



Securities and
Exchange
Commission
PHILIPPINES



ACES
SEC Automated Certification Examination System

SEC ACES USER MANUAL

SEC AUTOMATED CERTIFICATION EXAMINATION SYSTEM

EXAMINATION APPLICATION



SEC ACES USER MANUAL | EXAMINATION APPLICATION

version 1

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Note: The examination titles shown in the screenshots are used only as a guide for navigation and illustration purposes. They do not represent actual SEC examinations. Please refer to official SEC communications or the SEC ACES Portal for accurate and updated examination details.

1. SEC AUTOMATED CERTIFICATION EXAMINATION SYSTEM (SEC ACES)

The SEC Automated Certification Examination System or SEC ACES is one of the Digital-All strategic initiatives of the Commission. It is the Commission's first online platform designed for individuals pursuing certification as part of the requirements to become registered capital market professionals in the Philippines.

Through SEC ACES, users can easily register, apply for certification webinars and examinations, and, upon successful completion, download their e-Certificates and view their examination scores.

2. PURPOSE

The SEC ACES User Manual provides applicants and examinees with step-by-step instructions on how to navigate the system, from account creation and examination scheduling to accessing results.

3. RECOMMENDED SYSTEM REQUIREMENTS

The SEC ACES is accessible through any internet browser with a stable Wi-Fi connection of at least 25 Mbps.

For examinees taking the examination outside the SEC Headquarters, we recommend the following minimum laptop specifications:

Recommended Minimum Specifications	
Operating System	Preferably Genuine Windows 10
CPU Processor	CORE I5-2.9 GHZ
RAM	1 Gigabyte (GB) for 32-bit or 2 GB for 64-bit
Hard drive	1 TB HDD storage; 256 GB SSD storage
Display	Preferably 14 inches
Keyboard and Mouse	•English QWERTY keyboard •2 button mouse (optional)

Examinees taking the examination outside the SEC Headquarters must have **Safe Exam Browser** (https://safeexambrowser.org/download_en.html) installed on their device.

Examinees scheduled in the SEC Headquarters will use the laptops provided by the Commission.

4. REGISTRATION AND LOGIN

The Applicant/Examinee portal of the SEC ACES enables the Applicant to sign up, log in, log out, and view and manage exams. The Applicant/Examinee will be able to view and manage the SEC-ACES portal through the following modules:

- Profile
- Webinars
- Exam
- Schedule an Exam

An Applicant will be asked to sign up or register first for an account on the [Electronic SEC Universal Registration Environment \(eSECURE\)](#) portal. The eSECURE is an online platform that is designed to ensure the security and authenticity of the SEC's online client identity.

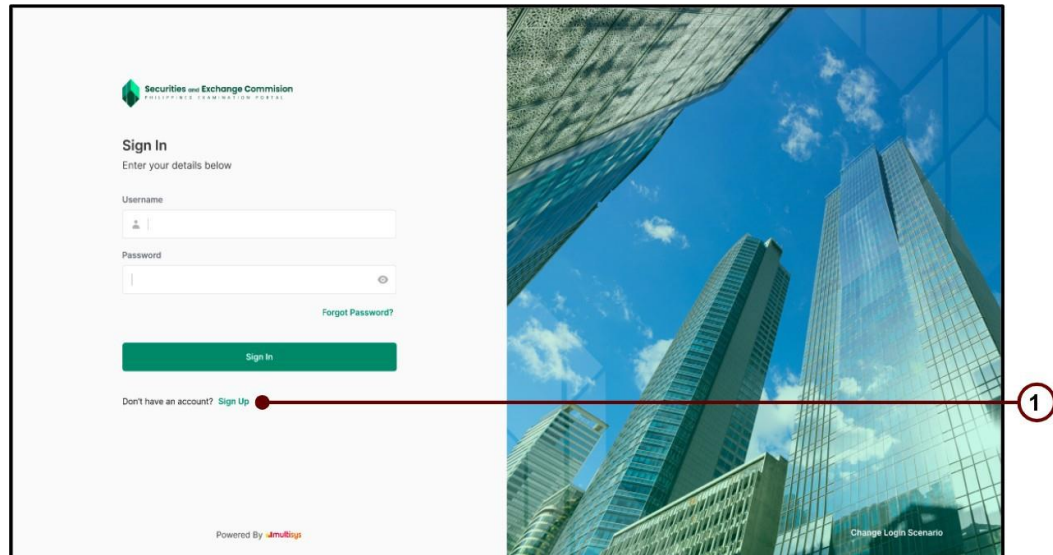
Once the Applicant has registered in the eSECURE portal, the Applicant will have the ability to log in to the [SEC Automated Certification Examination System \(ACES\)](#) with the username and password registered in the eSECURE portal.

Applicants who have signed up or registered for an account on the eSECURE will have the ability to sign in for the first time to the SEC-ACES Applicant/Examinee portal.

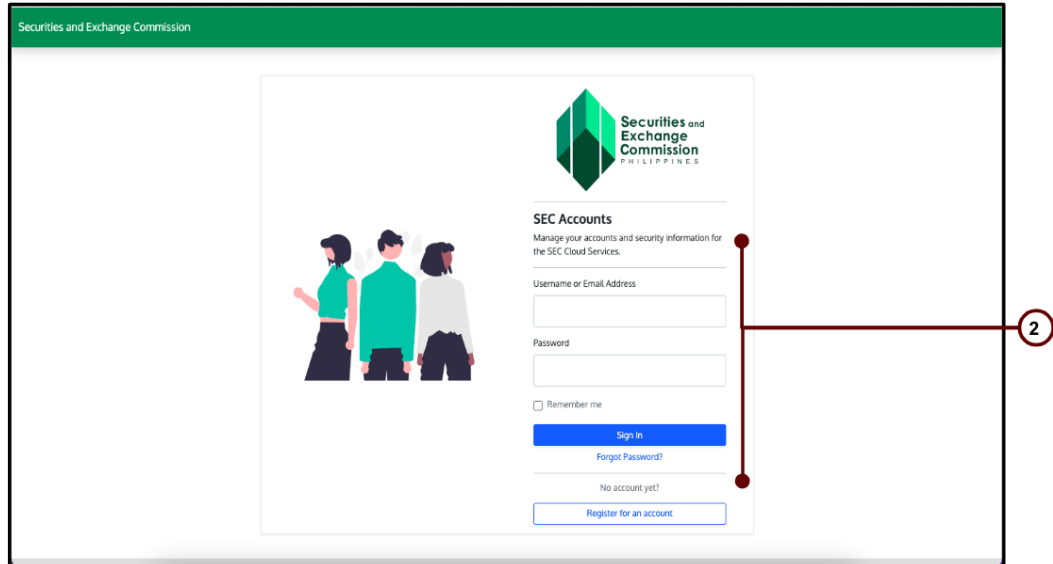
On the initial login, the Applicant will also have the ability to update the following details:

- Confidentiality Clause
- Applicant Photo
- Personal Information
- Contact Information
- Education (optional)
- Employment (optional)
- Philippine-Issued Identification
- Vaccination Card/Certificate (optional)

4.1 Sign Up for an Account thru eSECURE

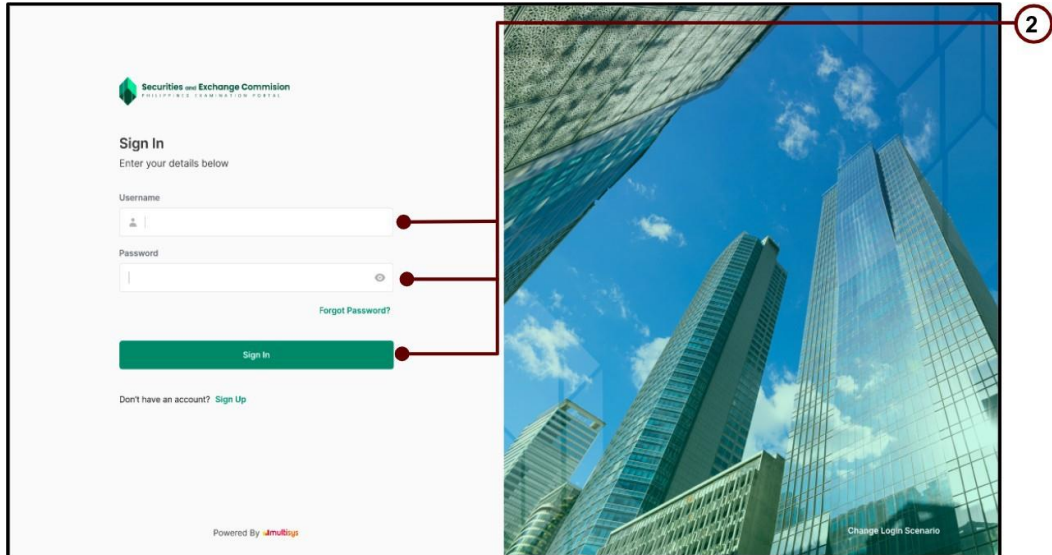


Steps	How to Sign Up for an Account thru eSECURE
1	Go to aces.sec.gov.ph . To create an account, click the “Sign Up” button.

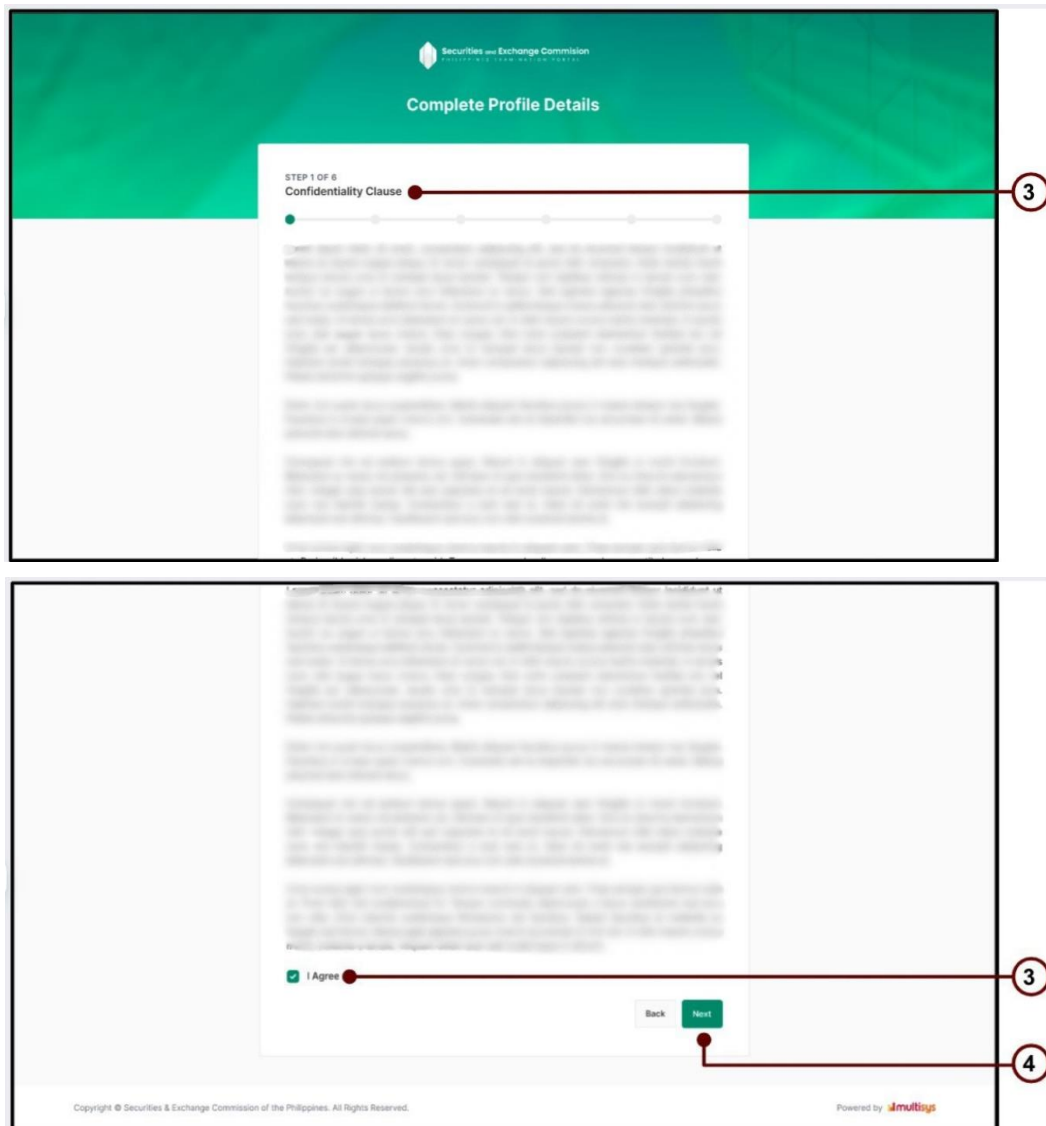


Steps	How to Sign Up for an Account thru eSECURE
2	Once the “Sign up” button has been clicked, the Applicant will be redirected to the eSECURE portal. Click the “Register for an account” button. Complete the process for registration in the eSECURE portal. Once the Applicant has successfully created an account, they will be asked to log in for the first time to the SEC-ACES portal.

4.2 Initial Sign in of the Applicant



Steps	How to Sign In the Applicant/Examinee Portal for the First Time
1	The Applicant will access the SEC-ACES Applicant/Examinee portal.
2	An Applicant who will sign in to the Applicant/Examinee portal for the first time must enter the “Username” and “Password” which they have registered in the eSECURE portal and then click the “Sign In” button.



Securities and Exchange Commission
COMPLETE PROFILE DETAILS

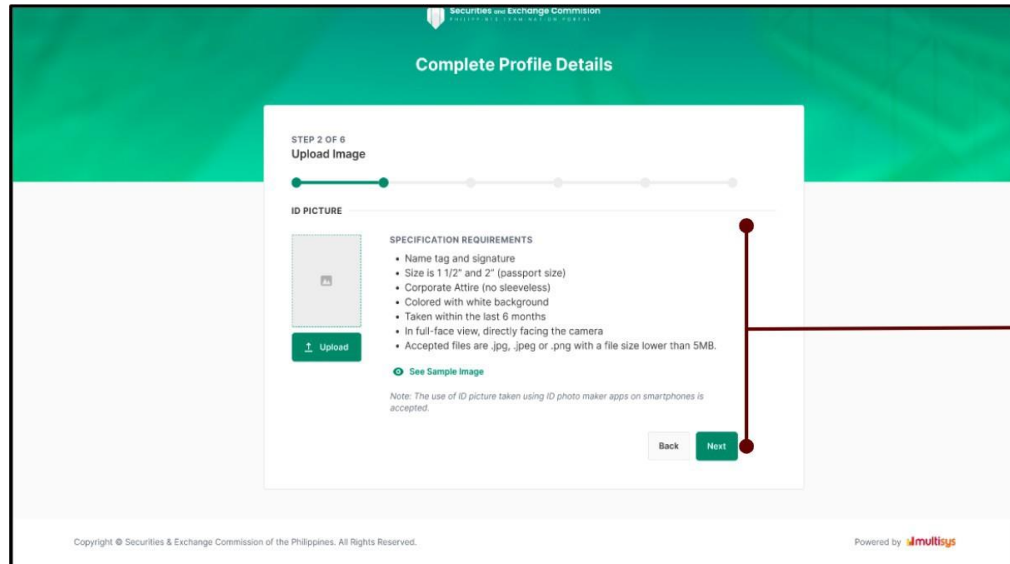
STEP 1 OF 6
Confidentiality Clause

☒ I Agree

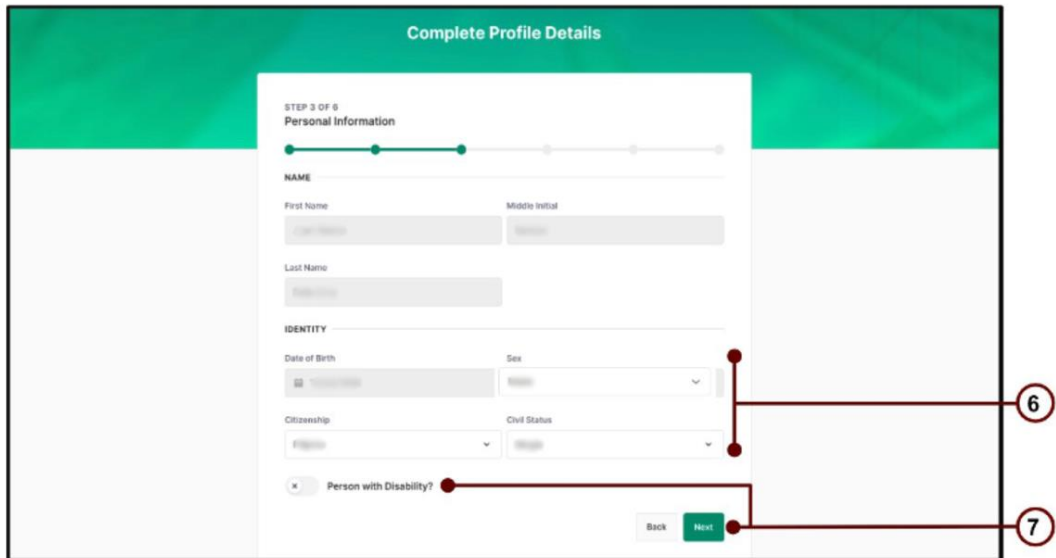
Back Next

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Steps	How to Sign In the Applicant/Examinee Portal for the First Time
3	The Applicant/Examinee must read, understand, and agree to the “Confidentiality Clause” before checking the checkbox.
4	Once the Applicant has agreed to the Confidentiality Clause, click the “Next” button to proceed to the Complete Profile Details page.



