

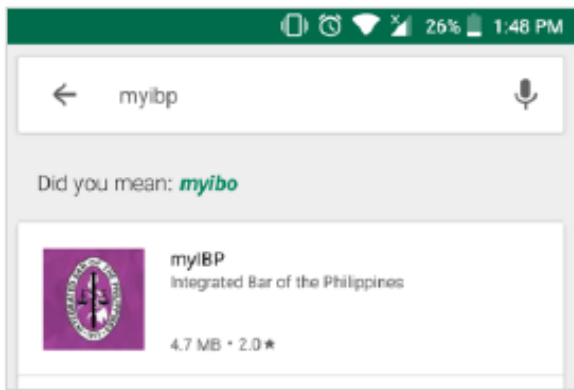


How to pay your IBP Membership dues through the myIBP App and other FAQs

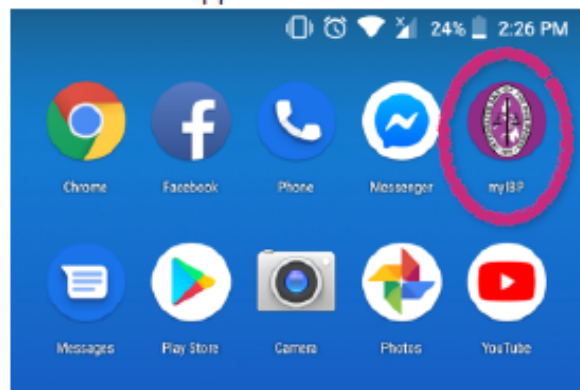
Where do I get myIBP app?

Download myIBP for **Android**

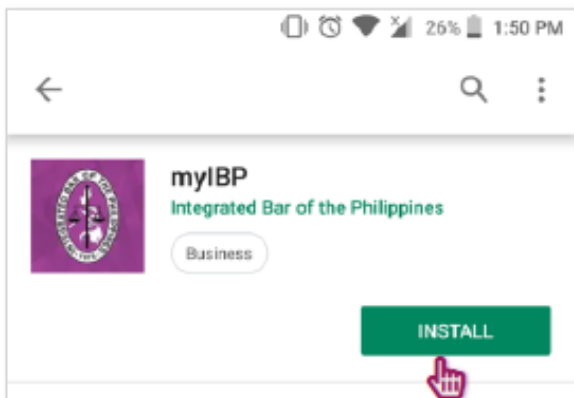
1. Find "myIBP" in Google Play store.



3. From your home screen, tap myIBP to launch the app.



2. Tap **Install**.



Note: myIBP runs on **Android 5.0 Lollipop** or above. If you're having trouble downloading or running myIBP, please make sure your Android device is updated.



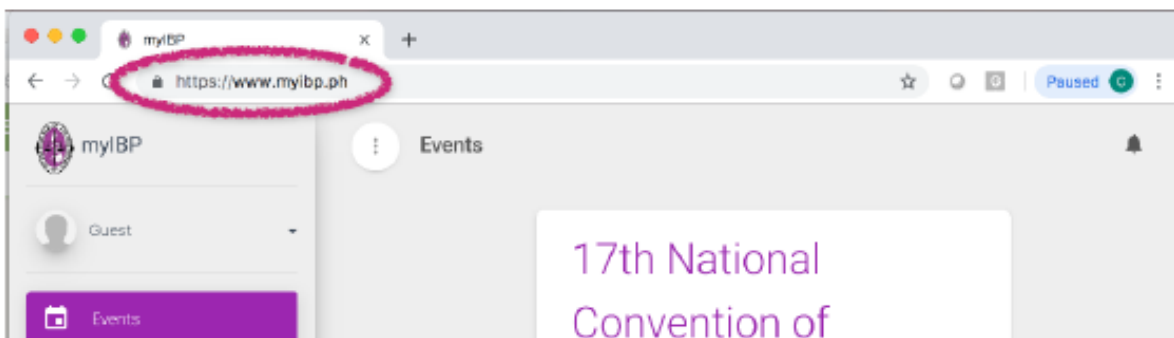
Download myIBP for iOS

1. Find **"myIBP"** in the App Store.
2. Tap **Get** to download.
3. Tap **Open** from the App Store, or tap myIBP icon on your device.

