

Part 1: Account Registration

STEP1. Open a web browser (use Firefox or Google Chrome for best user experience).

STEP2. Type “<http://cpd-portal.megaworldcorp.com/megaworldbilling>” in the ① address bar of the web browser and hit enter. (Refer to figure 1)

Then, you will be redirected to the **Log-in Page**.

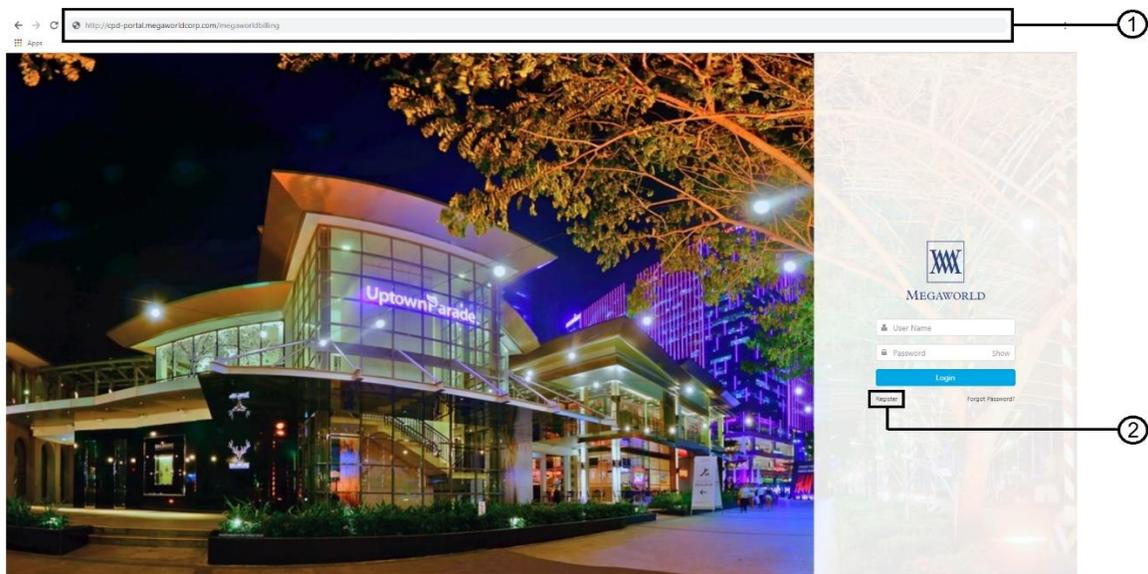


Figure 1. Log-in Page – Register

The figure 1 shows the view of **log-in** page. (Note: Background may vary.) In the **log-in** page, the vendor can also ② register an account or multiple accounts that will be subjected for approval.

STEP3. Click the ② Register (Refer to figure 1). Then, a registration form will pop-out.

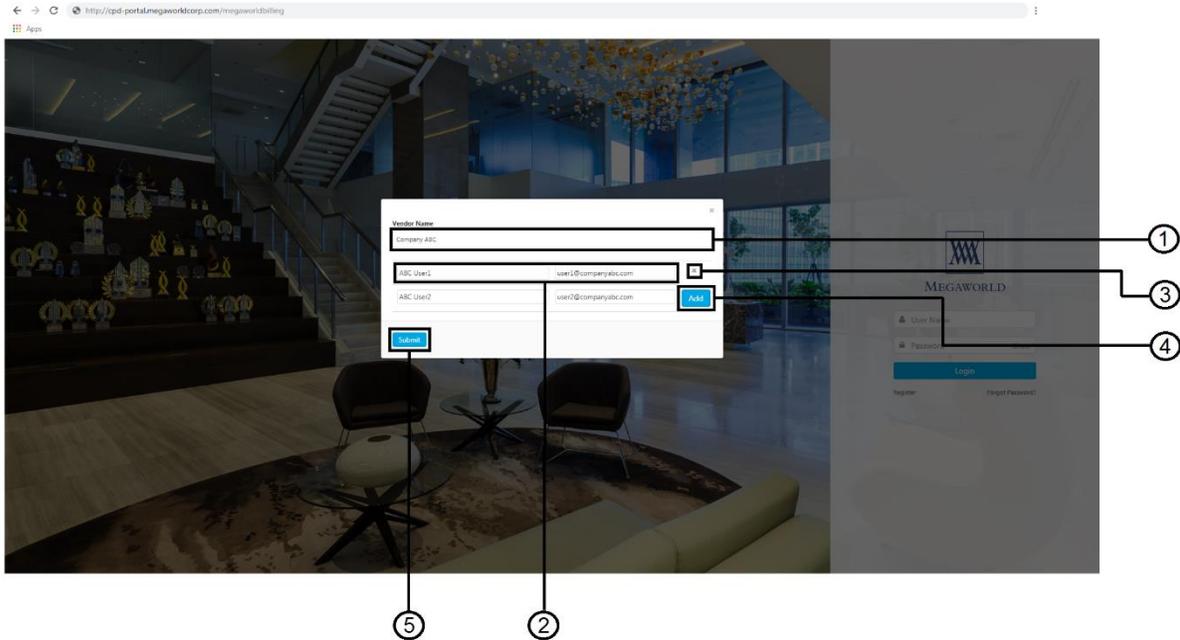


Figure 2. Registration Form

The figure 2 shows the view of registration form. For the vendor to be able to access the Billing Submission Portal, he/she must first register.

