

Laboratories

Client Account

- Step 1 – Laboratory Registration / Update Basic Information
 1. Click on “New Laboratory Registration”
 2. System will automatically display Registration No. and Cooperative Name. Field will be auto populated based on Cooperative Information.
 3. Enter “Proposed Name of Laboratory”
 4. Input “House/Lot & Blk No.” and “Street Name” (*not required fields*)
 5. Tick “I have read and agreed to our Terms and Conditions”
 6. Click on “Submit” button

- Step 2 – List of Members/Cooperators
 1. Click the “View” button
 2. Click “View” button in Step 2. To add Members/Cooperators > Click on “Add Members/Cooperators” button
 3. System requires to have at least 15 members before you may proceed on next step.
 4. Input First, Middle and Last Name. (*Middle and Last Name are not required*)
 5. Age must be greater than 6 and less than 18 years old.
 6. Select Gender
 7. Select “Educational Background”
 8. House/Lot & Blk No. and Street name are not required to be filled in.
 9. Click on Submit button

- Step 3 – Finalized and review all the information you provide. After reviewing your application, click proceed for evaluation of your application.
 1. Click on “View” button beside the “Submit” button
 2. User are required to upload “Manual of Operation” and “Board of Resolution” before user may submit the application for validation.
 3. Once completed you may now click the “Submit” button in Step 3 > Confirm Submission
 4. Once submission is confirmed, application will now go to Senior for validation.

- Step 4 - Wait for an e-mail notification list of documents for submission.
 1. Client will need to Print the requirements that is noted on the email received and will submit the documents to CDS Office
 2. **Once all required submitted document passed:**
 3. On Step 5 click on “Payment” button > Click Pay at CDA
 4. Print the Order of Payment and present to concerned CDA Officer
 5. **Wait for your Certificate to be Printed**