

## 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 DGSA Now' **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 Institute of Logistics and Transport website. The form is titled 'Apply For Candidate Account' and is set against a light grey background. The top navigation bar is dark purple with white text for 'About Us', 'Dashboard', 'Join CILT', 'Education & Exams', and 'Members Area'. The form fields are arranged in two columns:

- First Name (text input)
- Last Name (text input)
- Date of Birth (calendar icon, dropdown menu showing 22/01/2019)
- Email (text input)
- Address 1 (text input)
- Address 2 (text input)
- Address 3 (text input)
- Address 4 (text input)
- Post Code (text input)
- Mobile No. (text input)
- Nationality (text input)
- Country Of Birth (text input)

A purple 'Save' button is located at the bottom left of the form area.

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

The screenshot shows the confirmation page on the Institute of Logistics and Transport website. The top navigation bar is dark purple with white text for 'The Chartered Institute of Logistics and Transport', 'About Us', 'Dashboard', 'Join CILT', 'Education & Exams', and 'Members Area'. The page is titled 'Apply For Candidate Account' in a large, dark purple font. Below the title, the text reads: 'Thank you for your application. An e-mail, containing your Candidate Number and password, has been sent to the address supplied.'

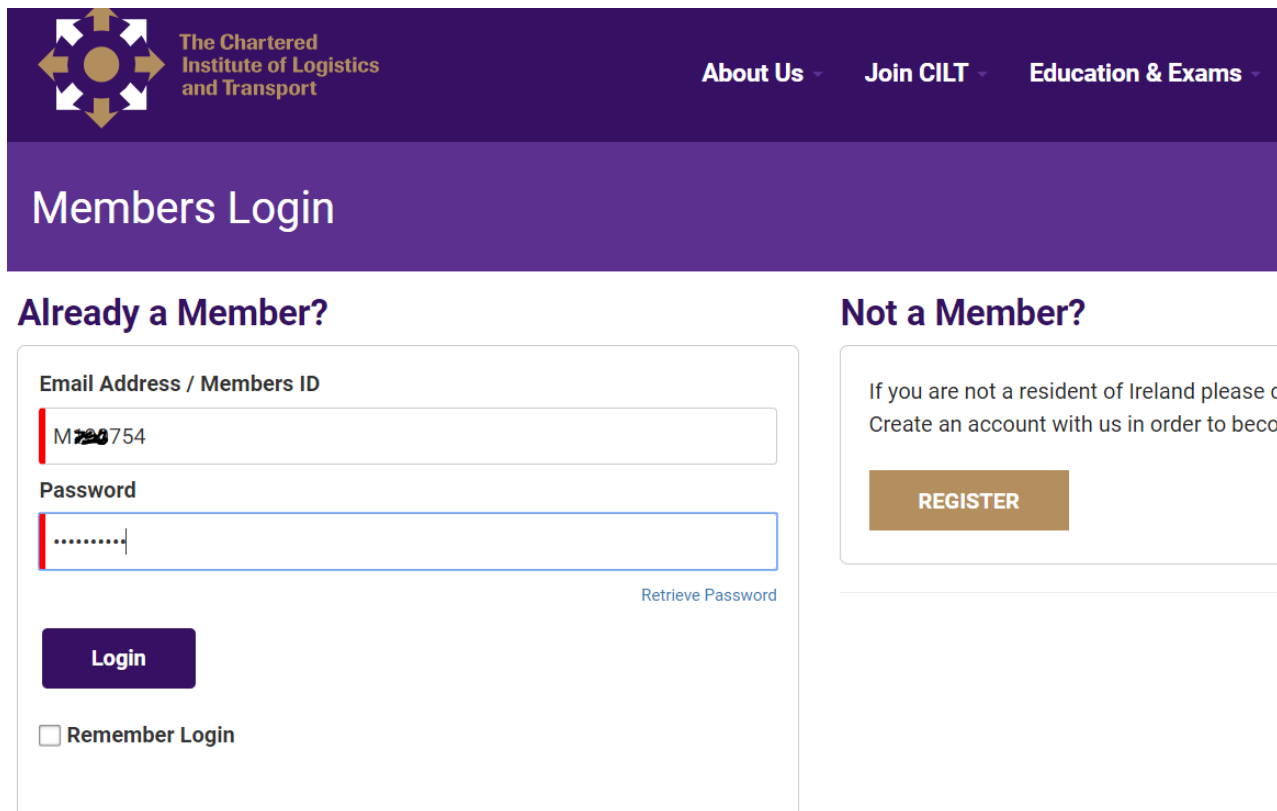
## Apply For Candidate Account

Thank you for your application.

