PSE

# PSE Electronic Allocation System version 2

## Investor User Manual

PSE EASy

PSE EASy

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## 1. INVESTOR LOG-IN

**Step 1:** Go to https://easy.pse.com.ph/.

**Step 2:** Input your email address / username and password.

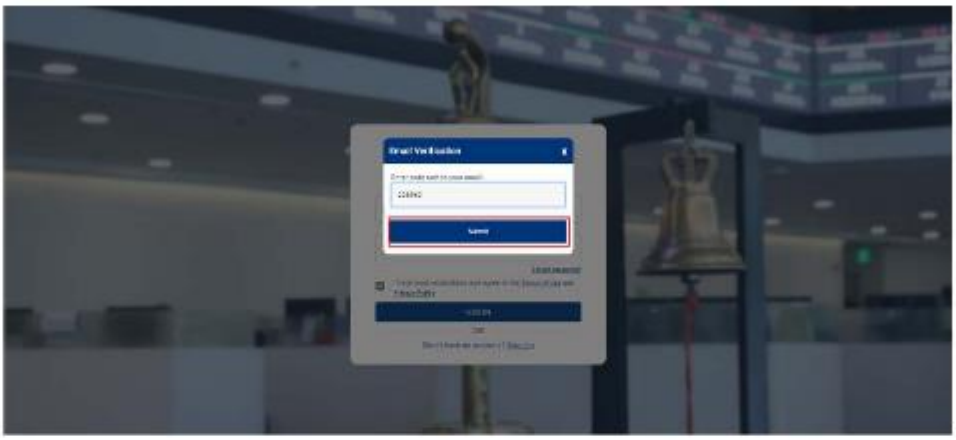
Read the "Terms of Use" and "Privacy Policy" carefully before ticking the checkbox, if you agree.

Then, click the "LOG IN" button to proceed.

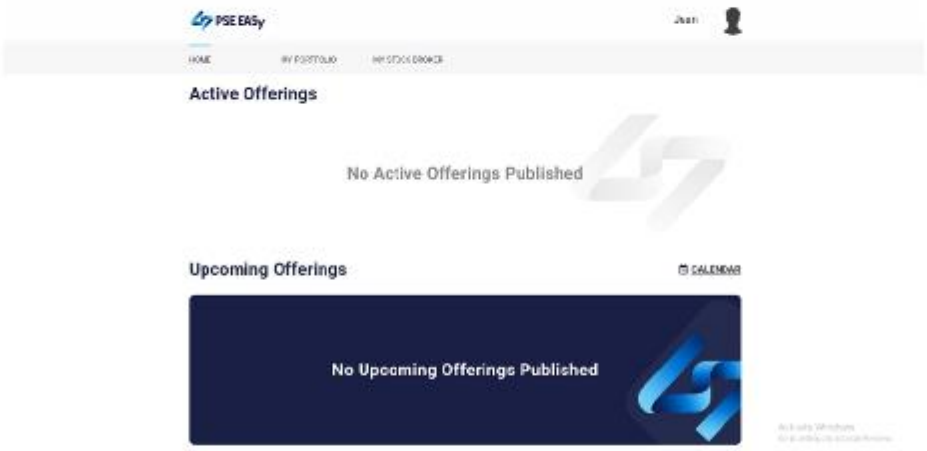
**Step 3**: After logging-in, an OTP code will be sent to your registered email address for email verification purposes.

Input the OTP code in the "Email Verification" box.

Then, click the "Submit" button to proceed.



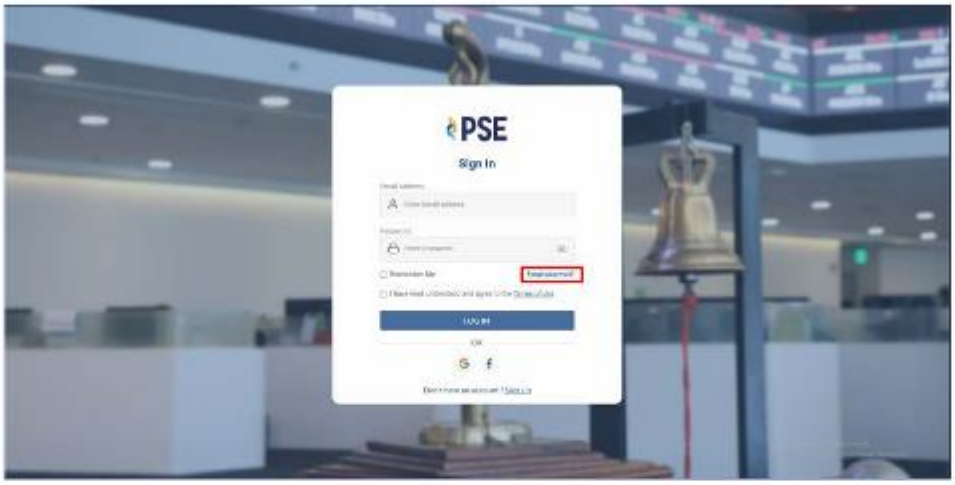
Upon successful log-in, you will be redirected to the default homepage.



## 1.1 FORGOT PASSWORD

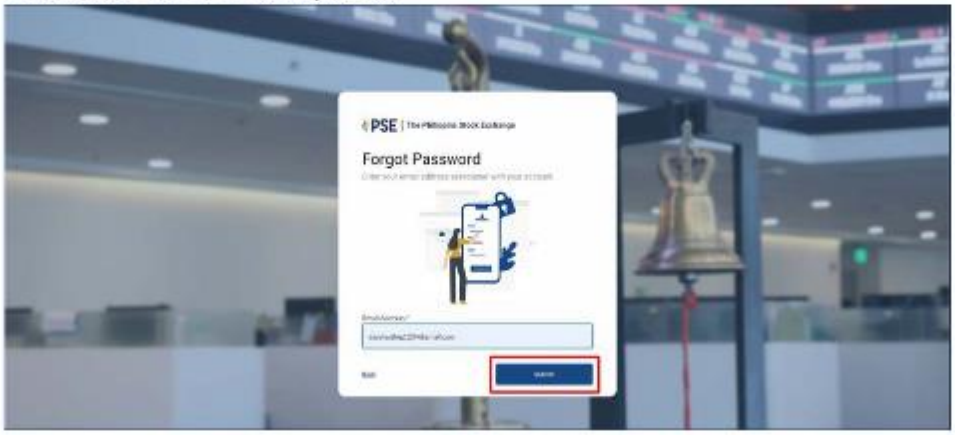
**Step 1:** Go to "https://easy.pse.com.ph/"

**Step 2:** Click the "Forgot Password" button.




**Step 3:** Input your registered email address.

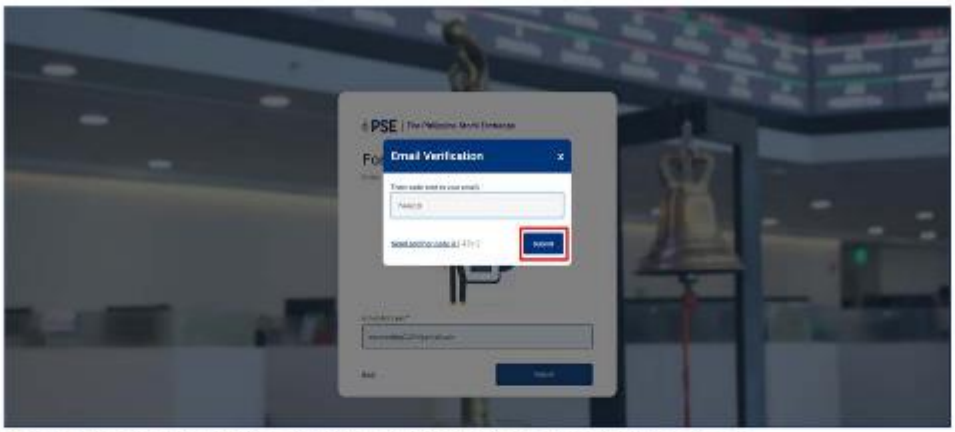
Then, click the "Submit" button to proceed.




**Step 4:** An OTP code will be sent to your registered email address for email verification purposes.

Input the OTP code in the "Email Verification" box.

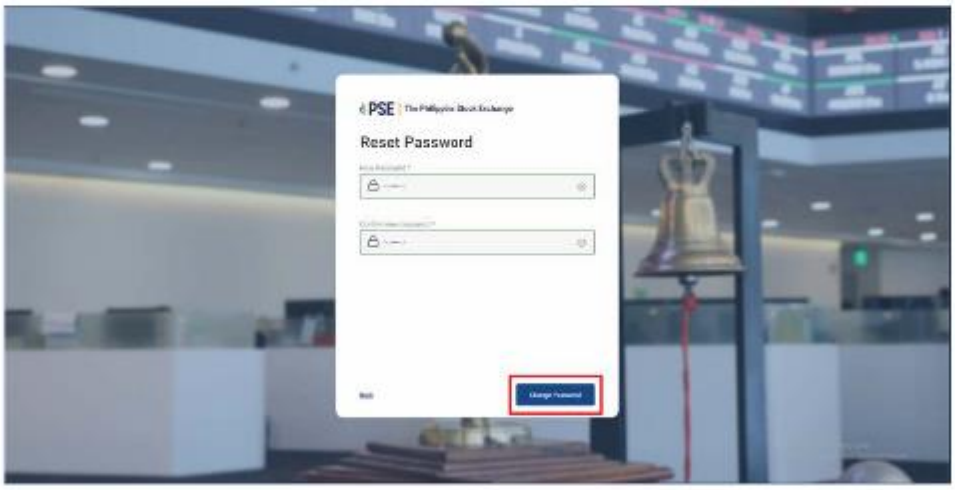
Then, click the "Submit" button to proceed.




**Step 5:** After email verification, you will be redirected to the "Reset Password" page.

Input your desired new password and confirm the new password.

Then, click the "Change Password" button.



**Step 6:** A "Password Changed" window will be displayed, which serves as confirmation of the change in password.

Then, click the "Success" button.

After the successful password change, you will be redirected to the log-in page.

## 2. SSO REGISTRATION

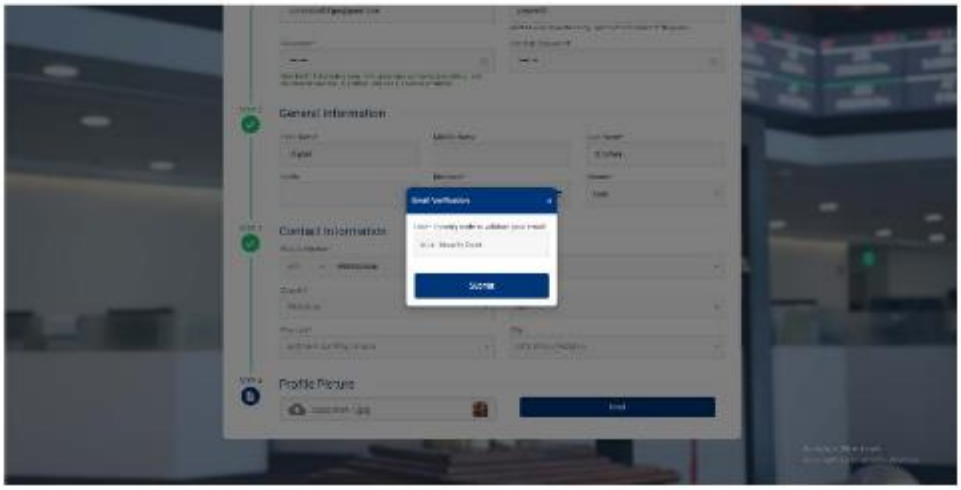
**Step 1:** Go to "https://easy.pse.com.ph/"
**Step 2:** Click the "Sign Up" tab.

**Step 3:** Fill-out the SSO registration form with the required information for each step.

Click the "Next" button to continue.

**Step 4:** After clicking "Next", an OTP code will be sent to your registered email address.

Input the OTP code and click "Submit".



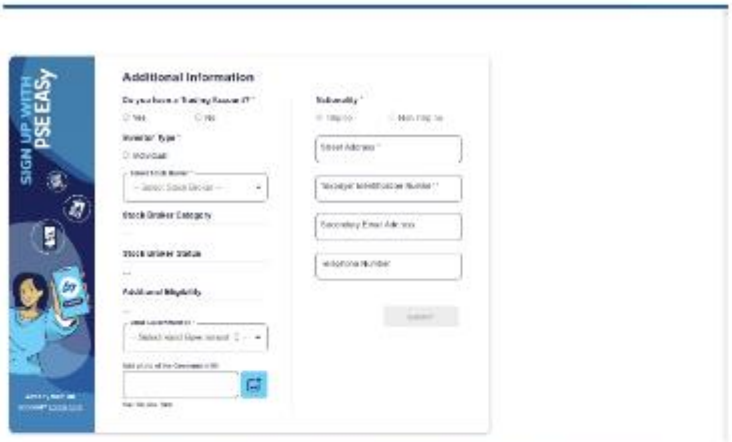
**Step 5:** Review the summary of information you inputted in the SSO registration form.

