3. Registration Process for PPA Online System

Facilitate registration of Stakeholders/ port users in the PPA system to secure Accreditation, Permit to Operate, Vehicle Pass, Port User Pass and NOA/ABA upon submission of complete documentary requirements. Following PPA systems are:

a. iPORTS - Internet-based Port Operation and Receipting for Terminal System
b. EPMS - Electronic Permit management System
c. EAS - Electronic Accreditation System
d. TAPPPS - Transport Accreditation, Permit and Pass Ports System
e. OREMS - Online Real Management System (OREMS) Account
f. CommSys - Enhanced Communication System

Office/Division:	Information and Communication Technology Department (ICTD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
Who may avail:	Responsibility Centers / Port Management Offices/ Terminal Management Offices/ Port Stakeholder			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
BIR 2303 – 1 copy (Photocopy/ Scanned copy / Screenshot)		Bureau of Internal Revenue (BIR)		
PPA ID (for PPA user) (Original/ Photocopy/ Scanned copy)		Applicant		
UAR (for PPA user) – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
Request for System Update (RSU) – 1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Registers in PPA online System with documentary requirement.	1.1 Verifies documents and registration of the client in the system. If incomplete, informs through email the concerned user.	None	15 mins	ICTD-Helpdesk
	1.2 Sets- up corresponding record in the PPA System.	None	30 mins	Application Support Team
	1.3 Informs the User of successful registration in the PPA System.	None	5 mins	ICTD-Helpdesk
TOTAL:		**None**	**50 mins**	

Assumption:

a. Complete documentary requirement submitted.
b. Working PPA Application System
c. Stable Network Connection

**HITS- Helpdesk Information and Ticketing System*