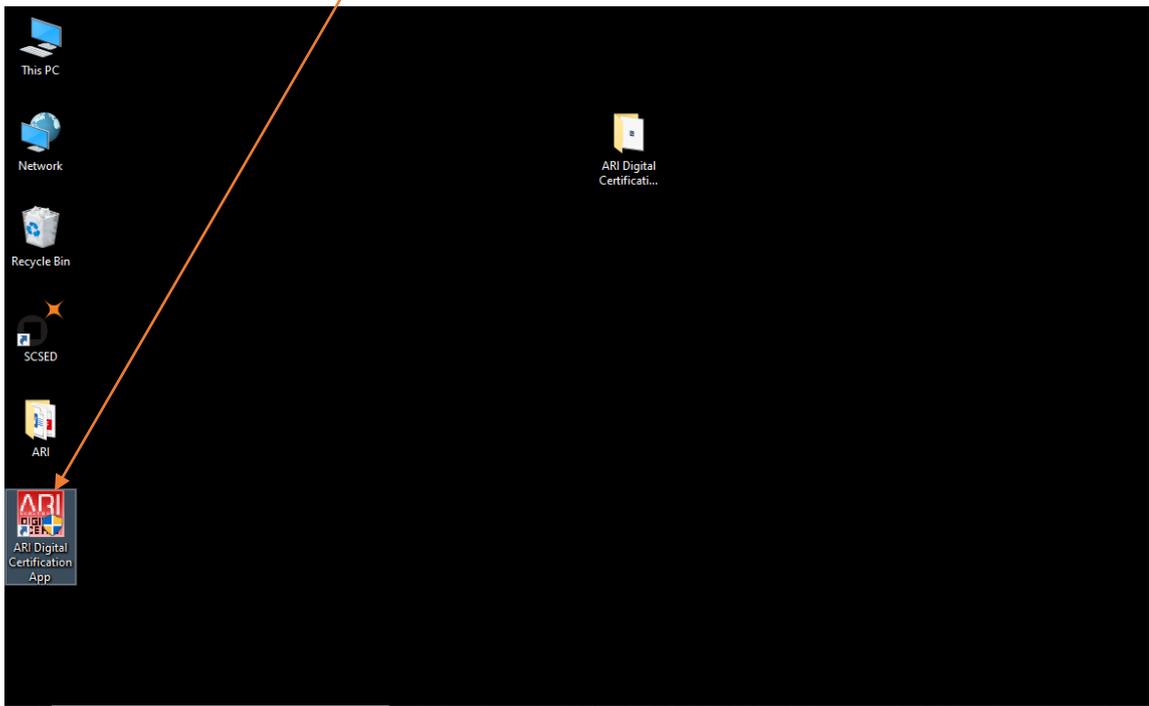




Continue with Install Shield



On completion of installation a shortcut will be added to the desktop.