Steps	How to Sign In the Applicant/Examinee Portal for the First Time
5	On the Upload Image page, the applicant must upload a photo that complies with the specified requirements. After uploading the image, click the “Next” button to continue.



Complete Profile Details

STEP 3 OF 6
Personal Information

NAME

First Name

Middle Initial

Last Name

IDENTITY

Date of Birth

Sex

Citizenship

Civil Status

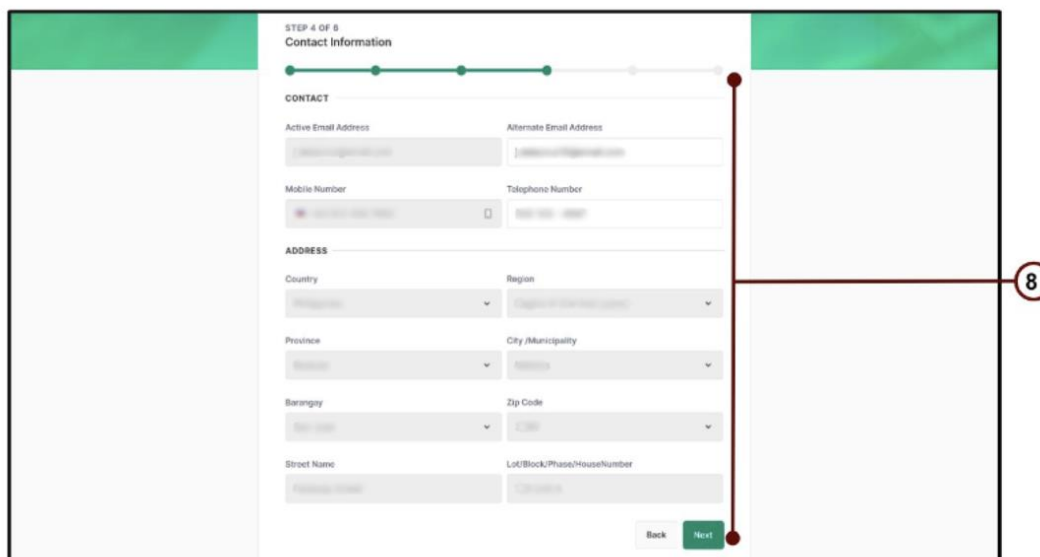
☐ Person with Disability?

Back Next

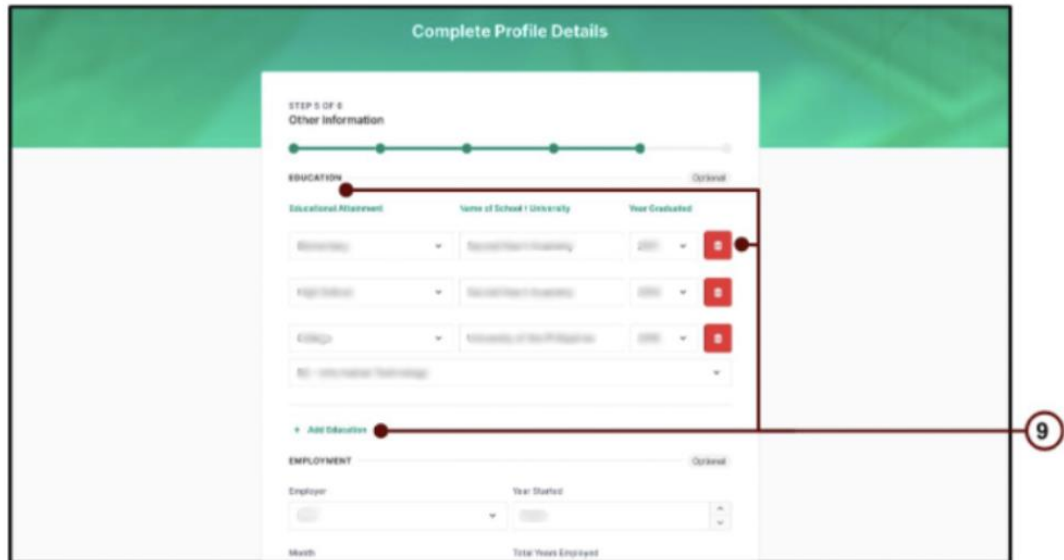
6

7

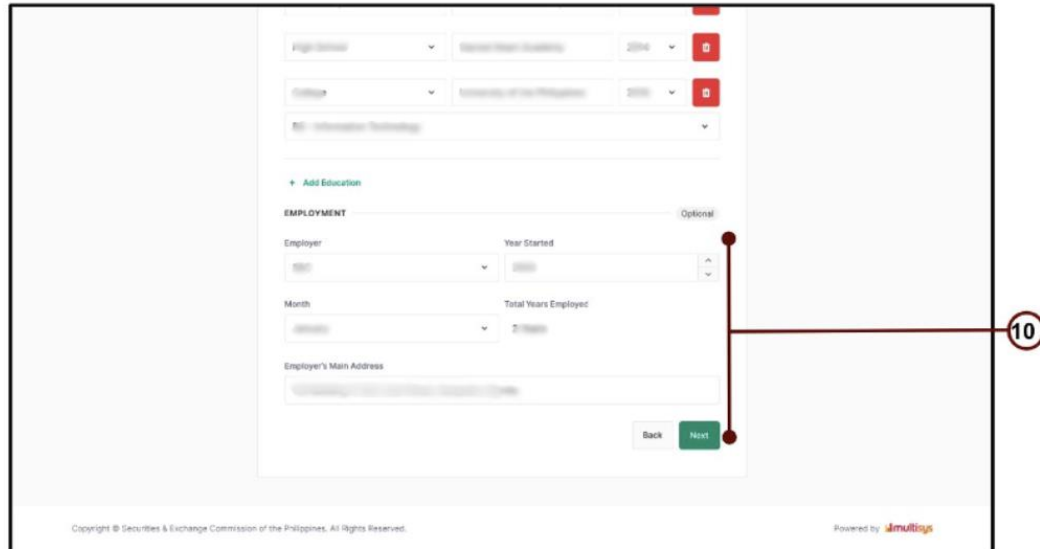
Steps	How to Sign In the Applicant/Examinee Portal for the First Time
6	On the Personal Information page, under the Identity section, the Applicant needs to provide the following information: • Date of Birth • Sex (Assigned at Birth) • Citizenship • Civil Status The Applicant will also be able to update the following fields by: • Selecting a “Citizenship” on the Country of Citizenship menu list • Selecting a “Civil Status” on the Civil Status menu list.
7	If the Applicant is a person with a disability, click the “Person with Disability” toggle switch to “Enable” and then click the “Next” button.



Steps	How to Sign In the Applicant/Examinee Portal for the First Time
8	On the Contact Information page, the system automatically displays all the Contact Information and Address that the Applicant provided during registration in the eSECURE portal. The Applicant may enter their Alternative Email Address and Phone Number. After reviewing, click the “Next” button.

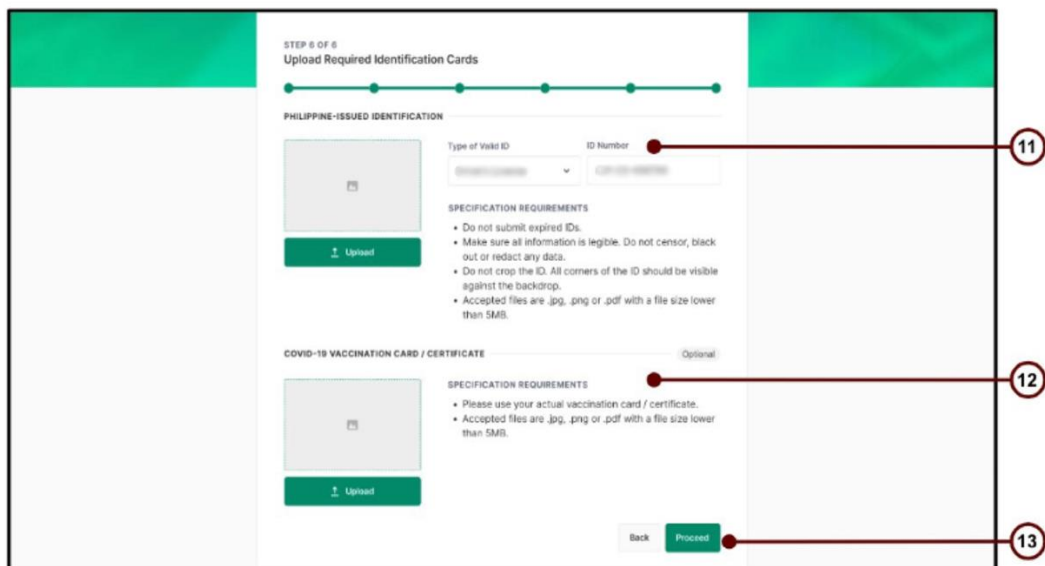


Steps	How to Sign In the Applicant/Examinee Portal for the First Time
9	On the Other Information page, the Applicant may complete the following section: • Education • Employment On the Education section, the Applicant may update or add details by clicking the “Add Education” icon to add Educational Attainment and filling out the following information: • Educational Attainment • Name of School/University • Year Graduate. To remove an Educational Attainment, click the “” icon.

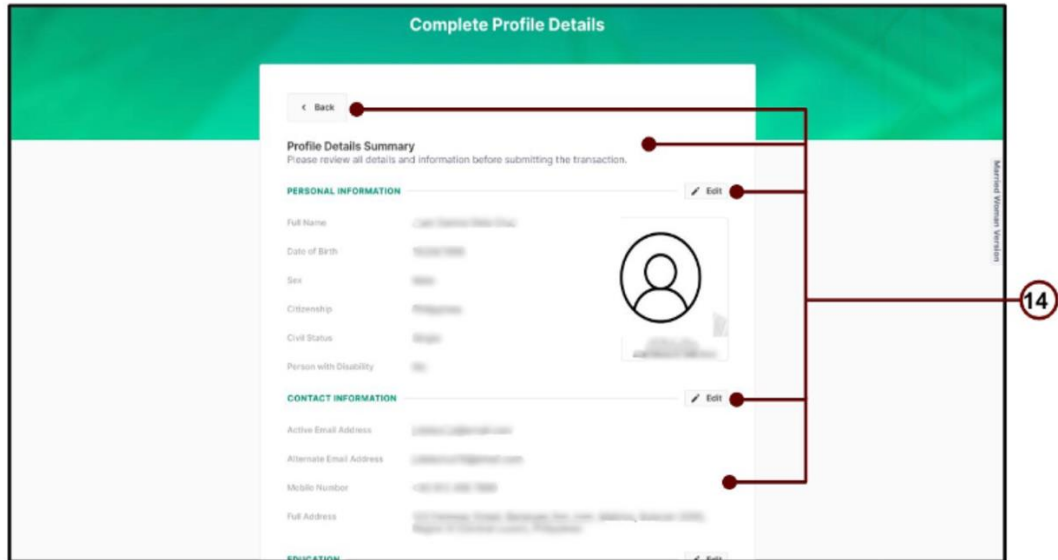


The screenshot shows the 'EMPLOYMENT' section of the portal. It includes fields for 'Employer', 'Year Started', 'Month', 'Total Years Employed', and 'Employer's Main Address'. A red line with a circled number 10 points to the 'Next' button at the bottom right of the form.

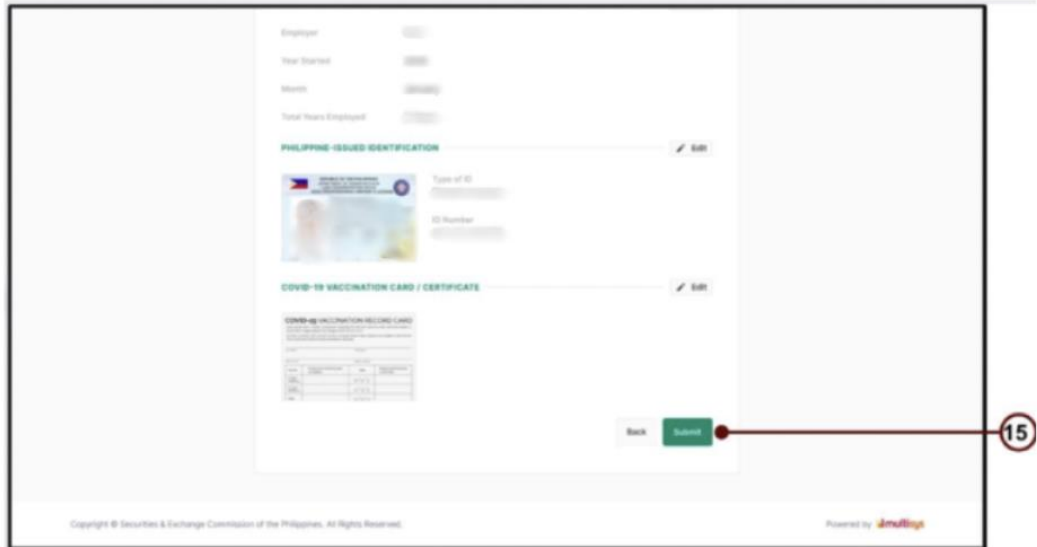
Steps	How to Sign in the Applicant/Examinee Portal for the First Time
10	In the Employment section, the Applicant may update any of the Employment fields, such as: • Employer • Year Started • Month • Total Years • Employer's Main Address After reviewing and/or updating the Education and/or Employee section(s), click the "Next" button to continue to the next step.



Steps	How to Sign in the Applicant/Examinee Portal for the First Time
11	On the Upload Required Identification Cards page, the Applicant will have the ability to update the following sections: • Philippine - Issued Identification • Vaccination Card/Certificate On the Philippine-Issued Identification section, to provide a valid identification, the Applicant may select “Type of Valid ID” on the Type of Valid ID menu list, type the “ID Number” in the space provided, and then click the “Upload” icon to upload the image from the local device of the Applicant.
12	In the Vaccination Card/Certificate section, to provide a Vaccination Card/Certificate, the Applicant may upload the image of their Vaccination Card/Certificate by clicking the “Upload” icon and selecting the image saved from the device the Applicant is using.
13	After reviewing and/or updating, click the “Next” button to proceed to the next step.

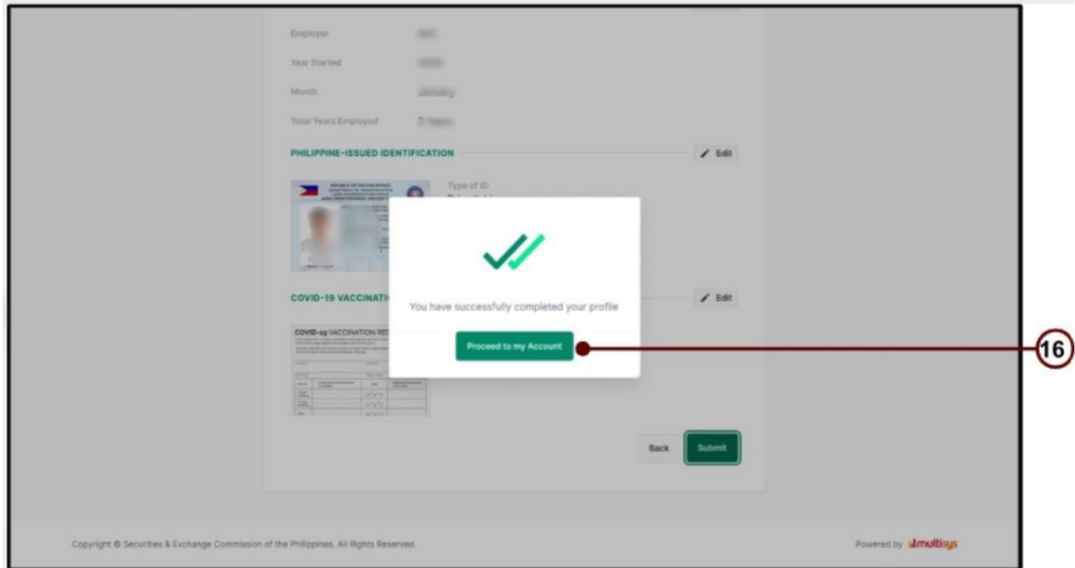


Steps	How to Sign In the Applicant/Examinee Portal for the First Time
14	The Applicant may update any of the sections by clicking the “ Edit” icon. Review all the information provided in the following sections: ● Personal Information ● Contact Information ● Education ● Employment ● Philippine-Issued Identification ● Vaccination Card/Certificate Click the “Back” button.



