

IWAI- Inland Waterways Authority of India

User Guide

User Management

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1. Introduction

This user manual provides step-by-step instructions for registering on the IWAI portal, managing login credentials, and recovering forgotten passwords. Follow these guidelines to complete your registration and access the portal efficiently.

URL: <https://navic.iwai.gov.in/>

Sign In

Email Address

Password

 
 Remember Me [Forgot Password](#)

  Text Verification

Sign In

----- OR Login with -----

 **Mer Pehchaan**
SINGLE SIGN-ON SERVICE

 **ई-प्रमाण**
e-Pramaan

Don't Have Account? [Register here](#)

2. Registration Process

- Open your web browser and navigate to the IWAI url
- Home page will appear, click on “**Register Here**”.
- The **User Registration** form will appear.

The screenshot shows the 'User Registration' form with the following fields and sections:

- Select Category ***: A dropdown menu with 'Ship Owner' selected.
- User Type ***: A dropdown menu with 'Select User Type'.
- Name ***: A text input field with a red border and the message 'The Name field is required.' below it.
- Email Id ***: A text input field.
- Mobile Number ***: A text input field.
- Address ***: A text input field.
- State ***: A dropdown menu with 'Select State'.
- PAN Number**: A text input field.
- GST Number**: A text input field.
- CIN Number**: A text input field.
- DIN Number**: A text input field.
- IMO Number of Company/Individual**: A text input field.
- Date of Incorporation**: A date picker with the format 'dd-mm-yyyy'.

Upload Document section:

- Company Registration Certificate**: Choose File / No file chosen
- MOA Certificate**: Choose File / No file chosen
- GST Certificate**: Choose File / No file chosen
- AOA Certificate**: Choose File / No file chosen
- CIN Certificate**: Choose File / No file chosen
- IMO Certificate**: Choose File / No file chosen

Note: Only pdf,docx,docs file types, with a maximum size of 4 MB

Buttons: **Sign Up** (blue), **Reset** (grey)

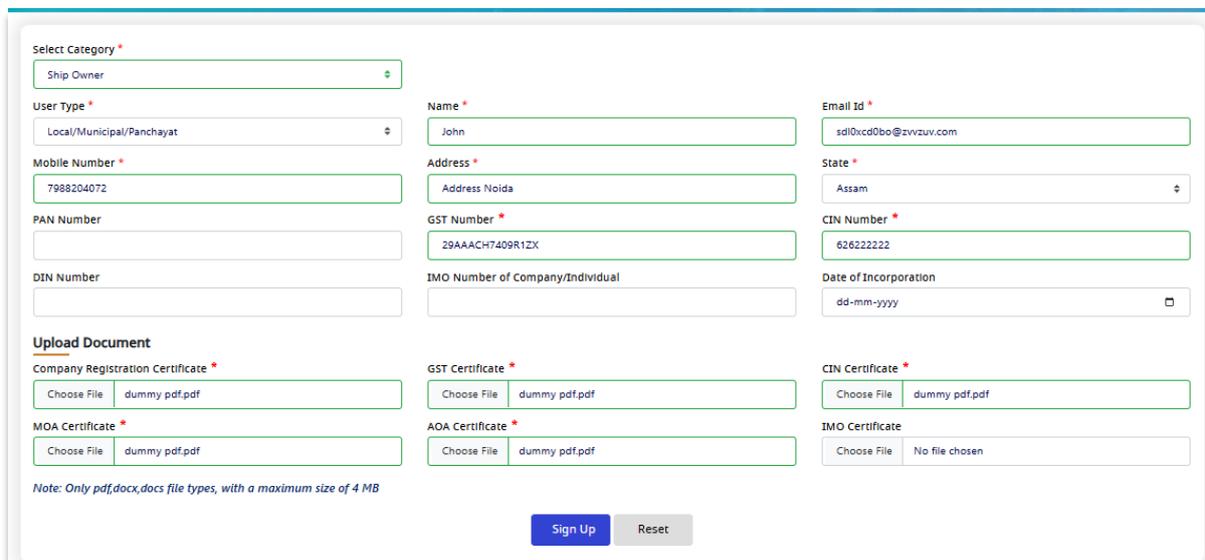
- By default Category will be set to Ship Owner
- You can select any category from the dropdown menu. The form fields will adjust automatically based on the selected category.

The screenshot shows the 'User Registration' form with the 'Select Category' dropdown menu open, displaying the following options:

- Ship Owner (highlighted in blue)
- Ship Builder
- Ship Manager
- Ship Designer
- IV Crew
- Service Provider
- IVNTI
- Classification Societies

The rest of the form fields and sections are the same as in the previous screenshot.

