# Quick Guide on How to Register and Use the CALOOCAN CITY Web Service Portal

In line with the commitment of the City Government of Caloocan to its constituent and it's valued Taxpayers. The City of Caloocan Launches Web Service Portal that will provide services in a way convenient to taxpayer`s. But first, here's a quick guide on how to register your Account (members account) to be able to access services.

For more questions, please visit us on http://www.caloocancity.gov.ph/departments-offices1/contact-details#

How to register in the Caloocan City website
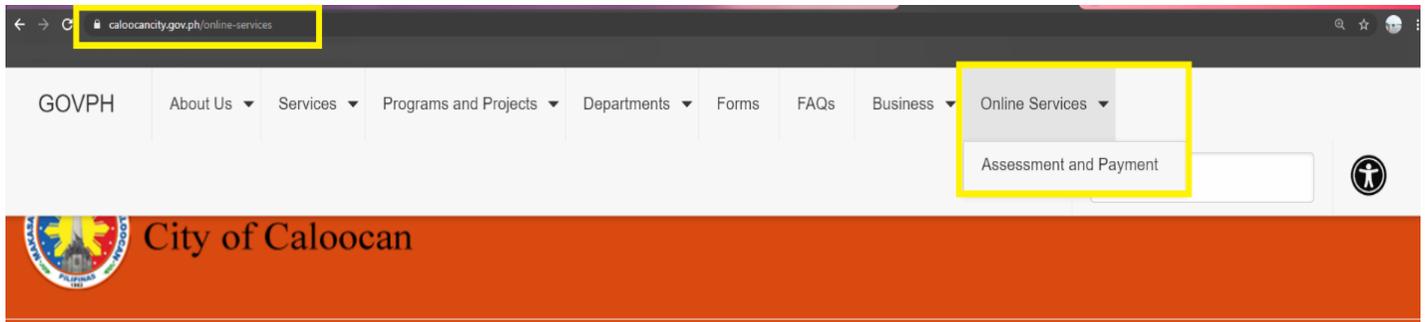
STEPS

Step1. Go to **the Caloocan City Website or** Go to this link **(https://caloocancity.gov.ph/online-services)**

Step2. Under Online Services Tab click "Assessment and Payment".

Step3. Enter all information needed and click Sign Up.

Note: Prompt notification will display upon clicking of Sign Up button Sign Up

No email verification received?
Click the link *Didn't receive email verification link*

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Step4. A notice of registration and a link will be sent to your registered email

Check your registered Email. Click the link to verify your email.

		Social **50 new**		Promotions
Primary		Facebook		
☐ ☆ **noreply**		**Welcome to Web Service Portal** - Congratulations, Thank you for signing up.		
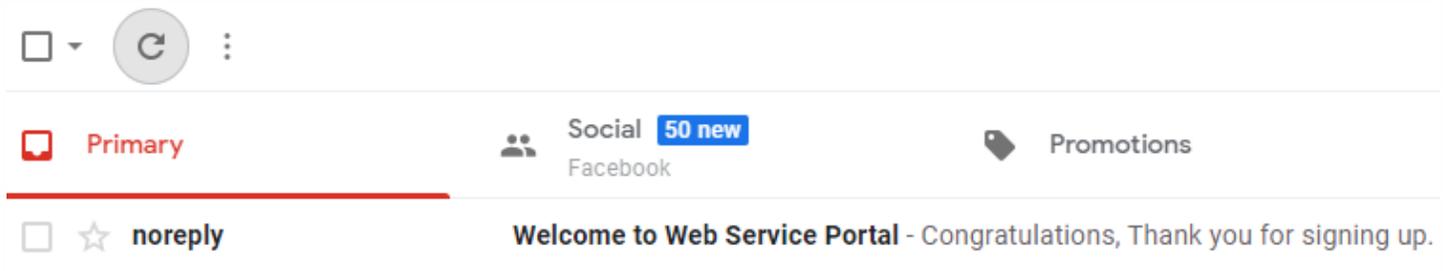
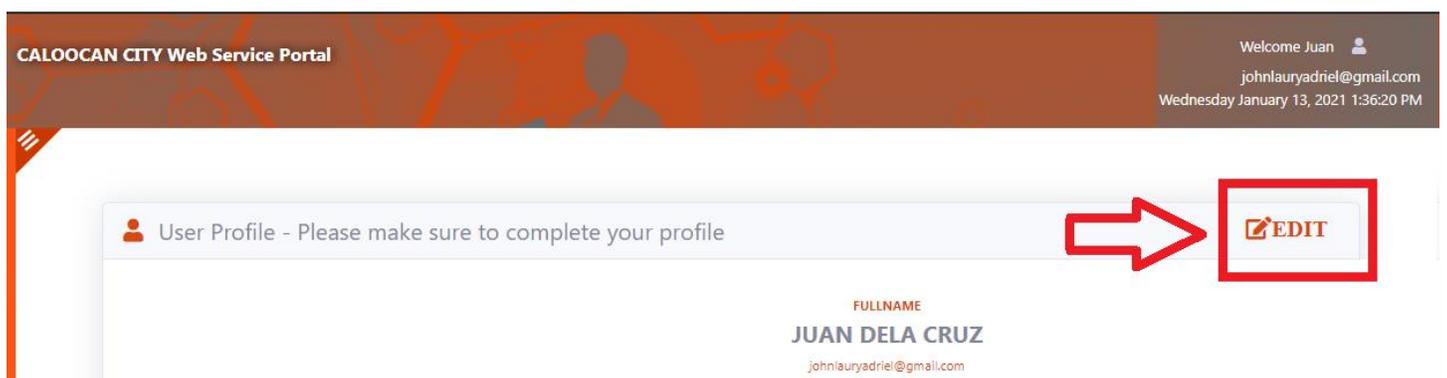**Step5.** Follow the instructions sent to your email to activate your account.

