

IWAI- Inland Waterways Authority of India

User Guide

Registration

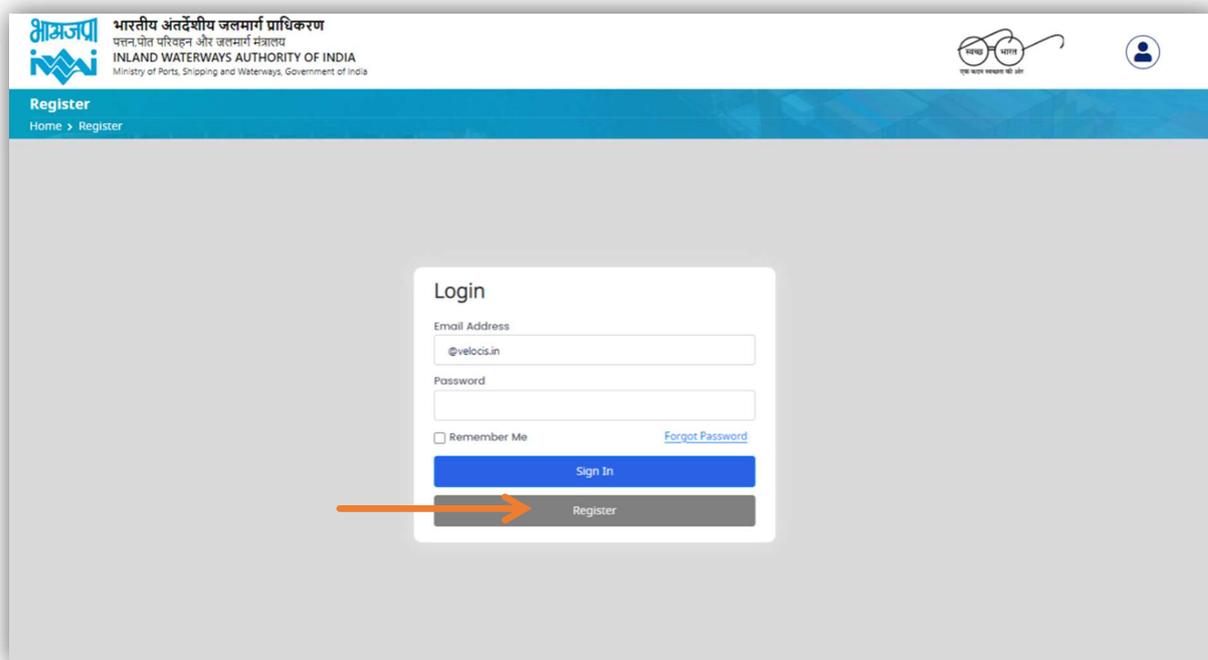
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1. Introduction

This user manual provides a step-by-step guide to navigating the system for the registration processes. The manual is designed to ensure that all users can efficiently use the system to meet their registration needs.

URL: <http://35.200.177.231:8080>



The screenshot displays the user interface of the Inland Waterways Authority of India (IAWAI) website. At the top, there is a header with the IAWAI logo and name in Hindi and English, along with the Ministry of Ports, Shipping and Waterways, Government of India. A navigation bar below the header shows 'Register' and 'Home > Register'. The main content area features a 'Login' form with fields for 'Email Address' (containing '@velocis.in') and 'Password'. Below these fields are a 'Remember Me' checkbox and a 'Forgot Password' link. Two buttons are present: a blue 'Sign In' button and a grey 'Register' button. An orange arrow points to the 'Register' button.

2. Registration Process

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

The screenshot shows a registration form with the following fields and values:

- Select Category ***: Ship Owner
- User Type ***: Individual
- Name as Per Selection ***: Velocis
- Email Id ***: test@gamil.com
- Address ***: velosic system pvt ltd , A25
- State ***: Select State
- Aadhar Number**: (empty)
- PAN Number**: (empty)
- GST Number**: (empty)
- CIN Number**: (empty)
- DIN Number**: (empty)
- IMO Number of Company/Individual**: (empty)
- Date of Incorporation**: dd-mm-yyyy

Upload Document

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

Note: File Type Allowed - application/pdf,application/docx and size should not be greater then 9 mb.

SIGN UP **RESET**

- By default **Category** will be selected as **Ship Owner**

The screenshot shows the 'Select Category' dropdown menu open, with a red box highlighting the list of options. The options are:

- Ship Owner
- Ship Builder
- Ship Manager
- Ship Designer
- IV Crew
- Service Provider
- Maritime Training Institute
- Classification Societies
- Designated Authority

The other fields in the form are partially visible and contain the same values as in the previous screenshot.

