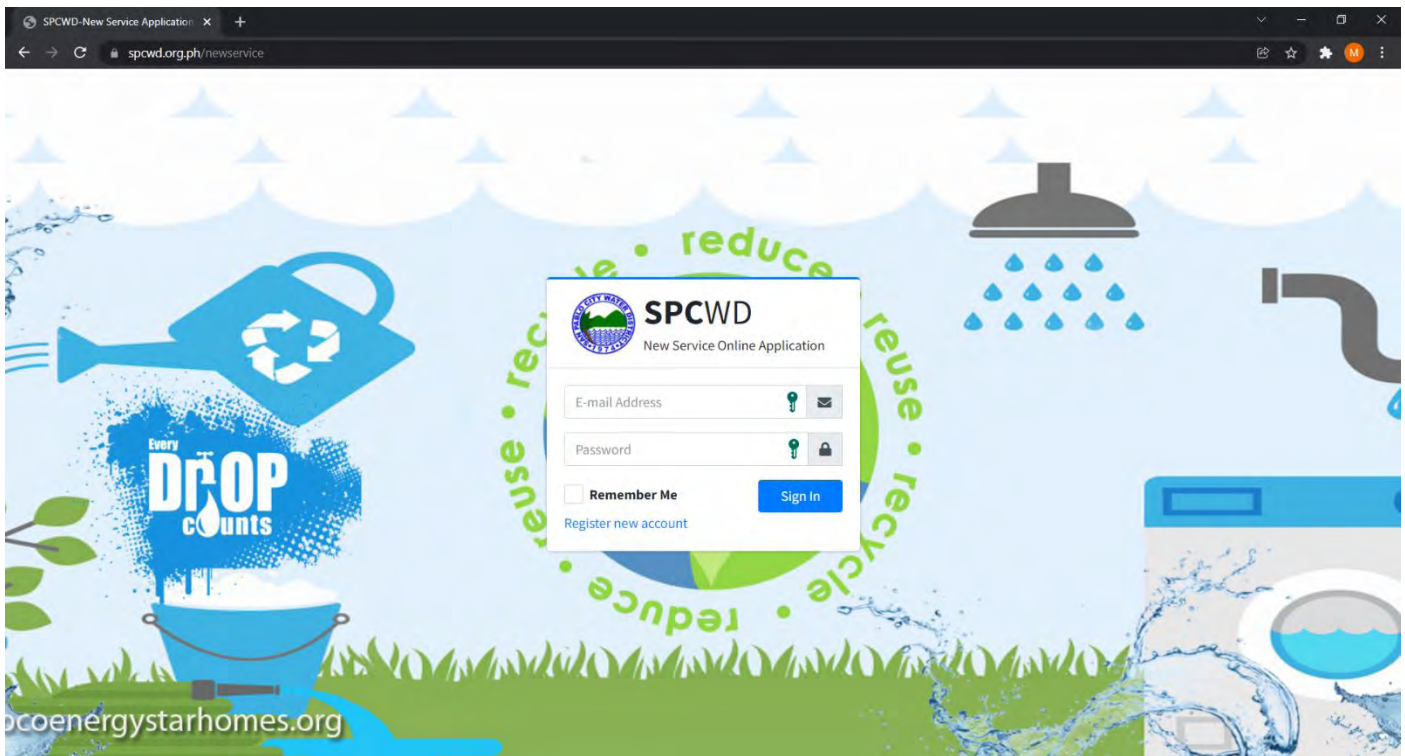


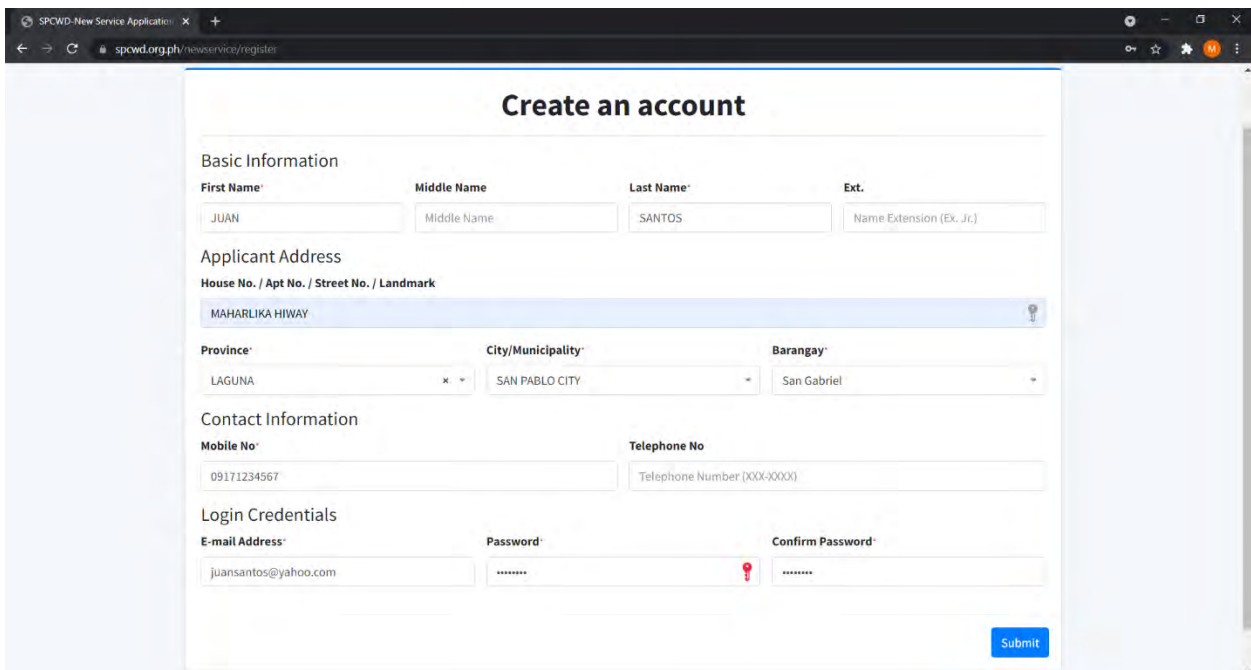
# NEW SERVICE APPLICATION ONLINE APPOINTMENT

## HOW TO REGISTER

1. Go to <https://www.spcwd.org.ph/newservice>.



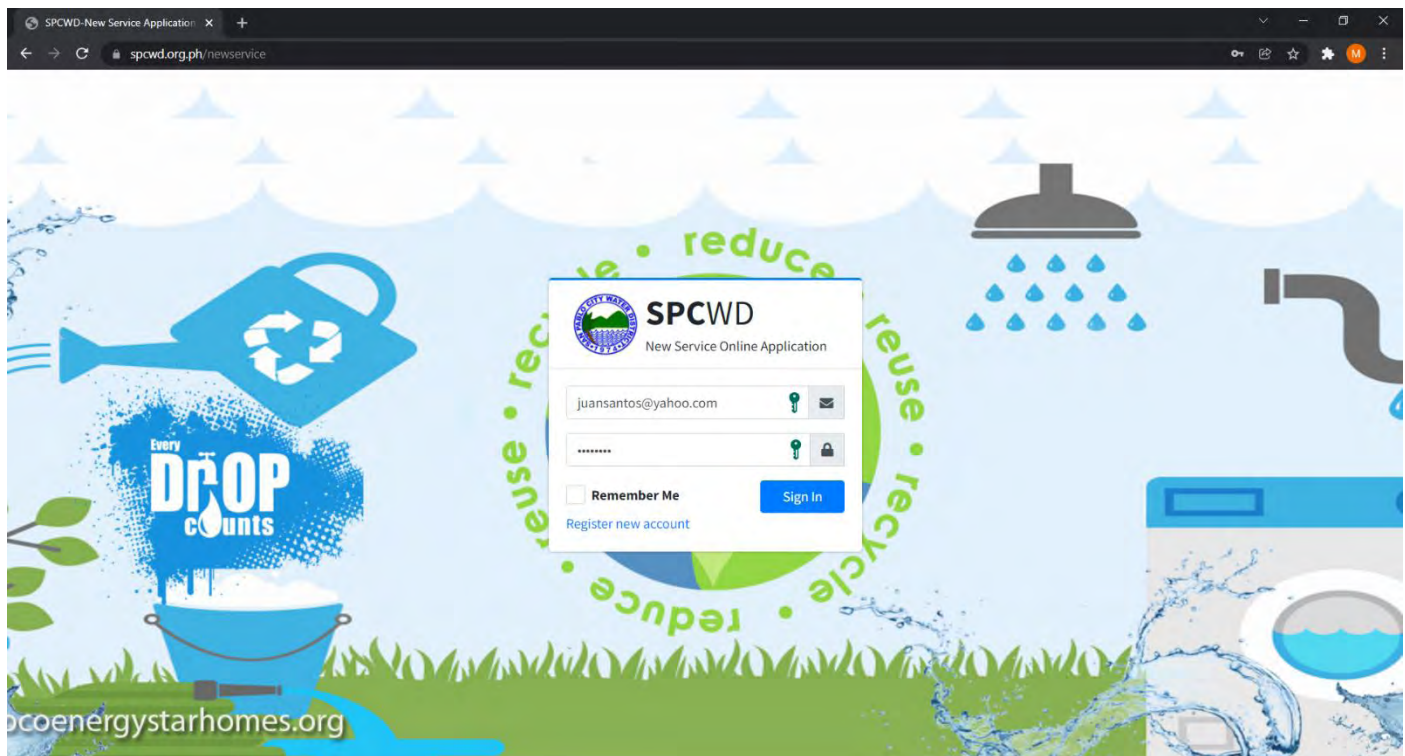
2. Click "Register new account".
3. Input all required information (field with \* symbol).



