



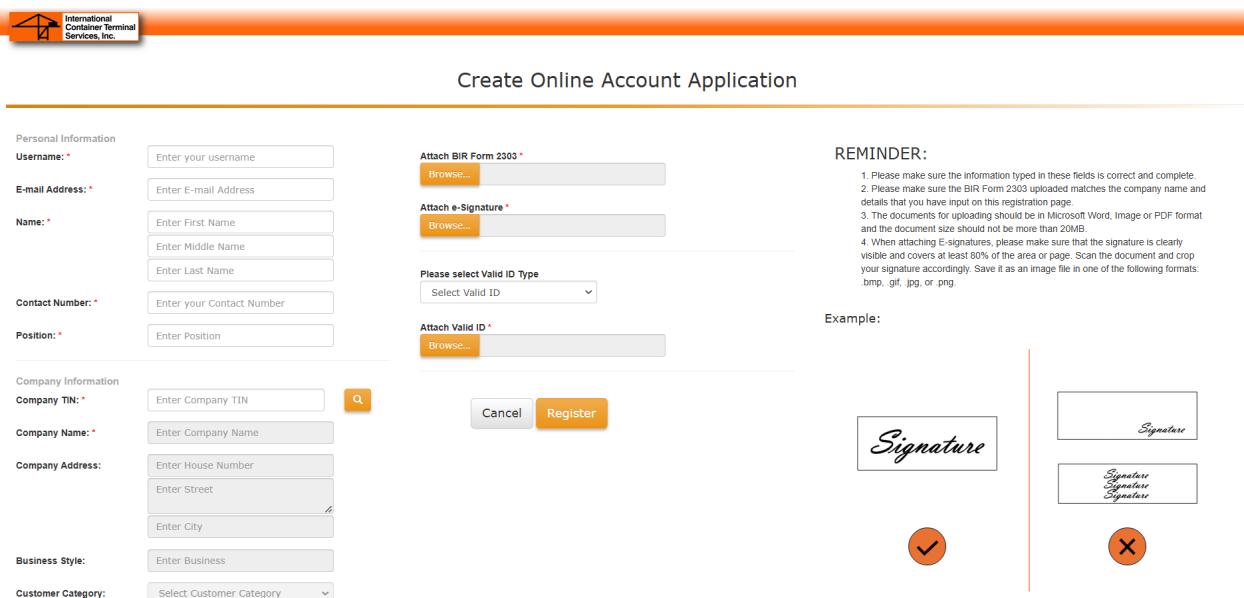
International  
Container Terminal  
Services, Inc.



# ACTS ONLINE PAYMENT REGISTRATION

How To Register To The ACTS Online Payment System

# STEP 1: GO TO THE REGISTRATION WEBSITE



The screenshot shows the "Create Online Account Application" form. At the top left is the company logo. The main form area is titled "Create Online Account Application". It is divided into sections for "Personal Information" and "Company Information". The "Personal Information" section includes fields for Username, E-mail Address, Name (First, Middle, Last Name), Contact Number, and Position. The "Company Information" section includes fields for Company TIN, Company Name, Company Address (House Number, Street, City), Business Style, and Customer Category. To the right of the form is a "REMINDER:" section with 4 points and an "Example:" section showing a correct signature and an incorrect one.

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

# STEP 2: COMPLETE THE REQUIRED FIELDS ON THE REGISTRATION PAGE



## Create Online Account Application

**Personal Information**

<b>Username:</b> *	<input type="text" value="Enter your username"/>
<b>E-mail Address:</b> *	<input type="text" value="Enter E-mail Address"/>
<b>Name:</b> *	<input type="text" value="Enter First Name"/> <input type="text" value="Enter Middle Name"/> <input type="text" value="Enter Last Name"/>
<b>Contact Number:</b> *	<input type="text" value="Enter your Contact Number"/>
<b>Position:</b> *	<input type="text" value="Enter Position"/>

**Company Information**

<b>Company TIN:</b> *	<input type="text" value="Enter Company TIN"/> 
<b>Company Name:</b> *	<input type="text" value="Enter Company Name"/>
<b>Company Address:</b>	<input type="text" value="Enter House Number"/> <input type="text" value="Enter Street"/> <input type="text" value="Enter City"/>
<b>Business Style:</b>	<input type="text" value="Enter Business"/>
<b>Customer Category:</b>	<input type="text" value="Select 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:

A large, stylized, handwritten signature enclosed in a rectangular border.



# STEP 3: REVIEW THE REMINDERS AND PROVIDE THE REQUIRED ATTACHMENTS



## Create Online Account Application

### Personal Information

Username: *	<input type="text" value="Enter your username"/>
E-mail Address: *	<input type="text" value="Enter E-mail Address"/>
Name: *	<input type="text" value="Enter First Name"/> <input type="text" value="Enter Middle Name"/> <input type="text" value="Enter Last Name"/>
Contact Number: *	<input type="text" value="Enter your Contact Number"/>
Position: *	<input type="text" value="Enter Position"/>

### Company Information

Company TIN: *	<input type="text" value="Enter Company TIN"/> 
Company Name: *	<input type="text" value="Enter Company Name"/>
Company Address:	<input type="text" value="Enter House Number"/> <input type="text" value="Enter Street"/> <input type="text" value="Enter City"/>
Business Style:	<input type="text" value="Enter Business"/>
Customer Category:	<input type="text" value="Select Customer Category"/>

Attach BIR Form 2303 *	<input type="button" value="Browse..."/>
Attach e-Signature *	<input type="button" value="Browse..."/>
Please select Valid ID Type	<input type="button" value="Select Valid ID"/>
Attach Valid ID *	<input type="button" value="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:

A large, stylized, handwritten signature in a rectangular box.



# STEP 4: CLICK REGISTER TO SUBMIT APPLICATION



## Create Online Account Application

### Personal Information

Username: *	<input type="text" value="Enter your username"/>
E-mail Address: *	<input type="text" value="Enter E-mail Address"/>
Name: *	<input type="text" value="Enter First Name"/> <input type="text" value="Enter Middle Name"/> <input type="text" value="Enter Last Name"/>
Contact Number: *	<input type="text" value="Enter your Contact Number"/>
Position: *	<input type="text" value="Enter Position"/>

### Company Information

Company TIN: *	<input type="text" value="Enter Company TIN"/> 
Company Name: *	<input type="text" value="Enter Company Name"/>
Company Address:	<input type="text" value="Enter House Number"/> <input type="text" value="Enter Street"/> <input type="text" value="Enter City"/>
Business Style:	<input type="text" value="Enter Business"/>
Customer Category:	<input type="text" value="Select 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

