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Application for Recognition of STCW Certificates

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Application for Recognition of STCW Certificates – User Guide

- ✓ This user guide, intends to explain all steps needed to fulfill the necessary information to submit an application for Recognition of STCW Certificates from the DGRM Online application.

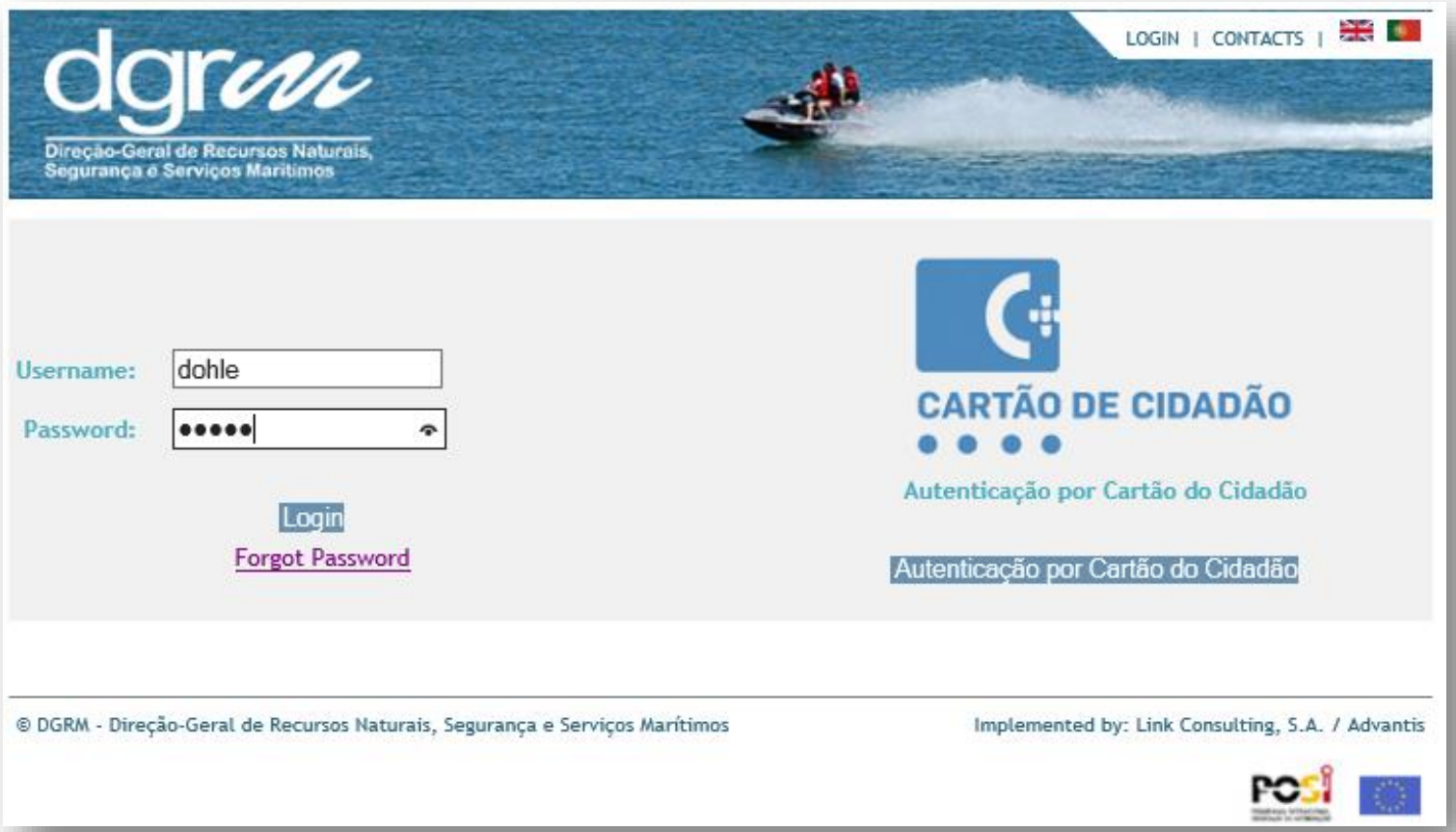
- ✓ Supported Browsers:

  - Internet Explorer 9 or above
  - Firefox
  - Chrome

DGRM - Homepage

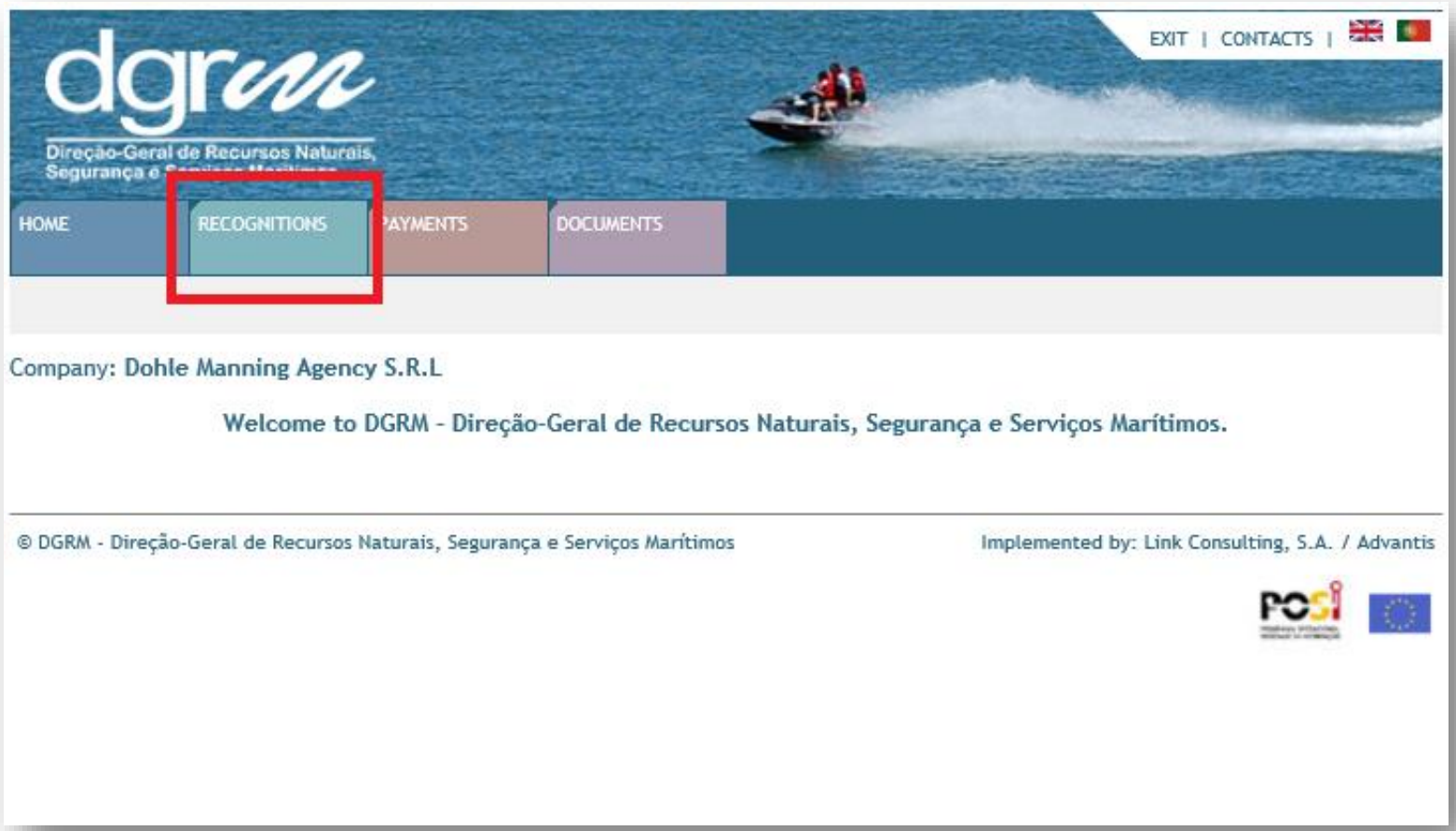
- ✓ Accessed by “Portal do Mar” (https://www.portaldomar.pt/dgrmonline/)
- ✓ User must first click on “Login”

