



ECC Online Application System

Environmental Impact Assessment & Management Division
Environmental Management Bureau

User Guide
For ECC Applicants

User Guide for ECC Applicants

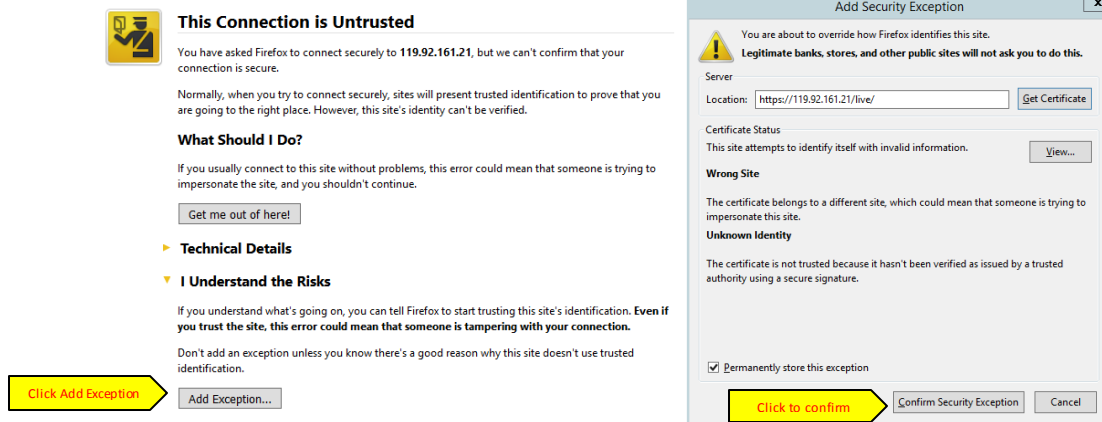
Please take a moment to read the instructions below before using the ECC Online Application System.

This document includes the following:

- A. Accessing the System
- B. Account Registration
- C. Recovering your password
- D. Changing User Account Security Information
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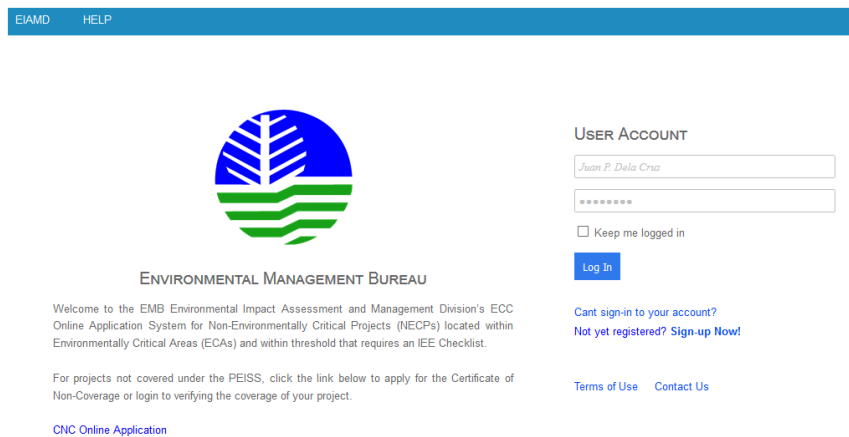
A. Accessing the System

1. Click the 'Continue' button to load the login page. Once directed, you may encounter security certificate warning like the one shown below when using Firefox. Note: Security warning may vary with other browsers.



The image shows two parts of a Firefox security warning. On the left is the main warning page titled "This Connection is Untrusted". It explains that Firefox cannot confirm the connection to 119.92.161.21 is secure. It includes sections for "What Should I Do?", "Technical Details", and "I Understand the Risks". A yellow arrow points to the "Add Exception..." button. On the right is the "Add Security Exception" dialog box. It contains a warning icon and text: "You are about to override how Firefox identifies this site. Legitimate banks, stores, and other public sites will not ask you to do this." It shows the server location as "https://119.92.161.21/live/" and provides options to "Get Certificate", "View...", "Confirm Security Exception", and "Cancel". A yellow arrow points to the "Confirm Security Exception" button.

2. Click "Add Exception" and "Confirm Security Exception" to load the login page as shown below.



The image shows the login page for the Environmental Management Bureau. At the top, there is a blue header with "EIAMD" and "HELP". The main content area features the EMB logo, which is a stylized tree and water. Below the logo is the text "ENVIRONMENTAL MANAGEMENT BUREAU". A welcome message follows: "Welcome to the EMB Environmental Impact Assessment and Management Division's ECC Online Application System for Non-Environmentally Critical Projects (NECPs) located within Environmentally Critical Areas (ECAs) and within threshold that requires an IEE Checklist." Below this, there is a note about projects not covered under the PEISS and a link to "CNC Online Application". On the right side, there is a "USER ACCOUNT" section with a text input field containing "Juan P. Dela Cruz", a password field with masked characters, a "Keep me logged in" checkbox, and a "Log In" button. Below the login fields, there are links for "Cant sign-in to your account?", "Not yet registered? Sign-up Now!", "Terms of Use", and "Contact Us".

