

## Guidelines for issuance of PEC Renewal Card

### STEP 1:

The email ID used for renewal must belong to the applicant. The email address must be functional, as all correspondence will be made through this.

Scanned documents required for applying:

1. Photograph with blue or white background
2. Computerized National Identity Card (CNIC)
3. Signature
4. Fee receipt (If lifetime subscription not paid)

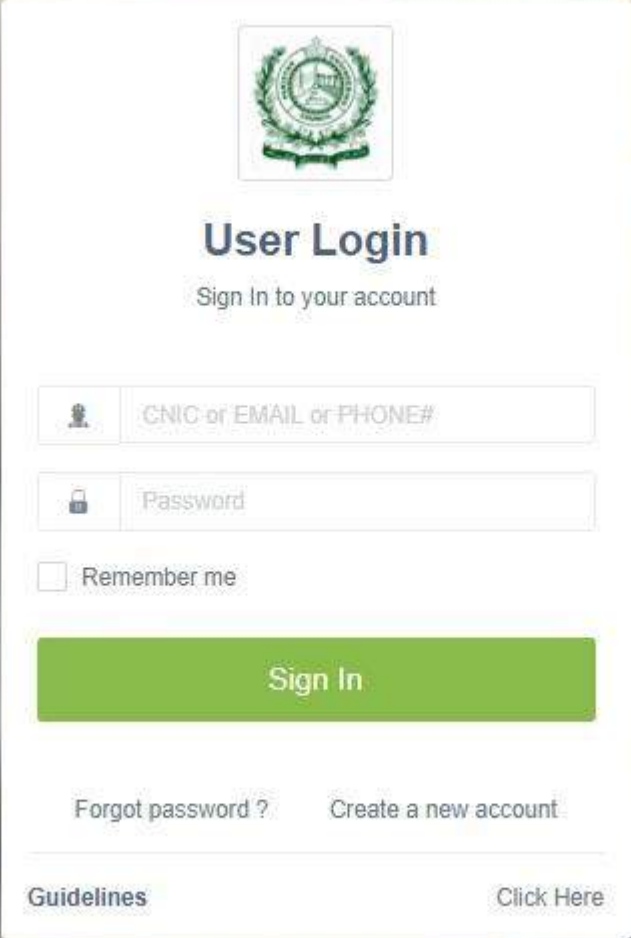
1. Go to <https://portal.pec.org.pk>



## STEP 2:

### Sign in

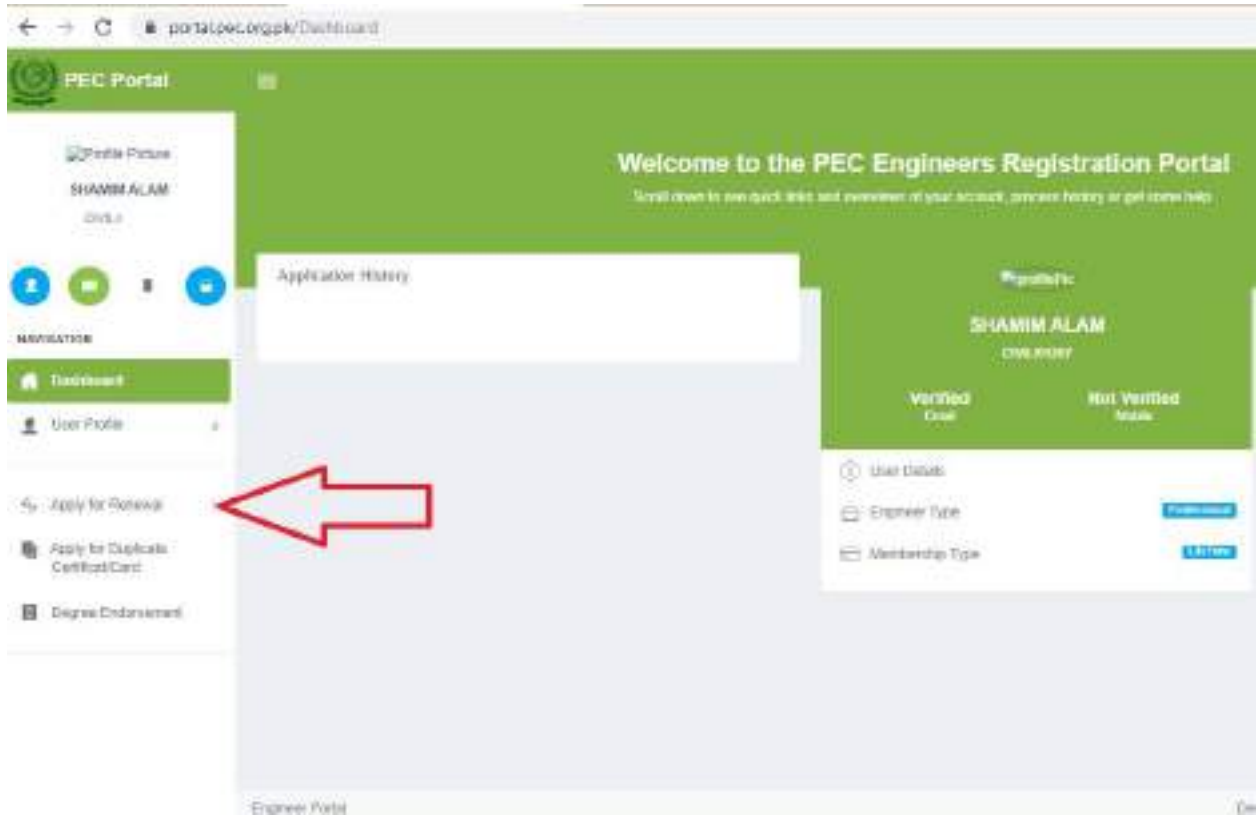
5. Write CNIC or Email address and password.
6. If forgotten password please click on “Forgot password”.



The image shows a 'User Login' form for the Pakistan Engineering Council. At the top is the council's logo, a circular emblem with a gear and a book. Below the logo, the title 'User Login' is displayed in a large, bold, blue font, followed by the subtitle 'Sign In to your account' in a smaller, grey font. The form contains two input fields: the first is labeled 'CNIC or EMAIL or PHONE#' and the second is labeled 'Password'. Below these fields is a checkbox labeled 'Remember me'. A large green button with the text 'Sign In' is positioned below the checkbox. At the bottom of the form, there are two links: 'Forgot password ?' and 'Create a new account'. At the very bottom, there is a link labeled 'Guidelines' and a button labeled 'Click Here'.

### STEP 3:

Click on apply for renewal.



## STEP 4:

### Upload Scanned documents (150kb – 1Mb)

7. Picture in blue background.
8. Copy of Computerized National Identity Card (CNIC) both side in one image or Passport.
9. Scanned Signature.
10. Fee receipt (Engineers who has paid Life time subscription fee do not require any receipt fee).
11. Write your complete postal address.
12. Select your nearest PEC office and click on Apply button.
13. Scanned copies of documents should not exceed 1.Mb per file.

The screenshot shows the PEC Portal website interface. The main heading is 'Life Time Renewal / Membership / Upgrade'. Below this, there is a 'Select Office' dropdown menu. The 'Postal Address' field is highlighted with a red box and contains the text 'Write your postal address'. To the right of the form, there are three 'Drop Files to Upload' boxes for 'Profile Pic', 'CNIC Pic', and 'Signature Pic'. The left sidebar contains navigation links: 'Home', 'About Us', 'Contact Us', 'Apply for Renewal', 'Apply for Duplicate Certificate', and 'Online Enrollment'.