User Guide for CLRP - LRA Online Tracking System

A. Background

The Land Registration Authority ("LRA") Clients have requested to automate the entries of the title information of registrants in the PHILARIS-RD ("PRD") via the Citizen's Land Registration Portal ("CLRP"), a web-based application system which is accessible for public use. This shall ease the process of creating the transaction of the registrant as well as to minimize user errors.

To maximize the services of the CLRP, a feature to track the status of transactions in the Live Registry of Deeds has been implemented.

B. Purpose of this Guide

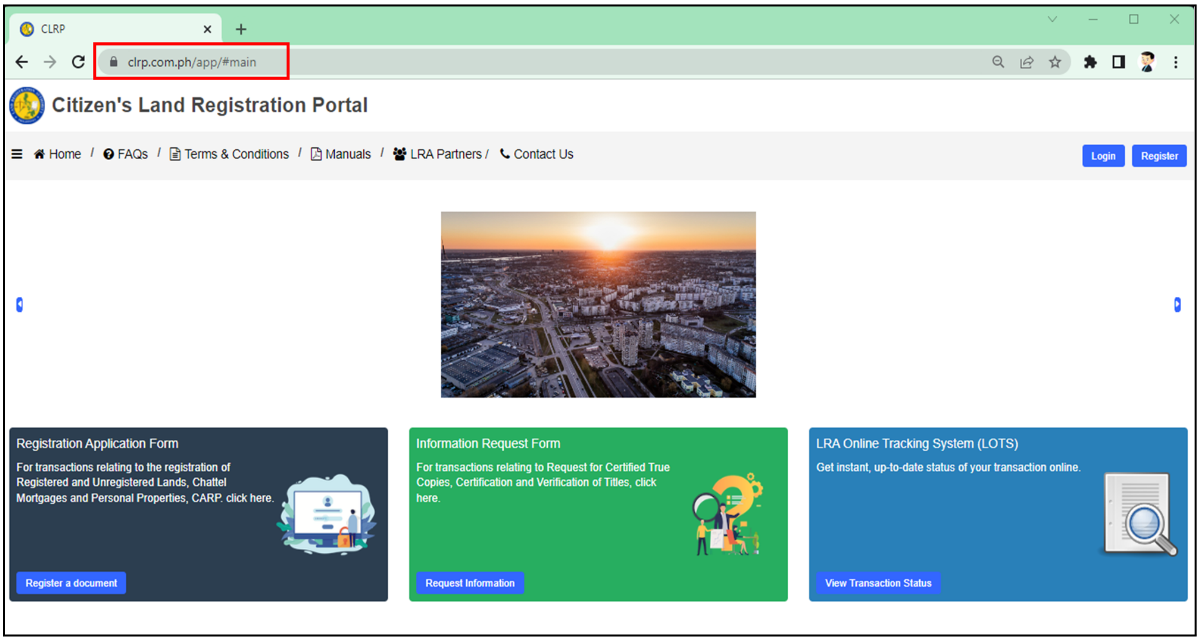
This user guide provides the detailed steps to take when using the LRA Online Tracking System ("LOTS"). This system, which may be accessed through the CLRP, aims to provide the status of a transaction entered in a specific Registry of Deeds ("RD").

This document shall be treated as a "living document" and shall be modified and improved as may be required.