Click the checkbox to confirm that you have agreed to the "Terms of Use" and "Privacy Policy"

Then, click the "Submit" button.

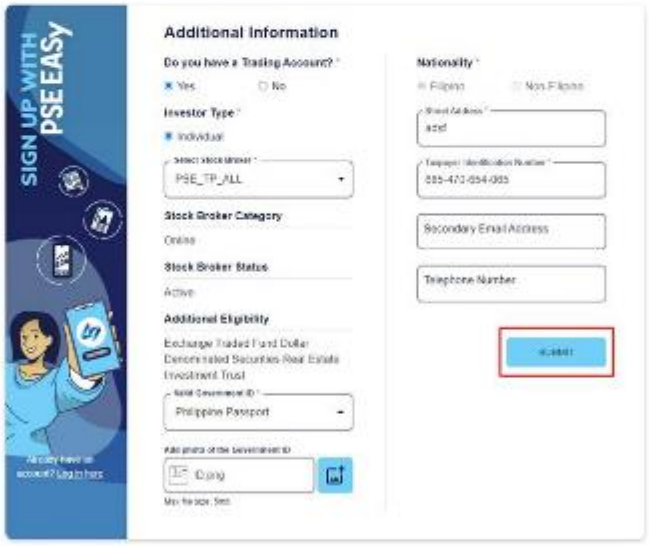
### 3. INVESTOR FULL REGISTRATION

After clicking the "Submit" button to confirm the information inputted in the SSO registration form, you will be redirected to investor full registration form.



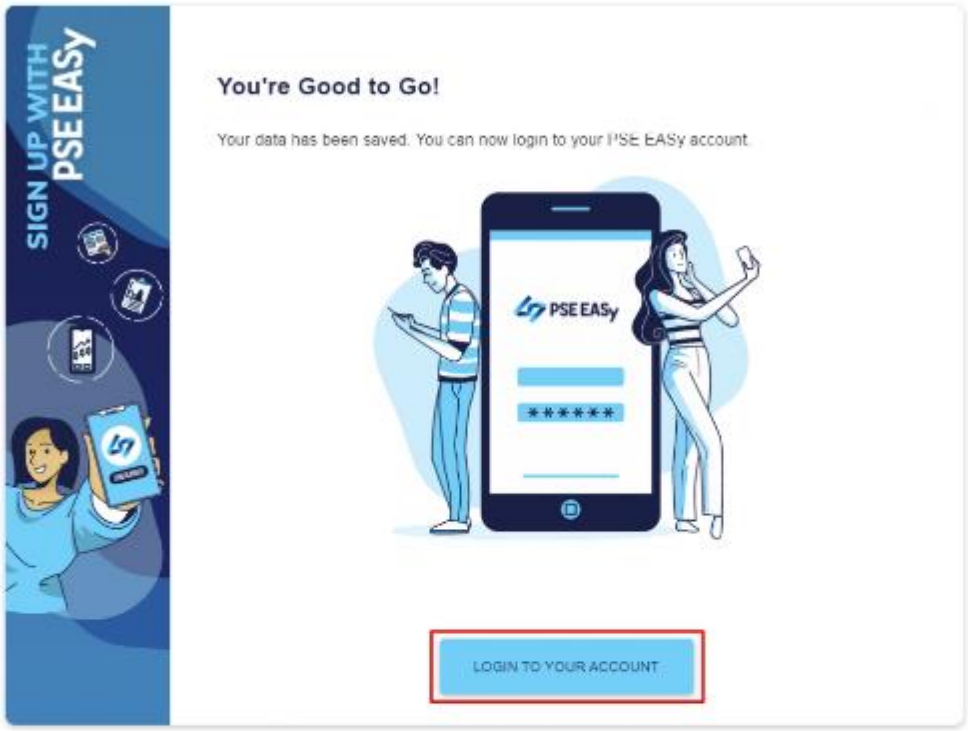

**Step 1:** Fill-out all the required fields in the investor full registration form.

Upon completing the form, click the "SUBMIT" button.

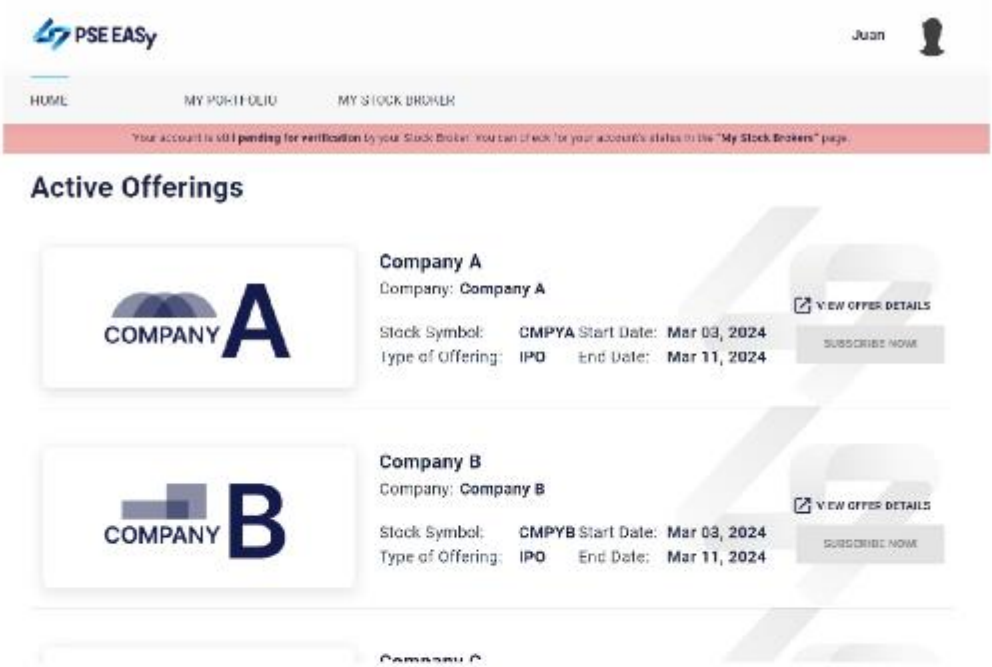



**Step 2:** Upon successful registration, you will be redirected to the page as shown in the screenshot below.

Click the "LOGIN TO YOUR ACCOUNT" button to proceed.




Upon clicking the "LOGIN TO YOUR ACCOUNT" button, you will be redirected to the homepage of your investor account.




**Note:** For newly registered accounts, the message below will be displayed upon logging-in.

> "Your account is **still pending for verification** by your Stock Broker. You can check for your account's status in the **"My Stock Brokers"** page.

This means your investor account is still pending verification and approval by your chosen trading participant.

## 4. INVESTOR ACCOUNT MANAGEMENT

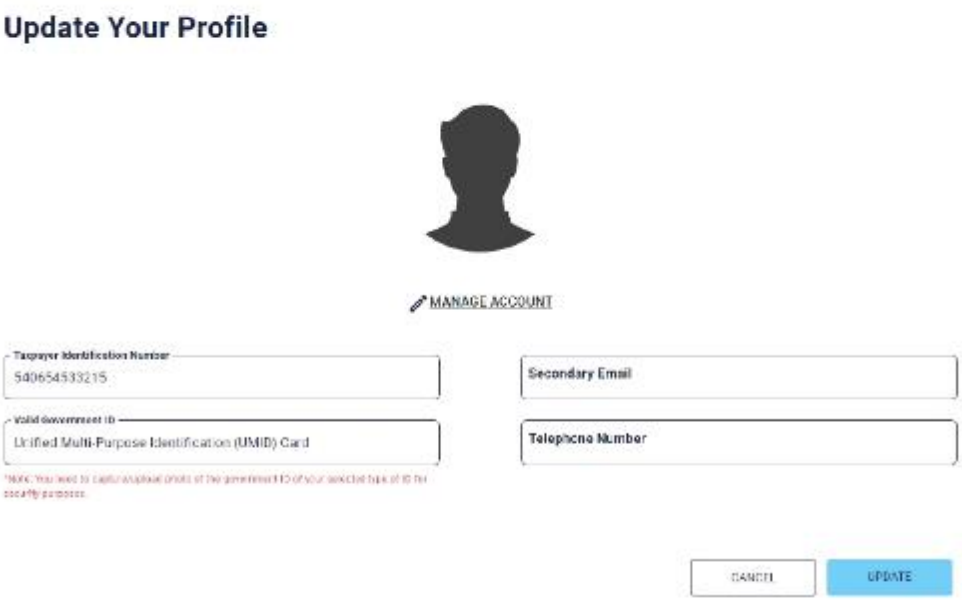
### 4.1 UPDATE PROFILE

**Step 1:** Click the profile picture icon on the upper-right corner and select "PROFILE" from the drop-down menu.

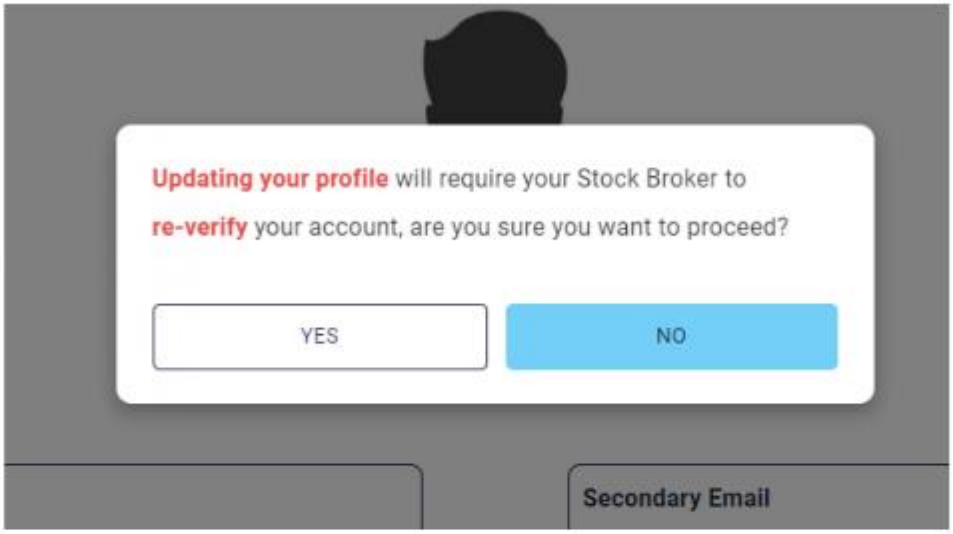
**Step 2:** In your investor profile page, your investor account information will be displayed.

Click the "UPDATE YOUR PROFILE" link.

**Step 3:** Update your information before clicking the "UPDATE" button.

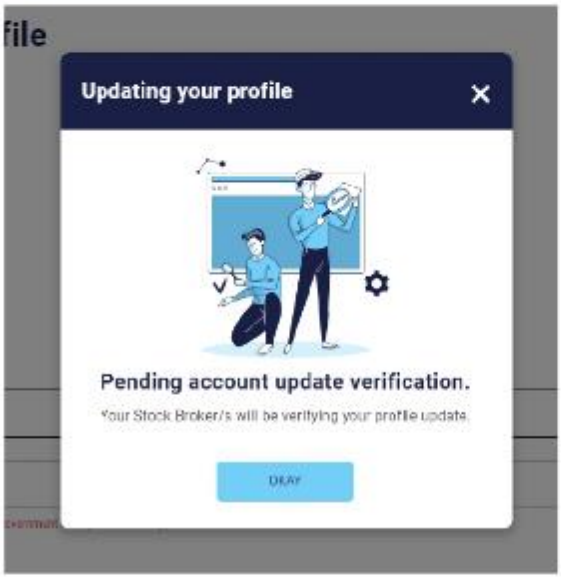


**Step 4:** An information prompt regarding re-verification by the stock broker will be displayed. If you agree, click the "YES" button to proceed.



