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

For further inquiries:
registration@75thpicpaanc.com

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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**

Email Address

acpapp@gmail.com

Send Verification

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

Verification

Thank you for registering!

Cick here to verify your email address.

If you have any questions or concerns, please let us know. Email us at registration@75thpicpaanc.com

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

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4. Once verified, you can now set up your password

Welcome!

Let's setup your account first

Step 2 of 2: Setup your account

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

For further inquiries:

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

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

2. Input Personal Information of the attendee

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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.   Chapter

000123   Metro Manila/National Office ⌄

Title/Position

Head Accountant

Save

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

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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.
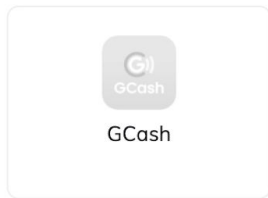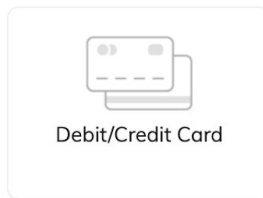
1. Choose your Payment Method

‹ Back   **Dashboard** ❗ Logout

Reference #100326

Step 4 of 5: Payment

Choose Payment Method

| Bank | 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
Total:	**P7,500.00**

☑ I agree with the Terms and Conditions.

Submit

*Supported Payment Channels

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2. Double Check the Payment Details

3. Click the box beside "I Agree with the Terms and Conditions."

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.

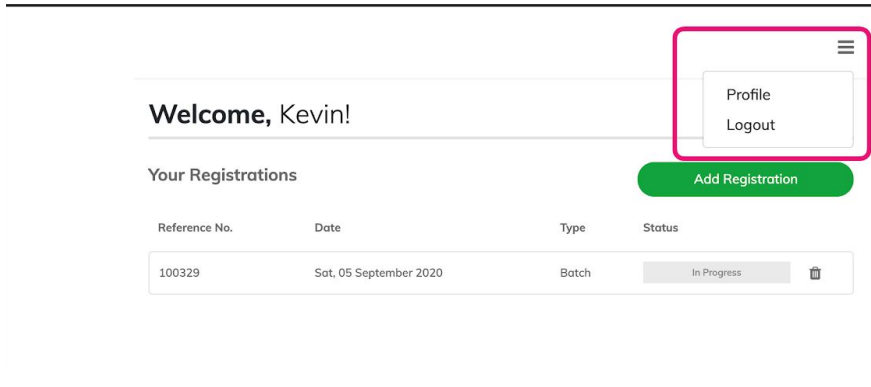**Payment pop-ups are not appearing?** View this guide.

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
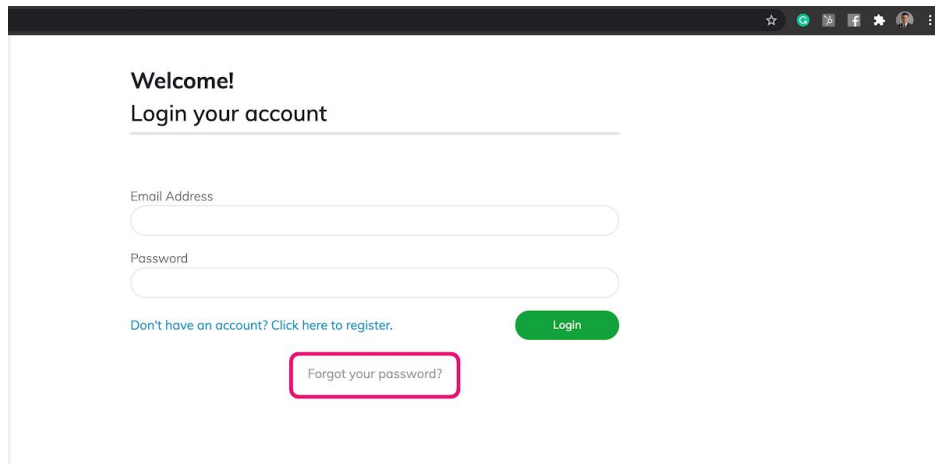
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FREQUENTLY ASKED QUESTIONS

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.

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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