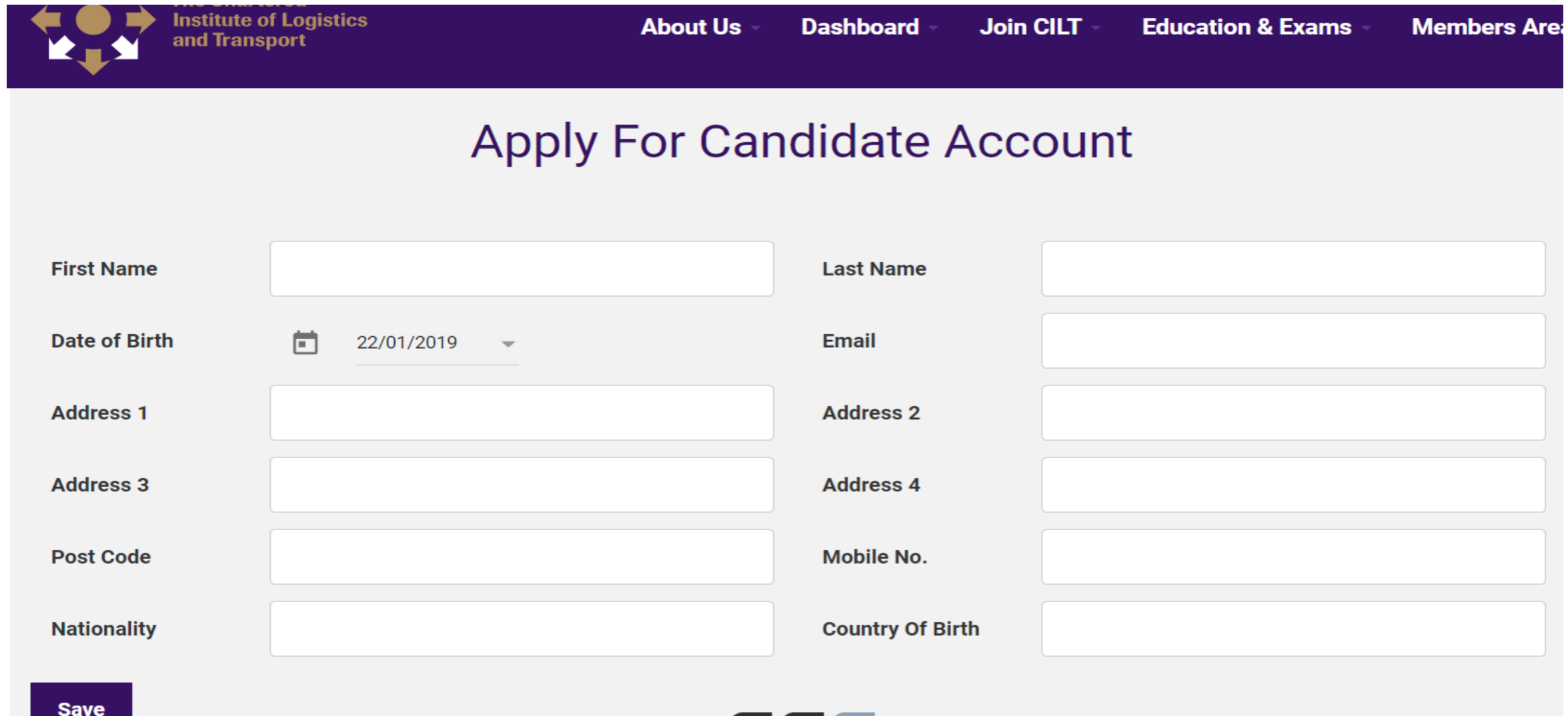


**Read the below information in the  
DGSA Support Document BEFORE  
Completing Online Application  
(PART 1)  
and Booking Exam (PART 2)**



Once you click on the 'Apply for \*Date\* DGSA Exam (Part 1 of 2)' **Purple Button** this will redirect you to the 'Apply for Candidate Account' page. Complete this page with all details and press 'Save'.

