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# How to Register for Membership Online for Society of Engineers

-NEW OR RENEWAL-

## Requirements for New Membership

**Please note, you can register on the website, but should come personally to present the original certificates and make cash payment!**

**1- Bachelor Degree Certificate ( Or Equivalent Degree Certificate)**

- Original Certificate should be attested from Ministry of Foreign Affairs in UAE
- Original Certificate should be presented
- Clear Copy of Certificate and Attestation
- Certificates not in English or Arabic Language should have Legal English or Arabic Translation – Certified by Ministry of Justice or Dubai Courts. Legal English Translation should be attached with the original certificate or copy, sealed and bound.

**2- Passport & Residence Visa (Clear Copy)**

**3- 1 Photograph**

**4- Emirates ID**

**5- After registering on the website, please await approval by the membership department. You can check your status by logging into your account. You will also receive an email upon approval. After approval you will receive a second email for you appointment to come in our office. Bring the original documents and CASH for payment.**

## Requirements for Membership Renewal

**For renewal, you can register on the website and pay electronically.**

**1- Clear Copy of Bachelor Degree Certificate ( Or Equivalent Degree Certificate)**

**2- 1 Photograph**

**3- Emirates ID**

**4- After registering on the website, await the approval. After approval, you can make the e-payment on our website or pay cash at our office. If you are sending a PRO to do the payment, he is required to present the Emirates ID copy of the engineer.**

# Registration Steps

## Step 1 – Create Account

### I. Go to [www.soeuae.ae](http://www.soeuae.ae)

Website interface is as follows:



### II. Sign Up

If it's your first time to apply for membership, or if you are an existing member but do not have an online account, you must create a new account by 'signing up'.

1. Click the green 'Sign Up' button on the top left of the screen
2. The page will show you the following :



### 3. Choose your account type

- Membership Account: This is only for Engineers, Technicians and Engineering Students to Register for Membership, which also grants access to all other services with the benefit of discounts for other services.

- **Nonmember Account:** This option is for anyone who wants to take advantage of the Society services that are available to non-members such as training, engineering arbitration, engineering consulting and buying books. Non-members will periodically receive updates from SOE as well. Please check the web site to see the services available.

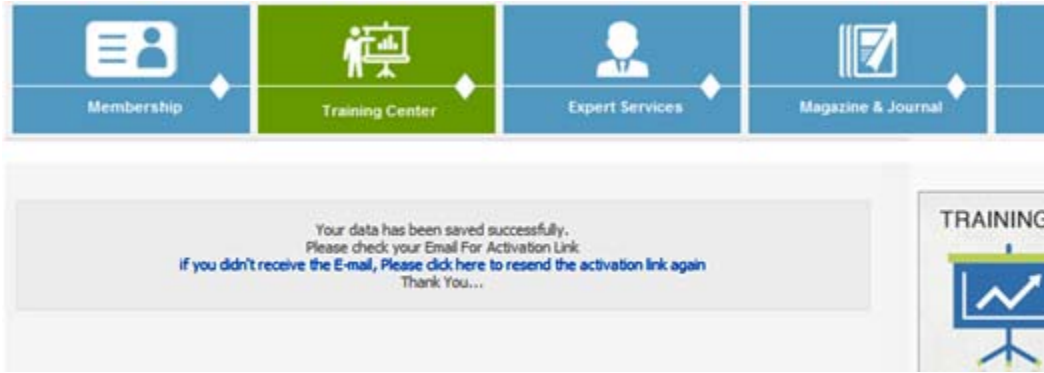
The screenshot shows a registration form for SOE UAE. At the top, there are five tabs: 1. Credential data, 2. Personal data, 3. Academic Certificates, 4. Identifications, and 5. Code of Ethics. The form includes a 'Help' button and a 'Means Mandatory Fields' indicator. The fields are: Username (m.shawky, marked 1), Email (m.shawky@soeuae.com, marked 2), Password (Minimum 5 Characters, marked 3), and Confirm Password (marked 3). Below these is the 'Registration Type' section with radio buttons for 'Member' (marked 4) and 'Only Create Free Account'. A CAPTCHA image with the code '5yec' is shown (marked 5). Below the CAPTCHA is the 'TERMS AND CONDITIONS OF USE' section (marked 6), which includes 'PROPRIETARY RIGHTS' and 'LIMITED LICENSE'. At the bottom, there is an 'I ACCEPT AND AGREE TO THESE TERMS AND CONDITIONS' checkbox (marked 7) and an 'Accept and Continue' button.

### III. Set Up Your Account

1. Create new username in first box.
2. Enter your (the applying engineer's) **personal** email. This is important because the account will be linked to this email. This email will be used to activate the account and for changing the password when necessary. This email will also be used for notifications by the Society.
3. Write the password of your choice and then type the password again in the following the box.
4. Re-Confirm which account type you wish to apply for. Choose between paid membership for engineers or a free membership to take advantage of other services offered by the Society.
5. Type the code shown in the picture box. If the code is not clear or too much time has passed and it expired, click 'Generate New Image' and type the new code.
6. Carefully read the terms of the registration before accepting because it represents the legal requirements for membership.
7. Click "Accept and Continue"

## IV. Activate Your Account

1. After the previous steps, you will see the following page outlining the next steps:



2. Check your email! You will receive a confirmation email with activation link.
3. Click the link in the confirmation email! Your account is only confirmed when you **click the activation link** and **log into** your new SOE account.

