

Ministry of Works
Material/Product Assessment eService

(e-MAS)

User Manual

**E-SERVICES SECTION
INFORMATION TECHNOLOGY DIRECTORATE
MINISTRY OF WORKS**

*Prepared by: Jonathanrr
Reviewed by: Suha Lori*

Table of Contents

1	Introduction	4
1.1	Objective	4
1.2	Scope	4
1.1	Minimum System Requirement	4
2	Process flow	5
2.1	General View	5
3	Introduction	6
3.1	Navigation	6
4	How to make One-time Registration & Submit application online?	7
4.1	Registration	7
4.2	Make a new application	8
4.1	Application Notice	12
4.2	Payment for Application Fee is required	13
4.3	Attachment is required after payment for Application Fee	14
4.4	Notification for Assessment Fee	14
4.5	Payment for Assessment fee is required	15
5	How to check the status application via online?	16
5.1	Checking for the online status	16
6	How to upload more documents?	18
7	How to management your password?	18
7.1	Password change	18
7.1	Forgot password	20

Date	Description	Name
14/01/2014	Initial Creation	Jonathan Ramos Reyes
19/01/2014	Revision	Suha Lori
31/07/2016	Added features updates <ul style="list-style-type: none"> • Update Pending Application function - this is for updating the application set as Pending or application without payment • Update the screens into new User-Interface • Added sample email notifications sent to the applicant/client 	Jonathan Ramos Reyes

1 Introduction

1.1 *Objective*

The objective of the document is to present the user-manual of Material/Product Assessment from eService portal published to the public. It is also included in this document are the step-by-step guide for successful submission of application and to check the online application status and password management and attaching of document requirements related to assessment application.

1.2 *Scope*

The scope of this document is limited to explain the process flow starting from submitting an application, checking of application status, password management and attaching of document requirements.

The user manual is intended to all legitimate suppliers of Ministry of Works, Municipality & Urban Planning Affairs who will be using the electronic channel for Material/Product Assessment online solution.

