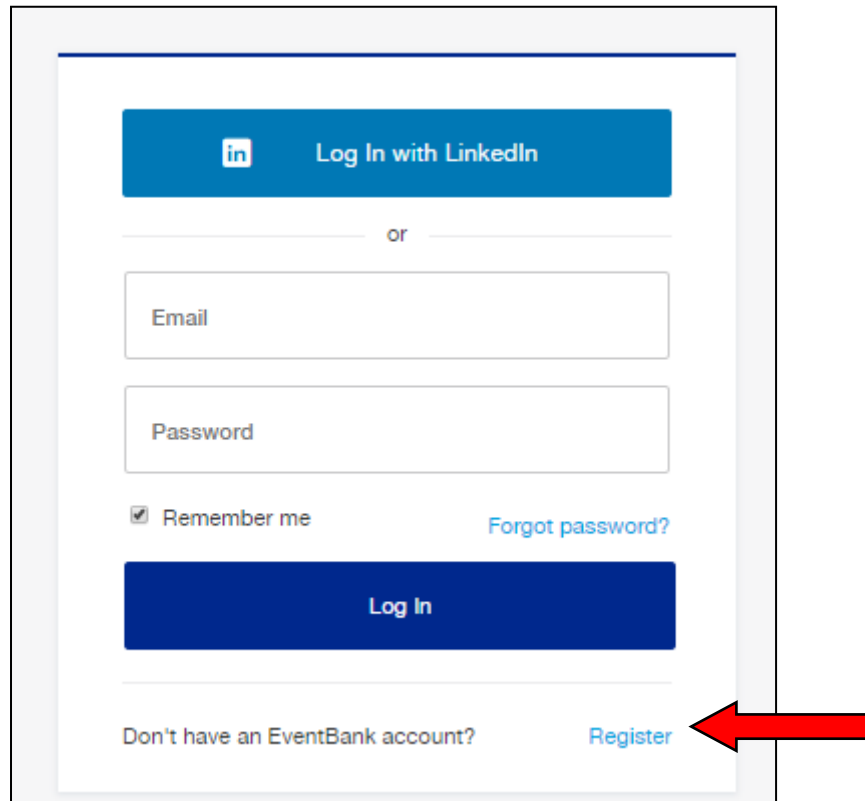


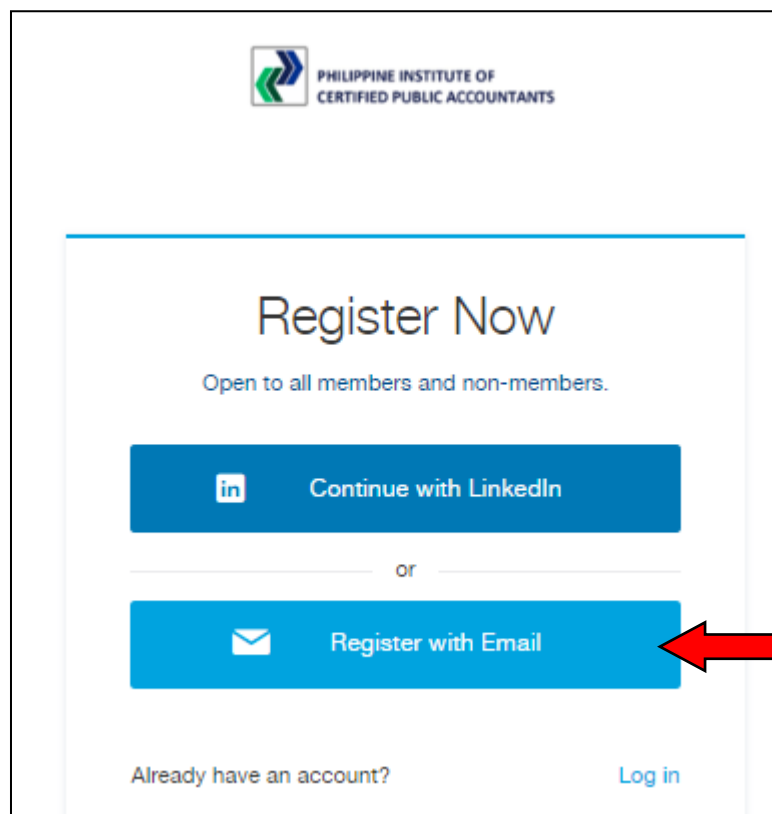
## HOW TO COMPLETE PICPA EVENT BANK REGISTRATION

