



SAMSAR Seafarer Portal: External Registration Application Manual



1. Seafarer Registration Application Manual

The system can be accessed through the SAMSA Website: [SAMSA Online Services](#)

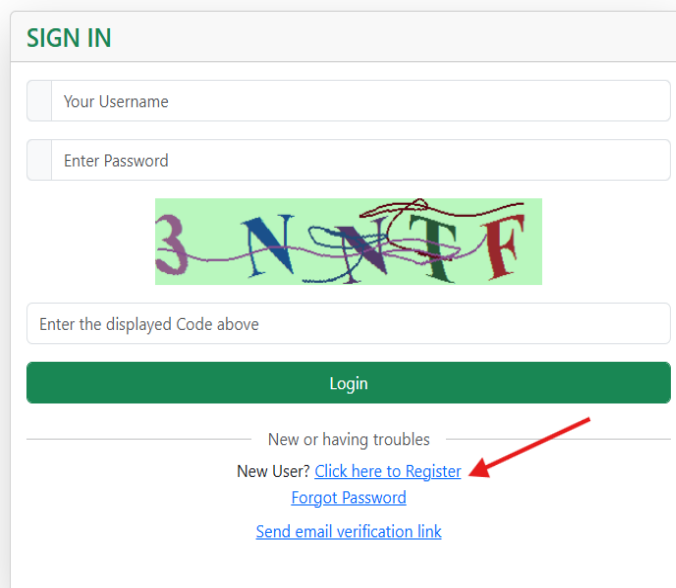
New Users need to Register or create a SAMSA online profile on the system first to gain access to process the application

Process Flow of external user

- **Applicant** registers on the system “**Create a Profile**” to apply for seafarer to be registered
- **Applicant** – Completes the profile details
- **Applicant** – submits L3A application “**Complete All Required Fields**”

1.1 Access: The Portal is accessible on the website:

1.2 Applicant Registration



SIGN IN

Your Username

Enter Password

3 N S N T F

Enter the displayed Code above

Login

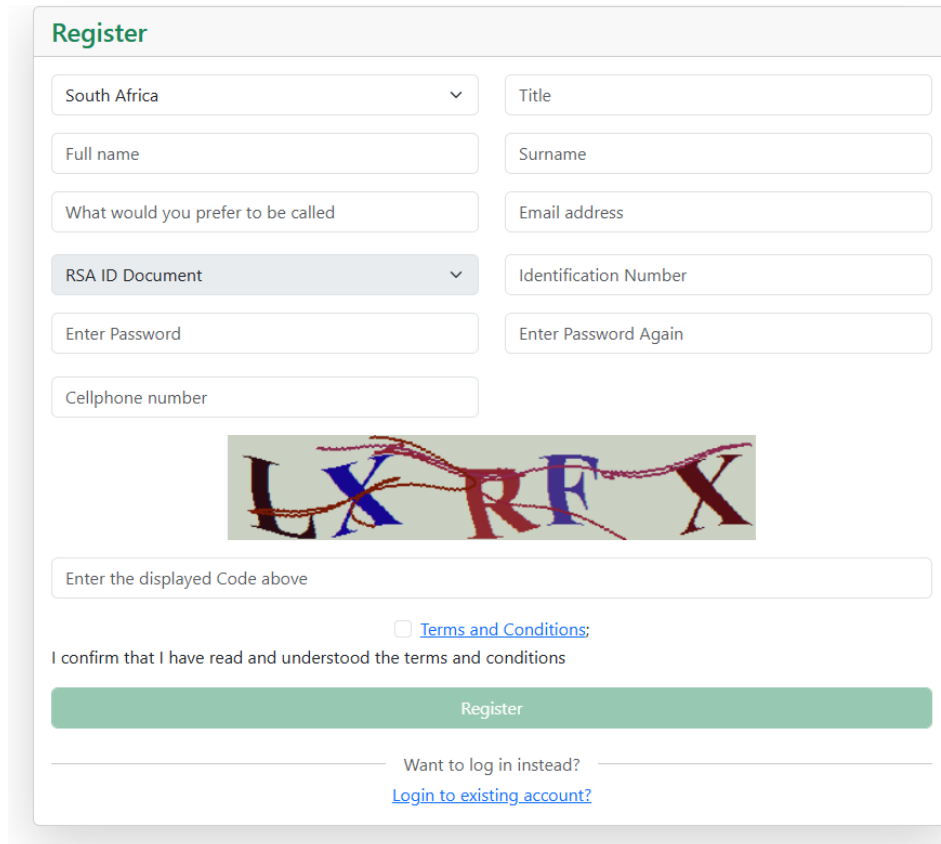
New or having troubles

New User? [Click here to Register](#)