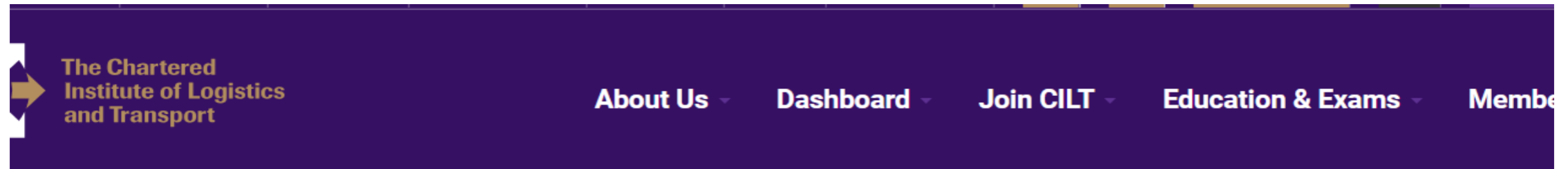


The screenshot shows the 'Apply For Candidate Account' form on the website of The Chartered Institute of Logistics and Transport. The form is titled 'Apply For Candidate Account' and is located on a page with a dark purple header. The header contains the institute's logo and name on the left, and navigation links for 'About Us', 'Dashboard', 'Join CILT', 'Education & Exams', and 'Members Area' on the right. The form itself is a light gray box with a white background, containing several input fields for personal and contact information. A 'Save' button is located at the bottom left of the form.

First Name	<input type="text"/>	Last Name	<input type="text"/>
Date of Birth	<input type="text" value="22/01/2019"/>	Email	<input type="text"/>
Address 1	<input type="text"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	Address 4	<input type="text"/>
Post Code	<input type="text"/>	Mobile No.	<input type="text"/>
Nationality	<input type="text"/>	Country Of Birth	<input type="text"/>

**Save**

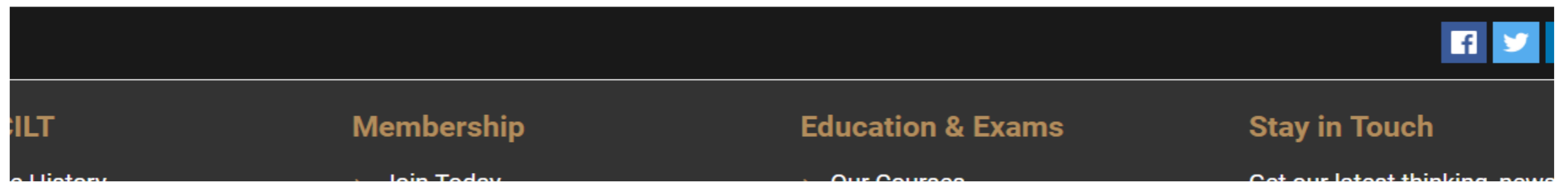
Once saved, the below screen will appear – an automated email will be sent to the email address you supplied.



## Apply For Candidate Account

Thank you for your application.

An e-mail, containing your Candidate Number and password, has been sent to the address supplied.



The Chartered  
Institute of Logistics  
and Transport

www.cilt.ie

Once you receive the automated email follow the general instructions and use your **CILT ID** and **Password**. Then follow the link on the automated email to bring you to the 'Member's Login' page. Use the CILT ID and Password to log into the system – as below.

The Chartered Institute of Logistics and Transport

About Us | Join CILT | Education & Exams

## Members Login

### Already a Member?

Email Address / Members ID

Password

[Retrieve Password](#)

**Login**

Remember Login

### Not a Member?

If you are not a resident of Ireland please c...  
Create an account with us in order to beco...

**REGISTER**

This will bring you to the below 'Dashboard'.