1. Login to URL <https://picpa.eventbank.com/account/login> and click "**REGISTER**"



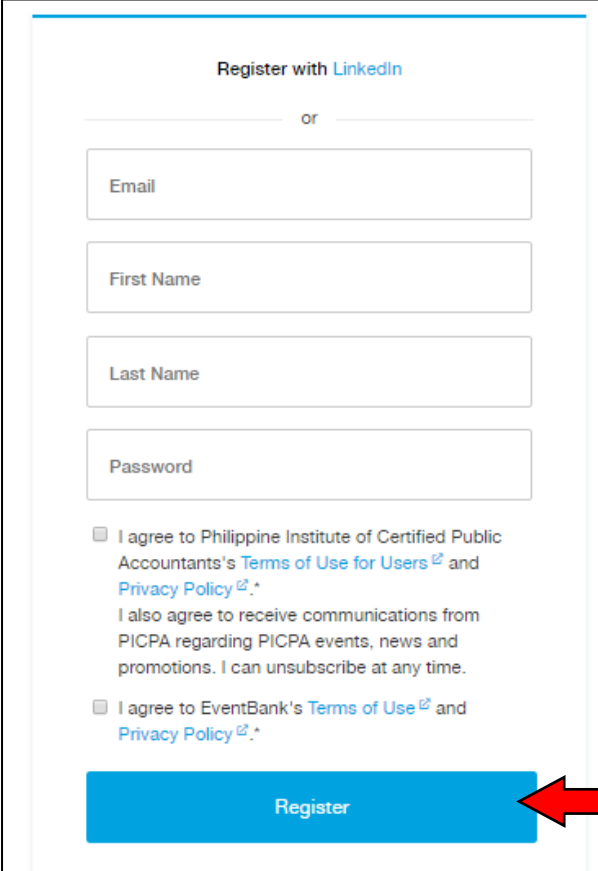
The screenshot shows the EventBank login interface. At the top, there is a blue button with the LinkedIn logo and the text "Log In with LinkedIn". Below this, the word "or" is centered. There are two input fields: "Email" and "Password". Below the "Password" field, there is a checkbox labeled "Remember me" and a link "Forgot password?". A large blue "Log In" button is positioned below the input fields. At the bottom, there is a link "Don't have an EventBank account?" followed by a blue "Register" link. A red arrow points to the "Register" link.

2. Select "**REGISTER WITH EMAIL**"



The screenshot shows the PICPA "Register Now" page. At the top, there is the PICPA logo and the text "PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS". Below this, the heading "Register Now" is displayed, followed by the text "Open to all members and non-members.". There are two main buttons: a blue button with the LinkedIn logo and the text "Continue with LinkedIn", and a light blue button with an envelope icon and the text "Register with Email". A red arrow points to the "Register with Email" button. At the bottom, there is a link "Already have an account?" followed by a blue "Log in" link.

3. Fill up the necessary information and opt-in (mandatory) to PICPA and EventBank's Terms of Use for Users and Privacy Policy.

