



**USER GUIDE TO 75TH PICPA ANC REGISTRATION PLATFORM  
(Powered by JuanTax)**

For further inquiries:  
[registration@75thpicpaanc.com](mailto:registration@75thpicpaanc.com)

## **CONTENTS**

[Creating an Account](#)

[Adding Attendees to Your Batch](#)

[Editing Attendee Information](#)

[Payment of Tickets](#)

[Editing Your Personal Information](#)

[Frequently Asked Questions](#)

*[Forgot your password?](#)*

*[Nothing happens when I click "Submit" in Payment?](#)*

*[Can I add more than 10 people to the event?](#)*

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## CREATING AN ACCOUNT for EVENT REGISTRATION

1. Go to <https://registration.75thpicpaanc.com/>
2. Input your Email Address and click send verification

### Welcome!

[Go back to acpapp.org](#)

Let's setup your account first

Step 1 of 2: Email Verification

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Email Address

acpapp@gmail.com

Send Verification

3. Go to your email address and verify your email address



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Verification

Thank you for registering!

[Click here to verify your email address.](#)

If you have any questions or concerns, please let us know. Email us at [registration@75thpicpaanc.com](mailto:registration@75thpicpaanc.com)

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Learn more about PICPA ANC. Visit <https://75thpicpaanc.com/>

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- Once verified, you can now set up your password

## Welcome!

Let's setup your account first

Step 2 of 2: Setup your account

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Firstname

Lastname

Contact Number

Email Address

kevin@juan.tax

Password

Re-type Password

Setup Password

Next Steps:

- [Adding attendees to the event](#)
- [Editing attendee information](#)
- [Editing your personal information](#)

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## ADDING ATTENDEES TO YOUR BATCH

You can **add up to 10 attendees** per batch to join the event using your account.

1. Click “Add Registration” to start a batch.

**Welcome, Kevin!**

### Your Registrations

Add Registration

Reference No.	Date	Type	Status
100324	Sat, 05 September 2020	Batch	In Progress 

2. Choose your ticket

Step 1 of 5: Registration Options



PHP **2,500**

\*Price is valid up to September 15, 2020. Regular price is P3,000.00

Next

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3. **Add up to 10 attendees** in a batch by clicking “Add Attendee”

◀ Back

Dashboard  Logout

Reference #100326

Step 2 of 5: Attendees Information

Please provide the information of the attendees.

Attendee 1 : Empty	 Edit  Delete
Attendee 2 : Empty	 Edit  Delete
Attendee 3 : Empty	 Edit  Delete

+ Add Attendee

Next

Next Steps:

- [Editing attendee information](#)
- [Editing your personal information](#)

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## EDITING ATTENDEE INFORMATION

In order for the system to process your batch, **you need to input each attendees' personal information.**

1. Click "Edit" on an attendee







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Reference #100326

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Step 2 of 5: Attendees Information

Please provide the information of the attendees.

Attendee 1 : Empty	 Edit  Delete
Attendee 2 : Empty	 Edit  Delete
Attendee 3 : Empty	 Edit  Delete

[+ Add Attendee](#)

[Next](#)

2. Input Personal Information of the attendee

← Back Dashboard ! Logout

Reference #100326

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Step 2 of 5: Personal Information (Attendee 1/11)

First Name	Middle Name
<input type="text" value="Kevin"/>	<input type="text" value="Villagonzalo"/>
Last Name	Nickname
<input type="text" value="Lazarito"/>	<input type="text" value="Kevs"/>
Address	
<input type="text" value="Makati City"/>	
Email Address	Contact Number
<input type="text" value="kevin@juan.tax"/>	<input type="text" value="09171234567"/>

[Next](#)

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### 3. Input the attendee's Business Information - CPA No., Chapter, and Title/Position

[← Back](#)

[Dashboard](#)  [Logout](#)

Reference #100326

Step 2 of 5: Personal Information (Attendee 1/11)

#### Business Information

CPA No.

