



De La Salle University
D A S M A R I Ñ A S
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**ADVISORY ON POSTING OF PAYMENT FOR UNPAID BALANCES
AND UNHOLDING OF PORTAL ACCOUNT**

1. Three to Five Working Days is observed for all payments made Online and at our accredited payment centers.
2. If you paid online or at our accredited payment centers to settle your unpaid balances, you need to wait for three to five working days before your payment gets posted to the accounting system of the Finance and Accounting Office.
3. You need to email assessment@dlsud.edu.ph a photocopy of the receipt of the payment you made online or at our accredited payment centers. After emailing a copy of your receipt, please wait for three to five working days for the posting of your payment to the accounting system.
4. Only after the posting of your payment to the accounting system that unholding of your portal account can be done.
5. If you want your payment posted and your portal account unhold on THE SAME DAY, you must settle your unpaid balances by **PAYING DIRECTLY** at our **OUR CASHIER ONSITE** during office hours.
6. Once you paid at the **CASHIER ONSITE**, you need to **PRESENT YOUR PAYMENT RECEIPT AT Counter 12 or Counter 13** so that your payment is posted and your portal account unhold on the same day.