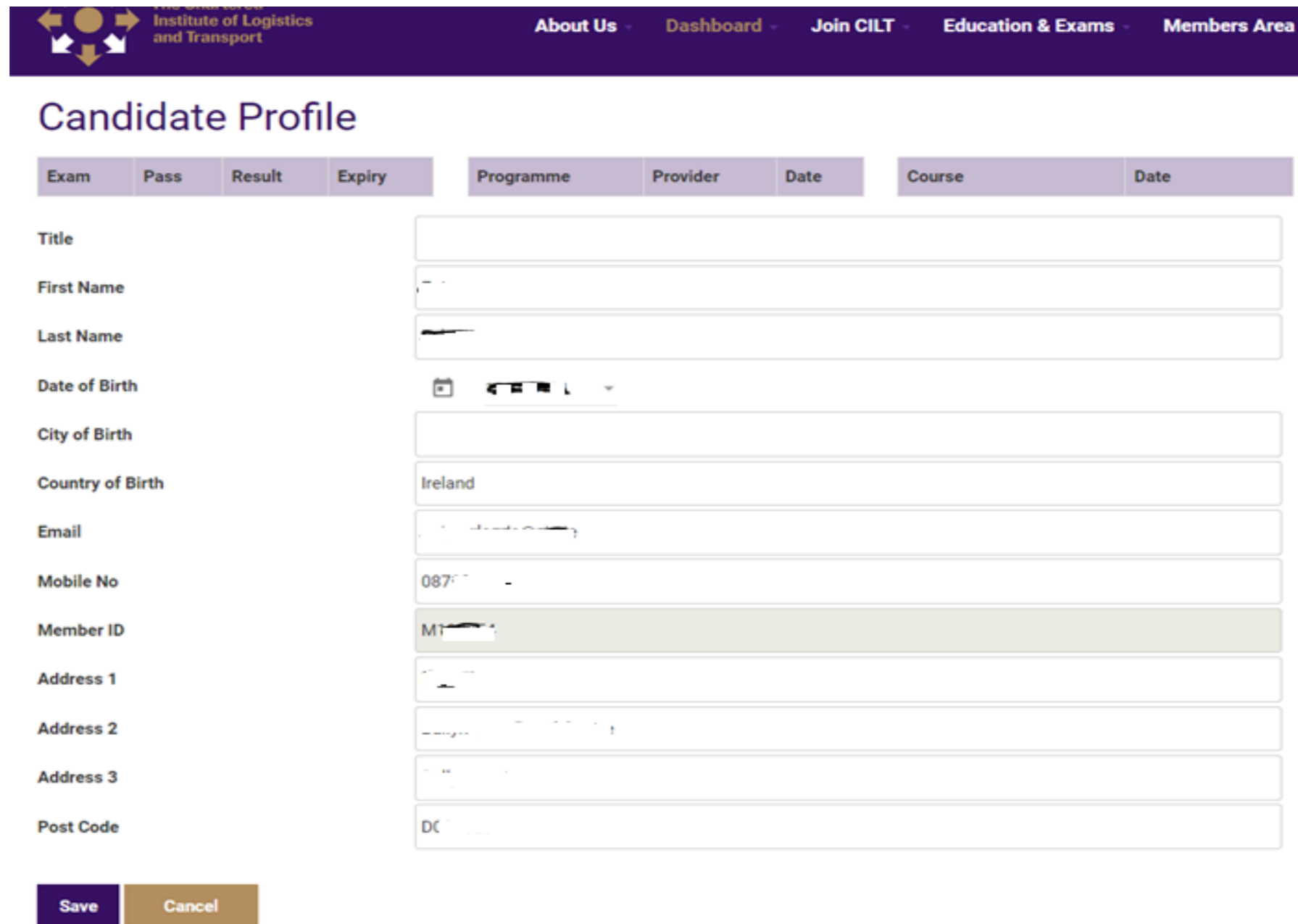
**Profile** and **Book Exam** are the two areas that you will need to use



# Member Dashboard



You can click on the profile to check your address and details are correct – then click save



The Chartered Institute of Logistics and Transport

About Us - Dashboard - Join CILT - Education & Exams - Members Area

## Candidate Profile

Exam	Pass	Result	Expiry	Programme	Provider	Date	Course	Date
Title								
First Name								
Last Name								
Date of Birth								
City of Birth								
Country of Birth								
Email								
Mobile No								
Member ID								
Address 1								
Address 2								
Address 3								
Post Code								

Save Cancel



For **NEW Candidates:**

Complete DGSA Paper One and Paper Two – New Format 2019)

**ONLY Repeat Candidates from 2018:**

Who failed a paper(s) need to click DGSA Core / Road / All Classes

**The Chartered Institute of Logistics and Transport**

[About Us](#) [Dashboard](#) [Join CILT](#) [Education & Exams](#) [Members](#)


## Book Your Exam

**Please ensure your mobile and email are correct**

<input type="checkbox"/> DGSA Core	DGSA Core (Repeat Exam 2018 Old Format)	€130
<input type="checkbox"/> DGSA Road	DGSA Road (Repeat Exam 2018 Old Format)	€130
<input type="checkbox"/> DGSA All Classes	DGSA All Classes (Repeat Exam 2018 Old Format)	€130
<input type="checkbox"/> DGSA Paper One	DGSA Paper One (New Format 2019)	€195
<input type="checkbox"/> DGSA Paper Two	DGSA Paper Two (New Format 2019)	€195

[About CILT](#) [Membership](#) [Education & Exams](#) [Stay in Touch](#)

Then, Select the location you want to sit your exam e.g.  
Marino, Rochestown, Galway



