

CASPIA SHIP MANAGEMENT PVT LTD

Candidate Portal

STEP-BY-STEP GUIDEBOOK

Login · Dashboard · Document Submission

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1. Introduction

This guidebook is designed to help seafarer candidates understand how to log in to the Caspia Ship Management Candidate Portal, navigate the system after login, and correctly fill in all required documents. Follow each section to ensure your profile is fully completed and ready for review.

What is the Candidate Portal?

The Candidate Portal is a secure online system used by Caspia Ship Management Pvt Ltd to collect, store and manage seafarer candidate information.

It allows you to submit your personal details, certificates, medical records, sea experience, and other required documents — all in one place.

Once your profile is complete, the crewing team can review your application and match you with suitable vessel postings.

Who Should Use This Guide?

This guide is for all seafarer candidates who have received login credentials (username and password) from Caspia Ship Management. If you have not received your credentials, contact the crewing office.

2. Logging In to the Portal

2.1 What You Need Before You Start

- Your registered email address (this is your username)
- Your temporary password (sent to you by email from Caspia Ship Management)
- A computer, tablet, or smartphone with an internet connection
- A modern web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari)

2.2 Step-by-Step Login Process

1. Open your web browser and go to the Caspia Ship Management portal URL provided to you (e.g. <https://portal.caspiaship.com>).
2. On the login page, enter your Email Address in the Username field.
3. Enter your Password in the Password field. Use the temporary password sent to you by email. (Passwords are case-sensitive — make sure Caps Lock is OFF.)
4. Click the Log In button.
5. If this is your first login, you may be asked to change your password. Choose a strong password (at least 8 characters, mixing letters and numbers).

Trouble Logging In?

Forgot Password: Contact the crewing office and request a password reset.

Username not recognised: Ensure you are using your registered email address exactly as provided.

Browser issues: Try clearing your browser cache or using a different browser.

Contact: it@caspiaship.com for technical support.

3. After Login — Your Dashboard

After a successful login, you will be taken to your Candidate Dashboard. This is your central hub for managing all your information.

3.1 Dashboard Overview

The dashboard displays the following elements:

- Welcome message with your name
- Navigation sidebar on the left with links to all document sections
- A document completion progress indicator showing which sections are filled
- Quick links: Edit My Profile, View Documents, Logout

3.2 Navigation Sidebar — All Sections

The sidebar lists every section of your candidate profile. You must complete all sections for your profile to be marked as 100% complete. The sections are:

Field Name	What to Enter / Notes
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Personal Info	Your basic details — name, rank, contact, address, next of kin
Passport	Passport number, country, issue & expiry dates, scanned copy
Seaman	Seaman's Book / CDC details, issue authority, expiry
Licenses	STCW and other maritime licences / certificates of competency
SID	Seafarer Identity Document details
Medical Certificate	Medical fitness certificate — number, issuing doctor, validity
Vaccinations	Vaccination records (e.g. Yellow Fever, COVID-19, Hepatitis)
Beneficiary	Names and contact details of your nominated beneficiaries
Education	Academic qualifications — school, college, maritime institute
Endorsement	Endorsements / flag-state approvals for certificates
Flag Documents	Flag-state certificates relevant to the vessels you sail on
Bank Account	Bank details for salary remittance
Courses	STCW mandatory courses and other training certificates
DG Verification	Dangerous Goods (DG) verification documents
Other Courses	Additional courses not listed under mandatory/STCW
Sea Experience	Past vessel employment history — ship names, ranks, dates

3.3 Document Completion Status

Each section will show one of three statuses:

- Not Started — No information has been entered for that section.
- In Progress — Some information entered but the section is incomplete.
- Completed — All required fields have been filled and saved.

Your overall profile completion percentage is shown on the dashboard. Aim for 100% before your interview or joining date.

How to Fill In Your Documents

Click any section name in the left sidebar to open that form. Fill in all fields and click Save before moving to the next section. You can return and edit any section at any time.

General Rules for All Sections

Fields marked with an asterisk (*) or in red are mandatory — do not leave them blank.
 Enter dates in DD-MM-YYYY format unless the form shows a calendar picker.
 For document uploads, accepted formats are: PDF, JPG, PNG (max 5 MB per file).
 Always click the SAVE or SUBMIT button at the bottom of each form.
 Double-check all numbers (passport, certificate numbers) for accuracy.

Contact and Support

If you encounter any issues with the portal, cannot log in, or need help completing your profile, please contact:

Caspia Ship Management Pvt Ltd — Crewing / IT Support

Email: it@caspiaship.com

Email: crewing@caspiaship.com

Phone: Contact your crewing officer

Office Hours: Monday to Saturday, 9:00 AM – 6:00 PM (IST)

When contacting support, please have your Candidate ID (e.g. CSMPL00004) and registered email address ready.

This guidebook is the property of Caspia Ship Management Pvt Ltd. Please do not share your portal login credentials with anyone.