APPLICATION PROCESS – ACCREDITATION MODULE

User's Manual

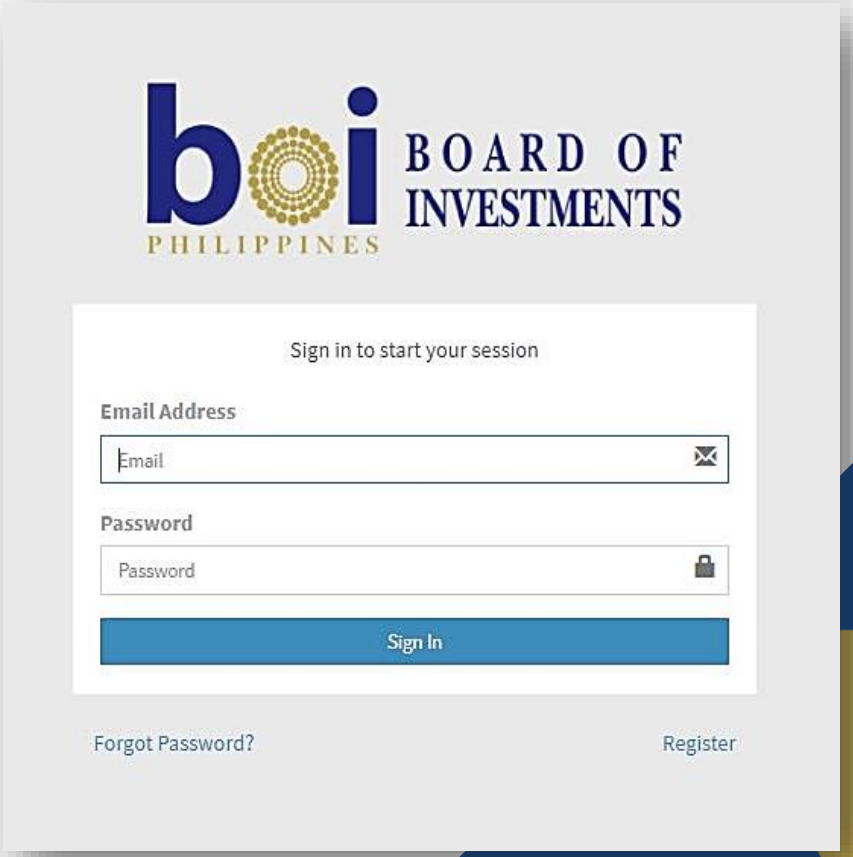
Board of Investments Online Services and Investment Leads and Monitoring System

