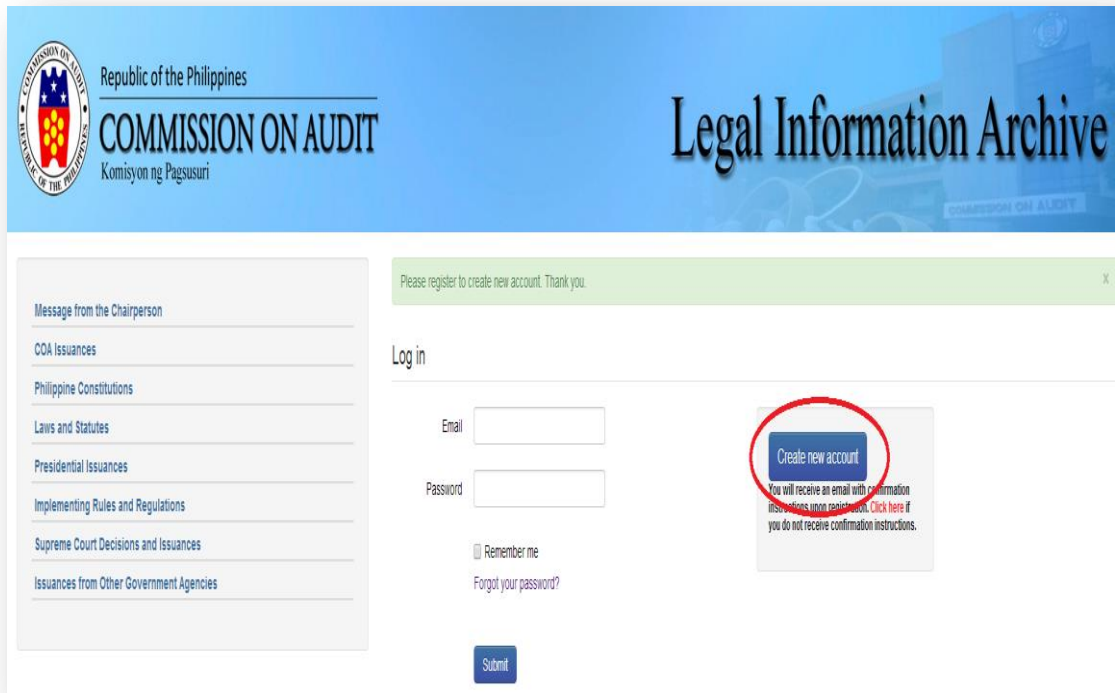


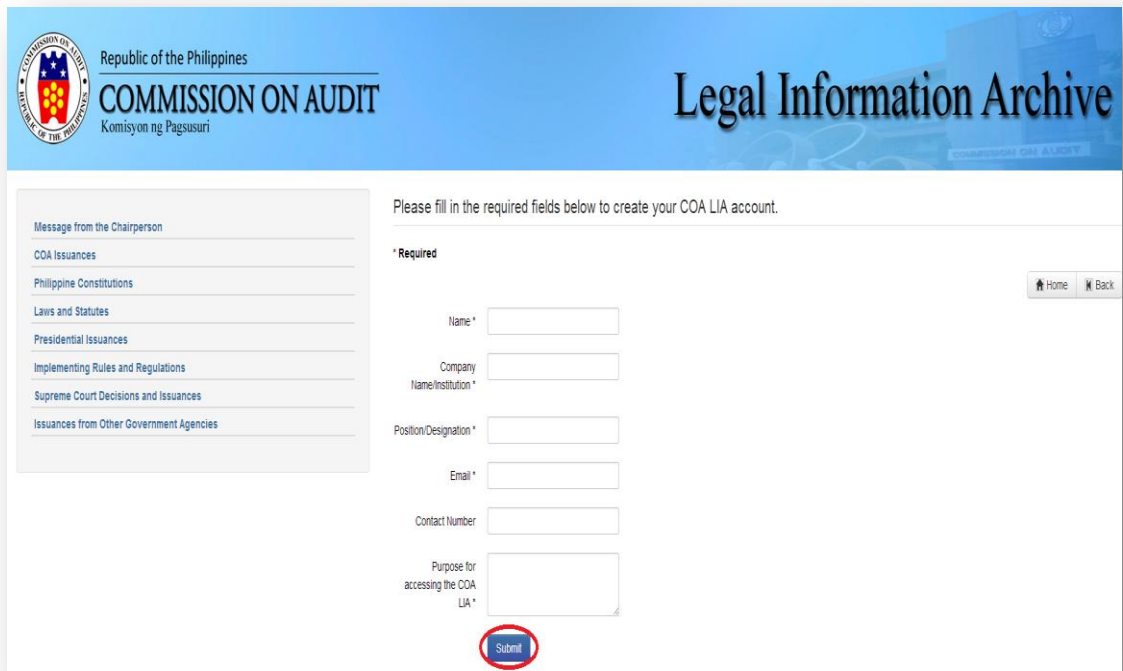
Creating New Account in COA Legal Information Archive (LIA)

1. Click the **Create New Account** button



The screenshot shows the homepage of the Commission on Audit (COA) Legal Information Archive. The header includes the COA logo and the text "Republic of the Philippines COMMISSION ON AUDIT Komisyon ng Pagsusuri" and "Legal Information Archive". A green notification bar at the top right says "Please register to create new account. Thank you." On the left, there is a sidebar with links: "Message from the Chairperson", "COA Issuances", "Philippine Constitutions", "Laws and Statutes", "Presidential Issuances", "Implementing Rules and Regulations", "Supreme Court Decisions and Issuances", and "Issuances from Other Government Agencies". The main content area has a "Log in" section with "Email" and "Password" input fields, a "Remember me" checkbox, and a "Forgot your password?" link. A blue "Create new account" button is circled in red. Below it, a text box states: "You will receive an email with confirmation instructions upon registration. Click here if you do not receive confirmation instructions."