The screenshot displays a web form for the ACES system. It includes fields for 'Employee', 'Year Started', 'Month', and 'Total Years Employed'. Below these are two main sections: 'PHILIPPINE ISSUED IDENTIFICATION' and 'COVID-19 VACCINATION CARD / CERTIFICATE'. The 'PHILIPPINE ISSUED IDENTIFICATION' section contains a photo of a Philippine ID card and fields for 'Type of ID' and 'ID Number'. The 'COVID-19 VACCINATION CARD / CERTIFICATE' section shows a sample vaccination record card. At the bottom right of the form, there are 'Back' and 'Submit' buttons. A red line with a circle containing the number 15 points to the 'Submit' button.

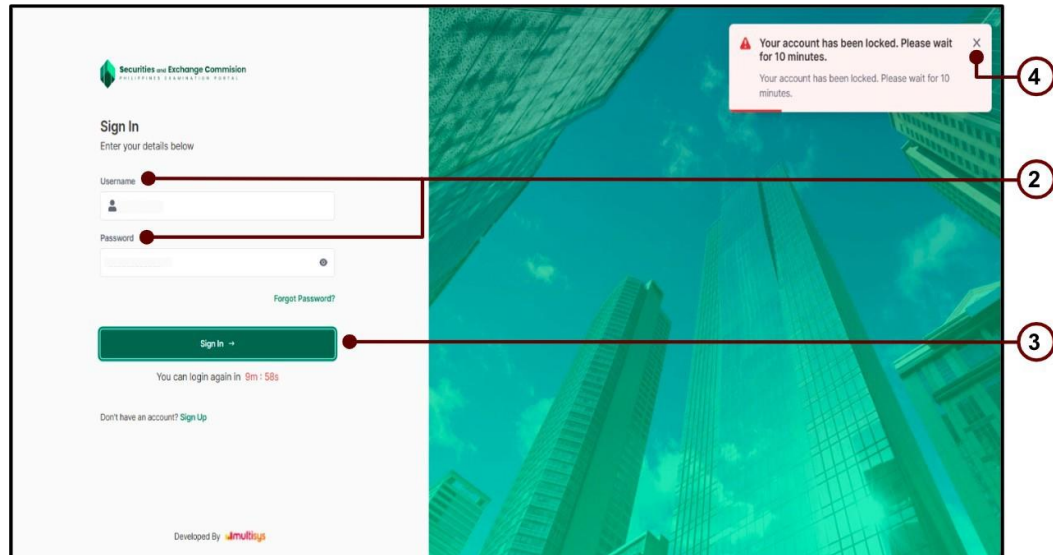
Steps	How to Sign in the Applicant/Examinee Portal for the First Time
15	After reviewing all the sections and details, click the “Submit” button to save all the information.



The screenshot shows a web form for profile completion. Fields include Employer, Year Started, Month, and Total Years Employed. Below these are sections for 'PHILIPPINE-ISSUED IDENTIFICATION' and 'COVID-19 VACCINATION'. A central white box with a green checkmark and the text 'You have successfully completed your profile' is overlaid. A green button labeled 'Proceed to my Account' is visible. A red line connects this button to a circled number '16' on the right side of the image.

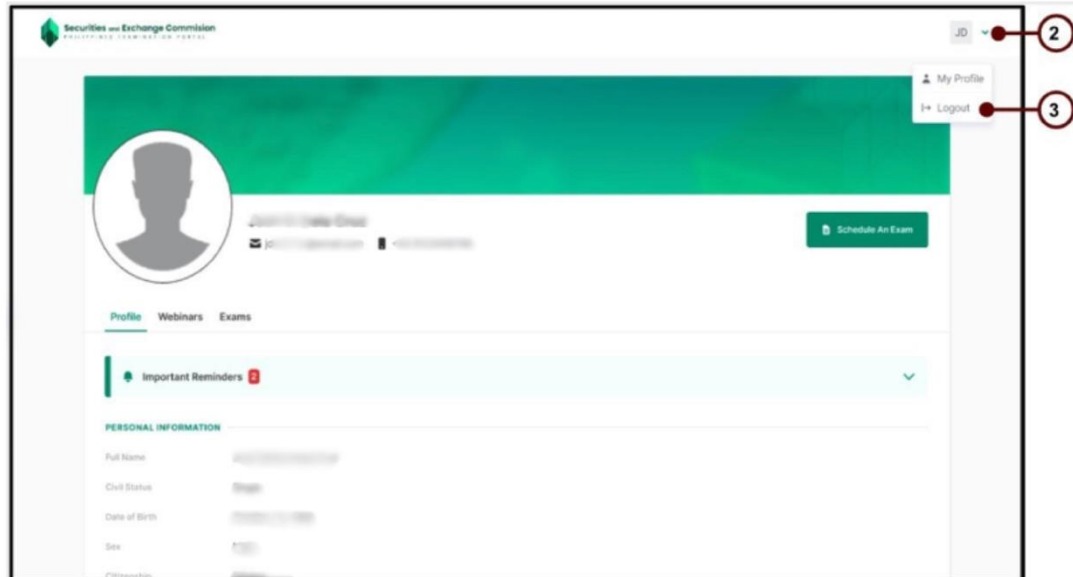
Steps	How to Sign In the Applicant/Examinee Portal for the First Time
16	The system will display a confirmation that the Applicant information has been saved. To proceed, click the “Proceed to My Account” button. The Applicant will be redirected to the Applicant Account Profile. Important: Applicants/Examinees are solely responsible for maintaining the confidentiality and security of the username and password during the registration process. The SEC shall not be held liable for fraud, phishing, or scams resulting from the applicant’s failure to adequately protect their account credentials.

4.2.1 Sign In/Log In to the Applicant/Examinee Portal



Steps	How to Sign In to the Applicant/Examinee Portal
1	The Applicant will access the Applicant/Examinee portal URL.
2	On the Sign-in page, enter the “Username” and “Password” registered in the eSECURE portal.
3	Click the “Sign In” button.
4	Upon clicking the “Sign In” button, the system will validate the Applicant/Examinee’s credentials. In the event that the Applicant/Examinee entered an invalid credential, the Applicant/Examinee shall be allowed up to three (3) consecutive login attempts only. After three (3) unsuccessful logins, the Applicant/Examinee’s account will be locked for ten (10) minutes.

4.2.2 Log Out from the Applicant/Examinee Portal



Steps	How to Log Out from the Applicant/Examinee Portal
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	To log out, click the “drop-down” menu or the “  ” icon found in the upper right corner of the page.
3	From the menu, select the “Logout” icon. The system will then redirect the Applicant/Examinee to the landing page.

4.3 Applicant/Examinee Portal

The Applicant/Examinee portal enables the Applicant/Examinee to view and manage their account and be an Examinee after registering for a schedule of exams and webinars through the following modules:

- Profile
- Webinars
- Exams
- Schedule an Exam

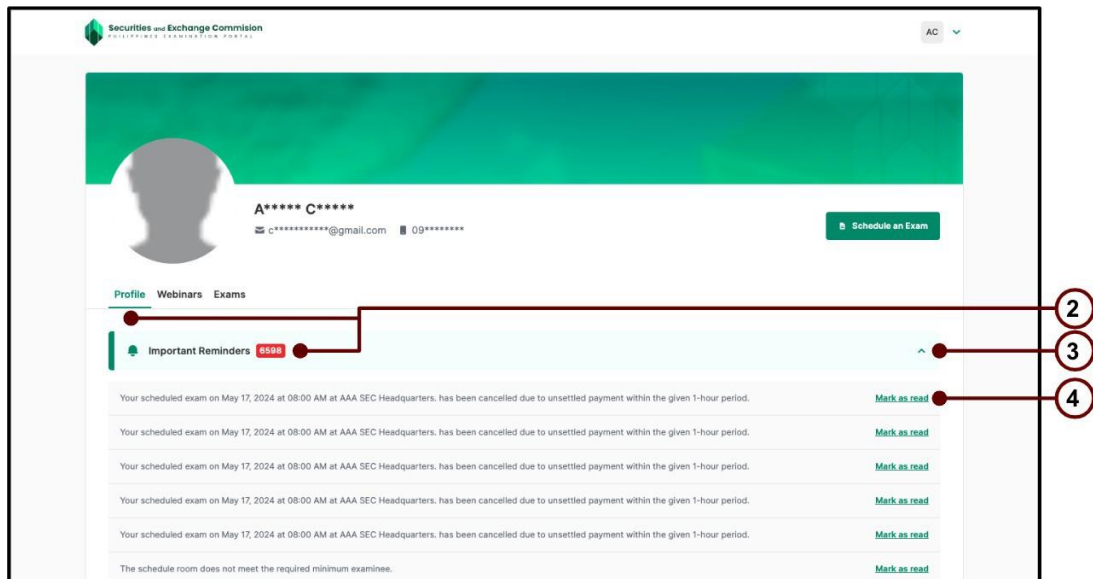
4.3.1 Profile

The Profile module is composed of the following sections, which the Applicant/Examinee may update:

- Personal Information
- Contact Information
- Education
- Employment
- Philippine-Issued Identification
- Vaccination Card/Certificate

4.3.2 Important Reminders

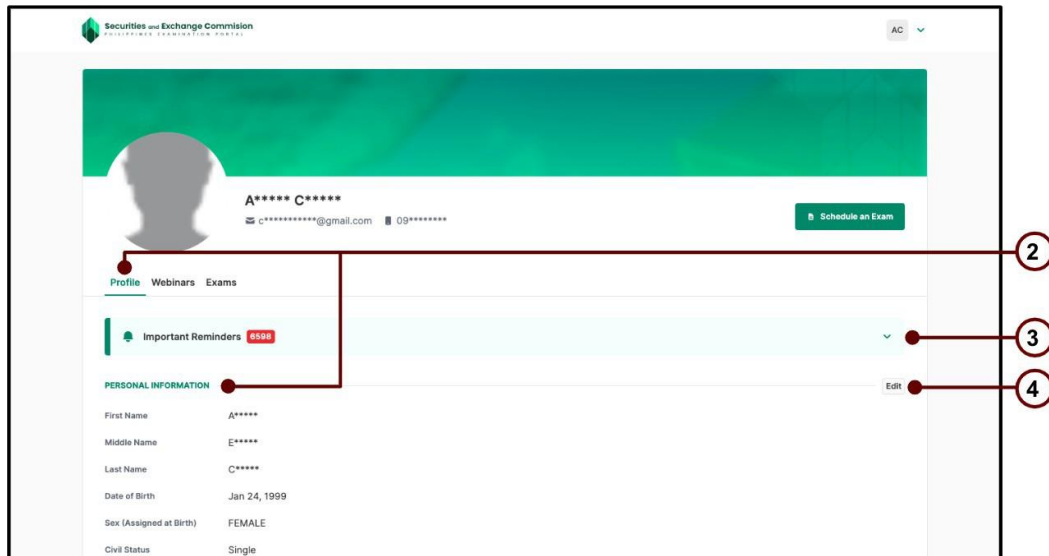
4.3.2.1 View the Important Reminders



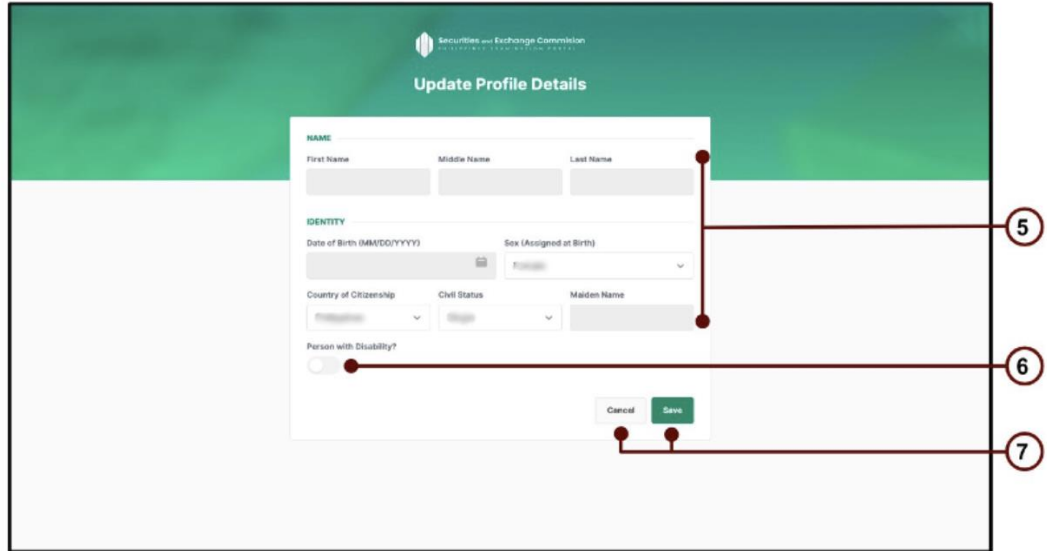
Steps	How to View the Important Reminders
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams Select the “Profile” tab, then select the “Important Reminders” submodule.
3	Under the “Important Reminders” submodule, to view and hide the Important Reminders, click the “drop-down” menu icon or the “ ^ ” icon
4	Click the “Mark as Read” icon to mark the reminder as read.

4.3.3 Profile Information

4.3.3.1 Edit Profile Information



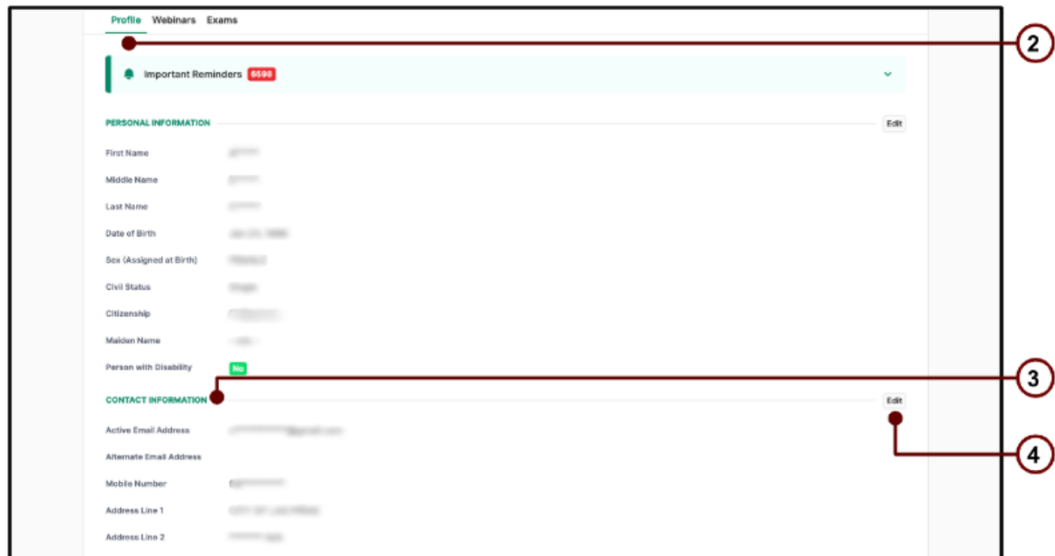
Steps	How to Edit the Profile Information
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams Select the “Profile” module.
3	The Profile module will display the following sections: • Personal Information • Contact Information • Education • Employment • Philippine-Issued Identification (ID) • Vaccination Card/Certificate Select the “Personal Information” section.
4	Under the “Personal Information”, to update the details, click the “Edit” icon.



Steps	How to Edit the Profile Information
5	The Applicant/Examinee may update any of the following fields: • Sex • Citizen • Civil Status by selecting “Sex” on the Sex menu list, “Citizen” on the Citizen menu list, and “Civil Status” on the Civil Status menu list. The Applicant/Examinee may also enable/disable the toggle switch the “Person with Disabilities” option.
6	The Applicant/Examinee can enable or disable the toggle switch for the “Person with Disabilities” option as needed.
7	Click the “Save” button to save the changes, or click the “Cancel” button to disregard the changes.

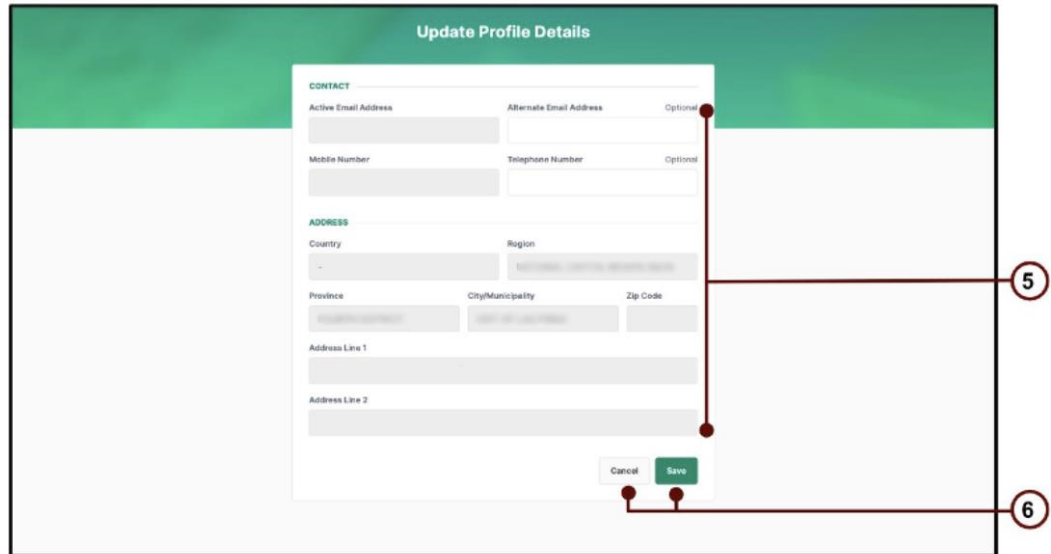
4.3.4 Contact Information

4.3.4.1 Edit Contact Information



The screenshot shows the 'Profile' tab selected in the top navigation bar. Below the 'Important Reminders' section, there are two main sections: 'PERSONAL INFORMATION' and 'CONTACT INFORMATION'. The 'CONTACT INFORMATION' section is highlighted with a red circle labeled '3'. An 'Edit' button is located to the right of the 'CONTACT INFORMATION' section, indicated by a red circle labeled '4'. A red line connects the 'Edit' button to the 'CONTACT INFORMATION' section. Another red line connects the 'Profile' tab to a red circle labeled '2'.

