

User Guide for Self-Service CLRP User Account Creation

A. Background

The Citizen's Land Registration Portal ("CLRP") is an online system that allows users to encode the transaction information that is captured during the registration of deeds and documents, to facilitate faster processing of transactions at the Registry of Deeds.

B. Purpose of this Guide

This user guide is intended to provide the detailed steps to be followed by users in creating a User Account in the CLRP.

C. Procedure for New User Account Creation

The user shall follow the steps below in creating a User Account using the CLRP.

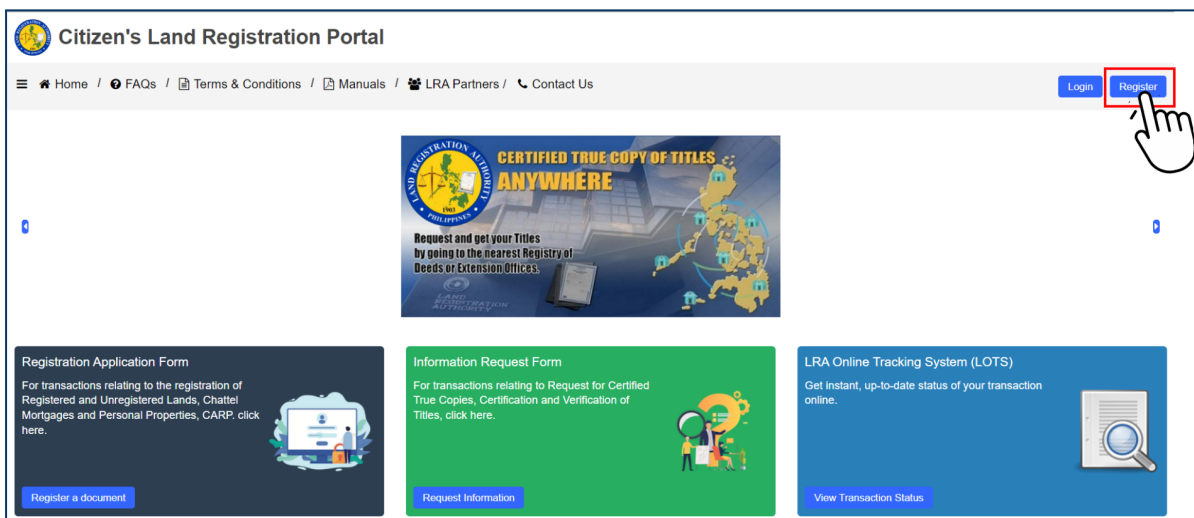
1. Visit www.clrp.com.ph using any web browser. CLRP is best accessed using Google Chrome, Mozilla Firefox, and Microsoft Edge internet browsers.



