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:**

Payment Field	Required Data	Sample	
Invoice No	student number	201234456	
Name	student name	DE LA CRUZ, JUAN	
Email	email address	juan@yahoo.com	
Amount	Amount of payment	₱100	
Remarks	email address; cellphone number; college-year; purpose of payment	juan@yahoo.com[1]; 09104561234; BSN-1; tuition fee for 1ST sem SY20-21	
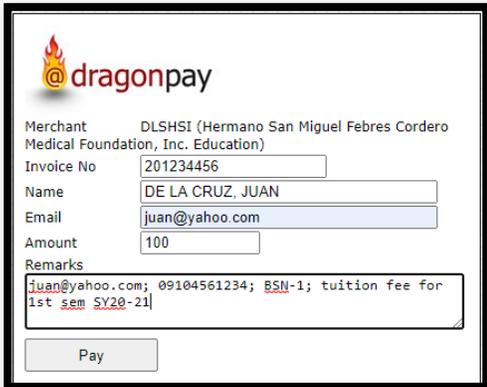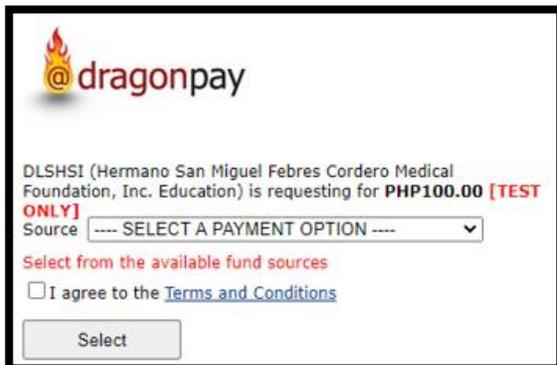
3. **Select payment option.**

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

5. **Click the payment instruction link from the email.**
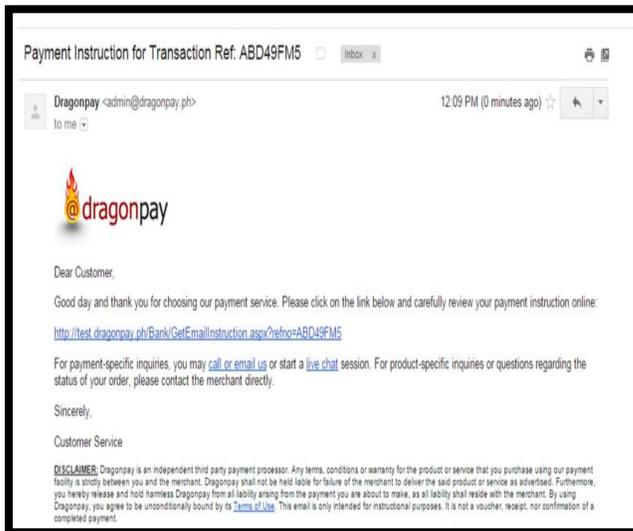
6. **Perform the necessary steps to successfully process the payment through the previously selected payment option[2].**

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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[2] 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.

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