



# User Manual for eRegistration

Prepared by:

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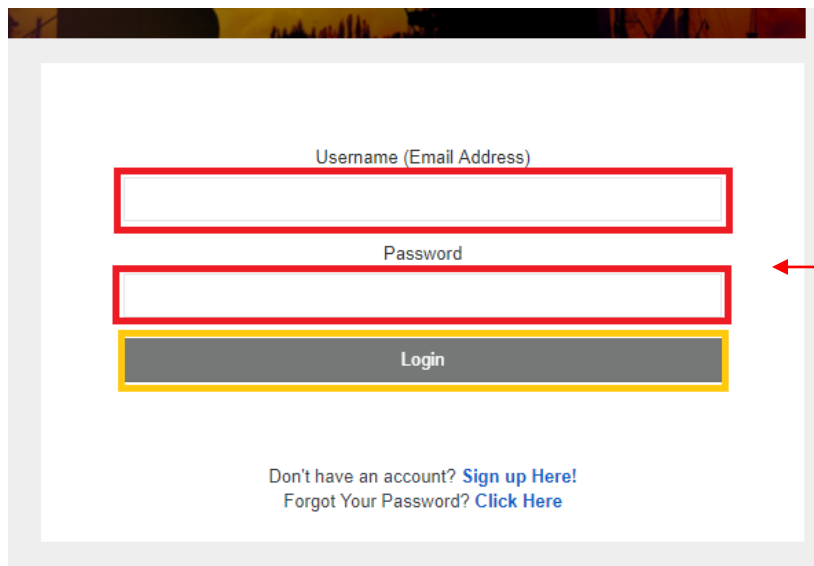
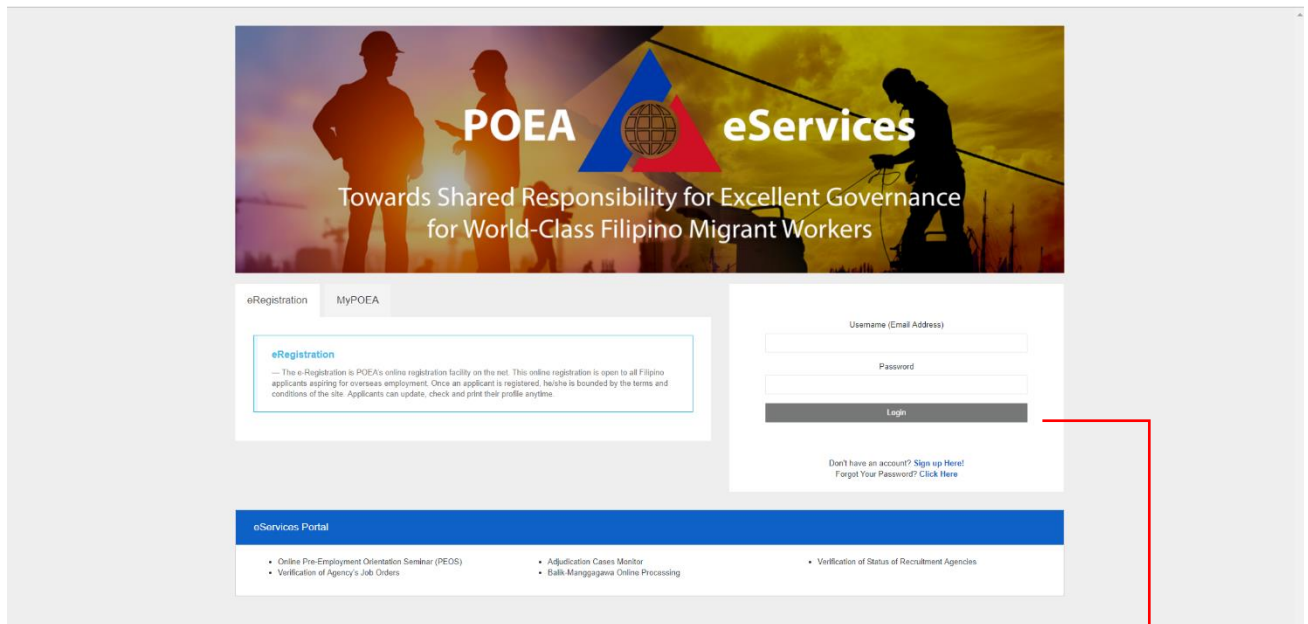
## **Project Overview**