B. Account Registration

You only need to register once to submit one or more applications. To create an account, click 'Sign-up Now'. You will be directed to the page below:

PROPOSER REGISTRATION PAGE
Please read the Terms and Conditions carefully and click the continue button to proceed to the registration page

Terms and Conditions

The following Terms and Conditions contain significant agreements involving all users of ECC Online Application System. We therefore advise you to please review these terms and conditions carefully and indicate whether you agree or disagree to them by clicking on the corresponding box towards the end of this document. All the terms "you", "Your" and "Yours" will refer to the ECC Online Application System user. The terms "We", "Us" and "Our" refer to EMB-DENR. The words "System" refer to ECC Online Application System. The word "System" refers to ECC Online Application System. Your Username is the email address that you have provided in the registration page. The phrase "your access" or "system account" refers to the combination of your email address and password that you have registered in the system. The term "username" and "email address" will be used interchangeably to refer to the set of characters that you use to access the system.

1. USER ACCESS

1.1. When you choose and click on "I Agree," you are construed by us as signifying your confirmation that you have read and understood ECC Online Application System's Terms and Conditions and that you unconditionally bind yourself to all terms and conditions herein. In the event that your availing of a service, facility, or benefit of ECC Online Application System will violate or result in the violation of your agreement with EMB-DENR, you will not avail yourself of such service, facility or benefit of ECC Online Application System.

1.2. EMB-DENR has the sole discretion to give you access to ECC Online Application System with your use of an Internet-enabled computer, approved browser, your username/email account and password.

1.3. However, some or all of the services of ECC Online Application System may not be available at certain times due to system maintenance and/or computer, telecommunication, electrical or network failure or any other reasons beyond our control. EMB-DENR will not be liable to you nor will it have to explain the reasons whenever access to the System is unavailable or not possible.

1.4. Your access to ECC Online Application System through your internet service or network provider in the country from where the service is accessed is subject to and governed by the relevant laws and regulations of that country and by terms and conditions mandated by your internet service or network provider in separate agreements with you.

Tick this box to agree →

I have read, understand and agreed with the foregoing terms and conditions

Continue **No, Thanks**

1. Review the 'Terms and Conditions'
2. Tick the checkbox in agreement to 'Terms and Conditions'.
3. Click the 'Continue' button. This will open the registration page as shown below.

PROPOSER REGISTRATION PAGE
Use the form below to register. Password should be 8-character length with at least two (2) non-alphabetic characters (example: abc123!)

Business Information

Proposer Name: _____

Mailing Address: _____

Represented By:
 Mr. [dropdown] Owner [dropdown] Contact No. [dropdown] LandLine No. [dropdown] Mobile No. [dropdown]

Email Address: _____ SEC Registration No. (if applicable) [dropdown] DTI Registration No. (if applicable) [dropdown]

User Information

Your Full Name: _____ Birth Date (MM/DD/YYYY): [dropdown] Designation: _____ Mobile No: _____

Primary Email: _____ Alternate Email: _____ Password (at least 8 characters): _____ Confirm Password: _____

Required Attachment Note: maximum of 1MB per attachment and should be in PDF Format


Government and Company ID: [Browse...] No file selected. **Browse to select PDF** →

Authorization Letter from the proposer (if applicable): [Browse...] No file selected. **Click to upload selected file** →

SEC or DTI Registration (if applicable): [Browse...] No file selected.

Register Now **No, Thanks** Activate Windows

User Name →

4. Provide the Business and user information. Be sure to use a valid email address, birthdate which will be used to recover your password in case. Note: Use your full name as User Name to log into the system.
5. To upload an attachment, click the 'Browse' button to locate the file. Then click the  upload icon. You need to do this for each attachment. Once attached, the file description will become clickable. Note: The system accepts only file of PDF extension with size not larger than One (1) Megabyte.

Required Attachment Note: maximum of 1MB per attachment and should be in PDF Format

Clickable → Government and Company ID: [Browse...] No file selected. **Upload icon** → 

Authorization Letter from the proposer (if applicable): [Browse...] No file selected. 

SEC or DTI Registration (if applicable): [Browse...] No file selected. 

6. Click the file description such as the government ID to view and to double check the attached file.
7. Review the information and click 'Register Now' button. You will be automatically logged in once successfully registered as shown below.



ACCOUNT SUCCESSFULLY CREATED!

Welcome to the ECC Online Application System, you can now start to add a new application by clicking the 'New Application' from the above menu. However for security purposes, you're advised to change your password immediately by hovering your mouse to the welcome menu located at the right top corner of this page.

C. Recovering your password

In the event that you forgot your password, follow the steps below. The password will be sent to the email address you used during the registration.

1. From the login page, click 'Can't sign-in to your account' to open the recovery page as shown below.

EIAMD HELP

PASSWORD RECOVERY PAGE
Please provide your credentials you used during registration.

Sur Name

Email Address

Birth Date (ex. 01/23/1965)

Recover Cancel

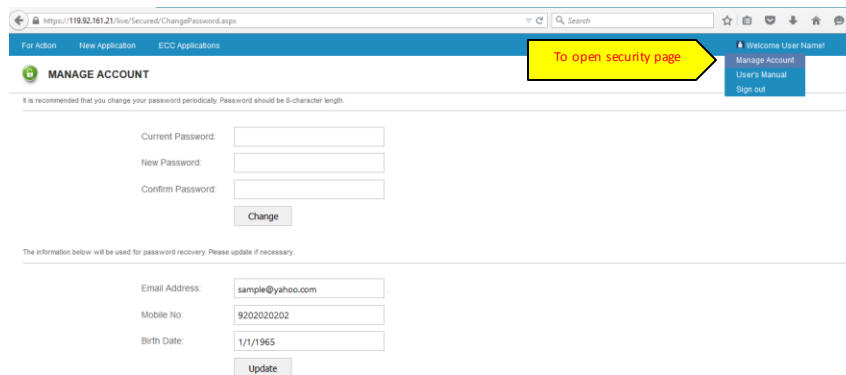
2. Provide the Surname, email address and Birth Date you used during registration.
3. Click 'Recover' button.
4. Check your email for the system notification.

