

Republic of the Marshall Islands Maritime Administrator

ONLINE SYSTEM FOR SEAFARERS' DOCUMENTATION (OSSD)



Maritime Administrator

Published by: Republic of the Marshall Islands Maritime Administrator

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the prior permission in writing of the Administrator, or as expressly permitted by law.

TABLE OF CONTENTS

IMPORTANT INFORMATION
LIST OF ACRONYMS AND ABBREVIATIONS 5
1. INTRODUCTION
2. GETTING STARTED
3. SET-UP CONSIDERATIONS
4. USER ACCESS CONSIDERATIONS
5. OSSD ORGANIZATION AND NAVIGATION
6. USING THE OSSD 8
7. ONLINE APPLICATION PROCESS 8
7.1 User Login
7.2 User Application Entry and Submission
7.2.1 Creating and Entering Application Details
7.2.2 Entering Application Details 18
7.2.3 User Application Submission
7.3 Deficient Applications
7.4 Account Status

IMPORTANT INFORMATION

Do not use the back arrow in your browser window; this will cause you to exit the OSSD, and your unsaved work may be lost.

LIST OF ACRONYMS AND ABBREVIATIONS

CoC	Certificate of Competency
CRA	e of Receipt of Application
dpi	Dots Per Inch
FIN	File Identification Number
ID	Identity Document
IMOInternation	nal Maritime Organization
JPG Joint Ph	notographic Experts Group
mm	Millimeters
OC	Officer Certificate
OSSDOnline System for	Seafarers' Documentation
OTP	One Time Password
PDF	Portable Document Format
px	Pixels
QA	Quality Assurance
Ref	Reference
RMIRepub	blic of the Marshall Islands
SIRB Seafarer Iden	tification and Record Book
SQCSpecia	al Qualification Certificate
URL.	Uniform Resource Locator

1. INTRODUCTION

This is a step-by-step description of the procedures for the online submission of applications for RMI seafarer documents.

2. GETTING STARTED

The below section provides a general walkthrough of the OSSD from initiation through exit. The logical arrangement of the information will enable you to understand the sequence and flow of the OSSD.

- Application Login (Users): All users will be provided the URL for login to the OSSD.
- **Application Entry:** All logged in users will need to enter the details of the seafarer(s).
- Application Submission:

Once all the information is entered, the information will be validated for correctness and submitted.

3. SET-UP CONSIDERATIONS

OSSD screens are designed to be viewed on multiple browsers including Firefox, Chrome, and Edge. The look and feel of the application may vary depending on the browser, but the functionality will be the same.

4. USER ACCESS CONSIDERATIONS

As a user of the OSSD, you will have access to application entry and submission pages. You will be able to log in, enter, and submit applications for seafarer documents.

A username and a temporary password will be sent to your registered email address. Upon first login, you will be required to change the temporary password and enter a new password for your future use. Usernames and passwords must be kept confidential and may not be shared.

After resetting the temporary password, the first time you log in you will need to enter your username and new password and click on the **Login** button. This will open a pop-up window where you will provide the OTP sent to your registered email address. Once authenticated, you will be directed to the landing page.



5. OSSD ORGANIZATION AND NAVIGATION

Users will enter and submit applications for seafarer documents using the OSSD. Each login attempt will require entry of an OTP which will be sent to the user's registered email address.

The **Logout** button on the upper right will be used to successfully log out of the application.

- 🛞			
æ		Sign In	
-	-		
		Login Reset	
		Forgot password	
	Enter the OTP which was sent to your registered email address.	One Time Password (OTP)	
	<u></u>		i.

Ref 4 User Login Screen



Ref 4 User Landing Page

6. USING THE OSSD

Each function and feature has been described under a separate sub-section corresponding to the menu items. Screenshots have been included to depict examples.

Section 7, Online Application Process, provides detailed, step-by-step instructions on how to use the various functions and/or features of the OSSD for application login, entry, and submission.

7. ONLINE APPLICATION PROCESS

The purpose of this section is to describe the functionality of application login, entry, and submission.

Users will enter applications into the OSSD with all necessary details, after which the work order will be created.

7.1 User Login

When a user logs in, they will need to provide their username and password and click on the **Login** button. This will open a pop-up window where the user will need to provide the OTP sent to the user's registered email address. Once authenticated, the user will be directed to the landing page and able to enter and submit applications.



(a) Open the OSSD login page (the URL will be sent via email for first login and should be saved for future logins) and log in to the application with your username and password. (All users of the application will get an email notification with a temporary password to use first time you log in. You will be required to change the temporary password to a new password to use for future logins.)

(b) Upon login, an OTP will be sent to your registered email address. Enter the OTP and click on **Submit**. This will open the landing page.

		GISTRIES,INC.		
	Enter the usernam and password.	le a	*	
		2	.	
	Click Login.		tan.	
	23	Login Reset Forgot password	4 Click Submit.	
Enter regis	the OTP sent to your tered email address.	One Time Password (OTP) One Time Password (OTP) You will receive an OTP via email valid for the next 09:53 min(s)	Resend	

7.2 User Application Entry and Submission

This section highlights the steps for application creation and entry.

7.2.1 Creating and Entering Application Details

The landing page is the default page that opens when you log in to the application. This will be the page from which you will upload the application.



(a) When you have logged in successfully, the below page will be displayed. This is your landing page. This page will display all your applications which are pending and submitted.

If orders have not yet been submitted, they will be available on the **Pending Orders** tab.

An order which has not yet been submitted is called a batch.

Ref 7.1 User Login Screen

	NAL REGISTRIES,INC.	RETURN TO IRI
		Logged In A:
EXTERNAL AGENT Create liver Bu Application Entry Orders Pending Correction Py Task - Orders Pending Correction View •	atch Delete Batch Refresh	
All batches not yet submitted wi availabe on the Pending Orders	ill be submitted will be available on the submitted Orders tab.	umber of Expedited eafarers Processing
		Edt Edt Edt Edt Edt Edt

Ref 7.2.1 (a) Application Entry Page

(b) Click on the **Create New Batch** button to create a new batch

INTERN	IATIONAL RE	GISTRIES,INC.				RETUR	N TO IRI
EXTERNAL AGENT	Create New Batch	Refresh				Logged	In As Logout
Application Entry Orders Pending Correction Ny Task - Orders Pending Correction	Pending Orders Submitted of View - Detac	Click Create New Beach to create a new application batch.	b Purchase Order Number	Vessel Name(s)	Number of Seafarers	Expedited Processing	
		1		Ξ			Edit Edit Edit Edit Edit

Ref 7.2.1 (b) Application Entry Page

(c) The Batch Create/Edit page will open.

	k		Logged In As
CTERNAL AGENT	Batch Create/Edit		
pplication Entry	Batch Name *	Work Order Number	
rders Pending Correction	Batch Date	Invoice Agent Email ID *	
/ Task - Orders Pending Correction	Purchase Order Number		
	Ordering/Paying/Shipping Information Ordering Agent *	Ship Documents *	٩
	Ordering Location *	Ship Location *	Q
	Paying Customer *	Vessel Name(s) *	
	Paying Location *	Notes	

Ref 7.2.1 (c) Batch Create/Edit Page

- (d) Enter the Batch Name. The Batch Name is unique. If a duplicate batch name is entered, an error will display on the page. The Batch Name is either your company's reference number or name for the order. The OSSD will automatically assign the date in the Batch Date field when the new application batch is created.
- (e) If payment will be made by purchase order, enter the purchase order number in the **Purchase Order Number** field. If payment will be made by another means, leave this field blank.
- (f) The default **Ordering Agent** company will depend on the user. The OSSD identifies the company which is placing the order, based on the username and password used at login.
 - (i) If you are employed by more than one company, then the **Ordering Agent** field will be blank. Click on the symbol to view and select the appropriate company and location.



Ref 7.2.1 (f) (i) Batch Create/Edit Page

(ii) If the Ordering Agent's company has only one Paying Customer and/or Paying Location, the OSSD will display the details by default. However, if the Ordering Agent's company has more than one Paying Customer and/or Paying Location or has billing relationships with other companies, you may need to select the Paying Customer and/or Paying Location from the list of values as shown below.