The Chartered Institute of Logistics and Transport

[About Us](#) [Dashboard](#) [Join CILT](#) [Education & Exams](#) [Members Area](#)

## Book Your Exam

**Please ensure your mobile and email are correct**

<input type="checkbox"/> DGSA Core	DGSA Core (Repeat Exam 2018 Old Format)	€130
<input type="checkbox"/> DGSA Road	DGSA Road (Repeat Exam 2018 Old Format)	€130
<input type="checkbox"/> DGSA All Classes	DGSA All Classes (Repeat Exam 2018 Old Format)	€130
<input checked="" type="checkbox"/> DGSA Paper One	DGSA Paper One (New Format 2019)	€195
<input checked="" type="checkbox"/> DGSA Paper Two	DGSA Paper Two (New Format 2019)	€195

Choose Location

Select a Location

- Select a Location
- Marino Institute
- Rochestown Park Hotel
- Galway, Oranmore Lodge


[About CILT](#) [Membership](#) [Education & Exams](#) [Stay in Touch](#)





Select the date of exam e.g. 06/03/2019

This, or another corresponding date will be the only date you can choose.



The Chartered Institute of Logistics and Transport

About Us Dashboard Join CILT Education & Exams

## Book Your Exam

**Please ensure your mobile and email are correct**

<input type="checkbox"/> DGSA Core	DGSA Core (Repeat Exam 2018 Old Format)	€130
<input type="checkbox"/> DGSA Road	DGSA Road (Repeat Exam 2018 Old Format)	€130
<input type="checkbox"/> DGSA All Classes	DGSA All Classes (Repeat Exam 2018 Old Format)	€130
<input checked="" type="checkbox"/> DGSA Paper One	DGSA Paper One (New Format 2019)	€195
<input checked="" type="checkbox"/> DGSA Paper Two	DGSA Paper Two (New Format 2019)	€195

