



# MYBEM 2020 RENEWAL

User Guideline

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


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

# 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](#)

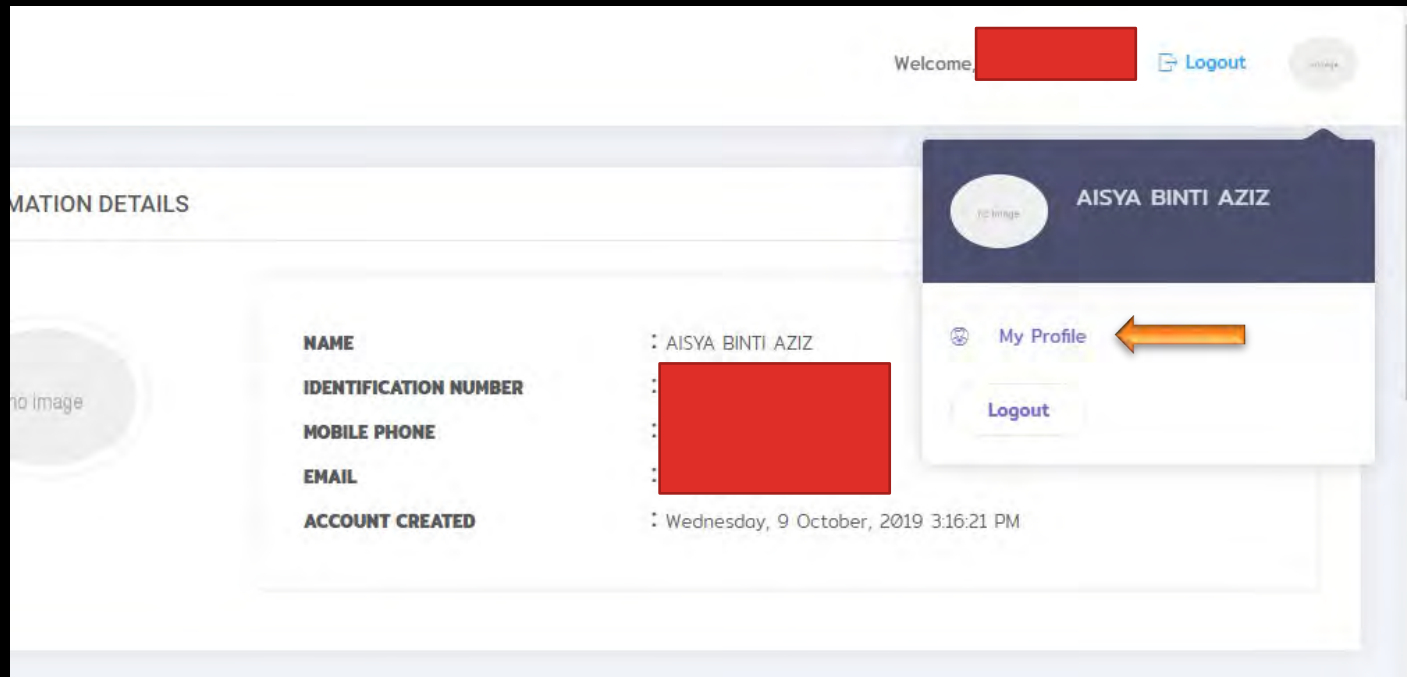
[Sign In](#)

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 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

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 card with a redacted name and identification number, and an email address of aisy@ventures.com.my. Below this is a 'REGISTERED PERSONS' section with three categories: Graduate Engineer, Professional Engineer with Practising Certificate (highlighted with an orange arrow), and Accredited Checker. The Professional Engineer card shows approval and expiration dates and includes 'Update CPD' and 'Renew' buttons.

Home

Applications

Pending Renewals

CPD Records

Welcome, [Redacted] Logout

INFORMATION DETAILS

no image

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

Graduate Engineer

Professional Engineer with Practising Certificate

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

Update CPD Renew

Accredited Checker

Not registered yet.

Apply

Update your CPD first.

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

# RENEWAL STEP 2 – UPDATE CPD

Continuing Professional Development (CPD) Record

Home - CPD Records - My CPD Records

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

Show 10 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 STEP 3 – UPDATE CPD

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 popup will appear.

Review the information given.