Ref 7.2.1 (f) (ii) Batch Create/Edit Page – Entering Batch Details

- (iii) Click on the drop-down list button, and a list of customer accounts will appear. The accounts on the user's list are limited to those accounts to which the affiliated company has been approved to bill.
- (iv) If the Paying Customer selected has more than one active address, the appropriate address must be selected in the Paying Location field. Click in the Paying Location field and then click on the symbol to open the list of addresses.

			Logged in A	AS
TERNAL AGENT	Batch Create/Edit	Search and Select: Paying Location		Logo
oplication Entry	Batch Name *			
ders Pending Correction	Batch Date	⊡ Search	Advanced	
7 Task - Orders Pending Correction	Purchase Order Nuribe	Address List showing the Pavi	ng	
		Location options.	Search Reset	
	Expedited Processing	Location ID stomer realized Customer realize	Address	
	Ordering/Payin //Shipping	2		
	Ordering Agent *			2
	Ordering_ocation *			2
	Paying Customer *			
	Paying Location *	4		
			OV Could	
			OK Canca	

Ref 7.2.1 (f) (iv) Batch Create/Edit Page – Entering Batch Details

(v) Select the Ship Document and/or Ship Location in the same manner that was used to select and enter information for the Paying Customer and/or Paying Location. (g) If you would like the name of the vessel or vessels to appear on the invoice, then enter the vessel name(s) into the appropriate field. Enter notes or comments in the **Notes** field.

INTERN	IATIONAL RE	GISTRIES,INC.				RETURN TO IRI
						Logged In As dummy
EXTERNAL AGENT	Batch Create/Edit					Logout
Application Entry	Batch Name *			Work Order Number		
Orders Pending Correction	Batch Date			Invoice Agent Email ID *		×
My Task - Orders Pending Correction	Purchase Order Number					
	Expedited Processing	(additional charges apply)			Enter the V and Notes	essel Name(s) as applicable.
	Ordering/Paying/Shipping	Information				
	Ordering Agent *		٩	Ship Documents *		9
	Ordering Location *		٩	Ship Location *		٩
	Paying Customer *		9	Vessel Name(s) *		
	Paying Location *	Once all the details are entered, click Save .	Pa	Notes		1
	Save Back					

Ref 7.2.1 (g) Batch Create/Edit Page – Entering Vessel Details

(h) After entering the order information, save the batch by clicking on Save. Upon clicking the Save button, the OSSD will provide a pop-up indicating the record has been saved. There will also be additional buttons available at the bottom of the screen.

			Entered informati	ion is
CTERNAL AGENT	Batch Create/Edit	Information	saved successfu	ally.
plication Entry	Batch Name *	Record saved successfully!) der Number	
ders Pending Correction	Batch Date		OK Agent Email ID *	
Task - Orders Pending Correction	Purchase Order Number			
	Ordering Agent *	G	Ship Documents *	٩
	Ordering Location *	C	Ship Location *	9
	Paying Customer *	Q	Vessel Name(s) *	
	Paying Location *	C	Upon clicking Save , additional buttons are displayed.	

Ref 7.2.1 (h) Batch Create/Edit Page - Saving the Details

(i) Upon clicking the Back button, the batch will be available to view on the Pending Orders tab. To return to the previous page throughout the OSSD, you must always use the Back button within the OSSD. Do not use the back arrow in your browser window; this will cause you to exit the OSSD, and your unsaved work may be lost.

			Logged In As
			Logout
EXTERNAL AGENT	Batch Create/Edit		
Application Entry	Batch Name *	Work Order Number	
Orders Pending Correction	Batch Date	Invoice Agent Email ID *	
My Task - Orders Pending Correction	Purchase Order Number		
	Ordering Agent *	Ship Documents *	٩
	Ordering Agent *	Ship Documents *	٩
	Ordening Leasting +	Ship Location *	4
	I Craering Location -		
	Paying Customer *	Vessel Name(s) *	

Ref 7.2.1 (i) Batch Create/Edit Page – Saving the Details

INTERN	NATIONAL REGISTRIES	5,INC.			RETURN	I TO IRI
EXTERNAL AGENT	All batch submitted w Greate New Batch Dele the Pen	nes which are not vill be available under ding Orders tab.			Logged In	As Logout
Application Entry Orders Pending Correction My Task - Orders Pending Correction	Pending Orders SetEmitted Orders Account Status View Image: Provide the set of the set o	Batch Date	Purc Orde	Click Edit to open the batch and edit.	edited	
	E			E.1		Edit Edit Edit Edit

Ref 7.2.1 (i) Batch Create/Edit Page – Saving the Details

(j) Click the Add/Edit Seafarers button to add seafarer applications to the batch.

			Logged In As
XTERNAL AGENT	Batch Create/Edit		
pplication Entry	Batch Name *	Work Order Number	
rders Pending Correction	Batch Date	Invoice Agent Email ID *	•
y Task - Orders Pending Correction	Purchase Order Number		
	Ordering/Paying/Shipping Information Ordering Agent *	Ship Documents *	Q.
	Ordering Location *	Ship Location *	
	Paying Customer *		
	Paying Location * Click on A seafarer	Add/Edit Seafarers to add applications to the batch.	

Ref 7.2.1 (j) Batch Create/Edit Page – Adding Seafarers to the Batch

(k) Upon clicking on Add/Edit Seafarers, the seafarer application page is displayed.

					Logged In As
CTERNAL AGENT	Press if seafarer has (or had) RMI of Basic Information	redentials Press if seafarer has NO	T had RMI credentials Previ	ous Next Add New List Delete	Batch Name : TEST123
rders Pending Correction v Task - Orders Pending Correction	Surname *			Permanent Address *	
	Given Name(s)				
	Gender *	Male Female	12	Vessel Official Number *	<i>R</i>
	Date of Birth *	-		Vessel IMO Number	
	Distinguishing Marks			Vessel Name	
	Citizenship *		S.	Seatarer ID	
	Passport Issuing Country *		G		
	Residence Country *		G		
	Residence City		<i>G</i>		

Ref 7.2.1 (k) Batch Create/Edit Page – Adding Seafarers to the Batch

- (1) The seafarer application page has two options: (1) Press if seafarer has (or had)
 RMI credentials and (2) Press if seafarer has NOT had RMI credentials.
 Available fields will depend on which option is selected.
 - (i) The **Press if seafarer has (or had) RMI credentials** window uses an existing FIN or document numbers of previously issued documents (SIRB, OC, SQC) as search criteria.

- Select the appropriate button under **Select Criteria** to search. Then enter the FIN or document number in the **Document Number** field.
- Click on the Search button. The Search Results will appear.
- If the applicant that appears in the window is a match, click on the Use Selected Seafarer button.
- If the Seafarer that appears in the window does not match, click on the **Cancel/Seafarer Not Found** button.
- (ii) The **Press if seafarer has NOT had RMI credentials** option will be used if seafarer has no RMI credentials. The details of the seafarer will have to be entered into the OSSD.

INTER		ES,INC.	Option 2	2	RETURN TO IRI
EXTERNAL AGENT	1 SS if seafarer had) RMI	credentials Press if seafarer has NOT had RMI of	redentials Previous	2 Next Add New List Delete	Logged in As
Application Entry	Basic Information Upload I	Documents OCs Requested SQCs Requested			Batch Name: TEST123
Orders Pending Correction My Task - Orders Pending Correction	Surname *			Permanent Address *	
	Gender * Date of Birth *	Male Female	R	Vessel Official Number *	<i></i>
	Place of Birth			Vessel IMO Number	
	Distinguishing Marks Citizenship *		<u>م</u>	Seafarer ID	
	Passport Issuing Country *		Q		
	Residence Country * Residence City		6		
	4 Save Back				•

Ref 7.2.1 (l) Batch Create/Edit Page – Adding Seafarers to the Batch

(m) The seafarer application page contains four tabs where information will need to be entered.

