

## How to Use TITAN Online Business Permit Application

### How can I apply for a Business Permit online?

Go to the City website and click the TITAN Online Business Permit Application. You will be redirected to the TITAN Online Business Permit Application Home Page.

### How to Log In

- If you are already registered, you may now **Log in** to access the Online Business Permit Application. Enter your name or your Representative's Full Name (Ex. Juan A. Dela Cruz), Control Number and Password.  
***Note:** You only have 5 attempts to login. If you also failed to enter the right credentials on your 5<sup>th</sup> attempt, your account will be locked for 15 minutes. You may login again after 15 minutes.*
- Forgot your password, control number or authorized representative? Click **Forgot Your Password?**. Select your Security Question and provide the answer to receive a **new password** thru your email. You will use the new given password to login to your account.
- To Change Password
  - a. Log in to your account.
  - b. Go to **Account Settings > Change Password**.
  - c. Enter your **Old Password** and desired **New Password**.
  - d. Then click **Submit**.
- If there is a need to **Change Representative** or details of Representative
  - a. Log in to your account.
  - b. Go to **Account Settings > Change Representative**.
  - c. Update the details of your representative.
  - d. Confirm you're not a robot by clicking the reCaptcha.
  - e. Then click **Update**.

### How to Fill up the Online Business Permit Application

1. In **Business Details, Business Location** and **Ownership and Employees** fill up all the required fields marked with **\***.  
***Note:** You have to fill up ALL the required fields first before proceeding to the next step.*  
***Note:** Some of the details entered during registration are automatically loaded.*
2. In **Document Requirements**, you are required to attach ALL the documents needed to process your application. To attach your documents, follow these steps:  
***Note:** B15 Authorization Letter is already archived in the DMS*  
***Note:** Make sure that you follow the same name stated on the list of documents to be uploaded.*
  - a. Click **Choose File**, the Upload Attachment window will appear.
  - b. Browse the location of your file.
  - c. Select the file that you'll upload and then click **Upload**.  
***Note:** Do this to all the files/documents that you'll upload.*

## How to Use TITAN Online Business Permit Application

3. In **Terms and Conditions**, you need to answer the questions of the Agencies truthfully and agree to their terms. You also need to attach your Signature.  
***Note:** Please name the picture file of your Signature based on your Full Name.*
4. In **Application Preview**, you can view, download and print your Unified Business Permit Application. You may check the data that you supplied on your application. You may still go back to the previous steps to change any details that you entered if needed.
5. In **Payment**, you have to pay Php500.00 for using the Online Application. You may pay thru your Credit card/ ATM (Debit) Card.
  - I. For Credit Card
    - a. Select your card type then you will be redirected to their online payment portal.
    - b. After the successful payment, click **Submit Payment**.
  - II. For ATM (Debit) Card
    - a. Enter your Name, Card Number, CVV Number and Expiration Date.
    - b. After the successful payment, click **Submit Payment**.
6. There will be a notification that you have finished the application and already paid the Application Fee. Click the **Submit Application**. Once you click the Submit Application you can no longer change the data that you put in your application.