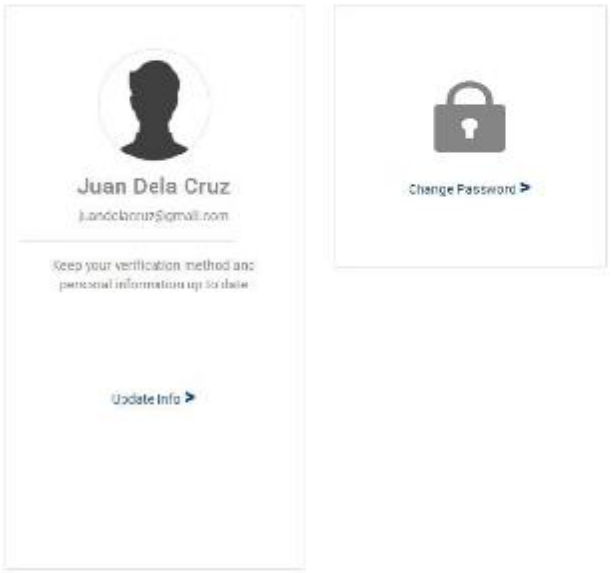

**Step 5:** Upon clicking the "YES" button, "Pending account update verification" will be displayed.

Click the "OKAY" button to complete the updating process.



**Step 6:** Should you want to update your basic information, you can click the "MANAGE ACCOUNT" link in the "Update Your Profile" page.

**Step 7:** Click the "Update Info" link to be redirected to the page where you can update your basic information.



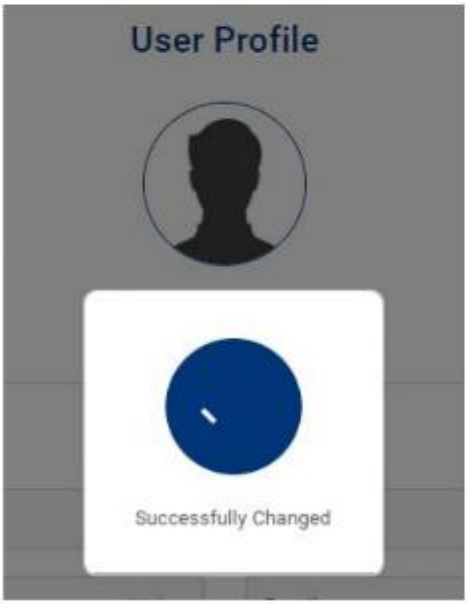
**Step 8:** Click the "Edit" button to begin updating your basic information.

**Step 9:** After updating your basic information, click the "Save Changes" button.

**Step 10:** After saving the changes in your basic information, an OTP will be sent to your registered email address.

Input the OTP code then click the "Submit" button.

**Step 11:** If the password is changed successfully, "Successfully Changed" will be displayed.



### 4.2 LOGOUT

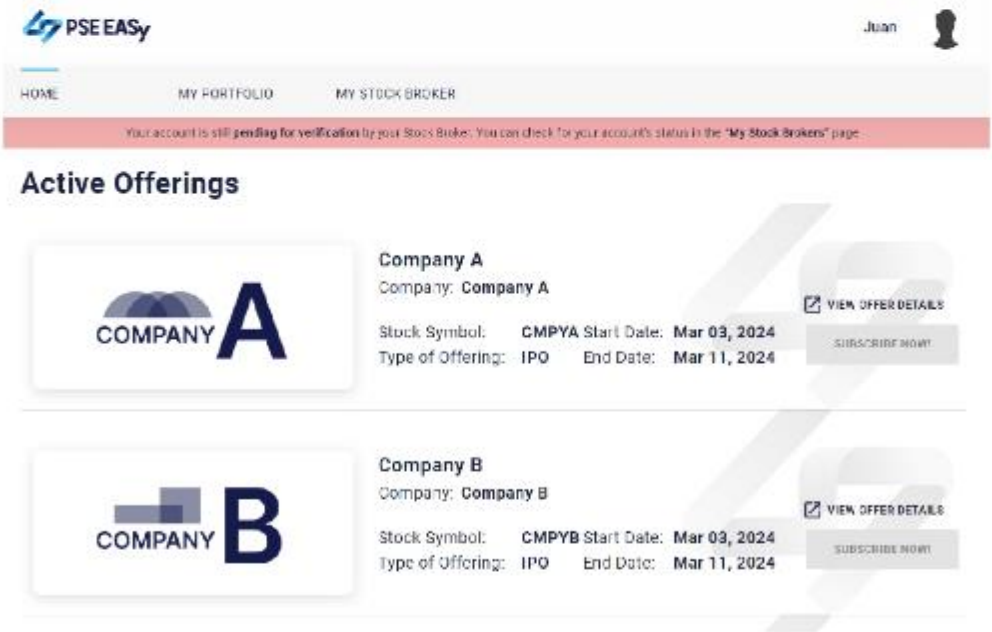
**Step 1**: You can logout from the system by clicking the profile picture icon on the upper-right corner and selecting "LOGOUT" from the drop-down menu.

Upon clicking the "LOGOUT" button, you will be logged out and redirected to PSE EASy log-in page.

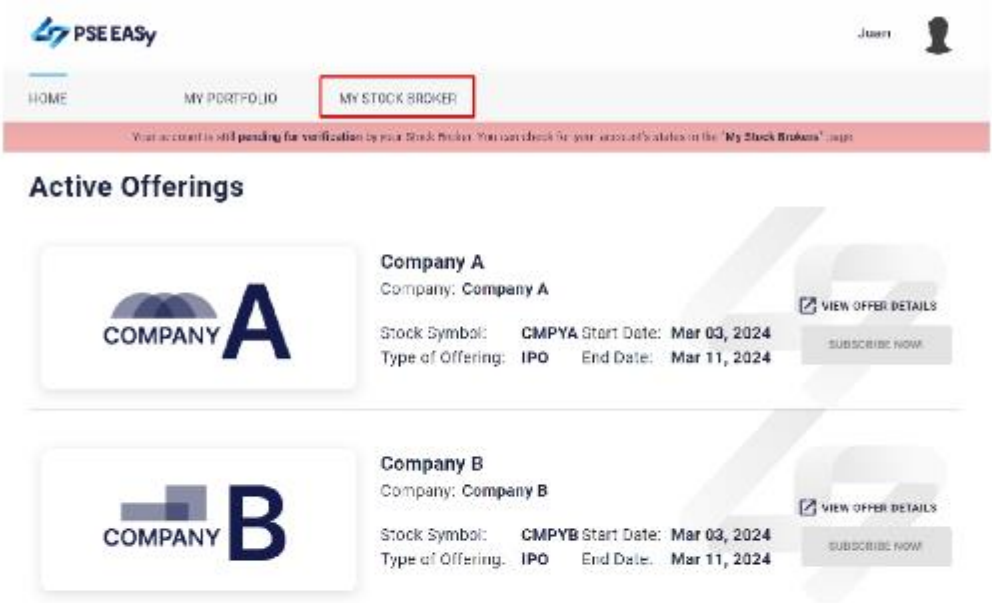
### 5. TRADING PARTICIPANT

### 5.1 ADD TRADING PARTICIPANT

**Step1:** Log-in to your investor account. Upon successful log-in, you will be redirected to the page, shown in the screenshot below.



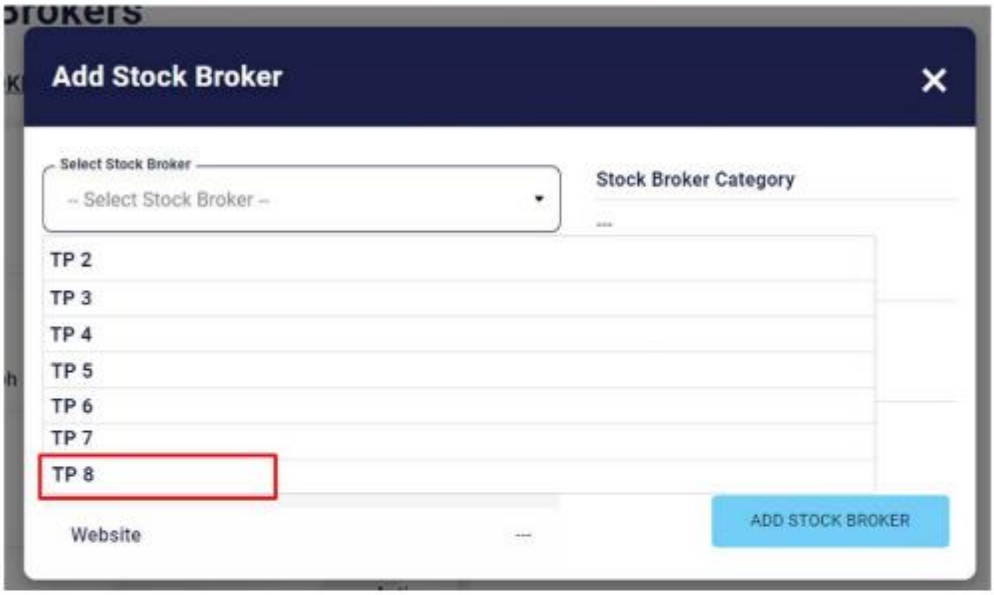
**Step2:** Click the "MY STOCK BROKER" tab.



**Step 3:** Click the "ADD STOCK BROKER" button.

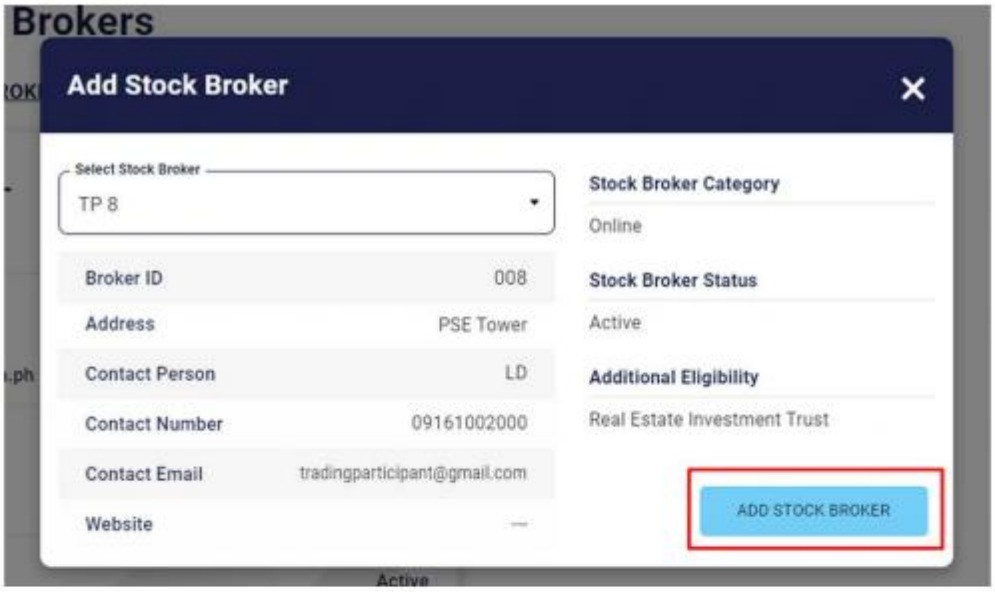
**Step 4:** Select the stock broker you wish to add from the drop-down menu.

After selecting the stock broker, the following information about the stock broker will be displayed automatically: broker ID, address, name of the contact person, contact number, and contact email address.




**Step 5:** The details of the stock broker displayed are based on the encoded data in the PSE EASy master record.

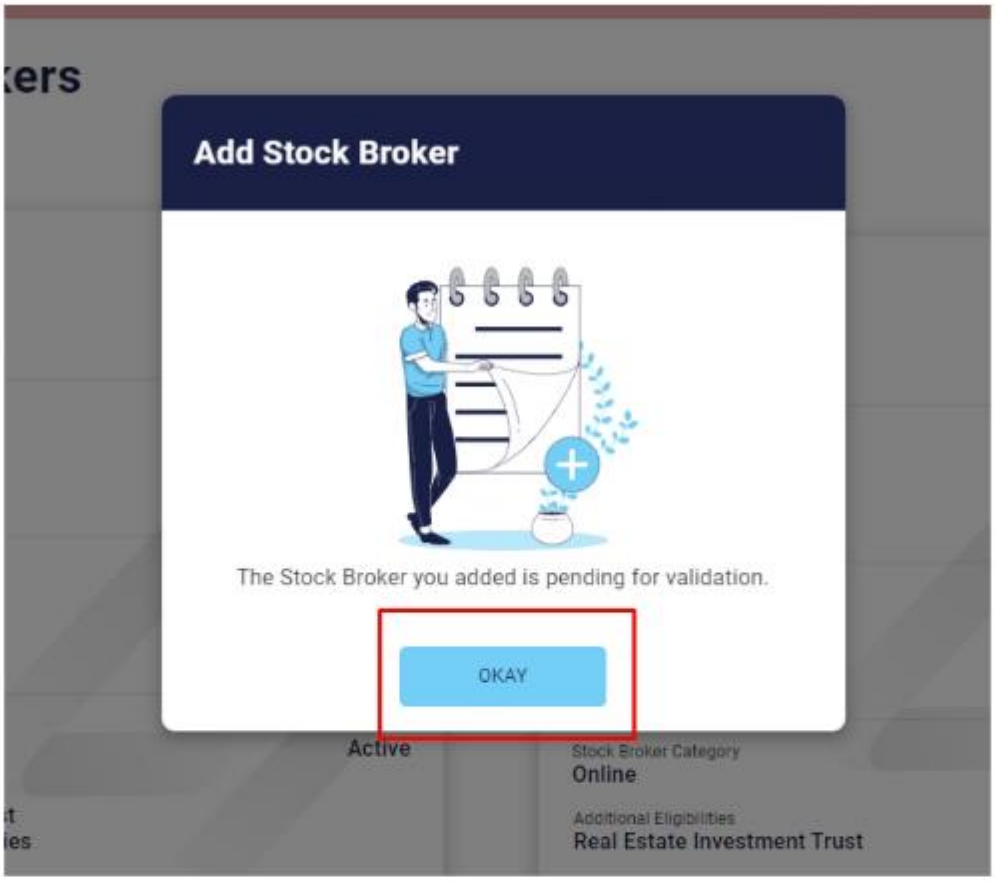
Click the "ADD STOCK BROKER" button to add the stock broker in your "My Stock Broker" page.