DGRM – Login Page



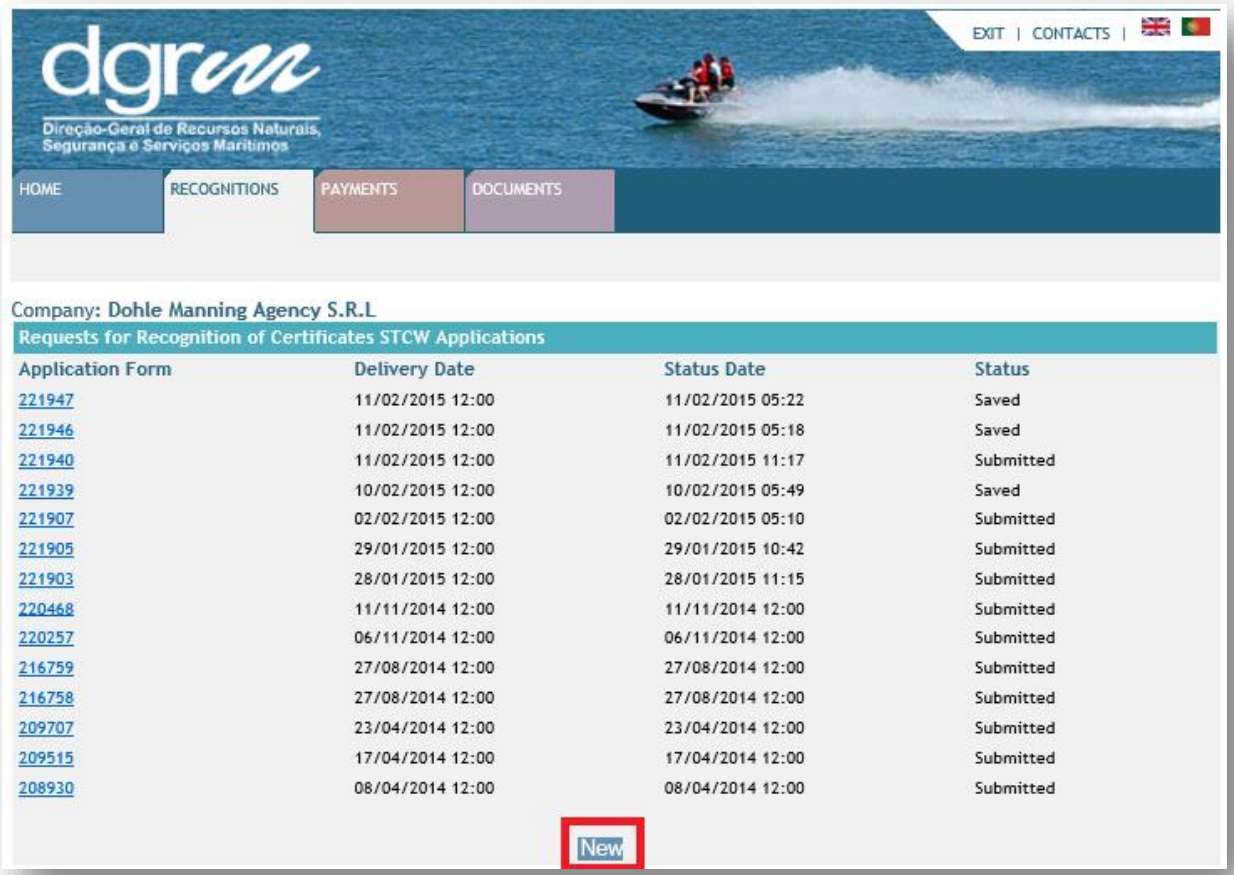
- ✓ DGRM previously sends user credentials by email
- ✓ User must enter his *Username* and *Password* and click the “Login” button

Recognition of STCW Certificates - Homepage



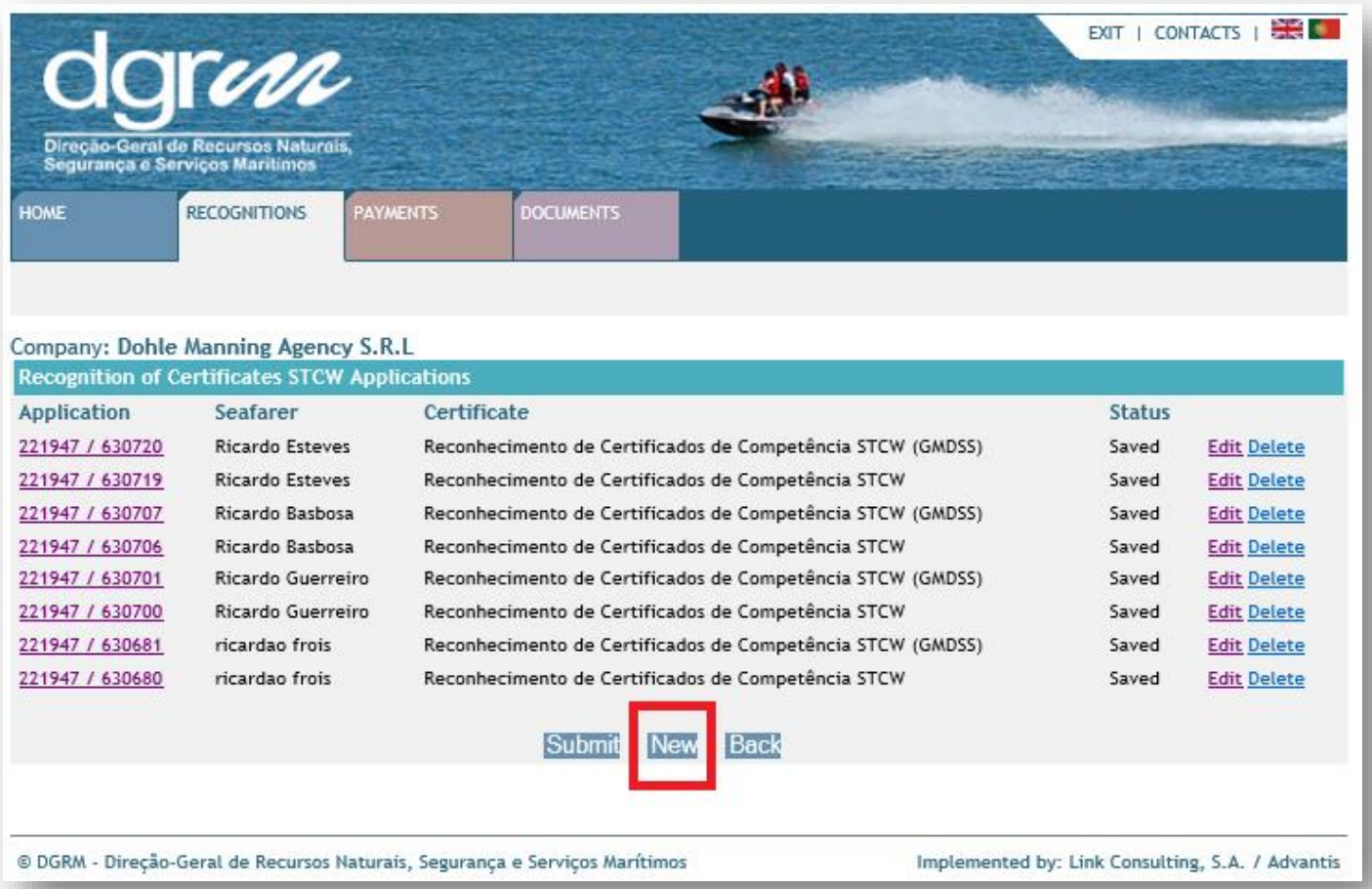
- ✓ Once logged in, user must select “Recognitions” tab to create new requests