You're all set!

Your email johnlauryadriel@gmail.com has been activated, Thank you for signing up. Click *here* and start using our Online Services!

Sign In

Email Address	Password	
juandelacruz@gmail.com	••••••••	Sign In
Forgot password ?		

Step6. Update the user profile by clicking Edit then update information and save.

CALOOCAN CITY Web Service Portal

Welcome Juan 👤
johnlauryadriel@gmail.com
Wednesday January 13, 2021 1:36:20 PM

👤 User Profile - Please make sure to complete your profile → ✏️EDIT

FULLNAME
JUAN DELA CRUZ
johnlauryadriel@gmail.com

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Edit Profile ✕

Firstname *
Juan

Middlename
Reyes

Lastname *
Dela Cruz

Suffix
Enter Suffix

Birthday *
07/08/1980

Gender
Male

Address *
Chico St. Barangay 60 Caloocan City

Birthplace *
Pasig City

Citizenship *
Filipino

Civil Status *
Single

Profession *
Teacher

TIN
123-456-789-0

Mobile Number *
09101234567

Alternate Contact Number
Alternate Mobile No.

Telephone Number
021234567

Height (m)
1.3

Weight (kls)
75

Alternate Email
Alternate Email

☑ I am a resident of CALOOCAN CITY

Note: Supported file Extension(.png,.jpg,.pdf)

Government ID
Choose File   UMID.jpg

Special Power of Attorney
Choose File

Board Resolution/Secretary Certificate
Choose File

Close   **Save changes**

Reminders!

When you update the user profile make sure to upload the following:

- One (1) Valid Government I.D.
- Special Power of Attorney (if you are representative).
- Board Resolution/Secretary Certificate (if you are representing in behalf of you're the company).

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Services and Facilities available in the CALOOCAN CITY Web Service Portal (Business Related Transactions)

Once you have successfully registered your account, you can now sign-in, check your Business Account information and even access different online services through the website.

Here are some:

- **Enrollment of Business Account or Business Identification Number (BIN) For Quarterly Business Renewal (with previous quarter payment (s)).**

Account Information

Enroll Business:

Enter Bin	Enter OR No.	Enroll

* Registered Business wanting to apply for renewal or pay their quarterly dues, enroll your business account number(BIN) and latest Official Receipt Number(O.R) for verification

Step1. Input Business Account Number /Business Identification Number with corresponding latest official receipt paid. Then click Enroll button.

Step2. System will automatically send email notifications to your registered email address regarding the enrollment application status.

Step3. Wait for email verification and approval.

Step4. Once approved you will receive email notification and instruction on payment.

Helpful Tips!

Always check email to keep updated regarding the status of your business account being enrolled.

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- **ONLINE PAYMENT PROCEDURE**

  Step1. Select Business Account to pay and click payment.

  Step2. To view and download assessment, click Print Statement of Account button or SOA (optional).

  Step3. Click proceeds to payment button, then system will give you options:

  a.) Land Bank of the Philippines/ Other BancNet (Online Payment).
  b.) Over the counter (City Hall payment).

  Step4. Click "Pay Now" button.

