



dragonpay *myDLSPMS/Portal*

EASY WAYS TO PAY



OVER THE COUNTER
(BANKS AND PAYMENT CENTERS)



ONLINE PAYMENT
(ONLINE BANKING AND E-WALLET)



Online Banking

Dragonpay supports all major banks in the Philippines with online banking.



Your Payment will be posted

REAL TIME

Payment Channel	Processed Turn Around Time (TAT)	Payment Deadline	Processing/service fee (collected by payment channel)	Convenience Charge
Bank of Commerce Online	Real time	60 minutes	10.00	-
BDO Internet Banking	Real time	60 minutes	-	10.00
BPI Online	Real time	5 minutes	12.00	10.00
Chinabank Online Bills Payment (NEW)	Next Day	60 minutes	15.00	10.00
Landbank ATM Online	Real time	60 minutes	10.00	10.00
Maybank Online Banking	Real time	60 minutes	10.00	10.00
Metrobank Online Banking	Real time	60 minutes	-	10.00
PSBank Online	Next Day	60 minutes	-	10.00
RCBC Online Banking	Real time	60 minutes	5.00	10.00
RobinsonsBank Online Bills Payment	Real time	60 minutes	-	10.00
UCPB Connect/Mobile	Real time	60 minutes	-	10.00
Unionbank Internet Banking	Real time	60 minutes	-	10.00



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Conveniently pay cash via our payment centers.



Your Payment will be posted

REAL TIME



Payment Channel	Processed Turn Around Time (TAT)	Payment Deadline	Processing/service fee (collected by payment channel)	Convenience Charge
7/11 Convenience Store	Real time	2 days	-	20.00
Bayad Center	Real time	2 days	-	20.00
Cebuana Lhuillier Bills Payment	Real time	2 days	-	20.00
ECPay (Pawnshops, Payment Centers)	Real time	2 days	-	20.00
M. Lhuillier	Real time	2 days	20.00 to be charged by M Lhuillier	20.00
Palawan Pawnshop	Real time	2 days	-	20.00
PNB Remittance (selective)	Next day	2 days	-	20.00
RD Pawnshop	Real time	2 days	-	20.00
Robinsons Dept Store	Real time	2 days	-	20.00
RuralNet Banks and Coops	End of day	2 days	-	20.00
SMDept/Supermarket/Savemore Counter	EOD, 10pm (DRAGONPAY) Real-time (DRAGONPAYWEB)	2 days	-	20.00



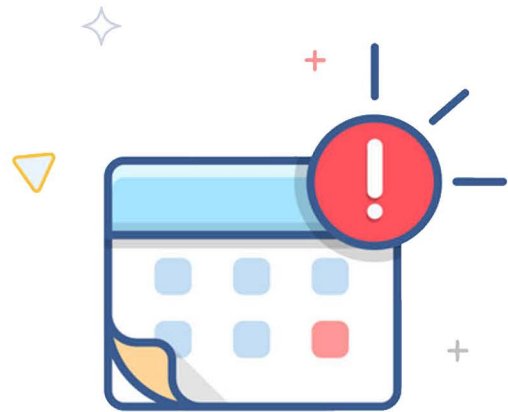
Over-the-Counter

Conveniently pay cash via our partner banks and ATMs



Payment Channel	Processed Turn Around Time (TAT)	Payment Deadline	Processing/service fee (collected by payment channel)	Convenience Charge
AUB Online/Cash Payment	Real time	2 days	-	15.00
Banco de Oro Cash Payment	Real time	2 days	-	15.00
BDO Cash Deposit w/ Ref	Real time	2 days	20.00	15.00
BDO Network Bank (formerly ONB) Cash Dep	End of day	2 days	15 to be charged by teller	15.00
BPI Cash Payment	Next day	2 days	100.00	15.00
Chinabank Cash Payment (NEW)	Next day	2 days	50.00	15.00
EastWest Online/Cash Payment	Next day	2 days	-	15.00
i2i Rural Banks	Real time	2 days	-	15.00
Landbank Cash Payment	Next day	2 days	50.00	15.00
Metrobank Cash Payment	Real time	2 days	50.00	15.00
PNB Cash Payment	End of day	2 days	25.00	15.00
PNB Internet Banking Bills Payment	End of day	60 minutes	-	15.00
RCBC Cash Payment / ATM Bills Payment	End of day	2 days	25.00	15.00
RobinsonsBank Cash Payment	Real time	2 days	-	15.00
Security Bank Cash Payment	Next day	2 days	50.00	15.00
UCPB ATM/Cash Payment	Next day	2 days	25.00	15.00
Unionbank Cash Payment	Real time	2 days	-	15.00
Banco de Oro ATM	Next day	2 days	-	15.00





If the student proceeds with the payment on **Friday**, it will be processed on **Monday next week**. For **Saturday and Sunday**, it will be considered as part of Monday transactions, therefore it will be processed on **Tuesday**.



