


HOW TO NAVIGATE YOUR PORTAL PAYMENT

Welcome! my.DLSU-D Portal

Login to my.DLSU-D Ver 5.0 

Enter your username and password to log in:

Username...

Password...

[Log In](#)

[Forgot Password](#)
for Alumni Portal click here

[FAQ](#) · [Help](#) · [Contact Us](#)




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AFTER SUCCESSFUL REGISTRATION IN ONE, OPEN YOUR STUDENT PORTAL.



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

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for Alumni Portal click here



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

The screenshot shows a web application interface. On the left, a 'Features' dropdown menu is open, listing various options: Assessment, Class, Curriculum, Downloadable Forms, E-Cash, Enrollment, Evaluation, Grades, Health, Hold, Institutional Documents, **Payment** (highlighted in green), and Survey. On the right, the 'Payment' section is visible. It contains two main options: 'CREDIT CARD PAYMENT' and 'PAYMENT PORTAL'. The 'PAYMENT PORTAL' option is circled in red. Below the 'PAYMENT PORTAL' text, there are two buttons: 'Pay here >' and 'Learn more about Payment Portal>'. The 'CREDIT CARD PAYMENT' section includes a credit card icon, the text 'CREDIT CARD PAYMENT', 'Pay Thru Credit Card Payment Channel:', and 'Visa, Mastercard, American Express, JCB'. It also has two buttons: 'Pay here >' and 'Transaction History >'.



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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.

<input type="checkbox"/>	Student Name	Transaction Type	Invoice Number	De
<input type="checkbox"/>	MENDEZ, JONAH DAVE	ENROLLMENT ASSES...	INV/2024/01/0003	




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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".

Amount Due	Status	
26,076.15	Pay	Not Paid




Amount Due	Status	^
26,076.15	In Payment	



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

Amount Due	Status ^
26,076.15	In Payment



Amount Due	Status ^
26,076.15	Paid



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!