Lodging Application

Board of Investments Online Services and Investment Leads and Monitoring System

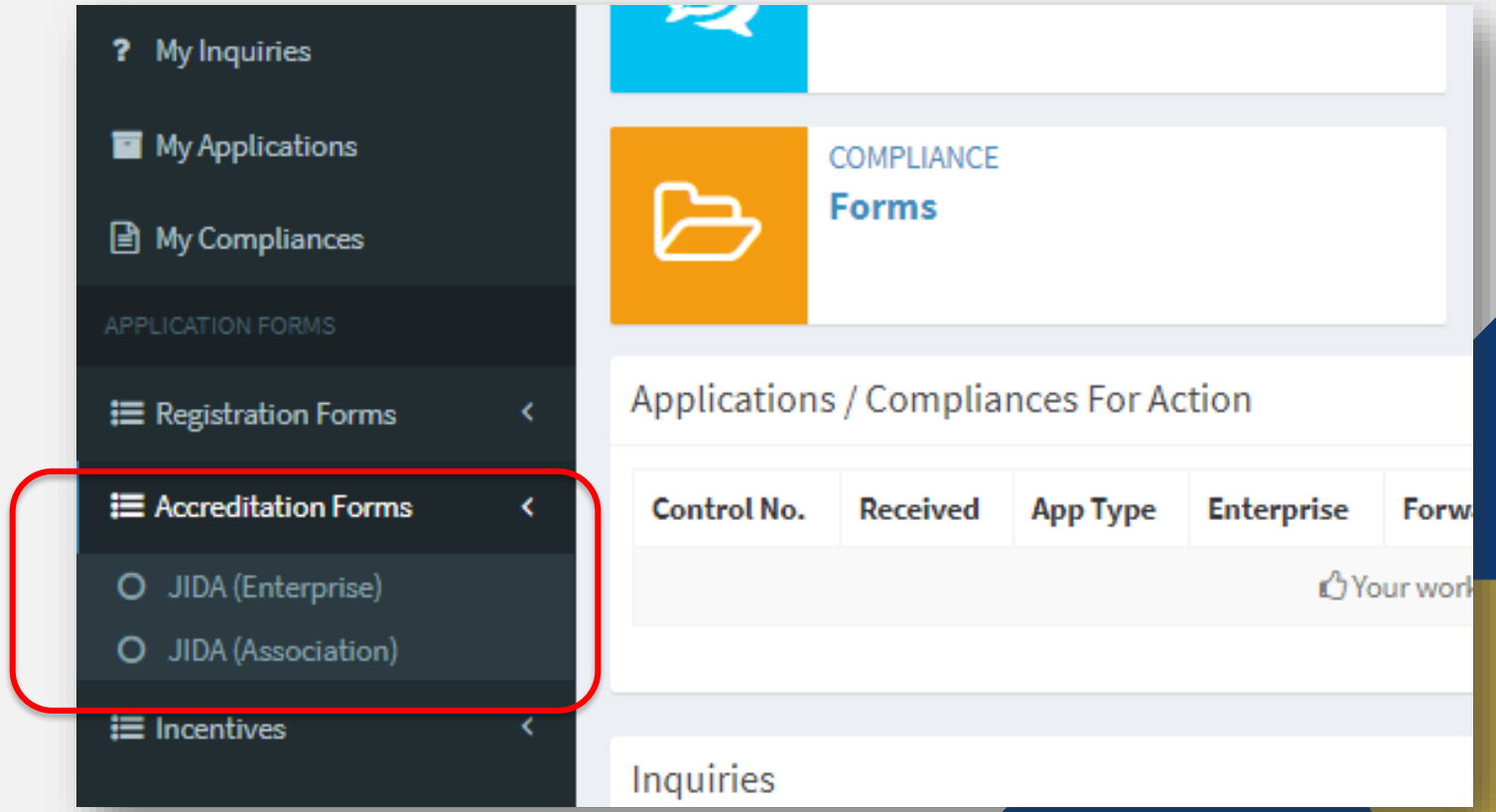
Step 1

Log in using the email and password you have registered with.



Step **2**

Click on either of the applicable applications.