Note: myIBP runs on **iOS 10 or above**. If you're having trouble downloading or running myIBP, please make sure your iOS device is updated.

Access myIBP for Desktop

1. On your preferred browser, go to **myibp.ph**



Note: myIBP runs on the following major browsers:

- **Chrome Version 60 and newer**
- **Firefox Version 53 and newer**
- **Safari Version 10 and newer**
- **Microsoft Edge Version 40 and newer**



How do I sign-up myIBP app?

Sign up on your **Android** or **iOS** device

1. On your device, launch myIBP from your home screen.
2. Type all the required information:

The screenshot shows the registration form for the myIBP app. The form is titled "Integrated Bar of the Philippines" and includes the following fields: "Given Name in Roll of Attorneys" (with "Juan" entered), "Middle Initial in Roll of Attorneys" (with "A" entered), "Last Name in Roll of Attorneys" (with "Dela Cruz" entered), "E-mail" (with "Your Email Address" entered), "Date of Birth" (with "MMM DD YYYY" entered), and "Roll Number" (with "00000" entered). A purple "Register" button is at the bottom. Below the button, it says "By signing up, you agree to IBP's Terms and Conditions". The phone's status bar at the top shows 24% battery and 2:33 PM.

Your name in the **Roll of Attorneys** of the Supreme Court.

Note: If your name includes a suffix, like "II", it is usually typed before your given name, as in "II Juan".

This should be a **valid and active email address**.

Note: Double-check the email you typed. Make sure the domain (like @**gmail**) and extension (like **.com**) are correct. If you entered an incorrect email, then you won't receive the verification link. If this happens, please send us an email **contact@myibp.ph**

As an additional security measure, we use your birth date to verify your info against IBP records.