[Forgot Password](#)

[Send email verification link](#)

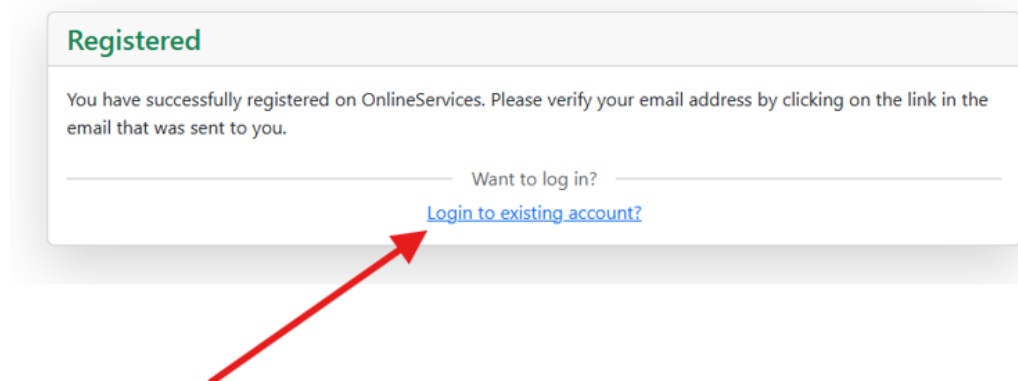
1.3 Registration Page: Capture all required information then click **Register**.



The registration form is titled "Register" and contains the following fields and elements:

- Country:** A dropdown menu with "South Africa" selected.
- Title:** A text input field.
- Full name:** A text input field.
- Surname:** A text input field.
- What would you prefer to be called:** A text input field.
- Email address:** A text input field.
- RSA ID Document:** A dropdown menu.
- Identification Number:** A text input field.
- Enter Password:** A text input field.
- Enter Password Again:** A text input field.
- Cellphone number:** A text input field.
- Captcha:** A graphic showing the text "LXRF X" with a red and blue wavy line overlay.
- Enter the displayed Code above:** A text input field.
- Terms and Conditions:** A checkbox and a link labeled "Terms and Conditions".
- Confirmation:** The text "I confirm that I have read and understood the terms and conditions".
- Register:** A large green button.
- Want to log in instead?:** A link labeled "Login to existing account?".

1.3.1 A registration confirmation message will be displayed. Click **Login to existing account** with newly created username and password



The "Registered" page displays the following content:

- Registered:** The title of the page.
- Message:** "You have successfully registered on OnlineServices. Please verify your email address by clicking on the link in the email that was sent to you."
- Want to log in?:** A link labeled "Login to existing account?".

A red arrow points to the "Login to existing account?" link.

