

ANNEX B: LTO

Steps to enroll to the LTMS Portal



1. Click "REGISTER NOW" to start the enrollment to the LTMS PORTAL.

ANNEX B: LTO

The screenshot displays the LTO Official Webpage interface. At the top, a navigation bar includes the LTO logo and links for LTO OFFICIAL WEBPAGE, ARTICLES, OGAS, FAQ, E-LEARNING, CONTACT, REGISTER, and LOGIN. The main content area is titled "Terms of Agreement" and contains the following text:

This notice is specific to the contents of the Land Transportation Management System (LTMS) Website, which is owned and operated by the Land Transportation Office (LTO) of the Republic of the Philippines. It is provided as a service to both Filipino and foreign persons that will transact with the LTO for vehicle registration, driver's license application or renewal, or settling a traffic rule violations ("Services"). By using the whole LTMS Website or parts of it through accessing information, materials, and data contained within the LTMS Website, you hereby agree to comply with and be legally bound by the following Terms of Use.

1. Acceptance of Agreement

You agree to the terms and conditions outlined in the Terms of Use Agreement ("Agreement"). This Agreement constitutes the entire and only agreement between the LTO and you, and supersedes all prior or contemporaneous agreements, representations, warranties and understandings with respect to the LTMS Website, the content, products or services provided by or through the LTMS Website, and the subject matter of this Agreement. This Agreement may be amended at any time by LTO from time to time without prior notice to you.

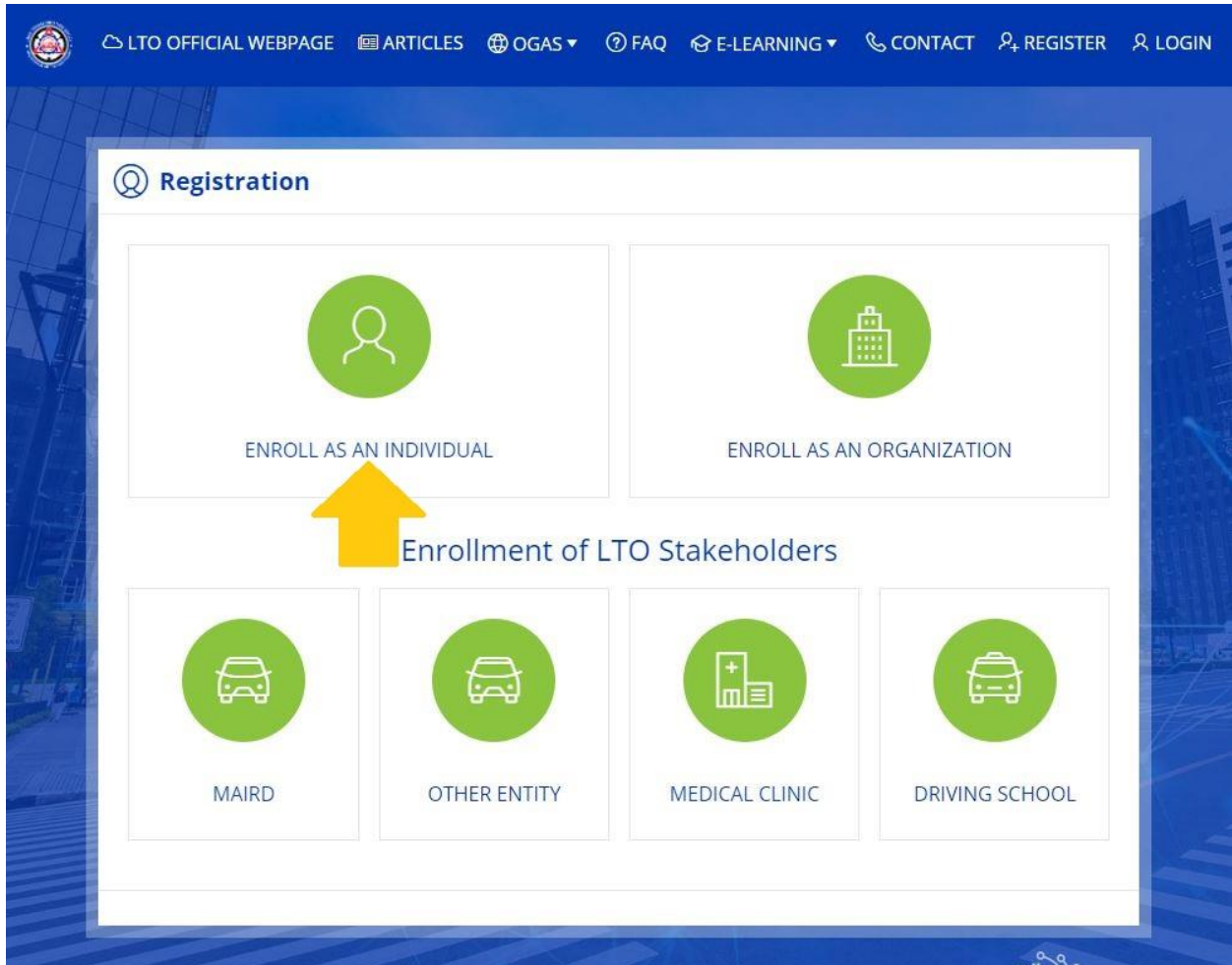
2. Copyright

The contents, organization, graphics, design, compilation, magnetic translation, digital conversion and other matters related to the LTMS Website are protected under applicable copyrights, trademarks and other proprietary (including but not limited to intellectual property).

Below the terms, a confirmation prompt asks: "Do you accept the Terms of Agreement?". The "Yes, I accept" option is selected. A security code verification step follows, asking the user to "Please encode the correct security code." The code "KHAPJ" is displayed in a green, stylized font. Below it, a "(refresh security code)" link is visible. A text input field contains the code "KHAPJ". At the bottom, there are "Cancel" and "Next >" buttons. A large yellow arrow points down towards the "Next >" button.

2. View the Terms of Agreement.
3. Proceed by clicking "Yes, I accept" to the Terms of Agreement
4. Enter the security code then click Next.

ANNEX B: LTO



5. Click "ENROLL AS AN INDIVIDUAL".

ANNEX B: LTO

Enroll Individual

Existing License Nationality Personal Contact

Reminder
Failure to provide your existing license can delay your application.

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
PROFESSIONAL DRIVER'S LICENSE

Last Name, First Name, Middle Name
SANCHEZ, CARLOS

Nationality	Sex	Date of Birth	Weight (kg)	Height (m)
Filipino	M	1990/01/01	70	1.75

Address
1000 KUNDIMAN STREET, SAMPALOG,
1008 MANILA, PHILIPPINES

License No.	Expiration Date	Agency Code
C10-17-123456	2026/01/01	C10

Blood type: A Eye Color: Black
Restriction: Z Conditions: B

Signature of Licensee: *[Signature]* EDGAR C. CALVANTE, Assistant Secretary

Show Backside

Do you have a Philippine Driver's or Conductor's License?

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

Cancel Next >

- On this step, you will be asked if you have an existing Philippine Driver's or Conductor's License. Choose "Yes" to enter your license details or select "No" to proceed your registration.

If you select "No", please proceed to Step #8.

ANNEX B: LTO

LTO OFFICIAL WEBPAGE ARTICLES OGAS FAQ E-LEARNING CONTACT REGISTER LOGIN

Signature of Licensee 2 5 EDGAR C. CALWANTE Assistant Secretary

Show Backside

Do you have a Philippine Driver's or Conductor's License?

