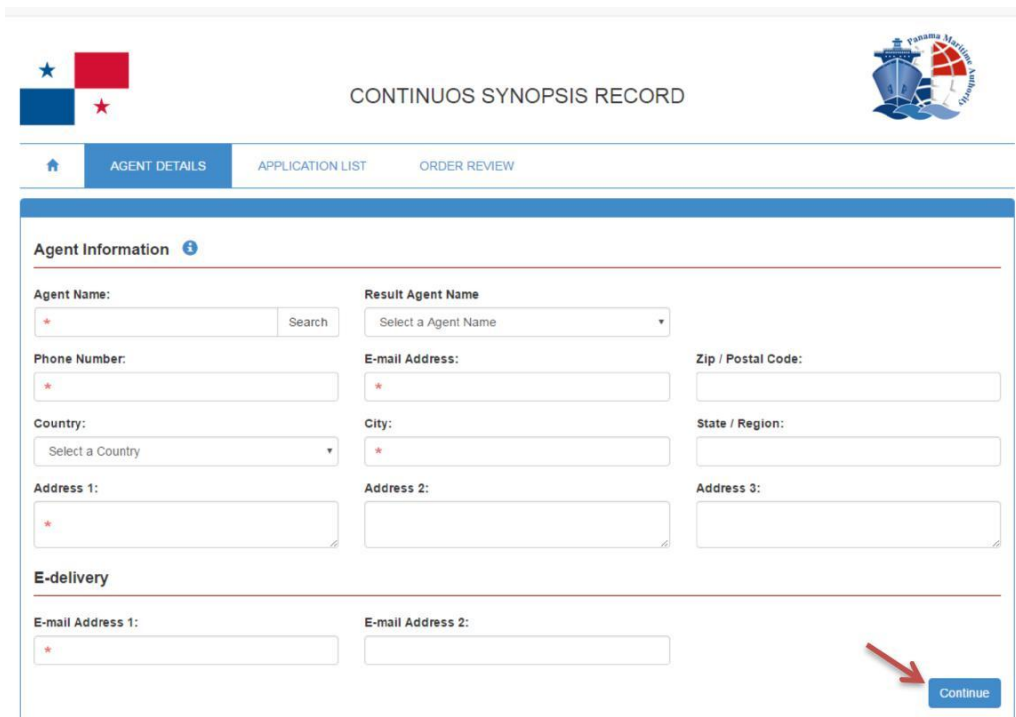## USER MANUAL

Please save this instruction for your easy reference on how to use E-application system.

STEP 1:

a) Press ready to apply button to fill your application.

b) Fill in all required page fields marked with asterisk (*) on "Agent Details" screen, note that you will be able to search the agent name typing one word, furthermore once your information is saved, it can be displayed for future applications. Your certificates will be delivered via email, please make sure to include on field "E-mail Address" the correct information to receive the certificate, press continue button.

c) Billing and shipping address details should be filled on "Agent Details" screen. This information will be necessary in cases that certificate will be delivered by courier. Each application provides for a single billing address for multiple ships. If you require separate payments and/or separate delivery addresses, then separate applications will be required.

After the information on step 1 is filled, you will not need filling it again, it will be saved for future applications; press continue button to go to the next screen.

STEP 2:

a) On application list screen you are able to search in our fleet, the vessel (s) would you like to apply for, search by the IMO Number, Name of Ship, Call Sign; then click the search button to bring the ship information automatically.

b) Then select the Type of CSR if is NEW REGISTRY please select the Previous Flag. If is for NEW CONSTRUCTION select it on the previous flag section.

c) Please complete the remaining fields and upload the required documents make sure that writing information is according to the Technical Certificate. Also on this screen you are able to select your place of preference to issue.

STEP 3:

a) Finally press "Add application" button. Please note that before press continue, you can add more vessels as necessary. Make Shure to attach all the necessary documents required for the specific application.

b) After you press Add application you would be available to click "View Application Form".

c) Then you would be available to view, save and download the application form, please be advised that the application form needs to be onboard with the Original CSR.

d) Press Continue Bottom

STEP 4: a) Finally check the vessel Name, IMO number and Call Sign, if is all in order you can press continue.

b) After pressing the Continue bottom you would see your Application number. Press OK bottom and the process finish.