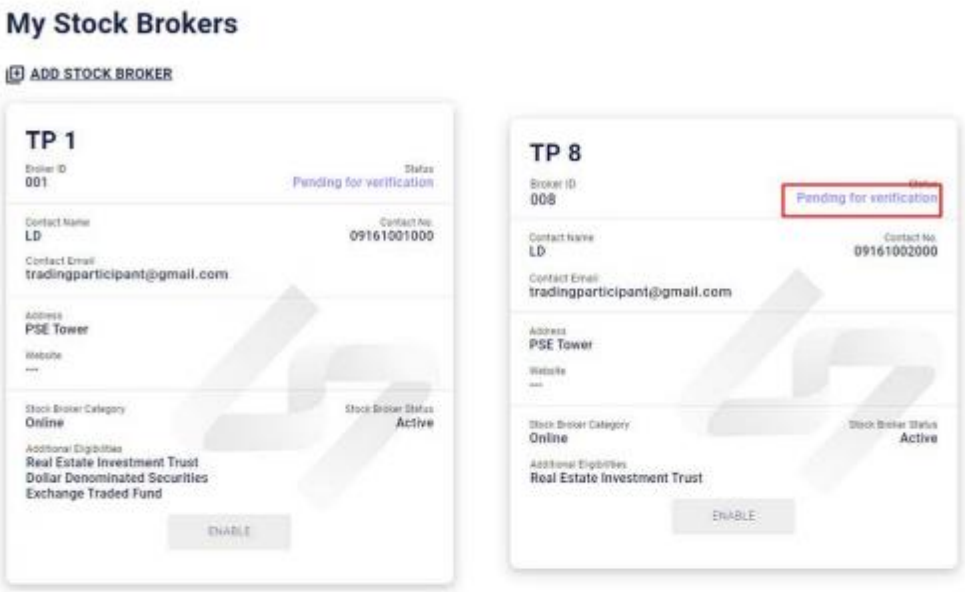

**Step 6:** After adding the stock broker, there will be a prompt stating that:

"The Stock Broker you added is pending for validation."

Then, click the "OKAY" button.

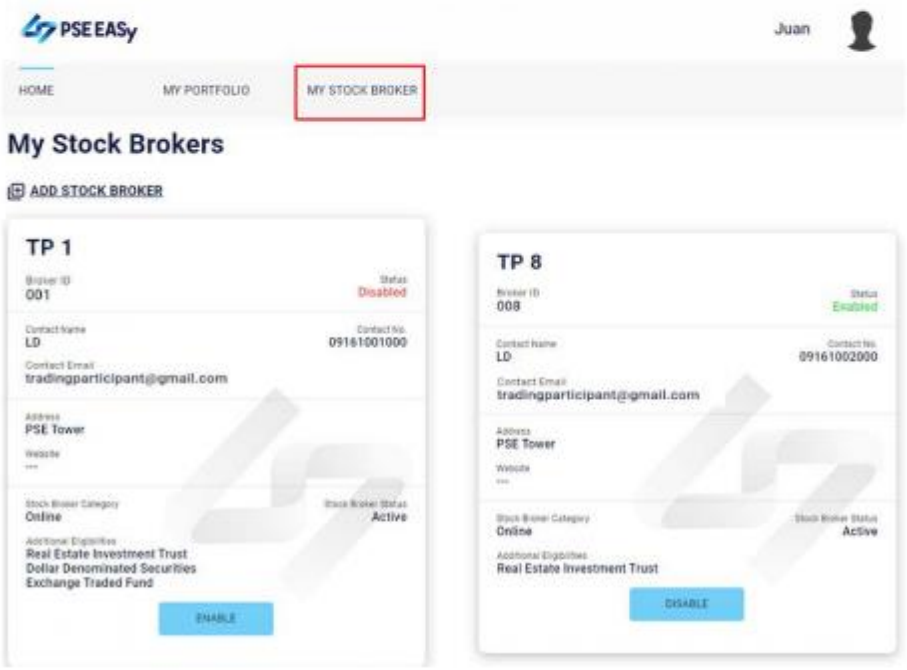



Afterwards, the newly-added stock broker will automatically appear in the My Stock Broker page with a "**Pending for verification**" status.

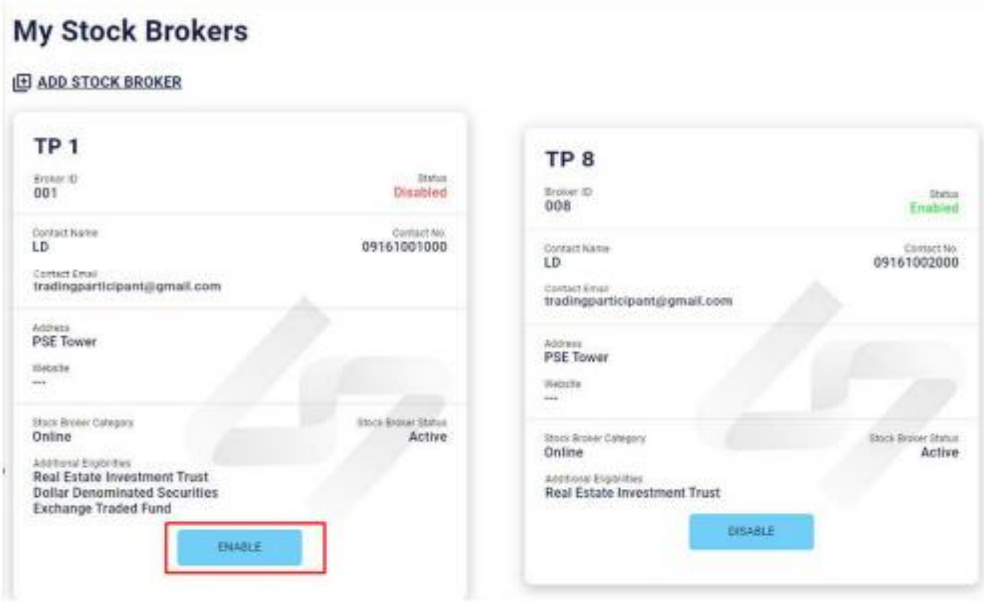



### 4.2 ACTIVATE TRADING PARTICIPANT

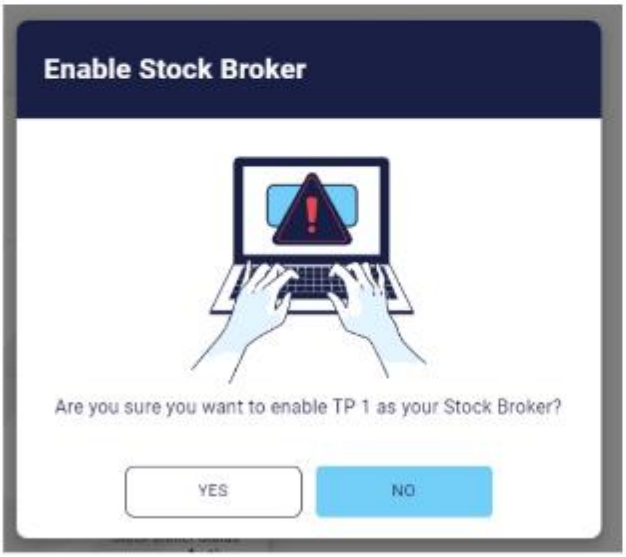
**Step 1:** Go to the "MY STOCK BROKER" tab.



**Step 2:** Choose your stock broker / trading participant you wish the enable and click the "ENABLE" button.

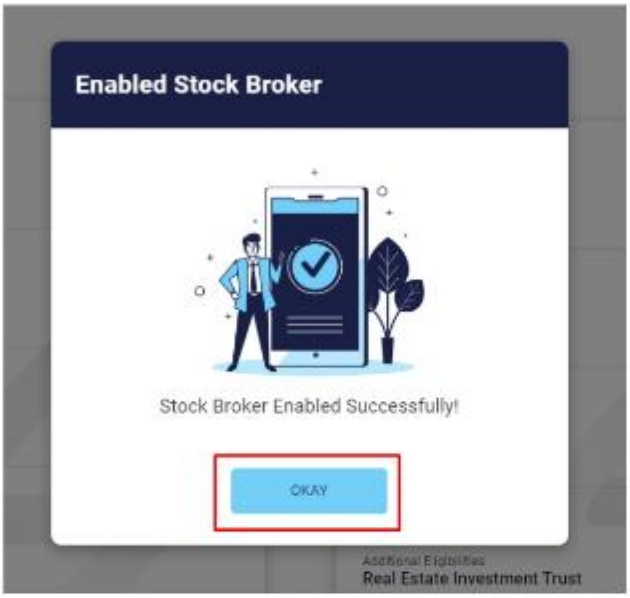



**Step 3:** The Enable Stock Broker dialog box will appear. Click the "YES" button to proceed.

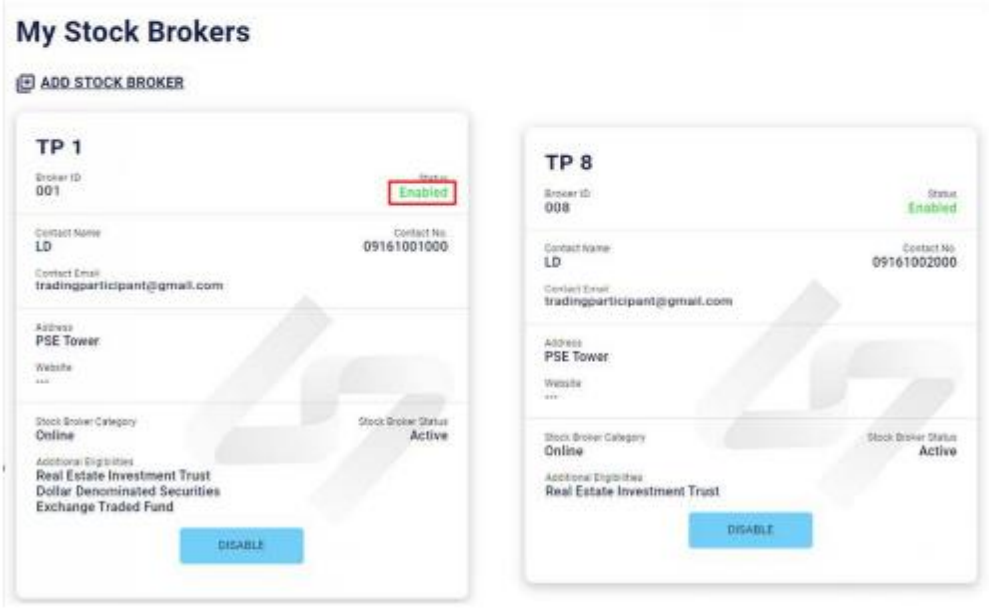



**Note:** If you click the "NO" button, you will not be able to proceed with enabling your chosen stock broker / trading participant.

**Step 4:** Upon clicking the "YES" button, "Stock Broker Enabled Successfully" will be displayed, confirming that the chosen stock broker or trading participant has been enabled successfully. Click the "OKAY" button to complete the process.

