

5. Provision of Technical Support to Field Offices for Machine and Biometric Device Onboarding / Remapping

The registration machine and biometric devices onboarding and/or remapping process is the process of linking the machine ID, biometric device IDs, and registration center code to a specific PhilSys Registration Center.

The authorized personnel of the PhilSys Registry Office is responsible for completing the official onboarding templates. Once the onboarding process is complete, the registration machines and biometric devices can be used for Step 2 Registration.

Office or Division:	Infrastructure and Systems Management Division	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	PSA Field Offices	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>Accomplished Data Gathering Template (Excel File)</p> <p>For Machine</p> <ol style="list-style-type: none"> 1. Column A - reg_code 2. Column B - Machine Name 3. Column C - Machine Serial 4. Column D - Public Key 5. Column E - Key Index 6. Column F - SigningPublic Key 7. Column G - SigningKeyIndex <p>For Biometric Device</p> <ol style="list-style-type: none"> 1. Column A - reg_code 2. Column B - Device Type 3. Column C - Device Serial 4. Column D - MDS ID from Postman and JSON Web Tokens 	Infrastructure and Systems Management Division through the PhilSys repository	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished data gathering template through PhilSys IT	1.1. Acknowledge receipt of the request.	None	5 minutes	Computer Maintenance Technologist I/II

Support Ticketing webpage.				
None	1.2. Review the data provided. Note: Return the request to the Field ISA I if the data is incorrect.	None	5 minutes	Computer Maintenance Technologist I/II
None	1.3. Onboard/ remap the machine and biometric devices.	None	5 minutes	Computer Maintenance Technologist I/II
None	1.4. Inform the Field ISA I that the onboarding/ remapping process is successful.	None	5 minutes	Computer Maintenance Technologist I/II
2. Test the machine and biometric devices for its functionalities and provide feedback to ISMD.	2.1. Close the Job (Matrix) Ticket.	None	20 minutes	Computer Maintenance Technologist I/II
TOTAL:		None	40 minutes	