

## Step-by-step procedures of uploading the QUADSREC Form in the QUADSREC upload facility of the AMLC Portal:

1. Covered Persons must follow the specific file naming convention for their QUADSREC PDF file.

**[Institution code\_QUADSREC\_Upload Date (YYYYMMDD)]**

Institution Code:

- For CPs with 11-digit Institution Code, they must enter the 1<sup>st</sup> 6-digits of their Institution Code
- For CPs with 18-digit Institution Code, they must enter the 1st 9-digits of the Institution Code

**Example:**

- (123456\_QUADSREC\_20211031)
- (123456789\_QUADSREC\_20211031)

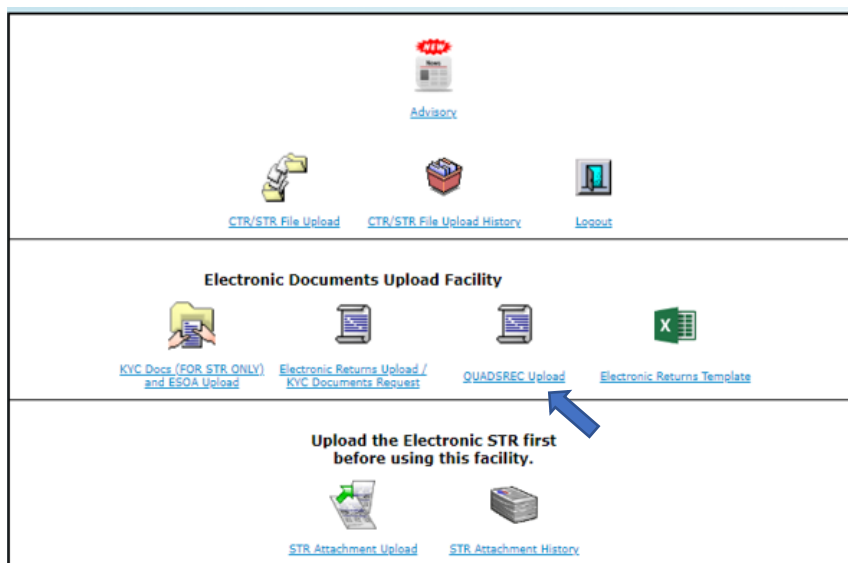
2. Log-on to <https://portal.amlc.gov.ph>



3. Enter the 1<sup>st</sup> 6-digits of the Inst. Code for CPs with 11-digit Inst. Code or the 1st 9-digits of the Inst. Code for CPs with 18-digit Inst. Code
4. Enter the Username or Registered email address
5. Enter password
6. Click LOGIN

A successful log-in will show the Covered Persons' User Main Page.

7. Kindly click on QUADSREC Upload Facility



8. Select QUADSREC as Document Type



9. Enter the Mandatory Information:  
(AMLC Regulatory Issuance no.: 6, Year: 2021)
10. Click the “choose file” button and upload the signed QUADSREC PDF file, then click the “Upload” button.

11. A Confirmation Receipt will be generated after uploading QUADSREC.

Confirmation Receipt	2021-10-20-200504-28525
Document Type	QUADSREC
Resolution Number	6
Year	2021
Electronic Bank Return	123456_QUADSREC_20211031.pdf
Date and Time	Oct 20, 2021 8:05:04 PM
Uploaded By	TEST USER