


ACTS ONLINE PAYMENT REGISTRATION

How To Register To The ACTS Online Payment System

STEP 1: GO TO THE REGISTRATION WEBSITE



- Type in below URL on your web browser:
<https://acts.ictsi.com/Account/Register/>



Create Online Account Application

Personal Information

Username: *

Enter your username

E-mail Address: *

Enter E-mail Address

Name: *

Enter First Name

Enter Middle Name

Enter Last Name

Contact Number: *

Enter your Contact Number

Position: *

Enter Position

Company Information

Company TIN: *

Enter Company TIN

Company Name: *

Enter Company Name

Company Address:

Enter House Number

Enter Street

Enter City

Business Style:

Enter Business

Customer Category:

Select Customer Category

Attach BIR Form 2303 *

Browse...

Attach e-Signature *

Browse...

Please select Valid ID Type

Select Valid ID

Attach Valid ID *

Browse...

Cancel

Register

REMINDER:

1. Please make sure the information typed in these fields is correct and complete.

2. Please make sure the BIR Form 2303 uploaded matches the company name and details that you have input on this registration page.

3. The documents for uploading should be in Microsoft Word, Image or PDF format and the document size should not be more than 20MB.

4. When attaching E-signatures, please make sure that the signature is clearly visible and covers at least 80% of the area or page. Scan the document and crop your signature accordingly. Save it as an image file in one of the following formats: bmp, gif, jpg, or png.

Example:

Signature

✓

Signature

✗

STEP 2: COMPLETE THE REQUIRED FIELDS ON THE REGISTRATION PAGE



Create Online Account Application

Personal Information

Username: *

Enter your username

E-mail Address: *

Enter E-mail Address

Name: *

Enter First Name

Enter Middle Name

Enter Last Name

Contact Number: *

Enter your Contact Number

Position: *

Enter Position

Company Information

Company TIN: *

Enter Company TIN

Company Name: *

Enter Company Name

Company Address:

Enter House Number

Enter Street

Enter City

Business Style:

Enter Business

Customer Category:

Select Customer Category

Attach BIR Form 2303 *

Browse...

Attach e-Signature *

Browse...

Please select Valid ID Type

Select Valid ID

Attach Valid ID *

Browse...

CancelRegister

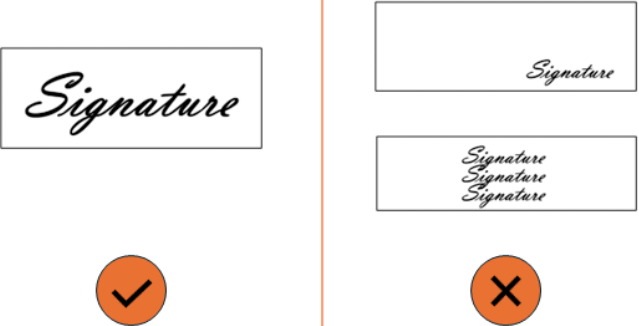
- REMINDER:
1. Please make sure the information typed in these fields is correct and complete.

2. Please make sure the BIR Form 2303 uploaded matches the company name and details that you have input on this registration page.

3. The documents for uploading should be in Microsoft Word, Image or PDF format and the document size should not be more than 20MB.

4. When attaching E-signatures, please make sure that the signature is clearly visible and covers at least 80% of the area or page. Scan the document and crop your signature accordingly. Save it as an image file in one of the following formats: .bmp, .gif, .jpg, or .png.

Example:



STEP 3: REVIEW THE REMINDERS AND PROVIDE THE REQUIRED ATTACHMENTS



Create Online Account Application

Personal Information

Username: *

E-mail Address: *

Name: *

Contact Number: *

Position: *

Company Information

Company TIN: *

Company Name: *

Company Address:

Business Style:

Customer Category:

Attach BIR Form 2303 *

Browse...

Attach e-Signature *

Browse...

Please select Valid ID Type

Select Valid ID

Attach Valid ID *

Browse...

REMINDER:

- 1. Please make sure the information typed in these fields is correct and complete.
- 2. Please make sure the BIR Form 2303 uploaded matches the company name and details that you have input on this registration page.
- 3. The documents for uploading should be in Microsoft Word, Image or PDF format and the document size should not be more than 20MB.
- 4. When attaching E-signatures, please make sure that the signature is clearly visible and covers at least 80% of the area or page. Scan the document and crop your signature accordingly. Save it as an image file in one of the following formats: .bmp, .gif, .jpg, or .png.

Example:

Cancel

Register



STEP 4: CLICK REGISTER TO SUBMIT APPLICATION



Create Online Account Application

Personal Information

Username: *


E-mail Address: *

Name: *

Contact Number: *

Position: *

Company Information

Company TIN: * 

Company Name: *

Company Address:


Business Style:

Customer Category:

Attach BIR Form 2303 *

Attach e-Signature *

Please select Valid ID Type



Attach Valid ID *

REMINDER:

1. Please make sure the information typed in these fields is correct and complete.
2. Please make sure the BIR Form 2303 uploaded matches the company name and details that you have input on this registration page.
3. The documents for uploading should be in Microsoft Word, Image or PDF format and the document size should not be more than 20MB.
4. When attaching E-signatures, please make sure that the signature is clearly visible and covers at least 80% of the area or page. Scan the document and crop your signature accordingly. Save it as an image file in one of the following formats: .bmp, .gif, .jpg, or .png.

Example:



After submission, your application will be subject to review and approval.



Thank you