



GENERAL INQUIRY

1. What is the link for the IIEE website?

Answer: <https://www.iiee.org.ph/>

2. How to access the IIEE portal?

Answer: You need to input your username (email address) and password by logging in to the IIEE portal through the website

3. What if I forgot my password?

Answer: You may click Forgot Password

Note: Email address should be parallel on what is encoded in our system. Otherwise, failure to log-in will be reflected.

4. What if I forgot my username or email address in the portal?

Answer: You may contact the Membership Department. Landline number, email addresses and mobile number can be found under Contact Us in the website

5. How do I apply for membership renewal and COGS?

Answer: You may request through the IIEE portal or visit IIEE National Office from Monday to Saturday at 8 AM to 5 PM except for Holidays and Sunday

Note: Your membership account should be updated first

6. What if my payment is still on pending status?

Answer: Payment validation is within 24 to 48 hours. If there is no changes after 48 hours, you may email the proof of successful payment transaction from Dragonpay or contact the Membership Department. Contact number is found under Contact Us in the website

7. What if I already paid my membership renewal and still my membership is not active/updated?

Answer: Payment validation is within 24 to 48 hours. You may contact the Membership Department. Landline number, email addresses and mobile number can be found under Contact Us in the website

8. Why can't I proceed with the payment for COGS?

Answer: COGS request needs the approval of the Chapter President (within 48 hours) before payment button is enabled. Please make sure to complete the PRC license details under Navigation (if accessing thru mobile), Diploma and PRC field. Please check the Memorandum Circular for COGS in the IIEE website under About Us for the requirements of issuance

9. How to download COGS?

Answer: You may go back to Member Request History and click the paper button to view and download your COGS

10. How to process for a change of chapter?

Answer: The request for change chapter needs attachment of ID as proof of your new residence or company address. Please use jpeg or pdf format for the attachment



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11. Is there a payment for the request for change of chapter?

Answer: None.

12. How to download Membership Certificate?

Answer: Click Navigation (if using mobile phone) then click Membership Certificate

13. How to access my CPD points?

Answer: Click CPD points in your account. If using mobile phone, you may click the three (3) horizontal line on the upper left in your screen and click CPD points. You may email the concern for CPD points from May 2021 up to present to IT Department head through email address: head_itandtechnical@iiee.org.ph for updating provided that the trainings/seminars/conferences/conventions is approved with CPD points

14. How to renew my PRC license?

Answer: You may visit the PRC website for the appointment <https://www.prc.gov.ph/>

15. What if I don't have CPD points, can I still renew my PRC license?

Answer: You can still renew your PRC license even without CPD points. You may use the Undertaking found on your account in PRC once you have an appointment. Just click existing transactions, download the form.