Step5. If you choose Payment Online using Land Bank, this will re-direct you to Land Bank E-payment portal. Then Select payment option.

BancNet ▾

Please select your bank ▾

| Please select your bank |
| Asia United Bank |
| BPI Direct BanKo |
| CTBC Bank |
| Citystate Savings Bank |
| DBP |
| Enterprise Bank |
| Entrepreneur Bank |
| Equicom Savings Bank |
| Luzon Development Bank |
| MASS SPECC |
| Malayan Bank |
| Overseas Filipino Bank |
| PBCom |
| Philippine Business Bank |
| Philtrust Bank |
| Sterling Bank of Asia |
| Sun Savings Bank |

Cash Payment ▾

Over The Counter

ecPAY   BAYAD EXPRESS   7-ELEVEN ✓

Other Banks via PCHC PayGate ▾

Pay Now Using Your Bank Account

We support the following forms of payment. Please choose one of the following options to continue:

Scan QR Code
Using your bank's mobile banking application

Receive a One-Time PIN
Receive a One-Time PIN on your cell phone.
Registration may be needed

Login to Online Banking
Pay using your bank's online banking site.

PESONet

Helpful Tips!

- **Make sure to print or screenshot the confirmation of your payment in Business Account.**

For more questions, please visit us on
http://www.caloocancity.gov.ph/departments-offices1/contact-details#

- **Enrollment of Business Account or Business Identification Number (BIN) For Business Renewal.**

Account Information

Enroll Business:

Enter Bin	Enter OR No.	
		Enroll

* Registered Business wanting to apply for renewal or pay their quarterly dues, enroll your business account number(BIN) and latest Official Receipt Number(O.R) for verification

Step1. Input Business Account Number /Business Identification Number with corresponding latest official receipt paid then click Enroll button.

Step2. System will automatically send email notifications to you regarding the enrollment application status.

Step3. Wait for email verification and approval.

Step4. Once approved you will receive email notification and instruction on business renewal.

Helpful Tips!

Always check your email to be updated regarding the status of your Business Account being enrolled.

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Step5. Once you received enrollment approval, Go to Business Account (For Renewal) and click "Renew".

Step6. Upload other business requirements in PDF format, input Gross Sales and click submit, data will then be forwarded to BPLO subject for review and approval.

Step7. Wait for confirmation message on your E-mail/G-mail account regarding payment.

Helpful Tips!

Make sure that you upload correct file and inputted correct information before you click submit.
Once you click submit you will be restricted to edit or alter information's.

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Business Permit Account (for Payment) ⊖

Business ID	Bus. Owner/Manager	Business Name	Business Address	Category	Status	Action
04-000927				R STEEL SORTS	RENEW	Information Payment

Total Amount Due: 50,995.39

Print Statement of Account   Proceed to Payment

⊙ Back

Step2. To view and download assessment, click Print Statement of Account (SOA) button.

Step3. Click Proceed to Payment button, then system will give you options:

a.) Land Bank of the Philippines (Online Payment).
b.) Over the counter (City Hall payment).

Step4. Click "Pay Now" button.

✓ ——————————————— ② ——————————————— ③
RPTPAYMENT   Payment   Complete

Online Payment

Transaction Type
RPTPAYMENT

Account Number
WEB-2021-000494

Amount
100.96

Select Payment Method
○ LandBank of the Philippines / Other Bancnet
○ Over the Counter Payment (City Hall)

Pay Now

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Step5. If you choose Payment Online using Land Bank, this will redirect you to Land Bank E-payment portal. Then Select payment option.