Recognition of STCW Certificates – Company Recognitions List



- ✓ This tab lists all user recognitions, either Submitted or Saved
- ✓ Each recognition's Id, links to the recognition detail
- ✓ The "New" buttow below let the user create a new recognition

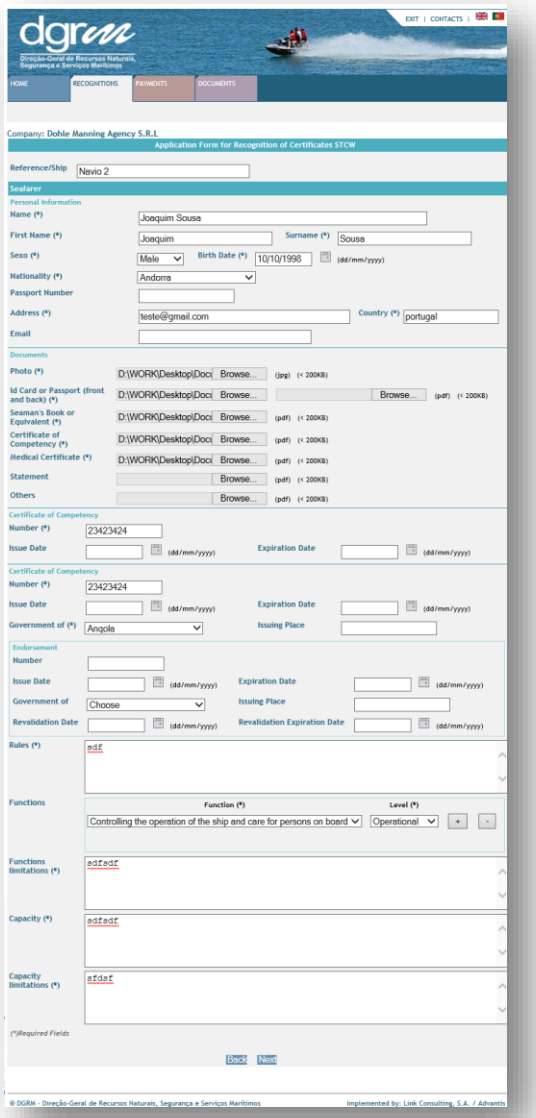
Recognition of STCW Certificates – Recognition Application List



- ✓ This tab lists all included services in the selected recognition
- ✓ Each service Id links to the application form detail
- ✓ User can submit here the recognition

Recognition of STCW Certificates – Application Form

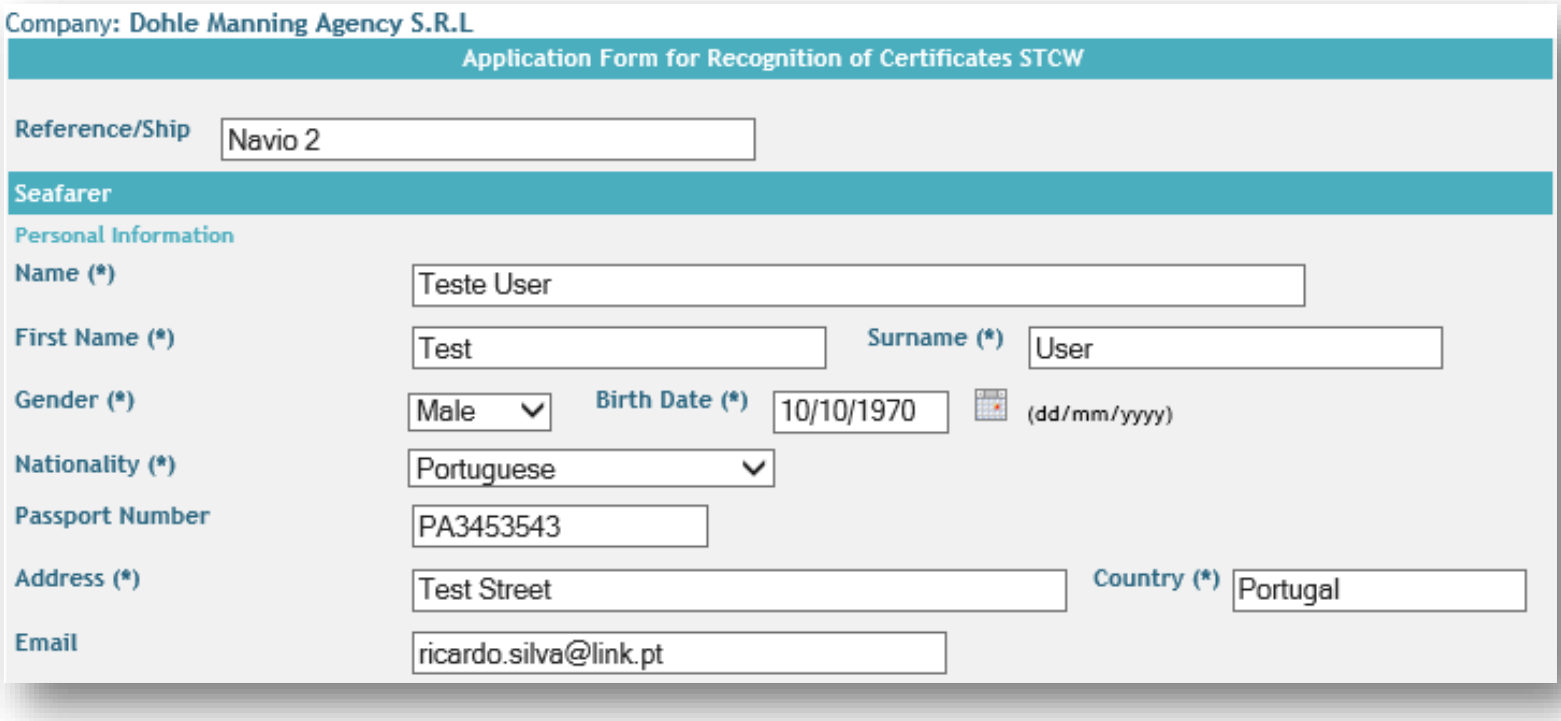
- ✓ This form is splitted in:
  - Seafarer Data
  - Documents
  - Certification
  - Endorsement
- ✓ User can always save his work and come back later to finish it



Template acompanhamento de projecto versão: 4.2

Recognition of STCW Certificates – Application Form

- ✓ Seafarer Data


Company: Dohle Manning Agency S.R.L

Application Form for Recognition of Certificates STCW

Reference/Ship: Navio 2

Seafarer

Personal Information

Name (*): Teste User

First Name (*): Test

Surname (*): User

Gender (*): Male

Birth Date (*): 10/10/1970 (dd/mm/yyyy)

