How to set Appointment
POEA Online Processing System for Balik-Manggagawa
(POPS-BaM)

STEP 1:	Go to **https://bit.ly/3y2skJC** Or https://onlineservices.dmw.gov.ph//OnlineServices/POEAOnline.aspx
STEP 2:	On e-Registration, click **LET'S GO**.
STEP 3:	Enter your **registered email** then click **NEXT**
STEP 4:	Enter your personal password.
STEP 5:	Make sure you already have <u>correct</u> Passport Data (**ADD IDENTIFICATION**) and Beneficiary data (**ADD BENEFICIARY**) on your profile (**MY PROFILE**).
STEP 6:	On your Dashboard (left side), Click Balik-Manggagawa (right side)
STEP 7:	Click **NEXT**.
STEP 8:	Enter your **return flight date**, then click **NEXT**.
STEP 9:	If you are a returning BM, you will be asked if you are returning to the same employer, jobsite, and same position. If YES, you may proceed to print your OEC Exemption. If NO, please proceed to **STEP 10** (Change employer, or change company name/position, or new BM)
STEP 10:	Complete your contract details. Fill up all fields. Once done, click **SUBMIT**.
STEP 11:	Select processing site, then click **NEXT**.
STEP 12:	Click **NEAREST AVAILABLE**.
STEP 13:	Select **Appointment Slot/Date**.
STEP 14:	**Screenshot/Print** your appointment.

Present the following requirements on the counter.

OEC REQUIREMENTS
1. **POPS-BaM Appointment**
2. **POLO Verified Contract**
   (requirements: www.polodubaiportal.org/contract-verification)
3. **ORIGINAL Passports (Old & new) & visa**
4. **CONFIRMED Airline Ticket**
5. **Sworn Statement** (for OFW with no previous POEA record or those who will apply OEC for the first time)

NOTE:
*OEC Validity is **60 days** only upon issuance.