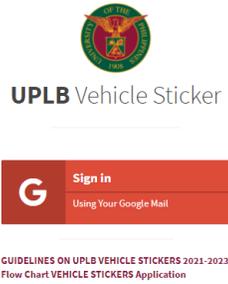
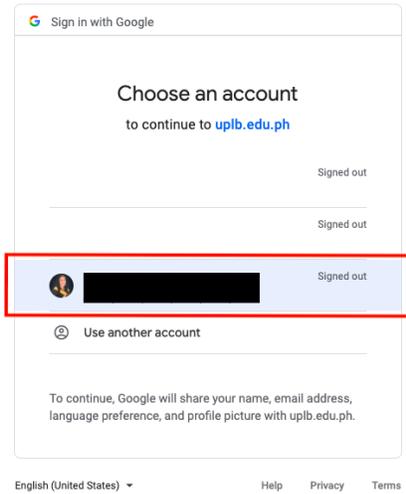


UPLB Vehicle Sticker Application : User Guide

Step 1. Open a browser. In the URL box, type **sticker.uplb.edu.ph**. Click on “Sign in”.



Step 2. Sign in to the email address you used upon pre-registration.



Step 3. To proceed to the UPLB Sticker application, click on “**Apply for Vehicle Sticker**”. Upon clicking the button you will be notified to read the Guidelines on UPLB Vehicle Stickers 2021-2023. By proceeding, you agree with the terms and conditions laid out for this application.

The screenshot shows the dashboard for the UPLB Sticker application. On the left, a user profile card features a red arrow pointing to the "Apply for Vehicle Sticker" button. The main content area is divided into several sections:

- Sticker Applications:** A table with columns for Type, Category, Vehicle Type, and Status.
- Guidelines and Instructions:** A section containing a link to "Guidelines on UPLB Vehicle Stickers 2021-2023" (highlighted with a red box), a "Flow Chart VEHICLE STICKERS Application", "UPLB Sticker Payment Processing", and a link to "How to Upload and Share files to Google Drive (Video)".
- Vehicle Stickers Rates:** A table titled "Unified Vehicle Stickers" with columns for Vehicle Type, Categories, Additional Requirements, and Rates (Php).

Vehicle Type	Categories	Additional Requirements	Rates (Php)
Sedan, Wagon, SUV, AUV, CUV, Pick-up, Van, Motorcycle, LTO-registered e-bikes	Faculty and REPS	UPLB employee ID (scanned front and back) or appointment paper for temporary staff	600.00
	Administrative Staff	UPLB employee ID (scanned front and back) or appointment paper for contractual staff	600.00
	Students	Validated UP student ID or Form 5 for the current semester	600.00
	Alumni	UPAA/ UPLBAA alumni ID or photocopy of diploma/transcript of record	600.00
	Retirees	Certificate of Service from HRDO or ID	600.00

Step 4. Fill out the necessary information.

- A. Application type
- B. Vehicle Information
- C. Google Drive Requirements Link (please see “**click here**” button for instructions).

Please make sure that all the necessary documents that you upload and share in your Google Drive are in PDF form. Once done please click “**Submit**”.

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sticker.uplb.edu.ph/sticker/new_sticker_application

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Sticker UPLB Home

New Sticker Application

All Fields are Required

Application Type

Type of Application: New
Application Category: UPLB | Administrative Staff

Vehicle Information

Make (Brand and Model, ex. Yamaha Mio 125): Toyota
Model Year: 2019
Plate Number: JER 123
Color: gray
Vehicle Category: Motorcycle
Certificate of Registration (CR) Number: CR12361

Conduction sticker no. if plate number is not yet available

Google Drive Requirements Link

Google Drive URL: <https://drive.google.com/drive/folders/1CnVUOMNqWY1N86HelebOOOBuKWF3KSMe?usp=sharing>

To process your application, all required documents must be uploaded in a folder in your Google Drive and shared to the following email address: sticker.uplb@up.edu.ph (please do not remove shared access until the process is finished).
[Click here to follow the steps in uploading and sharing files using Google Drive](#)

I Agree to the [Terms and Conditions](#) for UPLB Vehicle Stickers 2021-2023

General Requirements
Attach applicable requirements

LTO car/motorcycle registration
LTO official Receipt
If vehicle is second-hand, copy of deed of sale or company certification is required
Driver's license of the applicant (driver and vehicle owner)
Driver's license of driver if vehicle owner is not the applicant (proof of affinity required, e.g. marriage/birth/employment certificate of applicant)

Other Requirements
Attach applicable requirements

Student: Validated UP student ID or Form 5 for the current semester
Faculty: UP employee ID or appointment paper
Staff (Admin./REPS): UP employee ID or appointment paper
Alumni: UPAA alumni ID, or certification from the Office of the University Registrar (OUR) or Office of Alumni Relations (OAR), or diploma
LBSCFI officials: Valid office ID
Professor emeriti or retirees: UP employee ID or appointment paper
Service providers/Concessionaires/Contractors: proof of contract, legal arrangement/document

After submitting, you will receive a notification via email when your application has been received by a UPLB Vehicle Sticker personnel. Notice that the status of your application on the system will be marked as **“Received”**.