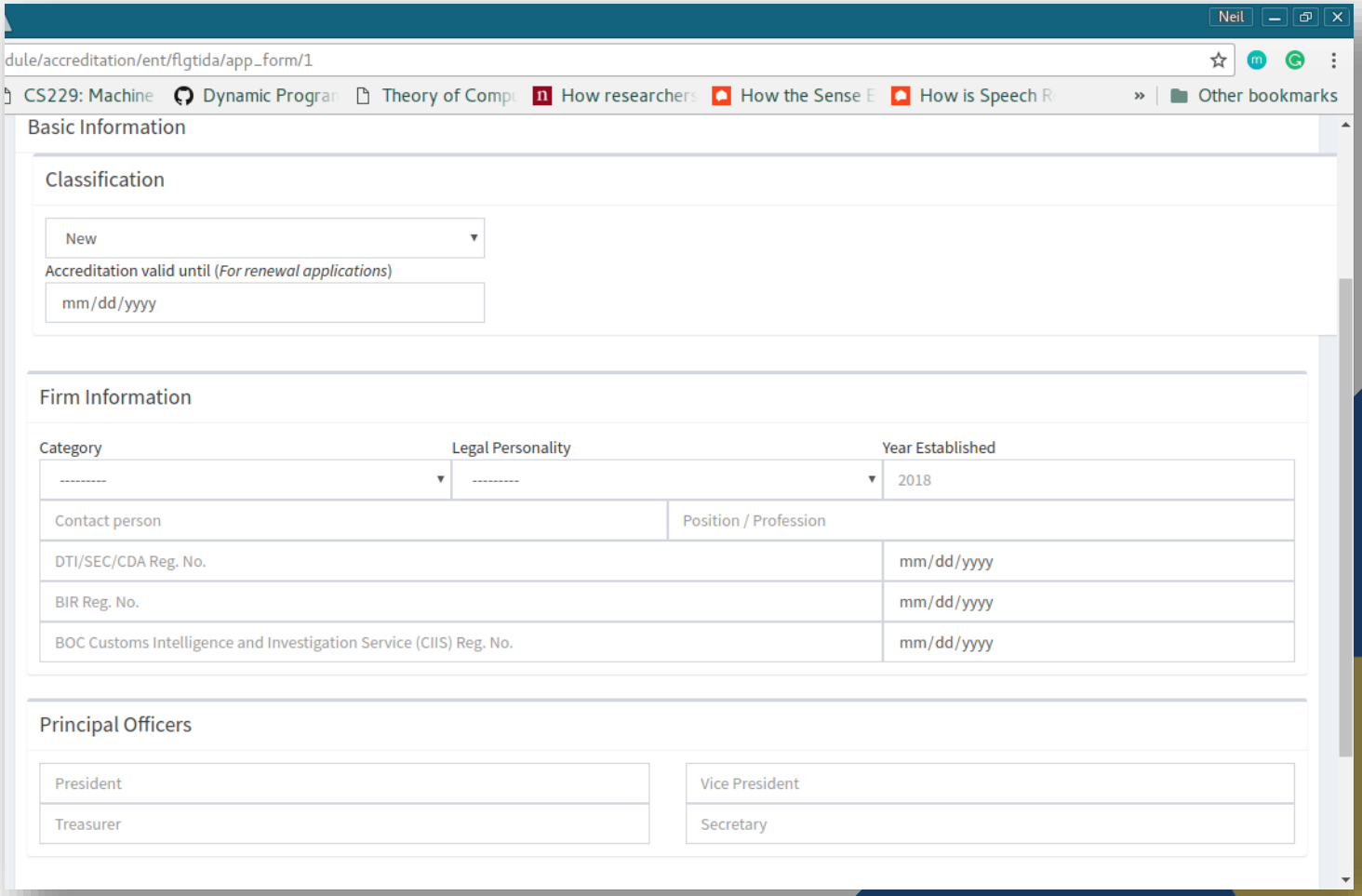


Step 3

Fill in the application form's fields. Then click on proceed to save the details.

NOTE: All Type of Inquiries provided shall be visible under this menu.
Fields with asterisks (*) are required fields.

Make sure to click **Proceed** in order to save the current step.

