



## Guide for APPLICANTS

Prior to application online, the applicants are required to **Register** and **Confirm** their accounts at the LGU's e-BPLS.

To do this online:

1. type the URL: <https://prod9.ebpls.com/elnidopalawan/index.php/login>

### USER ACCOUNT REGISTRATION

#### a. Register Account

1. From the eBPLS Login Page, click **Register Now**

The screenshot shows the eBPLS Login Page. On the left, there is a link "Don't have an account?" with a green "Register Now" button below it. Below that is a link "Forgot your account?" with an orange "Click here" button. On the right, there are two input fields: "Username" and "Password", each with a corresponding icon (a person and a lock). Below these fields is a blue "Login" button.

2. You will be redirected to the RegisterAccountform, which is divided into three sections: **Registrant Profile, Account Details, and Terms and Conditions**. Provide all the required information.

#### Steps in Registration of New Account User:

##### I. Registrant Profile

1. Input First Name, Middle Name, Last Name (e.g. Jr., III)
2. For the location of the applicant, select Region, Province, and City/Municipality from the drop down list.
3. Then select Civil status
4. Select Gender

This information was asked and will be automatically populated in the applicant data during the application process if account registration is successful.

**CONTACT US:**

TEL NO.: (048) 553 2456

FACEBOOK PAGE: <https://www.facebook.com/bpldelnido>



**Note:** Asterisk symbol "\*" indicates that the field is required. Registration would not be successful if all the required information is not provided.

 Register Account

Registrant Profile

<p><b>Firstname *</b></p> <input style="width: 90%;" type="text" value="Firstname"/>	<p><b>Region *</b></p> <input style="width: 90%;" type="text" value="Select Region"/>
<p><b>Middlename</b></p> <input style="width: 90%;" type="text" value="Middlename"/>	<p><b>Province *</b></p> <input style="width: 90%;" type="text"/>
<p><b>Lastname *</b></p> <input style="width: 90%;" type="text" value="Lastname"/>	<p><b>City/Municipality *</b></p> <input style="width: 90%;" type="text"/>
<p><b>Extension Name</b></p> <input style="width: 90%;" type="text" value="e.g. Jr, III"/>	<p><b>Civil Status *</b></p> <input style="width: 90%;" type="text" value="Single"/>
	<p><b>Sex *</b></p> <p><input checked="" type="radio"/> Male</p> <p><input type="radio"/> Female</p>

## II. Account Details

1. Type in your desired Username and password.
2. Retype the password to verify.
3. Then provide the Email Address. Make sure this is working since an account confirmation will be send to the email provided to active the user's account at the LGUs e-BPLS
4. Select the security question from the dropdown list and provide security answer.

Remember this and jot down as this will be used during account recovery should the username or password is forgotten.

**CONTACT US:**

**TEL NO.:** (048) 553 2456

**FACEBOOK PAGE:** <https://www.facebook.com/bpldelnido>



Account Details

**Username \***

Username

**Password \***

Password

**Verify Password \***

Verify Password

**Email Address \***

Email Address

**Security Questions \***


Select Security Question ▼

**Answer \***

Answer

**Verify Code \***

Verify Code

 [Get a new code](#)

5. Provide the code as reflected on the screen. If you cannot be read, click the [Get a new code](#) instead to refresh the displayed code.

Terms and Conditions

**Registration**

1. The information provided is verified as true and correct.
2. Registrant should validate their account by clicking the verification link sent to the supplied email address.
3. Registrant should not create multiple false accounts.
4. Registrant should keep their account credentials and will not share to anyone.

**Disclaimer**

1. In accordance to R.A. 10173 or Data Privacy Act, all submitted information will be treated with utmost confidentiality and will not be subjected to public disclosure.

I Accept the Terms and Conditions

6. Carefully read the Terms and Conditions and tick the **"I Accept the Terms and Conditions"** box.

**CONTACT US:**

**TEL NO.:** (048) 553 2456

**FACEBOOK PAGE:** <https://www.facebook.com/bpldelnido>



7. Click the **Register** button to proceed or the **Cancel** button to cancel registration.

### b. Confirm Registration

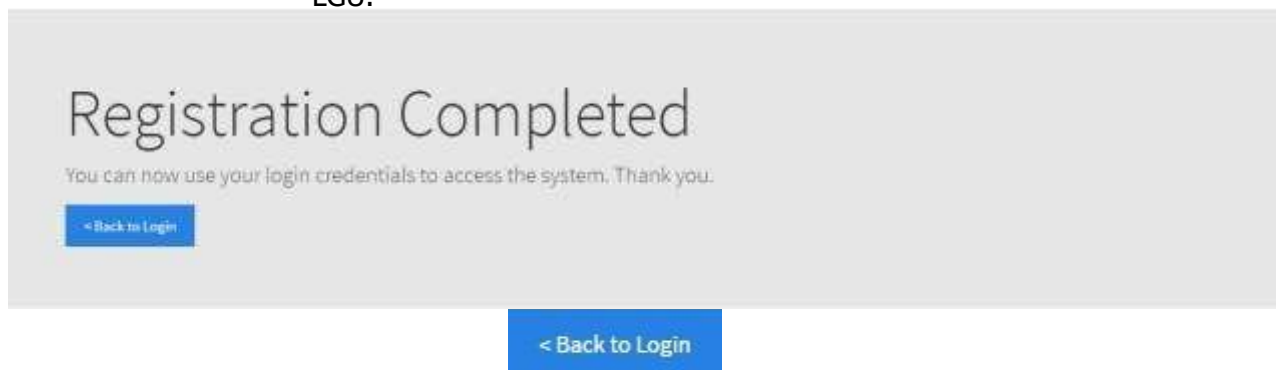
8. The applicant will be redirected to **Confirm Registration** page and a confirmation link will be sent to the email address provided.



9. Log to your email and locate the confirmation message sent by LGU. Once found, click, **Click Here** link to verify the account.



10. After clicking the validation link, a message will be displayed confirming the successful activation of the user account at the LGU.



11. Click **Back to Login** to proceed to the e-BPLS home page to start the application process.

**CONTACT US:**

**TEL NO.:** (048) 716 2894

**FACEBOOK PAGE:** <https://www.facebook.com/bpldelnido>



## DURING ONLINE APPLICATION:

- Asterisk symbol “\*” indicates that the field is required. Application would not be successful if all the required information is not provided.
- Provide the required information for the three (3) tabs: taxpayer’s information, business information, and business activity/requirements.
- In entering Line(s) of Business(es), refer to the BIR Certificate of Registration and input the same line business stated in the said certificate. The BPLO of the LGU would still verify this information and would adjust as necessary.
- Prepare the scanned copies of the documentary requirements as this will be uploaded or submitted to the LGU online. **Image/pdf files are accepted.** \*If the .jpeg file cannot be uploaded, convert it to .pdf file. Original copies may still be required by the LGU when the Mayor’s permit is claimed or during payment.
- If not able to finish in filing the online application, click “**Save as Draft**” and logout of the system. Return later to finish application.
- In logging to the online e-BPLS of the LGU, the applicant may:
  - ✓ Monitor the status of application.
  - ✓ View your tax order of payment.
  - ✓ View your historical data.
  - ✓ Pay online.

## REMINDER

- ✓ Take note of the username and password provided as these would be the access credentials in transacting with the online services of the LGU for application for new and renewal of business permits.
- ✓ Check email from time to time as the tax order of payment, reminders, and notices would be send here.
- ✓ Please check your spam messages.

**CONTACT US:**

**TEL NO.: (048) 716 2894**

**FACEBOOK PAGE: <https://www.facebook.com/bpldelnido>**