Yes No

Complete all applicable fields

Driver's License

License No. N9916552022

Expiry Date 2026/10/13

Serial No. (back of your card) 423542354

Conductor's License

Conductor's License No.

Expiry Date YYYY/MM/DD

Serial No. (back of your card)

Cancel Next >

7. Clicking “Yes”, you will be required to enter your License Number, Expiry Date and the card’s serial number. To proceed, click Next.

ANNEX B: LTO

Enroll Individual

Existing License Personal Contact

Name

Last Name: DAYAO First Name: BENJAMIN
Middle Name: PASCUAL

Birthdate

Date of Birth: 10/13/1994 Gender: Male

Mother's Maiden Name

Last Name First Name
Middle Name

< Cancel Next >

- As you have entered your license details on the previous step, your name and birthdate will be automatically filled up by the system.
To proceed, please enter your Mother's Maiden Name and click Next.

Choosing "No" on Step #6, you will need to fill up all the required fields on this step. Name, Birthdate and Mother's Maiden Name.

ANNEX B: LTO

Enroll Individual

Existing License Nationality Personal Contact

Contact Information

Email Address Confirm Email Address

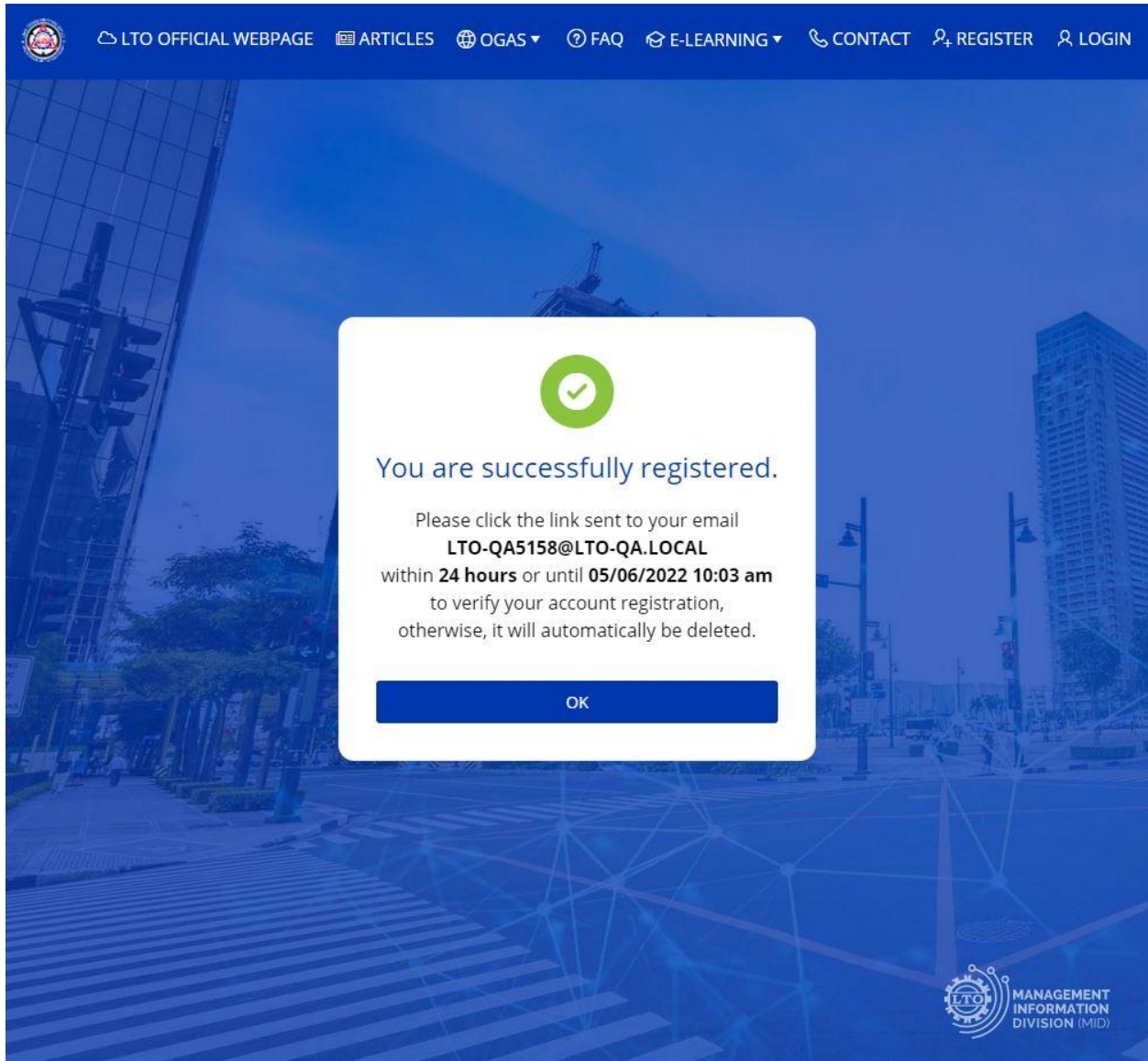
Int. Area Code: PHL (+63) Mobile Phone: 9XX-XXXXXXXX

< Cancel Create Account

MANAGEMENT INFORMATION DIVISION (MID)

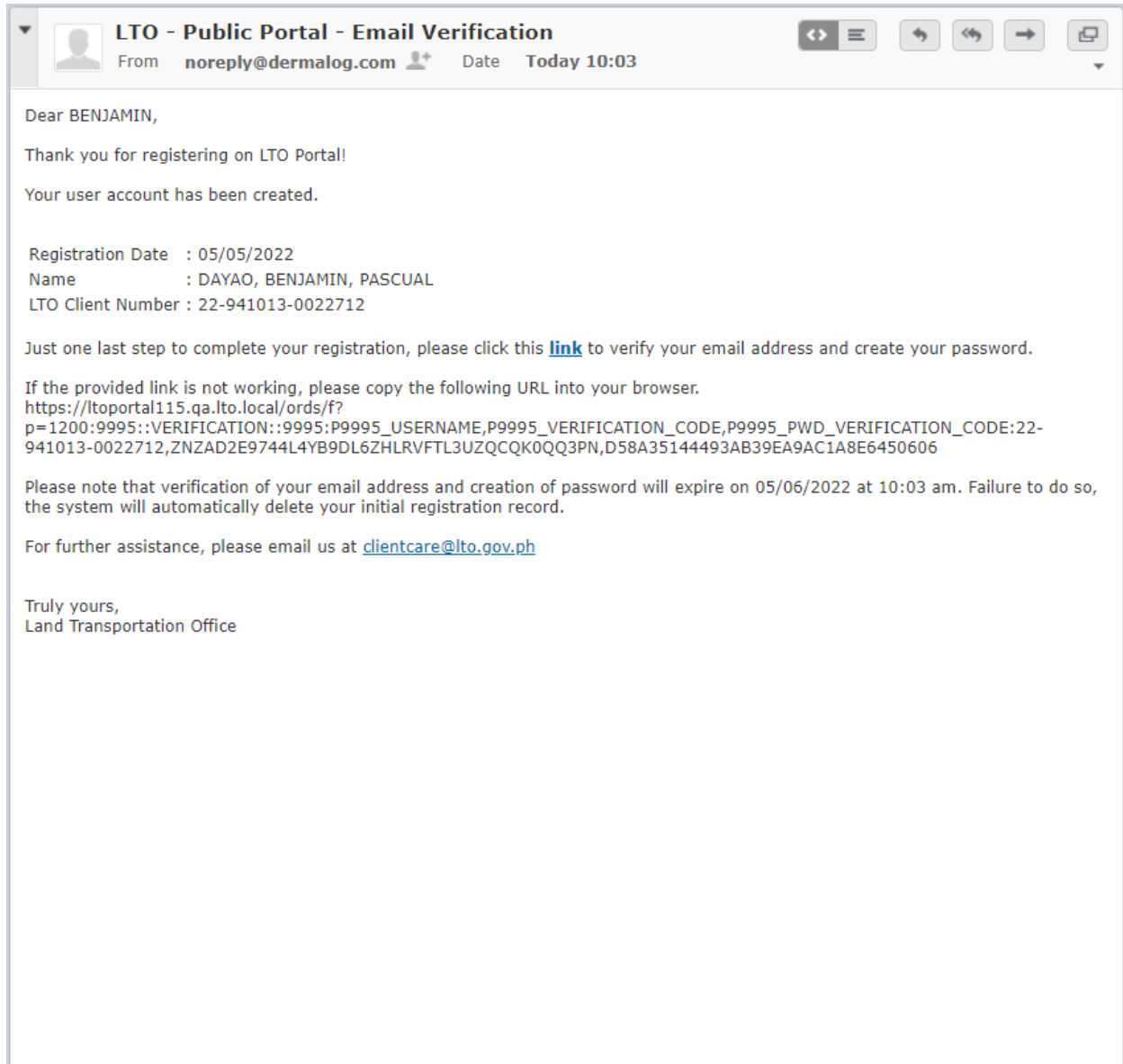
9. On this step, please enter your active email address. You can proceed without entering your mobile phone number as it is optional. Click “Create Account” to continue.

