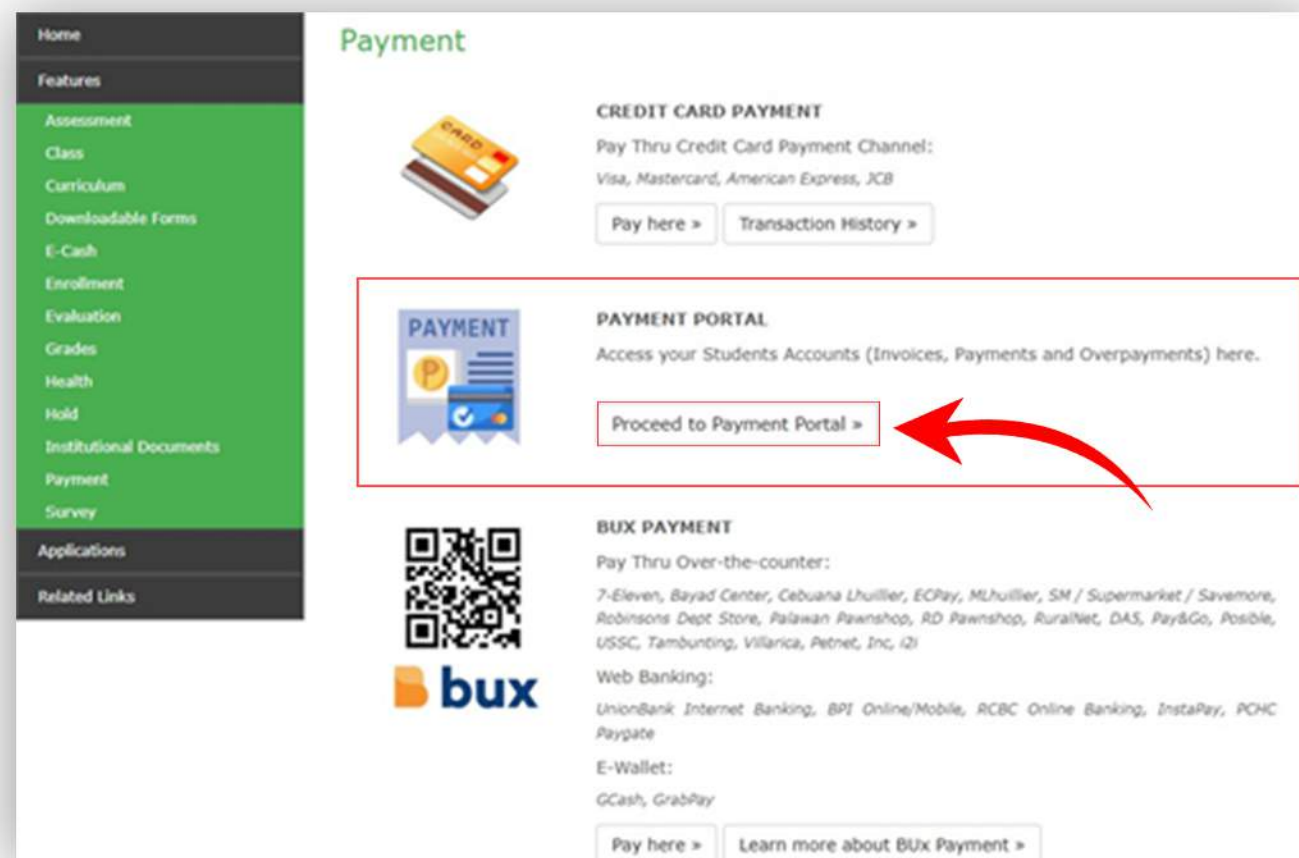


For Payment Portal

MAYA QRPH-Ewallet & MAYA Card payment (debit/credit card)

1

Get your invoice number thru your Payment Portal by clicking on **“Payment Portal”** under **“Payment”** feature on your Student Portal.