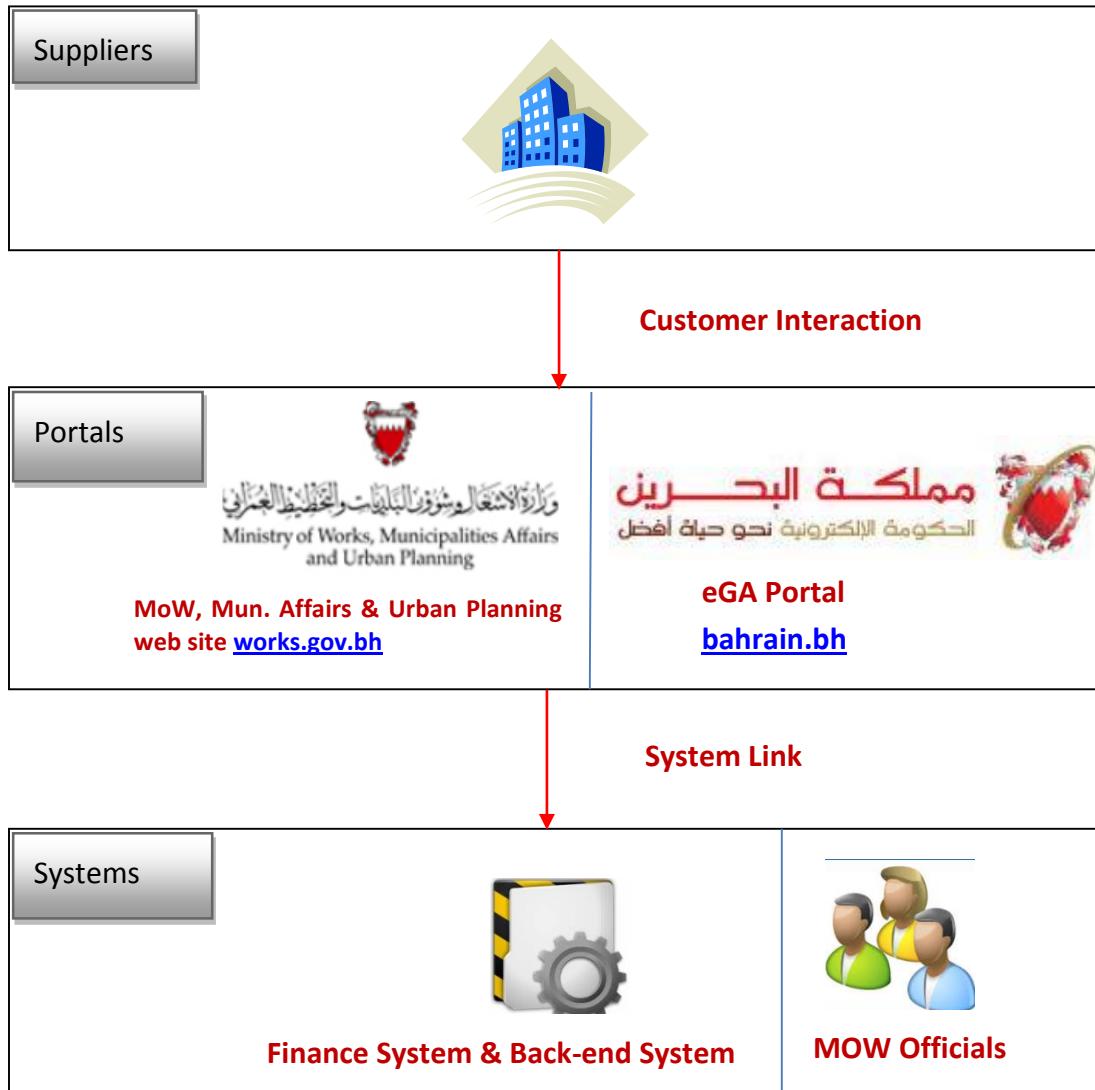
1.1 *Minimum System Requirement*

In order to access the Material/Product Assessment eService, make sure to adhere the minimum system requirement, as follows:

Recommended Internet Browser	<ul style="list-style-type: none">• Internet Explorer version 8 up to the latest• Firefox 26
PDF Reader	<ul style="list-style-type: none">• Adobe Reader version 8 – 10 up to the latest