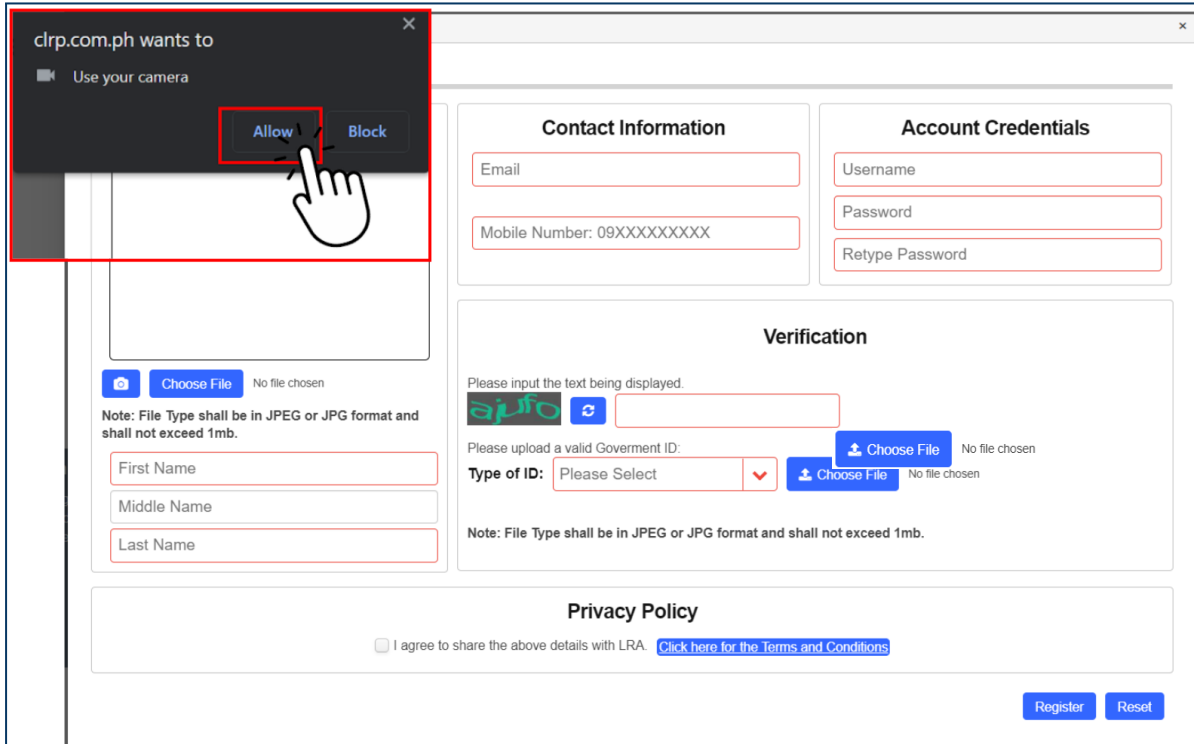
2. Click the **Proceed to the CLRP Main Page**.



3. Click the **Register** button.



4. A message prompt will appear saying “CLRP wants to use your camera”.
 - 4.1. If you do not have a photo to upload, click the **Allow** button.
 - 4.2. If you have a photo to upload, click the **Block** button and proceed to upload your photo.
 - 4.3. Otherwise, click the “X” button to close the notification message.



5. Upload your photo and input the needed information for the account creation.

⚠ Note:

1. In uploading your image, make sure that the file type is in JPEG or JPG format and the file size will not exceed 1 Megabyte (MB).

- 5.1. Camera - click this button to capture your image using the device camera
- 5.2. Choose File - click this button to upload your picture
- 5.3. Input your First Name, Middle Name, and Last Name
- 5.4. Email - input the your email address that will be used for the Account Activation
- 5.5. Mobile Number - input the your mobile number that will be used for sending OTP (One-time pin)
- 5.6. Username - input the your preferred username

5.7. Password - input the password

5.8. Retype Password - retype the created password

a. Password must contain the following conditions:

- 1) At least eight (8) characters in length.
- 2) Contain at least:
 - a) One (1) uppercase letter (A-Z);
 - b) One (1) lowercase letter (a-z);
 - c) One (1) number (0-9); and,
 - d) One (1) special character
- 3) Username and Password cannot be the same.

⚠ Note:

1. Boxes under the red field are all mandatory fields.

The screenshot shows the 'Account Registration' form with three main sections: Personal Information, Contact Information, and Account Credentials. A red box highlights the 'Personal Information' section, which includes a profile picture upload area (with a 'Choose File' button and a note about file format and size), and three text input fields for the first name (Nathan), last name (Galang), and middle name (Samonte). Another red box highlights the 'Contact Information' and 'Account Credentials' sections. The 'Contact Information' section has two text input fields for email (testemail@gmail.com) and phone number (09176126312). The 'Account Credentials' section has three text input fields for username (clrpuser), password (masked with dots), and retype password (masked with dots). Below these sections is a 'Verification' section with a CAPTCHA image (omje) and a text input field, a 'Please upload a valid Government ID' section with a 'Type of ID' dropdown (Please Select) and a 'Choose File' button (No file chosen), and another note about file format and size. At the bottom is a 'Privacy Policy' section with a checkbox for 'I agree to share the above details with LRA' and a link to 'Click here for the Terms and Conditions'. 'Register' and 'Reset' buttons are at the bottom right.

6. Input the Captcha for the account creation verification.

6.1. If you don't understand the Captcha, click the **Refresh** button to generate a new one.

The screenshot shows a web form titled "Account Registration" with three main sections: "Personal Information", "Contact Information", and "Account Credentials".