000123

Chapter

Metro Manila/National Office

Title/Position

Head Accountant

Save

### 4. Fill up the information for all the attendees of the batch

[← Back](#)

[Dashboard](#)  [Logout](#)

Reference #100326

Step 2 of 5: Attendees Information

Please provide the information of the attendees.

Attendee 1 : Kevin Lazarito

 Edit  Delete

Attendee 2 : Robert Lazarito

 Edit  Delete

Attendee 3 : Mark Lazarito

 Edit  Delete

+ Add Attendee

Next

### 5. Hit "Next" and proceed to payment for the batch.

Next Step:

- [Payment of tickets](#)

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## PAYMENT OF TICKETS

Paying for the event is made convenient. You have 3 options to choose from: Bank Deposit, Debit/Credit Card, or Gcash.

### 1. Choose your Payment Method

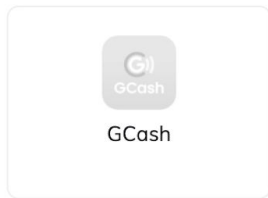
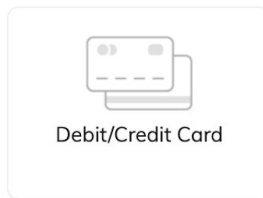
[← Back](#)

[Dashboard](#)  [Logout](#)

Reference #100326

Step 4 of 5: Payment

#### Choose Payment Method



**Bank Deposit:** bank deposit details will be available in the next page.  
Hit submit to reserve your slot.

#### Payment Details

No. of Attendee(s):	3
Subtotal: (P2,500.00 x 3)	P7,500.00
Convenience Fee:	P0.00
<b>Total:</b>	<b>P7,500.00</b>

I agree with the Terms and Conditions.


[Submit](#)

\*Supported Payment Channels

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## 2. Double Check the Payment Details


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Reference #100326


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Step 4 of 5: Payment

Choose Payment Method

  
Bank

  
Debit/Credit Card

  
GCash

**Bank Deposit:** bank deposit details will be available in the next page.  
Hit submit to reserve your slot.

**Payment Details**


No. of Attendee(s):	3
Subtotal: (P2,500.00 x 3)	P7,500.00
Convenience Fee:	P0.00
<b>Total:</b>	<b>P7,500.00</b>

I agree with the Terms and Conditions.

[Submit](#)

\*Supported Payment Channels

## 3. Click the box beside “I Agree with the Terms and Conditions.”


← Back Dashboard  Logout


Reference #100326


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Step 4 of 5: Payment

Choose Payment Method

  
Bank

  
Debit/Credit Card

  
GCash

**Bank Deposit:** bank deposit details will be available in the next page.  
Hit submit to reserve your slot.

**Payment Details**

No. of Attendee(s):	3
Subtotal: (P2,500.00 x 3)	P7,500.00
Convenience Fee:	P0.00
<b>Total:</b>	<b>P7,500.00</b>

I agree with the Terms and Conditions.

[Submit](#)

\*Supported Payment Channels

## 4. Click “Submit” to proceed

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Note:

**Paying using Bank Deposit** - Your tickets will be “Reserved” and will be given an instruction to proceed with payment.

**Paying using Debit/Credit Card** - A pop-up will appear where you can insert your credit/debit card details.

**Paying using Gcash** - A pop-up will appear where you can login to your Gcash account and proceed to payment.

**Payment pop-ups are not appearing?** [View this guide.](#)

Next Step:

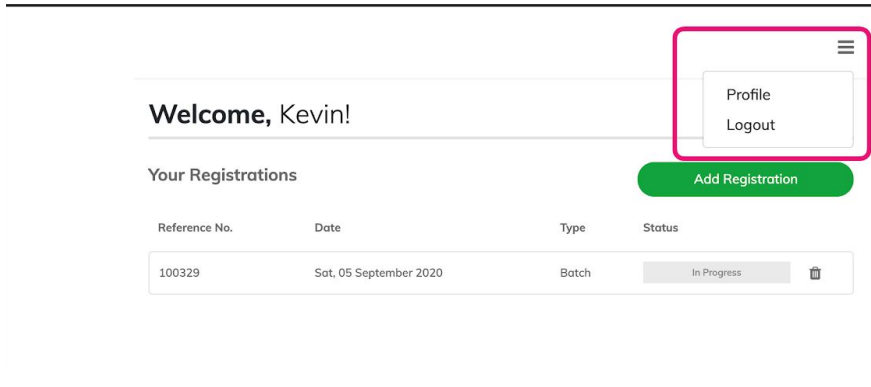
- [Editing your Personal information](#)
- [Changing your password](#)
- [Frequently Asked Questions](#)

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## EDITING YOUR PERSONAL INFORMATION

1. In your dashboard click the menu button on the upper right hand of the screen and choose "Profile"



2. Edit your profile details and/or password

The screenshot shows a profile editing form. At the top left, there is a "< Back" button and a menu button (three horizontal lines) in the top right. Below the "Welcome, Kevin!" greeting, there is a section titled "Edit your profile." with four input fields: Firstname (Kevin), Lastname (Lazarito), Contact Number (09157371637), and Email Address (kevin@juan.tax). A green "Update Profile" button is below these fields. Below this is a section titled "Change your password" with three input fields: Old Password, New Password, and Re-type New Password. A green "Update Password" button is at the bottom.

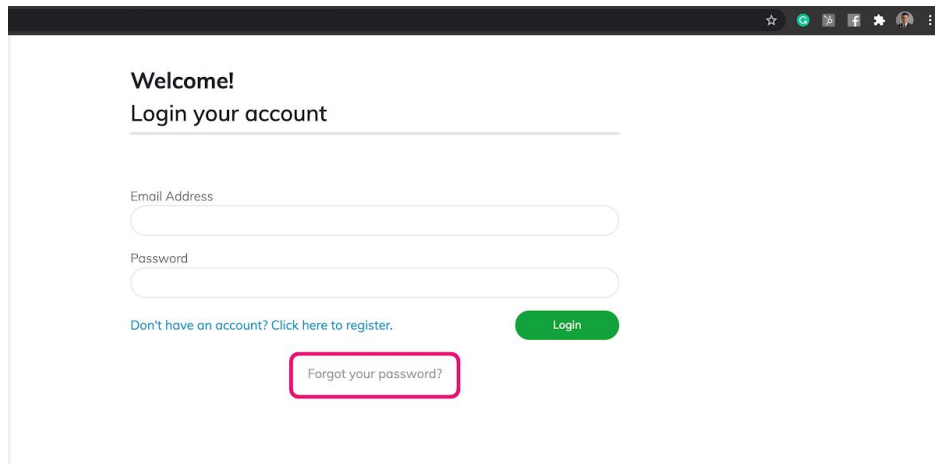
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## FREQUENTLY ASKED QUESTIONS

### I forgot my password. How do I reset?

Click “Forgot password” in the login screen and input your email address. Check your email address and reset your password.



The screenshot shows a web browser window with a login form. The form has the following elements:

- A heading: "Welcome! Login your account"
- An input field labeled "Email Address"
- An input field labeled "Password"
- A link: "Don't have an account? Click here to register."
- A green "Login" button
- A pink-bordered button labeled "Forgot your password?"

### When I click “Submit” for Gcash or Debit/Card Payment, nothing happens or no pop-ups appear. What do I do?

[Disable your pop-up blocker](#) and click submit again or refresh the page.

### Can I pay for more than 10 people? I want to sign up 30 people for the event.

To pay for more than 10 people, just [add a batch](#). Take note that every batch can only accommodate up to 10 attendees.

### Is there a limit to the number of batches I create?

No.

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