2 Process flow

2.1 General View



3 Introduction

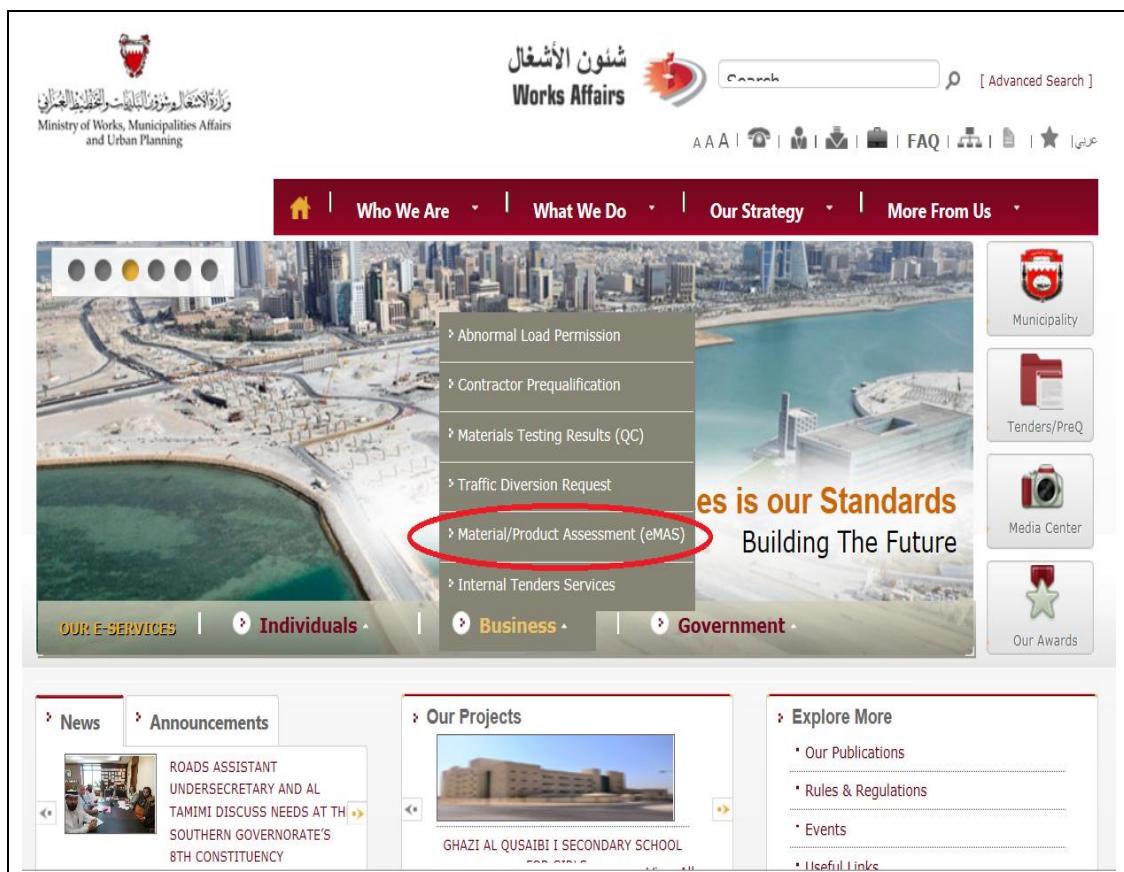
3.1 Navigation

This eService can be accessed from the Ministry of Works (<http://www.works.gov.bh>) website and from the e-Government eService portal (<http://www.bahrain.bh>).

To navigate in Ministry of Works - eService portal, type the following URL in your browser: www.works.gov.bh, then go to  Business and then choose Material/Product Assessment (eMAS).

To navigate in e-Government eService portal, type the following URL in your browser. www.bahrain.bh, then go to  Business and then under **Business and Trade**, then click the **Material and Product Assessment e-Services** link.

From Ministry of Works, works affairs, web-site



From e-Government eService portal

Welcome to [bahrain.bh](#) ID Number Password [Login](#)

New User | Forgot Password

A- A A+ 31 July 2016 ,07:34 AM

eGOVERNMENT [eGovernment Portal](#) [Search Engine](#)

[Home](#) [Individuals](#) [Business](#) [Government](#) [Visitors](#)

I am @ [View More >](#)

[All eServices](#) [eServices by Category](#) [Browse By Entity](#) [A - Z](#)

Business and Trade

- » Abnormal Load Permission
- » Commercial Registration Services
- » Contractor Prequalification (CED)
- » Courts and Cases Services Updated
- » Customs Clearing Services
- » Daily Price Index
- » Employers Services New
- » Internal Tenders Services
- » Issue of Advertisement Permits
- » Kingdom of Bahrain State Budget
- » Lease Contract Services New
- » Levy Calculator Under Enhancements
- » Materials Testing Results (QC)
- » **Materials and Products Assessment eServices**
- » Municipal Services Fees
- » Tenders Services

4 How to make One-time Registration & Submit application online?

4.1 Registration

To register for electronic services of Material Engineering Directorate – Consultancy & Research section, please follow the detailed step-by-step instructions.

Step 1 – To register new suppliers with Material Engineering Directorate – Consultancy & Research section:

1. Download the Registration Form,
2. Fill-up the form and prepare the required documentations (*please refer to Registration Form*),
3. Deliver the required signed documentations to Material Engineering Directorate – Consultancy & Research section at Juffair Office from Sunday till Thursday from 8:00 AM to 2:00 PM. *Please refer to '[Contact Us](#)' for telephone numbers and location map.*

If existing supplier but not yet registered to Material Engineering Directorate – Consultancy & Research section:

1. Download the Registration form
2. Fill-up the form and then complete the required documentations (*please refer to Registration Form*),

3. Sign and stamp the form and then scan copy & send together with the required documentation to this email address (MedMasHelp@works.gov.bh).

Step 2 – Once the registration form is submitted and processed, the MED-CRS officials will send the Username and Password to the email address provided by the supplier (*make sure the email address is still valid and written correctly*).

