

User Manual for eRegistration

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Project Overview

The **e-POEA Services Portal** is the POEA's online service facility which offers convenient, responsive, speedy and easy access to online services to the overseas Filipino workers(OFWs), foreign employers, recruitment agencies and other government agencies/entities who are involved in overseas employment programs. The portal is available twenty-four hours a day, seven days a week (24x7) for accessing overseas employment information, applying for agency license, filing request for registration of principals, applying for issuance of overseas employment certificate (OEC), registering for overseas employment, paying for processing fees and verifying the status of transactions. The portal interfaces with other government agencies' information systems-by means of the most reliable and secure information exchange technology-to enable the direct validation of information entered by users to the portal, thereby streamlining the business processes and effecting a positive economic benefit.

eRegistration

The *e-Registration*, the POEA's online registration facility on the net. This online registration is open to all Filipino applicants aspiring for overseas employment. Once an applicant is registered, he/she is bounded by the terms and conditions of the site. Applicants can update, check and print their profile anytime.

e-Registration Login

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Screenshot of the Login Page of e-Registration.

Registered users can login by providing a valid *username and password* to access their accounts. New users can select the *Don't have an account*? link to register and create a profile. Users who forgot their password can select the *Forgot your account*? link to update their account details.

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Note:

Registered users who have entered the correct username and wrong password for more than 5 attempts will result to locking of their accounts. The user can then reset their password by selecting the *Forgot your account?* link or by sending a request to the administrator of eRegistration.

Registration and Account Creation

	Welcome to the POEA's e-Registration.
Resource the DOCA would like to came you before use are beloning one of our conducts on the patt the s	ACCEPTANCE OF TERMS Registration under the source of the DOEA a Source Restal The a Registration under the source to usual subjects to the following Terms and Conditions which may be under
by the POEA from time to time without notice to you. You can review the most current version of the T	Terms and Conditions at any time at this site. Please read this page carefully. By using this site, you are indicating your acceptance to be bounded by the terms of these Terms and Conditions.
DESCRIPTION OF SERVICE The POEA e-Services Portal is the POEA's online service facility which agencies/entities who are involved in overseas employment programs. The portal is available twenty issuance of overseas employment certificate (OEC), registering for overseas employment, paying fact validate information avainage tabeholder, use analysis of the service of the service factors and the service factors are service facto	offers convenient, tesponsive, speedy and easy access to online services to the Overseas Fighto Workers (OFWs), foreign employees, recruitment agancies and other governme four hours a dis server days a vest (24 x 7) to accessing overseas employment information, applying for agency license, filing respects for registration of reproducts, applying to processing fees and verying the status of transactions. The post interfaces with the government agencies information systems – by means of the most initiate and secons or processing fees and verying the status of transactions. The post initiations and the second seco
The portal is part of a larger program that intends to implement data sharing and information exchan (TESDA), National Statistics Office (NSO). Overseas Workers Welfare (OWWA), Commission on Higher	ge with other government agencies, e.g. Department of Foreign Affairs (DFA). Professional Regulation Commission (PRC), Technical Education Skills and Development Authority er Education (CHED), National Bureau of Investigation, Bureau of Internal Revenue (BIR), Securities and Exchange Commission (SEC), Philippine Overseas Labor Offices (POLO
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New users will be prompted to accept the terms and agreement set by POEA in their End User License Agreement(EULA) to proceed with the registration.

User is required to provide his/her Full name (Last Name, First Name, Middle Name) Name Suffix is optional, a Valid Email Address (which will become his/her username moving forward), Birth Date (user must be 18 years old and above) and his/her Passport Details (number and validity) to complete the account registration. The system validates the full name and birthday of a user to prevent duplicates as well as the email address provided if it is already registered. All fields except for the suffix is required to submit the registration.

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New Account Registration



Once the user submits his/her registration, the system will confirm (check above image) if the account has been successfully created. The user will then be prompted to **check the email** he/she registered to verify the account created.



Sample Email Confirmation

After the completion of the account registration, an email containing the link for password verification will be sent to the email registered by the user. The user needs to select the link then provide and confirm the password for logging in to his/her created account. User will need to copy and paste the link to his/her browser if it is not clickable.