**From:** [جمعية المهندسين - Society of Engineers](#)  
**To:** [تسجيل عضو جديد - New Register](#)  
**Subject:** جمعية المهندسين - تأكيد البريد SOE - Confirmation Mail الإلكتروني  
**Date:** Thursday, June 09, 2016 10:19:18 AM



<b>Dear Applicant,</b>	عزيزي المتقدم،
<b>Thank you for your registration,</b>	شكرا لتسجيلك ،
Please <b>CLICK HERE</b> to activate your account	برجاء النقر هنا لتفعيل حسابك
<b>Best Regards,</b>	مع أطيب التحيات،
<b>Society of Engineers</b>	جمعية المهندسين
<b>Note</b>	ملاحظة
- Please do not reply to this email. Replies to this message are routed to an unmonitored mailbox.	- الرجاء عدم الرد على هذه الرسالة. يتم توجيه الردود على هذه الرسالة إلى علبة بريد غير خاضعة للرقابة.
- If you're facing a problem, Please contact our Help center	- إذا كنت تواجه مشكلة، يرجى الاتصال بمركز المساعدة لدينا
<a href="http://soeuae.ae/en/contactus.aspx">http://soeuae.ae/en/contactus.aspx</a>	<a href="http://soeuae.ae/en/contactus.aspx">http://soeuae.ae/en/contactus.aspx</a>

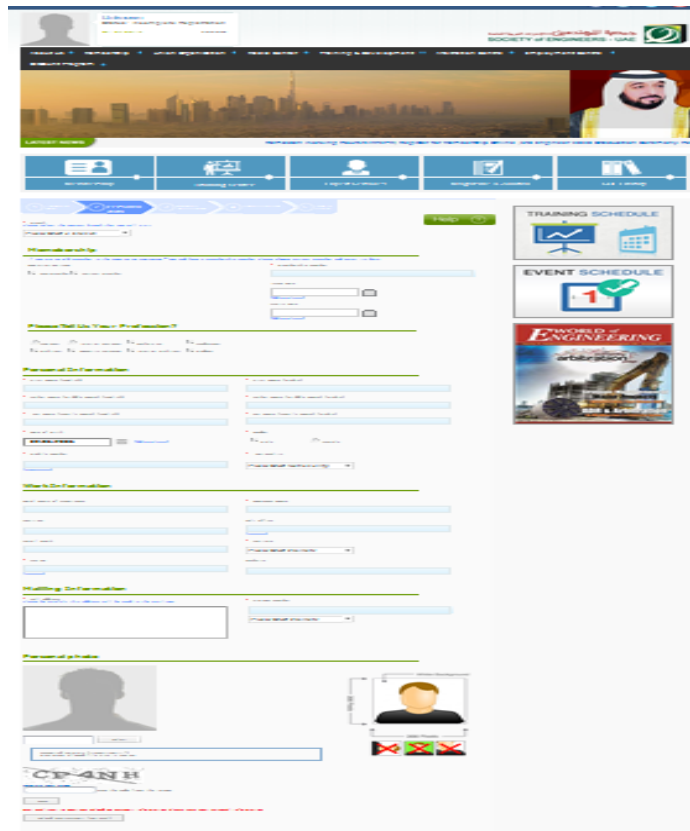
© Copyright 2014, Society of Engineers, United Arab Emirates. © All Rights Reserved.

## Step 2 – Add Personal Data

### I. Login

Log into your account. It will show you a blank personal details page.

The page is divided into 6 sections.



### Add Membership Details

1. Choose the branch nearest to you
2. Current & Previous Members Only: If you are an existing member, you must choose “current member” and enter your membership number, issue date and expiry date of your card.
3. If this is your first time to apply for membership, please choose “new member”. This will close the data fields for former members.

A screenshot of the SOE UAE website's membership details form. The form is titled 'Membership' and includes a 'Branch' dropdown menu (labeled 1), a 'Registration type' section with radio buttons for 'New member' (labeled 3) and 'Current member', and a 'Membership number' section (labeled 2) with fields for 'Issue Date' and 'Expiry Date'. The form also includes a 'Help' button and a 'Please Tell Us Your Profession?' section at the bottom.

## II. Select Your Profession

Select as per your degree. This will affect your membership type.

**Please Tell Us Your Profession?**

Engineer  Interior Designer  Technician  Landscaper  
 Architect  Quantity surveyor  Interior architect  Student

## III. Add Personal Information

All fields are mandatory.

**Personal Information**

\* First Name (English)  \* First Name (Arabic)   
\* Father Name (Middle Name) (English)  \* Father Name (Middle Name) (arabic)   
\* Sur Name (Family Name) (English)  \* Sur Name (Family Name) (Arabic)   
\* Date of Birth  [dd/mm/yyyy] \* Gender  
 Male  Female  
\* Mobile Number  \* Nationality

## IV. Add Work Information

Add your work information. Stared items are required.