The screenshot shows a web browser window with the URL `sticker.uplb.edu.ph/sticker/view/99`. The page title is "Sticker Application" and the status is "RECEIVED". The application information includes:

Application Information	
Applicant Name	Ronda, Jena
Type of Application	New
Category	Administrative Staff

Buttons: [Update Application](#)

The vehicle information includes:

Vehicle Information	
Vehicle Category	Motorcycle
Vehicle Color	gray
Make (Brand and Model) / Year Model	Toyota /2019
Plate Number	JER 123
Certificate of Registration (CR) Number	CR12361
Google Drive URL	Google Drive URL

Remarks section: Action Created by Management

Date	Status	Remarks
------	--------	---------

Appointment Information section: General Requirements

- LTO car/motorcycle registration
- LTO official Receipt
- If vehicle is second-hand, copy of deed of sale or company certification is required
- Driver's license of the applicant (driver and vehicle owner)
- Driver's license of driver if vehicle owner is not the applicant (proof of affinity required, e.g marriage/birth/employment certificate of applicant)

Other Requirements section:

- Student:** Validated UP student ID or Form 5 for the current semester
- Faculty:** UP employee ID or appointment paper
- Staff (Admin./REPS):** UP employee ID or appointment paper
- Alumni:** UPAA alumni ID, or certification from the Office of the University Registrar (OUR) or Office of Alumni Relations (OAR), or diploma

You will be notified again via email when your application has been assigned to an Approver who will review your application. The status of your application on the system will then be **“For Approval”**.

The screenshot shows a web browser window with the URL `sticker.uplb.edu.ph/sticker/view/99`. The page title is "Sticker Application". The application status is highlighted in a red box as "FOR APPROVAL".

Application Information

Applicant Name	Ronda, Jena
Type of Application	New
Category	Administrative Staff

Vehicle Information

Vehicle Category	Motorcycle
Vehicle Color	gray
Make (Brand and Model) /Year Model	Toyota /2019
Plate Number	JER 123
Certificate of Registration (CR) Number	CR12361
Google Drive URL	Google Drive URL

Remarks

Date	Status	Remarks
Jul 05, 2021 12:17 pm	FOR APPROVAL	Application Assigned to Approver

Appointment Information

General Requirements

Attach applicable requirements

- LTO car/motorcycle registration
- LTO official Receipt
- If vehicle is second-hand, copy of deed of sale or company certification is required
- Driver's license of the applicant (driver and vehicle owner)
- Driver's license of driver if vehicle owner is not the applicant (proof of affinity required, e.g. marriage/birth/employment certificate of applicant)

Other Requirements

Attach applicable requirements

- Students:** Validated UP student ID or Form 5 for the current semester
- Faculty:** UP employee ID or appointment paper
- Staff (Admin./REPS):** UP employee ID or appointment paper
- Alumni:** UPAA alumni ID, or certification from the Office of the University Registrar (OUR) or Office of Alumni Relations (OAR), or diploma
- LBSCTI officials:** Valid office ID

Once your application is approved, you can proceed with payment. See the file on UPLB-Sticker-Payment-Processing.pdf which was sent to your email for the payment instructions.

Sticker Application
Home > Sticker Application

Application Information

Applicant Name	Ronda, Jena
Type of Application	New
Category	Administrative Staff

Vehicle Information

Vehicle Category	Motorcycle
Vehicle Color	gray
Make (Brand and Model) / Year Model	Toyota /2019
Plate Number	JER 123
Certificate of Registration (CR) Number	CR12361
Google Drive URL	Google Drive URL

Remarks
Action Created by Management

Date	Status	Remarks
Jul 05, 2021 01:39 pm	APPROVED FOR PAYMENT	<p>Application Status Changed from FOR APPROVAL to APPROVED FOR PAYMENT Remarks :</p> <p>Your UPLB Sticker application for the vehicle with Plate Number _____ has been Reviewed and Approved for Payment.</p> <p>Please follow the guidelines found at https://sticker.uplb.edu.ph/UPLB-Sticker-Payment-Processing.pdf to process your payment. Kindly make sure to send a scanned copy of your payment transaction receipt to aloubri@up.edu.ph for verification.</p> <p>Thank you!</p> <p>-The UPLB Sticker Application Team</p>