## 2 USING THE APPLICATION

The application is intended for two types of users at the MTI

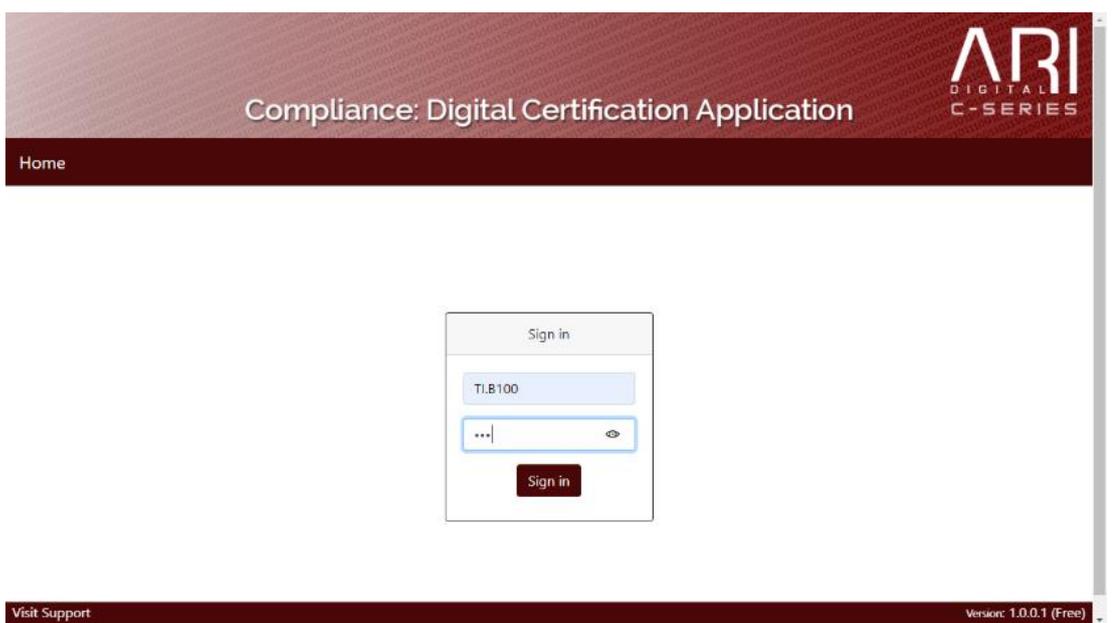
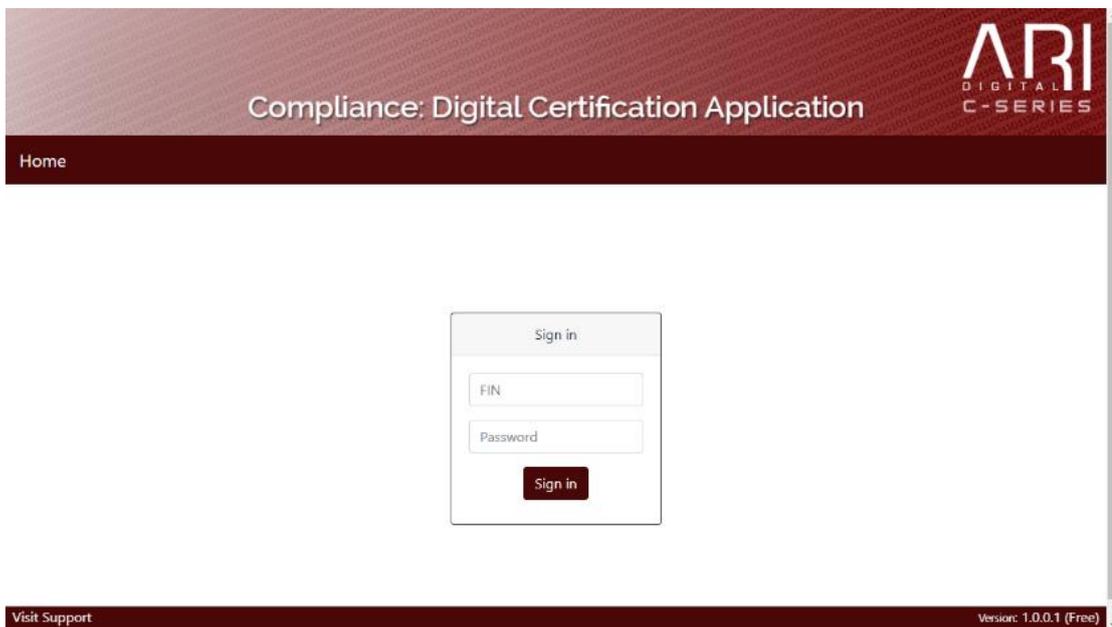
- i) Signature 1: Course-in-Charges
- ii) Signature 2: Principal of the MTI.

Signature 1 (Course-in-Charge) will be done BEFORE Signature 2 (Principal).

