ONLINE STEP BY STEP MANUAL

INCLUDES

- EXAM APPLICATION
  Online application of various licensure examinations with requirements to be submitted upon processing/issuance of Notice of Admission.

- INITIAL REGISTRATION
  Online Registration of new passers/successful examinees for the issuance of their licenses.

- RENEWAL OF LICENSE
  Online renewal of Professional Identification Cards of Registered Professionals.
WITH NO ACCOUNT

Requirements:
- Your e-mail address (with password)
- Your mobile number (ex. 09271234567)
- Personal data (including date of graduation)
- ID photo in .jpg format saved on your computer, phone or tablet. (You can request for an e-file if you have your ID photo taken at a photo studio.)
- Valid ID Card

1. Read the terms of service
2. Click the button

WITH ACCOUNT

3. Click the tab then skip to Page 3
### REGISTRATION OF ACCOUNT

1. Input First Name  
2. Input Middle Name  
3. Input Last Name  
4. Input Suffix (leave blank if none)  
5. Select Gender  
6. Input Civil Status  
7. Input Birth date  
8. Input E-mail address  
9. Input desired password  
   (Password must be at least 6 characters and composed of letters, numbers and special characters)
SIGNING IN

1. Input Username (e-mail address)
2. Input Password
3. Click to login

A. For Initial Registration skip to Page 12
B. For Renewal skip to Page 17
FILLING OUT PERSONAL INFORMATION

1. Select Citizenship
2. Select Birthplace
3. Select answer to prompt
4. Input address
5. Select Town/City, Province
6. Input Mobile number
7. Input Telephone number
8. Input Alternate E-mail address (If there is any)

A. Input Father’s full name
B. Select Father’s Citizenship
C. Input Mother’s full name
D. Select Mother’s Citizenship
1. Select School attended  
2. Select Course taken  
3. Input Date of Graduation  
4. Answer the prompt (Then input the necessary info)  
5. Input Valid ID number  
6. Input place where ID was issued  
7. Input Issuance date of ID  
8. Answer the prompt  
9. Select option concerning notifications  

A. Click to save information (Click the next button to confirm saving of information)  
B. Click on the box if transaction is for Renewal of PRC ID
1. Click the button to proceed
2. Read the photo requirements
3. Read the guidelines
4. Click to upload photo
5. Click to choose photo to upload
6. Click to zoom in or out the photo
7. Click to confirm uploading of photo
1. Click to select transaction
2. Select Examination Tab
3. Select Name of Examination
4. Select Examination Type
5. Select Date of Examination
6. Select Place of Examination
7. Click to confirm selection
SETTING APPOINTMENT AND SELECTING PAYMENT OPTION

1. Select PRC Regional Office or Service Center
2. Click to Proceed
3. Select payment option

Note: If you select PRC-Cashier then you have to pay at the selected appointment place.

SELECTING A NEW APPOINTMENT DATE

A. Click to select other schedule
B. Select new appointment date
C. Input reason for selecting new appointment date
D. Click to confirm new appointment or cancel selection
1. Click to proceed
2. Select Payment Option
3. Click to submit selection
4. Click to agree to Terms and Conditions
5. Input account number
6. Input PIN number
7. Click to submit
8. Click to confirm
**Payment Confirmation**

**Transaction Details**

- **Transaction Reference Number**: 307486
- **Datestamp**: 2018-06-01 01:09:33
- **Merchant Name**: Professional Regulation Commission
- **Transaction Type**: Exam Application
- **Full Name**: JUAN SANTOS DELA CRUZ JR
- **PRC Reference Number**: EXAJUJ3GT9VU

**Payment Summary**

<table>
<thead>
<tr>
<th>Payment Option</th>
<th>LANDBANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Amount</td>
<td>PhP 900.00</td>
</tr>
<tr>
<td>Transaction Fee</td>
<td>PhP 10.00</td>
</tr>
<tr>
<td>Merchant</td>
<td>PhP 0.00</td>
</tr>
</tbody>
</table>

- **Total Amount**: PhP 910.00

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**Processing Transaction**

1. Click to proceed
2. Click to go back at profile page

**A.** Click to Print Transaction Details

**B.** Print sample

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**Profile > Payment Details**

- **Payment Status**: Success
- **Full name**: JUAN SANTOS DELA CRUZ JR
- **Reference Number**: EXSDQ5IC64E6
- **Purpose**: Exam Application
- **Receipt No**: 307487
- **Receipt date**: June 01 2018
- **Payment Channel**: LANDBANK

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![Payment Confirmation Image]
1. Click to see Existing Transactions
2. Click to see Payment Details
3. Click to Print document
4. Click to start printing

(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

END OF TRANSACTION FOR APPLICATION OF EXAM

For technical concerns, please email at prc.helpdesk2@gmail.com

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000

Click HERE for the List of Requirements.
SELECTING TRANSACTION FOR INITIAL REGISTRATION

1. Click to select transaction
2. Select Initial Registration Tab
3. Select Profession
4. Input Application Number
5. Click to confirm selection
SETTING APPOINTMENT AND SELECTING PAYMENT OPTION

1. Select PRC Regional Office or Service Center
2. Click to Proceed
3. Select payment option

Note: If you select PRC-Cashier then you have to pay at the selected appointment place.