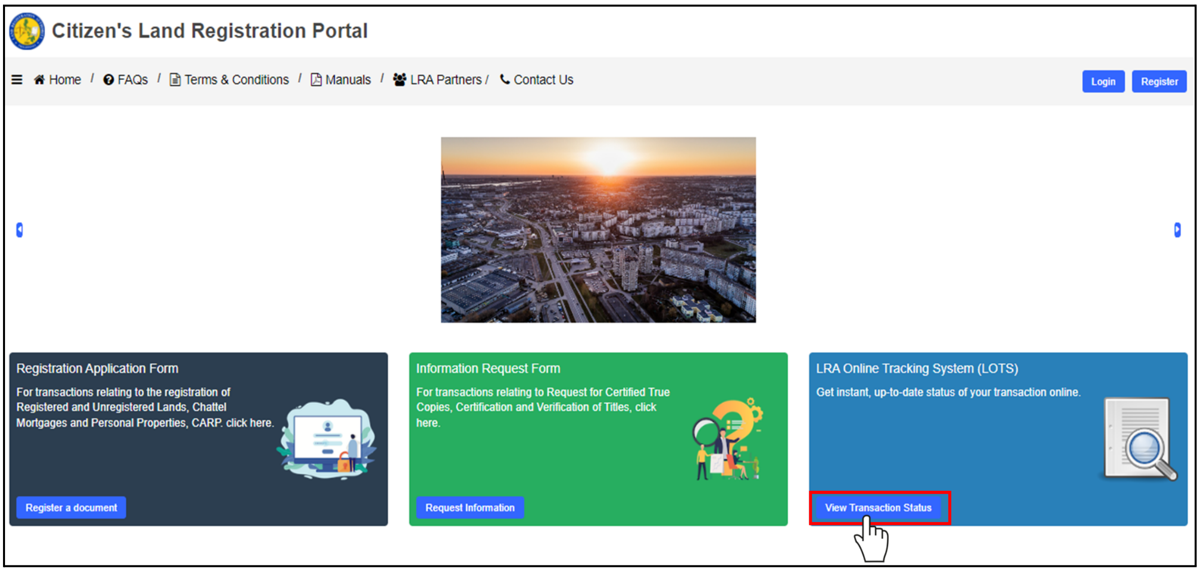
C. User Guide for LOTS

1. Accessing the LOTS through the CLRP

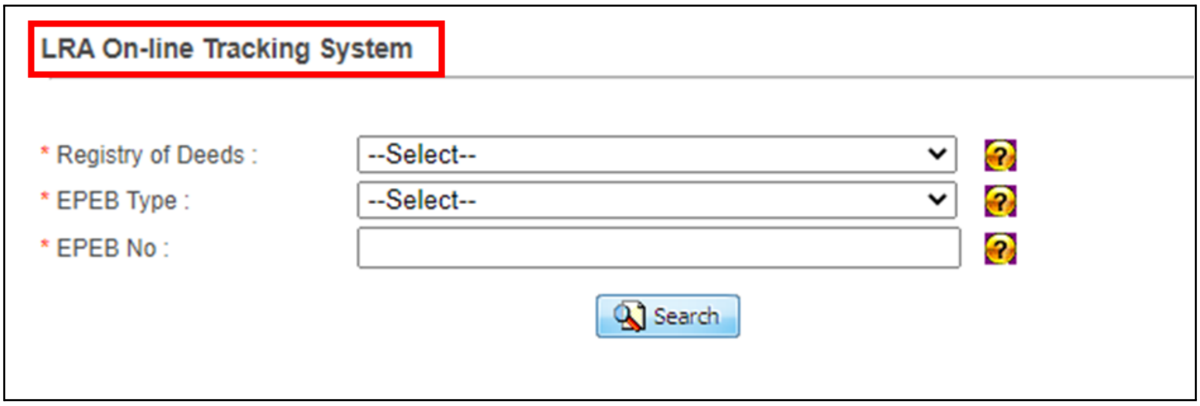
   1.1. Visit the link **http://clrp.com.ph/app/#mainCLRP**



1.2. Click the **View Transaction Status** button in the LOTS section which is found on the bottom-right side of the screen.



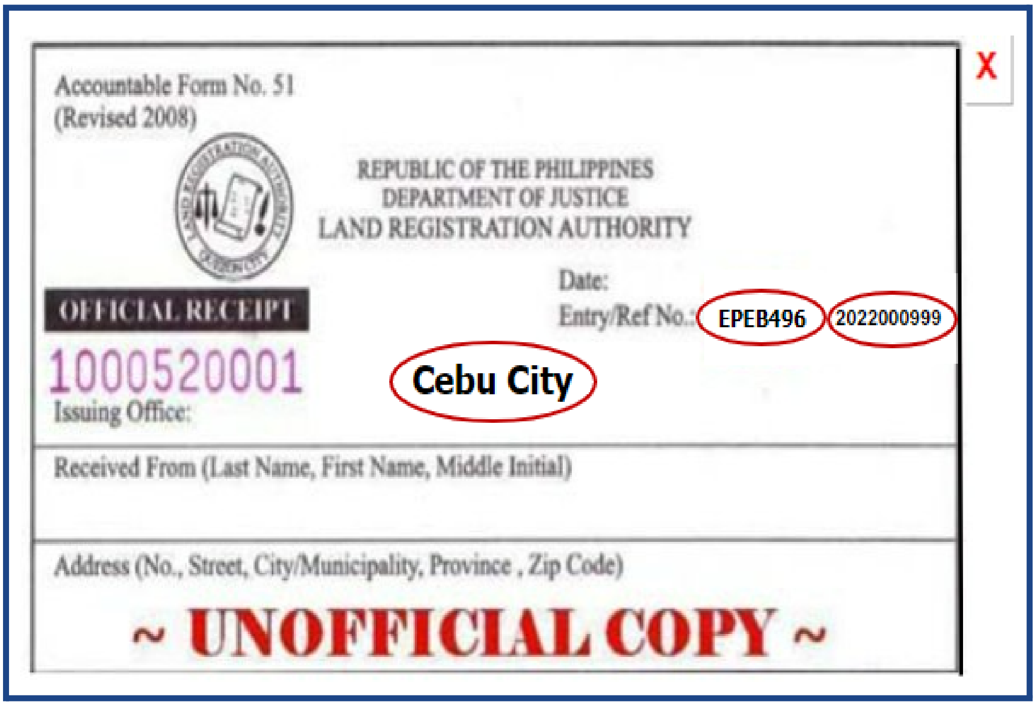
1.3. Upon clicking the **View Transaction Status** button, the user shall be redirected to LRA Online Tracking System Window.