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e-wallet / others

Conveniently pay via our e-wallet partners and others

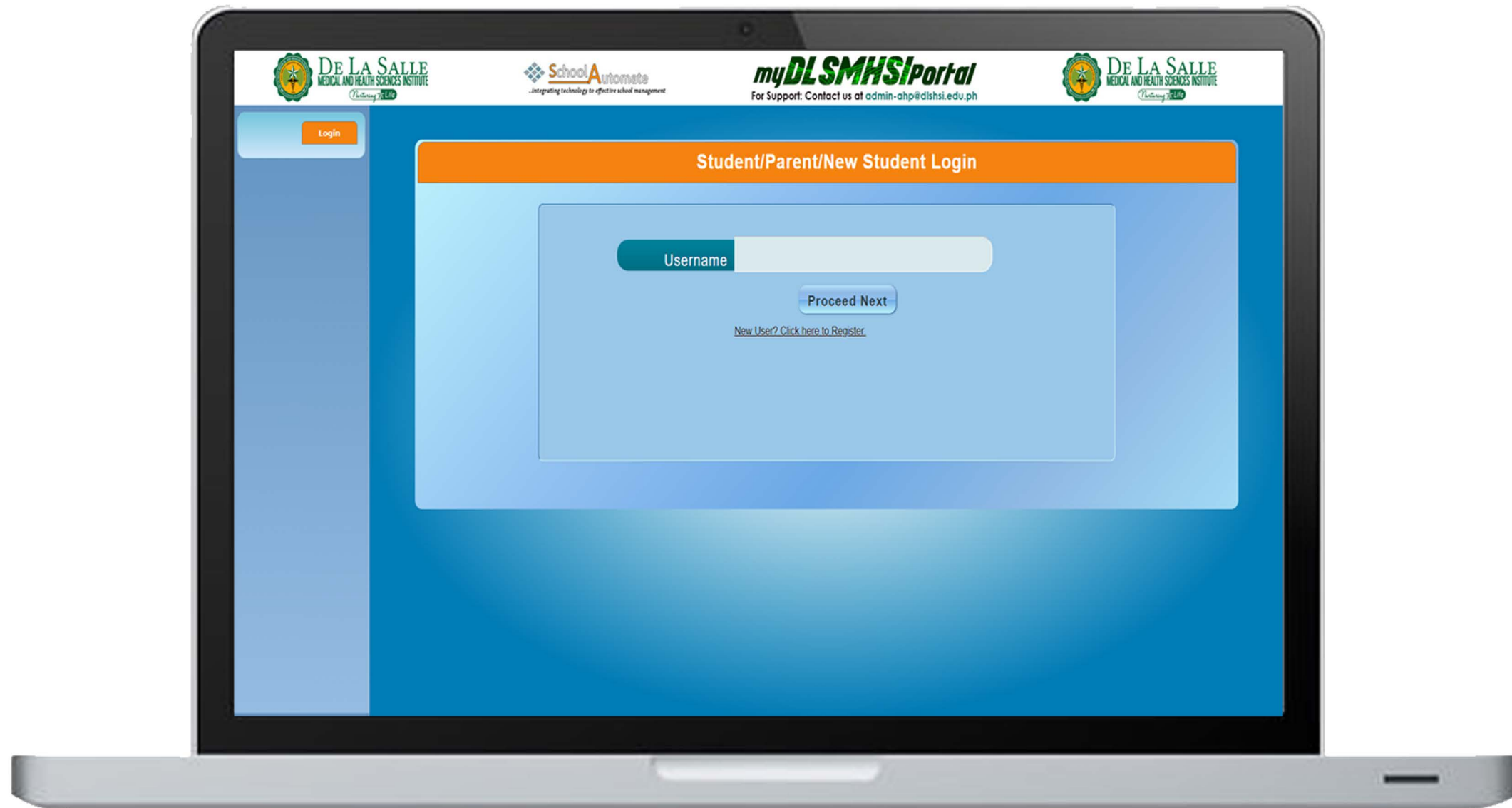


Payment Channel	Processed Turn Around Time (TAT)	Payment Deadline	Processing/service fee (collected by payment channel)	Convenience Charge
Billease Installments	Real time	N/A	Interest	2%
Tendopay Installments	Real time	N/A	Interest	2%
Triple A	Near Real time	60 minutes	-	10.00
Cash-U (selective)	Real time	2 days	-	20.00
Coins.ph Wallet / Bitcoin	Real time	60 minutes	-	10.00
GCash	Real time	5 minutes	-	2% + 10
PayMaya	Real time	60 minutes	-	20.00
PESONET	Next Day	60 minutes	-	10.00
Alipay	Real time	60 minutes	-	2%
Dragonpay Prepaid Credits	Real time	60 minutes	-	10.00
GrabPay	Real time	2 minutes	-	20.00
INSTAPAY	Next day	60 minutes	-	10.00
Moneygment	Real time	60 minutes	-	20.00
WeChat Pay	Real time	60 minutes	-	2%



