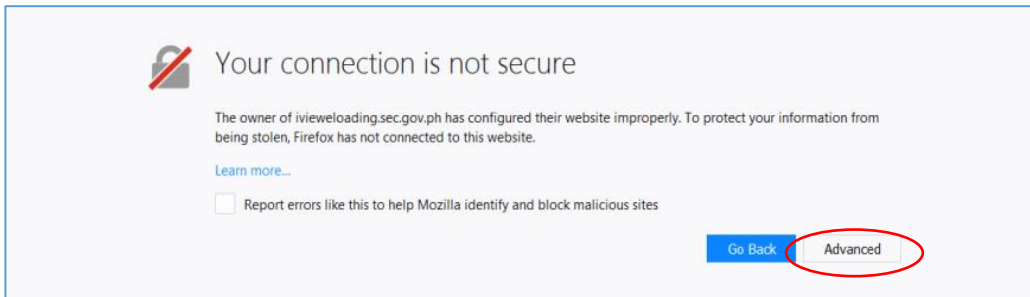**SEC i-View eLoading System**
https://ivieweloading.sec.gov.ph
USER GUIDE

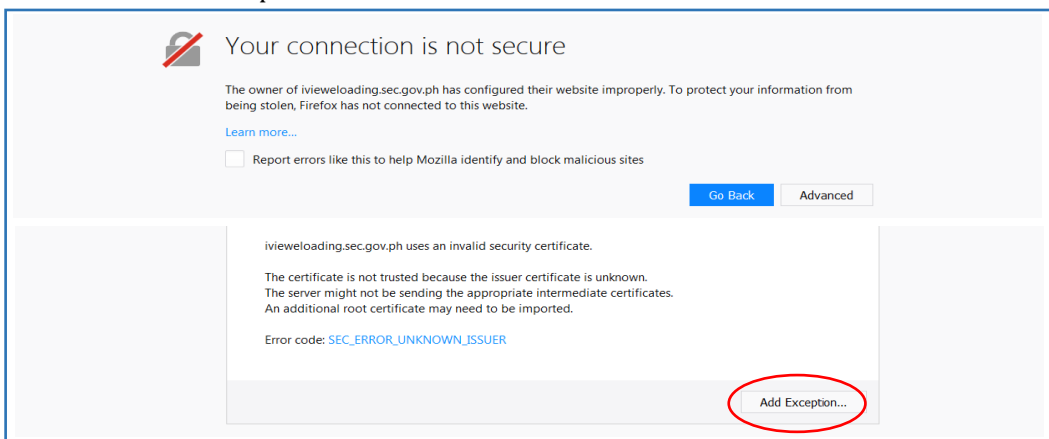## HOW TO ACCESS THE SYSTEM?

- Open internet browser preferably Mozilla Firefox or Google Chrome (Latest Version)
- Enter in the address bar https://ivieweloading.sec.gov.ph
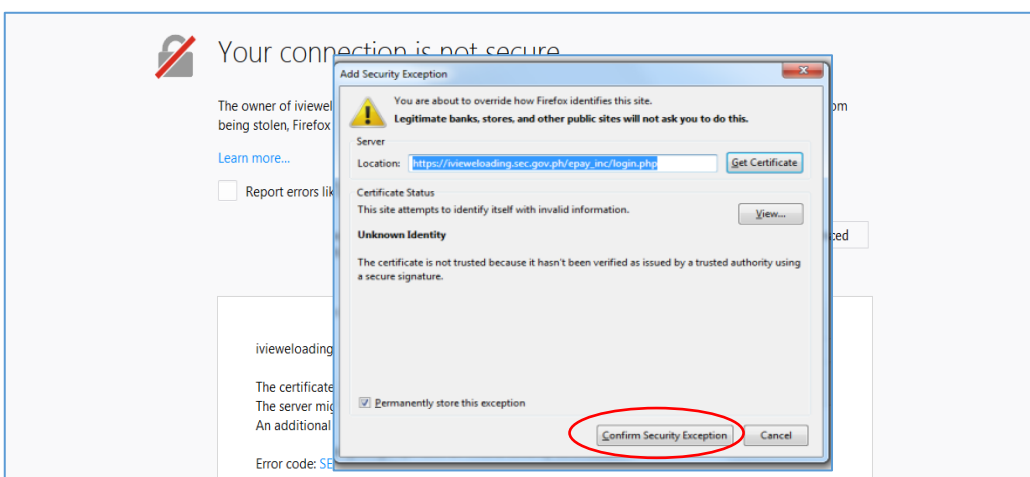
If the screen below shows up, click on the "Advanced" button