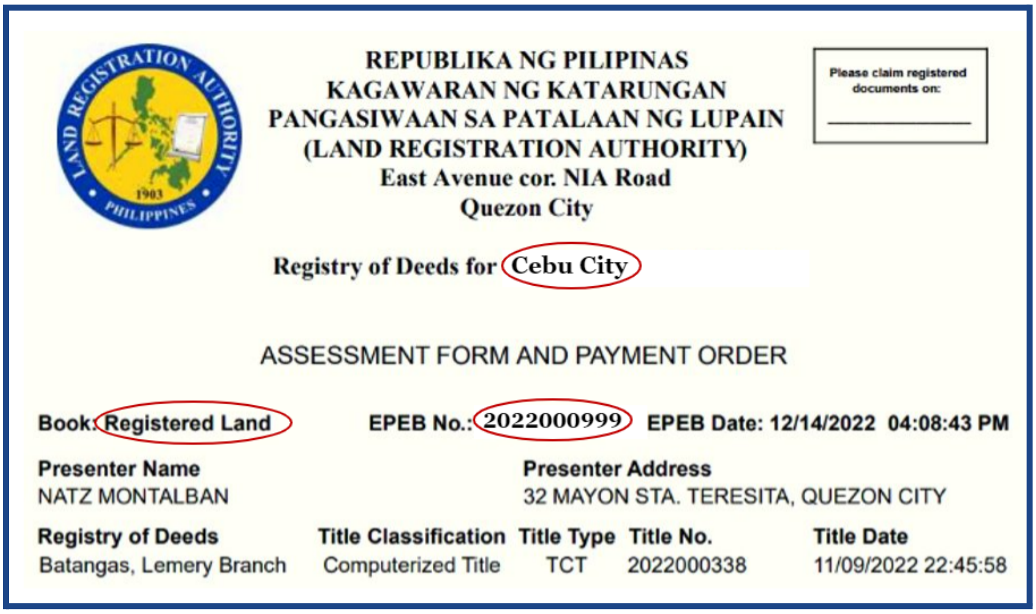
2. Checking the Transaction Status

Note:

1. For the succeeding illustrations, a sample Official Receipt issued is used as a reference in searching for transaction status.



2. The Assessment Form and Payment Order can also be used as a reference in searching for transaction status.


REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City

Please claim registered documents on:

Registry of Deeds for Cebu City

ASSESSMENT FORM AND PAYMENT ORDER

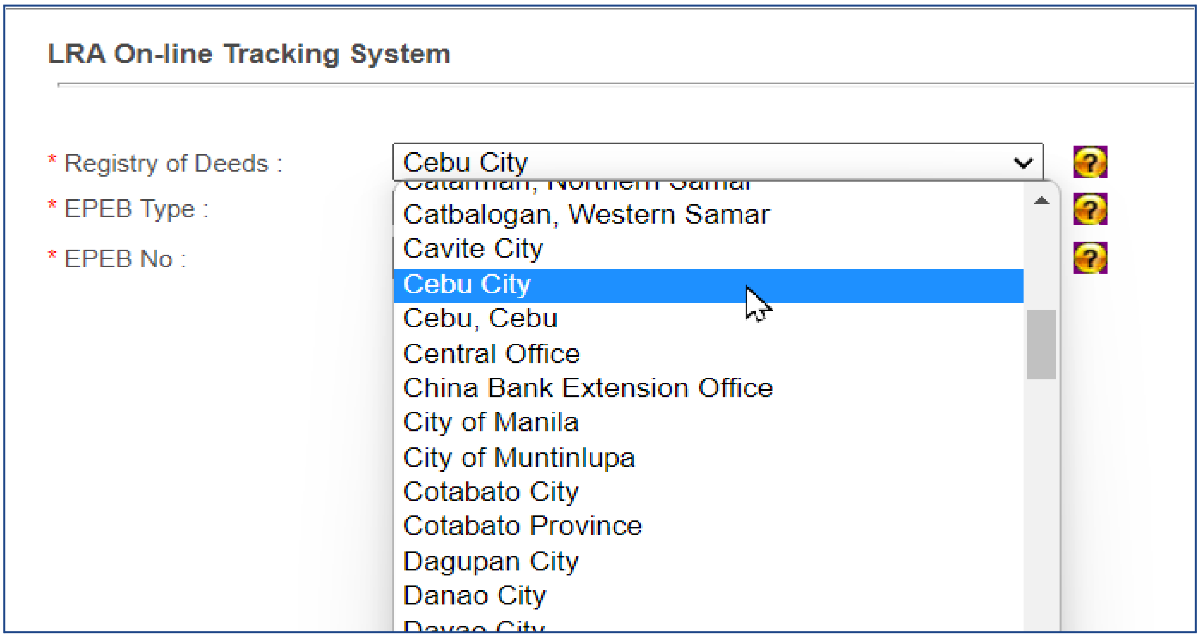
Book: Registered Land **EPEB No.:** 2022000999 **EPEB Date: 12/14/2022 04:08:43 PM**

Presenter Name	Presenter Address
NATZ MONTALBAN	32 MAYON STA. TERESITA, QUEZON CITY

Registry of Deeds	Title Classification	Title Type	Title No.	Title Date
Batangas, Lemery Branch	Computerized Title	TCT	2022000338	11/09/2022 22:45:58