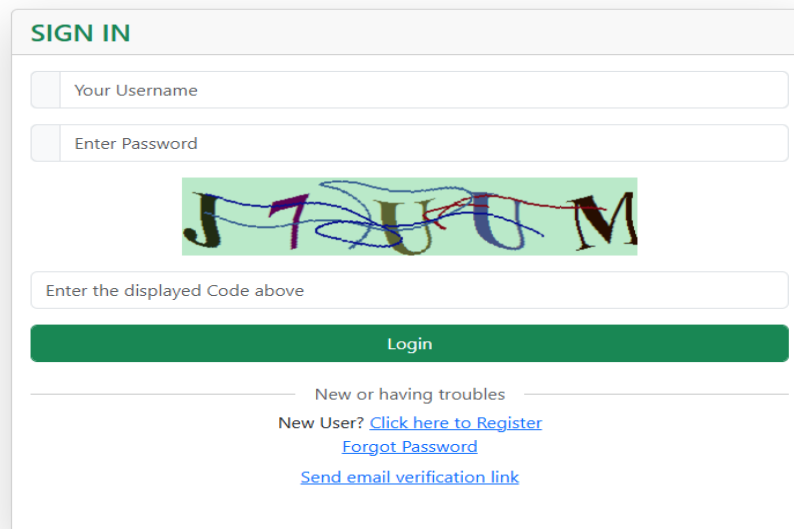
1.2.2 Sign-in page

Username: email address

Password: newly created password

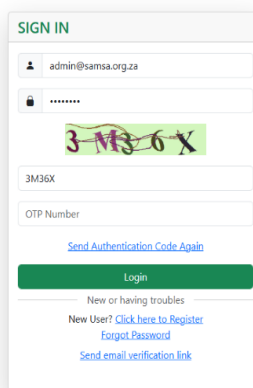
Code: Enter the code.

Click Login



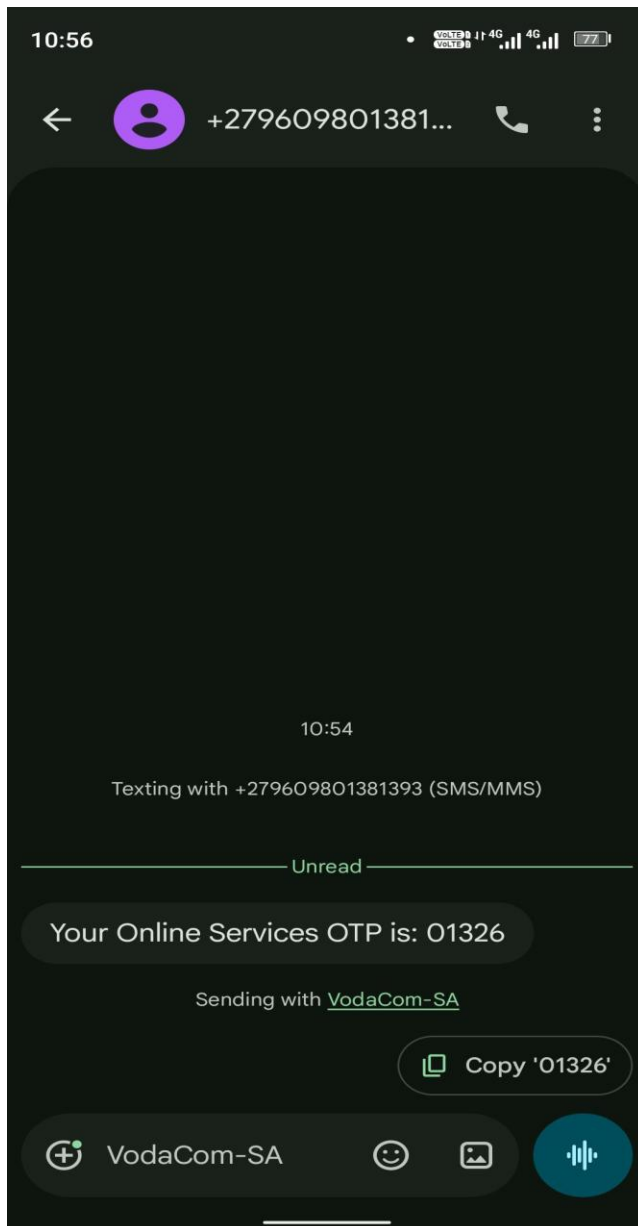
Once password and code are inserted you will be requested to insert your OTP number which will be send through your registered number.

Please login / register to access the SAMSA Online Services.