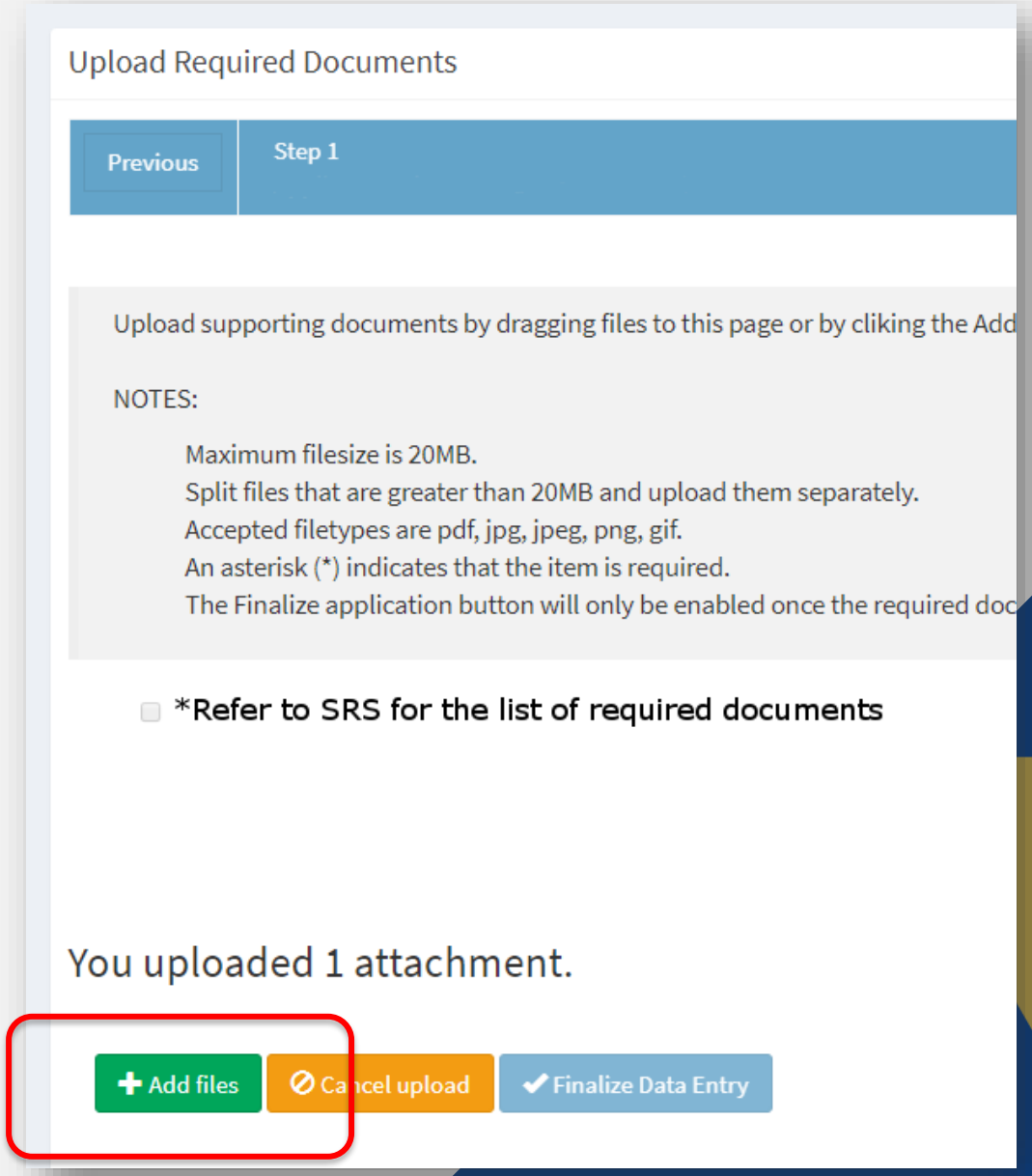


Step **4**

The last step is **Uploading of Required Documents**. The list of documents may vary depending on the type of Accreditation.

Click the **Add files** button to select the files to be submitted to satisfy the necessary requirements.

NOTE: Read the instructions carefully. Restrictions are in place to facilitate a smooth submission of requirements.



