ONLINE STEP BY STEP MANUAL

INCLUDES

Exam Application
Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission.

Initial Registration
Online Registration of new passersuccessful examinees for the issuance of their licenses.

Renewal of License
Online renewal of Professional Identification Cards of Registered Professionals.
WITH NO ACCOUNT

Requirements:
- Your e-mail address (with password)
- Your mobile number (ex. 09271234567)
- Personal data (including date of graduation)
- ID photo in .jpg format saved on your computer, phone or tablet. (You can request for an e-file if you have your ID photo taken at a photo studio.)
- Valid ID Card

1. Read the terms of service
2. Click the button

WITH ACCOUNT

3. Click the tab then skip to Page 3
REGISTRATION OF ACCOUNT

1. Input First Name
2. Input Middle Name
3. Input Last Name
4. Input Suffix (leave blank if none)
5. Select Gender
6. Input Civil Status
7. Input Birth date
8. Input E-mail address
9. Input desired password
   (Password must be at least 6 characters and composed of letters, numbers and special characters)
SIGNING IN

1. Input Username (e-mail address)
2. Input Password
3. Click to login

A. For Initial Registration skip to Page 8
B. For Renewal skip to Page 9
C. For Certification skip to Page 10
D. For Duplicate skip to Page 12
FILLING OUT PERSONAL INFORMATION

1. Select Citizenship
2. Select Birthplace
3. Select answer to prompt
4. Input address
5. Select Town/City, Province
6. Input Mobile number
7. Input Telephone number
8. Input Alternate E-mail address (If there is any)

A. Input Father’s full name
B. Select Father’s Citizenship
C. Input Mother’s full name
D. Select Mother’s Citizenship
FILLING OUT PERSONAL INFORMATION (CONT.)

1. Select School attended
2. Select Course taken
3. Input Date of Graduation
4. Answer the prompt (Then input the necessary info)
5. Input Valid ID number
6. Input place where ID was issued
7. Input Issuance date of ID
8. Answer the prompt
9. Select option concerning notifications

A. Click to save information (Click the next button to confirm saving of information)
B. Click on the box if transaction is for Renewal of PRC ID
1. Click the button to proceed
2. Read the photo requirements
3. Read the guidelines
4. Click to upload photo
5. Click to choose photo to upload
6. Click to zoom in or out the photo
7. Click to confirm uploading of photo

UPLOADING OF PHOTO

PHOTO REQUIREMENTS. PLEASE READ!
To avoid delay or disapproval, please follow the following

1. The photo must be 2x2 in size in plain white background.
2. The photos must be taken no more than 6 months prior to uploading.
3. The applicant must wear decent attire with collar.

Below are sample of acceptable photo,

UNACCEPTABLE PHOTO WILL BE REJECTED

NOTE: Application will NOT be processed if
1. Photo does not resemble applicant.
2. Applicant wears eyeglasses.
3. Background is not plain white.
4. Photo has shadows.
5. Ears are covered.

To avoid delay, please follow the guidelines above.
SELECTING TRANSACTION FOR APPLICATION OF EXAM

1. Click to select transaction
2. Select Examination Tab
3. Select Name of Examination
4. Select Examination Type
5. Select Date of Examination
6. Select Place of Examination
7. Click to confirm selection
SELECTING TRANSACTION FOR INITIAL REGISTRATION

1. Click to select transaction
2. Select Initial Registration Tab
3. Select Profession
4. Input Application Number
5. Click to confirm selection
SELECTING TRANSACTION FOR RENEWAL OF LICENSE

1. Click to select transaction
2. Select Renewal Tab
3. Select Profession
4. Input License Number
5. Click to confirm selection
1. Click to select transaction
2. Select Certifications Tab
3. Select Certificate
4. Select Profession
5. Input Application Number
6. Input quantity
7. Click to confirm selection
1. Click to select transaction
2. Select Certifications Tab
3. Select Certificate
4. Select Profession
5. Click this button (Click here if you forgot your Application Number)
6. Input Exam Date
7. Input quantity
8. Click to confirm selection
SELECTING TRANSACTION FOR DUPLICATE

1. Click to select transaction
2. Select Duplicate Tab
3. Select Profession
4. Input License Number
5. Click to confirm selection
SETTING APPOINTMENT AND SELECTING PAYMENT OPTION

1. Select Preferred PRC Regional Office
2. Click to Proceed
3. Select payment option

Note: If you select PRC-Cashier then you have to pay at the selected appointment place.

SELECTING A NEW APPOINTMENT DATE

A. Click
B. Select new appointment date
C. Input reason for selecting new appointment date
D. Click to confirm new appointment or cancel selection
SETTING APPOINTMENT, SELECTING PAYMENT OPTION AND SHIPPING DETAILS

If for shipping:
1. Select Yes
2. Click the Next button
3. Input the shipping details
4. Click the Next button
5. Select payment option
6. Click the Next button
7. Click the button
8. Click the Yes button

If for pick-up:
A. Select No
B. Select Preferred PRC Regional Office
C. Click the Next button
D. Select payment option
CONFIRM PAYMENT FOR SHIPPING

1. Click the Shipping button
2. Click the button
3. Click the check box
4. Click the button to confirm payment
5. Follow the step by step guide in the website of wexpress
CLICK YOUR PREFERRED PAYMENT OPTION
TRANSACTION SUMMARY
(Click SUBMIT button to save transaction and proceed in getting your reference no)

Payment Channel:
LANDBANK

Transaction:
EXAM APPLICATION (LOCAL)

Branch:
CENTRAL OFFICE

Appointment Date:
JUNE 13, 2018 - 08:00 AM TO 09:00 AM

Amount to be paid:
900.00

SUBMIT
CLOSE

Process Transaction
1. Click to proceed
2. Select Payment Option
3. Click to submit selection
4. Click to agree to Terms and Conditions
5. Input account number
6. Input PIN number
7. Click to submit
8. Click to confirm

NOTE: The client should have a LANDBANK iAccess account.

Click HERE to view printing of document
1. Click to proceed
2. Write down your reference number, take a picture or print the page containing your reference number
3. Pay thru the PRC Cashier at your selected appointment place

Click [HERE](#) to view printing of document
1. Click to proceed
2. Write down your reference number, take a picture or print the page containing your reference number
3. Pay at your preferred UCPB Branch

Click HERE to view printing of document
1. Click to proceed
2. Input your mobile number or email address
3. Input your password
4. Click to login
5. Pay using your PayMaya wallet

Click HERE to view printing of document
1. Click to proceed
2. Input your card details
3. Click the
   Pay now
   button to proceed

Click HERE to view printing of document
1. Click to see Existing Transactions
2. Click to see Payment Details
3. Click to Print document
4. Click to start printing

(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

END OF TRANSACTION FOR APPLICATION OF EXAM

For technical concerns, please email at prc.helpdesk2@gmail.com

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000

Click HERE for the List of Requirements.