

PhilHealth Registration guide: (Online & Offline Procedure)

1. Online Registration:

- Access the PhilHealth Website: Go to the official PhilHealth website.
- Navigate to Online Services: Look for the "Online Services" tab or section.
- Go to Member Portal: Click on "Member Portal" and then "Register/Login".
- Create an Account: Click on "Create Account" in the lower right corner.
- Fill Out the Registration Form: Provide the required information, including your PhilHealth Identification Number (PIN), last name, first name, date of birth, email address, mobile number, and create a password.
- Password Requirements: Ensure your password meets the following criteria: 8-32 characters, at least one number, one uppercase letter, one lowercase letter, and one special character.
- Pass the Captcha: Complete the CAPTCHA verification.
- Click "Create Account": Submit your registration form.
- Activate Your Account: Check your email for an activation link and click it to activate your account.
- Log In: Use your PhilHealth Identification Number (PIN) and password to log in.

2. Offline Registration (at a PhilHealth Office):

- Visit a PhilHealth Office or PhilHealth Express Outlet: Go to the nearest PhilHealth office or PhilHealth Express outlet.
- Complete the PhilHealth Member Registration Form (PMRF): Obtain and fill out the PMRF.
- Submit the Form: Submit the completed PMRF along with the required documents.
- Await Member Data Record (MDR) and PhilHealth ID Card: Wait for your Member Data Record (MDR) and PhilHealth ID card to be issued.
- Pay Premium Contributions: Pay the necessary premium contributions using your PhilHealth ID number.

*** Required Documents:***

- PhilHealth Member Registration Form (PMRF)
- Valid ID (e.g., Passport, Driver's License, SSS ID, TIN)
- PSA-issued Birth Certificate
- Two copies of 1x1 ID pictures
- Employer's Report (ER2) - for employed members
- Proof of Income (e.g., Income Tax Return) - for self-employed members
- Proof of Overseas Employment (e.g., Overseas Employment Certificate) - for OFWs
- Retirement Certificate - for retirees
- Proof of dependency (e.g., PSA-issued birth certificate of dependents) - for those with dependents

SSS Registration guide: (Online & Offline Procedure)

1. Online Application:

- Visit the SSS Website: Go to the official SSS website (www.sss.gov.ph).
- Apply for an SS Number Online: Look for the "Apply for an SS Number Online" option and click on it.
- Create a My.SSS Account: If you don't have one, create a My.SSS account.
- Fill out the Online Form: Complete the online form with your personal details, including your basic information and beneficiaries' information.
- Submit the Application: Click "Submit" after reviewing your information.
- Generate SS Number: You will receive a link in your email to continue with your application and generate your SS number.
- Print the ePersonal Record Form and SS Number Slip: You will have the option to print these documents after generating your SS number.

2. In-Person Application:

- Prepare Required Documents: Gather the necessary documents, including:
 - *SSS Form E-1 (Personal Record)
 - *Original/certified true copy and photocopy of any of the following: baptismal certificate, birth certificate, driver's license, passport, Professional Regulation Commission (PRC) ID, or any other valid ID.
- Visit an SSS Branch: Go to the nearest SSS branch.
- Submit the Application: Submit the completed application form along with the required documents to an SSS representative.
- Register Biometrics: You may need to register your biometrics at the SSS branch.
- Get Your UMID Card: Once your application is processed, you will receive your UMID card.

Important Notes:

1. SSS Form E-1: You can download the SSS Form E-1 (Personal Record) from the SSS website.
2. My.SSS Account: You can also use the My.SSS portal to access your SSS information, track your contributions, and apply for benefits.
3. SSS Mobile App: Download the MySSS Mobile App for convenient access to SSS services.
4. Voluntary Member: If you are a voluntary member, you can generate a Payment Reference Number (PRN) through SSS online facilities like My.SSS and the SSS Mobile App, choosing "Voluntary Member" as the membership type.

Police Clearance Registration guide:

1.Registration:

- Visit the official website of PNP Clearance.
- Click “Register” for first-time applicants.
- pnp clearance
- Fill out the registration form with your details including a valid email address.
- pnp registration form
- Agree to the terms and conditions and click “Register”.
- You’ll receive a confirmation email. Click the link in the email to activate your account.

2.Application and Appointment:

- Log in to your NPCPS account.
- Click “Clearance Application”.
- Choose your preferred police station for obtaining the clearance.
- Select a date and time based on availability.
- Proceed to the payment options, which is currently through the Land Bank of the Philippines.
- Upon successful payment, a reference number will be generated. Take note of this number.

3.Photo and Fingerprint Capture:

- Visit your chosen police station on your scheduled appointment.
- Bring a valid ID and the reference number you received online.
- They will take your photo and fingerprints at the station.

4.Clearance Release:

- After processing, you can get your PNP clearance at the chosen police station.

***The requirements for registering for a PNP clearance online in the Philippines typically include:**

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- Valid IDs: You’ll need at least two (2) original and government-issued IDs for verification purposes when claiming your clearance. Some commonly accepted IDs include:
- Passport
- Phil ID (national ID)
- Driver’s license
- Voter’s ID
- SSS/GSIS/UMID
- PRC ID (Professional Regulation Commission)
- Alien Certificate of Registration (for foreigners)

PNP Clearance Payment

- PNP clearances in the Philippines can only be paid for online. You have to pay typically around ₱160 (₱150 for clearance and ₱10 transaction fee).

PNP Timeframes

- PNP clearances in the Philippines generally have quite fast processing times, especially if you apply online.

Online Application: If you register and pay for your PNP clearance online, processing typically takes just a few days, often within 24 to 48 hours.

NOTES

1. For **FIRST TIME JOB SEEKER** applicants (RA 11261), secure a copy of FTJS Certification certifying that you are a First Time Job Seeker and present it to the Police Station together with your one Valid ID. Free Clearance for **FTJS** can only be availed once.
2. For first time applicants, personal appearance is required to have photo, electronic signature, and biometrics taken.