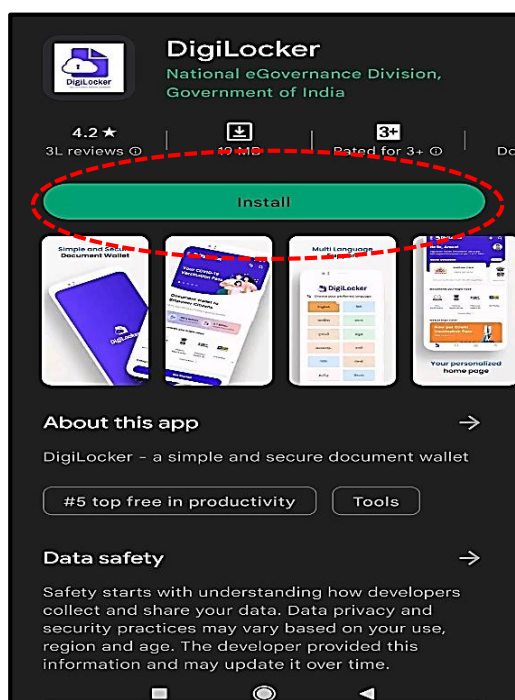
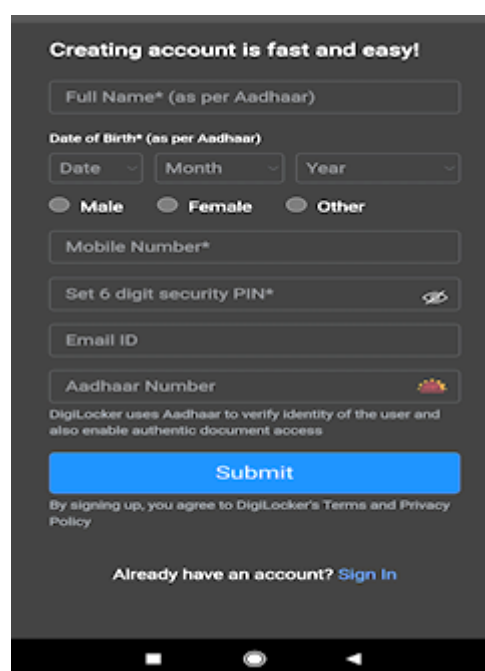
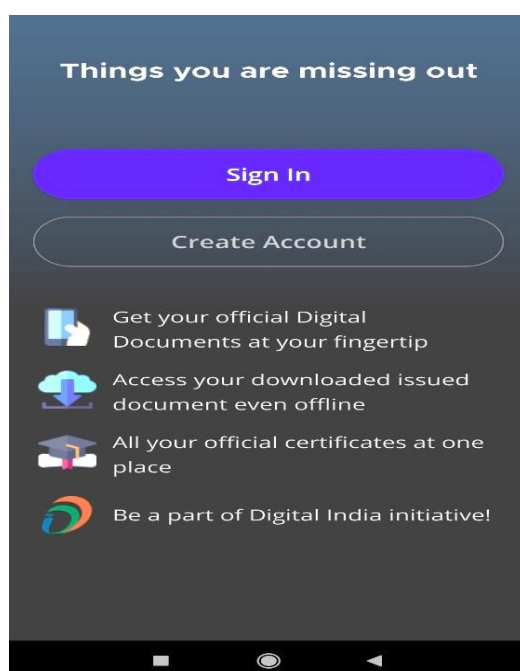


## STEPS TO ACCESS CERTIFICATE/ MARKSHEET THROUGH DIGILOCKER MOBILE APPLICATION – INS VALSURA

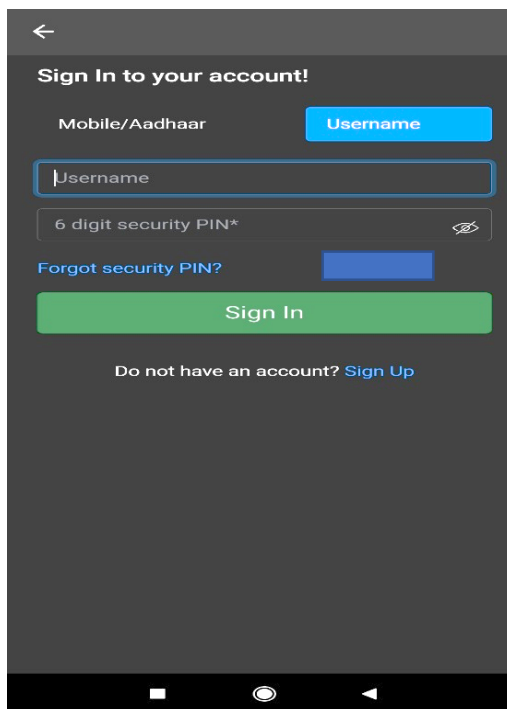
1. **Step 1 - Access.** Download the DigiLocker app through Google Play Store or Apple App Store. Select your preferred language of operation.



