

# IIEE

## COGS REQUEST



1. LOG-IN TO  
<https://iiee.org.ph/>

## 2. INPUT USERNAME

Your username is your EMAIL ADDRESS.  
It should be parallel to the one  
encoded in the IIEE portal.

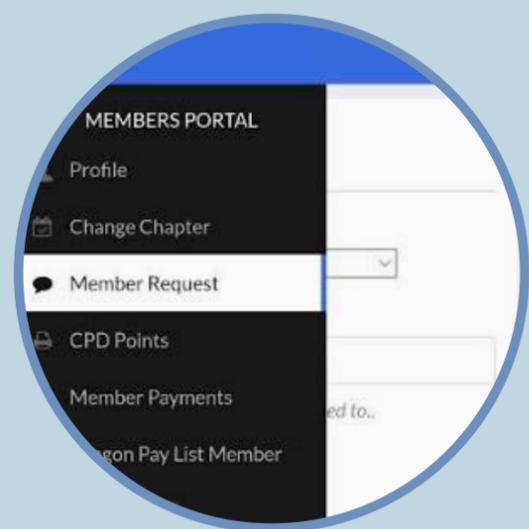


## 3. INPUT PASSWORD

Incase you forget your password,  
you may click Forgot Password.

## 4. UPDATE AND COMPLETE YOUR PROFILE

Upload 2x2 photo white background  
and PRC details under Navigation,  
Diploma and PRC



## 5. CLICK MEMBER REQUEST THEN REQUEST TYPE

Please use google chrome as your  
browser

## 6. CHOOSE COGS IN THE REQUEST TYPE THEN ADD REQUEST

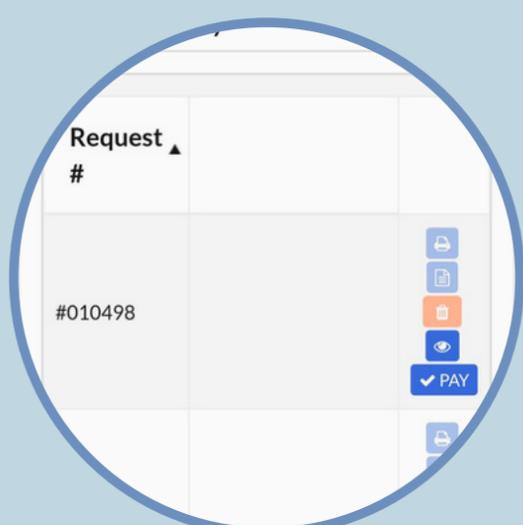
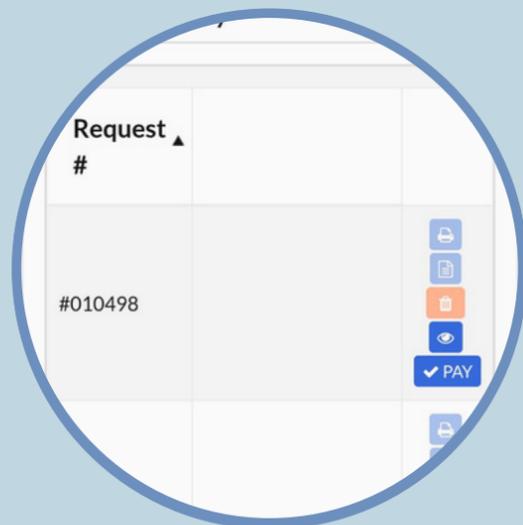


## 7. PLEASE WAIT FOR THE APPROVAL OF THE CHAPTER PRESIDENT

Payment button will be enabled once approved by the Chapter Pres. within 48 hours. Please click eye button to check status of request

## 8. CLICK PAY BUTTON ONCE APPROVED

You may check your registered email as well for the status if already approved by the Chapter President

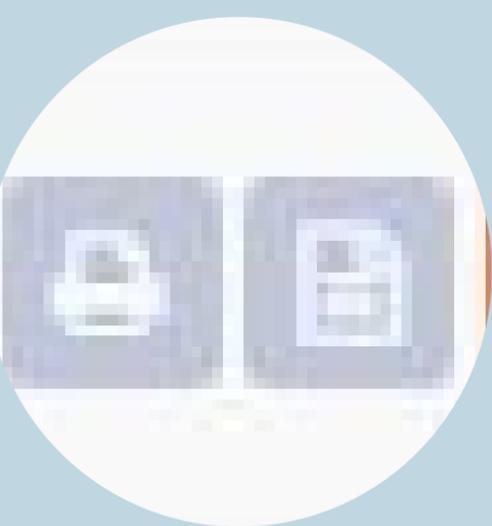
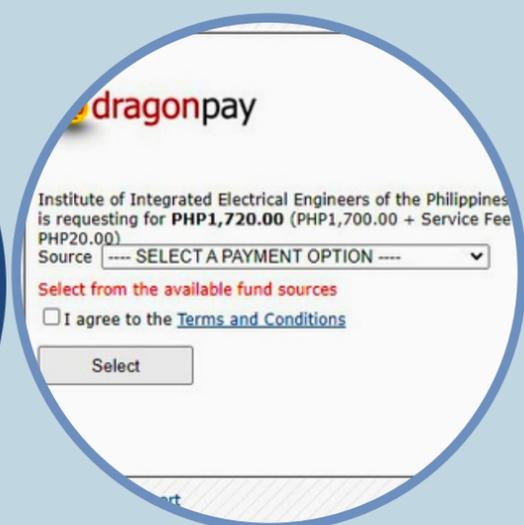


## 9. CLICK PAY BUTTON, ONLINE DRAGONPAY THEN, COMPLETE PURCHAS

Please read instructions carefully

## 10. SELECT PAYMENT OPTIONS AND CLICK "I AGREE"

Payment instructions will be sent to your registered email address in the IIEE portal



## 11. YOU MAY CLICK THE PAPER BUTTON TO DOWNLOAD YOUR COGS UNDER MEMBER REQUEST HISTORY

### Reminders:

1. COGS request is subject for Chapter's President approval before the payment button will enable within 48 hours.

2. For COGS request, once approved by the Chapter President and payment is verified after 24 hours, you may download the e-copy under member request history. Just click paper button.