Philippine Health Insurance Corporation

Electronic Premium Reporting System 2.1

USER MANUAL

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• NARRATIVE

In the efforts of the corporation to improve core business processes, the development of the Electronic Premium Reporting System (EPRS) was initiated. Through this system, pertinent employer information can be viewed via the Internet.

The EPRS is a web-based application designed to allow access to employee information through the employer's representative. Security features are put in place to ensure the confidentiality of information.

Once an employer representative has successfully logged-in into the system, features such as online POR posting, employee management, employee tagging, transaction monitoring and others will be available.

To make the system more effective and efficient, the EPRS version 2.0 was enhanced and the EPRS version 2.1 was developed. Such improvement includes online account registration, generation of the PEPRL and SPA, and the payment posting through ACAs.

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• SYSTEM ACCESS AND LOG-ON

Access to the Electronic Premium Reporting System 2.1 is through the web. Users should point their browsers to the https://eprs01.philhealth.gov.ph URL using any browser.

Figure 1 shows the logon page for employer representative accessing the PhilHealth Electronic Premium Reporting System 2.1

To have a successful login into the system, the PhilHealth Employer Number (PEN) and the password must be entered. Error message shall be displayed where appropriate. Otherwise, the Home or default page shall be displayed to the user.

Upon successful login, the user shall be brought to the default page. Among those displayed are the five (5) system tab pages which are shown below (Figure 2). The Employer Profile tab page is the default page served out to the user. Figure 3 shows the default/home page for the user.

Employer Profile	Employees Management	Employees Remittance Status	Payment Posting	Transaction Monitoring
Employer Profile				

Figure 2 shows the five (5) system tab pages of EPRS 2.1

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• MAIN PAGE

Figure 3 shows the Employer Profile page as a default tab in EPRS 2.1

The Employer Profile tab page is the default page or the home page for the Electronic Premium Reporting System 2.1. This displays information of the employer, in which the logged-in user is the authorized representative.

Among the information displayed are PhilHealth Employer Number, Name of Employer, Business Address, Employer Type, Employer Sub-Type, Tax Identification Number and other pertinent information for the employer. There are no other options or sub-menus that are accessible from this page that relates to the Employer Profile. This means no change of any kind for the employer profile can be done.

The user shall be forwarded to Employer Profile Page when the Home button/option (🏠) is clicked by the user, from any level within the system. The name of the logged-in user is displayed from this page and all throughout the modules being accessed.

• USER SETTING

Clicking the User Settings button/icon (⚙) opens the User Setting module. This module displays the page containing information of the employer representative accessing the system. Likewise, this is also the page where changing/resetting of the user password is being done. (Use a maximum of 12 characters only and do not use special characters.) On password reset, error message shall be displayed back to the user where appropriate (e.g. passwords do not match, or used special characters, etc.). Otherwise, a successful password-change message shall be displayed.

Figure 4 shows the screenshot of the User Setting Module

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• NOTIFICATION

Upon clicking the Notification button/icon (🛈), the Notifications page shall open. The notification page displays important notifications from PhilHealth.

Announcements, reminders, advisories, and the likes are posted here, where the employer representative can check from time to time the updates and important announcements from PhilHealth.
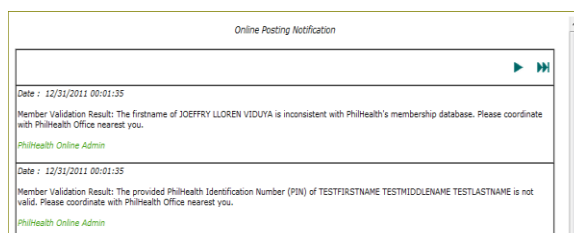

Figure 5 shows the Online Posting Notification of PhilHealth

• EPRS TAB MODULES

The different modules of the Electronic Premium Reporting System 2.1 are accessible through its five (5) tab pages, from which the user can navigate on, to accomplish different tasks such as viewing the employer profile, employee management, employee remittance status, online posting and transaction monitoring.

The succeeding sections and images describe the sub-modules and represented by different tab pages.

EMPLOYER PROFILE TAB

This tab displays information such as PEN (PhilHealth Employer Number), Name of employer, Business Address, TIN, Employer Type, Employers Sub-type, Name of Head, Contact Number and Email Address. This is the default tab page

Figure 6 shows the information detail of the Employer

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The EPRS tab pages defaults to the "**Employer Profile**" tab. This tab shall be displayed upon logging-in into the system. Likewise, when the Home button/link (🏠) was clicked.

