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THURSDAY, MAY 3RD, 2018 |



DOCUMENTS

# POEA e-Registration: How to create online account?

ON MAY 3, 2018 • ( [LEAVE A COMMENT](#) )

On its [Advisory No. 016, Series of 2018](http://www.poea.gov.ph/advisories/2018/Advisory-16-2018.pdf) (<http://www.poea.gov.ph/advisories/2018/Advisory-16-2018.pdf>) addressed to all licensed manning and land-based recruitment agencies, the Philippine Overseas Employment Administration (POEA) said that the new e-contracts processing is mandatory beginning April 2, 2018.

On this connection, manning agencies in particular are urging seafarers bound to work on board international ships to create their online accounts. Dubbed as “e-Registration”, the POEA’s website says:

*The e-Registration is 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.*

## ***Let's make it easier***

If you are able to make a Facebook account at your own, I presume you may find creating an e-Registration account easy. Yes, it's simple as you sign-up, fill-up the online form, open your email to activate your new account, log-in to your account and update it!

However, if you think you need some help, you may ask your wife, child, colleague or anyone who knows how to "play" well with computers (commonly they're millennials).

I checked if one could easily create an e-Registration account using a smartphone. Although it's possible, it's likely very time consuming, and requires a lot of user's patience.

May I suggest then that you sit before a computer with a high-speed internet connection? If you have this equipment at home, you may take your time completing your e-Registration account.

On the other hand, if you will pay to use a PC of a nearby internet cafe, you may save time updating your account later if you make ready on hand a list of the following requirements:

(Please skip this part if you think this is not necessary).

1. Active e-mail address.

\*Don't use an email address which you cannot open its inbox.

2. Passport No. & Expiry Date.

3. Summary of all Identification/Licenses (Number, Issue & Expiry Dates).

\* Don't forget your SIRB Number & Expiration Date here.

4. Summary of all Educational Attainment (Name of school, course taken & year graduated).

5. Summary of all Work Experience(s) (Company, Position, Start & End Date, Present Job, Country).

6. Summary of all Training(s) (Name, Duration, Conducted By, Special Skills acquired).

7. Summary of all Certificates (Title, Cert. No., Issued by, Issue Date, Expiry Date).

8. Summary of all Language Spoken (Language proficiency level, writing proficiency level).

9. Prepare these images, all in JPEG format, to be uploaded:

- Scanned Passport size photo (2 inch x 2 inch) with white background.
- Scanned Passport Photo (first page only).

A handful of data to gather, right? That is why I think it is better to collect them all first before you hit POEA's online registration portal.

### ***I. Create Account***

A. To create an e-Registration account, click below link.

<https://eservices.poea.gov.ph/Home> (<https://eservices.poea.gov.ph/Home>)

A new tab opens in your web browser. Eventually, the POEA e-Services website loads.

If you don't have an account yet, Click '**Sign up Here!**'

**POEA eServices**  
Towards Shared Responsibility for Excellent Governance  
for World-Class Filipino Migrant Workers

eRegistration MyPOEA

**eRegistration**  
— The e-Registration is 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.

Username (Email Address)

Password

Login

Don't have an account? [Sign up Here!](#)  
Forgot Your Password? [Click Here](#)

**eServices Portal**

- Online Pre-Employment Orientation Seminar (PEOS)
- Verification of Agency's Job Orders
- Adjudication Cases Monitor
- Balik-Manggagawa Online Processing
- Verification of Status of Recruitment Agencies

B. Before you can fill-up the 'New Account Registration', the 'Terms of Use and Privacy Statement' window pops-up. Of course, you have to read the statement before you click '**I accept the Terms of Use**'.

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 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 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