ANNEX B: LTO



10. After successfully creating an account, a verification link will be sent to your email. Please verify your account within 24 hours as it will be deleted automatically.

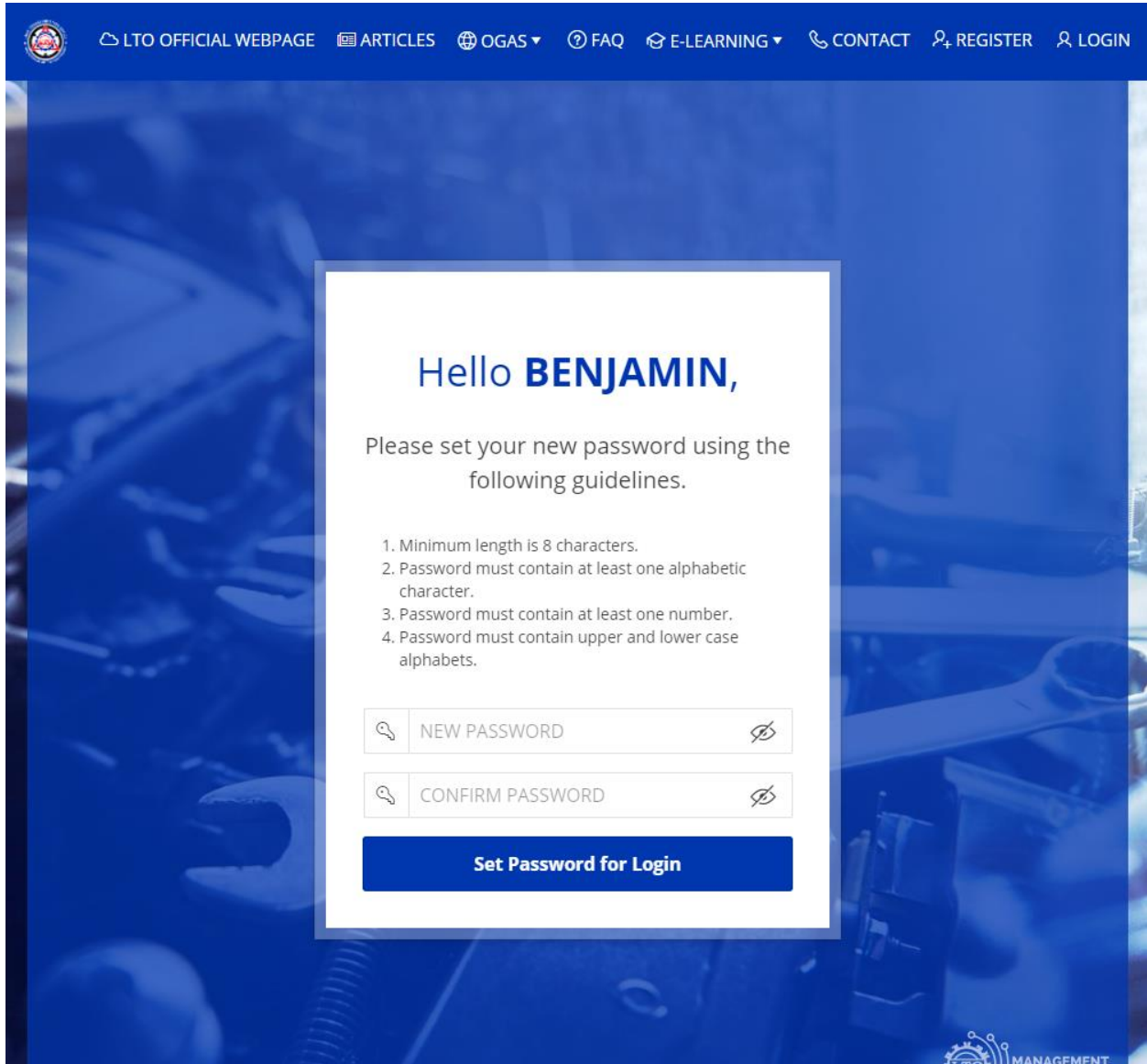
ANNEX B: LTO



11. This is the content of the email that will be sent to you. Inside this email is your registration details and your LTO Client Number.