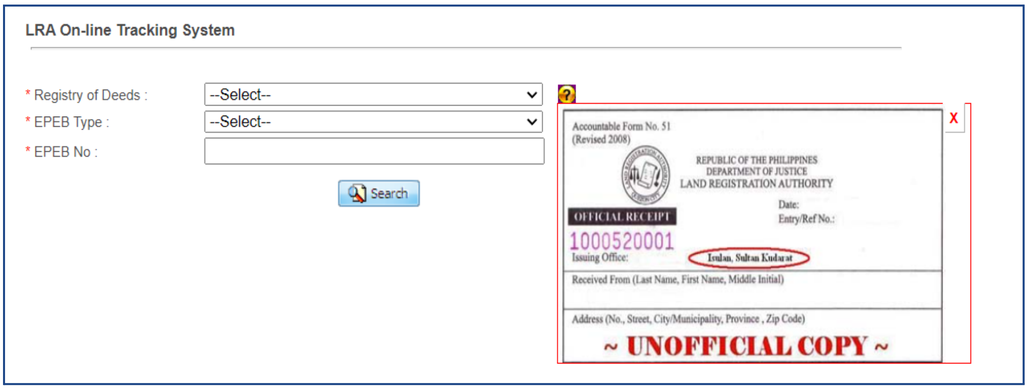
2.1. Choose from the Registry of Deeds drop-down list.

a. Registry of Deeds - RD Office where the transaction was entered.



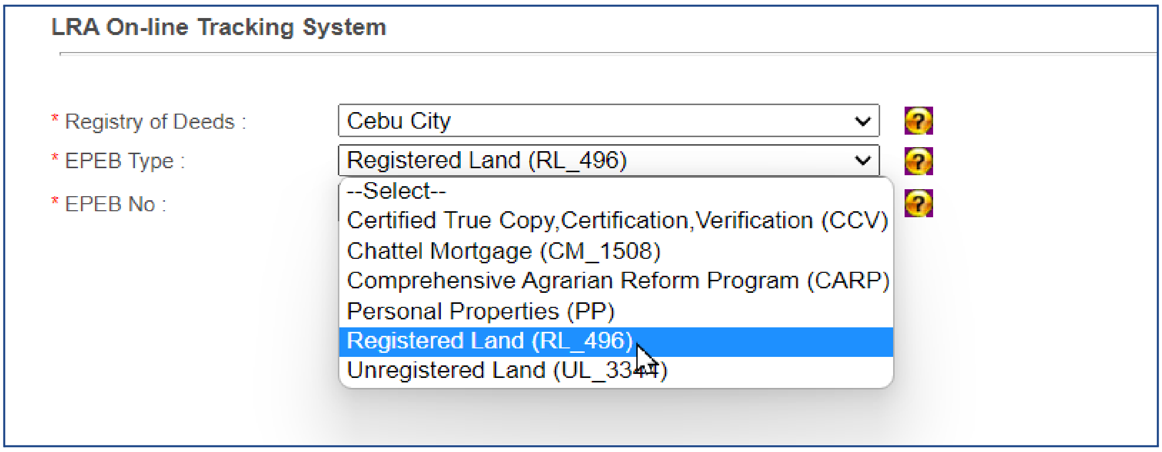
⚠ **Note:**

1. The user may click the question mark (**?**) button beside the **Registry of Deeds** drop-down arrow to know where to find the required information.



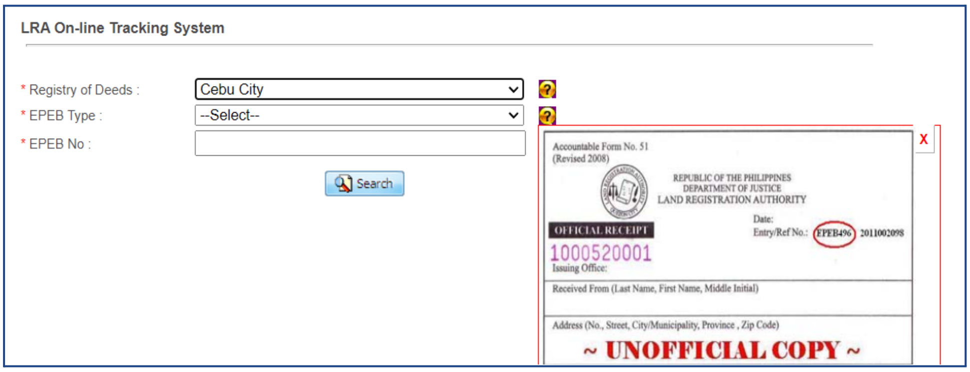
2.2. EPEB Type - the type of book where the transaction was entered in the RD.

a. Choose from the EPEB Type drop-down list.



⚠ Note:

1. The user may click the question mark (**?**) button beside the **EPEB Type** drop-down arrow to know where to find the required information.

