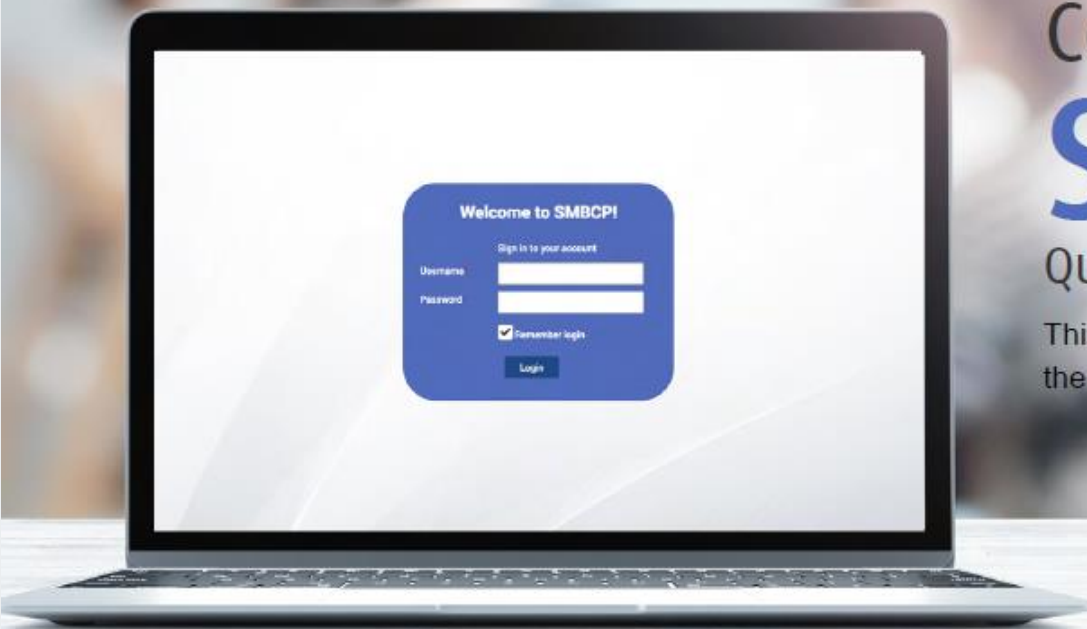




Connecting to **SMBCP**

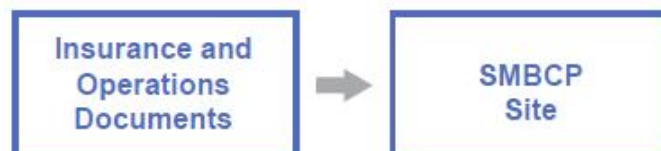
Quick Reference Guide

This quick reference will show you the steps in using the SMBCP Site.



Ensure continuity of your business

Store and access all your company's files such as insurance and operations documents in one safe place. Access them all conveniently through SMBCP!



For more information:

For SMBCP-related concerns, you may contact the following:

Janriff Howell Politud
SAP-ABAP | IT Department
tabs.politud@smprime.com

Three easy steps to uploading and viewing your files!

Go to **smbcp.ph**.

For tenants handling multiple branches, to view all your branches, log-in using the assigned **SM Tenant Number** based on your contract as your Username, and the **System-generated Password** sent to your SM registered email address as the Password.

For specific-branch view, login using your existing **SM Tenant Portal Credentials**.



Welcome to SMBCP!

Sign in to your account

Username:

Password:

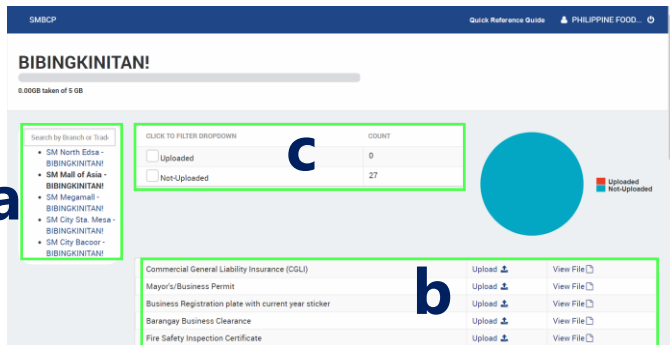
☒ Remember login

[Forgot Password](#)

[Quick Reference Guide](#)

Tip You can copy and paste your credentials from the system-generated email that you received, onto the corresponding boxes to ensure that you enter your username and password correctly.