D. Changing User Account Security Information

For security purposes, it is recommended that you change your password right after logging in for the first time and also periodically. Note: Password should be at least 8 characters in length with a combination of alpha and non-alphanumeric characters.

Changing Password

1. Hover your mouse over the Welcome menu located at the right top portion of the page.



2. Click 'Manage Account'
3. Provide the 'Current' and 'New password'
4. Click 'Change' Button

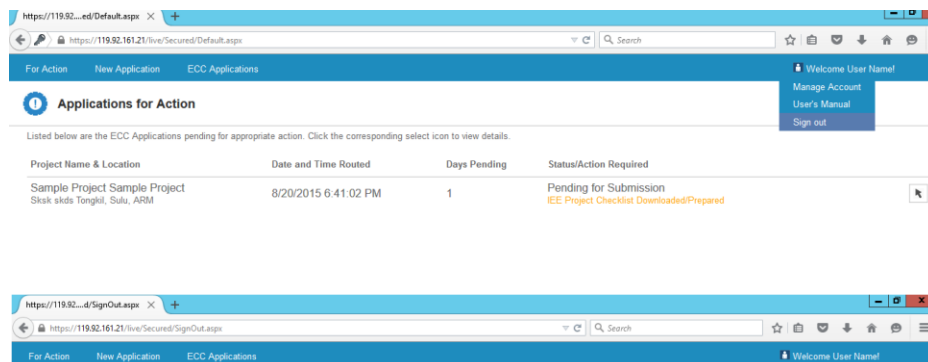
Changing Password Recovery Information

Email Address and birthdate are used when recovering your password. You can update your mobile number and email address using the 'manage account' page, as shown above.

1. Provide the new information and click the 'Update' button.

E. Logging in and out of the system

1. From the log in page, provide the full name and password you used during the registration.
2. To log out, hover your mouse on the welcome menu located at the top-right portion of the page.



To completely sign-out, click [HERE](#) 

F. Preparing an ECC Application

Once logged in you can now start drafting an application. You can draft more than one application if you have multiple projects. Note: You need to reach step 6 to save the draft application.

1. From the menu, click 'New Application'

https://119.92...a-f7a6bd6a194b

Click to draft application

New Application ECC Applications Welcome User Name!

New ECC Application **Reset** Note: You need to reach Step 6 to save entries and return to this application.

1. EXISTING ECC Click to forward to next step Next >

Please answer the question below by ticking the appropriate selection boxes then click the Next button. Note: For project with existing ECC or established prior to 1982 but with expansion or modification, please visit the EMB Regional Office where the existing ECC was issued or project is located.

Does the project have existing Environmental Compliance Certificate (ECC)? Yes No

Was the project established prior to 1982 WITH expansion or modification? Yes No

2. In **Step 1**, answer the question. Note: Project with existing ECC or established prior to 1982 with expansion or modification is not covered by the ECC Online Application System. You have to personally visit the EMB regional office where the project is located.
3. Click the 'Next' button to go to **Step 2** for the project type.

Project Type Coverage

4. In Step 2, provide the keyword for the major type or component of your proposed project. In this case 'water'. Note: Refer to Annex A of the Revised Guidelines for Coverage Screening and Standardized Requirement under Philippine PEIS System (EMB MC 005-2014).
5. Click the Search icon.
6. From the search result, locate the appropriate type of project.
7. Provide the capacity and click the select icon. Note: Capacity should include numeric and period only. Comma and spaces not allowed.

https://119.92...a-f7a6bd6a194b

Click to draft application

New Application ECC Applications Welcome User Name!

New ECC Application **Reset** Note: You need to reach Step 6 to save entries and return to this application.

2. PROJECT TYPE

Search the project type below by providing the keyword and click the search icon. From the search results, locate the appropriate type and provide the corresponding proposed size. Then, click the select arrow icon to proceed to next step.

water Provide keyword and click search icon

SEARCH RESULTS:

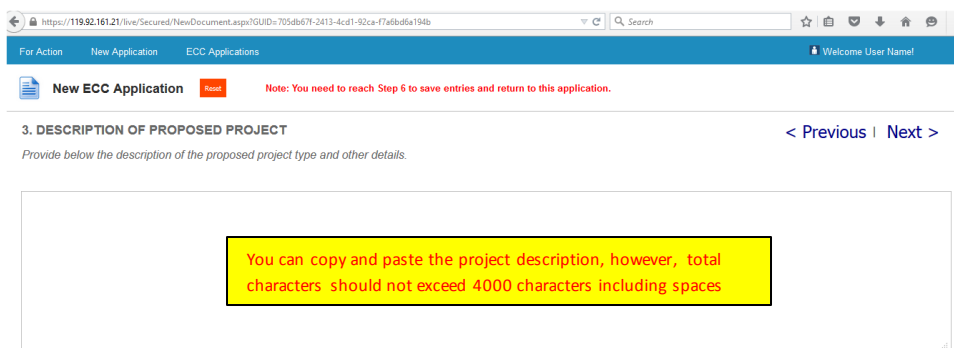
Category	Specific Type	Proposed Project Size
Infrastructure Projects Dams, Water Supply and Flood Control Project	DAMS (including those for irrigation, flood control, water source and hydropower projects)including run-of-river type	Water storage capacity in cubic meter 1
Infrastructure Projects Dams, Water Supply and Flood Control Project	DAMS (including those for irrigation, flood control, water source and hydropower projects)including run-of-river type	Reservoir flooded/inundated area in Hectare

Enter capacity and include period in min.



