GUIDELINES FOR SEAFARERS
Introduction

These guidelines are addressed to all Seafarers, in order to assist and guide them through the functions offered in DYNAMarine’s OnlineSTS Platform. The step by step procedure, introduces the users to the main core of the platform and all its applications.

Further assistance and training will be provided by qualified DYNAMarine personnel upon request.
Table of Contents

STEP 1 – Registration .................................................................................................................4
STEP 2 – Account Verification / Access your STS Experience ..............................................5
STEP 3 – Crew Experience ........................................................................................................6
  STEP 3a – My STS Experience records .................................................................................6
  STEP 3b – My Certificates ....................................................................................................6
  STEP 3c – My Current STS Experience ...............................................................................8
  STEP 3d – Non OSIS STS Experience ..................................................................................9
STEP 1 – Registration

The first step of the procedure is to create an account. In order to create an account you will need a personal email. The personal email should be an email for which you have full responsibility and access. This is not the mail of the ship or a general company email, in which several people have access. Go to our site (www.onlinests.net), press the “Register” button and follow the user registration process.
STEP 2 – Account Verification / Access your STS Experience

In the 2nd step of the procedure you have to complete a form with your personal details. Click on the “Access your STS Experience” icon, as shown in the above image, and you will be directed in the form as shown in the below image.

In order to verify your identity, we need a photo of your passport or another acceptable ID document. This document is not stored online and it will be strictly used only for the mention purpose.

Once you finish with the completion of the form, click on the “Submit” button and you will be redirected in the “Home” page of our website. In a few minutes you will receive a verification email for your account.
STEP 3 – Crew Experience

Once you receive the verification email you can login with your credentials in our website. Go to “Member’s Area” tab→”OSIS” tab→”Crew Experience” tab.

In this section you have the following four options:

a. To view your STS Experience records
b. To view your issued certificates
c. To view your current STS Experience, as recorded in OSIS Database
d. To update your STS Experience with data not recorded in OSIS Database

Please see below information regarding each one of the above options.

STEP 3a – My STS Experience records
The STS experience records are consisted of all the Assessments received in OSIS Database, in which your OnlineSTS ID was included in the crew matrix. The records are presented in a table as shown in the below picture.

STEP 3b – My Certificates
By clicking on the “My Certificates” icon you can view your issued certificates. If you click on the .pdf icon you can view the certificate as was issued the first time.
Please note that the Certificate is issued only the first time we receive an Assessment including your name in the crew matrix and your OnlineSTS ID is created.
**STEP 3c – My Current STS Experience**

Your current STS Experience shows the updated number of the operation in which you have participated in, as recorded in the OSIS Database.

### My Current Certificate

<table>
<thead>
<tr>
<th>General STS Experience</th>
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</thead>
<tbody>
<tr>
<td>Period</td>
<td>Total</td>
<td>Reverse</td>
<td>Same</td>
<td>≥4 Sea State</td>
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<tr>
<td>Last year</td>
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<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Last 3 years</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional STS Experience</th>
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</thead>
<tbody>
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<td>Regions</td>
<td>Last year</td>
<td>Last 3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Sea</td>
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</tr>
<tr>
<td>Mediterranean</td>
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<td>1</td>
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<table>
<thead>
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<th>Ranks</th>
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<tbody>
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<td>Rank</td>
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<td>Last 3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master</td>
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<td>2</td>
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</table>

<table>
<thead>
<tr>
<th>Vessels</th>
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</thead>
<tbody>
<tr>
<td>Type</td>
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<td>Last 3 years</td>
<td></td>
<td></td>
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<tr>
<td>Suezmax</td>
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<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- The numbers in the table represent the number of STS operations recorded at OSIS for which the subject officer was on-board.
- Total: The total number of STS operations involved as an officer for the last 12 months.
- Rank: The total number of STS operations involved as an officer in the current rank.
- Region: The total number of STS operations involved as an officer in the current region.
- The world is divided into about 20 regions, according to the STS activity recorded in OSIS.
- Type: The total number of STS operations involved as an officer, where one of the participating vessels was of similar size with the current vessel.
- The vessels are categorized in the following types: ULCC, VLCC, SUEZMAX, AFRAMAX, PANAMAX, HANDYSIZE, COASTAL BARGE, LNG(all sizes), LNG(all sizes).
- Reverse: The total number of “Reverse Lightering’s” involved as an officer.
- Same: The total number of STS operations involved as an officer, where both the participating vessels were of similar size.
- ≥4 Sea State: The total number of STS operations involved as an officer, where weather condition was 4 Sea State or more.

You can request your current certificate in .pdf format by clicking on the “Request certificate” icon.

You may view the updated certificate in the “My certificates” section of our website.
**STEP 3d – Non OSIS STS Experience**

If you have participated in more STS operations in the last 12 months than the ones recorded in OSIS Database you can update your STS Experience by clicking on the “**My non OSIS STS**” icon.

Two separate windows will open. In the first one chose the “**Change**” button. The second window will open. Write the number of the operations you have participated in for the last 12 months and press the “**Set**” button.

Once you set the number of the non OSIS operations your **current STS Experience (STEP 3c)** will be updated. In case you request a new Certificate the non OSIS STS operations number will be shown in the updated Certificate.