- Fill in all mandatory fields
- Upload the required Documents



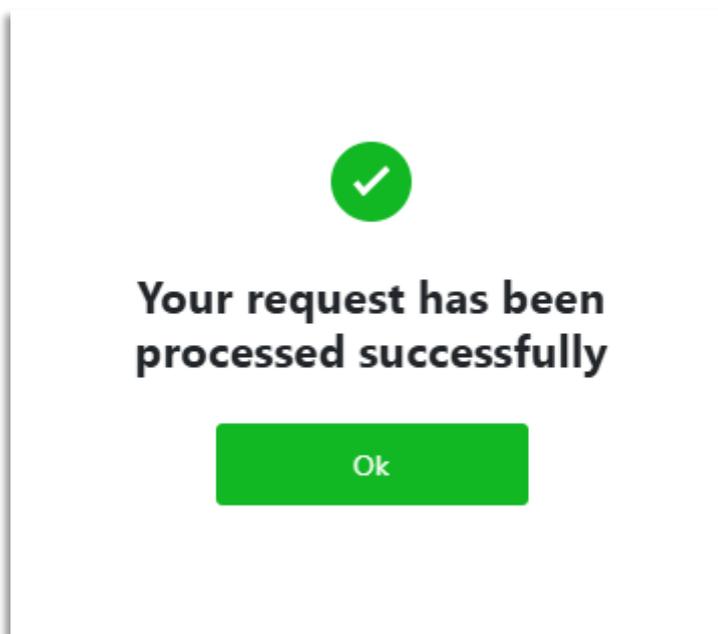
The image shows a registration form with the following fields and sections:

- Select Category ***: Ship Owner
- User Type ***: Local/Municipal/Panchayat
- Name ***: John
- Email Id ***: sdl0xcd0bo@zvvzv.com
- Mobile Number ***: 7988204072
- Address ***: Address Noida
- State ***: Assam
- PAN Number**: (empty)
- GST Number ***: 29AAACH7409R1ZX
- CIN Number ***: 62622222
- DIN Number**: (empty)
- IMO Number of Company/Individual**: (empty)
- Date of Incorporation**: dd-mm-yyyy
- Upload Document**:
 - Company Registration Certificate ***: dummy.pdf.pdf
 - GST Certificate ***: dummy.pdf.pdf
 - CIN Certificate ***: dummy.pdf.pdf
 - MOA Certificate ***: dummy.pdf.pdf
 - AOA Certificate ***: dummy.pdf.pdf
 - IMO Certificate**: No file chosen

Note: Only pdf,docx,docs file types, with a maximum size of 4 MB

Buttons: Sign Up, Reset

- Click on the Sign Up button
- A confirmation message will be displayed, confirming the successful submission of the registration form.



Approval by DA

- The registration request will be sent to the Designated Authority (DA) for approval.

- Once the DA approves the request, you will receive login credentials via your registered email ID.

Note:- For users registering under the IV Crew category, the registration request is automatically approved and does not require DA approval.

- For **IVNI registration**:
 - If the **Institute Type** is **State**, the request is forwarded to the **Designated Authority (DA)**.
 - If the **Institute Type** is **Central**, the request is forwarded to the **Nodal Officer**.

3. Login

The IWAI portal provides two methods for user login:

1. Login using Registered Email ID and Password

- Enter your registered Email ID and Password to access the system.

Sign In

Email Address
shipown@gmail.com

Password
.....

Remember Me [Forgot Password](#)

Text Verification
3814

Sign In

----- OR Login with -----

 **Mer Pehchaan**
SINGLE SIGN-ON SERVICE

 **ई-प्रमाण**
e-Pramaan

Dont Have Account? [Register here](#)

2. Login through e-Pramaan

- Users can also log in using e-Pramaan authentication for secure access.



- Click on e-Pramaan

Login through e-Pramaan

When selecting Login through e-Pramaan, the following three login options are available. In all cases, Password is mandatory:

1. Login using Username and Password

- Enter your e-Pramaan Username and Password.