EMPLOYEES MANAGEMENT TAB

The following functions or modules are available at the Employees Management tab:

- Employee Search
- Add New Employee
- Online Registration

- View Employee Profile
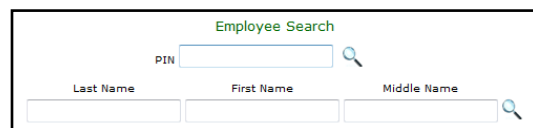- Edit Employee Profile
- Synchronize Employee Profile

Figure 7 show the information under Employees Management Tab

Upon clicking the Employees Management tab, the user shall view the list of employee and the sub-modules for searching employee, adding new employee, online registration, viewing the details of the employee, editing and synchronizing employee profile in the database.

EMPLOYEE SEARCH

Employee Search modules provides two options to search for a particular employee. The user can search by either employee PIN (PhilHealth Identification Number), or by employee's name. The user has to select either one of the two options mentioned above to proceed with the search. The screenshot above is just a portion of the whole form/page.

For the name search – all the fields (last name, first name, and middle name) are required to be filled out, otherwise search will not run. A wildcard character (represented by percent symbol [%]) can be applied. In the IT parlance, this means "any". Wild character can be placed in the beginning, middle or at the end of the search string

To illustrate, consider the following:

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In this example, the search will execute on employees with last name **gilmore**, and any employee whose first name begins with **mol** plus any combination of characters, and any employee whose middle name starts with **sa** plus any combination of alphabetic characters.

After supplying the parameters, click on the icon to proceed with the search. The result will be displayed, with notification on how many records were matched by the search condition.

NOTE: The wildcard character does not work for searches on PhilHealth Identification Number (PIN). The PIN has to be entered, and must match a valid PIN for the search to successfully return a matching row.

ADD NEW EMPLOYEE

Click on the link add new employee to display the form of adding new employee. Please see Figure 8.

Figure 8 shows the initial display when the add new employee link was clicked

The **PhilHealth Identification Number** and the **Birthday** are required field for this module to proceed with adding of employee.

Click the Submit button to proceed or else Click the Reset button to clear all the fields.

After ticking the Submit button, the system shall display the Member verification page, this shall include the following:

- PIN
- Last Name
- Suffix
- First Name
- Middle Name
- Date of Birth
- Gender

Below the member's details, the system shall display the following prompt:

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"If the above information is correct, please click the Accept button or click Decline button, if not. Please advice member to go to the nearest PhilHealth Office if there is a discrepancy on above information."

Figure 9 Shows the details of the Member

In addition, the user shall supply also the the following information:

- Mobile Number
- Email Address
- Date of Employment
- Company ID No.

- SSS No. / GSIS No.
- TIN
- Pag-Ibig Member ID No.
- Salary Bracket

Note: Date of Employment and Salary Bracket are required field in this module.

At the bottom of the page, an Accept button and Decline button shall display. If the User click the Accept button, the Member will be automatically added to Employee Management tab table, or else the web page shall proceed to Add New Employee web page. An error message shall appear for invalid supplied information.

For members with multiple PIN (PhilHealth Identification Number), the system shall display a notification indicating the cancelled or cleaned up PIN and the permanent or retained PhilHealth Identification Number.

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ONLINE REGISTRATION

By selecting this link, the user shall be directed to online registration page at PhilHealth Electronic Registration System. This Online facility is offered to the public initially for the individual Registration of members in the formal and informal sector. This is considered as Phase I component of the Electronic Registration and Amendment System (ERAS).

Individuals belonging to the following category may use the system for registration of:

- Employed Members
- Self-employed
- Overseas Filipino Worker
- Retirees in the Government and Private Sector

The user shall fill up all the required entry fields provided with complete information for the registration.

VIEW EMPLOYEE PROFILE

This can be access by clicking the View Icon (🖳) located on the right side of the table, next to employee details. The system shall display the profile of the selected employee. The following information shall be display:

- PIN
- Transaction No.
- Last Name
- Suffix
- First Name
- Middle Name

- Maiden Name
- Date of Birth
- Mobile Number
- Email Address
- Company ID
- SSS/GSIS No.

- TIN
- Pag-ibig Membership ID No.
- Employment Date

Figure 10 shows the employees profile when view icon was clicked

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EDIT EMPLOYEE PROFILE

To edit the employees Profile, simply click the edit icon ( ) located beside the View Icon on the right side of the employee's table.