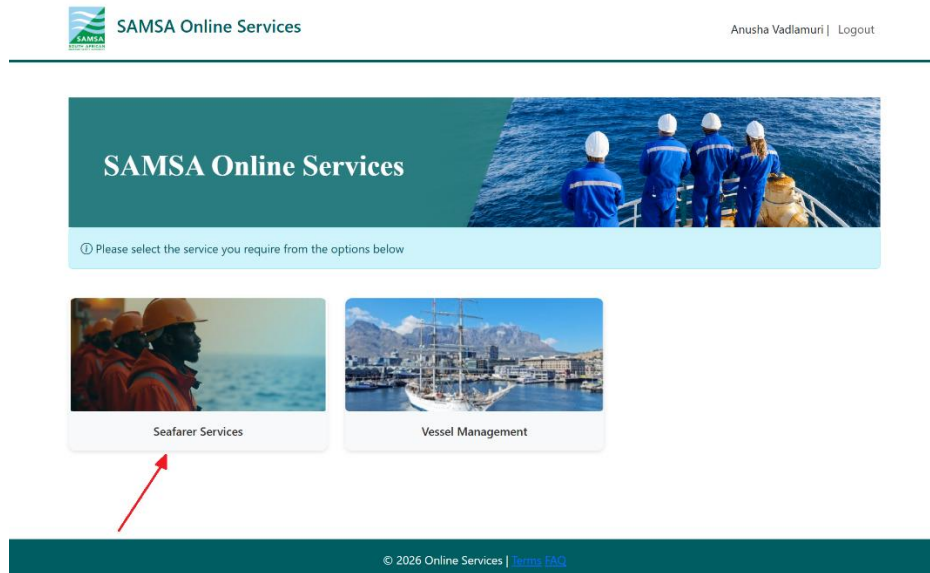
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Below is example of the OTP SMS you will receive.



1.3 System Access Landing page

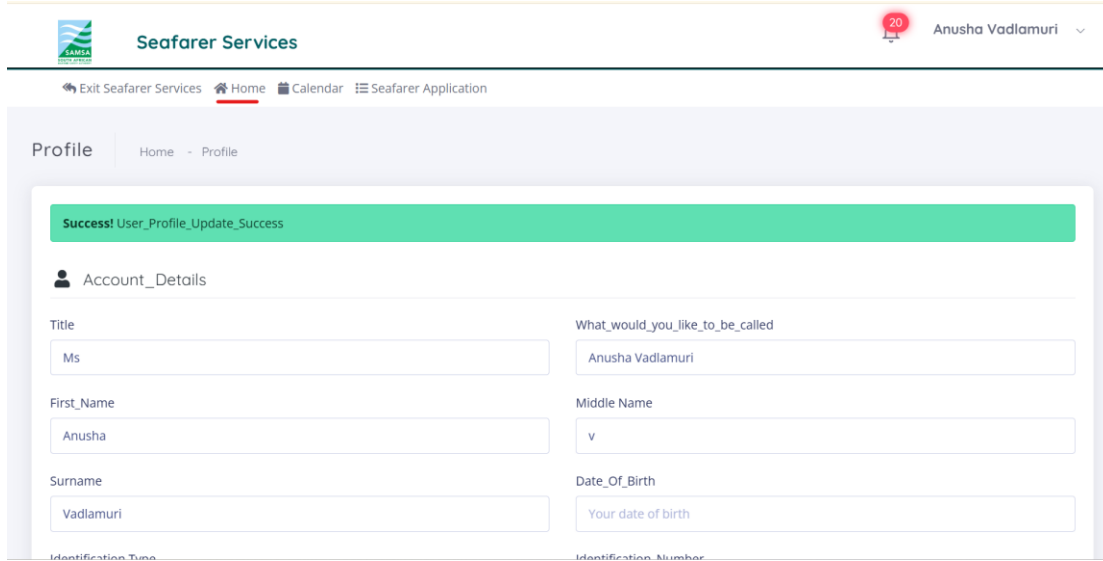
13.1 **User:** Once logged in, click Seafarer Services icon