### 2.1 Signature 1: Course-in-Charge

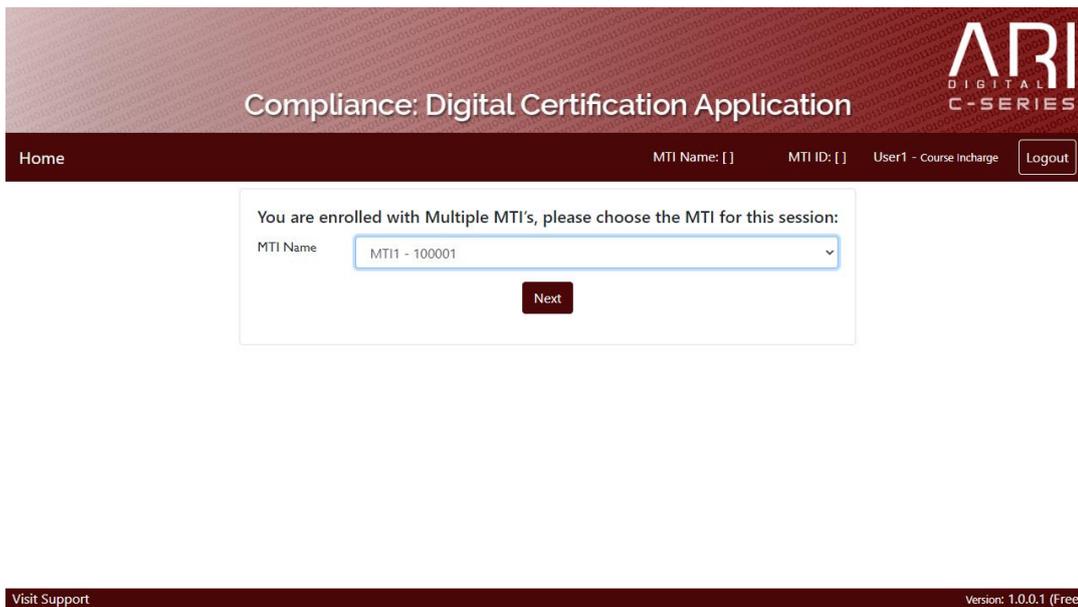
#### 2.1.1 Login

The Course-in-Charge will login using his/her credentials.



## 2.1.2 Choose MTI

If a Course-in-Charge is enrolled with multiple MTI's, then he/she will have to choose the MTI on whose behalf he/she is Digitally Signing the certificates.



### 2.1.3 Select the Candidate

Select the Candidate whose Certificate is to be generated.

The Selection will be based on the Course Name, Start Date, Batch ID and the INDoS Number.

Click *Generate Certificate* to proceed with the certification signing process.

## Compliance: Digital Certification Application

Home MTI Name: [ MTI1 ]    MTI ID: [ 100001 ]    User1 - Course Incharge    [Logout](#)

Course Name \*

Start Date \*

Batch ID \*

INDoS No \*

Select Batch ID

Select Batch ID

2

1

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Visit Support Version: 1.0.0.1 (Free)

## Compliance: Digital Certification Application

Home MTI Name: [ MTI1 ]    MTI ID: [ 100001 ]    User1 - Course Incharge    [Logout](#)

Course Name \*

Start Date \*

Batch ID \*

INDoS No \*

Select INDoS Number

Select INDoS Number

06EL1003

06EL1004

Visit Support Version: 1.0.0.1 (Free)

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C-SERIES

## Compliance: Digital Certification Application

Home
MTI Name: [ MT11 ]
MTI ID: [ 100001 ]
User1 - Course Incharge
Logout

Course Name \*

Start Date \*

Batch ID \*

INDoS No \*

By clicking "generate certificate" you consent to proceed with the electronic transaction.

Visit Support Version: 1.0.0.1 (Free)

Click *Generate Certificate* to proceed with the certification signing process.

### 2.1.4 Certificate Signature

The generated certificate is displayed.

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C-SERIES

## Compliance: Digital Certification Application

Home
MTI Name: [ MT11 ]
MTI ID: [ 100001 ]
User1 - Course Incharge
Logout

Preview Certificate

This certificate is issued under the authority of the Directorate General of Shipping, Ministry of Shipping, Government of India.

Date of Issue: 20/08/2020	Date of Expiry: 19/08/2025
 Signature of Candidate	Name and Signature of Course In-charge Mr. P.K Tripathi
 Signature of Dean / Principal Mr. Anand Kumar	

Visit Support
Version: 1.0.0.1 (Free)

Proceed with the Digital Signature process only if all details in the Certificate are correct and have been validated.

