

# APPLICANT REGISTRATION

# APPLICANT GUIDE

Integrated Business Permits Licensing System

ENGAGE WITH US



Business Permit



Building Permit

Soon



Working Permit

Soon



Occupancy Permit

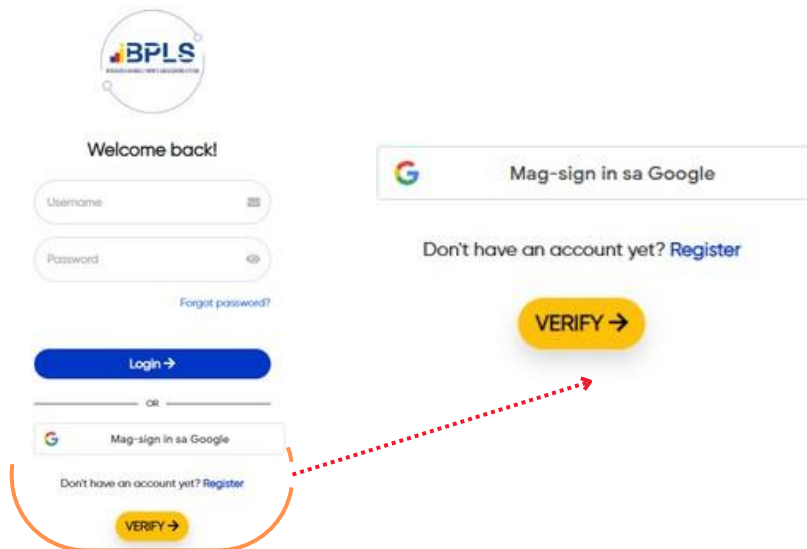
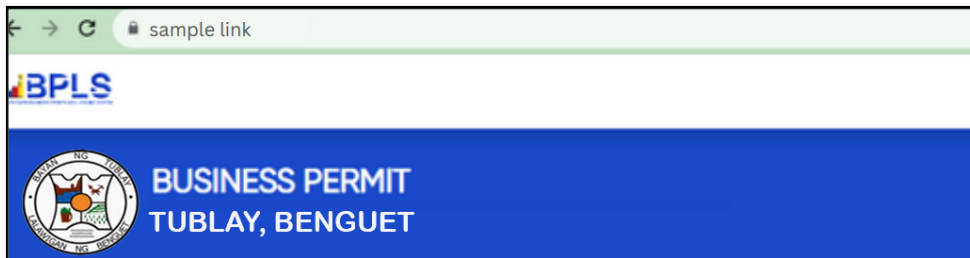


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Integrated Business Permits and Licensing System (iBPLS) is a platform that helps you to apply for a Business Permit, whether it is your first time to register or you need to renew your business/es. The form is based on the Joint Memorandum Circular which contains all the information required by the Local Government Unit (LGU) and other concerned offices like the Bureau of Fire Protection (BFP).

You can apply for the service in here, you just need to complete a single form with four sections. But before that you need to register to the iBPLS System.



### How to Access the iBPLS Business Permit with Barangay Clearance?

Access the LGU iBPLS website using any browser on your computer or mobile device. e.g Google Chrome, Microsoft Edge, etc. and enter the URL <LGU iBPLS URL>.

or

you can search the LGU website on Google Chrome look for the LGU logo, and click.

### How to Register?

Register your account using a valid email address and a password of your choice. Provide the required information.

### REGISTRANT PROFILE

**First Name \***

**Middle Name**

**Last Name \***

**Extension Name**

### Registrant Profile

Input your personal information. (see Figure 3). If the account registration is successful, your Name will be automatically displayed in the applicant's data during the application process.