4. Click "Submit" button.

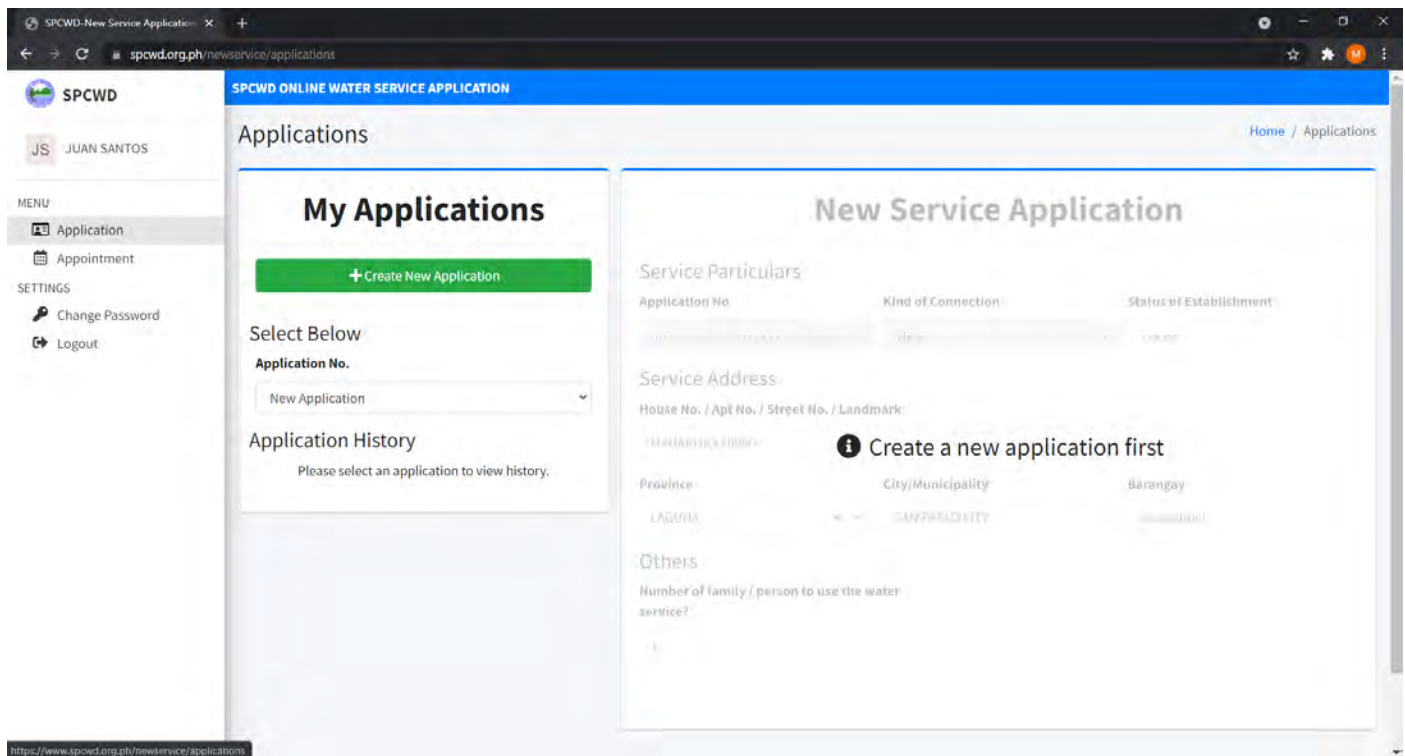
## HOW TO LOGIN

1. Go to <https://www.spcwd.org.ph/newservice>.