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— Please set a	nd confirm your password below	
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dudaytan27@gma	il.com	
Set password:		•
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	Update Password	

Password Verification Page

Once the user clicks the link in his/her email the password verification page will be prompted. The user needs to provide a password for his/her account. After creating a password, select the **Update Password** button to proceed.

Date February 26, 2018 Created		Direct Hiring	
Birthdate December 27, 1998		- Application for direct hiring	
Email dudaytan27@gmail.co Address	n	Apply Now	
View/Print Full Profile		Records	
		— View your Contract History	
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Create/Update your Pro	ofile	
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Create/Undate Drafile Now		Select to create/update user

e-Registration User Home

Select the **Create/Update Profile** for the user to manage his/her profile.

Note:

The eRegistration account will be deactivated if the account remains <u>dormant for more than</u> <u>6 months</u>.

e-Registration Profile Page

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Create/Edit Profile Page

Once a user successfully logon using his/her account created, he/she will be directed to the *Create/Edit Profile* page. In this page, the user can enter and update all the necessary information needed to support his/her applications. This can also be the basis for POEA or an agency to assess if a candidate is qualified for a position.

Section 1 – Job Preference

This section contains all the preferences of an applicant.

- a. **Class Preference** This determines if an applicant prefers to apply for Land based or a sea based position or even for both.
- b. **Applicant of** This determines if an applicant is a Direct Hire, an Agency Hire or for a POEA Government Hiring.
- c. **Position and Industry** This will determine the applicants preferred position and what industry does this position belong to.
 - i. Example: Position: Nurse Industry: Hospital Activities
- d. **Country** This will determine the preferred country of the applicant.

Note: The applicant can select **add preference button** to add additional job preference or click the **remove button** at the most right to remove a job preference All fields that are red are required.

Job Pr	eferences							
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Land-	based	*	*					
			Se	elect from the list	Select from the list	Select from the list		
Add D	reference							
Augur	leterence							
							To Save, Please Comp	lete All Sections
Preference *		Applicant Of *		Position *	Industry *		Country *	Remov
nd based								
	+		,					
no-based								

Section 2 – Personal Details

This section contains all the personal details of an applicant.

- a. Profile Photo Users are required to upload a scanned passport size photo (2 in x 2 in). The user can select the choose file button then select the photo that will be uploaded. Once the photo is selected, a preview of the selected image will appear for the users' confirmation. The user can the select the submit button to save and update the profile photo.
- b. Personal Details This part contains some of the information provided during the registration of the user (Last Name, First Name, Middle Name, Birth date, Email Address. The user will then need to provide other personal details (Mother's Maiden Name, Contact Details, Gender, Civil Status, Religion, Weight, Height, and Complete Address) to proceed.

Note: All Fields are required. The Name fields cannot be edited. If you have an error/mistake in entering your name, please contact the POEA ICT Branch.

c. **Beneficiaries** – The user is required to provide at least one beneficiary. A beneficiary can be the user's Mother, Father, Brother, Sister, Son/Daughter, Spouse or even the user himself (Self).

Note: All Fields for a beneficiary are required. User can add or remove a beneficiary by selecting the **add beneficiary button** and **remove button** located on the bottom part of the screen.

Note: Profile Photo should be in **2x2 inches**, has a **white background**, and its format should be in **JPEG.** All fields that are red are required.

•

Guidelines for the photestary of the second	to							
	? in) photo d ple Photo		Attach the Photo b Choose File No	pelow	Profil	e Photo Preview		
Section 1: * Section 2: Job Preference Personal Det	Section 3: Identifications / Licenses	Section 4: Secti Education Work	on 5: Experiences/Trainings/Certificates	Section 6: Language Proficiency				
Guidelines for the photo - Scanned (2 in x 2 n) ph - White Background Please follow the Sample Ph 	Attach into oto	n the Photo below	Profile Photo Preview					
Personal Information								
Mobie Number *		Civil Statu • Single	Pr is *	aight (in cm) *	Religion * • Not Sta	ted		T
Address * House, Street, Subdivision, Blod Mother's Maidee Last Name *	; Lot Number	Province Select for Mother's I	• n the list Maiden First Name *	City/Mun	m the list Mother's N	laiden Middle Name *	Barangay *	
Personal Information				Phone Number				
		Civil Status *				Religion *		
Gender *		e				Not Stated		
Gender * Malo Weight (in kg) *	•	Single		Height (in cm) *				
Gender * Malo Weight (in kg) *		Single Province *		Height (in cm) *	City/Municipality	/*		Barangay *