4.2 *Make a new application*

To make a new application for Material Engineering Directorate – Consultancy & Research section, please follow the detailed step-by-step instructions.

Step 1 – At the Login form, use the Username and Password provided from the official email response from Ministry of Works (*don't forget to change password*)

Ministry of Works, Material Engineering Directorate - CRS

A new online company registration has been received via E-service.
We will notify you either by email or by telephone for additional details. Please find below the information as submitted:-

Registration Details:

Company Name	:	[REDACTED]
Applicant Name	:	[REDACTED]
CPR Number	:	[REDACTED]
Job Title	:	[REDACTED]
Address	:	[REDACTED]
Telephone	:	[REDACTED]
Mobile	:	[REDACTED]
Email Address	:	[REDACTED]
CR number	:	[REDACTED]
Registration Date	:	[REDACTED]

To proceed in Online application, you can use the username & password for sumitting your Material/Product for assessment application.

Login Details :

Username	:	[REDACTED]
Password	:	[REDACTED]

(Note: You can change your password via change password)

Click here to [Login](#) or go to e.works.gov.bh

This email has been sent by auto-emailer program.
Please do not reply to this address as it is not monitored.

Welcome to Ministry of Works eService

Material / Product Assessment eService

Welcome to Ministry of Works, Material/Product Assessment eService. In continuing our effort of providing higher standard of living and quality of life to the citizens of Bahrain, we provide this eService as another channel to submit Material/Product assessment application.

Contractors and MOW Supervisors dealing with Materials Engineering Directorate of Ministry of Works may use this eService.

Downloadable Forms

[Registration Form](#)
[Application Form](#)
[Renewal Form](#)
[Application Check list](#)

Instructions :

- Enter the Company login detail and submit to proceed
- To change the login option please click on "Advance Login" button
- To register for new company login, please download the "Registration Form" and send to Material Engineering Directorate - Consultancy and Research Section. Or visit [Contact Us](#) page to know the contact information and office location
- In case you need to change email address. Please send email to MedMasHelp@works.gov.bh or call to our helpdesk telephone numbers 17812406 | 17812408 | 17812416

➡ Payments will be collected for new and renewal application as follows:

- **Application Fee for BHD. 25**
- **Assessment Fee for BHD. 525**

- Download User Manual

Company Login Detail

Email *	<input type="text"/>
Password *	<input type="password"/>
Forgot Password? Change Password?	

Items marked with * are required

[Submit](#)
[Clear](#)
[Advance Login](#)

This service is provided by
Ministry of Works

شئون الأشغال
Works Affairs 

Step 2 – Once the authentication process is done, the system will proceed to the next form. Choose from the link '[Submit a New Assessment Application](#)' link.

Welcome to Ministry of Works eService

Material / Product Assessment eService

Submit a New Assessment Application

 Use this option to submit a new material/product assessment application. Please make a note of the application number since this is needed in checking the status of your application. Each application shall consist only of one material/product type per brand. Do not submit multiple times for the same application. All requests are monitored and any misuse will be acted upon

Submit a Renewal Application

 Use this option to submit a renewal material/product assessment application. To proceed, you must provide the reference number of the expiring MCR. Do not submit multiple times for a single applications. All requests are monitored and any misuse will be acted upon

Update Pending Application

 Use this option to update pending application in order to proceed to the next step of material/product assessment application.

Check Application Status

 Use this option to check status of previously submitted assessment application.

[Exit](#)

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Works Affairs



This service is provided by Ministry of Works

Step 3 – Read carefully the **Terms & Conditions and Guidelines** as appears in the next screen.

Welcome to Ministry of Works eService

Submit a New Assessment application

Please follow the below mentioned procedure to submit a new material assessment application.

[Print Guidelines for Material Product Approval](#)



Ministry of Works, وزارة الأشغال
Municipalities Affairs وشئون البلديات
and Urban Planning والتخطيط العمراني

Terms and Conditions of Material Product Assessment

Materials Engineering Directorate (MED)
Ministry of Works, Municipalities Affairs and Urban Planning (MWMAUP)

NOTE: Use scroll-down control to read until the end.