- Personal Information:** Includes a profile picture placeholder (labeled "ICON_2x2ID.jpg" with a "Choose File" button), a note about file format, and three text input fields containing "Nathan", "Galang", and "Samonte".
- Contact Information:** Includes two text input fields containing "testemail@gmail.com" and "09176232323".
- Account Credentials:** Includes a text input field for "clrpuser" and two password input fields (masked with "*****").
- Verification:** This section is highlighted with a red box. It contains a captcha image showing the word "apfo" with a "Refresh" button and an empty input field. Below it is a section for "Please upload a valid Government ID:" with a "Type of ID:" dropdown menu (set to "Please Select"), a "Choose File" button, and a note about file format.
- Privacy Policy:** Includes a checkbox for "I agree to share the above details with LRA" and a link to "Click here for the Terms and Conditions".

At the bottom right of the form are "Register" and "Reset" buttons.

7. Upload an image of your Government ID. Click the drop-down button in **Type of ID** and select the preferred ID to be uploaded in the system.

7.1. List of Government ID

- a. Social Security System (SSS) Card;
- b. Unified Multi-Purpose Identification (UMID) Card issued by the Government Security Service Insurance System (GSIS) or Social Security System (SSS);
- c. Land Transportation Office (LTO) ID;
- d. Driver's License (Student Permit may be accepted if in card format);
- e. Professional Regulatory Commission (PRC) ID;
- f. Philippine Identification (PhilID) Card; and,
- g. Voter's ID issued by the Commission on Elections (COMELEC)

The screenshot shows the 'Account Registration' form with three main sections: Personal Information, Contact Information, and Account Credentials. The Personal Information section includes a profile picture placeholder, a 'Choose File' button, and text input fields for 'Nathan', 'Galang', and 'Samonte'. The Contact Information section has input fields for 'testemail@gmail.com' and '09176232323'. The Account Credentials section has input fields for 'clruser', two masked password fields, and a 'Remember Me' checkbox. The Verification section contains a CAPTCHA image and the text 'zohoz', and a prompt to upload a 'valid Government ID'. A dropdown menu for 'Type of ID' is open, showing a list of options: 'Social Security System (SSS) Card', 'Unified Multi-Purpose Identification (UMID) Card', 'Land Transportation Office (LTO)', 'Driver's License. Student Permit may be accepted if in card format', 'Professional Regulatory Commission (PRC) ID', 'Philippines Identification (PhilID)', and 'Commission on Elections (COMELEC) Voter's ID'. A 'Choose File' button and 'No file chosen' text are also visible. At the bottom, there is a checkbox for 'I agree to share the above' and 'Register' and 'Reset' buttons.

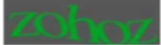
7.2. Click the **Choose File** button to upload your preferred government ID.

 **Note:**

1. In uploading the image copy of the government ID, make sure that the file type is in JPEG or JPG format and the file size will not exceed 1mb.

Verification

Please input the text being displayed.



Please upload a valid Government ID:

Type of ID: 



No file chosen

Note: File Type shall be in JPEG or JPG format and shall not exceed 1mb.

8. Click the “Click here for the Terms and Conditions”.

Account Registration

Personal Information

Choose File ICON_2x2ID.jpg

Note: File Type shall be in JPEG or JPG format and shall not exceed 1mb.

Nathan

Galang

Samonte

Contact Information

testemail@gmail.com

09176126312

Account Credentials

clruser

Verification

Please input the text being displayed.

duluy

Please upload a valid Government ID:

Type of ID: Driver's License. Student I

Choose File viber_image_2023-02-16_20-52-18-081.jpg

Note: File Type shall be in JPEG or JPG format and shall not exceed 1mb.