You will be able to proceed to **Step 3** for project description if the type and capacity of your proposed project requires an IEE Checklist

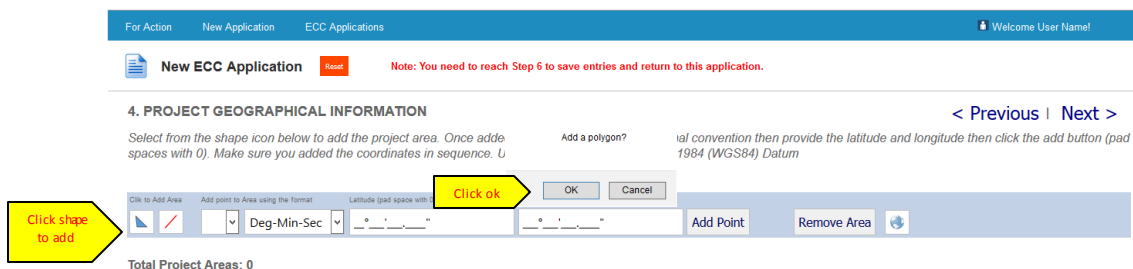
Project Type Description

8. In **Step 3**, provide the description of the proposed project and other details. Note: Maximum of 4000 characters only including spaces.

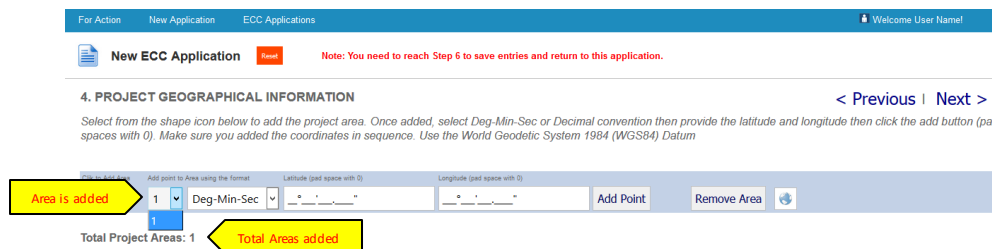


Project Area and Geo-Coordinates

9. Click 'Next' button to proceed to **Step 4** for the geo-coordinates.
10. In **Step 4**, for project such as road, click the  Line shape, else click the  Polygon. Note: Each shape represent a single project area.




11. Click the OK button to add a line or polygon. The new area will not appear in the dropdown list. In this case, Area 1.

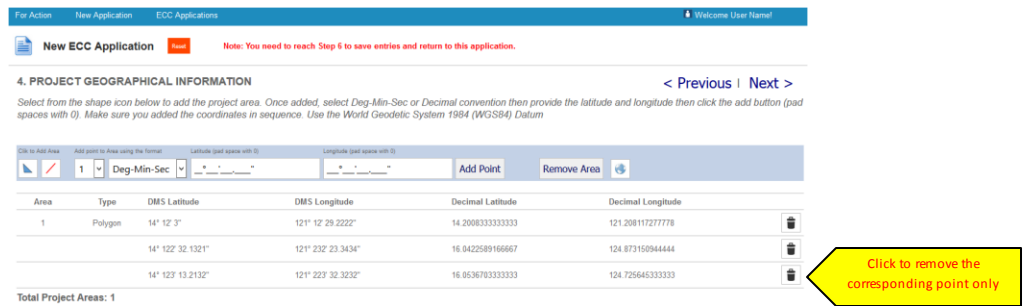


12. Enter the coordinates then click 'Add Point'. You need a minimum of 2 points for line area and 3 points for polygon. Note: You have to pad "0" to comply with the number of characters in the longitude and latitude. Please see example below.

14° 12' 3" should be entered as 14° 012" 003.0000'

Note: Coordinates should be entered in sequence from point to point. Make sure to double check the coordinates before and after adding the point.

13. You can remove erroneous point by clicking the corresponding  delete icon.



4. PROJECT GEOGRAPHICAL INFORMATION

Select from the shape icon below to add the project area. Once added, select Deg-Min-Sec or Decimal convention then provide the latitude and longitude then click the add button (pad spaces with 0). Make sure you added the coordinates in sequence. Use the World Geodetic System 1984 (WGS84) Datum


Area	Type	DMS Latitude	DMS Longitude	Decimal Latitude	Decimal Longitude
1	Polygon	14° 12' 3"	121° 12' 29.2222"	14.2008333333333	121.208117277778
		14° 12' 32.1321"	121° 23' 23.3434"	16.0422589166667	124.873150944444
		14° 12' 13.2132"	121° 22' 32.3232"	16.0536703333333	124.725645333333

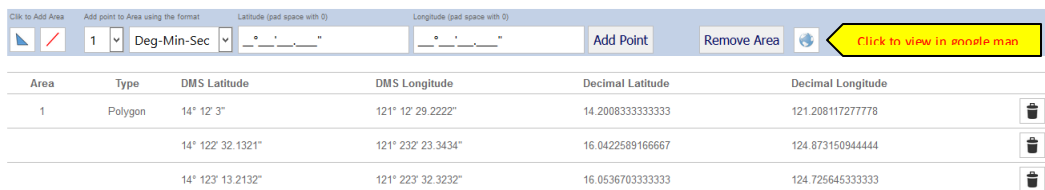
Total Project Areas: 1

Click to remove the corresponding point only

14. To remove the whole area, click 'Remove Area' button. Note: This action will permanently remove the selected area and its coordinates.