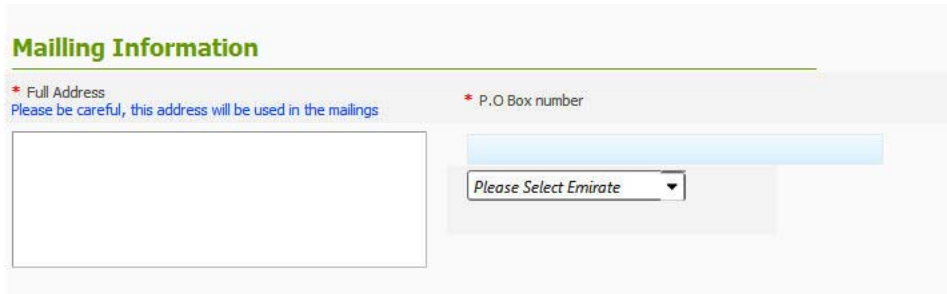
**Work Information**

Total Years of Experience  \* Company Name   
Position  Tel. Office   
Email Work  \* Emirate  
  
\* Fax no  Website

## V. Enter Mailing Address



Enter your mailing address in the box and your P.O. Box number in the field to the right. This is mandatory. This information will be used to mail you your membership card and any other SOE correspondence. If there's any error, you may not receive your card, so please check carefully.



**Mailing Information**

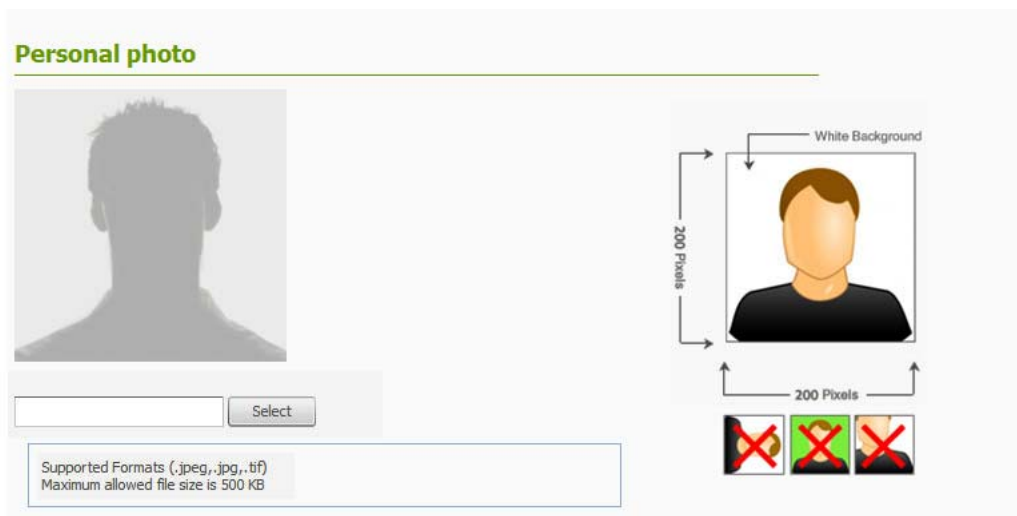
\* Full Address  
Please be careful, this address will be used in the mailings

\* P.O Box number

Please Select Emirate

#### VI. Upload Photo

Upload your photo. The photo must be in color, show the entire face, and have a white background. The following file types are accepted: JPEG, JPG, and TIF. Maximum size is 500 KB.



**Personal photo**

200 Pixels

White Background

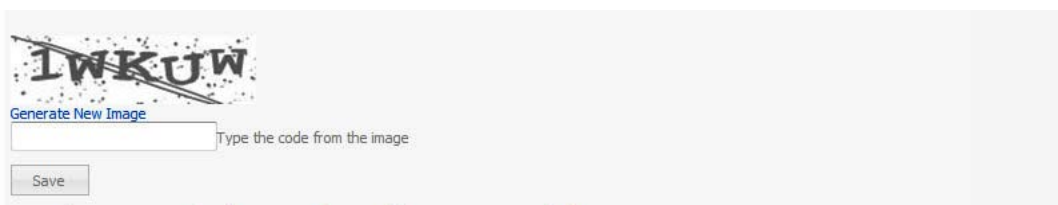
200 Pixels

Select

Supported Formats (.jpeg, .jpg, .tif)  
Maximum allowed file size is 500 KB

#### VII. Enter Security Code

1. The security code is **time sensitive**. If it took you some time to fill in your personal details, the code will be expired and you must click 'Generate New Image'.
2. Enter the code in the box below and then press 'Save' to save all of the previous data.



**IWKUW**

Generate New Image

Type the code from the image

Save



### Step 3 – Add Passport Details

After you save the personal data, you will be asked to add your passport details. Passport details are required for new members and recommended for existing members.

#### I. Click 'Upload New Passport'

Number	Issue Date	Expire Date	Approved?	Passport Copy	Passport Data	Add More	Delete
There is no data							

#### II. Fill in the pop-up as following:

1. Passport Number
2. Issue date
3. Expiry date
4. Upload a copy of your passport. Accepted file types are PDF or photo images.
5. Click "Add" if your passport copy is divided into more than one file and you need to upload additional file(s).
6. Click 'Save'

Fields with (\*) are mandatory

Document Type: Passport

\* Passport Number: AE154464

\* Passport Issue Date: 01/05/2016

\* Passport Expiry Date: 30/04/2021

\* Document File(s): passport.jpg [Select] [Remove]

