

Seafarers' Online Registration Manual

Table of Contents

Below is the complete table of contents for the manual:

Topic	Page
Introduction	2
Seafarer Qualifications	
System Requirements	
Getting Started	2
First-time Access to the Online Seafarer Registration System	2
Login to the Online Seafarer Registration System	3
Logout	5
Navigating the Online Seafarer Registration System	
How to get to your Online Seafarer Profile Page?	6
How to Edit your Personal Details?	8
How to Edit/Update a Record?	9-11
Read/Download User's Instruction Manual	12

Seafarers' Online Registration Manual

INTRODUCTION

The intended audience of this document are the Filipino Seafarers who are required to be documented by the Philippine Overseas Employment Administration (POEA) in order to work in the international maritime industry.

THE ONLINE SEAFARER REGISTRATION SYSTEM INTERFACE

Welcome to the Online Seafarer Registration System! This is a web-based system that can be accessed via the internet by the registered Filipino Seafarers worldwide. With this system in place, the seafarer can access the system at the comfort of their homes or anywhere in the world without the hassle of personal appearance at the POEA Office/s. This Online registration is free of charge.

Before using this system, make sure that the following Seafarer Qualifications and System Requirements are met

Seafarer Qualifications

Before At least 18 years old, except cadet

- Graduate of maritime courses or any related courses applicable to maritime employment
- Seafarer's Information and Record Book (SIRB) issued by the MARINA
- Registrants who have Landbased work experience relevant to shipboard positions they are applying for
- No medical or legal impediments to qualify the applicant from overseas employment.

System Requirements

- Windows95 or higher
- Pentium 4 or higher
- Memory at least 2 Gigabytes
- Internet connection at least 1 mbps
- One of the following internet browsers:
Google Chrome 5.0 and above, Firefox 46

GETTING STARTED

First-time Access to the Online Seafarer Registration System

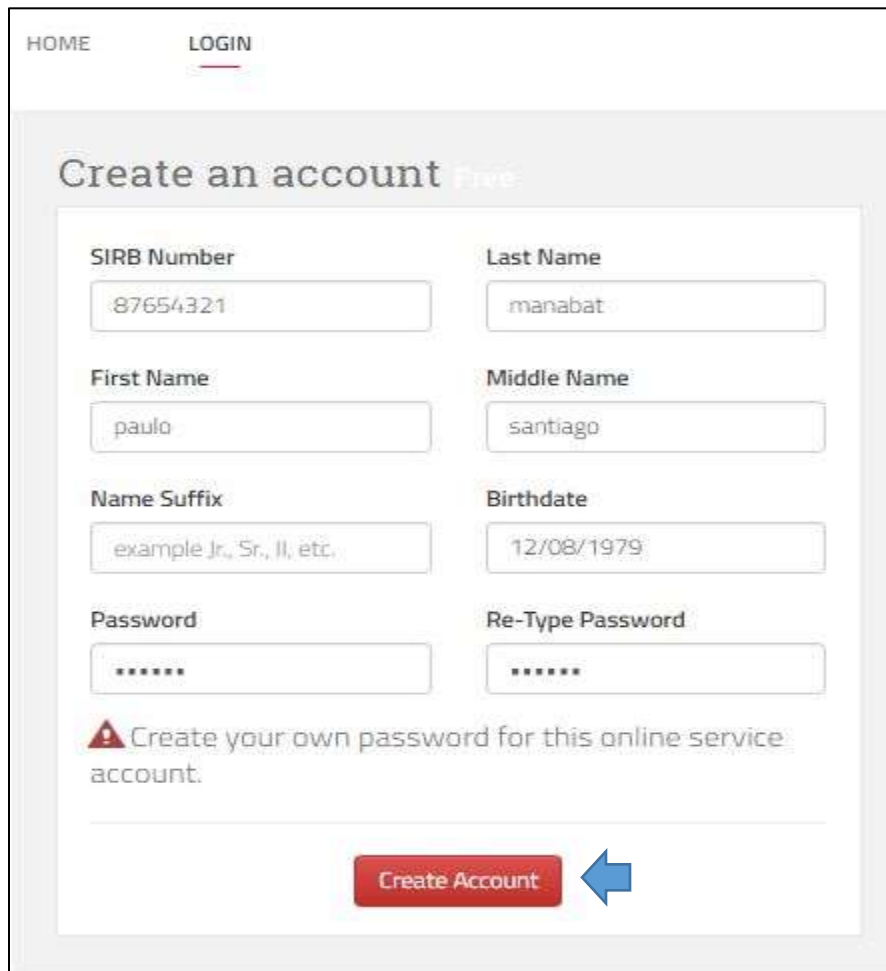
- Open Google Chrome or Firefox
- Type in the Address Field www.poea.gov.ph and got to the Seafarer's Registration Online Services

