

ELECTRONIC REGISTRY OF APPLICATION FOR MARKET PARTICIPANTS (eRAMP)



Registration to Electronic SEC Universal Registration Environment (eSECURE)



USER GUIDE

1) ACCESSING THE SYSTEM

- Access the SEC website (www.sec.gov.ph)
- Click Online Services
- Click eSECURE
- Click the "Register Now" button

2) REGISTERING AN ACCOUNT

- Enter email address and mobile number
- Click the "Next" button
- Enter the One-Time Password (OTP) sent via email and sms
- Click the "Next" button
- Fill out the eSECURE form
- Tick the "I'm not a robot" button
- Select images and click "verify" button
- Click the "Agree and Create account" button

3) CREDENTIALING AN ACCOUNT

- Click eSECURE
- Click the "Go to login" button
- Enter user name and password
- Click Credentialing menu (credential status: inactive)
- Click the "Verify credentialing" button
- Click the "Yes, I confirm" button
- Click "Proceed to Goodpay"
- Enter the mobile number
- Click the "Next" button
- Select your chosen payment method
- Click the "Next" button
- Perform the necessary steps/process within the chosen payment method
- Click the "Personal Verification" button
- Click the "Begin verifying" button
- Select the country where the ID has been issued
- Click the "Select" button
- Select from the list, one (1) government-issued ID
- Choose to upload or take a picture of the front page of the government-issued ID
- Select from the options to "Proceed to this device" or "Proceed on different device"
- Perform the liveness check
- Once verification has been completed, click the "Back to SEC Philippines" button
- Credential Status is "Active"

Electronic Registry of Application for Market Participants (eRAMP)



COMPANY REPRESENTATIVE ACCOUNT REQUEST



USER GUIDE

1) ACCESSING THE SYSTEM

- 1.1. Access the SEC website (www.sec.gov.ph)
- 1.2. Click Online Services
- 1.3. Click eSECURE
- 1.4. Click Login and log in the eSECURE user account
- 1.5. Select eRAMP from the available online services

2) FILLING OUT THE ACCOUNT REQUEST FORM

- 2.1. Click the Account Request
- 2.2. Fill out the eRAMP fillable form
- 2.3. Click the "Next" button
- 2.4. Click the "Confirm" button
- 2.5. Click the "Upload Requirements" button
- 2.6. Click the "Upload" button
- 2.7. Click the "Submit Request" button
- 2.8. Click the "Confirm" button

3) ACCOUNT REQUEST FOR APPROVAL/COMPLIANCE

Approved Account Request

- 3.1. An email notification of "Approved Account" shall be received
- 3.2. Click the "Click here to LOGIN" link; or login the account thru eRAMP

Account Request for Compliance

- 3.1. An email notification of "For Compliance" shall be received
- 3.2. Click the "Click here to LOGIN" link; or login the account thru eRAMP
- 3.3. Click the "Upload" button
- 3.4. Click the "Re-Submit Application" button
- 3.5. Click the "Confirm" button

ELECTRONIC REGISTRY OF APPLICATION FOR MARKET PARTICIPANTS (eRAMP)

APPLICATION FOR REGISTRATION OF CAPITAL MARKET PROFESSIONALS

USER GUIDE



1) ACCESSING THE SYSTEM

- 1.1. Access the SEC website (www.sec.gov.ph)
- 1.2. Click Online Services
- 1.3. Click eSECURE
- 1.4. Click Login and log in the eSECURE user account
- 1.5. Select eRAMP from the available online services

2) CREATION OF APPLICATION AND UPLOADING OF REQUIREMENTS

- 2.1. Click the "CMP Applications" menu
- 2.2. Click the "Create Application" button
- 2.3. Read and Understand the Terms and Conditions
- 2.4. Click the "Agree" button
- 2.5. Click the "Add Professional" button
- 2.6. Select the type of application
- 2.7. Fill out the eRAMP fillable form
- 2.8. Click the "Save" button
- 2.9. Click the "Upload Requirements" button
- 2.10. Click the "Upload" button
- 2.11. Upload the selected file
- 2.12. Click the "Finalize Requirements" button
- 2.13. Click the "Confirm" button
- 2.14. Click the "Submit for Review" button
- 2.15. Click the "Confirm" button



3) APPLICATION FOR APPROVAL/COMPLIANCE

Approved Application

- 3.1. An email notification of "Application for Payment" shall be received; or open the application thru the eRAMP; the status of application is "For Payment"



