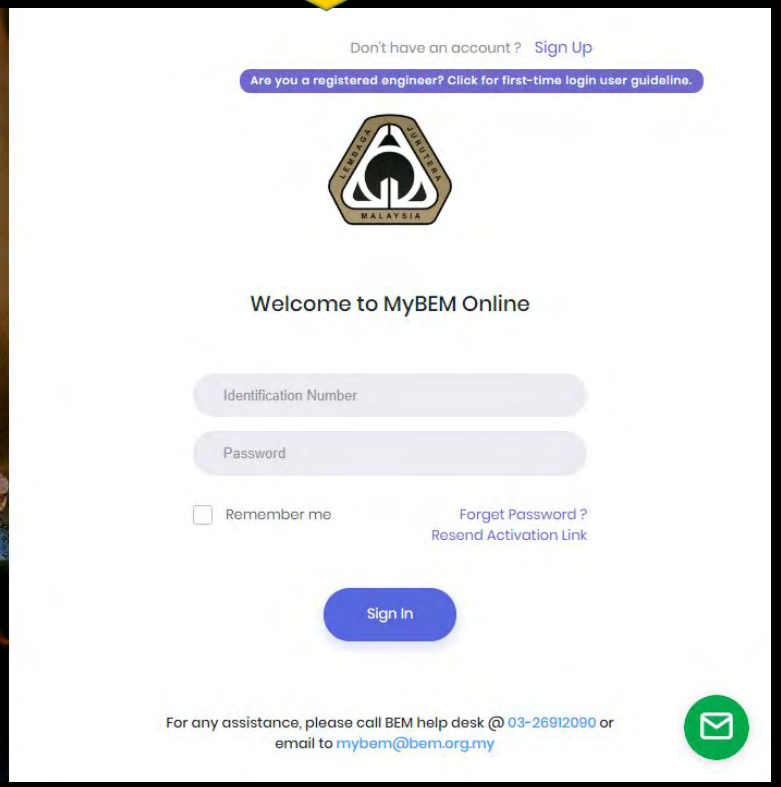
MYBEM
2020 RENEWAL

User Guideline

LOG IN

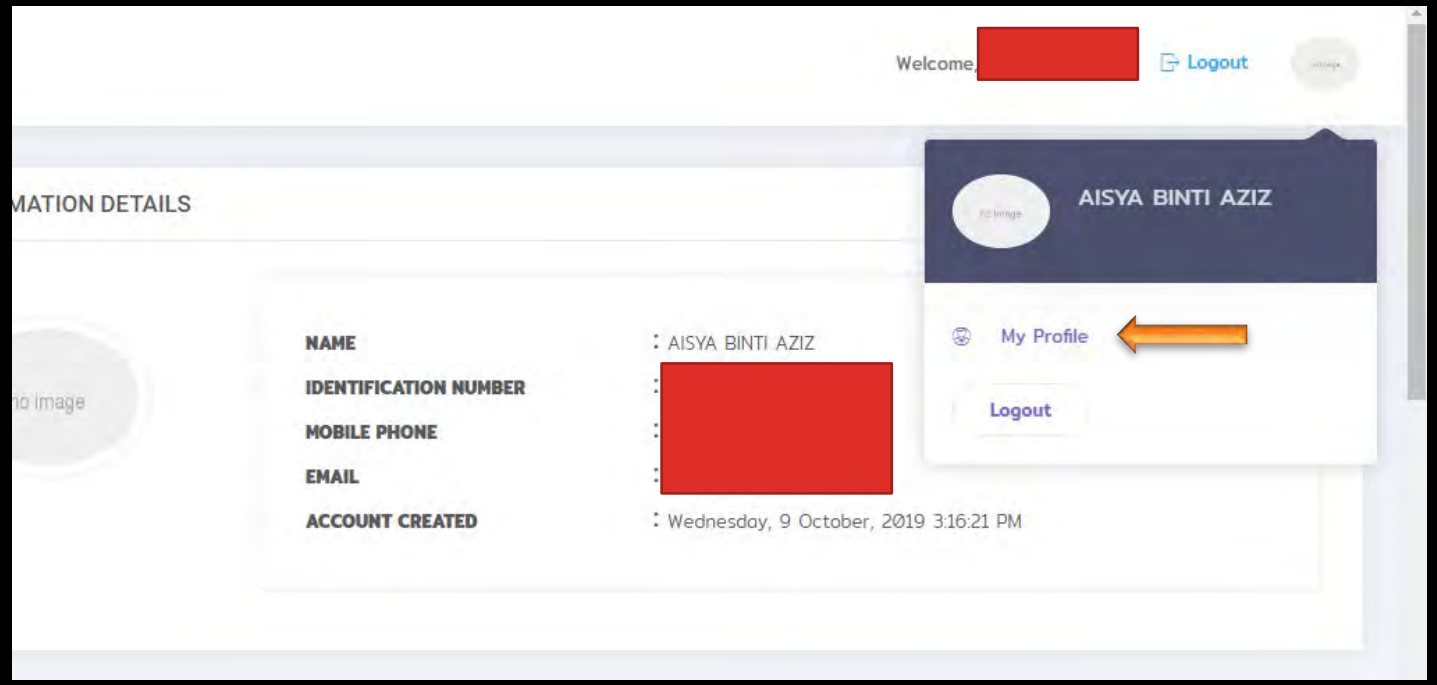
IC No/MyKad No. as Login ID & password.