Nationality (*): Portuguese

Passport Number: PA3453543

Address (*): Test Street

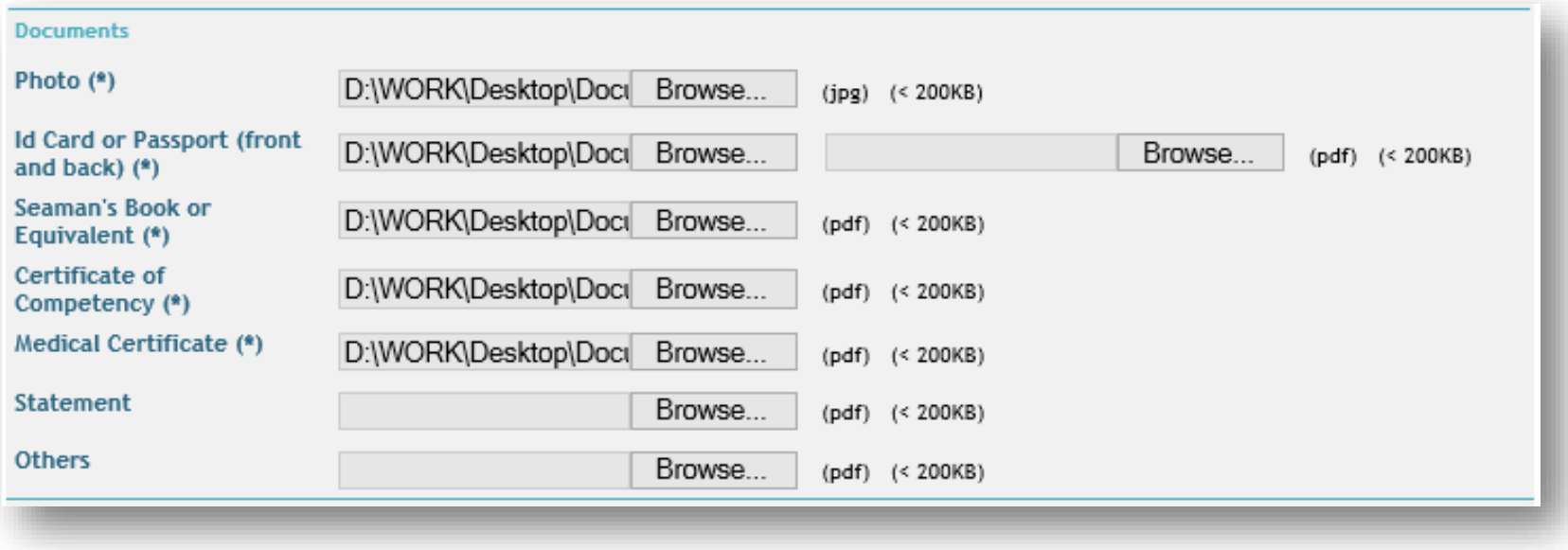
Country (*): Portugal

Email: ricardo.silva@link.pt

Mandatory fields: Name, First Name, Surname, Gender, Birth Date, Nationality, Adress and Country

Recognition of STCW Certificates – Application Form

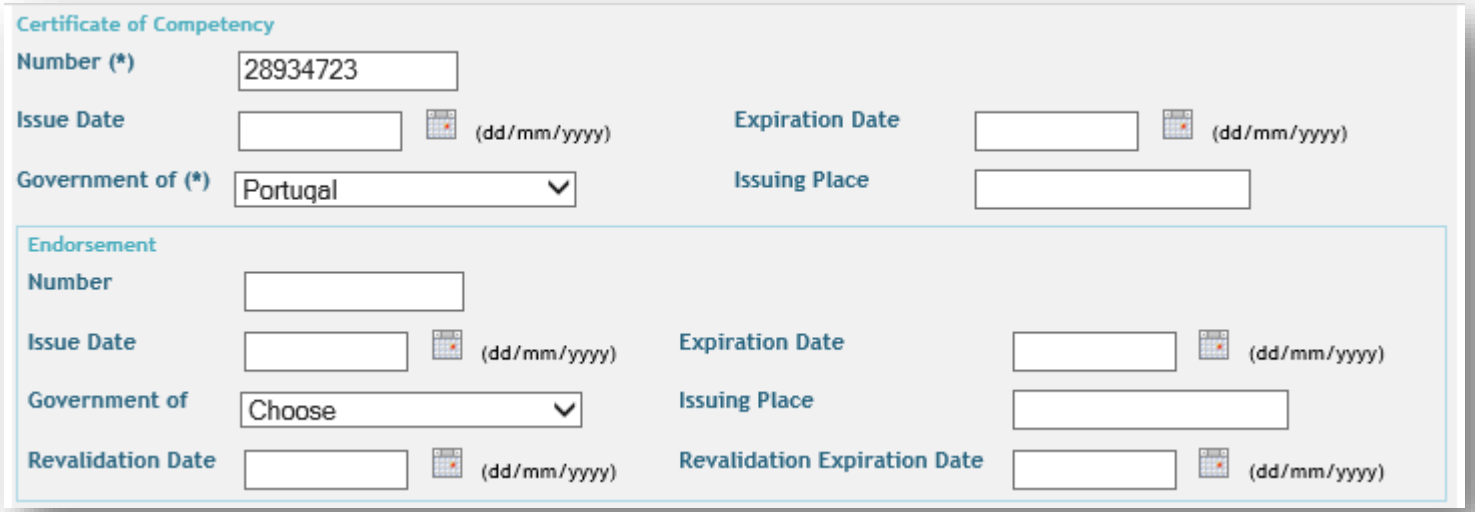
- ✓ Documents



Mandatory documents: Photo, Id Card, Seaman's Book, Certificate of Competency and Medical Certificate

