

(1)

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

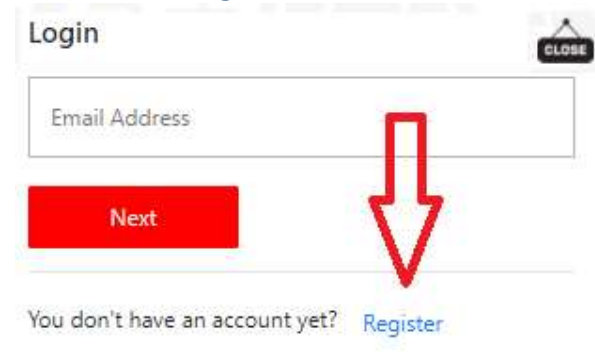
Please take note of the following rules:

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 <https://bit.ly/3y2skJC>
(or onlineservices.dmw.gov.ph/OnlineServices/POEAOnline.aspx)

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.



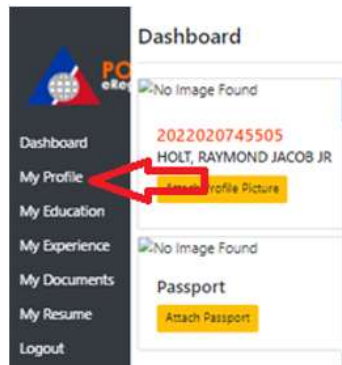
STEP 10: On e-Registration, click **LET'S GO**.

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 IDENTIFICATION**, 

Enter your **PAG-IBIG NUMBER**, Then click **SUBMIT**.

STEP 17: 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 the "Beneficiary Details" form. At the top right is a "CLOSE" button. Below it is a green "Save" button with a red arrow pointing up to it. The form contains the following fields:

- Set as Beneficiary?**: A dropdown menu with "YES" selected and a red arrow pointing left to it.
- First Name**: Cheddar
- Middle Name**: Jacob
- Last Name**: Holt
- Suffix**: (empty)
- Gender**: Male (dropdown)
- Relation**: Son (dropdown)
- Birth Date**: 01/01/2020 (calendar icon)
- Street and House No**: 123
- Province**: Ilocos Norte (dropdown)
- Municipality**: Bacarra (dropdown)
- Barangay**: Bani (dropdown)
- Mobile No**: 639502990099
- Telephone No**: (empty)
- Email Address**: (empty)