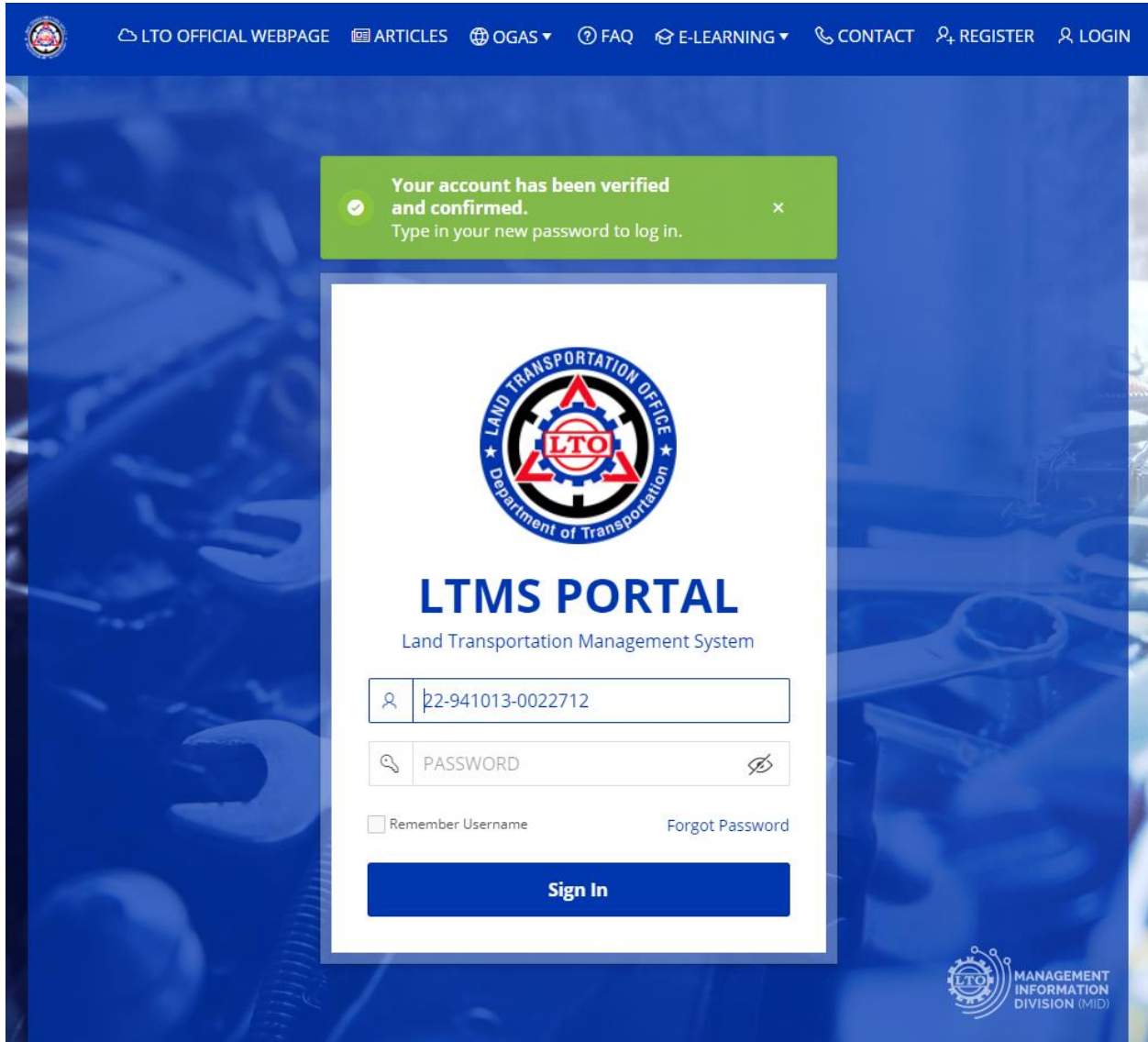
The verification link is also included in this email, please click the link to verify your account. You will also be redirected to the password creation page.

ANNEX B: LTO



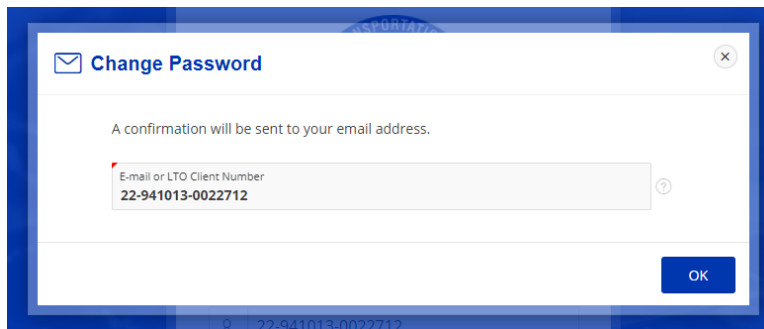
12. For your password please follow the guidelines shown. Your password must be a minimum of 8 characters, contains at least one alphabetic character and one number, and should have an upper and lower case alphabets.
Enter your password and confirm. To proceed click “Set Password for Login”.

ANNEX B: LTO



13. Once you have entered your password successfully, you will be notified that you have verified and confirmed your account. You can now try to sign in to your account through this page. Enter your Client ID and Password to sign in. Instead of the Client ID you can also enter your Email address and Password to sign in.

In case you have forgotten your password, you can use the Forgot Password feature on this page. Click Forgot Password and enter your Client ID or email address. A reset password link will be sent to your email.



ANNEX B: LTO



14. Congratulations, you have successfully enrolled to the LTMS Portal. This will be your homepage upon signing in.

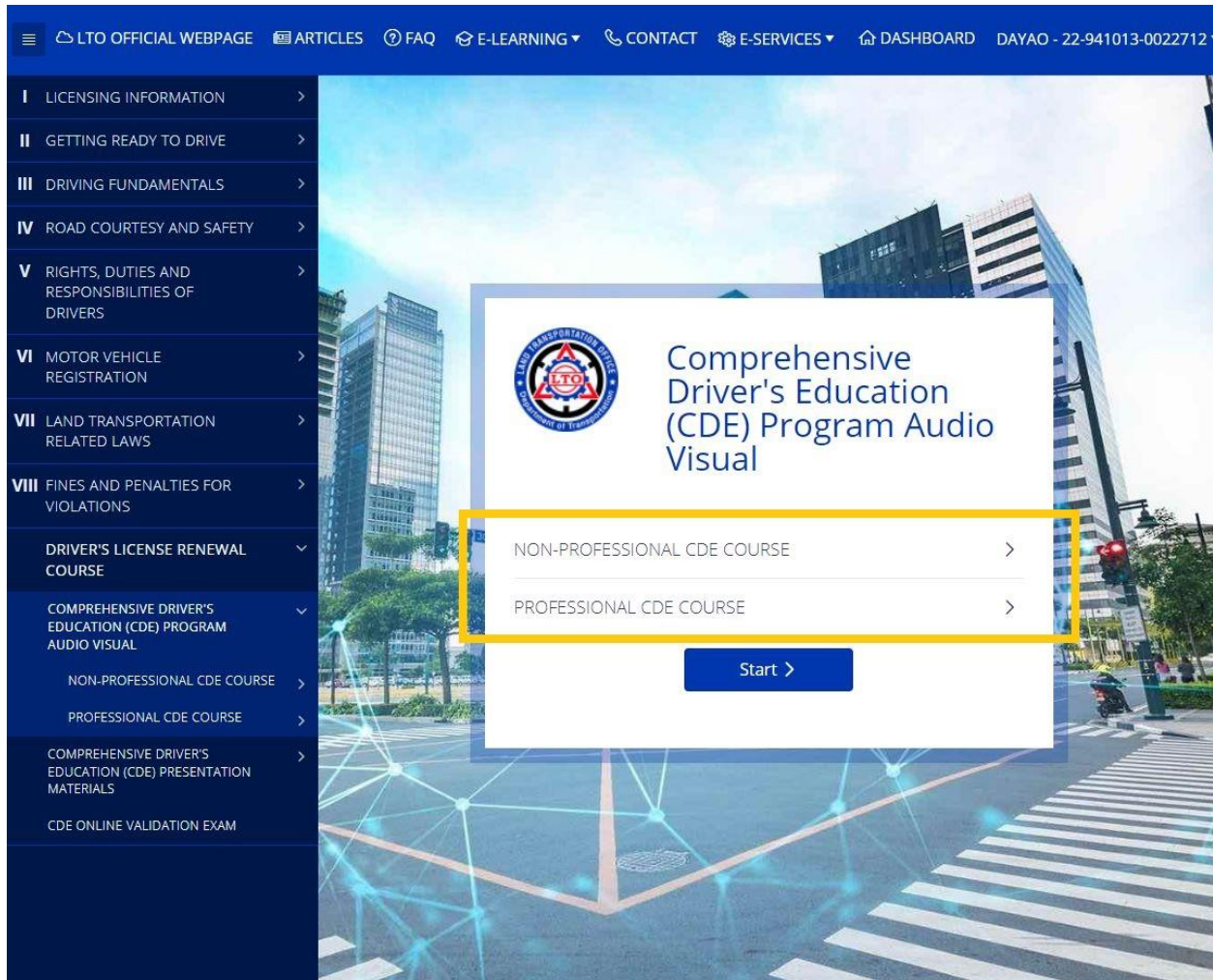
ANNEX B: LTO

Steps to start your Comprehensive Driver's Education (CDE) Program and Online Validation Exam (OVE) for your license Renewal



1. To start, access the LTMS Portal through portal.lto.gov.ph and sign in to your account. After signing in, click "E-LEARNING" on the navigation bar and select Driver's License Renewal Course.

