BUREAU OF EMIGRATION & OVERSEAS EMPLOYMENT

User Manual for Demand Attestation System

BE&OE
(Directorate of Information Technology)

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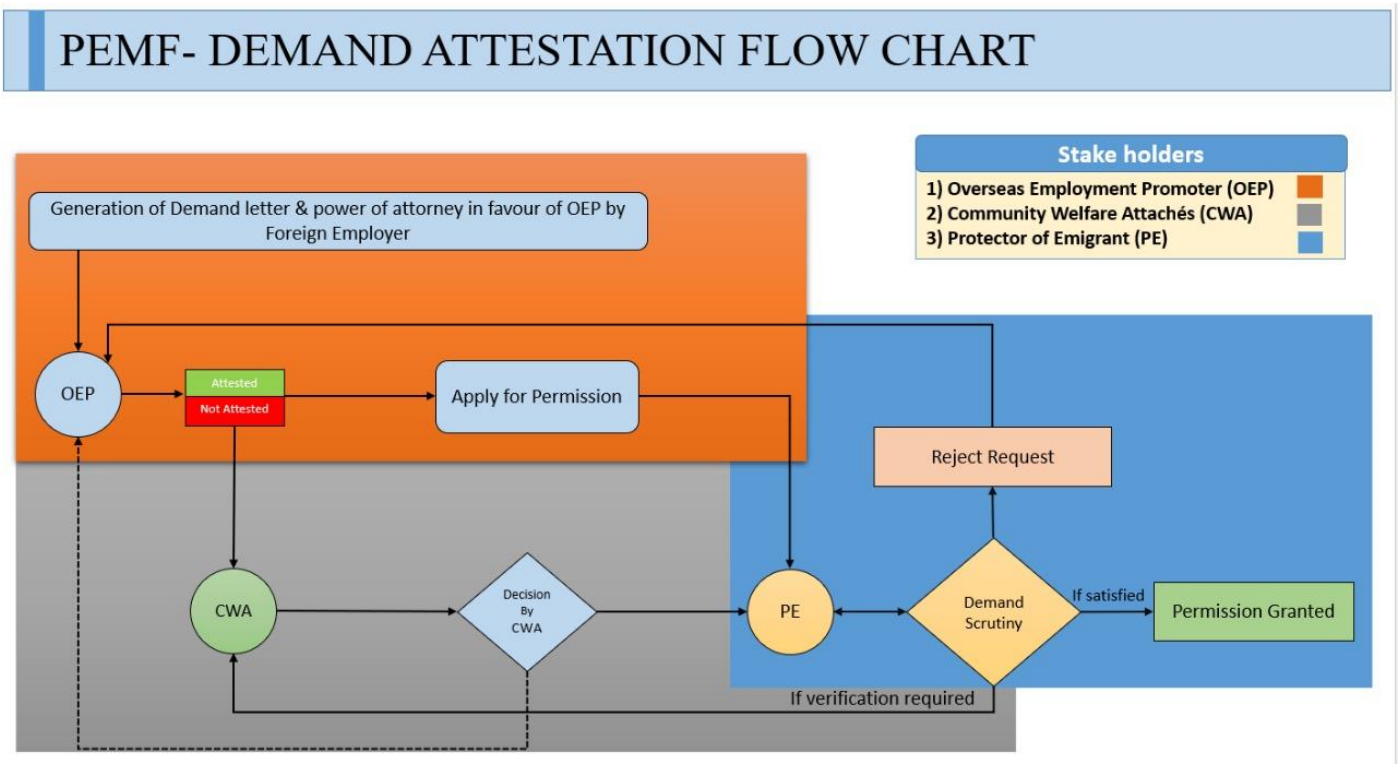
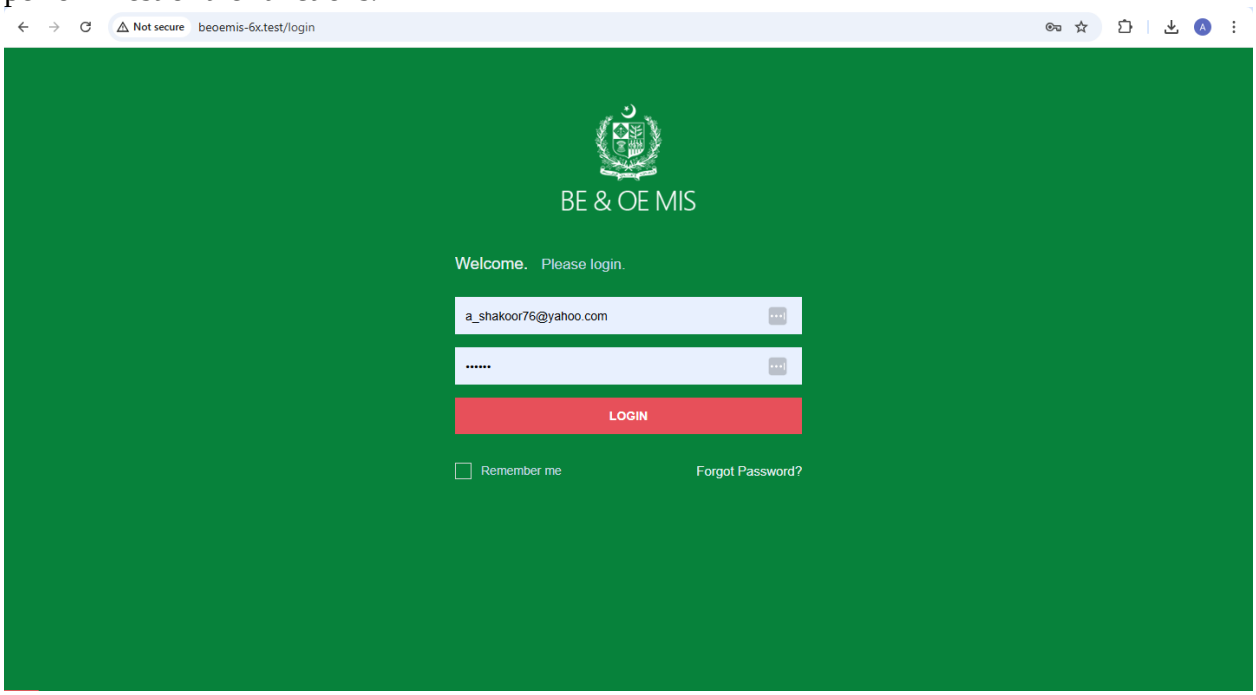
Demand Attestation System
Process Flow



BEOE-OPERATIONS
CWA USER CREATION MANUAL

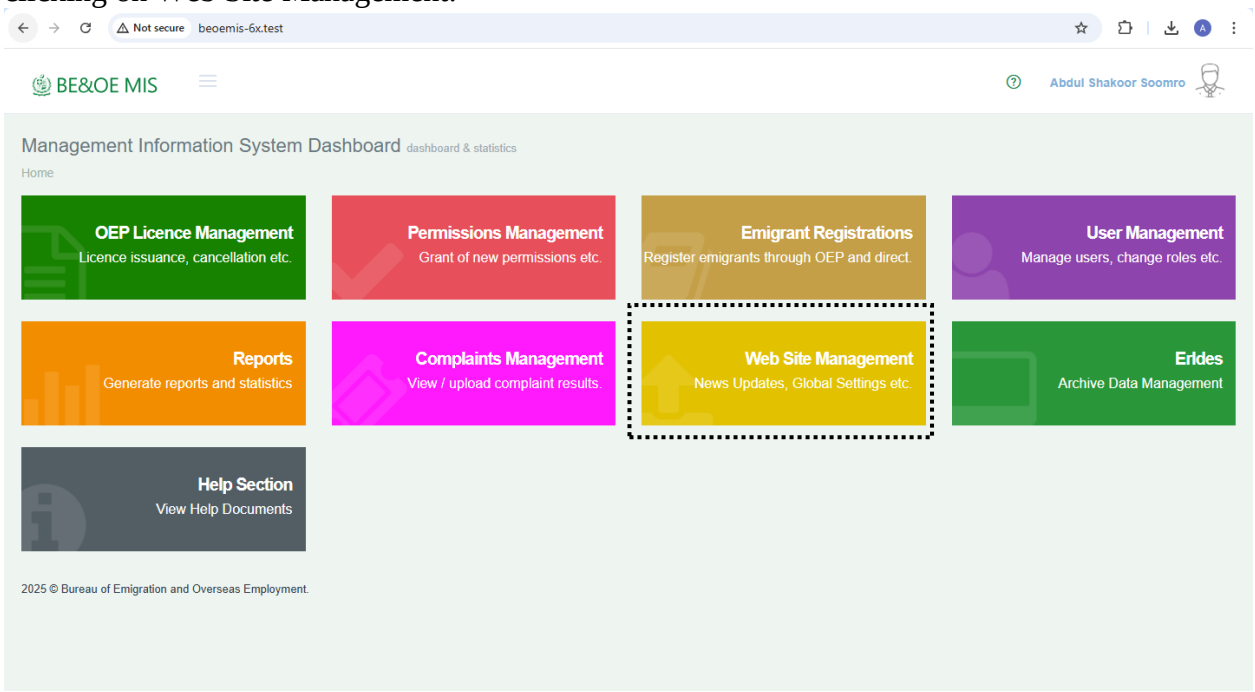
1. Login

The user would need to navigate to the MIS Dashboard URL and login into the system first to perform rest of the functions.



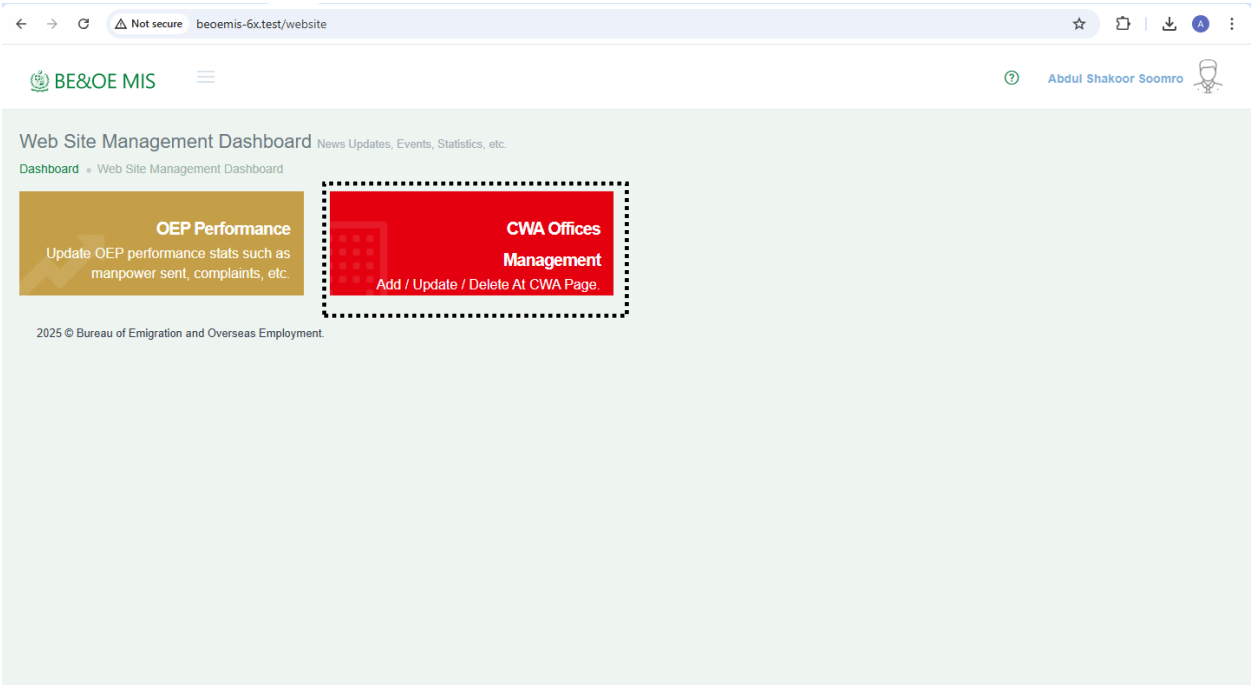
2. Dashboard

The user will be taken to the dashboard first as shown below. Form here the user can access by clicking on Web Site Management.



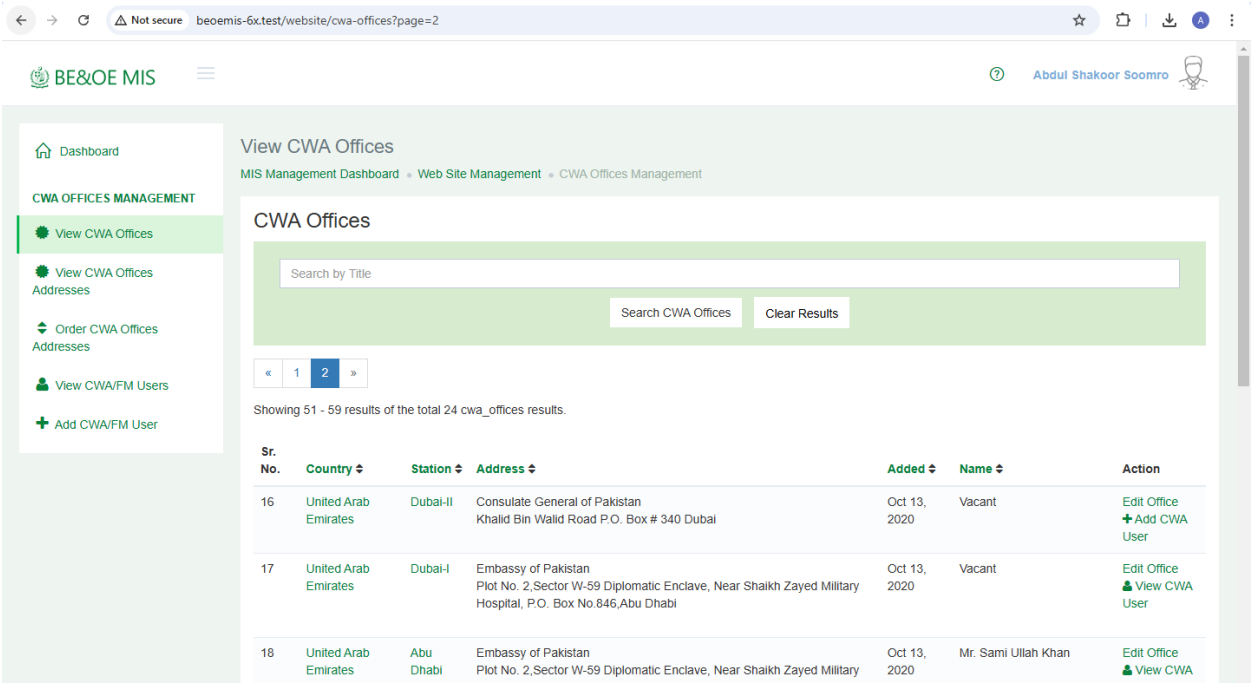
3. CWA Offices Management

The user would need to click on “CWA Offices Management” menu item to navigate to the intended to add CWA user.

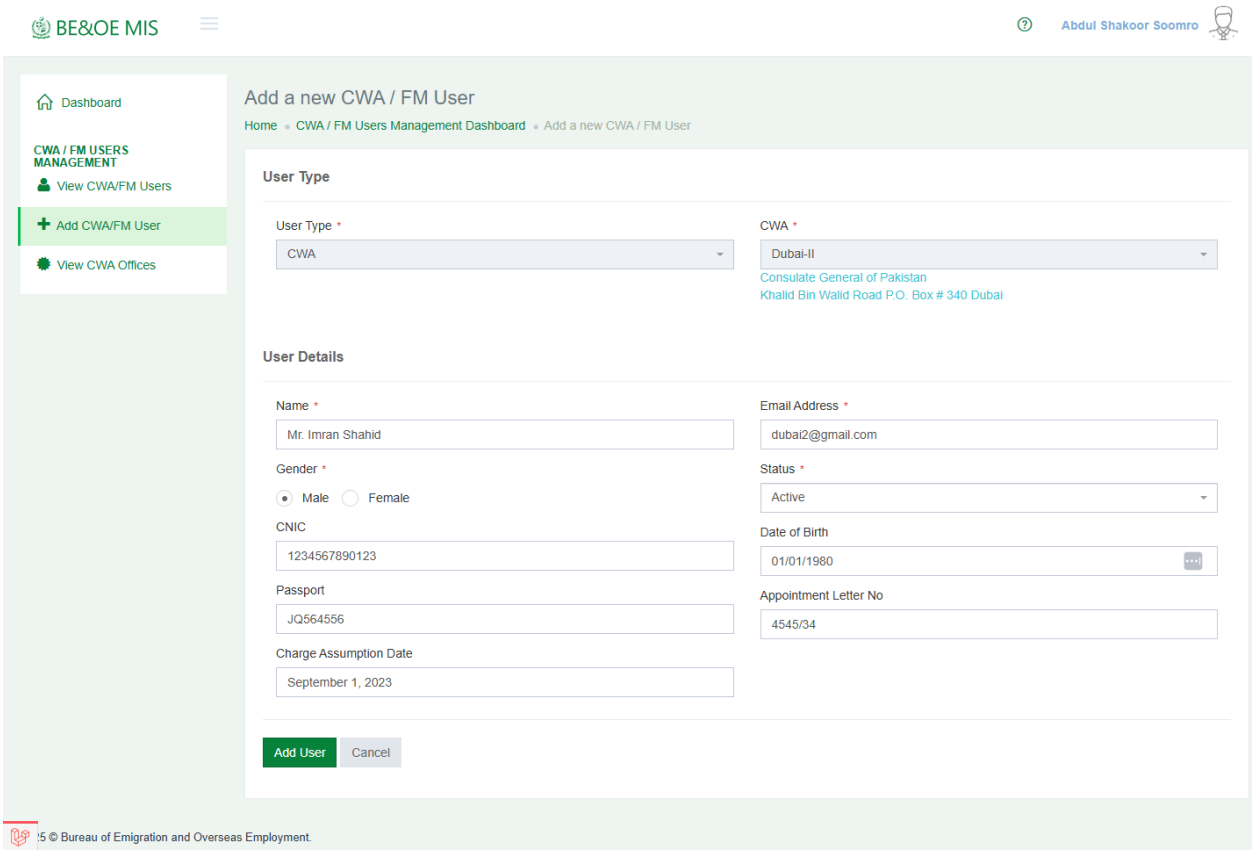


The user will be taken to the CWA office management screen here he/she can Add, Edit, and Filter the CWA User of the CWA offices in Action column. Add CWA User if not added, If user added then user can View CWA User.

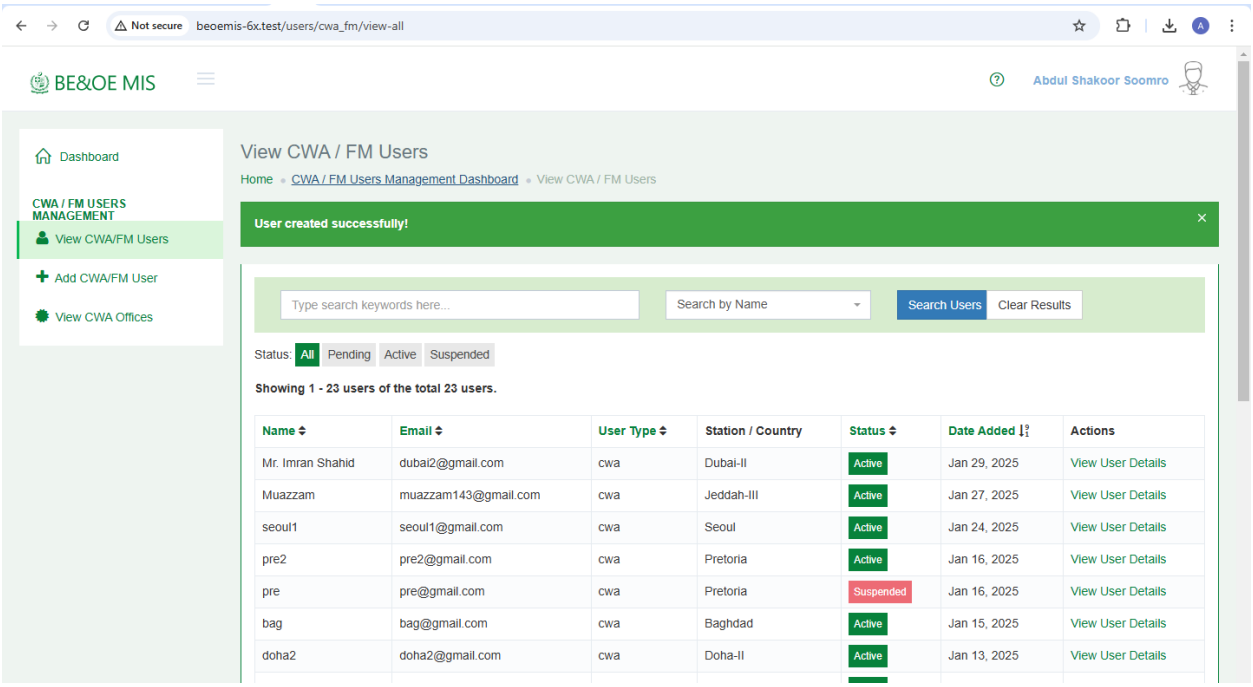
If a user wants to view all CWA users, he/she must click “CWA/FM Users” located on the right sidebar.



Add CWA User

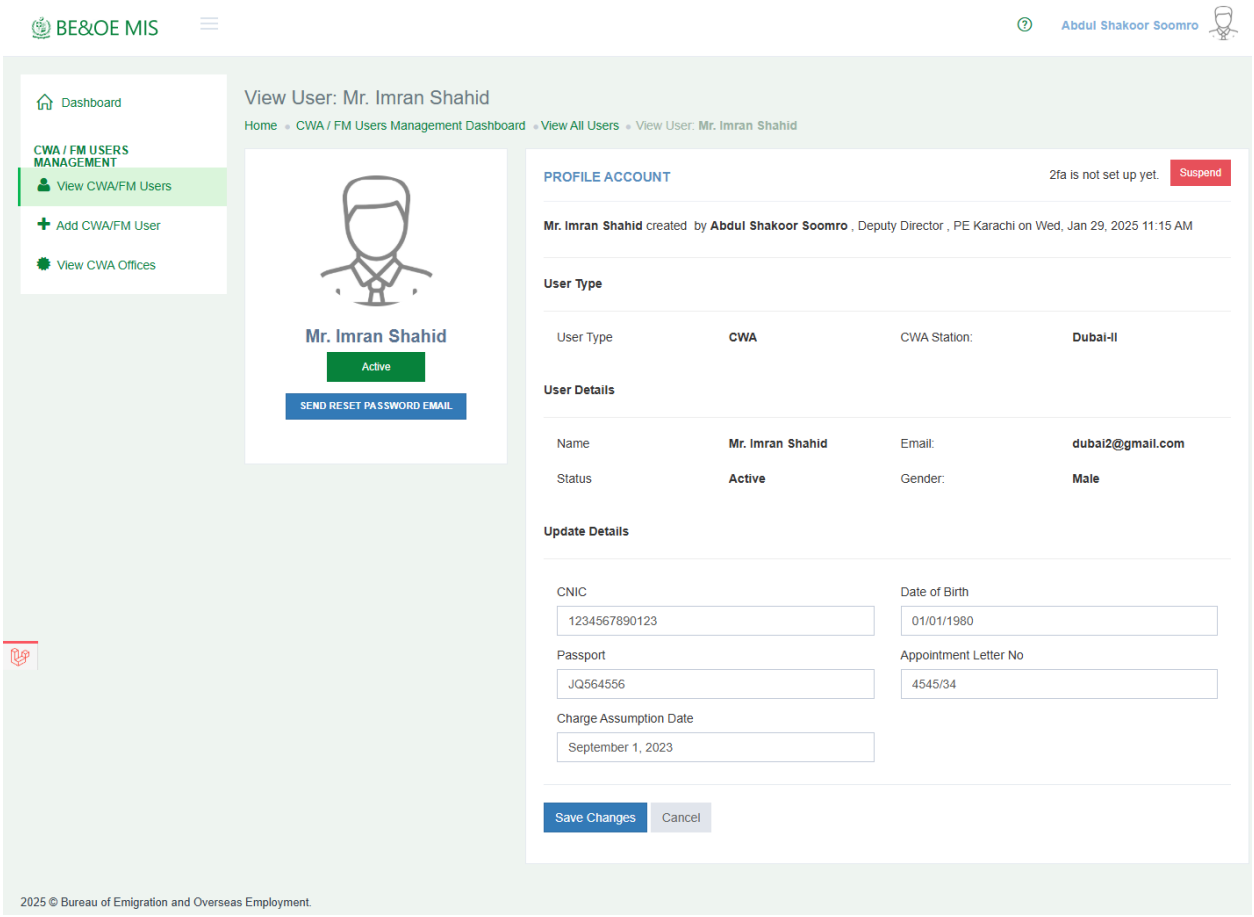


The user will be shown the form above which he needs to fill and all the mandatory fields are marked with red asterisk (*). After filling the form, the user will click Green button at the end of the screen labelled “Add User”.