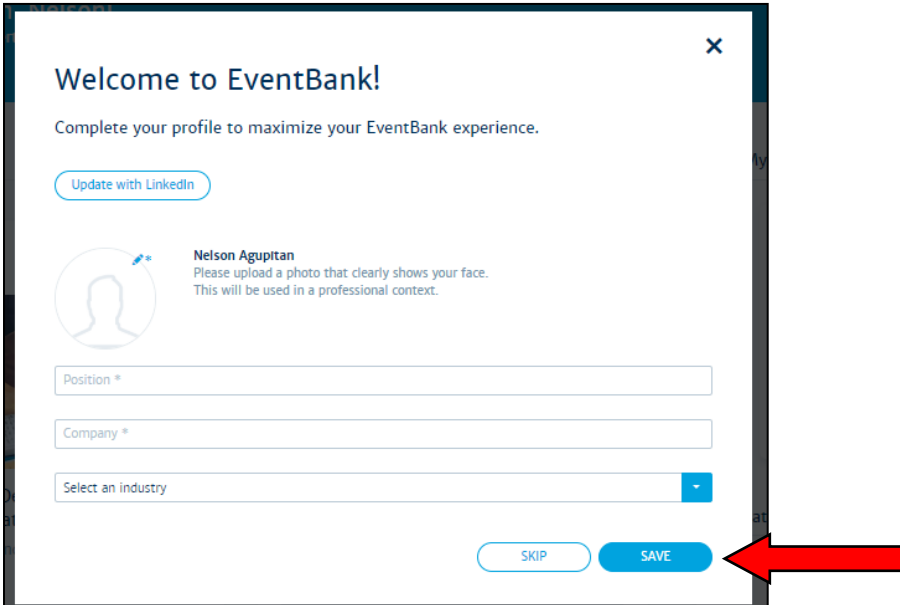


The registration form is titled "Register with LinkedIn" and includes a section for "or" with input fields for Email, First Name, Last Name, and Password. Below these fields are two checkboxes for agreeing to the Philippine Institute of Certified Public Accountants' Terms of Use and Privacy Policy, and a checkbox for agreeing to receive communications from PICPA. A blue "Register" button is at the bottom, with a red arrow pointing to it.

4. Once registered, user is redirected to PICPA Homepage URL <https://picpa.eventbank.com/my/home/>.

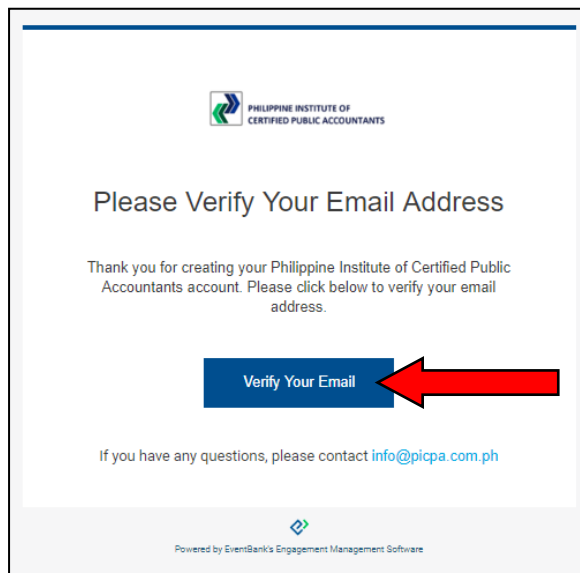
User is -

- Registered both as a PICPA CRM Contact and an EventBank registered user and **NOT** as a PICPA member.
- Asked to complete his EventBank Profile. User may skip this portion, however the pop-up window will re-appear after each login until filled-up

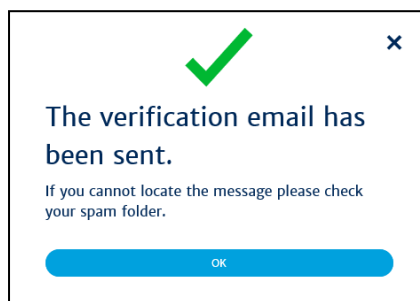
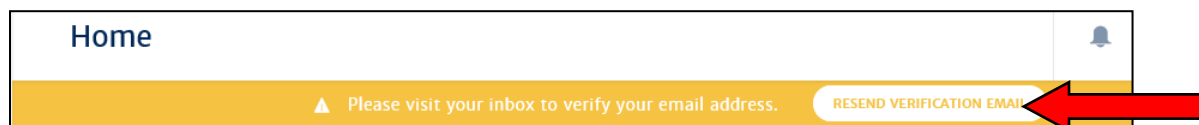


The pop-up window is titled "Welcome to EventBank!" and includes a close button (X) in the top right corner. It prompts the user to "Complete your profile to maximize your EventBank experience." and features a button for "Update with LinkedIn". Below this is a profile section for "Nelson Agupitan" with a placeholder for a photo and a note: "Please upload a photo that clearly shows your face. This will be used in a professional context." There are input fields for "Position \*", "Company \*", and a dropdown for "Select an industry". At the bottom are "SKIP" and "SAVE" buttons, with a red arrow pointing to the "SAVE" button.

