

*myDL***SMHS***Portal*



CREDIT CARD via SCHOOL AUTOMATE PORTAL



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myDLSMHSIportal

1 Open your student portal account



<https://myhsi.dlshsi.edu.ph:8443/>



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DE LA SALLE
MEDICAL AND HEALTH SCIENCES INSTITUTE
Nurturing Life



CAVITE LINE: (046) 481-8000

MANILA LINE: (02) 8988-3100



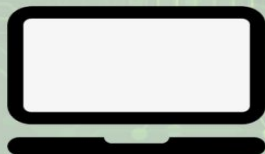
EMPLOYEE

FACULTY

APPLICANTS / STUDENTS

SHS FACULTY

CONTACT US



WELCOME TO

myDLSMHSIportal



DLSMHSI WEBSITE | WEB MAIL | STUDENT MAIL | INTRANET | IN-HOUSE APPLICATIONS |

GUIDELINES FOR ONLINE PAYMENT CHANNELS

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CREDIT CARD via SCHOOL AUTOMATE PORTAL



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Student/Parent/New Student Login

Username

Password

Login Now

 Applicant?  [Click here to Register.](#)

Forgot your password?  [Click here to retrieve your password](#)



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Click Online Payment

The screenshot displays the 'MY PERSONAL PAGE' interface. On the left is a vertical sidebar with a 'Logout' button at the top. Below it are menu items: 'School Announcement(0)', 'Medical Exam', 'Student Clearance', 'Enrollment', 'Student Account', 'Academic Performance', 'Non-Acad Performance', 'Discipline Monitoring', 'Personal Information', 'Online Payment' (highlighted with an orange rectangle), and 'Download Forms'. The main content area has a header ':::: MY PERSONAL PAGE :::' and a welcome message: 'Welcome to your personal page!'. Below this, a paragraph states: 'Please note that every activity is monitored closely. For any problem in the system, contact System Administrator for details. Click the links under MENU to select operation. It is recommended to logout by clicking the logout button everytime you leave your PC.' A final line reads: 'If you do not agree with the conditions or you are not please logout.'



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Click the tab “PAY DOWN PAYMENT”

Summary	Manage Billing Address	Payment History	Pay Downpayment	Go Back To Main
::: PAY DOWNPAYMENT :::				
Applicant ID:				
Name:				
Email:				
SY-Term	1st Term, 2025 - 2026			
Course Enrolled:	BSN - 1			
Amount Paid	0.00			
D/P Balance	32,849.62			
Full Payment	82,124.04 <input type="checkbox"/> Pay Full			
Payment Gateway	DragonPay <input type="button" value="Click here to enable Credit Card Payment Option (You will be asked to create billing information)"/>			
Pay Downpayment	<div>32,849.62</div> <div><input type="button" value="Pay Now"/></div>			
NOTE: Please pay more or equal to required downpayment. System will not accept if payment is less than required downpayment: 32,849.62				



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Enter your billing address under “Manage Billing Address” tab.

Summary	Manage Billing Address	Payment History	Pay Installment Fee	Pay Otherschool Fee	Go Back To Main
---------	-------------------------------	-----------------	---------------------	---------------------	-----------------

REGISTRATION INFORMATION

Note: Please provide all correct information. All fields are mandatory. If you have more than one billing address saved, you will be required to select billing address to be used during processing of payment.

Record Tag:	<input type="text" value="BPI Visa Credit Card"/>	(NOTE: Provide a tag name to easily identify this record)
First Name:	<input type="text" value="Test Name"/>	
Last Name:	<input type="text" value="Test Last Name"/>	
Email ID:	<input type="text" value="test@test.com"/>	
Mobile Number:	<input type="text" value="09123456789"/>	
Address Line 1:	<input type="text" value="Billing Address"/>	
City:	<input type="text" value="Dasmariñas City"/>	
State:	<input type="text" value="Cavite"/>	
Zip Code:	<input type="text" value="4115"/>	
Country:	<input type="text" value="Philippines"/>	
	<input type="button" value="Save Billing Address"/>	

NOTE: Credit card should issued in Philippines only



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Summary

Manage Billing Address

Payment History

Pay Installment Fee

Pay Otherschool Fee

Go Back To Main

Billing Address saved successfully.