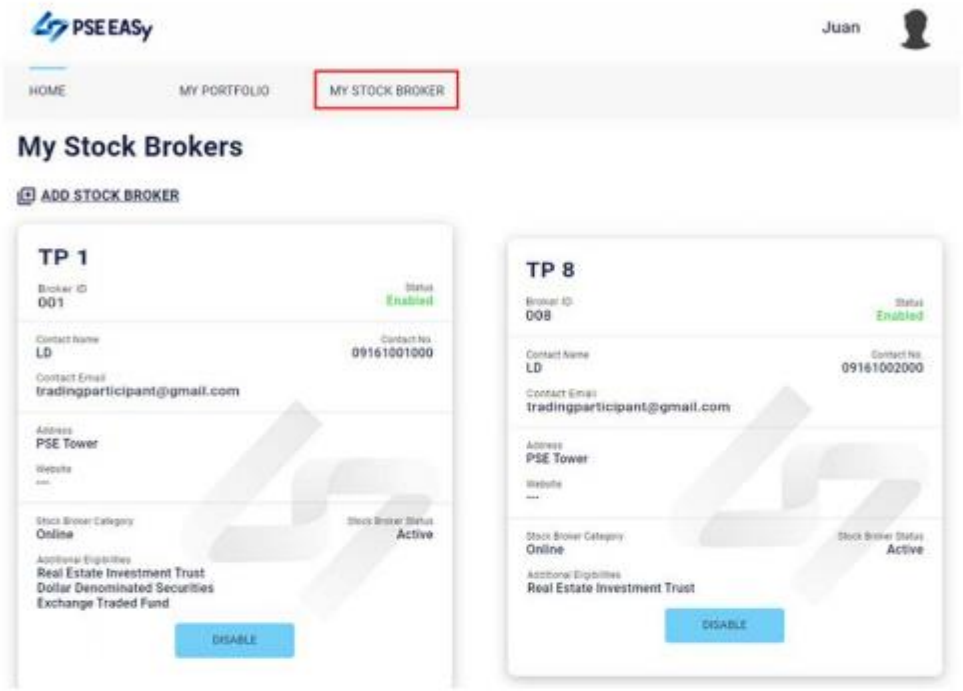



The stock broker or trading participant's status will be "**Enabled**".

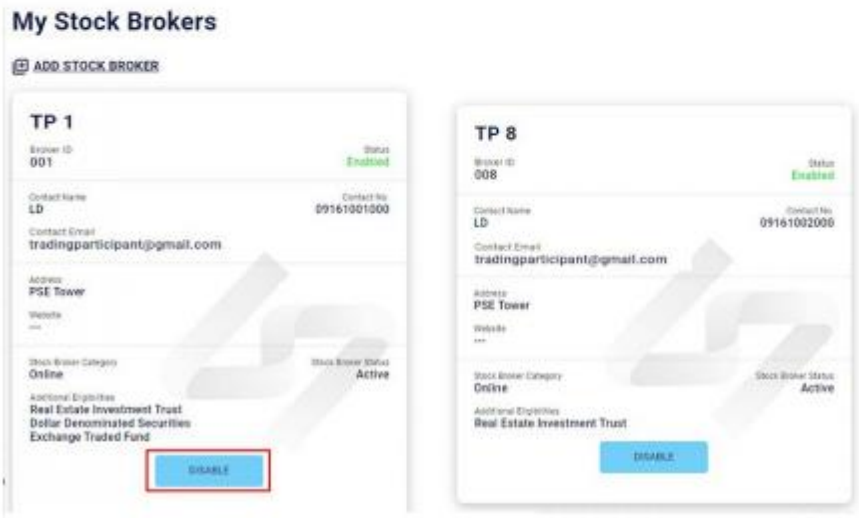


### 4.3 DEACTIVATE TRADING PARTICIPANT

**Step 1:** Go to "MY STOCK BROKER" tab.



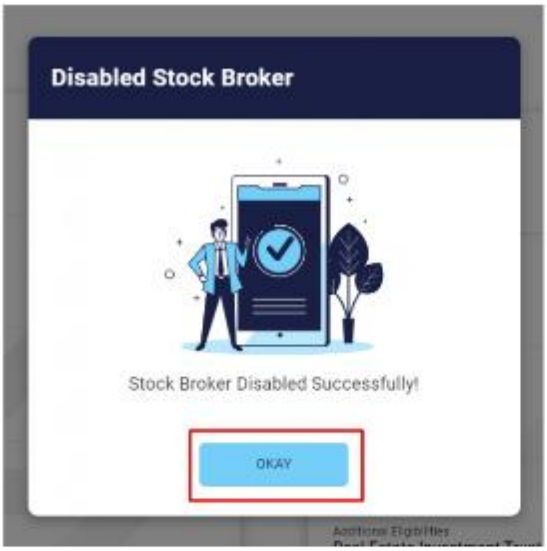

**Step 2:** Choose your stock broker / trading participant and click its "DISABLE" button.



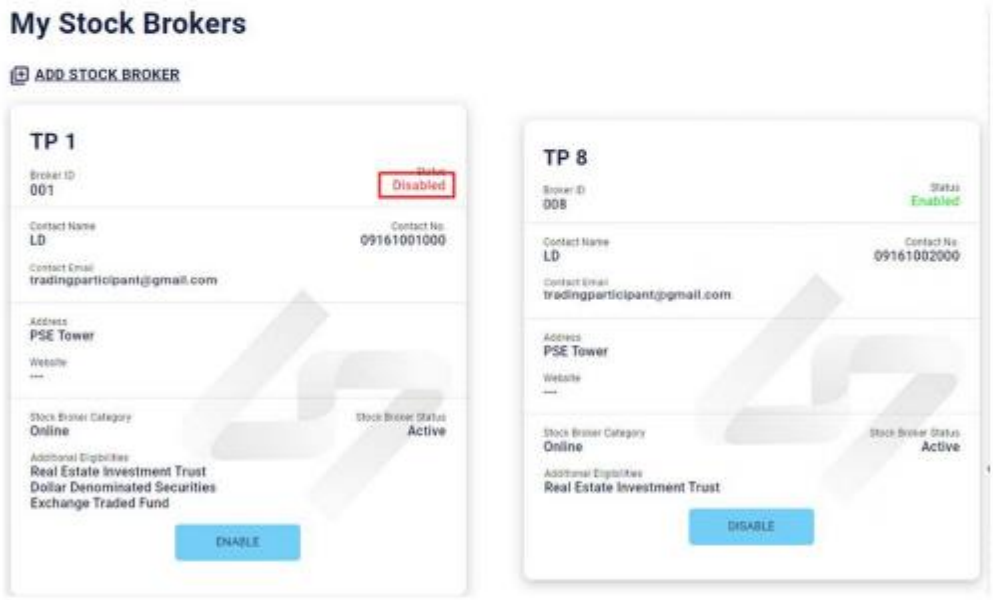
**Step 3:** Upon clicking the "DISABLE" button, the "Disable Stock Broker" dialog box will be displayed. Click the "YES" button to proceed.

**Note:** If you click the "NO" button, you will not be able to proceed with disabling your chosen stock broker / trading participant.

**Step 4:** Upon clicking the "YES" button, "Stock Broker Disabled Successfully" will be displayed, confirming that the chosen stock broker or trading participant has been disabled successfully. Click the "OKAY" button to complete the process.



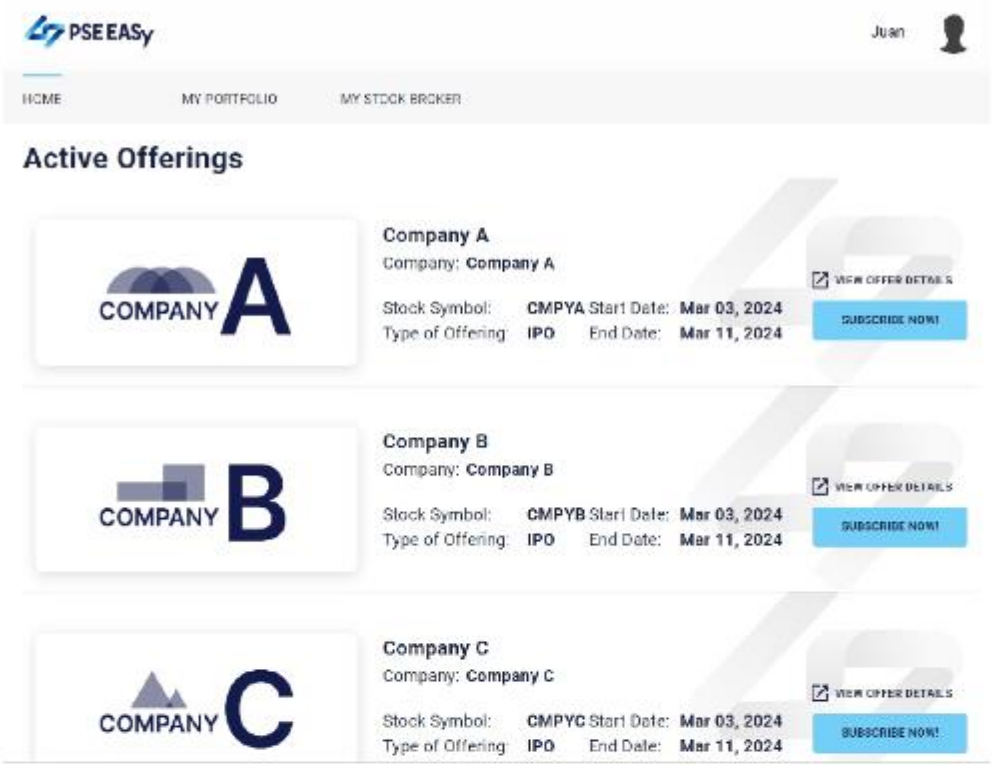

The stock broker or trading participant's status will be **"Disabled"**.



## 6. SUBSCRIPTION

### 6.1 Over-the-counter

**Step 1:** Upon logging-in, current active security offerings will be displayed.

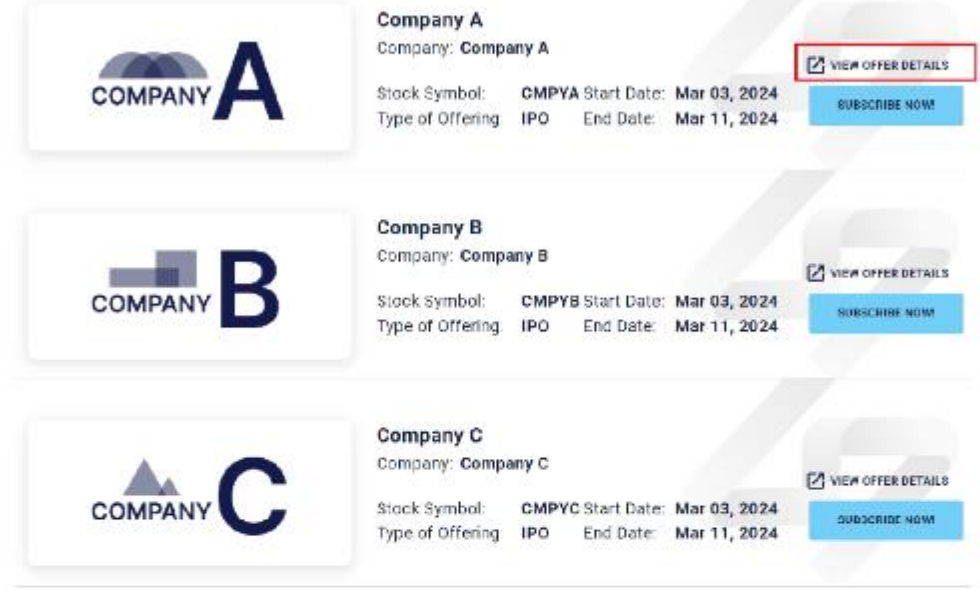


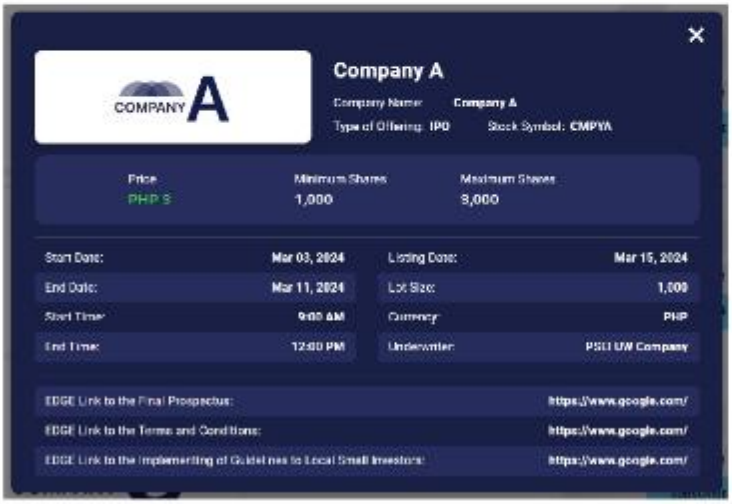

**Note:**

- For foreign investor accounts, only the security offerings that allow foreign investors to participate will appear in the "Active Offerings" page.

To view the details of the active officers, click the "View Offer Details" link of the offering you are interested in.

