

# How to add company certificates (documents)

The user logs in to the OLISS Web side , and clicks to enter the **"Vessel Management → Certificate Management → Company Certificate"** interface, clicks "Add", in the company certificate addition interface, fill in the certificate name, certificate number, select the certificate type according to the needs, responsible department and other relevant information, can fill in remarks and upload attachments, and finally click "Confirm".

1. Click to enter the "Company Cert." interface

2. Click "Add"

No.	Cert. Name	Cert. No.	Cert. Type	Responsible Dept.	Issuing Authority
1	安全与防污染能力符合证明	PFB20200412	12333		
2	aaa	aaa	水路运输许可证	aaa	aaa
3	水路运输许可证	苏水CG90006	12333		盐城市交通运
4	国内船舶管理业务经营许可证	苏水CG900010	12333		
5	海上通行	902384	12333		
6	营业执照	320900666202301050002	12333		盐城市行政审
7	海上通行	0002	向33333		
8	船舶营运证	1288854	向33333	测试部	海关

3. Fill in the certificate name, certificate number, select the certificate type according to the needs, responsible department and other relevant information, can fill in remarks and upload attachments, and finally click "Confirm"