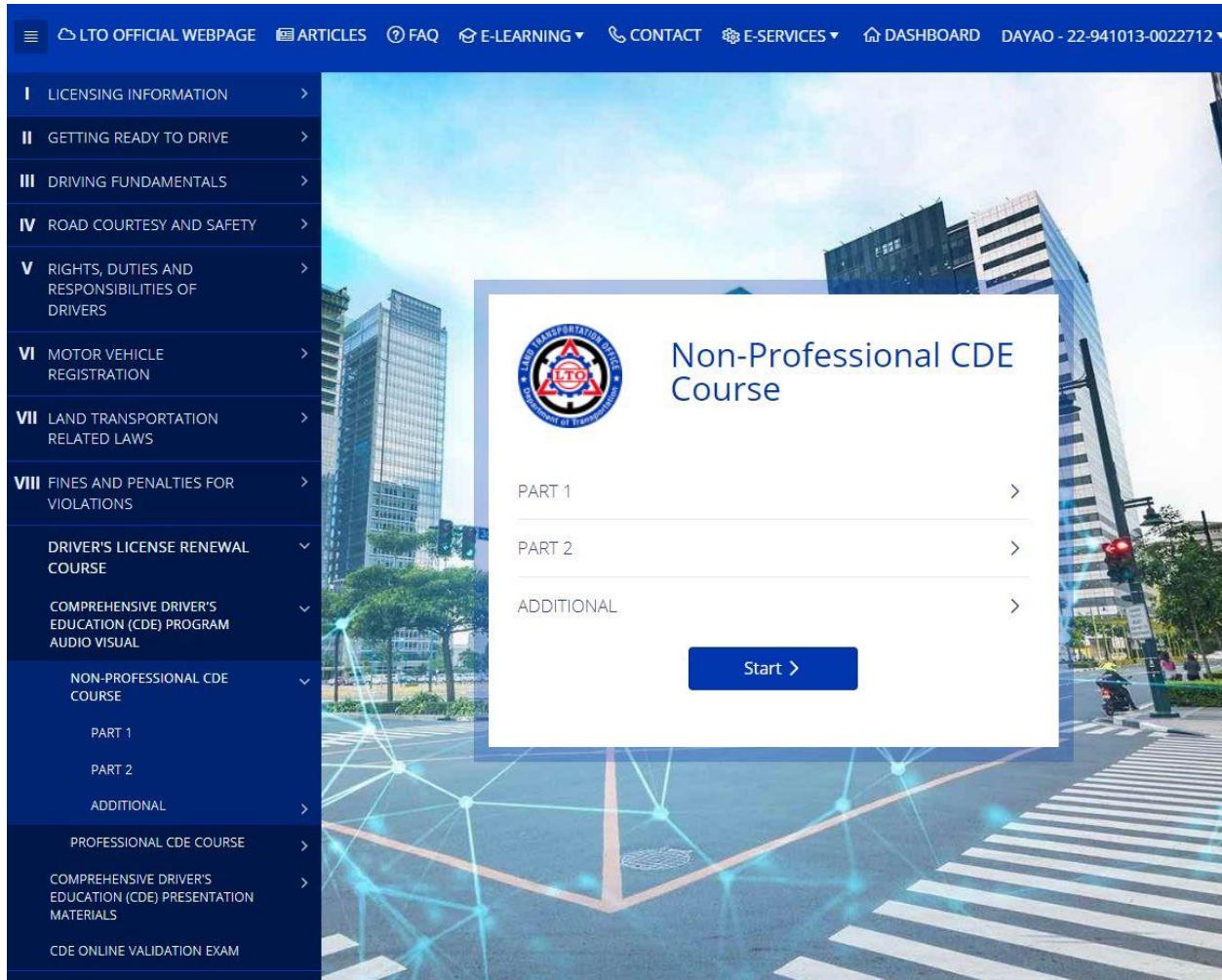
ANNEX B: LTO



2. There are two options to start your Comprehensive Driver's Education (CDE) Program. Via an Audio-Visual course or by reading through the Presentation materials. Included in both are the concise information for Road Safety, Traffic Rules, Laws and Regulations that are needed to be reviewed before taking the Online Validation Exam.

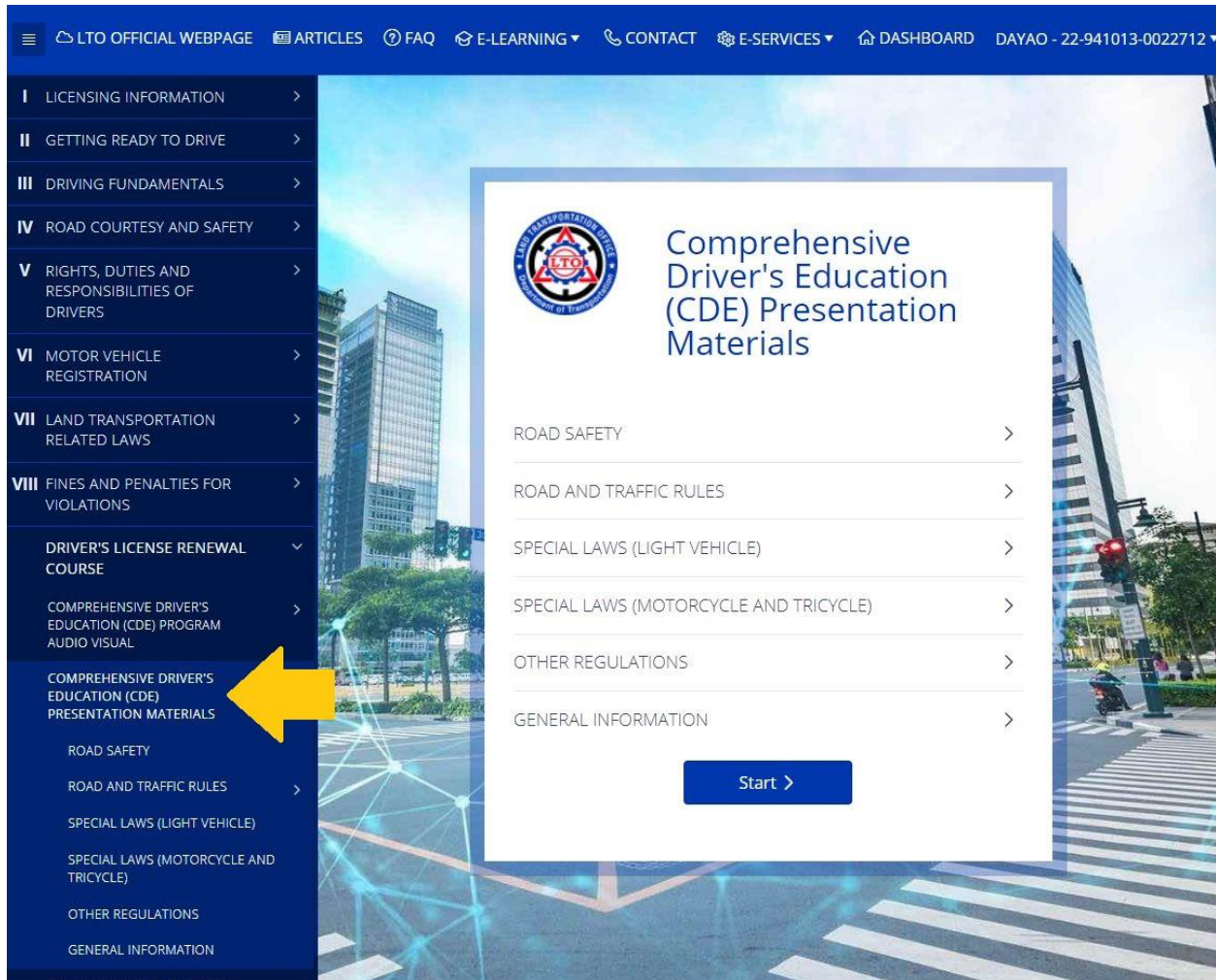
Choosing the Audio-Visual course for the program, you must choose your license's current classification.