## Active Offerings



**Step 2:** To subscribe in the desired active offering, click the "SUBSCRIBE NOW!" button.

**Step 3:** Fill out the required information in the "Application to Purchase" form.

Using the drop-down menus, select your desired stock broker and the "Over-The-Counter" payment method.

Then, input your desired order size.

Read the terms of the "Representations, Warranties, Authorization, and Acknowledgment" carefully before ticking the checkbox.

Click the "PROCEED TO PAYMENT" link to proceed.

## Offer Details

### Company A

| | |
|---|---|
| Company Name: | Company A |
| Type of Offering: | IPO |
| Stock Symbol: | CMPYA |

**PHP 3**
Offer Price

| | |
|---|---|
| Start Date<br>Mar 03, 2024 | End Date<br>Mar 11, 2024 |
| Start Time<br>09:00 AM | End Time<br>12:00 PM |
| Listing Date<br>Mar 15, 2024 | Lot Size<br>1,000 |
| Currency<br>PHP | Minimum Number of Shares for Subscription<br>1,000 |
| Maximum Number of Shares for Subscription<br>3,000 | EDGE link to the Final Prospectus<br>https://www.google.com/ |
| EDGE link to the Terms and Conditions<br>https://www.google.com/ | EDGE link to Implementing Guidlines for Local Small Investors<br>https://www.google.com/ |
| Underwriter<br>PSEI UW Company | Receiving Agent<br>PSEI RA Company |
| Services | |

### Payment Details

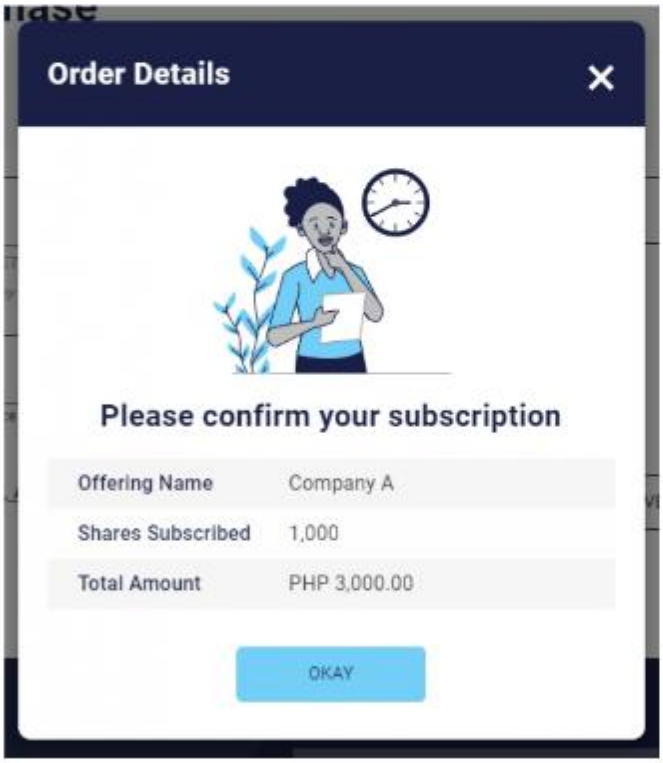
| | |
|---|---|
| Bank Name<br>Bank RCD | Account Name<br>Juan Dela |
| Account Number<br>547065408879654 | |

Payment Instruction
adsgadhaddgjam

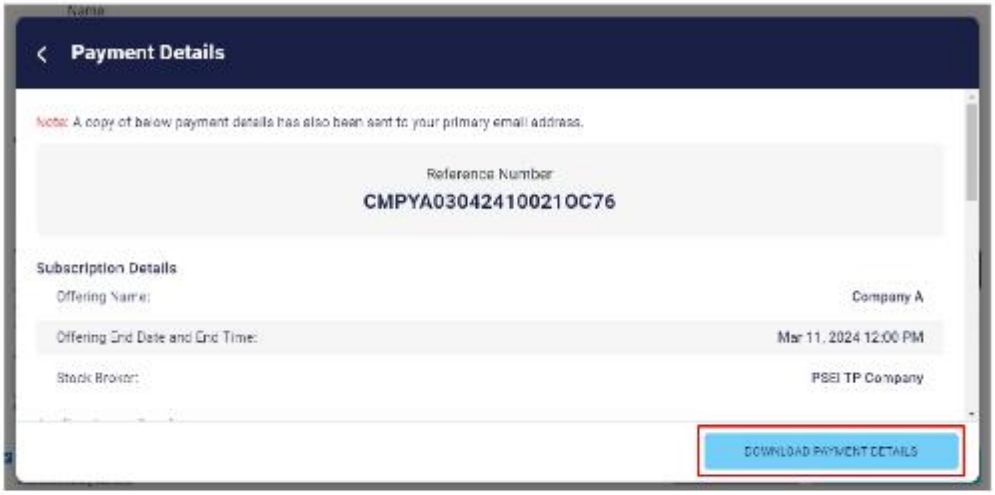
### Contact Persons

| | |
|---|---|
| Name: | PSEI RA Company |
| Contact Number: | 09991760277 |
| Contact Email: | sample@gmail.com |
| Name: | PSEI UW Company |
| Contact Number: | 09991760272 |
| Contact Email: | sample@gmail.com |
| Name: | |
| Contact Number: | |
| Contact Email: | |

**Step 4:** A pop-up window containing your order details will appear to confirm your subscription. Click the "OKAY" button to proceed.

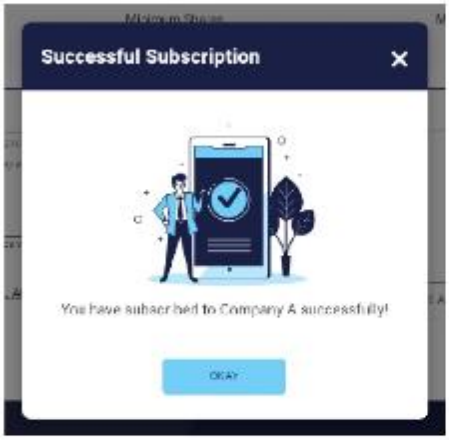


Another pop-up window, displaying the subscription and payment details, will be displayed. Click the "DOWNLOAD PAYMENT DETAILS" button to download a copy of the subscription and payment details. Such details will also be sent to your registered email address.

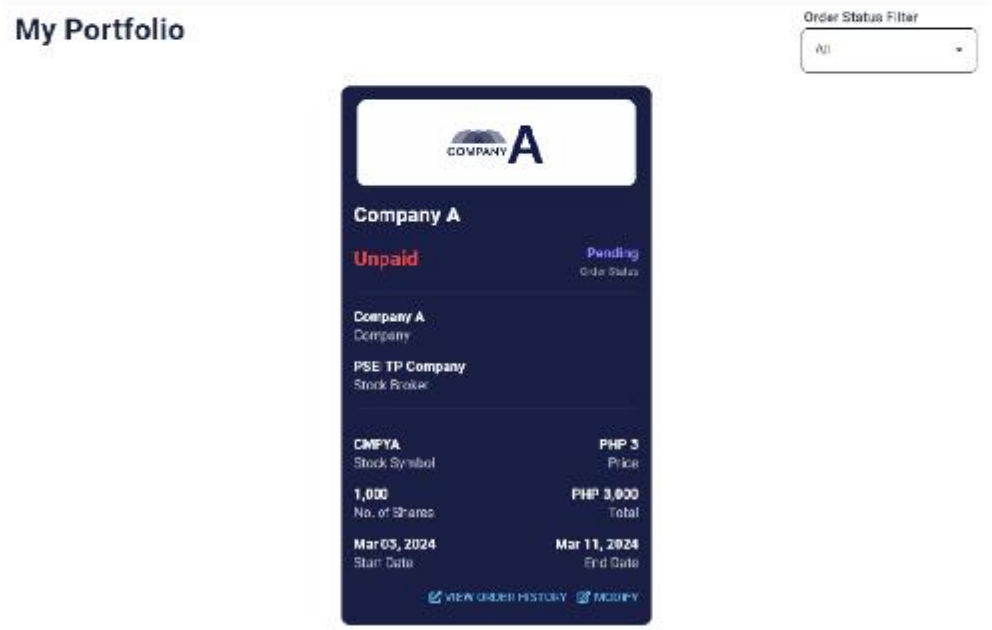


If the subscription if successful, "Successful Subscription" will be displayed to confirm the subscription.

Then, click the "OKAY" button.



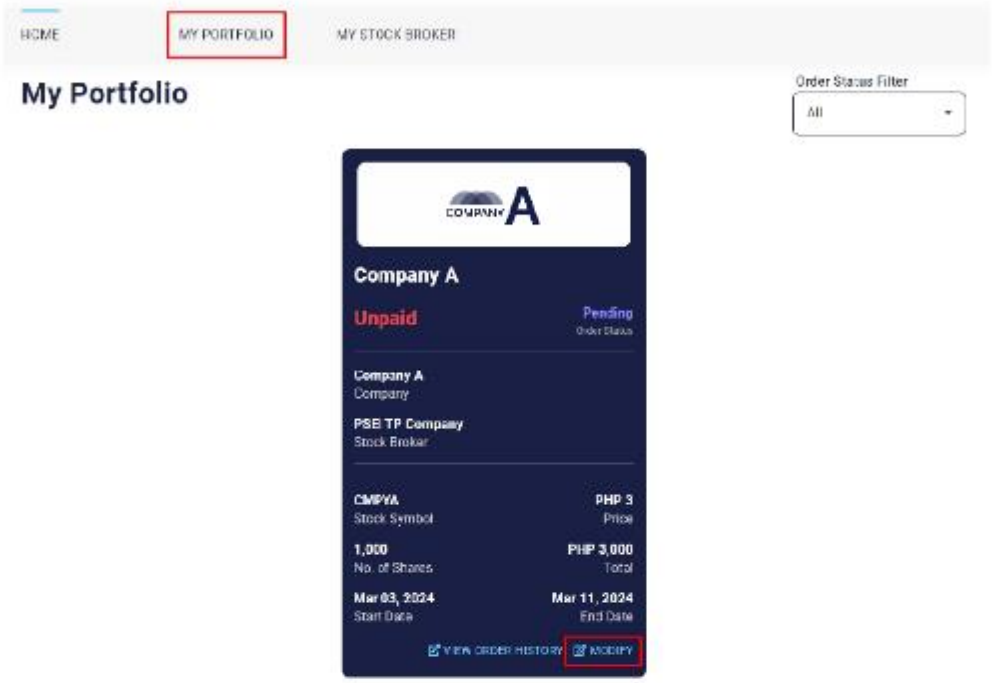

All subscription will be displayed in your "MY PORTFOLIO" tab.




**MODIFY SUBSCRIPTION:**

Users also have the option to modify their subscription to your active offerings by following the procedure below.

**Step 1:** Go to the "MY PORTFOLIO" tab. Then, click the "MODIFY" link in the relevant offering.



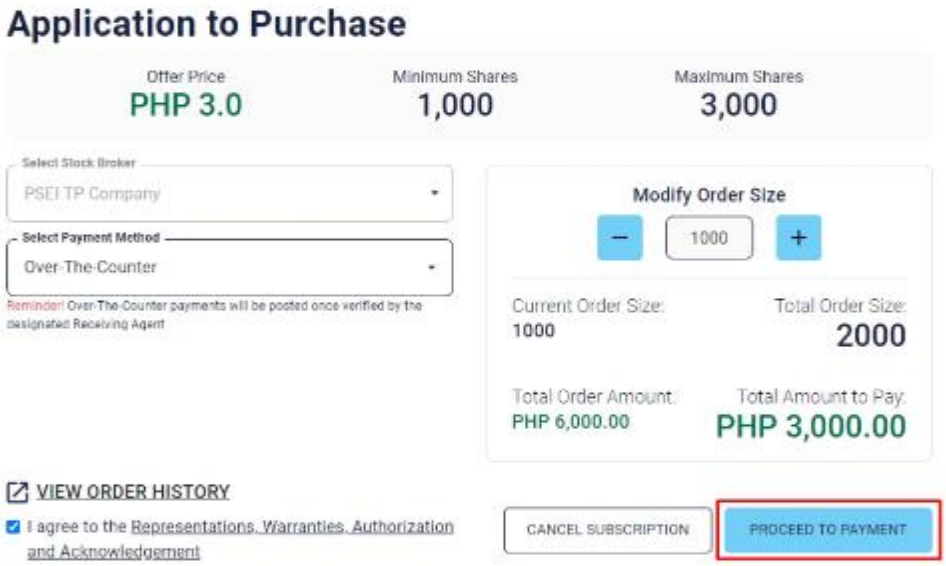
**Step 2:** You will be redirected to the page with the offer details, as shown below.

You have the option to modify the payment method using the drop-down menu. You may also modify the order size by increasing or decreasing the number of shares, as desired.