Bei	neficiaries					
÷-	1st Beneficiary					
	Last Name	First Name		Middle Name		Suffix
	Gender			Birth Date		
			•	Select Date		
	Relationship		Mobile Number		Phone Number	
		•				
	Street/Bidg.	Province		City/Municipality		Barangay
	House, Street, Subdivision, Block, Lot Number	Select from the list		Select from the list		Select from the list
A	vdd Beneficiary					
dd m	ore beneficiary					

Section 3 – Identification/Licenses

This section contains all identification and license details of an applicant.

- a. Identification/Licenses This contains the type of licenses, identification number, issue and expiration date of the licenses the user has.
 Note: The licenses and identification that the user has entered will determine if the applicant is qualified to apply for a position he/she has selected on his/her job preference. Example: An applicant applying for a sea based position needs to have an SIRB.
- b. Passport Photo- The user is required to submit a copy of his/her passport for POEA's reference. The user can select the choose file button then select the passport photo. Once the photo is selected, a preview will be displayed for confirmation. The user can then select the submit button to upload the photo.

Note: Passport Photo format should be in **JPEG.** For Seabased applicants, Seafarer's Identification and Record Book (SIRB) Number is required. All fields that are red are required.

on 1: " reference	Section 2: Personal Details	Section 3: Identifications / Licenses	Section 4: Education	Section 5: Work Experiences/Trainings/Cer	Section 6: Language Proficiency		
Identificati	ions / Licenses						
Remi	inder: Seabased applicants. Se	afarer's Identification and Recor	d Book (SIRB) Numt	per is required.			
Type		Identification No		Issue Date	Expiry Date	Remove?	
PASSPO	DRT	• 737373		Select Date	Nov 20, 2007	-	
Passport F	Photo						
Passport F Guidelines • Scan	Photo for the photo med PASSPORT photo o much her in IREG (inc)	format	uttach the Photo of I	Passport below Passport Ph	nto Preview		
Passport P Guidelines • Scan • Photo Please follo	Photo for the photo aned PASSPORT photo or must be in JPEG (jpg) I ow this format	format	ttach the Photo of I	Passport below Passport Ph	nto Preview		

Section 4 – Education

This section contains all education details of the user.

- a. **Attainment** This field determines the level of education completed by the user. The user can add details from his/her elementary school details up to doctorate information if chosen.
- b. **School** This field is for the school name of the user. Other fields such as the course taken and year graduated can also be provided.

Note: User can select the **Add Education button** to add other educational attainment details. User can also select the **Remove button** on the right most part to remove an attainment detail. If Educational Attainment is high school and elementary level, there is no need to fill out the course taken and year graduated field. Also if the user's school is not on the list, user must type the name of the school. All fields that are red are required.

on 1: * reference	Section 2: Personal Details	Section 3: Identifications / Licenses	Section 4: Education	Section 5: Work Experiences/Trainings/Certificates	Section 6: Language Proficiency		
				-			
Education	al Background						
Remir — Type	nder: the name of the school if i	not in the list					
Educational A	Attainment	School *		Course Taken	Year Graduated	Remove?	
	•					-	
		Select from the list		Select from the list			
	1 · · · · · · · · · · · · · · · · · · ·						

Section 5 – Work Experiences/Trainings/Certificates

This section contains all information regarding work experiences, trainings and certificates of the user.

- a. Work Experiences User can add all the information regarding his/her work experiences from the Company Name, his/her position, inclusion date and the country/jobsite of the work. This can help and support the user with regards to the evaluation of POEA or an agency if he/she is qualified for a vacant position.
- b. **Trainings** User can add all the information regarding the trainings he/she has undergone from the training name, its duration, who conducted the training and the skills the user have acquired. This can help and support the user with regards to the evaluation of POEA or an agency if he/she is qualified for a vacant position.
- c. **Certificates** User can add all information regarding the certificates he/she has acquired to support his/her application. The details include the certificate title, certificate number, who issued the certificate, the issue date and expiration date.