Appointment Information

General Requirements
Attach applicable requirements

LTO car/motorcycle registration

LTO official Receipt

If vehicle is second-hand, copy of deed of sale or company certification is required

Driver's license of the applicant (driver and vehicle owner)

Driver's license of driver if vehicle owner is not the applicant (proof of affinity required, e.g marriage/birth/employment certificate of applicant)

Other Requirements
Attach applicable requirements

Student: Validated UP student ID or Form 5 for the current semester

Faculty: UP employee ID or appointment paper

Staff (Admin./REPS): UP employee ID or appointment paper

Alumni: UPAA alumni ID, or certification from the Office of the University Registrar (OUR) or Office of Alumni Relations (OAR), or diploma

LBSCFI officials: Valid office ID

Professor emeriti or retirees: UP employee ID or appointment paper

Service providers/Concessionaires/Contractors: proof of contract

Step 5. Once your payment has been reviewed and verified, your application status will be marked as **"Paid"**. You may now proceed to create an appointment by clicking the **"Create Appointment"** button.

The screenshot shows a web browser window with the URL `sticker.uplb.edu.ph/sticker/view/99`. The page title is "Sticker Application". At the top, a green notification bar states: "Your Payment has been Verified, [click this link to create an appointment.](#)".

The main content is divided into several sections:

- Application Information:** Application Status: **PAID**. Applicant Name: Ronda, Jena. Type of Application: New. Category: Administrative Staff.
- Vehicle Information:** Vehicle Category: Motorcycle. Vehicle Color: gray. Make (Brand and Model) / Year Model: Toyota / 2019. Plate Number: JCR 123. Certificate of Registration (CR) Number: CR12361. Google Drive URL: [Google Drive URL](#).
- Remarks:** Action: Created by Management. A table shows a record on Jul 05, 2021 02:19 pm with status **PAID**. The remarks state: "Application Status Changed from APPROVED FOR PAYMENT to PAID. Remarks: Your payment with Transaction Number TR12343667 has been Verified. Please login to your UPLB Vehicle Sticker account and create an appointment for vehicle inspection and sticker release. Thank you! -The UPLB Sticker Application Team".
- Appointment Information:** A blue button labeled "Create Appointment" is highlighted with a red arrow.
- General Requirements:** Attach applicable requirements. LTO car/motorcycle registration. LTO official Receipt. If vehicle is second-hand, copy of deed of sale or company certification is required. Driver's license of the applicant (driver and vehicle owner). Driver's license of driver if vehicle owner is not the applicant (proof of affinity required, e.g. marriage/birth/employment certificate of applicant).
- Other Requirements:** Attach applicable requirements. Student: Validated UP student ID or Form S for the current semester. Faculty: UP employee ID or appointment paper. Staff (Admin./REPS): UP employee ID or appointment paper. Alumni: UPAA alumni ID, or certification from the Office of the University Registrar (OUR) or Office of Alumni Relations (OAR), or diploma. LBSCFI officials: Valid office ID. Professor emeriti or retirees: UP employee ID or appointment paper.

Step 6. You will see the time and date of the available slots. You may choose your preferred schedule or slot.

The screenshot shows a web browser window with the URL `sticker.uplb.edu.ph/sticke`. The page title is "UPLB Sticker | Create Appointment". The navigation bar includes "Sticker UPLB" and "Home". The main heading is "Create Appointment" with a breadcrumb trail: "Home > Create Appointment > appointment".

The main content area is titled "Select Available Schedule and Slots" and contains two red cards representing available slots for "01 JULY 2021, THURSDAY":

Slot	Date	Day	# of Slots	Time
1	01 JULY 2021	THURSDAY	47 / 50	09:00 AM to 12:00 PM
2	01 JULY 2021	THURSDAY	49 / 50	01:00 PM to 04:00 PM

Below the cards, there is a text instruction: "Click the selected schedule to create and appointment."

This is an example of a successful appointment. Once done, you may go to the UPF office as scheduled for your appointment.

The screenshot shows a web browser window with the URL `sticker.uplb.edu.ph/appointment/appointment_info`. The page title is "Appointment" and the breadcrumb trail is "Home > Appointment > info". The main content area is titled "Appointment Information" and includes the following details:

Reference Number:	2021-5-5
Applicant:	Jena Ronda
Date:	July 01, 2021
Time:	09:00 AM to 12:00 PM

Additional information includes "Date Created: June 08, 2021". A red "Important Notice" box states "You can print or screenshot this page ...". At the bottom, there are two buttons: "Cancel Appointment" (with a red background and a cancel icon) and "Print Appointment" (with a blue background and a print icon). Below the "Cancel Appointment" button, a note reads: "You are allowed to cancel an appointment 1 (one) day prior to schedule."