After adding CWA User successfully. User will be redirected to CWA User screen. If a user wants to edit a record, he/she must click “View User Details” located in the table under column name “Actions”.

Edit/View CWA User



The user will be shown the form above which he needs to fill and all the mandatory fields are marked with red asterisk (*). After filling the form, the user will click Green button at the end of the screen labelled “Save Changes”.
User can suspend User, Disable/Enable Two Factor or reset Two Factor.

CWA User will receive email confirmation for password reset and Two factor guide.

From Laravel <dev@beoemis-6x.test>
Subject **Registration**
To "dubai2@gmail.com" <dubai2@gmail.com>

HTML | Plain text | Source | MIME

Dear Mr. Imran Shahid,

Your user account has been created with the following credentials.

Email: dubai2@gmail.com

Please click link given below to set password. You can change it later from "My Profile" section.

Set Password Here

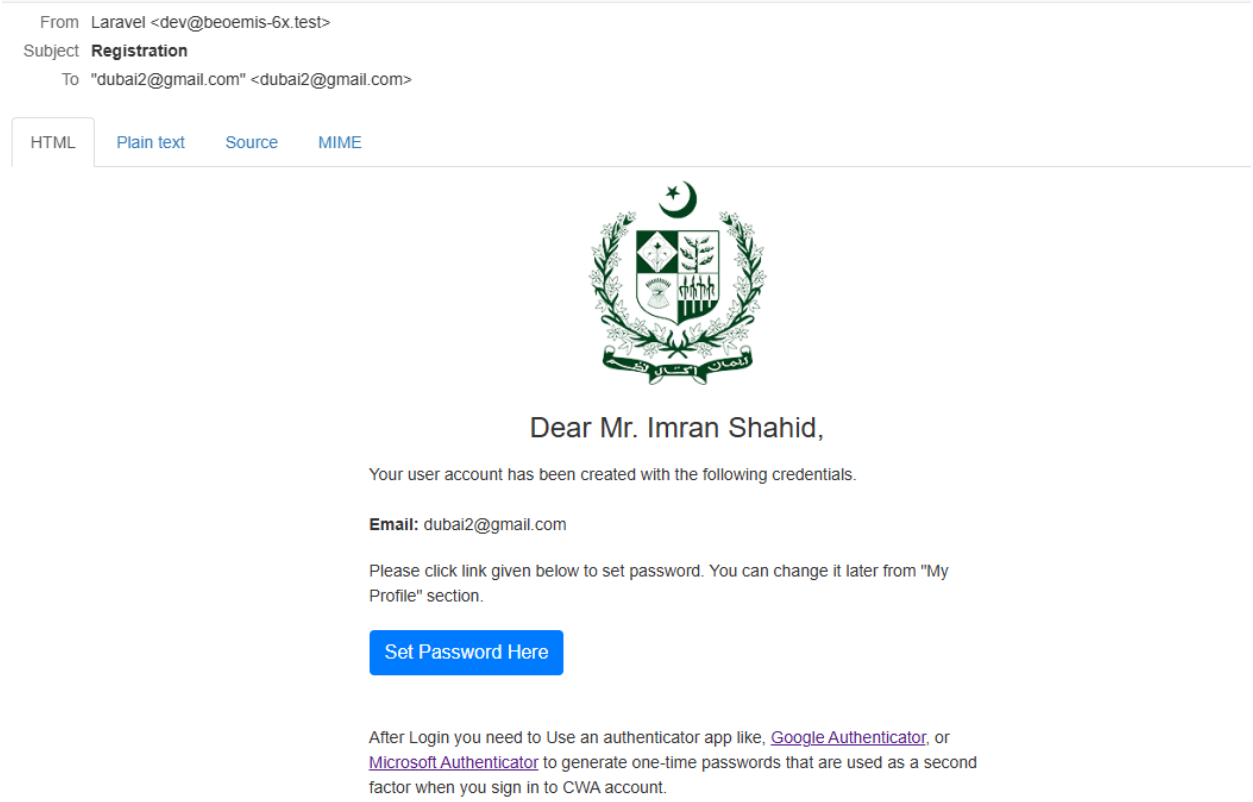
After Login you need to Use an authenticator app like, Google Authenticator, or Microsoft Authenticator to generate one-time passwords that are used as a second factor when you sign in to CWA account.

CWA-PORTAL USER MANUAL

Demand Attestation & Permission Verification

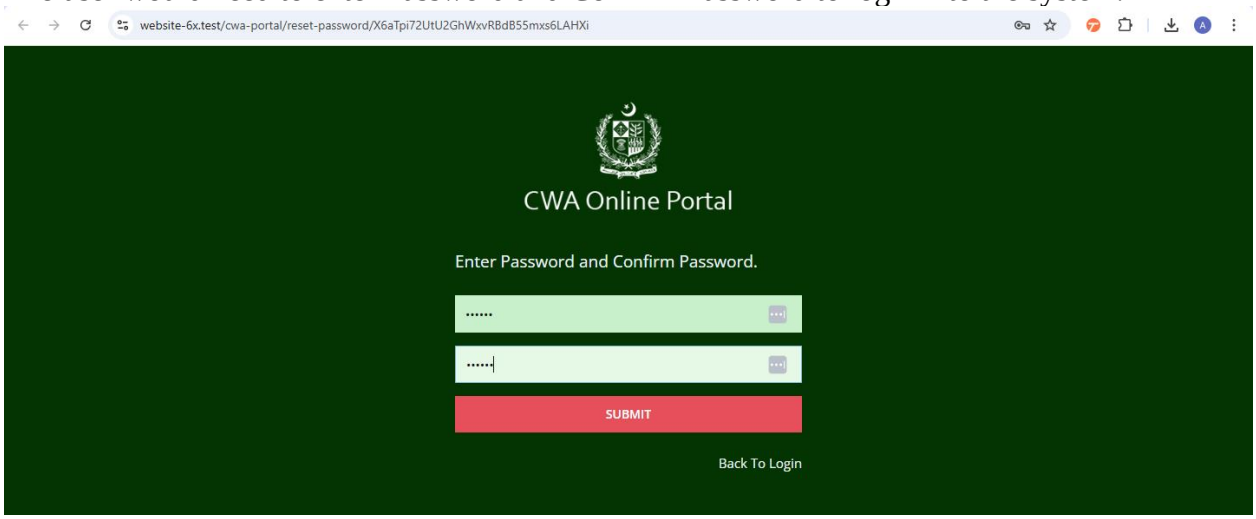
1. Email Invitation

The new CWA user will receive email send by BEOE MIS Operations Team. CWA User will setup account by click on Set Password Here. This will redirect user to CWA Portal.



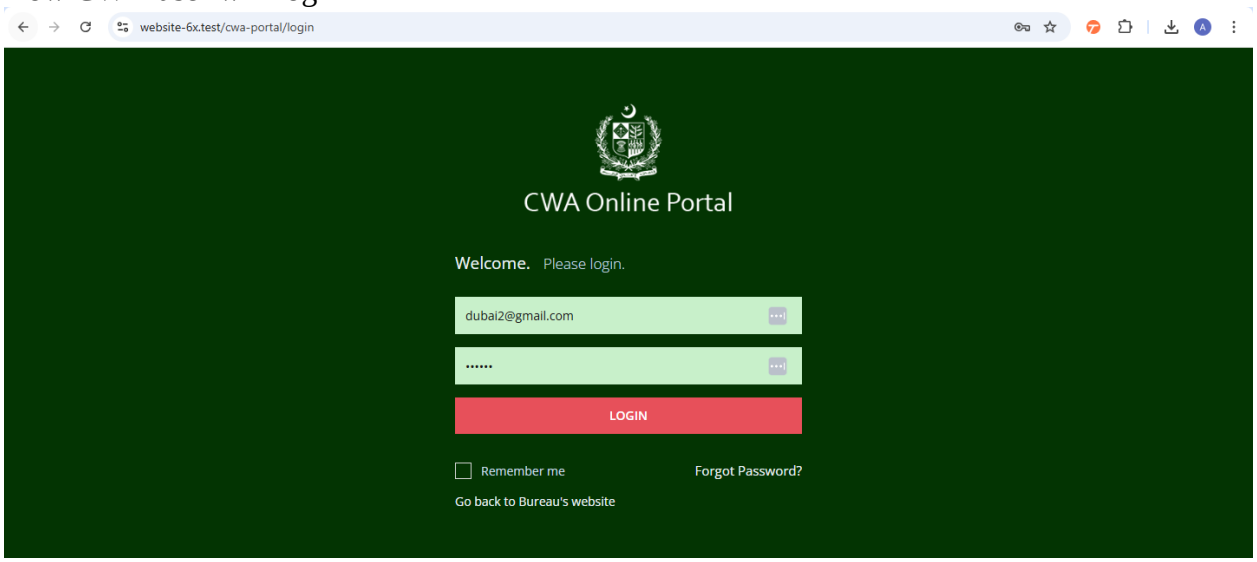
2. Set Password

The user would need to enter Password and Confirm Password to login into the system.



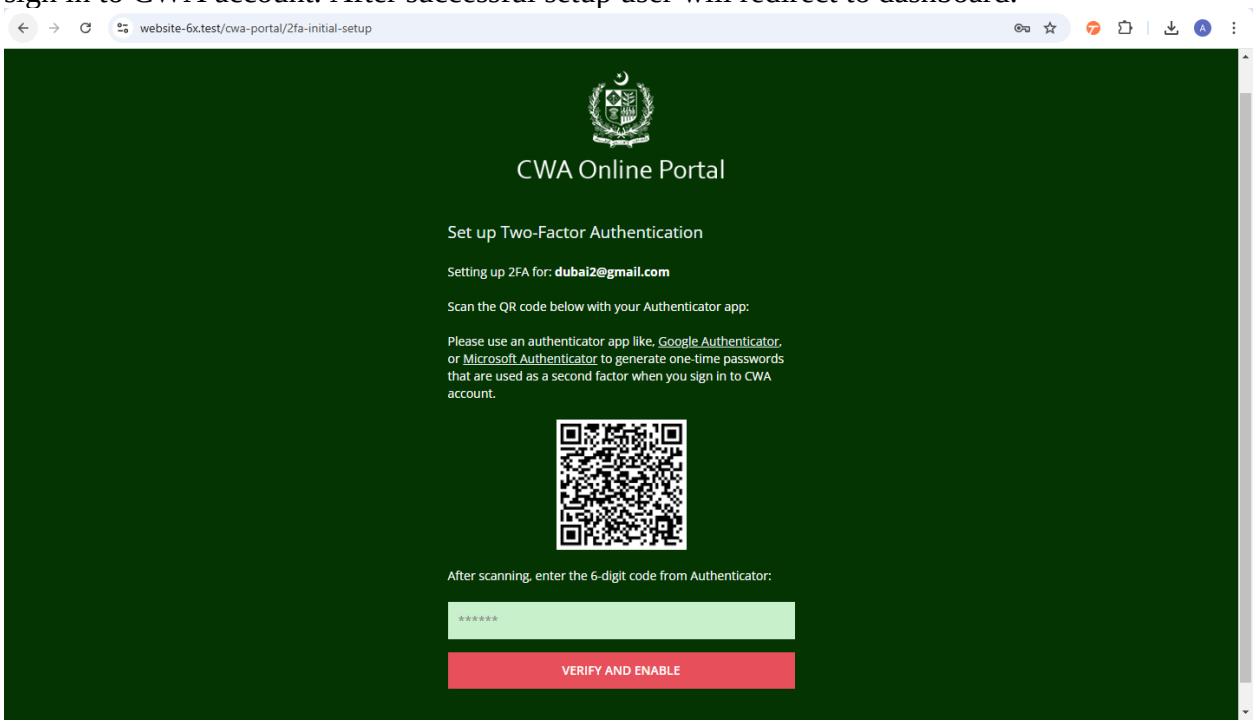
3. Login

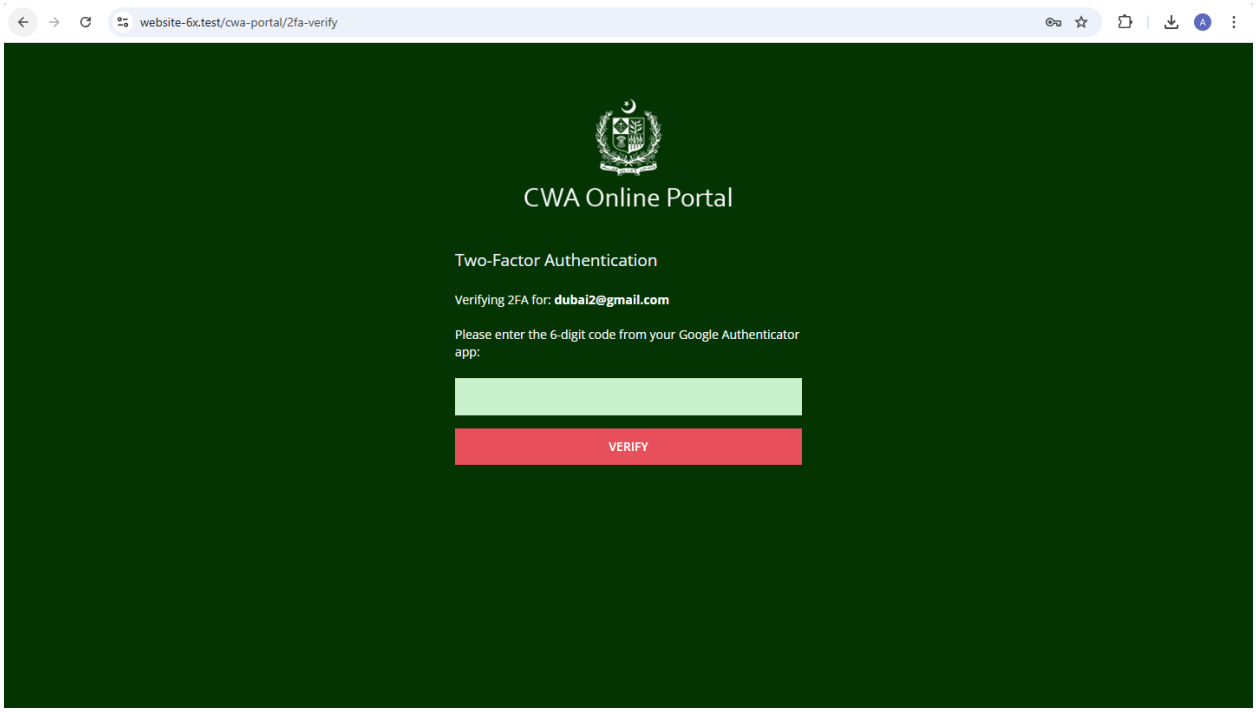
Now CWA user will login



4. Initial 2 factor setup

After Login CWA user need to scan QR code using an authenticator app like, Google Authenticator, or Microsoft Authenticator to generate one-time passwords that are used as a second factor when you sign in to CWA account. After successful setup user will redirect to dashboard.

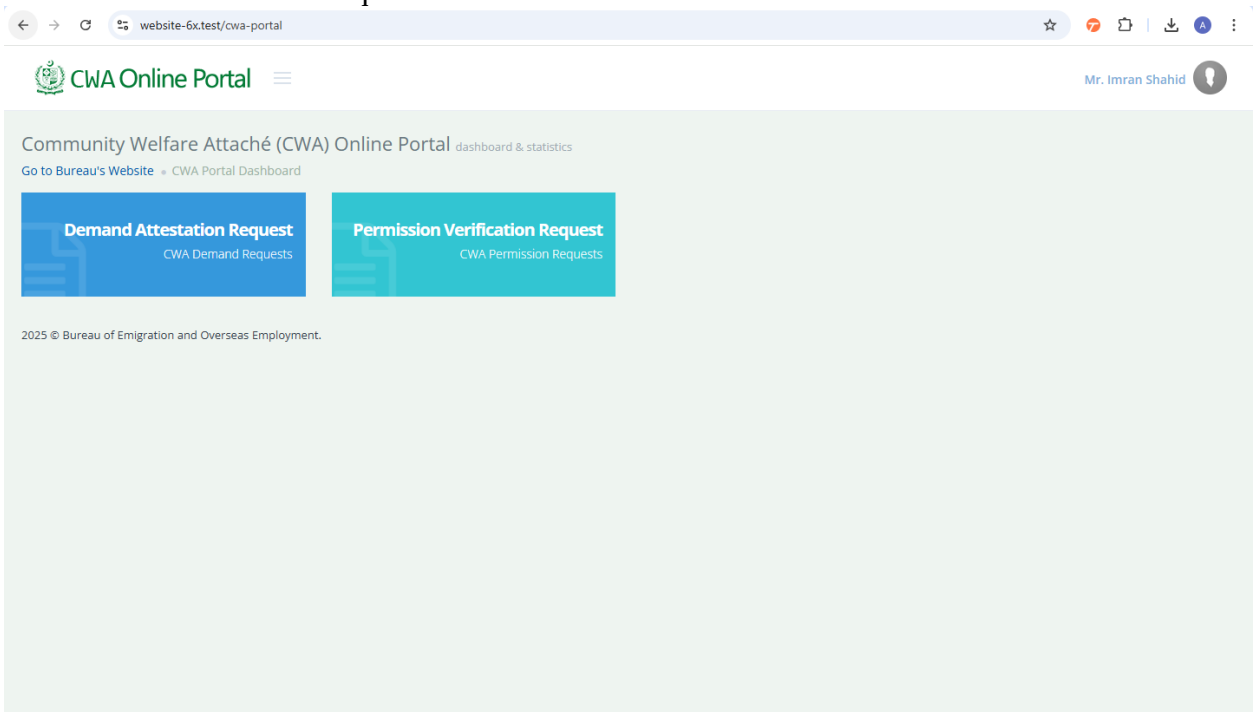




After each login CWA user need to add code through authenticator app.

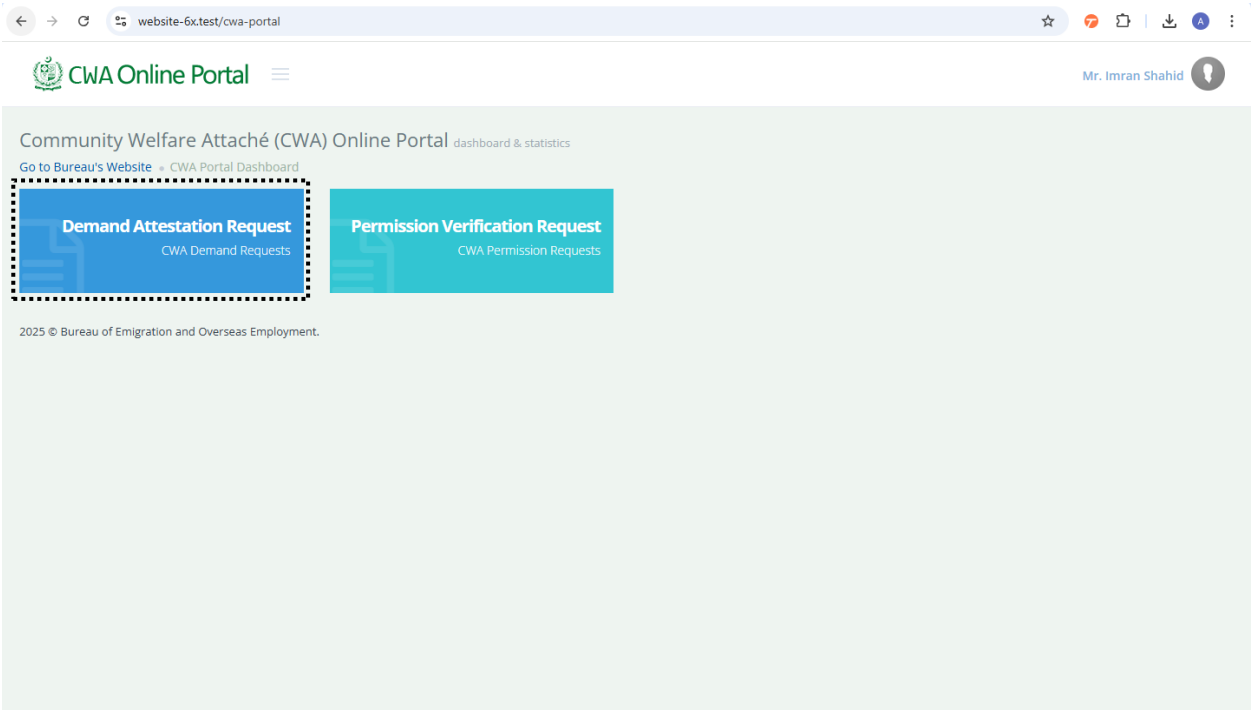
5. Dashboard

The user will be taken to the dashboard first as shown below. Demand Attestation Request and Permission Verification Request

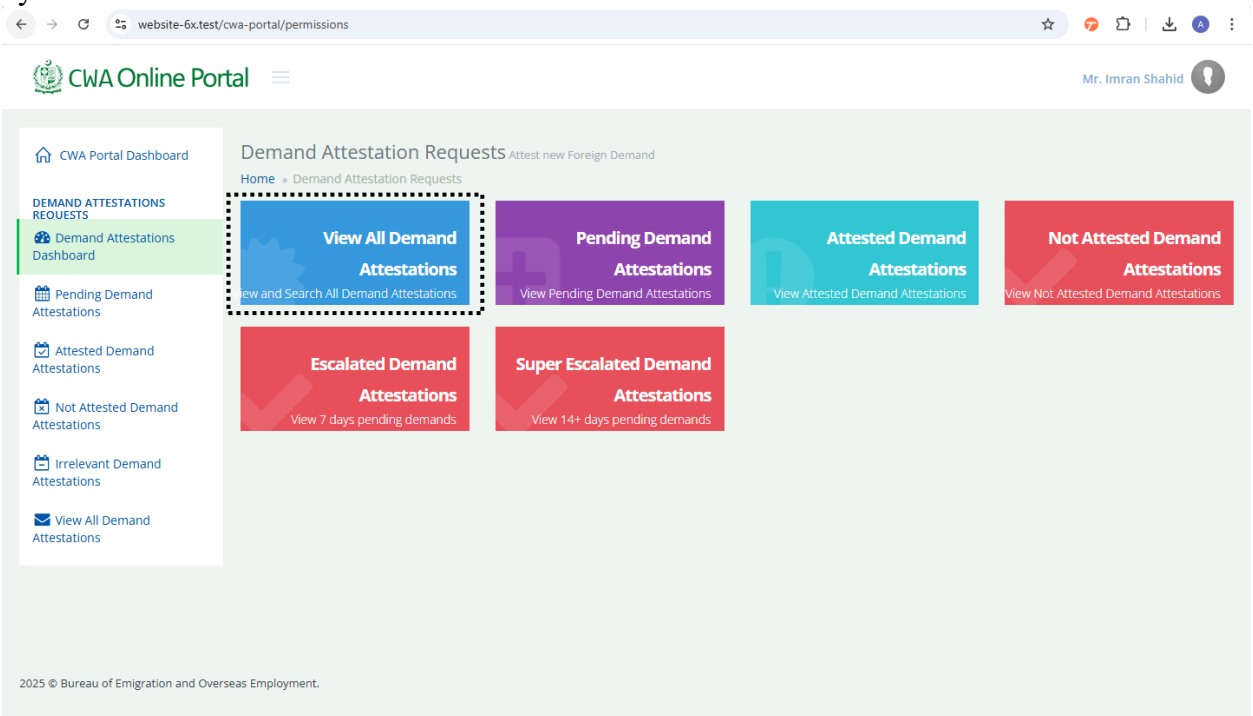


6. Demand Attestation Request (OEP Demands)

The user would need to click on “Demand Attestation Request” menu item to navigate to the intended OEP Demands attestations.