The Dashboard screen appears.



BIBINGKINITAN!

6,000B taken of 5 GB

a Search by Branch or Track

- SM North Edge - BIBINGKINITAN!
- SM Mail of Asia - BIBINGKINITAN!
- SM Megamall - BIBINGKINITAN!
- SM City Sita Mesa - BIBINGKINITAN!
- SM City Bacoor - BIBINGKINITAN!

c CLICK TO FILTER DROPDOWN

	COUNT
<input type="checkbox"/> Uploaded	0
<input type="checkbox"/> Not-Uploaded	27

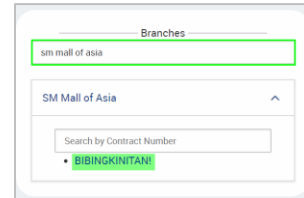
b

Commercial General Liability Insurance (CGLI)	Upload	View File
Mayor's/Business Permit	Upload	View File
Business Registration plate with current year sticker	Upload	View File
Barangay Business Clearance	Upload	View File
Fire Safety Inspection Certificate	Upload	View File

a Search for a branch*

Only for tenants handling multiple branches

In the Branches section, type the **Mall name** of the branch you want to check. In the search results that appear on the lower portion, click the **Tenant name**.



Branches

sm mall of asia

SM Mall of Asia

Search by Contract Number

BIBINGKINITAN!

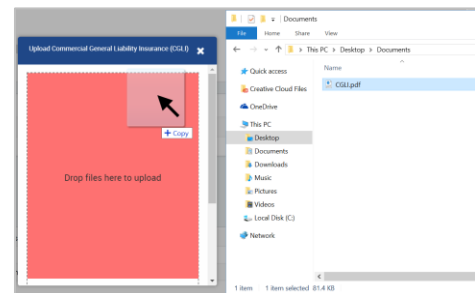
b Upload files

Upload all your files such as insurance and operations documents by clicking the corresponding **Upload** link.

Commercial General Liability Insurance (CGLI)	Upload	View File
Mayor's/Business Permit	Upload	View File
Business Registration plate with current year sticker	Upload	View File
Barangay Business Clearance	Upload	View File
Fire Safety Inspection Certificate	Upload	View File

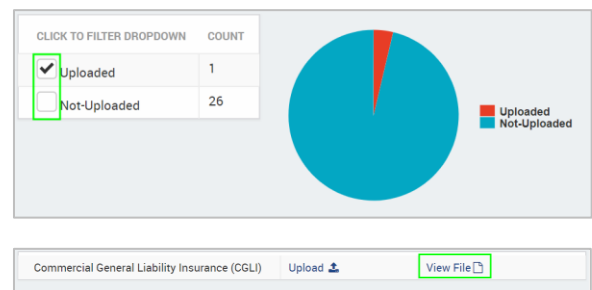
In the dialog box that appears, **drag and drop** the file that you want to upload.

Note You can only upload PDF, JPG, or PNG files as attachment.



c Check your uploaded files

Select the **Uploaded/Not Uploaded** checkboxes to filter the list of files at the bottom of the page. Click the corresponding **View file** link to view the uploaded document.



BIBINGKINITAN!

6,000B taken of 5 GB

a Search by Branch or Track

- SM North Edge - BIBINGKINITAN!
- SM Mail of Asia - BIBINGKINITAN!
- SM Megamall - BIBINGKINITAN!
- SM City Sita Mesa - BIBINGKINITAN!
- SM City Bacoor - BIBINGKINITAN!

c CLICK TO FILTER DROPDOWN

	COUNT
<input checked="" type="checkbox"/> Uploaded	1
<input type="checkbox"/> Not-Uploaded	26

b


Commercial General Liability Insurance (CGLI)	Upload	View File
---	--------	-----------

Help

Forgot your password

If you forgot your password, follow these steps to recover your SMBCP account.