Privacy Policy

I agree to share the above details with LRA [Click here for the Terms and Conditions](#)

Register Reset

8.1. Terms and Conditions Window will appear. Once read and understood, click the “X” button to close the window.

Terms and Conditions

1. ACCEPTANCE OF TERMS

The Citizen's Land Registration Portal ("CLRP"), established and administered by the Land Registration Authority ("LRA"), provides its service to you subject to the following Terms and Conditions, which may be updated by us from time to time without notice to you. By accessing and using our website, you agree to comply with and be legally bound by the Terms and Conditions hereof. In addition, when using third party internet services, you and the Service Provider shall be subject to any posted guidelines or rules applicable to such services. All such guidelines or rules are hereby incorporated by reference into the Terms and Conditions.

The term "CLRP" refers to the Citizen's Land Registration Portal and the term "you" refers to any user of our site.

2. DESCRIPTION OF SERVICE

CLRP is a web-based application that allows online lodging of registration information and uploading of supporting documents for faster processing of registration of deeds and documents.

3. ENHANCEMENTS AND ERRORS

Unless explicitly stated otherwise, any new features that augment or enhance the current CLRP shall be subject to the herein Terms and Conditions. LRA does not warrant nor represent nor assumes any responsibility as to the timeliness, accuracy, reliability, deletion and misdelivery of information available on or through CLRP, or failure to store any user communications or personalization settings. LRA also does not warrant that CLRP will be error-free, free of viruses, or other harmful components or defects. You are responsible for obtaining access to CLRP, and that access may involve third-party fees (such as internet service provider or airtime charges). In addition, you must provide and are responsible for all equipment necessary to access CLRP.

4. YOUR REGISTRATION OBLIGATIONS

You agree to: (a) provide true, accurate, current and complete information about yourself or your company as prompted by the online member/employer USER ID registration, and (b) maintain and promptly update your registration information to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete, or the LRA has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, LRA has the right to suspend or terminate your account and refuse any and all current or future use of PPSR (or any portion thereof).

8.2. Click the checkbox to confirm that you read and understood the CLRP Terms and Conditions.


Privacy Policy

I agree to share the above details with LRA. [Click here for the Terms and Conditions](#)

9. After filling out your details, select the **Register** button to save the information entered or **Reset** button to refresh the account registration page.

Account Registration

Personal Information



[Choose File](#) ICON_2x2ID.jpg


Note: File Type shall be in JPEG or JPG format and shall not exceed 1mb.

Contact Information

Account Credentials

Verification

Please input the text being displayed.



Please upload a valid Government ID:

Type of ID: Driver's License. Student [Choose File](#) viber_image_2023-02-16_20-52-18-081.jpg

Note: File Type shall be in JPEG or JPG format and shall not exceed 1mb.

Privacy Policy

I agree to share the above details with LRA. [Click here for the Terms and Conditions](#)

[Register](#) [Reset](#)

10. After submitting the form, a Confirmation Registration Details window will be displayed. Review the details then click the **Yes** button if all the details are correct. Otherwise, click **No** button to go back to the Account Registration window and edit the entered information.

Confirm Registration Details

Name:

Email:

Mobile Number:

User Account Privilege:
Encode Transaction Details and Upload eTD

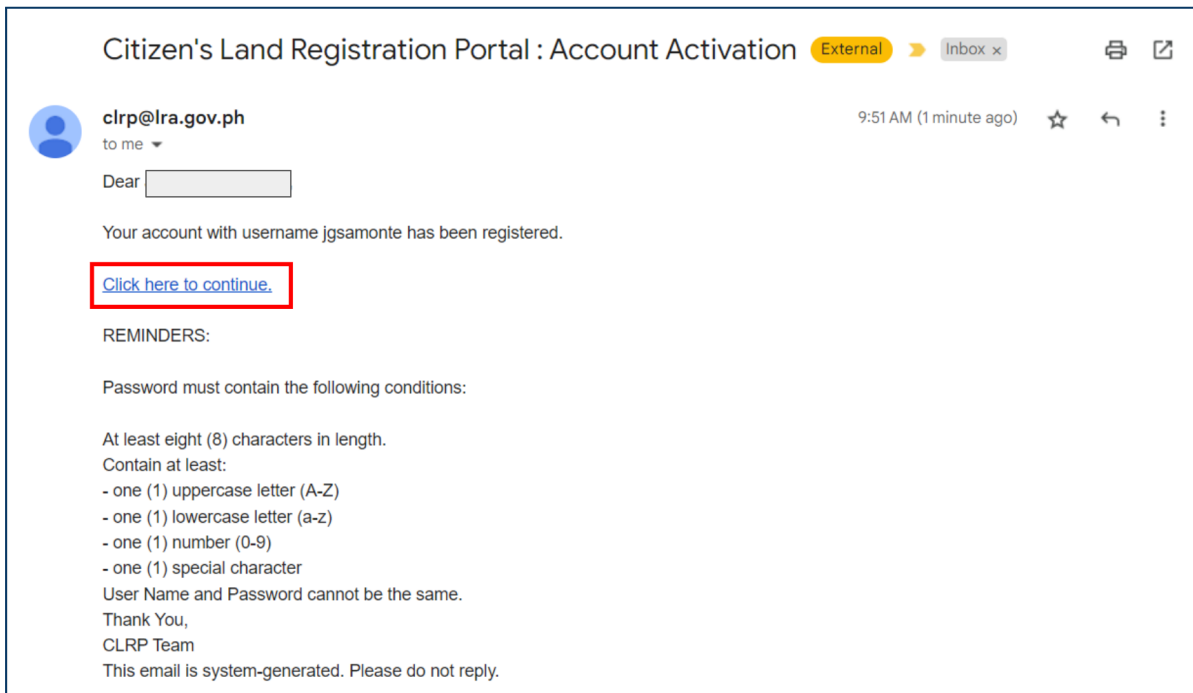
Username:

- 10.1. Once the **Yes** button is clicked, an Account Registration window will appear stating that “The account registration has been done successfully. An activation link has been sent to your registered E-mail address.” Click the **OK** button to proceed.

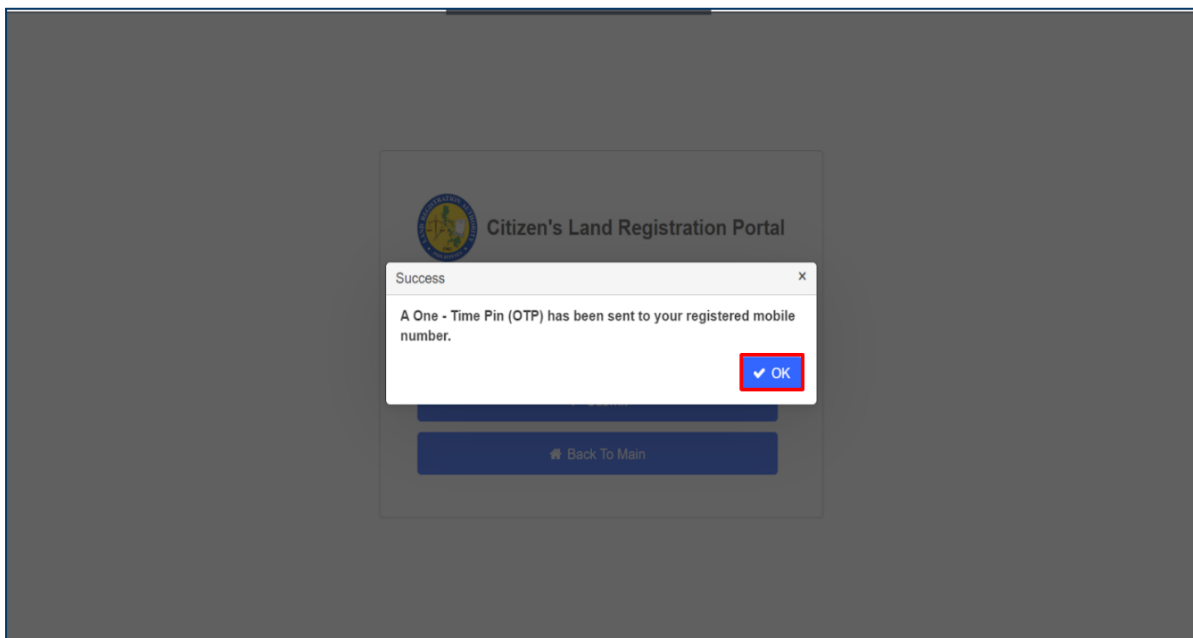
Account Registration

Account registration has been done successfully. An activation link has been sent to your registered E-mail address.