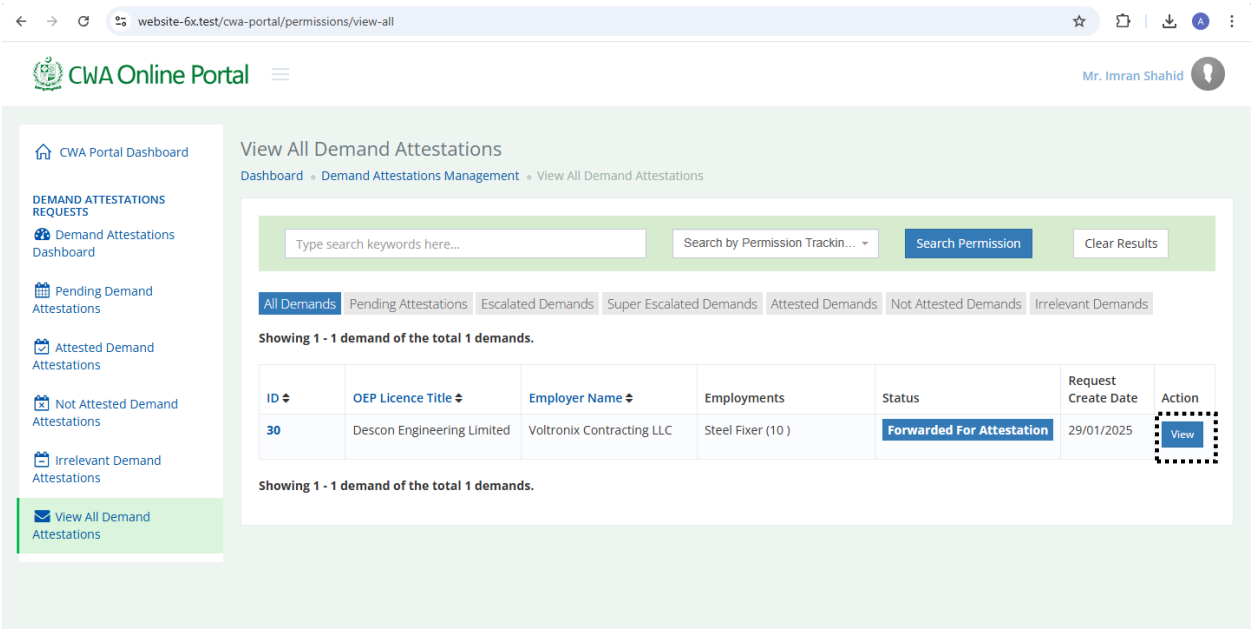


The user will be taken to the Demand Attestation Request screen here he/she can view All Demands by different statuses. Now click on” View All Demand Attestation”.

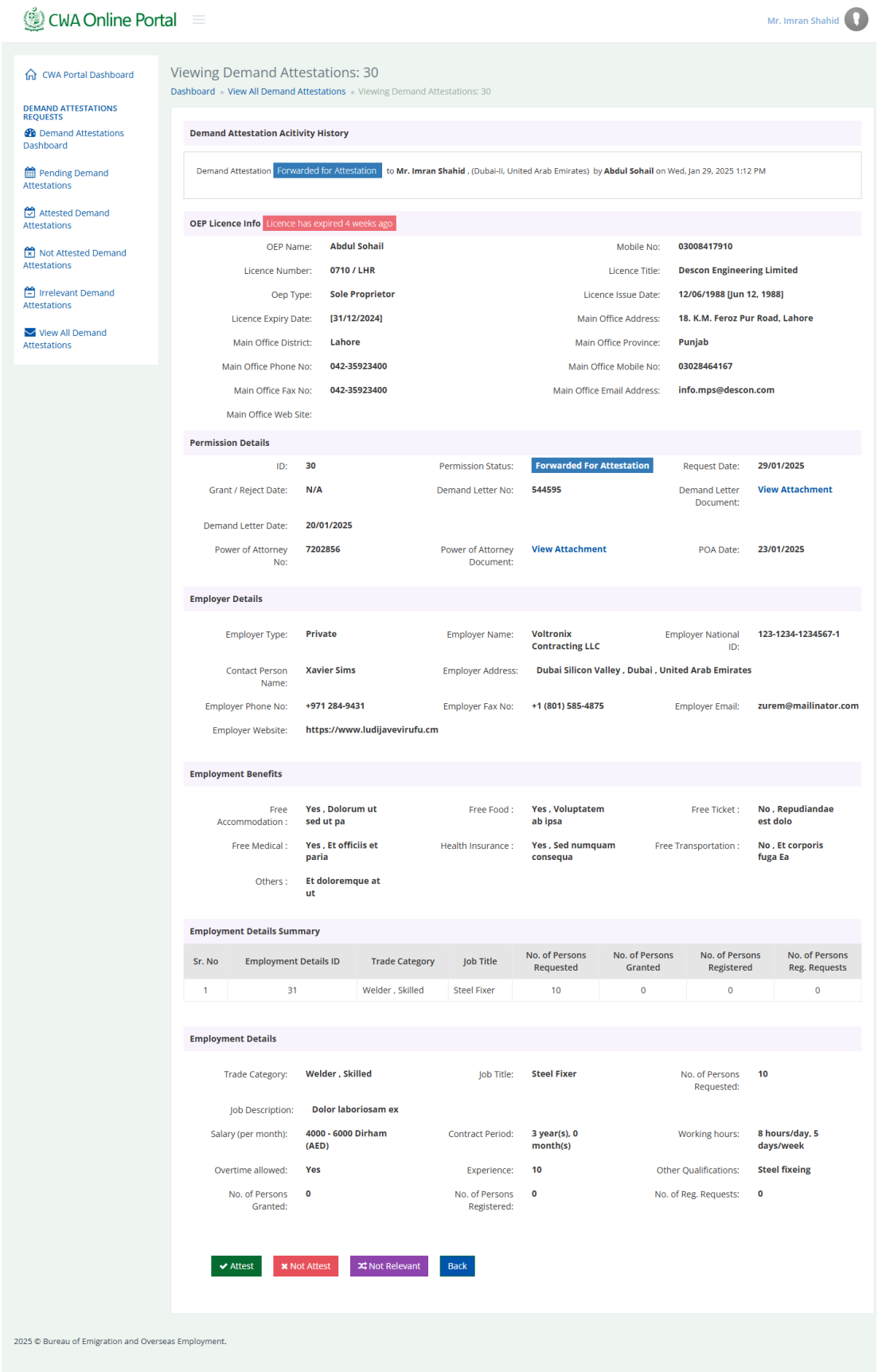


View All Demand Attestations

Now user click on “View” in actions column.

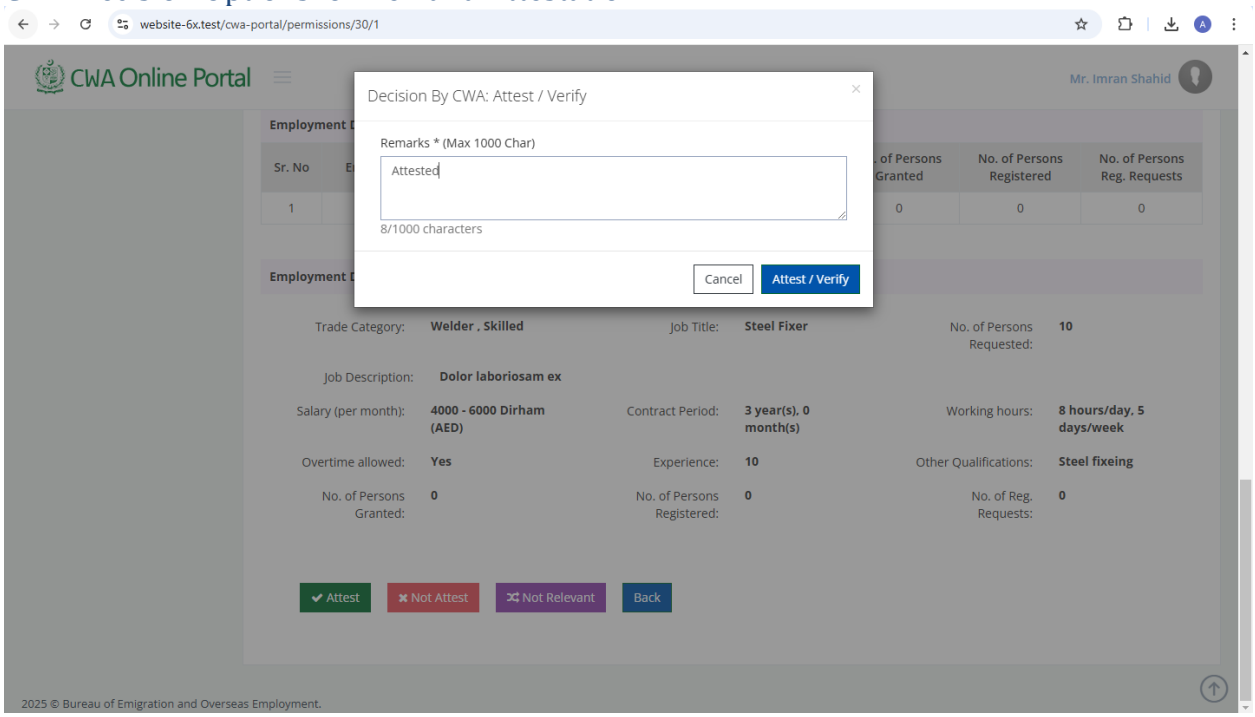


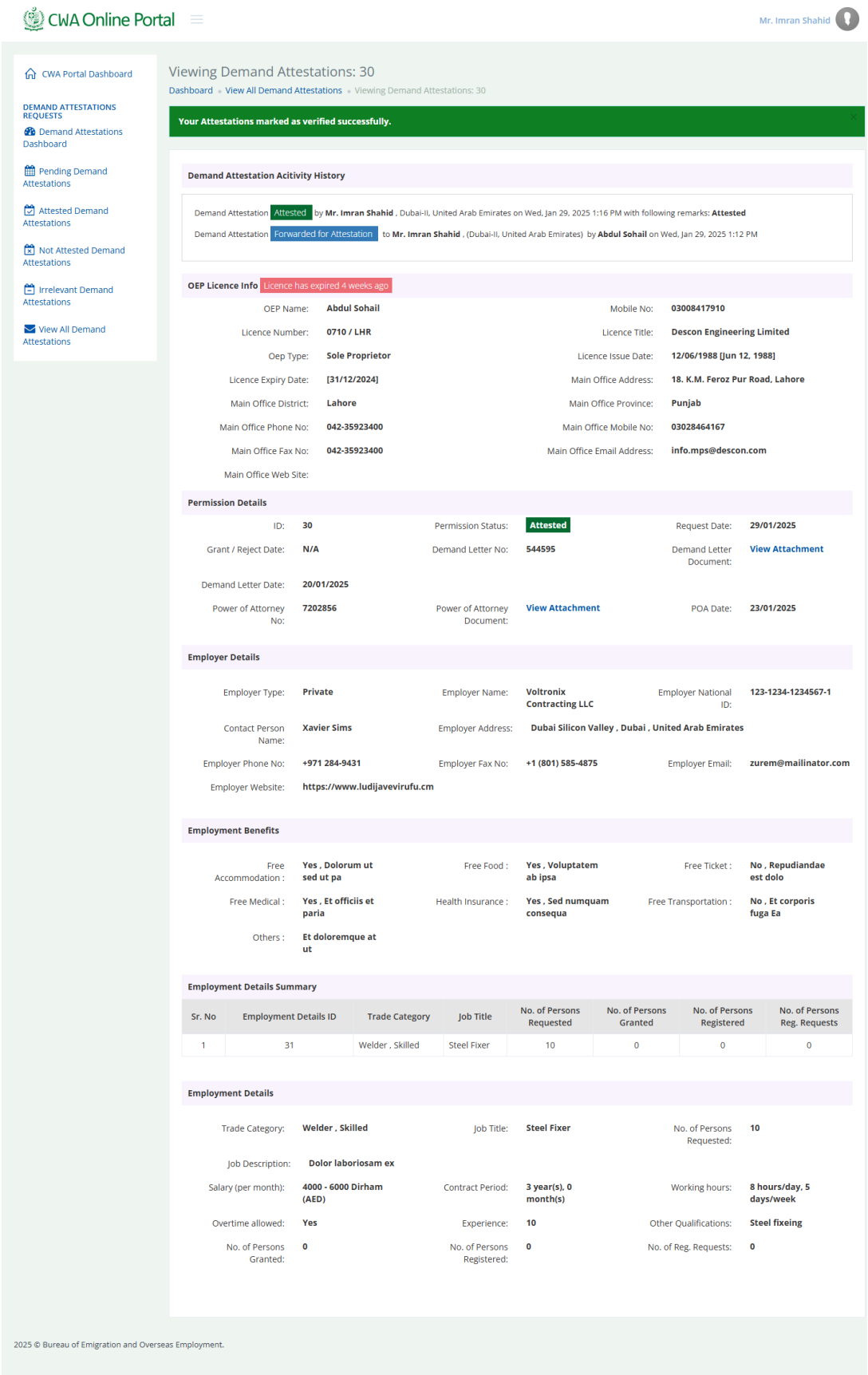
Now CWA User make decision at bottom of page as image attach below.



The CWA User will make decision as Attest, Not Attest and Not Relevant by including remarks.

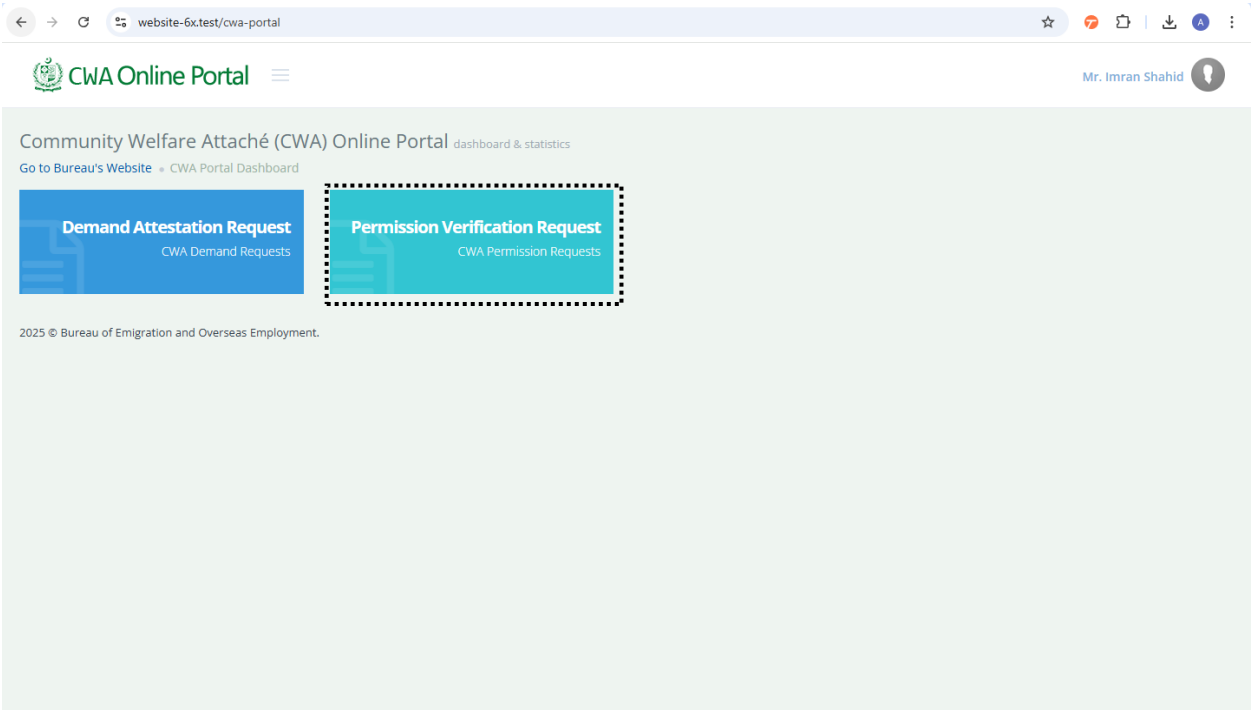
CWA Decision Options for Demand Attestation



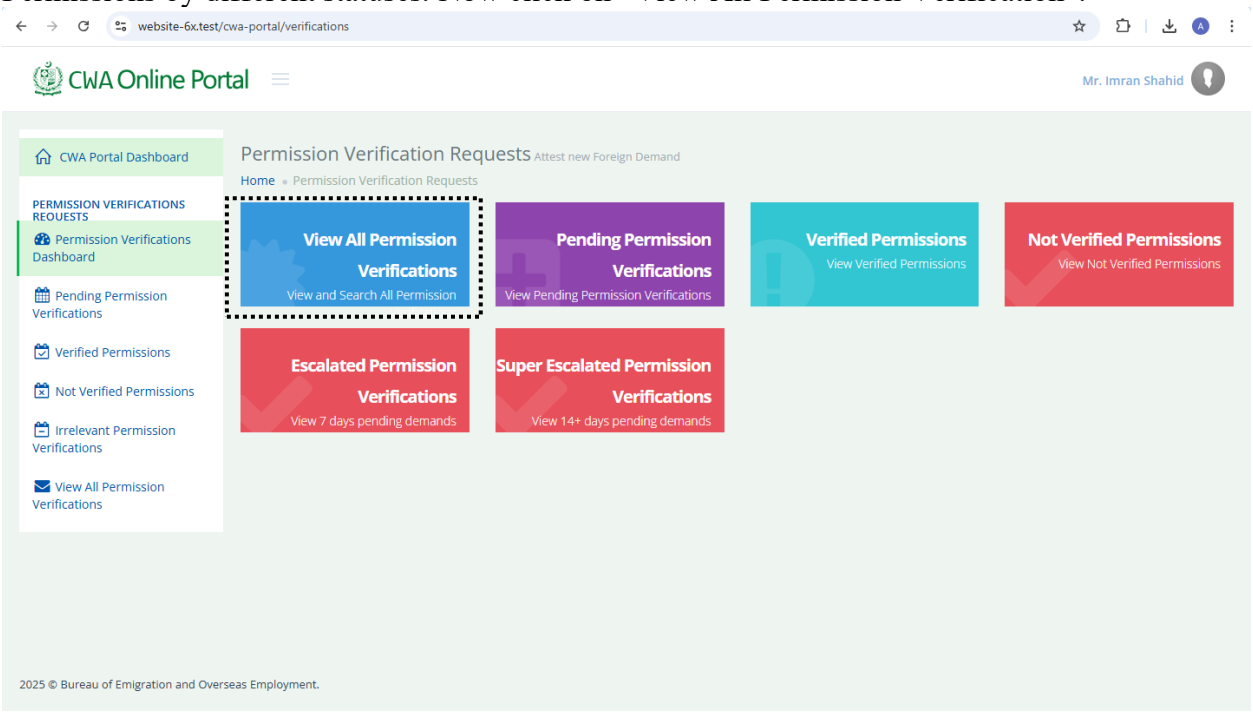

CWA Online Portal
Mr. Imran Shahid
CWA Portal Dashboard
DEMAND ATTESTATIONS REQUESTS
Demand Attestations Dashboard
Pending Demand Attestations
Attested Demand Attestations
Not Attested Demand Attestations
Irrelevant Demand Attestations
View All Demand Attestations
Viewing Demand Attestations: 30
Dashboard • View All Demand Attestations • Viewing Demand Attestations: 30
Your Attestations marked as verified successfully.
Demand Attestation Acitivity History
Demand Attestation Attested by Mr. Imran Shahid , Dubai-II, United Arab Emirates on Wed, Jan 29, 2025 1:16 PM with following remarks: Attested
Demand Attestation Forwarded for Attestation to Mr. Imran Shahid , (Dubai-II, United Arab Emirates) by Abdul Sohail on Wed, Jan 29, 2025 1:12 PM
OEP Licence Info Licence has expired 4 weeks ago
OEP Name: Abdul Sohail
Mobile No: 03008417910
Licence Number: 0710 / LHR
Licence Title: Descon Engineering Limited
Oep Type: Sole Proprietor
Licence Issue Date: 12/06/1988 [Jun 12, 1988]
Licence Expiry Date: [31/12/2024]
Main Office Address: 18. K.M. Feroz Pur Road, Lahore
Main Office District: Lahore
Main Office Province: Punjab
Main Office Phone No: 042-35923400
Main Office Mobile No: 03028464167
Main Office Fax No: 042-35923400
Main Office Email Address: info.mps@descon.com
Main Office Web Site:
Permission Details
ID: 30
Permission Status: Attested
Request Date: 29/01/2025
Grant / Reject Date: N/A
Demand Letter No: 544595
Demand Letter Document: View Attachment
Demand Letter Date: 20/01/2025
Power of Attorney No: 7202856
Power of Attorney Document: View Attachment
POA Date: 23/01/2025
Employer Details
Employer Type: Private
Employer Name: Voltronix Contracting LLC
Employer National ID: 123-1234-1234567-1
Contact Person Name: Xavier Sims
Employer Address: Dubai Silicon Valley , Dubai , United Arab Emirates
Employer Phone No: +971 284-9431
Employer Fax No: +1 (801) 585-4875
Employer Email: zurem@mailinator.com
Employer Website: https://www.ludijavevirufu.cm
Employment Benefits
Free Accommodation : Yes , Dolorum ut sed ut pa
Free Food : Yes , Voluptatem ab ipsa
Free Ticket : No , Repudiandae est dolo
Free Medical : Yes , Et officiis et paria
Health Insurance : Yes , Sed numquam consequa
Free Transportation : No , Et corporis fuga Ea
Others : Et doloremque at ut
Employment Details Summary
Sr. No | Employment Details ID | Trade Category | Job Title | No. of Persons Requested | No. of Persons Granted | No. of Persons Registered | No. of Persons Reg. Requests
1 | 31 | Welder , Skilled | Steel Fixer | 10 | 0 | 0 | 0
Employment Details
Trade Category: Welder , Skilled
Job Title: Steel Fixer
No. of Persons Requested: 10
Job Description: Dolor laboriosam ex
Salary (per month): 4000 - 6000 Dirham (AED)
Contract Period: 3 year(s), 0 month(s)
Working hours: 8 hours/day, 5 days/week
Overtime allowed: Yes
Experience: 10
Other Qualifications: Steel fixeing
No. of Persons Granted: 0
No. of Persons Registered: 0
No. of Reg. Requests: 0
2025 © Bureau of Emigration and Overseas Employment.

7. Permission Verification Request

The user would need to click on “1. Permission Verification Request” menu item to navigate to the intended OEP Demands attestations.

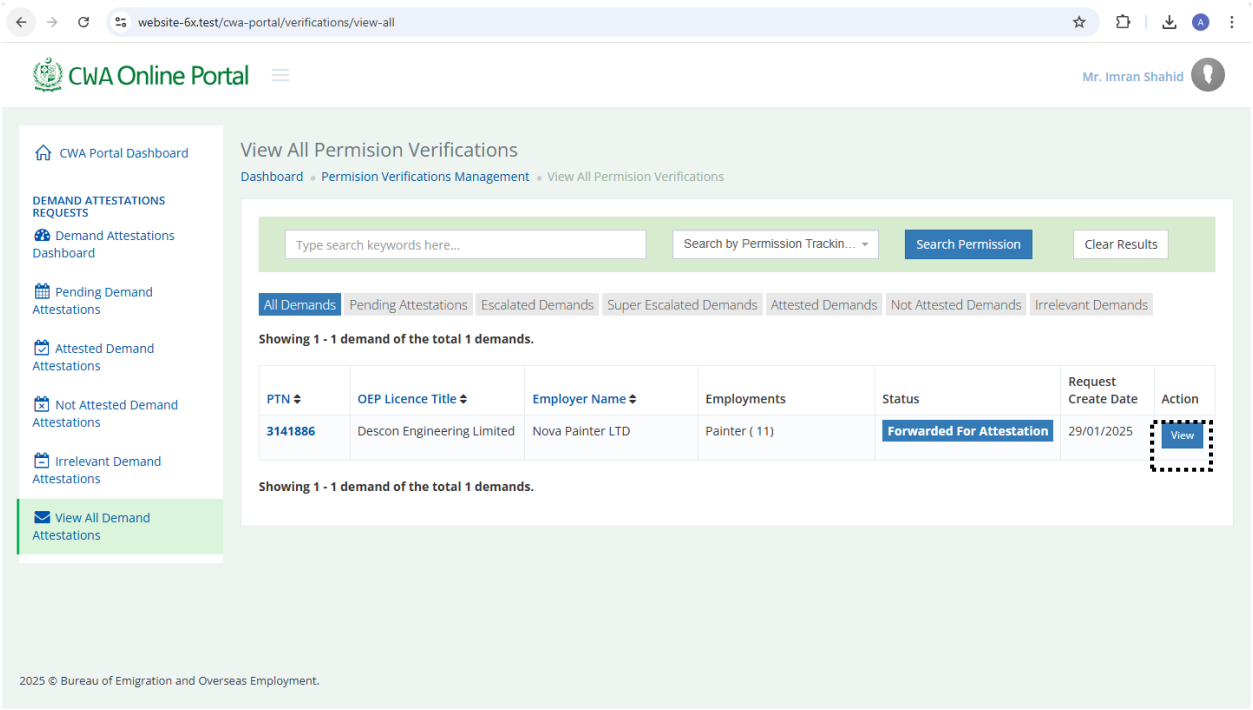


The user will be taken to the Permission Verification Requests screen here he/she can view All Permissions by different statuses. Now click on” View All Permission Verification”.