ANNEX B: LTO



3. After selecting your license classification, the course contains two parts for the Road Safety, Traffic Rules, Laws and Regulations and additional information depending on the vehicle you are driving, either Motorcycle/Tricycle or Motor Vehicle.
Start your course by selecting PART 1. An audio-visual program will be displayed.

ANNEX B: LTO



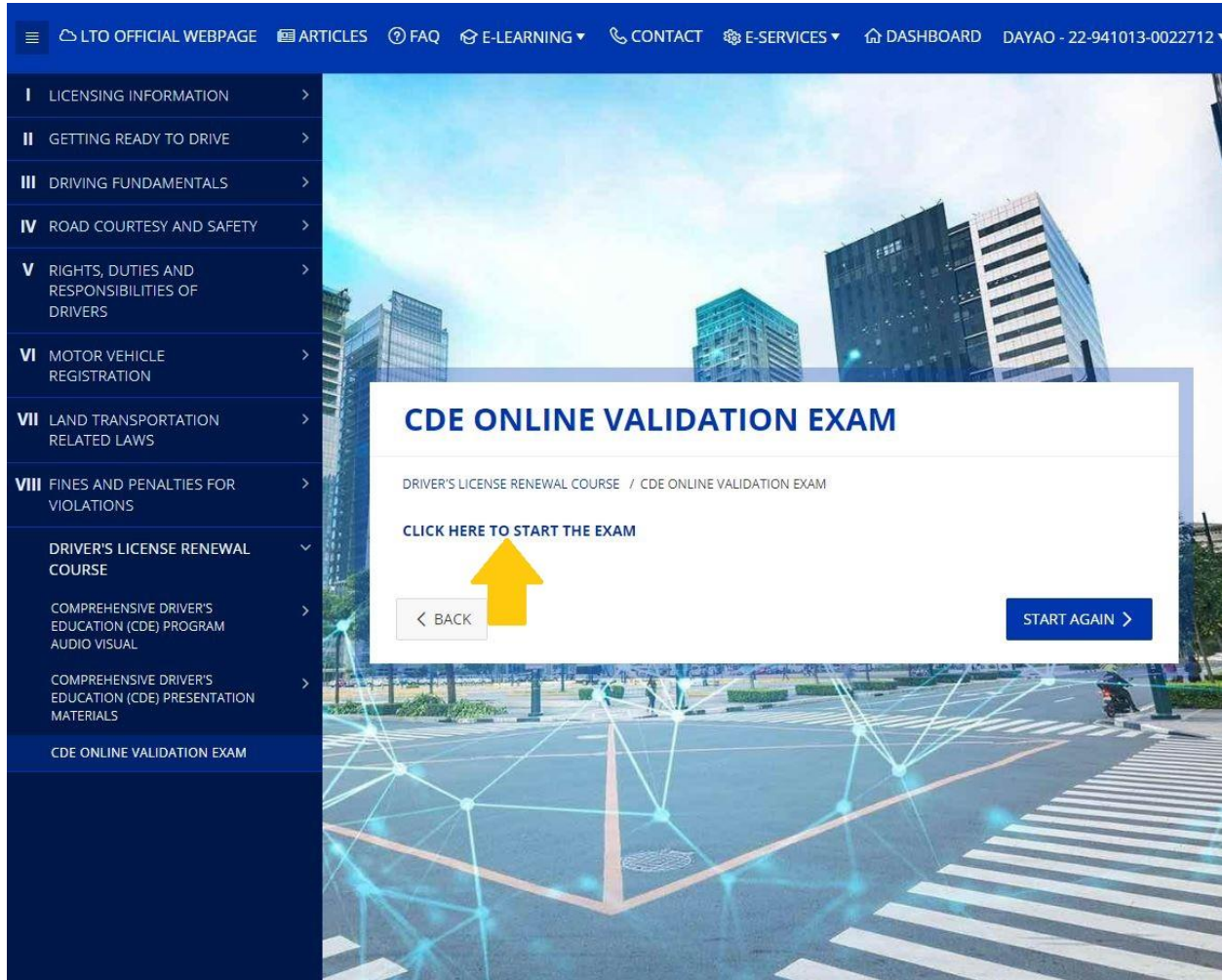
4. To start your CDE through Presentation Materials, click “COMPREHENSIVE DRIVER’S EDUCATION (CDE) PRESENTATION MATERIAL” on the sidebar. It also contains information for Road Safety, Traffic Rules, Laws and Regulations.

ANNEX B: LTO

The screenshot displays the LTO Official Webpage interface. At the top, a navigation bar includes links for LTO OFFICIAL WEBPAGE, ARTICLES, FAQ, E-LEARNING, CONTACT, E-SERVICES, DASHBOARD, and a phone number (DAYAO - 22-941013-0022712). A left sidebar menu lists various categories from I to VIII, with 'ROAD SAFETY' selected and highlighted in blue. The main content area features a 'ROAD SAFETY' heading and a breadcrumb trail: DRIVER'S LICENSE RENEWAL COURSE / COMPREHENSIVE DRIVER'S EDUCATION (CDE) PRESENTATION MATERIALS / ROAD SAFETY. Below this is a video player showing a slide titled 'Comprehensive Driver's Education' with logos for the LTO and the Department of Transportation. The slide also includes the 'road safety' logo and the text 'A LTO Initiative'. Navigation controls for the slide, including a 'BACK' button and a 'SHOW ROAD AND TRAFFIC RULES 1' button, are visible at the bottom.