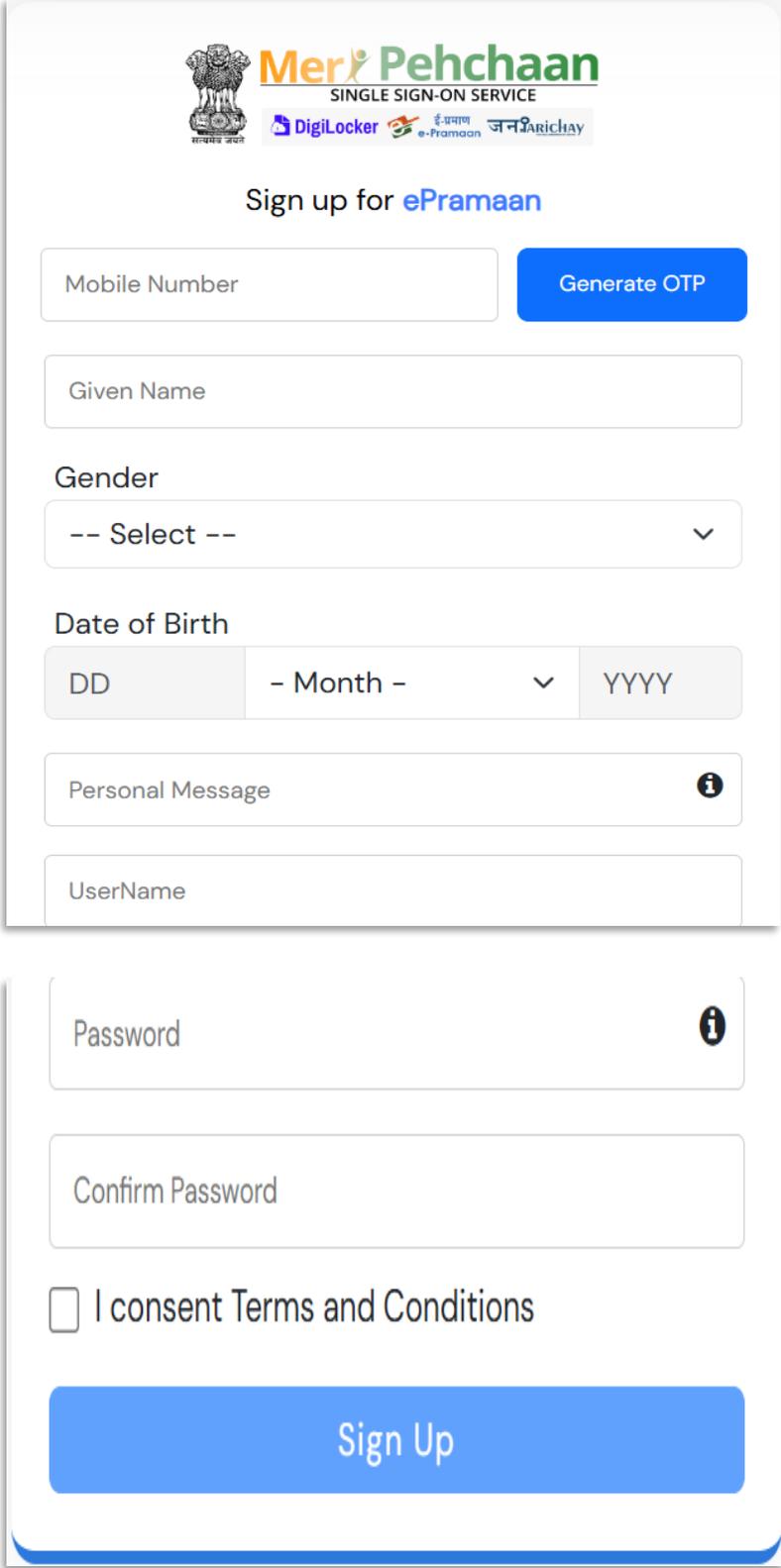
2. Login using Mobile Number and Password

- Enter your registered Mobile Number and Password.

3. Login using Aadhaar / PAN / Driving Licence and Password

- Enter your Aadhaar / PAN / Driving Licence number and Password.

Users who are not registered can click on “New User” to complete the registration process.



The image shows a registration form for Mer Pehchaan, a single sign-on service. At the top, there is the Mer Pehchaan logo with the text 'SINGLE SIGN-ON SERVICE' and logos for DigiLocker, ePramaan, and Jan Arichay. Below the logo, the text 'Sign up for ePramaan' is displayed. The form consists of several input fields: 'Mobile Number' with a 'Generate OTP' button, 'Given Name', 'Gender' (a dropdown menu with '-- Select --'), 'Date of Birth' (a date picker with 'DD', '- Month -', and 'YYYY' fields), 'Personal Message' (with an information icon), 'UserName', 'Password' (with an information icon), and 'Confirm Password'. There is also a checkbox for 'I consent Terms and Conditions' and a large blue 'Sign Up' button at the bottom.

Mer Pehchaan
SINGLE SIGN-ON SERVICE

DigiLocker e-Pramaan जन आरिचय

Sign up for ePramaan

Mobile Number Generate OTP

Given Name

Gender
-- Select --

Date of Birth
DD - Month - YYYY

Personal Message i

UserName

Password i

Confirm Password

I consent Terms and Conditions

Sign Up

- Fill in all **mandatory fields**.