Remember! Do not login using your Reg. No & old password.



1. All registered person with BEM will have their own account.
2. For **first time log in**, please use your **Identification Number (C/MyKad**) for both **Login ID** & **Password**
3. You will receive a confirmation email. Please **click on the link to confirm your email.**
4. MyBEM Online will direct you to change your password
5. You may login with the new password

RENEWAL – **UPDATE PROFILE**

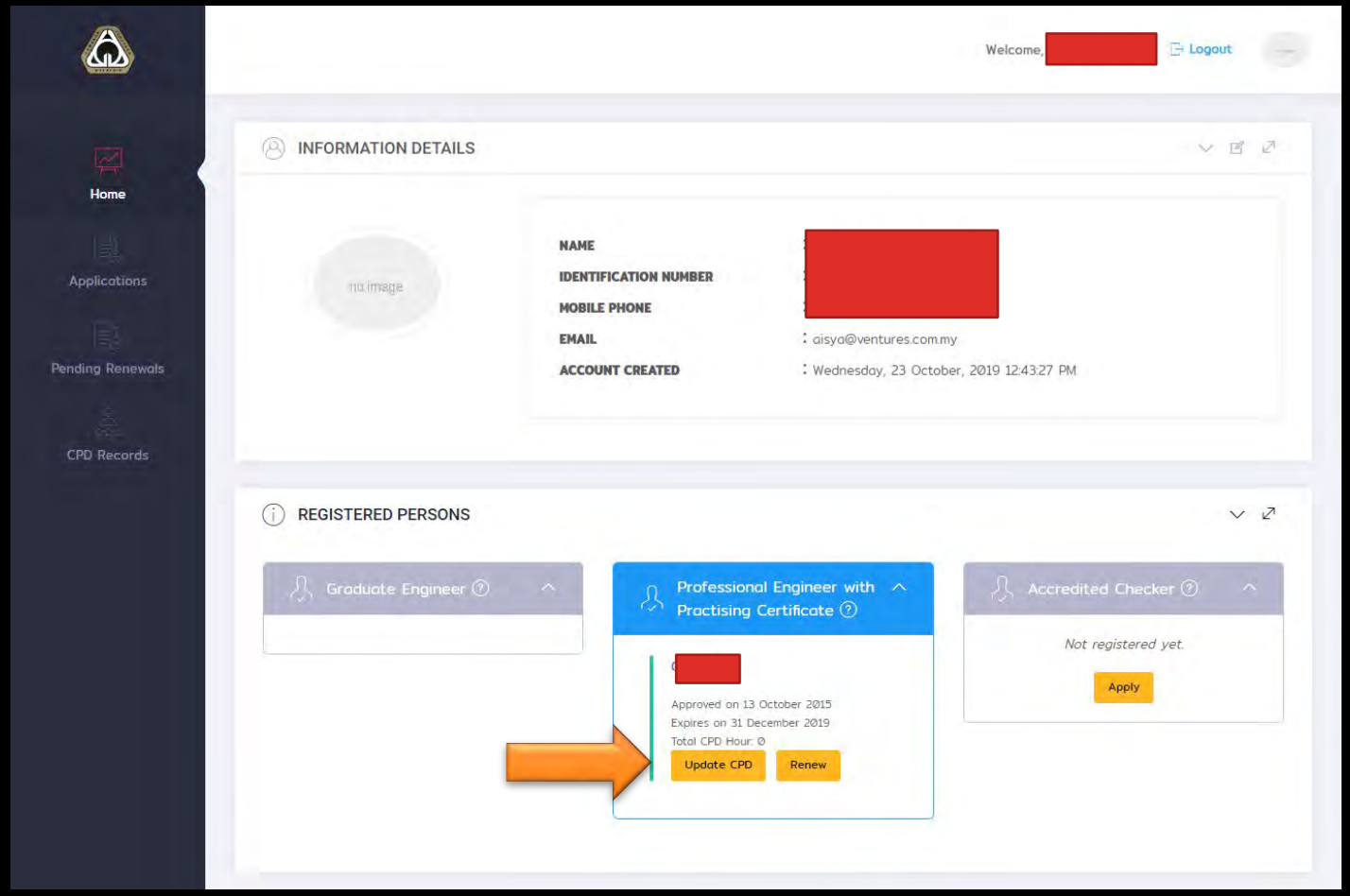


Verify that your profile is up-to-date.

Click on "**My Profile**" to update your profile information.

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

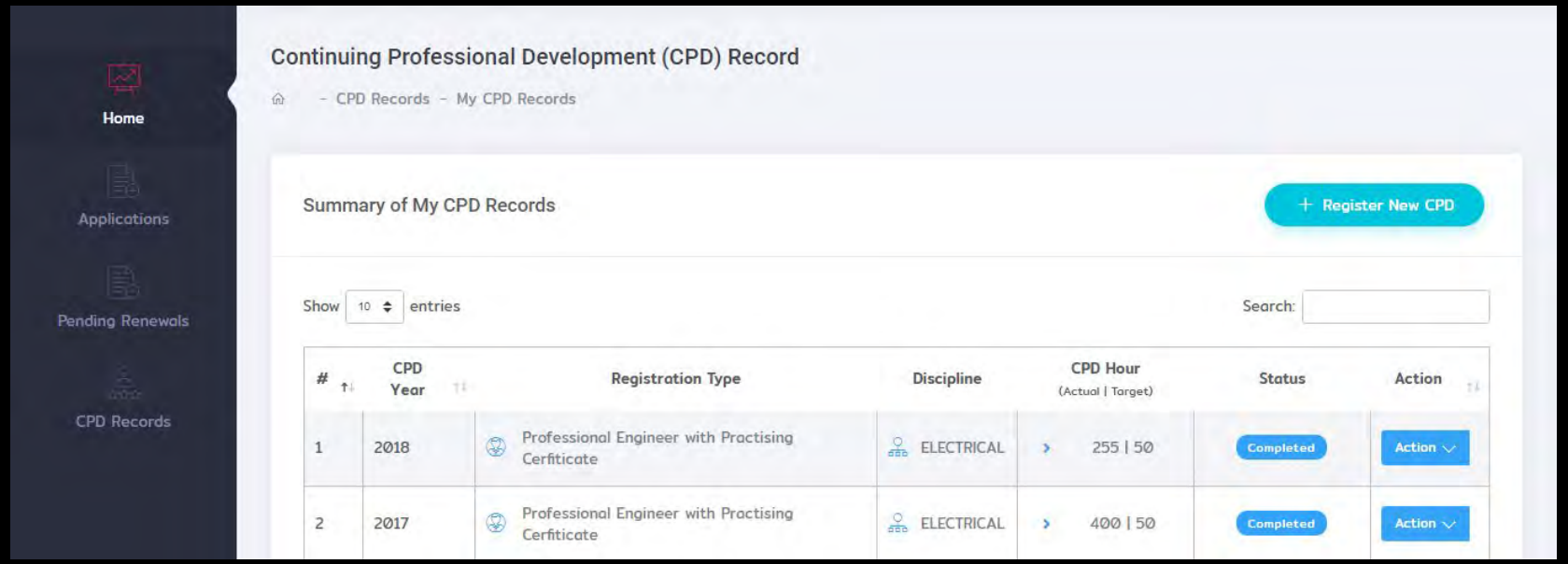
RENEWAL **STEP 1 – UPDATE CPD**



Update your CPD first.