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**

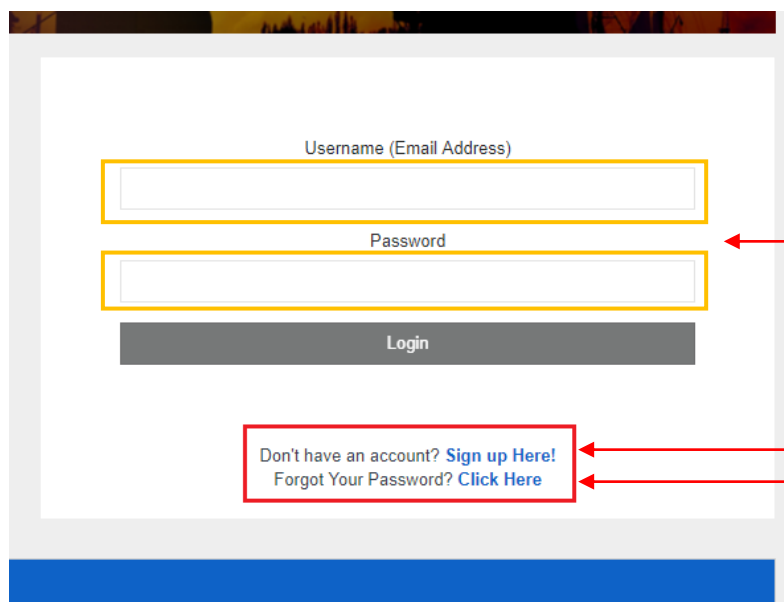
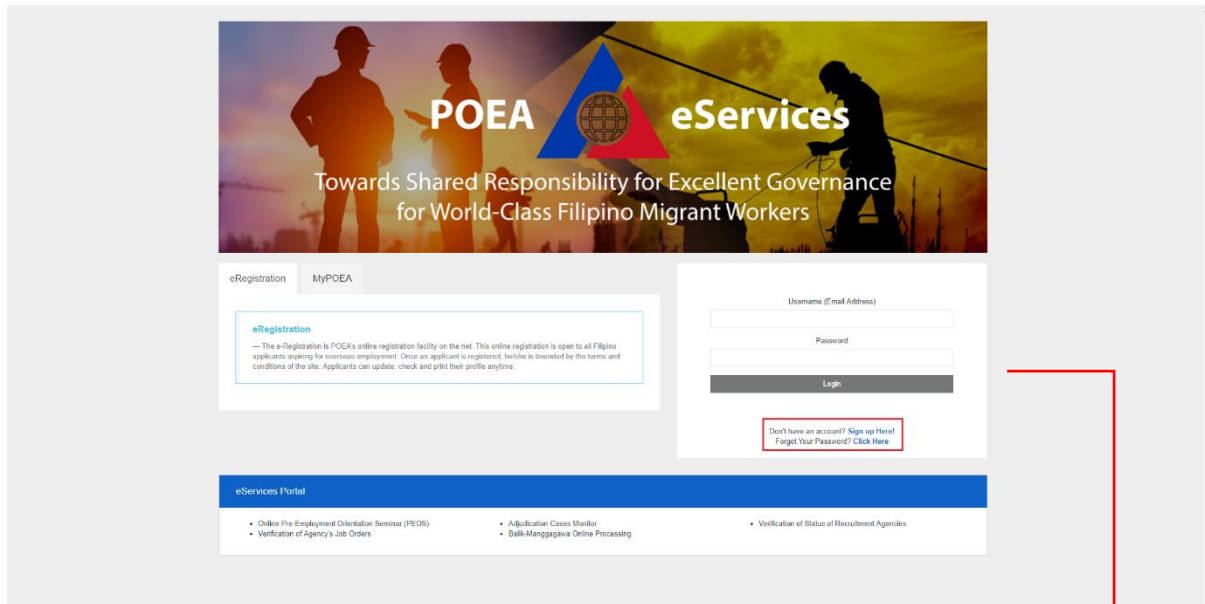
The ***e-Registration***, the POEA's online registration facility on the net. This online registration is open to all Filipino applicants aspiring for overseas employment. Once an applicant is registered, he/she is bounded by the terms and conditions of the site. Applicants can update, check and print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