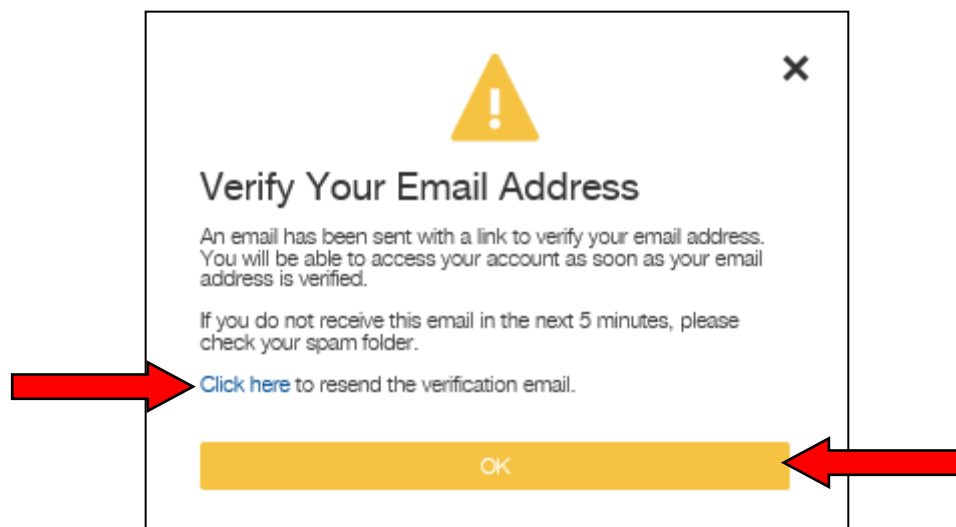
- Ask to verify his registered e-mail address. To verify, access the verification e-mail sent by Philippine Institute of Certified Public Accountants <*no-reply@eventbank.com*> to registered e-mail address' Inbox/Spam Folder. Click "**VERIFY YOUR EMAIL**".



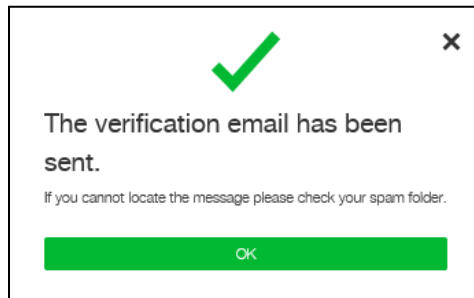
In case verification e-mail was not received, click "**RESEND VERIFICATION EMAIL**" on the homepage.



In case verification of e-mail address was skipped or not done after registration, upon user's next login, system will prompt user to verify his registered e-mail address first otherwise he will not be able to proceed.



To verify, click "OK" and access the verification e-mail sent by PICPA EventBank to user's registered e-mail address' Inbox/Spam Folder. In case, verification e-mail was not received click "[CLICK HERE](#)" to resend verification e-mail.

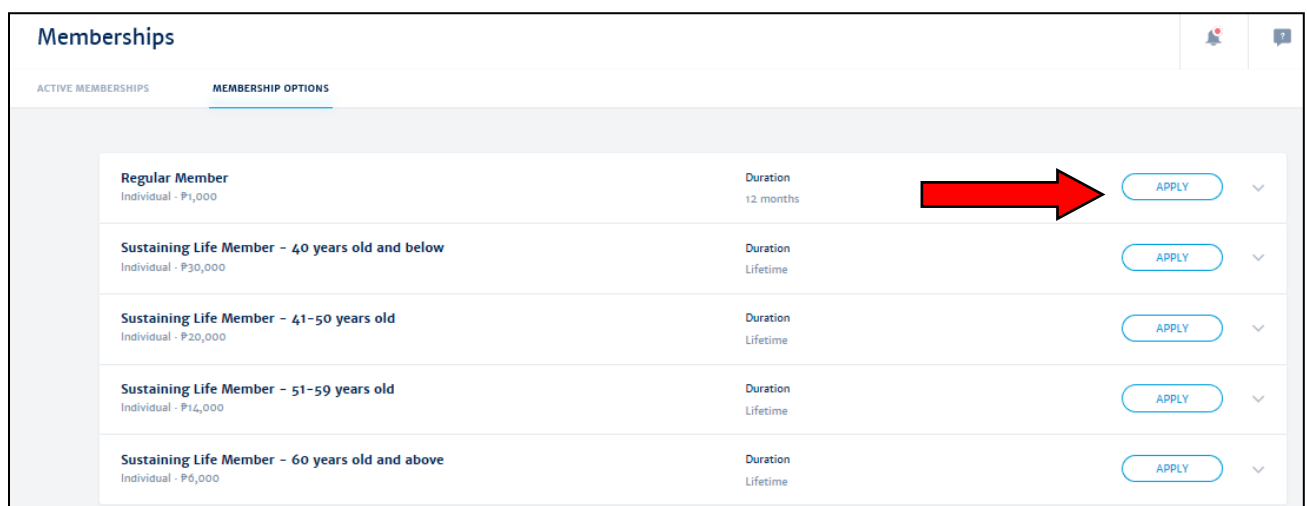


Once e-mail address is verified, user is redirected to PICPA Homepage URL.

