



الهيئة العامة للغات والمترجمة  
Social Insurance Organization

# E-SERVICES GUIDE FOR LOG IN

## 2024

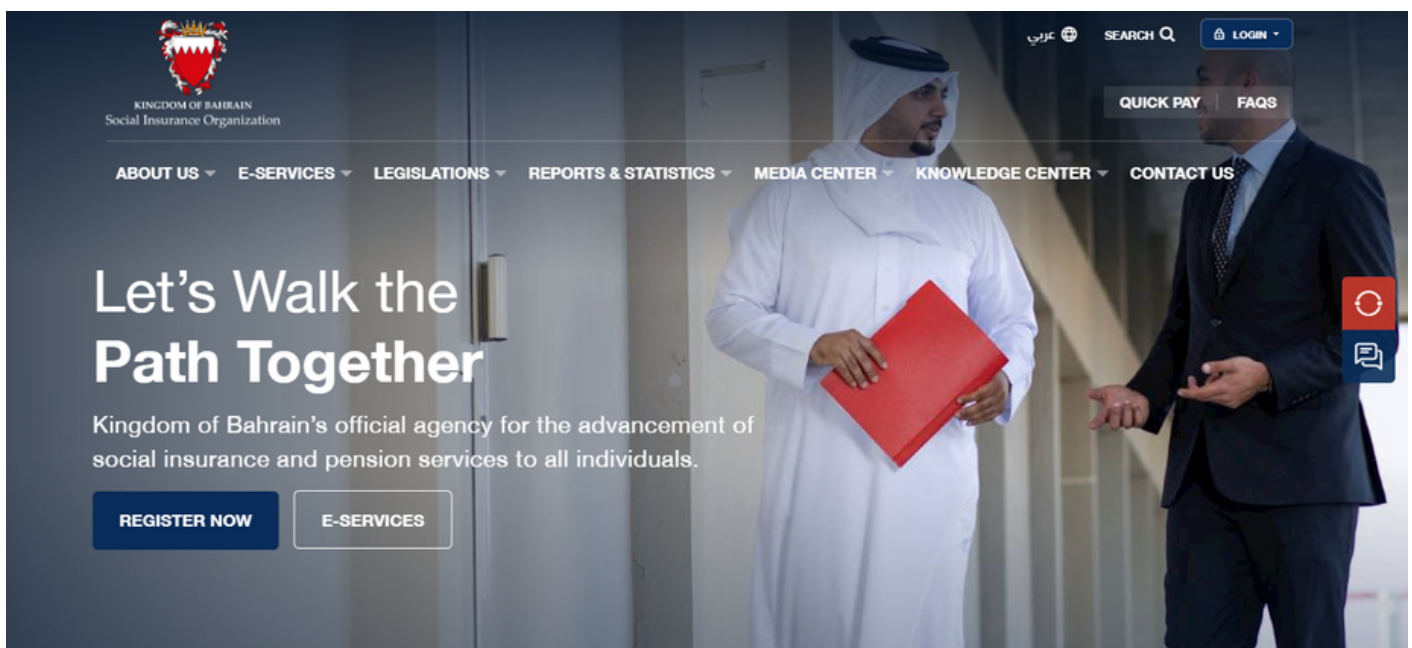




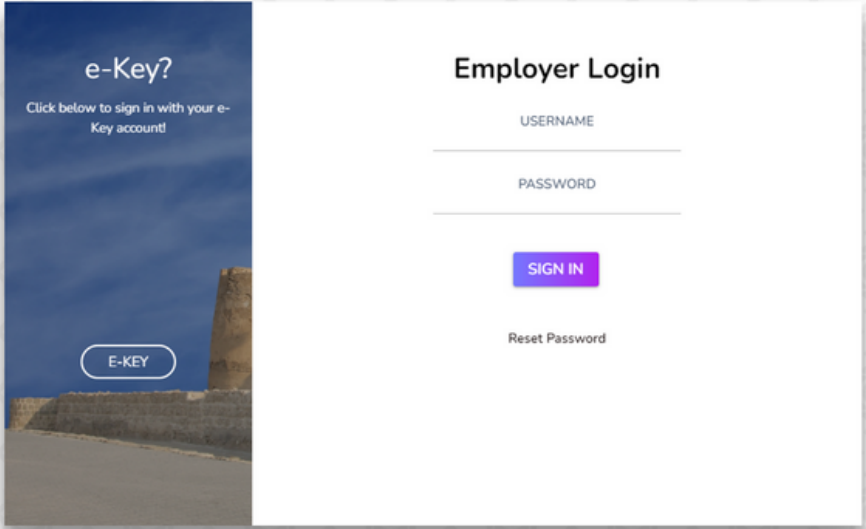
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- Login for the first time In Social Insurance Organization eServices.
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## 1st: Login for the first time In Social Insurance Organization eServices



Step (1) Go to SIO website [www.sio.gov.bh](http://www.sio.gov.bh) and click on “e-services”.

