## Step-by-Step Guide for Renewal of M&E RE/RTO Registration

### WHAT YOU NEED TO PERFORM E-SUBMISSION VIA IES-HOMEPAGE

| | |
|---|---|
| **Step 1: Prepare** | Prepare documentary evidence (e.g. proof of attendance/course certificate for fulfilment of CPD requirements. <br><br> ***\*\* Keeping a record and evidence of CPD activities:*** <br> Applicant will need to maintain a record of the CPD Activities that has undertaken in each year. The evidence that the applicant must maintain should, at minimum, include the following examples: <br> • Confirmation of your attendance or completion by the organiser of the CPD Activity, e.g. through a copy of a certificate of completion or attendance. |
| **Step 2: Submit** | Get online access to your account at IES Member/Guest Portal, on the Login page to retrieve/reset your Username or Password respectively. |
| **Step 3: Attach** | The online renewal application should be accompanied by: <br> a. Duly completed online renewal form providing details of their personal detail, employment detail <br> b. Proof of attendance/course certificate <br> c. A scanned copy of AXS renewal receipt <br> (In the event that you choose to pay for through AXS) <br> \*\* Please scan multiple pages into a single pdf file and upload accordingly. |
| **Step 4: Pay** | A renewal fee of $107.00 is payable. |

### ADDITIONAL NOTES

a. Please allow up to three (3) to four (4) weeks for processing of your renewal application during peak period and two (2) weeks under normal circumstances. You can check your renewal status at **My Registry (Renewal/Status Check)**.
b. Refer to **APPENDIX A** to view the list of application status references.
c. Navigate to view the list of training courses approved by JAC (M&E) HERE
d. Navigate to view Guidelines on Continuing Education System HERE

### MAIN MENU of MEMBER AREA

You will now see the main menu of the Member Area (Figure 1). On this screen, there are 6 main sections:

| | |
|---|---|
| My Detail | Under the My Detail section, you can: View / Amend / Delete your particular |
| My CPD | View / Update the training courses you attended |
| My Registry | View / To renew / Check registration status |
| Event, Courses and Workshops | View upcoming courses you have registered or attended at IES or IES Academy |
| Receipts & Invoices | View / Download Record of Payment / Make Payment through Paypal portal <br> Note: Paying via PayPal does not require a PayPal account |
| My Personal Photo | Upload personal photo |
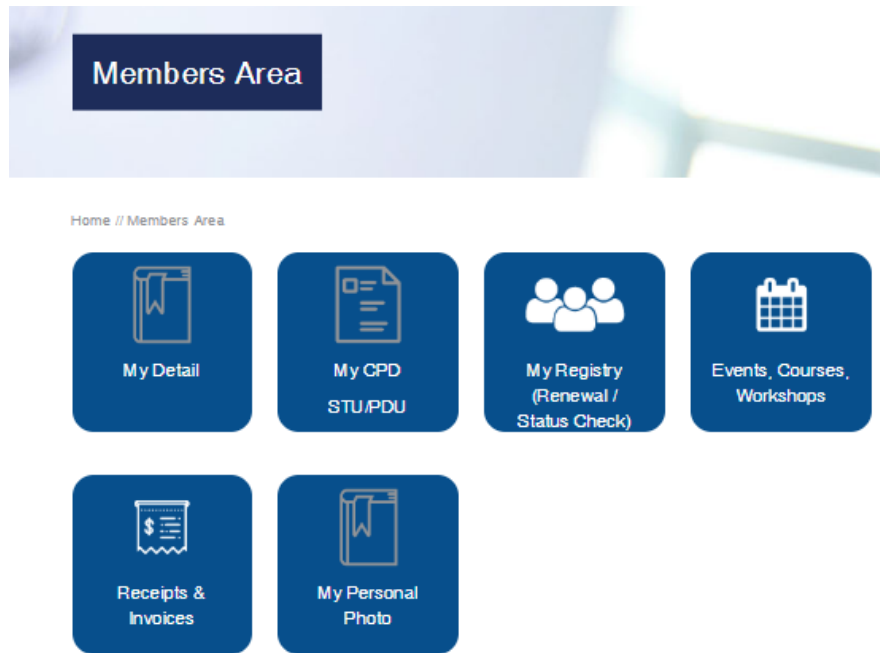
**Figure 1. Member Area**

