Electronic Tracking of Containerized Cargo (E-TRACC) System

Registration Process

Pre-requisites

Before we begin with sign up procedures, kindly ensure the following:

1. Prepare scanned copy (1MB or below) of the following documents:

   a) Securities and Exchange Commission (SEC) Certificate
   b) BIR Certificate of Registration (BIR Form 2303)
   c) Latest General Information Sheet (GIS) *(optional)*
   d) Value Added Tax (VAT) Exemption Certificate *(if applicable)*
   e) BIR Authorizing the company as Withholding Agent *(if applicable)*

2. Must have an active account with Dragonpay.

Access the E-TRACC System

1.	Access the internet by clicking on any Web Browser from your device or computer then type on the browser address bar **www.ecms.ph**, press the "Enter" key to commence engine search.	
2.	The E-TRACC Trip Booking System – Registration will be displayed. Move your mouse and click on **Sign up Now!**	

Fill-out E-TRACC Registration Form

3.	**Personal Information tab** Fill out all the required information fields (marked in asterisk "*") and click Next button. **Reminder:** *Remember to always check your e-Mail for the Registration confirmation.* *The password provided will serve as your access credential.*	

4.	**Company Information tab**
	
	Fill out all the required information fields (marked in asterisk "*") and click Next button.
	
	Note:
	
	1. Kindly follow the prescribed format:
	   • *Contact No. (Country Code – Area Code + additional prefix - 7 digit phone number) e.g. 063-028-1234567*
	   • *Mobile No. (Country Code – Network Code – mobile number) e.g. 063-917-1234567*
	2. VAT Category
	   • *VATABLE = Default Value*
	   • *VAT Exempt = Requires supporting documents to be uploaded*
	   • *ZERO RATED = Requires supporting documents to be uploaded*
	3. Withholding Agent
	   • *NO = Default Value*
	   • *YES = Requires supporting documents to be uploaded*	

5.	**Billing and Finance tab** Fill out all the required information fields (marked in asterisk "*") and click Next button.	

6.	**Supporting Documents tab** Upload the appropriate supporting documents and click **Next** button. • Click on **Choose File** and select the PDF file to upload as displayed below. • Additional documents can be attached by clicking the "**Attach New Documents**" button. Once done, click **Next** button. Note: 1. Supporting Documents may be uploaded later but for your account to be approved, the documents are required to be uploaded: • *SEC Registration Certificate and Articles of Incorporation* • *BIR Form 2303 – Certificate of Registration* 2. Additional supporting documents will depend on the information provided in the VAT Category and Withholding Agent in company information tab: • *If VAT Category selected is VAT Exempt or Zero Rated you are required to upload VAT Exemption Certificate* • *If Withholding Agent is toggled to YES, you are required to submit a Letter from the Bureau of Internal Revenue (BIR) that your company is an authorized withholding agent.*	
7.	**CAPTCHA Security tab** Complete CAPTCHA security code by typing the text combination provided and click the **Submit** button. An e-mail notification will be sent to verify your email address.	

8.	**Print Registration Form** After successful submission of registration, you can **Print** the registration for the authorized representative to sign. Scan the signed Registration form and send to Ascent's Customer Support. • *Save the form as a .PDF file, with this format: Fullname_E-TRACC_RegForm.pdf (example: delacruzjuan_E-TRACC_RegForm.pdf)* • *Send the Registration form to ASCENT Customer Support via email to: Support@myascents.ph*	

Account Activation

1.	**Email Verification** Check your inbox or spam for email sent by the system. Click on the URL link provided to confirm email	
2.	**Account Activation** Technical Support Team will review your registration information and attached supporting documents to activate your account. Another email will be sent by the system informing you that your account has been activated. *Note:* • *Check your inbox or spam for email sent by the system.*	

For E-TRACC concerns, you may also get in touch with Ascent Customer Support Team
Email: **support@myascents.ph**
Landline: **+63.2.8821.5691**
Mobile: **+63.919.0793049**