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

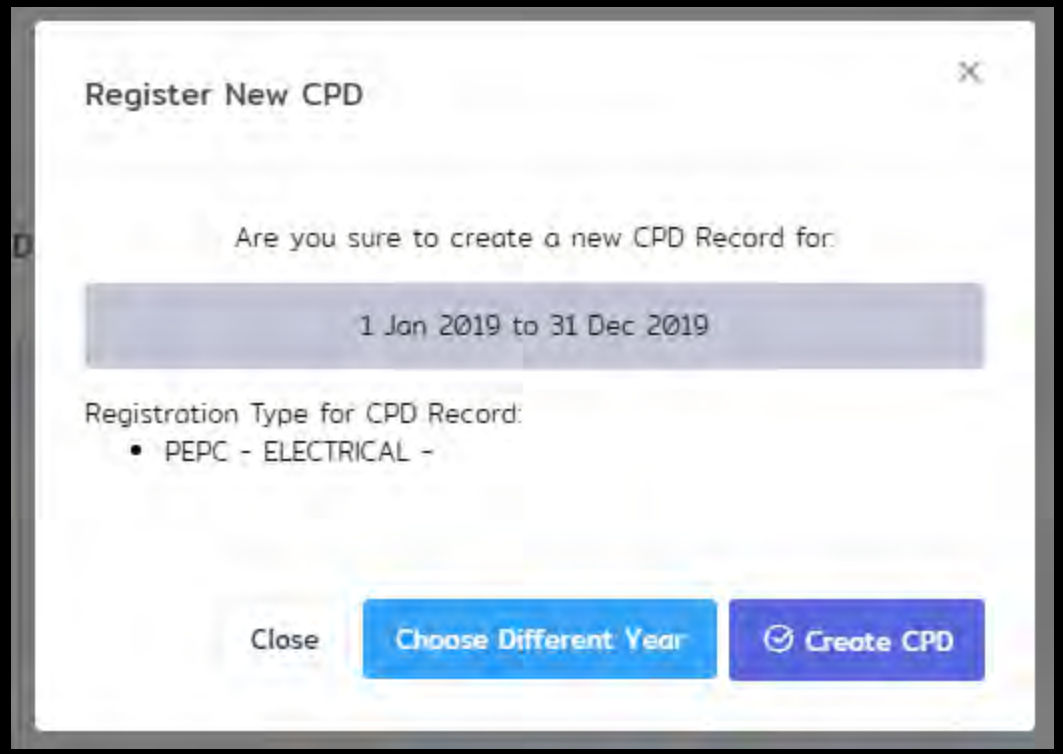
RENEWAL STEP 2 – **UPDATE CPD**



Review your CPD Records.