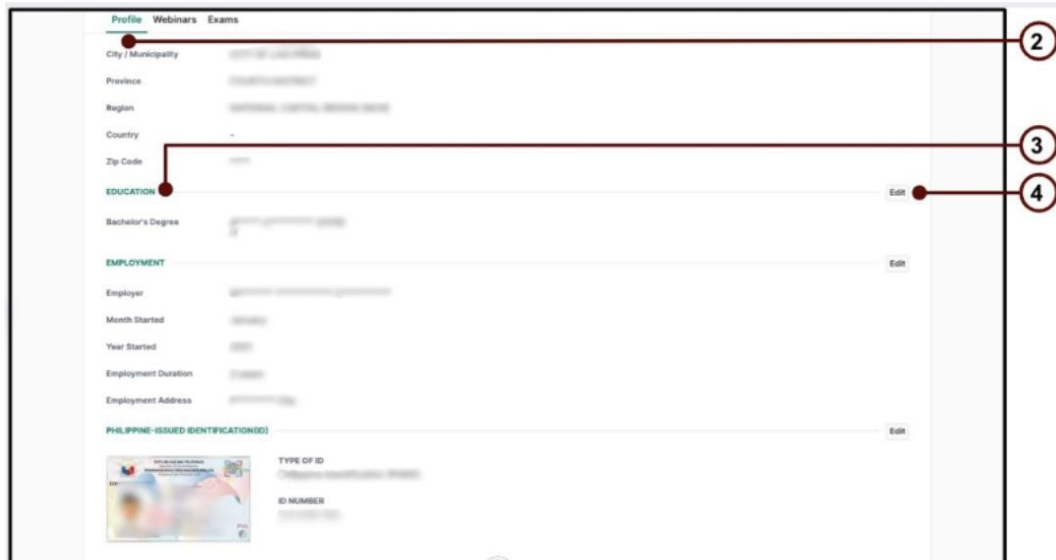
Steps	How to Edit the Contact Information
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinar • Exam Select the “Profile” module.
3	The Profile module will display the following sections: • Personal Information • Contact Information • Education • Employment • Philippine-Issued Identification (ID) • Vaccination Card/Certificate Select the “Contact Information” section.
4	Under the “Contact Information” to update, click the “Edit” icon.



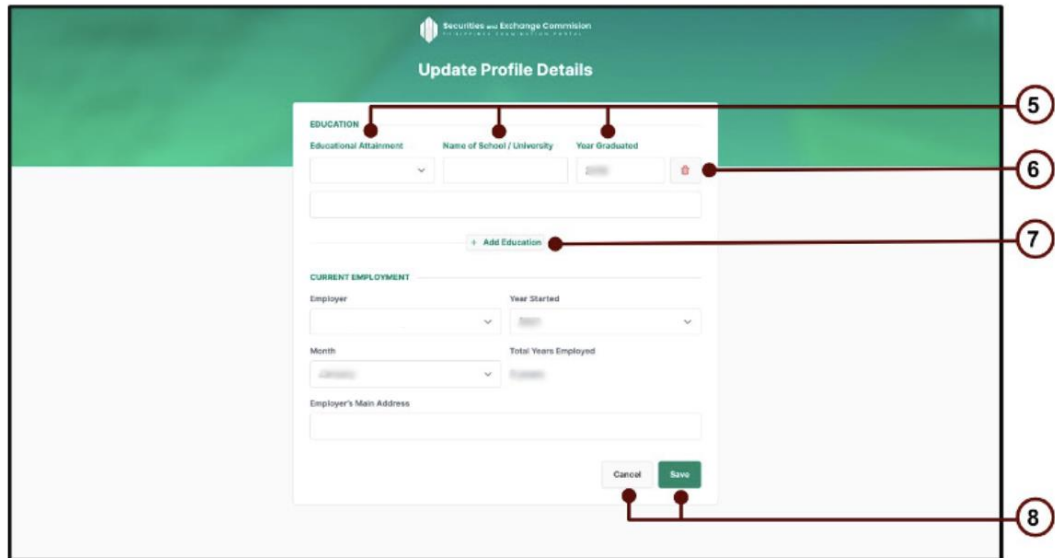
Steps	How to Edit the Contact Information
5	The Applicant/Examinee may update any of the following fields: • Alternative Email Address • Telephone Number
6	Click the “Save” button to save the changes, or click the “Cancel” button to disregard the changes.

4.3.5 Education

4.3.5.1 Edit the Education Details



Steps	How to Edit the Education Details
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams Select the “Profile” module.
3	The Profile module will display the following sections: • Personal Information • Contact Information • Education • Employment • Philippine-Issued Identification (ID) Select the “Education” section.
4	To update the “Education” section, click the “Edit” icon.

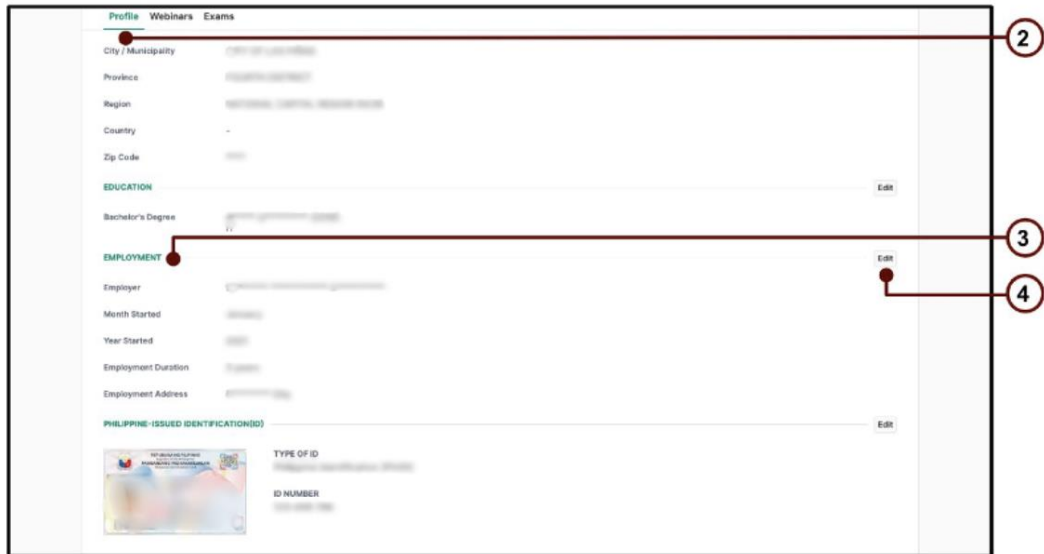


The screenshot shows the 'Update Profile Details' form. Callout 5 points to the 'EDUCATION' section header. Callout 6 points to the 'Add Education' button. Callout 7 points to the 'Delete' icon (a red square with a white 'x') next to an existing education entry. Callout 8 points to the 'Save' button at the bottom right of the form.

Steps	How to Edit the Education Details
5	To update the Education details, the Applicant may update any of the following fields: • Educational Attainment • Name of School/University • Year Graduated
6	To an Educational attainment, click the “Add Education” icon to add Educational Attainment and fill out the following information: • Educational Attainment • Name of School/University • Year Graduated
7	To remove an Educational Attainment, click the “Delete” icon or the “  ” icon.
8	Click the “Save” button to save the changes, or click the “Cancel” button to disregard the changes.

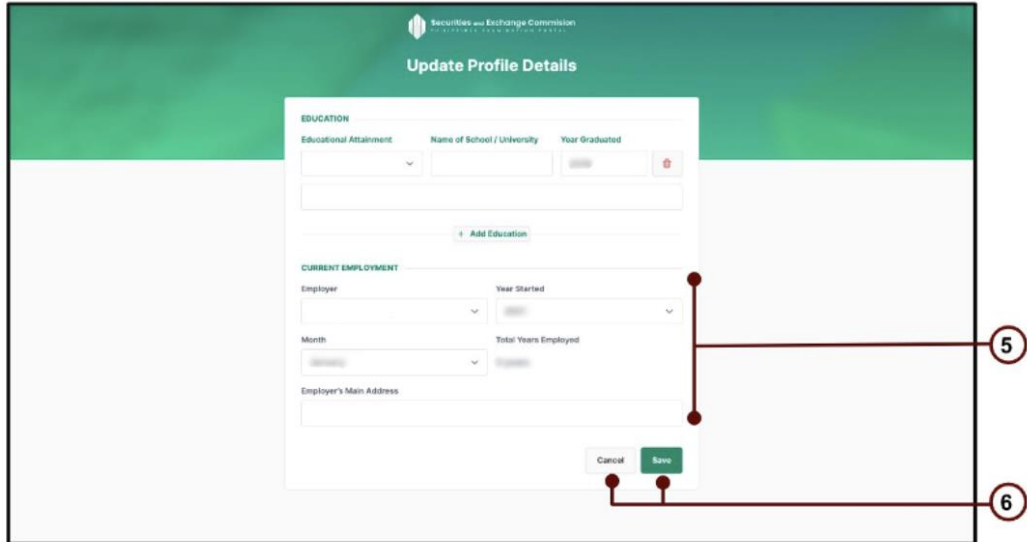
4.3.6 Employment

4.3.6.1 Edit Employment Details



The screenshot shows the 'Profile' tab selected in the top navigation bar. The 'EMPLOYMENT' section is highlighted with a red dot and a line pointing to it from circle 3. An 'Edit' icon is visible next to the Employment details, with a red line pointing to it from circle 4. Other sections like 'EDUCATION' and 'PHILIPPINE-ISSUED IDENTIFICATION(ID)' are also visible.

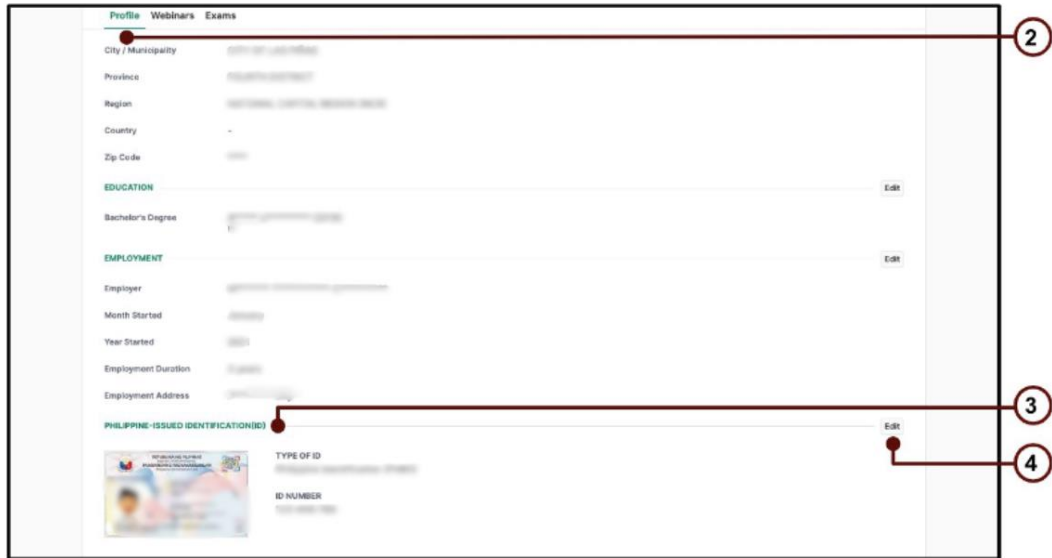
Steps	How to edit the Employment details
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams Select the “Profile” module.
3	The Profile module will display the following sections: • Personal Information • Contact Information • Education • Employment • Philippine-Issued Identification (ID) • Vaccination Card/Certificate Select the “Employment” section.
4	To update the “Employment” details, click the “Edit” icon.



Steps	How to edit the Employment details
5	The Applicant/Examinee may update any of the following fields: • Employer • Year Started • Month • Total Years • Employer's Main Address
6	Click the “Save” button to save the changes, or click the “Cancel” button to disregard the changes.

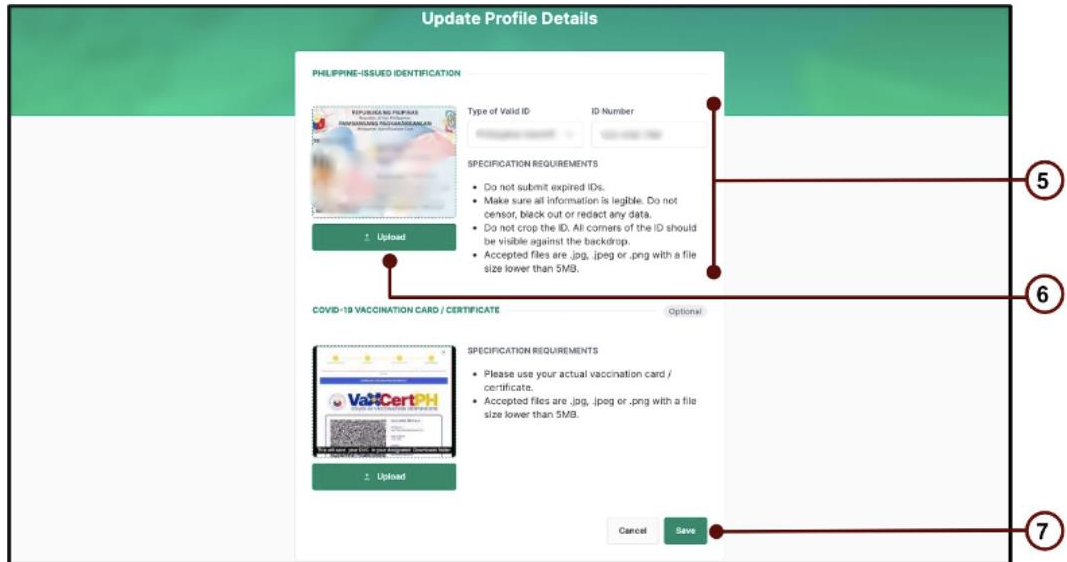
4.3.7 Employment

4.3.7.1 Edit Employment Details



The screenshot shows the 'Profile' module in the ACES system. The 'PHILIPPINE-ISSUED IDENTIFICATION (ID)' section is highlighted with a red circle and a red line pointing to the 'Edit' button. The 'Edit' button is also highlighted with a red circle and a red line pointing to it. The 'Edit' button is located next to the 'PHILIPPINE-ISSUED IDENTIFICATION (ID)' section.

Steps	How to update the Philippine-Issued Identification (ID)
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinar • Exam Select the “Profile” module.
3	The Profile module will display the following sections: • Personal Information • Contact Information • Education • Employment • Philippine-Issued Identification (ID) • Vaccination Card/Certificate Select the “Philippine-Issued Identification (ID)” section.
4	To update the “Philippine-Issued Identification (ID)” section, click the “Edit” icon.



Update Profile Details

PHILIPPINE-ISSUED IDENTIFICATION

PHILIPPINE-ISSUED IDENTIFICATION

Type of Valid ID ID Number

1 Upload

SPECIFICATION REQUIREMENTS

- Do not submit expired IDs.
- Make sure all information is legible. Do not censor, black out or redact any data.
- Do not crop the ID. All corners of the ID should be visible against the backdrop.
- Accepted files are .jpg, .jpeg or .png with a file size lower than 5MB.