1 OPEN YOUR STUDENT PORTAL

https://myhsi.dlshi.edu.ph:8443/PARENTS_STUDENTS/parents_student_index.jsp

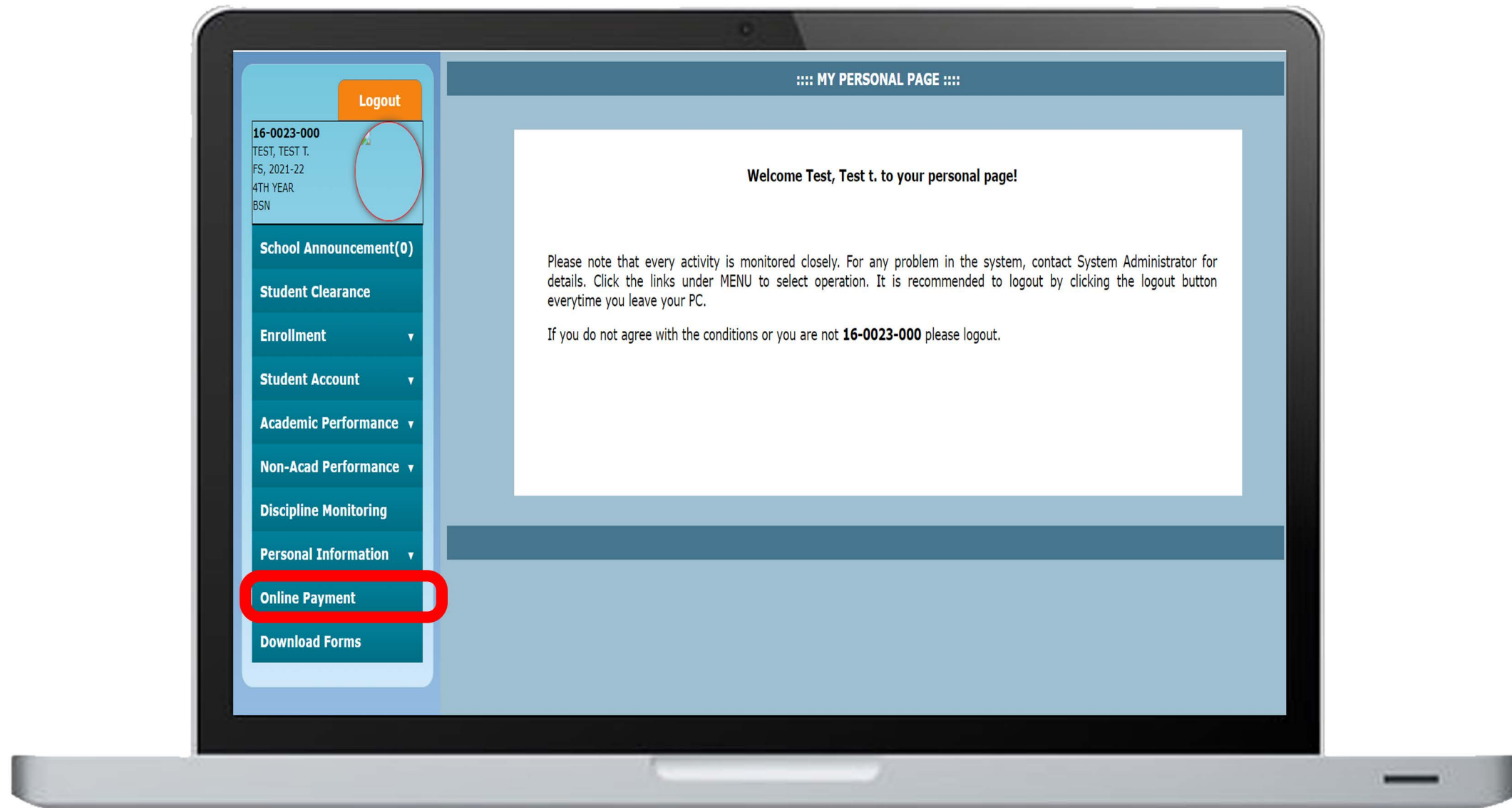


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<https://myhsi.dlshsi.edu.ph:8443>

2 Click Online Payment



3

or Click the tab “Pay Downpayment”

A screenshot of a web application interface for paying a downpayment, displayed on a laptop screen. The interface has a top navigation bar with tabs: 'Summary', 'Payment History', 'Pay Installment Fee', 'Pay Downpayment' (which is highlighted with a red rectangle), and 'Go Back To Main'. Below the tabs is a header section with the text '**** PAY DOWN PAYMENT ****'. The main content area contains a form with the following fields: 'Student ID:' (with a value ending in 8), 'Name:', 'Email:' (with a value ending in @u.ph), 'SY-Term' (2nd Term, 2021 - 2022), 'Course Enrolled:' (BSBCH - 1), 'Amount Paid' (0.00), and 'D/P Balance' (18,742.80). Below these fields is a section for 'Payment Gateway' with a dropdown menu set to 'DragonPay'. Underneath, there is a 'Pay Downpayment' field with the value '18,742.80' and a button labeled 'Pay Downpayment' (highlighted with a red rectangle). A red note below the form states: 'NOTE: Please pay more or equal to required downpayment. System will not accept if payment is less than required downpayment: 18,742.80'. At the bottom right of the laptop screen, a dialog box is visible with the text 'Click OK to proceed to Online Payment Gateway. Cancel to stay in this page' and two buttons: 'OK' and 'Cancel'.

Click the BUTTON
“PAY DOWNPAYMENT”

After, a Dialog box will appear. Click OK.

3 Click the tab “Pay Installment Fee”



The screenshot displays a web interface for paying installment fees. At the top, there are four tabs: 'Summary', 'Payment History', 'Pay Installment Fee' (highlighted with a red box), and 'Go Back To Main'. Below the tabs is a blue bar with the text 'MAKE PAYMENT'. The main content area is titled '1st Term, 2021 - 22'. It shows student information: 'Student ID :', 'Student Name:', 'Last Enrolled SY-Term: 1st Term, 2021 - 2022', and 'Course Enrolled: BSPT - 1'. Below this is a 'Select a Payment Gateway:' dropdown menu with 'DragonPay' selected. A table with four columns (PAYMENT SCHEDULE, REQUIRED AMOUNT, PAYABLE BALANCE, and PAY) is shown. The table has two rows: 'Prelim' with a required amount of 0.00 and a payable balance of 0.00, and 'Midterm' with a required amount of 20,017.50 and a payable balance of 20,017.50. The 'Pay Midterm' button in the 'PAY' column for the 'Midterm' row is highlighted with a red box. To the right of the table, there is a text instruction: 'Choose & Click the BUTTON under PAY column based on your Payment Schedule.' At the bottom right, a dialog box is shown with the text 'Click OK to proceed to Online Payment Gateway. Cancel to stay in this page' and two buttons: 'OK' and 'Cancel'.