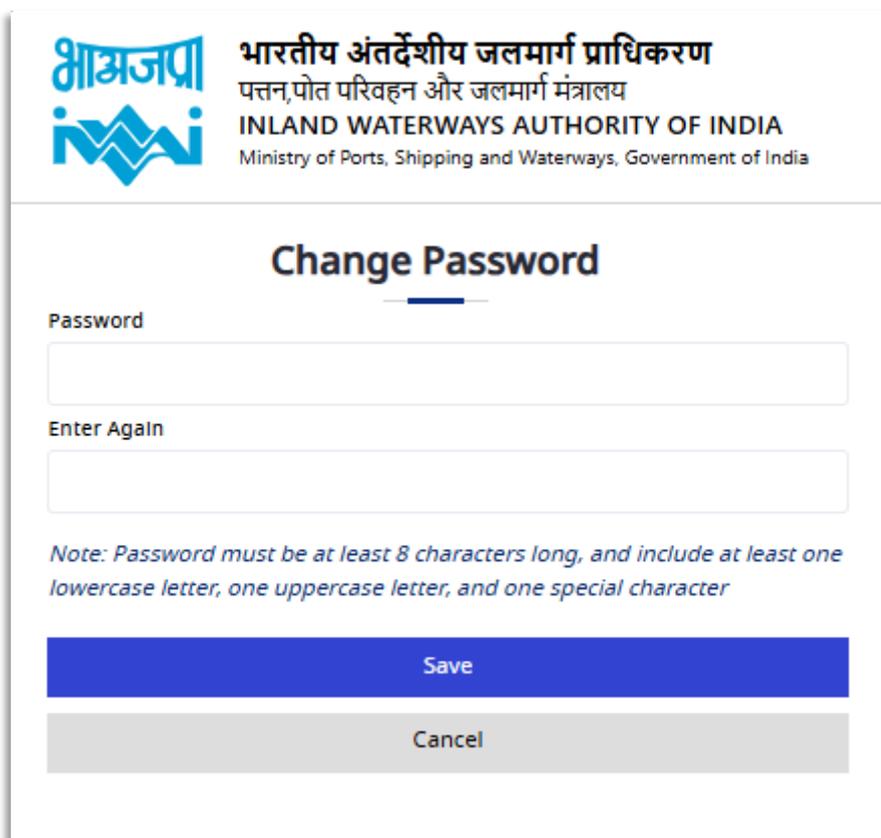
- Click on **Sign Up**.
- The user will be successfully registered.
- The user can then log in and will be redirected to the **IWAI Dashboard**.

Post-Login Validation and Dashboard Access

- After login, the system will verify whether the user is registered on the IWAI portal.
- If the user is not registered, the system will capture the required details like State, Category, DOB, Mobile Number, User Name, Email Id etc
- Upon successful verification or registration, the user will be redirected to the IWAI Dashboard.

4. Change Password

- When logging in for the first time, you will be redirected to a password change screen.



The screenshot shows the 'Change Password' form on the IWAI portal. At the top left is the IWAI logo with the text 'भारतीय अंतर्देशीय जलमार्ग प्राधिकरण' and 'INLAND WATERWAYS AUTHORITY OF INDIA'. Below the logo is the text 'पत्तन, पोत परिवहन और जलमार्ग मंत्रालय' and 'Ministry of Ports, Shipping and Waterways, Government of India'. The main heading is 'Change Password'. There are two input fields: 'Password' and 'Enter Again'. Below the fields is a note: 'Note: Password must be at least 8 characters long, and include at least one lowercase letter, one uppercase letter, and one special character'. At the bottom are two buttons: 'Save' (blue) and 'Cancel' (grey).

- Enter a new password following the password policy. After updating the password, you will gain access to the portal.

5. Forgot Password

If you forget your password, you can recover it by following these steps:-

- On the login screen, click on the **Forgot Password** link.

The image shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Email Address** (Label) with a text input field containing the placeholder 'Enter Your Email Address'.
- Password** (Label) with a text input field containing the placeholder 'Enter Your Password' and an eye icon for toggling visibility.
- Remember Me** (Checkbox)
- [Forgot Password](#) (Link)
- Text Verification** (Label) with a CAPTCHA image and a text input field.
- Sign In** (Button)
- OR Login with ----- (Text)
- Logos for **Mer Pehchaan** (SINGLE SIGN-ON SERVICE) and **ई-प्रमाण e-Pramaan**.
- [Dont Have Account? Register here](#) (Link)

- Enter your registered email ID.



भारतीय अंतर्देशीय जलमार्ग प्राधिकरण
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
INLAND WATERWAYS AUTHORITY OF INDIA
Ministry of Ports, Shipping and Waterways, Government of India

Forgot Password

Email Address *

Text Verification



[Send New Password](#)

[Sign In](#)

- Complete the text verification (captcha).
- Click on **Send New Password**.
- You will receive a password reset link on your registered email ID.
- Use the link to reset and create a new password successfully.