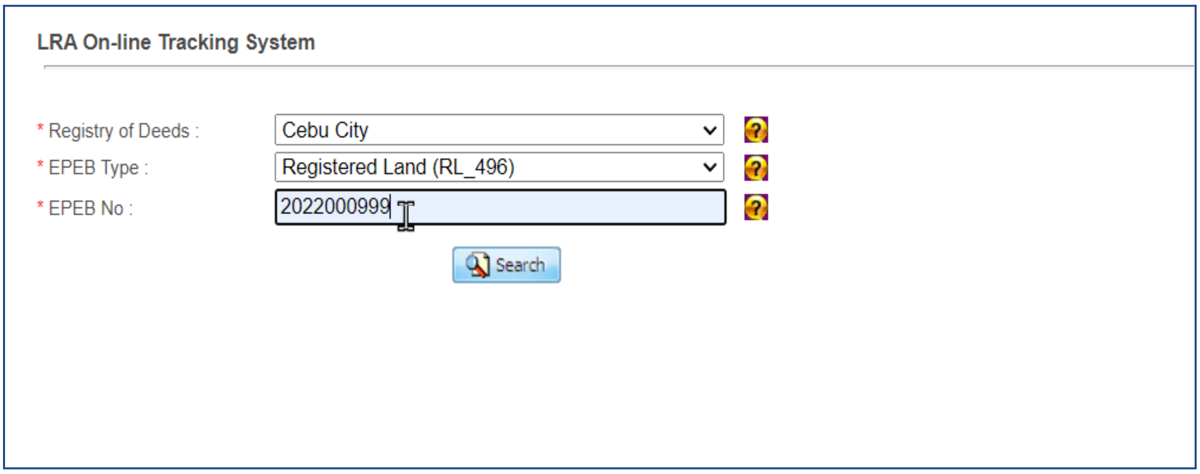


2.3. EPEB No. - the reference and control number of the transaction as entered in the RD (e.g., 2022000999).

⚠ Note:

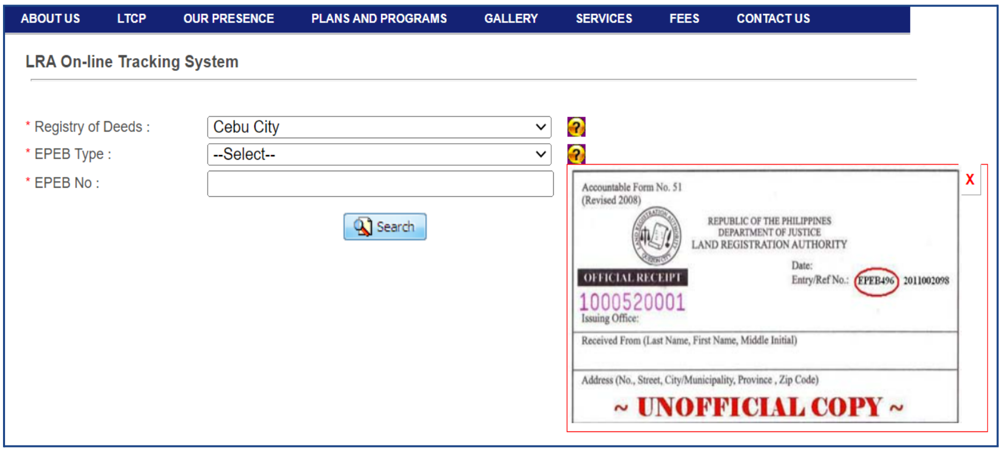
1. The EPEB No. is composed of 10 digits.

a. Input the EPEB No. on the designated field.

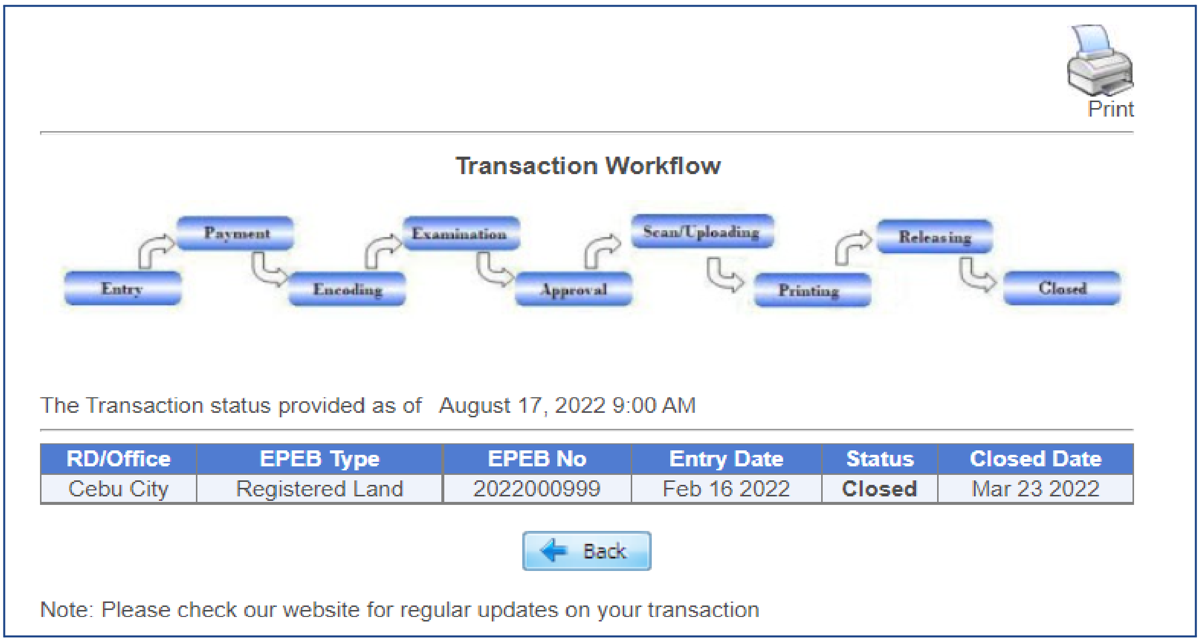


⚠ Note:

1. The user may click the question mark (**?**) button beside the **EPEB No.** field to know where to find the required information.



