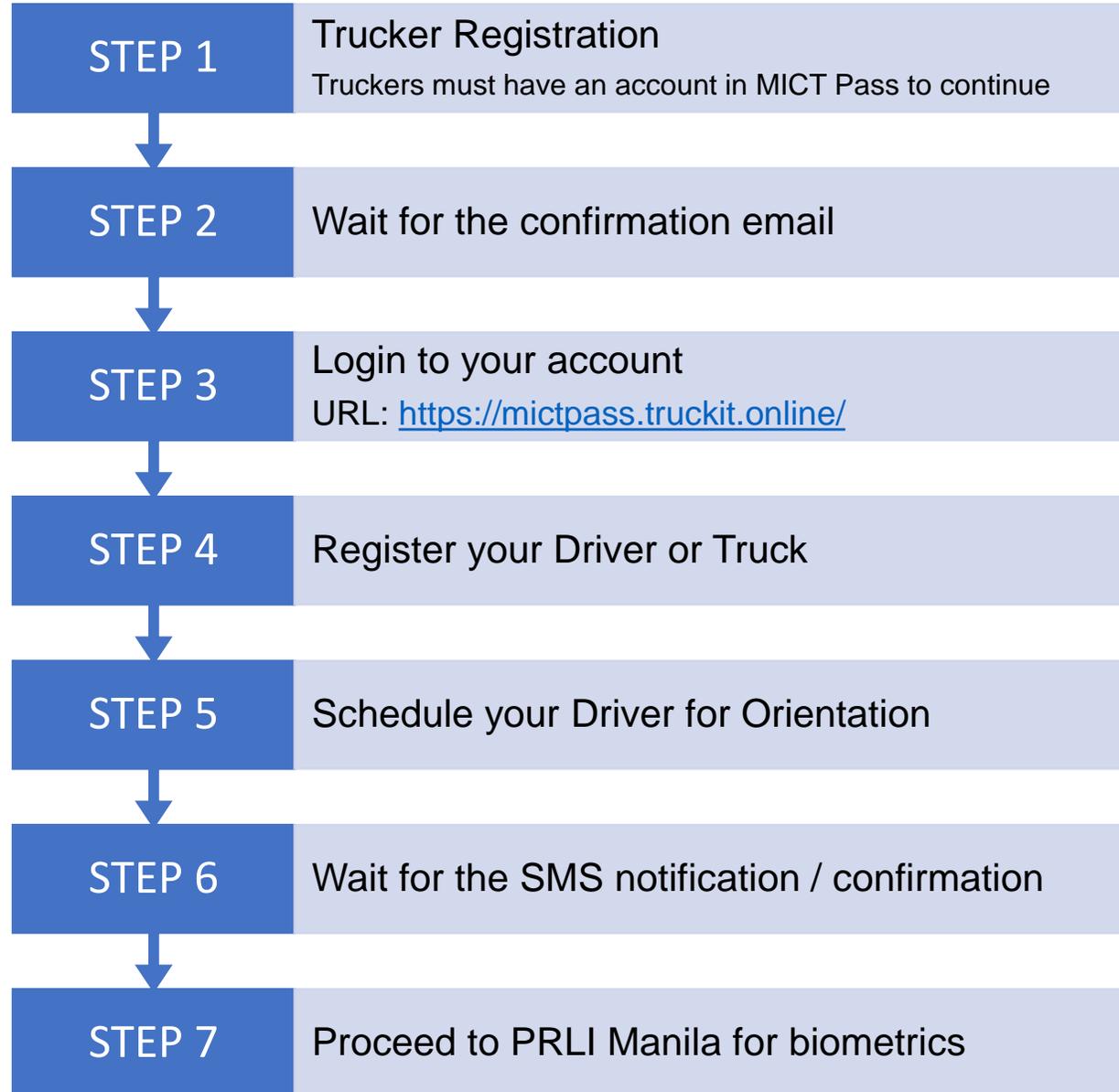


MICT PASS GUIDELINES

REGISTRATION PROCESS



TRUCKER ACCOUNT REGISTRATION

TRUCKER ACCOUNT REGISTRATION

I. Go to <https://mictpass.truckit.online/RegisterTrucker>

II. Fill up the required fields.

🚚 | User Account

Account Type: * TRUCKING

Company Name: *

Province: * Abra

City/Municipality: * Bangued

Street: *

Contact Person: * FirstName Middle Initial Last Name

Mobile No.: *

Email Address: * Rob

Password: *

Confirm Password: *