REGISTRATION INFORMATION

Note: Please provide all correct information. All fields are mandatory. If you have more than one billing address saved, you will be required to select billing address to be used during processing of payment.

Record Tag: (NOTE: Provide a tag name to easily identify this record)

First Name:

Last Name:

Email ID:

Mobile Number:

Address Line 1:

City:


State:

Zip Code:

Country:

Save Billing Address

LIST OF SAVED BILLING ADDRESS

Record Tag	First Name	Last Name	Email	Mobile Number	Address	Delete
BPI Visa Credit Card	Test Name	Test Last Name	test@test.com	09123456789	Billing Address, Dasmarinas City, Cavite - 4115, Philippines	 DELETE



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5 Credit card payment gateway is now enabled.

Summary	Manage Billing Address	Payment History	Pay Downpayment	Go Back To Main
---------	------------------------	-----------------	------------------------	-----------------

.....PAY DOWNPAYMENT

Applicant ID:	
Name:	
Email:	
SY-Term	1st Term, 2025 - 2026
Course Enrolled:	BSN - 1
Amount Paid	0.00
D/P Balance	32,849.62
Full Payment	82,124.04 <input type="checkbox"/> Pay Full

Payment Gateway	Credit Card ▼ <input checked="" type="radio"/> BPI Credit Card Test Name Test Last Name test@test.com 09123456789 Billing Address, Dasmariñas City, Cavite - 4115, Philippines
Pay Downpayment	32,849.62 Pay Now

NOTE: Please pay more or equal to required downpayment. System will not accept if payment is less than required downpayment: 32,849.62

5.1 Choose CREDIT CARD under payment gateway

5.2 Choose your Billing Address

5.3 Click Pay Now



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6 or Click the tab “PAY INSTALLMENT FEE”

Summary

Manage Billing Address

Payment History

Pay Installment Fee

Pay Otherschool Fee

Go Back To Main

MAKE PAYMENT

1st Term, 2025 - 26

Student ID :

Student Name:

Last Enrolled SY-Term: 1st Term, 2025 - 2026

Course Enrolled: BSN - 1

Select a Payment Gateway: Credit Card

6.1 Choose CREDIT CARD under payment gateway

6.2 Choose your Billing Address

☒ BPI Visa
Credit Card

Test Name Test Last Name
test@test.com
09123456789
Billing Address, Dasmariñas City, Cavite - 4115, Philippines

PAYMENT SCHEDULE	REQUIRED AMOUNT	PAYABLE BALANCE	PAY EXACT AMOUNT
Prelim	8,136.83	8,136.83	Pay Prelim
Midterm	24,637.21	32,774.04	Pay Midterm



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7 or Click the tab "PAY OTHER SCHOOL FEE"

(for post charges)

Summary

Manage Billing Address

Payment History

Pay Installment Fee

Pay Otherschool Fee

Go Back To Main

:::: MAKE PAYMENT - OTHERSCHOOL FEES ::::

1st Term, 2025 - 26

Student ID :

Student Name:

Last Enrolled SY-Term: 1st Term, 2025 - 2026

Course Enrolled: BSN - 1

Select a Payment Gateway: Credit Card

7.1 Choose CREDIT CARD under payment gateway

7.2 Choose your Billing Address

☒ BPI Visa
Credit Card

Test Name Test Last Name

test@test.com

09123456789

Billing Address, Dasmariñas City, Cavite - 4115, Philippines

COUNT	FEE NAME	AMOUNT PAYABLE	SELECT
1	BOOKS & UNIFORMS	650.00	<input checked="" type="checkbox"/>

Pay 650.00



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Page will redirect to credit card details and click “NEXT”

Payment


Review


Receipt

Payment Details

* Required field

Card Type *

☒  Visa

☐  Mastercard

Card Number *

.....1111

Expiration Month *

12

Expiration Year *

2025

Next

[Cancel Order](#)

Your Order

Total amount

₱32,849.62



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Review page then “PAY”

Payment

Review

Receipt

Review your Order

Payment Details

Card Type

Card Number

Expiration Date

Visa

xxxxxxxxxxxx1111

12-2025

Your Order

Total amount

₱32,849.62

Back

Pay

[Cancel Order](#)



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10 Redirect to Payment Response or Confirmation Page

PAYMENT RESPONSE	
Amount	
Transaction Status	S (Success)
Transaction Reference	7315686266476574003001
Transaction Message	Request was processed successfully.
SY-Term	
Is posted in ledger	Successfully Posted
OR Number	OP-83-7315686266476574003001
Payment For	Downpayment
Date posted to ledger	11/14/2024
Gateway Reference	Credit Card

Note: Please do not refresh this page. Click on "Go Back to Main" to access portal

[Go Back To Main](#)



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Posting to your LEDGER

You may check your ledger if your transaction has been completed.