## e-Registration Login



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.



**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

Terms of Use and Privacy Statement

Welcome to the POEA's e-Registration.

ACCEPTANCE OF TERMS

Because the POEA would like to serve you better, we are bringing one of our services on the net – the e-Registration Component of the POEA e-Services Portal. The e-Registration website provides its service to you, subject to the following Terms and Conditions, which may be updated by the POEA from time to time without notice to you. You can review the most current version of the 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 bound by the terms of these Terms and Conditions.

DESCRIPTION OF SERVICE The POEA e-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 (24 x 7) for accessing overseas employment information, applying for agency license, filing requests 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 the users to the portal, thereby streamlining the business processes and effecting a positive economic benefit.

The portal is part of a larger program that intends to implement data sharing and information exchange with other government agencies, e.g. Department of Foreign Affairs (DFA), Professional Regulation Commission (PRC), Technical Education Skills and Development Authority (TESDA), National Statistics Office (NSO), Overseas Workers Welfare (OWWA), Commission on Higher Education (CHED), National Bureau of Investigation, Bureau of Internal Revenue (BIR), Securities and Exchange Commission (SEC), Philippine Overseas Labor Offices (POLOs)

I Accept the Terms of Use

Email Address/Username  
Birth Date  
Passport Number  
Passport Valid Until

Submit

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Select to Accept the Terms and Agreement

I Accept the Terms of Use

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.

User needs to provide their Full Name (Last, First and Middle name)

\* Please enter the details as it appears in your passport.

Last Name	First Name	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	e.g. Sr, Jr, I, II, III
Email Address(Username)		Birth Date	
<input type="text"/>		Select Date	
Passport Number		Passport Valid Until	
<input type="text"/>		Select Date	

User needs to provide a valid Email Address. All the status updates will be sent to the given email.

User must be 18 years old and above.

