HOW TO NAVIGATE YOUR PORTAL PAYMENT

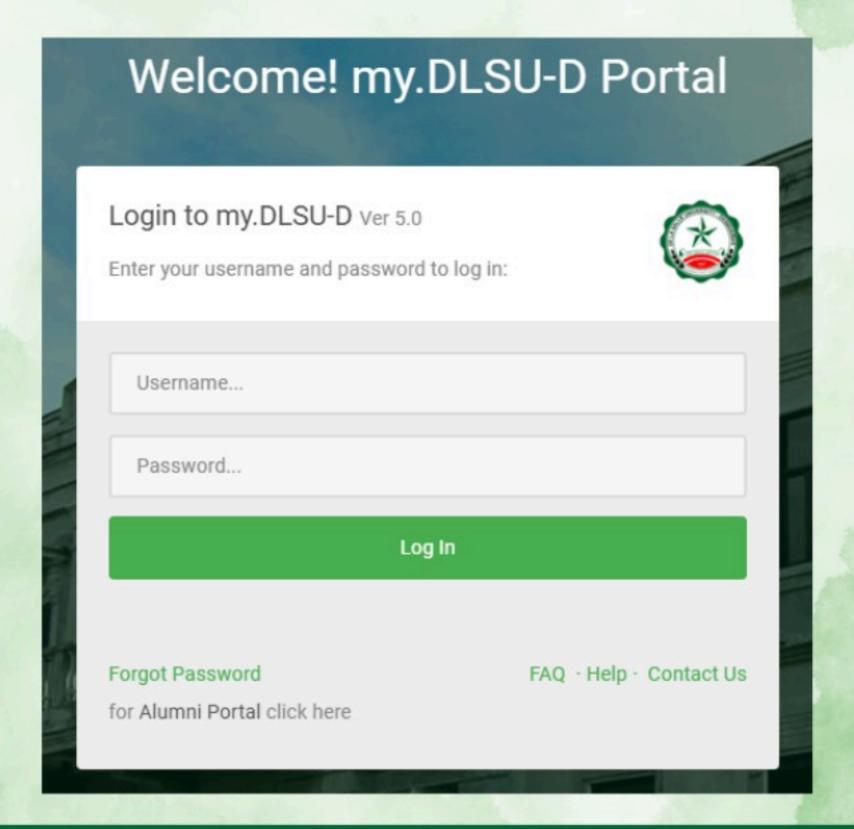
Welcome! my.	DLSU-D Portal
Login to my.DLSU-D ver 5.0 Enter your username and password	
Username	
Password	
Lo	g In
Forgot Password for Alumni Portal click here	FAQ · Help · Contact Us



AFTER SUCCESSFUL REGISTRATION IN ONE, OPEN YOUR STUDENT PORTAL.

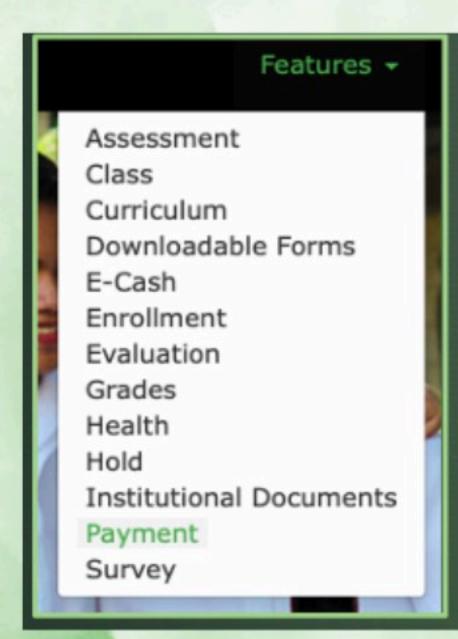


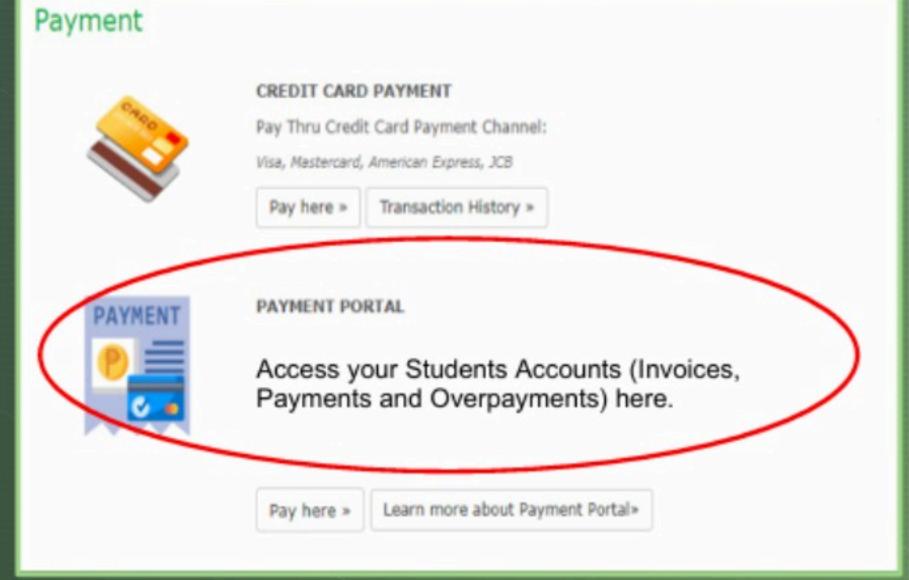
https://portal.dlsud.edu.ph/mydlsud/login.aspx