Step 4 – Read and agree to the Terms & Condition by ticking the tick box provided and the “**Proceed to Submission Form**” button will be illuminated in RED color and then click the said button to proceed.

Step 5 – Fill-up the required fields as marked with (*) asterisk. Once the required information is completed, then click the ‘Submit’ button to complete.

Company Information	
Company Name	Jonathan Contructions & Builder W.L.L
Address *	Al Hoora 318 Manama
Contact Numbers * Enter at least one number	<input type="text" value="Landline 17545449"/> <input type="text" value="Mobile 33342673"/>
Email Address *	jonreys@gmail.com
Fax Number	<input type="text"/>
Contact Person *	Jonathan Reyes
Job Title *	<input type="text"/>
CPR # *	<input type="text"/>
Material / Product Details	
Select a Category	<input type="text" value="-- All Categories --"/> <input type="button" value="▼"/>
Material / Product Name *	<input type="text" value="-- Select a Material/Product Name --"/> <input type="button" value="▼"/> Important Notice: If the material or product is not included in the selection list, choose “* New Material/Product” and specify the actual material or product in the specified box.
Brand	<input type="text"/>
Model	<input type="text"/>
Comments	<input type="text"/>

Manufacturer Details	
Select a Country	-- All Countries -- <input type="button" value="▼"/>
Manufacturer *	-- Select a Manufacturer Name -- <input type="button" value="▼"/> Important Notice: If the manufacturer is not included in the selection list choose "* New Manufacturer" then add to the current list.
Manufacturer Address	
Landline	
Mobile	
Fax Number	
Email Address	
Country of Origin	
Items marked with (*) are required.	
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Exit"/>	
<i>NOTE: if new material/product name, choose the *New Material/Product from the selection list and then specify correctly the new material or product descriptions in the provided space appear at the bottom near the selection list.</i>	

4.1 Application Notice

After the 'Submit' button was clicked, the system will automatically generate an **Application Notice** together with unique generated 'Application Number' as reference for the future transactions. 'Print' button to get the copy of this application notice.

Welcome to Ministry of Works eService																													
<table border="1"> <thead> <tr> <th colspan="2">Application Notice</th> </tr> </thead> <tbody> <tr> <td colspan="2"> Instructions : <ul style="list-style-type: none"> Print the APPLICATION NOTICE as your payment reference, click the 'Print' button Pay the application fee of BHD. 25 to our Finance Directorate Unique Application Number was given each application under your company name Download the generated application form and the application checklist </td> </tr> <tr> <td colspan="2"> *Note : <ul style="list-style-type: none"> Application without payment will remove after 10 days. </td> </tr> <tr> <td colspan="2"> <table border="1"> <thead> <tr> <th colspan="2">Required Forms Details</th> </tr> </thead> <tbody> <tr> <td>Application Form</td> <td>Download Application Form</td> </tr> <tr> <td>Application Check list</td> <td>Download Application Checklist</td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="2"> <table border="1"> <thead> <tr> <th colspan="2">Application Reference Number</th> </tr> </thead> <tbody> <tr> <td>Application Number</td> <td>17005</td> </tr> <tr> <td>Submission Date</td> <td>31-07-2016 08:09</td> </tr> <tr> <td>Company Name</td> <td>Jonathan Contructions & Builder W.L.L</td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Print"/> <input type="button" value="Exit"/> </td> </tr> <tr> <td colspan="2"> <i>NOTE: In some cases, 'Print' button is protected to pop-out by your internet browser.</i> </td> </tr> </tbody> </table>		Application Notice		Instructions : <ul style="list-style-type: none"> Print the APPLICATION NOTICE as your payment reference, click the 'Print' button Pay the application fee of BHD. 25 to our Finance Directorate Unique Application Number was given each application under your company name Download the generated application form and the application checklist 		*Note : <ul style="list-style-type: none"> Application without payment will remove after 10 days. 		<table border="1"> <thead> <tr> <th colspan="2">Required Forms Details</th> </tr> </thead> <tbody> <tr> <td>Application Form</td> <td>Download Application Form</td> </tr> <tr> <td>Application Check list</td> <td>Download Application Checklist</td> </tr> </tbody> </table>		Required Forms Details		Application Form	Download Application Form	Application Check list	Download Application Checklist	<table border="1"> <thead> <tr> <th colspan="2">Application Reference Number</th> </tr> </thead> <tbody> <tr> <td>Application Number</td> <td>17005</td> </tr> <tr> <td>Submission Date</td> <td>31-07-2016 08:09</td> </tr> <tr> <td>Company Name</td> <td>Jonathan Contructions & Builder W.L.L</td> </tr> </tbody> </table>		Application Reference Number		Application Number	17005	Submission Date	31-07-2016 08:09	Company Name	Jonathan Contructions & Builder W.L.L	<input type="button" value="Print"/> <input type="button" value="Exit"/>		<i>NOTE: In some cases, 'Print' button is protected to pop-out by your internet browser.</i>	
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Ministry of Works,
Municipalities Affairs
and Urban Planning