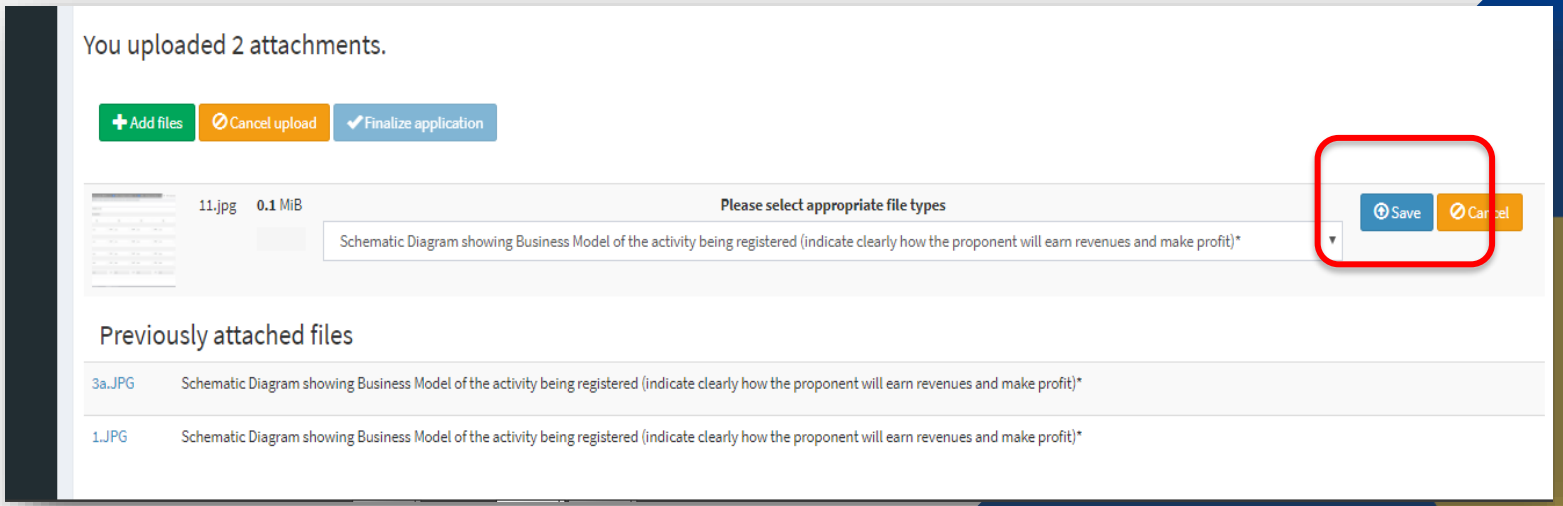
Step **5**

Once the files to be uploaded are selected, they will appear on the lower part of the page. Select the type of requirement that the file satisfies then click the **Save** button.

NOTES:

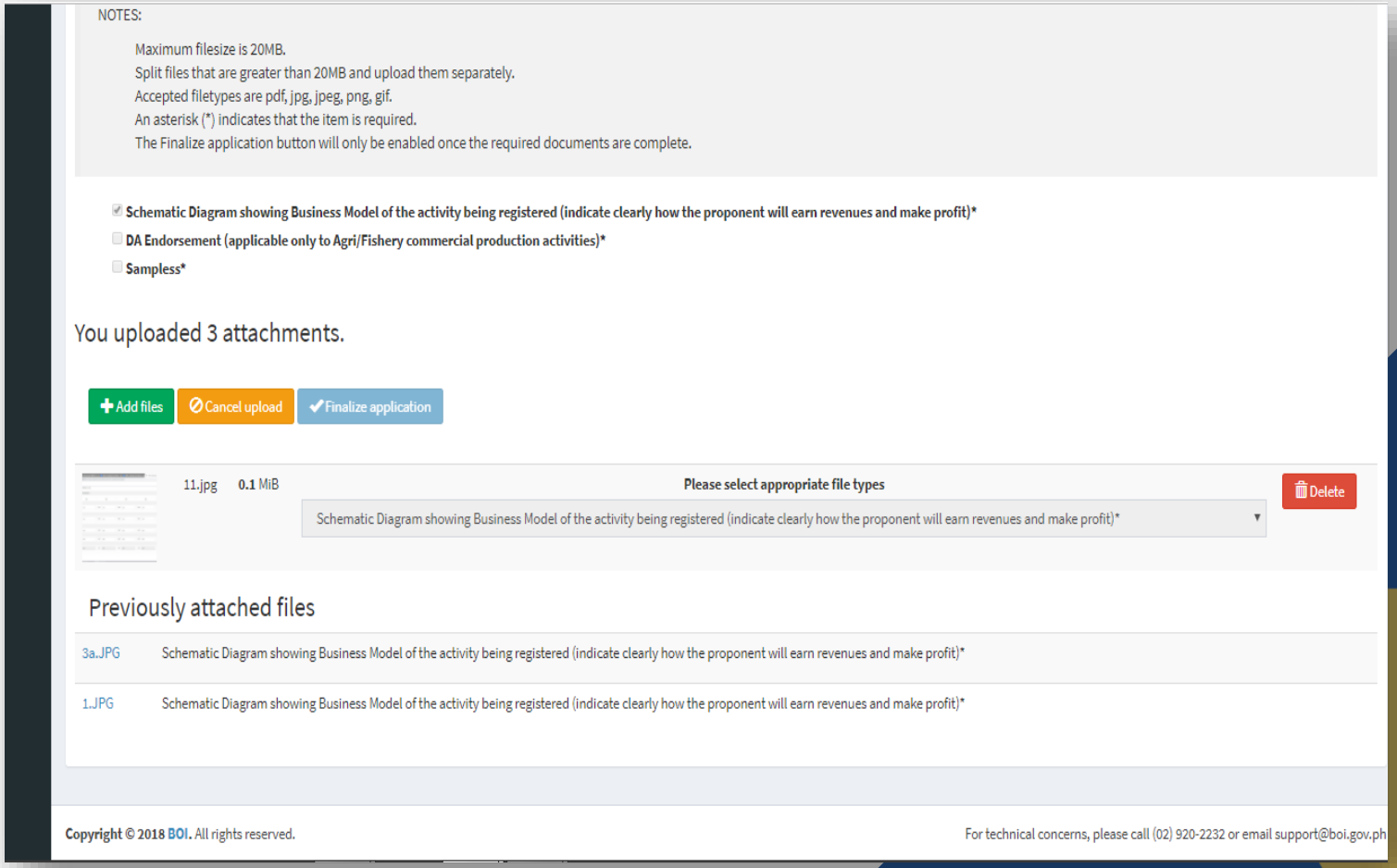
- Multiple files may be selected to satisfy a particular requirement.
- You may remove a file by clicking the **Cancel** button alongside the Save button. Alternatively, you may remove all files by clicking the **Cancel upload** button next to the Add files button.