Signature of Candidate

Name and Signature of Course In-charge  
Mr. P.K Tripathi

Name and Signature of Dean / Principal  
Mr. Anand Kumar

Please check all the data in the Certificate.  
Sign only if all data in the Certificate is correct.

Select Signature \*    Select signature...

By clicking "sign/ submit" you consent to proceed with the electronic transaction.  
Please only proceed further if your correct token is inserted and your valid digital token certificate exists on your machine/Microsoft certificate store.

Sign/Submit

Visit Support    Version: 1.0.0.1 (Free)

Choose the Digital Signature that you want to use for the signing. If multiple signatures exist on your system, kindly choose the appropriate one.

Signature of Candidate

Name and Signature of Course In-charge  
Mr. P.K Tripathi

Name and Signature of Dean / Principal  
Mr. Anand Kumar

Please check all the data in the Certificate.  
Sign only if all data in the Certificate is correct.

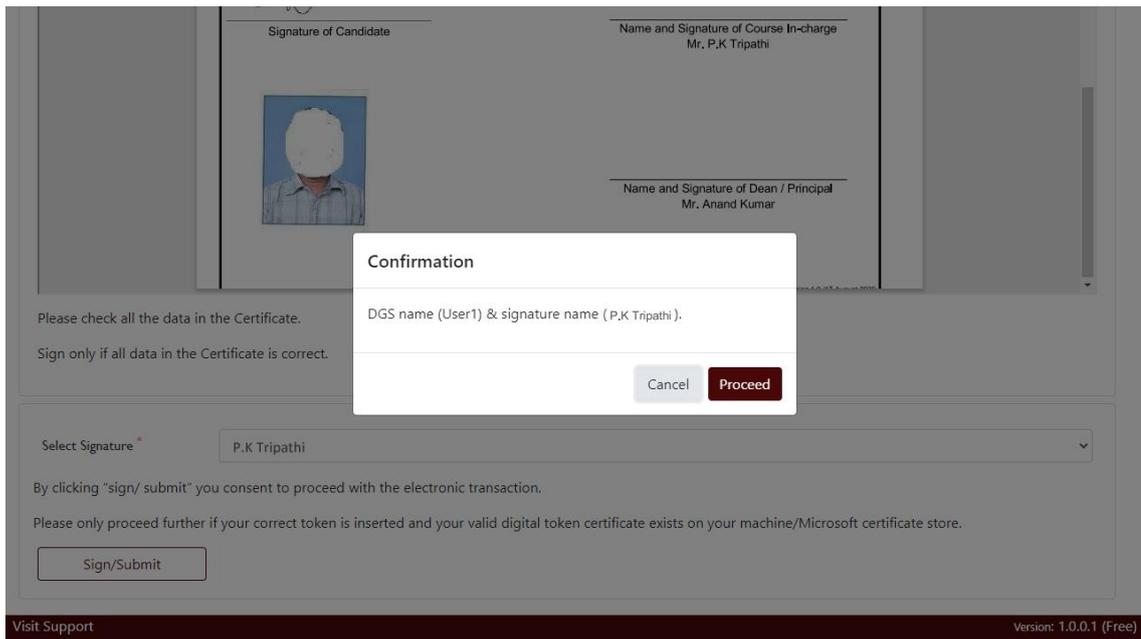
Select Signature \*    P.K Tripathi

By clicking "sign/ submit" you consent to proceed with the electronic transaction.  
Please only proceed further if your correct token is inserted and your valid digital token certificate exists on your machine/Microsoft certificate store.