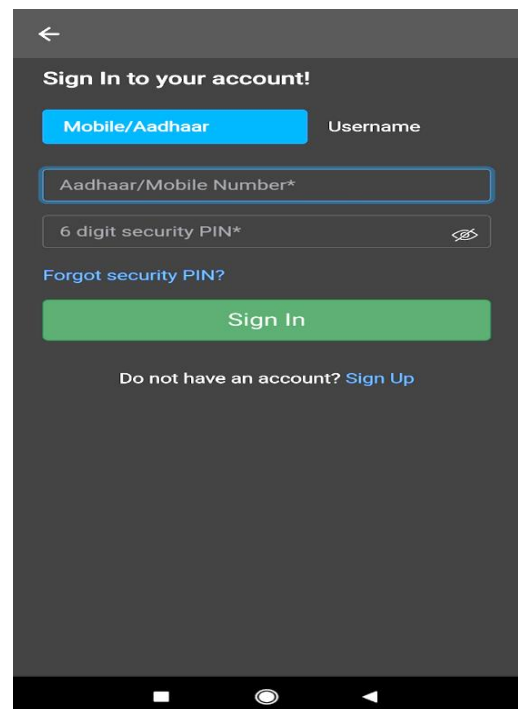
2. **Step 2 – Sign Up.** New Users are required to sign up using their Aadhar details. The DigiLocker Application would verify credentials from the Aadhar database and an OTP would come on the registered mobile number. Set a six digit pin that would be utilised to access your account. Click on submit to created an account on DigiLocker. In case you already have an account, proceed to Step 3.



3. **Step 3 – Sign In.** Login into the DigiLocker with your Aadhaar/ Mobile number or Username and enter the six-digit pin. Subsequently enter the OTP received on the registered mobile number.

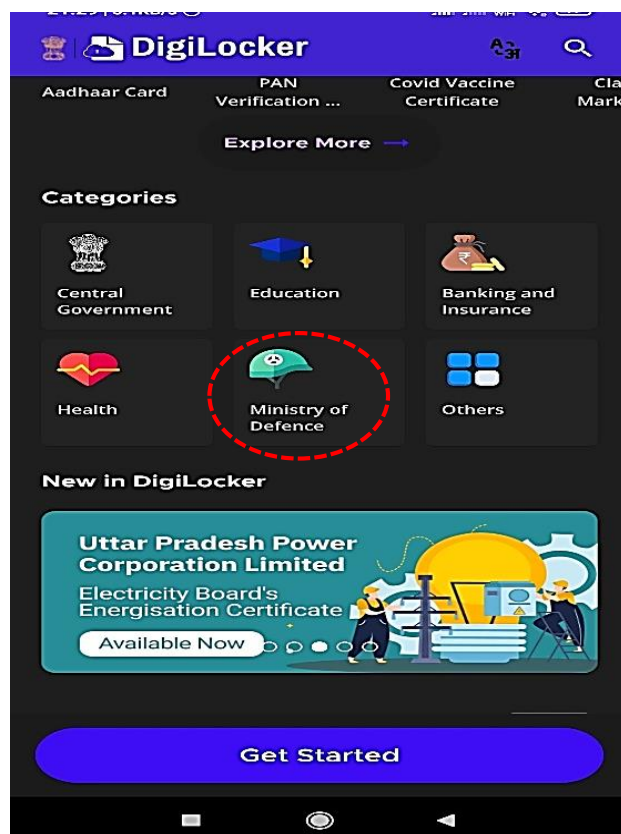


The image shows the 'Sign In to your account!' screen in the DigiLocker app. At the top, there are two tabs: 'Mobile/Aadhaar' and 'Username', with 'Username' selected. Below the tabs, there is a text input field labeled 'Username'. Underneath that is a field for '6 digit security PIN\*' with an eye icon to toggle visibility. A link for 'Forgot security PIN?' is visible. At the bottom, there is a green 'Sign In' button and a link 'Do not have an account? Sign Up'.