## APPENDIX A

**APPLICATION STATUS REFERENCE**

| Application Status | Description |
|---|---|
| More information needed | The applicant is required to re-submit the supporting document. |
| Application being reviewed | New application submitted to M&E RE/RTO registry and is being processed and reviewed. |
| Pending Review | Renewal application received and is in the midst of processing. |
| Pending Renewal | The option to renew the registration certification or registration is expiring. |
| Pending re-application | The registration for M&E RE/RTO is expired and a re-application is required. Eligibility will based on the M&E RE/RTO requirement at the point of re-application. Refer to the link HERE. |
| Approved and Paid | The application is approved and paid. Your certificate will be sent to your preferred mailing address or sent. |

In this user guide, the following definitions apply throughout unless otherwise stated.

*Updated as of 26th June 2019 (version 2)*

**GETTING STARTED**

1. **LAUNCH THE IES HOMEPAGE**
   Step 1.1: Please ensure that you have internet access.
   Step 1.2: Launch your web browser (e.g. Google chrome, Firefox, etc.) and go to IES homepage at: http://www.ies.org.sg
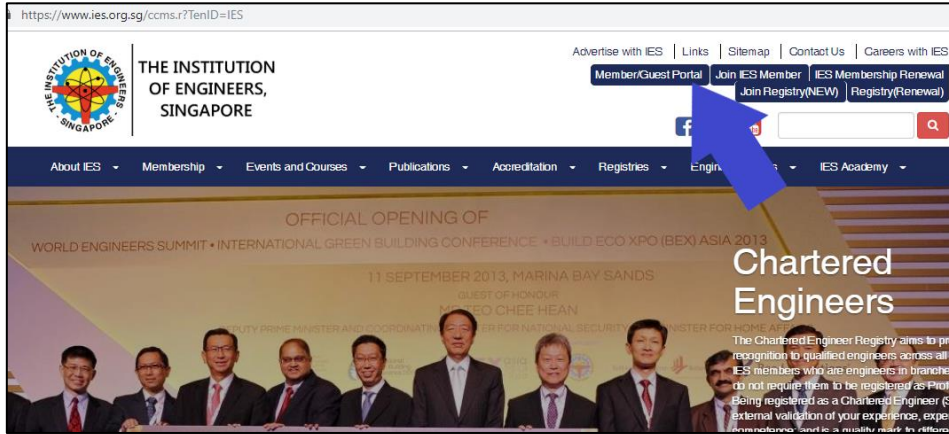   Step 1.3: At the top navigation bar, click on **Member/Guest Portal**.



**Figure 2. IES Homepage**

2. **ACCESSING THE MEMBER/GUEST PORTAL**
   Step 2.1: At Member/Guess Portal, click **Sign In** here with **User-Name** (Full FIN/NRIC Number) and **Password** (ID given, Case Sensitive).
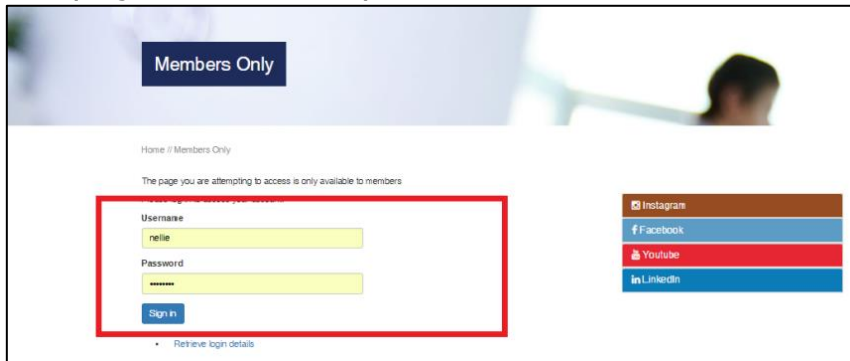