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

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

M720754

Password

.....

Retrieve Password

Login

Remember Login

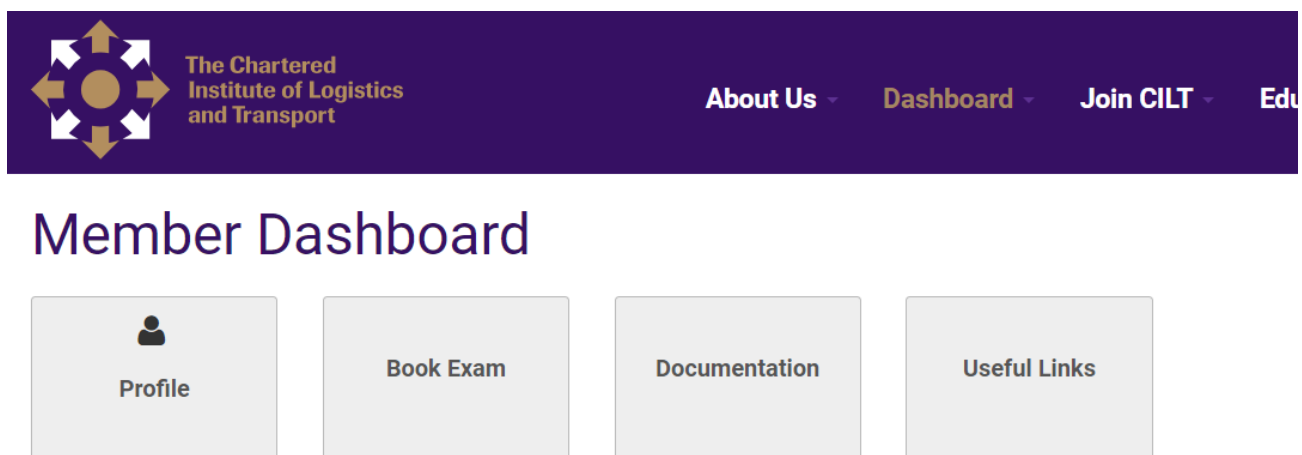
### Not a Member?

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.



The Chartered Institute of Logistics and Transport

About Us Dashboard Join CILT Edu

## Member Dashboard

Profile Book Exam Documentation Useful Links

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

## Candidate Profile

Exam	Pass	Result	Expiry	Programme	Provider	Date	Course	Date
Title	<input type="text"/>							
First Name	<input type="text"/>							
Last Name	<input type="text"/>							
Date of Birth	<input type="text"/>							
City of Birth	<input type="text"/>							
Country of Birth	Ireland							
Email	<input type="text"/>							
Mobile No	087 <input type="text"/>							
Member ID	M1 <input type="text"/>							
Address 1	<input type="text"/>							
Address 2	<input type="text"/>							
Address 3	<input type="text"/>							
Post Code	DC <input type="text"/>							

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 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 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

Select the location you want to sit your exam – 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 06/03/2019 – This is the only date you can choose.



[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

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\*\*\*\*\*



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

### DGSA Core DGSA Road DGSA All Classes

€390

Marino Institute

#### Step 1: Personal Details

First Name	<input style="width: 80%;" type="text" value="John"/>
Last Name	<input style="width: 80%;" type="text" value="Duffy"/>
Date of Birth	<input style="width: 80%;" type="text" value="06/03/1987"/>
Email	<input style="width: 80%;" type="text" value="john.duffy@marino.ie"/>
Mobile Number	<input style="width: 80%;" type="text" value="087 123456789"/>
Address 1	<input style="width: 80%;" type="text" value="123 Main Street"/>
Address 2	<input style="width: 80%;" type="text" value="Dublin 1"/>
Address 3	<input style="width: 80%;" type="text" value=""/>
Address 4	<input style="width: 80%;" type="text" value=""/>
Post Code	<input style="width: 80%;" type="text" value="D1"/>

[Book](#) [Cancel](#)

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**

### **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

## 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.
- 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.**