## New Account Registration

### Your account is for activation.

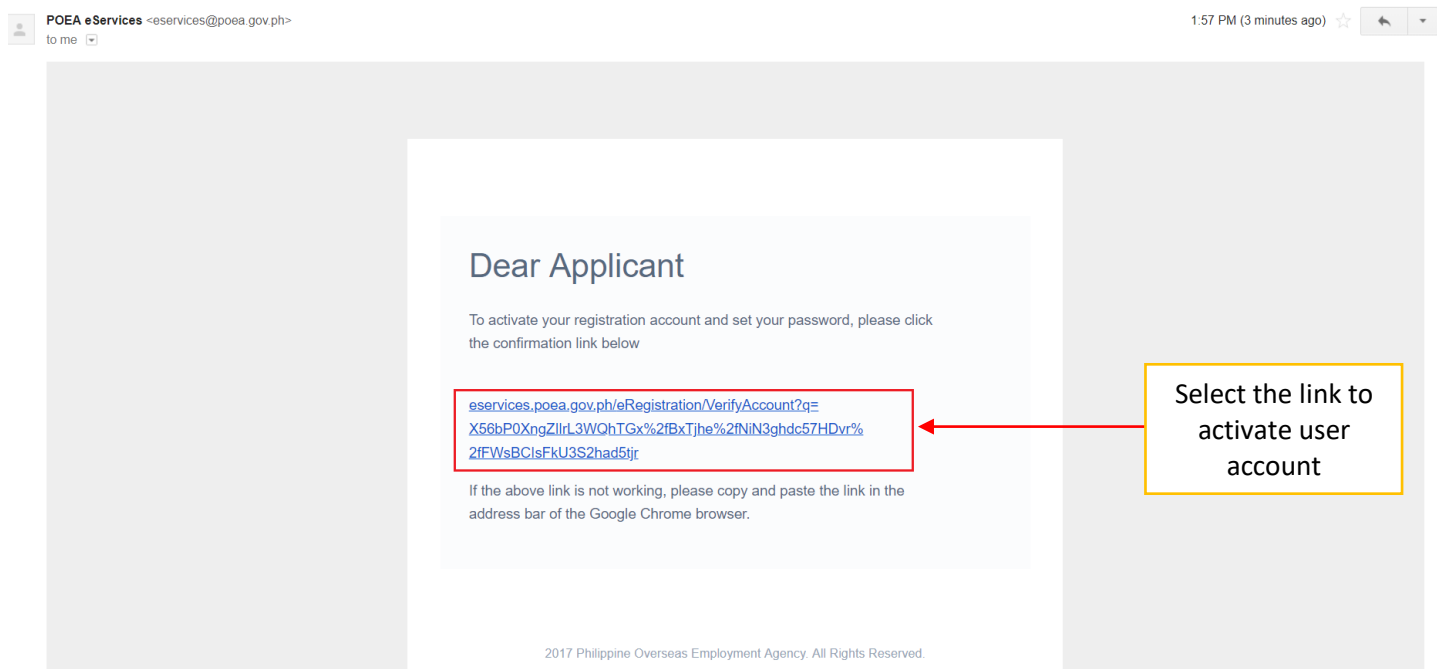
To activate, check your email sent by "POEA eServices" and open the [confirmation link](#)

*Note: Depending on your email provider and your computer's configuration settings, inbound messages generated by the POEA eServices system may be incorrectly tagged as spam and delivered to your **JUNK/SPAM** folder*

*Please check your **JUNK/SPAM** folders in addition to your inbox for the confirmatory email of your finalized registration*

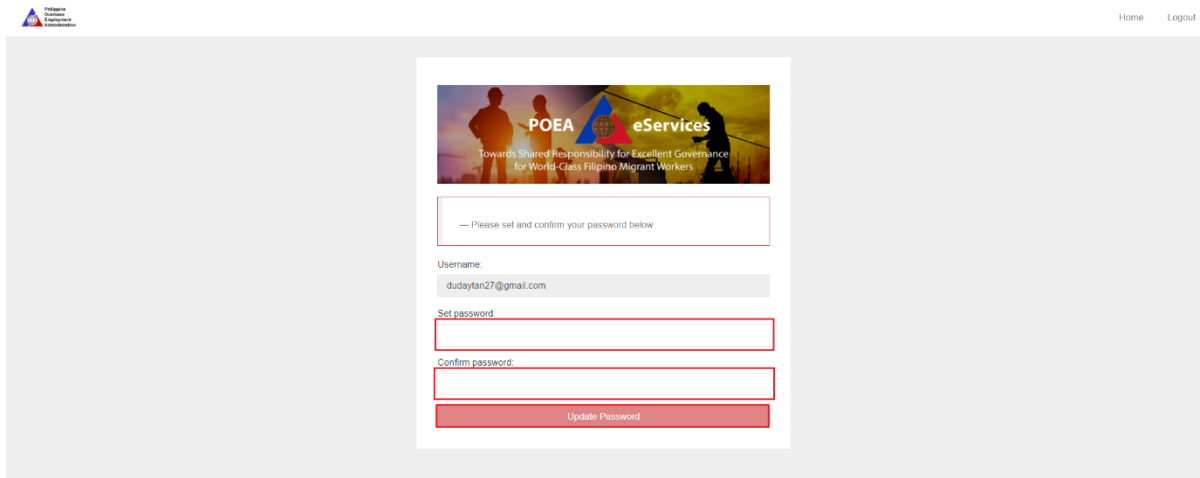
### Account Confirmation

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.