Seafarers' Online Registration Manual

- The **Login Screen** will be displayed
- Next, click **Login**



- **Create an Account Form** will be displayed.
- Fill-out all the required fields, then click **Create Account** button to submit.

The image shows a 'Create an account' form. At the top left, there are two links: 'HOME' and 'LOGIN', with 'LOGIN' being the active link. The main heading of the form is 'Create an account Free'. The form contains several input fields: 'SIRB Number' (with the value '87654321'), 'Last Name' (with the value 'manabat'), 'First Name' (with the value 'paulo'), 'Middle Name' (with the value 'santiago'), 'Name Suffix' (with the value 'example Jr., Sr., II, etc.'), 'Birthdate' (with the value '12/08/1979'), 'Password' (with masked characters '*****'), and 'Re-Type Password' (with masked characters '*****'). Below the input fields, there is a warning icon (a triangle with an exclamation mark) and the text 'Create your own password for this online service account.' At the bottom of the form, there is a red 'Create Account' button with a blue arrow pointing to it from the right.

Seafarers' Online Registration Manual

- The **Detailed Create an Account Form** will be displayed. You are required to fill-out the details of your Personal, Education, Training and Work Experience to complete your profile.
- Next click the **“Submit”** button, located at the bottom part of this page to save your profile.

Notice
Your Seafarer Registration Number (SRN) will be displayed after successfully saving this form.

Personal

Status
New

Category: TRADITIONAL Department: DECK Sub-Department: DECK RATINGS

Seafarer's Position / Rank: BOSUN License No. (Required for Officers):

* To select the Position, select first the Category, Department and Sub-Department.

Last Name: DE LEON First Name: JOEY Middle Name: SOTTO Name Suffix:

Birthdate: 05/18/1989 Birth Place (Province): Aurora Birth Place (City/Municipality): Dilasag Sex: Male Civil Status: Married

Residence Address (House No./Subd/Barangay, etc.): 18 B Rose St. Flower Subdivision Province: Panganga City/Municipality: Apalit SRN Number: test123

Landline Number*: 7888978 Mobile Number: 09174567889 Email Address*: yesi.deleon@yahoo.com Mother's Maiden Name: Josefa Bonifacio Agunaldo

Education (You can add additional entries in the update profile)

Highest Educational Attainment: Elementary High School Technical/Vocational College Post Graduate

Course: School Name:

Year Attended (From): e.g. 1990 Year Attended (To): e.g. 1992 School (Province): Select School (City/Municipality):

Seafarers' Online Registration Manual

Work Experience Recent Work Experience (You can add additional work experiences in the update profile)

Training Institution/Center Training Course

Start (Period of Training) End (Period of Training)

Worker Type Landbased Seabased

Position Vessel Name

Vessel Type Gross Tonnage Start (Inclusive Date of Service) End (Inclusive Date of Service)

Company / Employer / Foreign Principal Name Deploying Manning Agency Name (for overseas)


* Agency Name in Red are either Cancelled or Suspended.