Upload 2303: Choose File No file chosen

[Register](#)

IMPORTANT: Please make sure to upload correct BIR 2303

TRUCKER ACCOUNT REGISTRATION

III. After registration, you will receive an email with verification link *(see image below)*



III. Click the link and you will be redirected to a confirmation page *(see image below)*



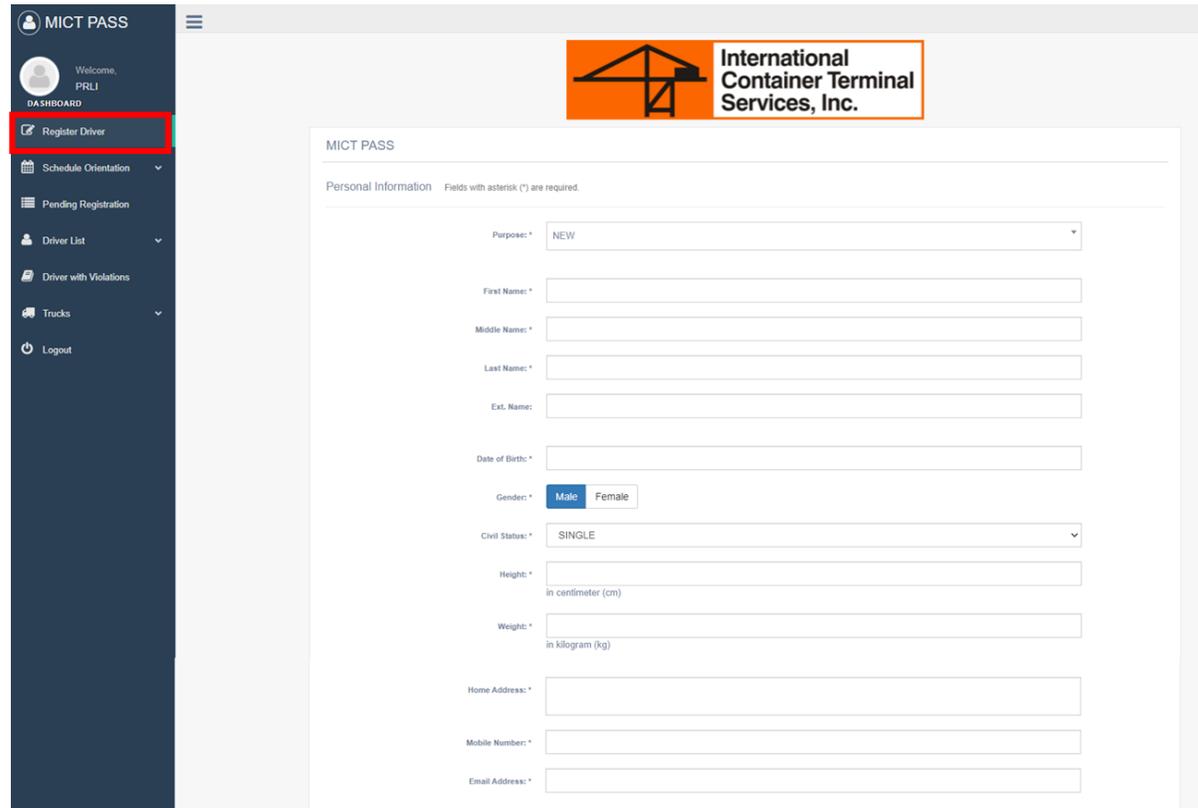
Email verified, please wait for your account to be validated.
You will receive an Email notification when your account is validated.