An edit Employees Information web page shall appear, displaying the following information that user must fill out:

- Mobile Number
- Email Address
- Company ID No.

- SSS No. / GSIS NO.
- TIN
- Pag-ibig Mem. ID No.

Click the Submit button if done or else click the Reset button to clear all the entries and replace it with new information.

Figure 11 shows the edit employees information when edit icon was clicked

SYNCHRONIZE EMPLOYEE PROFILE

To synchronize the employee's information from the database of the production, user shall click the sync icon ( ) located on the right side of the screen, next to edit icon.

After the user clicked the icon, a pop out message shall appear, asking the user if they really want to synchronize the selected employee.
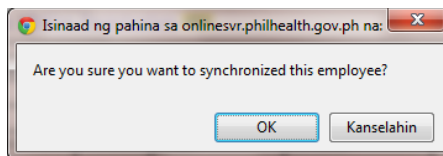
Figure 12 shows the pop-up message that shall appear when the user clicked the sync button

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When clicked "OK", the webpage shall display the Updated member information, showing the following details:

- PhilHealth Number
- Last name
- Suffix
- First Name
- Middle Name

- Maiden Name
- Date of Birth
- Gender
- Synchronized Button
- Cancel Button

Figure 13 Showing the Updated Member Information

Click the Synchronize Button to synchronize the member information from database of production or else click Cancel Button.

The webpage shall display the employee's management tab after synchronize button was clicked.

EMPLOYEES REMITTANCE STATUS TAB

This tab is for displaying information of employees such as the PIN (PhilHealth Identification Number), Name, Birth Date, Employment Status and Monthly Salary bracket.

Aside from displaying information regarding employee, the function to edit employee status (as to employment status, salary bracket and date separated) can be done through this page by clicking on the edit button (✏).

A search module for employee is also inserted in this tab, to make the searching for a particular employee more easily and faster. Please see Employees Search Module in Employees Management tab for instructions.

Figure 14 shows the employees information and the option for searching & editing of employee

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Employees Remittance Status can be filtered into:

- Active (Default display in Employees Remittance Status)
- No Earnings
- Separated
- All (All employees shall be listed)

Tables in this tab shall display the following information of an employee:

- PIN (PhilHealth Identification Number)
- Last Name
- Suffix
- First Name
- Middle Name
- Birthday
- Status
- Monthly Salary Bracket

Click the edit icon ( ) at the beginning of the employees information to edit the employees profile. The Edit Employment Status page shall be displayed once the edit icon was ticked (See Figure below).

Figure 15 shows the web page for editing of Employee Profile

The following conditions apply when editing an employee's status:

- If employee status changes from "*Active*" to "*No Earnings*", the Salary Bracket drop-down list box will be substituted by "*Effectivity Date*". In this figure, Employment Status was changed to "*No Earnings*" value – notice that the Salary Bracket list box was eliminated and was substituted by "*Effectivity Date*". Further, the date picker was clicked (on this screenshot) hence it was activated. The date picker is an alternative way of supplying a date value where applicable – you can put in the date directly by entering it on the textbox.

- The same applies when Employment Status is changed to "*Separated*".

Click the Submit button when the required field is satisfactory or else Click Reset Button to reorganize the value needed.

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 PAYMENT POSTING TAB

OR (Official Receipt) Posting can be done through the Online Posting tab. A summary of estimated remittance shall be displayed, together with the list of employees and the table of contribution per employee. A link to OR posting can be found on this page. Once OR is validated, the OR can be posted. After which, the transaction can be viewed on the last tab which is the Transaction Monitoring tab.

Figure 16 shows the summary of estimated remittance

On the upper part of the web page, the system shall display the summary of PhilHealth Premium payment, this includes the following:

- No. of Employees
- Total PS
- Total ES

- Grand Total
- Applicable Month

Editing the Applicable Month

- Click the Edit Icon
- Using the drop down list, edit the applicable period of the payment

- Click Submit button to effect the changes or else Click Reset button

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Also displayed are:

- Icon to view dropdown list for PEPRL and SPA generation.