PAYMENT SCHEDULE	REQUIRED AMOUNT	PAYABLE BALANCE	PAY
Prelim	0.00	0.00	
Midterm	20,017.50	20,017.50	Pay Midterm

After, a Dialog box will appear. Click OK.

4 Select your Source Payment Option



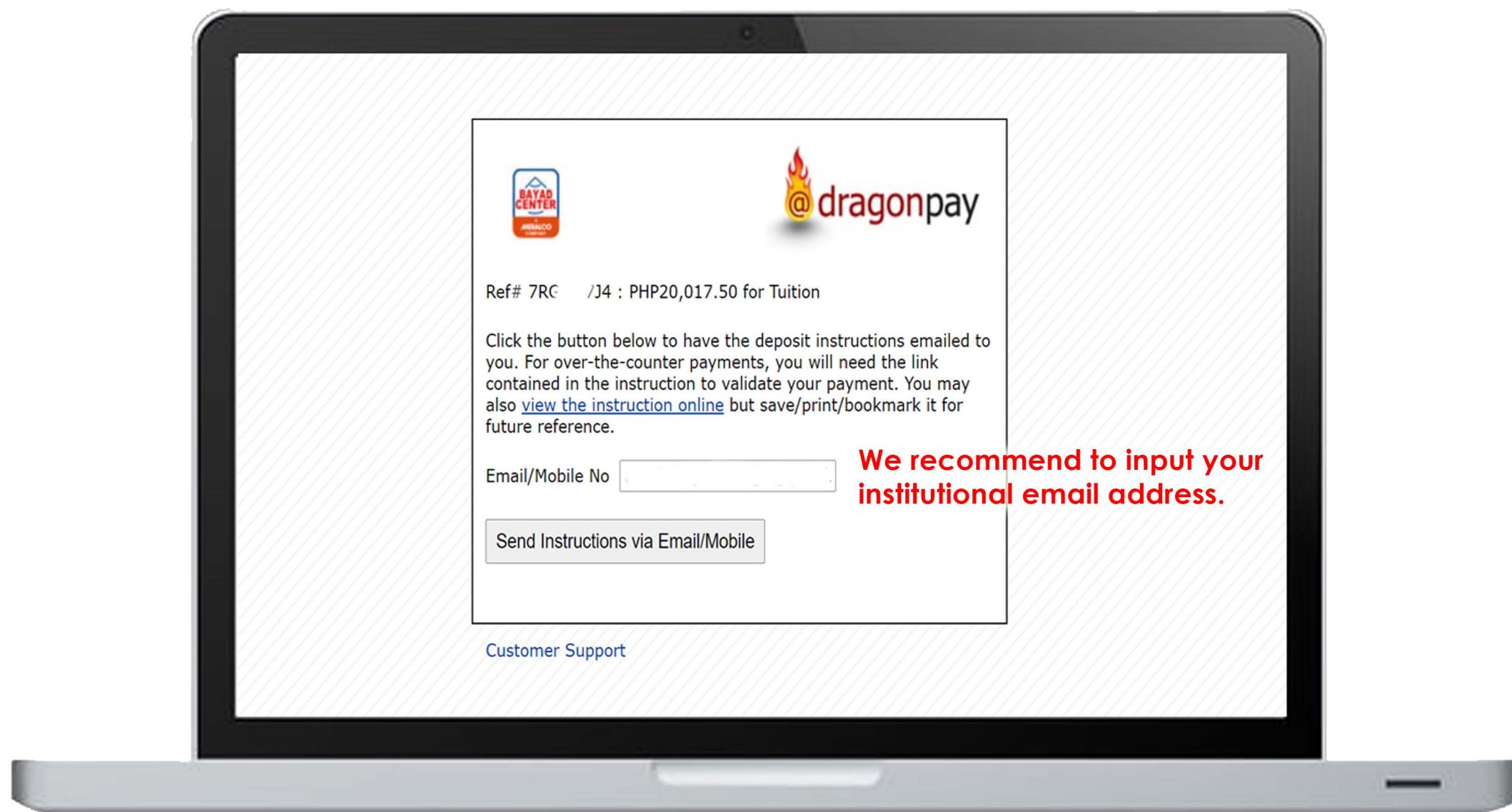
Check “I agree ...”
Click **Select**

The screenshot shows a laptop screen displaying the Dragonpay payment selection interface. At the top is the Dragonpay logo. Below it, the text reads: 'DLSHSI (Hermano San Miguel Febres Cordero Medical Foundation, Inc. Education) is requesting for **PHP20,017.50**'. This is followed by '[TEST ONLY]' in red. Below that is a dropdown menu labeled 'Source' with the text '---- SELECT A PAYMENT OPTION ----' and a downward arrow. Under the dropdown, it says 'Select from the available fund sources'. There is a checked checkbox followed by the text 'I agree to the [Terms and Conditions](#)'. At the bottom of the form is a button labeled 'Select'. Below the form, there is a link for 'Customer Support'.