IV. You will receive another email once your account is validated and ready to use

DRIVER REGISTRATION/UPDATE

DRIVER REGISTRATION

- I. Login your account, go to <https://mictpass.truckit.online/>
- II. Click **Register Driver** Tab and fill up the required fields.



The screenshot displays the MICT PASS user interface. On the left is a dark blue sidebar with a menu. The 'Register Driver' option is highlighted with a red box. The main content area features the International Container Terminal Services, Inc. logo at the top. Below the logo is a form titled 'MICT PASS' for 'Personal Information'. The form includes several fields: Purpose (dropdown menu set to 'NEW'), First Name, Middle Name, Last Name, Ext. Name, Date of Birth, Gender (radio buttons for Male and Female), Civil Status (dropdown menu set to 'SINGLE'), Height (text input with 'in centimeter (cm)' label), Weight (text input with 'in kilogram (kg)' label), Home Address, Mobile Number, and Email Address. Asterisks (*) indicate required fields.

IMPORTANT: Please make sure to provide active mobile or phone number and email address. Notifications and announcements will be sent through the registered number/email address.

DRIVER REGISTRATION

III. After registration, set a schedule of orientation for your drivers (see image below)

The screenshot displays the MICT PASS dashboard interface. On the left sidebar, the 'Register Driver' option is highlighted with a red arrow. Below it, the 'Schedule Orientation' menu item is also highlighted with a red box. The main content area shows the 'Schedule Orientation' process. Step 1 involves selecting drivers from a table. Two drivers are selected, indicated by red checkmarks in the 'Select' column: JUAN A DELA CRUZ JR and JUAN A DELA CRUZ. Step 2 involves selecting a date of orientation from a calendar. The date 'Nov 01, 2021' is selected, highlighted with a red circle. A red arrow points to the 'Schedule Orientation' button at the bottom right of the interface.

Select	Name	Address	Contact #	
<input checked="" type="checkbox"/>	JUAN A DELA CRUZ JR	ABC, NAVOTAS, METRO MANILA	(+63) 999 456 7890	PENDING CONFIRMATION
<input checked="" type="checkbox"/>	JUAN A DELA CRUZ	NIUGAN, ANGAT, BULACAN	(+63) 908 440 4394	PENDING CONFIRMATION

