malaysiaGBC - CPD GUIDELINES for RENEWAL PURPOSES
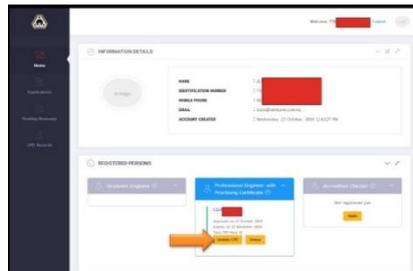
A. Board of Engineer (BEM) - Renewal Online - MyBEM

1. The guidelines as follows:

   i. Log in MyBEM online -
       https://engineer.org.my/Account/Login?ReturnUrl=%2F

   ii. You will need to update your CPD first. Click on the "Update CPD" button to update your CPD activities.

   iii. Review your CPD Records. If you have not updated your CPD record for 2019, click "Register New CPD"

   iv. A pop-up will appear. Review the information given. Click "Create CPD"

   v. A new CPD record for year 2019 will appear. Click "Action" > "Update Activities

vi. To add new activity: Click on the "+" button at the category needed.
Once you have updated all the activities: Click on the "Submit" button to
confirm your submission to BEM.
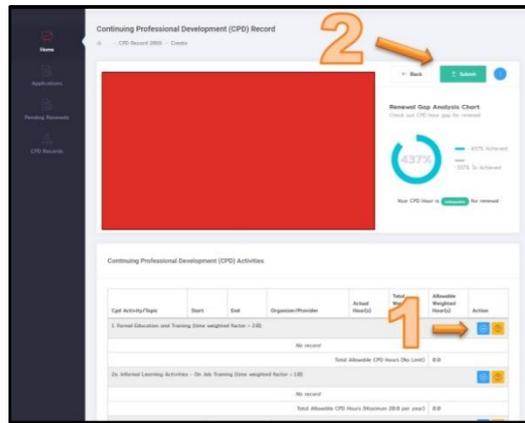
vii. **Renewal Payment** - Once submission of CPD is completed; Click on the
"Renew" button.
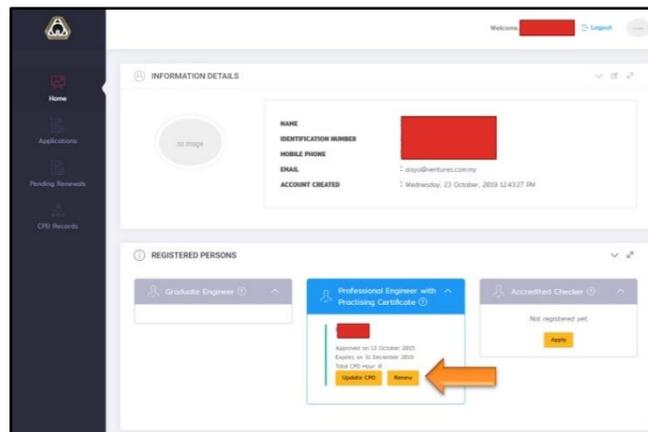
viii. You will be redirected to a form. Review the information given and update
the information necessarily. Click "Submit" at the end of the wizard. Once
completed, you will be redirected to a payment page. Make payment and
your renewal is completed.