



16. Enrollment to CWD Email Bill Notification System

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

16.2 For Online Enrollment to CWD Email Bill Notification System

Office or Division:	Commercial Services			
Classification:	Simple Transaction			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	Concessionaire of CWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If Account Owner:				
1. Government Issued ID (Picture selfie holding the valid ID)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, PHIC, Comelec, PRC, OWWA, Local OSCA Office		
2. Online enrollment google form		CWD Email Bill Notification Enrollment google form link through CWD facebook page and website		
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 (Picture selfie holding the valid ID)		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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Access the CWD Email Bill Notification Enrollment Google form link through CWD facebook page and website 1.2 Accomplish and submit the online Enrollment Google form and necessary requirements	1.1 Check the submitted online enrollment google form	None	5 Minutes	IT Personnel
	1.2 Encode Concessionaire's data to the CWD Email Bill Notification Form	None	10 Minutes	IT Personnel
	1.3 Print the form and submitted requirements and forward to Commercial	None	5 Minutes	IT Personnel



	Division Head			
2. Wait for the notification of approval/disapproval through text and email	2.1 Review and approve the printed CWD Email Bill Notification Form and requirements	None	10 Minutes	Commercial Division Head
	2.2 Process and upload the concessionaire's data to the CWD Email Bill Notification System	None	10 minutes	IT Personnel
	2.3 Notify the concessionaire if the enrollment is approved or denied through text and email Note: Notification through Text and email will be done within 24 hours after the processing and uploading to the CWD Email Bill Notification System	None	1 day	IT Personnel
TOTAL:		None	24 Hours and 55 Minutes	