

Activate the account, providing data for pre-registered Pros

Before you begin the process please make sure you have the following documents ready:

- A personal photo with the same specifications as a passport photo, a recent photo of a full face (not older than 6 months) with high quality 265 x 265 pixels with a white background without sunglasses and without a hat.
- Photos taken by mobile camera shall not be accepted.
- Copy of the national ID (front and back) or copy of the passport for foreigners
- Copy of a valid training card (front and back on the same document) or a digital card
- Copy of a valid first aid certificate
- Preferably use a desktop or a laptop for the registration

Phase one: pro accounts activation

1. Go to the following link: <http://members.cdws.travel/registration>
2. A question will appear on the screen (Is this your first time applying for a CDWS card?) please answer no to guide you to your registration as an already registered professional.
3. Enter your CDWS number.
4. Enter the first 6 digits of the national ID or first 6 digits of the passport for foreigners (right to left) In the activation code field, on the right side under the already registered option

Example 1

5. Enter the birth date
6. Enter your e-mail address and create a password for your account
7. Press on activate your account option and accept the CDWS card agreement

Example 2

8. You will receive a confirmation on the email address that you registered, please open it and choose the view page option



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9. When choosing the view page option, a page will open to edit your information, please ensure that all the information provided are accurate and in the correct fields and upload the following documents (each attachment in the correct field)

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- Copy of a valid training card (front and back on the same document) or a digital card
- Copy of a valid first aid certificate
- Copy of the work permit to be uploaded under work info ([click here to see a sample](#))
- Graduation certificate if available (not required in case of renewal) ensure all data are complete and accurate and press submit for review

Example 3

10. In case of obtaining a license, the request to join the facility will be dispatched to the technical manager once the data is complete and submitted.
11. The technical manager will be able to approve the request by login to his account, choose the name of the facility from the list on the left side, choose "Services" and choose "Pro Join Requests" to be able to confirm or reject the request. ([click here to see a sample](#))
12. The membership department will review all the provided data and attachments to ensure they are correct; in case something is missing the applicant will receive an email with the notes for what is missing and what to avoid
13. In case all data and attachments are provided correctly, the application will be accepted and the applicant will receive a confirmation letter that the account has been successfully activated



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