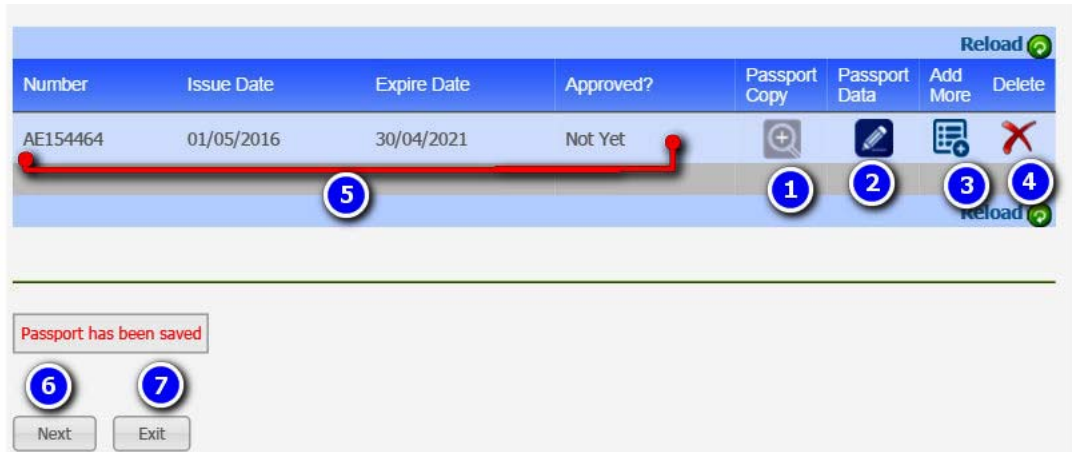
[Add]

Supported Formates are:  
images or PDF

[Save] [Cancel]

### III. Review Passport Record

You are now shown your passport record as following:



Number	Issue Date	Expire Date	Approved?	Passport Copy	Passport Data	Add More	Delete
AE154464	01/05/2016	30/04/2021	Not Yet				

Passport has been saved

1. View uploaded passport copy
2. Option to edit passport data and correct any mistakes
3. Upload additional passport files if necessary
4. Press 'delete' to erase the full record
5. The passport data on file and approval status is shown here
6. You can now click 'Next' to move on to the academic certificates
7. Click 'Exit' to close the file and return at a later time to finish

## Step 4 – Add Academic Certificates

After pressing 'Next' on the passport page, you are taken to the Academic Certificates page. It is divided into three parts:

1. Bachelor Degree or Equivalent Degree certificate
2. Other Engineering Association Memberships (Optional)
3. Additional certificates such as training certificates, documents complementing your scientific certificates such as transcripts or mark sheets, experience certificates, etc.

The screenshot shows a web interface for adding academic certificates. At the top, there is a navigation bar with five steps: 1. Credential data, 2. Personal data, 3. Academic Certificates (highlighted), 4. Identifications, and 5. Code of Ethics. Below the navigation bar, it says "You are: Engineer" and there is a "Help" button.

The first section is titled "Bachelor Degree Certificate" and is numbered 1. It has an "Upload Educational Certificate" button and a table with the following columns: Certificate No, University, Degree, Approved?, Add, Edit, Preview, and Delete. The table is empty and displays "There is no data".

The second section is titled "Member of Any Engineering Association (Optional):" and is numbered 2. It has an "Upload Other Engineering Associations" button and a table with the following columns: Certificate No, Certificate Name, Approved?, Add, Edit, Preview, and Delete. The table is empty and displays "There is no data".

The third section is titled "Other Certificates (Optional):" and is numbered 3. It has an "Upload Other Attachments" button and a table with the following columns: Attachment Name, Approved?, Add, Edit, Preview, and Delete. The table is empty and displays "There is no data".

At the bottom of the page, there are three buttons: "Exit", "Back", and "Next".

## I. Add Bachelor Degree

Press the 'Upload Educational Certificate' Button.

Upload Educational Certificate

The following popup will appear:

**Add New Education\Experience Certificate...**

Fields with (\*) are mandatory

- \* Certificate Degree: 1 Bachelor of Architecture
- \* Country: 2 Egypt
- \* University: 3 Alexandria University
- \* Faculty: 4 Faculty of Fine Arts
- \* Department: 5 Architecture Dept.
- \* Specialization: 6 Architect
- UAE Foreign Affairs No: 7 Enter the UAE Foreign Affairs No.
- \* Graduation Year: 8 2000
- Certificate No: 9 Enter the certificate number
- \* Certificate File(s): 10 Up To 10 Files at Once Can Be Uploaded  
crt.jpg Select Remove

11 Add

- Please upload degree certificate with UAE Ministry of Foreign Affairs  
- Please upload transcript of records  
Supported Formats are:  
images or PDF

12 Save Cancel

**ALEXANDRIA UNIVERSITY**  
PROVISIONAL CERTIFICATE

FACULTY of Fine Arts  
INSTITUTE (ج-ف) ..٢٠٦٠

THIS IS TO CERTIFY THAT He / She

BORN ON 1 / 1 / 1979 , IN GOVERNORATE J

HAS OBTAINED THE DEGREE OF Bachelor  
Architecture IN June 18 2000

WITH THE GENERAL GRADE Pass

THIS CERTIFICATE IS ISSUED AT THE CANDIDATE'S REQUEST  
TO BE PRESENTED TO WHOM IT MAY CONCERN.

DATE 22 / 2 / 2007

SECRETARY GENERAL

REGISTRAR

OFFICER IN CHARGE

DEAN

1. Type of Degree
2. Country of study, not the nationality of the student
3. Name of the university
4. College or faculty (E.g. Engineering, Fine Arts, Applied Arts)
5. Department (E.g. Civil Engineering, Architecture)
6. Specialization
7. MOFA Attestation number (if degree from non-UAE university)
8. Year of graduation
9. Certificate number if available
10. Upload the certificate file(s). Accepted formats are PDF or image files such as jpg.
11. Click here to add any more of files.
12. Save the previous data.