LANDBANK **Overseas FilipinoBank**
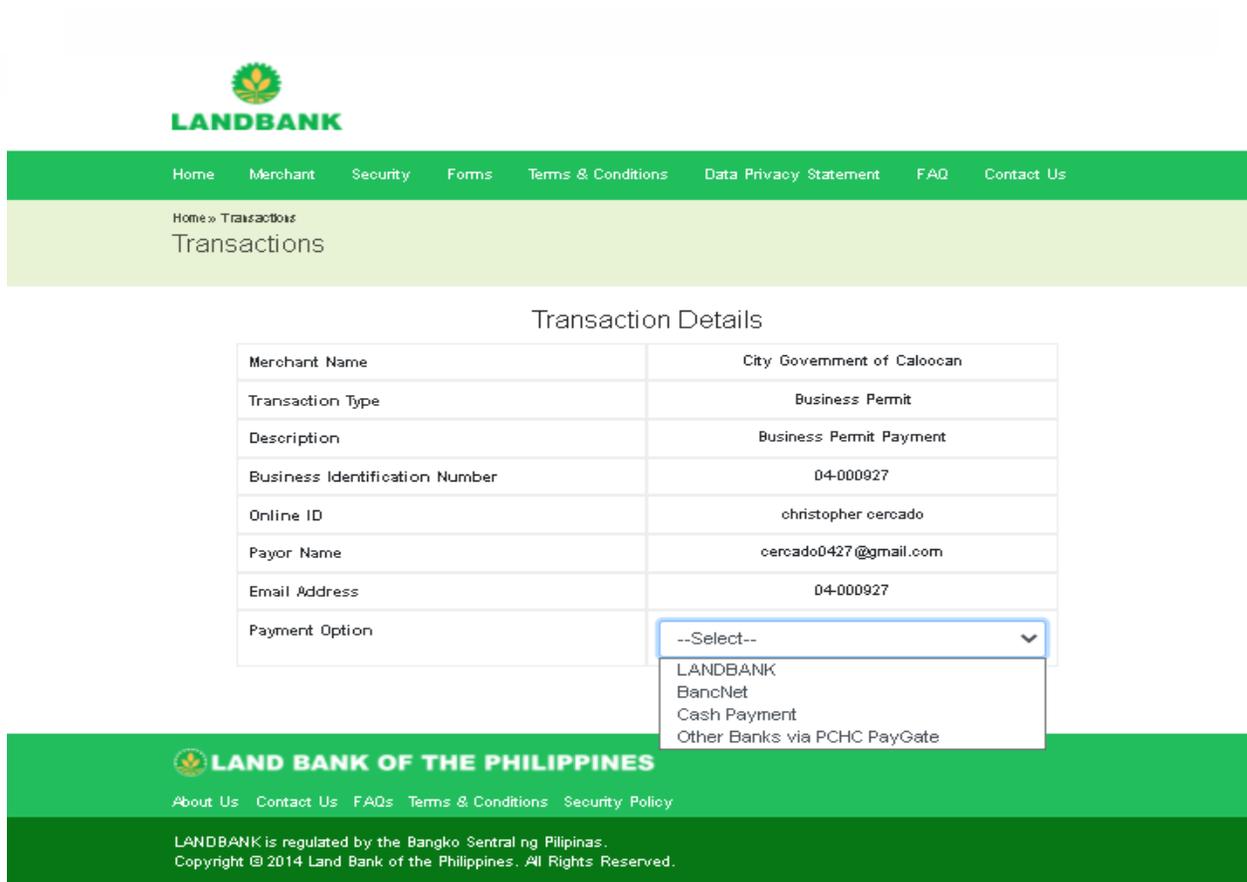
| Home | Merchant | Security | Forms | Terms & Conditions | Data Privacy Statement | FAQ | Contact Us |

Home » Transactions

Transactions

Transaction Details

Merchant Name	City Government of Caloocan
Transaction Type	Real Property Tax
Description	Real Property Payment
Tax Declaration Nu...	00033
Online ID	Cherry Tugay
Payor Name	yrrehc05@gmail.com
Payment Option	--Select--

SAMPLE ONLY

LANDBANK
BancNet
Cash Payment
Other Banks via PCHC PayGate

LAND BANK OF THE PHILIPPINE

About Us   Contact Us   FAQs   Terms & Conditions   Security Policy

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- **Appointment (Schedule Appointment Based on Requested Transactions).**

Step1. Sign-in using Web Portal Account.