5. User should submit/apply/create their respective PICPA membership application to become a PICPA member for the current fiscal year (e.g. July 01, 2019 to June 30, 2020)
- On the left side bar either clicks "[Become A Member](#)" under PICPA or the [Memberships](#) Menu. User is then redirected to PICPA Memberships URL <https://picpa.eventbank.com/my/memberships/discover/>



- Click "[APPLY](#)" on the respective membership type user wish to apply for.



- Under Membership Selection, user is provided information as to the selected membership type. If satisfied click **"APPLY"** otherwise select another membership type

**MEMBERSHIP SELECTION** APPLICATION DETAILS REQUEST RECEIVED

	Unit Price	Total
Regular Member	P1,000	P 1000

⌚ This is a 12 months membership - Membership expires Jun 30, 2020  
 👤 This membership is for individuals only  
 🔍 Active members shall apply to those CPAs whose names appear in the Registry of Professionals of the Professional Regulation Commission.  
 The initial membership fee includes registration fee, membership certificate and PICPA ID.

This rate is applicable only to **members in good standing with paid dues last FY 2018-2019**. If you have unpaid dues for previous years, please send an email to PICPA membership info@picpa.com.ph and secure a statement of account.

**Total Due:** P1000.00

**APPLY**

**Membership Refund Policy**

Membership for a given fiscal year upon receipt is nonrefundable.

- Under Application Details, user is required to fill up the following member application details.
  - Personal Information Details
  - Certification Details. Upload copy of PRC ID for faster approval and/or verification process.

**Certification Details**

PRC ID:  
[Click here to upload a file](#)

- Employment/Business Details
- PICPA Membership Details. If already paid, upload proof of payment for faster approval and/or verification process.

Sectoral Representation \*

Proof of Membership Payment:  
[Click here to upload a file](#)


- Once done, click **"APPLY"**. An e-mail will be sent by [no-reply@eventbank.com](mailto:no-reply@eventbank.com) to registered e-mail address with subject **<Membership Application Status – awaiting approval>**.

⚠ Your membership application is awaiting approval.

**Membership Awaiting Approval**

Thank you for your application. You will receive an email at [nelson.agupitan@gmail.com](mailto:nelson.agupitan@gmail.com) after your application has been reviewed by our membership team.


- Once membership application has been approved by PICPA, an email will be sent by [no-reply@eventbank.com](mailto:no-reply@eventbank.com) to registered e-mail address with subject **<Membership Application Status – Awaiting Payment>**. Click **"Choose Payment Method"**




PHILIPPINE INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

## Choose a Payment Option


We have approved your membership application. Please click below to proceed with payment for your Regular Member membership.



Application form




Organization approval



Pay for the membership


Choose Payment Method





If you have any questions, please contact [info@picpa.com.ph](mailto:info@picpa.com.ph)

- Under Membership Application, check details of your application and select payment method and click "**PAY**".

### Payment Method

☐ Check 


☐ Bank Transfer 

☒ Cash 

**Membership Refund Policy**

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Membership for a given fiscal year upon receipt is nonrefundable.



PAY

▲ Your membership application is awaiting payment.

### Membership Awaiting Payment

Please follow the instructions below to complete the application process. You will receive an email with a summary of your membership application at [nelson.agupitan@gmail.com](mailto:nelson.agupitan@gmail.com).

**Payment instructions**

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BILLS PAYMENT through Union Bank only.

Please use the bank's **BILLS PAYMENT FORM** (NOT the regular deposit form).

Payment for Company/Institution: Philippine Institute of Certified Public Accountants, Inc. (or simply PICPA)  
 Client's Name: Name of paying PICPA member  
 Reference/Account Number: PRC ID number of paying PICPA member, MEMBERSHIP FEE

\*No need to put Union Bank Account Number of PICPA.

An e-mail will be sent by [no-reply@eventbank.com](mailto:no-reply@eventbank.com) to registered e-mail address with subject <**Membership Application Status – Payment Information Required**>. This is to inform user to make payment if he has not yet done this.