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UNDER "FEATURES", CLICK ON "PAYMENT" THEN "PAYMENT PORTAL.







UNDER "PAYMENTS" TAB, REFER TO "INVOICE NUMBER" COLUMN. PAY THE INVOICE WITH THE EARLIEST DUE DATE.

For **onsite payments**, inform our Cashiers of this number.

For payment thru the accredited payment channels (online or over-the-counters at banks), use the invoice number as the reference/subscriber number.

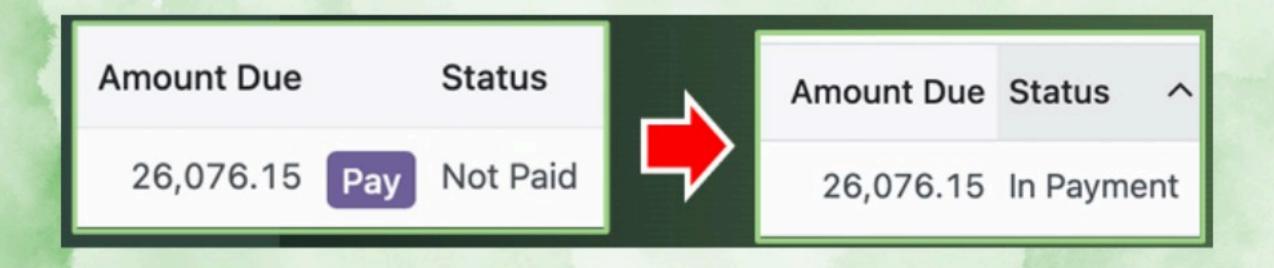
Portal Accounts Payments Overpayments			
Payments	Refresh	Pay Outstanding Balance	
Student	Name	Transaction Type	Invoice Number De
☐ MENDE	Z, JONAH DAVI	E ENROLLMENT ASSES	. INV/2024/01/0003





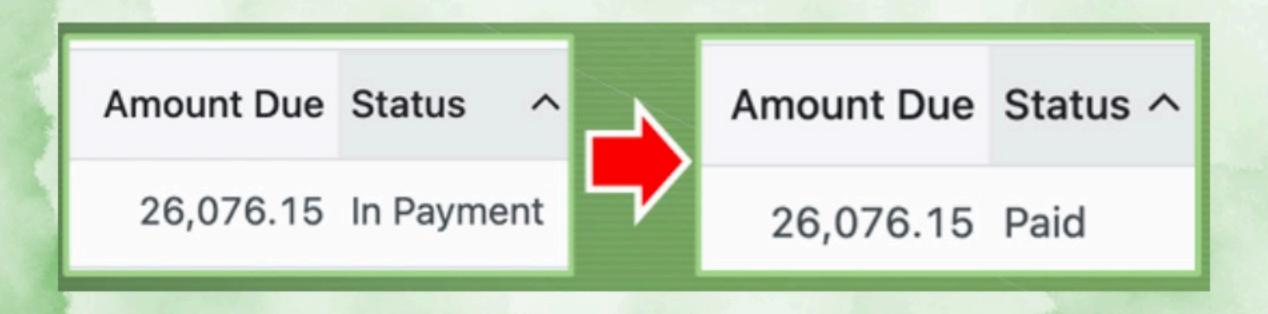
IF YOU PAY THRU THE ACCREDITED PAYMENT CHANNELS, VISIT YOUR STUDENT PORTAL AND UNDER "PAYMENTS" TAB, CLICK ON "PAY".

Upload your transaction receipt and click on "Confirm". The invoice status will be changed from "Not Paid" to "In Payment".





UPON SUCCESSFUL VALIDATION OF OUR CASHIER, THE INVOICE STATUS WILL CHANGE FROM "IN PAYMENT" TO "PAID". ALSO, YOUR ENROLLMENT IN ONE WILL BE POSTED.



REMINDERS:

- 1. Always use your invoice number when paying your fees.
- 2. After doing the actual payment, click "pay" beside the corresponding invoice in your payment portal and upload your transaction receipt.
- 3. Always log out your payment portal!