Project Area in the Map

15. You can view the project area in the google map by clicking the  Map Icon.

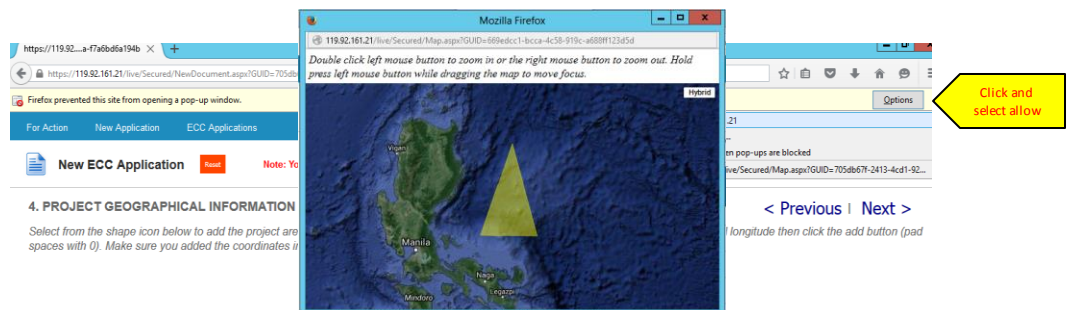


Area	Type	DMS Latitude	DMS Longitude	Decimal Latitude	Decimal Longitude
1	Polygon	14° 12' 3"	121° 12' 29.2222"	14.2008333333333	121.208117277778
		14° 12' 32.1321"	121° 23' 23.3434"	16.0422589166667	124.873150944444
		14° 12' 13.2132"	121° 22' 32.3232"	16.0536703333333	124.725645333333

Click to view in google map

Note: Google map may take some time to completely render in the page. Some browsers will also prevent a pop-up window from displaying, as shown below.

16. Click the 'Options' and select 'Allow pop-ups from...'



Firefox prevented this site from opening a pop-up window.

Options

Click and select allow

17. Double click the mouse left or right button inside the map to zoom in and out or press the left mouse button while dragging the map to move focus.
18. Close the map and click 'Next' to forward to Step 5 for the Basic Project Information.

Basic Project Information

By default, the system will retrieve some information that you provided during the registration specifically the proponent information.

19. Provide the proponent and project information. Note: Project Area, Footprint Area, No of Employees and Project Cost accepts numeric value and point only. Comma and space not allowed.

For Action New Application ECC Applications Welcome User Name

New ECC Application **Note: You need to reach Step 6 to save entries and return to this application.**

5. BASIC PROJECT INFORMATION < Previous | Next >

Provide below the proponent and project information. All fields below are required.

Proponent Information

Proponent Name Sample Proponent		Represented By Mr. Sample Sample	Designation Owner
Landline No. 2002020920	Fax No. 90290202020	Mobile No. 92002020	Email Address sample@gmail.com

Project Information

Project Name Sample Project Sample Project		Mailing Address Mailing Address of Sample Project	
Project Location: Specific Address Skak skds	Municipality Tongkil	Province Sulu	Zone Classification (i.e. industrial, residential) asddsad
Total Project Land Area (sq. m.) 12.00	Total Projects/Building Footprint Area (sq. m.) 12.00	No. of Employees 12	Total Project Cost (Php) 12.00

Activate Windows

20. Click 'Next' to proceed to Step 6 for IEE Checklist & Other Requirements

IEE Checklist & Other Requirements

On this step, the system will generate the documents for project description, sworn statement, PEMAPS, order of payment and fillable IEE Checklist template that is appropriate for the proposed project.

21. Click the documents to download and then save the file in your computer.

For Action New Application ECC Applications Welcome User Name!

New ECC Application **Next** **Note: You need to reach Step 6 to save entries and return to this application.**

6. IEE CHECKLIST & OTHER REQUIREMENTS < Previous | Next >

Please download and fill up the forms below. Print the completed forms for notarial purposes. Once notarized, return to the system and locate the application from the 'For Action' Menu to upload the copy of the IEE Checklist together with the required attachments including bank receipt. You need to have pdf reader installed to open these files.

1. Project Description
2. Project Components & Operation Information - *Fillable Form*
3. Environmental Impact and Management Plan - *Fillable Form*
4. Abandonment/Decommissioning/Rehabilitation Policies and Generic Guidelines - *Fillable Form*
5. Project Environmental Monitoring & Audit Prioritization Scheme (PEMAPS) - *Fillable Form*
6. Sworn Statement
7. Order of Payment

Click to download and save files to your computer

Note: For fillable pdf, you need to download and save the file in your computer to be able to edit and save changes.