Recognition of STCW Certificates – Application Form

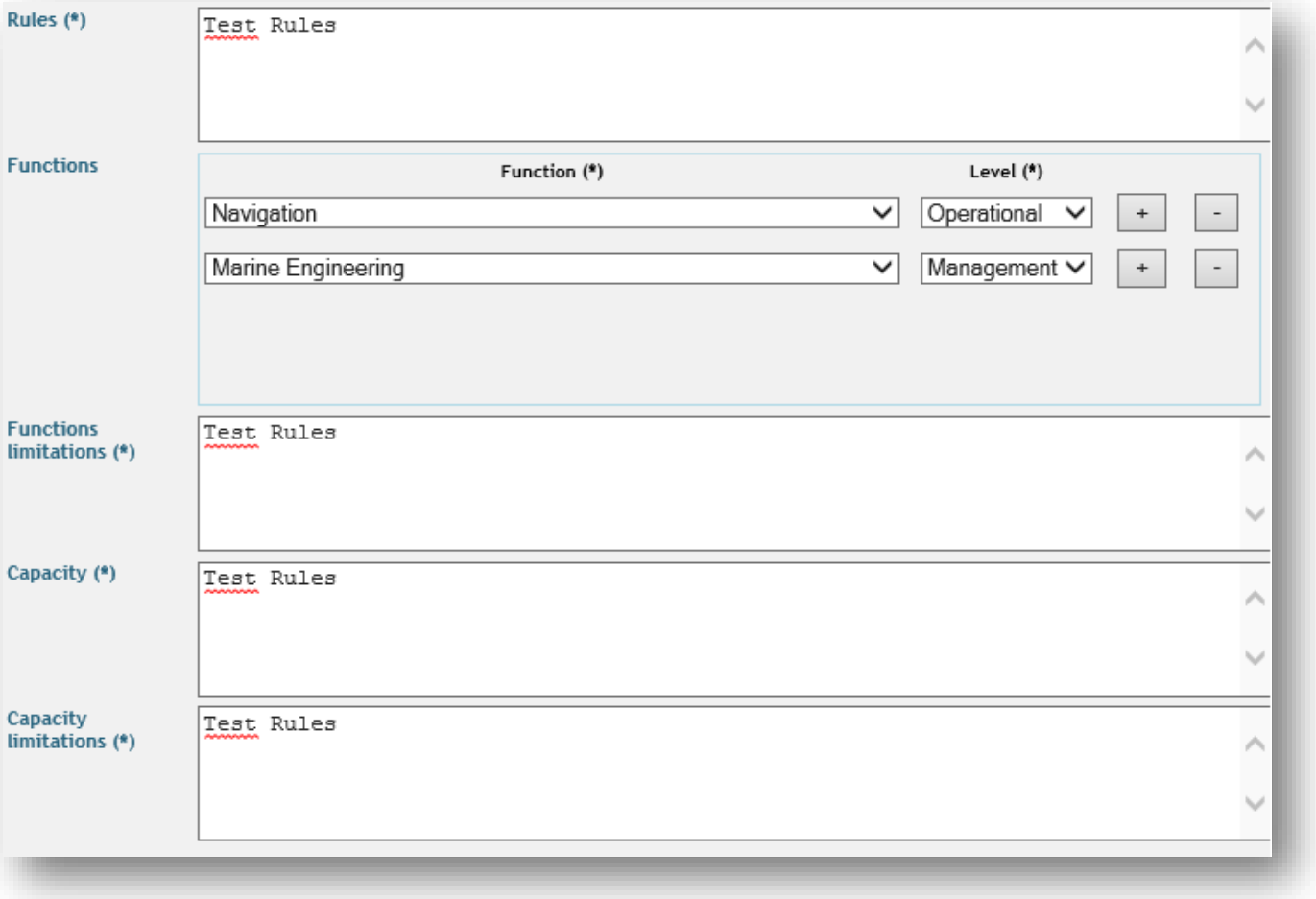
- ✓ Certification & Endorsment Data



Mandatory fields: Certificate Number and Government

Recognition of STCW Certificates – Application Form

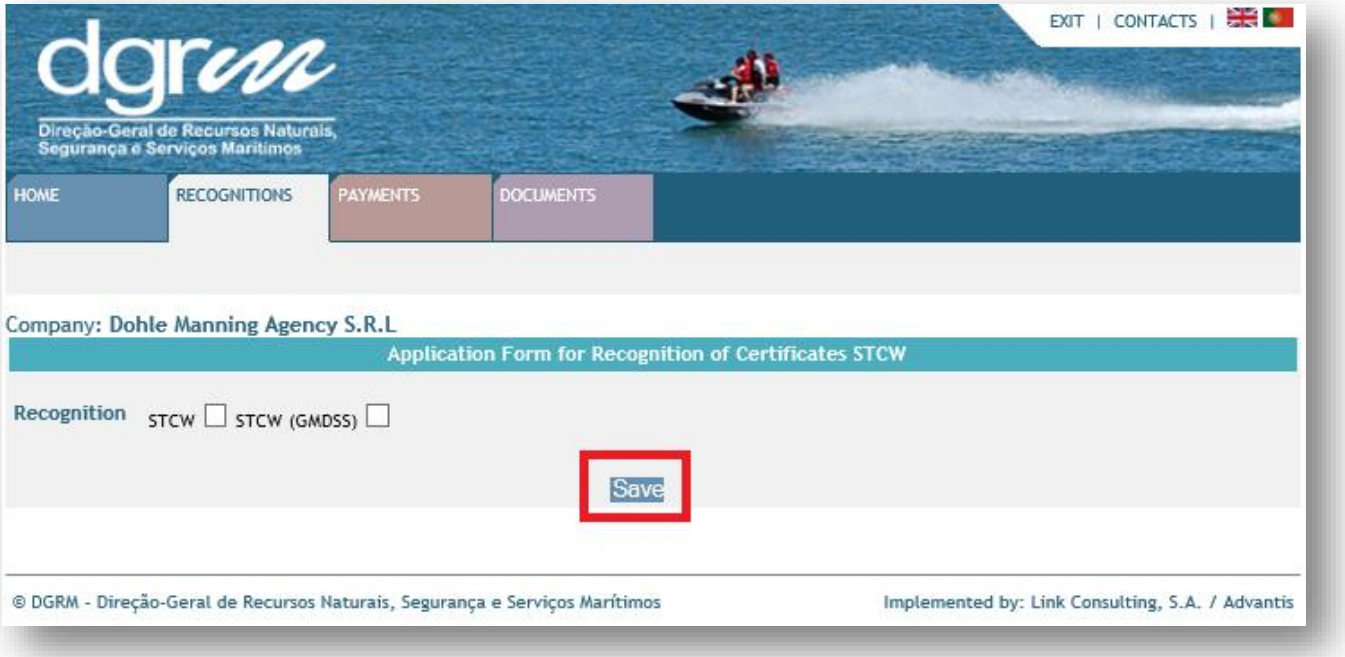
- ✓ Rules, Functions & Capacity



Mandatory fields: All of this fields are mandatory

Recognition of STCW Certificates – Application Form

- ✓ Choose Type of Recognition and Save

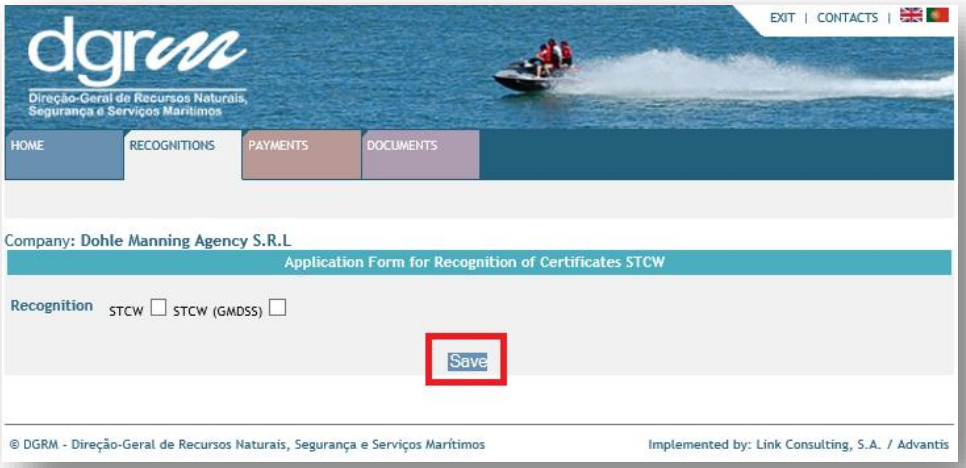


- ✓ After clicking on “Next” button the user must choose one of or both types of Recognition, and then click ”Save” to finish the request.