2. Fill in the required fields below and click **Submit** button



The screenshot shows the registration form for the COA Legal Information Archive. The header is the same as in the previous screenshot. A green notification bar at the top right says "Please fill in the required fields below to create your COA LIA account." The form is titled "* Required" and includes the following fields: "Name *", "Company Name/Institution *", "Position/Designation *", "Email *", "Contact Number", and "Purpose for accessing the COA LIA *". A "Home" button and a "Back" button are located in the top right corner of the form area. A blue "Submit" button is circled in red at the bottom of the form.

3. You will see a message **“Your request is successfully submitted. You will receive an email with instructions about how to set up your password and confirm your email in a few minutes”**.

The screenshot shows the website header for the Commission on Audit (COA) of the Philippines, with the text "Legal Information Archive". A green notification bar at the top states: "Your request is successfully submitted. You will receive an email with instructions about how to set up your password and confirm your email in a few minutes." Below this is a "Log in" section with input fields for "Email" and "Password", a "Remember me" checkbox, a "Forgot your password?" link, and a "Submit" button. To the right of the login form is a "Create new account" button with a sub-message: "You will receive an email with confirmation instructions upon registration. Click here if you do not receive confirmation instructions." On the left side of the page, there is a navigation menu with links such as "Message from the Chairperson", "COA Issuances", "Philippine Constitutions", "Laws and Statutes", "Presidential Issuances", "Implementing Rules and Regulations", "Supreme Court Decisions and Issuances", and "Issuances from Other Government Agencies".

4. Log in to the email address that you used in creating your account and look for the email with subject **“Set up account password and confirmation instructions”**. Open the email and click on the link provided.

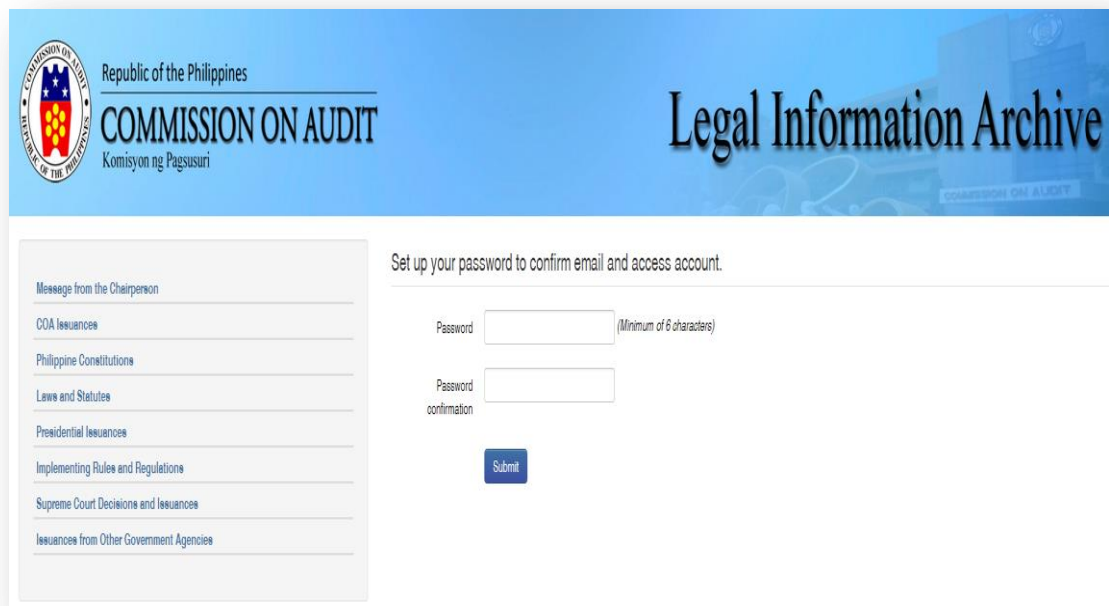
Please set up your password and confirm your email through the link below:
[Set up password and confirm my account](#)

Your confirmed email address will be your user name.

Thank you.

COA LIA Admin
COAWEB Center, Systems Administration Services
Information Technology Office

5. You will be directed back to the COA LIA webpage to set up your password and confirm your account.



The screenshot shows the 'Legal Information Archive' page of the Commission on Audit (COA) of the Philippines. The header includes the COA logo and the text 'Republic of the Philippines COMMISSION ON AUDIT Komisyon ng Pagsusuri'. The main heading is 'Legal Information Archive'. On the left, there is a navigation menu with links: 'Message from the Chairperson', 'COA Issuances', 'Philippine Constitutions', 'Laws and Statutes', 'Presidential Issuances', 'Implementing Rules and Regulations', 'Supreme Court Decisions and Issuances', and 'Issuances from Other Government Agencies'. The main content area is titled 'Set up your password to confirm email and access account.' and contains two password input fields: 'Password' (with a note '(Minimum of 6 characters)') and 'Password confirmation'. A blue 'Submit' button is located below the second field.

6. You will be automatically logged in after you have successfully setup your password. Please remember your email and password as you will need this every time you visit COA LIA.