1.3.2 User Profile:

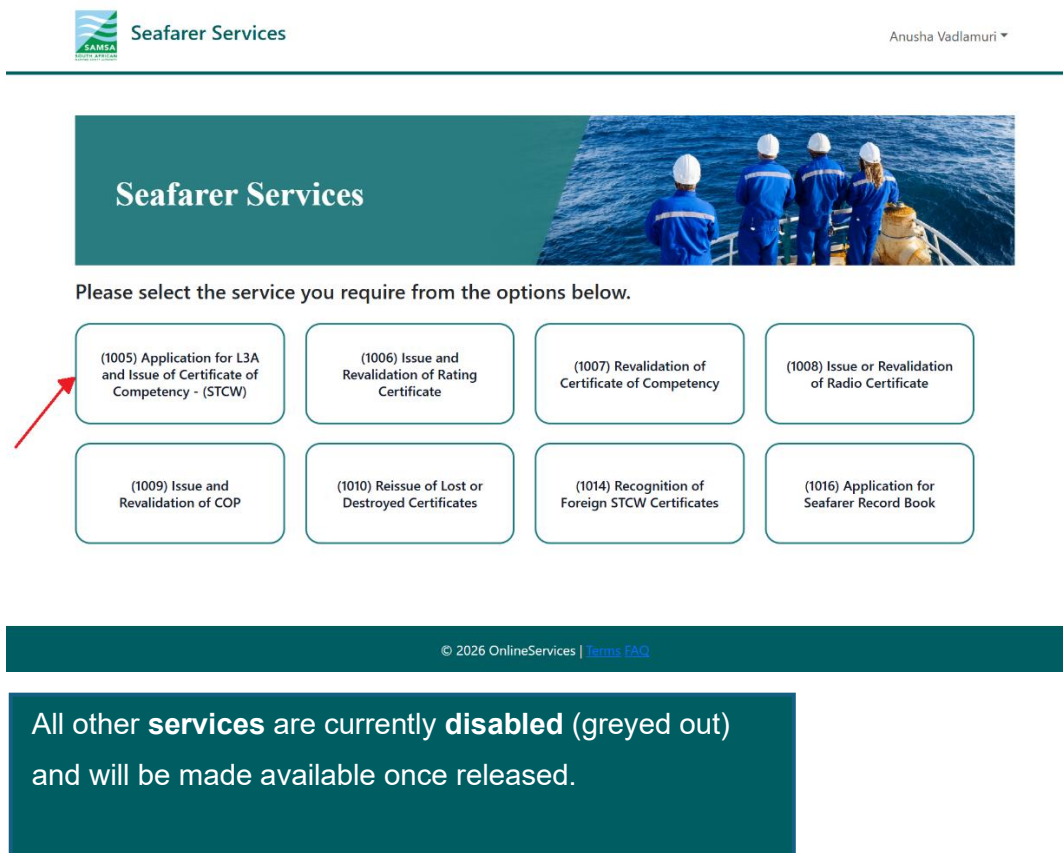
Navigate to **Profile tab** if applicant login for first time else lands on to screen where the seafarer services are available, information captured from registration are auto populated rest of details and **signature upload** must be captured for application process.

1.3.3 User: Click on the **Home** link after updating profile.



The screenshot shows the 'Seafarer Services' web application. At the top, there is a header with the SAMS logo, the text 'Seafarer Services', a notification bell icon with '20', and the user name 'Anusha Vadlamuri'. Below the header is a navigation bar with links: 'Exit Seafarer Services', 'Home' (highlighted with a red underline), 'Calendar', and 'Seafarer Application'. The main content area is titled 'Profile' and shows a breadcrumb 'Home - Profile'. A green success message banner reads 'Success! User_Profile_Update_Success'. Below this is a section titled 'Account_Details' with a form containing the following fields: Title (Ms), What_would_you_like_to_be_called (Anusha Vadlamuri), First_Name (Anusha), Middle Name (v), Surname (Vadlamuri), Date_Of_Birth (Your date of birth), Identification_Type, and Identification_Number.

1.3.4 User: Select the L3A Application (STCW) to applying



The screenshot shows the 'Seafarer Services' home page. At the top, there is a header with the SAMS logo, the text 'Seafarer Services', and the user name 'Anusha Vadlamuri'. Below the header is a large banner image of seafarers on a ship. Below the banner is a section titled 'Please select the service you require from the options below.' with eight service options in rounded rectangular buttons: (1005) Application for L3A and Issue of Certificate of Competency - (STCW), (1006) Issue and Revalidation of Rating Certificate, (1007) Revalidation of Certificate of Competency, (1008) Issue or Revalidation of Radio Certificate, (1009) Issue and Revalidation of COP, (1010) Reissue of Lost or Destroyed Certificates, (1014) Recognition of Foreign STCW Certificates, and (1016) Application for Seafarer Record Book. A red arrow points to the first option, '(1005) Application for L3A and Issue of Certificate of Competency - (STCW)'. At the bottom of the page, there is a dark teal footer with the text '© 2026 OnlineServices | [Terms](#) [FAQ](#)'. Below the footer is a dark teal box with white text: 'All other **services** are currently **disabled** (greyed out) and will be made available once released.'