If you want to leave the site and continue at a later time, you may do so (instructions will be shown later). All previously uploaded files will be shown under the **Previously uploaded files** section



Step **6**

Wait for the upload to finish.

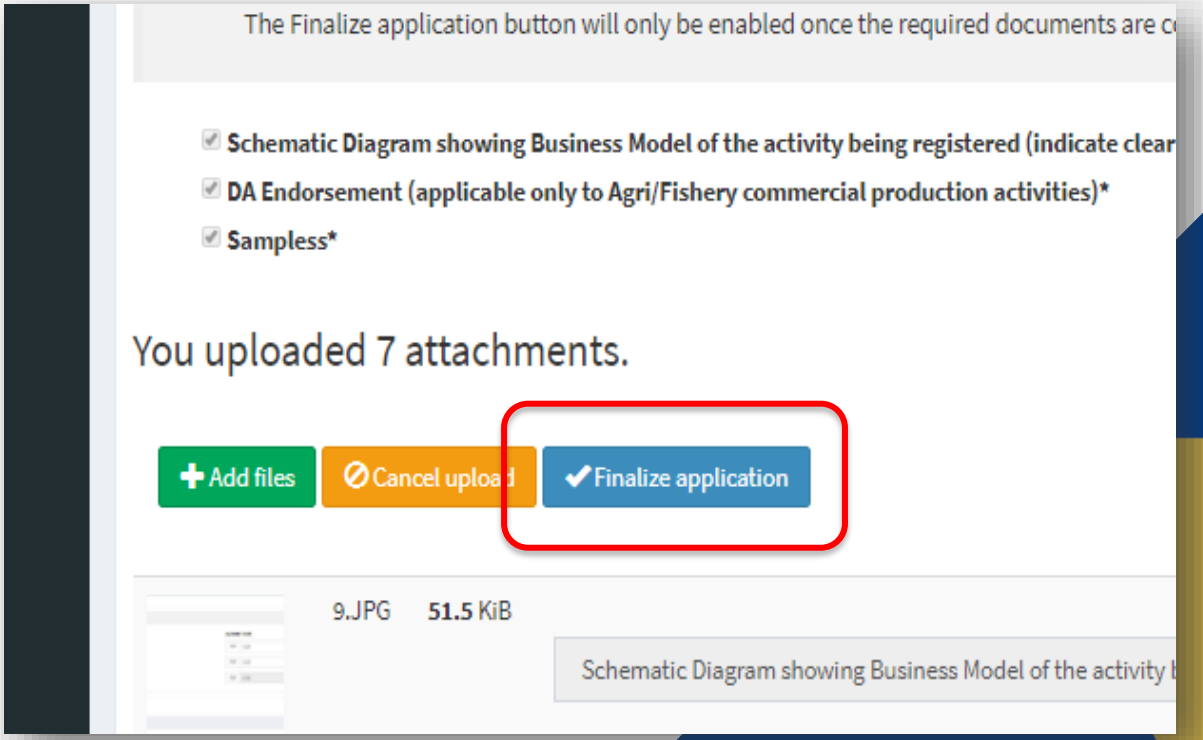


Step 7

Click on the **Finalize application** button to submit the requirements.