• Seafarer's Basic Information

	NATIONAL REGISTRIES, INC.	O IRI
EXTERNAL AGENT Application Entry	Logged In As S If seafarer had) RNI credentials Press if seafarer has NOT had RNI credentials Previous Next Add New List Dekte Basic Information joload Documents Occ Requested SQCs Requested Batch Name : TEST123	Logout
Orders Pending Correction Hy Task - Orders Pending Correction	Surname * Permanent Address * Gender * ® Male _ Female	
	Date of Birth * Vessel Official Number * Place of Birth Vessel IMO Number Vessel Name Vessel Name	
	Distinguishing Marks Seafarer ID Passport Issuing Country*	
	Residence Country * 9 Residence City 9	
	c Back	•

Ref 7.2.1 (m) Batch Create/Edit Page – Entering Seafarer's Basic Information

• Uploading Supporting Documents

	NATIONAL REG	ISTRIES,INC.	-	RETURN TO IRI
EXTERNAL AGENT Application Entry Orders Pending Correction	2 d) RMI cre Press if seafarer y Basic Informatic Upload Docu	den Press if seafarer has NOT had RMI credentals Previous Next Add New Let Delete ments cs Recuested SQCs Requested	Batch Name : TEST12	Logged in As dummy Logout
Hy Task - Orders Pending Correction	Application for forer Documents Photo Identity Document Medical Examination Report	Choose File No file chosen		
	Sea Service Transcript Data Privacy Consent Form Affidavit of Lost or Destroyed Certificate (MI-116)	Choose File No file chosen Not Upload Upload View Choose File No file chosen		
	Security Training Certificate Save Back	Choose File No file chosen		

Ref 7.2.1 (m) Batch Create/Edit Page – Uploading Supporting Documents

• Request for OCs

• (INTERN	ATIONAL REGISTRIES,INC.	*	RETUR	RN TO IRI
	EXTERNAL AGENT	Press if seafarer has (or had) RMI C1 Press if seafar. NOT had RMI credentials Previous Next Add New List Delete		Logged	i In As Logout
al la	Application Entry Orders Pending Correction My Task - Orders Pending Correction	Basic Information Upload Docum OCs Requested Requested	Batch Name : T	EST123	
		CRA Grade Description CoC Number Issuing Country	Date of Issue	Date of Expiration	Limitation Deck – GT Enş = KW
		No data to depay,			•
		Save Back			

Ref 7.2.1 (m) Batch Create/Edit Page – Entering OCs Requested

• Request for SQCs

	INTERN	ATIONAL R	EGISTRIES,I	NC.		-	RETUR	N TO IRI
			4	NOT had Ri			Logged	In As
_	EXTERNAL AGENT Application Entry	Press if seafarer has (or had) Basic Information Upload	RMI credentials Press if sea	entials Previo	us Next Add New List Delete	Batch Name: TES	iT123	
	Orders Pending Correction Hy Task - Orders Pending Correction	Ratings/SQCs Requested Seafarer's Book Seafarer's ID Card	Not Required New Renewa	Replacement				
		View - Quick Pick SQC Grade	Issuing Country	Date of Issue	Date of Expiration	Limitation		
		No data to display.						•
		Save Back						

Ref 7.2.1 (m) Batch Create/Edit Page – Entering SQCs Requested

You will need to enter the above information and submit the application for processing. This is described in section 7.2.2. Any missing information will result in an exception in the form of a pop-up notification. Until the exception is remedied, the application cannot be submitted.

7.2.2 Entering Application Details

Below are the details required to be entered on each tab.

Section 1: Entering Seafarer Basic Information

(a) Click Press if seafarer has (or had) RMI credentials or Press if Seafarer has NOT had RMI Credentials depending on the seafarer's RMI document history.

INTERN	IATIONAL REC	JISTRIES,INC.			RETURN TO IRI
					Logged In As
XTERNAL AGENT	Press if seafarer has (or had) RMI cr	edentials Press if seafarer has NOT h	ad RMI credentials Previou:	s Next Add New List Delete	
pplication Entry	Basic Information Upload Do	cuments OCs Requested SQCs Re	quested	Batch N	ame : TEST123
orders Pending Correction Iy Task - Orders Pending Correction	Surname *			Permanent Address *	
	Given Name(s)				
	Gender *	Plaie Pemaie	13	Vessel Official Number *	
	Date of Birth			Vessel IMO Number	
	Distinguishing Marks			Vessel Name	
	Citizenship *		Q.	intially, restricting	you from
	Passport Issuing Country *		9	entering the infor	mation.
	Residence Country *				
	Residence City		d'		
	Save Back				

The fields will be greyed out until you select either **Press if seafarer has (or had) RMI credentials** or **Press if seafarer has NOT had RMI credentials**.

(i) If **Press if seafarer has (or had) RMI credentials** is selected, any of the below search criteria may be used to search for the seafarer. Enter FIN or document number and click on the **Search** button.

				Logged in As
CTERNAL AGENT	Press if seafarer has (or had) RMI crede	entials Press if seafarer has NOT had RMI credentials Previou	Next Add New List Delete	
pplication Entry	Basic Information Upload Docum	nents OCs Requested SQCs Requested		The Court Conferen
rders Pending Correction ly Task - Orders Pending Correction	Surname *	Search Seafarer	Permanent Address *	pop-up window with
	Given Name(s)	Search Criteria		search options is displayed.
	Gender *	tale FIN Document Number		
	Date of Birth *	O OC	Official Number *	
	Place of Birth	⊖ sqc	No Number	
	Distinguishing Marks	Search Search Results	er ID	
	Citizenship *	Hen Colorted Septemer Concel/Septemer Net Found		
	Passport Issuing Country *			
	Residence Country *	<i>A</i>		
	Posidones City			

Ref 7.2.2 Section 1 (a) (i) Batch Create/Edit Page - Seafarer Validation

) INT		L REGISTRI	ies,inc.				
						Logged In As	-
							Logout
XTERNAL AGENT	Search Seafarer						
Application Entry	Search Criteria					3	
Orders Pending Correction	FIN	Document Nur	mber				
My Task - Orders Pending Cor	SIRB						
	Ooc						
	⊖sqc						
	Search						
	Search Results						
	View - Detach			Search results are dis	played.		
	Seafarer ID Surname	Given Name(s)	Date of Birth Place of Birth	Citizenship	Gender		
						Details	
	Use Selected Seafarer Cancel/	Seafarer Not Found					
	Residence City		d.				

Ref 7.2.2 Section 1 (a) (i) Batch Create/Edit Page – Seafarer Validation

S	eafarer Details							×	Logged In As	
	2						1			Logout
CTERN.	Document [®] * Number	Document Type	Document Code	Seafarer ID	Surname	Given Name(s)	Issue Date	Expiration Date		
rders D			-							
y Task										
								C	1. Contract (1997)	
									1	
								and the second	1	
						Click on I	Details to view			
						the details	of the selected			
						seafarer	s documents			
						Searairei	s abcaments.			
									Details	
	100040	IUA.	CIVIDINIDEIN	معممحا	POE	ponix	14-WA1-2021	11-800-2021		
								•		

Ref 7.2.2 Section 1 (a) (i) Batch Create/Edit Page – Seafarer Validation

The **Details** button will show you the details of the documents issued to the seafarer and the status of the documents.

(ii) If the seafarer is found and selected using the Use Selected Seafarer button, the seafarer's details will populate in the Basic Information tab. The rest of the fields will then need to be entered on the Basic Information tab.

If the seafarer cannot be found in the database, select **Cancel/Seafarer Not Found**. You now will need to enter the information for the new seafarer on the **Basic Information** tab.

ð	() INI	ERNATIONAL REGISTRIES, INC.		RETURN TO IRI
				Logged In As
	EXTERNAL AGENT	Search Seafarer		Logout
	Application Entry	Search Criteria		
	Orders Pending Correction My Task - Orders Pending Cor	FIN Document Number 599999 SIRB		
		oc If Use Selected Seafarer is selected, the corresponding information is displayed on the Basic Information tab		
		Search Results		
		Seafarer IF Sumame Give The black Basic Information the is displayed	Gender]
			100	Details
		Use Selected Seafarer Cancel/Seafarer Not Found		
		Residence City		

Ref 7.2.2 Section 1 (a) (ii) Batch Create/Edit Page – Seafarer Validation

(b) If the applicant cannot be found in the database, you will need to enter all of the applicant's information into the **Basic Information** tab.

Click **Press if Seafarer has NOT had RMI Credentials**, then enter the required information in the fields. The **Gender** will default to **Male**. If needed, the gender can be changed to female by selecting the **Female** radio button.