*Note: The asterisk symbol (\*) indicates that the data is required. You must fill in all the mandatory fields to complete the registration process.*

### Account Details

- ◆ Type in your desired **Username** and **Password**
- ◆ Retype the password to verify.
- ◆ Enter a valid email address where the confirmation email will be sent. Click the link to verify your account to complete the application process.
- ◆ To secure your account, you must select and answer a security question. The list of available questions can be found in the dropdown menu. Make sure not to forget your response, as you will need it to regain your account in case you forget your username or password.
- ◆ To verify your identity, copy the displayed captcha code below, or click "Get a new code" if needed.

### ACCOUNT DETAILS

**Username \***

**Password**

**Verify Password**

**Email Address \***

### TERMS AND CONDITIONS

**Registration**

1. The information provided is certified as true and correct.
2. Registrant should validate their account by clicking the verification link sent to the supplied email address.
3. Registrant should not create multiple false accounts.
4. Registrant should keep their account credentials and will not share to anyone.


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**Disclaimer**


1. In accordance to R.A. 10173 or Data Privacy Act, all collected information will be treated with utmost confidentiality and will not be subjected to public disclosure.

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**Accept the Terms and Conditions**

I'm not a robot   
reCAPTCHA  
Privacy • Terms

### REGISTRATION SUCCESSFUL



Account registration is successful. An activation link is sent to your email address  
sample-email@gmail.com

**WHAT TO DO NEXT ?**

Go to your email application and check for the activation link that we have sent.

Click the link provided in the email address before using the system.

The activation link will redirect you to the login page of the system.

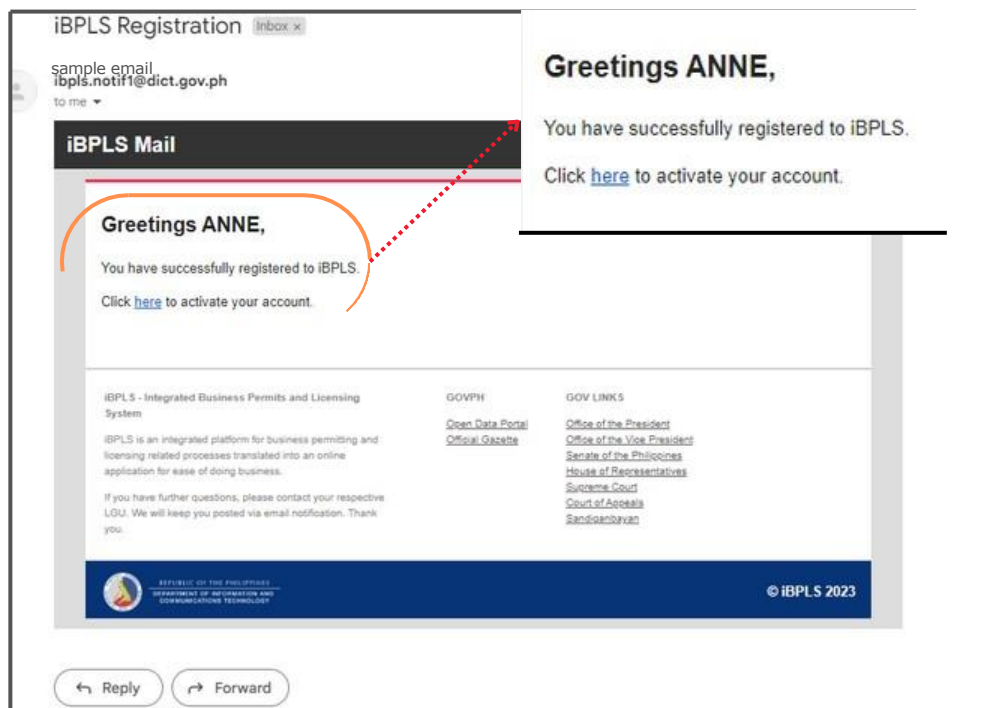
[< Back to Home](#)

### Terms and Conditions

- ◆ Read the Terms and Conditions, and if amenable tick the “I Accept the Terms and Conditions” box
- ◆ Click **Register** to continue with registration or **Back** to cancel and be redirected to the login page. After successful registration, a validation link will be sent to your email.