NOTES:

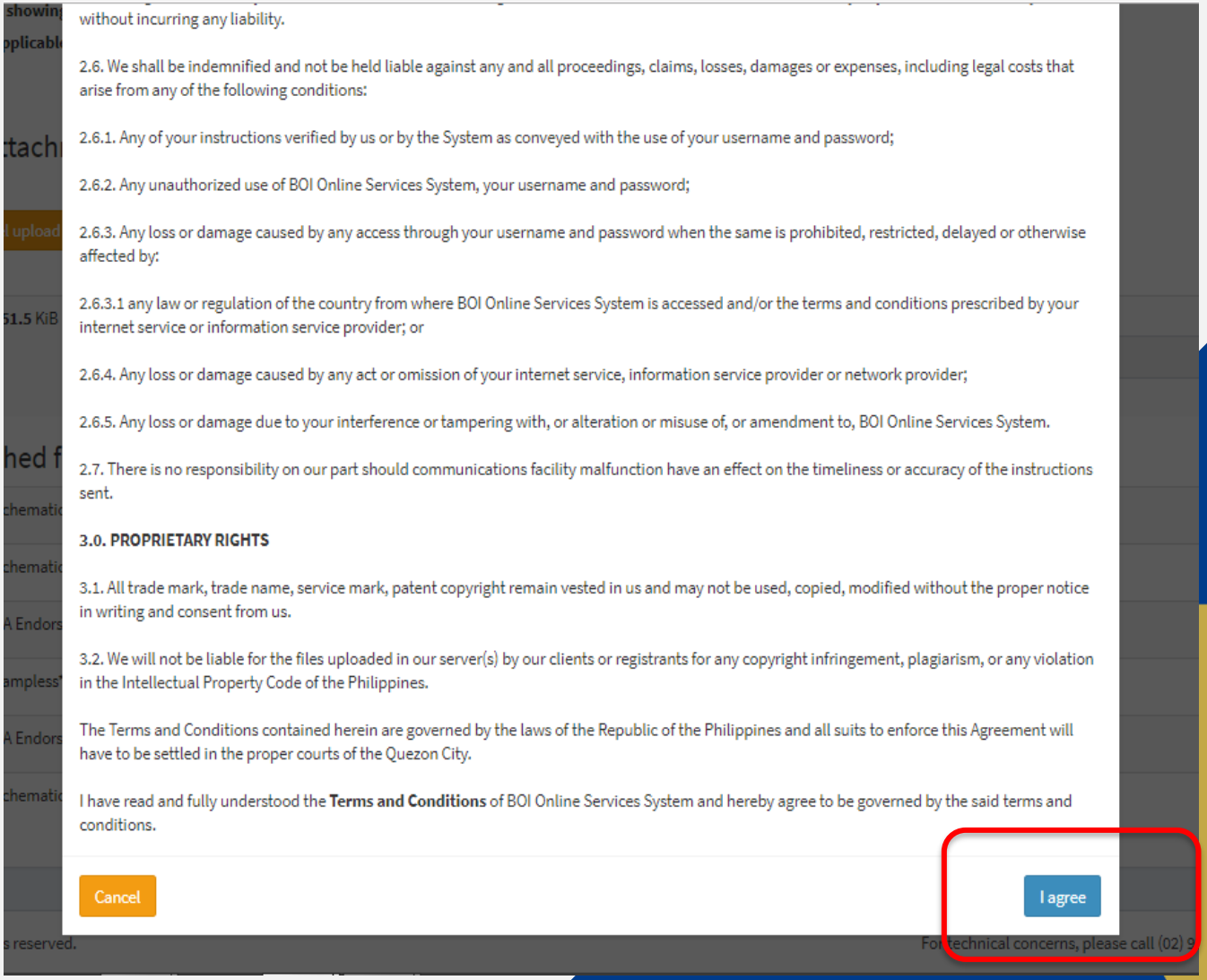
- You may delete files uploaded to the server by clicking on the **Delete** button.
- The **Finalize application** button will not be clickable until all requirements have been satisfied.



Step **8**

Click on the **I agree** button to finalize your application for processing.

