

## How to Register

### Why do you need to Register?

You need to **Register** to have an account that you will use to access the Online Business Permit Application. You may only apply online for a business permit once you are registered.

### What do you need to Register?

If **Single Proprietor**, you need:

1. **2x2 colored picture with WHITE background** to be uploaded in the Registration.

If **Partnership/Corporation/Cooperative**, you need:

1. **A minimum of one (1) and a maximum of two (2) Authorized Representatives.** These Representatives are the people you entrust your Business Permit Application to. Either of your Representatives can access the Online Business Permit Application.
2. **A 2x2 colored picture with WHITE background** to be uploaded in the Registration.
3. **Authorization Letter.** You need to attach this to formally Authorize your Representative that s/he can access the Online Business Permit Application on your behalf. It must be duly notarized and must be valid for at least two (2) years.

### How to Use the Registration

- Go to the City website and click the **Online Business Permit Application**. You will be redirected to the TITAN Home page, then click **Registration** in the Navigation Panel. You have to **REGISTER** first to access the Online Business Permit Application.
  1. Fill-up the required fields marked with \* in the Business Details and Authorized Representative.
  2. If the business you're applying for is a Corporation or Partnership, you must have at least one (1) and a maximum of two (2) Authorized Representatives. If you own the business, click the checkbox (☐) in the Authorized Representative group.
    - I. For Authorized Representative 1
      - a. You have to fill-up the required fields marked with \*.
      - b. Choose a Security Question and answer it.
      - c. Enter your desired password.
      - d. Attach your duly notarized Authorization Letter valid for at least 2 years.
    - II. For Authorized Representative 2
      - a. You have to fill-up the required fields marked with \*.
  3. Click the box to confirm you're not a robot and follow the given instructions.
  4. When you're done, click **REGISTER**.
- You will receive an **EMAIL CONFIRMATION**. Follow the link to verify your email. Once you have verified your email you will receive another email with your **CONTROL NUMBER**.
- Any of your Authorized Representative can use the given Control Number for your company to Login.
- The given **Control Number, Representative's full Name** and **Password** will be used to Login to access the Online Business Permit Application.