When entering information into the **Basic Information** tab, please use the applicant's national identity document as the basis for surname(s), given name(s), date and place of birth, and citizenship. If citizenship cannot be determined, select **CITIZENSHIP NOT CITED** from the drop-down list of countries provided in the **Citizenship** field. The **Surname**, **Date of Birth**, **Citizenship**, and **Vessel IMO Number** (this is in lieu of the letter of commitment for employment) fields are required. Other fields can be left blank if you do not have the information. (If place of birth is not indicated on the national identity document, this field should be left blank.)

Fields with an asterisk (*) are required and will result in an exception if they are not entered.

- (INTERN.	ATIONAL REG	GISTRIES, INC.		RETURN TO IRI
4	EXTERNAL AGENT	Press if seafarer has (or had) RMI o	credentials ^{III} Press if seafarer has NOT had RMI credential	Previous Next Add New List Delete	Logged In As
-	Application Entry	Basic Information Upload De	ocuments OCs Requested SQCs Requested		Batch Name: TEST123
	Orders Pending Correction My Task - Orders Pending Correction	Surname *		Permanent Address *	
		Given Name(s)			
		Gender *	Male Female	Vessel Official Number *	
		Date of Birth * Place of Birth		Vessel IMO Number	
	Г			Vessel Name	Details
	Ľ	Distinguishing Marks		Seafarer ID	1000
		Citizenship *			
		Passport Issi Click	k Save after entering		
		Residence C det	ails for the seafarer.		
		1			•
		Save Back			

Ref 7.2.2 Section 1 (b) Batch Create/Edit Page – Entering Seafarer's Basic Information

Section 2: Uploading Supporting Documents

- (INTERN	ATIONAL REG	ISTRIES,INC.		RETURN TO IRI
					Logged In As
	EXTERNAL AGENT	Press if se (or had) RMI crede	ntials Press if seafarer has NOT had RMI credentials Previous Next Add New List Delete		
-	Application Entry	Basic Information Upload Docume	CCS Requested SQCs Requested	Batch Name : TEST123	
	Orders Pending Correction	Application for Seafarer	Choose File No file chosen		
	My Task - Orders Pending Correction	Documents			
		Photo	Choose File No file chosen		
		Identity Document	Choose File No file chosen		
		Medical Examination Report	Choose File No file chosen		
		Sea Service Transcript	Choose File No file chosen		
		Data Privacy Consent Form	Uploaded Uploaded View		
		Affidavit of Lost or Destroyed Certificate (MI-116)	Choose File No file chosen		
		Security Training Certificate	Choose File No file chosen		
Γ		Save Back			

Ref 7.2.2 Section 2 (c) Batch Create/Edit Page – Uploading Supporting Documents

- (c) Click on the Upload Documents tab to upload required supporting documents.
 - (i) Uploading Photos (.jpg/.jpeg):

All photo files must be .jpg/.jpeg files with 24-bit color at a resolution of 300 dpi.

(ii) Photo Resizing Steps:

You may need to resize the photo to the recommended size to make sure it will print properly on the seafarer's documents. Requirements are that a photo be no larger than 35 mm x 45 mm and no smaller than 26 mm x 32 mm. In px, this equates to no larger than 130 px x 170 px and no smaller than 98 px x 120 px.

- Open the photo to be uploaded.
- Right click on the photo file. Click **Open** with. Select **Paint** from the available options and click **OK**.
- The photo opens in Paint.

File Home	View	/ 🚯 A		ne *		Edit with
Clipboard	Image		Shapes		Colors	Paint 50
5						

Ref 7.2.2 Section 2 (c) (ii) Batch Create/Edit Page – Uploading Photos

- Click Resize. The Resize and Skew window will open.
- In the **Resize** section of the window, click the **Pixels** button.
- Make sure the **Maintain Aspect Ratio** check box is selected. This will ensure that the image is not distorted.
- The Horizontal and Vertical fields will show you the current size of the photo, in pixels. If the photo does not meet the required size, adjust the size by typing in the Horizontal field. The Vertical field should automatically adjust. When you have resized the photo so that its size is between 130 px x 170 px and 98 px x 120 px, click **OK**.
- Save the photo file and exit Paint.



Ref 7.2.2 Section 2 (c) (ii) Batch Create/Edit Page – Uploading Photos

(iii) Uploading Supporting Documents (.pdf):

All other supporting documents must be .pdf files. All .pdf documents should be scanned at a lower resolution. The RMI Maritime Administrator (the "Administrator") recommends scanning supporting documents in:

- grey scale at a resolution of 100 dpi; or
- color at a resolution of 96 dpi.

You will need to upload scanned copies of the required supporting documentation as shown below.

The names of the buttons and fields on the **Upload Documents**, **OCs Requested**, and **SQCs Requested** tabs may be different, depending on which browser you use. The screenshots in this manual show the names that appear in Edge and Chrome. The Firefox names will appear in parentheses () in the manual text.

Click on the appropriate **Choose File** (**Browse**) button and select the file to upload from your computer or network. Click the **Open** button in the window that appears to upload the file.

	INTERN	IATIONAL REGI	STRIES,INC.		RETURN TO IRI
					Logged In As
-	EXTERNAL AGENT Application Entry	Press if seafa 2 (or had) RMI crede Basic Information Upload Docume	ntials Press if seafarer has NOT had RMI credentials Previous Next Add New List Delete	Batch Name: TEST123	
	Orders Pending Correction My Task - Orders Pending Correction	Application for Seafarer Documents	Choose File No file chosen		
	D	Photo Identity Document	Choose File No file chosen Choose File No file chosen		
		Medical Examination Report	Choose File No file chosen		
		Data Privacy Consent Form	Uploaded Uploaded View		
		Affidavit of Lost or Destroyed Certificate (MI-116)	Choose File No file chosen		
		Save Back	Choose File No file chosen		

Ref 7.2.2 Section 2 (c) Batch Create/Edit Page – Uploading Supporting Documents

(iv) You need to upload the documents against each option in the list one-by-one.

You can view the documents you have uploaded in the panel on the right side of the page. A full-page view in a separate window can also be displayed by clicking **View Full Page**.



Ref 7.2.2 Section 2 (c) (iv) Batch Create/Edit Page – Uploading Supporting Documents

INTER INTER	NATIONAL REGIST	FRIES,INC.	Logged In As
Press if seafarer has (or had) RMI creder Basic Information Upload Docume	ntials Press if seafarer has NOT had RMI credentials nts OCs Requested SQCs Requested	Previous Next Add New List Delete	Loport Batch Name :
Application for Seafarer Documents	Uploaded Update View	Preview I of 1 Q	
Photo Identity Document Medical Examination Report Sea Service Transcript	Uploaded Update View Uploaded Update View Uploaded Update View Uploaded Update View		
 Data Privacy Consent Form Affidavit of Lost or Destroyed Certificate (MI-116) 	Uploaded Uploaded View Uploaded Update View	And in the local sectors of th	No. of Concession, Name
Security Training Certificate	ck Save to save e information.	A manufacture	

Ref 7.2.2 Section 2 (c) (v) Batch Create/Edit Page – Uploading Supporting Documents

(v) Click **Save** to save the uploaded documents.

Section 3: Documents Requested — Request for OCs

	INTERN	ATIONAL REGISTRIES,INC.			RETU	RN TO IRI
5					Logge	d In As Logout
-	EXTERNAL AGENT Application Entry Orders Pending Correction	Press if seafarer has (or had) RMI credentals Previous Nett Add Net Basic Information Upload Documents OCs Requested SQCs Requested CCs Requested	Batch Name : U			
	Click Quick P select the OCs f	ck OC to rom the list.	intry	Date of Issue	Date of Expiration	Limitation Deck – GT Eng – KW
		Save Back				

Ref 7.2.2 Section 3 (d) Batch Create/Edit Page – Entering OCs Requested

(d) You can request an OC by clicking Quick Pick OC or using the Add button.