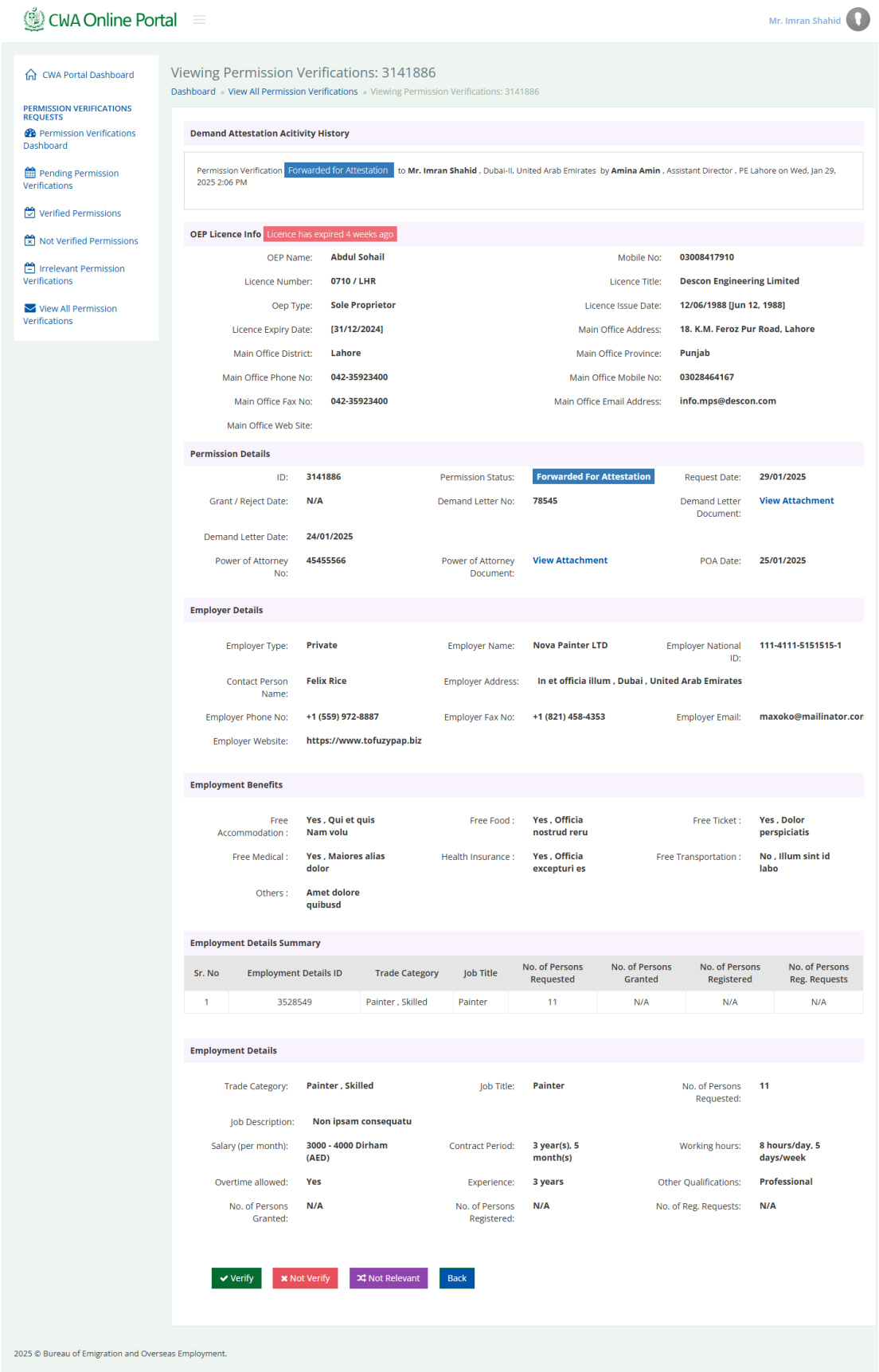


View All Permission Verification

Now user click on “View” in actions column.

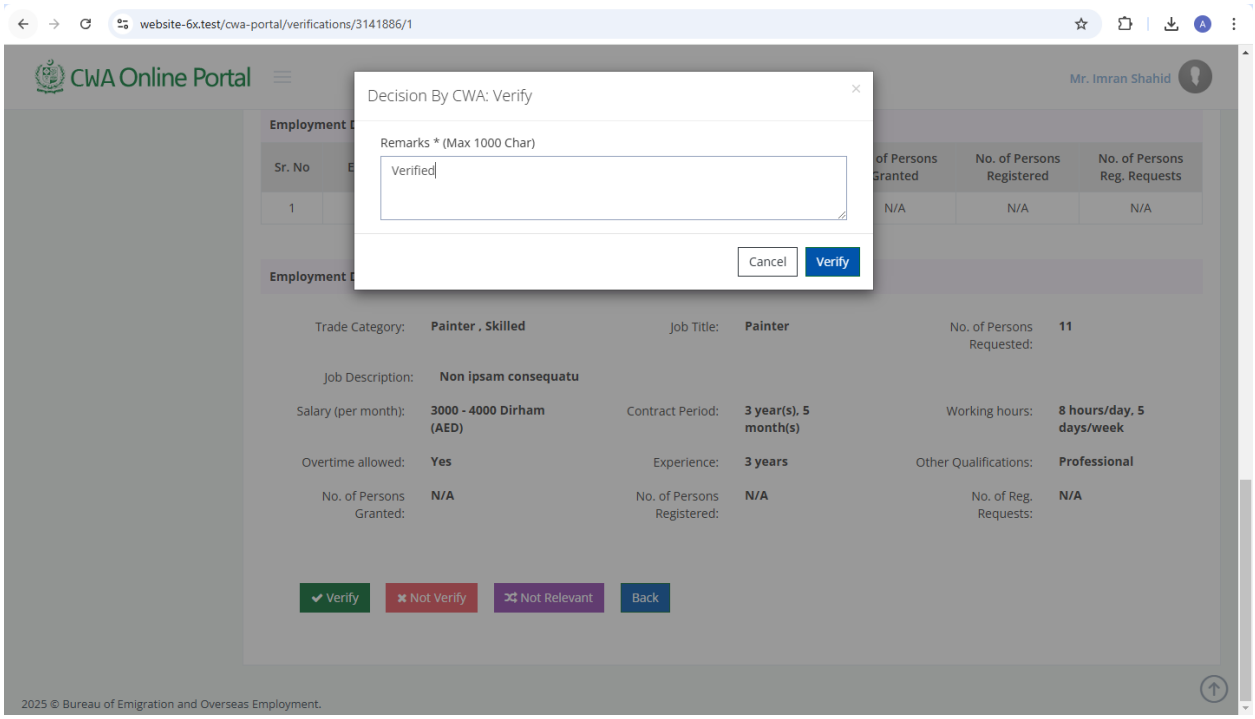


Now CWA User make decision at bottom of page as image attach below.



The CWA User will make decision as Verify, Not Verify and Not Relevant by including remarks.

CWA Decision Options for Permission Verification

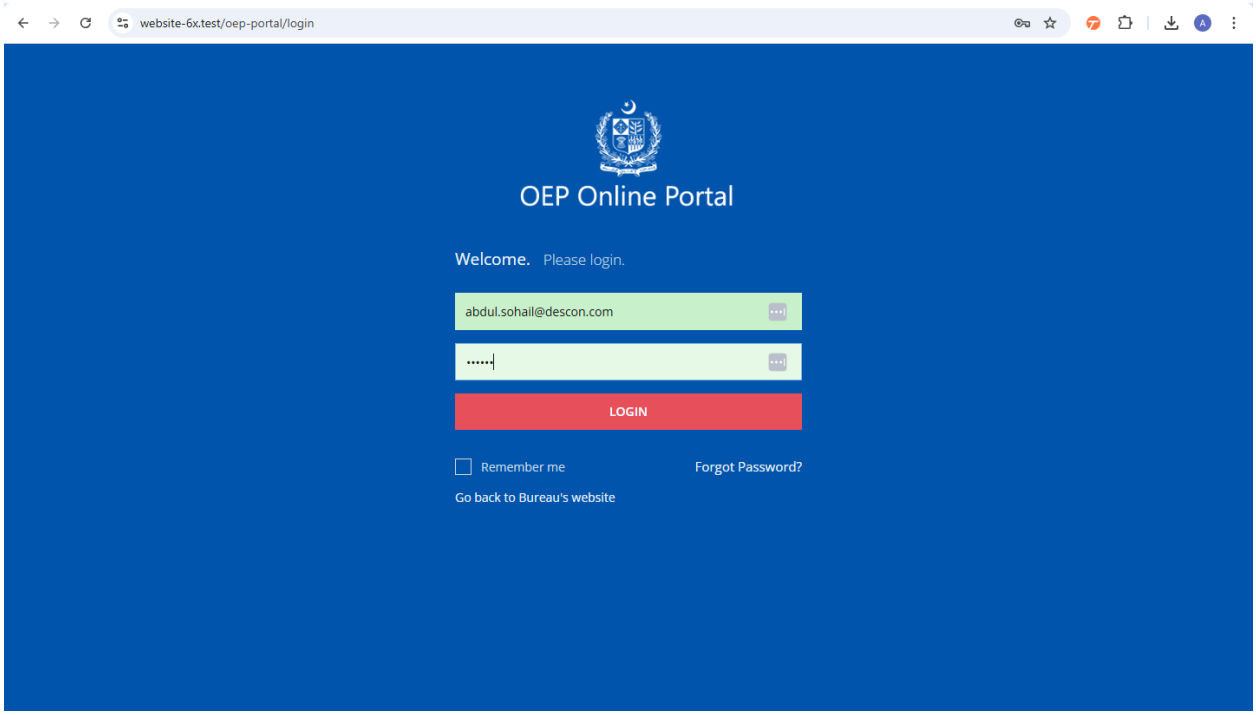


OEP-PORTAL USER MANUAL

Demand Attestation and Permission Submission

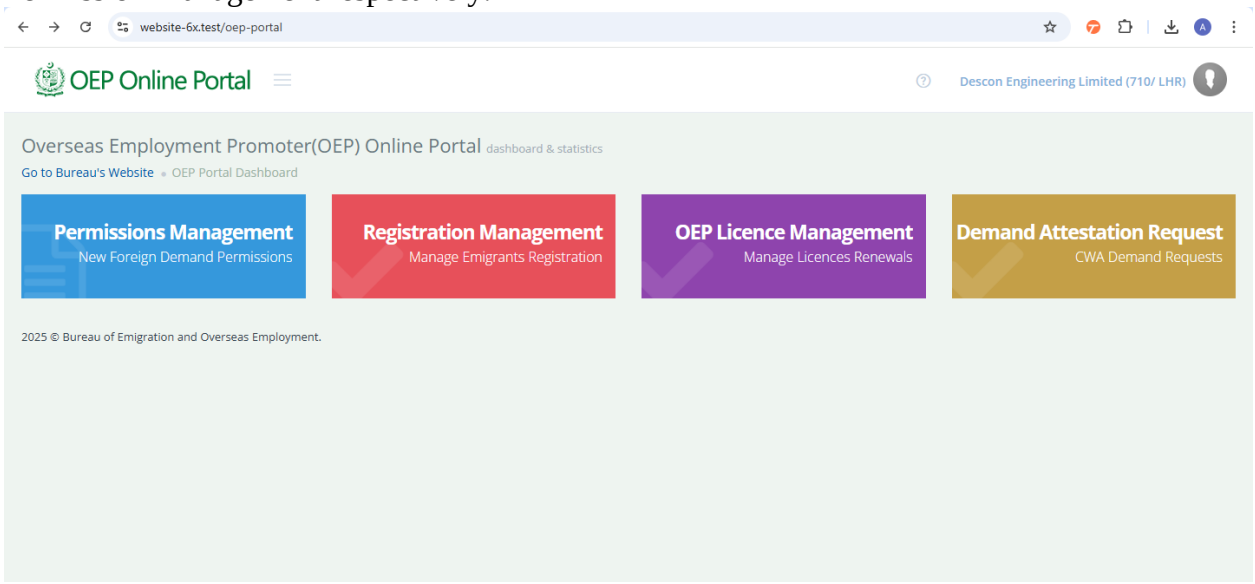
1. Login

The user would need to navigate to the OEP Portal URL and login into the system first to perform rest of the functions.



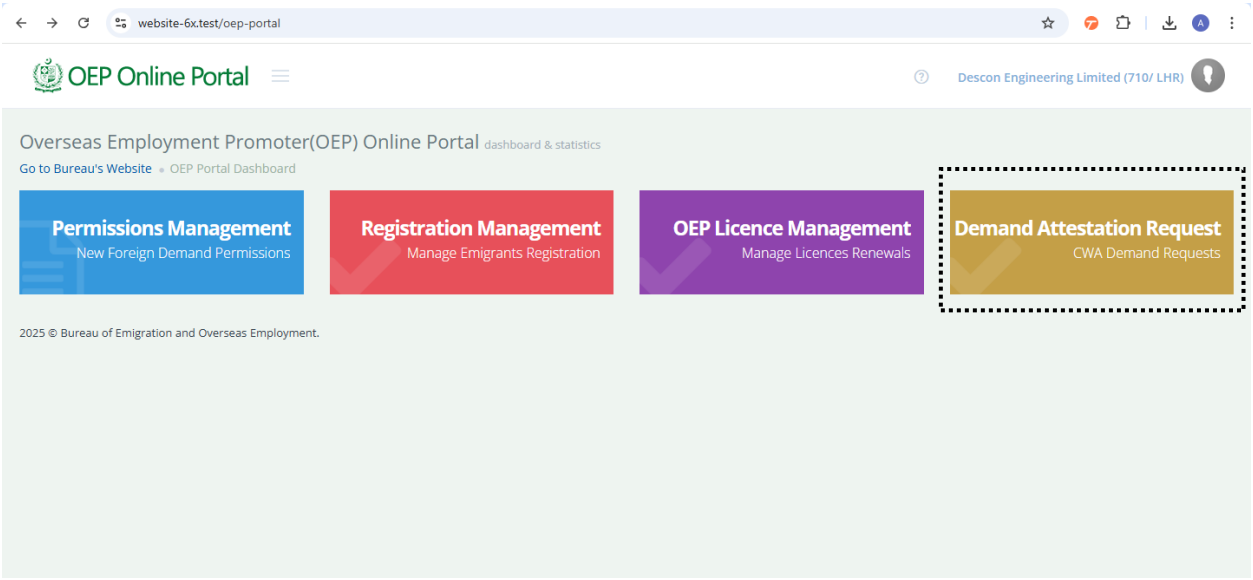
2. Dashboard

The user will be taken to the dashboard first as shown below. Form here the user can access both Demand Attestation Request (If Demand is not attested then Demand will forward to CWA) and Permission Management respectively.

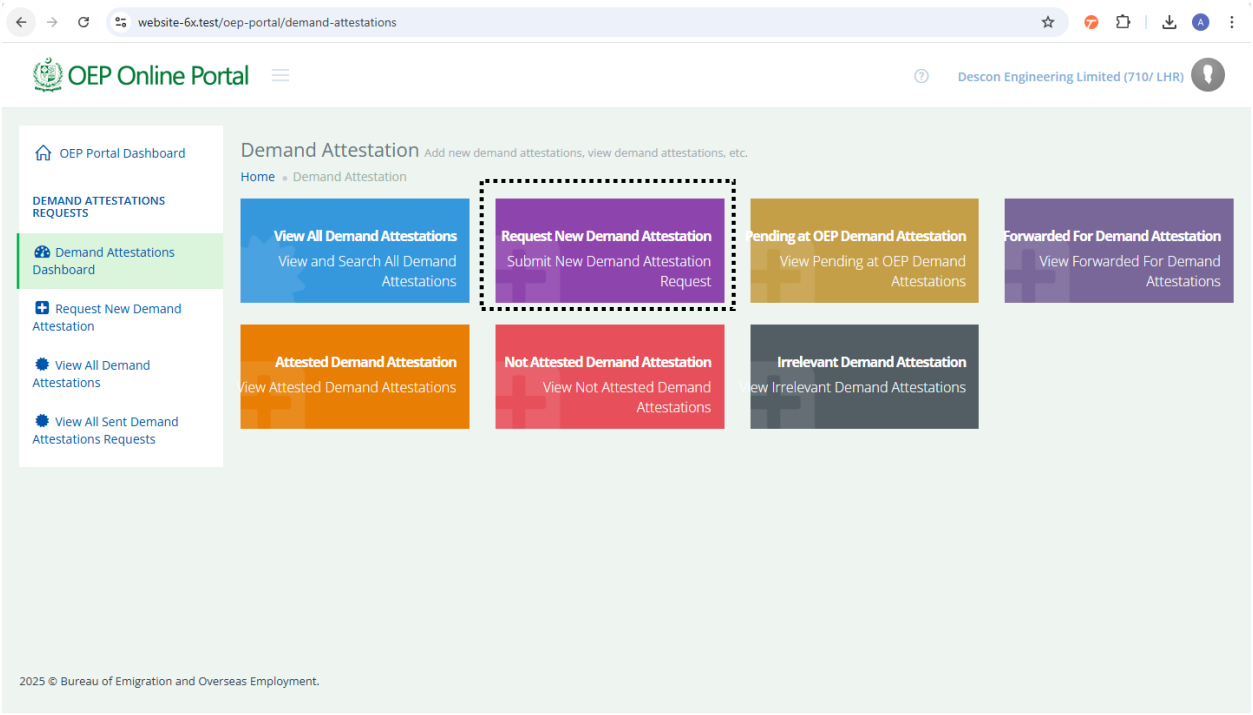


3. Demand Attestation Request (Demand Not Attested)

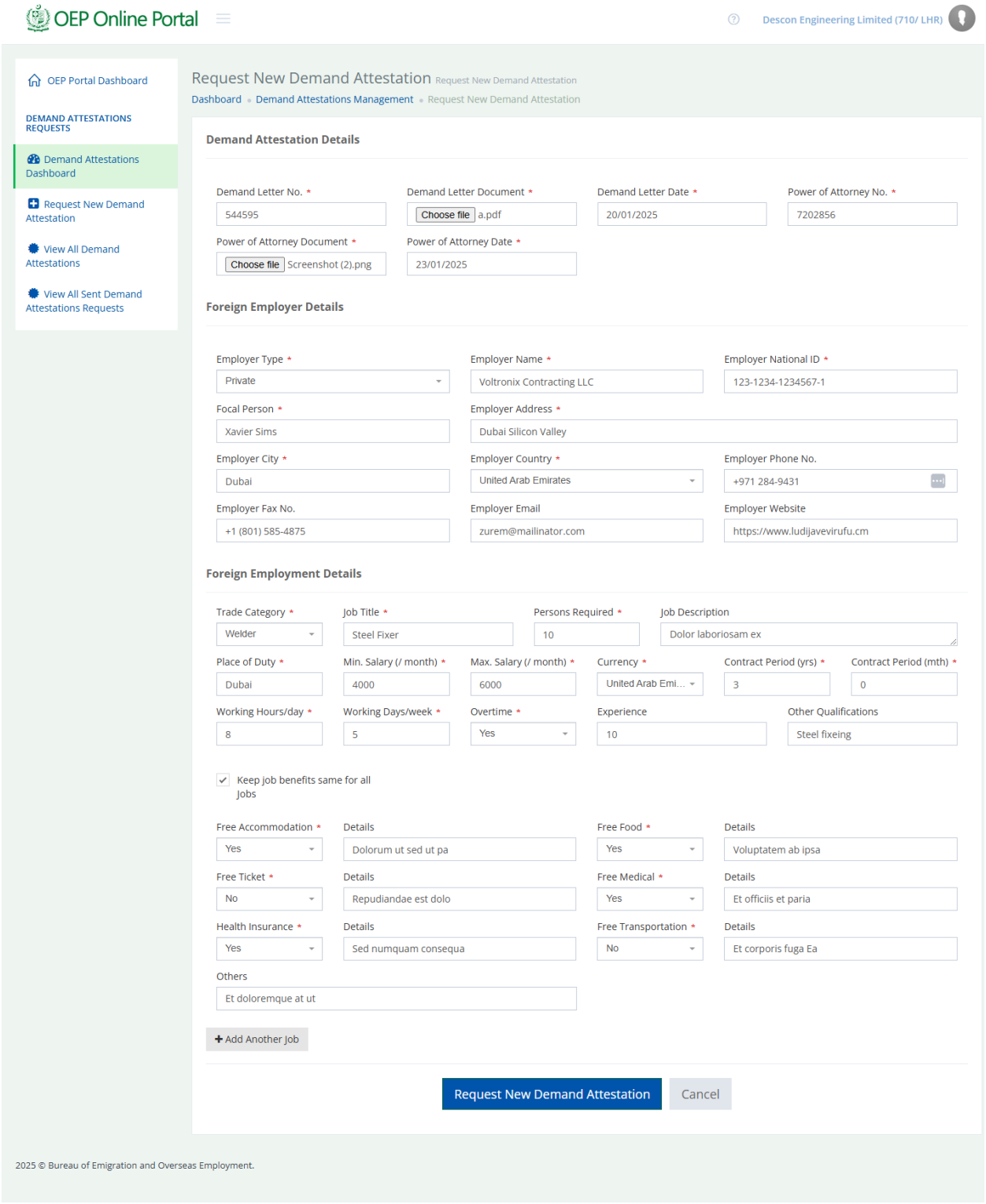
The user would need to click on “Demand Attestation Request” menu item to navigate to send attestation request to CWA in case of demand not attested.



The user will be taken to the Demand Attestation screen here he/she can Request New Demand Attestation, View All Demand Attestation and different statues and decision of the demand attestation by CWA. For new demand Attestation user need to click on “Request New Demand Attestation”.