Fields marked with red asterisk are mandatory.

## II. Review Degree Record

**Bachelor Degree Certificate**

Upload Educational Certificate

Reload

Certificate No	University	Degree	Approved?	Add	Edit	Preview	Delete
	Alexandria University	Bachelor of Architecture	Not Yet	2	3	4	5

1. Certificate record on file & approval status
2. Add other pages to copy of certificate if necessary
3. Modify the certificate data if required
4. View the uploaded documents
5. Delete the entire certification record

### III. Add Other Engineering Association Memberships (Optional)

Click 'Upload Other Engineering Associations'.

Upload Other Engineering Associations

**Add New Other Engineering Associations Certificate...**

Membership Name: Pakistani Engineering Council 1

Membership No.: 544646 2

Up To 10 Files at Once Can Be Uploaded

Membership Files: crt.pdf Select Remove 3

Add 4

Supported Formats are: images or PDF

Save Cancel 5

1. Add the name of the association
2. Enter the membership number
3. Upload a copy of the card or certificate that confirms the engineering membership
4. Use 'Add' to upload more files to the proof of membership
5. Save the entered data

### IV. Review Other Memberships

After saving, you will return to the main screen where you can review the added record.

**Member of Any Engineering Association (Optional):**

Upload Other Engineering Associations

Certificate No	Certificate Name	Approved?	Add	Edit	Preview	Delete
There is no data						

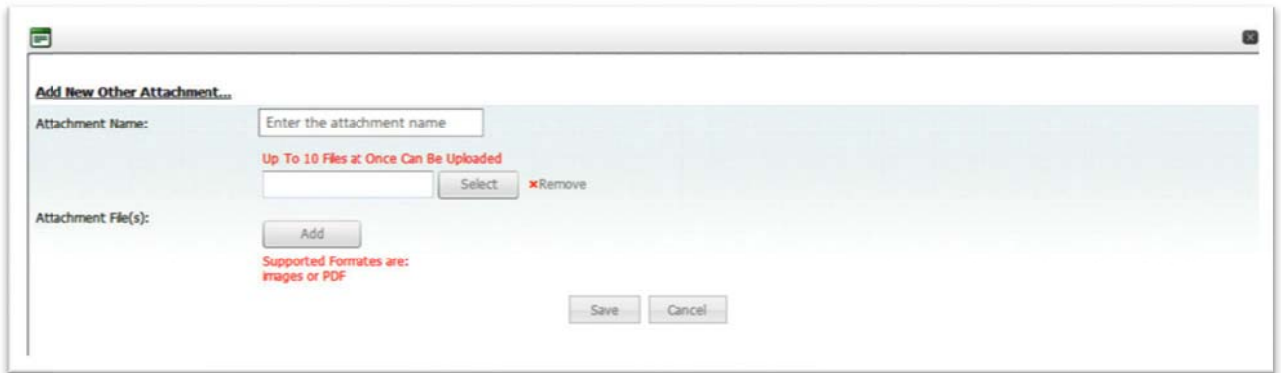
Reload

1 2 3 4 5 6

1. Other engineering membership record
2. Approval status
3. Upload additional files
4. Modify the data
5. View the uploaded images
6. Delete the entire record (data + Image)

## V. Add Other Certificates

In this section you can upload other attachments as required, for example: CV, other scientific certificates, Training Course certificates, transcript, or mark sheet.



1. Click 'Upload Other Attachments'
2. Give the attachment a name
3. Select the file
4. Add additional files if necessary
5. Click 'Save'

## Step 5 – Add Identification

Identification is divided into Visas, National IDs, and Labor IDs.





## Visas

Please note that adding visas is **required** for the following cases:

- If applying for new membership of Society of Engineers (First time)
- If you have already applied for Emirates ID renewal but didn't receive it yet

Existing members with valid ID cards need not upload their visa.

1. To upload your residence visa, click 'Upload New Visa'.
2. Fill in the fields as per your visa document and click 'save'.

Upload New Visa

The screenshot shows a web form for uploading a visa. The form fields are: Document Type (set to Visa), Number (with a text input and a red arrow pointing to the document number on the visa), Issue Date (with a date picker and a red arrow pointing to the issue date on the visa), Expiry Date (with a date picker and a red arrow pointing to the expiry date on the visa), and Document File(s) (with an 'Add' button and a red arrow pointing to the 'Select' button on the visa). A yellow box with the text 'Upload scan file of visa' is positioned below the 'Add' button. To the right of the form is a sample UAE Residence Visa document with red arrows pointing from the form fields to the corresponding information on the visa.

3. Review Your Visa Record

### Visas (Optional)

Number	Issue Date	Expire Date	Approved?	Preview	Edit	Add	Delete
17989638	18/11/2014	17/11/2016	Not Yet				