Logout

School Announcement(0)

Medical Exam

Student Clearance

Enrollment

Student Account

Ledger

Periodic Dues

Academic Performance

Personal Information

Online Payment

Download Forms

SY-Term

2024 - 2025

Regular

PROCEED

☐ SHOW LEDGER from the first enrolled until present

DATE	PARTICULARS	COLLECTED BY (ID)	DEBIT	CREDIT	BALANCE
				OLD ACCOUNTS	0.00
01/15/2024	COLLEGE ADMISSION TEST FEE (Payment during enrollment)		365.00		365.00
	24-407797(COLLEGE ADMISSION TEST FEE - E-Pay)			365.00	0.00
01/26/2024	ADMISSIONS PROCESSING FEE (Payment during enrollment)		600.00		600.00
	24-411995(ADMISSIONS PROCESSING FEE - E-Pay)			600.00	0.00
02/20/2024	24-415804(APPLICATION/RESERVATION - SENIOR HIGH - E-Pay)			9,990.00	-9,990.00
06/19/2024	Tuition Fee		61,578.84		51,588.84
	Miscellaneous Fee		32,773.00		84,361.84
	Other Charges		39,452.00		123,813.84
	24-434582(Enrollment/downpayment - Online Payment - DragonPay)			30,151.15	93,662.69
07/03/2024	24-438226(Tuition - Online Payment - DragonPay)			23,415.67	70,247.02
	24-438227(Tuition - Online Payment - DragonPay)			23,415.68	46,831.34
11/14/2024	OP-73-7315721886546080003002(Tuition - Online Payment - UBCC)			23,415.67	23,415.67

- PARTICULARS - OR number from confirmation page
- COLLECTED BY ID - Your name



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Posting to your LEDGER

Your official receipt will be available on the next working day once payment is reflected.

Logout

School Announcement(0)

Medical Exam

Student Clearance

Enrollment

Student Account

Ledger

Periodic Dues

Academic Performance

Personal Information

Online Payment

Download Forms

SY-Term

2024 - 2025 - Regular

PROCEED

☐ SHOW LEDGER from the first enrolled until present

Student ID :

Education

Student name

DATE

PARTICULARS

COLLECTED BY (ID)

DEBIT

CREDIT

BALANCE

OLD ACCOUNTS

0.00

01/15/2024

COLLEGE ADMISSION TEST FEE (Payment during enrollment)

365.00

365.00

24-407797(COLLEGE ADMISSION TEST FEE - E-Pay)

365.00

0.00

01/26/2024

ADMISSIONS PROCESSING FEE (Payment during enrollment)

600.00

600.00

24-411995(ADMISSIONS PROCESSING FEE - E-Pay)

600.00

0.00

02/20/2024

24-415804(APPLICATION/RESERVATION - SENIOR HIGH - E-Pay)

9,990.00

-9,990.00

06/19/2024

Tuition Fee

61,578.84

51,588.84

Miscellaneous Fee

32,773.00

84,361.84

Other Charges

39,452.00

123,813.84

24-434582(Enrollment/downpayment - Online Payment - DragonPay)

30,151.15

93,662.69

07/03/2024

24-438226(Tuition - Online Payment - DragonPay)

23,415.67

70,247.02

24-438227(Tuition - Online Payment - DragonPay)

23,415.68

46,831.34

11/14/2024

24-461869(Tuition - Online Payment - UBCC)

23,415.67

23,415.67

PARTICULARS - OR number from your official receipt

You may get in touch with proofofpayment@dlsmhsi.edu.ph for issuance of OFFICIAL RECEIPT



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HELP / SUPPORT

Please email to:



proofofpayment@dlsmhsi.edu.ph