



ORISSA CHEMICAL SOCIETY

Regd. No. 18990/28-87/XXVII-22/87 of 1987 – 1988

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Burla
9th April 2021

FREE DOWNLOAD OF OCS CERTIFICATE AND ID CARD

Dear Sir/Madam,

In view of continued demands of OCS members for OCS ID Card, you will be happy to know that there is now provision on the OCS website to download OCS Certificate and ID Card for FREE. This FREE service is extended to all the Life and Patron Members of the Society.

For availing of this service, the Members need to update the profile. This requires access to a computer and the required information. Detailed requirements and steps to edit profile are furnished herewith. Please follow the instructions carefully and download OCS Certificate and OCS ID Card.

If you have any questions or concerns, please read FAQ under the instructions.

Sincerely,

Dr. Priyaranjan Mohapatra
Secretary-cum-Treasurer
Orissa Chemical Society
Associate Professor, VSSUT, Burla

PROCEDURE FOR FREE DOWNLOAD OF OCS CERTIFICATE AND ID CARD

Requirements:

1. Access to a computer (not mobile phone)
2. A profile photograph in digital format (.jpg, .jpeg, .png, .JPG, .JPEG format) stored in the computer.
3. Alternate Contact Number (this number should be other than the number the Member is using. Preferably, it should be the phone number of a member of the family / a coworker.
4. Blood group (please ensure accuracy)
5. Current workplace (City or District)

Step A: Update Profile

1. Visit <https://www.ocs.org.in>
2. Click Life Member / Patron Member (If a member is both LM and PM, certificate and ID card can be generated for both).
3. In the 'Search by Name' field, type family name, press 'Search'. All the names of members of the same family name will be displayed.
4. Find your name. Click 'View Profile'. Enter your registered email ID. Please note that the provision of sending OTP to the registered mobile number is suspended due to pending KYC verification of the OCSIND SMS service. OTP will be sent to the registered email ID only.
5. An email will be delivered within a couple of minutes. Please check your junk folder too. In the email below the link, the 5-digit OTP will be displayed.
6. Enter the OTP and click 'verify'. Your profile will be displayed.
7. Then, click 'Edit'.
8. The editable profile form will appear. Enter all the required information (alternate contact number, blood group, and workplace. 'Chose file' and select your photograph file on the computer.
9. Please see your 'position' is not repeated in 'address'.
10. 'Position' should be of about 20 characters.
11. Delete the less essential entries in the 'address'.
12. Once done, 'click update'. A message will be displayed on the computer screen informing you that your profile has been updated.

Step B: Download Certificate and ID Card.

1. Repeat procedures 1 to 6 under Step A.
2. Click 'Download your certificate here ...'. The certificate will be downloaded.
3. Click 'Download your ID Card here...'. The ID Card will be downloaded. Any QR Reader App can read the QR Code on the ID Card. Code scanning takes one to the detailed profile page of the Member.

FAQ

1. The certificate is overlapping signature. Solution: Reduce your address by deleting less relevant entries.
2. In the ID card, Position (that appears below the name) is overlapping the QR code: Solution: Reduce the size of your 'position' to about 20 characters.
3. The ID Card is too big to fit into a wallet. Solution: Reduce the size. It is ideal to get the Certificate and ID card printed with a professional vendor. The ID Card should be laminated.
4. I have lost my ID Card and Certificate: You can regenerate these documents FREE at any time.
5. Can I ask OCS to download the documents, print and send to my address? Solution: OCS can assist in explaining the above but cannot send the documents to a Member.
6. I am unable to view my profile. Reason: The email ID is not registered, or the Member is not using the registered mobile number. Solution: Send an email to info@ocs.org.in cc to ocsindia.secretary@gmail.com and ocsindia.president@gmail.com Give your mobile number, alternate mobile number, email ID, blood group, current workplace, and a photograph in digital (.jpg, .jpeg, .png, .JPG, .JPEG) format. The Member will be informed once the information is updated on the server. Then the Member can edit profile, download certificate and ID card.