ACTOR/USER: COMPANY REPRESENTATIVE

STEP 4.0 Application for Payment of Annual Fees

Process 1: Create Payment of Annual Fees Application

a. Click "Annual Payment Application" image/link
   Company Representative will be directed to the Terms and Conditions

b. Click "Accept" button

c. Company Representative will be directed to "Application for Annual Payment of Fees" page with the following information:

   1. Company Details with Reference Number, Company Name, Date Submitted, Date Created, Application Status, Remarks

   2. Select Data for Renewal tab
      - List – Institution License
      - For Renewal - Institution License
      - List – Professional
      - For Renewal – Professional
      - List Branch
      - For Renewal – Branch

   3. Verify Professionals for Renewal tab

   4. Requirements tab

By default, the "Select Data for Renewal" tab is selected

d. On "List – Institution License" select the license and click [›] icon to move the selected list or click [☰)] icon to move all in the list to "For Renewal License – Institution license".

e. On "List – Professional" select the professional and click [›] icon to move the selected list or click [☰)] icon to move all in the list to "For Renewal -

Professional".

f. On "List – Branch select the branch and click [›] icon to move the selected list or click [≡)] icon to move all in the list to "For Renewal - Branch".

g. Click "Update Renewal List" button.
A confirmation page will display.

h. Click "Yes" button.
This system will automatically direct you to the "Verify Professional for Renewal" tab

i. On "Verify Professionals for Renewal" tab, it lists separately the following information selected for renewal application.
1. Institution License Renewal List
2. Professional Renewal List
3.   Branch Renewal List

Each list/grid has "Update Data" and "Delete" icon link except for the Institution that has only "Delete" link.

The Update Data link may be click, which allows you to update information prior to submission of application of renewal.

The "Delete" link, may be which allows you to remove the item for renewal.

j. Click "Next" button or "Requirements" tab to upload requirements

Listed in the grid are the two (2) requirements with the following header information:
No., Requirement, Remarks, Required, Uploaded, View Attachment, Remove Attachment.

Please take note of the "Required" column. If requirement has a "Yes" value, this means requirement is required to submit. Initially the "Uploaded" column has X image, meaning there is no document uploaded yet. The system only accepts document in .pdf format. Uploading of requirements is done one at a time.

k. Click "Requirement Type" dropdown and select the form name

l. Click "Browse" button to locate the file
Once selected, the filename of the file is displayed beside the "Browse" button

m. Click "Upload File" button

"Uploaded" column will change from X to ✅ icon after file has successfully uploaded 💾 🗑 ith button beside it, functions of these button is to Preview or Delete the uploaded file. The same process has to be done in uploading other documents.

n. Click "Submit Application" button.
A confirmation will display.

n. Click "Yes" button to submit Annual Payment of Fees application
The system will redirect you to "My Application" page. The "Open" button may be clicked to open and view details of application.