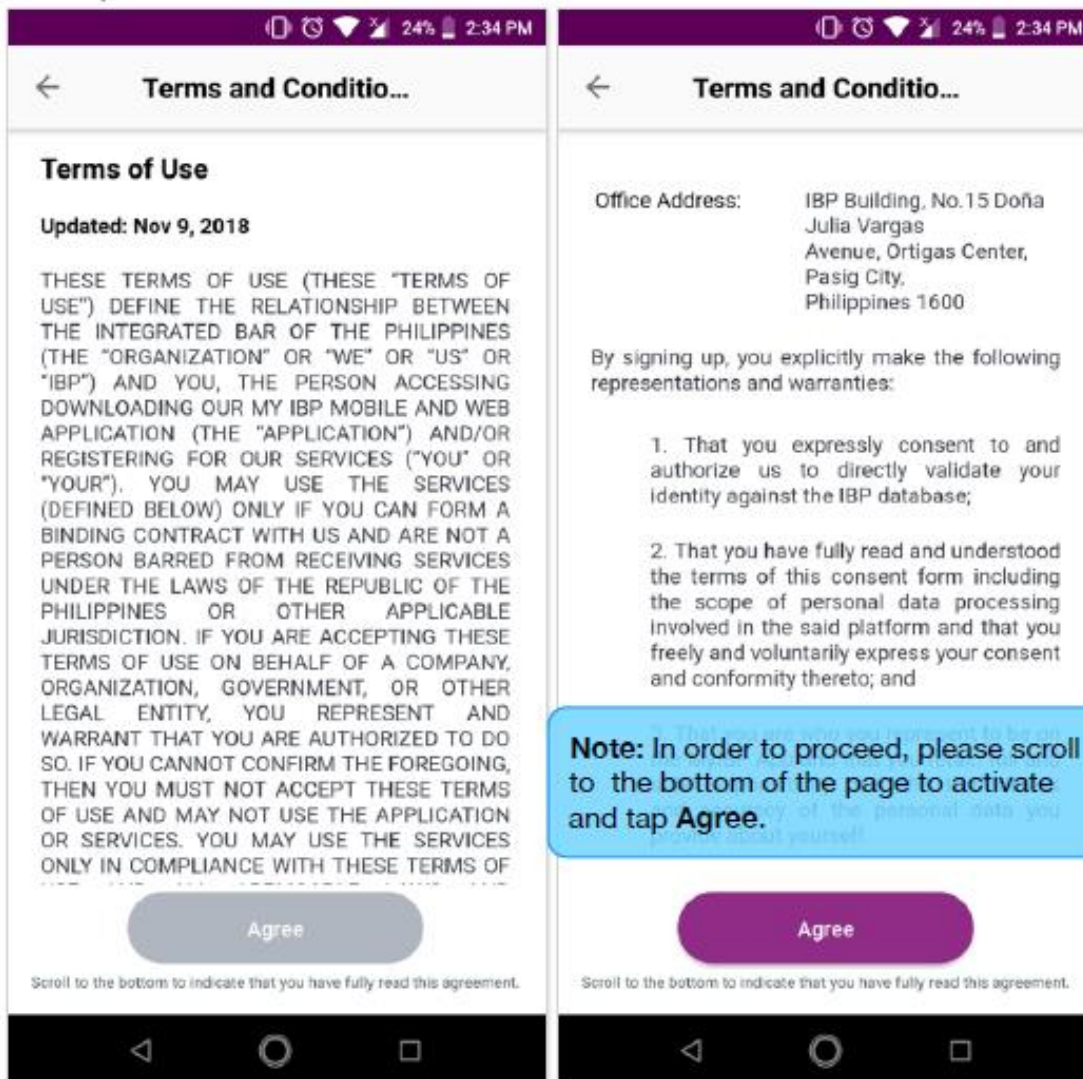
Your Roll Number, along with all the info you provided, is matched against IBP records to ensure the veracity and data integrity of our members portal.

3. Tap **Register**.

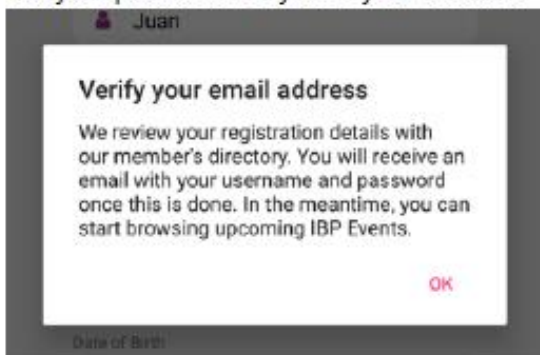


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4. You are presented with IBP's Terms and Conditions.



5. An alert message is presented to you informing you that you need to verify your email address and set your password for your myIBP account.