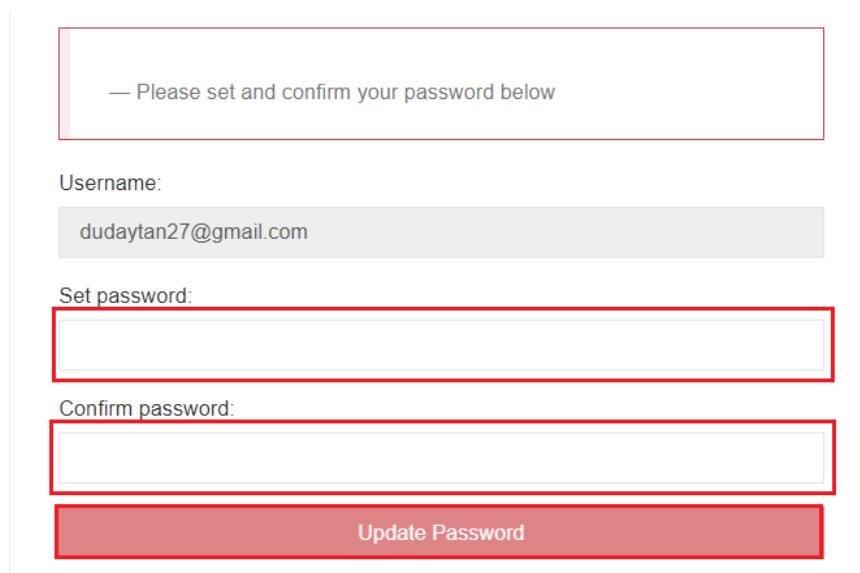


### Sample Email Confirmation

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.



The screenshot shows the POEA eServices password verification page. At the top left is the POEA logo and at the top right are links for 'Home' and 'Logout'. The main content area features a header with the POEA logo and the text 'Towards Shared Responsibility for Excellent Governance for World-Class Filipino Migrant Workers'. Below the header is a form with the following elements: a message box that says '— Please set and confirm your password below', a 'Username:' label with a text input field containing 'dudaytan27@gmail.com', a 'Set password:' label with a text input field, a 'Confirm password:' label with a text input field, and an 'Update Password' button.



This is a detailed view of the password verification form. It includes a message box at the top that says '— Please set and confirm your password below'. Below this is the 'Username:' label and a text input field containing 'dudaytan27@gmail.com'. The next section is 'Set password:' with a text input field. Below that is 'Confirm password:' with another text input field. At the bottom is an 'Update Password' button. A red arrow points from the right side of the form towards the 'Set password' field.

### 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.



The screenshot displays the user's home page. On the left, a user profile card for Sana T Minatozaki shows personal details and a 'View/Print Full Profile' button. Below this is the 'eRegistration Services' section with a 'Create/Update your Profile' card containing a 'Create/Update Profile Now' button. On the right, the 'MyPOEA Services' section includes 'Direct Hiring' and 'Records' options, each with an 'Apply Now' or 'View Records' button. A 'Notifications (0)' bar is at the bottom. A red arrow points from the 'Create/Update Profile Now' button in the top screenshot to a magnified view of the same button in the bottom screenshot. In the magnified view, a red box highlights the button, and another red box contains the text 'Select to create/update user profile' with an arrow pointing to the button.