وزارة الأشغال
وشؤون البلديات
والتخطيط العمراني

Application Number: 17985
Date: 15/08/2016

MED Corporation WLL
MED CRS Section - Juffair
Tel.: 17812439
Email: JakeMV@works.gov.bh

Attention: Mr./Mrs. Jake Miguel Velasco, admin

Dear Sir/Madam,

Subject: Notice for Initial Payment of Material/Product Assessment Application Fee

We have received your new material/product assessment application on our Material Assessment System (MAS) and this is temporarily set as **PENDING** until a payment of **BHD 25.000 is received as the Application Fee.**

In order to proceed, please follow the instructions stated below:

- Print this Notice for Initial Payment of Application.
- Proceed to Cashier Window of Finance Directorate located at 3rd Floor MoW New Building, Diplomatic Area, Manama.
- Present this Notice as a payment reference.
- Collect receipt issued by our Cashier after payment has been made.
- Login again to MAS eService using "Update Pending Application" link to upload the required documents for your application.

Application Payment Reference:

Application Number : **17985**
Submission Date : 15/08/2016
Supplier Name : MED Corporation WLL
Payment Type : e-MAS Application Fee
Amount to Pay : **BHD 25.000**

Please note that non-payment as a result of failure to pay the application fee within TEN (10) days from the receipt of this Notice will result in automatic removal of your pending application from the system.

In case you need further clarification, you can send an email to MedMasHelp@works.gov.bh or call to our helpdesk telephone numbers 17812406 | 17812408 | 17812416.

**Consultancy and Research Section
MATERIALS ENGINEERING DIRECTORATE, MWMAUP**

This email has been sent by auto-emailer program.
Please do not reply to this address as it is not monitored.

4.2 **Payment for Application Fee is required**

Official email and SMS message will be sent to the supplier's email and mobile number. Supplier needs to pay the application fee at Finance Directorate Cashier Window at 3rd floor New Building, MOW Diplomatic, Manama.

NOTE: This is a manual process. The supplier needs to visit Finance Directorate to

pay the required application fees.

4.3 **Attachment is required after payment for Application Fee**

After the payment made at Finance Directorate for Application Fee, three (3) documents are required to be uploaded in the system, as follows:

- Applicant's Official Letter of Request *
- Accomplished Material Product Application (New/Renewal) *
- Accomplished Material Product Checklist *

In order to review the application for assessment, all required documentations (*refer to the Guidelines*) need to be attached in the application.

Step 1 – On the main screen, click the '[Update Pending Application](#)' link, and then enter the 'Application Number' (can be found from the previous email message and SMS message), click on the 'Search' button to proceed, and then the screen will allow to upload the said three (3) required files.

Status and Action Required	
Status	New – Application Waiting for Applicant Action
Action Required	Upload all required documents
Application Number	17005
Submission Date	31/07/2016 08:10 AM
Expiration Date	-

Payment Details			
Payment Type	Payment Date	Amount	Cheque Number
Application fee	31/07/2016 08:34 AM	25.000	

Required Documents	
Document Type	Actions
Applicant's Official Letter of Request *	<input type="button" value="Browse..."/>
Accomplished Material Product Application (New/Renewal) *	<input type="button" value="Browse..."/>
Accomplished Material Product Checklist *	<input type="button" value="Browse..."/>

Step 2 – Choose the file need to be attached, click on the "Browse" button (IE browser) or "Choose File" button (on another browser), and then click "Attach" button to complete.