5

Input your Email Address

Click [Send Instruction via Email/Mobile](#)

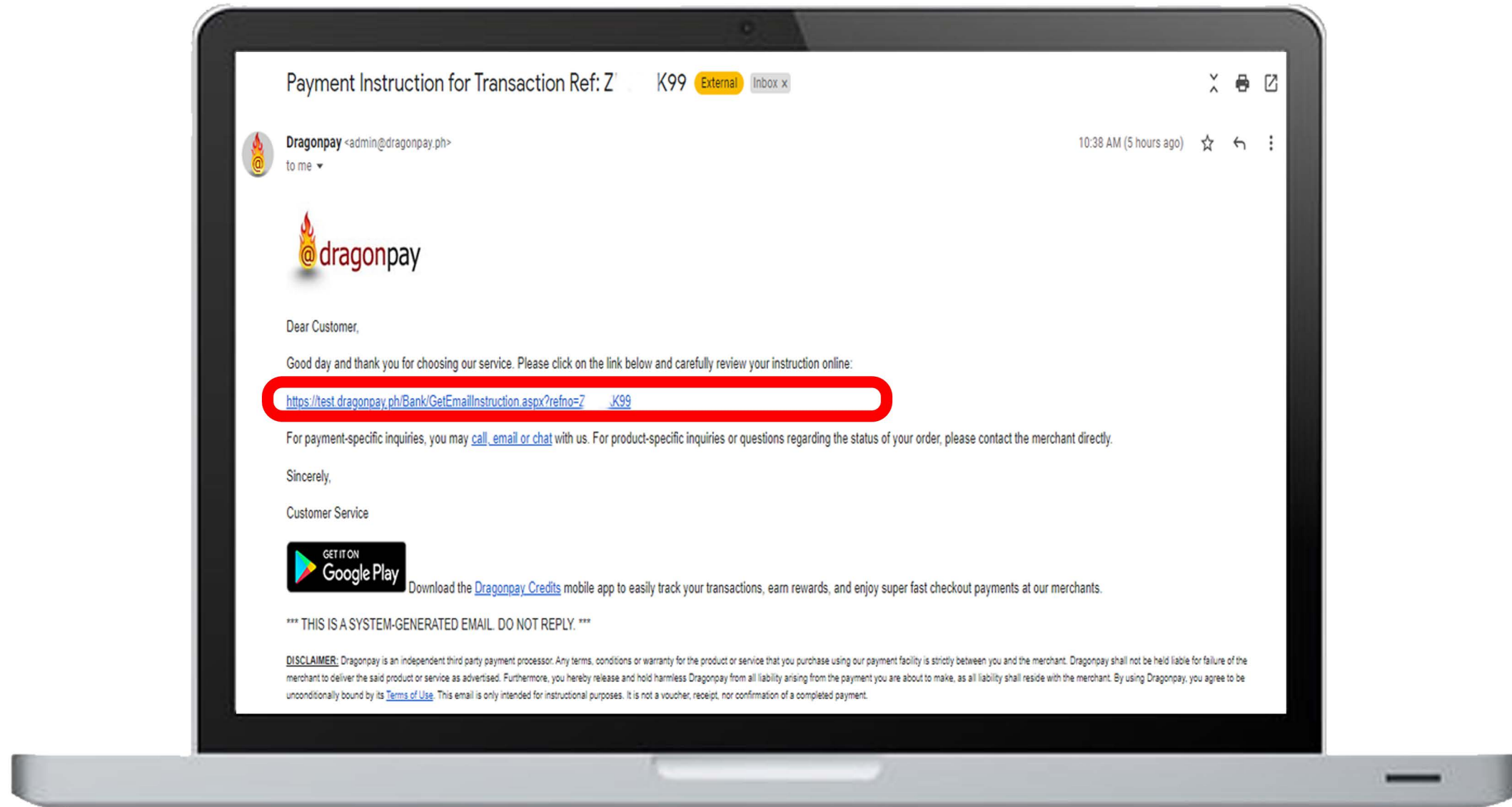


Make sure the email you provided is correct.
Kindly check also the SPAM folder of your email to see if the instructions were sent there.

6

Follow the instruction carefully

You will receive an email containing your DragonPay Reference Code.



7

Follow the instruction carefully

Please read carefully all steps indicated in the link.



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Over-the-Counter

Banks that require VALIDATION from DLSMHSI:

 **CHINABANK**

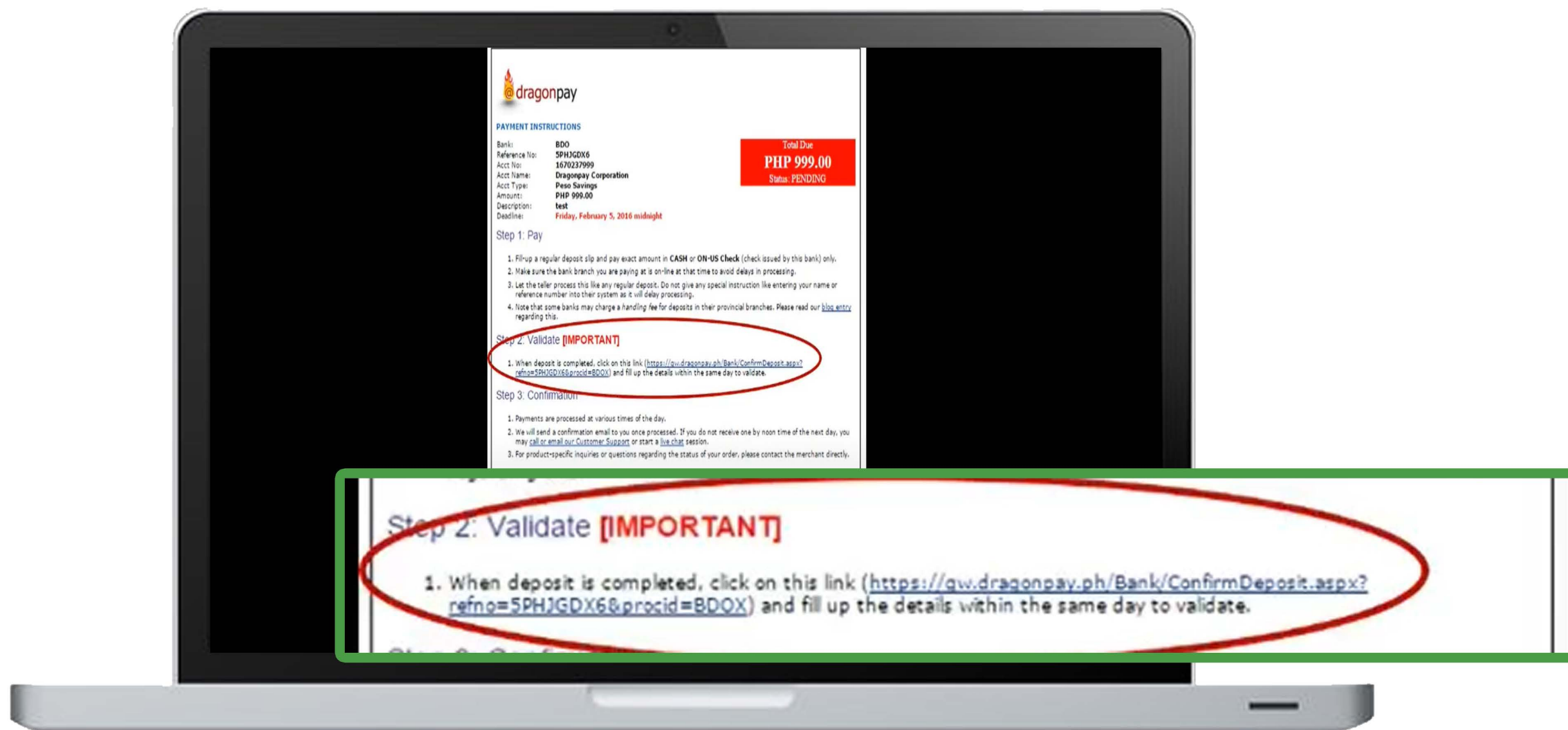
 eastwest

 Metrobank

7

Follow the instruction carefully

Please read carefully all steps indicated in the link.



Over-the-Counter

Banks that require VALIDATION from DLISMHSI:



7

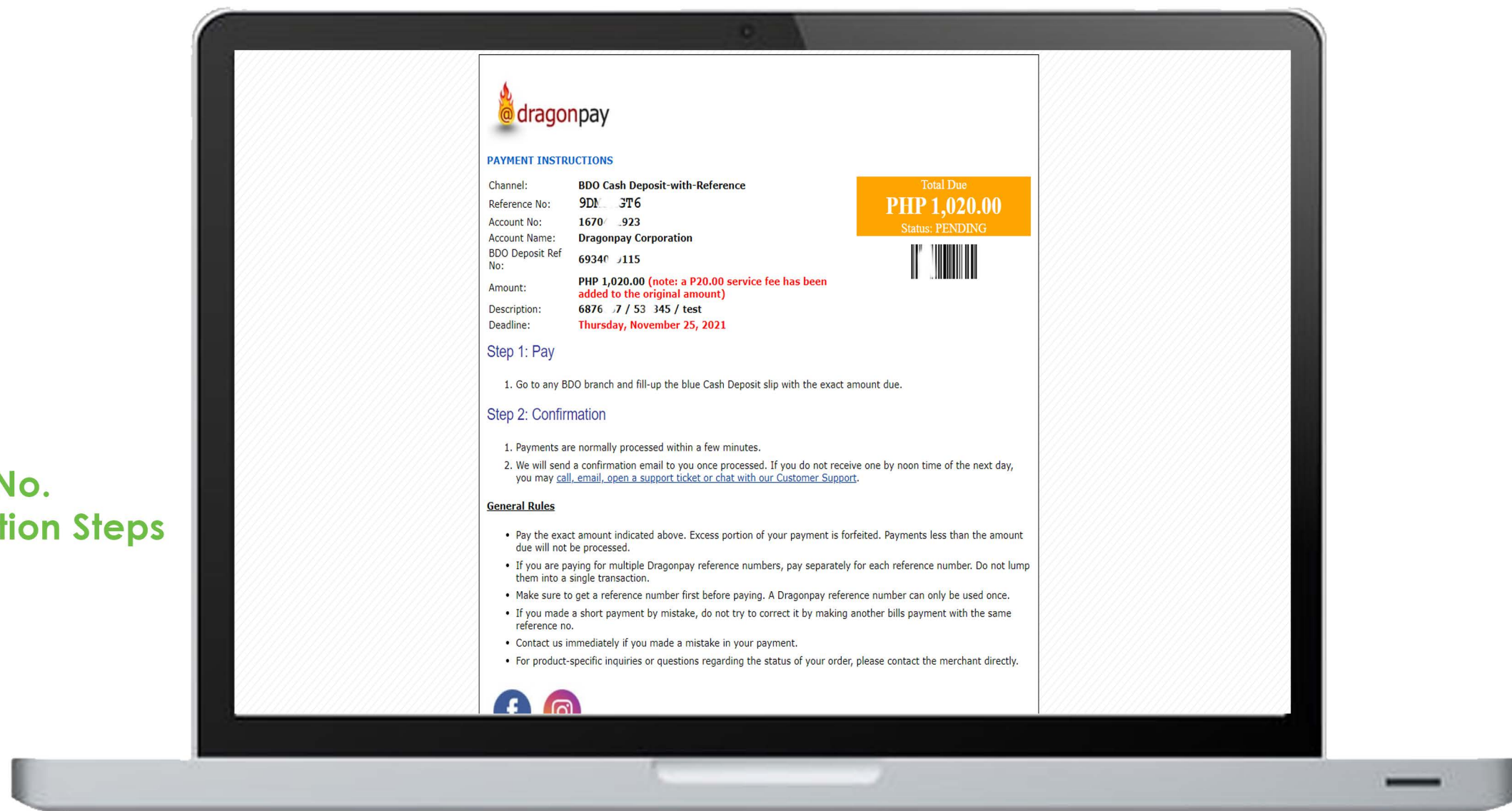
Follow the instruction carefully

Please read carefully all steps indicated in the link.