### 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 dormant for more than 6 months.

## e-Registration Profile Page

The screenshot displays the 'Edit Profile' page with the following elements:

- Page Header:** 'Edit Profile' and 'Pagbabago ng Impormasyon'. Navigation links for 'Home' and 'Logout' are in the top right.
- Personal Information Section:** A table with the following data:
 

Name	Minatozaki, Sana T
Birthdate	December 27, 1998
Email Address	dudayan27@gmail.com
ERegistration Number	201802260208
- Profile Photo Section:** A placeholder for a profile photo with a 'Change Photo' button below it.
- Passport Photo Section:** A placeholder for a passport photo with a 'Change Photo' button below it.
- Instructions:** A yellow box containing the text: 'All information are required to be completed. If not applicable, please write N/A'. Below this are six instructions for Sections 1 through 6, each starting with '— Section X - ... needs to be filled up. Please fill in all the necessary inputs below with an asterisk (\*)'.
- Section Navigation:** A row of six tabs: 'Section 1: Job Preference', 'Section 2: Personal Details', 'Section 3: Identifications / Licenses', 'Section 4: Education', 'Section 5: Work Experiences/Trainings/Certificates', and 'Section 6: Language Proficiency'.
- Job Preferences Section:** A blue header 'Job Preferences' followed by a 'Reminder' box with instructions on choosing job preferences. Below the reminder are two dropdown menus labeled 'Class Preference \*' and 'Applicant Of \*', a 'Remove?' button, and an 'Add Preference' button.
- Footer:** A blue button labeled 'To Save, Please Complete All Sections'.

Red annotations highlight the 'User's Personal Information' table and the 'Change photo' buttons in the Profile and Passport Photo sections.

### 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.

## 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 then 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.

**Profile Photo**

**Guidelines for the photo**

- Scanned (2 in x 2 in) photo
- White Background

**Please follow the Sample Photo**



**Attach the Photo below**

No file chosen


Section 1: Job Preference
Section 2: Personal Details
Section 3: Identifications / Licenses
Section 4: Education
Section 5: Work Experiences/Trainings/Certificates
Section 6: Language Proficiency

**Profile Photo**

**Guidelines for the photo**

- Scanned (2 in x 2 in) photo
- White Background

**Please follow the Sample Photo**



**Attach the Photo below**

No file chosen

**Personal Information**

<input type="text" value="Mobile Number *"/>	<input type="text" value="Phone Number"/>
Gender * Male <input type="button" value="v"/>	Civil Status * Single <input type="button" value="v"/>
Religion * Not Stated <input type="button" value="v"/>	
<input type="text" value="Weight (in kg) *"/>	<input type="text" value="Height (in cm) *"/>
Address * <small>House, Street, Subdivision, Block, Lot Number</small>	Province * <small>Select from the list</small>
<input type="text" value="City/Municipality *"/>	<input type="text" value="Barangay *"/> <small>Select from the list</small>
<input type="text" value="Mother's Maiden Last Name *"/>	<input type="text" value="Mother's Maiden First Name *"/>
<input type="text" value="Mother's Maiden Middle Name *"/>	

**Personal Information**

<input type="text" value="Mobile Number *"/>	<input type="text" value="Phone Number"/>
Gender * Male <input type="button" value="v"/>	Civil Status * Single <input type="button" value="v"/>
Religion * Not Stated <input type="button" value="v"/>	
<input type="text" value="Weight (in kg) *"/>	<input type="text" value="Height (in cm) *"/>
Address * <small>House, Street, Subdivision, Block, Lot Number</small>	Province * <small>Select from the list</small>
<input type="text" value="City/Municipality *"/>	<input type="text" value="Barangay *"/> <small>Select from the list</small>
<input type="text" value="Mother's Maiden Last Name *"/>	<input type="text" value="Mother's Maiden First Name *"/>
<input type="text" value="Mother's Maiden Middle Name *"/>	

**Beneficiaries**

1st Beneficiary

Last Name	First Name	Middle Name	Suffix
Gender	Birth Date	Phone Number	
Relationship	Mobile Number	City/Municipality	Barangay
Street/Blg	Province		Select from the list
House, Street, Subdivision, Block, Lot Number	Select from the list		

Add Beneficiary

Add more 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.