					Logged In	As
FERNAL AGENT	Press if seafarer has (or had) RMI credentials Press if seafar	er has NOT had	RMI credentials Pre	evious Next A	dd New List Delete	×
plication Entry ders Pending Correction	Basic Information Upload Documents OCs Requested OCs Requested	View -	Use Selected		Click on the Use	
Task - Orders Pending Correction	View - Quick Pick OC Add Delete	Select	Item Code	Grade C	Selected button.	tatio
1			S.CV.OC.1AE	1AE	First Assistant Engineer (Second Engineer Offi	< - G
Multiple o	beck hoxes can be selected		S.CV.OC.2AE	2AE	2nd Assistant Engineer	1
to add	more than one OC line		S.CV.OC.2M	2M	2nd Mate	
			S.CV.OC.2MG	2MGMDRES	Officer in charge of a navigation watch (Secon	
			S.CV.OC.2MG	2MGMGEN	2nd Mate and General Operator - GMDSS	
			S.CV.OC.3AE	3AE	3rd Assistant Engineer	
	Save Back		S.CV.OC.3M	зм	3rd Mate	
			S.CV.OC.3MG	3MGMGEN	3rd Mate and General Operator - GMDSS	
			S.CV.OC.3MRE	3MRESGMD	Officer in charge of a navigation watch (Third	
		0	S.CV.OC.AEL	AEL	Assistant Engineer	-

Ref 7.2.2 Section 3 (d) (i) Batch Create/Edit Page – Entering OCs Requested

(i) If the OCs are entered using the Quick Pick OC button, a pop-up window will display. The required OCs may be selected by clicking the checkbox in the Select column. Multiple OCs may be selected. When you are finished making your selections, click Use Selected.

INTERN.	ATIONAL REGISTRIE	S,INC.		*	RETUR	N TO IRI
					Logged	In As Logout
Applicatic Click Add to Orders Pe add an OC	Arer has (or had) RMI credentials Press if se	eafarer has NOT had RMI credentials Previo	us Next Add New List Delete	Batch Name :		
Hy lask - Orders Perioding Correction	CRA Grade Description	CoC Number	Issuing Country	Date of Issue	Date of Expiration	Limitation Deck = GT En; – KW
Click the Search buttor	n.		%	Po Po	1	ŀ
	Save Back					

Ref Section 3 7.2.2 (d) (ii) Batch Create/Edit Page – Entering OCs Requested

- (ii) If you want to use the **Add** button, select the capacity of the OCs being requested by using the symbol in the **Grade** field. Choose the capacity of the OCs needed from the drop-down list that appears.
- (e) When you have entered the capacity of the desired OC, you will need to enter additional information from the applicant's national CoC. Enter the CoC number and other requested information into the appropriate fields. Upload a complete copy of the applicant's CoC in .pdf format. If you wish to receive a CRA, click in the CRA checkbox to the left of the row. If the CRA checkbox is not selected, no CRA will be issued.

INTERN	ATIONAL REGISTRIES, INC.	TO IRI
\$ EXTERNAL AGENT	Logged In Press if seafarer has (or had) RMI credentials Press if seafarer has NOT had RMI credentials Previous Next Add New List Delete	As Logout
Application Entry Orders Pending Correction Hy Task - Orders Pending Correction	Basc Information Upload Documents DCC Requested EQCS Requested OCS Requested Enter the OC details: Grade, CoC Number, Issuing View- Quick Pick OC Add CRA Grade Description Construction Construct	nitation ck = GT En; W
	Sere Back	•

Ref 7.2.2 Section 3 (e) Batch Create/Edit Page – Entering OCs Requested

(f) Click on **Save** after entering the required information.

43	INTERN	ATIONAL REGISTRIE	S,INC.		-	RETU	RN TO IRI	
						Logge	d In As	
	EXTERNAL AGENT Application Entry Orders Pending Correction	Press if seafarer has (or had) RMI credentials Press if se Basic Information Upload Documents OCs Request OCs Requested	afarer has NOT had RMI credentials Prev ted SQCs Requested	rious Next Add New List Delete	Batch Name :			
	My Task - Orders Pending Correction	View - Quick Pick OC Add Delete Detact	CoC Number	Issuing Country	Date of issue	Date of Expiration	Limitation Deck = GT Enį – KW	
Click Save after entering the details.								
		Save Back						

Ref 7.2.2 Section 3 (f) Batch Create/Edit Page – Entering OCs Requested

	INTERN	IATIONAL	REGISTRIE	S,INC.			RETU	RN TO IRI
	EVTERNAL ACENT	Brars if saafaras has (or h	d) PMI cradantials	Information	Add May List Delate		Logge	d In As
4	Application Entry Orders Pending Correction	Basic Information Upl OCs Requested	ad Documents OC: Re	cord saved successfully!				
	My Task - Orders Pending Correction	View - Quick Pick O CRA Grade	C Add Delete AD Detac	coC Number	Issuing Country	Date of Issue	Date of Expiration	Limitation Deck = GT Eng
		K.			Pop-up window will information is saved	appear when successfully.		
		Save Back						

Ref 7.2.2 Section 3 (f) Batch Create/Edit Page – Entering OCs Requested

(h) If any line needs to be deleted, select the required record and click **Delete**. This will delete the required line.

N		2 Click I	Delete to delete			Logged	In As Logout		
RNAL AGENT	Press if seafarer has (or had) RMI cre Basic Information Upload Docume	den the s	elected record.	Next Add New List Delete	Batch Name :	-			
rs Pending Correction ask - Orders Pending Correction	n OCS Requested J Correction View Quick Pack OC Add Detect Detech								
	CRA Grade Des	cription	CoC Number	Issuing Country	Date of Issue	Date of Expiration	Limitation Deck = GT En; = KW		
		Sector Capital		1 m		1	, ·		
	Select needs	the record to be delete	ed.						
	RNAL AGENT RNAL AGENT as Pending Correction sk - Orders Pending Correction	RNAL AGENT RNAL AGENT Station Entry s Pending Correction sk - Orders Pending Correction CRA Grade Des Save Back Select Save Back Select New Select	RNAL AGENT RNAL AGENT SRAL AGENT Sending Correction Ssk - Orders Pending Correction Ssk - Orders Pending Correction CRA Grade Description Select the record t needs to be delete	CRALAGENT RRALAGENT RRALAGENT Back Information Upload Documents Cs Requested SQCS Requested Soc Requested View - Quick Pick OC Add Dates Detach CRA Grade Description CoC Number Save Back Select the record that needs to be deleted.	Check Delected reacted RNAL AGENT RNAL AGENT RNAL AGENT Salion Entry s Pending Correction sk - Orders Pending Correction CRA Grade Description CoC Number Issuing Country CRA Grade Description CoC Number Issuing Country Save Back Select the record that needs to be deleted.	SRLA AGENT ation Entry s Pending Correction sk - Orders Pending Correction CRA Grade Description CoC Number Issuing Country Date of Issue See Information Upload Documents Ks Requested SQCS Requested Verv → Quick Rck OC Add Detect Detect CRA Grade Description CoC Number Issuing Country Date of Issue See Information SQCS Requested SQCS Requested SQCS Requested	RALA GENT ation Entry s Pending Correction sk - Orders Pending Correction CRA Grade Description CoC Number Issuing Country Date of Issue Date of CRA Grade Description CoC Number Issuing Country Date of Issue Date of See Bed Select the record that needs to be deleted.		

Ref 7.2.2 Section 3 (h) Batch Create/Edit Page – Entering OCs Requested

Section 4: Documents Requested - Request SIRB and SQCs

- (i) If the applicant has never been issued an RMI SIRB, or if a previous SIRB has been expired for over one year, select the New button in the Seafarer's Book row. If the applicant is applying for additional SQCs to be placed in the current book already in his/her possession or already has an active SIRB and is applying for OCs only, select the Not Required button. If the SIRB needs to be renewed or has been lost or damaged and needs to be replaced, select the appropriate button.
- (j) Use the Quick Pick SQC or Add buttons to request SQCs.



Ref 7.2.2 Section 4 (j) Batch Create/Edit Page – Entering SQCs Requested



Ref 7.2.2 Section 4 (j) Batch Create/Edit Page – Entering SQCs Requested

		REGISTRI	ES,INC.		*	Logged	N TO IRI
EXTERNAL AGENT Application Entry Orders Pending Correction	Press if seafarer has (or Basic Information U Ratings/SOCs Reque	had) RMI credentials Press if pload Documents OCs Requ	f seafarer has NOT had RMI credentials Previ estec SQCs Requested	ous Next Add New List Delete	Batch Name: TE	ST123	Logout
My Task - Orders Pending Correction	Seafarer's Book Seafarer's ID Card	Not Required New Not Required New Not Required New SQC Add Delete	Enter the SCQ Detail Issuing Country, Dat Limitation, and uplo	s: Grade, Certificate e of Issue, Date of Ex ad the necessary doc	Number, piration, uments.		
	Grade	Description	Certificate Number	Issuing Country	Date of Issue	Date of Expiration	Limitation
		r:			I		1

Ref 7.2.2 Section 4 (j) Batch Create/Edit Page – Entering SQCs Requested

(k) Upload the supporting certificates for the SQCs you have requested.