4.4 **Notification for Assessment Fee**

Attachments will be carefully reviewed by MED operators after being attached via eService Portal by the applicants.

In order to proceed the application for product/material assessment, the system will send an official email and SMS notifications to supplier's email and mobile number provided on the time of the application to proceed with the Assessment fee at Finance Directorate Cashier Window at 3rd floor New Building, MOW Diplomatic.



وزارة الأشغال
وشنون المدنية
والتخطيط العمراني

Ministry of Works, Municipalities Affairs and Urban Planning

Application Number: 16997
Date: 15/08/2016

Jonathan Contructions & Builder W.L.L
Al Hoora 318 Manama
Tel.: 17545449
Email: jonreys@gmail.com

Attention: Mr./Mrs. Jonathan Reyes, Staff

Dear Sir/Madam,

Subject: Notice for Full Payment of Material/Product Assessment Fee

We have received your minimum required documents on our Material Assessment System (MAS). An Assessment Fee of **BHD 525.000 now is due from you** and payment has to be made in order to process your product/material assessment application.

In order to proceed, please follow the instructions stated below:

- Print this Notice for Payment of Material/Product Assessment Fee.
- Proceed to Cashier Window of Finance Directorate located at 3rd Floor MoW New Building, Diplomatic Area, Manama.
- Present this Notice as a payment reference.
- Collect receipt issued by our Cashier after payment has been made.
- Check for "Acceptance Email" from MED confirming your application with an assigned official MAS File number.

Application Payment Reference:

Application Number : **16997**
Submission Date : 15/08/2016
Supplier Name : Jonathan Contructions & Builder W.L.L
Payment Type : e-MAS Assessment Fee
Amount to Pay : **BHD 525.000**

Please note that non-payment as a result of failure to pay this fee from the receipt of this Notice will result in your application not being processed further.

In case you need further clarification, you can send an email to MedMasHelp@works.gov.bh or call to our helpdesk telephone numbers 17812406 | 17812408 | 17812416.

**Consultancy and Research Section
MATERIALS ENGINEERING DIRECTORATE, MWMAUP**

This email has been sent by auto-emailer program.
Please do not reply to this address as it is not monitored.

4.5 **Payment for Assessment fee is required**

Assessment fee is now required for the product/material assessment in order for

MED Consultancy & Research section to continue their tasks to perform the assessment processes.

After the payment, MOW officials will be automatically informed to continue with the assessment process.

NOTE: Conduct of Material Assessment was declared in the Terms & Conditions.

5 How to check the status application via online?

5.1 *Checking online status*

Step 1 – On the main screen, click the '[Check Application Status](#)' link and then list of previous applications will be listed on the next screen, as shown below.

Welcome to Ministry of Works eService					
Check Application Status					
Instructions : <ul style="list-style-type: none"> Click on desired application number to view details of related material or product 					
Jonathan Contructions & Builder W.L.L					
Filter By : <input style="width: 100px;" type="button" value="All Records"/>					
List of Applications Submitted					
Application Number	File Number	Submission Date	Material / Product Name	Manufacturer	Status
17004		27/07/2016 08:04 AM	BRUSHCRETE	BITUFA WATERPROOFING B.V	New - Application Waiting for Acceptance
17003		26/07/2016 10:45 AM	AIR CONDITIONERS	Akterm	New - Application Waiting for Acceptance
16999	3071	19/07/2016 12:48 PM	675 x 675 mm heavy duty ductile iron hinged type D 400 double triangular manhole cover & frame with stainless steel pin.	Al Gurg Building Services Co. Ltd (L.L.C)	New - Accepted

NOTE: By using the 'Filter By' option, records will be filtered accordingly.

Step 3 – Select the **Application Number** from the list for the desired application, and then the screen will show the application details, as shown below.