2. Input username and password and click "Sign In" button.

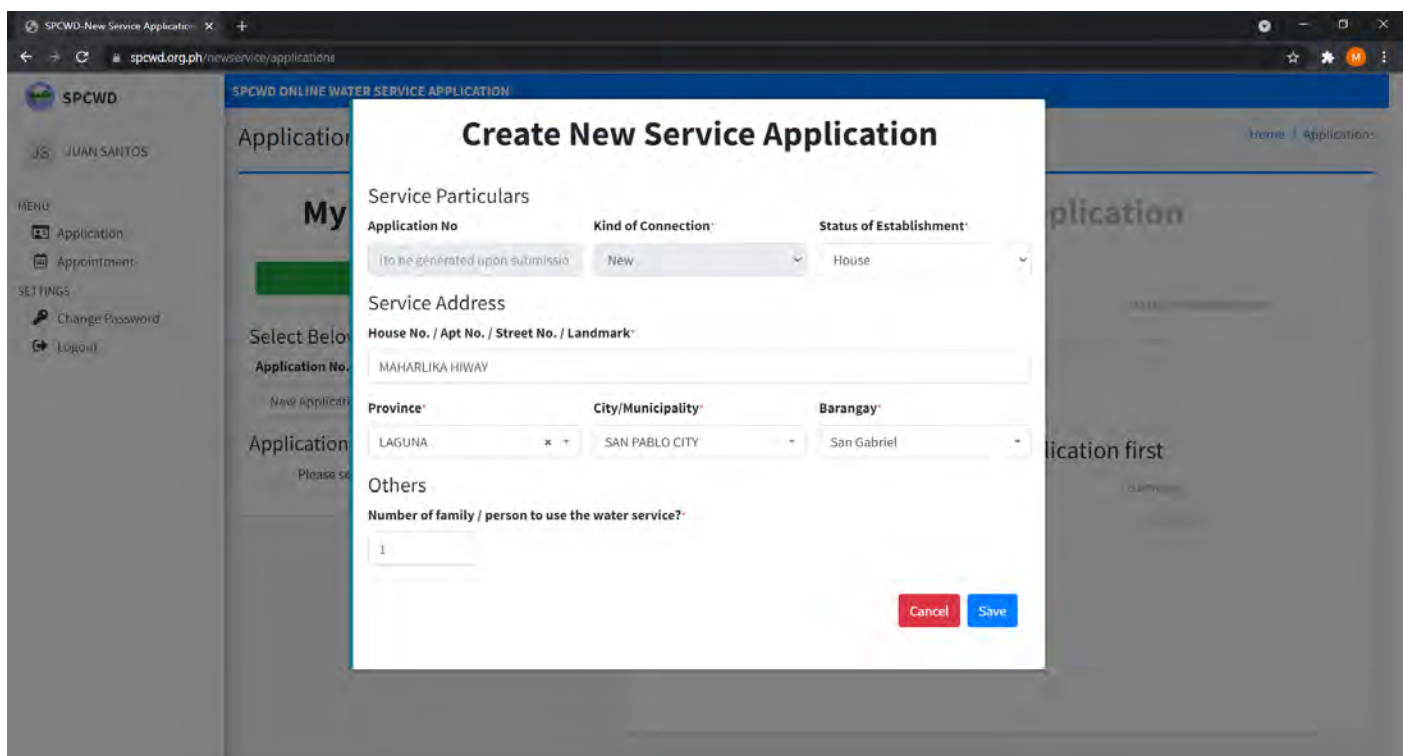


## HOW TO CREATE NEW