



Guide on How to Get a CLRP User Account

CLRP User Accounts may be requested by as follows:

Mode	Steps
1. Getting CLRP User Accounts by visiting the nearest Registry of Deeds	<ol style="list-style-type: none"> a. Fill-out and submit a fully accomplished LRA CLRP User Account Registration Form along with a photocopy of a valid ID as an attachment to the Form. A copy of this Form can be downloaded from CLRP Landing Page. This Form is also available for free in the Registries of Deeds. b. Receive the sealed envelope which contains the pre-created LRA CLRP User Account details and the password. c. Fill-out and sign the Log Book kept by the Registry for the purpose of controlling CLRP User Accounts. d. Log into www.clrp.com.ph and change the password. e. Use the CLRP.
2. Getting CLRP User Accounts through e-mail	<ol style="list-style-type: none"> a. Send an email request through this email address: clrp@lra.gov.ph and wait for the LRA email acknowledging receipt of the request and providing the LRA CLRP User Account Registration Form. b. Print and fill-out the form, scan this form along with all required supporting documents, and email back to clrp@lra.gov.ph. c. Wait for the activation link of the LRA CLRP User Account to be emailed back to the address provided in the Registration Form. d. Click the activation link and change the password. e. Use the CLRP.

Important Notes:

1. The creation of CLRP User Accounts is **free of charge**.
2. Training Guides for the CLRP is **free of charge**.
3. Training may be scheduled and is **free of charge**.