User may pay his membership dues either -

- a. **At the nearest PICPA Chapter Office, OR**
- b. **Through Union Bank Bills Payment facility.**

Use the bank's BILLS PAYMENT FORM (**NOT** the regular deposit form).

No need to put Union Bank Account Number of PICPA.

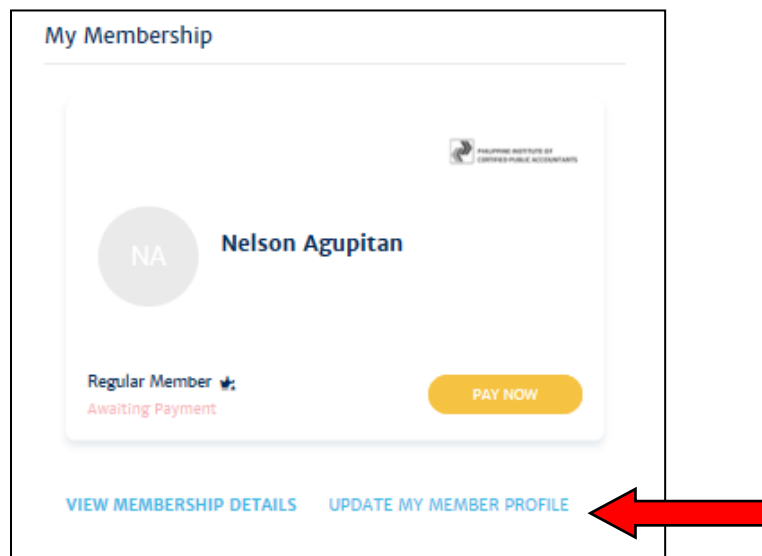
FOR THE MMR OFFICE PAYMENT (For MMR Chapter Payments: NMMC, EMMC, WMMC and SMMC)

<b>Payment for Company / Institution</b>	PICPA MMR
<b>Client's Name</b>	Name of paying PICPA member
<b>Reference / Account Number</b>	PRC ID number of paying PICPA member
<b>Type of Payment</b>	MEMBERSHIP
	(Note: This payment option can also be used when paying for seminars/conferences. Make sure you indicate the TYPE OF PAYMENT as MEMBERSHIP FEE or Seminar Payment OR Conference Payment )

FOR THE NATIONAL OFFICE PAYMENT (For Provincial Chapters, through the NATIONAL OFFICE)

<b>Payment for Company / Institution</b>	Philippine Institute of Certified Public Accountants (PICPA)
<b>Client's Name</b>	Name of paying PICPA member
<b>Reference / Account Number</b>	PRC ID number of paying PICPA member
<b>Type of Payment</b>	MEMBERSHIP
	(Note: This payment option can also be used when paying for seminars/conferences. Make sure you indicate the TYPE OF PAYMENT as MEMBERSHIP FEE or Seminar Payment OR Conference Payment)

7. Once paid, user shall login to PICPA EventBank and click "**UPDATE MY MEMBER PROFILE**" under My Membership.



An "Update My Member Profile" pop-up window will appear. Under PICPA Membership Details upload proof of payment.

### PICPA Membership Details

Chapter \*  
Southern Metro Manila

Region \*  
Metro Manila\_NCR

Geographical Area \*  
Metro Manila\_NCR

Sectoral Representation \*  
Commerce and Industry

International Affiliates

Proof of Membership Payment:  
[Click here to upload a file](#)

### When membership activation happens?

- ✚ IF YOU HAVE PAID at the nearest PICPA Chapter Office, activation happens after the PICPA Chapter transmits the certified list of paid members. This is reported on a weekly basis.
  - ✚ IF YOU HAVE PAID through Union Bank Bills Payment facility (MMR – for METRO MANILA CHAPTER members) activation of membership happens once PICPA MMR validates the attached proof of payment against the Union Bank’s posted bank credits. **Activation is within three (3) days.**
  - ✚ IF YOU HAVE PAID through Union Bank Bills Payment facility (National Office, for PROVINCIAL CHAPTER members) activation of membership happens once PICPA National Office validates the attached proof of payment against the Union Bank’s posted bank credits. **Activation is within three (3) days.**
8. Once payment has been validated by PICPA, an e-mail will be sent by [no-reply@eventbank.com](mailto:no-reply@eventbank.com) to registered e-mail address with subject <**Membership Application Status – Active/Completed**>.