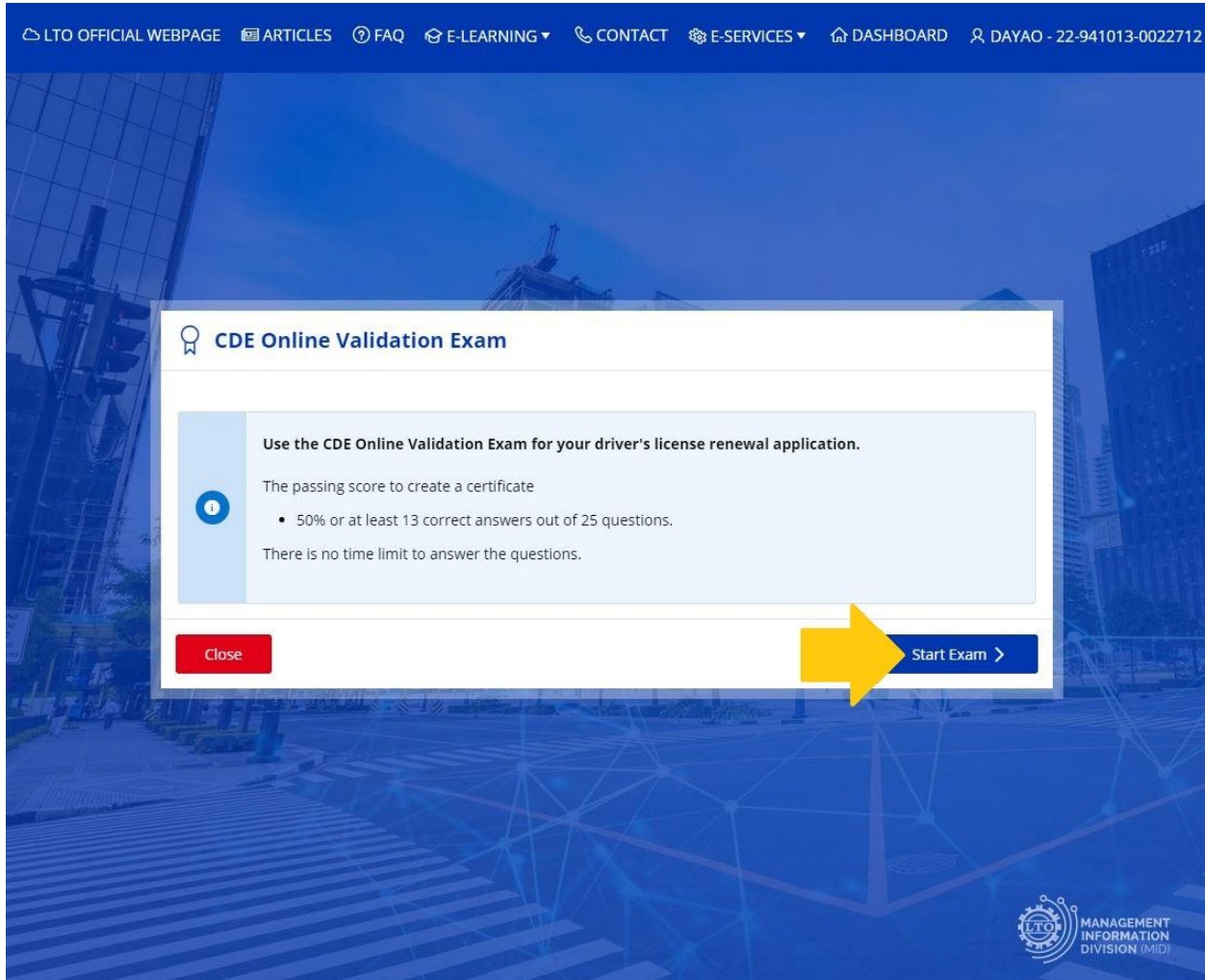
5. Once you have selected a topic, the course will be displayed as slides.

ANNEX B: LTO



6. After finishing your CDE Program, you can now proceed to the Online Validation Exam. Select “CDE ONLINE VALIDATION EXAM” on the sidebar and click “CLICK HERE TO START THE EXAM”. You will be redirected to the actual exam.

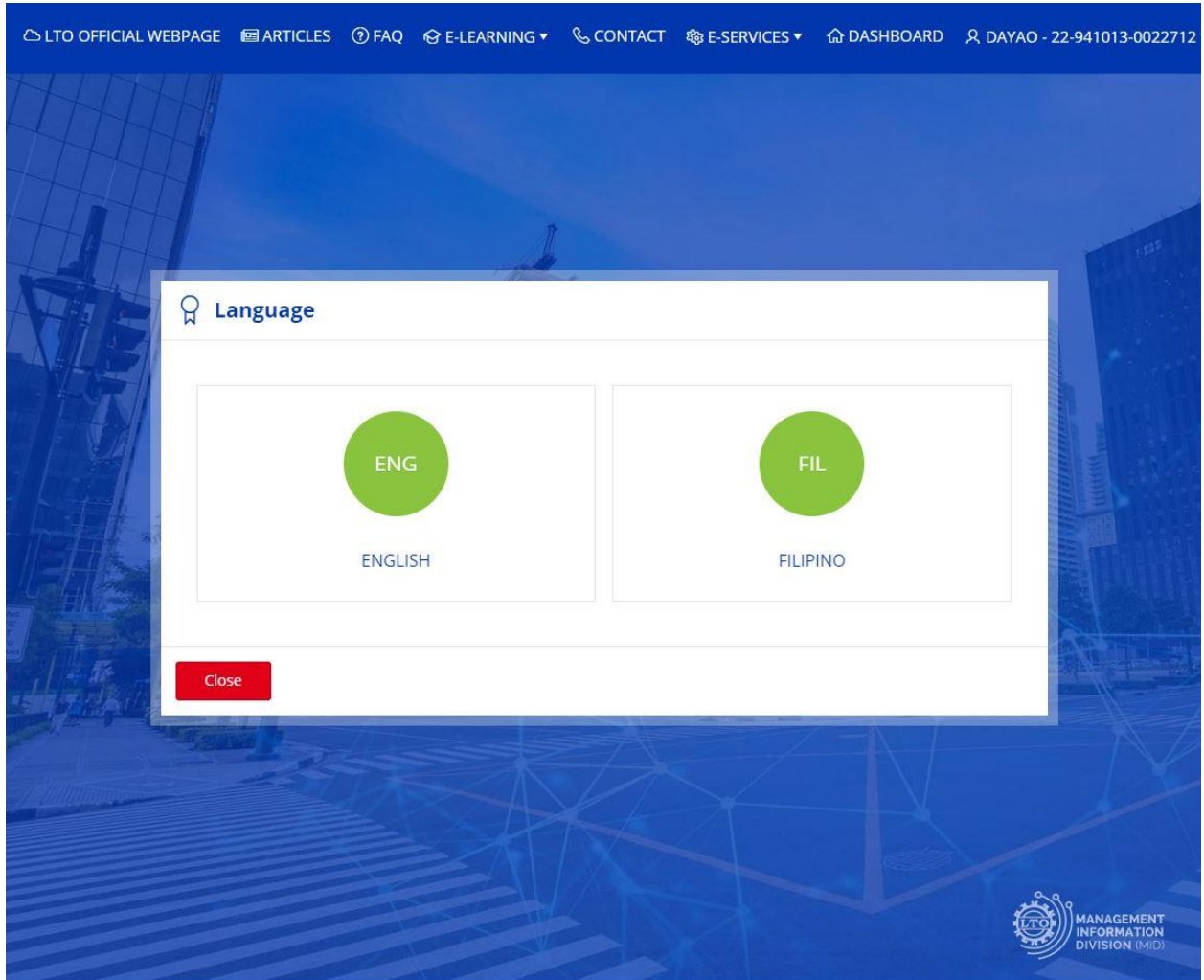
ANNEX B: LTO



7. The Online Validation Exam consists of 25 questions and has a passing rate of 50%. Getting a passing result will give you the CDE Certificate which will be required for the renewal of your license.

To start, click "Start Exam".

ANNEX B: LTO



8. Select your preferred language for the exam.

ANNEX B: LTO

The screenshot displays the LTO Official Webpage with a navigation bar at the top containing links for LTO OFFICIAL WEBPAGE, ARTICLES, FAQ, E-LEARNING, CONTACT, E-SERVICES, DASHBOARD, and a phone number. A pop-up window titled "CDE Exam Questions" is overlaid on the page. The question asks for the initial Driver's License Classification for new license applicants, with three radio button options: Professional driver's license (PDL), Non-professional driver's license (NPDL), and either NPDL or PDL. Navigation buttons for "Close" and "Next" are visible at the bottom of the pop-up. The background of the webpage features a blue-tinted image of a modern building and a street with a crosswalk. The LTO Management Information Division (MID) logo is located in the bottom right corner of the page.