1 2 3 4 5

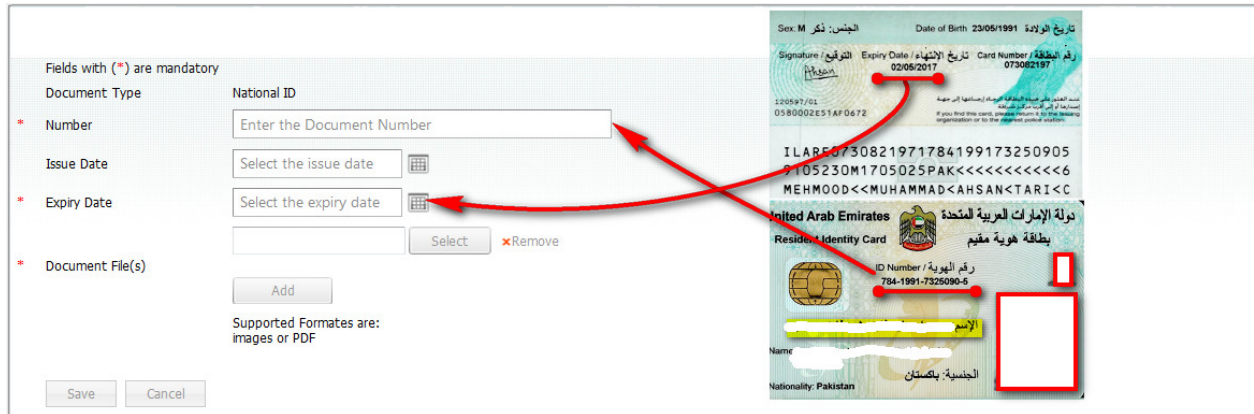
1. Summary of visa data
2. View uploaded resident visa image(s)
3. Modify the data if required
4. Add image(s) if required
5. Delete the entire visa record



## Emirates ID

Adding your Emirates ID is required. Registration cannot be completed without it.

1. To add the Emirates ID by clicking on the button: 
2. Enter your Emirates ID details including ID Number, Expiry Date, and upload a clear color copy of front and back side. Click 'Add' to upload additional pictures.
3. Click save. The pop-up will close and take you back to the main screen.



Fields with (\*) are mandatory

Document Type: National ID

\* Number: Enter the Document Number

Issue Date: Select the issue date

\* Expiry Date: Select the expiry date

\* Document File(s): Add

Supported Formates are: images or PDF

Save Cancel

Sex: M ذكر الجنس: Date of Birth: 23/05/1991 تاريخ الولادة: 02/08/2017 تاريخ الإنهاء: Card Number: 073062197 رقم البطاقة: 058000ZE51AF 06 72

Signature: التوقيع: 120597/01

ILARE0730821971784199173250905  
9105230M1705025PAK<<<<<<<<<6  
MEHMOOD<<MUHAMMAD<AHSAN<TARI<C

United Arab Emirates دولة الإمارات العربية المتحدة  
Residence Identity Card بطاقة هوية مقيم






ID Number / رقم الهوية: 784-1991-7325090-5

Name: الاسم: [Redacted]

Nationality: Pakistan الجنسية: باكستان

4. Review your Emirates ID record  
Here you can review, edit, add images, or delete your record.

## National IDs (Required)

Number	Approved?	Preview	Edit	Add	Delete	Reload
78419917326090	Not Yet					

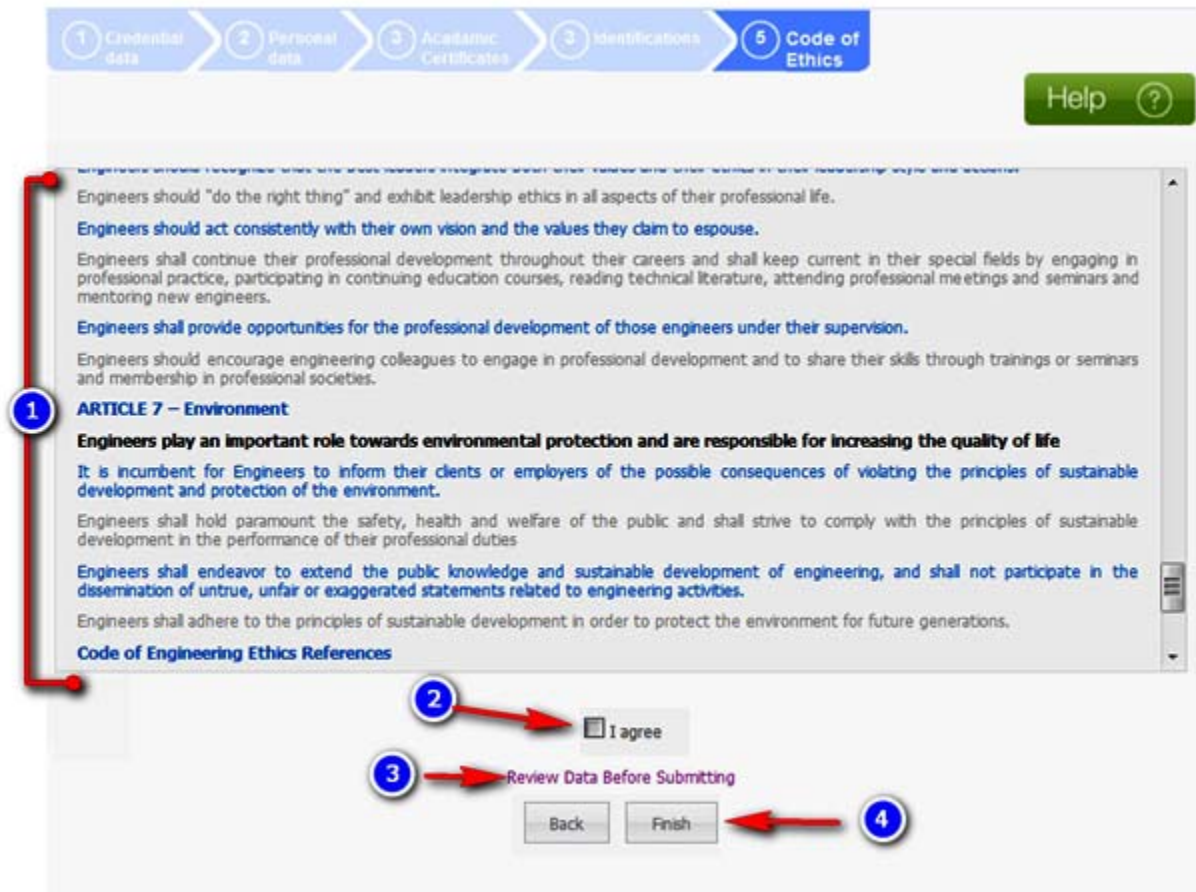
5. Press 'Next' to move on to Code of Ethics.

