

Directorate General of Shipping: Govt. of India

DIGITAL CERTIFICATION APPLICATION USER MANUAL





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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. <u>Visit the official Microsoft download page here</u>.

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.



FIN		
Passwo	rd	

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.



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

This PC	📑 🕑 📑 🗢 ARI Digital C	ertification App Setup		— C	z x
\$	File Home Share ← → ↑ → ARI D	View Iigital Certification App Setup >	ٽ ~	Search ARI Digital Certifica	 (2) atio ۶
Network	∧ ★ Quick access Desktop ★	Name	Date modified 26-08-2020 17:25 26-08-2020 16:45	Type Siz	4 037 KB
Recycle Bin	➡ Downloads	File description: Setup Launcher Un Company: ARI File version: 16.0.0.400 Date created: 26.08-2020 17:25	icode	Аррисалон	
SCSED	desk backup ≯ AKD app Cert app screeps	Size: 4.82 MB			
ARI	 Screenshots OneDrive 				
	This PC 3D Objects Desktop				
	Documents Downloads Music				
	Videos V K				

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.

Compliance: Digital Certification Application	C-SERIES
Home	
Sign in	
FIN	
Password	
Sign in	
Visit Support	Version: 1.0.0.1 (Fr
Compliance: Digital Certification Application	C-SERIES
Home	
Sign in	
TLB100	
Sign in	

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2.1.2 Choose MTI

Visit Support

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.



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Version: 1.0.0.1 (Free)



Version: 1.0.0.1 (Free)

Version: 1.0.0.1 (Free)

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: Dig	ital Certification A	pplication	0 1 G T T C - S E	RIES
lome		MTI Name: [MTI1]	MTI ID: [100001]	User1 - Course Incharge	Logout
Course Name *	Select Course Name				~
Start Date *	Select Start Date				~
Batch ID *	Select Batch ID				~
INDoS No*	Select INDoS Number				~

Generate Certificate

|--|

	Compliance: Di	gital Certification A	pplication	0 1 G 1 1 C - S E	RIES
Home		MTI Name: [MTI1]	MTI ID: [100001]	User1 - Course Incharge	Logout
Course Name *	Select Course Name				~
Start Date *	Select Course Name CRS_502				
Batch ID *	CRS_505 CRS_503				
INDoS No *	CRS_504 Select INDoS Number				~

Visit Support

Version: 1.0.0.1 (Free)

Version: 1.0.0.1 (Free)

	pplication	C-SE	RIES
MTI Name: [MTI1]	MTI ID: [100001]	User1 - Course incharge	Logout
			~
			~
			~
	MTI Name: [MTI 1]	MTI Name: [MTI 1] MTI ID: [100001]	MTI Name: [MTI 1] MTI ID: [100001] User1 - Course Incharge

Generate Certificate

Visit	Support	

	Compliance: Digital Certification A	pplication		
Home	MTI Name: [MTI 1]	MTI ID: [100001]	User1 - Course Incharge	Logout
Course Name *	CRS_501			~
Start Date *	2020-8-10			~
Batch ID *	2			~
INDoS No*	Select INDoS Number			~
	Select INDoS Number 06EL1003 06EL1004			
	Generate Certificate			

Visit Support



ome			MTI Name: [MTI1]	MTI ID: [100001]	User1 - Course Incharge	Logou
Course Name *	CRS_501					~
Start Date *	2020-8-10					~
Batch ID *	2					~
INDoS No*	06EL1003					~
	By clicking "g	enerate certificate" you consent to Generate Cer	p proceed with the electro	onic transaction.		

Click Generate Certificate to proceed with the certification signing process.

2.1.4 Certificate Signature

The generated certificate is displayed.

	Compliance: Digital Certification Application	68888888888888888888888888888888888888
Home	MTI Name: [MTI1] MTI ID: [100001] User1 - Course Incharge Logou	
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 Dute 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	
Visit Support	Name and Signature of Dean / Principal Mr. Anand Kumar Version: 1.0.0.1 (Fr	ee)



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 Sign only if all data in the	in the Certificate. e Certificate is correct.		
Select Signature *	Select signature		~
By clicking "sign/ submit"	you consent to proceed with the electronic tra	ansaction.	
Sign/Submit	er it your correct token is inserted and your va	iid digital token certificate exists on your machine/Microsoft certificate store.	
/isit 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	
		POPULATION PROVIDENTIAL AND A 1978 Average Street	
Please check all the data Sign only if all data in th	i in the Certificate. e Certificate is correct.		
Please check all the data Sign only if all data in th Select Signature *	n in the Certificate. le Certificate is correct. P.K Tripathi		~
Please check all the data Sign only if all data in th Select Signature * y clicking "sign/ submit' lease only proceed furth	n in the Certificate. le Certificate is correct. P.K Tripathi " you consent to proceed with the electronic transa her if your correct token is inserted and your valid of	action. digital token certificate exists on your machine/Microsoft certificate store.	v

Signature of Ca	Ididate Name and Signature of Course In-charge Mr, P.K Tripathi
	Name and Signature of Dean / Principal Mr. Anand Kumar
	Confirmation
' Please check all the data in the Certificate.	DGS name (User1) & signature name (P,K Tripathi).
Sign only if all data in the Certificate is correct.	Cancel Proceed
Select Signature * P.K Tripathi	▼
By clicking "sign/ submit" you consent to proceed w	vith 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.