COVID-19 VACCINATION CARD / CERTIFICATE Optional

1 Upload

SPECIFICATION REQUIREMENTS

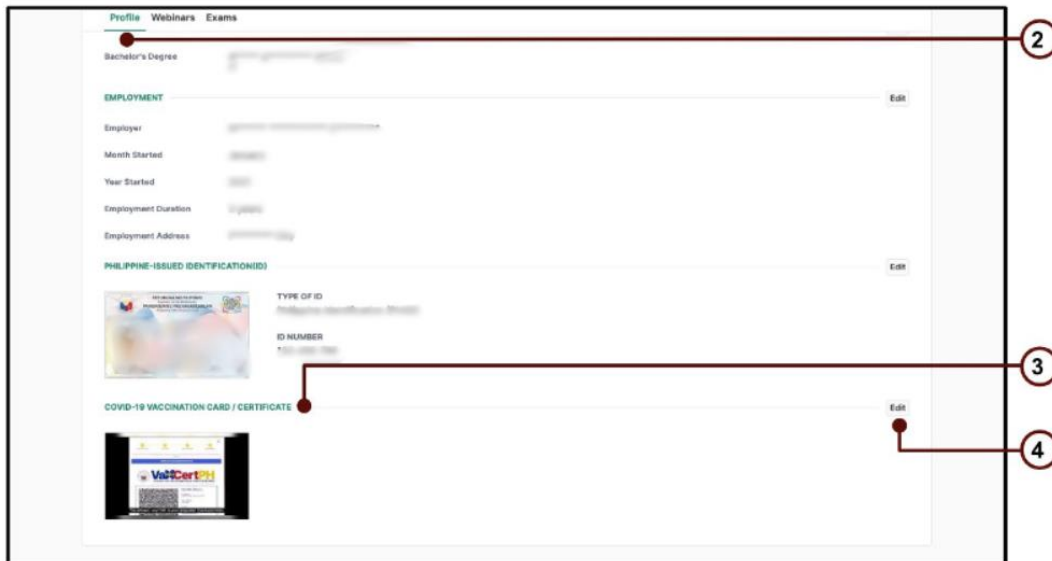
- Please use your actual vaccination card / certificate.
- Accepted files are .jpg, .jpeg or .png with a file size lower than 5MB.

Cancel Save

Steps	How to update the Philippine-Issue Identification (ID)
5	To update the Philippine-Issued Identification saved in the system, select the “Type of Valid ID” on the Type of Valid ID menu list and then type the ID Number on the space provided.
6	Click the “Upload” icon to upload an image from the local device of the Applicant/Examinee.
7	Click the “Save” button to save the changes, or click the “Cancel” button to disregard the changes.

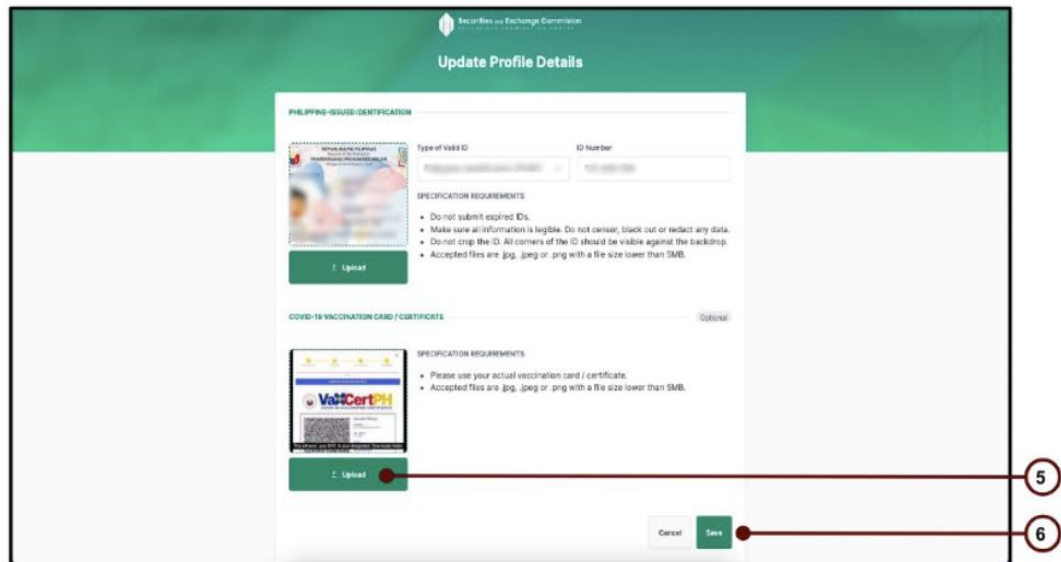
4.3.8 Vaccination Card/Certificate

4.3.8.1 Update the Vaccination Card/Certificate



The screenshot shows the 'Profile' module in the ACES portal. The 'COVID-19 VACCINATION CARD / CERTIFICATE' section is highlighted with a red circle and an 'Edit' button. Red lines and numbers 2, 3, and 4 indicate the steps for updating the vaccination card/certificate.

Steps	How to update the Vaccination Card/Certificate
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinar • Exam Select the "Profile" module.
3	The Profile module will display the following sections: • Personal Information • Contact Information • Education • Employment • Philippine-Issued Identification (ID) • Vaccination Card/Certificate Select the "Vaccination Card/Certificate" section.
4	To update the "Vaccination Card/Certificate" details, click the "Edit" icon.



Steps	How to update the Vaccination Card/Certificate
5	Click the “Upload” icon to upload an image from the local device of the Applicant/Examinee.
6	Click the “Save” button to save the changes, or click the “Cancel” button to disregard the changes.

5. EXAMINATION PROCESSES AND SCHEDULING

The Exam module consists of two tabs that enable the Applicant/Examinee to view and manage their Exams:

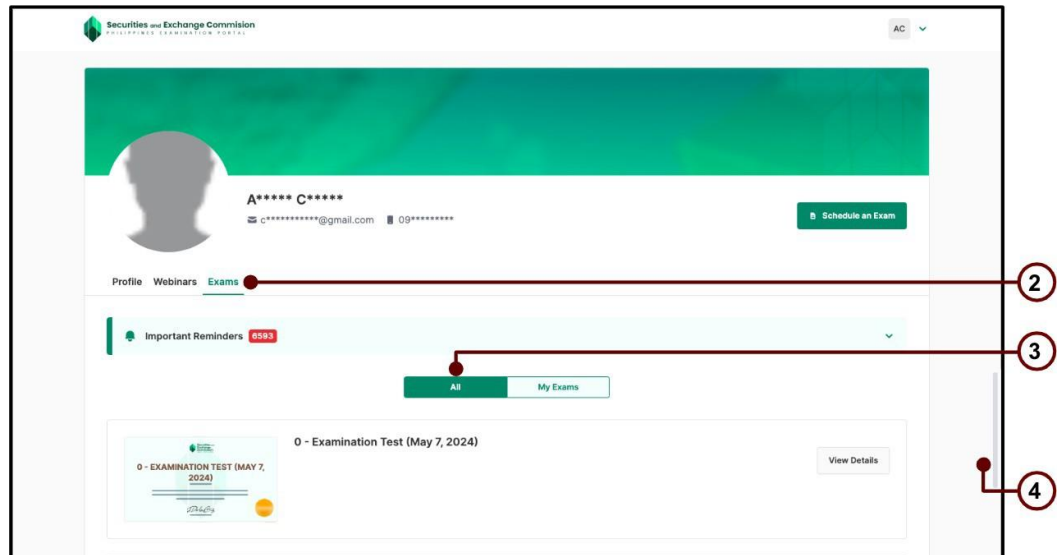
- a. All (Exams)
- b. My Exams

The “All (Exams)” tab displays the list of all Exams that are available from the system that the Applicant can register and schedule. The Applicant will be an Examinee upon confirmation of registration and the schedule of the Exam.

The “My Exams” tab displays a list of all Exams that are already scheduled/taken by the Examinee. The “My Exams” tab also allows the Examinee to reschedule an exam if it is canceled for reasons cited in the SEC Guidelines.

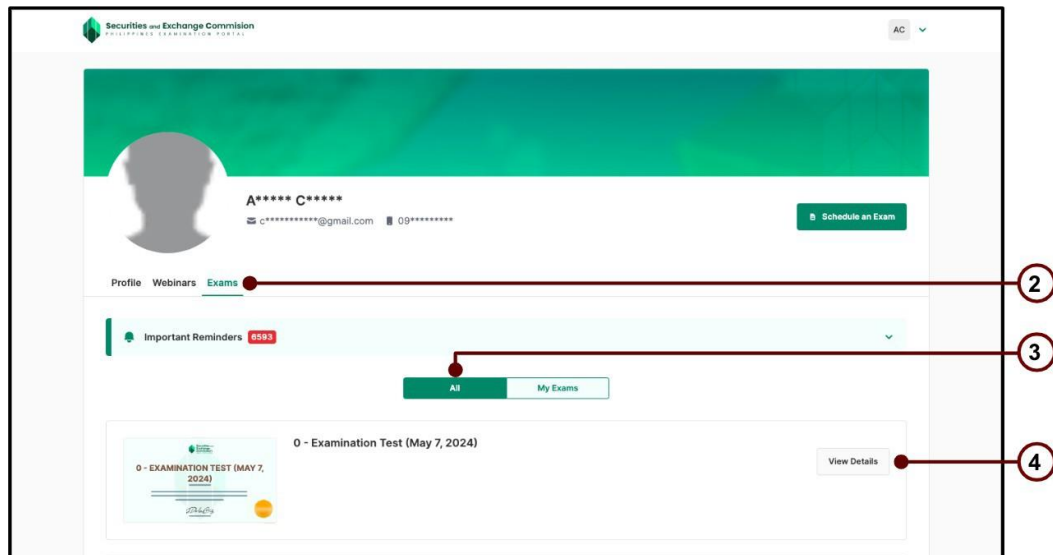
5.1 All Exams

5.1.1 View all Exams

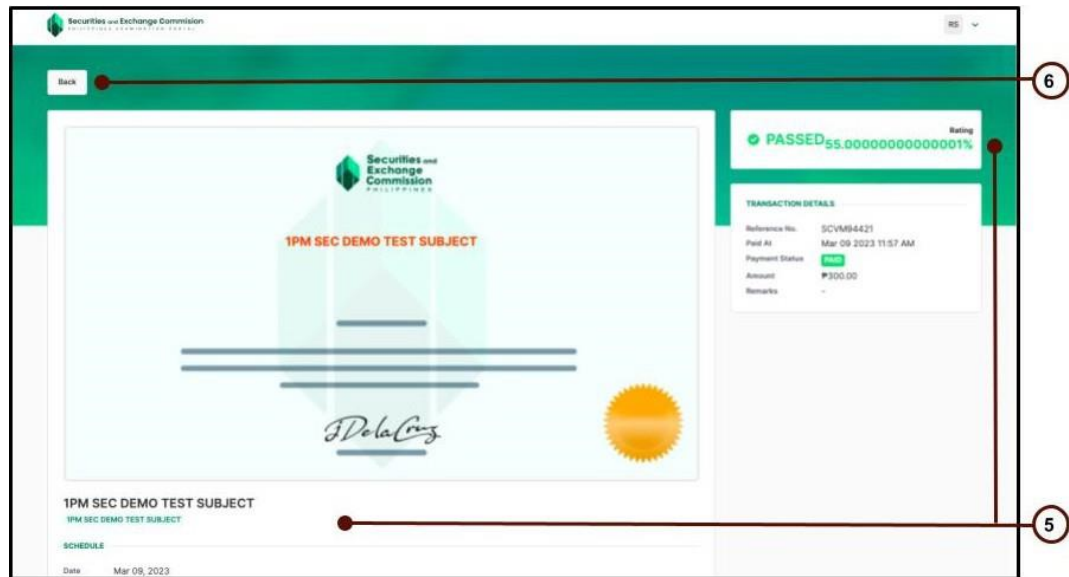


Steps	How to view All Exams
1	Log in to the Applicant/Examinee portal using the Applicant login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams Select the “Exams” module.
3	The Exams module will display the following tabs: • All • My Webinars Select the “All” tabs.
4	On the “All” tab, to view the complete list of Exams, the Applicant may scroll the vertical scrollbar found on the right part of the page.

5.1.2 View the Exam Details



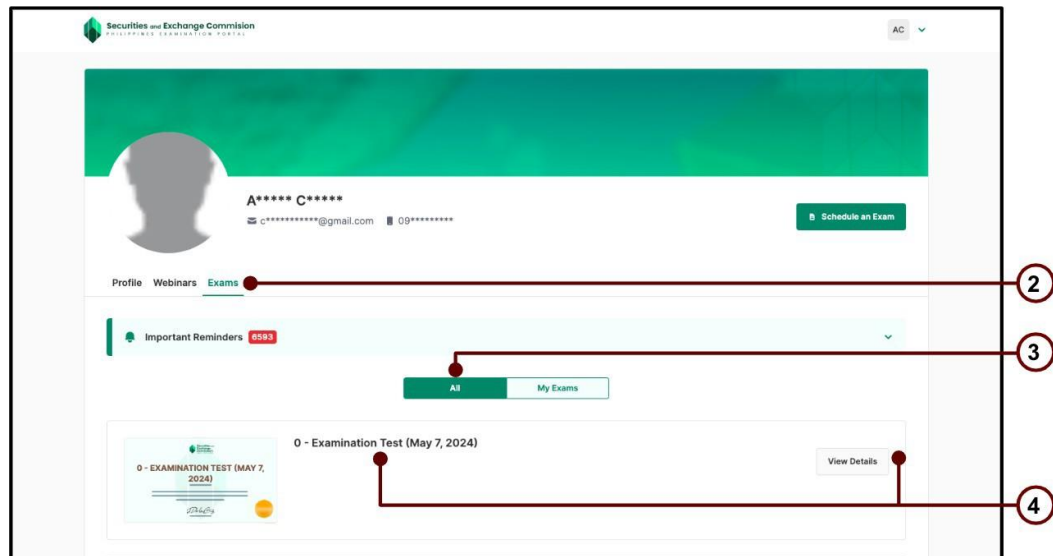
Steps	How to view the Exam Details
1	Log in to the Applicant/Examinee portal using the Applicant login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams Select the “Exams” module.
3	The Exams module will display the following tabs: • All • My Exams Select the “All” tabs.
4	On the All tab, select an “Exam” from the list and click the “View Details” icon.



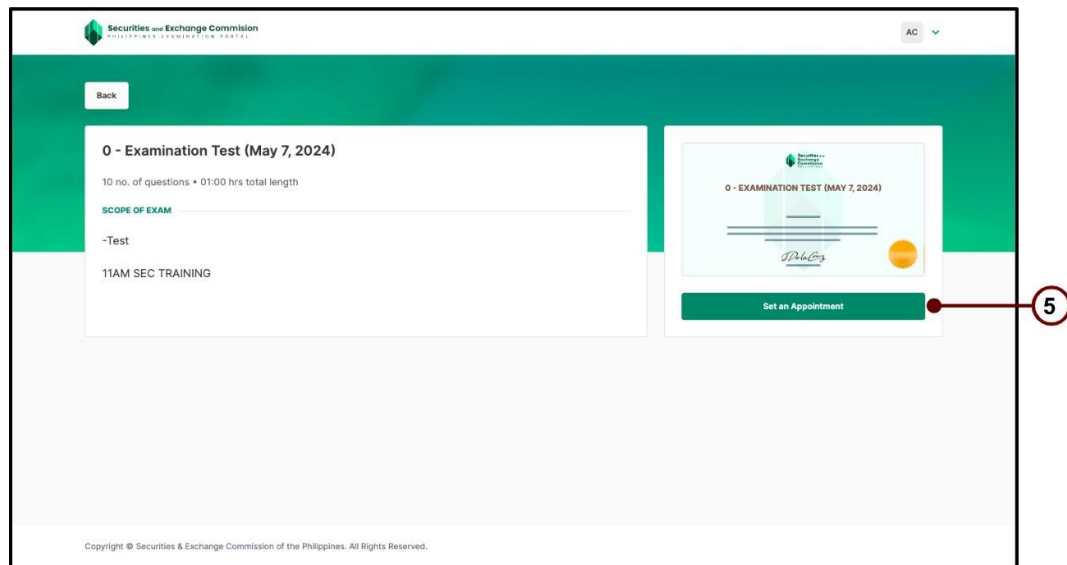
Steps	How to view the Exam Details
5	On the selected Exam, the Applicant/Examinee will be able to see the details of the Exam and its status.
6	Click the “Back” icon to return to the All Exams tab.

5.2 Register or Set an Appointment for an Exam

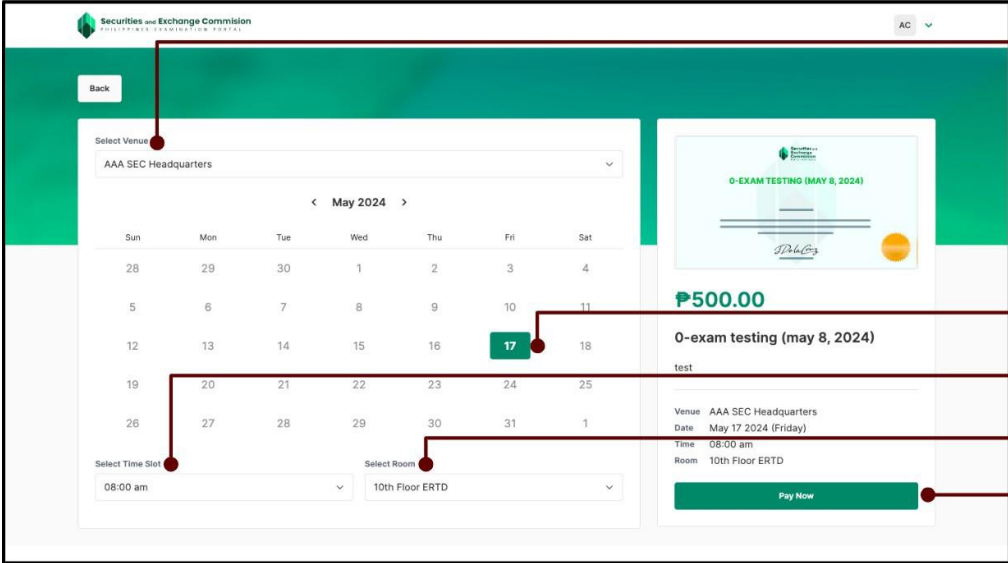
5.3 My Exams



Steps	How to register or set an Appointment for an Exam
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams Select the “Exams” module.
3	The Exams module will display the following tabs: • All • My Exams Select the “All” tabs.
4	On the All tab, select an “Exam” from the list that the Applicant has not yet taken and click the “View Details” icon.