- Select **User Type** from the dropdown list.

Select Category *

Ship Owner

User Type *

Individual

Select User Type

Individual

Firm

Private Limited

Name as Per Selection *

Velocis

State *

Select State

PAN Number

DIN Number

CIN Number

- Fill mandatory fields
- Upload Document

Select Category *

Ship Owner

User Type *

Individual

Name as Per Selection *

Velocis

Email id *

test@gamil.com

Address *

velocis ssystem pvt ltd , A25

State *

Haryana

Mobile Number *

8788735225

Aadhar Number

PAN Number

GST Number

CIN Number

DIN Number

IMO Number of Company/Individual

CBIC-YYYY MM ZCDR NNNN

Date of Incorporation

22-08-2024

Upload Document

Registration Certificate

Choose File FORM-4 (REVIEW CLASSIFIED RECORDS) (1).pdf

GST Certificate

Choose File FORM-5 (ANNUAL REPORT).pdf

CIN Certificate

Choose File No file chosen

MOA OR AOA

Choose File FORM-4 (REVIEW CLASSIFIED RECORDS) (1).pdf

IMO Certificate

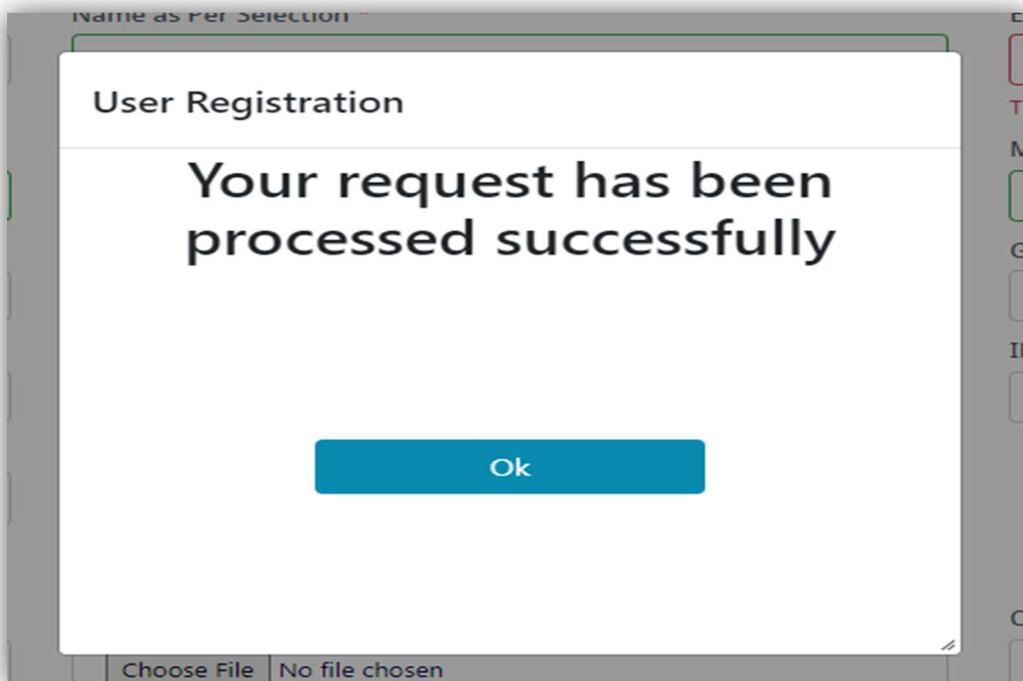
Choose File FORM-5 (ANNUAL REPORT).pdf

Note: File Type Allowed - application/pdf,application/docx and size should not be greater then 9 mb.

SIGN UP RESET

The screenshot shows a registration form with two sections for certificate uploads. The first section is labeled 'GST Certificate' and contains a file input field with the text 'Choose File' and 'FORM-5 (ANNUAL REPORT).pdf'. The second section is labeled 'IMO Certificate' and also contains a file input field with 'Choose File' and 'FORM-5 (ANNUAL REPORT).pdf'. Below these fields, there is a note: 'Size should not be greater than 9 mb.'. At the bottom of the form, there are two buttons: a blue 'SIGN UP' button and a grey 'RESET' button. An orange arrow points to the 'SIGN UP' button.

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



- After registration, the login details will be sent to the registered email ID.