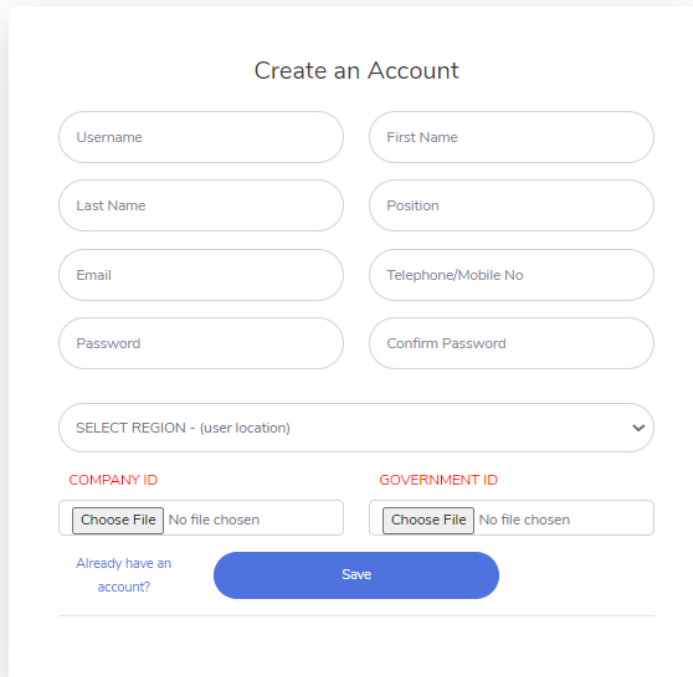


CLIENT USER GUIDE  
EMB COMPANY REGISTRATION SYSTEM

● **USER REGISTRATION**

1. User will register using this link [COMPANY REGISTRATION SYSTEM \(https://client.emb.gov.ph/crs/login\)](https://client.emb.gov.ph/crs/login)  
After the registration, proceed to LOGIN page.

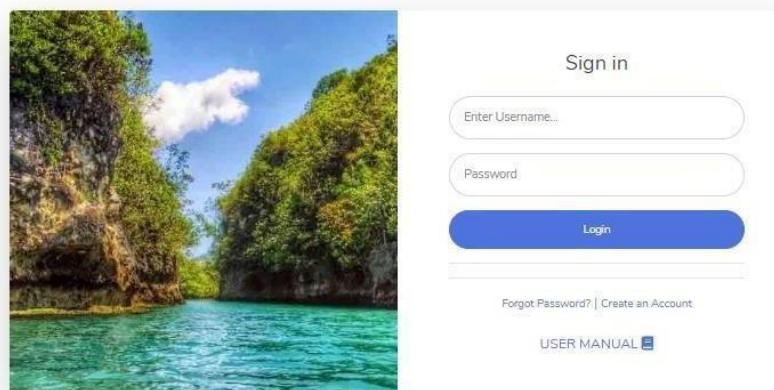
**Note:** User must provide active email because this email will receive all CRS notifications.



The screenshot shows a 'Create an Account' form with the following fields and elements:

- Username
- First Name
- Last Name
- Position
- Email
- Telephone/Mobile No
- Password
- Confirm Password
- SELECT REGION - (user location) (dropdown menu)
- COMPANY ID (Choose File | No file chosen)
- GOVERNMENT ID (Choose File | No file chosen)
- Already have an account? (link)
- Save (blue button)

Environmental Management Bureau - Company Registration System (CRS)



The screenshot shows a 'Sign in' page with the following elements:

- Sign in (title)
- Enter Username... (input field)
- Password (input field)
- Login (blue button)
- Forgot Password? | Create an Account (links)
- USER MANUAL (link with icon)


The page also features a scenic image of a river flowing through a lush green forest on the left side.

For comments and concerns, [Click here to view emails](#)

- **ESTABLISHMENT REGISTRATION**

1. On dashboard page on NAVIGATION AREA click **“Add Establishment”** menu for requesting ESTABLISHMENT.

1.1 Select what region your establishment is located and click button **“NEXT”**.



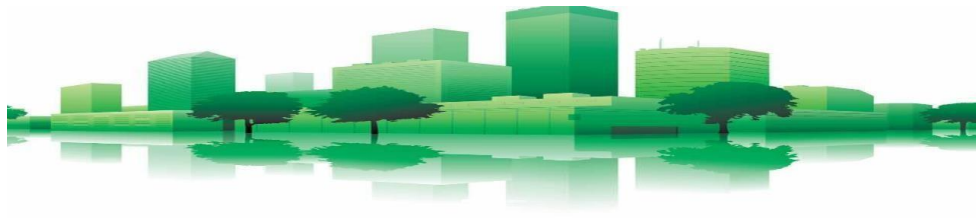
Progress indicator: 1 (selected), 2, 3, 4

SELECT REGION THE ESTABLISHMENT IS LOCATED

Region 7 (CENTRAL VISAYAS) [v]

NEXT

1.2 Search your establishment name on the table. If it Exist, **Select** it and click **“NEXT”** button. Upload required attachment (**authorization letter**).