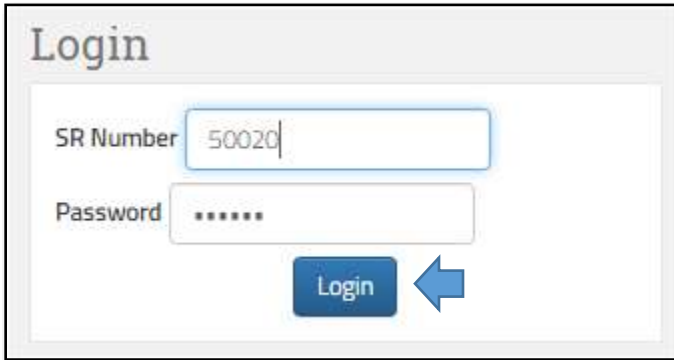
- Once your account profile have been saved, the system will generate the Seafarer **Registration Number (SRN)**. The SRN will be your permanent username for accessing/updating your Online Seafarer Account Profile. It is advice not to divulge your SRN to keep your account secure.
- Click the **“Print”** button if you want to have a hardcopy of your registration.
- Click the **“Continue”** button if you want to see your **Online Seafarer Profile** (refer to page 7).

SR Number	50020
SIRB Number	87654321
Seafarer Name	MANABAT, PAULO SANTIAGO

Seafarers' Online Registration Manual

Login to the Online Seafarer Registration System

- Click "**Login here for Existing User**" button 
- Then type your SRN and Password to the fields provided in the Login Page
- Then click "**Login**"



The screenshot shows a login form titled "Login". It contains two input fields: "SR Number" with the value "50020" and "Password" with six asterisks. Below the fields is a blue "Login" button with a blue arrow pointing to it from the right.

Navigating the Online Seafarer Registration System

How to get to your Online Seafarer Profile Page?

- Once Logged-in, the system will proceed to display the **Online Seafarer Profile** (refer to page 7). The system displays the summary of the pertinent details you have inputted. You can review/edit your profile if you have corrections or update it if you have an additional information to declare. (Refer to page 8)
- You can print this Profile Page by clicking the "**Print Information**" button, located at the top-right side of the screen.



- Click the "**Log-out**" button to log-out of the system, this is located at the top and bottom-right side of the screen. (Continued next page)

Seafarers' Online Registration Manual

Seafarer Profile

SRN NCR60022-16

[Print SR Number](#)

This SRN serves as your username in using this service.

[Print Information](#)

Seafarer's Position / Rank : THIRD MATE

License :541256313

Personal

SIRB Number	2222222	Birthdate	1985-04-15	Address	8 ILANG ILANG ST. SAN FRANCISCO DEL MONTE
Last Name	RIVERA	Birth Place (City)	SAN IDELFONSO	City	QUEZON
First Name	JOSEPH	Birth Place (Province)	BULACAN	Province	METRO MANILA
Middle Name	DANTES	Civil Status	SINGLE	Email Address	Joseph.rivera@yahoo.com
Name Suffix		Landline Number	8524536	Mother's Name	SANTOS
Sex	FEMALE	Mobile Number	0917859856	Date Time Created	2016-09-26 07:17:53

[Edit Personal Details](#)

Educations

[Add Education](#)

No.	Type	Course	School	Year (Started Completed/Graduated)	City	Province	Action
1	College	Bachelor in marine engineering	magsaysay maritime school	2002 2006	quezon	metro manila	Delete

Trainings

[Add Training](#)

No.	Course	School	Start Date	End Date	Action
1	Magsaysay training school	advanced safety training	2009-06-18	2009-06-29	Delete

Work Experiences

[Add Experience](#)

No.	Type	Position	Employer	Vessel	Type	Tonnage	Start	End	Agency	Action
1		ABLE SEAMAN	luxury cruises inc.	2015-01-01	2016-01-01	803				Delete

(Continued next page)

Seafarers' Online Registration Manual

How to Edit your Personal Details?

- First, you have to be in the **Online Seafarer Profile**. (Refer to Page 7)
- You may update or edit your **Personal Details** by clicking the button

 Edit Personal Details

- Edit the field/s that you wish then click the button to save changes.



