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).

		Create a	in account				
Basic Information First Name	Middle Nar	me	Last Name		Ext.		
JUÂN	Middle N	ame	SANTOS		Name Extension (Ex	ir.)	
Applicant Address							
House No. / Apt No. / Street No. /	Landmark						
MAHARLIKA HIWAY						9	
Province		City/Municipality		Barangay.			
LAGUNA	ж. *	SAN PABLO CITY	*	San G	Sabriel		
Contact Information			Telephone No				
09171234567			Telephone Number (X)	X-XXXXX)			
Login Credentials E-mail Address		Password		Confirm	n Password-		
juansantos@yahoo.com			9		•		

4. Click "Submit" button.

HOW TO LOGIN

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

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SPCWD	SPCWD ONLINE WATER SERVICE APPLICATION								
JS JUAN SANTOS	Applications	Home / Applic							
NU EI Application	My Applications		New Service Application						
Appointment	+ Create New Application	Service Particulars Application No	Kind of Connection	Status of Establishment					
 Change Password Logout 	Select Below			- www.					
	Application No.	Service Address							
	New Application	House No. / Apt No. / Street No. / Landmark:							
	Application History	OM AND ADD THE ADD TO A	Create a new application first						
	Please select an application to view history.	Province	City/Municipality	Barangay					
		LAGUNA	< - CAMPAGED (ITY						
		Others							
		Number of family / person to	use the water						
		zervice?							

3. Input required information.

SPCWD-New Service Application	× +				0	- a x
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SPCWD	SPOWD ONLINE WATE	ER SERVICE APPLICATION	6			
JS JUAN SANTOS	Application	Create N	lew Service Ap	plication	Henne	l application:
MENU	Му	Service Particulars Application No	Kind of Connection	Status of Establishment [.]	plication	
Appointment SETTINGS Change Password Expont	Select Belov	Ito ne generated upon submissio Service Address House No. / Apt No. / Street No. / La MAHARLIKA HIWAY	New .			
	Nase Applicati	Province	City/Municipality	Barangay'		
	Application Please se	LAGUNA x + Others Number of family / person to use th	SAN PABLO CITY -	San Gabriel -	lication first	

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.

SPCWD	SPCWD ONLINE WATER SERVICE APPLICATION						
JS JUAN SANTOS	Applications				Home / Applic	tations	
ENU Application	My Applications	Application: APP20211125-3JBRYM					
 Appointment SETTINGS Change Password Logout 	+ Create New Application	Service Particulars	Kind of Connection		Status of Establishment		
	Select Below	APP20211125-3JBRYM	New		House	÷.	
	Application No.	Service Address House No. / Apt No. / Street No. / Landmark					
	Application History	MAHARLIKA HIWAY					
	November 25, 2021 (04:29 AM) Application has been created.	Province	City/Municipality		Barangay.		
		LAGUNA	× ~ SAN PABLO CITY	+	San Gabriel	4	
		Others Number of family / person to u service?	se the water				

3. Click "Download Form" button.

	SAN PABLO CITY WA	TER DISTRICT	
	ROUTING SLIP NO.		
APPLICATI	ON FOR INSTALLATION OF	NEW SERVICE CO	ONNECTION
APPLICANT	JUAN SANTOS		
SERVICE ADDRESS	San Gabriel, SAN PABLO	CITY, LAGUNA	
APPLICATION NO	APP20211125-3JBRYM		
For payment of Basi 2. COMMERCIAL SER Approval of Applicat	c charges RVICES DEPARTMENT		
3. ENGR. REDENTOR OIC - Department M Operations Departm	C. DERIQUITO lanager lent		2

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.

SPCWD	SPCWD ONLINE WATER SERVICE APPLICATION										
IS JUAN SANTOS	Appointments						Home	/ Appointment			
MENU Application Appointment SETTINGS Change Password Could be body body	My Applications	C> December 2021				today					
	APP20211125-3JBRYM	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	This application has no appointment, please pick a date on the calendar.			AM S	lots: 5 AM SI lots: 5 PM SI	ots: 5 AM Sic ots: 5 PM Sic	ots: 5 ots: 5				
		5	6	7	8	9	10	11			
		12	13	14	15	16	17	15			
		19	20	21	22	23	24	25			
		26	27	28	29	30	31				

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

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SPCWD	SPOWD ONLINE WATER	R SERVICE APPLICATION								
JS JUAN SANTOS	Appointments						На	Hame / sppalnume		
MERIO Application Appointment: SETFINGS Change Password Change Jugoni	My Applications December 2021							today		
	Application No. APP20211125 This application	Confirmation Kindly confirm your details before proceeding. Your appointment will be reviewed by Commercial Services Department.			Thu 2 AM Stots: 5 PM Stots: 5	Fri 3 Am Slats: 5 PM Slats: 5	51	rt .+		
		Applicant: Application Number: Appointment Number:	JUAN SANTOS APP20211125-3JBRYM 20211202PM-YT38M6			3	10		11	
		Appointment Date:	December 02, 2021 (PM)		Cancel Confirm	16	17		18	
		_				23	-		75	
			35	27	28	29 10	31			

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.