INTERN	ATIONAL REGISTRIE	S,INC.			RETUR	N TO IRI
					Logged	In As 7
EXTERNAL AGENT Application Entry	Press if seafarer has (or had) RMI credentials Press if se Basic Information Upload Documents OCs Requeste	afarer has NOT had RMI credentials Previo	us Next Add New List Delete	Batch Name :	-	
Orders Pending Correction Ratings/SQCs Requested Hy Task - Orders Pending Correction Seefarer's Book Not Required _ New @ Reneval _ Replacement Seefarer's ID Card @ Not Required _ New @ Reneval _ Replacement						
	Click Save after entering the details.	h Certificate Number	Issuing Country	Date of Issue	Date of Expiration	Limitation
	Save Back					•

Ref 7.2.2 Section 4 (k) Batch Create/Edit Page – Entering SQCs Requested

de .	INTERN	IATIONAL	REGISTRIES,	INC.		-	RETUR	N TO IRI
	EXTERNAL AGENT Application Entry Orders Pending Correction Hy Task - Orders Pending Correction	Press if seafarer has (or ha Basic Information Uppl Ratings/SQCs Request Seafarer's Book Seafarer's ID Card	d) RMI credentials Pro () Info ad Documents OCs Pe et Mot Required New Renewa () Not Required New Renewa	rmation swed successfully! OR IO Replacement	Pop-up w informati	vindow will a on is saved s	Logged ppear whe uccessfull	n As In Logout Y.
		View - Quick Pick SC Grade	C Add Delete Add Detach	Certificate Number	Issuing Country	Date of Issue	Date of Expiration	Limitation

Ref 7.2.2 Section 4 (k) Batch Create/Edit Page – Entering SQCs Requested

(1) When you have finished with the first application, click the Add New button to open a new record for the next seafarer's application in the batch. You may move between the applications using the Next and Previous buttons. The List button will open a window that shows you all the applicants on the order.

(m) Before submitting the batch, make sure to remove any applicants that are no longer affiliated with the batch. To remove an applicant, go to the applicant's record using the Next and/or Previous buttons, or select the List button and double-click on the seafarer's name. When the record appears on your screen, click in the Surname field. Then click the Delete button on your toolbar.

INTERN	NATIONAL REGI	STRIES,INC.		Logged In As
EXTERNAL AGENT Application Entry Orders Pending Correction	Press if seafarer has (or had) RMI creden Basic Information Upload Docume Surname *	tials Press if seafarer has NOT had RMI credentials Previous nts OCS Requested SQCS Requested	Next Add New List Delete	Batch Name :
My Task - Orders Pending Correction	Given Name(s) Gender * ® Date of Birth * Place of Birth	Click Add New to add new seafarers to the batch.	vessel Official Nurser * Vessel IM Click Li	seafarers from the batch.
	Distinguishing Marks Citizenship * Passport Issuing Country *	Q	Seafarer I	ers in the batch.
	Residence Country * Residence City	ے۔ ا		

Ref 7.2.2 Section 4 (m) Batch Create/Edit Page – Saving the Batch

	IATIOŅAL RE	EGISTRIES,INC. RETURN TO IRI
EXTERNAL AGENT	Press if seafarer has (or had) R	AMI credentials Press if seafarer has NOT had RMI credentials Previous Next Add New List Delete
Application Entry	Basic Information Upload	ad Documents OCs Requested SQCs Requested
Orders Pending Correction	Surname *	Permanent Address *
Hy Task - Orders Pending Correction	Given Name(s)	
	Gender *	Rele premie
	Date of Birth *	All information for the selected seafarer will be deleted?
	Place of Birth	OK Cancel ss I Name Details
	Distinguishing Marks	Seafarer ID
	A confirma the Delete delete the Residence City	ation message will display once e button is clicked. Click OK to record, otherwise click Cancel.

Ref 7.2.2 Section 4 (m) Batch Create/Edit Page – Saving the Batch

	Logged In As
KTERNAL AGENT	Press if seafarer has (or had) RMI credentials Press if seafarer has NOT had RMI credentials Previous Next Add New List Delete
pplication Entry	Basic Information Upload Documents OCs Requested SQCs Requested Batch Name :
rders Pending Correction Iy Task - Orders Pending Correction	Surname * Permanent Address *
	Given Name(s) Seafarer List
	Gender * View - 🔀 Detach
	Date of Birth # Given Name(s) Surname Date of Birth Place of Birth Marks
	Place of Birth
	Distinguishing M Columns Hidden 2
	Citizenship * If a CRA is requested, the
	Passport Issuing Country * Passport Issuing Country *
	Residence Country *
	Residence City

Ref 7.2.2 Section 4 (m) Batch Create/Edit Page – Saving the Batch

(n) Once all the information is entered and saved, click the **Back** button. This will open the **Batch Create/Edit** page.

	INTERN	ATIONAL REGISTRIES, INC.			RETURN TO IRI
					Logged In As
	EXTERNAL AGENT	Batch Create/Edit			
-	Application Entry	Batch Name *		Work Order Number	
	Orders Pending Correction	Batch Date		Invoice Agent Email ID *	
	My Task - Orders Pending Correction	Purchase Order Number			
		Expedited Processing (additional charges apply)			
		Ordering/Paying/Shipping Information			
		Ordering Agent *	4	Ship Documents *	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
		Ordering Location	٩	Ship Location *	٩,
		Paying Custor Click the	Q	Vessel Name(s) *	
		Paying Locati Back button.	9	Notes	
		Save Back Add/Edit Seafarers Validate Seafarer Information Submit			

Ref 7.2.2 Section 4 (n) Batch Create/Edit Page – Saving the Batch

7.2.3 User Application Submission

Below are the steps for the submission of the batch.

(a) Once the batch is entered and saved, click Validate Seafarer Information.

					Logged In As
(TERNAL AGENT	Batch Create/Edit				
pplication Entry	Batch Name *		Work Order Number		
rders Pending Correction	Batch Date		Invoice Agent Email ID *		
y Task - Orders Pending Correction	Purchase Order Number				_
	Ordering Agent *	Q	Ship Documents *		9
	Ordering Agent *	Q	Ship Documents *		٩
	Ordering Location *			and the second second	9
	Paying Customer *	Click Validate S	eafarer Informa	ation	
	Paying Location *	entered	in the batch.	ation	

Ref 7.2.3 (a) Batch Create/Edit Page – Validate Seafarer Information

(b) The **Validate Seafarer Information** button will validate all the information entered for the seafarer application(s) in the batch. Once validated successfully, the below pop-up window is displayed.

			Logged IN AS
TERNAL AGENT	Batch Create/Edit		
plication Entry	Batch Name *	Work Order Number	
ders Pending Correction	Batch Date	(i) Information 📓 gent Email ID *	
Task - Orders Pending Correction	Purchase Order Number	Validated successfully. Ready for submission.	
	Ordering/Paying/Shipping Information		
	Ordering/Paying/Shipping Information		
	Ordering Agent *	Pop-up window will appear when	
	Ordering Location *	information is successfully validated	
	Paying Customer *		
	Paying Location *	Q Notes	

Ref 7.2.3 (b) Batch Create/Edit Page - Validate Seafarer Information

- (c) If there is a problem with the batch, you will get a pop-up message telling you the items that need to be corrected before the batch can be submitted.
- (d) If necessary, return to the records that need additional information by clicking on the Add/Edit Seafarers button. After you have made corrections, return to the Batch Create/Edit window and click the Validate Seafarer Information button again. Once you get the notification that all data is valid, click the OK button to close the notification.

(e) Once validated, click the Submit button. Upon submission, a unique Work Order Number will be generated. You can use this number to refer to the order while it is being processed. After a batch has been submitted, the Submit button will no longer be available.