### Confirm Registration

- ◆ Please read the Terms and Conditions carefully, then **check** the **I Accept the Terms and Conditions** box if you agree. Otherwise, you will not be allowed to continue.
- ◆ To finish your account registration, check your inbox for a confirmation email from the DICT iBPLS system and click the **here** link to verify and activate your access.



## Confirmation

After clicking the validation link, a message will be displayed confirming the successful registration and activation of your account..

If there is no confirmation email in your inbox, please check your spam folder. In case you do not receive a confirmation email, please reach out to your Regions office via their contact center.

Click the **Click here to login** button to proceed to the iBPLS login page.

After a successful registration, the applicant may:

- Create and submit all applications online.
- Monitor the status of the application submitted.
- Edit personal/establishment information.
- View tax order of payment.
- View historical data.
- Pay online.

## Reminders

- ◆ *The **username** and **password** provided will be your access credentials in transacting to the online Business Permit and Licensing service of the LGU. Check email from time to time for the tax order of payment, reminders, and notices will be sent to your registered email address.*
- ◆ *Registration can be done only once using one email per account. With the registered account, applicants can transact with the LGU. Only one email address/account per user can be registered at the iBPLS.*
- ◆ *Authorized Representative or business establishment owners with registered user accounts can apply for the new and renewal of their business permits online.*

## ACCOUNT ACTIVATED



Congratulations **ANNE RAMOS**, your account is now activated.

The system will send you notifications concerning any of your Business Permit applications through this email address [sample-email@gmail.com](mailto:sample-email@gmail.com)

### WHAT TO DO NEXT ?

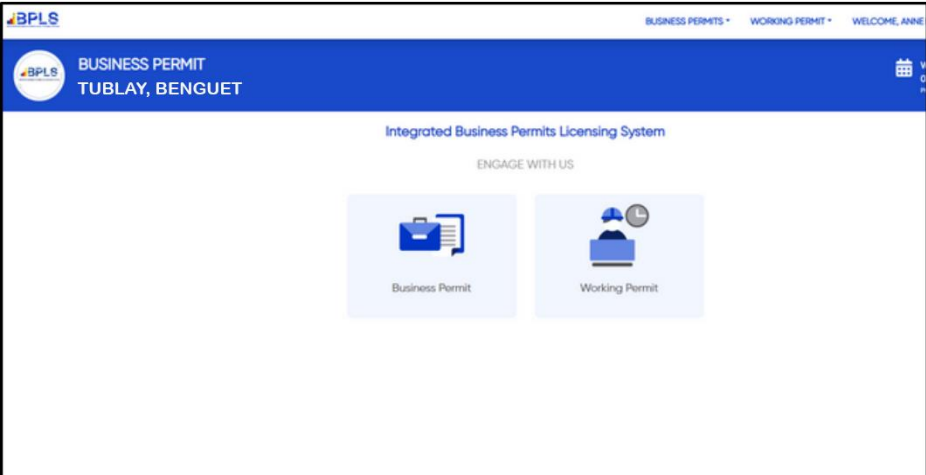
[Click here to login](#)



The login form features the BPLS logo at the top, followed by the text "Welcome back!". Below this are two input fields: "Username" and "Password". A "Forgot password?" link is positioned below the password field. A blue "Login →" button is centered below the fields. Below the button is a horizontal line with the word "or" in the center. Underneath is a "Mag-sign in sa Google" button with the Google logo. At the bottom, there is a link "Don't have an account yet? Register" and a yellow "VERIFY →" button.

To login input your username and password then click **Login**

You will be transported to the landing page of the BPBC.



The landing page has a blue header with the BPLS logo and the text "BUSINESS PERMIT TUBLAY, BENGUET". Navigation links for "BUSINESS PERMITS", "WORKING PERMIT", and "WELCOME, ANNE" are visible. The main content area is titled "Integrated Business Permits Licensing System" and includes a section "ENGAGE WITH US" with two icons: "Business Permit" and "Working Permit".