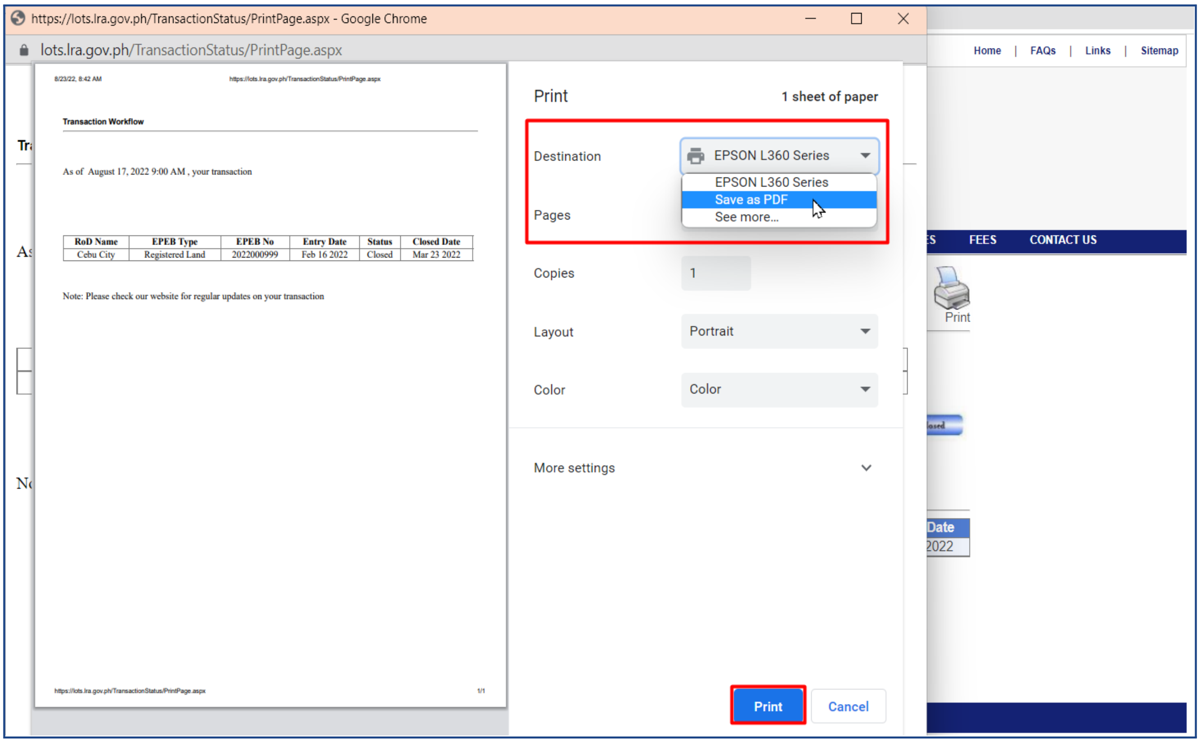
2.4. After inputting the required fields, click the **Search** button to filter the search results. The transaction workflow shall be displayed and the trace details of the transaction can be viewed, as shown in the table below.



RD/Office	EPEB Type	EPEB No	Entry Date	Status	Closed Date
Cebu City	Registered Land	2022000999	Feb 16 2022	**Closed**	Mar 23 2022

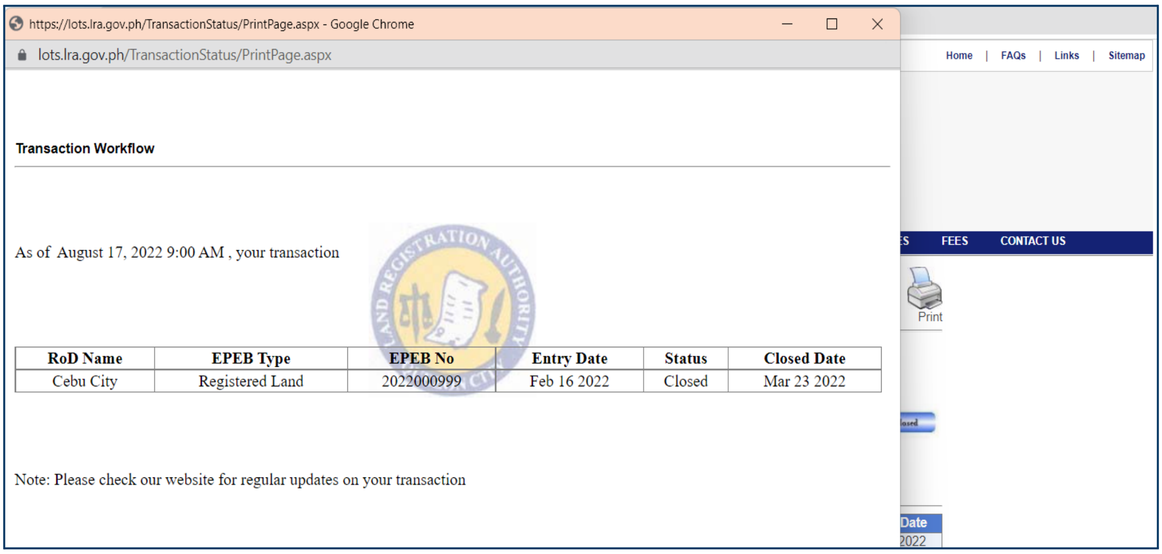
2.5. The user may click the **Print** button and another window shall appear showing the print option.