	_			Logged In As
EXTERNAL AGENT Application Entry Orders Pending Correction My Task - Orders Pending Correction	Once the batch is s Work Order Number	submitted, a r is generated.	Work Order Number Invoice Agent Email ID *	*
	Expedited Processing didditional ch Ordering/Paying/Shipping Information Ordering Location * Paying Customer * Paying Location * Message is the batch	displayed once is submitted.	submitted. OK Vessel Name(s)* Notes	

Ref 7.2.3 (e) Batch Create/Edit Page – Validate Seafarer Information

- (f) Once the batch is submitted, it will no longer appear on the **Pending Orders** tab. Click on the **Submitted Orders** tab to view the status of all submitted orders.
- (g) Upon submission of your order, an Acknowledgement of Application (hereinafter "Acknowledgement") will be issued automatically by email for SIRBs and SQCs requested in the batch. These will be sent to you by email. CRAs will be sent after evaluation of applications by a trained Administrator evaluator.
- (h) If an Acknowledgement cannot be issued automatically, you will receive a notification by email. The application will be reviewed by the Administrator as part of the due diligence process. After this review, the Administrator will send the Acknowledgement or will request additional information.
- (i) Submitted orders can be viewed on the **Submitted Orders** tab, with details displayed under each column.

INTER	NATIONAL REGISTRIES	S,INC.		RETURN TO IRI
EXTERNAL AGENT Application Entry Orders Pending Correction	Create Jaw Batch Delete Batch Refresh Pending Order Submitted Orders Account State	The Submitted Orders tab will show all the submitted orders.		Logged In As
Hy Task - Orders Pending Correction	View (w) Course	Batch Click the Work Order Numb to see the details of the	Number of Number of Per hyperlink	Expedited Work Order Processing Number

Ref 7.2.3 (i) Batch Create/Edit Page – Validate Seafarer Information

(j) The **Batch Details** page will open when the **Work Order Number** hyperlink is clicked.

EXTERNAL AGENT Application Entry Orders Pending Correction Hy Task - Orders Pending Correction	Create New Batch Delete Batch Refresh Pending Orders Submitted Orders Account Status View + B Detach		1. A. 1.	Logged in As Logout
	Batch Name : Batch Date : Purchase Order Number : Vessel Name(s) : Batch Submitted Date : Order Hold :	Number of Seafarers : Work Order Number : Ordering Agent : Paying Customer : Ship Documents :		
	Seafarer Details Given Names Surname Date of Birth	Place of Birth Gender	Passport Country	Residence Country

Ref 7.2.3 (j) Batch Create/Edit Page – Viewing Submitted Order Details



Ref 7.2.3 (j) Batch Create/Edit Page – Viewing Submitted Order Details

- (k) The seafarer application status will be displayed in the Application Status column.
 - (i) The status will change as the order moves through the workflow.
 - (ii) Application statuses are: Pending Validation, Pending Evaluation, Pending Trade Compliance, Pending QA, Pending Assign Book Numbers, and Pending Shipping.

						ogged In As
CTERNAL AGENT	Create Ne	w Batch Delete Batch Refresh				Logo
pplication Entry			(11.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1			<u>.</u>
rders Pending Correct	Batch Details		Uploaded Documents	×		
y Task - Orders Pendi	Batch Name :		Application for Seafarer	View		
	Batch Date :		Documents	9		
	Purchase Order Number :		Photo	View PL/		Vork Order
	Vessel Name(s) :		Identity Document	View PLA		olumber
	Batch Submitted Date :		Medical Examination Report	View IEC		
	Order Hold :		Sea Service Transcript	View		
	Seafarer Details		Affidavit of Lost or Destroyed	View		
			Certificate (MI-116)			
			Security Training Certificate	View Uploaded	Documents View Requested Items	
	4					

Ref 7.2.3 (k) (ii) Batch Create/Edit Page – Viewing Submitted Order Details

							Logout
Seafarer's E	Book New		Seafarer's ID Car	d Not Required			
OCs Requeste	ed	-					X
View 👻 🔛	Detach						
CRA Grade	Description	CoC Numb	er Issuing Country	Issue date	Expiration Date		
 Columns Hidde 	m 2					•	<u>^</u>
Ratings/SQC	s Requested						_
View 🗸 🔛	Detach					AFT MPH &	-
Grade	Description	Certificate Number	Issuing Country	Issue Date	Expiration Date	4	
,	And and a sub-				-		
4 Columns Hidde	en 4					View Requeste	ed Items

Ref 7.2.3 (k) (ii) Batch Create/Edit Page – Viewing Submitted Order Details

7.3 Deficient Applications

The **Deficient Seafarer Applications** window will show applications which have been put on hold due to deficiency. You will be able to edit the application here to make the necessary corrections and then return it for processing. The deficient seafarer applications will be available in the **Orders Pending Correction** queue. You can assign the batch to yourself by clicking the **Assign** button.

	INTERN	ATIONAL REGISTRIES	,INC.				RETU	RN TO IRI
							Logge	d In As
-	EXTERNAL AGENT Application Entry Orders Pending Correction	Deficient Seafarer Applications View • Refresh Image: Constraint of the seafarer of the		Al def	l seafarer documents r iciency will be availabl	marked for e under the]
	My Task - Orders Pending Correction	Batch Name	Batch ate	Pul Order Number	Vessel Name(s) Submitted	Seafarers	Order Number	
	l L	(channes)					-	Assign

- Ref 7.3 Deficient Seafarer Applications
- (a) Click on the **Orders Pending Correction** page to see the orders with deficient applications which require correction.

INTERN	IATIONAL REGISTR	IES,INC.		RETURN TO IRI
EXTERNAL AGENT	My Task - Deficient Orders			Logged in As
Application Entry Orders Pending Correction My Task - Orders Pending Correction	View • Refresh 🐼 🖓 Dan Work Order Number Batch Name	Click the Deficient Seafarer Applications window to view orders in which the seafarer documents are marked as deficient.	Expedited Processing	Edt

(b) Click the Assign button to assign the batch to your queue: My Task – Orders Pending Correction. Once the order has been moved to My Task – Orders Pending Correction, other users in your office will not be able to access the order. This will prevent any confusion which might result from you and your colleagues working on the same order at the same time. Click Edit to open the order or click Return to return the order back to the main queue for Orders Pending Correction.

INTERN	ATIONAL REGISTRIES, INC			-	RETURN TO IRI
EXTERNAL AGENT	My Task - Deficient Orders				Logged In As
Application Entry Orders Pending Correction My Task - Orders Pending Correction	View Refresh	Batch Date	Number of	Click Edit to open the order.	
	Number Secondance		Seafarers		Edit Return

Ref 7.3 (b) Editing Deficient Seafarer Applications

Ref 7.3 (a) Deficient Seafarer Applications

(c) When the order is opened, order details will be greyed out on the Batch Create/Edit page. Changes to the order details such as Batch Name, Purchase Order Number, Work Order Number, Batch Date, Ordering/Paying/Shipping Information will not be permitted. The Expedited Processing check box and the Notes section will be editable to allow you to make necessary updates to the order.

INTERN	ATIONAL REGISTRIES, INC.		RETURN TO IRI
			Logged In As
EXTERNAL AGENT	Batch Create/Edit		
Application Entry	Batch Name *	Work Order Number	
Orders Pending Correction	Batch Date	Invoice Agent Email ID *	
My Task - Orders Pending Correction	Purchase Order Number		
	Ordering/Paying/Shipping Information Ordering Agent *	Ship Documents *	
	Ordering Location *	Ship Location *	9
	Paying Customer *	Vessel Name(s) *	
	Paying Location *	S Notes	
			4
	Save Back Add/Edit Seafarers Resubmit		

Ref 7.3 (c) Editing Deficient Seafarer Applications

(d) Click Add/Edit Seafarers to open the deficient seafarer application. Once the deficient application is opened, the Basic Information tab will display on the page. All the applications which are deficient will be available for editing. Other seafarer applications which have no deficiency will be greyed out, as no changes will be needed on them.

N2						Logged In As
						Logout
XTERNAL AGENT	Press if seafarer has (or had) RMI c	redentials Press if seafarer ha	IS NOT had RMI credentials	ous Next Add New List Delete		
pplication Entry	Basic Information Upload Do	ocuments (Deficient) OCs Rec	quested (Deficient) SQCs Reque	ited	Batch Name :	
rders Pending Correction	Surname *			Permanent Address *		
y Task - Orders Pending Correction	Given Name(s)		abs with deficient	documents will		
	Gender *	Male ○ Female	ave the text "(Defi	cient)" on them.		11
	Date of Birth *		B.	Vesser official Number 4		
	Place of Birth			Vessel IMO Number		
	Distinguishing Marks			Vessel Name	Conception of the second second	Details
			10	Seafarer ID		
	Citizenship *		~			
	Passport Issuing Country *		6			
	Residence Country *		<i>₽</i>			
			10			

Ref 7.3 (d) Editing Deficient Seafarer Applications

(e) Click the **Uploaded Documents** tab. Items marked for deficiency will display in **RED** font indicating that correction is needed.