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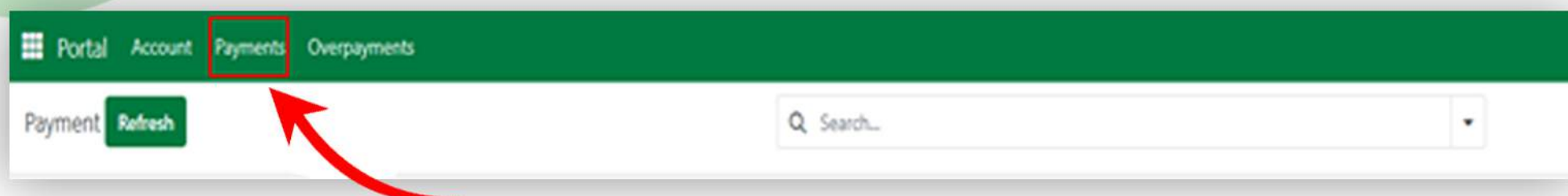
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For Payment Portal MAYA QRPH-Ewallet & MAYA Card payment (debit/credit card)

2

Once redirected to your **Payment Portal**, click on **"Payments"**.



Under Payments tab, you will see all invoices and the corresponding status whether **"Paid"**, **"In Payment"**, **"Not Paid"**.

A screenshot of the Payment Portal table showing invoice details. The table has a green header bar with the navigation items 'Portal', 'Account', 'Payments', and 'Overpayments'. Below the header bar, there is a 'Payment' button and a 'Refresh' button. To the right, there is a search bar with a magnifying glass icon and the text 'Search...'. The table has the following columns: Student ID, Student Name, Transaction Type, Invoice Number, Description, Transaction Date, Due Date, Invoice amount, Amount Paid, Amount Due, and Status. The 'Invoice Number' column is highlighted with a red box. The table contains one row of data with the following values: Student ID (empty), Student Name (empty), Transaction Type (empty), Invoice Number (INV/2024/04/9572), Description (empty), Transaction Date (04/01/2024), Due Date (04/01/2024), Invoice amount (34,345.40), Amount Paid (0.00), Amount Due (34,345.40), and Status (Not Paid). The 'Status' column has a green 'Pay' button next to it.

Student ID	Student Name	Transaction Type	Invoice Number	Description	Transaction Date	Due Date	Invoice amount	Amount Paid	Amount Due	Status
			INV/2024/04/9572		04/01/2024	04/01/2024	34,345.40	0.00	34,345.40	Not Paid



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3

Choose the invoice you want to pay and click the **“Pay”** button then choose any from **MAYA QRPH-Ewallet** or **MAYA Card payment (debit/credit card)** then put your **email address** and click **Confirm** (note: only exact amount in the invoice can be paid)

The screenshot shows a 'Register Payment' form with the following sections:

- Bills Payment:** Includes logos for BDO, BPI, Metrobank, and Unionbank.
- BUX Payment:** Includes the BUX logo.
- Maya Card Payment:** Includes the Maya logo and text 'Card Payment', 'Visa, MC, AMEX, JCB'.
- Card Payment:** Includes a credit card icon and text 'Credit Card'.
- Pay QR:** Includes a QR code icon and text 'QRPh', 'E-wallet and QR'.
- Form Fields:**
 - First Payment:** ☒
 - Date:** 05/08/2025
 - Customer:** [Redacted]
 - Invoice #:** INV/2025/01/[Redacted]
 - Amount to Pay:** 1,000.00
 - Payment Reference:** 1001202501290X0000002F25F0CCD7104102727
 - Email:** [Redacted]
- Buttons:** A green 'Confirm' button at the bottom left.

Two red arrows are present: one pointing to the 'Confirm' button and another pointing to the email field.