2.6. The transaction status may be printed by clicking the blue **print** button or saved in PDF by clicking **Save as PDF**. Click **Cancel** to return to the LOTS screen.

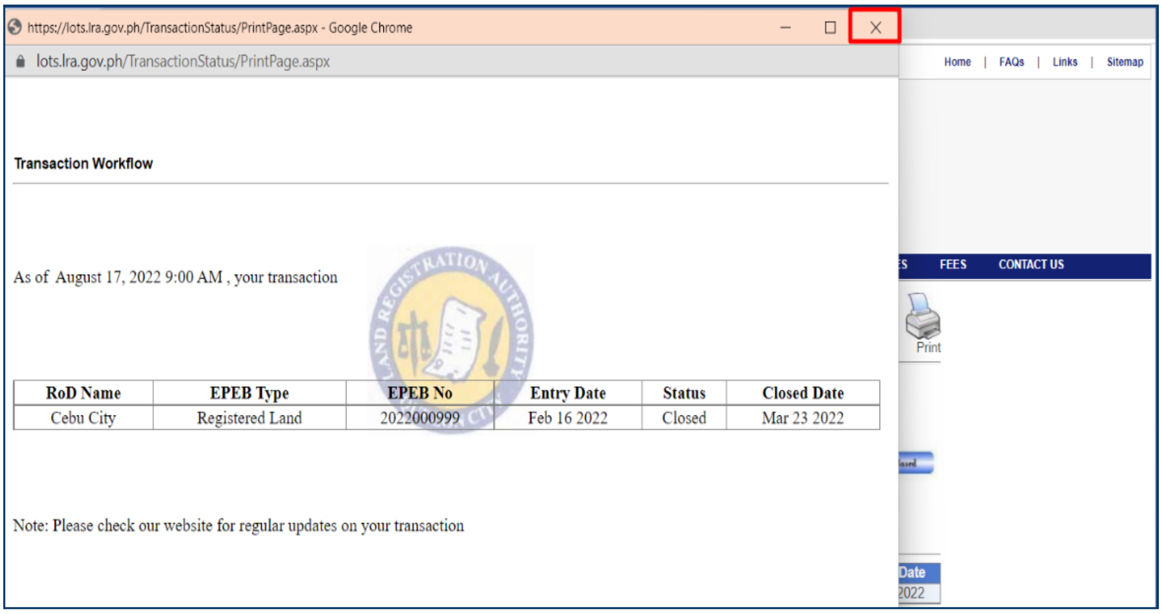


2.7. To Print a copy

a. Click the **Print** button and wait for the page to be printed.

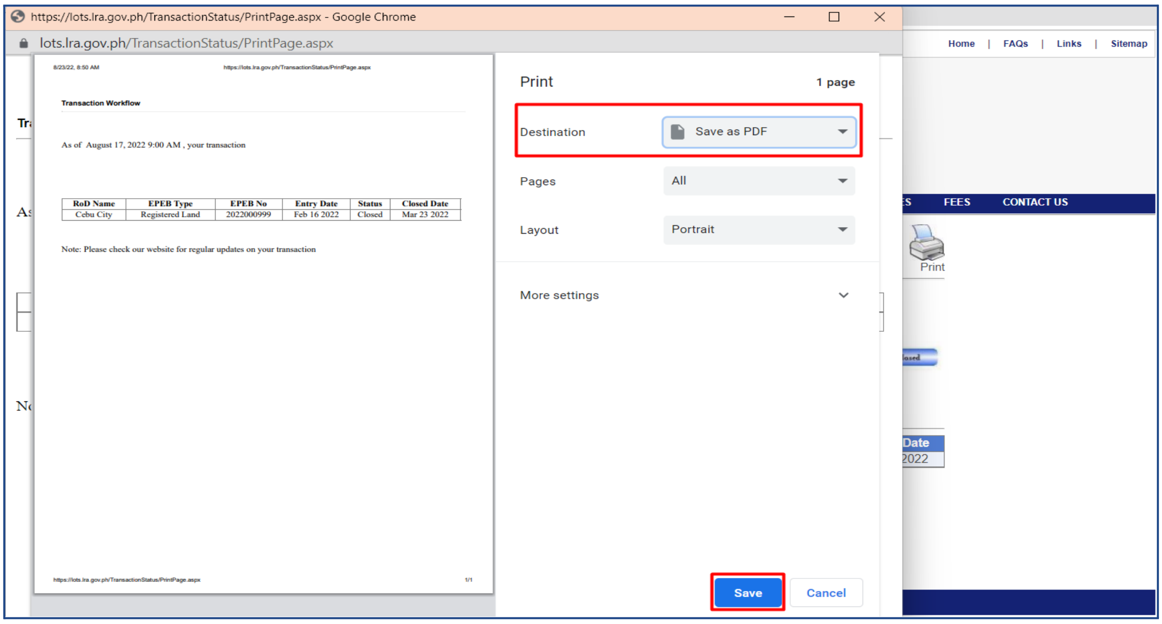


a. Once done printing, click the **(X)** button on the upper right corner of the window to exit. Click the **(-)** button to minimize the screen or cli **(☐)** utton button to maximize the screen.