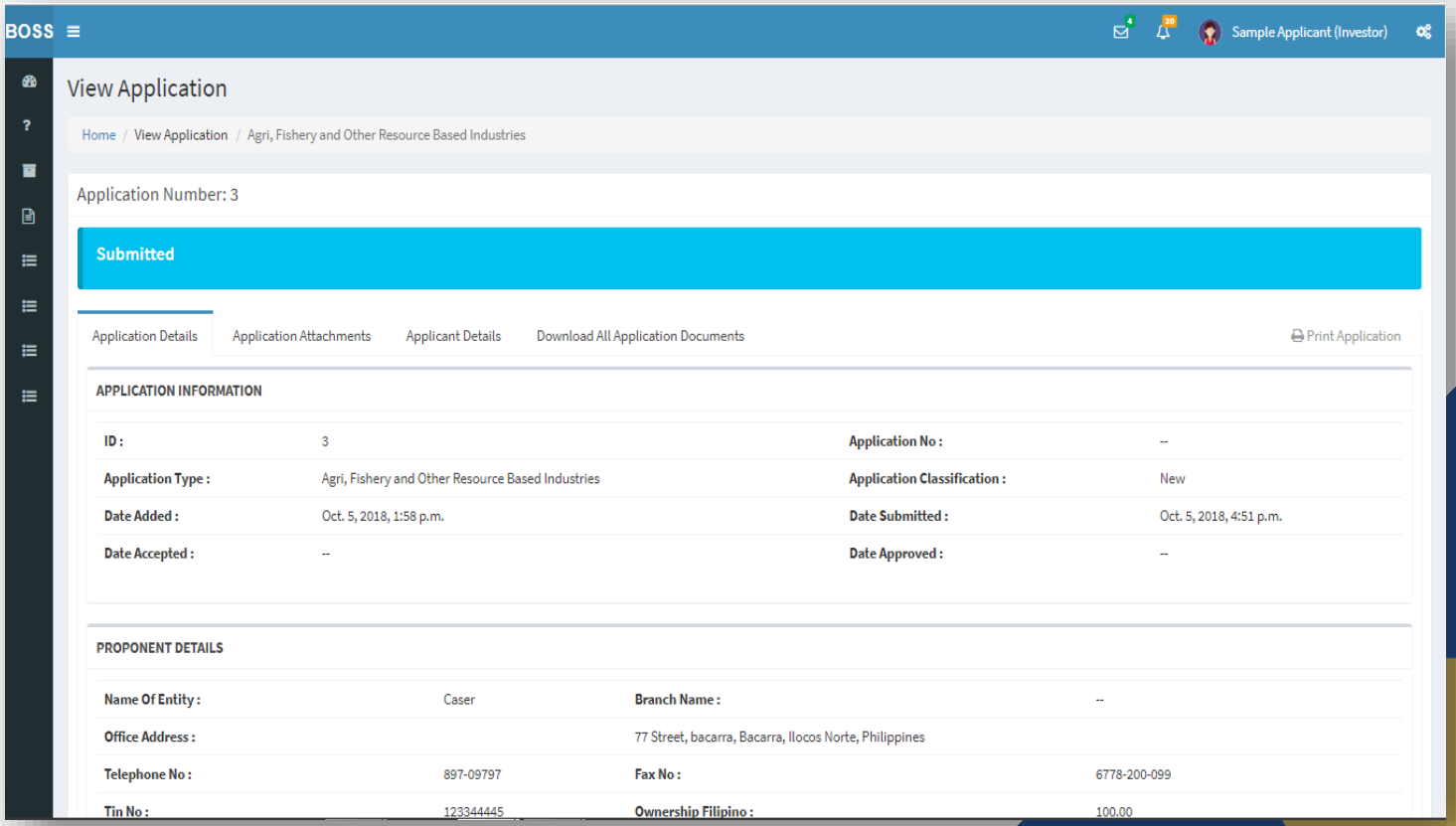
NOTE: You may click on the **Cancel** button to close the Terms and Conditions without submitting the requirements.



Step 9

Your application will now be submitted for processing. You will be shown the application's details. The application details are also printable. All BOI staff that will process your application will see the same details.

NOTE: You will also receive an email to confirm the receipt of your application.



Thank you

boi
PHILIPPINES
BOARD OF
INVESTMENTS