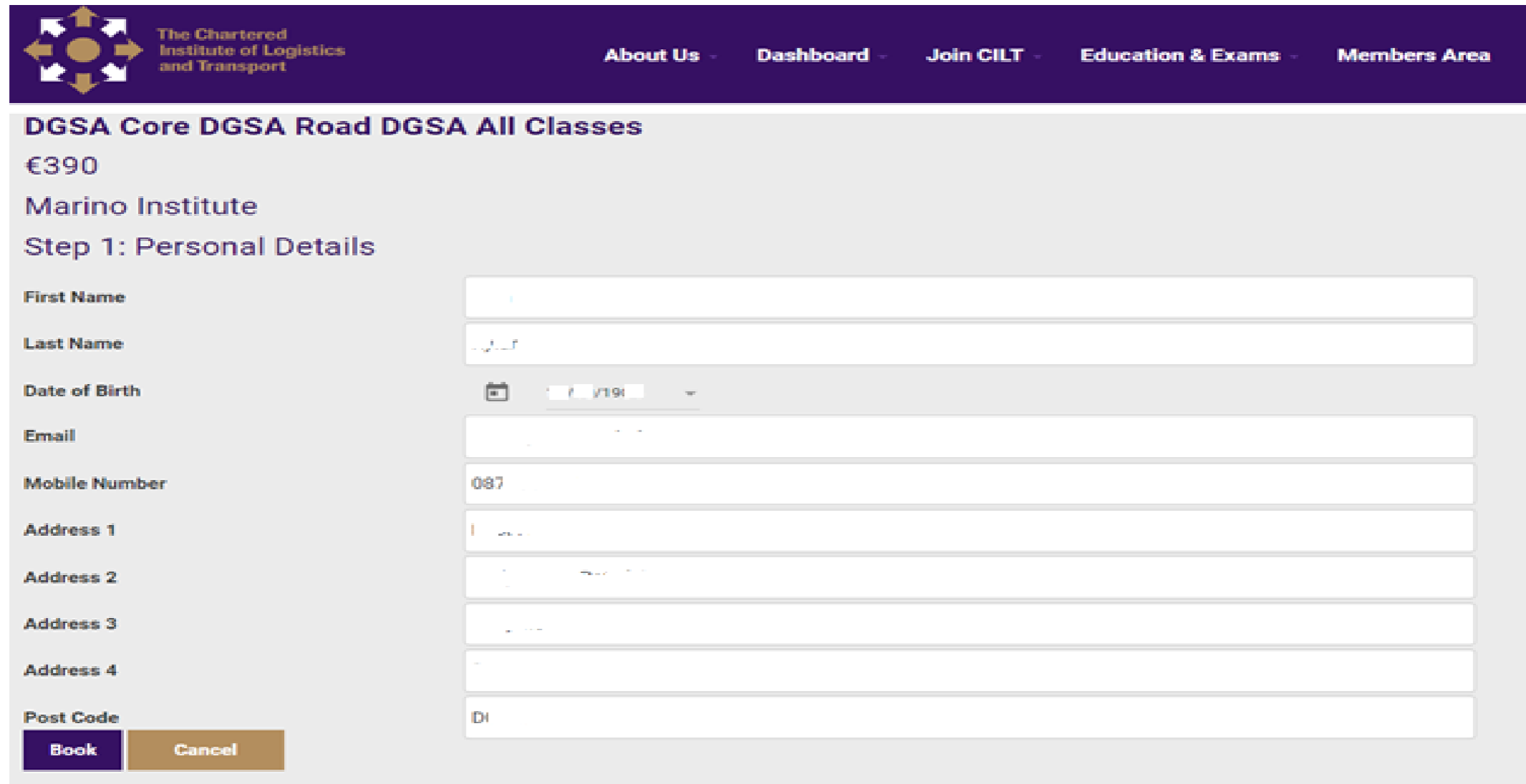
Choose Location

Choose Date

**Book Now**



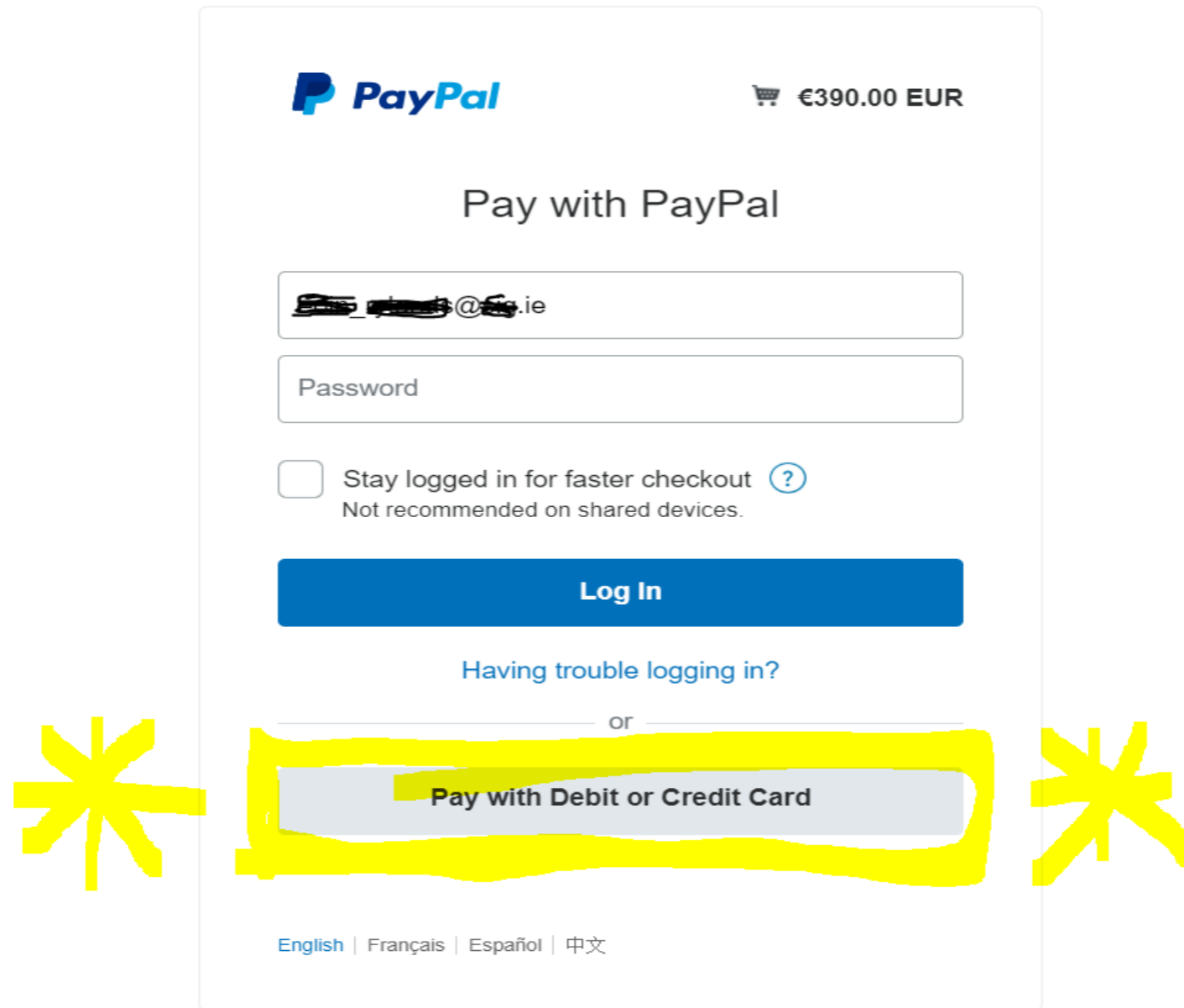
\*\*\*\*\*NOTE: To book your exams you will be prompted **AGAIN** to check your profile (address, DOB) and update any information that may be wrong\*\*\*\*\*