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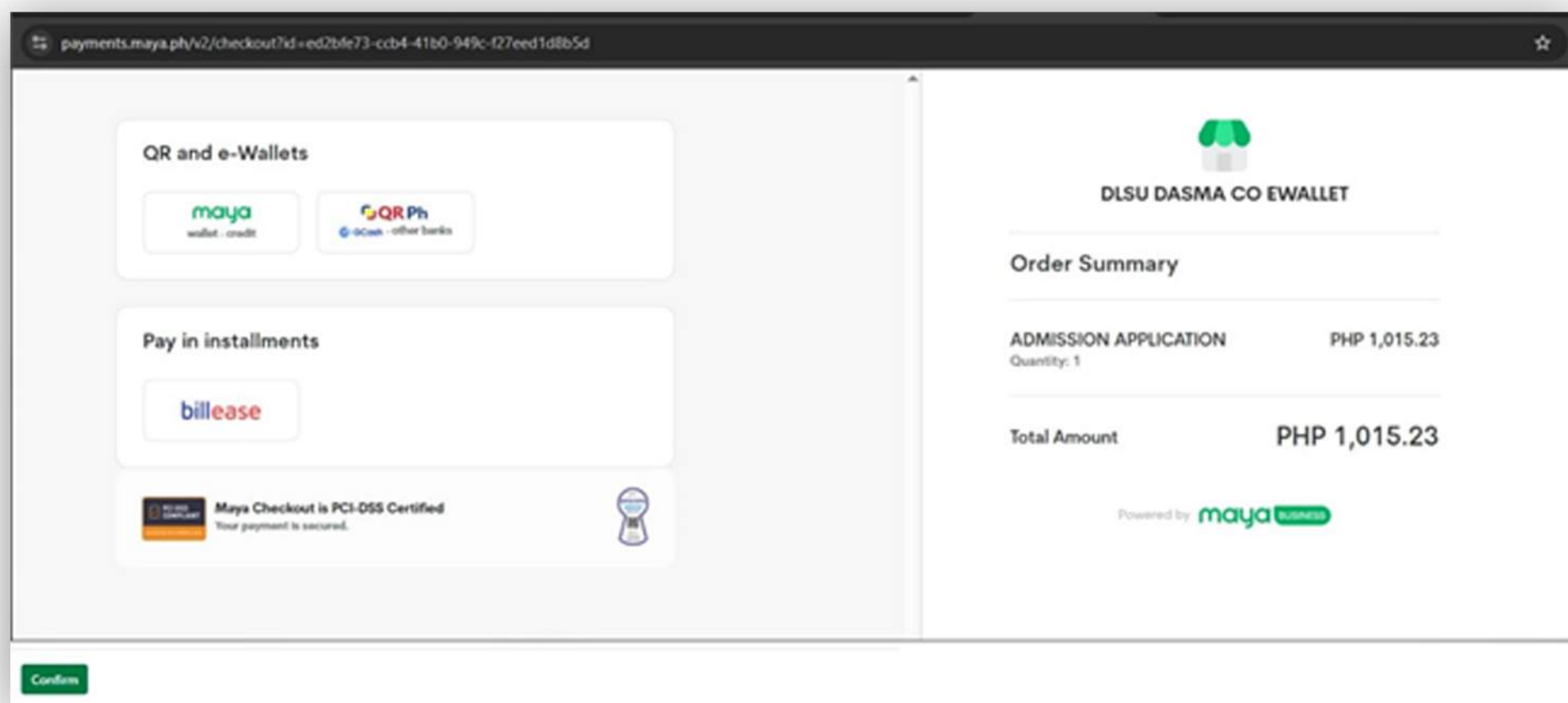
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For Payment Portal MAYA QRPH-Ewallet & MAYA Card payment (*debit/credit card*)

4

Choosing **MAYA QRPH-Ewallet** will redirect you to **MAYA Checkout QRPH** and **ewallet**.