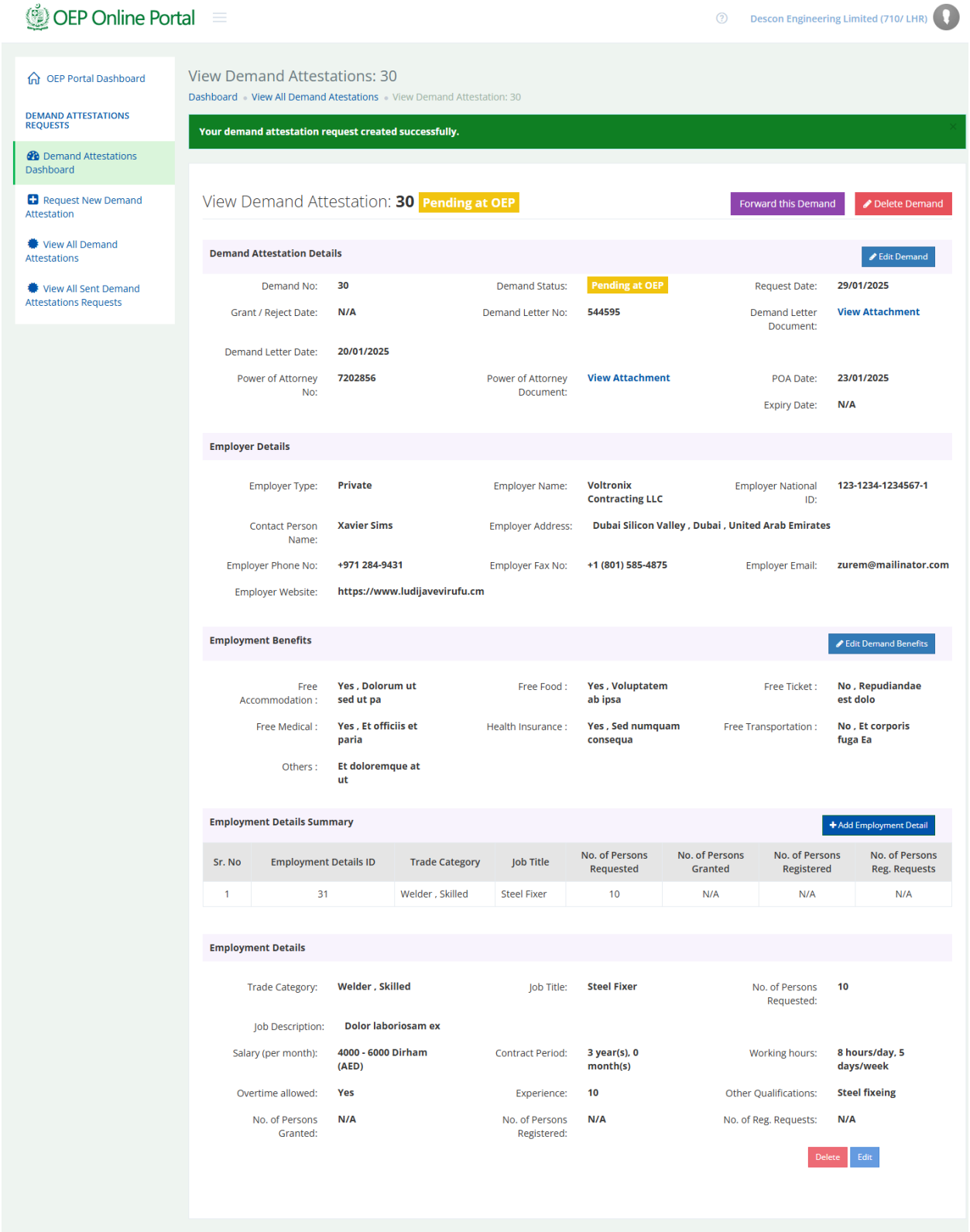
Request New Demand Attestation



The user will be shown the form above which he needs to fill and all the mandatory fields are marked with red asterisk (*). After filling the form, the user will click Blue button at the end of the screen labelled “Request New Demand Attestation”.

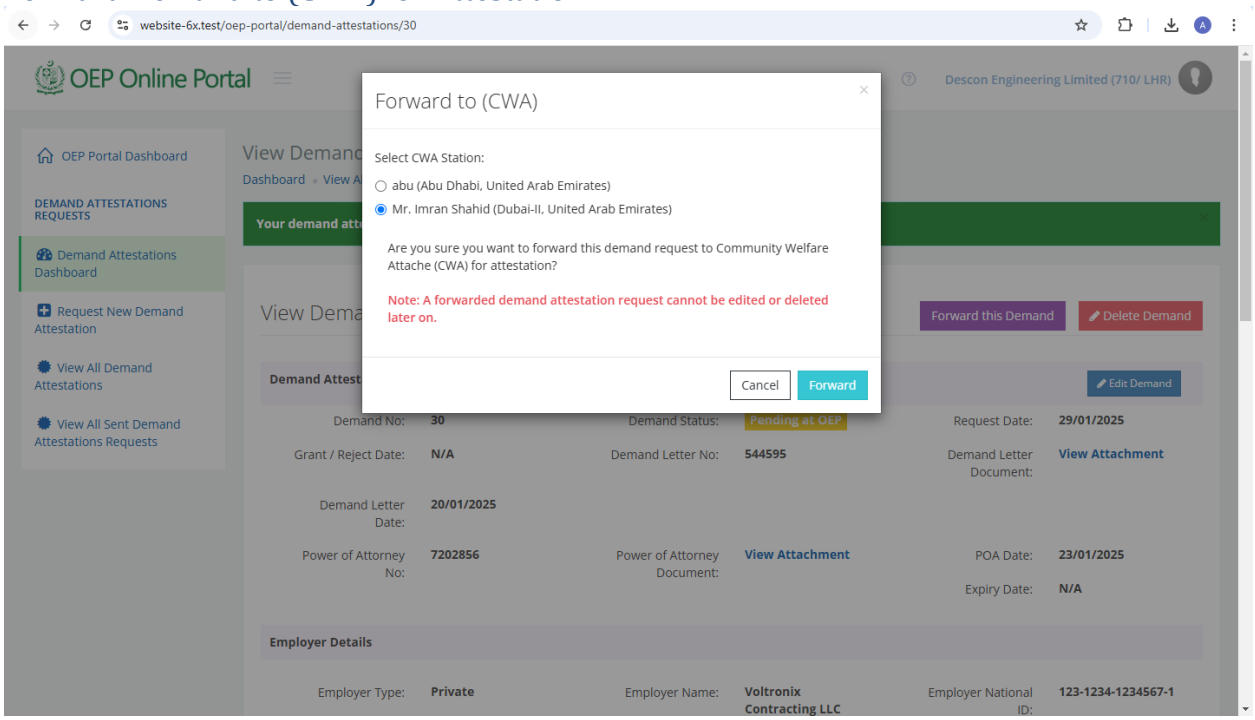
Demand Attestation Request Created

After demand creation user will be shown the “Forward this Demand” button.



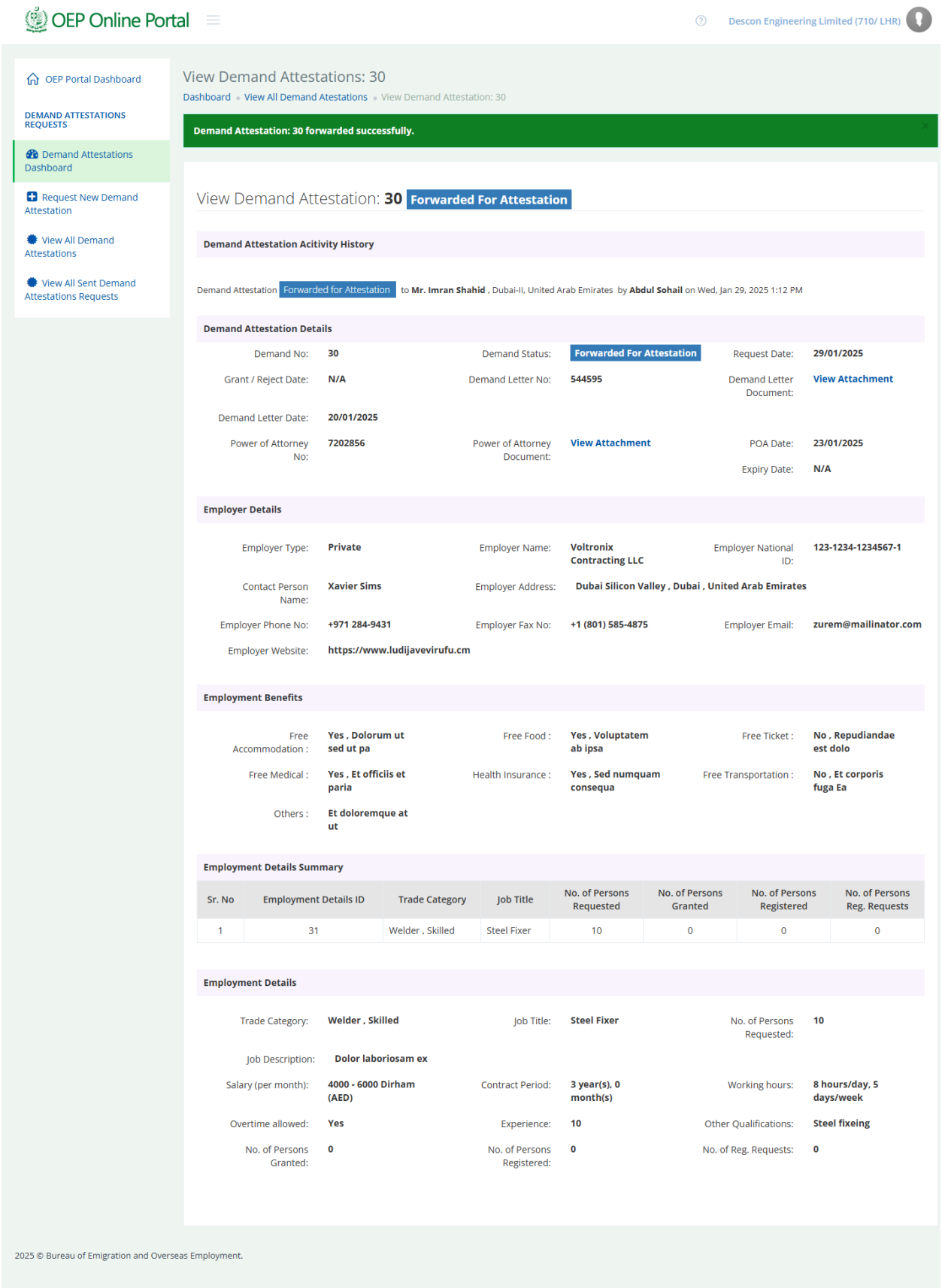
The user needs to click on “Forward this Demand” and dialog form open Forward to (CWA) as mention below.

Forward Demand to (CWA) for Attestation



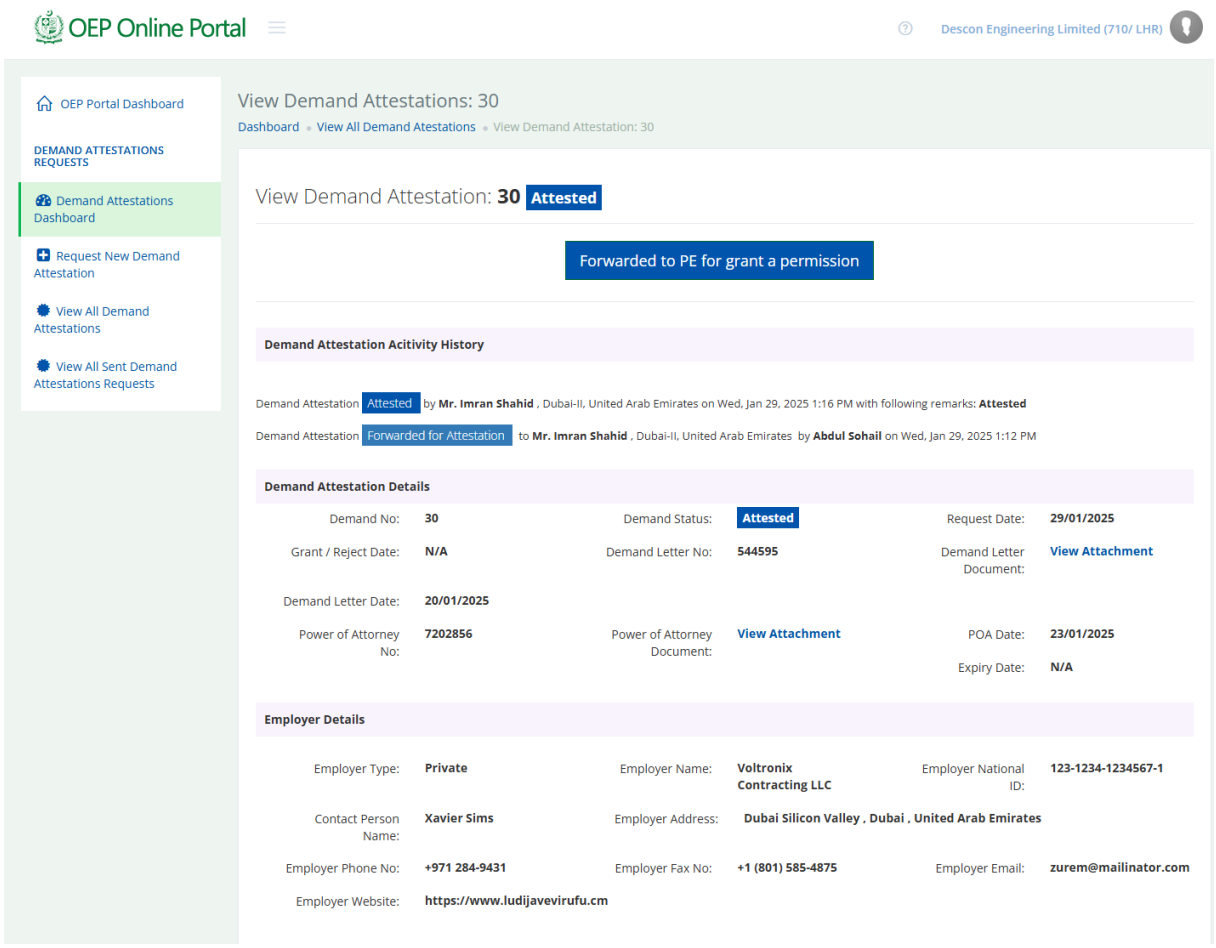
Now user need to select CWA Station: as shown in above image. CWA station list will be available based on demand country.

In case of CWA response/decision is **Irrelevant**. Now user have to come here again and forward demand to another available CWA station in the list.



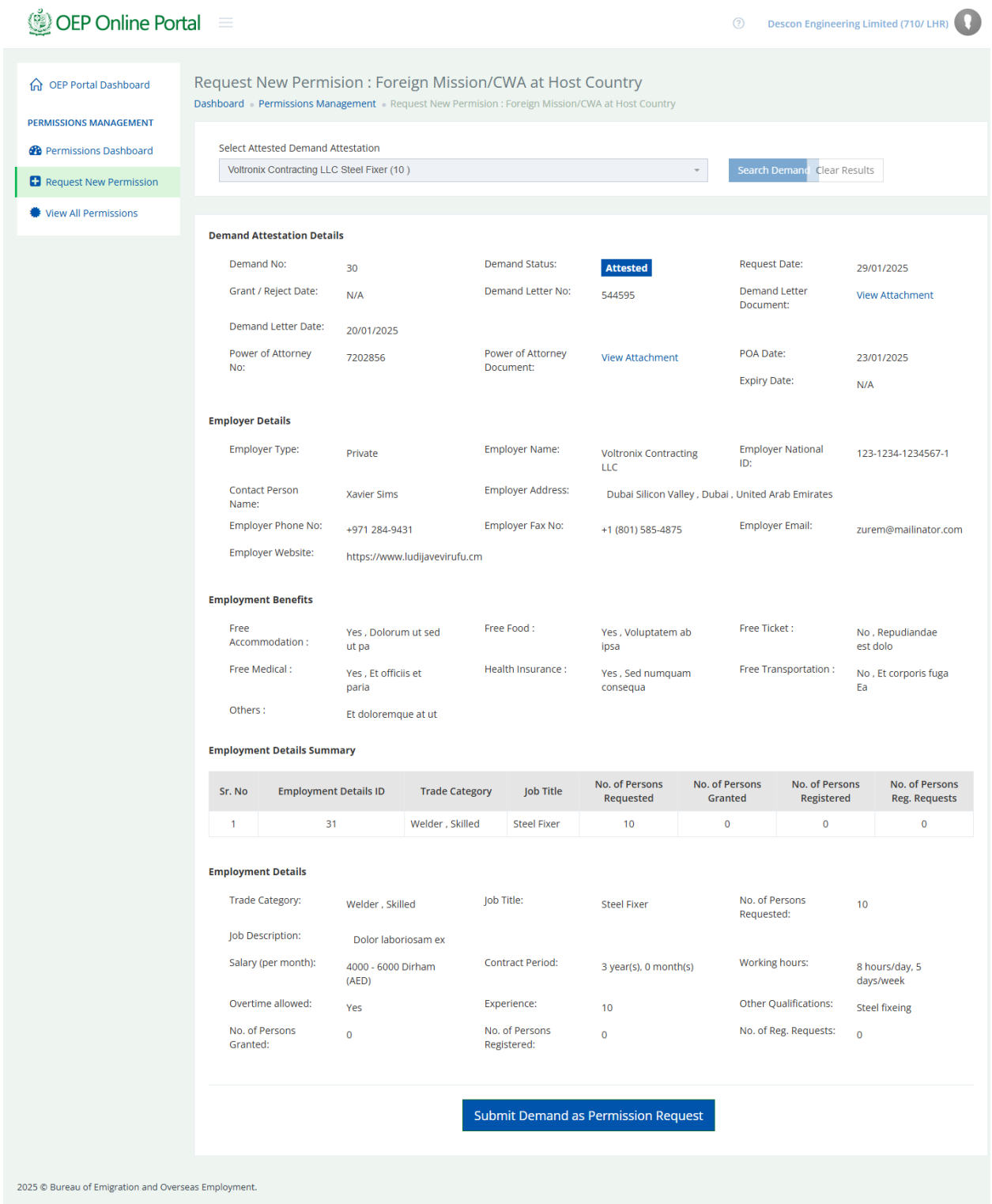
Forwarded Attested Demand to PE for Grant a permission

After CWA Demand Attestation the user will be shown the demand below which he needs to submit to PE. After the user will click Blue button at the top of the screen labelled “Forwarded to PE for grant a permission”. User will redirect to “Request New Permission” page.



Request New Permission - Submit Demand as Permission Request

Now the user will be shown the “Submit Demand as Permission Request” below which he needs to submit to PE.


OEP Online Portal
Descon Engineering Limited (710/ LHR)
OEP Portal Dashboard
PERMISSIONS MANAGEMENT
Permissions Dashboard
Request New Permission
View All Permissions
Request New Permision : Foreign Mission/CWA at Host Country
Dashboard • Permissions Management • Request New Permision : Foreign Mission/CWA at Host Country
Select Attested Demand Attestation
Voltronix Contracting LLC Steel Fixer (10)
Search Demand
Clear Results
Demand Attestation Details
Demand No: 30
Demand Status: Attested
Request Date: 29/01/2025
Grant / Reject Date: N/A
Demand Letter No: 544595
Demand Letter Document: View Attachment
Demand Letter Date: 20/01/2025
Power of Attorney No: 7202856
Power of Attorney Document: View Attachment
POA Date: 23/01/2025
Expiry Date: N/A
Employer Details
Employer Type: Private
Employer Name: Voltronix Contracting LLC
Employer National ID: 123-1234-1234567-1
Contact Person Name: Xavier Sims
Employer Address: Dubai Silicon Valley , Dubai , United Arab Emirates
Employer Phone No: +971 284-9431
Employer Fax No: +1 (801) 585-4875
Employer Email: zurem@mailinator.com
Employer Website: https://www.ludijavevirufu.cm
Employment Benefits
Free Accommodation : Yes , Dolorum ut sed ut pa
Free Food : Yes , Voluptatem ab ipsa
Free Ticket : No , Repudiandae est dolo
Free Medical : Yes , Et officiis et paria
Health Insurance : Yes , Sed numquam consequa
Free Transportation : No , Et corporis fuga Ea
Others : Et doloremque at ut
Employment Details Summary
Sr. No | Employment Details ID | Trade Category | Job Title | No. of Persons Requested | No. of Persons Granted | No. of Persons Registered | No. of Persons Reg. Requests
1 | 31 | Welder , Skilled | Steel Fixer | 10 | 0 | 0 | 0
Employment Details
Trade Category: Welder , Skilled
Job Title: Steel Fixer
No. of Persons Requested: 10
Job Description: Dolor laboriosam ex
Salary (per month): 4000 - 6000 Dirham (AED)
Contract Period: 3 year(s), 0 month(s)
Working hours: 8 hours/day, 5 days/week
Overtime allowed: Yes
Experience: 10
Other Qualifications: Steel fixeing
No. of Persons Granted: 0
No. of Persons Registered: 0
No. of Reg. Requests: 0
Submit Demand as Permission Request
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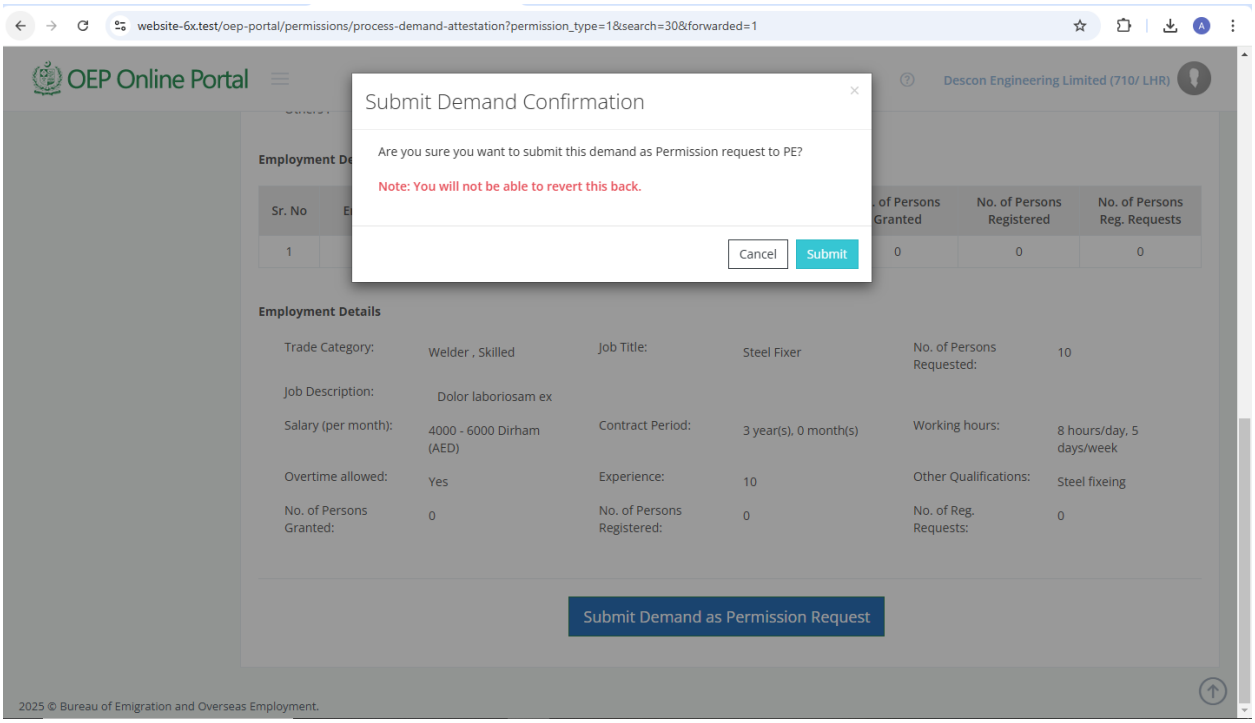
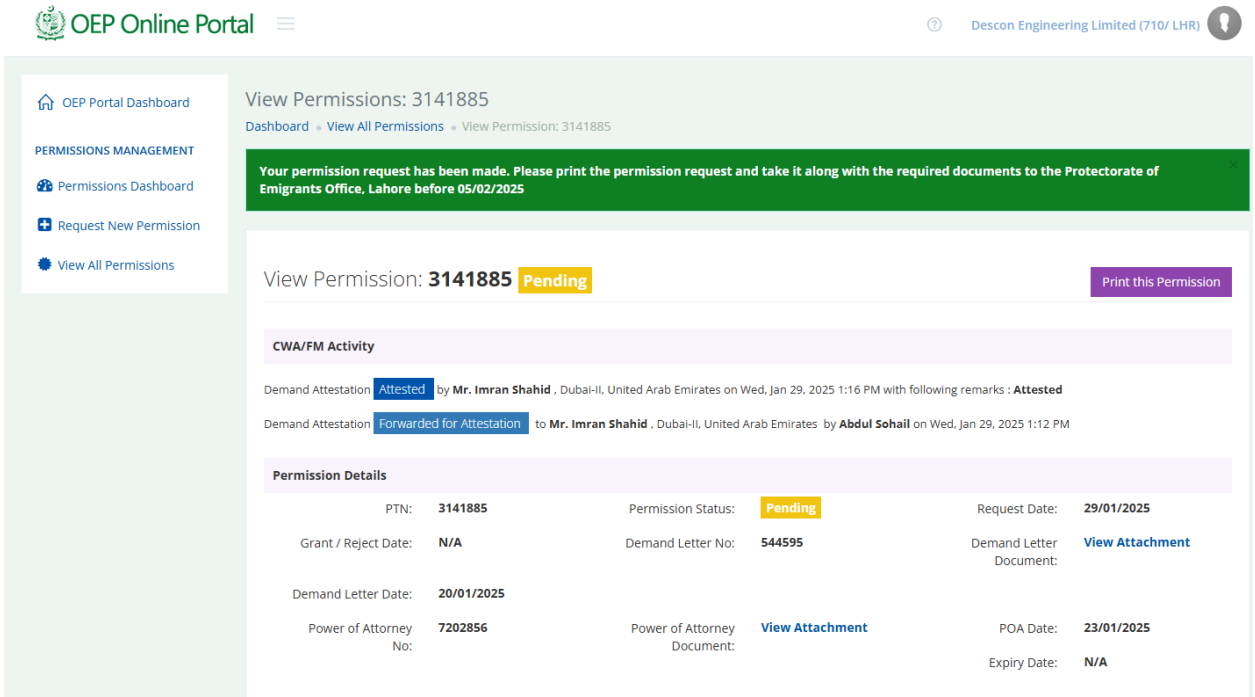
Submit Demand as Permission Confirmation