The screenshot shows the website header for The Chartered Institute of Logistics and Transport (CILT) with navigation links: About Us, Dashboard, Join CILT, Education & Exams, and Members Area. The main content area is titled 'DGSA Core DGSA Road DGSA All Classes' with a price of '€390' and 'Marino Institute'. Below this is 'Step 1: Personal Details' with the following fields: First Name, Last Name, Date of Birth (with a calendar icon and '12/19'), Email, Mobile Number (with '087' in the input), Address 1, Address 2, Address 3, Address 4, and Post Code (with 'DI' in the input). At the bottom left of the form are 'Book' and 'Cancel' buttons.

After you click '**Book**' you will be redirected to **PayPal** to pay your exam fees

**\*\*\*YOU DO NOT NEED TO HAVE A PAYPAL ACCOUNT\*\*\***  
**CLICK PAY WITH DEBIT OR CREDIT CARD**



The image shows a screenshot of the PayPal checkout interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "€390.00 EUR". The main heading is "Pay with PayPal". Below this are two input fields: the first contains a redacted email address ending in "@ie", and the second is labeled "Password". There is a checkbox for "Stay logged in for faster checkout" with a help icon and the note "Not recommended on shared devices." Below these is a blue "Log In" button. Underneath is a link "Having trouble logging in?". A horizontal separator with "or" in the middle is followed by a grey button labeled "Pay with Debit or Credit Card", which is highlighted with a thick yellow border. Two yellow starburst graphics are placed on either side of this button. At the bottom, there are language options: "English | Français | Español | 中文".



## TROUBLESHOOTING WITH PAYPAL

Solutions as to why 'Pay with Debit or Credit Card' **DOES NOT** appear:

- Clear your **Cookies** in your Browser History - PayPal will not remember you on their website
- Use the '**Incognito Mode**' of your Browser - PayPal thinks you are new to its website
- PayPal remembers you from the last few visits and prompts you to create an account
- There already is an account associated with your email, you may have a PayPal account but cannot remember your password

All else fails, use the back button to return to the Book Now screen and try again

PayPal €300.00 EUR

### Pay with PayPal

Stay logged in for faster checkout ?  
Not recommended on shared devices.

[Log In](#)

[Having trouble logging in?](#)

or

[Create an Account](#)



# TROUBLESHOOTING DGSA APPLICATION / BOOKING ONLINE QUERIES

- You should **NEVER** pay more than **€390** for your exams – if the amount is higher - you have ticked too many exam options.
- **All NEW Candidates** will complete Paper ONE and TWO (New Exam Format).
- **Repeat Exam 2018 Old Format** – are ONLY FOR REPEAT CANDIDATES who failed a paper(s) in 2018.
- When you log in, if the following message of: ‘You Do Not Have Access to This Page’ appears – Click on **Dashboard** on the Main Menu to bring you to the correct area.

**Page 1 of 2**



# TROUBLESHOOTING DGSA APPLICATION / BOOKING

## ONLINE QUERIES (Page 2 of 2)

- If using a Work Computer, your IT Admin may have **Pop Ups Blocked** through their Firewall – this may be happening on the booking exam page. You will need to disable popups or use another computer not on the company's system.
- If you have previously completed the **CPC Exam Online Application in 2018** with CILT then you are ALREADY on our system – simply log in using your CILT ID and Password and you can book DGSA exam – Part 2 of this process.
  - If you have forgotten your details, click 'Retrieve Password' with the email address you registered with for the CPC exam.

**Any other queries, please contact the office on [exams@cilt.ie](mailto:exams@cilt.ie) and one of the CILT Staff will be in contact with you.**