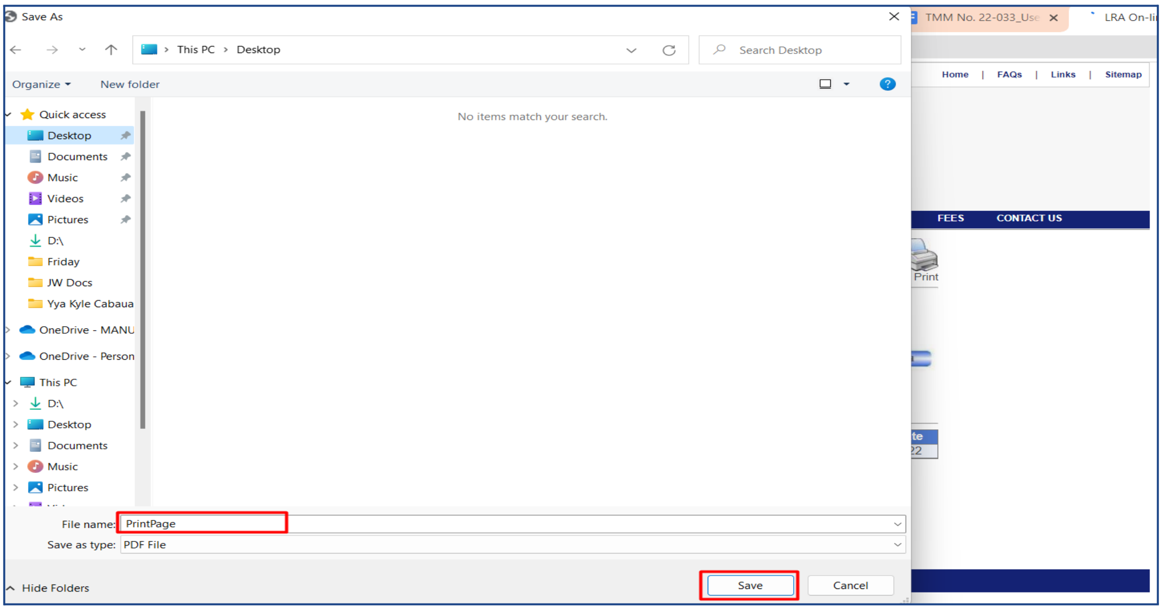


2.8. To save a copy in PDF format.

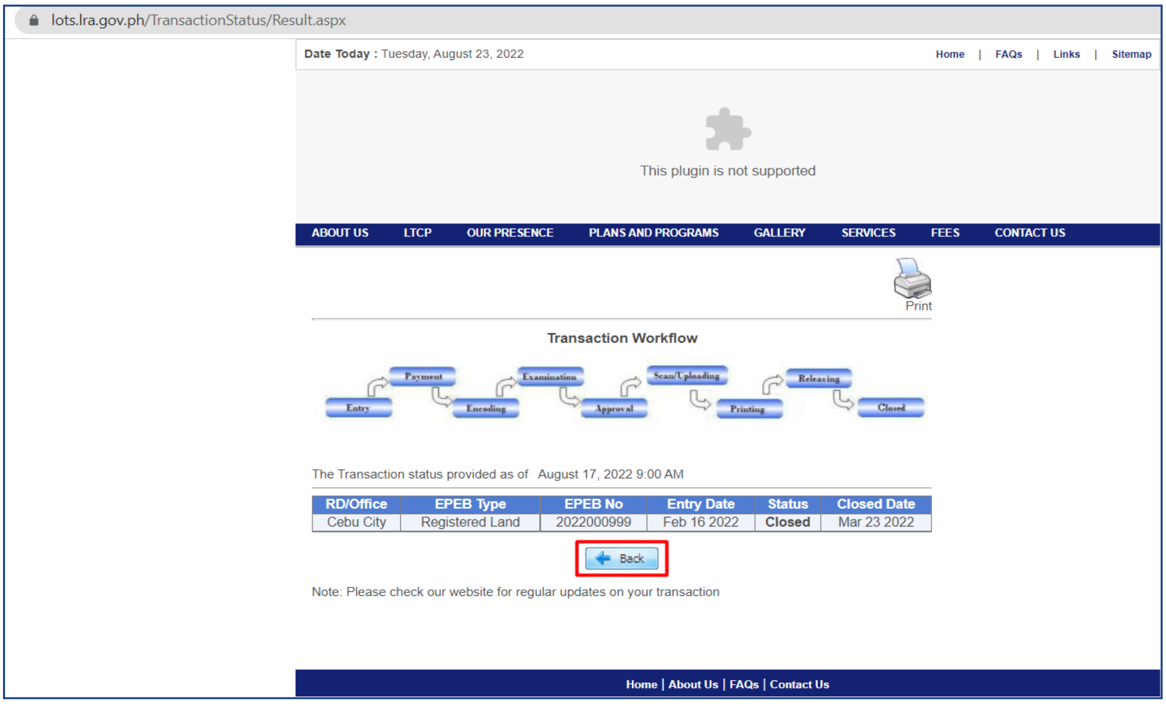
a. Choose **Save as PDF** from the dropdown list. Click **Save** to save a copy. Click **Cancel** to drop the action.



2.9. Input the **File Name** then click **Save.**



2.10. Upon saving, the user may click the **Back** button to search for another transaction.



3. Closing the LOTS tab

3.1. To close the LOTS tab, click the (**X**) button on the upper right corner of the tab.