LTO OFFICIAL WEBPAGE ARTICLES FAQ E-LEARNING CONTACT E-SERVICES DASHBOARD DAYAO - 22-941013-0022712

CDE Exam Questions

1.) What is the initial Driver's License Classification for applicants of new license?

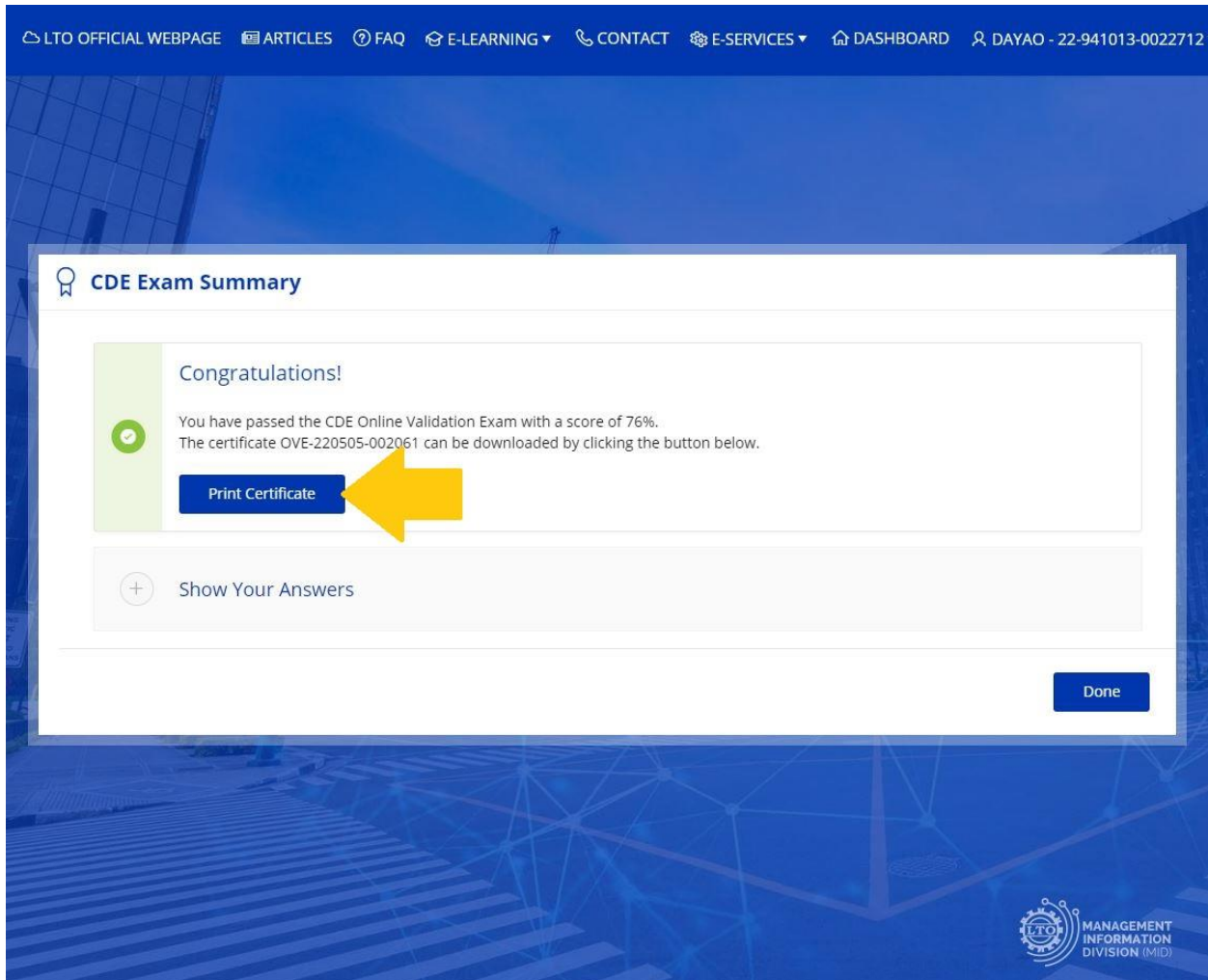
- Professional driver's license (PDL)
- Non-professional driver's license (NPDL)
- either NPDL or PDL

< Close Next >

MANAGEMENT INFORMATION DIVISION (MID)

9. Pass through the exam by selecting your answers for each question.

ANNEX B: LTO



10. Once you passed the exam, the system will now generate your CDE Certificate. Click “Print Certificate” to get your certificate.

ANNEX B: LTO

The screenshot shows a web browser window displaying the LTO online validation exam result. The browser's address bar shows the URL "LTO OFFICIAL WEBPAGE" and the page title "LTMS Print". The page content includes the LTO logo, the text "Republic of the Philippines DEPARTMENT OF TRANSPORTATION LAND TRANSPORTATION OFFICE East Ave., Quezon City", and the exam title "ONLINE VALIDATION EXAM". The candidate's name is "DAYAO, BENJAMIN, PASCUAL", the LTO Client ID is "22-941013-0022712", the score is "76%", and the exam date is "05/05/2022". A large circular seal with the text "Result PASSED" and "Certificate Number OVE-220505-002061" is prominently displayed. The footer of the page includes the LTO logo and the text "MANAGEMENT INFORMATION DIVISION (MID)".

LTO OFFICIAL WEBPAGE | ARTICLES | FAQ | E-LEARNING | CONTACT | E-SERVICES | DASHBOARD | DAYAO - 22-941013-0022712

LTMS Print

1 / 1 | 100% |

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
East Ave., Quezon City

ONLINE VALIDATION EXAM

Name: **DAYAO, BENJAMIN, PASCUAL**
LTO Client ID: **22-941013-0022712**
Score: **76%**
Exam Date: **05/05/2022**

Result
PASSED
Certificate Number
OVE-220505-002061

MANAGEMENT INFORMATION DIVISION (MID)

11. After clicking "Print Certificate", your actual certificate will be displayed. You can opt to print it or download it to your device.

ANNEX B: LTO

The screenshot displays the LTO Official Webpage interface. At the top, a blue navigation bar contains links for LTO OFFICIAL WEBPAGE, ARTICLES, FAQ, E-LEARNING, CONTACT, E-SERVICES, DASHBOARD, and DAYAO - 22-941013-0022712. Below the navigation bar, a green notification box with a checkmark icon states: "You have passed the CDE Online Validation Exam with a score of 76%. The certificate OVE-220505-002061 can be downloaded by clicking the button below." A blue "Print Certificate" button is positioned below the notification. A large yellow arrow points to a "Show Your Answers" button. Below this, there are two checkboxes: "Correct" (checked) and "Incorrect" (checked). The main content area lists three questions with their respective answers:

- 1.) When you want to change or shift to higher gear to speed up, and a car in the opposite direction crosses quickly to your lane, what will you do?
 - be alert, stop and give way to the car crossing
 - insist on your right-of-way
 - turn left immediately
- 2.) Which driver is exempted in speeding?
 - A driver transporting a wounded or sick person
 - A driver transporting perishable goods
 - A driver that needs to find a comfort room or rest area
- 3.) What are the requirements for motor vehicle registration?
 - Anti-carnapping clearance
 - LTO

12. You can also view your answers by clicking “Show Your Answers.”

ANNEX B: LTO



13. After acquiring your CDE Certificate, you can now proceed to apply for your Renewal of license.