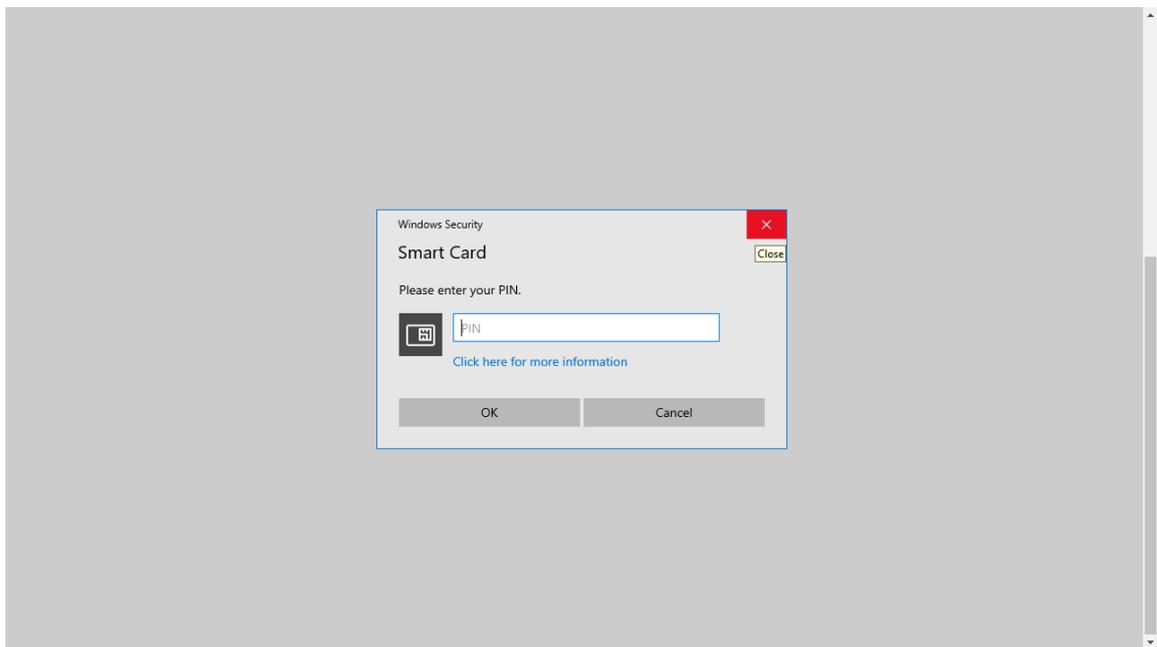
Sign/Submit

Visit Support    Version: 1.0.0.1 (Free)

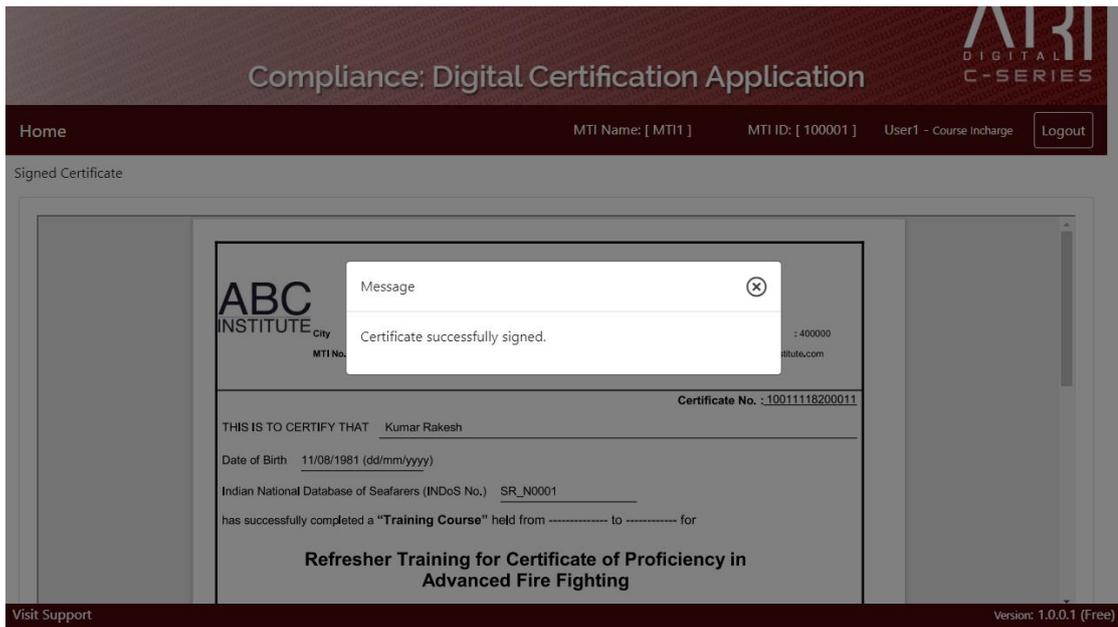
Confirm the Signature that you have chosen for the Course Coordinate signature.

