

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/>

A screenshot of a web browser displaying the registration page for International Container Terminal Services, Inc. The browser's address bar shows the URL "acts.ictsi.com/Account/Register/". The page has an orange header with the company logo. The main heading is "Create Online Account Application". On the left, there are input fields for "Username", "E-mail Address", "Company Name", "Name" (with sub-fields for First, Middle, and Last), "Contact Number", and "Remarks". On the right, there is a section for downloading and attaching forms, including a link to the "Terms of Use and Consent to Processing of Personal Information Form" and two "Attach" buttons for "BIR Form 2303" and "Signed Terms of Use and Consent to Processing of Personal Information Form". A "REMINDER" section on the far right lists four instructions. At the bottom right are "Cancel" and "Register" buttons. A small copyright notice is visible at the very bottom.

Username: *

E-mail Address: *

Company Name: *


Name: *

Contact Number: *

Remarks:

Download the form and attach the file below once accomplished.

[Terms of Use and Consent to Processing of Personal Information Form](#)



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REMINDER:

1. Please make sure information typed in the fields are correct and complete.
2. Please make sure the BIR Form 2303 uploaded matches the company name inputted in this registration page.
3. Please make you have uploaded signed copies of the Terms of Use and Consent to Processing of Personal Information forms.
4. Documents for uploading should be in Microsoft Word, image or PDF formats and should be less than 20MB.

STEP 2: FILL OUT THE FIELDS ON THE REGISTRATION PAGE



ICTSI - Register

acts.ictsi.com/Account/Register/

International Container Terminal Services, Inc.

Create Online Account Application

Username: *

Enter your username

E-mail Address: *

Enter E-mail Address

Company Name: *

Enter Company Name

Name: *

Enter First Name

Enter Middle Name

Enter Last Name

Contact Number: *

Enter your Contact Number

Remarks:

Enter Remarks

Download the form and attach the file below once accomplished.

Terms of Use and Consent to Processing of Personal Information Form

PDF

Attach BIR Form 2303 *

Browse...

Attach Signed Terms of Use and Consent to Processing of Personal Information Form *

Browse...

Cancel

Register

REMINDER:

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3. Please make you have uploaded signed copies of the Terms of Use and Consent to Processing of Personal Information forms.

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STEP 3: DOWNLOAD AND SIGN OFF THE TERMS OF USE AND CONSENT FORMS



ICTSI - Register

acts.ictsi.com/Account/Register/

International Container Terminal Services, Inc.

Create Online Account Application

Username: *

Enter your username

E-mail Address: *

Enter E-mail Address

Company Name: *

Enter Company Name

Name: *

Enter First Name

Enter Middle Name

Enter Last Name

Contact Number: *

Enter your Contact Number

Remarks:

Enter Remarks

Download the form and attach the file below once accomplished.

Terms of Use and Consent to Processing of Personal Information Form

PDF

Attach BIR Form 2303 *

Browse...

Attach Signed Terms of Use and Consent to Processing of Personal Information Form *

Browse...

Cancel

Register

REMINDER:

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

2. Please make sure the BIR Form 2303 uploaded matches the company name inputted in this registration page.

3. Please make you have uploaded signed copies of the Terms of Use and Consent to Processing of Personal Information forms.


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STEP 4: ATTACH BIR FORM 2303 AND COMPLETED FORMS IN THE FIELDS

ICTSI - Register

acts.ictsi.com/Account/Register/

International
Container Terminal
Services, Inc.

Create Online Account Application

Username: *

Enter your username

E-mail Address: *

Enter E-mail Address

Company Name: *

Enter Company Name

Name: *

Enter First Name

Enter Middle Name

Enter Last Name

Contact Number: *


Enter your Contact Number

Remarks:

Enter Remarks

Download the form and attach the file below once accomplished.

[Terms of Use and Consent to Processing of Personal Information Form](#)



Attach BIR Form 2303 *

Browse...

Attach Signed Terms of Use and Consent to Processing of Personal Information Form *

Browse...