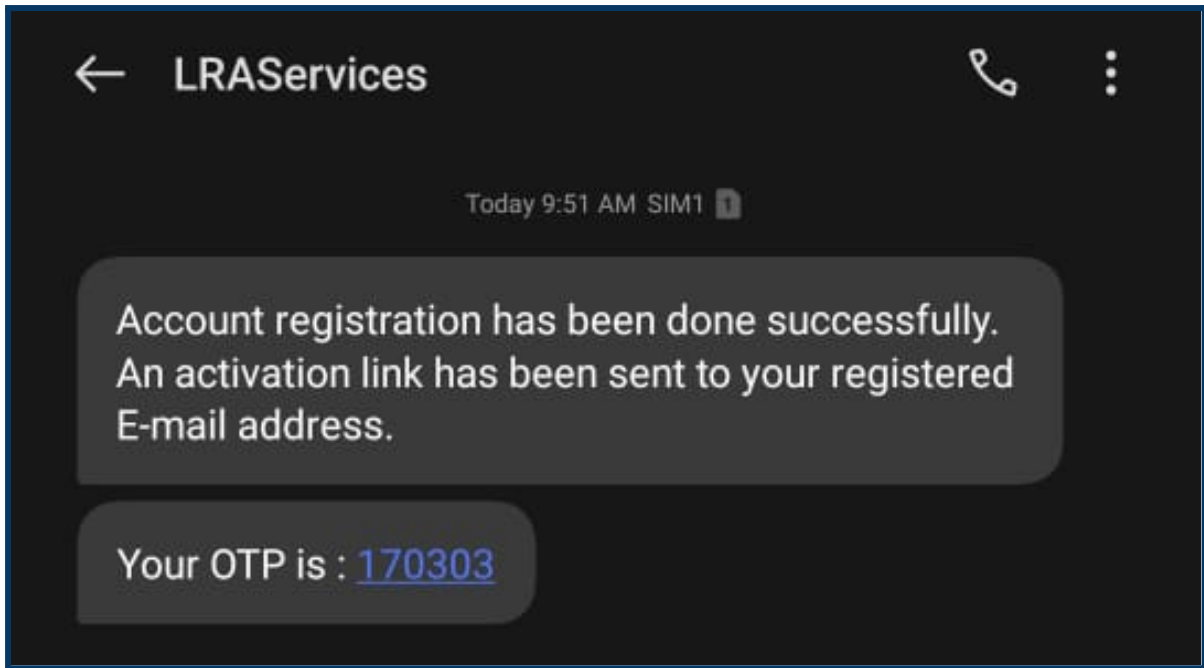
11. Once the form is successfully submitted, you will receive an email notification from **clrp@lra.gov.ph** containing the link for account activation and a password reminder. Click the link **“Click here to continue”** to proceed to CLRP Account activation.



12. You will now be redirected to the Account Activation page and the system will now send the One-Time Pin (“OTP”) to your registered mobile number. Click the **OK** or **“X”** button to proceed.



- 12.1. OTP (One-Time Pin) is a required security feature of CLRP Account Activation to confirm that the registered mobile number is active.



12.2. Input the Pin in the OTP text box in CLRP, then click the **Submit** button.

The screenshot shows the 'Citizen's Land Registration Portal' interface. On the left is the Land Registration Authority logo. The main heading is 'Citizen's Land Registration Portal'. Below this is an input field labeled 'OTP'. To the right of the input field is a timer showing '04:45' and a 'Resend OTP' button. At the bottom, there are two blue buttons: 'Submit' with a checkmark icon and 'Back To Main' with a house icon.

⚠ Note:

1. Clicking the **Back to Main** button without inputting the OTP, you will be redirected to the CLRP Main Page and your account will not successfully activate. The Account Creation will not be completed.

2. You will have 5 minutes to input the OTP, otherwise you need to request again. To resend the OTP by clicking the **Resend OTP** button.

13. The user has now successfully created a CLRP Account. You can now use the CLRP.