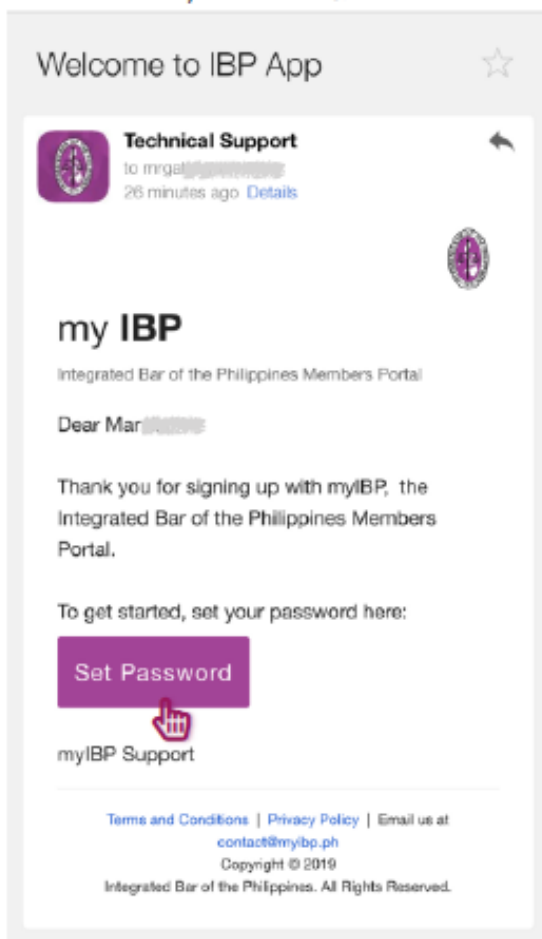


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6. Check your mailbox for a welcome email from myIBP.



7. From the email, click **Set Password**.



Important:
For security purposes, this **Set Password** expires after 24 hours. Should you fail to set your password within this timeframe, please follow the steps to **Reset your Password**.



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8. You will be redirected to **admin.myibp.ph** where you can set your password. The password you set must at least be **4 characters in length**.

You are strongly advised to consider setting a strong password, following the Password Strength meter.

admin.myibp.ph

IBP Admin Panel

Set Password

New password must be at least 4 character

Re-type Password

Password Strength:

A strong password has:

- ✘ 4 to 20 characters
- ✘ 1 uppercase letter
- ✘ 1 lowercase letter
- ✘ 1 number
- ✘ 1 symbol

Set

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Now you are ready to sign in to myIBP using your computer, Android or iOS device.



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Sign up from your **computer**

1. On your browser, go to **myibp.ph**



2. From the left sidebar menu, click **Guest**.



3. In the dropdown options, click **Register**.





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4. Type all the required information:

Given Name in Roll of Attorneys

Middle Initial

Your name in the **Roll of Attorneys** of the Supreme Court.

Last Name in Roll of Attorneys

Email

This should be a **valid and active email address**.

Note: Double-check the email you typed. Make sure the domain (like **@gmail**) and extension (like **.com**) are correct. If you entered an incorrect email, then you won't receive the verification link. If this happens, please send us an email **contact@myibp.ph**

Date of Birth

As an additional security measure, we use your birth date to verify your info against IBP records.

Roll Number

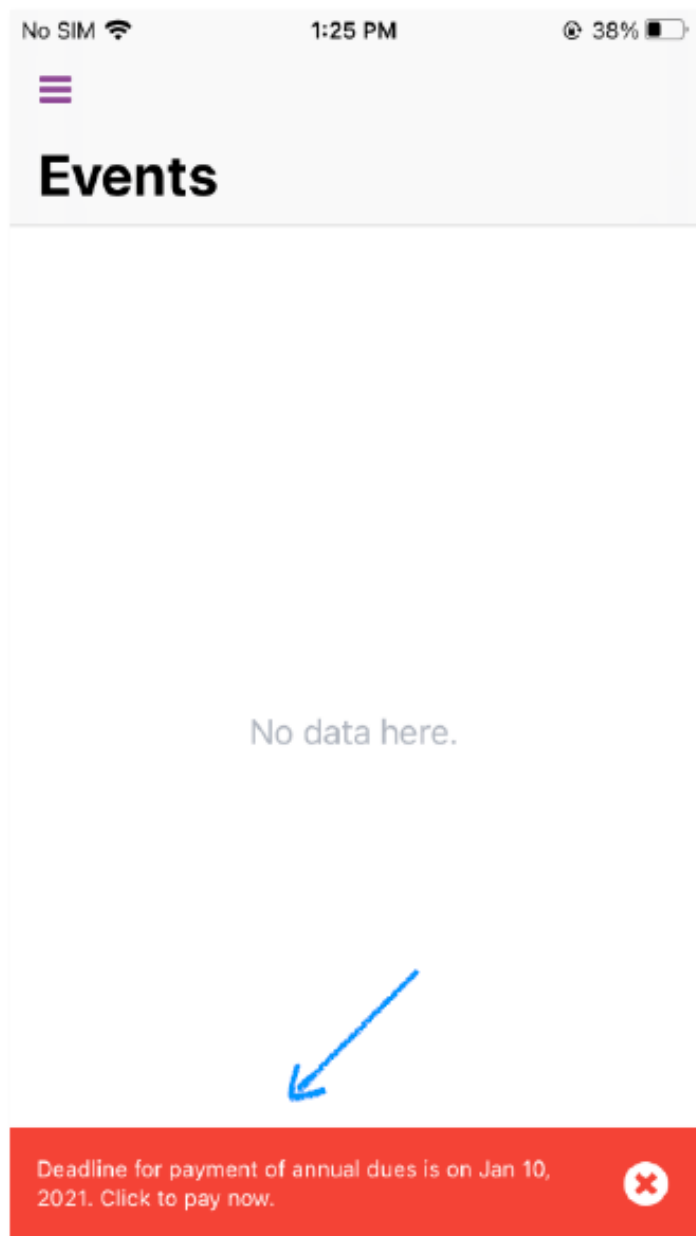
Your Roll Number, along with all the info you provided, is matched against IBP records to ensure the veracity and data integrity of our members portal.