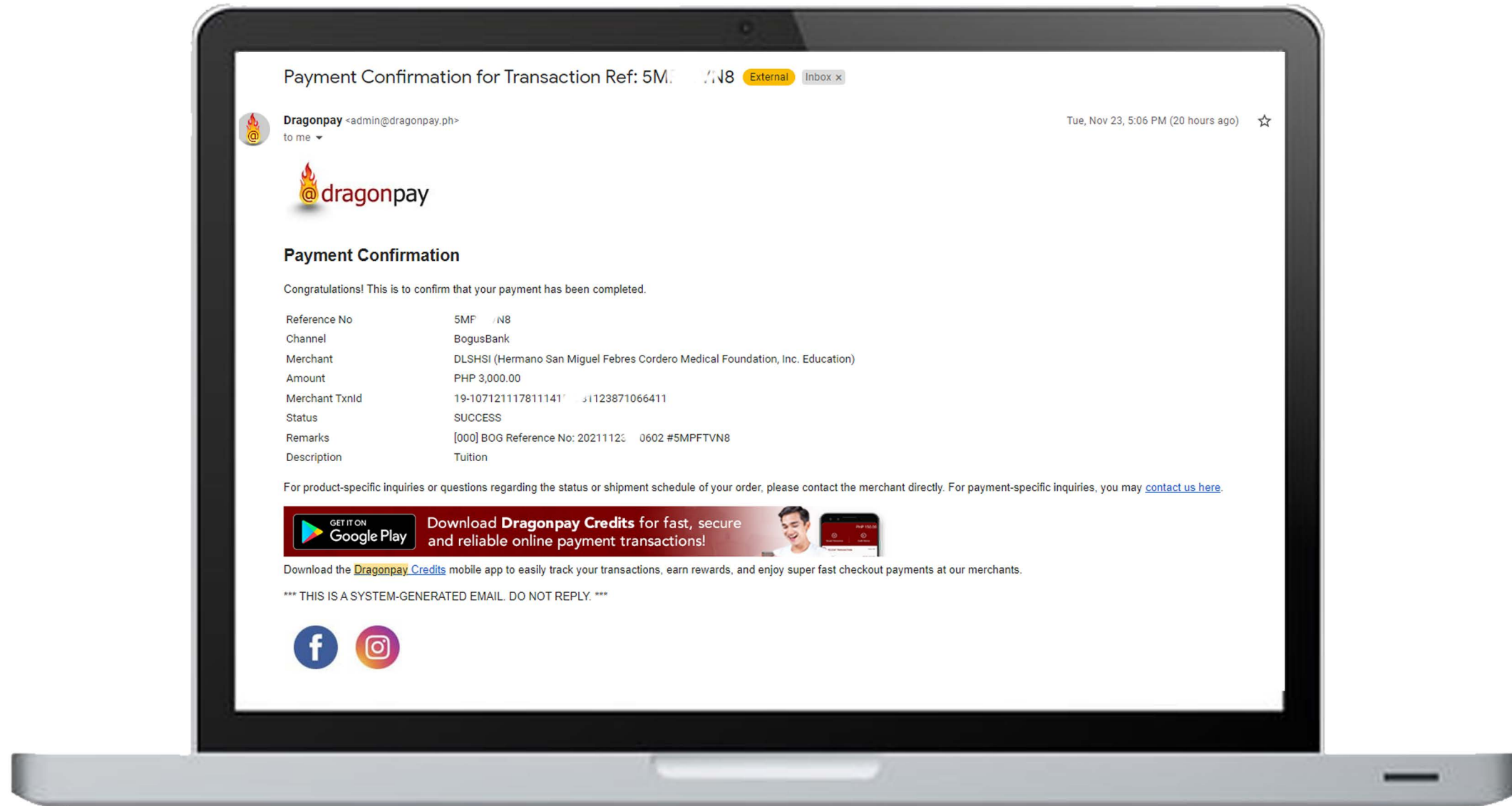


Please note:

