



PHILIPPINE DENTAL ASSOCIATION INC.

AYALA AVENUE corner KAMAGONG STREET, SAN ANTONIO VILLAGE
MAKATI CITY, METRO MANILA, PHILIPPINES 1203

Website: www.pda.ph Email: pdaoffice1908@gmail.com

TELEPHONE: (632) 890-4609
(632) 897-8091
FACSIMILE: (632) 899-6332

MEMORANDUM NO. 2020-0026

TO : All PDA Members
FROM : PDA Secretariat
DATE : March 12, 2021
SUBJECT : Updating MCP

Greetings to all! I hope this letter finds you well.

May we request for all PDA members to update the following information in their membership control panel:

Email Address
Primary Chapter
Beneficiary

We would like to assure you that your personal information will remain secured in accordance with the Data Privacy Act.


DR. ALMIRA A. OLARTE
Executive Secretary

Noted by:


DR. ALVIN M. LAXAMANA
President 2020-2021



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How to UPDATE your Profile

1

Connect to your preferred WIFI

- Any device; computer, tablet or mobile phone can be use to update your account.
- You may open your Cellular Data on your phone or connect your device to any local WiFi signal.
- To update successfully, you must have a **STRONG** WiFi connection.



How to UPDATE your Profile

2

Connect to the site

- If you have already a **strong** WiFi connection, you may type at the search box this website:
pda.com.ph/mcp/login
- You will be connected to the PDA **Member Control Panel**.





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How to UPDATE your Profile

3

Access your account

- To Sign-In, type your PRC Number at the **USERNAME**.
Ex. 0012345
- Then, type your surname with your PRC Number as **PASSWORD**
Ex. villalobos0012345
- Then, click **LOGIN**.
- **Reminder:** your surname should be in small caps & begin your 5 digit PRC number with 00.



How to UPDATE your Profile

4

READ PLEASE!

- Information you see in other panels are just "Dummy Information".
- **COMPLETE ALL YOUR PERSONAL INFORMATION & UPDATE YOUR PHOTO TO FACILITATE YOUR PDA ID.**

Personal Information



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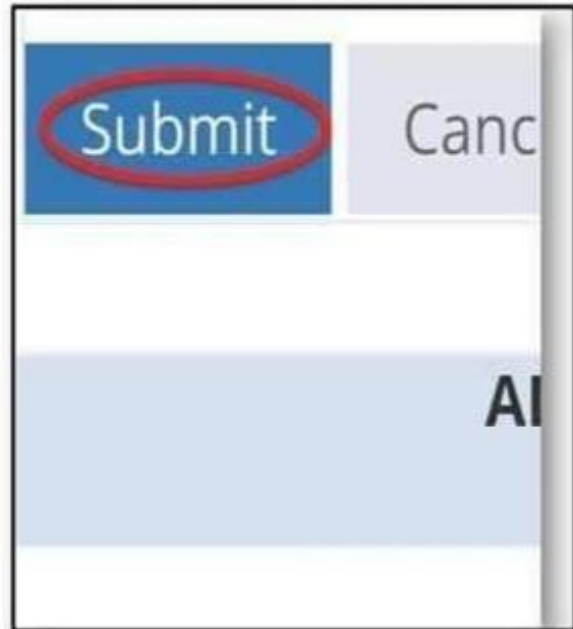
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How to UPDATE your Profile

5

Submit your updates

- After updating all the fields under the OVERVIEW panel, click the **SUBMIT** button.
- Then, click the **LOGOUT** button to refresh the settings.



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