22. Print all documents and fill-up the forms for notary.

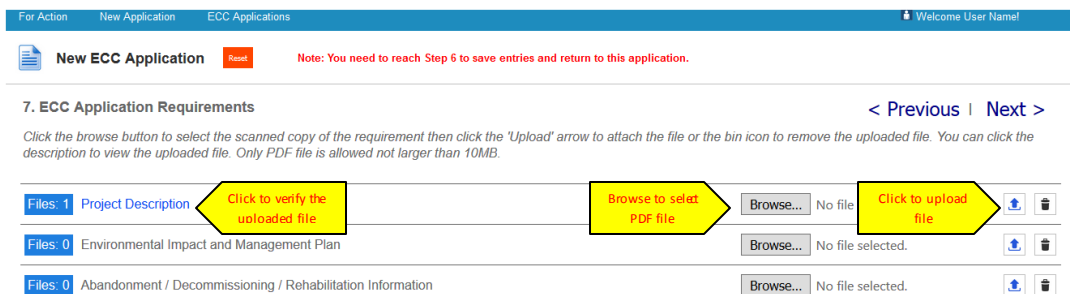
Order of Payment – Application Fee

23. Using the Order of Payment, pay the corresponding application fee in the nearest LandBank branch.
24. Click 'Next' to proceed to Step 7 for the complete list of ECC application requirements.


Uploading ECC Application Requirements

In this step, the core ECC application requirements for your proposed project are listed. Note: There may be special requirements unique to your project that were not included in the list. In this case, additional information will be required by the EMB during the application process.

25. Upload the initial documents such as the notarized IEE Checklist, Bank Receipt and other available documents. Note: The system allows only PDF file not larger than 10MB.
26. Click the 'browse' button to select the file
27. Click the corresponding  upload icon.



28. Once document is uploaded, the document description will turn into a link where you can download the uploaded file for verification purposes. Note: You can only upload a single PDF file for each requirement. Uploading another file will just override the previous attachment.

29. To remove attachment, click the  delete icon.


Note: For now, you may sign out the system while preparing the other requirements. All information that were entered on this stage are completely saved in the database which can be retrieved anytime.

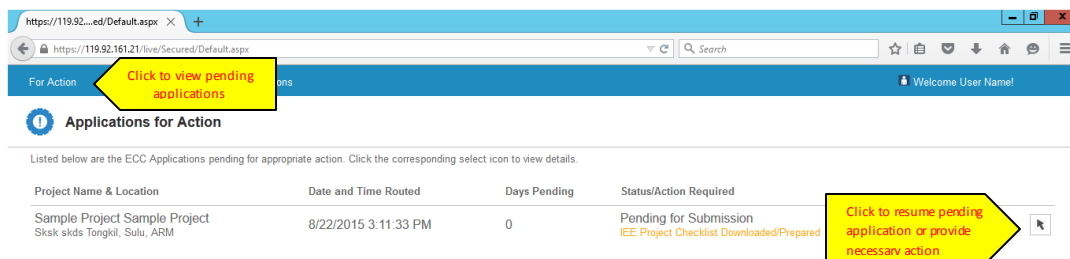
Resuming the Pending ECC Application

All information are retrievable if you were able to reach step 6 during the drafting of your ECC.

30. Click 'For Action' from the main menu

31. Locate the pending application from the For Action Page.

32. Click the corresponding  Select Icon to continue working with the application.

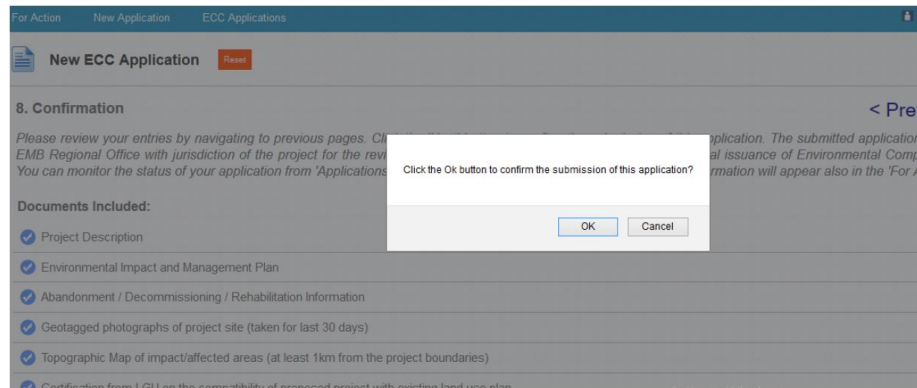


33. Click 'Next' until you reach Step 7 to continue the uploading of documents.

34. Click 'Next' to proceed to the last Step to confirm the submission of the application.

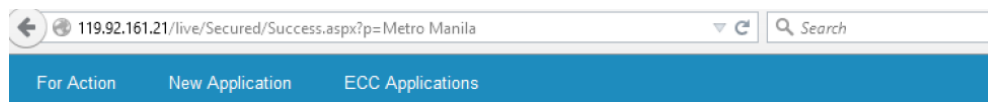
Submitting the ECC Application

Take time to review the application before submitting online. Make sure that you have also attached the required documents.



35. Click 'Next' to open the confirmation window.

36. Click 'Ok' to confirm the submission.



APPLICATION WAS SUBMITTED SUCCESSFULLY!

