

(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](http://onlineservices.poea.gov.ph)  
(or google search: POEA Online Service)

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

**STEP 3:** Click **Register**

The screenshot shows a registration form titled "Login". It features a text input field for "Email Address" and a red "Next" button below it. To the right of the button is a "CLOSE" button. At the bottom of the form, there is a link "You don't have an account yet? Register". A large red arrow points downwards from the top of the image towards the "Next" button.

**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.



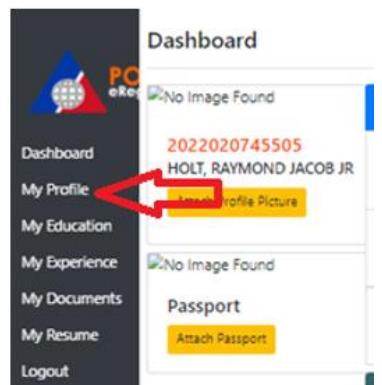
**STEP 10:** On e-Registration, click **LET'S GO**.

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

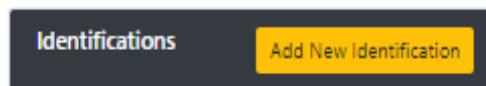
**STEP 12:** Enter/paste the **TEMPORARY PASSWORD** copied from your Email, then click **LOGIN**.

**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.

The screenshot shows a form titled "Beneficiary Details". It includes fields for "Set as Beneficiary?" (with a dropdown menu showing "YES" highlighted by a red arrow), "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", and "Email Address". A green arrow points to the "Save" button at the top right.