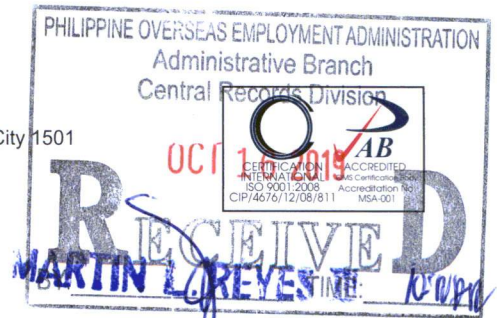




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155

PLEASE ROUTE WITHIN
YOUR BRANCH



ADVISORY No. 28

Series of 2019

TO : ALL LICENSED LANDBASED AND MANNING AGENCIES, and
ALL OVERSEAS FILIPINO WORKERS AND APPLICANTS

SUBJECT : LAUNCHING OF e-REGISTRATION SYSTEM VERSION 2.0

To address the various efficiency and reliability issues surrounding the current version of the e-Registration System, the ICT Branch of the POEA shall officially launch the **e-Registration System, Version 2.0.**, sometime on the 2nd week of November 2019. This in-house developed version shall allow for a faster and more reliable processing of OFW registration.

IN VIEW THEREOF, all licensed land-based and manning agencies, and applicant workers are hereby directed to adopt this new version. The procedures for the purpose are attached as per **Annex "A"** for users with existing e-Registration accounts, and **Annex "B"** for new users/registrants.

e-Reg Version 2 is currently on pilot test mode for the whole month of October 2019 until its official launch, the exact day and venue shall be announced at a later time. At the end of the year, the old version of the e-Registration System, shall no longer be accessible and eventually phased-out.

For the information and guidance of all concerned.

Issued this 14 October 2019, Mandaluyong City.


BERNARD P. OLALIA

Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON 16 OCT 2019

ANNEX "B" :
Procedures for Using/Accessing/Adopting the
e-Registration System Version 2.0.,
For New Users without an e-Registration Account

2. For New Users or New Registrants

- 2.1 Open internet browser, type the link <http://onlineservices.poea.gov.ph> in the address bar
- 2.2 Click the REGISTER button
- 2.3 Read and understand the Terms of Use and Privacy Statement clause
- 2.4 If you agree of what is written, then click the button I ACCEPT THE TERMS OF USE
- 2.5 Fill-out the Form completely with your information, see to it that you have read the REMINDERS or PAALALA to avoid mistake that may lead to disqualification.
- 2.6 Click the button REGISTER to complete the process
- 2.7 Login to your email account, look for email sent by the e-Registration for Account Activation in the Inbox. If none, check also the Spam Folder, Junk Email or Archive.
- 2.8 Copy the Initial/Temporary Password given
- 2.9 Go to e-Registration Login Page, next type your email address and the copied password and click LOGIN
- 2.10 You will be prompted to change your Password
- 2.11 Type your chosen Password twice
- 2.12 Click the CHANGE PASSWORD
- 2.13 Go back to the Login page, type your email address and new password
- 2.14 Click the LOGIN button
- 2.15 You are now logged-in to your New e-Registration Account Profile/Dashboard
- 2.16 You may now update/edit your basic personal details, education, experience, print your Resume and e-Registration ID.

CONTROLLED AND DISSEMINATED
BY CRD ON 16 OCT 2019

ANNEX "A" :
Procedures for Using/Accessing/Adopting the
e-Registration System Version 2.0.,
For Users with Existing e-Registration Account

1. **For Users already registered in the e-Registration v.1**
 - 1.1 Open internet browser, type the link <http://onlineservices.poea.gov.ph> in the address bar
 - 1.2 Type your Username and Password then click LOGIN
 - 1.3 Fill-out the form by typing your email address, First Name, Last Name and Birthday you have in the e-Registration v.1
 - 1.4 Click Submit button
 - 1.5 Login to your email account, look for email sent by the e-Registration for Account Activation in the Inbox. If none, check also the Spam Folder, Junk Email or Archive.
 - 1.6 Copy the Temporary Password given
 - 1.7 Go to e-Registration v.2 Login Page, next type your email address and the copied password and click LOGIN button
 - 1.8 You will be prompted to change your Password
 - 1.9 Type your chosen Password twice
 - 1.10 Click the CHANGE PASSWORD
 - 1.11 Go back to the Login page, type your email address and your new password
 - 1.12 Click the LOGIN button
 - 1.13 You are now logged-in to your New e-Registration Account Profile/Dashboard
 - 1.14 You may now update/edit your basic personal details, education, experience, print your Resume and e-Registration ID.

CONTROLLED AND DISSEMINATED
BY CRD ON 16 OCT 2019