APPLICATION

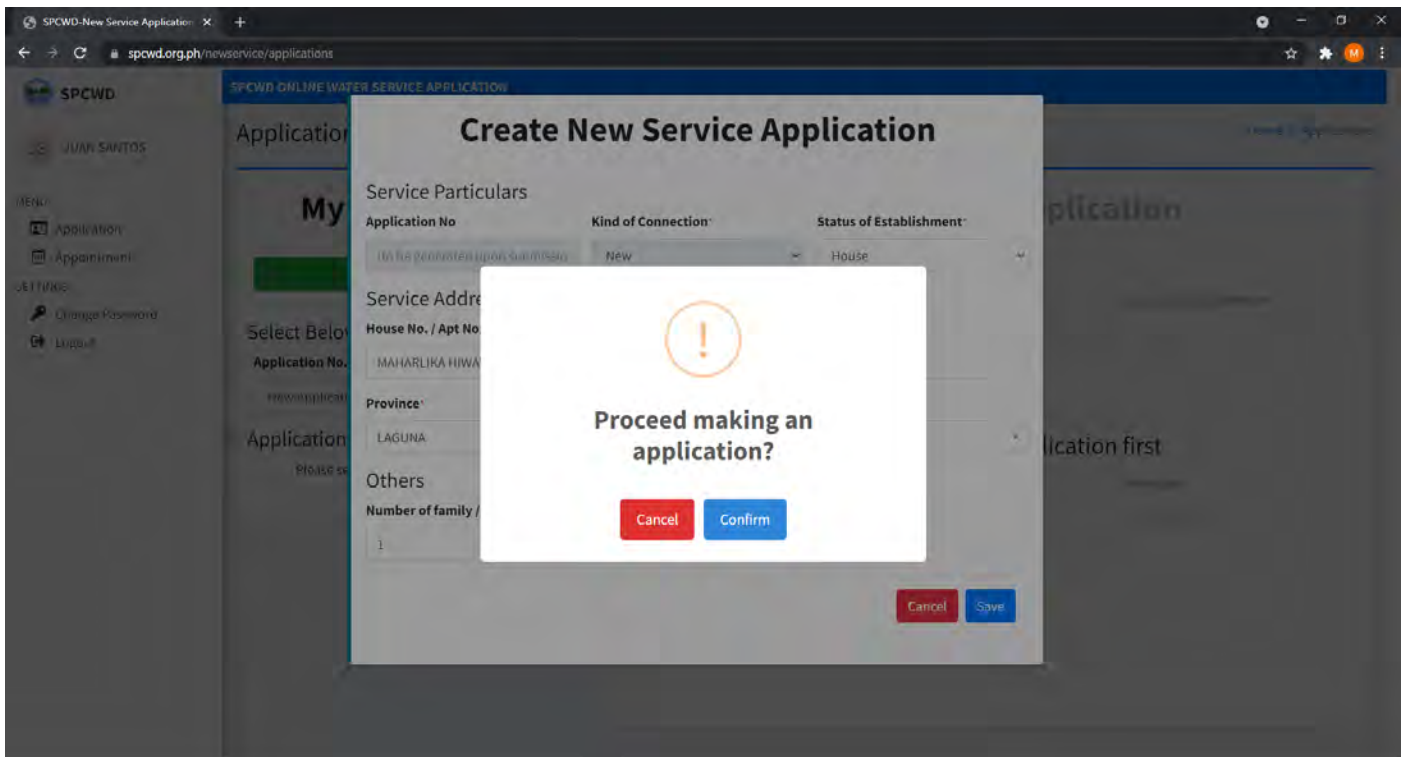
1. Click "Application" menu.
2. Click "+ Create New Application" button.