Step2. Click Appointment menu.
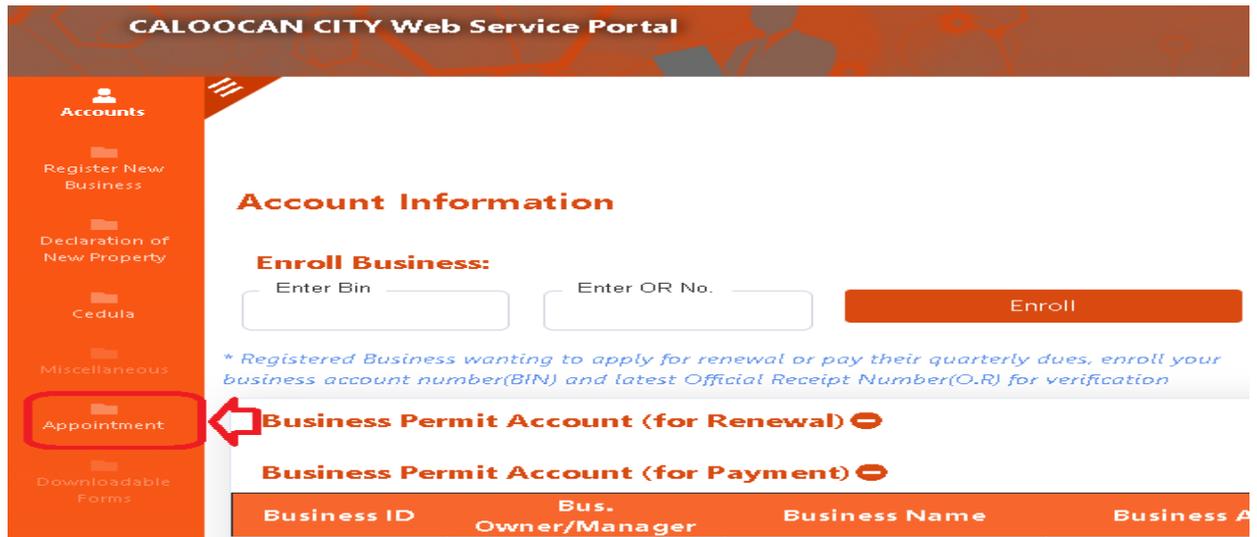
Step3. Select appointment type and transactions, please bring complete requirements.

For more questions, please visit us on
http://www.caloocancity.gov.ph/departments-offices1/contact-details#
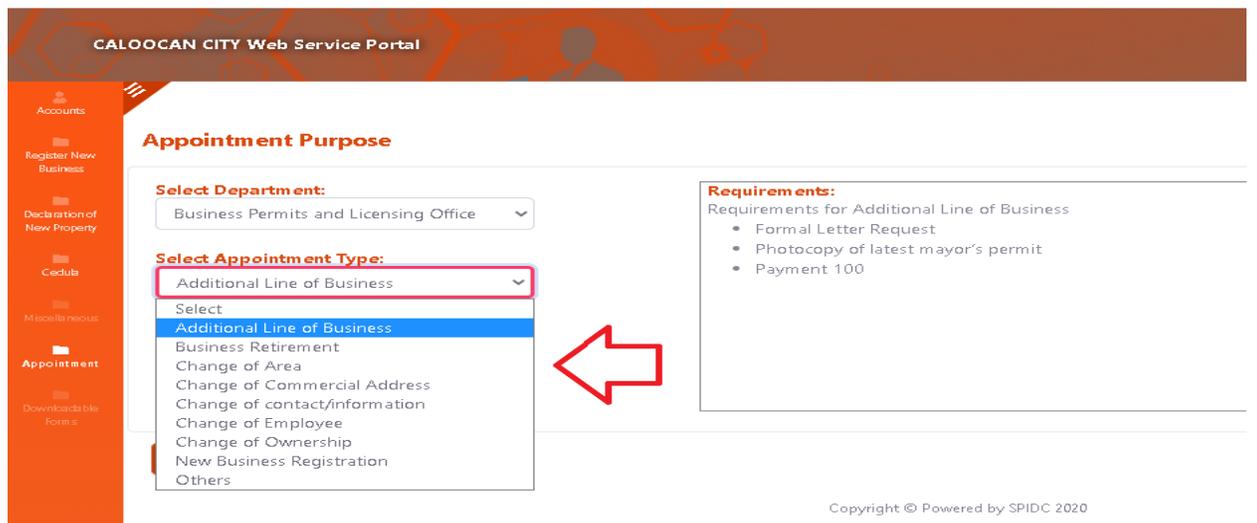
Step4. Select date of appointment then select if morning or afternoon (AM or PM) do not forget to upload requirements (in PDF Format) then click "Next Button".

Step5. Confirm your scheduled appointment.

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http://www.caloocancity.gov.ph/departments-offices1/contact-details#

Step6. You will receive a notification message regarding appointment schedule.

Appointment Schedule Confirmation Inbox ×

no-reply@spidc.com.ph
to me, rcl ▾

Dear Valued Customer,

This confirms your appointment with the following details:

Transaction Type : Additional Line of Business
Appointment ID   : 20201203-00001
Date   : December 03, 2020 AM
Time   : AM

Thank you for choosing online transaction. Have a wonderful day!

Reminders!

- **Make sure to upload requirements in PDF format and bring requirements (Hard Copy) at the City Hall.**

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