Section 1: Job Preference
Section 2: Personal Details
Section 3: Identifications / Licenses
Section 4: Education
Section 5: Work Experiences/Trainings/Certificates
Section 6: Language Proficiency

**Identifications / Licenses**

**Reminder:**  
— For Seabased applicants, Seafarer’s Identification and Record Book (SIRB) Number is required.

Type	Identification No.	Issue Date	Expiry Date	Remove?
PASSPORT	737373	Select Date	Nov 20, 2007	-


Add Identification / Licenses

**Passport Photo**

**Guidelines for the photo**

- Scanned PASSPORT photo
- Photo must be in JPEG (.jpg) format

**Please follow this format**



**Attach the Photo of Passport below**

No file chosen

**Passport Photo 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.

Section 1: *	Section 2:	Section 3:	Section 4:	Section 5:	Section 6:
Job Preference	Personal Details	Identifications / Licenses	Education	Work Experiences/Trainings/Certificates	Language Proficiency

**Educational Background**

**Reminder:**  
— Type the name of the school if not in the list

Educational Attainment	School *	Course Taken	Year Graduated	Remove?
▼				-
	Select from the list	Select from the list		

[Add Education](#)



## 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: *	Section 2:	Section 3:	Section 4:	Section 5:	Section 6:
Job Preference	Personal Details	Identifications / Licenses	Education	Work Experiences/Trainings/Certificates	Language Proficiency

**Reminder:**  
— If Work Experiences/Trainings/Certificates are not applicable, type N/A for required fields (in red and with \*)

### Work Experience(s)

Company *	Position *	From	Present Job?	To	Country	Remove?
<input type="text"/>	<input type="text"/>	Select Date	<input type="text"/>	Select Date	<input type="text"/>	<input type="button" value="-"/>

### Trainings

Training Name *	Duration(Hrs)	Conducted By	Special Skills Acquired	Remove?
<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="button" value="-"/>

### Certifications

Certificate Title *	Certificate No. *	Issued by	Issue Date	Expiry Date	Remove?
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Date	Select Date	<input type="button" value="-"/>

## 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.

Section 1: * Job Preference	Section 2: Personal Details	Section 3: Identifications / Licenses	Section 4: Education	Section 5: Work Experiences/Trainings/Certificates	Section 6: Language Proficiency
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**Language Spoken**

