




# MYBEM 2020 RENEWAL User Guideline

# LOG IN



Don't have an account? [Sign Up](#)

Are you a registered engineer? [Click for first-time login user guideline.](#)



Welcome to MyBEM Online

Identification Number


Password

Remember me

[Forget Password ?](#)  
[Resend Activation Link](#)

[Sign In](#)

For any assistance, please call BEM help desk @ 03-26912090 or email to [mybem@bem.org.my](mailto:mybem@bem.org.my)



1. All registered engineers with Board of Engineers Malaysia will have their own account.
2. For **first time log in**, please use your Identification Number for UserName and Password
3. You will receive a verification email. Please click on the link received in your email
4. MyBEM Online will direct you to change your password
5. You may login with the new password

# RENEWAL – UPDATE PROFILE

The screenshot displays a user profile page. At the top right, it says "Welcome, [redacted]" with a "Logout" button and a "message" icon. The main content area is titled "MATION DETAILS" and contains a table of account information:

NAME	: AISYA BINTI AZIZ
IDENTIFICATION NUMBER	: [redacted]
MOBILE PHONE	: [redacted]
EMAIL	: [redacted]
ACCOUNT CREATED	: Wednesday, 9 October, 2019 3:16:21 PM

On the right side, there is a profile card for "AISYA BINTI AZIZ" with a "no image" placeholder. Below the name, there is a "My Profile" button with a blue globe icon, which is highlighted by an orange arrow. Below that is a "Logout" button.

Verify that your profile is up-to-date.

Click on **“My Profile”** to update your profile information.

This includes personal information; such as “Address”, “Phone number”, etc.

# RENEWAL – UPDATE CPD (STEP 1)

The screenshot displays a user dashboard with a dark sidebar on the left containing navigation icons for Home, Applications, Pending Renewals, and CPD Records. The main content area is titled 'INFORMATION DETAILS' and shows a profile picture placeholder with 'no image' text. To the right, a list of personal details is displayed:

NAME	: ZU
IDENTIFICATION NUMBER	: 731
MOBILE PHONE	: 01
EMAIL	: aisyah@ventures.com.my
ACCOUNT CREATED	: Wednesday, 23 October, 2019 12:43:27 PM

Below this, the 'REGISTERED PERSONS' section is visible. It contains three expandable cards: 'Graduate Engineer', 'Professional Engineer with Practising Certificate', and 'Accredited Checker'. The 'Professional Engineer with Practising Certificate' card is expanded, showing a blue header and the following details:

- C114
- Approved on 13 October 2015
- Expires on 31 December 2019
- Total CPD Hour: 0

At the bottom of this card, there are two yellow buttons: 'Update CPD' and 'Renew'. A large orange arrow points directly to the 'Update CPD' button.

You will need to update your CPD first.

Click on the “**Update CPD**” button to update your CPD activities.

# RENEWAL – UPDATE CPD (STEP 2)

Continuing Professional Development (CPD) Record

Home - CPD Records - My CPD Records

Summary of My CPD Records [+ Register New CPD](#)

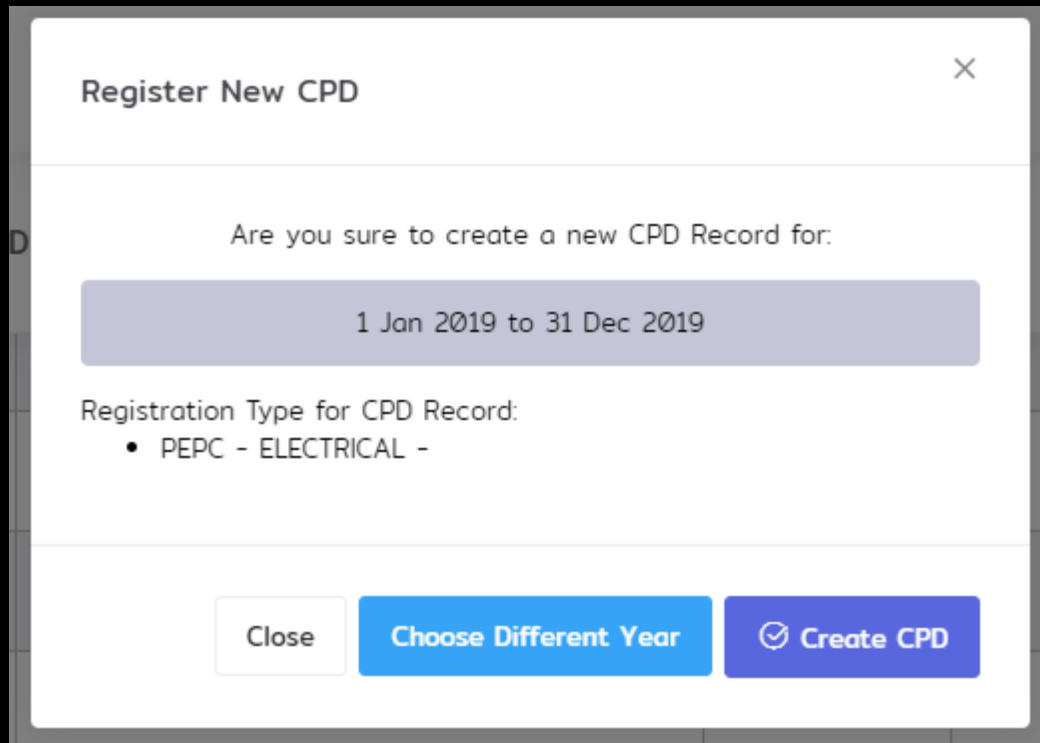
Show  entries Search:

#	CPD Year	Registration Type	Discipline	CPD Hour (Actual   Target)	Status	Action
1	2018	Professional Engineer with Practising Certificate	ELECTRICAL	255   50	Completed	Action
2	2017	Professional Engineer with Practising Certificate	ELECTRICAL	400   50	Completed	Action

Review your CPD Records.

If you have not updated your CPD record for 2019, click **“Register New CPD”**

# RENEWAL – UPDATE CPD (STEP 3)



Register New CPD

Are you sure to create a new CPD Record for:

1 Jan 2019 to 31 Dec 2019

Registration Type for CPD Record:

- PEPC - ELECTRICAL -

Close Choose Different Year Create CPD

A pop-up will appear.

Review the information given.

Click **“Create CPD”**

# RENEWAL – UPDATE CPD (STEP 4)

Summary of My CPD Records + Register New CPD

# ↑↓	CPD Year ↑↓	Registration Type	Discipline	CPD Hour (Actual   Target)	Status	Action ↑↓
1	2019	Professional Engineer with Practising Certificate	ELECTRICAL	<a href="#">Click to Show</a>	Open	Action ▾
2	2018	Professional Engineer with Practising Certificate	ELECTRICAL	255   50	Completed	Update Activities Submit Record Delete Record
3	2017	Professional Engineer with Practising Certificate	ELECTRICAL	400   50	Completed	

A new CPD record for year 2019 will appear.

Click “Action” > “Update Activities”

# RENEWAL – UPDATE CPD (STEP 5)

Continuing Professional Development (CPD) Record

CPD Record 2019 - Create

← Back **Submit**

**Renewal Gap Analysis Chart**  
Check out CPD hour gap for renewal

437%  
437% Achieved  
-337% To Achieved

Your CPD Hour is **adequate** for renewal

Continuing Professional Development (CPD) Activities

Cpd Activity/Topic	Start	End	Organizer/Provider	Actual Hour(s)	Total Weigh	Allowable Weighted Hour(s)	Action
1. Formal Education and Training (time weighted factor = 2.0)							
No record							
Total Allowable CPD Hours (No Limit)						0.0	
2a. Informal Learning Activities - On Job Training (time weighted factor = 1.0)							
No record							
Total Allowable CPD Hours (Maximum 20.0 per year)						0.0	

1) To add new activity:

Click on the “+” button at the category needed.

2) Once you have updated all the activities:

Click on the “**Submit**” button to confirm your submission to BEM.



# RENEWAL – PAYMENT (STEP 1)

The screenshot displays a user interface for account management. At the top right, it says "Welcome, [redacted] Logout". The main content is divided into two sections:

- INFORMATION DETAILS:** A profile card with a placeholder for a profile picture (no image) and the following information:
  - NAME: [redacted]
  - IDENTIFICATION NUMBER: [redacted]
  - MOBILE PHONE: [redacted]
  - EMAIL: aisy@ventures.com.my
  - ACCOUNT CREATED: Wednesday, 23 October, 2019 12:43:27 PM
- REGISTERED PERSONS:** A list of three categories:
  - Graduate Engineer:** Empty list.
  - Professional Engineer with Practising Certificate:** Contains one entry for the user. The entry shows approval on 13 October 2015, expiration on 31 December 2019, and a total CPD hour of 0. It has two buttons: "Update CPD" and "Renew". An orange arrow points to the "Renew" button.
  - Accredited Checker:** "Not registered yet" with an "Apply" button.

Once submission of CPD is completed;

Click on the **“Renew”** button.

# RENEWAL – PAYMENT (STEP 2)

The screenshot shows a web form titled "Renewal Professional Engineer with Practising Certificate". At the top right is a "Back" button. Below the title is a progress indicator with three steps: "1. Form H" (highlighted in green), "2. Update Employments" (highlighted in blue), and "3. Payment" (highlighted in grey). The main content area is a large red rectangle labeled "Form H". Below this, there is a declaration section with the text "I declare that I am," followed by two columns of radio button options. The first column has "Not a bankrupt" and "A bankrupt". The second column has "Residing in Malaysia for NOT less than 6-month prior to date to renew" and "Residing in Malaysia for less than 6-month prior to date to renew". At the bottom left, there is a checkbox for "I hereby declare that the information and particulars provided by me in this form is true and correct." At the bottom right, there is a yellow "Next" button with a right-pointing arrow.

You will be redirected to a form.

Review the information given and update the information necessarily.

Click “**Submit**” at the end of the wizard.

Once completed, you will be redirected to a payment page.

Make payment and your renewal is completed.