IF YOU CHOOSE BOTH OPTIONS PLEASE PAY ATTENTION TO THE NEXT SLIDE

Recognition of STCW Certificates – Choosing both requisition type

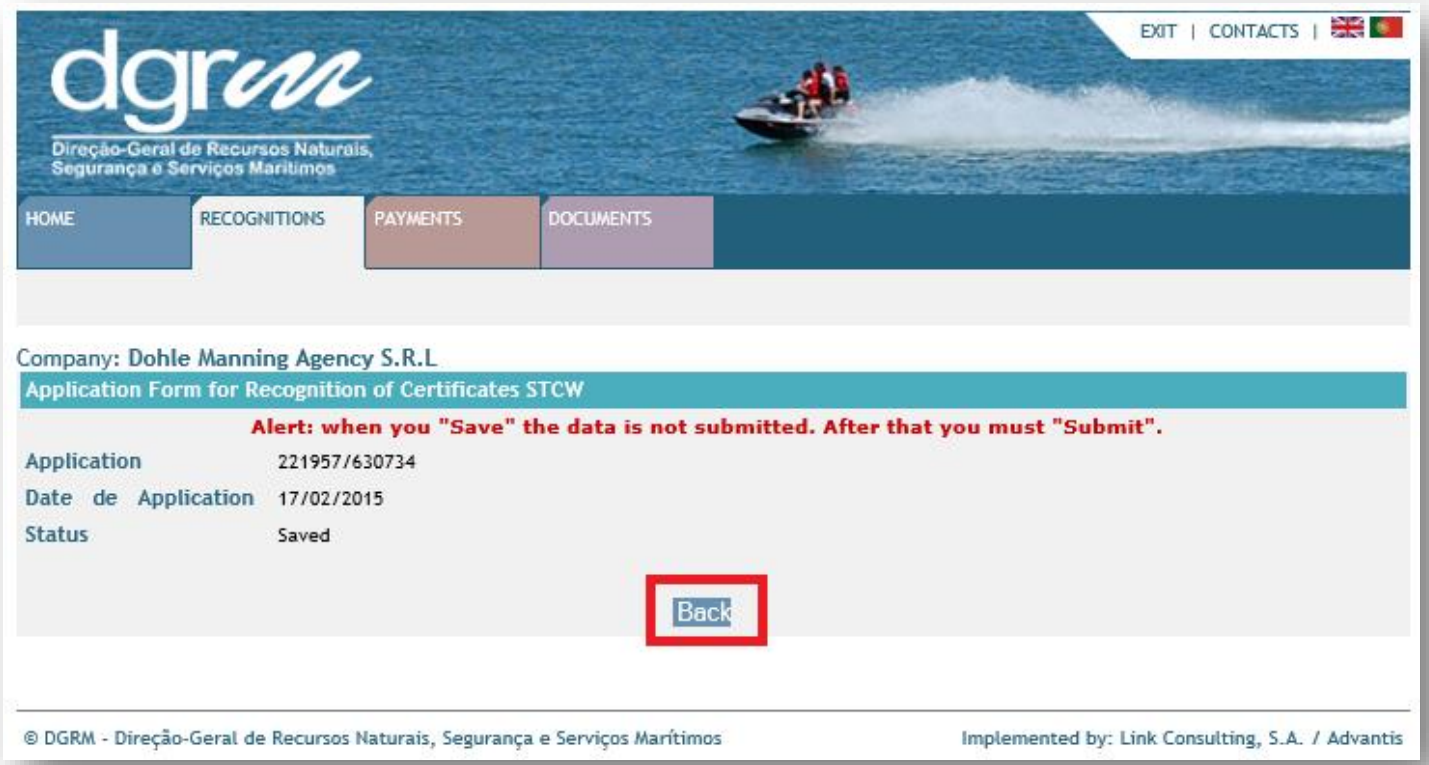
- ✓ Choose Type of Recognition and Save



- ✓ Choosing Both types will save to Requests exactly the same except the requisition type.

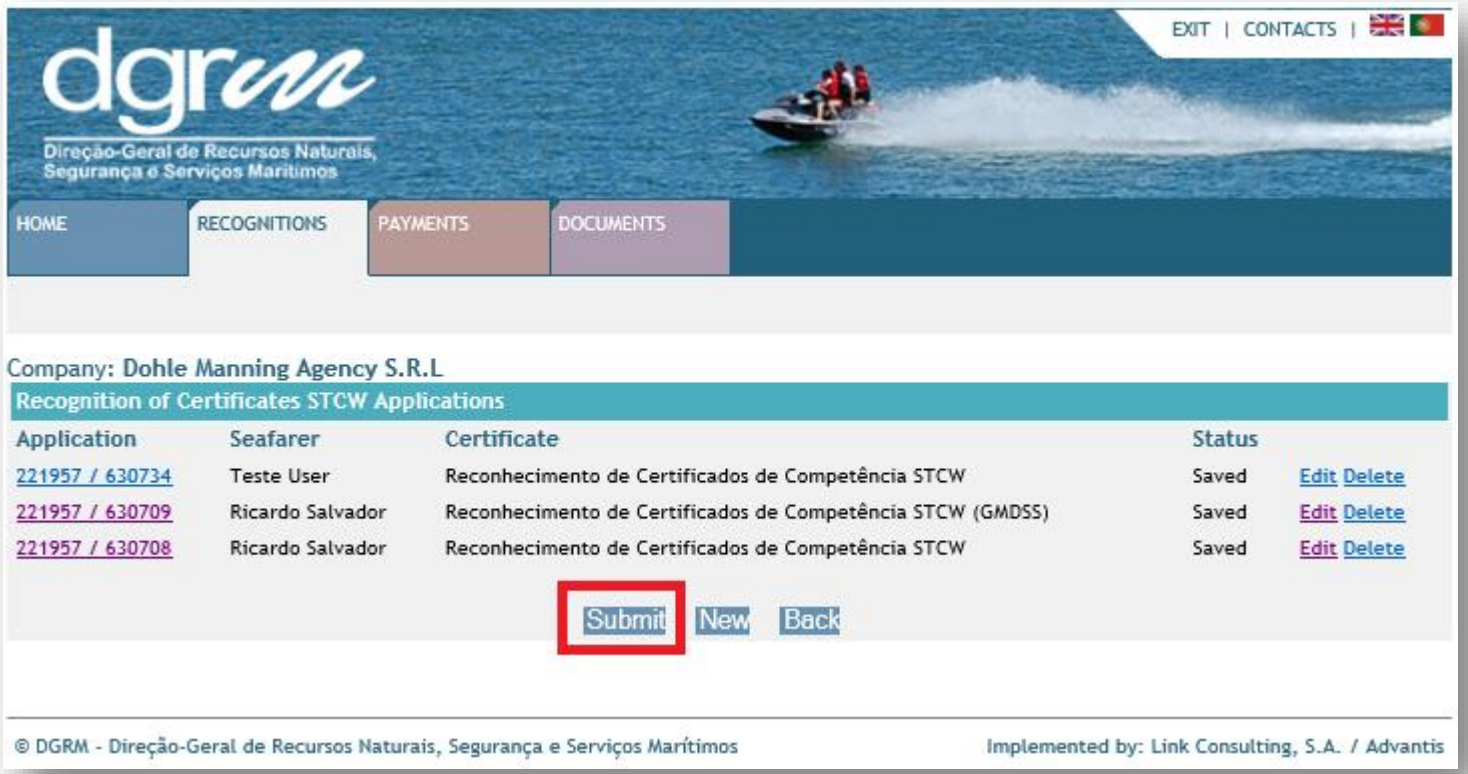
- ✓ After clicking “Save” Button, you must edit one of the requests and change/fulfill the fallowing information:
  - Documents (Just the Competency Certificate) – page 10
  - Certification & Endorsment Data – page 11
  - Rules, Functions & Capacity – page 12