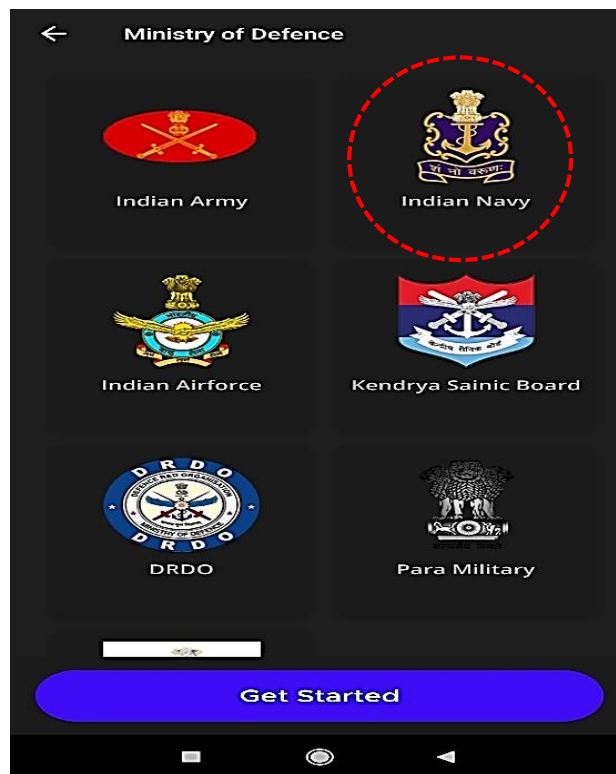


The image shows the 'Sign In to your account!' screen in the DigiLocker app. At the top, there are two tabs: 'Mobile/Aadhaar' and 'Username', with 'Mobile/Aadhaar' selected. Below the tabs, there is a text input field labeled 'Aadhaar/Mobile Number\*'. Underneath that is a field for '6 digit security PIN\*' with an eye icon to toggle visibility. A link for 'Forgot security PIN?' is visible. At the bottom, there is a green 'Sign In' button and a link 'Do not have an account? Sign Up'.

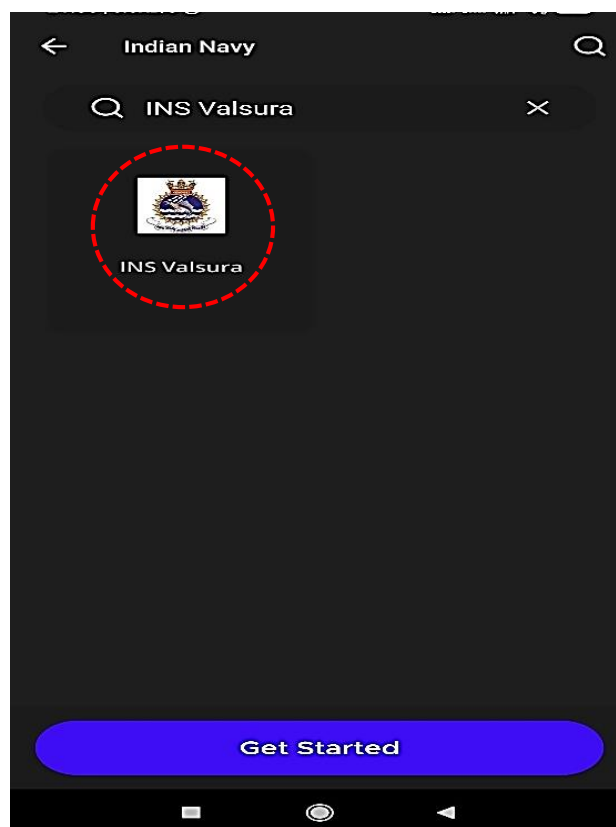
4. **Step 4.** Select Ministry of Defence from 'Categories' on the DigiLocker homepage.



5. **Step 5.** Select 'Indian Navy' from the Ministry of Defence page.



6. **Step 6.** In the Search bar, search for 'INS Valsura'.



7. **Step 7.** Select 'Indian Navy Certificate' or 'Indian Navy Marksheet', depending upon document to be fetched.



8. **Step 8.** Your name and Date of Birth as per Aadhaar Card would be displayed automatically. Enter your Personal Number in (12345-X) format. Enter the Course ID and year of course completion as available on INS Valsura website. Tap on 'Get Document'.

A screenshot of the INS Valsura app's document request form. At the top, there is a back arrow and the text 'INS Valsura'. Below this is the title 'Indian Navy Certificate'. The form contains several input fields: 'Name(from aadhaar)' with a text input line, 'Date of Birth' with a date picker, 'Personal No.' with a text input line and an example 'Example: 1988XX10', 'Course Id' with a text input line and an example 'Example: 7.099', and 'Select YEAR' with a dropdown arrow. Below these fields is a green checkmark icon followed by the text: 'I provide my consent to DigiLocker to share my details with the Issuers for the purpose of fetching my documents.' At the bottom of the form is a large blue button with the text 'Get Document', which is enclosed in a red dashed rectangular box.

9. **Step 9.** Access your certificate/ marksheet and download/ print as required.