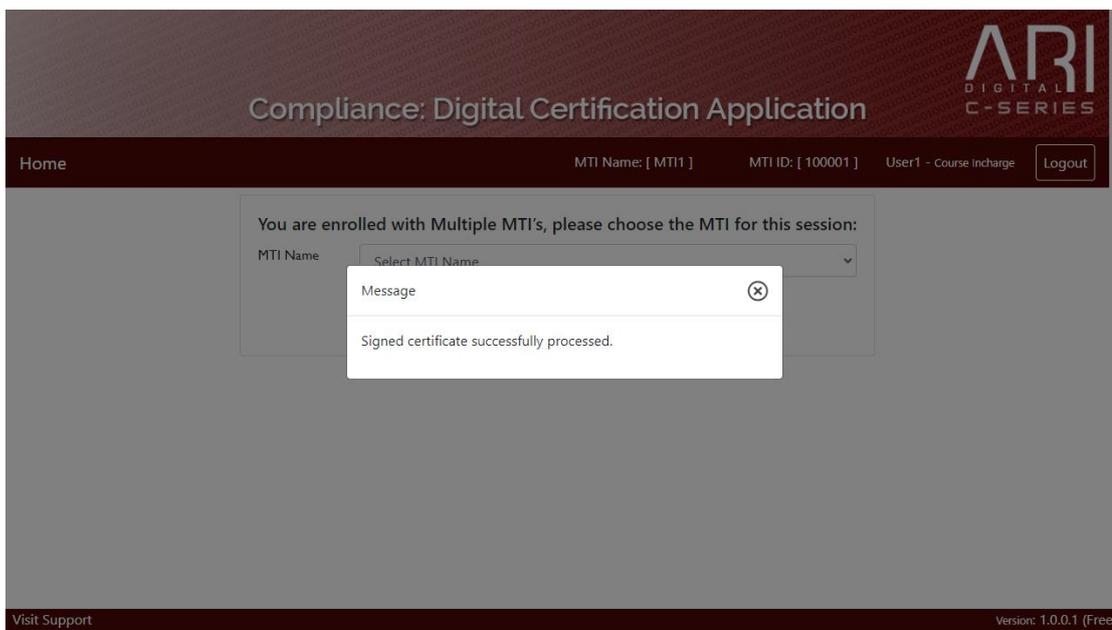
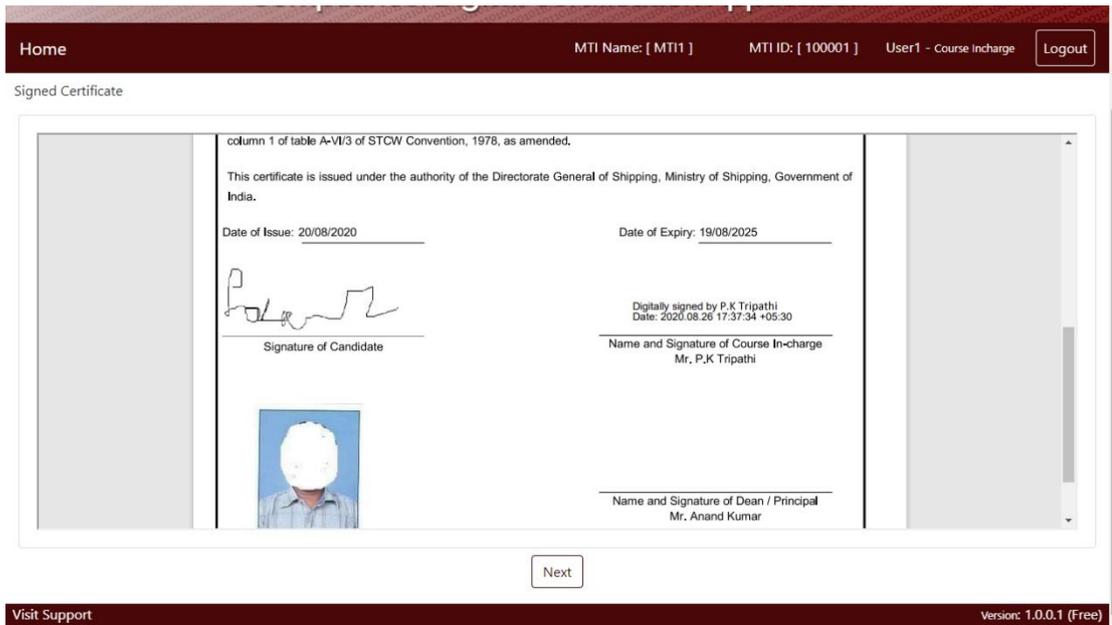


