

POEA Online Processing System for Balik-Manggagawa  
(POPS-BaM)

**How to Transfer previous BM Record**

<b>STEP 1:</b>	Go to <a href="http://onlineservices.poea.gov.ph">onlineservices.poea.gov.ph</a> (or google search: POEA Online Service)
<b>STEP 2:</b>	On <b>POEA Helpdesk</b> , click <b>Transfer Old BM Records</b> .
<b>STEP 3:</b>	Input your information from the old BM System.
<b>STEP 4:</b>	Click <b>FIND RECORD</b> .
<b>STEP 5:</b>	Enter your E-Registration Number ( <i>ex. 2022*****</i> , can be found above your name in your POPS-BaM Account)
<b>STEP 6:</b>	Click <b>TRANSFER RECORD</b>
<b>STEP 7:</b>	Read the confirmation box, then click <b>YES</b> .

**How to Acquire OEC Exemption**

<b>STEP 1:</b>	Go to <a href="http://onlineservices.poea.gov.ph">onlineservices.poea.gov.ph</a> (or google search: POEA Online Service)
<b>STEP 2:</b>	Click <b>My Contracts</b> on your top right-hand side to check if your old records have already been matched to your POPS-BaM account.
<b>STEP 3:</b>	If your old record is already present on your account, go back to your Dashboard, click <b>Balik-Manggagawa</b> , then click <b>NEXT</b>
<b>STEP 4:</b>	Enter your <b>Return Flight Date</b> , then click <b>NEXT</b>
<b>STEP 5:</b>	If you are a returning BM, you will be asked if you are returning to the <b>(4a)</b> same EMPLOYER, <b>(4b)</b> same JOBSITE, and <b>(4c)</b> same POSITION.  Please read the message carefully, then click your response to proceed.  <i>*Click <b>YES</b> if details are the same based on your latest VISA.  Then proceed to <b>STEP 6</b></i>  <i>Otherwise, click <b>NO</b>, then you will be redirected to set an appointment.</i>
<b>STEP 6:</b>	Update information needed, then click <b>SUBMIT</b> .
<b>STEP 7:</b>	Click <b>PRINT OEC</b> .