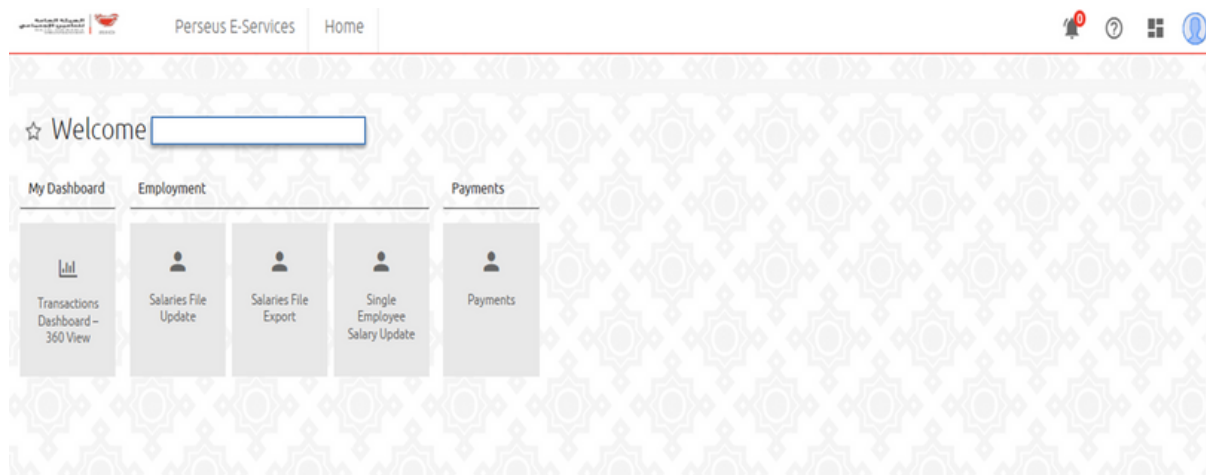


The image shows the Employer Login page. On the left, there is a vertical banner with a blue sky and a stone wall. It contains the text "e-Key?" and "Click below to sign in with your e-Key account!". At the bottom of the banner is a button labeled "E-KEY". On the right, the main content area is titled "Employer Login". It has two input fields: "USERNAME" and "PASSWORD". Below these fields is a purple "SIGN IN" button. At the bottom of the login area is a link that says "Reset Password".

Step (2) This is the login homepage where you can enter your username, which corresponds to your "employer number," and password.

Please ensure that your Employer Number is corrected by adding "1" to it. For example, if your current employer number is "9999", kindly adjust it to "19999" accordingly.

If this is your first time accessing the system, click on the "reset password" option and proceed to step (4).



Step (3) Upon successful authentication, users will be directed to the home page of the new system, serving as the primary interface for accessing its features and functionalities.

> En > Ar

### Password Recovery


1 Enter Captcha


2 Enter Username

3 Enter OTP

4 Credentials

This reCAPTCHA is for testing purposes only. Please report to the web admin if you are seeing this.

 I'm not a robot

 reCAPTCHA  
Privacy - Terms

Next Step ✓

Step (4) After clicking on "reset password," you will be directed to this page. Please click on "I'm not a Robot" and then proceed by clicking on "Next Step".

> En > Ar

### Password Recovery

1 Enter Captcha

2 Enter Username

3 Enter OTP

4 Credentials

**Details**

Username:

Next Step >

Step (5) Enter your Employer Number (including the Branch number) as your username, and then click on "Next Step".

> En > Ar

### Password Recovery

1 Enter Captcha

2 Enter Username

3 Enter OTP

4 Credentials

**Enter OTP**

One Time Password:

[Send new OTP >](#)

Next Step >

Step (6) Now, retrieve the One-Time Password (OTP) that has been sent to your registered email address and enter it in the designated field. Once you have successfully entered the OTP, you will proceed to the final step, which involves setting your new password.

**Thank you for your cooperation**  
**Best luck**