Step 4 – As appear, status and activity of the application is shown at the upper part (encircle in big), and then comments is open to change if needed to update.

Welcome to Ministry of Works eService

View Application Details

Instructions :

- Click on "Save" button to update any changes made on the Comment Box
- Click on "Exit" button to go to the starting page
- To attach more documents. Click on "Attachments" link

***Note :**

- Update will take a moment to reach Ministry of Works Material Engineering Directorate.

Status and Comments			
Status	New - Application Waiting for Acceptance		
Activity	None		
Submission Date	27/07/2016 08:04 AM		
Operator's Comments			
Comments			
Application Details			
Application Number	17004		
File Number			
Company Name	Jonathan Contructions & Builder W.L.L		
Material / Product Name	BRUSHCRETE		
Brand			
Model			
Manufacturer Details			
Manufacturer	BITUFA WATERPROOFING B.V		
Manufacturer Address	Vlijtweg 4, NL 8191 JP WAPENVELD, NETHERLANDS		
Country of Origin	NETHERLANDS		
Material Compliance Report Details			
MCR Number			
MCR Issue Date			
Payment Details			
Payment Type	Payment Date	Amount	Cheque Number
Application fee	27/07/2016 08:07 AM	25.000	
Save	Attachments	Back	Exit

NOTE: At this stage, attaching of more document is still possible, click the "Attachments" button, and then the attachment screen will appear.

6 How to upload more documents?

In order to upload more documents (if the MOW officials required to do so). Herewith the steps to follow:

Step 1: Go to '[Check Application Status](#)' link, and then select the desired 'Application Number' need to upload mode documents.

Step 2: Click on the 'Attachments' button, to proceed.

Step 3: Click the 'Browse' button (from Internet Explorer) and 'Choose a file' (in other browser).

Step 4: Select a file wish to upload and then enter some file description (optional).

Step 5: Click the 'Attach' button to attach a single file.

Step 6: Click the 'Finish' button to complete the process.

Required Forms Details	
Application Form	Download Application Form
Application Check list	Download Application Checklist
Add File *	<input type="file"/> Browse...
Type *	<input type="text" value="--- Select Type ---"/>
Description	

Items marked with (*) are required

File Attachment Detail				
File Name	Type	Description	Actions	
beauty.png	Applicant's Official Letter of Request *	-	Download	Delete
Chrysanthemum.jpg	Applicant's Official Letter of Request *	-	Download	Delete
Desert.jpg	Accomplished Material Product Application (New/Renewal) *	-	Download	Delete
Hydrangeas.jpg	Accomplished Material Product Checklist *	-	Download	Delete

[Attach](#) [Back](#) [Finish](#)

7 How to management your password?

7.1 Password change

It is recommended to the change the password periodically or on the first time that

the password was issued.

Step 1 – On the main screen, click on the link '[Change Password?](#)' link to proceed.

Step 2 – Provide the email address, current password, and the new password and confirm password, then click the 'Submit' button, then wait for the confirmation email to the email address provided.

Welcome to Ministry of Works eService

Change Password

Instructions :

- Provide the company email address
- Provide new password not exceeding 8 characters
- Click the "Submit" button to complete

***Note :**

- Please ensure that the company email address which you provided is correct because the requested password will be sent through this email address.

Email Address Detail

Email Address *	<input type="text"/>
Current Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

Items marked with (*) are required.

NOTE: Changing of password requires at least (8) strong combination of at least one capital letter, small letter, number and symbols (example: N@rito4a)

7.1 **Forgot password**

Once the password is forgotten, there is still a way to recover it.

Step 1 – On the main screen, click on the link '[Forgot Password?](#)' link to proceed.

Step 2 – Provide the email address, then click the "Submit" button to proceed, then wait for the confirmation email to the email address provided.

Welcome to Ministry of Works eService

Forgot Password

Instructions :

- Provide the company email address
- Click the "Submit" button to complete

***Note :**

- Please ensure that the company email address which you provided is correct because the requested password will be sent through this email address.

Email Address Detail

Email Address *****

Items marked with (*) are required.

--- End of manual ---