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

RENEWAL STEP 3 – **UPDATE CPD**

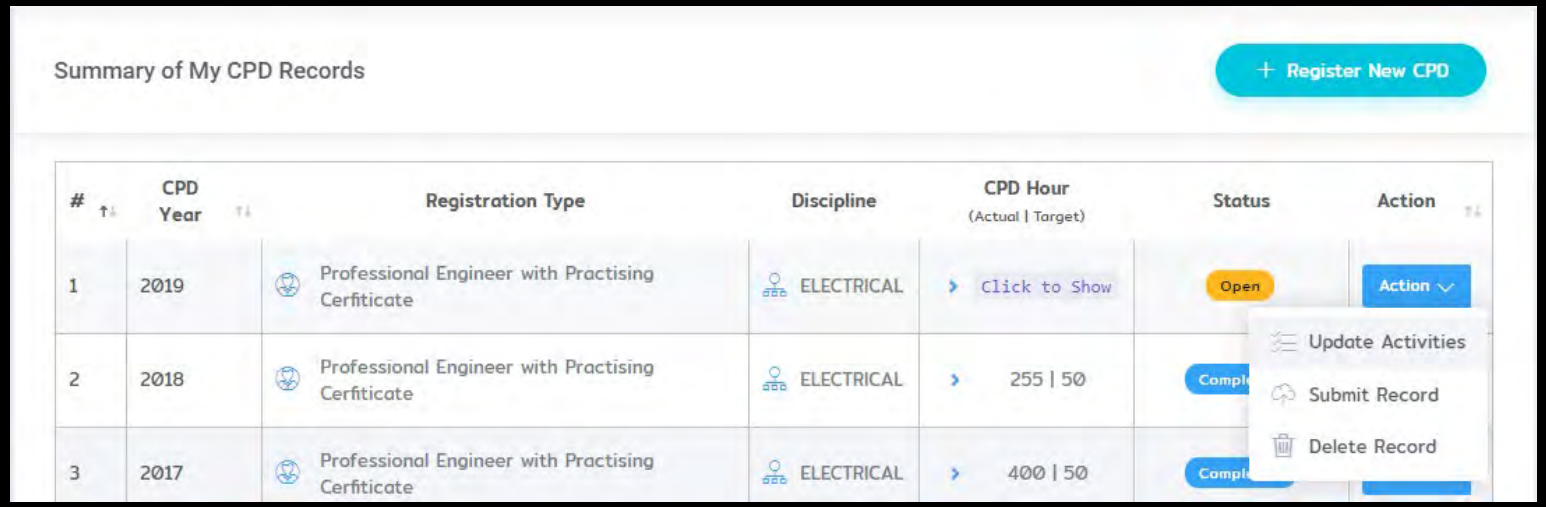


A popup will appear.

Review the information given.

Click "**Create CPD**"

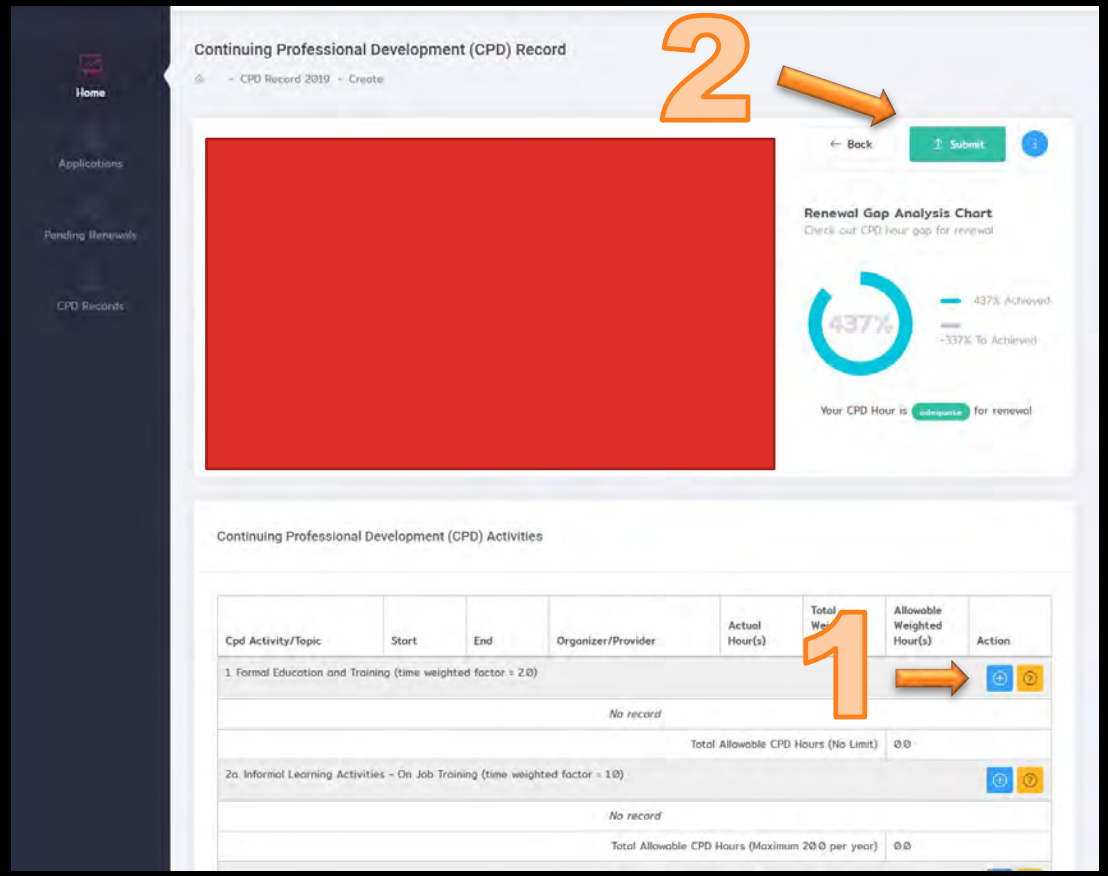
RENEWAL STEP 4 – **UPDATE CPD**



A new CPD record for year 2019 will appear.