SELECTING A NEW APPOINTMENT DATE

A. Click to select other schedule
B. Select new appointment date
C. Input reason for selecting new appointment date
D. Click to confirm new appointment or cancel selection
1. Click to proceed
2. Select Payment Option
3. Click to submit selection
4. Click to agree to Terms and Conditions
5. Input account number
6. Input PIN number
7. Click to submit
8. Click to confirm
### Payment Confirmation

**Transaction Details**

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Reference Number</td>
<td>307502</td>
</tr>
<tr>
<td>Datestamp</td>
<td>2018-06-04 10:54:36</td>
</tr>
<tr>
<td>Merchant Name</td>
<td>Professional Regulation Commission</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Initial Registration</td>
</tr>
<tr>
<td>Full Name</td>
<td>VERGEL SILAWAN CASIO</td>
</tr>
<tr>
<td>PRC Reference Number</td>
<td>INF4XBF3PAG</td>
</tr>
</tbody>
</table>

**Payment Summary**

<table>
<thead>
<tr>
<th>Payment Option</th>
<th>LANDBANK</th>
<th>LANDBANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Amount</td>
<td>PHP 870.00</td>
<td>PHP 870.00</td>
</tr>
<tr>
<td>Transaction Fee</td>
<td>PHP 10.00</td>
<td>PHP 10.00</td>
</tr>
<tr>
<td>Merchant</td>
<td>PHP 0.00</td>
<td>PHP 0.00</td>
</tr>
<tr>
<td>Total Amount</td>
<td>PHP 880.00</td>
<td>PHP 880.00</td>
</tr>
</tbody>
</table>

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**Profile > Payment Details**

- **Payment Status**: Success
- **Full name**: VERGEL SILAWAN CASIO
- **Reference Number**: INF4XBF3PAG
- **Purpose**: Initial Registration
- **Receipt No**: 307502
- **Receipt date**: June 04 2018
- **Payment Channel**: LANDBANK
1. Click to see Existing Transactions
2. Click to see Payment Details
3. Click to Print document
4. Click to start printing

(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

END OF TRANSACTION FOR INITIAL REGISTRATION

For technical concerns, please email at prc.helpdesk2@gmail.com

For payment concerns, please email at customercare@mail.landbank.com or call at 405-7000
SELECTING TRANSACTION FOR RENEWAL OF LICENSE

1. Click to select transaction
2. Select Renewal Tab
3. Select Profession
4. Input Application Number
5. Click to confirm selection
SETTING APPOINTMENT AND SELECTING PAYMENT OPTION

1. Select PRC Regional Office or Service Center
2. Click to Proceed
3. Select payment option

Note: If you select PRC-Cashier then you have to pay at the selected appointment place.

SELECTING A NEW APPOINTMENT DATE

A. Click to select other schedule
B. Select new appointment date
C. Input reason for selecting new appointment date
D. Click to confirm new appointment or cancel selection
TRANSACTION SUMMARY
(Click SUBMIT button to save transaction and proceed in getting your reference no)

Payment Channel:
LANDBANK

Transaction:
PROFESSIONAL ID RENEWAL

Branch:
CENTRAL OFFICE

Appointment Date:
JUNE 5, 2019 - 08:00 AM TO 09:00 AM

Amount to be paid:
1764.00

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PROCESSING TRANSACTION

1. Click to proceed
2. Select Payment Option
3. Click to submit selection
4. Click to agree to Terms and Conditions
5. Input account number
6. Input PIN number
7. Click to submit
8. Click to confirm
1. Click to proceed
2. Click to go back at profile page

A. Click to Print Transaction Details
B. Print sample
1. Click to see Existing Transactions
2. Click to see Payment Details
3. Click to Print document
4. Click to start printing

(Proceed to the PRC Regional Office or Service Center you chose at the given appointment date to submit all required documents)

END OF TRANSACTION FOR RENEWAL OF LICENSE

For technical concerns, please email at prc.helpdesk2@gmail.com

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