

**INTEGRATED REGIONAL INFORMATION SYSTEM (IRIS) USER ID REGISTRATION AND RECERTIFICATION**

<b>Description</b>	:	IRIS registration allows client banks to engage in electronic transactions with the BSP regional offices and branches.  IRIS user ID registration pertains to enrolment of new Participating Bank (PB) users and change in IRIS roles. Recertification involves renewal of existing IRIS ID of PB users. For recertification, forms should be submitted at least one (1) month before expiration of the current registration.
<b>Clients</b>	:	Banks serviced by a BSP regional office/branch
<b>Documents Required</b>	:	Duly accomplished IRIS PB user registration form Proof of entitlement to lotus notes account
<b>Schedule of Service Availability</b>	:	Banking days, 8:00 am to 5:00 pm
<b>Contact Information</b>	:	Three (3) regional offices and nineteen (19) branches
<b>Total Processing Time</b>	:	Within five (5) banking days from receipt of the accomplished registration form by the BSP regional office/branch until the transmittal of the PB user ID and default password to the client bank.
<b>Total Fees</b>	:	None

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
1	Secure and accomplish IRIS PB user registration form	Provide the IRIS PB user registration form	IRIS administrator, BSP regional office/branch		
2	Submit the accomplished IRIS PB user registration form and proof of entitlement	Receive and review the documents as to its completeness and accuracy Acknowledge receipt of the documents through time stamp machine and affix initial Forward the documents to the Deputy Director for approval	IRIS administrator, BSP regional office/branch	IRIS PB user registration form Proof of entitlement to lotus notes account	
		Approve the request for registration/ recertification	Deputy Director	IRIS PB user registration form	
		Forward IRIS PB user registration form and proof of entitlement to RMASS IRIS administrator thru lotus notes	IRIS administrator, BSP regional office/branch	Approved IRIS PB user registration form Proof of entitlement to lotus notes account	

		Request Information Technology Sub-Sector (ITSS) for the ID file of the PB user and default password thru lotus notes Forward ID file and default password to the IRIS administrator of the BSP regional office/branch thru lotus notes	IRIS administrator, Regional Monetary Affairs Sub-Sector (RMASS) Manila	Approved IRIS PB user registration form Proof of entitlement to lotus notes account	
		Receive and forward PB user ID and default password to client bank thru lotus notes	IRIS administrator, BSP regional office/branch		
3	Receive user ID and default password				
<b>END OF TRANSACTION</b>					