Application for Compliance

- 3.1. An email notification of "For Compliance" shall be received or open the application thru the eRAMP, status of application is "For Compliance"
- 3.2. Click the "Kebab Menu" or the Vertical-three-dot button
- 3.3. Click the "View Application" button
- 3.4. Click the "View/Upload Requirements" button
- 3.5. Read the comments from the Licensing Specialist/Officer
- 3.6. Click the "Upload" button to upload a new and correct file
- 3.7. Upload the selected file
- 3.8. Click the "Re-submit for Review" button
- 3.9. Click the "Confirm" button

4) APPLICATION FOR PAYMENT

Payment Link via Email

- 4.1. Open the email notification
- 4.2. Click the "Click here to pay online through eSPAYSEC" link found in the email notification



- 4.3. Select your chosen payment method or pay at any Landbank branch nationwide, payment validation is within two (2) business days after payment at Landbank
- 4.4. Enter the verification code
- 4.5. Click the "Proceed to Payment" button
- 4.6. Perform the necessary steps/process within the chosen payment method

Payment Link via eRAMP Account

- 4.1. Click the "CMP Applications" menu
- 4.2. Select the application with "For Payment" status
 - 4.2.1. Click the "Kebab Menu" or the Vertical-three-dot button
 - 4.2.2. Click the "Export Payment details" button (to view the Payment Assessment Form)
 - 4.2.3. Click the "eSPAYSEC" button
 - 4.2.4. Select the transaction to be paid with "Unpaid" Status
 - 4.2.5. Click the "eSPAYSEC" button

4) SCHEDULE OF SUBMISSION OF ORIGINAL DOCUMENTS AND RELEASING OF CERTIFICATE/S

- Open the email notification
- The email notification will provide the schedule date for submission of the original documents and releasing of the certificate

Electronic Registry of Application for Market Participants (eRAMP)

APPLICATION FOR REGISTRATION OF BRANCH

USER GUIDE

1) ACCESSING THE SYSTEM

- 1.1. Access the SEC website (www.sec.gov.ph)
- 1.2. Click Online Services
- 1.3. Click eSECURE
- 1.4. Click Login and log in the eSECURE user account
- 1.5. Select eRAMP from the available online services

2) CREATION OF APPLICATION AND UPLOADING OF REQUIREMENTS

- 2.1. Click the "Branches" menu
- 2.2. Click the "Create Application" button
- 2.3. Read and Understand the Terms and Conditions
- 2.4. Click the "Agree" button
- 2.4. Click the "Add branch" button
- 2.5. Fill out the eRAMP fillable form
- 2.6. Click the "Save" button
- 2.4. Click the "View/Upload Requirements" button
- 2.5. Click the "Upload" button
- 2.6. Upload the selected file
- 2.7. Click the "Finalize Requirements" button (once all files have been uploaded)
- 2.8. Click the "Confirm" button
- 2.9. Click the "Submit for Review" button
- 2.10. Click the "Confirm" button

3) APPLICATION FOR APPROVAL/COMPLIANCE

Approved Application

- 3.1. An email notification of "Application for Payment" shall be received; or open the application thru the eRAMP; the status of application is "For Payment"

Application for Compliance

- 3.1. An email notification of "For Compliance" shall be received or open the application thru the eRAMP, status of application is "For Compliance"
- 3.2. Click the "Kebab Menu" or the Vertical-three-dot button
- 3.3. Click the "View Application" button
- 3.4. Click the "View/Upload Requirements" button
- 3.5. Read the comments from the Licensing Specialist/Officer
- 3.6. Click the "Upload" button to upload a new and correct file
- 3.7. Upload the selected file
- 3.8. Click the "Re-submit for Review" button
- 3.9. Click the "Confirm" button

4) APPLICATION FOR PAYMENT

Payment Link via Email

- 4.1. Open the email notification or open the application thru the eRAMP
- 4.2. Click the "Click here to pay online through eSPAYSEC" link found in the email notification

- 4.3. Select your chosen payment method or pay at any Landbank branch nationwide, payment validation is within two (2) business days after payment
- 4.4. Enter the verification code
- 4.5. Click the "Proceed to Payment" button
- 4.6. Perform the necessary steps/processes within the chosen payment method

Payment Link via eRAMP Account

- 4.1. Click the "Branches" menu
- 4.2. Select the application with "For Payment" status
 - 4.2.1. Click the "Kebab Menu" or the Vertical-three-dot button
 - 4.2.2. Click the "Export Payment details" button (to view the Payment Assessment Form)
 - 4.2.3. Click the "eSPAYSEC" button
 - 4.2.4. Select the transaction to be paid with "Unpaid" Status
 - 4.2.5. Click the "eSPAYSEC" button