5. Click **Register**.
6. You are presented with IBP's Terms and Conditions.
7. Scroll down to the bottom of the page to activate and click **Agree**.
8. An alert message is presented to you informing you that you need to verify your email address and set your password for your myIBP account.
9. Check your mailbox for a welcome email from myIBP. Open the email and click **Set Password**. You will be redirected to **admin.myibp.ph**, where you can set your password.



How do I pay my membership dues via myIBP app?

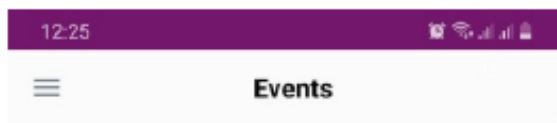
The easiest and most convenient way to navigate to your membership payment screen is by tapping the persistent banner alert visible in all screens across myIBP - whether you're on iOS, Android or the Web app.



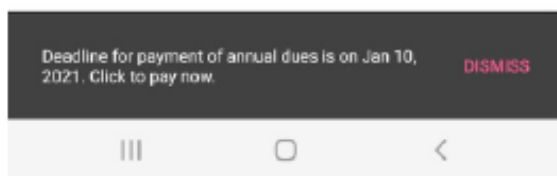
Banner on iOS



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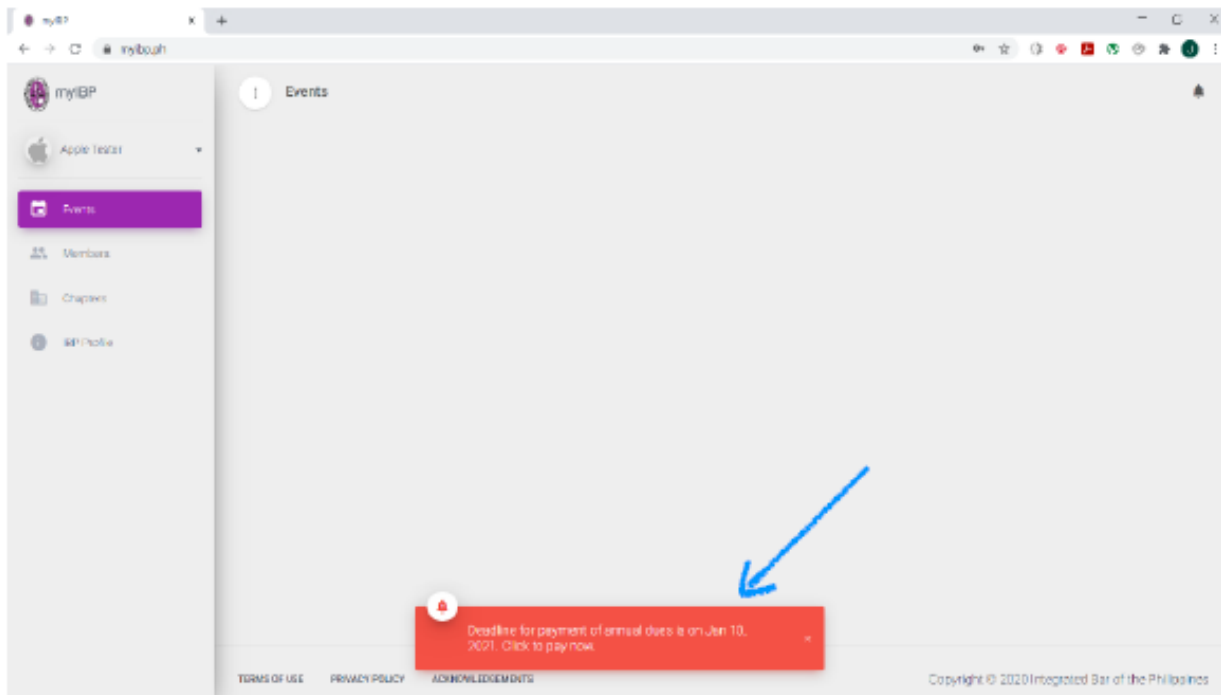
No data