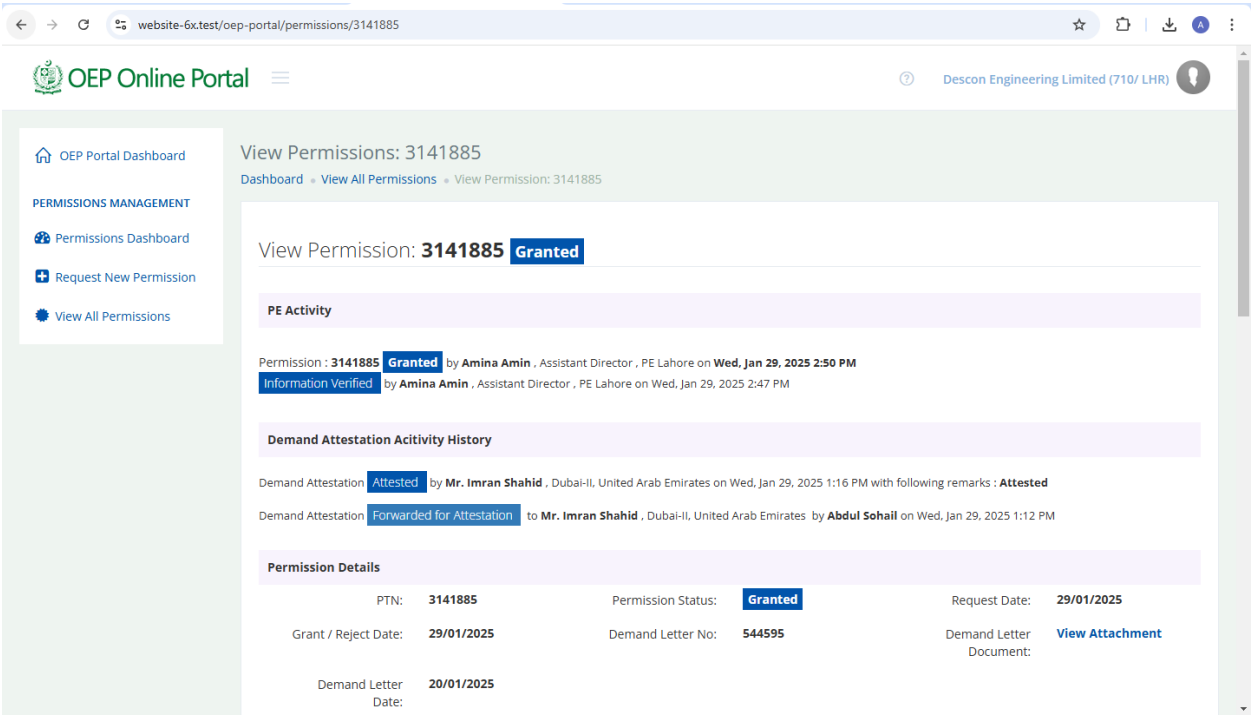


Successfully Submit Demand as Permission Request

Now the next flows are same as per permission PE will grant the permission or reject the permission.

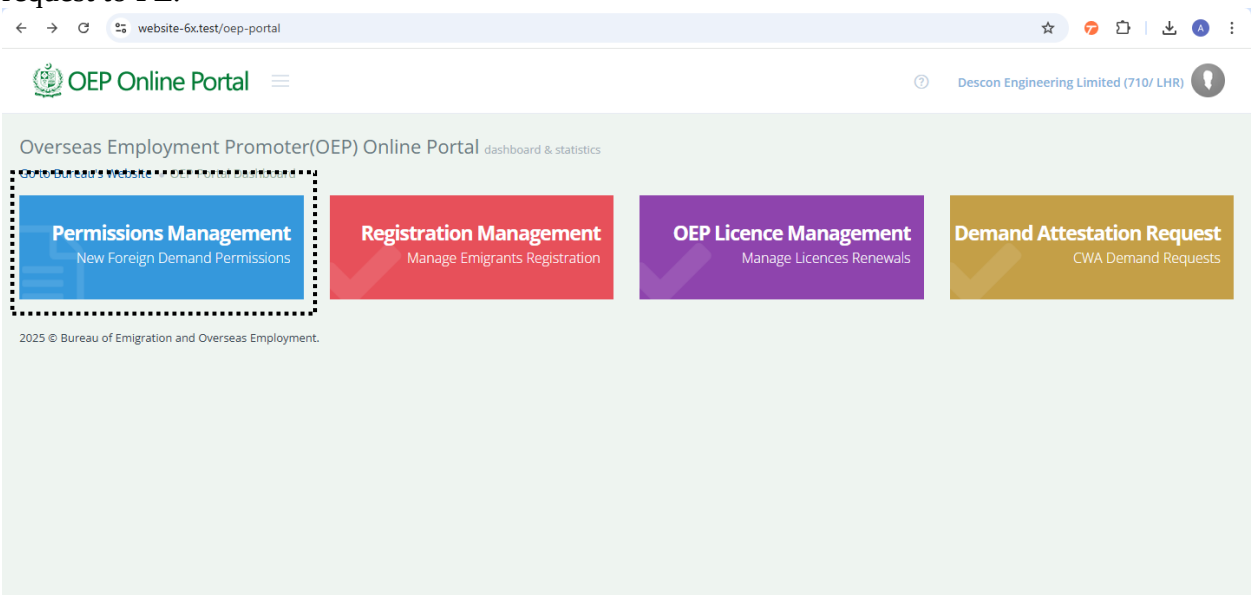


Granted Permission

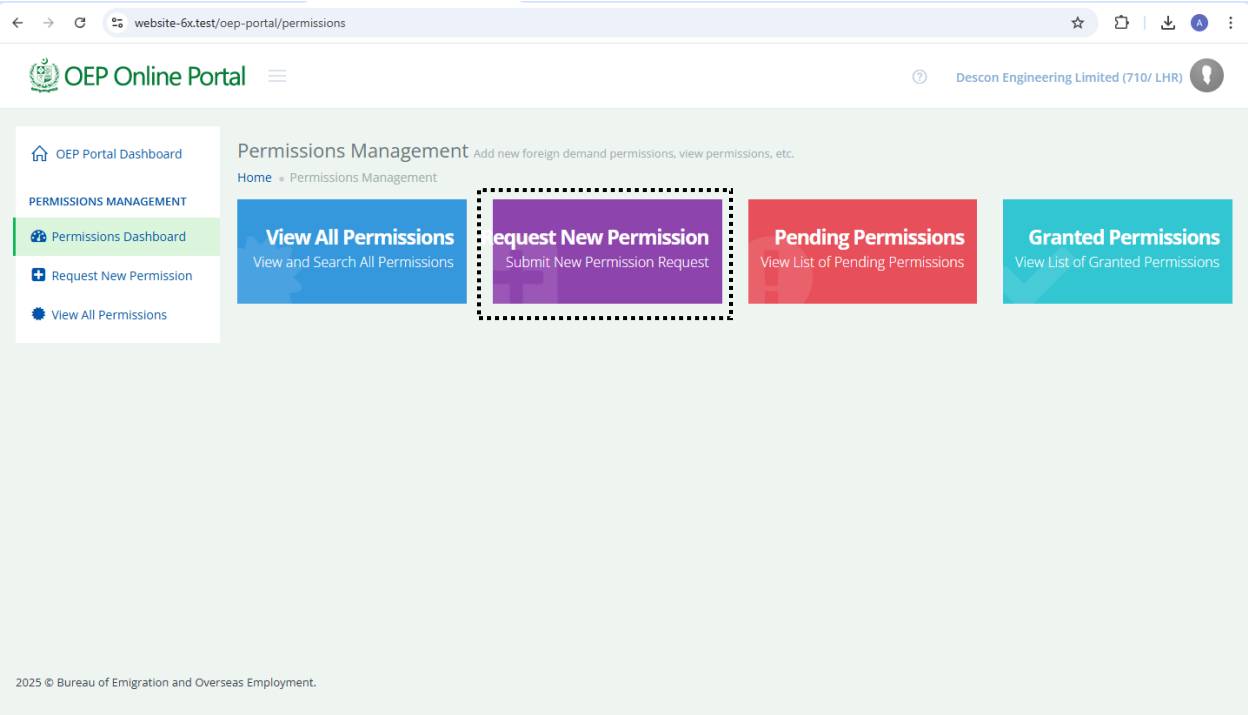


4. Permission Management (Demand Already Attested)

The user would need to click on “Permission Management” menu item to navigate to the Permission request to PE.



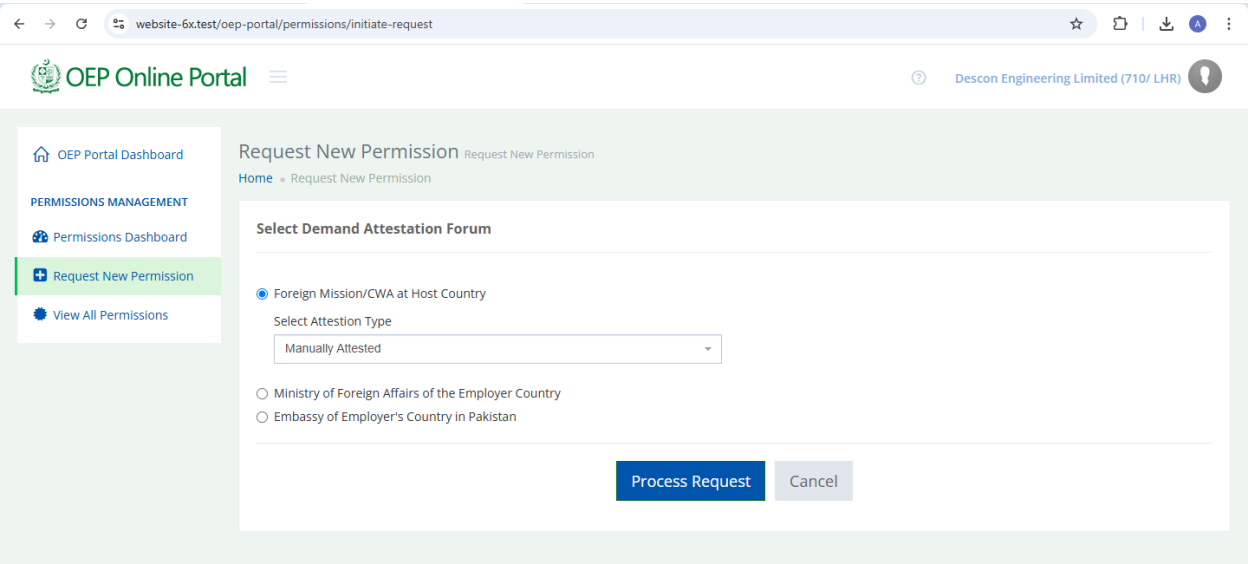
The user will be taken to the Permission Management screen here he/she can Request New Permission, View All Permission and different statues and decision of the Permissions by PE. For new Permission user need to click on “Request New Permission”.

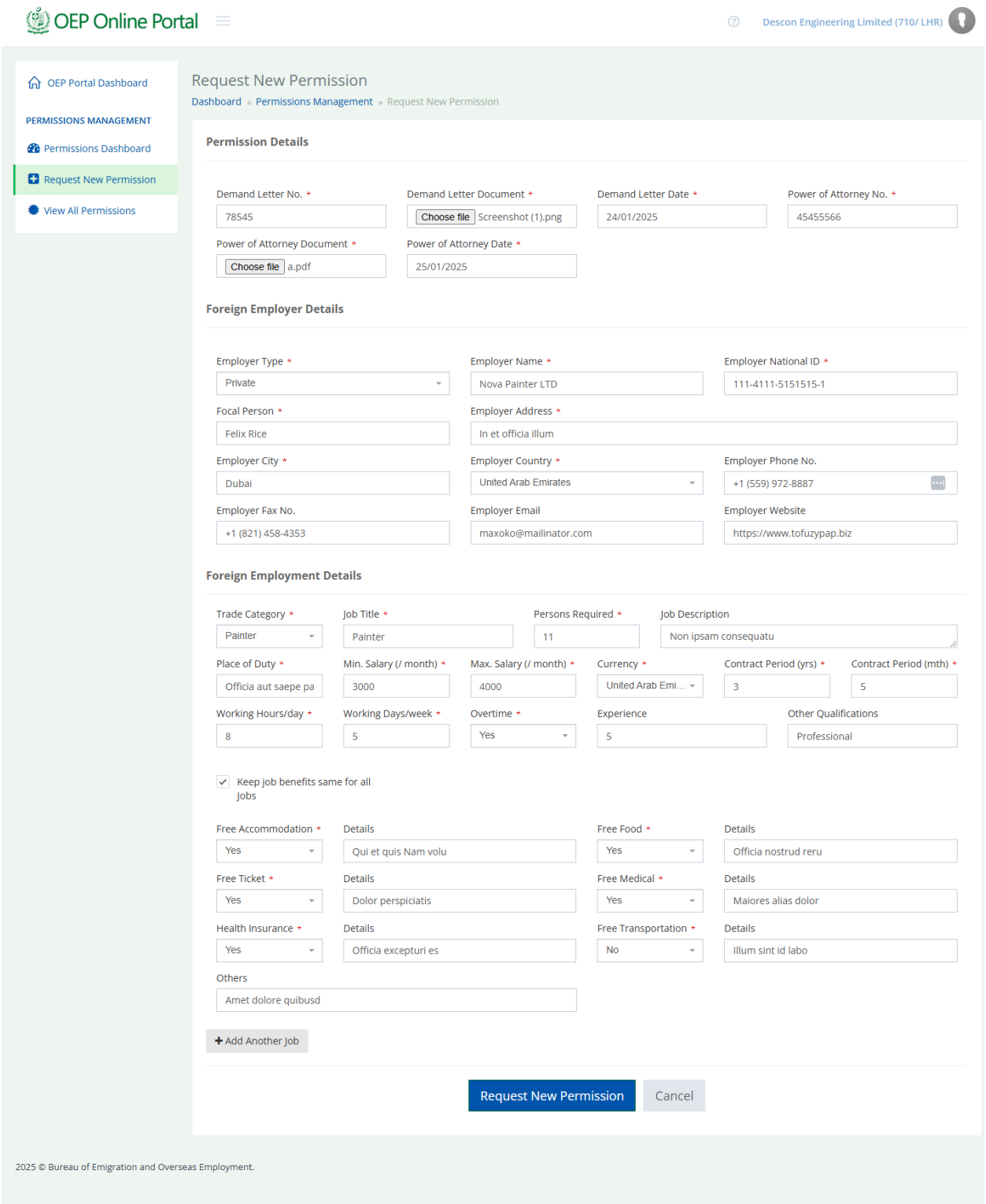


Request New Permission

A user will see 3 radio button which are for Select Demand Attestation Forum. If your demand is already attested and you choose Foreign Mission/CWA at Host Country. You will see dropdown of two options

- Electronically Attested through (Demand Attestation Option as discussed above).
- Manually Attested (If your demand already attested manually you need to choose this option)

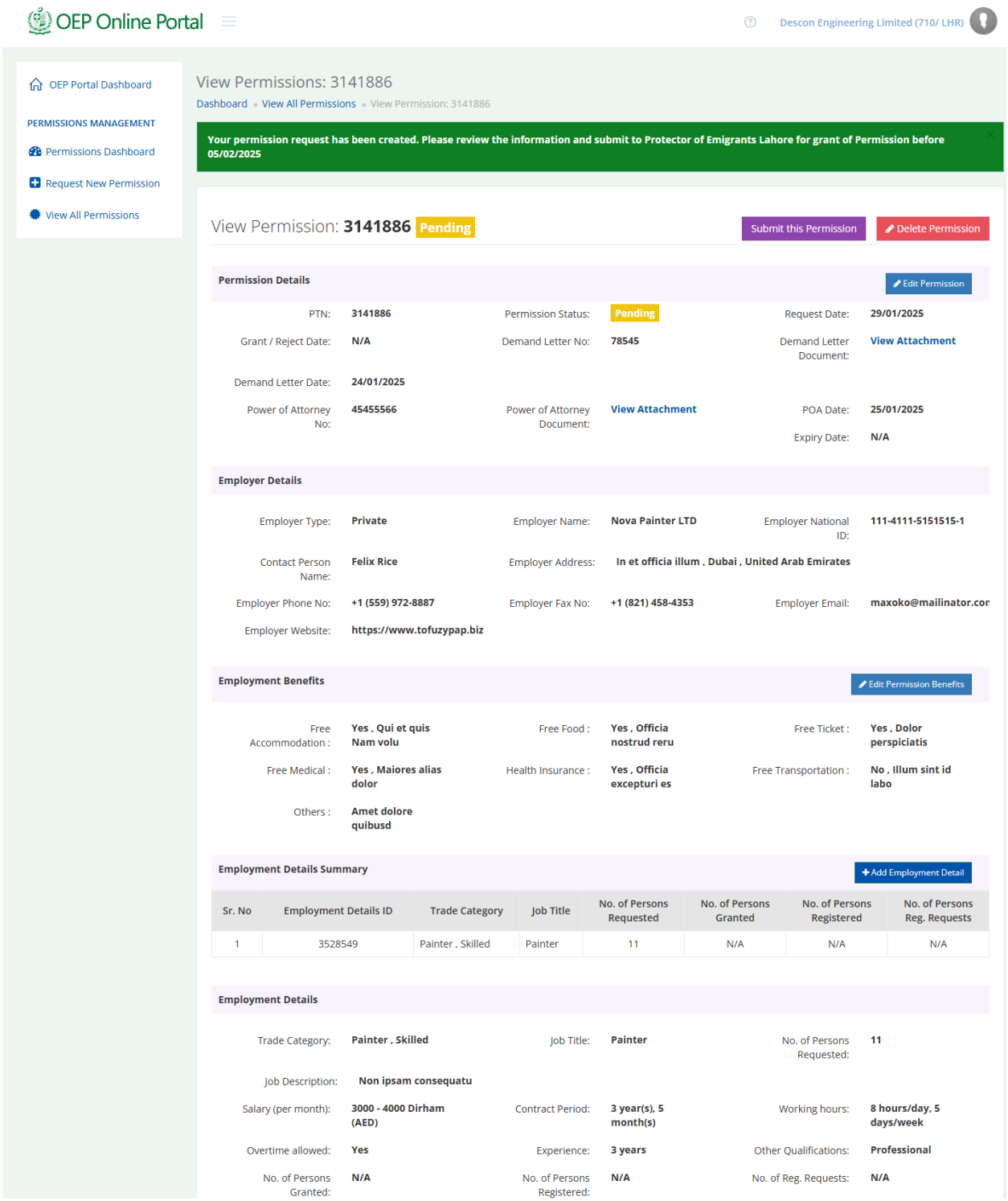




The user will be shown the form above which he needs to fill and all the mandatory fields are marked with red asterisk (*). After filling the form, the user will click Blue button at the end of the screen labelled “Request New Permission”.

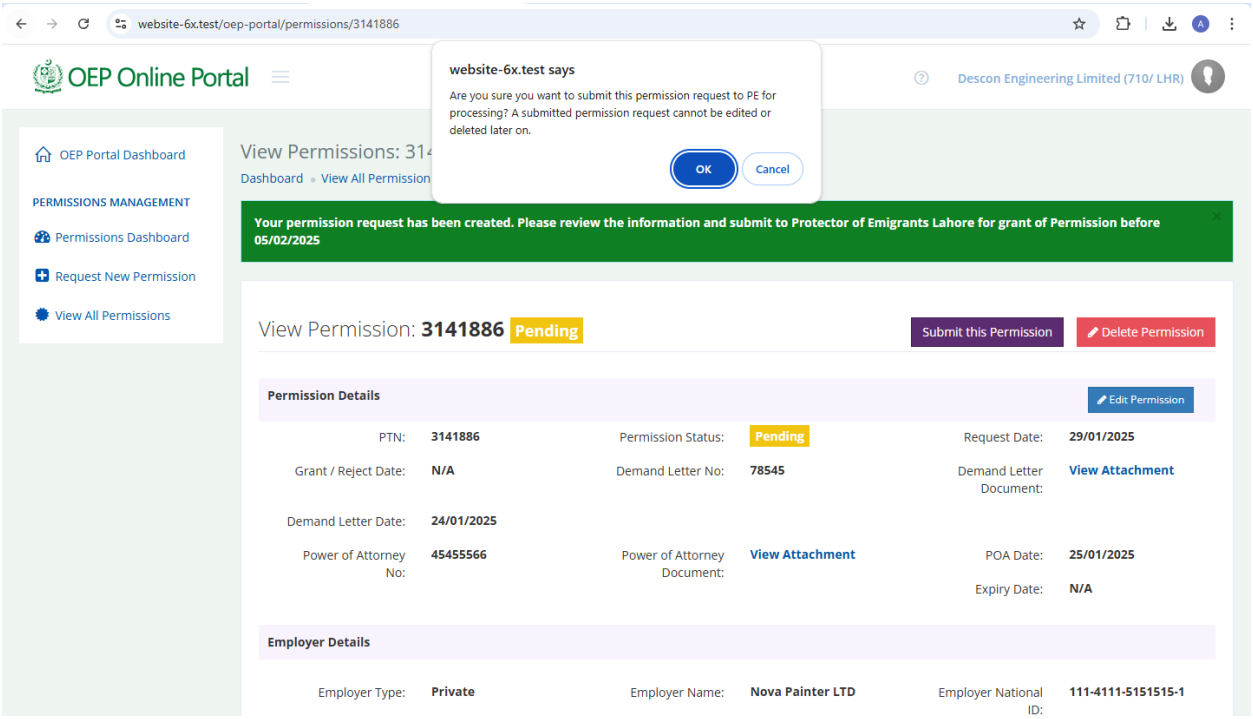
Permission Request Created

After Permission request creation user will be shown the Submit this Permission button.