The tabs with deficient items will be shown as **Upload Documents (Deficient)**, **OCs Requested (Deficient)**, and **SQCs Requested (Deficient)**, if applicable.

- (INTERNA	TIONAL REGI	STRIES,INC.	RETURN TO IRI
	EVTERNAL AGENT	Press if spafarer bas (or had) DMI crede	ntiale Press if ceafarer has MOT had DNT credentials	Logged In As
_	Ap All items marked as	ic Information Upload Docume	nts (Deficient) OCs Requested (Deficient) SQCs R	Requested
	in RED font.	pplication for Seafarer ocuments	Uploaded Update View Deficience	The Deficiencies button shows
		Hoto	Uploaded Update View	the details of the documents marked as deficient
		Identity Document	Uploaded Update View	
		Medical Examination Report	Uploaded Update	e Lindete butten te
	Any additional document	rvice Transcript	Uploaded Update Upload t	the new document.
	will be uploaded under	rivacy Consent Form	Uploaded Uploaded V	
	Additional Documents.	it of Lost or Destroyed .cate (MI-116)	Uploaded Update View	
		Security Training Certificate	Uploaded Update View	
		Additional Documents	Choose File No file chosen	
		Save Back		

Ref 7.3 (e) Editing Deficient Seafarer Applications

(f) Click the **Update** button to upload the new document.

			Logged in As
			Logo
XTERNAL AGENT	Press if seafarer has (or had) RMI crede	ntials Press if seafarer has NOT had RMI credentials Previous Next	Add New List Delete
pplication Entry	Basic Information Upload Docum	ents (Deficient) OCs Requested (Deficient) SQCs Requested	Batch Name :
rders Pending Correction Iy Task - Orders Pending Correction	Application for Seafarer Documents	Uploaded Update View Deficiencies	
	Photo	Uploaded Update View	
	Identity Document	Uploaded Update File	
	Medical Examination Report	Uploaded Choose File No file chosen	
	Sea Service Transcript	Uploaded OK Cancel	
	Data Privacy Consent Form	Uploaded Uninaded View	
	Affidavit of Lost or Destroyed Certificate (MI-116)	Uploaded Update View th	Jpon clicking the Update button, e Update File pop-up window will
	Security Training Certificate	Uploaded Update View a	ppear. The new document can be
	Additional Documents	Choose File No file chosen	aploaded non-nere.

Ref 7.3 (f) Editing Deficient Seafarer Applications

(g) Upon uploading the new document, a **History** button will appear. Clicking the **History** button will display the document originally uploaded.

INTERNATIONAL RE	EGISTRIES,INC.	RETURN TO IRI
		Logged In As
EXTERNAL AGENT Application Entry Basic Information Upload I	II credentials Press if seafarer has NOT had RMI credentials Previous Next Ocuments (Deficient) OCs Requested (Deficient) SQCs Requested	Add New List Delete Batch Name : UTKARSH010
Orders Pending Correction Application for Seafarer My Task - Orders Pending Correction Documents	Uploaded Update View Deficiencies	Preview I
Photo Identity Document	Uploaded Update View Uploaded Update View History	
Medical Examination Rep	ort Uploaded Update View	Upon uploading the new document, the
Data Privacy Consent For	uploaded Uploaded View	button will show the document history.
Affidavit of Lost or Destro Certificate (MI-116)	vyed Uploaded Update View	
Security Training Certifici Additional Documents	Uploaded Update View Choose File No file chosen	and the second s
Save Back		

Ref 7.3 (g) Viewing History Documents

5	INTERN	IATIONAL REGI	STRIES,INC.	RETUR	N TO IRI
				Logged	In As Logout
-	EXTERNAL AGENT Application Entry	Press if seafarer has (or had) RMI creder Basic Information Upload Docume	ntials Press if seafarer has NOT had RMI credentials Previous Next	Add New List Delete Batch Name :	
	Orders Pending Correction	Application for Seafarer	Uploaded Update View Deficiencies	Preview	
	My Task - Orders Pending Correction	Click View to see the document upload	e new ed. View consumer Update View History	Click History to see the document history.	
l		Medical Examination Report	Uploaded Document History		
l		Data Privacy Consent Form	Uploaded Document ID Uploaded By Uploaded Da	te Undated By Undated Date	tion
I		Affidavit of Lost or Destroyed Certificate (MI-116)	Uploaded Columns Hidden 1	old document.	
		Security Training Certificate	Uploaded		-
l		Additional Documents	Choose File No file chosen		
		Save Back			

Ref 7.3 (g) Viewing History Documents

- (h) Follow the same steps to remedy deficiencies on the OCs Requested (Deficient) and SQCs Requested (Deficient) tabs and click Save.
- (i) If there are more applications with deficiencies in the batch, repeat the same steps to upload the new documents.

(j) Once the deficiencies are remedied, click **Resubmit** to resubmit the batch as shown below.

			Logged In As
TERNAL AGENT	Batch Create/Edit		
plication Entry	Batch Name *	Work Order Number	
Orders Pending Correction	Batch Date	Invoice Agent Email ID *	•
Jask - Orders Pending Correction	Purchase Order Number		
	Ordering Agent *	Ship Documents *	9
	Ordering Location *	Ship Location *	Q.
	Paying Customer *	Vessel Name(s) *	
	Paying Location *	Notes	

Ref 7.3 (j) Resubmitting Application

		Logged in As
KTERNAL AGENT	Batch Create/Edit	Logo
pplication Entry	Batch Name *	Work Org
rders Pending Correction	Batch Date	Invoice, A message confirmation is displayed
ly Task - Orders Pending Correction	Purchase Order Number	upon clicking Resubmit . Click Yes to resubmit the batch, otherwise click No .
	Expedited Processing (additional charge	appiy)
	Ordering/Paying/Shipping Information	
	Ordering Agent *	re you sure you want to resubmit the batch?
	Ordering Location *	TYPE IND Strip Security A
	Paying Customer *	Vessel Name(s) *
	Paying Location *	Notes

Ref 7.3 (j) Resubmitting Application

(k) Once the deficient applications are corrected and the batch is resubmitted, the batch will no longer be available in the My Task – Orders Pending Correction queue. You can now view it on the Submitted Orders tab of the Application Entry queue to check the status.

7.4 Account Status

The **Account Status** tab will be used to view the invoices. It will list unpaid invoices for requested documents.

	INTERNATIONAL REGISTRIES, INC.									
*	EXTERNAL AGENT	Create New Batch Delete Batch	Refresh	The Account Status tab is used			-	Logged In As		
	Application Entry Orders Pending Correction Hy Task - Orders Pending Correction	Pending Orders Submitted Orders	Account Status				1	7		
		Invoice Number No data to display.	Invoice Date	Purchase Order	Work Order Number	Total Amount Due	Balance Due			

Ref 7.4 Account Status Page

Click on the **Email Invoice** button for an order to send a copy of the invoice to the email address of the designated accounting contact. Contact was entered in the **Invoice Agent Email ID** field on the **Batch Create/Edit** page.

The orders for which invoices have been sent will be marked in **GREEN** font, and the orders for which invoices have not been sent will be marked in **RED** font.

Note: You will only be able to view invoices issued to your company.

-	EXTERNAL AGENT					Click Email Invoice to send the invoice via email. The invoice will be sent to the email address selected in the Invoice Email ID field during batch creation.				
	A Pelotion Entry Orders Pending Correction Hy Task - Orders Pending Correction	Cease rest using Detecte using Periodia Pending Orders Submitted Orders Acco View ▼ Implement Implement Invoice Number Invoice Invoice	count Status	Click View Invoice to view invoice. The invoice will op a .pdf file under a separate	v the ben as e tab.	re Due	View Invoice	Email Invoice		

Ref 7.4 Account Status Page – Email Invoice