Enter the PIN associated with the Digital Signature.



Please proceed to *Sign/Submit* the Certificate.



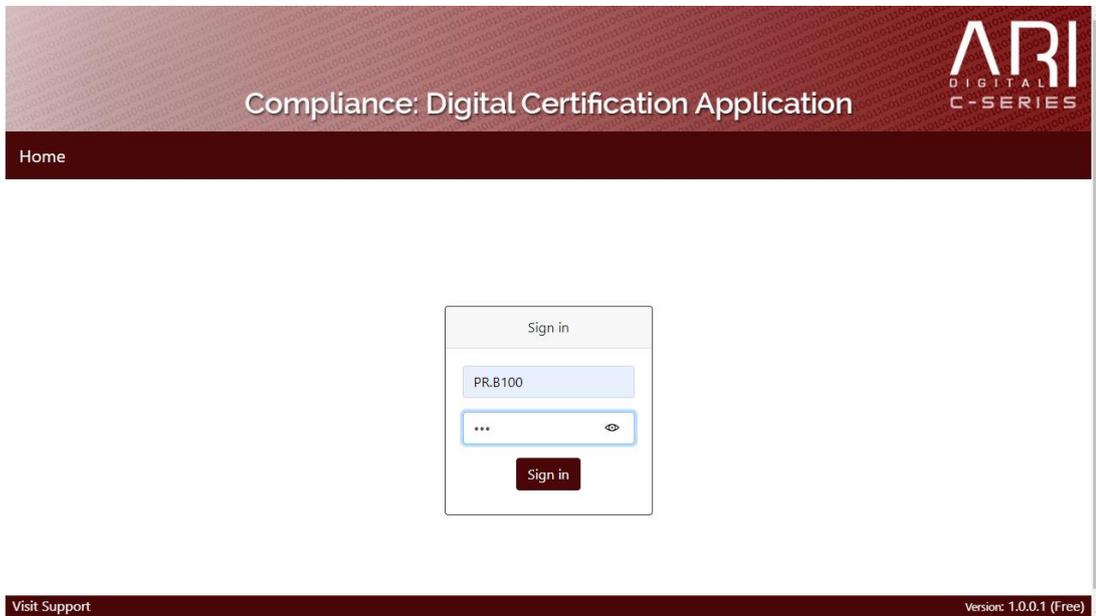


## 2.2 Signature 2: Principal

Signature 2 (The Principal) will be done ONLY after Signature 1 (Course-in-Charge) is complete

### 2.2.1 Login

The Principal of the MTI, will need to Login using the credentials that have been provided.



### 2.2.2 Certificate Signature

The rest of the process is similar to the Course-in-Charge.



### 3 SUPPORT

- Please e-mail all support related queries to [dcasupport@aridigital.com](mailto:dcasupport@aridigital.com).
- Please ensure that you mention the following in your email:
  - Your MTI
  - Your Name
  - Your Mobile Number
  - Your Email Address
  - Your Role (Course In-Charge or Principal)
  - Your FIN
  - Your DSC Vendor
  - Year of purchase of your DSC Token
  - The Windows Operating System that you are using
  - Description of the problem