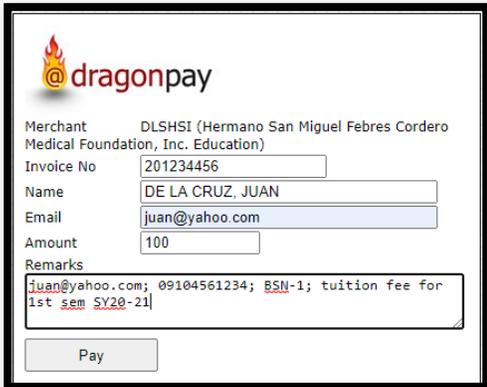


## Paying through DragonPay Payment Channels

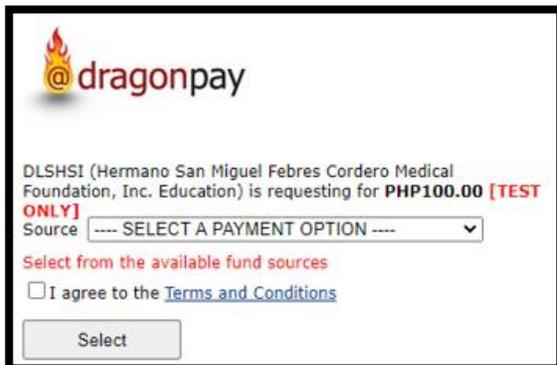
### 1. Access Dragon Pay's generic bill link:

<https://gw.dragonpay.ph/GenPay.aspx?merchantid=HERMANODLSHSI>

### 2. Fill out payment details:

<i>Payment Field</i>	<i>Required Data</i>	<i>Sample</i>
Invoice No	student number	201234456
Name	student name	DE LA CRUZ, JUAN
Email	email address	<a href="mailto:juan@yahoo.com">juan@yahoo.com</a>
Amount	Amount of payment	₱100
Remarks	email address; cellphone number; college-year; purpose of payment	

### 3. Select payment option.




  
 DLSHSI (Hermano San Miguel Febres Cordero Medical Foundation, Inc. Education) is requesting for **PHP100.00 [TEST ONLY]**
  
 Source 
  
 Select from the available fund sources
   
 I agree to the [Terms and Conditions](#)

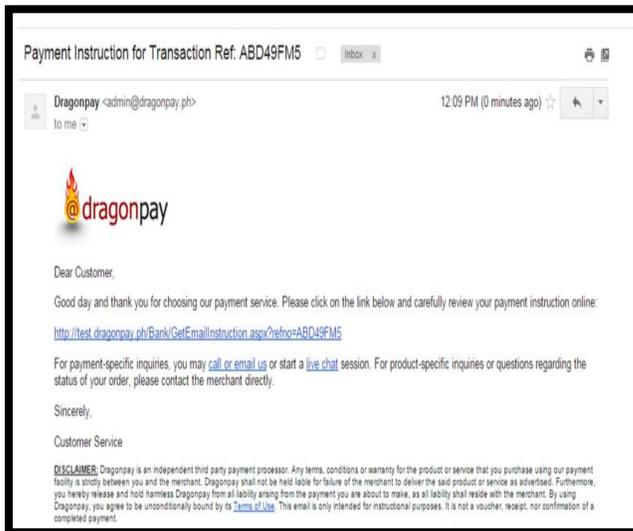
<sup>1</sup> The email address supplied in the “email field” will only be used in receiving the payment instruction/payment confirmation (refer to step 2 onwards). This will not be reflected in the report that Dragon Pay submits to DLSMSHI, thus it is important to re-input the email address in the “remarks field” as this will be used in sending the official receipt.

4. Click "Send Instructions via Email" and wait for the email instruction from Dragon Pay.



The screenshot shows the BDO Dragon Pay interface. At the top left is the BDO logo, and at the top right is the Dragon Pay logo. Below the logos, the text reads: "Ref# G8CJCEW1 : PHP100.00 for 201234456 / Dela Cruz, Juan / juan@yahoo.com; 09104561234; BSN-1; tuition fee fo...". Below this, there is a paragraph of text: "Click the button below to have the deposit instructions emailed to you. For over-the-counter payments, you will need the link contained in the instruction to validate your payment. You may also [view the instruction online](#) but save/print/bookmark it for future reference." Below the text is a text input field labeled "Email/Mobile No" with the value "juan@yahoo.com" entered. At the bottom is a button labeled "Send Instructions via Email/Mobile".

5. Click the payment instruction link from the email.



6. Perform the necessary steps to successfully process the payment through the previously selected payment option<sup>2</sup>.

7. After processing, student will receive payment confirmation from Dragonpay.

**Important Note:** Students don't need to send email asking for official receipts. FCD Cash Services will send a copy of the official receipt to the email address indicated in the "remarks field of step 2" within 2 to 3 working days after the payment channel's processing date.

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<sup>2</sup> Some payment option require validation. Please refer to Dragon Pay Payment Facilities for list of payment channels that require validation.

## Appendix A – Validation Procedure (applicable to payment channel that requires validation)

### 1. For Over-the-Counter payment:

After depositing the due amount, click the validation link found in “Step 2: Validate” of the instruction email. Then provide the needed information.

The screenshot shows a BDO Dragonpay validation form. At the top, it displays the BDO and dragonpay logos. Below the logos, the reference number is "Ref# SP4JG0X6 : PHP999.00". A message states: "Please enter the details of your deposit payment below. Failure to provide accurate info may delay processing. Keep your deposit slip for at least a week in case there is a need for us to validate it." The form includes input fields for "Branch Code", "Date" (with "2/3/2016" entered), "Time", and "Amount Deposited" (with "999" entered). A "Confirm" button is present with the instruction "Click once and wait a few seconds." Below this, a "Sample Deposit Slip" is shown with a dashed border. The slip contains the following information: "SUNLONG - NAGA, CASH DEPOSIT", "001670217999", "DRAGONPAY CORPORATION", "Cash In: P 1,152.00", "Date: 23 Feb 2016 10:00:15 AM", "Branch Code: 211H 657", "Override ID: 167: NARIRINA - SUNLONG HIGHWAY", and "Host access". Red boxes and arrows highlight the "Cash In" amount and the "Date and Time" field on the slip.

### 2. For Online Banking payment:

After performing a fund transfer, click the validation link found in Step 2: Validate. Then provide the needed information.

The screenshot shows a BDO Dragonpay validation form for online banking payment. At the top, it displays the BDO and dragonpay logos. Below the logos, the reference number is "Ref# Q6ZNM747 : PHP399.00". A message states: "Take note of the reference number displayed in your BDO account for the fund transfer and enter it below." The form includes an input field for "Last 6 or 7 digits of FT Ref. No.". A "Validate" button is present with the instruction "Click button only once and wait. Processing may take a few seconds to complete."