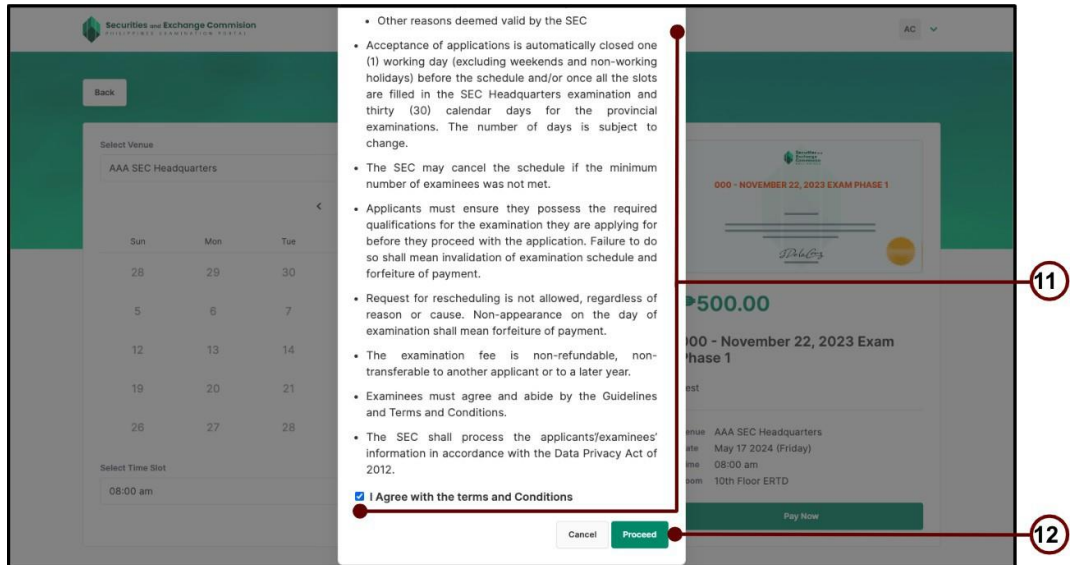


Steps	How to register or set an Appointment for an Exam
5	To set an appointment, click the “Set an Appointment” button.



The screenshot displays the 'Select Venue' page in the ACES system. It features a calendar for May 2024, a dropdown for 'Select Time Slot' (currently showing 08:00 am), and a dropdown for 'Select Room' (currently showing 10th Floor ERTD). A 'Pay Now' button is visible at the bottom right. Numbered callouts (6-10) indicate the sequence of steps: 6 points to the 'Back' button, 7 points to the calendar, 8 points to the 'Select Time Slot' dropdown, 9 points to the 'Select Room' dropdown, and 10 points to the 'Pay Now' button.

Steps	How to Register or Set an Appointment for an Exam
6	It will display the Schedule page, on the “SelectVenue” menu, select a “Venue” from the dropdown list.
7	Select a “Date” from the calendar.
8	Select a “Time Slot” from the Time Slot dropdown list.
9	On the “Select Room” menu, select a “Room” from the dropdown list.
10	After selecting a venue, room, and date, click the “Pay Now” button.



Securities and Exchange Commission
PHILIPPINE EXAMINATION PORTAL

Back

Select Venue

AAA SEC Headquarters

Sun Mon Tue

28 29 30

5 6 7

12 13 14

19 20 21

26 27 28

Select Time Slot

08:00 am

- Other reasons deemed valid by the SEC
- Acceptance of applications is automatically closed one (1) working day (excluding weekends and non-working holidays) before the schedule and/or once all the slots are filled in the SEC Headquarters examination and thirty (30) calendar days for the provincial examinations. The number of days is subject to change.
- The SEC may cancel the schedule if the minimum number of examinees was not met.
- Applicants must ensure they possess the required qualifications for the examination they are applying for before they proceed with the application. Failure to do so shall mean invalidation of examination schedule and forfeiture of payment.
- Request for rescheduling is not allowed, regardless of reason or cause. Non-appearance on the day of examination shall mean forfeiture of payment.
- The examination fee is non-refundable, non-transferable to another applicant or to a later year.
- Examinees must agree and abide by the Guidelines and Terms and Conditions.
- The SEC shall process the applicants/examinees' information in accordance with the Data Privacy Act of 2012.

☒ I Agree with the terms and Conditions

Cancel Proceed

000 - NOVEMBER 22, 2023 EXAM PHASE 1

500.00

000 - November 22, 2023 Exam Phase 1

AAA SEC Headquarters

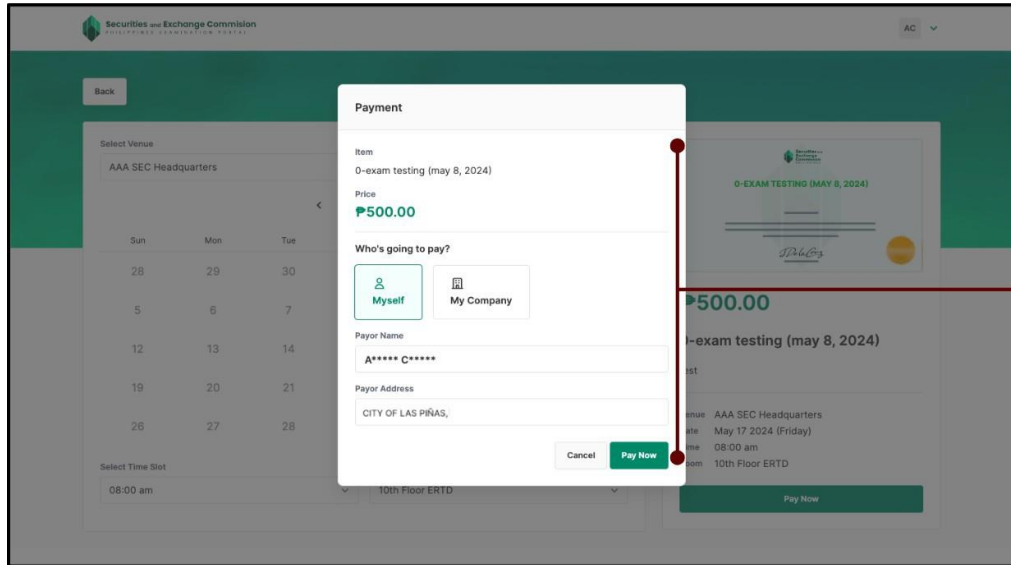
May 17 2024 (Friday)

08:00 am

10th Floor ERTD

Pay Now

Steps	How to register or set an Appointment for an Exam
11	The system will display the Terms and Conditions statement. The Applicant needs to read and understand the statement and agree by clicking the “checkbox” button.
12	Click the “Proceed” button to proceed with the next step.



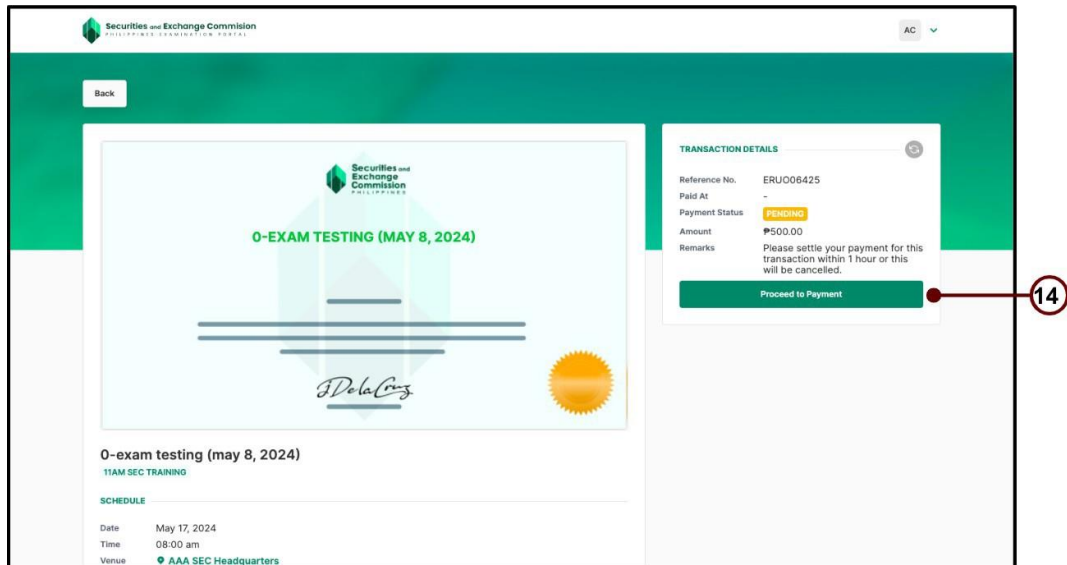
The screenshot shows the ACES Payment modal. The modal is titled "Payment" and contains the following fields and options:

- Item:** 0-exam testing (may 8, 2024)
- Price:** ₱500.00
- Who's going to pay?:**
 - ☒ Myself
 - ☐ My Company
- Payor Name:** A***** C*****
- Payor Address:** CITY OF LAS PIÑAS,

At the bottom of the modal are two buttons: "Cancel" and "Pay Now". The background shows a calendar for May 2024 and a list of exam slots.

13

Steps	How to Register or Set an Appointment for an Exam
13	The system will display the Payment modal, in which the Applicant must select an option on who's going to pay for the exam (My Self or My Company). Enter the "Payor Name" and "Payor Address", and then click the "Pay Now" button. The Applicant will be redirected to the Transaction Details page.



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0-EXAM TESTING (MAY 8, 2024)

J. Dela Cruz

0-exam testing (may 8, 2024)
11AM SEC TRAINING

SCHEDULE

Date: May 17, 2024
Time: 08:00 am
Venue: AAA SEC Headquarters

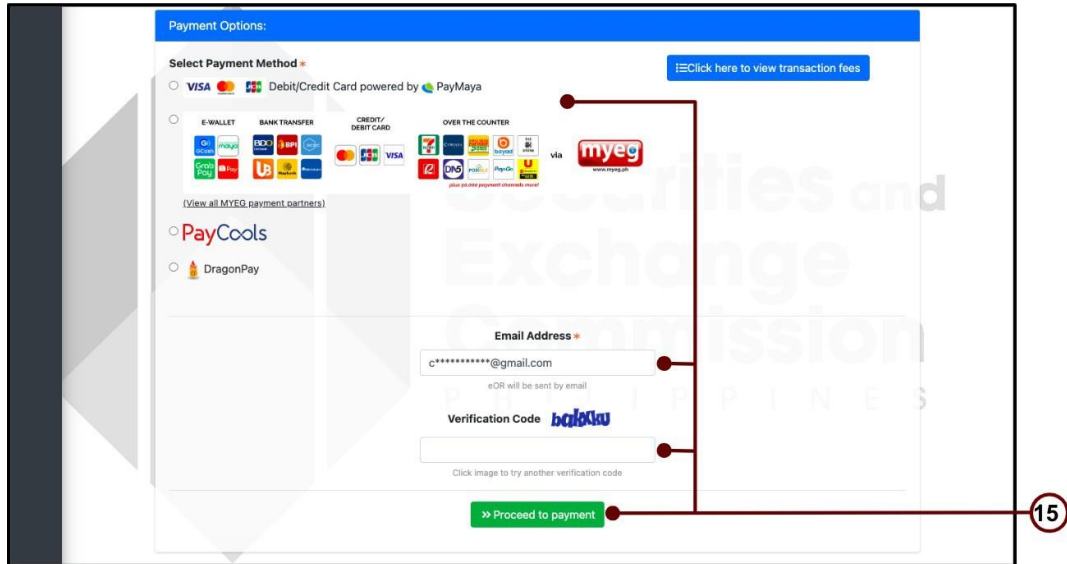
TRANSACTION DETAILS

Reference No. ERUC06425
Paid At: -
Payment Status: **PENDING**
Amount: ₱500.00
Remarks: Please settle your payment for this transaction within 1 hour or this will be cancelled.

Proceed to Payment

14

Steps	How to Register or Set an Appointment for an Exam
14	On the Transaction Details page, the screen will display the examination details selected by the applicant, the amount to be paid and its status, and a remark indicating that the payment must be settled within one hour or the appointment will be cancelled. After reviewing all the details, the applicant should click the “Proceed to Payment” button and will then be redirected to the Payment Options page.



Payment Options:

Select Payment Method

☐ VISA Debit/Credit Card powered by PayMaya

☐ E-WALLET BANK TRANSFER CREDIT/DEBIT CARD OVER THE COUNTER

(View all MYEG payment partners)

☐ PayCools

☐ DragonPay

Email Address

*****@gmail.com

eQR will be sent by email

Verification Code

Click image to try another verification code

[Click here to view transaction fees](#)

[Proceed to payment](#)

15

Steps	How to register or set an Appointment for an Exam
15	On the Payment Option page, the Applicant needs to select a “payment method” from the payment option, enter the “email address”, the “verification code”, and then click the “Proceed to Payment” button. Note: Applicants are advised to double-check the email address they provided to ensure they receive the electronic receipt after payment.



Securities and Exchange Commission is requesting for
PHP525.00 (PHP500.00 + Service Fee PHP25.00) **[TEST ONLY]**

Source:

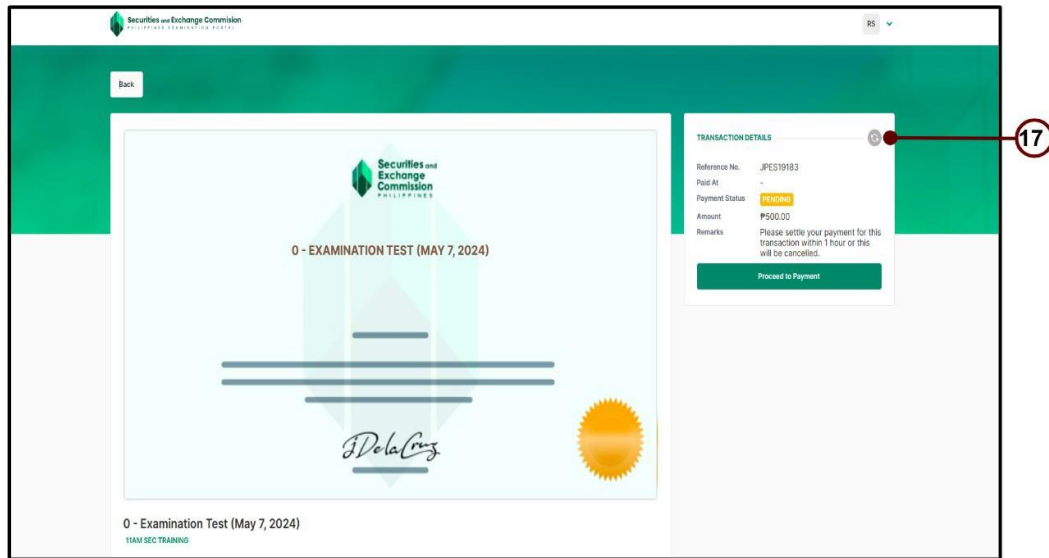
Email/Mobile:

Select from the available fund sources

☐ I agree to the [Terms and Conditions](#)

Customer Support

Steps	How to register or set an Appointment for an Exam
16	The Applicant will be redirected to the page for the payment method they have chosen. The payment partners may require the applicant to enter their account credentials to proceed with the payment request. Once the transaction has been processed and paid, the Exam payment status will be updated.



Back

Securities and Exchange Commission
PHILIPPINES

0 - EXAMINATION TEST (MAY 7, 2024)

J. Dela Cruz

0 - Examination Test (May 7, 2024)
11AM SEC TRAINING

TRANSACTION DETAILS

Reference No. JPES19183

Paid At -

Payment Status **PENDING**

Amount ₱500.00

Remarks Please settle your payment for this transaction within 1 hour or this will be cancelled.

