Guidelines for Online Business Renewal

1. Requirements:
   ✓ Computer with a reliable internet connection
   ✓ E-mail Address
   ✓ Compliant to City Regulatory Offices (BPLO, CEO, CENRO, CHO, CTO, OCVAS) and National Agencies (i.e., FSIC, SSS, etc.)  **Note: Original documents must be presented at the Pay and Claim area.**
   ✓ Scanned files of required documents (Barangay Clearance, ITR /s to assess gross receipts for Renewal of Business Permit through any of the following documents:  
      a. Monthly Percentage Tax Returns (12 months)  
      b. Quarterly Tax Returns (4 quarters)  
      c. Annual Income Tax Return  
      d. Certification of gross receipts (only for businesses that have main offices located elsewhere )
      - Images/pictures file formats (JPG, PNG, BMP, or GIF ) with a maximum size of 4MB each

2. On your Internet Browser (Google or Mozilla Firefox), type the website address [www.batangascity.gov.ph](http://www.batangascity.gov.ph) in the address bar. Press Enter.

3. On the menu tabs, point to Services, Business Services, then click on Business Permits.

4. The Homepage will open. Click on the Register Link.
5. Fill-out the form. The fields marked with an asterisk are required fields. If Corporate account, click the Corporate account check box below. Click on the Register button when done.

6. The page will appear if your registration was successful and will redirect the user to the homepage.

7. The page that shows a message that the account was not yet verified will appear. Just open your e-mail account first to verify your account.

8. Once you open your mail from BPLO, please read and click the verification link
9. After clicking the verification link, a new page will appear and the user will be redirected to the **EBD (Electronic Business na Dine!)** homepage.

![EBD Homepage](image)

10. The user can now access their businesses by clicking **My Business** on the navigation panel (left side).

![My Business Navigation](image)

11. When the **My Business** link is clicked, a list of all registered businesses will be displayed. To view Line of Business (LOB), the user must click the **Details** button (right side).

![My Business List](image)
12. Once the **Details** button is clicked, detailed information on the selected business including its **Line of Business (LOB)** will be displayed. Notice that a **Renew** button appears on the right side. To renew the Line of business, click the **Renew** button (right side).

13. Upon clicking the **Renew** button, a popup window will appear, asking for the attachments of scanned **Barangay Clearance** and **ITR or BIR Certification**. To attach the **Barangay Clearance**, the user must click the **Select File** Button. (Acceptable file formats: JPG, PNG, BMP, or GIF – maximum of 4MB)
14. To attach the **ITR / BIR Certification**, click on the dropdown menu (the box with inverted triangle) and select the user’s PREVIOUS ITR. Additional fields will be displayed depending on the selected mode of payment. (e.g. selecting “Quarterly” will open 4 upload boxes for each quarter).

15. Click on the **Select File** button to upload respective files.
16. Once the required files were attached, the user must click **Submit** button to send user’s application for the business renewal.

![Submit button](image1.jpg)

17. After clicking the **Submit** button, a pop up screen will appear to notify the user’s **Tax Order of Payment** (TOP) will be sent to the associated business email within 48 hours. Click the **OK** button to continue.

![OK button](image2.jpg)

18. The user will be redirected to user’s Line of Business and will display a **Pending** status. The user may choose other LOBs to Renew (repeat steps 6 to 11).

![Pending status](image3.jpg)

**Note:**

Please wait within 48 hours for the **Tax Order of Payment** (TOP) which will be sent to the user’s email used in the business registration. If not received kindly check your SPAM folder. For any questions/clarifications, kindly contact the BPLO office (722-2252/1823) or ITSD office (773-6100 loc.2000) or email: **bplo@batangascity.gov.ph**.
Guidelines for Online NEW Business

1. Requirements:
   ✓ Computer with a reliable internet connection
   ✓ E-mail Address
   ✓ Occupancy Permit
   ✓ Scanned files of required documents (Contract of Lease if Lessee / Market Clearance if Market Stall Holder) - Images/pictures file formats (JPG, PNG, BMP, or GIF ) with a maximum size of 4MB each
   ✓ Capitalization

2. For steps No. 2 – 9, please refer to Online Business Renewal. (same procedure)

3. Click on Start New Business Link. Fill-out the Business Registration Form. Attach the necessary file and then click the Submit button.

4. After clicking the Submit button, the user will receive through e-mail the TOP (Tax Order of Payment) and the BFP fees after 48 hours. Once received the user may proceed to the BOSS (Business-One-Stop-Shop) for the payment.