Seafarer Services
20 Anusha Vadlamuri

[Exit Seafarer Services](#)
[Home](#)
[Calendar](#)
[Seafarer Application](#)

Seafarer_Application_Details

Application Details

Port

Select a Port

Status

Draft

Certificate Number

123

Personal Particulars

First_Name

Anusha

Middle Name

V

LastName

Date Of Birth

1.3.6 User: Required certificates details need to be provided, or the application can be drafted at any stage before submission.


Seafarer Services
20 Anusha Vadlamuri

[Exit Seafarer Services](#)
[Home](#)
[Calendar](#)
[Seafarer Application](#)

Application

Certificate Required

 Statistical Information
 Sea Service Details
 Photo
 Uploads
 PaymentDetails

Declaration

Certificate_Group

No Groups Found

Department

No Departments Found

Certificate_Title

No Certificates Found

Previous

Next

1.3.7 User: Statistical Information need to be provided.

The screenshot shows the 'Seafarer Services' application interface. The top navigation bar includes the application logo, the title 'Seafarer Services', and a user profile 'Anusha Vadlamuri'. Below the navigation bar, there are links for 'Exit Seafarer Services', 'Home', 'Calendar', and 'Seafarer Application'. The main content area has a tabbed interface with 'Statistical Information' selected. The tabs include 'Application', 'Certificate Required', 'Statistical Information', 'Sea Service Details', 'Photo', 'Uploads', and 'PaymentDetails'. Under the 'Statistical Information' tab, there is a 'Declaration' section with three dropdown menus: 'Training_Institution' (N/A), 'Accelerated_Training' (N/A), and 'Accelerated_Training_Company' (N/A). At the bottom right of the form, there are 'Previous' and 'Next' buttons.

1.3.8 User: Statistical Information: At least one proof of sea service and one sea service details along with watch keeping certificate if available need to be provided.

The screenshot shows the 'Seafarer Services' application interface with the 'Sea Service Details' tab selected. The top navigation bar and links are the same as in the previous screenshot. The 'Sea Service Details' tab shows a declaration section with the text 'C. IF IN A LETTERHEAD, ATTACH EACH ONE SEPARATELY' and a green button 'Upload Proof of Sea Service'. Below this, there is a table with one row of data. The table has columns: 'Actions', 'Name of Ship', 'Type of Ship', 'Gross Tonnage / Propulsion Power', 'Type of Operation / Power Generation', 'Rank', and 'Date From'. The data row shows 'Ship Name_Test01', 'Bulk Carrier', '4576KW', 'Exploration', 'Chief Mate', and '2026/05/19'. There is a green '+ Add' button above the table and a pagination control showing '10 per page | Showing results 1 to 1 of 1'.

Actions	Name of Ship	Type of Ship	Gross Tonnage / Propulsion Power	Type of Operation / Power Generation	Rank	Date From
 	Ship Name_Test01	Bulk Carrier	4576KW	Exploration	Chief Mate	2026/05/19

1.3.9 User: Photo must be uploaded for application submission.

The screenshot shows the 'Photo' tab selected in the top navigation bar. The main content area contains a 'Declaration' section with two columns of requirements. The left column lists background and lighting rules, while the right column lists rules for headgear and glasses. Below these is a note about photo standards and a file upload area showing 'Photo.pdf' (70.09 KB). Navigation buttons for 'Previous' and 'Next' are at the bottom right.