Progress indicator: 1, 2 (selected), 3, 4

SEARCH EMB REGISTERED COMPANIES IN R7

SELECTED COMPANY [v]

Show 5 entries Search:

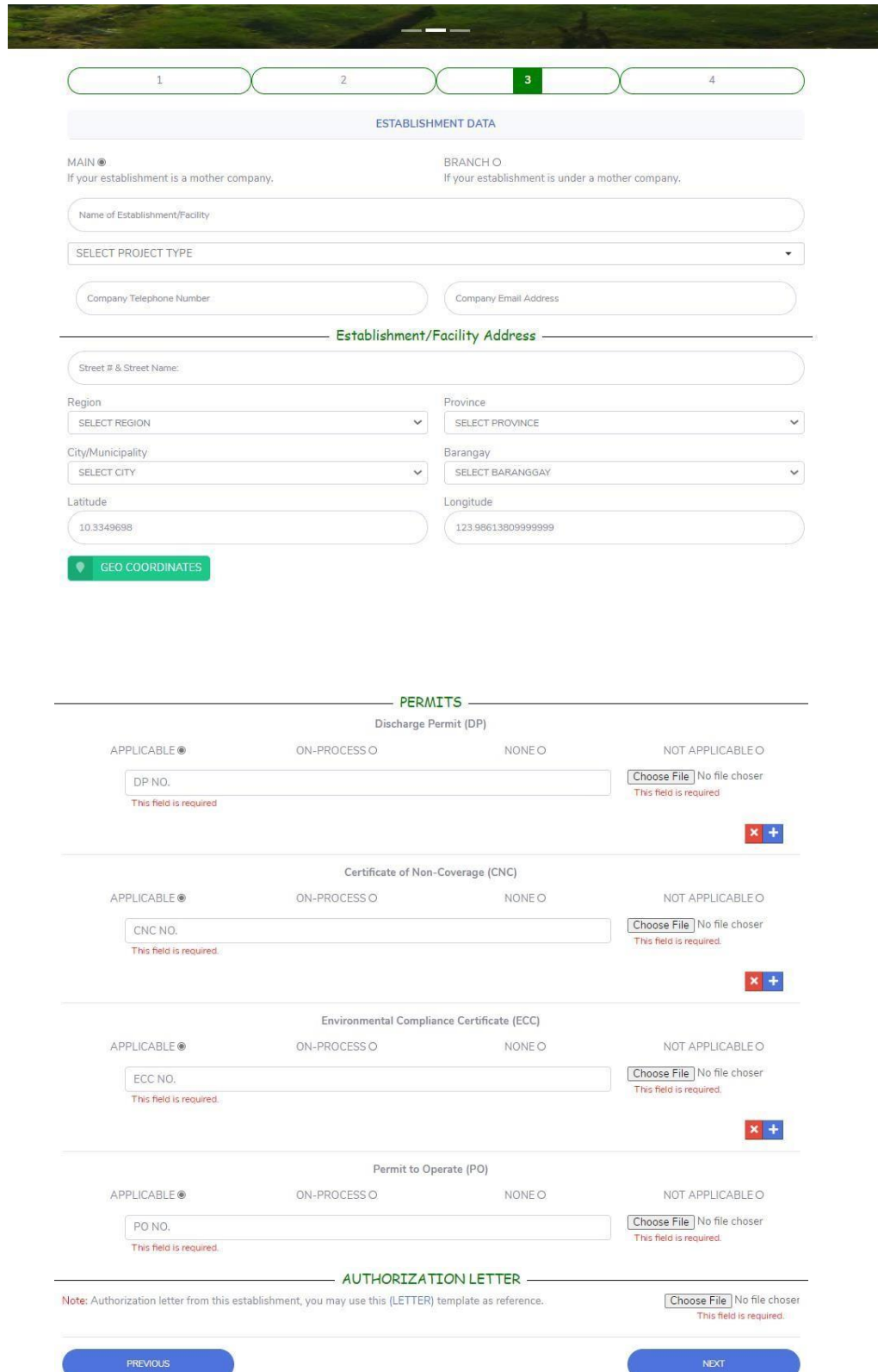
Company Name	Location
<input type="radio"/> SMART COMMUNICATIONS - BABAG TV5 CELL SITE TOWER	CEBU,CEBU CITY (Capital),Babag
<input type="radio"/> SMART COMMUNICATIONS - DONA RITA RELOC CELLSITE TOWER	CEBU,CEBU CITY (Capital),Banilad
<input type="radio"/> AGATON R. DIVINAGRAOIA, JR.	NEGROS ORIENTAL,SIBULAN,Mogetas
<input type="radio"/> ARBINSON A. GABISON	CEBUTOLEDO CITY,Juan Climaco, Sr. (Magdiaga)
<input type="radio"/> CHEENNEE'S CHICKEN SUPPLY POULTRY DRESSING FACILITY	CEBUTOLEDO CITY,Carmen