**Reminder:**  
— For other language/s, select “Others” and select the specific language from “Other Languages” list

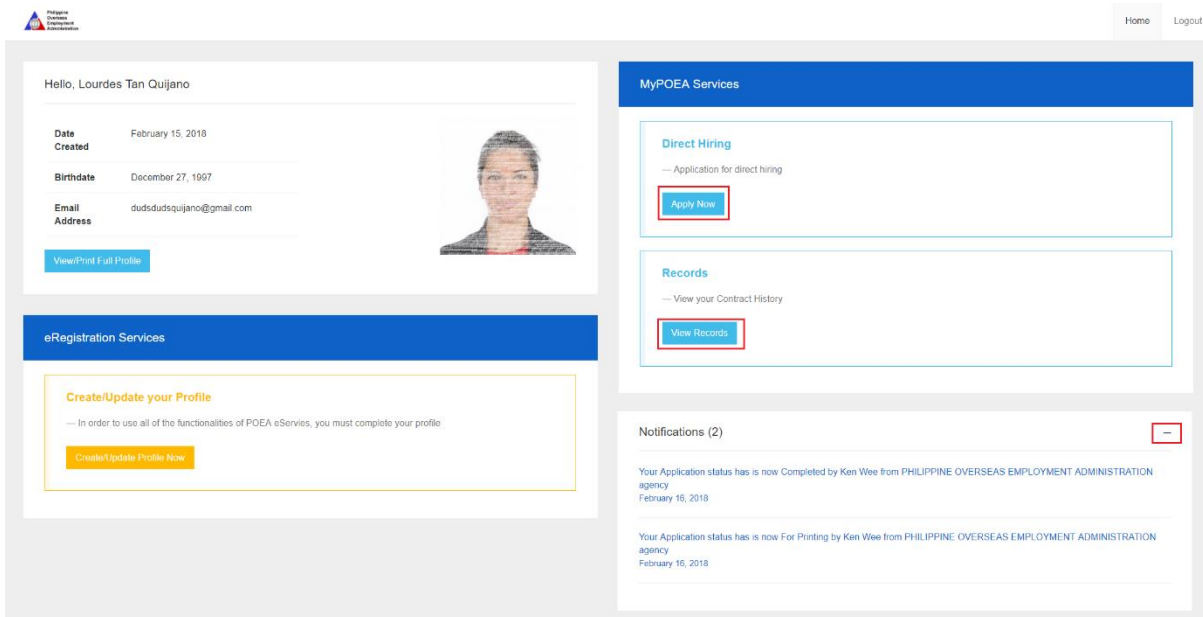
Language Others	Other Languages Select from the list	Language Proficiency Level (from 1-10)	Writing Proficiency Level (from 1-10)	Remove?
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[Add Language](#)

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

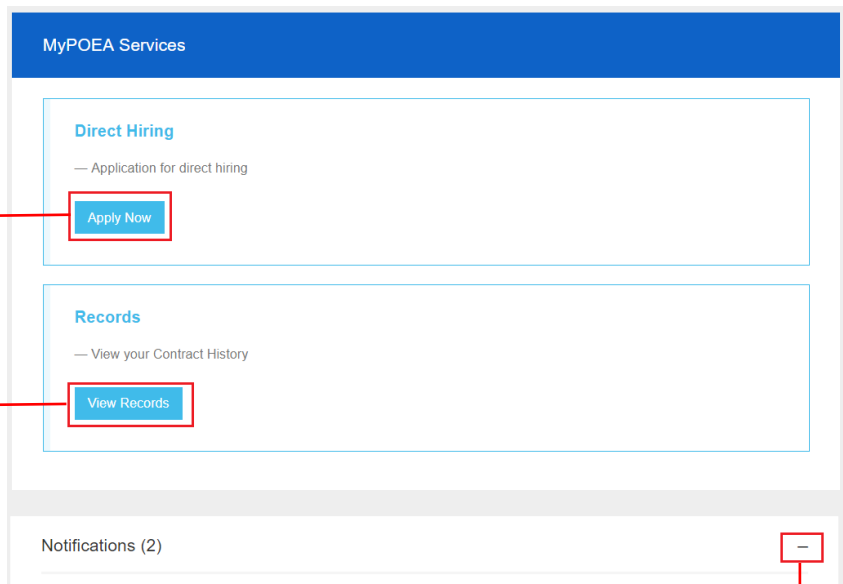
Update and Save Profile

## e-Registration Direct Hiring/View Records/Notification



Select Apply Now to proceed to Application for Direct Hiring

Select View Records for viewing of user contract records



Select to see all Notifications

## 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.



### Send Application Details

Please Input Job Details

Principal Name	Designated Position	
Principal Address	Jobsite	
Salary Amount	Salary Currency	Period Of Salary
Contract Duration(Months)	Contract Duration(Days)	

Send Application

## Records

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



### MyPOEA

Contract History

#### Contract History

Select a contract below to view its details

RFP/RPS Number	Country	Contract Type	Contract Status

Search Fields – user can search their history data.

1 / 1 250 items per page

## **eRegistration Support:**

For eRegistration support, please contact eServices Helpdesk.