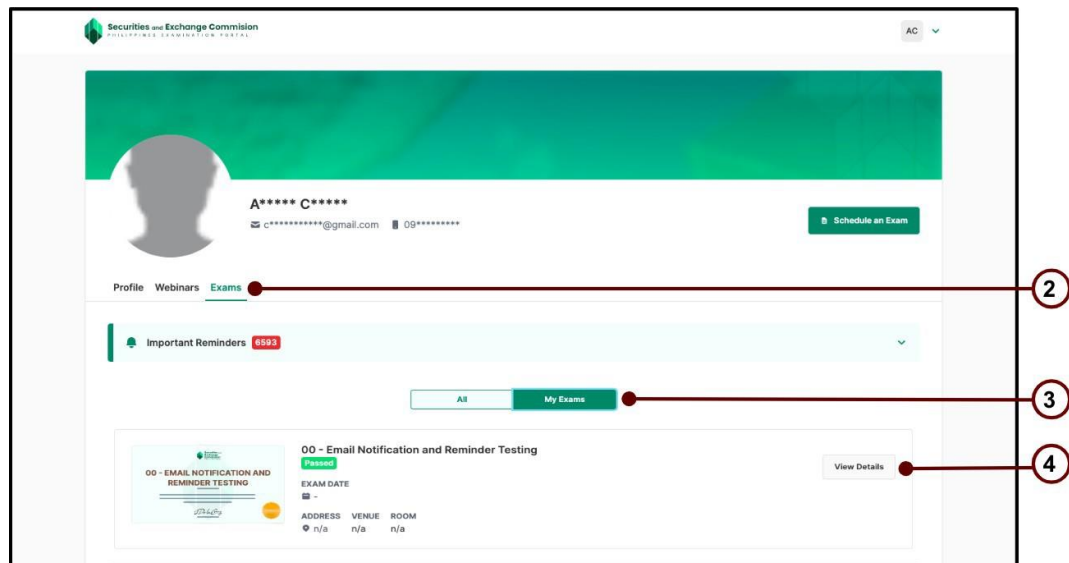
Proceed to Payment

17

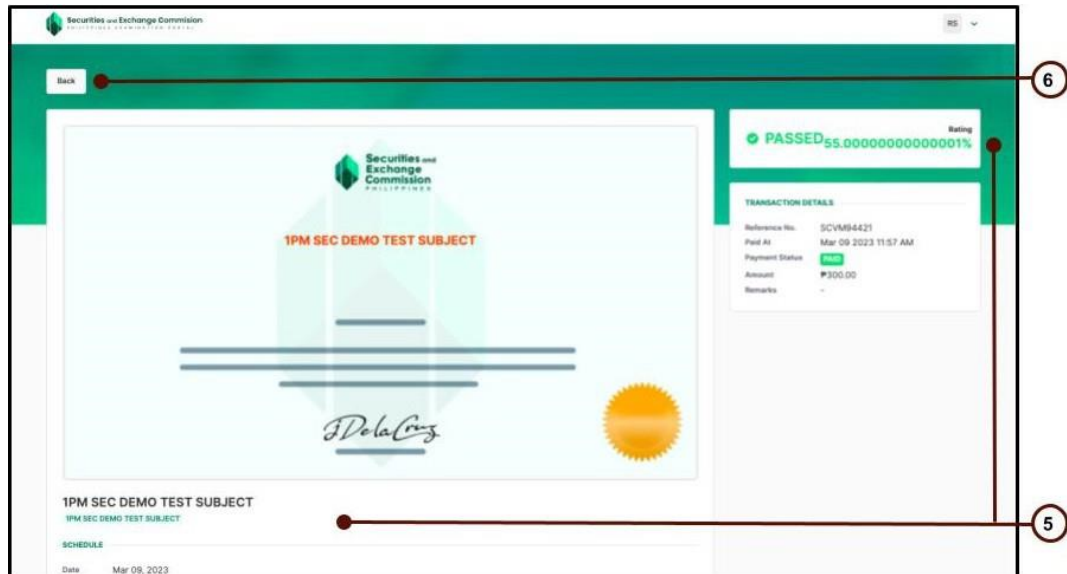
Steps	How to Register or Set an Appointment for an Exam
17	After completing the payment, the Applicant will be redirected to the selected exam. If the payment status does not update automatically, the Applicant can click the “Refresh” icon or the “🔄” button to manually refresh the status. The Applicant will now be an Examinee.

5.3 My Exams

5.3.1 View my Exam Details

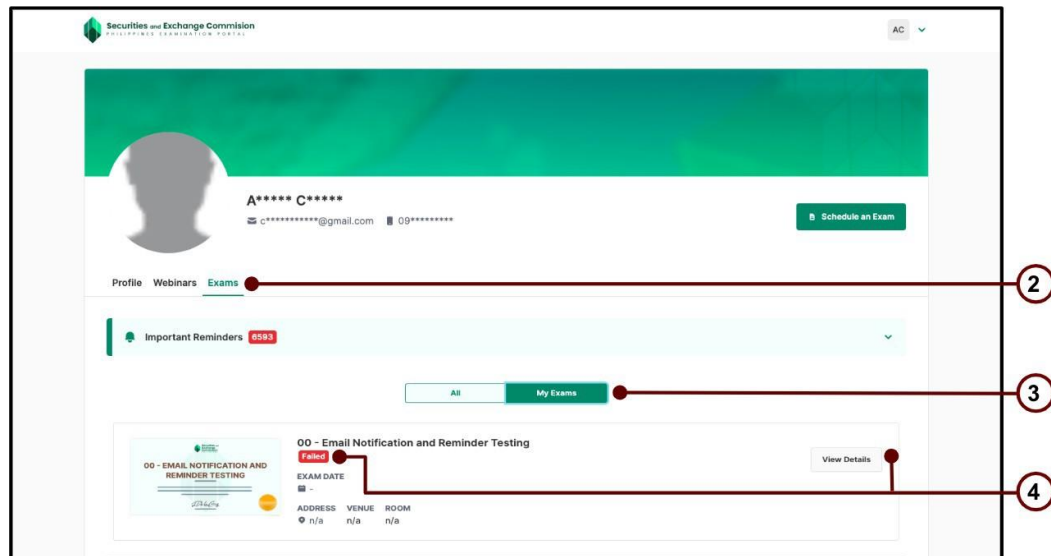


Steps	How to view My Exam Details
1	Log in to the Applicant/Examinee portal using the Applicant/Examinee login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams • Important Reminders Select the “Exams” module.
3	The Exams module will display the following tabs: • All • My Exams Select the “My Exams” tab.
4	On the My Exams tab, select an Exam from the list and click the “View Details” icon.

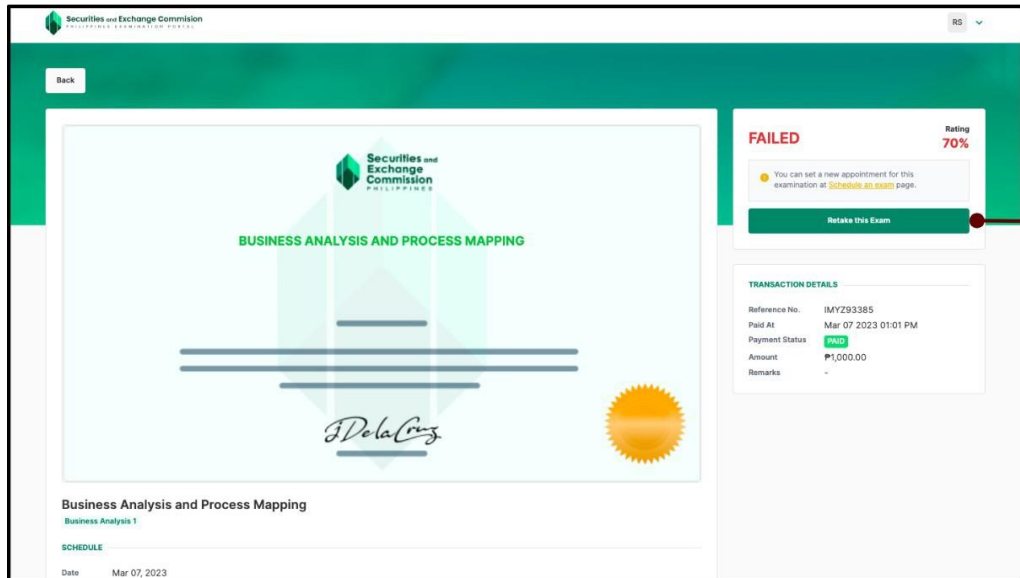


Steps	How to view My Exam Details
5	On the selected Exam, the Examinee will be able to see the details and status of the Exam.
6	Click the “Back” icon to return to the My Exam tab.

5.4 Set an Appointment to Retake a Failed Exam



Steps	How to set an appointment to retake a Failed Exam
1	Log in to the Applicant/Examinee portal using the Applicant login credential.
2	The Applicant/Examinee portal will display the following modules: • Profile • Webinars • Exams Select the “Exams” module.
3	The Exams module will display the following tabs: • All • My Exams Select the “My Exams” tabs.
4	On the My Exam tab, select an “Exam” from the list that has a “Failed” exam result status and then click the “View Details” icon.



Business Analysis and Process Mapping

Business Analysis 1

FAILED Rating: 70%

You can set a new appointment for this examination at [Schedule an exam](#) page.

Retake this Exam

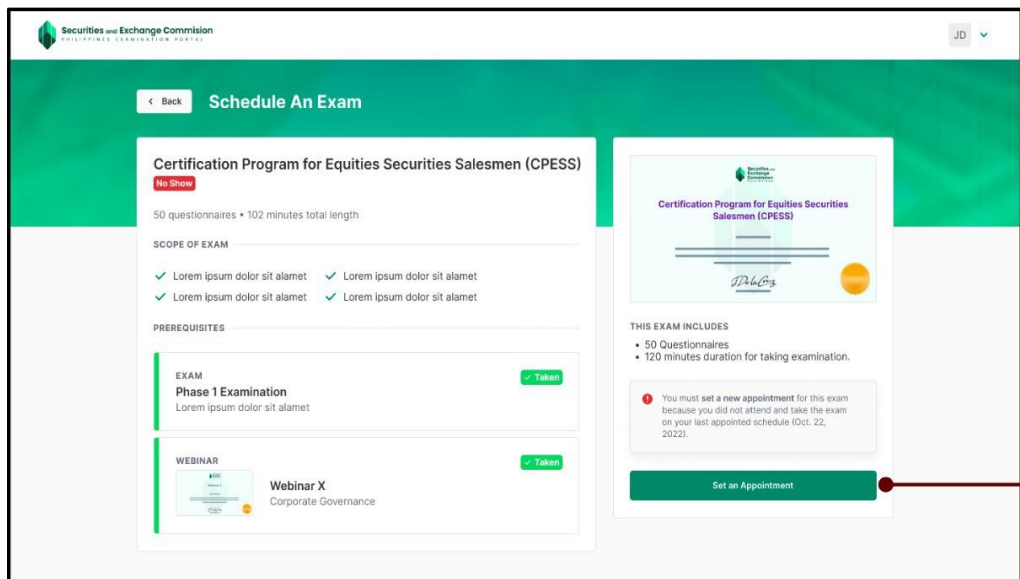
TRANSACTION DETAILS

Reference No.: IMYZ93385
Paid At: Mar 07 2023 01:01 PM
Payment Status: **PAID**
Amount: ₱1,000.00
Remarks: -

SCHEDULE

Date: Mar 07, 2023

Steps	How to Set an Appointment to Retake a Failed Exam
5	To retake the Exam, click the “Retake this Exam” button.



Schedule An Exam

Certification Program for Equities Securities Salesmen (CPSS)

No Show

50 questionnaires • 102 minutes total length

SCOPE OF EXAM

✓ Lorem ipsum dolor sit amet ✓ Lorem ipsum dolor sit amet
✓ Lorem ipsum dolor sit amet ✓ Lorem ipsum dolor sit amet

PREREQUISITES

EXAM **Phase 1 Examination** **Taken**
Lorem ipsum dolor sit amet

WEBINAR **Webinar X** **Taken**
Corporate Governance

Certification Program for Equities Securities Salesmen (CPSS)

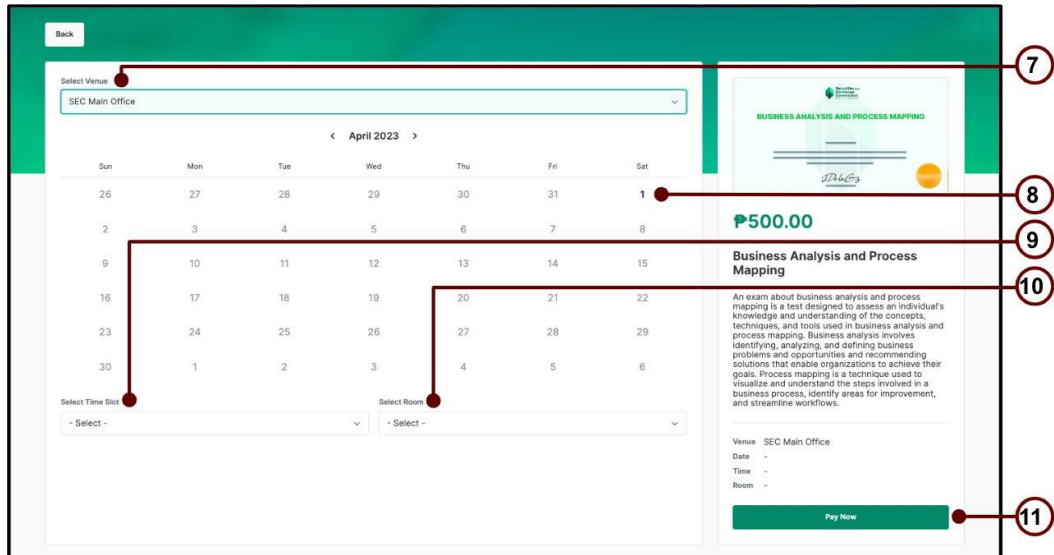
THIS EXAM INCLUDES

- 50 Questionnaires
- 120 minutes duration for taking examination.

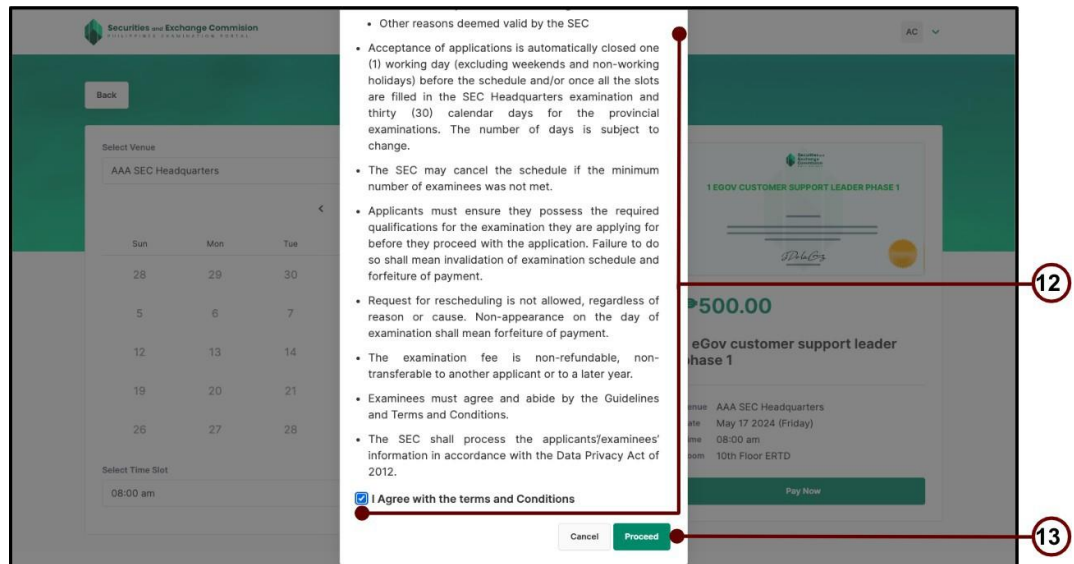
You must set a new appointment for this exam because you did not attend and take the exam on your last appointed schedule (Oct. 22, 2022).

Set an Appointment

Steps	How to set an appointment to retake a failed Exam
6	The system will redirect the Applicant to the Schedule an Exam page. The Applicant needs to click the “Set an Appointment” button to proceed.



Steps	How to set an appointment to retake a Failed Exam
7	On the Schedule page, on the “Select Venue” menu, select a “Venue” from the list.
8	Select a “Date” from the calendar.
9	Select a “Time Slot” from the “Time Slot” menu list.
10	On the “Select Room” menu, select a “Room” from the list.
11	After selecting the venue, room, and date, click the “Pay Now” button.



Securities and Exchange Commission
PHILIPPINE EXAMINATION PORTAL

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Select Venue

AAA SEC Headquarters

Sun	Mon	Tue
28	29	30
5	6	7
12	13	14
19	20	21
26	27	28

Select Time Slot

08:00 am

Other reasons deemed valid by the SEC

Acceptance of applications is automatically closed one (1) working day (excluding weekends and non-working holidays) before the schedule and/or once all the slots are filled in the SEC Headquarters examination and thirty (30) calendar days for the provincial examinations. The number of days is subject to change.

The SEC may cancel the schedule if the minimum number of examinees was not met.

Applicants must ensure they possess the required qualifications for the examination they are applying for before they proceed with the application. Failure to do so shall mean invalidation of examination schedule and forfeiture of payment.

Request for rescheduling is not allowed, regardless of reason or cause. Non-appearance on the day of examination shall mean forfeiture of payment.