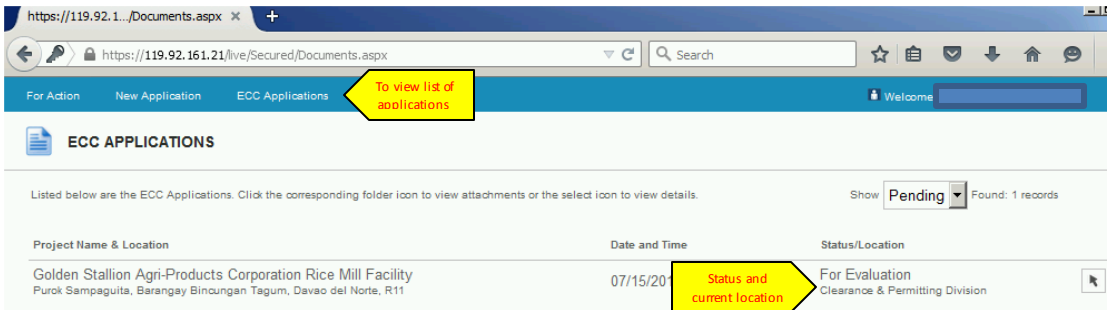
Your application was forwarded for evaluation to EMB-NCR - National Ecology Center, East Avenue, Di
Telephone No.(02) 931-1331, (02) 931-2397, (02) 931-1834. You can verify the status or current location
the 'ECC Applications' from the menu above.


Your application will be received by the default recipient of the EMB regional office where your project is located.

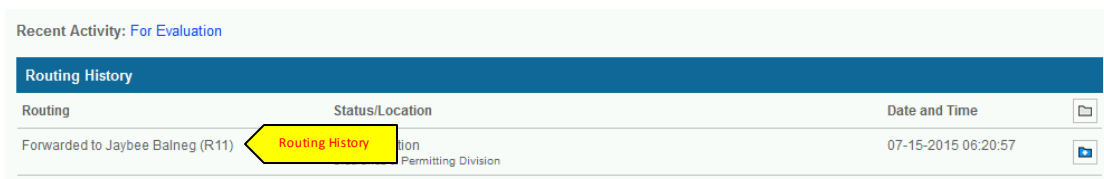
G. Verifying Status of ECC Application

Once your application is submitted, you can verify its status and location by clicking the 'ECC Applications' from the menu.

1. Click 'ECC Applications' from the menu
2. Locate the Application from the list to view status and location.



3. You can also click the  select icon to view routing history.

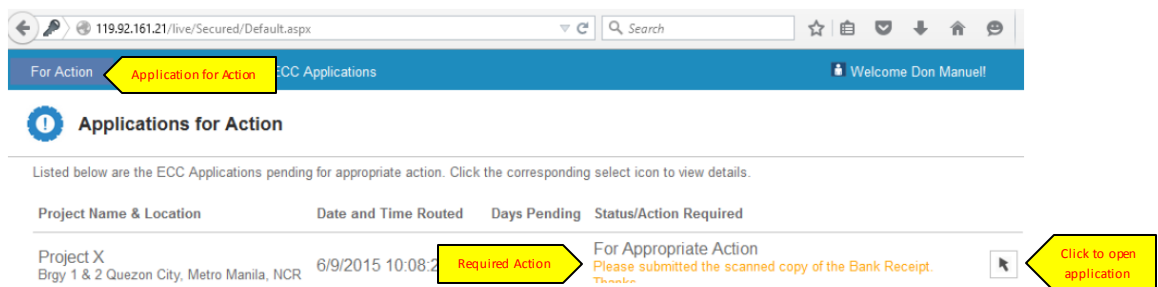



H. Application for Action / Additional Information Required

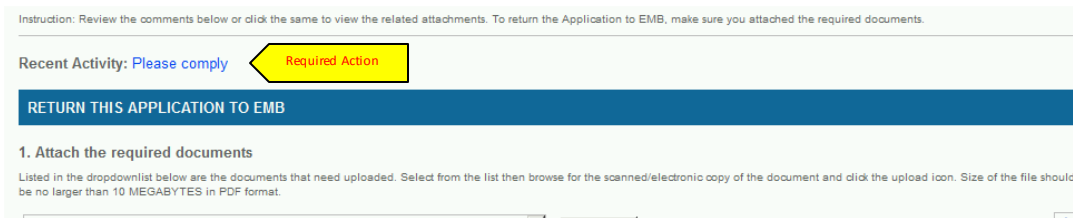
There are instances when the application may be returned to you for clarification, additional information or for the notarization of ECC. In this case, the application requires appropriate action on your part. All returned applications will appear in your 'For action' page. This page serves as your inbox.

Viewing the required action

1. Click the 'For Action' from the menu.
2. Locate the application from the list and click the select icon to open the application.