**Figure 3: Member/Guest Portal**

3. **INSTRUCTIONS FOR RENEWAL PROCESS**
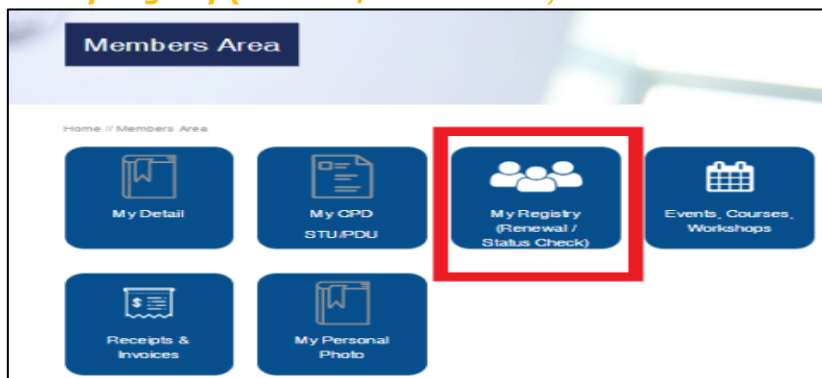   Step 3.1: Select **My Registry (Renewal/Status Check)**



**Figure 4. Member Area Main Page**

Step 3.2: Hover and click on the **blue colour** arrow to start renewing.
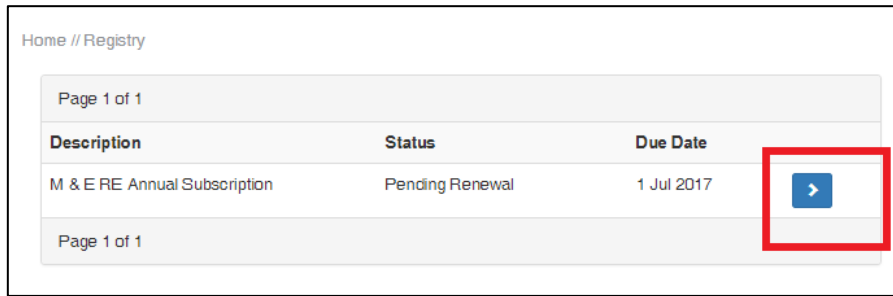
*Updated as of 26th June 2019 (version 2)*

**Figure 5. My Registry**

Step 3.3: Under Note Section:

Please read through and understand the **NOTE** before accepting the Term and Conditions then click **NEXT**.
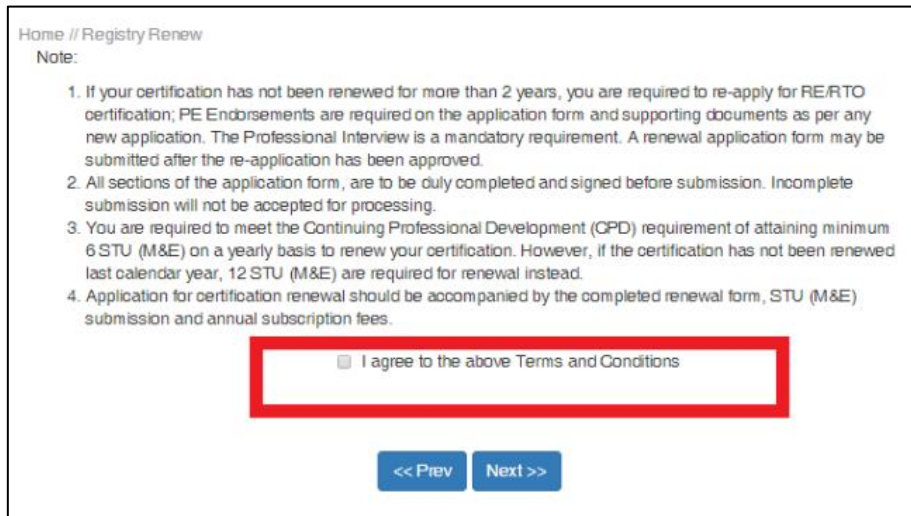


**Figure 6. Term and Conditions**

Step 3.4: Under Personal Profile Section:

Next, please fill in all mandatory fields marked with an asterisk "*" in personal profile and click **NEXT**.
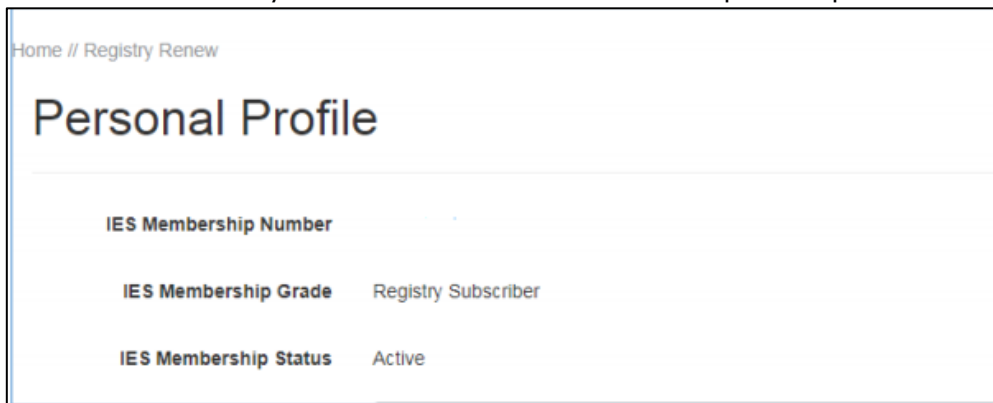


**Figure 7. Personal Profile**

*Updated as of 26th June 2019 (version 2)*

Step 3.5: <u>Under Personal Photo Section:</u>
Select "**CHOOSE FILE**". Follow on screen instructions to upload the personal photo and click **NEXT**. Ensure the file is JPG
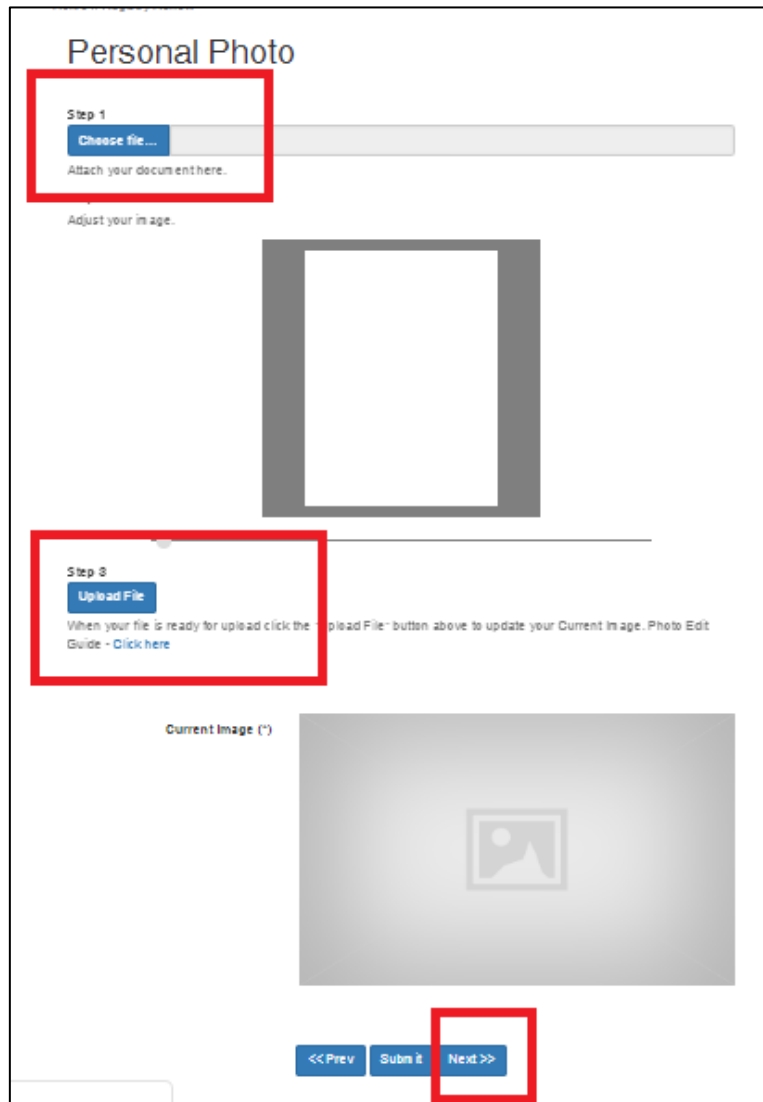


