

ANNEX A: POEA

Procedures in transitioning from the OLD BM ONLINE SYSTEM TO THE NEW POPS-BaM

1. BM Workers with existing e-Registration Accounts:

Balik Manggagawa Workers with existing e-Registration system accounts shall merely need to log in to their accounts and update the same. The specific procedures for the purpose are as follows:

- Login using your E-Registration Account.
- Go to "My Profile" and update your information.
- After updating your information, you may now access your "Balik-Manggagawa" Module.

2) BM Workers with no existing E-Registration Accounts:

- Go to <https://onlineservices.dmw.gov.ph/OnlineServices>
- On the "e-Registration" panel, click "Let's Go!"
- Then click "Register".
- On "Terms of Use and Privacy Statement" click "Accept the terms of Use".
- Kindly read the "PAALALA" section before filling out your registration.
- Fill out the registration form. Then submit by clicking "Register".
- Please use the temporary password that *was stated in the Account Creation Result* at the bottom.
- Repeat steps 1 and 2. Then on Login, enter your registered email address.
- Click "Next". Enter your Temporary Password and Click "Login".
- You will be asked to enter a new password. Enter and confirm your new password.
- Upon login, Go to "My profile" and fill out your information, you may now access your "Balik Manggagawa" Module.



The screenshot shows the POEA eRegistration Dashboard. On the left is a sidebar menu with options: Dashboard, My Profile, My Education, My Experience, My Documents, My Resume, and Logout. A red arrow labeled 'STEP 3' points to 'My Profile'. Below the menu is a box titled 'UPDATE:' with the following items: *Personal Info., *Passport details (Identifications), and *Beneficiaries (My Family). The main content area is titled 'Dashboard' and contains two steps: 'STEP 1: Upload your Photo' with an 'Attach Profile Picture' button, and 'STEP 2: Upload your passport' with an 'Attach Passport' button. To the right of these steps is a section titled 'Important Reminders' with three bullet points. Below that is a banner for 'Government to Government Hiring' with an 'Apply Now' button. At the bottom right is another banner for 'We are looking for Home-based Caregivers for Israel!' with an 'Apply Now' button. On the far right is a 'My Links' sidebar with a list of links: My Welfare (Available Soon), Balik Manggagawa, Direct Hire Application, My Contracts, G2G Hiring (Available Soon), and Client Satisfaction. A red arrow labeled 'STEP 4' points to 'Balik Manggagawa'. Below this list is a box titled 'Click Balik Manggagawa' with two bullet points: *To set an APPOINTMENT and *To acquire an OEC EXEMPTION.

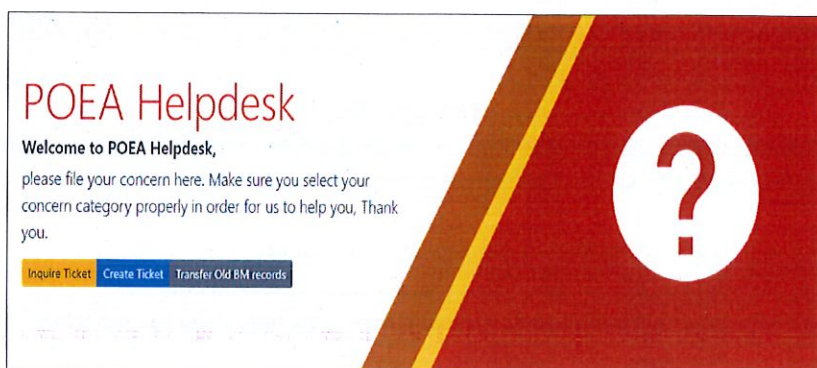
The screenshot shows a form titled 'Set as Beneficiary?'. It has a dropdown menu with 'No' selected. Below the dropdown is a red circle around the 'Yes' option. To the right of the dropdown is a label 'Name:'. Below the form is a text input field.

Please click "YES" to set your Beneficiary.

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E-registration concerns (Confirmation Link/Forgot Password/MultipleAccounts/Request for Change of Email Address, Name, Birthday and Gender), please follow the instructions below:

- Go to POEA Helpdesk link <https://onlineservices.dmw.gov.ph//OnlineServices> and click Create Ticket.
- Select the service Online Services-E-registration and choose your concern. In Let's Find your Account
- portion, please choose whichever is applicable to you in the first 3 options.
- When choosing a processing site, please choose the site near your area (It doesn't mean that you will have to go to that site because your ticket will be answered ONLINE in POEA Helpdesk).
- After creating a ticket, the website will provide you a Helpdesk Ticket Number which you can use to check the status of your request.
- To check the status, click Inquire Ticket and input your Helpdesk Ticket Number. There, a Helpdesk staff will take an action to your request. You may reply if you have a follow up concern and/or the Helpdesk staff will require document/s for verification purposes.



POPS-BaM/OEC/Transfer old record/contract history/change employer concerns, please direct your query to Balik Manggagawa Processing Division bmpd@poea.gov.ph

For a change Employer, please set an appointment.

How to Make a BM/OEC APPOINTMENT:

1. Login to <https://onlineservices.dmw.gov.ph//OnlineServices>
2. Update your Passport details and beneficiaries under MY PROFILE
3. Go to My Links then click "Balik-Manggagawa" on your top right-hand side
4. Input your flight date (expected/tentative date) click Next
5. If you are a new BM, complete your Contract Details
6. Once done, click Submit.
7. If you are a returning BM, you will be asked if you are returning to the same employer and the same position.
8. **If the answer is NO**, you will be asked to complete your Contract details.
9. **If the answer is YES**, you will be asked to update your Contract details then, you can print your OEC/EXEMPTION. (Continuation new BM process)
10. After clicking Submit, you will be redirected to select your Processing Location.
11. Then Select an Appointment Schedule. (You can Print or Cancel your Appointment.)

Steps to acquire OEC EXEMPTION Online:

1. Login to your E-registration account. (<https://onlineservices.dmw.gov.ph//OnlineServices>)
2. Update passport details and beneficiaries under "My Profile" click update/Save.
3. Go to "My links" and click "Balik Manggagawa"
4. You will also be asked for a flight schedule. (If you do not have a ticket yet, you can put in a tentative/expected flight.) Click, next.
5. You will be asked if you are returning to the same Employer and the same Position.
6. Click **"YES"** to get an OEC EXEMPTION. (For the SAME EMPLOYER)
7. Click **"NO"** to set an APPOINTMENT. (For CHANGE OF EMPLOYER)