3. Click the  select icon to view details and provide action. This will open the application Action Page as shown below.

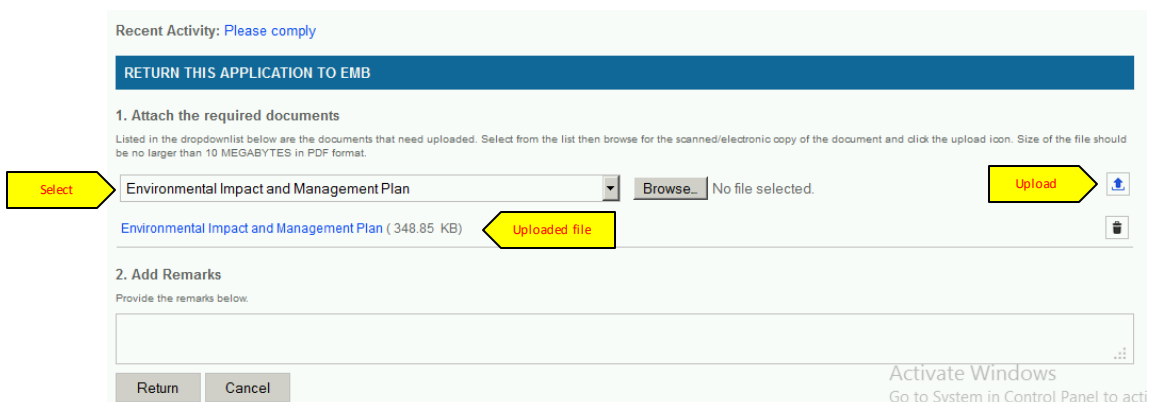


4. Click the status in Recent Activity to view any associated attachments such as evaluation report.

Attaching the required documents

When an application is returned for additional information, the required files will be added in the list of the required documents. This may include the previous attachment that did not pass during the evaluation.

1. Select the required document from the list
2. Click 'Browse' to select the corresponding electronic copy of the document. Note: Only PDF File not larger than 10MBPs is allowed.
3. Click the upload icon. The uploaded documents will appear in the list as shown below.




4. Double check the attached documents by clicking the uploaded files.
5. Provide Remarks
6. Click the 'Return' button


I. Downloading the Decision Document (ECC/Denial Letter)

Once the ECC Application is approved, it will appear in your 'For Action' page for downloading and then uploading of the notarized version of the document.

1. Click 'For Action' from the menu
2. Locate the approved application from the list



3. Click the  select icon to open the Action Page
4. From the action page, click the action required in the 'Recent Activity' to download associated attachment, in this case the signed ECC.

Instruction: Review the comments below or click the same to view the related attachments. To return the Application to EMB, make sure you attached the required documents.

Recent Activity: ECC application Approved. Notarized copy of ECC required. 

RETURN THIS APPLICATION TO EMB

1. Attach the required documents
 Listed in the dropdownlist below are the documents that need uploaded. Select from the list then browse for the scanned/electronic copy of the document and click the upload icon. Size of the file should be no larger than 10 MEGABYTES in PDF format.

Notarized ECC  No file selected. 


2. Add Remarks
 Provide the remarks below.

Activate Windows

5. Print the ECC and affix your signature for notary.
6. Return to this page to upload the notarized copy of the ECC.

J. Uploading of the Notarized ECC

The notarized ECC shall be submitted back to EMB to complete the application process. It is recommended that you upload the full version (all pages) of the notarized ECC.

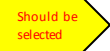



1. Click 'For Action' from the menu
2. Locate the approved application from the list
3. Click the  select icon to open the Action Page
4. Select 'Notarized ECC' from the list of required attachment.
5. Click browser to select the scanned copy of the Notarized ECC
6. Click the Upload icon.

Instruction: Review the comments below or click the same to view the related attachments. To return the Application to EMB, make sure you attached the required documents.

Recent Activity: ECC application Approved. Notarized copy of ECC required.

RETURN THIS APPLICATION TO EMB

1. Attach the required documents
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PROJECT TITLE	LOCATION	PROponent	ECC REFERENCE NO.	DATE APPROVED	VIEW CERTIFICATE
CABRERA SAND AND GRAVEL QUARRY PROJECT	BARANGAY TAWAGAN NORTE PAGADIAN CITY, ZAMBOANGA DEL SUR, R09	CRISTIE CABRERA	ECC-OL-R09-2015-0005	AUG 22, 2015	VIEW CERTIFICATE
COMMERCIAL SAND AND GRAVEL	PUROK 4, BRGY. SANGHANAN, KABASALAN, ZAMBOANGA SIBUGAY KABALASAN, ZAMBOANGA SIBUGAY, R09	IDA FERRER	ECC-OL-R09-2015-0003	AUG 11, 2015	VIEW CERTIFICATE
MEY SAND AND GRAVEL QUARRY PROJECT	BARANGAY TAWAGAN NORTE PAGADIAN CITY, ZAMBOANGA DEL SUR, R09	CRISTIE CABRERA	ECC-OL-R09-2015-0004	AUG 21, 2015	VIEW CERTIFICATE
MEY SAND AND GRAVEL QUARRY PROJECT	BARANGAY TAWAGAN NORTE PAGADIAN CITY, ZAMBOANGA DEL SUR, R09	CRISTIE CABRERA	ECC-OL-R11-2015-0001	AUG 10, 2015	VIEW CERTIFICATE
ANIKA HOMES	BRGY VISAYAN VILLAGE TAGUM, DAVAO DEL NORTE, R11	ANDREI CARLO D. CHING	ECC-OL-R11-2015-0004	AUG 20, 2015	VIEW CERTIFICATE
COAL MINING PROJECT	BARANGAY HILUB-ANG, CALATRAVA, NEGROS OCCIDENTAL, CALATRAVA, NEGROS OCCIDENTAL, R06	GUIDANCE MANAGEMENT CORPORATION	ECC-OL-R06-2015-0006	AUG 17, 2015	VIEW CERTIFICATE
BARRADAS POULTRY FARM	BRGY TANGCUB, LIBERTAD, MISAMIS ORIENTAL, LIBERTAD, MISAMIS ORIENTAL, R10		ECC-OL-R10-2015-0003	AUG 20, 2015	VIEW CERTIFICATE

L. Technical Support

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