



## 16. Enrollment to CWD Email Bill Notification System

Concessionaire enrolls to CWD Email Bill Notification System to receive Water Bill through email.

### 16.1 For Walk-In Enrollment to CWD Email Bill Notification System

<b>Office or Division:</b>	Commercial Services			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2B, G2C, G2G			
<b>Who may avail:</b>	Concessionaire of CWD			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
If Account Owner:				
1. Government Issued ID (1 photocopy with 3 specimen signature)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PHIC, Comelec, PRC, OWWA, Local OSCA Office		
2. CWD Email Bill Notification Enrollment Form		Customer Service Area located at 1 <sup>st</sup> floor, CWD Office		
If Account Owner Representative :				
1. Government Issued ID of the Account Owner (1 photocopy with 3 specimen signature)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PHIC, Comelec, PRC, OWWA, Local OSCA Office		
2. Government Issued ID of the Representative (1 photocopy with 3 specimen signature)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PHIC, Comelec, PRC, OWWA, Local OSCA Office		
3. Authorization Letter with contact details from Account Owner		Concessionaire being represented		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Customer Service Area to get the CWD Email Bill Notification Form	1. Provide the CWD Email Bill Notification Form.	None	2 Minutes	Customer Service Assistant
2. Accomplish and submit the CWD Email Bill Notification Form together with the requirements	2. Receive and verify the accomplished CWD Email Bill Notification Form and necessary requirements, then forward to the Commercial Division Head	None	8 Minutes	Customer Service Assistant



3. Wait for the notification of approval/disapproval through text and email	3.1 Review and approve the submitted CWD Email Bill Notification Form and requirements	None	10 Minutes	Commercial Division Head
	3.2 Process and upload the concessionaire's data to the CWD Email Bill Notification System	None	30 Minutes	IT Personnel
	3.3 Notify the concessionaire if the enrollment is approved or denied through text and email	None	1 day	IT Personnel
	Note: Notification through Text and email will be done within 24 hours after the processing and uploading to the CWD Email Bill Notification System			
<b>TOTAL:</b>		None	1 day and 50 minutes	