Recognition of STCW Certificates – Application Form Saved



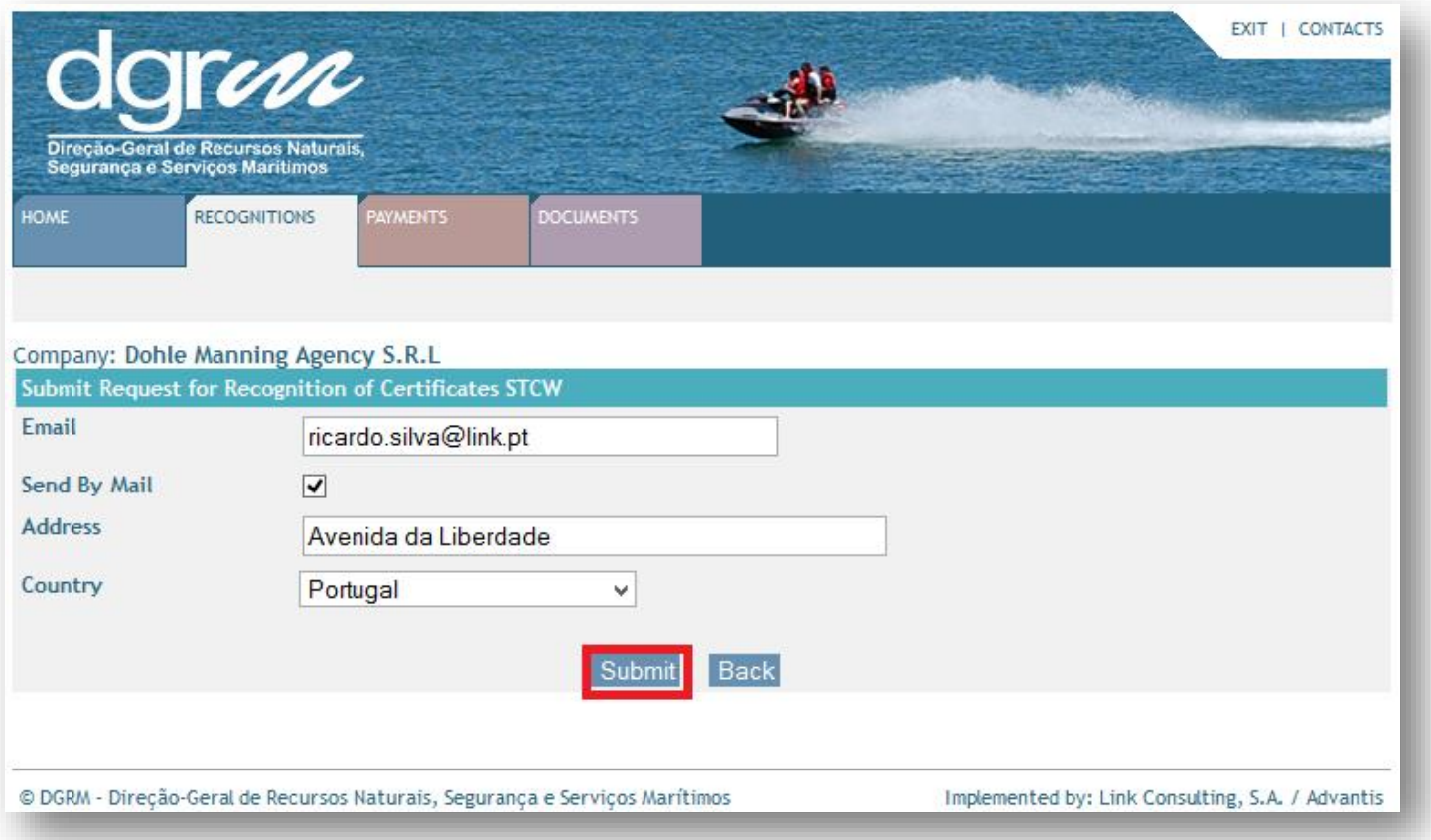
- ✓ Every time an application form is saved successfully, this window is shown.
- ✓ At this point the request is not submitted, for that user must click on “Submit” button

Recognition of STCW Certificates – Submitting Recognition



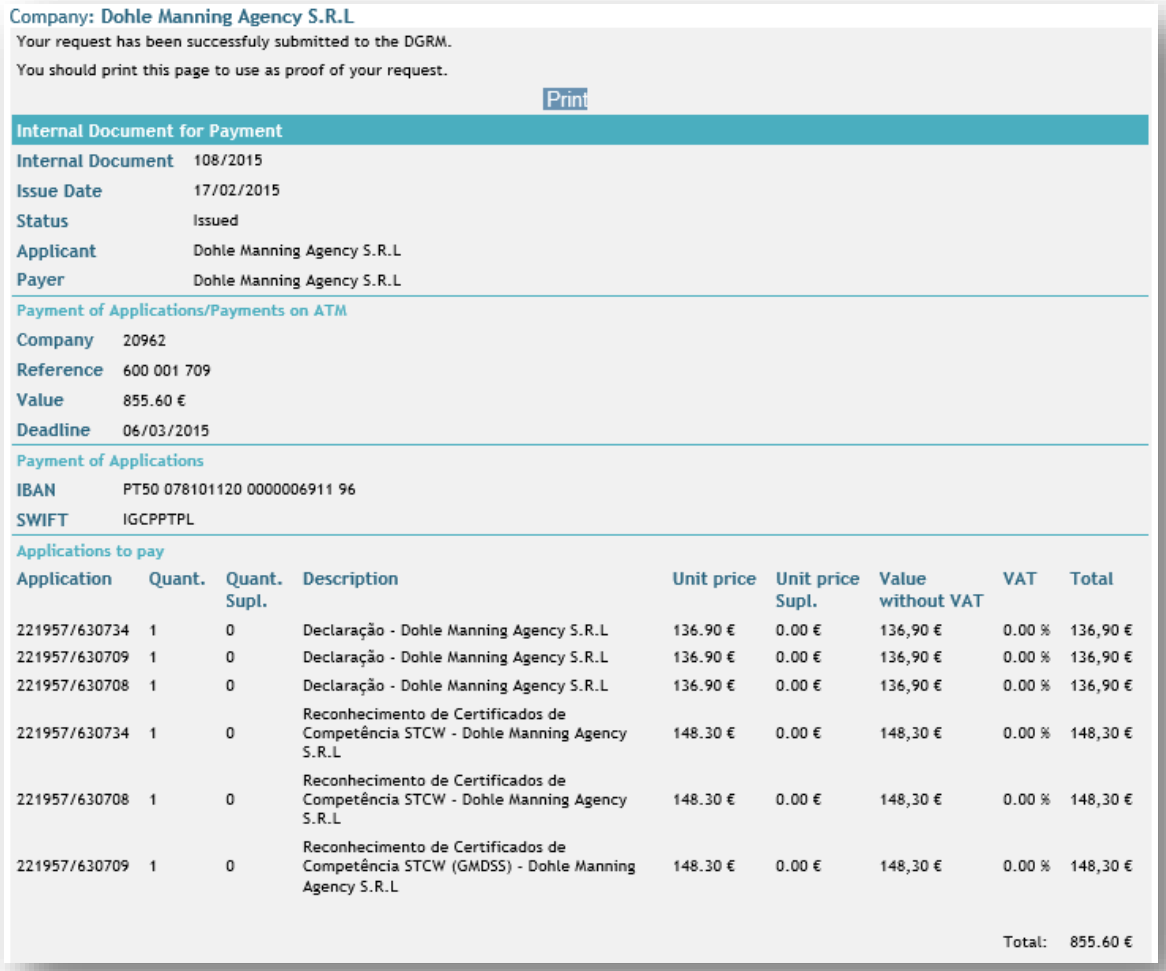
- ✓ Once user has created all requests, he can then submit the Recognition by clicking on “Submit” button

Recognition of STCW Certificates – Submitting Recognition



- ✓ User must indicate an e-mail to be associated with the recognition, used for issuing statments
- ✓ If it is choosen “Send by mail”, user must provide Adress and Country information

Recognition of STCW Certificates – Submitted Recognition



Company: Dohle Manning Agency S.R.L

Your request has been successfuly submitted to the DGRM.

You should print this page to use as proof of your request.