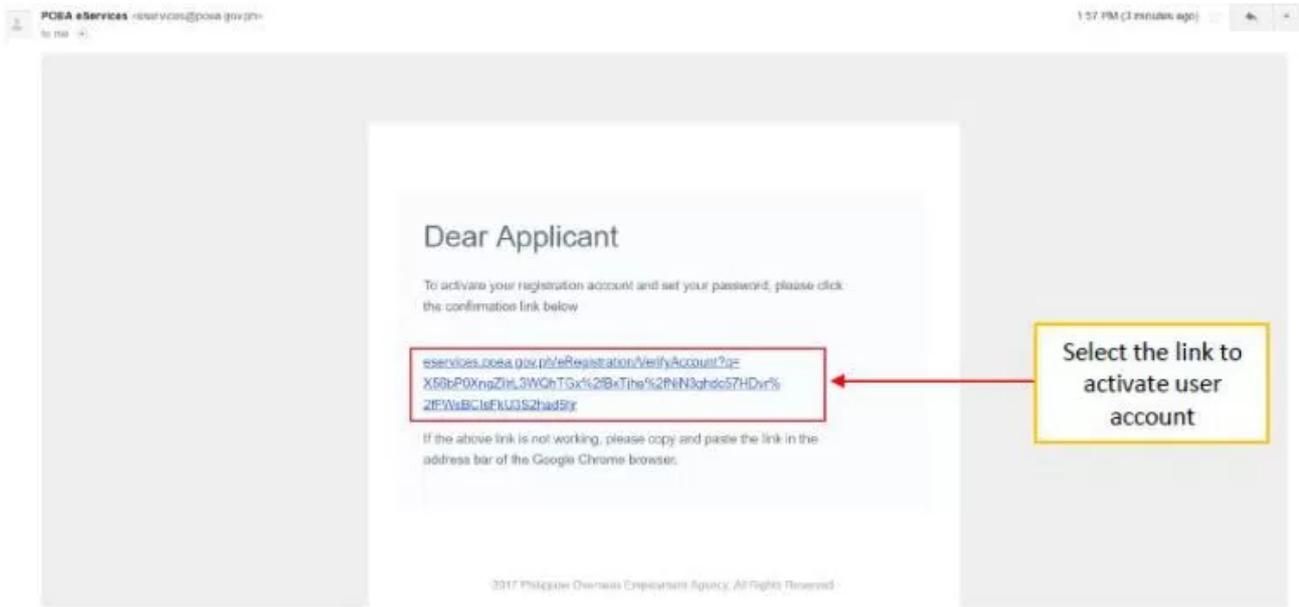
**I Accept the Terms of Use**

C. Once you accepted the Terms of Use, you can now start filling-up the 'New Account Registration' form.

Fill-up the form correctly, review your data provided, and click 'Submit' when completed.

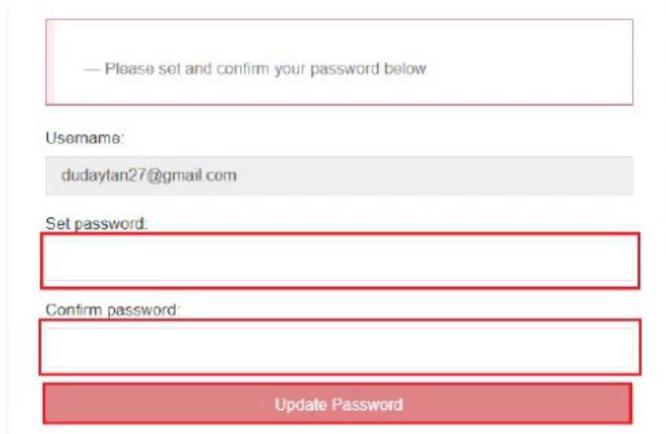
Mind as well the Reminders (Paalala) of POEA on this part.





### Sample Email Confirmation

After your account is activated, you'll receive another email. This time, the email contains the link for password verification. Click the link, or if it is not clickable, copy & paste the link to your browser to load the webpage.



Update your password. Make sure it can protect your account while at the same time it is easy to remember. Once password is confirmed, click **'Update Password'**.

E. Now that you're logged-in, you may start updating your online account! Remember what I suggested earlier? This is the time you refer to that list of requirements!

Aside from User's Personal section, the e-Registration portal has six more sections namely, (1) Job Preference, (2) Personal details, (3) Identification/Licenses, (4) Education, (5) Work education/ Training Certificates, and (6) Language Proficiency. Update each section.

For more details how to update each section, download this [e-Registration User Manual](https://seaambassador.files.wordpress.com/2018/05/eregmanual.pdf) (<https://seaambassador.files.wordpress.com/2018/05/eregmanual.pdf>).

Note: Every section has a 'Save' button. Click each button to save your update(s).

F. Finally, when you have completed updating your online account click '**Update and Save Profile**' button.

## II. Open your account, anytime, anywhere

Log-in to e-Registration portal (<https://eservices.poea.gov.ph/Home>) anytime and anywhere as long as it's safe to do so.

On the homepage, key-in correctly your username and password to open your account again.

If you happen to forget your password however, click the '**Forget Your Password? Click Here**'.

According to POEA User Manual, "registered users who have entered the correct username but wrong password for more than 5 attempts will result to locking of their accounts."

Further, the manual says, "if you fail to open your e-Registration account at least once every six months, your account will be deactivated."

## III. Technical problems

Contact POEA.

Hotlines: 722-11-44, 722-11-55

Email: [info@poea.gov.ph](mailto:info@poea.gov.ph)

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