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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
   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:

   ![Sign Up Page]

   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.

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:

![Activation Confirmation Page]

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.

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**𝚆𝚎𝚕𝚌𝚘𝚖𝚎**

**Dear Applicant,**

Thank you for your registration.

Please **CLICK HERE** to activate your account.

Best Regards,

**Society of Engineers**

**Note:** Please do not reply to this email. Replies to this message are routed to an unmonitored mailbox. If you’re facing a problem, Please contact our Help center:


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Step 2 – Add Personal Data

1. **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.
II. Select Your Profession
Select as per your degree. This will affect your membership type.

Please Tell Us Your Profession?

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
09/06/2006

Gender

Male
Female

Nationality

Please Select Nationality

Mobile Number

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

Please Select Emirate

Fax no

Website

V. Enter Mailing Address

Tel: 97142399555, Fax: 97142399444, P.O Box: 4484, Email: membership@soeuae.com
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.

**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.

**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.
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’

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’
III. **Review Passport Record**

You are now shown your passport record as following:

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.
I. **Add Bachelor Degree**


The following popup will appear:

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**
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’.

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.

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’.

3. Review Your Visa Record

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: [Upload New National ID]
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.

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

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

I. Check your account status by logging in on 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.