Then click "Add Exception"

Finally, click "Confirm Security" button

- For secured connection, download and install the **Certificate Chain of Trust.**

SEC i-View eLoading System
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USER GUIDE

HOW TO USE THE SYSTEM?

A. USER's ACCOUNT

Does the client need to create an account to use the SEC i-View eLoading System?

- For Clients **with existing SEC i-View account NEED NOT REGISTER**.
  The same username and password registered thru SEC i-View can be used to log in to the SEC i-View eLoading System to load prepaid account or SEC i-View to view and/or print documents of companies.

- For those who **DO NOT HAVE an account with SEC i-View**.

  A **ONE-TIME REGISTRATION** is required. To register, do the following:

  a. Click the Create Account Link
  b. Provide necessary data in the **Account Information** page, then click Next button.
  c. Provide necessary data in the **Personal Information** page, then click Save button
  d. Activate account by clicking the **Activation Link** sent to your e-mail account. Activation link may be sent to the inbox or spam section of your email.
     NOTE: The username and password you created during the registration will also be your username and password in the SEC i-View

B. SIGNING-IN

1. Enter Username
2. Enter Password
3. Enter Security Code
4. Click "Sign In" button

C. eLOADING

Once successfully logged in, you will be directed to "Load Account" Page

1. Enter the desired amount to load
2. Click "Add Load" button.

   Note: After clicking the "Add Load" button, the system will display the following information in the "Load Details" grid: # (Record No), Username, Amount, X button, Total Amount

   (The X button may be clicked to remove/change the amount to load.)

3. Click "Pay" button. (The "Confirm Payment" screen will be displayed)
4. Click "Connect to Landbank" button. (After clicking the "Connect to Landbank" button, you will be directed to Landbank ePayment Portal page).
5. Choose payment option: either Landbank, BancNet or G-Cash in the drop down list
6. Click the "Submit" button

D. PAYMENT OPTIONS

Landbank as Payment Option

Transaction Details and Payment Summary will be displayed.
   a. Click the checkbox that you agree with the Terms and Conditions
   b. Enter your ATM Account Number
   c. Enter your PIN by selecting the PIN PAD using the mouse
   d. Click "Submit" button
   e. Click "OK" button

G-Cash as Payment Option

* After clicking the "Submit" button, Transaction Details and Payment Summary will be displayed.
   a. Click the checkbox that you agree with the Terms and Conditions
   b. Enter your 11 – DIGIT Mobile Number
   c. Click "Submit" button
   d. Respond to PIN Challenge thru SMS
   e. Click "OK" button

BancNet as Payment Option

Transaction Details and Payment Summary will be displayed.
   a. Click the checkbox that you agree with the Terms and Conditions
   b. Click "Submit" button
   c. Click "Continue" button when "Security Warning" screen appears
   d. Select you bank
   e. Enter your Card Number
   f. Click "OK" button
   g. Enter your PIN by selecting the PIN PAD using the mouse
   h. Click "Submit" button
   i. Click "OK" button

Note: The system is available 7 days a week from Monday to Sundays, 12:00 am to 10:00 pm except Friday, which is from 12:00 am to 6:00 pm only.