

(1)

How to register to the new POEA Online Processing System for Balik-Manggagawa (POPS-BaM)

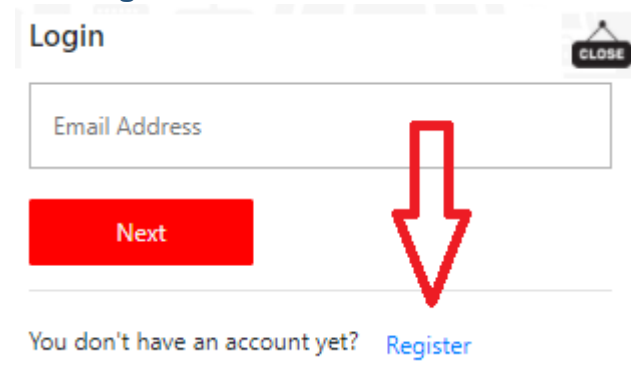
Please take note of the following rules:

1. **One (1) OFW, One (1) e-Registration account only.**
2. Ensure that you only provide correct/information and always **check your details before submitting your personal information.** Submitted information cannot be manually changed/ corrected/edited, such as: **Name, Gender, Birthdate, Email Address.**
3. Request to correct any of the above-mentioned critical personal information shall be done by filing an electronic ticket under the POEA Helpdesk accessible at onlineservices.poea.gov.ph
4. Frequent commission of errors/mistake/misdeclarations involving any of the mentioned critical personal information may be construed as misrepresentation and shall subject the concerned BM Worker to legal action.
5. You will not be allowed to acquire a new OEC unless it has expired /cancelled or have already been used for deployment, to resume employment overseas.
6. OECs have a 60day validity and can only be used once (1) for the jobsite and employer indicated therein; and
7. Your passport must be valid for at least six (6) months.

STEP 1: Go to onlineservices.poea.gov.ph
(or google search: POEA Online Service)

STEP 2: On e-Registration, click **LET'S GO**.

STEP 3: Click **Register**



STEP 4: Click **“I Accept the Terms of Use”**.

STEP 5: PLEASE READ THE **“PAALALA”** (Reminders) carefully.

STEP 6: Fill up the form.

STEP 7: Make sure the details are correct before clicking **YES**.

STEP 8: Screenshot the **Account Creation Result**, then check your email for the **TEMPORARY PASSWORD**.

STEP 9: Copy the temporary password sent to your email, then go back to POEA Online Services or click "[Click here](#)" in the email.



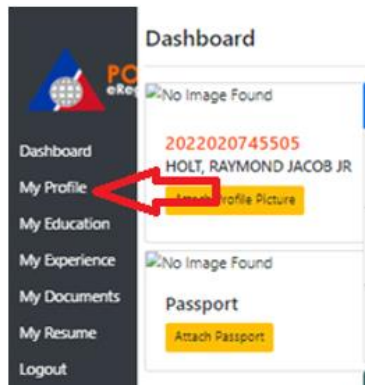
STEP 10: On e-Registration, click **LET'S GO**.

STEP 11: Enter your **registered email** then click **NEXT**

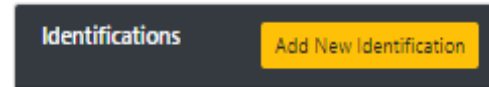
STEP 12: Enter/paste the **TEMPORARY PASSWORD** copied from your Email, then click **LOGIN**.

STEP 13: Set your desired password.
**Password should be alphanumeric and minimum of 8 characters (a combination of letters and numbers)*

STEP 14: Click **MY PROFILE**



STEP 15: Click **ADD IDENTIFICATION**,



Enter your **PASSPORT DETAILS**,
Then click **SUBMIT**.

STEP 16: Click **ADD BENEFICIARY**



On "**set as Beneficiary?**" select **YES**.
Fill up beneficiary details, then click **SAVE**.
(at least one beneficiary)

***Please use the drop-down arrows on choosing your options.**

Beneficiary Details: Save

Set as Beneficiary?
YES

First Name: Cheddar Middle Name: Jacob Last Name: Holt Suffix:

Gender: Male Relation: Son Birth Date: 01/01/2020

Street and House No: 123

Province: Ilocos Norte Municipality: Bacarra Barangay: Bani

Mobile No: 639502990099 Telephone No: Email Address: