



Online Payment System
USER REGISTRATION GUIDE

User Registration Guide

1. Go to the Online Payment System website or type in below URL on your web browser:

<https://ops.ictsi.com>

2. Click “**New User? Register here**”

Online Payment System

User ID

Password

Login

New User? Register here 2

Can't Login?

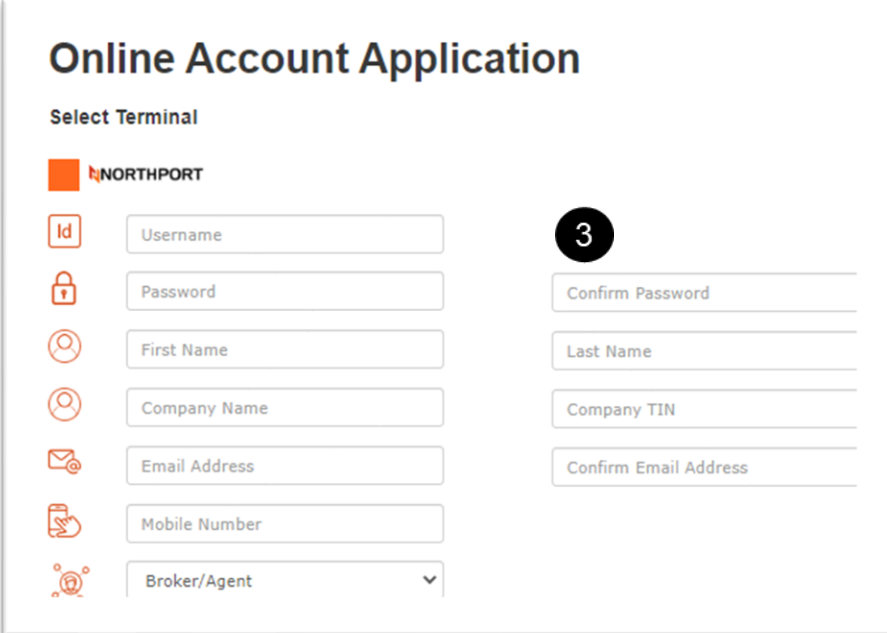
E-2307 Registration

Frequently Asked Questions (FAQs)



User Registration Guide

3. Fill out all required personal and company information on the **Online Account Application** page.
4. Click on the **“Browse”** buttons and attach the following requirements:
 - BIR Form 2303 (of the company or sole proprietorship registered)
 - At least one Government-issued ID with signature (of the user)
 - Company Issued ID (associating user to Company indicated)



Online Account Application

Select Terminal

NORTHPORT

Id	<input type="text" value="Username"/>	3	<input type="text" value="Confirm Password"/>
	<input type="text" value="Password"/>		<input type="text" value="Last Name"/>
	<input type="text" value="First Name"/>		<input type="text" value="Company TIN"/>
	<input type="text" value="Company Name"/>		<input type="text" value="Confirm Email Address"/>
	<input type="text" value="Email Address"/>		
	<input type="text" value="Mobile Number"/>		
	<input type="text" value="Broker/Agent"/>		

4



Please upload BIR 2303 Form (of the Company or Sole Proprietorship Registered)*


Please upload Government Issued ID*

Please upload Company issued ID*

User Registration Guide

5. Read through the “**Terms of Use**” and “**Consent to Processing of Personal Information**” then upload duly accomplished form.
6. Review all details entered and read on the reminders before submitting your registration.
7. Click “**Submit**” button to finalize your application.
8. Wait for an email notification for the status of your registration.

Please upload duly signed Terms of Use and Consent of Processing Personal Information*

Browse... 5 [Download Template](#) 

REMINDER: 5

1. Please make sure information typed in the fields are correct and complete.
2. Documents for uploading should be in Microsoft Word, image or PDF formats and should be less than 5MB.
3. Please read through the Terms of Use and Consent to Processing of Personal Information.

7 [Submit](#) [Back](#)

Registration Successful

Application successfully submitted for review.
Please check your email address for updates.
Thank you for using OPS.

[Continue](#)