1. Go to **smbcp.ph**.
2. In the login page, click **Forgot Password**.

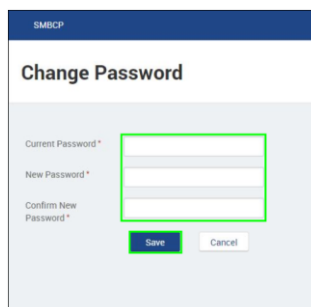
The image shows the SMBCP login page. It has a blue header with "Welcome to SMBCP!". Below it, there's a "Sign in to your account" section with fields for "Username" and "Password". There's a "Remember login" checkbox and a "Login" button. A "Forgot Password" link is highlighted with a green box. At the bottom, there's a "Quick Reference Guide" link.

3. You'll be asked for your **Email address** and **Customer Number** to confirm it's your account. You will receive an email containing a temporary password.

Tip If you don't get an email:

- Check your Spam folders
- Check all email addresses you might have used to sign in to your SMBCP account.

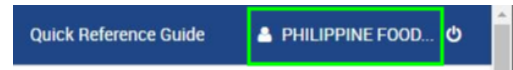
4. Go to **smbcp.ph** and login using the provided temporary password.
5. Reset your password when prompted. Choose a strong password that you have not already used with your account.

The image shows the "Change Password" form in the SMBCP system. It has a blue header with "SMBCP" and "Change Password". Below it, there are three input fields: "Current Password*", "New Password*", and "Confirm New Password*". There are "Save" and "Cancel" buttons at the bottom. The "New Password*" field is highlighted with a green box.

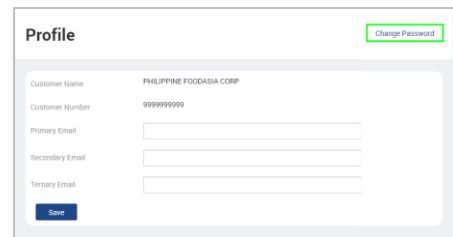
Change your password

You can change your password in SMBCP for security reasons by doing the following steps.

1. Login to **smbcp.ph**.
2. On the upper-right portion of the screen, click your **Account Name**.

The image shows the SMBCP account name dropdown menu. It has a blue header with "Quick Reference Guide" and "PHILIPPINE FOOD...". The "PHILIPPINE FOOD..." dropdown menu is highlighted with a green box.

3. Click **Change Password**.

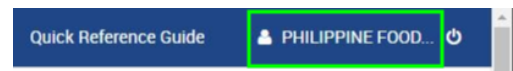
The image shows the SMBCP "Profile" page. It has a blue header with "Profile" and a "Change Password" link highlighted with a green box. Below it, there are fields for "Customer Name", "Customer Number", "Primary Email", "Secondary Email", and "Tertiary Email". There is a "Save" button at the bottom.

4. Change your password when prompted. Choose a strong password that you have not already used with your account.

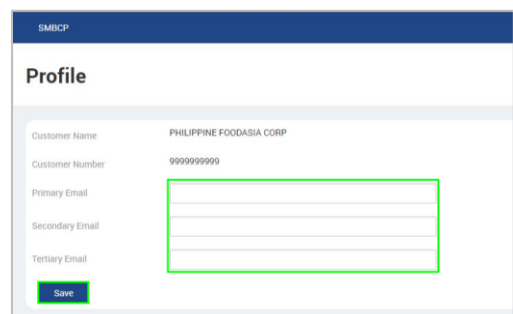
Manage your email addresses

You can add recovery email addresses to get back into your account quickly and securely if you forget your password or get locked out.

1. Login to **smbcp.ph**.
2. On the upper-right portion of the screen, click your **Account Name**.

The image shows the SMBCP account name dropdown menu. It has a blue header with "Quick Reference Guide" and "PHILIPPINE FOOD...". The "PHILIPPINE FOOD..." dropdown menu is highlighted with a green box.

3. Type your preferred **alternate email addresses** in the corresponding boxes and then click **Save**.

The image shows the SMBCP "Profile" page. It has a blue header with "Profile". Below it, there are fields for "Customer Name", "Customer Number", "Primary Email", "Secondary Email", and "Tertiary Email". The "Primary Email", "Secondary Email", and "Tertiary Email" fields are highlighted with a green box. There is a "Save" button at the bottom.