**Figure 8. Personal Photo**

Step 3.6: <u>Under Employment Details Section:</u>
Click "**+ADD**" and follow on screen instructions to fill up all the mandatory fields marked with an asterisk "*" then click **SAVE.** Procced to click **NEXT.**
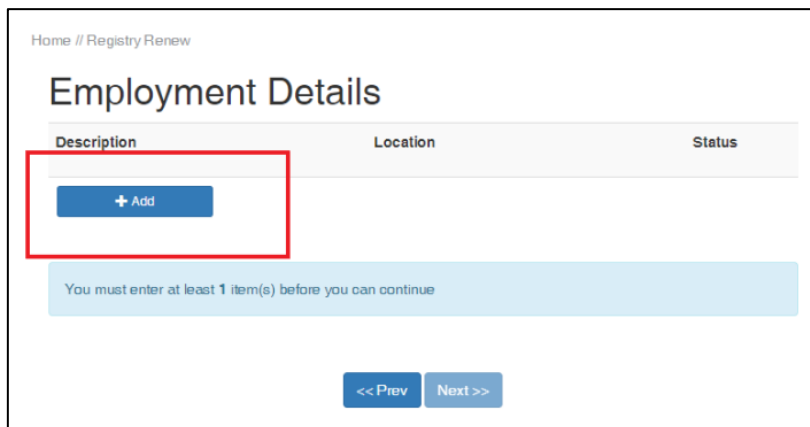


**Figure 9. Employment Details**

*Updated as of 26<sup>th</sup> June 2019 (version 2)*

Step 3.7: <u>Under Address Section:</u>
Fill up all the mandatory fields marked with an asterisk "*" and select **Business** or **Home** as your preference mailing address and click **NEXT.**



**Figure 10. Address**

Step 3.8: <u>Under Qualification Section:</u>
Update your qualification and fill up all the mandatory fields marked with an asterisk "*". Then, click **NEXT.**



**Figure 11. Qualification**

Step 3.9: <u>Under CPD Section:</u>
Click "**+ADD CPD**" (Figure 12) and (Figure 13) follow on screen instructions to fill up all the mandatory fields marked with an asterisk "*". Next, upload the evidence of participation; can be in the form of certificates, email attendance and click **SAVE.** Procced to click **NEXT.**
*Note:*
1. *For CPD requirement, please click* <u>*HERE*</u>
2. *Please note that once this section is saved, all information keyed in, including Activity, Provider etc cannot be changed.*



**Figure 12. CPD section**

6

*Updated as of 26th June 2019 (version 2)*

**Figure 13. Key in CPD Information**

Step 3.10: Under Uploading of Document Section:

Select from the drop-down list at the Document by clicking "➡" and upload the necessary scanned documents as stipulated in our renewal requirements as you will be prompted to upload document if you have not uploaded in CPD section. Click **NEXT** once document is uploaded. (Figure 14)

** Please scan multiple pages into a single pdf file and upload accordingly.



**Figure 14. Uploading of Document**

*Updated as of 26th June 2019 (version 2)*

Step 3.11: Under Payment Page:
Select on your registered mode of payment and follow on-screen instructions to complete the transaction.

