

## New Registration

### Phase three: Card request for first-time applicants

- 1- After passing the test successfully, sign-in to your account through the following link: <http://members.cdws.travel/>
- 2- New page for the card request instructions will appear, make sure to click the box of a new pro is checked then click submit  
[Example 1](#)
- 3- A message will appear that your card request submitted successful to your technical manager
- 4- 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 2](#)
- 5- The membership department will contact the technical manager or the legal representative of the facility to schedule an appointment to pay the fees and hand out all the cards that belong to the facility, the legal representative or the technical manager should provide the original copy of the graduation certificate, the police criminal record and the work permit to be able to receive the cards.

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



CDWSEgypt (+2) 012 23 25 0555

Website: [www.cdws.travel](http://www.cdws.travel) Email: [office@cdws.travel](mailto:office@cdws.travel) Fax: (+20) 693660418

#### CAIRO

8 El Sad El Aaly St, Dokki, 11312,  
Giza, Egypt

(+20) 233372164/74 (+20) 237483313

#### SOUTH SINAI BRANCH

2 Zoo Street, Hadaba, Sharm El Sheikh,  
46619 South Sinai, Egypt

(+20) 693666448/9 (+20) 1223250555

#### RED SEA BRANCH

Building no.216, apartment no.103,  
Al-kawthar Hurghada, Red Sea, Egypt

(+20) 065 3404980/1 (+20) 1277911288