- ① In this area, the vendor should input his/her Vendor Name or Company Name (must be accredited by Megaworld).
- ② The vendor must input the name and email address of which an account will be registered, following the format of:

Full Name	Email Address
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 Note: The email must be a valid email address and unique. Also, the name and email address will be subjected for approval.
- ③ Clicking the **X** will delete the name and email address.
- ④ To add more accounts to register under the provided vendor name or company name, click the **Add** then, input the additional name(s) and email address(es). Note: The name(s) and email address(es) will be subjected for approval per account not per vendor. This means that not all accounts that will be registered will be all approved or rejected.
- ⑤ Click **Submit** to confirm and submit the registration details. Then, an account confirmation will be sent to the registered email address depending on the time of approval or rejection of registration by Megaworld.

Part 2: Accessing the Billing Submission Portal

STEP1. In the **log-in** page, enter your login credentials such as “User Name” and “Password” in the provided area then show below:

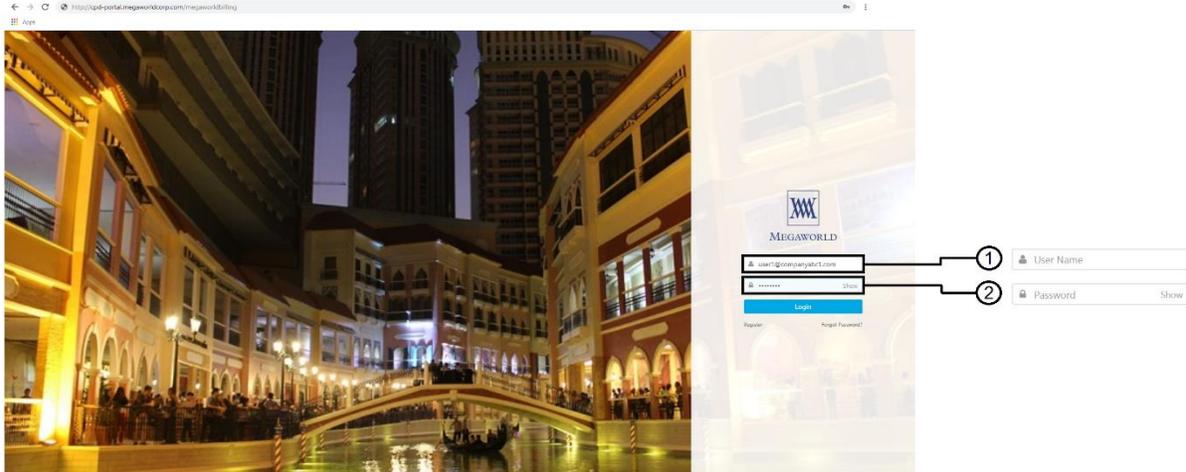


Figure 3. Log-in Page – Login

The figure 3 shows the view of log-in page (Note: The background may vary). In the **log-in** page, the vendor should input the login credentials such as:

- ① **Username** – is the email provided during registration and was approved by Megaworld.
- ② **Password** – is the temporary password provided by Megaworld.

Note: The vendor's login credential will be emailed upon approval of Megaworld.

STEP2. Click  . Upon first login, the vendor will be redirected to the **Change Password** page shown below:

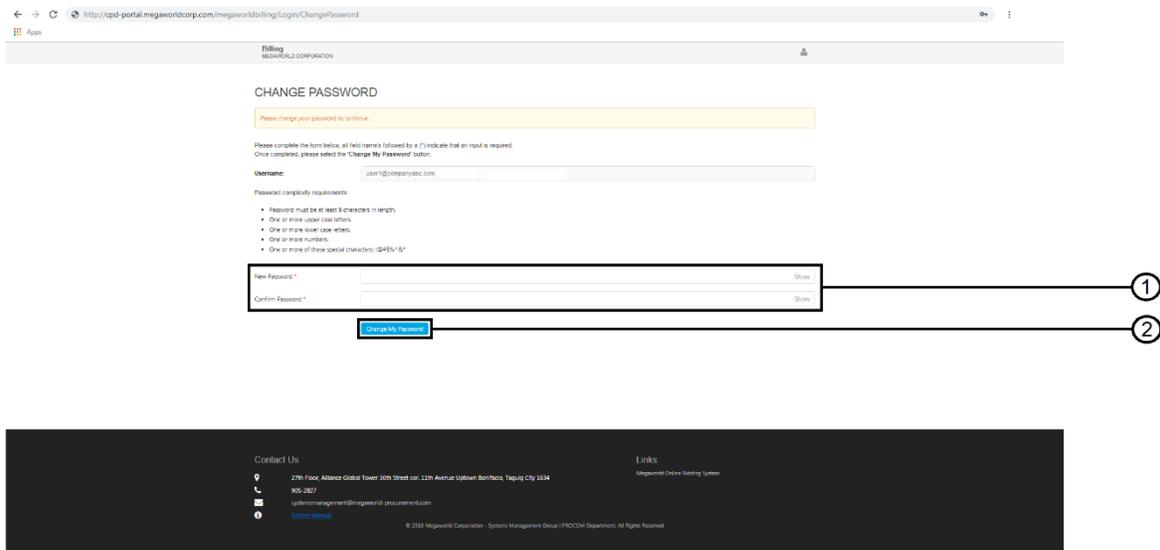


Figure 4. Change Password

Figure 4 shows the view of change password page. The vendor will be asked to immediately change his/her password only upon first login or when the vendor forgets his/her password.

STEP3. Enter the ① New Password and re-enter it on the Confirm Password. New Password and Confirm password must pass the “Password complexity requirements” and must match. (Refer to figure 4)

STEP4. Click the ② [Change My Password](#) to confirm and submit your new password. (Refer to figure 4). When password is successfully changed, the vendor will now be redirected to the **Home** page.