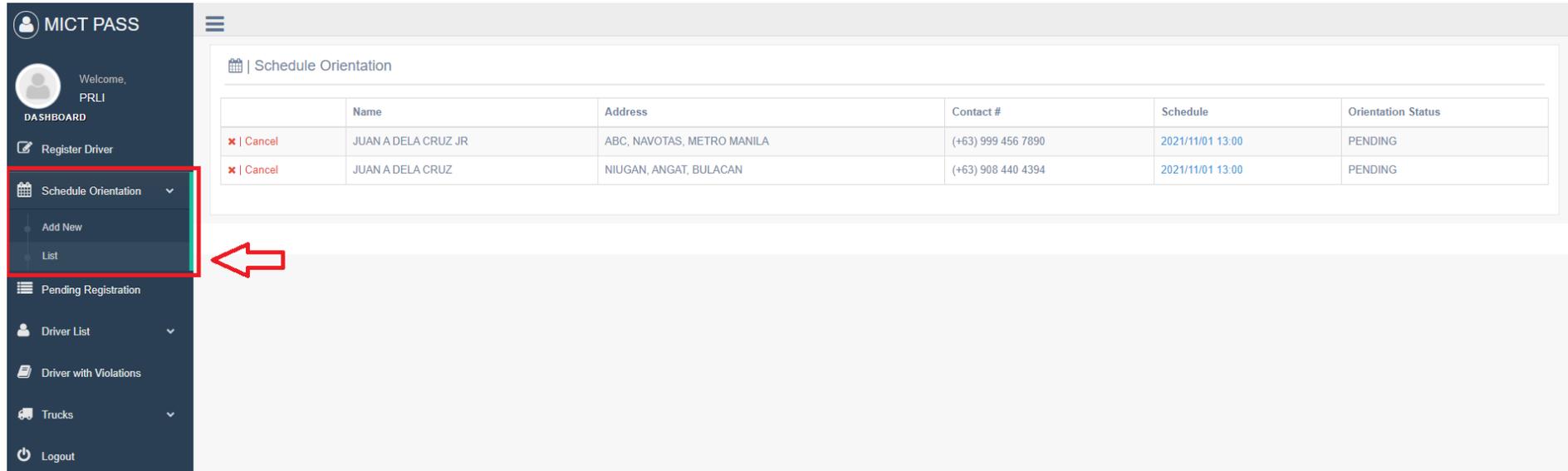
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 24, 2021 01:00pm - 03:00pm	Oct 25, 2021 01:00pm - 03:00pm 25 slots	Oct 26, 2021 01:00pm - 03:00pm	Oct 27, 2021 01:00pm - 03:00pm 25 slots	Oct 28, 2021 01:00pm - 03:00pm	Oct 29, 2021 01:00pm - 03:00pm 25 slots	Oct 30, 2021 01:00pm - 03:00pm
Oct 31, 2021 01:00pm - 03:00pm	Nov 01, 2021 01:00pm - 03:00pm 25 slots	Nov 02, 2021 01:00pm - 03:00pm	Nov 03, 2021 01:00pm - 03:00pm 25 slots	Nov 04, 2021 01:00pm - 03:00pm	Nov 05, 2021 01:00pm - 03:00pm 25 slots	Nov 06, 2021 01:00pm - 03:00pm

Step 1. Select driver/s you want to set a schedule for orientation. Number of participant is limited with open slots.

Step 2. Select date of orientation. Then click Schedule Orientation.

DRIVER REGISTRATION

III. To check the list of for orientation (see image below)



The screenshot displays the MICT PASS dashboard interface. On the left, a dark sidebar contains navigation options: 'MICT PASS', 'Welcome, PRLI', 'DASHBOARD', 'Register Driver', 'Schedule Orientation' (highlighted with a red box and a dropdown arrow), 'Add New', 'List' (highlighted with a red box and a red arrow), 'Pending Registration', 'Driver List', 'Driver with Violations', 'Trucks', and 'Logout'. The main content area is titled 'Schedule Orientation' and features a table with the following data:

	Name	Address	Contact #	Schedule	Orientation Status
✘ Cancel	JUAN A DELA CRUZ JR	ABC, NAVOTAS, METRO MANILA	(+63) 999 456 7890	2021/11/01 13:00	PENDING
✘ Cancel	JUAN A DELA CRUZ	NIUGAN, ANGAT, BULACAN	(+63) 908 440 4394	2021/11/01 13:00	PENDING

Note: You can also cancel the schedule if needed. Penalty may apply for multiple cancellation of schedule.

IV. Once orientation is complete, the driver will receive an SMS notification of completion.

V. NEW DRIVER should proceed to the nearest PRLI MANILA C4 Road, Brgy. Tugatog, Malabon, Manila 1470 <https://goo.gl/maps/r9cTWv3a7R52> for biometrics.

PENDING DRIVER REGISTRATION/UPDATE

PENDING REGISTRATION

To view pending registration list. Click **Pending Registration** tab on the left side panel.

The screenshot displays the MICT PASS dashboard interface. On the left is a dark sidebar with navigation options: Register Driver, Schedule Orientation, Pending Registration (highlighted with a red box), Driver List, Driver with Violations, Trucks, and Logout. The main content area is titled 'Pending Registration' and features a table with 3 entries. The table columns are Application Type, Name, Address, Contact #, Orietation Status, and Registration Status. Below the table, it indicates 'Showing 1 to 3 of 3 entries' and includes 'Previous' and 'Next' navigation buttons.

