

Phase two: card request steps

- 1- Sign in to your account on the CDWS portal through the following link:
<http://members.cdws.travel/>
- 2- Enter the username (your registered email) and password for your account
- 3- Choose services from the list on the left panel then choose card request to request a new card
- 4- A data update page will appear with a set of questions. ([Sample](#))
- 5- If you want to update any data (personal photo / first aid certificate / educational certificate / work permit for foreigners), press (yes) to upload the document to be updated and press (Next). ([Sample](#))

Attention: Please note that the attached personal photo of the request/ renew card application must meet the below requirements in order to be accepted:

- A recent full-face photo (not older than 6 months) with the same specifications as a passport photo.
- Photo size 265 x 265 pixels.
- White background.
- Without sunglasses or a hat, as this photo will be printed on the card.
- Photos taken by mobile camera shall not be accepted.

- 6- The Card Request page will appear, Please click “yes” beside “would you like to update your current level certificate? “ and upload your training certificate renewal to proceed CDWS card renewal request.
- 7- In case you want to change your change work location, , please click “yes” beside “Would you like to change current working location?” following work location option will appear to choose the city where your facility is located and choose the member’s name from the drop-down menu then click submit. ([sample](#))
- 8- A message will appear that your card request submitted successfully to your technical manager and CDWS membership team and will notify you once approved.



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9- For the technical manager to approve the requests, he must sign in to his/her account and choose the name of the facility from the list on the left panel, then choose services, then Pro Requests to confirm or reject the requests.

Example 3

10- After the approval of your technical manager and CDWS membership team login to your account <http://members.cdws.travel/> and proceed the online payment (click [here](#) to review online payment requirements and steps)

11- The membership department will contact the technical manager or the legal representative of the facility to schedule an appointment to hand out all the cards that belong to the facility

Note: all the employees and staff members whether pros or others, should address the facility's legal representative in case of any inquiry or difficulty in the previous steps without approaching the CDWS for any individual services as all administrative services provided by the CDWS to the members -whether to issue a new card, letters or certificates – must be through the facility's legal representative or the appointed delegates only ([as per the attached form](#)). The CDWS shall not provide any of the below services to any staff or employee.



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