5) SCHEDULE OF SUBMISSION OF ORIGINAL DOCUMENTS AND RELEASING OF CERTIFICATE/S

- 5.1. Open the email notification
- 5.2. The email notification will provide the schedule date for submission of the original document and release of the certificate

Electronic Registry of Application for Market Participants (eRAMP)

APPLICATION FOR PAYMENT OF ANNUAL FEES

USER GUIDE

1) ACCESSING THE SYSTEM

- 1.1. Access the SEC website (www.sec.gov.ph)
- 1.2. Click Online Services
- 1.3. Click eSECURE
- 1.4. Click Login and log in the eSECURE user account
- 1.5. Select eRAMP from the available online services

2) CREATION OF APPLICATION AND UPLOADING OF REQUIREMENTS

- 2.1. Click the "Annual Payment Applications" menu
- 2.2. Click the "Create Application" button
- 2.3. Read and Understand the Terms and Conditions
- 2.4. Click the "Agree" button
- 2.4. Click the "Professional" tab
- 2.5. Fill out the eRAMP fillable form
- 2.6. Click the "Save" button
- 2.4. Click the "View/Upload Requirements" button
- 2.5. Click the "Upload" button
- 2.6. Upload the selected file
- 2.7. Click the "Finalize Requirements" button
- 2.8. Click the "Confirm" button
- 2.9. Click the "Submit for Review" button
- 2.10. Click the "Confirm" button

3) APPLICATION FOR APPROVAL/COMPLIANCE

Approved Application

- 3.1. An email notification of "Application for Payment" shall be received; or open the application thru the eRAMP; the status of application is "For Payment"

Application for Compliance

- 3.1. An email notification of "For Compliance" shall be received or open the application thru the eRAMP, status of application is "For Compliance"
- 3.2. Click the "Kebab Menu" or the Vertical-three-dot button
- 3.3. Click the "View Application" button
- 3.4. Click the "View/Upload Requirements" button
- 3.5. Read the comments from the Licensing Specialist/Officer
- 3.6. Click the "Upload" button to upload a new and correct file
- 3.7. Upload the selected file
- 3.8. Click the "Re-submit for Review" button
- 3.9. Click the "Confirm" button

4) APPLICATION FOR PAYMENT

Payment Link via Email

- 4.1. Open the email notification or open the application thru the eRAMP
- 4.2. Click the "Click here to pay online through eSPAYSEC" link found in the email notification

Payment Link via eRAMP Account

- 4.1. Click the "Branches" menu
- 4.2. Select the application with "For Payment" status
 - 4.2.1. Click the "Kebab Menu" or the Vertical-three-dot button
 - 4.2.2. Click the "eSPAYSEC" button
 - 4.2.3. Click the "Export Payment details" button (to view the Payment Assessment Form)
 - 4.2.4. Select the transaction to be paid with "Unpaid" Status
 - 4.2.5. Click the "eSPAYSEC" button

- 4.3. Select your chosen payment method or pay at any Land Bank branch nationwide, payment validity is within two (2) business days after payment
- 4.4. Enter the verification code
- 4.5. Click the "Proceed to Payment" button
- 4.6. Perform the necessary steps/process within the chosen payment method

5) SCHEDULE OF SUBMISSION OF ORIGINAL DOCUMENTS AND RELEASING OF CERTIFICATE/S

- 5.1. Open the email notification
- 5.2. The email notification will provide the schedule date for submission of the original documentary requirements and release of the certificate

ELECTRONIC REGISTRY OF APPLICATION OF MARKET PARTICIPANTS (eRAMP)

SUBMISSION OF NOTICE OF TERMINATION

USER GUIDE

1) ACCESSING THE SYSTEM

- 1.1. Access the SEC website (www.sec.gov.ph)
- 1.2. Click Online Services
- 1.3. Click eSECURE
- 1.4. Click Login and log in the eSECURE user account
- 1.5. Select eRAMP from the available online services

2) SUBMISSION OF NOTICE OF TERMINATION

- 2.1. Click the "Notice of Termination" button
- 2.2. Click the "Create Notice of Termination" button
- 2.3. Select the name of the CM Professional
- 2.4. Enter the termination date
- 2.5. Select the reason for termination
- 2.6. Upload the SEC Form 28T
- 2.7. Tick the Terms of Service
- 2.8. Click the "Save" button