Click "Create CPD"

# RENEWAL STEP 4 – UPDATE CPD

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 STEP 5 – UPDATE CPD

Continuing Professional Development (CPD) Record

← CPD Record 2019 - Create

← Back

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

437%

437% Achieved  
-337% To Achieved

Your CPD Hour is **insufficient** for renewal

Continuing Professional Development (CPD) Activities

Cpd Activity/Topic	Start	End	Organizer/Provider	Actual Hour(s)	Total Weighted Hour(s)	Allowable Weighted Hour(s)	Action
1. Formal Education and Training (time weighted factor = 2.0)							
No record							
Total Allowable CPD Hours (No Limit)						00	
2a. Informal Learning Activities - On Job Training (time weighted factor = 1.0)							
No record							
Total Allowable CPD Hours (Maximum 200 per year)						00	

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)

The screenshot shows a user profile page. At the top right, it says "Welcome, [redacted] Logout". The main content is divided into two sections: "INFORMATION DETAILS" and "REGISTERED PERSONS".

**INFORMATION DETAILS**

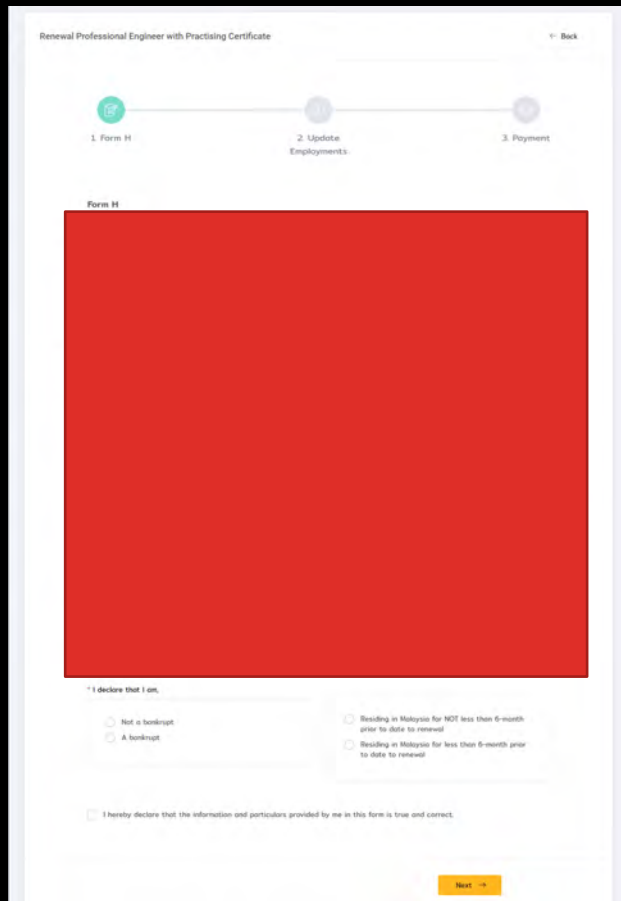
	<b>NAME</b>	[redacted]
	<b>IDENTIFICATION NUMBER</b>	[redacted]
	<b>MOBILE PHONE</b>	[redacted]
	<b>EMAIL</b>	: aisy@ventures.com.my
	<b>ACCOUNT CREATED</b>	: Wednesday, 23 October, 2019 12:43:27 PM

**REGISTERED PERSONS**

- Graduate Engineer**: [empty list]
- Professional Engineer with Practising Certificate**:
  - Approved on 13 October 2015
  - Expires on 31 December 2019
  - Total CPD Hour: 0
  - Buttons: Update CPD, Renew (highlighted with an orange arrow)
- Accredited Checker**: Not registered yet. Button: Apply

Once submission of CPD is completed;  
Click on the "Renew" button.

# RENEWAL – PAYMENT (STEP 2)



The screenshot shows a web interface for renewing a Professional Engineer with Practising Certificate. At the top, there is a progress bar with three steps: 1. Form H (highlighted in green), 2. Update Employments (highlighted in blue), and 3. Payment (highlighted in grey). Below the progress bar, the title 'Renewal Professional Engineer with Practising Certificate' is displayed, along with a 'Back' link. The main content area is titled 'Form H' and contains a large red rectangular placeholder. Below this, there are two sections for declarations. The first section is titled 'I declare that I am,' and contains two columns of radio button options: 'Not a bankrupt' and 'A bankrupt' in the first column; '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' in the second column. The second section is a checkbox labeled '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.

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.