Note: User can select the **Add work experience button** to add other work experience details. User can select the **Add trainings button** to add other training details. User can also select the **Add certificate button** to add other certificate details. User can select the **Remove button** on the right most part to remove a work experience, training, or certificate detail. If the user's work experience/trainings/certificates are not applicable, type N/A for the required fields (in red and with *).

section 1: * ob Preference	Section 2: Personal Details	Section 3: Identifications / Licenses	Section 4: Education	Section 5: Work Experiences/Trainings/Certificates	Section 6: Language Pro	ficiency		
Reminder — If Work Ex	: periences/Trainings/Cert	ificates are not applicable, type №	I/A for required fields	(in red and with *)				
Work Expe	erience(s)							
Company *		Position *	F	rom	Present Job?	То	Country	Remove?
				Select Date	Ŧ	Select Date		-
Add Work I	Experience							
Trainings								
Tesisian Mars		<u>.</u>		Constructed Dr.		Constitution Associated	Demouro	
	e)	Conducted by		Special Skills Acquired	-	
Add Trainin	g							I
Certificatio	ons							
Certificate Tit	e *	Certificate No. *		ssued by	Issue Date	Expiry Date		Remove?
					Select Date	Select Date		-
Add Certific	cate							

Section 6 – Language Proficiency

This section contains all information regarding proficiency of a user to a language.

a. Language – User can add all the information regarding his/her proficiency to a language. This includes the Language name, Competency Level if applicable, Language Proficiency Level, and Writing Proficiency Level. This can help and support the user with regards to the evaluation of POEA or an agency if he/she is qualified for a vacant position. This section is currently not required.

Note: For other languages, select "Others" and select the specific language from "Other Languages". All fields that are red are required.

on 1: * reference	Section 2: Personal Details	Section 3: Identifications / Licenses	Section 4: Education	Section 5: Work Experiences/Trainings/Certificates	Section 6: Language Pro	ficiency			
Language	Spoken								
Remir	nder:								
Kenni	IUCI.								
— For c	ther language/s, select '	'Others" and select the specific la	anguage from "Other	Languages" list					
— For o	ther language/s, select *	Others" and select the specific is	anguage from "Other	Languages" list Language Proficiency Level (from 1-10)		Writing Proficiency Level (from 1-10)		Remove?	
- For o	ther language/s, select *	Others" and select the specific l	anguage from "Other	Languages" list Language Proficiency Level (from 1-10)	¥	Writing Proficiency Level (from 1-10)	Ţ	Remove?	
- For d Language Others Add Langu	ther language/s, select *	Others" and select the specific la Other Languages Select from the list	anguage from "Other	Languages" list	¥	Writing Proficiency Level (from 1-10)	Ţ	Remove?	
— For c Language Others Add Langu	ther language/s, select *	Others" and select the specific is Other Languages	anguage from "Other	- Languages" list Language Proficiency Level (from 1-10)	•	Writing Proficiency Level (from 1-10)	,	Remove?	

Note: After finishing all the sections select the Save Button under all the sections.



tello, Lourdes Tan Quijano	MyPOEA Services
Date Created February 15, 2018 Birthdate December 27, 1967 Email Address dudsdudsquijano@gmail.com Vewn/hnit Fait [frottle	Direct Hiring - Application for direct hiring August Now Records
Registration Services	View your Contract History
In order to use all of the functionalities of POEA eService, you must complete your profile Creatert tudate Profile Note	Notifications (2)
MyPOEA Servic	pes g for direct hiring
ect Apply Now to ed to Application for Direct Hiring	

e-Registration Direct Hiring/View Records/Notification



Direct Hiring

Once the user selects the **Apply Now** button, send application details will prompt. The user must fill the necessary details. Then select the **Send Application** button to finish.

end Application Details				
lease Input Job Details				
Principal Name	Designated Position			
Principal Address	Jobsite			
Salary Amount	Salary Currency		Period Of Salary	
Contract Duration(Months)	Contract Duration(Days)	¥		٣
		\$		

Records

Once the user selects the **View Record** button, user can now view his/her contract history.

Polymera Polymera Accessed and a construction	
MyPOEA Contract History	
Contract History Select a contract below to view its details	Search Fields – user can search their history data.
4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

eRegistration Support:

For eRegistration support, please contact eServices Helpdesk.