The examination fee is non-refundable, non-transferable to another applicant or to a later year.

Examinees must agree and abide by the Guidelines and Terms and Conditions.

The SEC shall process the applicants/examinees' information in accordance with the Data Privacy Act of 2012.

☒ I Agree with the terms and Conditions

Cancel Proceed

12

13

ACES

1 EGOV CUSTOMER SUPPORT LEADER PHASE 1

P500.00

eGov customer support leader phase 1

venue AAA SEC Headquarters

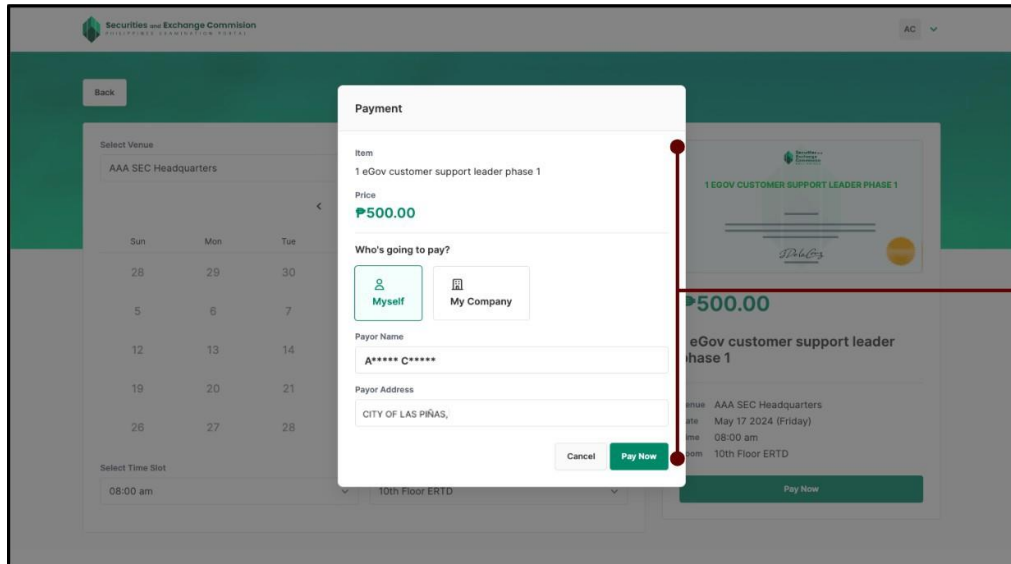
date May 17 2024 (Friday)

time 08:00 am

room 10th Floor ERTD

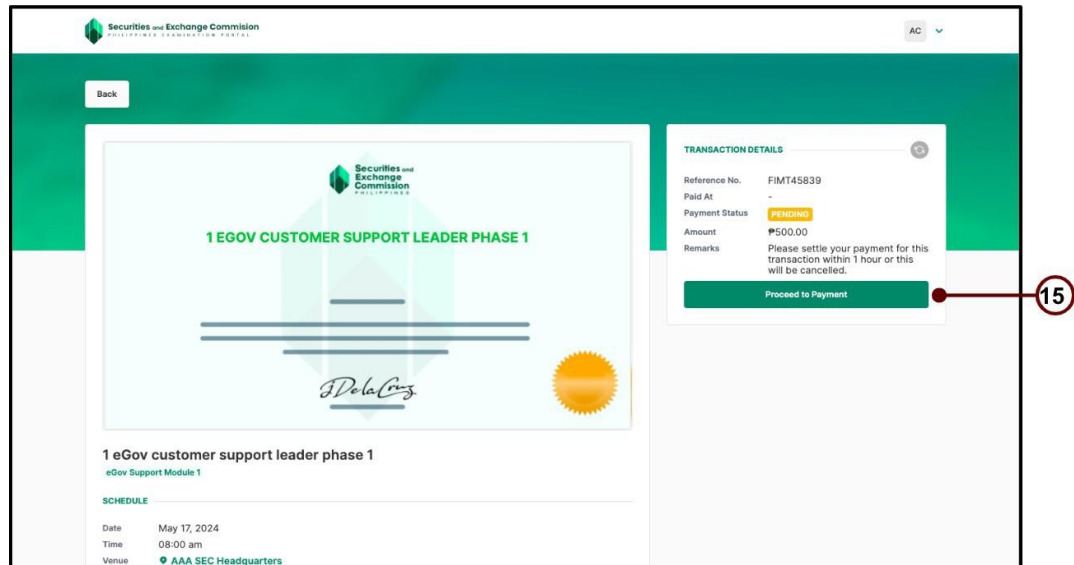
Pay Now

Steps	How to set an appointment to retake a Failed Exam
12	The system will display the Terms and Conditions statement. The Applicant needs to read and understand the statement and agree by clicking the “checkbox” button.
13	After agreeing to the Terms and Conditions statement, click the “Proceed” button to proceed with the next step.



14

Steps	How to Set an Appointment to Retake a Failed Exam
14	The system will display the Payment modal, in which the Applicant must select an option on who's going to pay for the exam (My Self or My Company). Enter the "Payor Name" and "Payor Address", and then click the "Pay Now" button. The Applicant will be redirected to the Transaction Details page.



Securities and Exchange Commission
PHILIPPINES EXAMINATION PORTAL

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1 eGov CUSTOMER SUPPORT LEADER PHASE 1

Dela Cruz

1 eGov customer support leader phase 1
eGov Support Module 1

SCHEDULE

Date: May 17, 2024
Time: 08:00 am
Venue: AAA SEC Headquarters

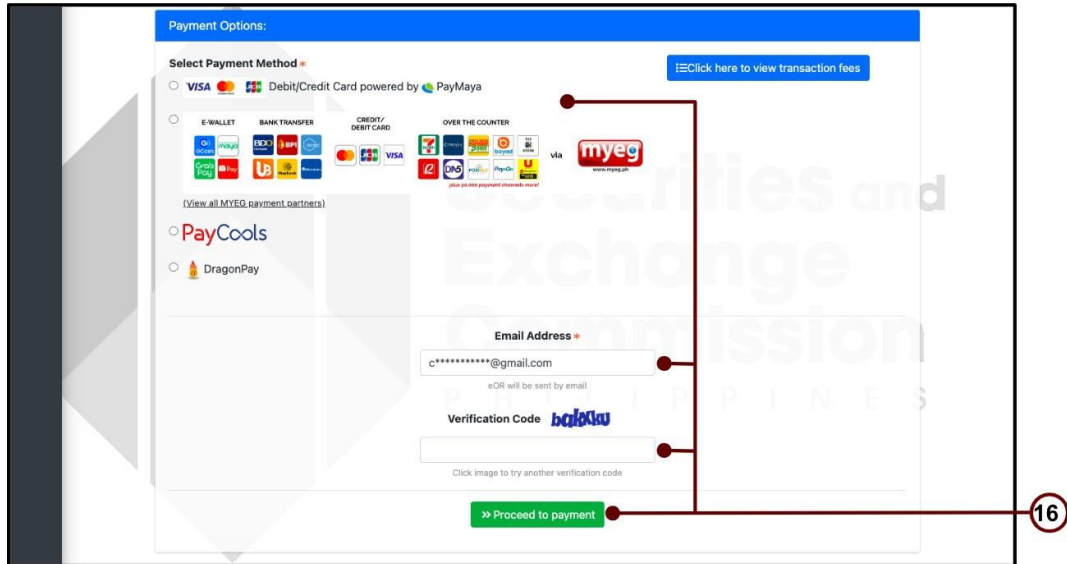
TRANSACTION DETAILS

Reference No.: FIMT45839
Paid At: -
Payment Status: **PENDING**
Amount: ₱500.00
Remarks: Please settle your payment for this transaction within 1 hour or this will be cancelled.

Proceed to Payment

15

Steps	How to Set an Appointment to Retake a Failed Exam
15	On the Transaction Details page, the screen will display the examination details selected by the applicant, the amount to be paid and its status, and a remark indicating that the payment must be settled within one hour or the appointment will be cancelled. After reviewing all the details, the applicant should click the “Proceed to Payment” button and will then be redirected to the Payment Options page.



Payment Options:

Select Payment Method

☐ VISA Debit/Credit Card powered by PayMaya

☐ E-WALLET BANK TRANSFER CREDIT/DEBIT CARD OVER THE COUNTER

☐ PayCools

☐ DragonPay

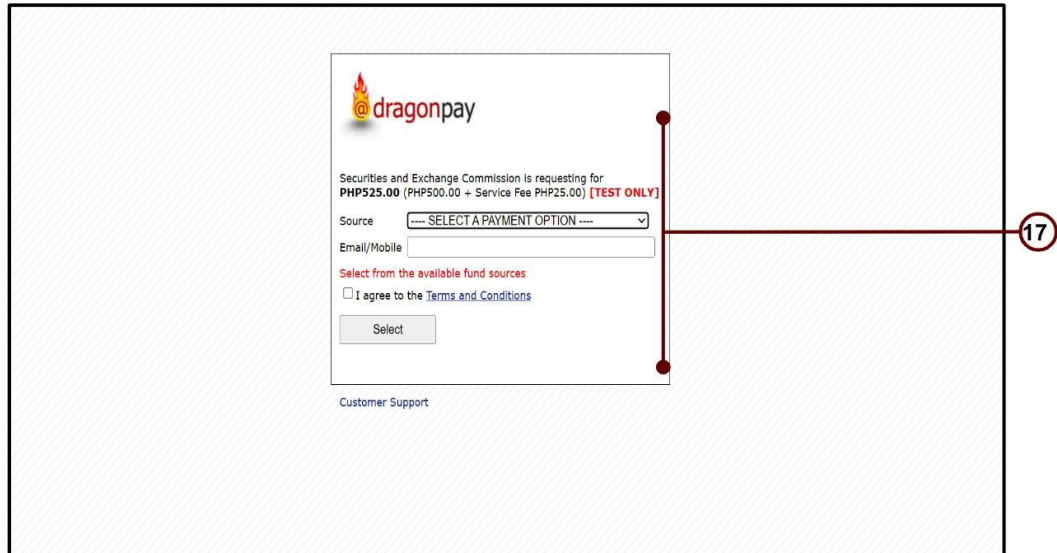
Email Address

Verification Code

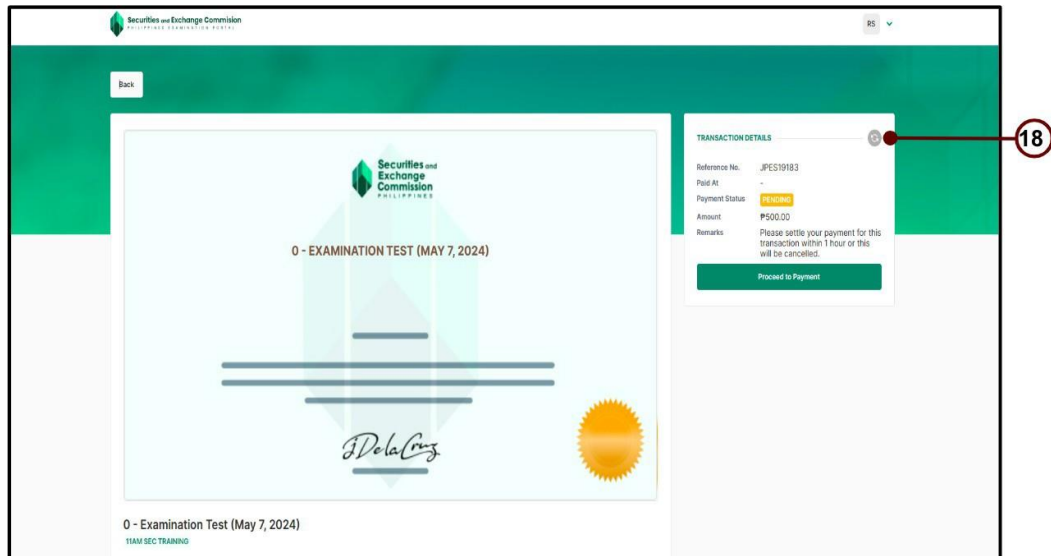
Proceed to payment

16

Steps	How to Set an Appointment to Retake a Failed Exam
16	On the Payment Options page, the Applicant needs to select a “payment method” from the payment option. Enter the “email address”, the “verification code” and then click the “Proceed to Payment” button. Note: Applicants are advised to double-check the email address they provided to ensure they receive the electronic receipt after payment.



Steps	How to Set an Appointment to Retake a Failed Exam
17	The Applicant will be redirected to the page for the payment method they have chosen. The payment partners may require the applicant to enter their account credentials to proceed with the payment request. Once the transaction has been processed and paid, the Exam payment status will be updated.



Securities and Exchange Commission
PHILIPPINES

Back

0 - EXAMINATION TEST (MAY 7, 2024)

Transaction Details

Reference No.: JFES19183
Paid At: -
Payment Status: PENDING
Amount: P500.00
Remarks: Please settle your payment for this transaction within 1 hour or this will be cancelled.
Proceed to Payment

0 - Examination Test (May 7, 2024)
TEAM SEC TRAINING

Steps	How to Set an Appointment to Retake a Failed Exam
18	After completing the payment, the Applicant will be redirected to the selected exam. If the payment status does not update automatically, the Applicant can click the "Refresh" icon or the "🔄" button to manually refresh the status. The Applicant will now be an Examinee.

6. DEFINITION OF TERMS

Term	Meaning
Applicant	A person who will register for an exam and a webinar.
Examinee	A person who has signed up, and registered, has a schedule, and has paid to take the exam.

7. FREQUENTLY ASKED QUESTIONS

General Questions	
What is SEC ACES?	SEC ACES (SEC Automated Certification Examination System) is the SEC's first online platform designed for individuals pursuing certification as part of the requirements to become registered capital market professionals in the Philippines.
Is the SEC ACES secure?	Yes, the SEC ACES has successfully undergone a series of Vulnerability Assessment and Penetration Testing conducted by the Cybersecurity Bureau of the Department of Information and Communications Technology, ensuring that the system is secure from cybersecurity threats.
How do I access SEC ACES?	You can access SEC ACES through aces.sec.gov.ph . Ensure you have a stable internet connection for a smooth experience.
Account Creation	
Why is it necessary to create an eSECURE account before registering in SEC ACES?	You need to create an account in eSECURE before you can register in SEC ACES because eSECURE is the SEC's centralized digital platform for accessing all its online services.
I forgot my password. How do I reset it?	Click "Forgot Password" on the login page, enter your registered email, and follow the instructions sent to your inbox to reset your password.
Examination Application and Scheduling	
Can I register for other dates that are not shown on the SEC ACES calendar?	No. Registration is only available for the dates listed on the SEC ACES calendar.
Can I register two schedules for one specific examination?	No, once you have an active schedule, you cannot reapply for another one. If you cannot make it on your schedule, you will need to wait for the current schedule to lapse before reapplying.

Can I apply for multiple examinations?	Yes, you may apply for different types of examinations in different sessions. However, you cannot apply for multiple schedules for the same type of examination.
Can I request to reschedule my confirmed examination?	Once your payment has been made and your schedule is confirmed, rescheduling is not available. We request that you carefully review your selected schedule and confirm your availability before completing your application and payment.
When can I reapply for an examination?	You may reapply for an examination immediately after failing.
Payment and Confirmation	
Is it possible to pay the examination fee in the SEC Headquarters?	No, payment to SEC ACES is fully online through SEC Electronic System for Payments to the SEC, or eSPAYSEC. The SEC shifted to virtual payments beginning February 2023.
What if I did not receive an electronic official receipt (e-OR) after making a payment in eSPAYSEC?	An electronic receipt is automatically sent to the email address you provided upon payment. If you do not see the e-OR in your inbox, please check your SPAM folder. If you still haven't received it, please email aces@sec.gov.ph .
Can I request a refund if I can't take the examination?	No, payments are non-refundable regardless of cause or reason. We kindly request that you carefully review your selected schedule and confirm your availability before completing your application and payment.
Can I get a refund for the fees paid if I made a wrong booking?	No, payments are non-refundable. You are responsible for verifying that you are selecting the correct examination, date, and session at the time of application.
How do I know if my application is successful?	After successfully applying for your examination, you will receive an email with your e-OR as confirmation of your payment, along with another email confirming your schedule. You can also check your application status in the ACES portal under the "My Exam" tab—if your payment is successful, the status will show as "Paid." If the payment is unsuccessful, the status will remain as "Scheduled."

Examination Process	
Is it possible to take the examination at home?	No, the examination is onsite, proctored and computer-based.
What happens if I experience technical issues during the exam?	SEC ACES is designed to run smoothly without issues. However, in the unlikely event that you encounter technical difficulties, promptly inform the examination proctor for assistance. They are available to help ensure a seamless testing experience.
Examination Results	
How long does it take to receive my results?	The examination results will be released within the day of the examination through the SEC website and the examinee's SEC ACES account, where they can also view their score.

8. SUPPORT CONTACT DETAILS

For any assistance or support with the SEC ACES, feel free to reach out to us Monday to Friday, except holidays, from 8:00 AM to 5:00 PM through the following:

Economic Research and Training Department

Market Professionals Development Division

10th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village,
Bel-Air, Makati City, 1209

Email: aces@sec.gov.ph

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