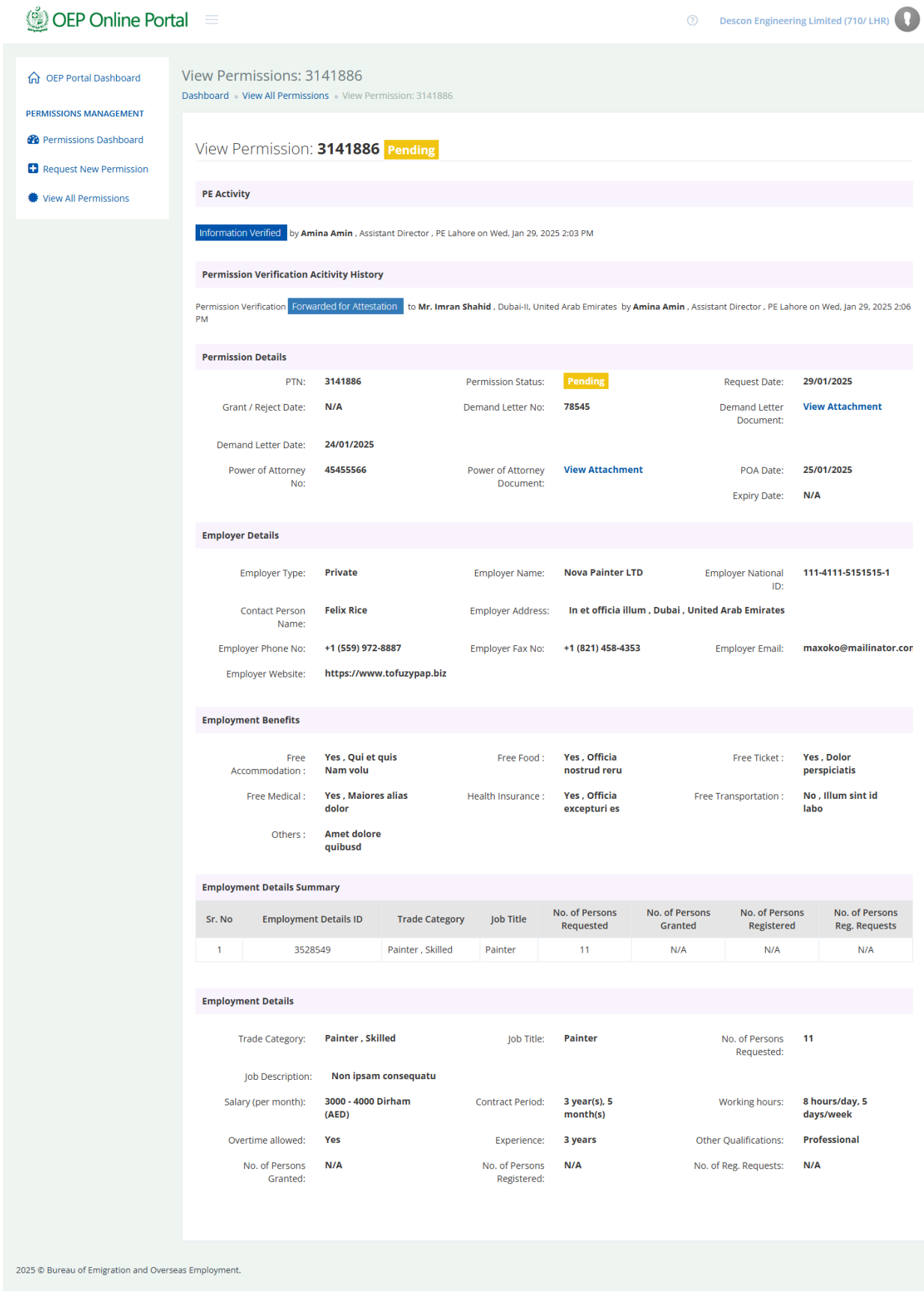


The user needs to click on “Submit this Permission” and alert form open press OK as mention below.

Submit this Permission and Print Permission



After click on OK user will redirect new tab where he/she can Print Permission. After print permission you will go back this page and reload. Now you will see all the log here. If PE need feature verification of permission he/she will has an option to forward this permission to CWA for verification. Below you can see all the logs.


OEP Online Portal
Descon Engineering Limited (710/ LHR)
OEP Portal Dashboard
PERMISSIONS MANAGEMENT
Permissions Dashboard
Request New Permission
View All Permissions
View Permissions: 3141886
Dashboard • View All Permissions • View Permission: 3141886
View Permission: 3141886 Pending
PE Activity
Information Verified by Amina Amin , Assistant Director , PE Lahore on Wed, Jan 29, 2025 2:03 PM
Permission Verification Acitivity History
Permission Verification Forwarded for Attestation to Mr. Imran Shahid , Dubai-II, United Arab Emirates by Amina Amin , Assistant Director , PE Lahore on Wed, Jan 29, 2025 2:06 PM
Permission Details
PTN: 3141886
Permission Status: Pending
Request Date: 29/01/2025
Grant / Reject Date: N/A
Demand Letter No: 78545
Demand Letter Document: View Attachment
Demand Letter Date: 24/01/2025
Power of Attorney No: 45455566
Power of Attorney Document: View Attachment
POA Date: 25/01/2025
Expiry Date: N/A
Employer Details
Employer Type: Private
Employer Name: Nova Painter LTD
Employer National ID: 111-4111-5151515-1
Contact Person Name: Felix Rice
Employer Address: In et officia illum , Dubai , United Arab Emirates
Employer Phone No: +1 (559) 972-8887
Employer Fax No: +1 (821) 458-4353
Employer Email: maxoko@mailinator.cor
Employer Website: https://www.tofuzypap.biz
Employment Benefits
Free Accommodation : Yes , Qui et quis Nam volu
Free Food : Yes , Officia nostrud reru
Free Ticket : Yes , Dolor perspiciatis
Free Medical : Yes , Maiores alias dolor
Health Insurance : Yes , Officia excepturi es
Free Transportation : No , Illum sint id labo
Others : Amet dolore quibusd
Employment Details Summary
Sr. No | Employment Details ID | Trade Category | Job Title | No. of Persons Requested | No. of Persons Granted | No. of Persons Registered | No. of Persons Reg. Requests
1 | 3528549 | Painter , Skilled | Painter | 11 | N/A | N/A | N/A
Employment Details
Trade Category: Painter , Skilled
Job Title: Painter
No. of Persons Requested: 11
Job Description: Non ipsam consequatu
Salary (per month): 3000 - 4000 Dirham (AED)
Contract Period: 3 year(s), 5 month(s)
Working hours: 8 hours/day, 5 days/week
Overtime allowed: Yes
Experience: 3 years
Other Qualifications: Professional
No. of Persons Granted: N/A
No. of Persons Registered: N/A
No. of Reg. Requests: N/A
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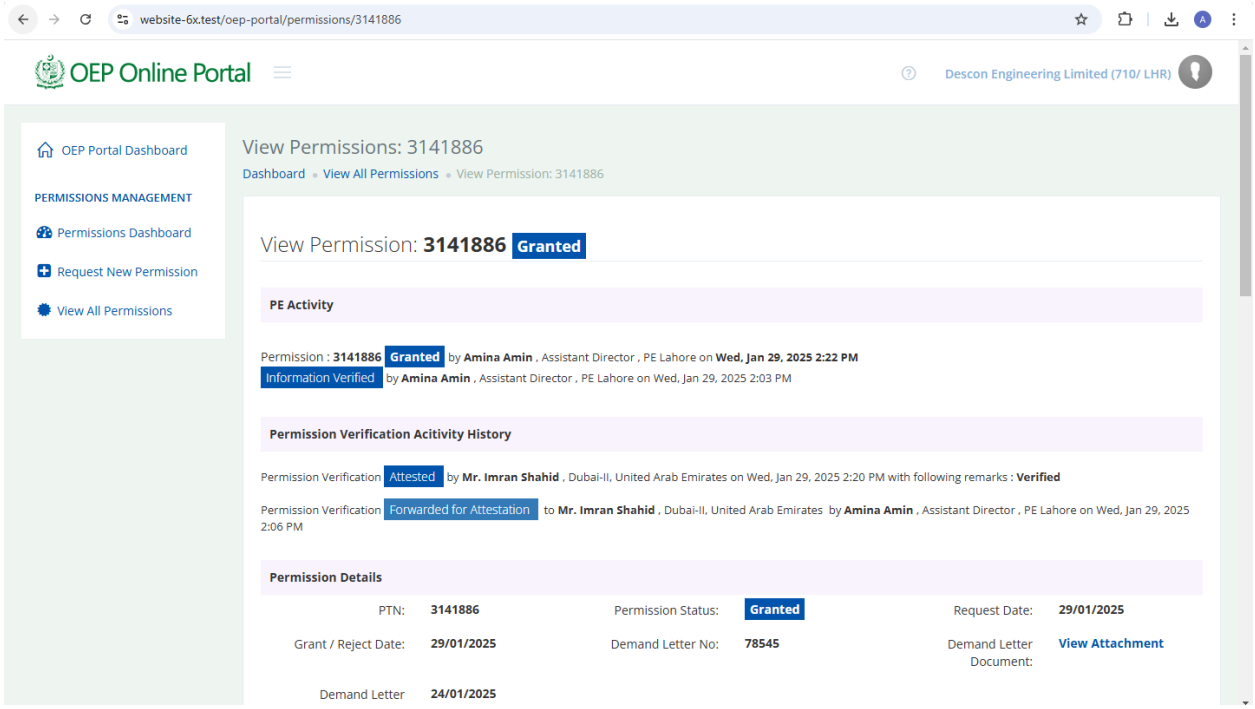
Permission Granted after CWA Permission Verification

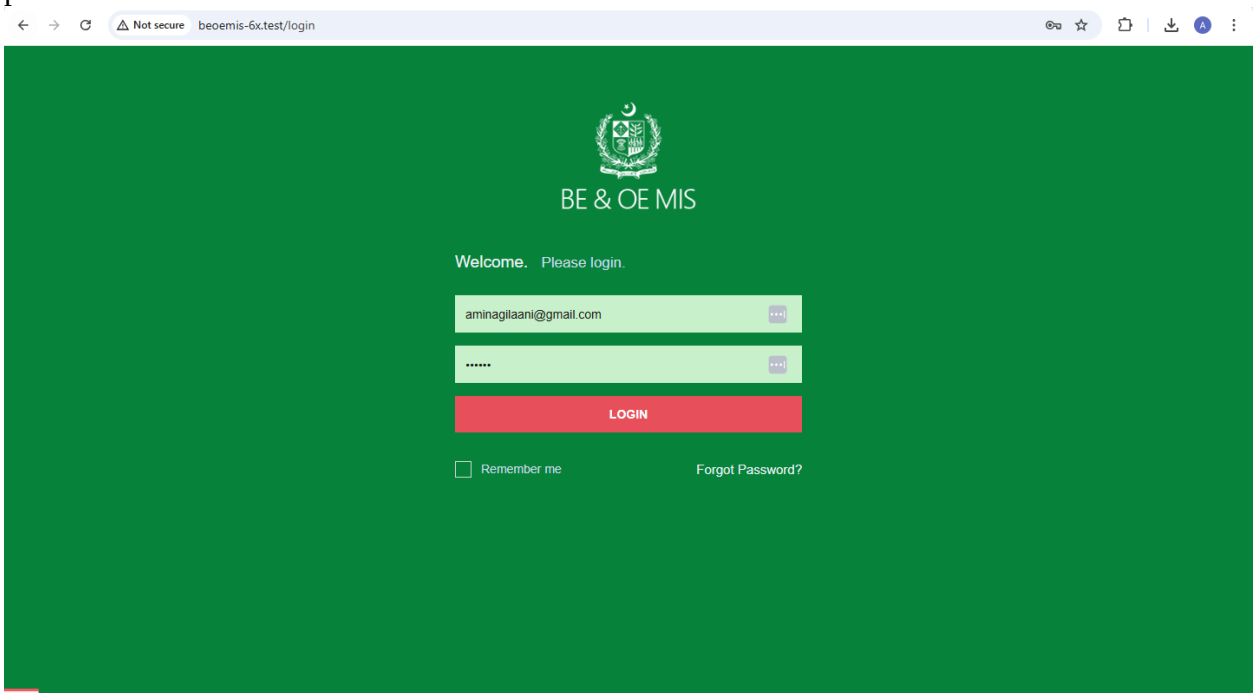


BEOE PE - USER MANUAL

Permission Management

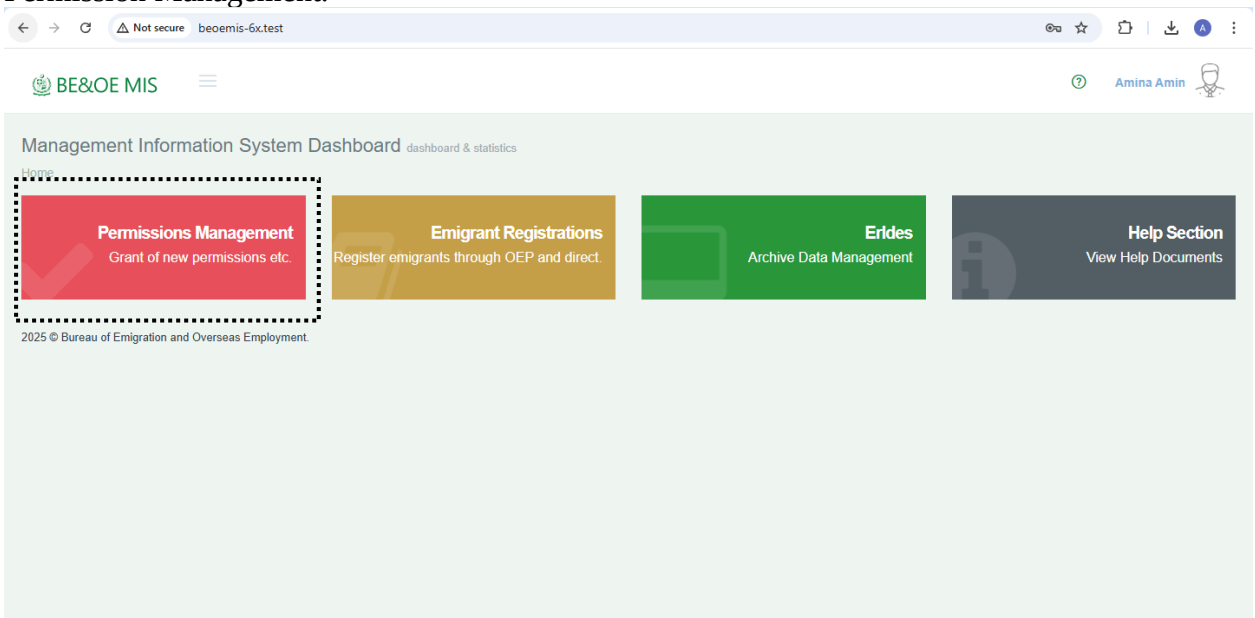
1. Login

The user would need to navigate to the BEOE MIS Dashboard URL and login into the system first to perform rest of the functions.



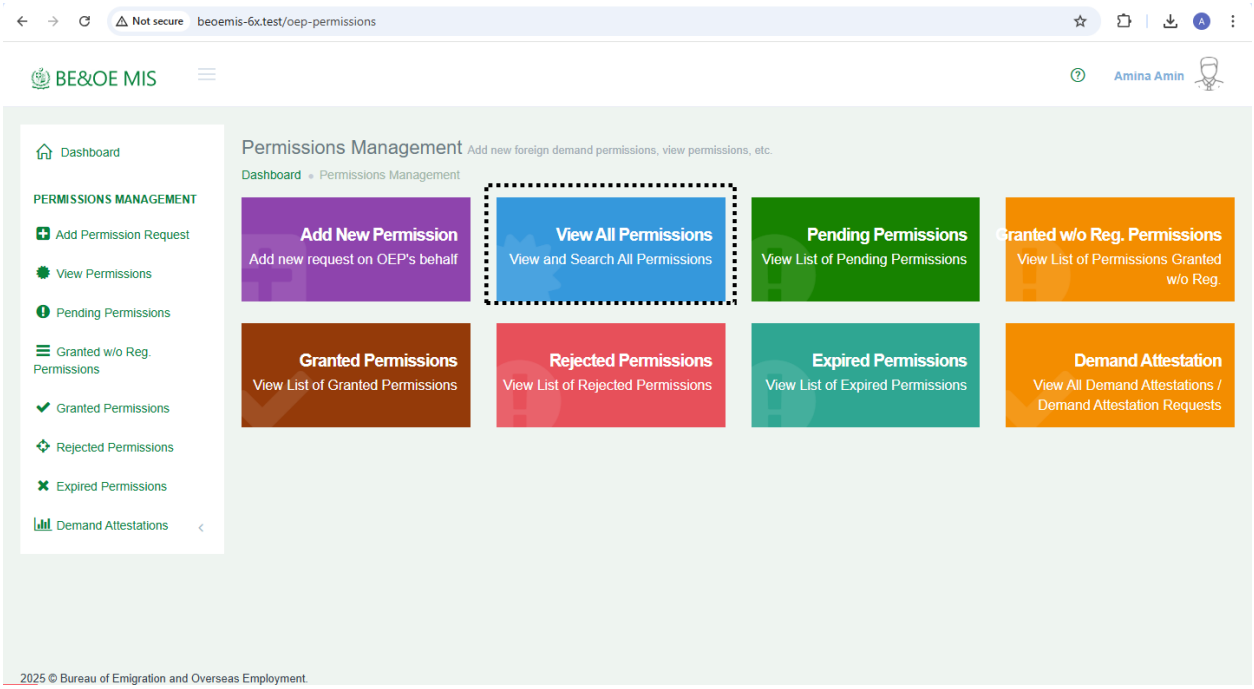
2. Dashboard

The user will be taken to the dashboard first as shown below. Form here the user can access Permission Management.

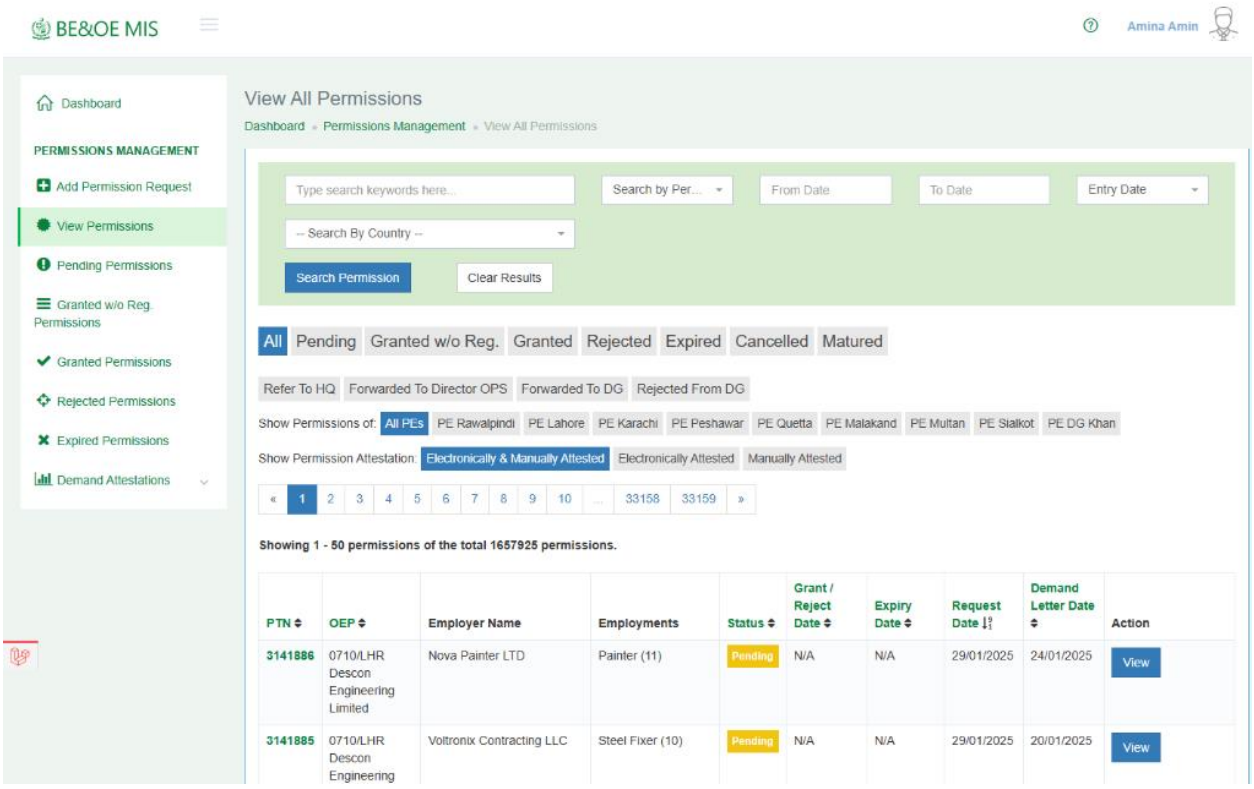


3. View All Permission

The user would need to click on “View All Permission” menu item to navigate to grant permissions.

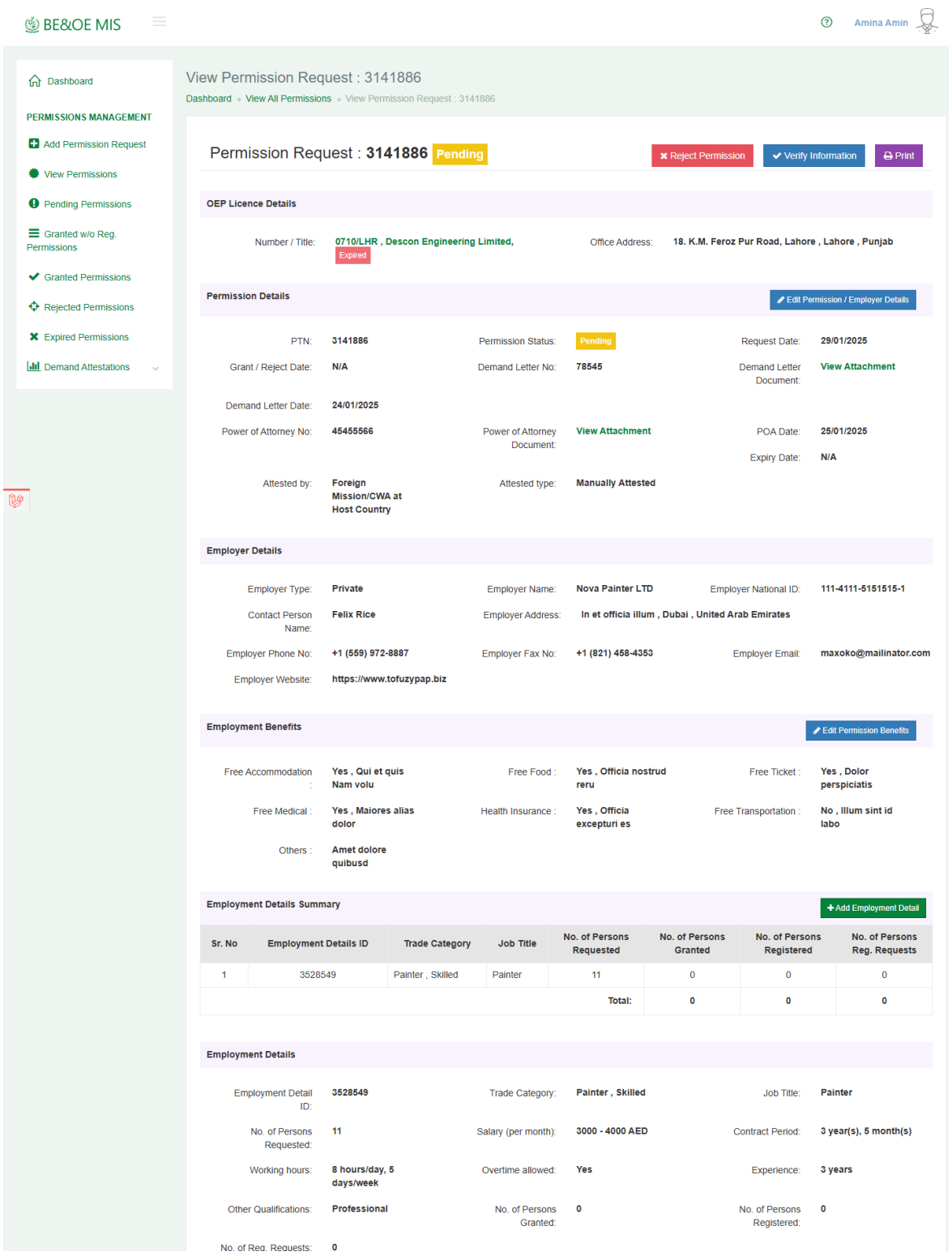


The user will be taken to the View All Permissions screen here he/she she can view and Filter the records of the permissions.