Edit Personal Details

Seafarer's Position / Rank

THIRD MATE

License Number

541256313

Sex

Male

Civil Status

Single

Birth Place (Province)

Bulacan

Birth Place (City/Municipality)

Select

Residence Address (House No./Subd./Barangay, etc.)

8 ilang ilang st. san francisco del monte

Province

Masbate

City/Municipality

Select

SIRB Number

2222222

Landline Number *

8524536

Mobile Number

0917859856

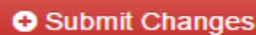
Email Address *

Joseph.rivera@yahoo.

Mother's Maiden Name



santos

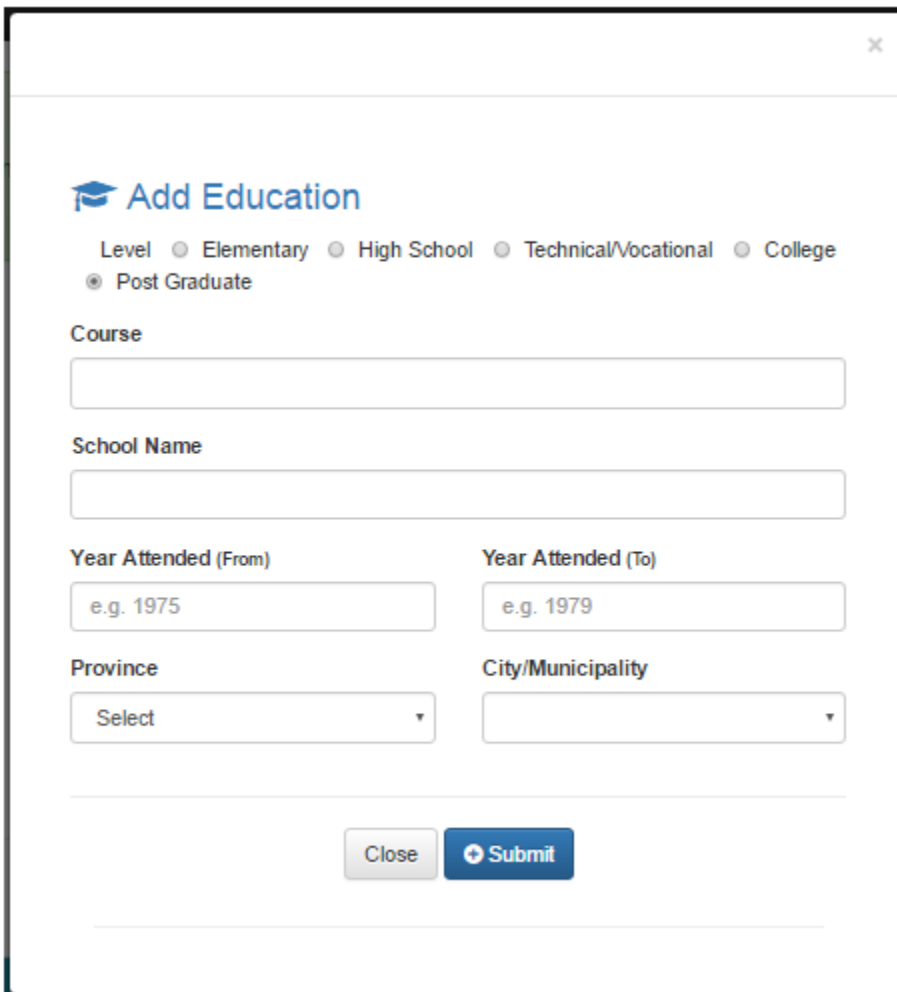
Close



Seafarers' Online Registration Manual



How to update your Profile?