3. Input required information.



4. Click "Save" button.



5. Click "Confirm" button to save application details.



## HOW TO DOWNLOAD APPLICATION FORM

1. Click "Application" menu
2. Select application number.

The screenshot shows the SPCWD Online Water Service Application web portal. The page title is "SPCWD ONLINE WATER SERVICE APPLICATION". The user is logged in as "JUAN SANTOS". The main content area is titled "Applications" and shows a list of applications under "My Applications". The selected application is "Application: APP20211125-3JBRYM". The details for this application are as follows:

Application No	Kind of Connection	Status of Establishment
APP20211125-3JBRYM	New	House

Service Address: MAHARLIKA HIWAY

Province: LAGUNA, City/Municipality: SAN PABLO CITY, Barangay: San Gabriel

Others: Number of family / person to use the water service? 1

Buttons: Download Form, Update

3. Click "Download Form" button.

The screenshot shows the "APPLICATION FOR INSTALLATION OF NEW SERVICE CONNECTION" form. The form is titled "SAN PABLO CITY WATER DISTRICT ROUTING SLIP NO." and contains the following information:

APPLICANT: JUAN SANTOS  
SERVICE ADDRESS: San Gabriel, SAN PABLO CITY, LAGUNA  
APPLICATION NO: APP20211125-3JBRYM

	DATE	SIGNATURE
1. FINANCE DEPARTMENT (Cashiering Services Chief B) For payment of Basic charges	_____	_____
2. COMMERCIAL SERVICES DEPARTMENT Approval of Application	_____	_____
3. ENGR. REDENTOR C. DERIQUITO OIC - Department Manager Operations Department Approval of Contract	_____	_____

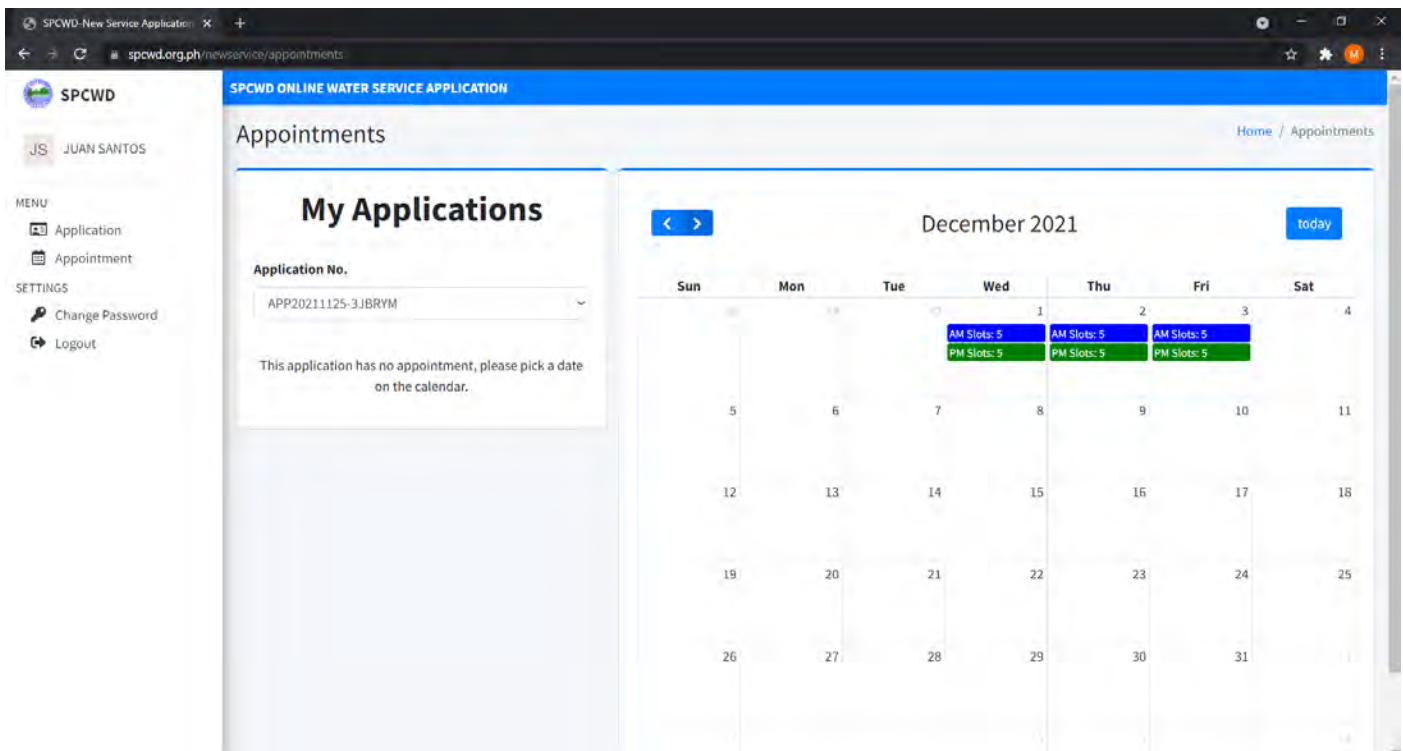
REQUIREMENTS FOR NEW SERVICE CONNECTIONS:

4. Save downloaded form.

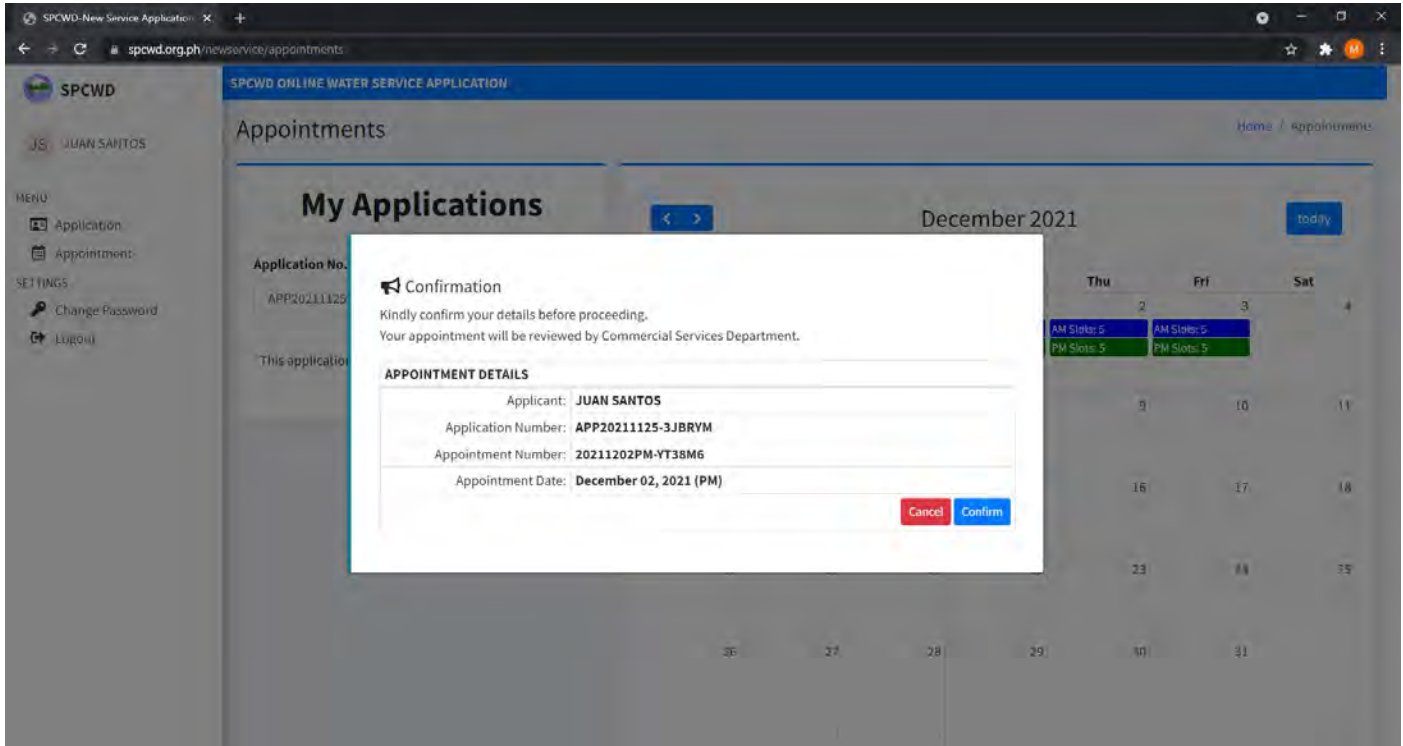
**\*Note:** Bring printed copy of the downloaded "Application For Installation of New Service Connection" form on scheduled appointment date.