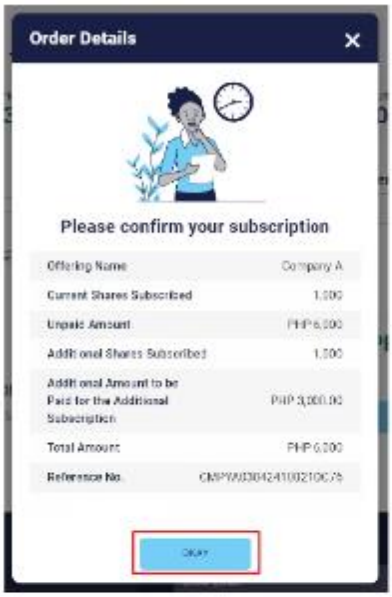
Note: If you have already paid your initial subscription via e-payment, the shares topped-up can only be paid through the over-the-counter OTC method.

Read the terms of the "Representations, Warranties, Authorization, and Acknowledgment" carefully before ticking the checkbox.

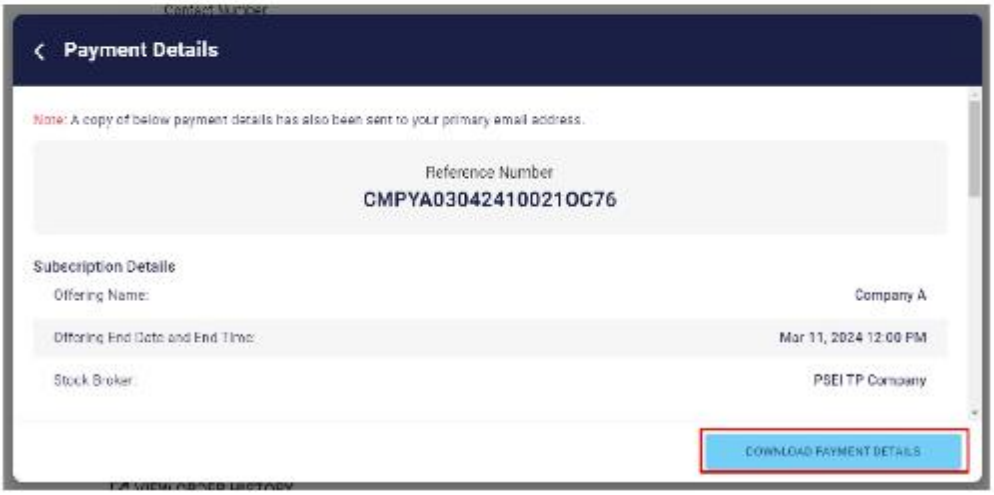
Lastly, click the "PROCEED TO PAYMENT" link to proceed.



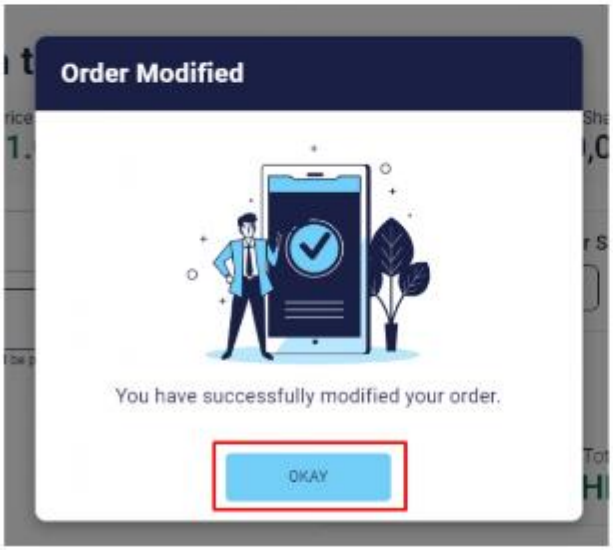
A pop-window with your order details will be displayed to confirm your modification. Click the "OKAY" button to proceed.



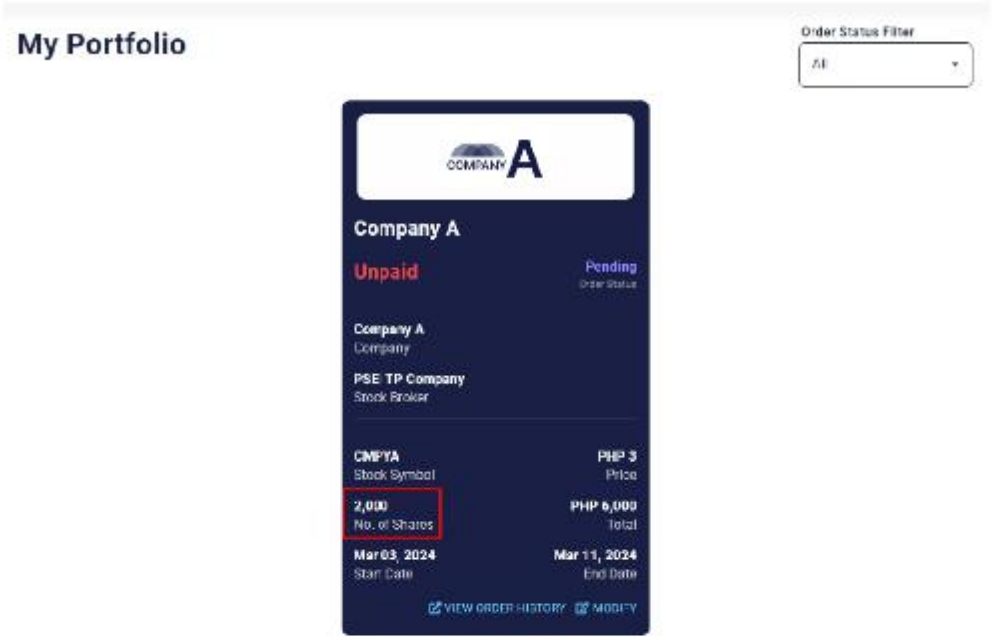

Upon clicking the "OKAY" button, the payment details pop-up window showing the subscription and payment details will be displayed. Click the "DOWNLOAD PAYMENT DETAILS" button to download a copy of the subscription and payment details.



If order modification is successful, "You have successfully modified your order" will be displayed. Click the "OKAY" button to complete the process.



In the "MY PORTFOLIO" tab, modified details of offering will be displayed.

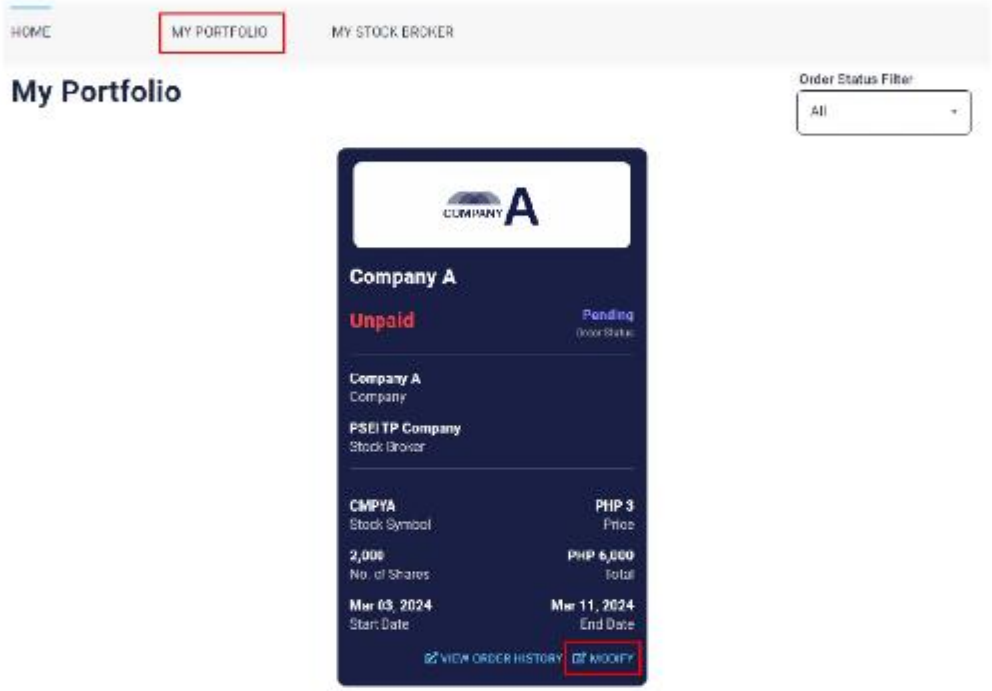


**CANCEL SUBSCRIPTION:**

The users also have the option to cancel their subscription to the active offerings by following the procedure below.

**Step 1:** Go to the "MY PORTFOLIO" tab.

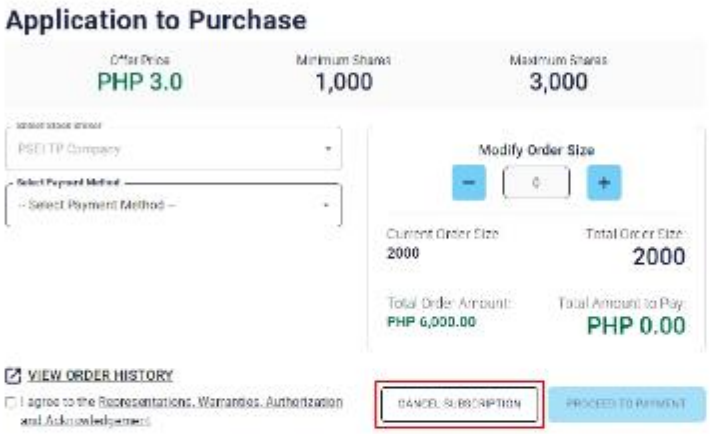
Click "MODIFY" link in the relevant offering.




**Step 2:** You will be redirected to the page with the offer details, as shown below.

Read the terms of the "Representations, Warranties, Authorization, and Acknowledgment" carefully before ticking the checkbox.

Lastly, click the "CANCEL SUBSCRIPTION" link to proceed.




### 6.2 E-Payment

**Step 1:** Fill out the required information in the "Application to Purchase" form.

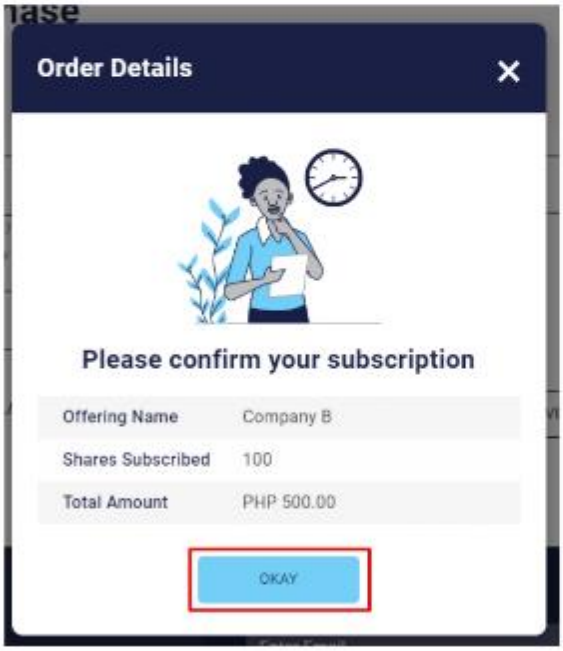
Using the drop-down menus, select your desired stock broker and the "E-Payment (DRAGONPAY)" payment method.

Then, input your desired order size.

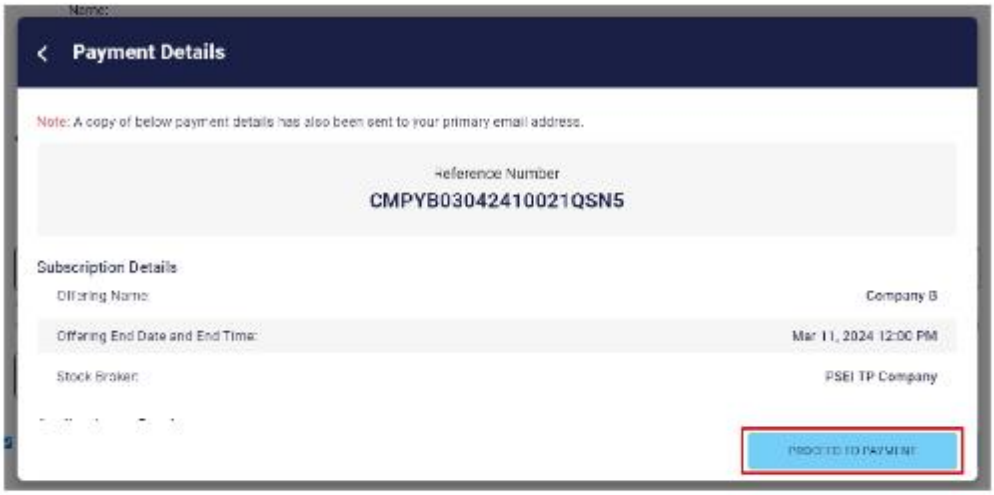
Read the terms of the "Representations, Warranties, Authorization, and Acknowledgment" carefully before ticking the checkbox.

