

PHILPASS SMART CARD REGISTRATION

Description of Service	:	The smart cards are stored digital certificates that provide users with authorization access to the <i>PhilPaSS</i> Participant Browser (PPB). These card users are bank officers who are authorized by their respective banks to approve payments instructions for settlement in <i>PhilPaSS</i> ; including resetting of user-passwords. Such authorizers will not be able to log-on to the PPB without the smart card. Public Key Infrastructure (PKI) technology is used to register/configure the smart cards.
Clients	:	Banks, Non-Banks, Bureau of the Treasury (BTR)
Documents Required	:	<i>PhilPaSS</i> Participant Browser (PPB) User Registration Form
Schedule of Service Availability	:	Banking days, 9:00AM to 5:45 PM
Contact Information	:	Payments and Settlements Office, Rm. 101, 5-Storey Bldg. BSP main Complex, Mabini, Malate, Manila Tel. Nos: 400-7071, 400-7024, 400-7073, 708-7694, 708-7540
Total Processing Time	:	3 banking days after receipt of required documents
Total Fees	:	P1,200.00/smart card

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RE SPONSIBLE/ LOCATION	DOCUMENTS REQUIRED	DOCUMENTS GENERATED
1.	Access BSP website ( <a href="http://www.bsp.gov.ph">www.bsp.gov.ph</a> ), Philippine RTGS: <i>PhilPaSS</i> for the required documents regarding registration of banks' PPB Users				
2.	Submit the required documents	Acknowledge receipt of documents on client's copy	Administrative Unit - PSO	Duly accomplished PPB User Registration Form	Copy of User Registration Form
		Process registration of Users	RTGS Operation Unit – PSO		
		Register Users profile in CAS			
		Authorized action taken by the RTGS Operation Unit	Director or Deputy Director		
		Process registration/configuration of smart card		1. Duly signed Secretary Certificate 2. Special Power of Attorney	Updated list of processed/released smart cards
3	Submit required documents for the issuance of smart	Release of smart card	Technical Services Unit- PSO		

	cards			3. Quit Claim	
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