Print

Internal Document for Payment

Internal Document	108/2015
Issue Date	17/02/2015
Status	Issued
Applicant	Dohle Manning Agency S.R.L
Payer	Dohle Manning Agency S.R.L

Payment of Applications/Payments on ATM

Company	20962
Reference	600 001 709
Value	855.60 €
Deadline	06/03/2015

Payment of Applications

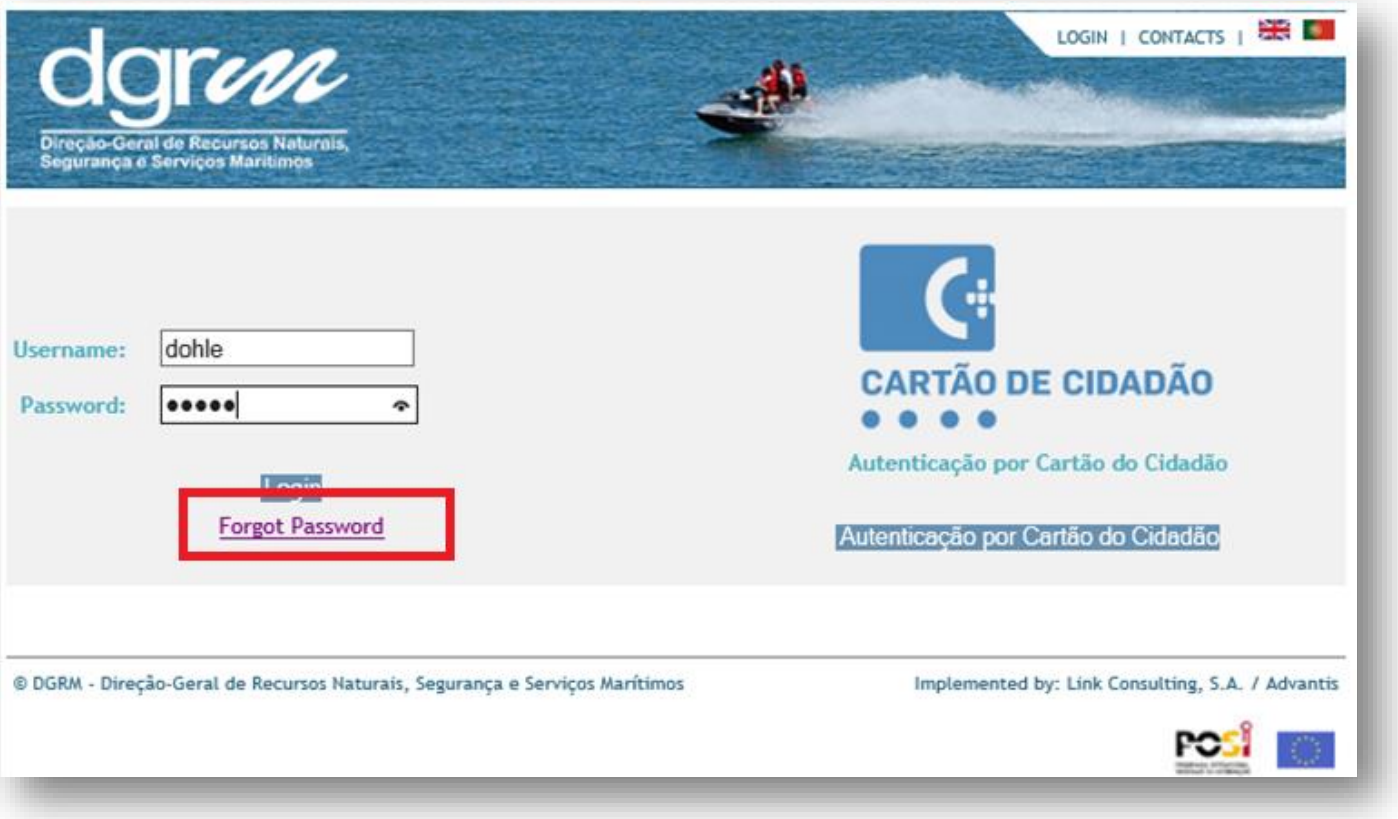
IBAN	PT50 078101120 0000006911 96
SWIFT	IGCPPTPL

Applications to pay

Application	Quant.	Quant. Supl.	Description	Unit price	Unit price Supl.	Value without VAT	VAT	Total
221957/630734	1	0	Declaração - Dohle Manning Agency S.R.L	136.90 €	0.00 €	136,90 €	0.00 %	136,90 €
221957/630709	1	0	Declaração - Dohle Manning Agency S.R.L	136.90 €	0.00 €	136,90 €	0.00 %	136,90 €
221957/630708	1	0	Declaração - Dohle Manning Agency S.R.L	136.90 €	0.00 €	136,90 €	0.00 %	136,90 €
221957/630734	1	0	Reconhecimento de Certificados de Competência STCW - Dohle Manning Agency S.R.L	148.30 €	0.00 €	148,30 €	0.00 %	148,30 €
221957/630708	1	0	Reconhecimento de Certificados de Competência STCW - Dohle Manning Agency S.R.L	148.30 €	0.00 €	148,30 €	0.00 %	148,30 €
221957/630709	1	0	Reconhecimento de Certificados de Competência STCW (GMDSS) - Dohle Manning Agency S.R.L	148.30 €	0.00 €	148,30 €	0.00 %	148,30 €
							Total:	855.60 €

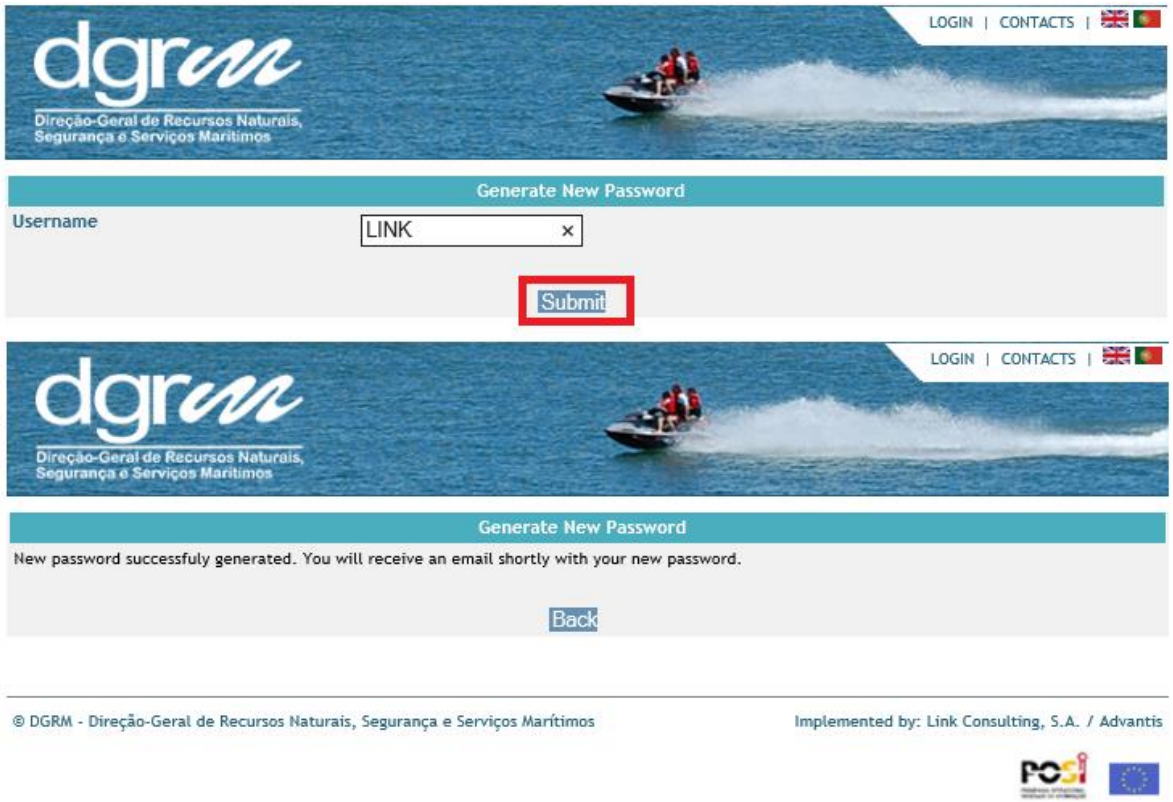
- ✓ After successufuly submitted, the form Document for Payment is displayed

DGRM – Forgot Password?



- ✓ If the User forgots his password, he must click on “Forgot Password” link to generate a new one.

DGRM – Forgot Password Submit



- ✓ User must enter his Username.
- ✓ After that the new password will be sent to the principal company email configured.

Contacts:

DGRM

e-mails:

Seafarers.certification@dgrm.mam.gov.pt

informatica@dgrm.mam.gov.pt