Declaration

• IT SHOULD ONLY BE IN JPG, JPEG OR PNG FORMAT

Background & lighting

- PLAIN WHITE OR LIGHT BACKGROUND
- EVEN LIGHTING (NO SHADOWS)
- NO OTHER OBJECTS OR PEOPLE IN THE PHOTO

Not Allowed:

- BLURRY IMAGES

• HEAD STRAIGHT, LOOKING DIRECTLY AT CAMERA

• HAIR OR HEADGEAR MUST NOT COVER EYES OR FACE

Glasses & accessories

- GLASSES ALLOWED ONLY IF NORMALLY WORN
- NO GLARE OR TINTED LENSES
- NO HATS/HEADGEAR (UNLESS FOR RELIGIOUS REASONS)

NB: If the photo is found not up to the acceptable standards the applicant will be informed to retake/upload a proper photo.

Choose File Photo.pdf

Photo.pdf (70.09 KB)

Previous Next

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1.3.10 User: Required documents for the application submission must be uploaded

The screenshot shows the 'Uploads' tab selected in the top navigation bar. The main content area displays a table of required documents. The table has three columns: document name, status, and file name. Below the table is a pagination control showing '50 per page' and 'Showing results 1 to 3 of 3'. Navigation buttons for 'Previous' and 'Next' are at the bottom right.

Declaration

		Advanced Fire Fighting (A-VI/5)	Yes	Advanced Fire Fighting (A-VI/5).pdf20260519_133925
		-- Basic Training (A-VI/1)	Yes	-- Basic Training (A-VI/1).pdf20260519_133838
		Proof of Identity (Driver's Licence not accepted)	Yes	Identity_Proof.pdf

50 per page | Showing results 1 to 3 of 3

Previous Next

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1.3.11 User: Payment details for application submission must be provided.

The screenshot shows the 'PaymentDetails' tab selected in the top navigation bar. The form contains the following fields:

- BRANCH CODE: 632005
- ACCOUNT TYPE: CHEQUE
- REFERENCE: L3A260529CPT
- AMOUNT: R4 696,00

At the bottom right of the form are two buttons: 'Previous' and 'Next'.

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1.3.12 User: Declaration form of the seafarer applicant of the POPIA act disclaimer and authentication of the applicant signature must be done for submitting the application.

The screenshot shows the 'Declaration' tab selected in the top navigation bar. The form contains the following elements:

- A paragraph: "By completing this Form/Accessing and using this website, you (the "User") hereby acknowledge that you have read and accept the following Protection of Personal Information Act, 2013 (No. 4 of 2013) (POPIA) disclaimer and consent to the processing of your personal information."
- A checkbox: ☒ "I have read and agree to the POPIA Disclaimer"
- A signature: *Anusha Vadlamuri*
- A name: **Anusha Vadlamuri**
- A CAPTCHA image showing the text 'U93CW'.
- A text input field containing 'U93CW' and a 'Send OTP' button.
- A text input field for 'OTP Number' and an 'Authenticate' button.

Application

Certificate Required

Statistical Information

Sea Service Details

Photo

Uploads

PaymentDetails

Declaration

Kindly find this as the POPIA Disclaimer.

"By completing this Form/Accessing and using this website, you (the "User") hereby acknowledge that you have read and accept the following Protection of Personal Information Act, 2013 (No. 4 of 2013) (POPIA) disclaimer and consent to the processing of your personal information."

☒ "I have read and agree to the POPIA Disclaimer"

Anusha Vadlamuri

Anusha Vadlamuri

[Please_submit_application](#)

Signed: ✓

Date: 2026/05/19 01:44 PM

× Back_to_list

Previous

Submit

1.3.13 User Page:

**Seafarer Services**

15

Cape Town

Home

Seafarer Application

Reviewed Applications

Seafarer_Application_Details

Seafarer Application - Details

Application

Certificate Required

Statistical Information

Sea Service Details

Photo

Uploads

PaymentDetails

Declaration

Application Details

Port

Cape Town

Reference_Number

L3A260531CPT

Application Date

5/19/2026 1:32:59 PM

Status

Submitted

Certificate Number

123

Invoice_Number

Personal Particulars

Race

Asian

Address

Street_Address

Noordwyk

City

Midrand, Gauteng

Country

South Africa

Province

Gauteng

State

State

Postal_Code

1634

Back_to_list

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After submitting the case the applicant views the submitted details, documents and application reference number to view the status of your application and can navigate to home screen from home menu or application list through clicking on the “Back_to_list”. Where the user can apply for another seafarer services.