- Icon for posting payment thru ACAs

Below the Summary of PhilHealth Premium Payment table are the legends for the acronym used in the table, these are the following:

- MS – Member Status
- BC – Bracket Code
- PS – Personal Share

- ES – Employer Share
- TC – Total Contribution

Below the web page is the table containing the employee's information and the contribution of employees and employer, these are the following:

- PIN
- Last Name
- First Name
- Middle Name
- MS

- BC
- PS
- ES
- TC

 TO GENERATE PRELIMINARY EMPLOYEES PREMIUM REMITTANCE LIST (PEPRL)

1. Click the button.
2. Click "generate PEPRL".

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Figure 17 shows the sample of generated PEPRL

 TO GENERATE STATEMENT OF PREMIUM ACCOUNT (SPA) *required*

1. Click the button.
2. Click "generate SPA".

Figure 18 shows the sample of generated SPA

 TO VIEW SPA HISTORY

1. Click the button.
2. Click "SPA History".

Figure 19 shows the sample view of SPA History

Note: The user can delete the generated SPA for correction purposes using the *icon; however, the SPA cannot be deleted once submitted and confirmed by the bank.*

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TO POST PAYMENT REMITTANCES

1. Click the [icon] button.
2. Click "Accredited Collecting Banks/Agents".
3. A new page shall open showing the PhilHealth Acknowledgement Receipt (PAR) Posting.
4. Choose and select the collecting where the remittance was done.
5. Enter the Official Receipt (OR) number at the space provided.
6. Select the OR date when the remittance was done. Input the date either manually, through dropdown list or by clicking the calendar icon.
7. Enter the SPA Number at the space provided.
8. Other online information shall be displayed, such as Premium Payable, Applicable Month and Total no. of Employees
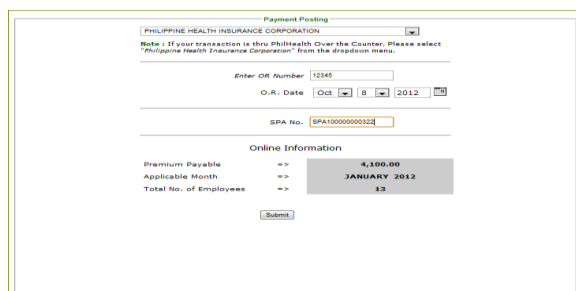9. Click the SUBMIT button if all entries are complete.

Figure 20 shows the sample of PAR Posting

1. A pop-out message shall appear if the required fields are not supplied correctly.
2. After clicking the Submit button, the system shall display a page containing the following information:
   a. Amount of Contribution
   b. OR No.
   c. OR Date
   d. Applicable Period
   e. PEN
   f. Bank
   g. Branch
   h. Number of Employees

TRANSACTION MONITORING TAB

By selecting this tab, users can view the transaction history in a monthly basis, the number of records and the total number of transactions. The details are illustrated in a columnar table, displaying the following information:

- SPA Reference No.
- Transaction Date
- OR Number
- OR Date
- Month Covered
- Total Employees
- Total Amount
- Status Report
- Date Posted

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				Online Posting Transaction History				
SPA Ref. No.	Transaction Date	OR	OR Date	Month Covered	Total Employees	Total Amount	Status Report	Date Posted
SPA100000000221	09/22/2012	123	09/22/2012	08-2012	70	32,725.00	Received	
SPA100000000381	09/25/2012	147852369	09/25/2012	06-2012	72	33,850.00	Received	
SPA100000000402	09/26/2012	258741	09/26/2012	03-2012	73	33,475.00	Received	
SPA100000000382	09/26/2012	3698745	09/26/2012	03-2012	73	33,475.00	Received	
SPA100000000322	09/24/2012	12345675896	09/09/2012	02-2012	71	33,100.00	Received	
	07/16/2010	99910051	07/08/2010	06-2010	106	64,975.00	Received	

Records 1 to 6 of 6 Transaction/s

Figure 21 shows the history of online transactions.

• TO LOG-OUT

To log off, click the LOG-OFF icon (   ) located on the upper right of the web page.

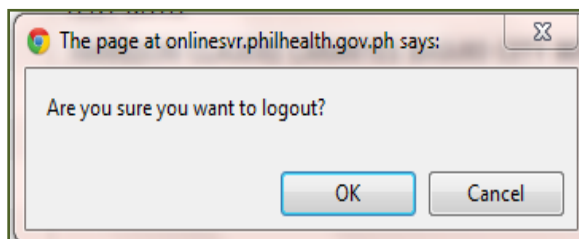A pop-out message shall appear to confirm the logout. Please see Figure below:

The page at onlinesvr.philhealth.gov.ph says:

Are you sure you want to logout?

OK   Cancel

Figure 22 showing the confirmation for the logout

Click the OK button or Cancel button if the user decided to continue with the system.

-end-

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