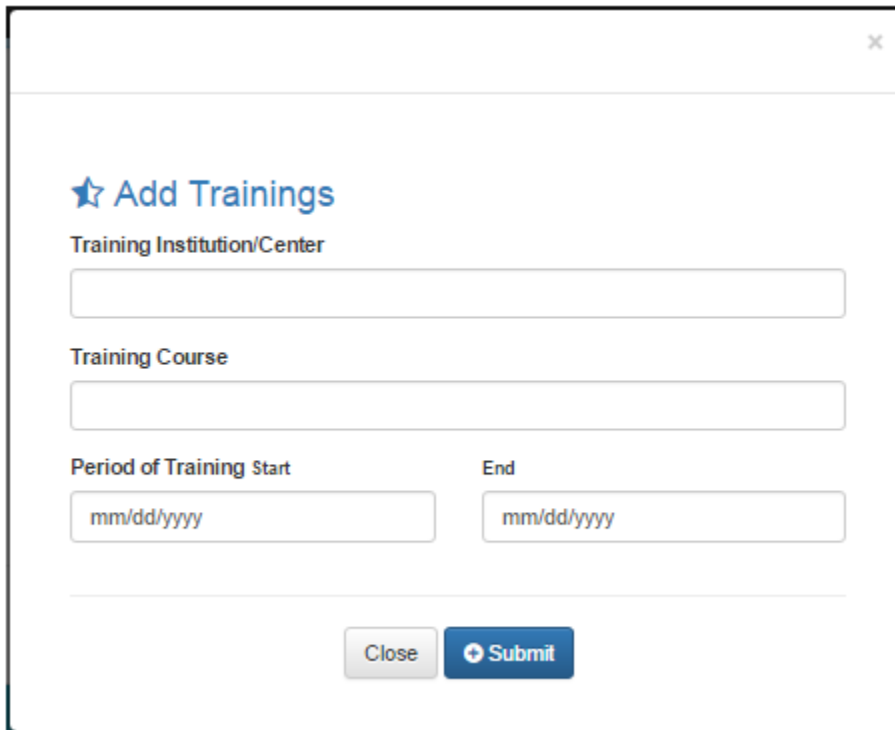
- You have also the option to update. Choose between **Add Education**, **Add Training** and **Add Experience** buttons.
- By clicking the “**Add Education**” button 
- Add Education Form will be displayed.
- Fill-out all the fields.
- Then click “**Submit**” button to save. 



The screenshot shows a web form titled "Add Education" with a graduation cap icon. It features several input fields and radio buttons. The "Level" section has radio buttons for "Elementary", "High School", "Technical/Vocational", "College", and "Post Graduate", with "Post Graduate" selected. Below this are fields for "Course", "School Name", "Year Attended (From)" (with "e.g. 1975" as a placeholder), "Year Attended (To)" (with "e.g. 1979" as a placeholder), "Province" (a dropdown menu with "Select" as the current selection), and "City/Municipality" (a text input field). At the bottom of the form are two buttons: "Close" and "Submit".

Seafarers' Online Registration Manual

- By clicking the “**Add Training**” option 
- Add Training Form will be displayed.
- Fill-out all the fields.
- Then click “**Submit**” button to save. 



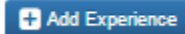
The screenshot shows a web form titled "Add Trainings" with a star icon. The form contains the following fields and buttons:

- Training Institution/Center**: A text input field.
- Training Course**: A text input field.
- Period of Training Start**: A date input field with a placeholder "mm/dd/yyyy".
- End**: A date input field with a placeholder "mm/dd/yyyy".
- Close**: A light gray button.
- Submit**: A blue button with a white plus icon.


(Continued next Page)

Seafarers' Online Registration Manual

- By clicking the **“Add Experience”** button
- The profile will be displayed.
- Add Experience Form will be displayed.
- Fill-out all the fields.
- Then click **“Submit”** button to save.

 Add Experience

 Submit



Add Work Experience

Type Landbased Seabased

Position

Vessel Name

Vessel Type Gross Tonnage

Inclusive Date of Service Start End

Company/Employer Name

Agency Name (for overseas)

* Agency Name in Red are either Cancelled or Suspended.

Seafarers' Online Registration Manual

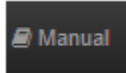
How to delete overlooked entry/ies that you inputted in the *Education, Training and Work Experience*?

- To delete entry/ies, just click the button trashbin



User's Instruction Manual

- Click the **Manual** button located on the Home Page to view the instruction manual of the System.



-END-

-THANK YOU-