Application Type	Name	Address	Contact #	Orietation Status	Registration Status
	JUAN A DELA CRUZ JR	ABC, NAVOTAS, METRO MANILA	(+63) 999 456 7890	PENDING	PENDING CONFIRMATION
NEW	JUAN A DELA CRUZ	NIUGAN, ANGAT, BULACAN	(+63) 908 440 4394	PENDING	PENDING CONFIRMATION
RENEWAL	JOHN A DOE	TEST	(+63) 919 074 3782	PENDING	PENDING SMS CONFIRMATION

REGISTERED DRIVER

REGISTERED DRIVER LIST

To check registered Driver. Click **Driver List** tab on the left side panel.

The screenshot shows the MICT PASS dashboard. On the left sidebar, the 'Driver List' tab is highlighted with a red box. The main content area displays 'Active Drivers' with a search bar and a table of driver information.

Name	Address	Mobile #	License Exp. date	ID Validity	Status	
JUAN A DELA CRUZ	MANILA		2023/01/01	2022/01/01	ACTIVE	Q View

Showing 1 to 1 of 1 entries

Previous 1 Next

Note: Status are categorized in 4: Active, Suspended, Banned, Expired

DRIVER VIOLATION LIST

DRIVER VIOLATION LIST

To check driver's violation. Click **Driver with Violation** tab and click the **View** icon on the right most column of the table.

The screenshot displays the MICT PASS dashboard interface. On the left, a dark sidebar contains navigation options: Register Driver, Schedule Orientation, Pending Registration, Driver List, Driver with Violations (highlighted with a red box), Trucks, and Logout. The main content area is titled 'Drivers with Violations' and features a search bar and a table. The table has columns for Name, Address, Mobile #, License Exp. date, ID Validity, and Status. A single entry for 'JUAN A DELA CRUZ' is shown, with a 'View' link in the rightmost column highlighted by a red box. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

Name	Address	Mobile #	License Exp. date	ID Validity	Status	
JUAN A DELA CRUZ	MANILA		2023/01/01	2022/01/01	VALID	View

TRUCK REGISTRATION

TRUCK REGISTRATION

To register your truck. Click **Trucks** tab then click **Add New**

Fill up the form and upload all required documents and images then click **Save**

The screenshot displays the MICT PASS dashboard interface. On the left, a dark sidebar contains navigation options: 'MICT PASS' with a user profile, 'Welcome, PRLI', 'DASHBOARD', 'Register Driver', 'Schedule Orientation', 'Pending Registration', 'Driver List', 'Driver with Violations', 'Trucks' (highlighted with a red box), and 'Logout'. The 'Trucks' menu is expanded, showing 'Add New' and 'List' options, with 'Add New' also highlighted. The main content area is titled '+ | Add New Unit' and 'Add new Truck'. It features a form with the following fields:

CR No:	<input type="text"/>	CR Date:	<input type="text" value="yyyy/mm/dd"/>
OR No:	<input type="text"/>	OR Date:	<input type="text" value="yyyy/mm/dd"/>
Make:	<input type="text"/>	Year Model:	<input type="text"/>
MV File No:	<input type="text"/>	Plate No:	<input type="text"/>
Engine No:	<input type="text"/>	Chassis No:	<input type="text"/>

Below the form, a note states: 'NOTE: Maximum file size is 5mb and file type is PDF, JPEG, JPG OR PNG.' There are six file upload buttons, each labeled with a field name and 'Choose File' and 'No file chosen' text:

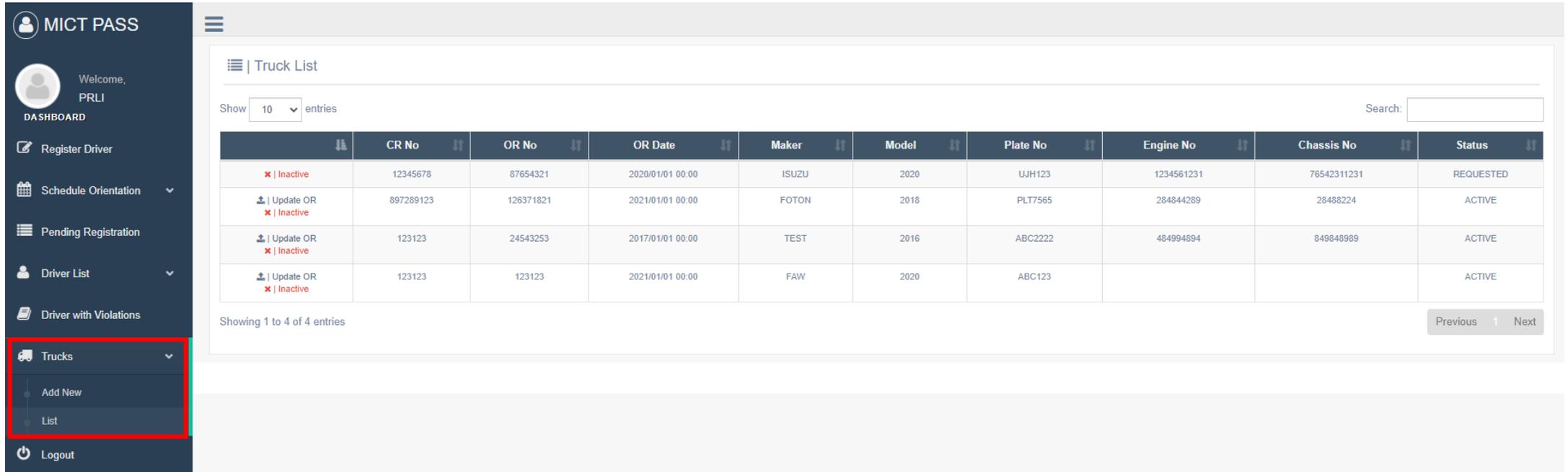
- Upload CR: Choose File No file chosen
- Upload OR: Choose File No file chosen
- Truck Front: Choose File No file chosen
- Truck Rear: Choose File No file chosen
- Truck Driver Side: Choose File No file chosen
- Truck Helper Side: Choose File No file chosen

A 'Save' button is located at the bottom right of the form area.

TRUCK REGISTRATION

To check registered truck. Click **Trucks** tab then click **List**

You can also remove or update registration



The screenshot displays the MICT PASS dashboard interface. On the left sidebar, the 'Trucks' menu item is highlighted with a red box, and its sub-menu items 'Add New' and 'List' are visible. The main content area shows the 'Truck List' page with a search bar and a table of registered trucks. The table has columns for CR No, OR No, OR Date, Maker, Model, Plate No, Engine No, Chassis No, and Status. There are four entries in the table, each with an 'Update OR' button and an 'Inactive' status indicator.

MICT PASS

Welcome, PRLI

DASHBOARD

- Register Driver
- Schedule Orientation
- Pending Registration
- Driver List
- Driver with Violations
- Trucks**
 - Add New
 - List
- Logout

Truck List

Show 10 entries Search:

	CR No	OR No	OR Date	Maker	Model	Plate No	Engine No	Chassis No	Status
x Inactive	12345678	87654321	2020/01/01 00:00	ISUZU	2020	UJH123	1234561231	76542311231	REQUESTED
Update OR x Inactive	897289123	126371821	2021/01/01 00:00	FOTON	2018	PLT7565	284844289	28488224	ACTIVE
Update OR x Inactive	123123	24543253	2017/01/01 00:00	TEST	2016	ABC2222	484994894	849848989	ACTIVE
Update OR x Inactive	123123	123123	2021/01/01 00:00	FAW	2020	ABC123			ACTIVE

Showing 1 to 4 of 4 entries

Previous 1 Next

IMPORTANT: Update your truck's OR to avoid inactivation