		•
	Windows Security ×	
	Smart Card Close	l
	Please enter your PIN.	l
	Click here for more information	
	OK Cancel	l
L		l
		l
		l
		l
		l
		Ŧ

Please proceed to Sign/Submit the Certificate.

	Compliance: Digital Certification App	lication		
Home	MTI Name: [MTI1] M	ITI ID: [100001]	User1 - Course Incharge	Logout
Signed Certificate				100 100
	Message Institute Message Certificate successfully signed. Certificate successfully signed. THIS IS TO CERTIFY THAT Kumar Rakesh Date of Birth 11/08/1981 (dd/mm/yyyy) Indian National Database of Seafarers (INDoS No.) SR_N0001 has successfully completed a "Training Course" held from to for Refresher Training for Certificate of Proficiency in Advanced Fire Fighting	: 400000 aitute.com		
Visit Support				on: 1.0.0.1 (Free)

	Compliance: Digit	al Certification Applic	cation	C-SERIES
Home		MTI Name: [MTI 1] MTI ID	0: [100001] User1 - Co	urse Incharge Logout
Signed Certificate				
	column 1 of table A-VI/3 of STCW Convention, 1978 This certificate is issued under the authority of the D India. Date of Issue: 20/08/2020	, as amended. Directorate General of Shipping, Ministry of Shipping, Go Date of Expiry: <u>19/08/2025</u> Digitally signed by P.X.Tripathi Date: 2020.08.26 17:37:34 +05:3 Name and Signature of Course In- Mr, P.K.Tripathi	overnment of	
Visit Support		Name and Signature of Dean / Pri Mr. Anand Kumar	ncipal	Version: 1.0.0.1 (Free)



lome		MTI Name: [MTI1]	MTI ID: [100001]	User1 - Course Incharge	Logo
ned Certificate					
	column 1 of table A-VI/3 of STCW Convention, This certificate is issued under the authority of India.	1978, as amended. the Directorate General of Shipping, Ministry of	Shipping, Government of		*
	Date of Issue: 20/08/2020	Date of Expiry: 19/0	8/2025		
	Signature of Candidate	Digitally signed by Date: 2020.08.26 1 Name and Signature Mr. P.K 1	P.K.Tripathi 7:37:34 +05:30 of Course In-charge ripathi		ł
		Name and Signature Mr. Ananc	of Dean / Principal Kumar		
		Mr. Anand	Kumar		

Home MTI Name: [MTI1] MTI ID: [100001] User1 - Course incharge Logout Vou are enrolled with Multiple MTI's, please choose the MTI for this session: MTI Name Select MTI Name Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this session: Image: Colored With Multiple MTI's, please choose the MTI for this sessis sessis (Image: Colored With Multiple MTI's, please	C	ompliance: Digital Certification	n Application	
You are enrolled with Multiple MTI's, please choose the MTI for this session: MTI Name Message Signed certificate successfully processed.	Home	MTI Name: [MTI1] MTI ID: [100001]	Logout
	Y	ou are enrolled with Multiple MTI's, please choose the ITI Name Message Signed certificate successfully processed.	e MTI for this session:	



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.

	Compliance: Digital Certification Application	C-SERIES
Home		
	Sign in	
	···· •	
	Sign in	
Visit Support		Version: 1.0.0.1 (Free)

2.2.2 Certificate Signature

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

	Compliance: Dig	ital Certification App	lication		RIES
Home		MTI Name: [MTI1]	MTI ID: [100001]	PRN1 - Principal	Logout
Signed Certificate					
	Date of Issue: 20/08/2020	Date of Expiry: 19/08/2025			*
	Signature of Candidate	Digitally signed by P.K.Tripat Date: 2020.08.26 17:37:34 + Name and Signature of Course Mr, P.K.Tripathi	hi 55:30 In-charge		
		Digitally signed by Anand K Date: 2020.08.26 18.23.28 + Name and Signature of Dean Mr. Anand Kumar	umar 05:30 / Principal		
Visit Support	īs α l t			Version:	1.0.0.1 (Free)

3 SUPPORT

- Please e-mail all support related queries to 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