Banner on Android



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Banner on the Web app.

Otherwise, you can navigate to the **Payment Profile**:

1. Tap **☰** button found at the upper-left corner of your screen.
2. The left sidebar menu slides open. Tap your profile.
3. On your Profile screen, tap "**Profile**" located at the upper-right corner.
4. On the right sidebar menu of your profile tap "**Membership**".
5. Tap "**PAY DUES**" button and "**Proceed to Payment**", where you'll be guided on how to make your payment. You can choose to pay via the various payment options available, including GCash, Credit or Debit Card, and other partner payment channels.



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Step 1

Events

No data

Deadline for payment of annual dues is on Jan 10, 2021. Click to pay now. DISMISS

Step 2

Apple Tester

- Events
- IBP Members
- Chapters
- Forum
- Chat
- Survey
- About
- IBP Profile
- Legal
- Acknowledgements

Deadline for payment of annual dues is on Jan 10, 2021. Click to pay now. DISMISS

Step 3

My Profile

Apple Tester

Tester, Apple A. TMP-1

Personal

- Display Name: Apple Tester
- Gender: Male
- Civil Status: Single
- Date of Birth: Dec 8, 2000
- Place of Birth: Manila

Contact

- Email: apple@myibp.ph
- Telephone Number: 9031234
- Mobile Number: 091234567890
- Current Address: antonio st

Deadline for payment of annual dues is on Jan 10, 2021. Click to pay now. DISMISS

Step 4

Personal

Contact

Employment

Membership

Tickets

Purchase History

Change Password

Sign Out

Deadline for payment of annual dues is on Jan 10, 2021. Click to pay now. DISMISS

Step 5

Membership

Name (Add or edit)

Tester, Apple A.

IBP Number

TMP-1

Was admitted to the

1995

Chapter

POS SPEC FID

Membership

Annual

Wife Allowed

as of 2018

PAY DUES

Deadline for payment of annual dues is on Jan 10, 2021. Click to pay now. DISMISS



What are the payment options available via myIBP App?



Order Summary		Billing Details	
Request ID: [REDACTED]			
Membership Fee - CY 2021			
2,000.00 PHP	1x	2,000.00 PHP	
Transaction Fee			
175.00 PHP	1x	175.00 PHP	
Total Amount		2,175.00 PHP	
Cancel Transaction			

Payment Options

I have read and agreed to the [terms and conditions](#).