## Labor ID

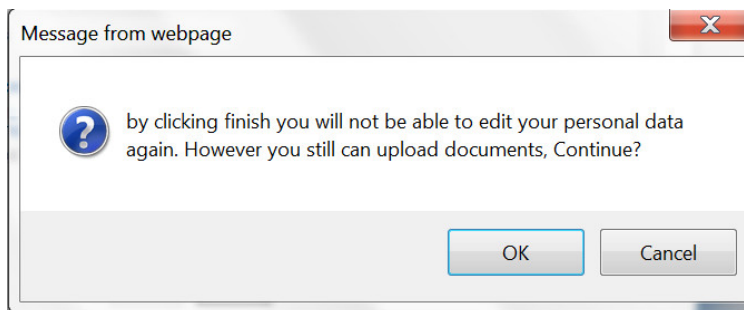
Adding your labor ID is optional and not required. The steps of adding this ID are in line with adding the visa and Emirates ID.

## Step 6 – Code of Ethics

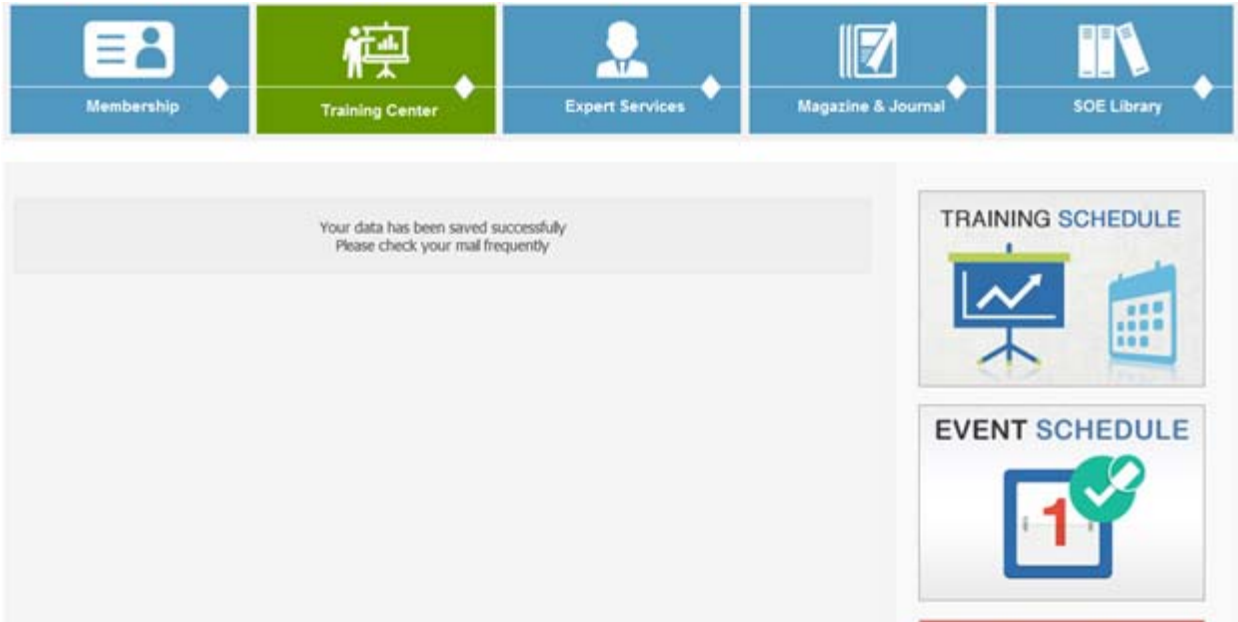
The Society of Engineers-UAE Code of Ethics is an integral part of our membership. As a member you must commit to upholding the Code of Ethics. Carefully review each point before agreeing. Members found to have acted in violation of the Code of Ethics could face legal repercussions and membership exclusion.