Click "**Action**" > "**Update Activities**"

RENEWAL STEP 5 – **UPDATE CPD**



1) To add new activity:

Click on the "**+**" button at the category needed.

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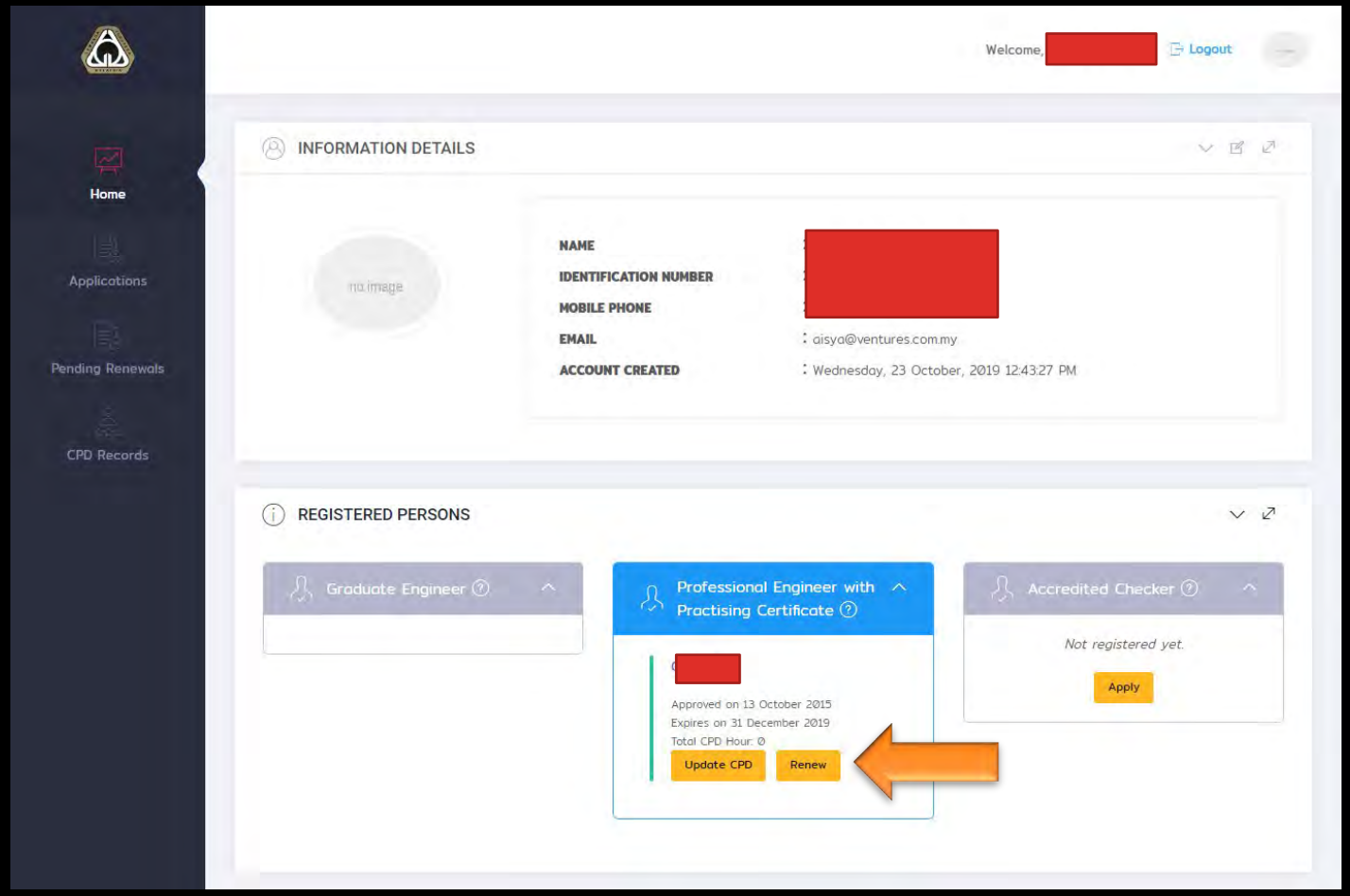
2) Once you have updated all the activities:

Click on the "Submit" button to confirm your submission to BEM.

RENEWAL – PAYMENT (STEP 1)



Once submission of CPD is completed;

Click on the “Renew” button.

RENEWAL – PAYMENT (STEP 2)

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
Make payment and your renewal is completed.