- Credit / Debit Card
- GCash
- Over-the-Counter Payments
- Online Bills Payments
- UBP Online

online payments powered by paynatics

The following payment options are available for payments via myIBP App:

1. Credit/Debit Card
2. GCash
3. Over-the-Counter Payments
4. Online Bills Payments
5. Union Bank Payment (UBP) Online

For CREDIT/DEBIT CARD payments, the following details are required:



Order Summary		Billing Details	
Request ID: [REDACTED]			
Membership Fee - CY 2021			
2,000.00 PHP	1x	2,000.00 PHP	
Transaction Fee			
175.00 PHP	1x	175.00 PHP	
Total Amount		2,175.00 PHP	
Cancel Transaction			

Payment Options

I have read and agreed to the [terms and conditions](#).

- Credit / Debit Card
- GCash
- Over-the-Counter Payments
- Online Bills Payments
- UBP Online

online payments powered by paynatics



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For GCASH payments, you will be directed to the GCASH window to complete your transaction

The screenshot shows the payment options interface. On the left, under 'Order Summary', the total amount is 2,175.00 PHP, consisting of a 2,000.00 PHP membership fee and a 175.00 PHP transaction fee. The right side, 'Payment Options', shows 'GCash' selected as the preferred method. A 'Continue' button is visible next to the GCash option.

For OVER-THE-COUNTER payments, the following payment outlets are available:

Note: Proof of payment (photo or scan copy) must be emailed to ibp.finance.ph@gmail.com

The screenshot shows the payment options interface with 'Over-the-Counter Payments' selected. It lists several payment outlets: SM Bills Pay, 7-Eleven, CLIQQ, Direct Agent 5, UCPB, Cebuana Lhuillier, ECPay, M Lhuillier, and Philippine National Bank. Each outlet includes a brief instruction on how to complete the payment. A 'Continue' button is located at the bottom right.



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For ONLINE BILLS payments, the partner banks are the following:

The screenshot shows a payment interface with two main sections: 'Order Summary' and 'Payment Options'. The 'Order Summary' section on the left lists the following items:

Item	Quantity	Amount
Membership Fee - CY 2021	1x	2,000.00 PHP
Transaction Fee	1x	175.00 PHP
Total Amount		2,175.00 PHP

The 'Payment Options' section on the right includes a checkbox for 'I have read and agreed to the terms and conditions.' Below this are several payment methods:

- Credit / Debit Card
- GCash
- Over-the-Counter Payments
- Online Bills Payments
- UBO BDO
- Security Bank
- PNB Philippine National Bank
- UCPB

A 'Continue' button is located at the bottom right of the 'Payment Options' section. At the very bottom of the page, there is a 'UBP Online' dropdown menu.

For payments through UNION BANK PAYMENT (UBP) ONLINE service, you will be directed to *Union Bank Secure Page* to complete your transaction

This screenshot is similar to the one above, but with the 'UBP Online' option selected in the 'Payment Options' dropdown menu. The 'Continue' button now features the Union Bank logo and the text: 'After clicking Continue, you will be redirected to Union Bank secure page to complete your purchase securely.'

At the bottom left of the 'Order Summary' section, there is a 'Cancel Transaction' link.



How will I get my IBP Official Receipt Number (O.R. No.) after paying my dues through any of the different modes of payment via the myIBP App?

Upon payment of dues via the myIBP App, a provisional O.R. No. will automatically be issued through the app. The provisional O.R. No. also corresponds to the Official Receipt No. where a copy of which will be issued by the Cashier. The said receipt will be scanned and an advance copy of your Official Receipt will be emailed to you.

Claiming of Official receipts:

OPTION 1: *Personal pick-up of O.R.*

O.R.'s for pick-up shall be claimed at the 3rd Floor IBP Library of the IBP National Office. (*note: Please look for Ms. Danica*)

To-bring upon claiming of O.R.'s:

- One (1) valid ID
- For representatives: bring the authorization letter and one (1) photocopy of the authorizing lawyer's ID

OPTION 2: *LBC Delivery*

Step 1: Send an email request to IBP Finance Unit at ibp.finance.ph@gmail.com

Step 2: Deposit a delivery fee of PHP 200.00 at IBP's Account:

BANCO DE ORO (Julia Vargas Branch)

Account Name: Integrated Bar of the Philippines

Account No.: 002110002022