Cancel

Register

REMINDER:

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

2. Please make sure the BIR Form 2303 uploaded matches the company name inputted in this registration page.

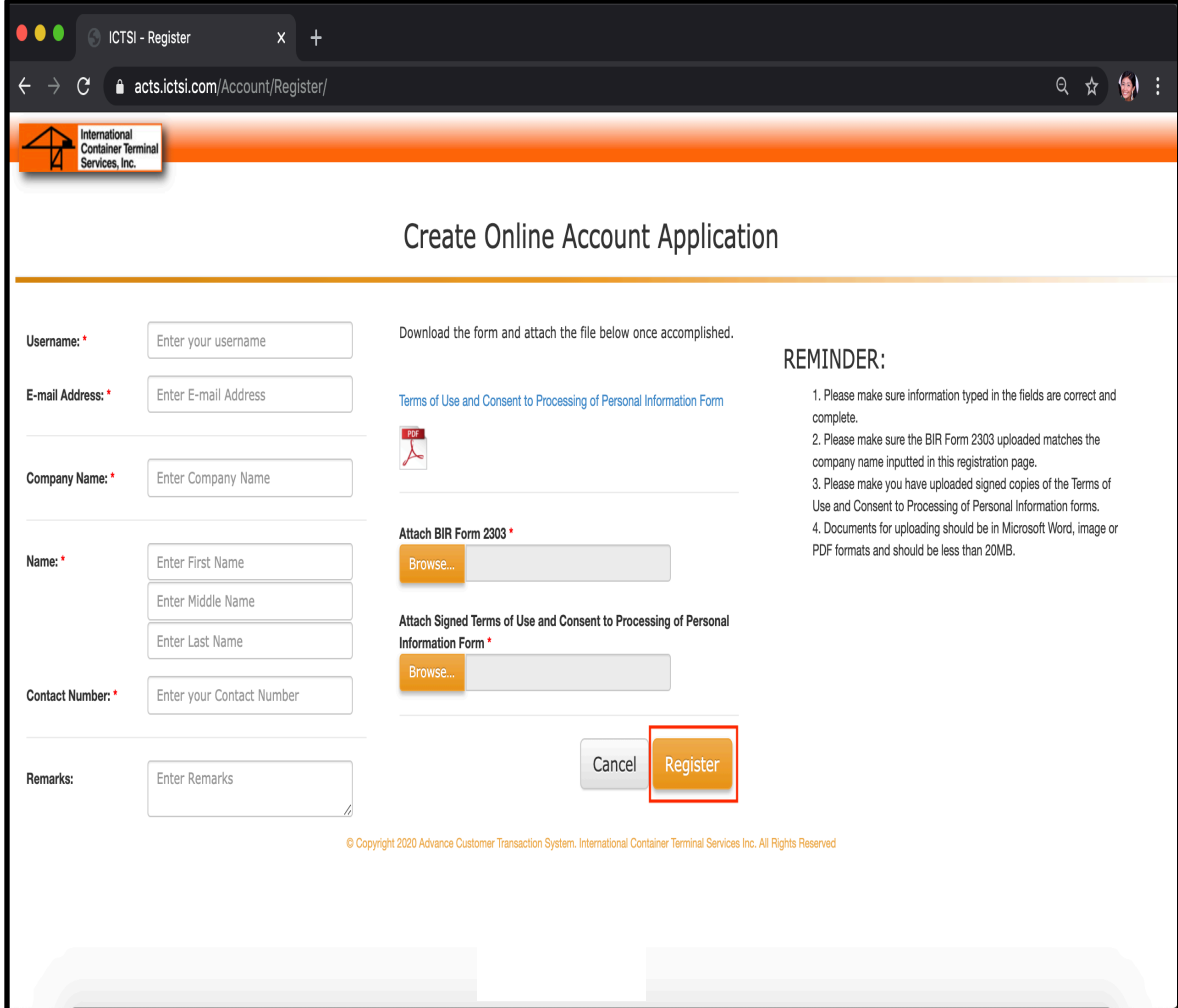
3. Please make you have uploaded signed copies of the Terms of Use and Consent to Processing of Personal Information forms.

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STEP 5: CLICK REGISTER TO SUBMIT APPLICATION

- Please read the reminders section on the right side of the page before submitting your registration.
- After submission, wait for an email confirmation of your registration.



The screenshot shows a web browser window with the URL `acts.ictsi.com/Account/Register/`. The page title is "Create Online Account Application". The form includes fields for Username, E-mail Address, Company Name, Name (First, Middle, Last), Contact Number, and Remarks. There are two "Browse..." buttons for attaching files: "Attach BIR Form 2303" and "Attach Signed Terms of Use and Consent to Processing of Personal Information Form". A "Reminders" section on the right lists four instructions. At the bottom right, there are "Cancel" and "Register" buttons. The "Register" button is highlighted with a red box.

Username: *

E-mail Address: *

Company Name: *


Name: *

Contact Number: *

Remarks:

Download the form and attach the file below once accomplished.

[Terms of Use and Consent to Processing of Personal Information Form](#)



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Thank you