



CSC COMEX Advisory No. 07, s. 2014

FOR : ALL CSC COMEX REGISTRANTS

SUBJECT : REGISTRATION OF CSC COMEX ACCOUNT

The Examination, Recruitment and Placement Office (ERPO) has been receiving reports from CSC COMEX registrants on the problem experienced during registration of account. Specifically, the registrants did not receive from the CSC COMEX System an email confirmation where the activation link is provided. Clicking on the activation link is required to complete the registration process and activate the account.

Per testing conducted by the ERPO, it was found out that the problem occurred when registering using a Yahoo email account. The email confirmation sent by the CSC COMEX System is not received in Yahoo email accounts.

Thus, it is strongly advised for registrants to create an email account in Gmail and to use Google Chrome browser in registration.

The following procedures shall be observed:

1. On the internet browser address bar, type **comex.csc.gov.ph**
2. Click **Sign Up Now**
3. Provide all the required information; make sure to remember or list down your **username** and **password**
4. Upon completing all the required information, the preview of the application form will appear
5. Review the entries on the preview and make the necessary correction, if any, by clicking **Edit Entries**
6. Tick **I agree to these Terms and Conditions**
7. Tick **I want to receive email notices on examination and newsletter**
8. Click **Submit**
9. A message will appear indicating that a confirmation email has been sent to your email account
10. Check your email **Inbox** folder or **Spam** folder; if email is in **Spam** folder, tick the check box opposite the email and click **Not a spam** to move the email to **Inbox** folder
11. Open the email confirmation, then click **Activate here**
12. This message will appear if activation is successful: **"You have successfully activated your account."**
13. Click **Login** and input your **username** and **password**

Make sure to activate your account within 24 hours. Otherwise, your account will be automatically deleted by the system.

Finally, registrants are advised to login to CSC COMEX website as frequent as possible to avoid deactivation of account. Accounts that have been inactive for three months shall be automatically purged from the database of registrants.

EXAMINATION, RECRUITMENT AND PLACEMENT OFFICE

25 June 2014

LQC/gpt/mlpw/sdc
COMEX Advisory_Register Using Gmail_a.doc