1.  **Pay Now** (Debit/Credit Card). Click "**PAY WITH PAYPAL**". (Figure 15 & 16)
    (Note: Paying via PayPal does not require a PayPal account)

2.  **Pay Later** (You have a choice of four (4) payment modes, AXS / Cash / Cheque / Nets.
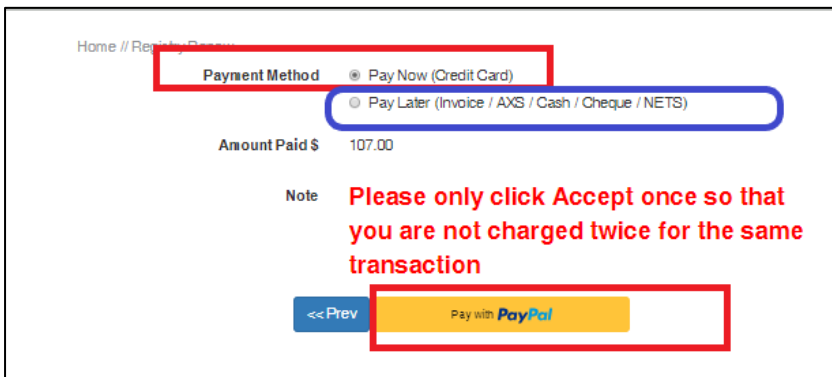    (Note: Invoice will be sent immediately to the registered email)
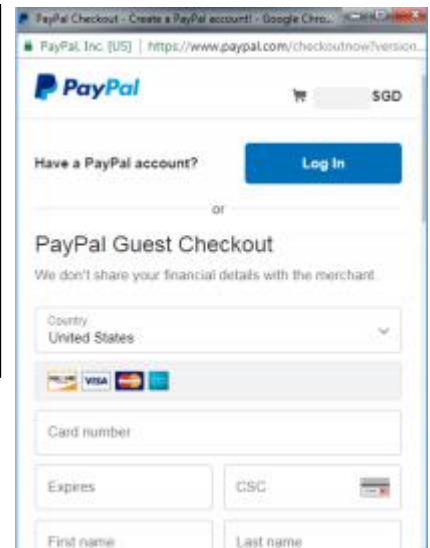


**Figure 15. Payment Page**

**Figure 16. PayPal Page**

**Pay Later via AXS/Cash/Cheque/Nets (Figure 15)**
a.  **AXS Payment**: Please click on the link here to navigate to AXS e-station.
    ** After payment is completed, you are **required** to email us a scanned copy of the payment receipt to me.rerto@ies.org.sg and indicate the M&E RE/RTO registration number (eg. RTO-ME****) if you have not scanned and uploaded the AXS receipt into your online account.

    Instruction on how to pay through AXS:
    *   Click AXS e-station > Pay My Bills Now > Pay Bill > Membership > The Institution of Engineers, Singapore - Membership Fee Payment.
        Furnish your billing details > Membership ID/ Event ID/Registration No (RTO****, four (4) digit of your M&E RE/RTO registration number) and indicate payment for M&E RE or RTO Renewal 2019.

b.  **Cash / NETS / Cheque payment at IES**:
    Please make your cheque payable to "**IEH-ACESing Joint Registry**" and indicate your Name, NRIC/Passport No. and contact number on the reverse side of the cheque.
    *   Our office operating hours is from 9:00 a.m – 6:00 p.m, Mondays to Fridays, closed on weekends and public holidays). (Avoid lunch hour 12:30 pm – 2:00 pm)

    **Joint Accreditation Committee (M&E)**
    **C/o The Institution of Engineers, Singapore**
    **70 Bukit Tinggi Road**
    **Singapore 289758**

*Updated as of 26th June 2019 (version 2)*

## 4. ACKNOWLEDGEMENT

After successful e-submission, you will be shown an Acknowledgement page (Figure 17).



Home // Registry Renew

Thank you       for your      Annual Subscription.

We received your application and will be reviewed. Invoice has been sent to your email. If you have any enquiries, please contact us at 6469 5000

**Figure 17. Acknowledgment Page**

## 5. Paypal Payment after selecting Paylater

If you decide to pay with your debit/credit cards even though you have selected Paylater, you can do so by returning to your main profile and click Receipt & Invoice. Click here for instruction.

## 6. CONTACT INFORMATION

    a. Technical or Login Problems:

        i. If you still have problems signing in to your account or are experiencing any other technical difficulties while using our site, please write to us with a screenshot of the error message.

        ii. Click here to retrieve login

    b. For enquiry on M&E RE/RTO renewal registration status, please email to me.rerto@ies.org.sg

*Updated as of 26th June 2019 (version 2)*