Click the "PROCEED TO PAYMENT" link to proceed.

**Step 2:** A pop-up window containing your order details will appear to confirm your subscription. Click the "OKAY" button to proceed.




**Step 3:** A pop-up window with the payment details will be displayed. Click the "PROCEED TO PAYMENT" button to proceed.

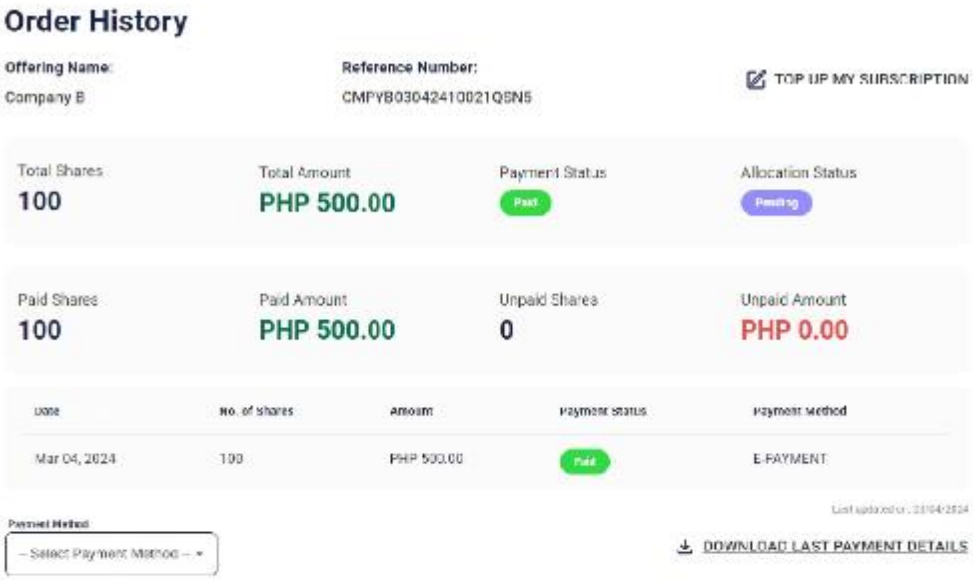



**Step 4:** Select your preferred payment option for the online payment and click "Select" and tick the checkbox of the Terms and Condition to proceed. (Note: For testing please select the "Test Bank Online")

**Step 5:** Fill out the Login Id and Password then click the "Continue" button to proceed. (Note: Credentials will be sent in email.)

**Step 6:** Select your desired account the click the "Pay" button to proceed.

After the transaction of payment, you will be redirected to order history.

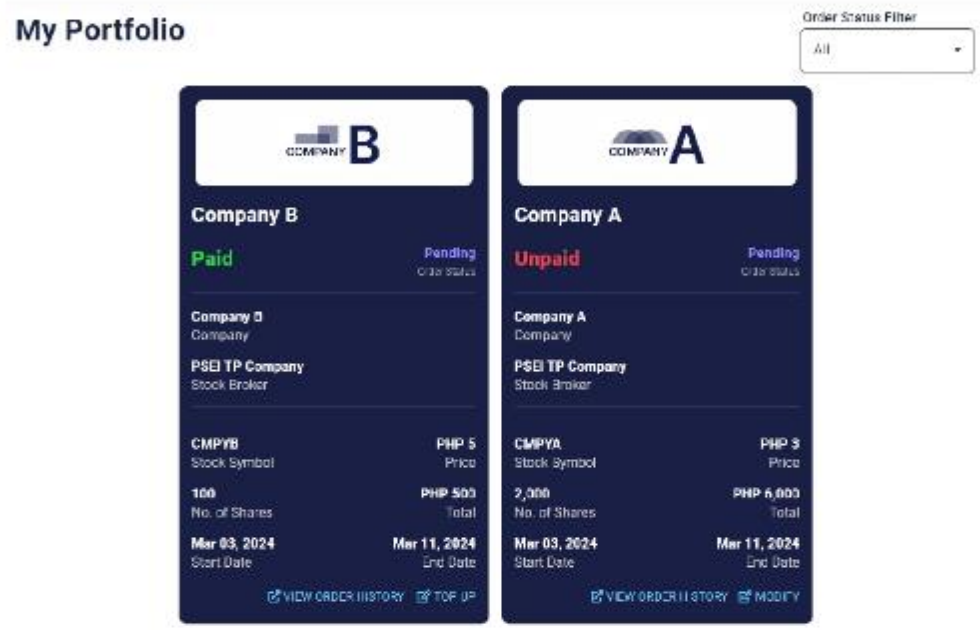

Order History
Offering Name:
Company B
Reference Number:
CMPYB03042410021QSN5
TOP UP MY SUBSCRIPTION
Total Shares
100
Total Amount
PHP 500.00
Payment Status
Paid
Allocation Status
Pending
Paid Shares
100
Paid Amount
PHP 500.00
Unpaid Shares
0
Unpaid Amount
PHP 0.00
Date
No. of shares
Amount
Payment status
Payment Method
Mar 04, 2024
100
PHP 500.00
Paid
E-PAYMENT
Payment Method
-- Select Payment Method --
DOWNLOAD LAST PAYMENT DETAILS

**TOP UP SUBSCRIPTION:**

You also have the option to top-up your subscription to the active offerings by following the procedure below.

**Step 1:** Go to the "MY PORTFOLIO" tab.

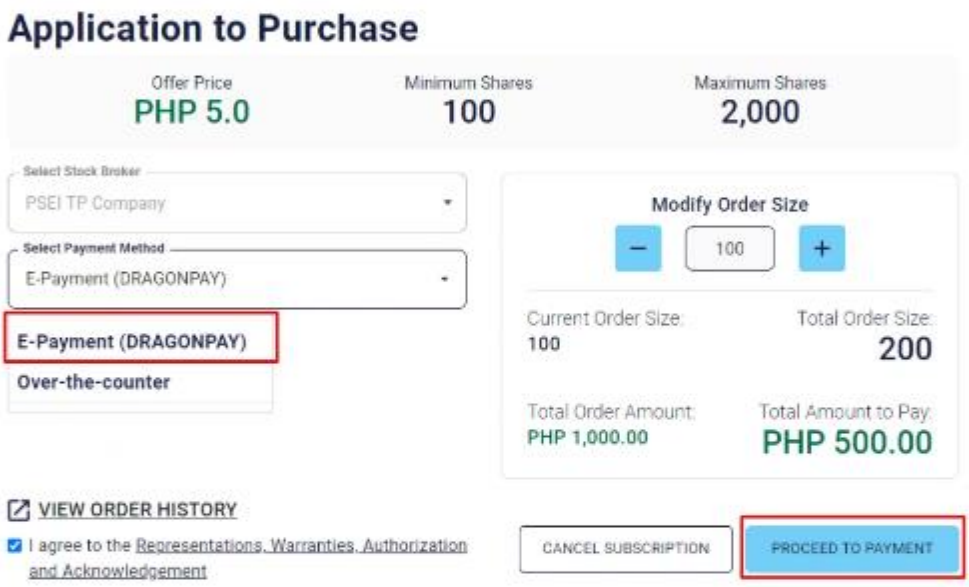
Click the "Top up" link in the relevant offering.



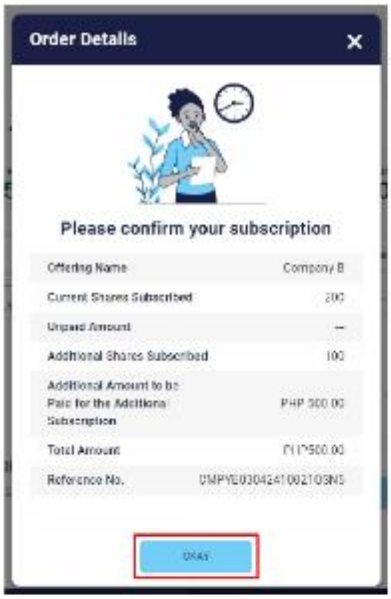
**Step 2:** Modify your order size, as desired.

Read the terms of the "Representations, Warranties, Authorization, and Acknowledgment" carefully before ticking the checkbox.

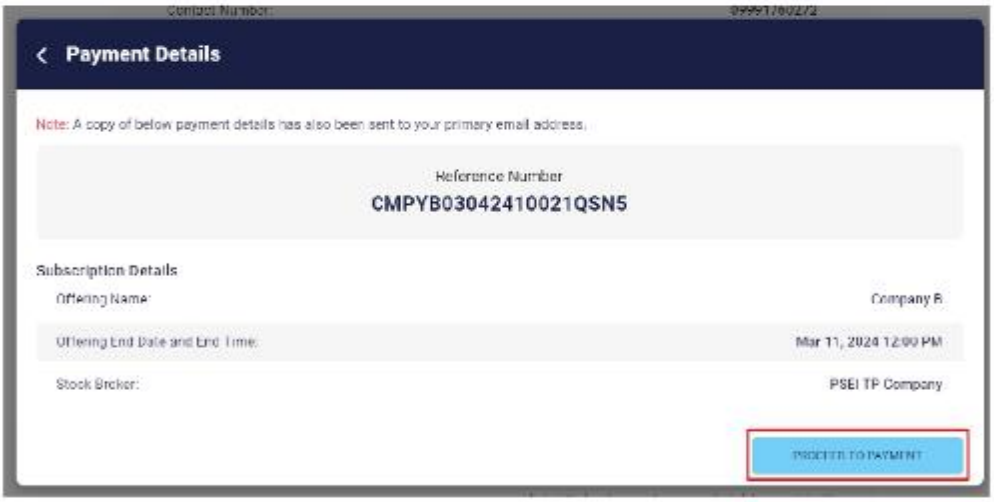
Then, click the "PROCEED TO PAYMENT" button.



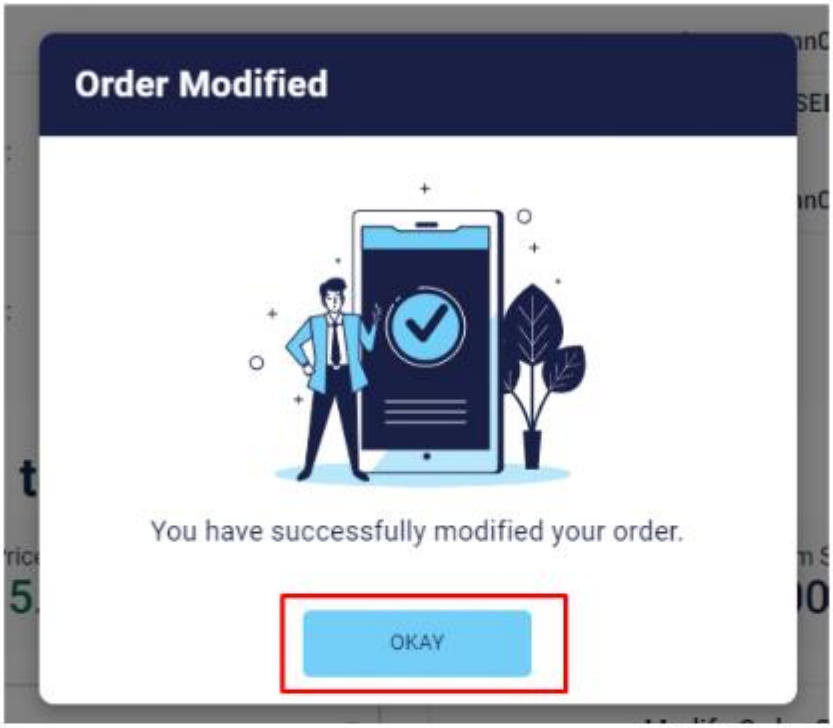

**Step 3:** An Order Details prompt will appear. Click "OKAY" to proceed.




**Step 4:** A pop-up window with the payment details will be displayed. Click the "PROCEED TO PAYMENT" to proceed.



**Step 5:** A prompt confirming the modified order will appear. Click the "OKAY" button to proceed.




**Step 6:** Select your preferred payment option for the online payment and click "Select" and tick the checkbox of the Terms and Condition to proceed. (Note: For testing please select the "Test Bank Online")

dragonpay
The Philippine Stock Exchange, Inc. is requesting for PHP520.00
[TEST ONLY]
Source
Test Bank Online
Use your Bogus Bank Online Banking account to make a payment (TEST ONLY).
I agree to the Terms and Conditions
Select
Customer Support