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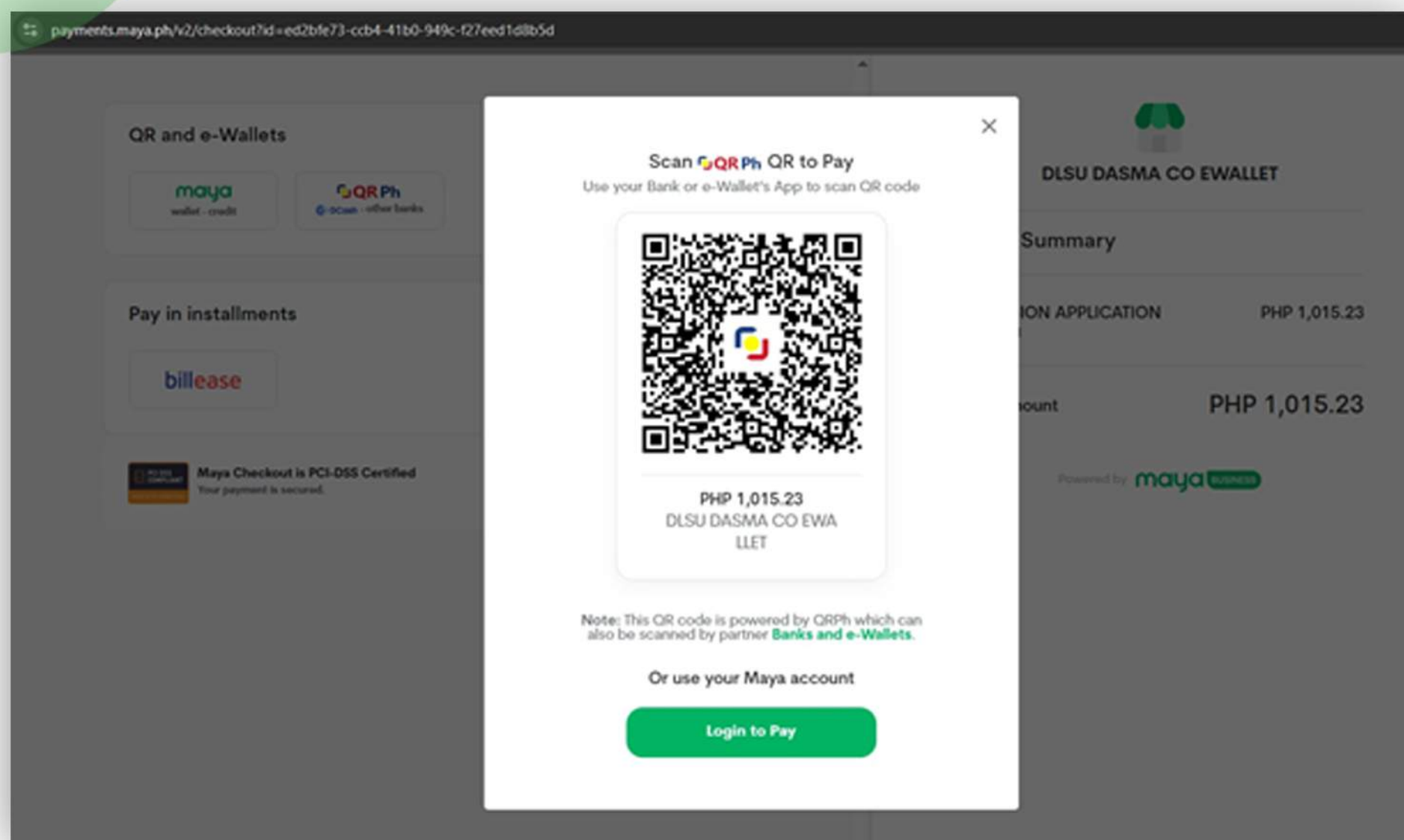
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For Payment Portal MAYA QRPH-Ewallet & MAYA Card payment (debit/credit card)

5

Choose from **Maya Ewallet** or **QRPH**. Then use your **bank or e-wallet's app to scan QR code** or use your **Maya account**.



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For Payment Portal MAYA QRPH-Ewallet & MAYA Card payment (*debit/credit card*)

6

Choosing **Maya Debit/Credit Card**, will redirect you to MAYA check out. Fill out the needed information then click **“Complete Order”**.

payments.maya.ph/v2/checkout?id=bd7982bb-7903-4bc5-a6f2-9bccc09b144b

Or pay using your debit/credit card

Debit/Credit Card

First Name Last Name

Card Number

Expiry Date CVV

☐ I'm not a robot

[Complete Order](#)

Maya Checkout is PCI-DSS Certified
Your payment is secured.

Order Summary

ADMISSION APPLICATION PHP 1,021.33
Quantity: 1

Total Amount PHP 1,021.33

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For Payment Portal MAYA QRPH-Ewallet & MAYA Card payment (*debit/credit card*)

7

Successful transaction will automatically paid your invoice.
You can see posted payments in the payment portal.

8

No payments via bank transfers are allowed.

Reminders:

If you have concerns/questions about your invoices, please send an email to ***assessment@dlsud.edu.ph*** or visit ***Accounting Office at Ayuntamiento De Gonzalez Bldg., Counters 12 or 13.***



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