Showing 1 to 5 of 5,889 entries (filtered from 60,394 total entries)

Previous 1 2 3 4 5 ... 1178 Next

NOT IN THE LIST PREVIOUS NEXT

1.3 If it does not exist upon searching click **“NOT IN THE LIST”** button to proceed on adding new establishment and click button **“NEXT”**, then fill-up the necessary information required in the fields provided.



The screenshot shows a multi-step web form. At the top, there are four numbered steps in rounded rectangles, with step 3 highlighted in green. Below this is the 'ESTABLISHMENT DATA' section, which includes radio buttons for 'MAIN' and 'BRANCH', a text field for 'Name of Establishment/Facility', a dropdown for 'SELECT PROJECT TYPE', and text fields for 'Company Telephone Number' and 'Company Email Address'. The 'Establishment/Facility Address' section follows, with a text field for 'Street # & Street Name', and dropdowns for 'Region', 'Province', 'City/Municipality', and 'Barangay'. It also has text fields for 'Latitude' (with the value 10.3349698) and 'Longitude' (with the value 123.9861380999999). A green 'GEO COORDINATES' button is located below these fields. The 'PERMITS' section contains four sub-sections: 'Discharge Permit (DP)', 'Certificate of Non-Coverage (CNC)', 'Environmental Compliance Certificate (ECC)', and 'Permit to Operate (PO)'. Each sub-section has radio buttons for 'APPLICABLE', 'ON-PROCESS', 'NONE', and 'NOT APPLICABLE', a text field for a number (e.g., 'DP NO.', 'CNC NO.', 'ECC NO.', 'PO NO.'), and a 'Choose File' button. Red error messages 'This field is required.' are present under the text fields. At the bottom, there is an 'AUTHORIZATION LETTER' section with a 'Choose File' button and a note: 'Note: Authorization letter from this establishment, you may use this (LETTER) template as reference.' Finally, there are two blue buttons at the bottom: 'PREVIOUS' and 'NEXT'.

**NOTE:** EMB assigned personnel, based on the region where Establishment is located will verify the request. After verification/checking the status will be sent to your registered email.



2. On the **DASHBOARD** page of Company Registration System, Client User can see the status of Approved establishments and can update details on Pending Establishment list.

- To Update Permits, click **File icon (red)**. To Update establishment details, click **Pencil icon (black)**.

The screenshot displays the 'DASHBOARD' interface for the Hazardous Waste Manifest System. It features two main sections: 'APPROVED ESTABLISHMENTS' and 'PENDING ESTABLISHMENTS'. Both sections include a search bar and a table of records. The 'APPROVED ESTABLISHMENTS' table has columns for Company Reference ID, Establishment, Street, Baranggay, City/Municipality, Province, Date Approved, and Status. The 'PENDING ESTABLISHMENTS' table has columns for Facility, Street, Baranggay, City/Municipality, Province, Status, Date Submitted, and Action. The Action column for pending establishments includes icons for editing (pencil) and deleting (trash).

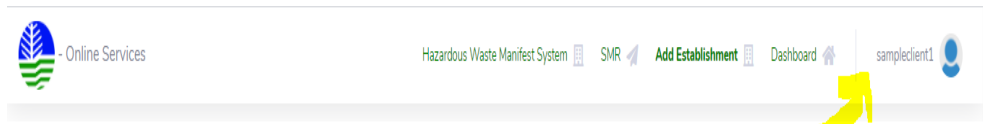
Company Reference ID	Establishment	Street	Baranggay	City/Municipality	Province	Date Approved	Status
EMBR7-31200-60455	TEST ESTABLISHMENT 1 MARCH	street	Banilad	MANDAUE CITY	CEBU	March-02-2021	ACTIVE
EMBR7-31200-60471	TEST ESTABLISHMENT 1 MARCH	street	Banilad	MANDAUE CITY	CEBU	March-02-2021	ACTIVE
EMBR7-51310-59302	TEST ESTABLISHMENT FEB 16	EMB Bldg. Greenplains Subdivision, Banilad, Mandaue, Cebu	Bago	ASTURIAS	CEBU	February-19-2021	ACTIVE

Facility	Street	Baranggay	City/Municipality	Province	Status	Date Submitted	Action
test 2 march 1	12312	Dobdob	BADIAN	CEBU	FOR EMB APPROVAL	2021-03-01 04:31:15	 

- **UPDATING USER PROFILE**

1. Click **Username** on the upper right side of the page and select **“Profile”** to view user details. After inputting new details click **“Save”** button.






