

## **YOUTH ONLINE REGISTRATION PROCESS**

### **STEP 1: PREPARE A DIGITAL COPY OF ALL DOCUMENTARY REQUIREMENTS, (A4 SIZE PAPER)**

Go to YORP Online Hub [Downloads page](#) to get a copy of the registration form and other attachments.

Fill-out the Registration Form, Directory of Officers and Advisers, and List of Members in Good Standing. Note: Please download the Registration Form so you can affix your signature.

Secure the additional certification/endorsement/resolution that is applicable to your organization.

Scan all hardcopies and convert all the softcopies to .pdf file.

### **STEP 2: USE THE YORP ONLINE REGISTRATION HUB**

Key in <https://yorpnyc.org.ph> and hit enter.

Click register and it will direct you to the Online Registration Hub. You may also enter: <https://yorpnyc.org.ph/register.php>

STEP 3: Supply the required information

Fill-out the online form accurately. You may refer to the hardcopy of your Registration Form.

Upload your documentary requirements. Make sure that you upload all the required documents so that your application will be accepted.

Read the agreement and click the box if you agree.

Submit your application.

### **STEP 4: CHECK YOUR EMAIL INBOX AND WAIT FOR VERIFICATION**

Log-in to your organization's email

Check if you received a confirmation from the YORP Secretariat that your application has been received.

If you did not receive a confirmation, please contact the YORP Secretariat.

If you have received a confirmation email, you'll just have to wait until the verification process is completed.

Your organization's officers, advisers, or members may receive calls from the YORP Secretariat and you are requested to cooperate by providing honest and accurate answers to their questions.

**STEP 5: YOU ARE NOW REGISTERED! YOU CAN ACCESS YOUR YORP ONLINE ACCOUNT**

The YORP Secretariat found out that you have complied with all the necessary requirements, your organization will receive another email informing you that you have successfully registered.

If you missed any requirements, the YORP Secretariat will send a Notice of Denied Registration.

Follow the instruction to complete the application.

The second confirmation email will contain your Username and Password.

Proceed to the [YORP Online Hub](#). Click Organization, then Log In.

Enter your Username and Password.

Explore the possibilities in the YORP Online Hub.