



Online Payment System  
**E-Gatepass User Guide**



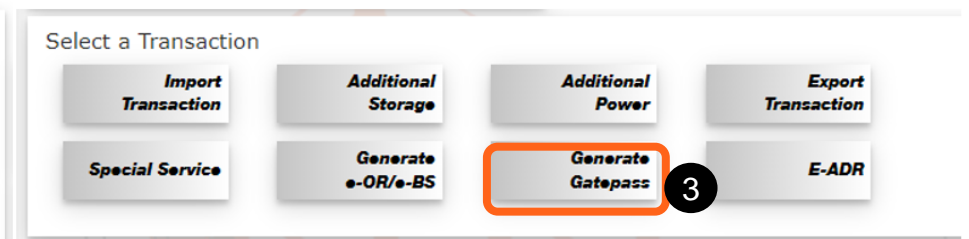
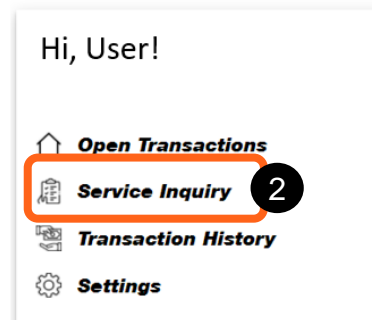
# E-Gatepass User Guide

1. Go to the Online Payment System website and enter your login credentials (Indicate link here)

For first time users, log in credentials are provided in the email confirmation sent after registration.

2. From the landing page, go the **Service Inquiry** menu

3. Select “**Generate Gatepass**” from the available options



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4. To download the **E-Gatepass** for, input the **Transaction Reference** generated after successful payment.

Generate Gatepass

Transaction Reference

5. Click “**Generate**” button.

6. E-Gatepass will automatically be downloaded from your web browser.

- Open Transactions
- Service Inquiry
- Transaction History** A
- Settings

You can get the **Transaction Reference No.** at:

- From the landing page, select Transaction History menu
- Search and copy the Transaction Reference No. from the list

Terminal	Transaction Reference No.	Reference Number	Transaction Type	Total Amount Due	Transaction Date	Action
SUBIC BAY INTERNATIONAL TERMINAL	<span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">220300073</span> <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">B</span>	EGP0010-21	IMPORT	248,602.15	March 09, 2022	<input type="button" value="Download E-OR"/>
ICTSI SUBIC INC	220300206	EGP0012-21	IMPORT	1,013,835.18	March 30, 2022	<input type="button" value="Download E-OR"/>