## HOW TO SET AN APPOINTMENT

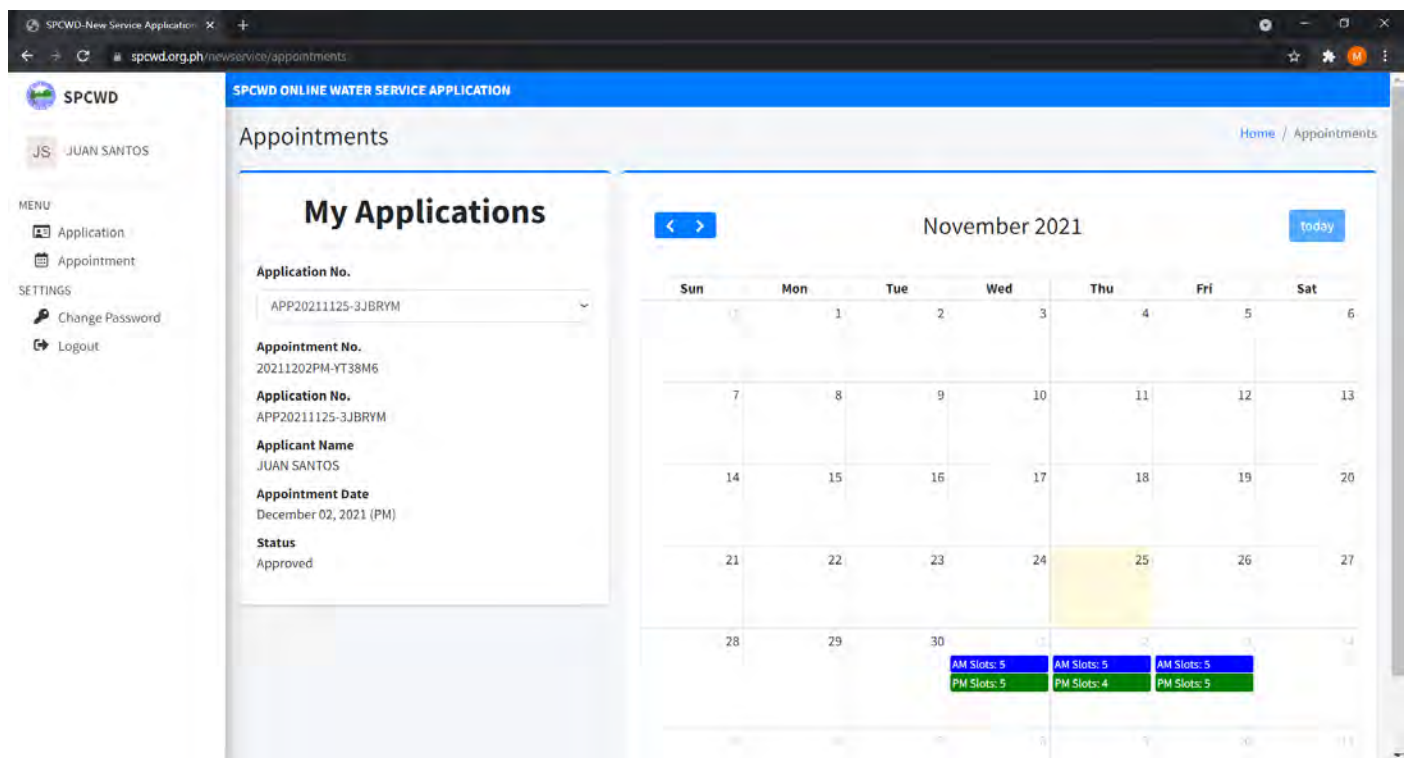
1. Click "Appointment" menu.
2. Select application number from the "Application No." dropdown menu.



3. Select available appointment schedule from the calendar, "AM" or "PM" schedule.
4. Click "Confirm" button to confirm the desired appointment schedule.



5. An appointment details will be displayed with corresponding application number.



### NEW SERVICE APPLICATION REQUIREMENTS

1. Photocopy of Land Title or the latest Tax Declaration (if not the owner of the property, waiver duly notarized).
2. Photocopy of any valid ID's or latest Residence Certificate.
3. Water bill of nearest neighbor.
4. Affidavit of Landowner for Right of Way.