## User Profile

<input type="text" value="sampleclient1"/>	<input type="text" value="sampleclient1"/>
<input type="text" value="sampleclient1"/>	<input type="text" value="sampleclient1"/>
<input type="text" value="-Salutation-"/>	<input type="text" value="123333"/>
<input type="password" value="....."/>	<input type="text" value="Confirm Password"/>
<input type="text" value="jhonlyod27@gmail.com"/>	
<input type="text" value="Region 7 (CENTRAL VISAYAS)"/>	
Company ID +	Government ID +
<input type="button" value="Save"/>	





- **UPDATING PERMITS PER ESTABLISHMENT**

1. To update permits in approved and pending establishments, click file icon and you will be redirected to **PERMIT PER ESTABLISHMENT (APPROVED)** page.

APPROVED ESTABLISHMENTS									
Show 10 entries					Search:				
Company Reference ID	Establishment	Street	Baranggay	City/Municipality	Province	Date Approved	Status	Action	
EMBNCR-15638110-53411	KAISER MEDICAL CENTER, INC.	Unit 340B Padre Faura Wing, Robinson's Place Manila, Pedro Gil Street	Barangay 669	ERMITA	NCR, CITY OF MANILA, FIRST DISTRICT	January-12-2021	ACTIVE		
EMBR7-51310-60744	TEST ESTABLISHMENT BRANCH 1 MARCH 2	street	Ibo	LAPU-LAPU CITY (OPON)	CEBU	March-03-2021	ACTIVE		
EMBR7-71330-61247	TEST ESTABLISHMENT 1 MARCH 8	street	Agus	LAPU-LAPU CITY (OPON)	CEBU	March-09-2021	ACTIVE		

Showing 1 to 3 of 3 entries Previous 1 Next

PENDING ESTABLISHMENTS									
Show 10 entries					Search:				
Facility	Street	Baranggay	City/Municipality	Province	Status	Date Submitted	Action		
test establishment march 18,2021	EMB Bldg, Greenplains Subdivision , Banilad, Mandaua, Cebu	Ibo	LAPU-LAPU CITY (OPON)	CEBU	FOR EMB APPROVAL	2021-03-18 05:23:57	  		
SMART COMMUNICATIONS - DONA RITA.RELOC CELLSITE TOWER	G&G Suites, J. Panis St.,	Banilad	CEBU CITY (Capital)	CEBU	Requested/For Emb Approval	2021-03-18 03:36:38			

Showing 1 to 2 of 2 entries Previous 1 Next

2. On the **PERMIT PER ESTABLISHMENT (APPROVED)** page. Click the establishment you want to update, simply input the permit number and click **upload** icon.

**PERMIT PER ESTABLISHMENT (APPROVED)**

KAISER MEDICAL CENTER, INC.

Discharge Permit (DP)

1237.12312 DP-FILE-0 

DP NO.  Choose File No file chosen 

---

Certificate of Non-Coverage (CNC)

CNC NO.  Choose File No file chosen 

---

Environmental Compliance Certificate (ECC)

ECC NO.  Choose File No file chosen 

---

Permit to Operate (PO)

PO NO.  Choose File No file chosen 

TEST ESTABLISHMENT BRANCH 1 MARCH 2

TEST ESTABLISHMENT 1 MARCH 8

3. To update permit in an establishment click pencil icon, Pop-Out Window will show and input the new permit number ; then upload the updated attachment and click **Update** button.

**PERMIT PER ESTABLISHMENT (APPROVED)**

---

KAISER MEDICAL CENTER, INC.

Discharge Permit (DP)

1237.12312 DP-FILE-0 

DP NO. Choose File No file chosen 

---

Certificate of Non-Coverage (CNC)

CNC NO. Choose File No file chosen 

---

Environmental Compliance Certificate (ECC)

ECC NO. Choose File No file chosen 

---

Permint to Operate (PO)

PO NO. Choose File No file chosen 

---

TEST ESTABLISHMENT BRANCH 1 MARCH 2

---

TEST ESTABLISHMENT 1 MARCH 8

For comments and concerns , Click [here](#) to view emails

**UPDATE PERMIT** ✕

PERMIT NO.

Uploaddp0-21-dp0-21-company\_list.xlsxBrowse

Close Update