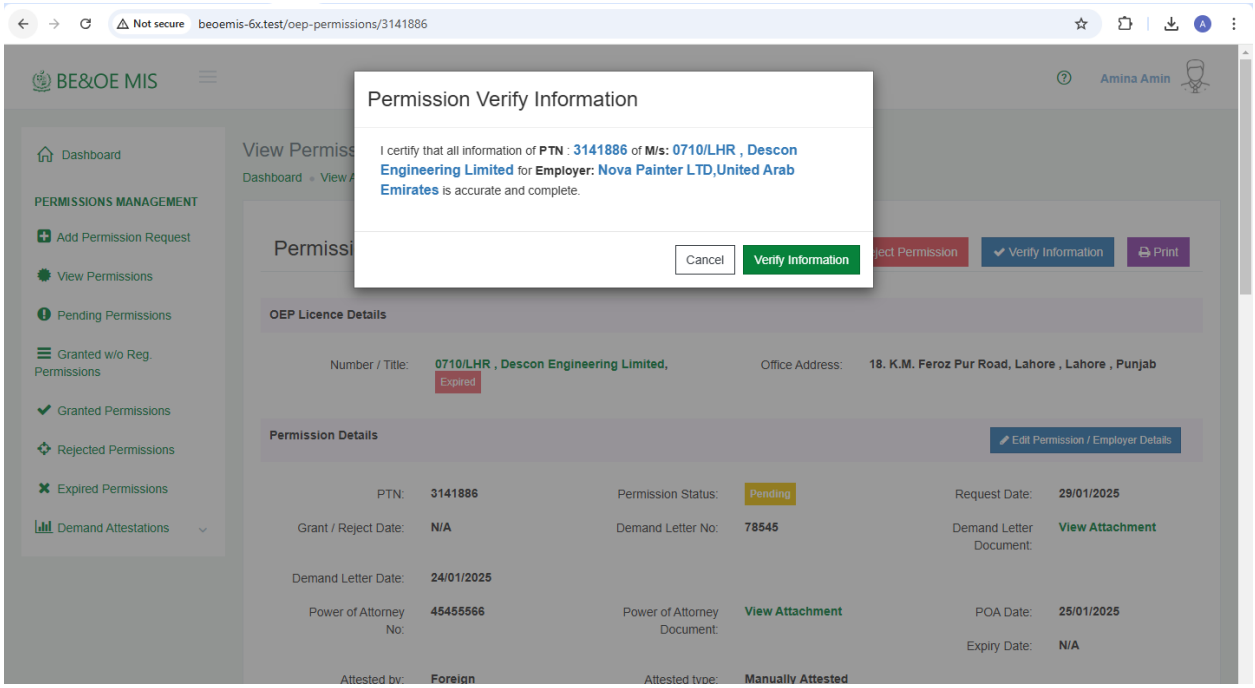
4. Fresh Permission (Manually Attested)

First step of PE is verifying proof read permission.



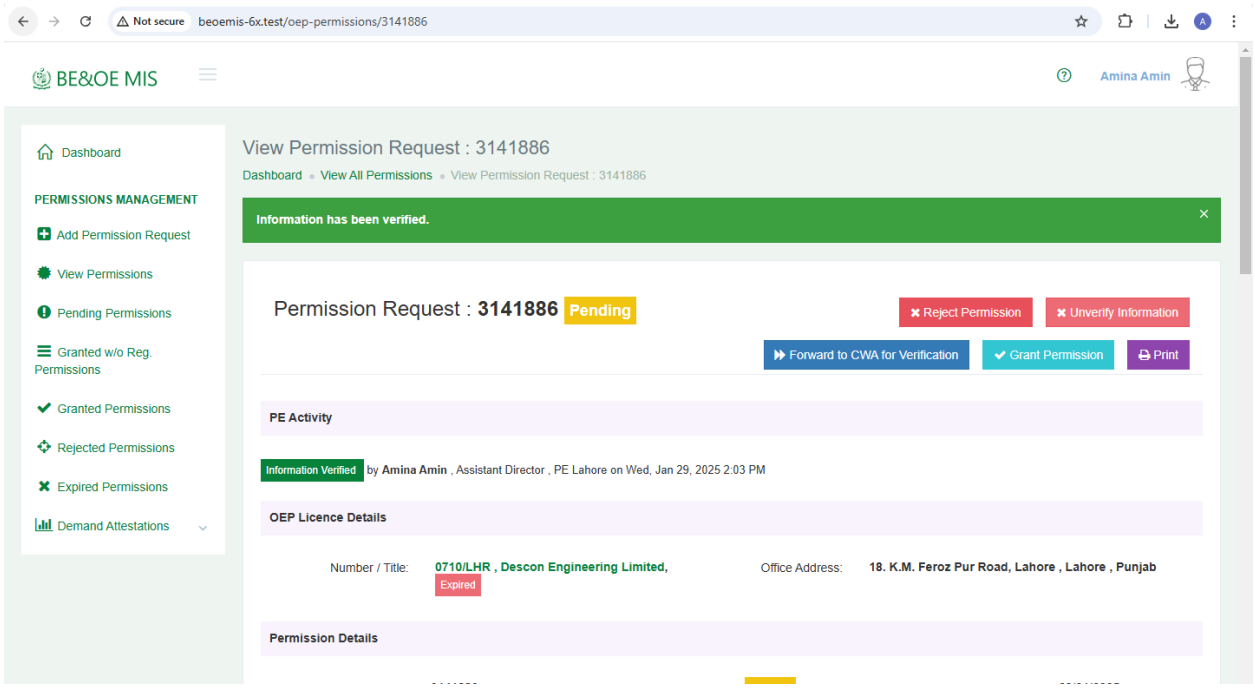
Permission Verify Information Confirmation

PE verify proof read information.

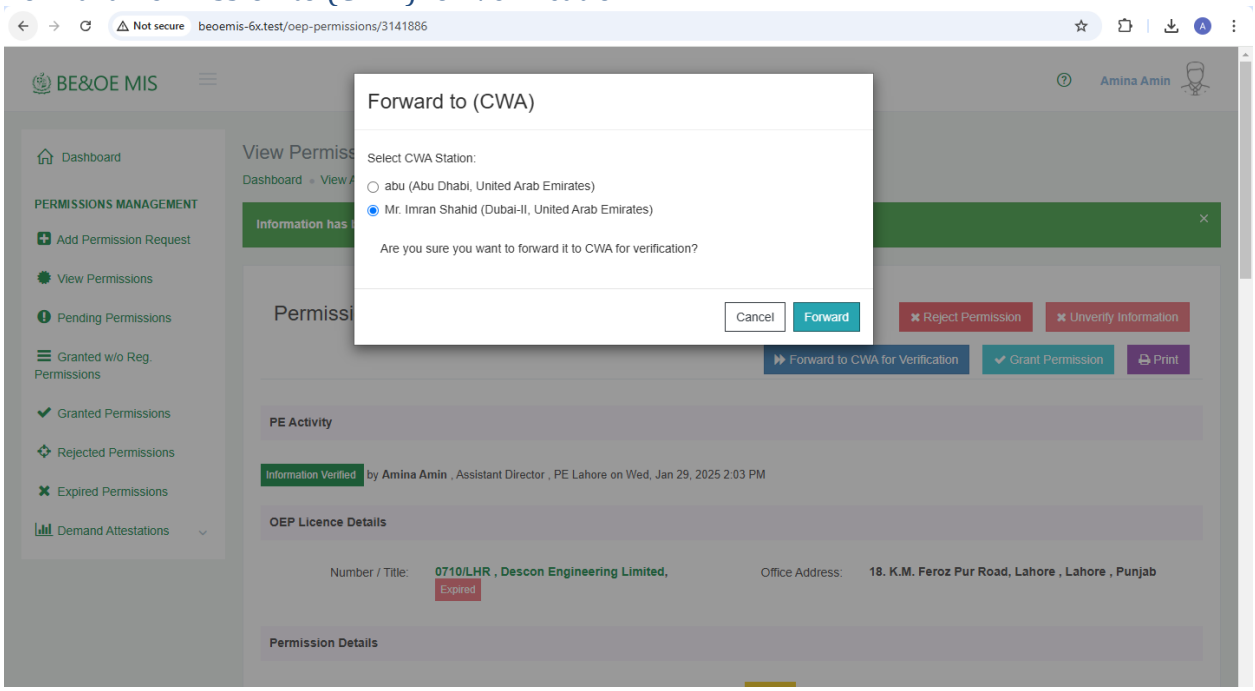


Forward to CWA for Verification

If PE need to verify permission, he/she will forward to CWA for Verification. Forward to CWA option only show for manually attested demands.



Forward Permission to (CWA) for Verification

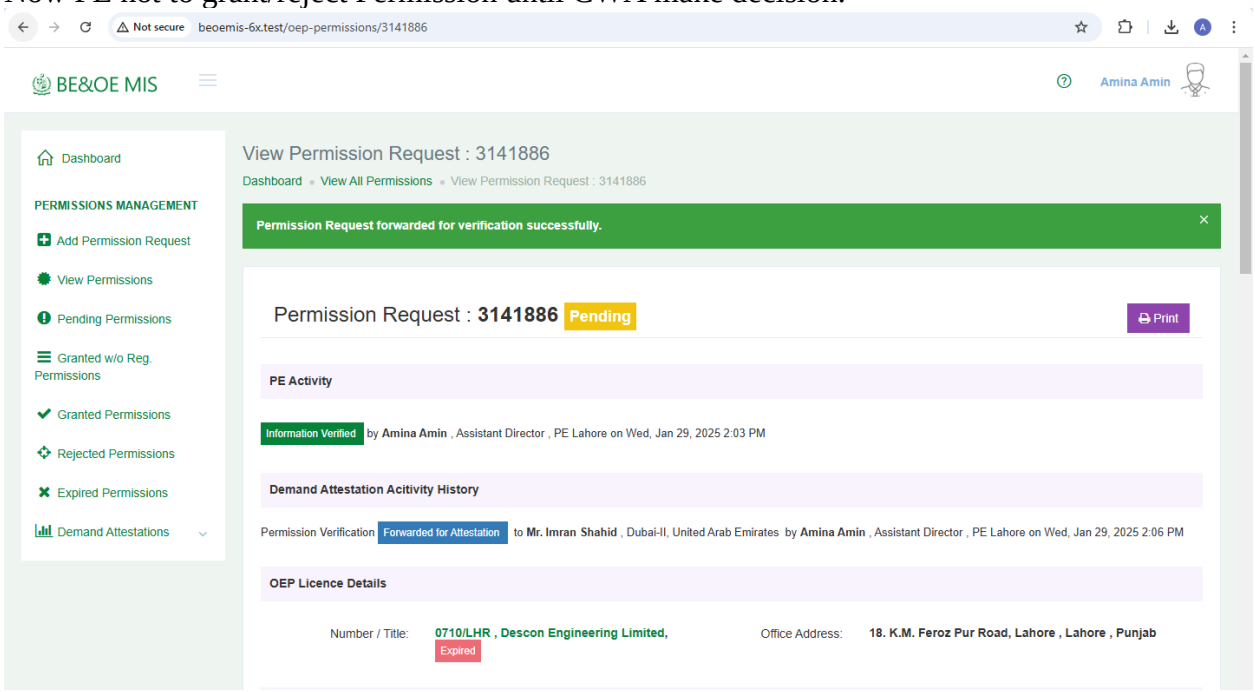


Now user need to select CWA Station: as shown in above image. CWA station list will be available based on permission country.

In case of CWA response/decision is **Irrelevant**. Now user have to come here again and forward permission to another available CWA station in the list.

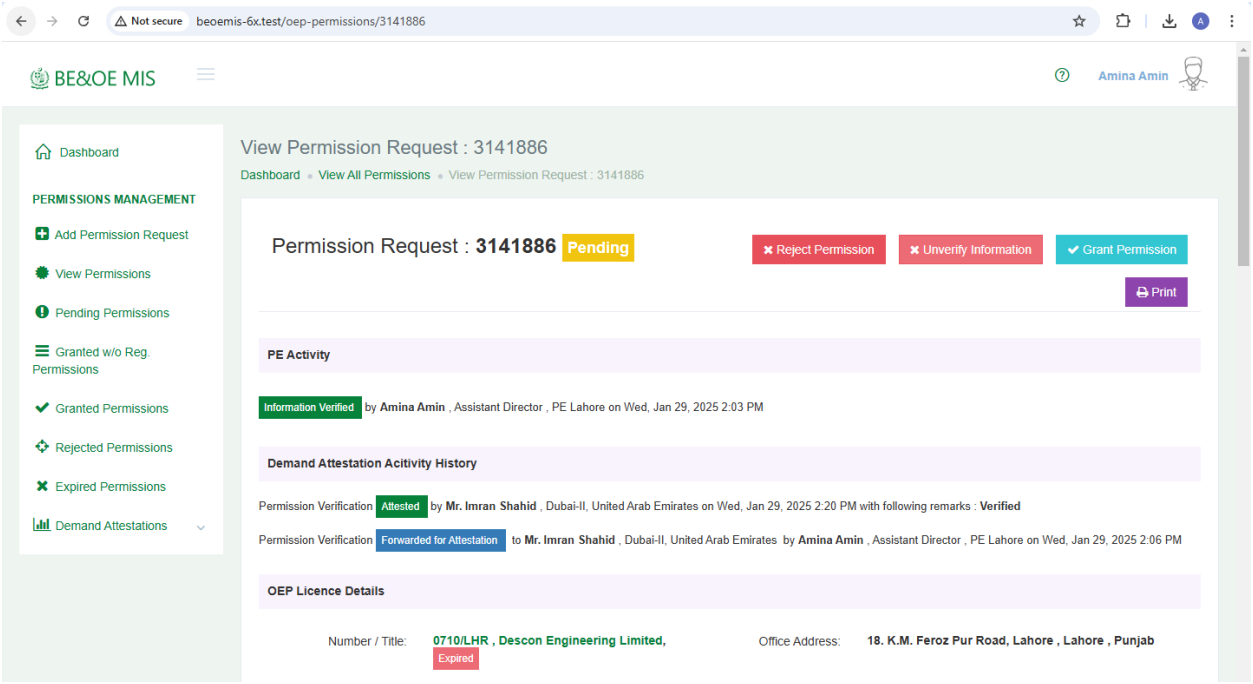
Permission Forwarded to (CWA)

Now PE not to grant/reject Permission until CWA make decision.

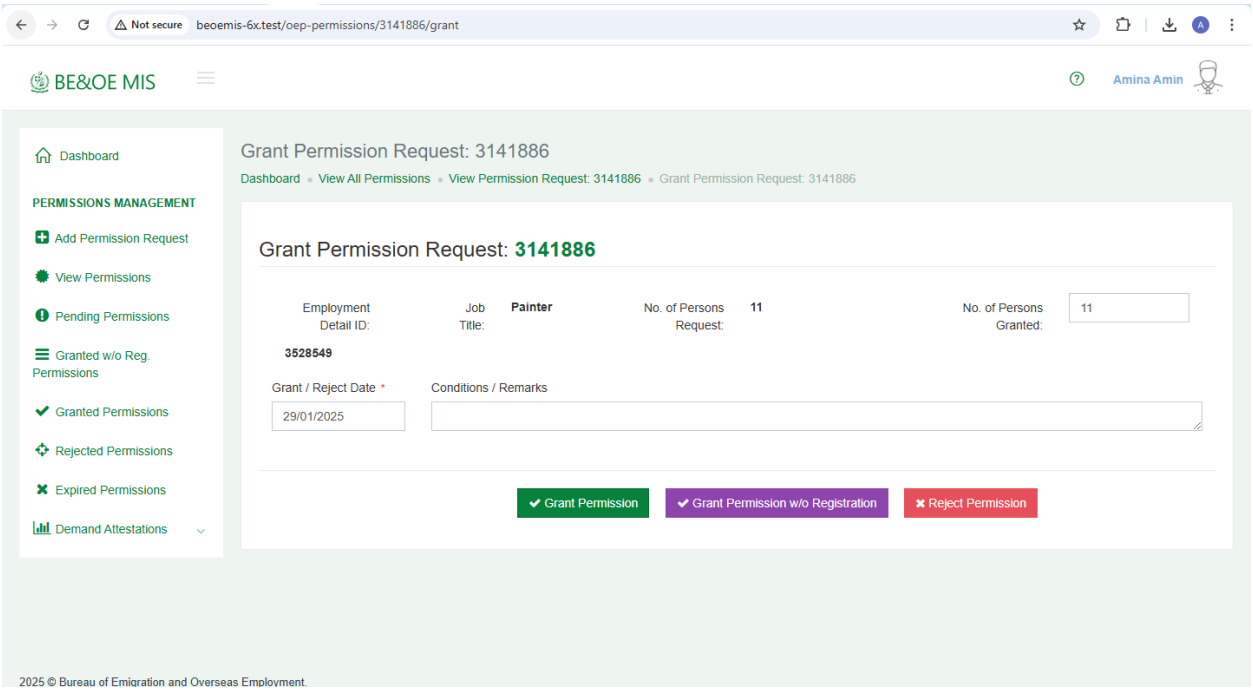


Permission Attested by CWA

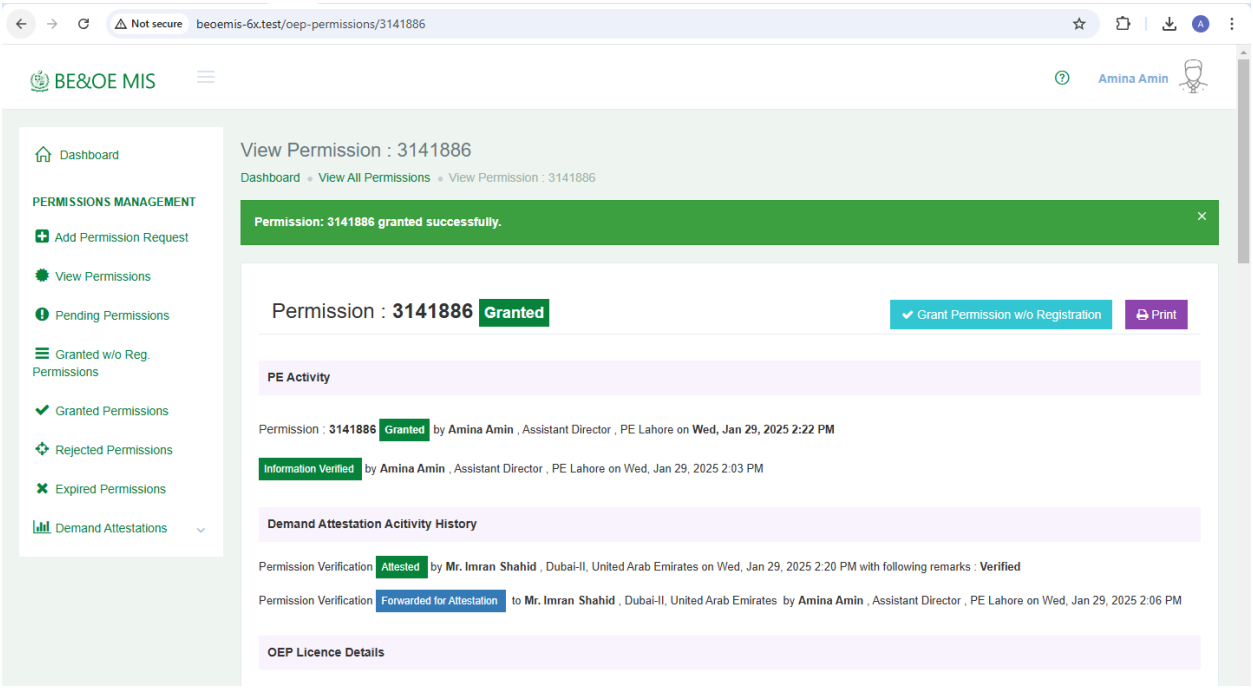
Now PE take action decision for grand/reject a permission.



Grant Permission Request

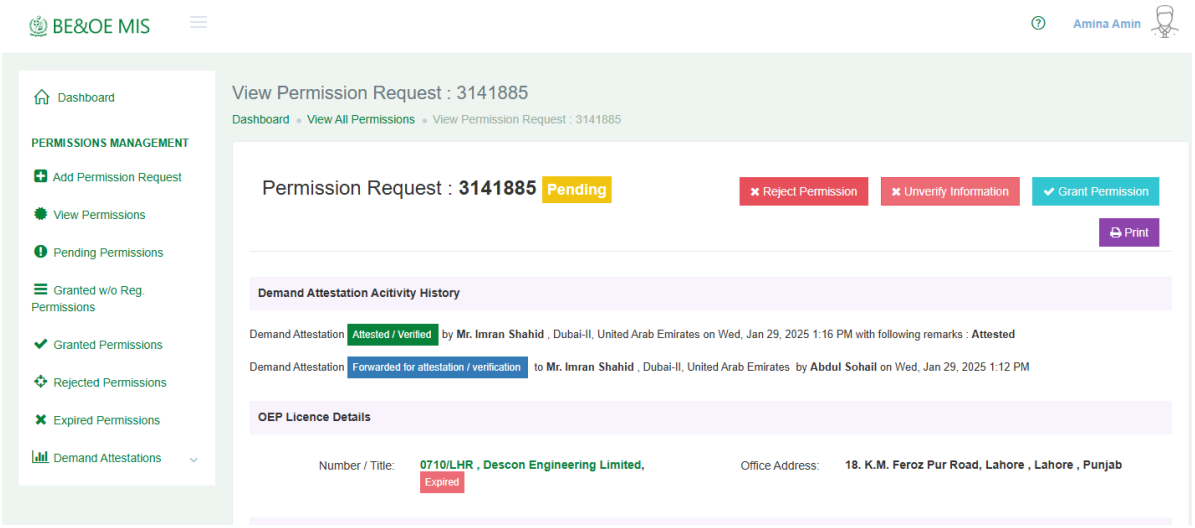


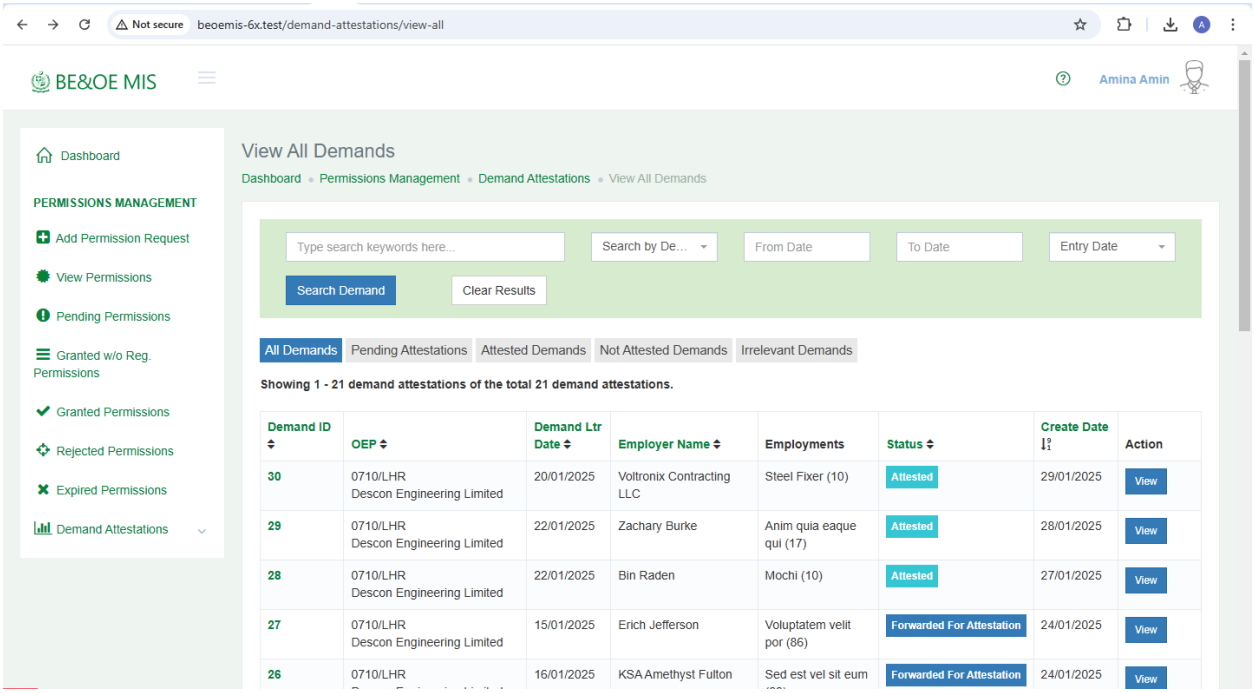
Granted Permission



5. Fresh Permission (Electronically Attested)

PE will show the Demand Attestation Activity History of electronically attested permission.



6. PE Demand Attestation View

PE will also view the ongoing Demand Attestation of OEP.