1. Review the terms of the CODE OF ENGINEERING ETHICS
2. Agree to the CODE OF ENGINEERING ETHICS
3. Review your data. Please note that this is your last chance to review your entries and make any changes. After clicking 'Finish' you **cannot** go back and edit your personal data. Review it carefully! If by any chance you discover an error later on, you must contact Society of Engineers-UAE directly.
4. Click 'Finish', then 'OK' or 'Cancel'

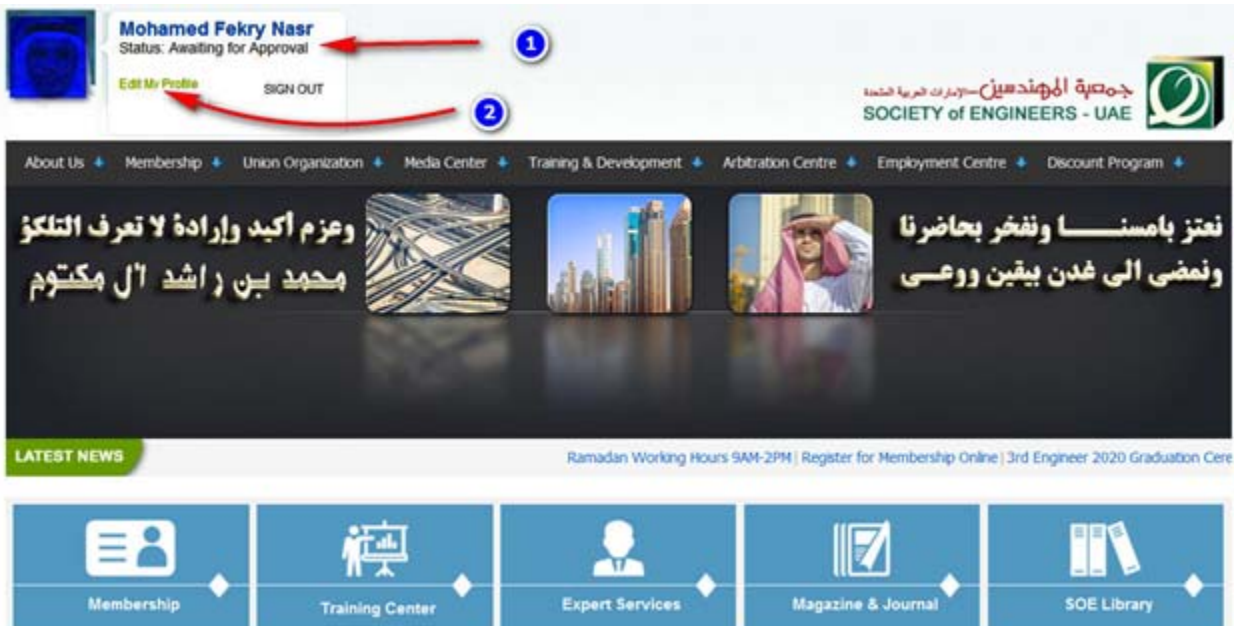


5. Congratulations! You have finished your application. Check your mail for the appointment message.



## Managing Your Account

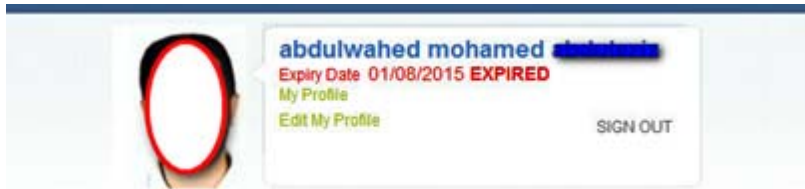
1. Check your account status by logging in on [www.soeuae.ae](http://www.soeuae.ae). You will see your account details as in below images:
  1. Name Engineer and the status of the transaction (Waiting for Approval)
  2. Click here to add any other images or certificates for engineer



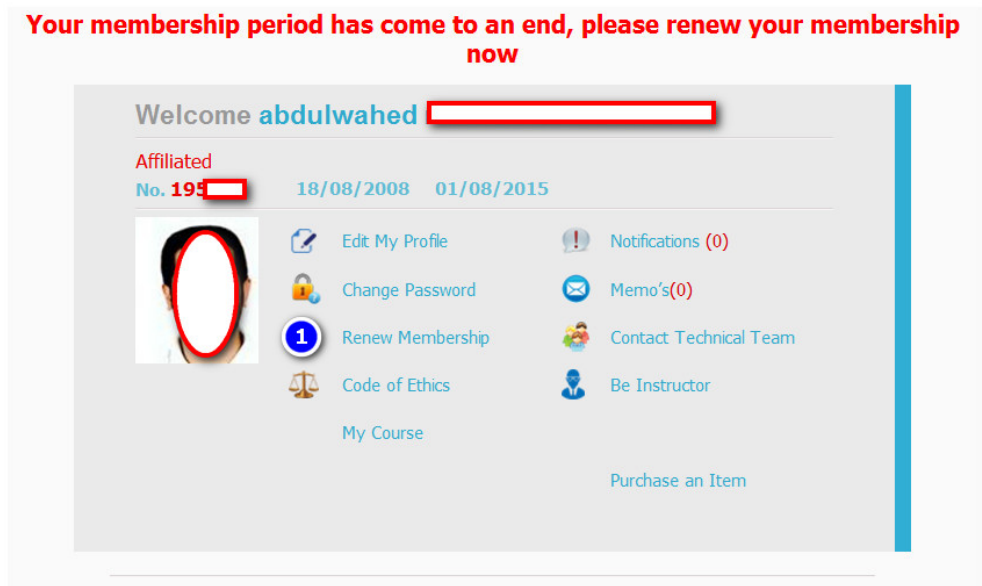


## II. Manage Your Account

1. Once your registration is approved, your status will change to “Expired”.



2. The account screen gives you the following options:



3. Click “Renew Membership” to request approval from the administrator for payment. After approval you can make the payment of the prescribed fees.
  
4. From this point forward, you can log in and manage your account (*see above image*):
  - Renew membership
  - Edit your profile
  - Review Code of Ethics
  - Change password
  - Register for course
  - Occasionally you will receive a Memo & Notification, so check this when waiting for approval.