- *Total Due
- *Deadline
- *Reference No.
- *& Confirmation Steps



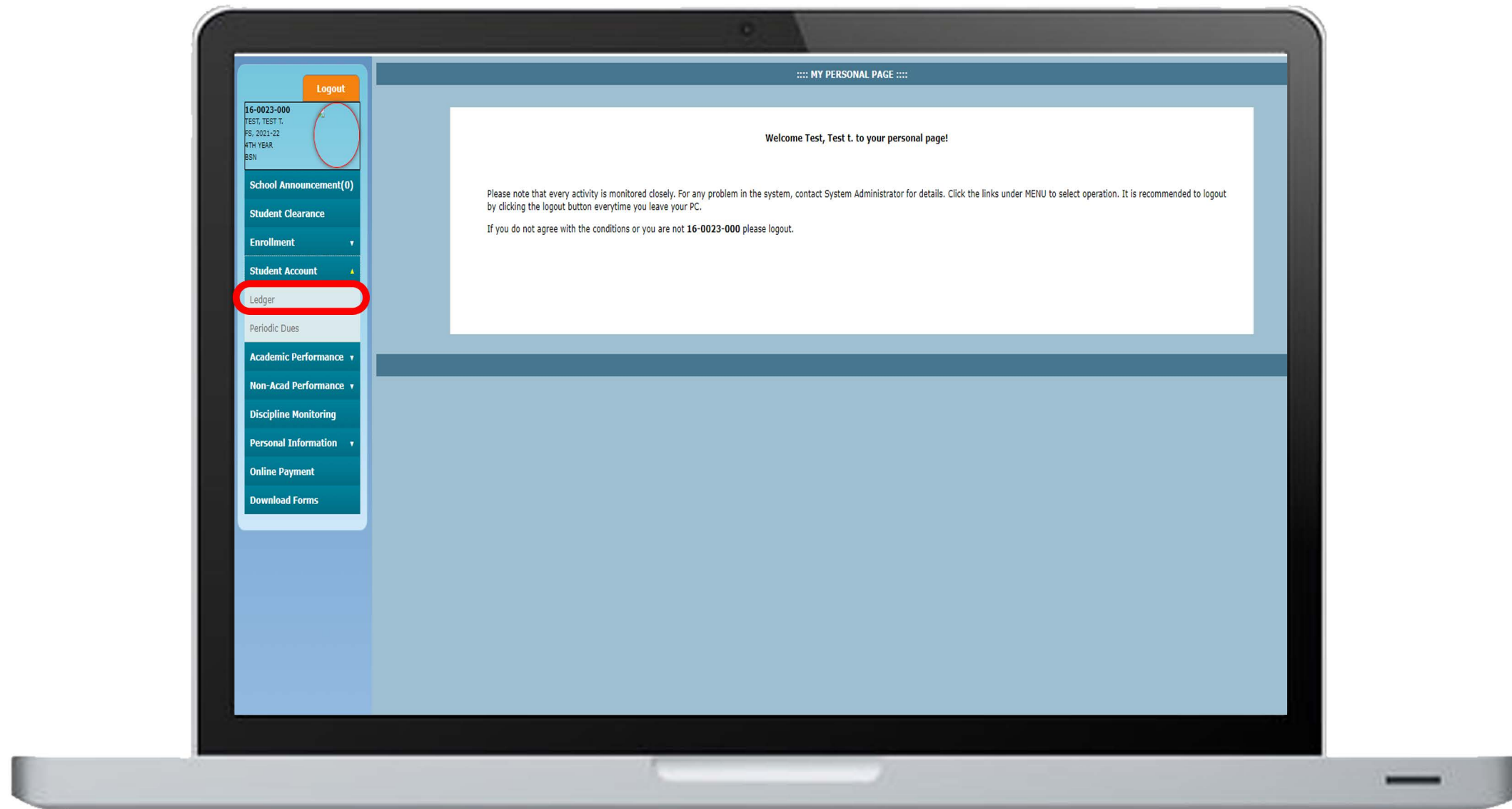
8 You will receive an email confirmation once payment is completed.



8

Posting to your LEDGER

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



8

Posting to your LEDGER

Your **Official Receipt** will be available on the next day once payment is reflected.



Logout

16-0023-000
TEST, TEST T.
FS. 2021-22
4TH YEAR
BSN

School Announcement(0)

Student Clearance

Enrollment

Student Account

Ledger

Periodic Dues

Academic Performance

Non-Acad Performance

Discipline Monitoring

Personal Information

Online Payment

Download Forms

SY-TERM

2021

-

2022

-

1st Sem

PROCEED

☐ SHOW LEDGER from the first enrolled semester until present

[View Installment Schedule](#)

Student ID : 16-0023-000

Course/Major : BSN

Student name : Test, Test test

Current Year(Term) : 4 (1st Sem)

DATE	PARTICULARS	COLLECTED BY (ID)	DEBIT	CREDIT	BALANCE
				OLD ACCOUNTS	0.00
02/02/2021	COLLEGE ADMISSION TEST FEE		500.00		500.00
08/10/2021	Tuition Fee		31,563.00		32,063.00
	Miscellaneous Fee		14,572.50		46,635.50
	Other Charges		43,809.82		90,445.32
	21-273191 Enrollment/downpayment - E-Pay	JENALYN		35,978.12	54,467.20
09/08/2021	CERTIFICATION-GRADES		180.00		54,647.20
	21-278673 CERTIFICATION-GRADES - E-Pay	AIDA		180.00	54,467.20
09/10/2021	CN BOOKS - 4TH YEAR		1,208.00		55,675.20
11/17/2021	OP-12-54782UJ5 Tuition - Online Payment - DragonPay	Test		28,691.60	26,983.60
11/19/2021	OP-39-L2RIZZH3 Tuition - Online Payment - DragonPay	Test		26,983.60	0.00
11/22/2021	A/P-STUDENTS		1,000.00		1,000.00
11/23/2021	ACCOUNTS RECEIVABLE - BSRT		750.00		1,750.00
	ACCOUNTS RECEIVABLE - DEP ED		1,250.00		3,000.00
	ACCOUNTS RECEIVABLE - BSNMT		1,000.00		4,000.00
	ADDITIONAL LABORATORY UNIFORM FEE		1,250.00		5,250.00
	ADDITIONAL GRADUATION FEE - BSOT		2,500.00		7,750.00
	A/R-OT LAB MATERIALS		3,000.00		10,750.00
	OP-75-RPJR3J5 Tuition - Online Payment - DragonPay	Test		1,750.00	9,000.00
	OP-77-96IW9VQ5 Tuition - Online Payment - DragonPay	Test		1,250.00	7,750.00
	OP-89-9TH343R4 Tuition - Online Payment - DragonPay	Test		1,000.00	6,750.00
	OP-55-J6YTZHP3 Tuition - Online Payment - DragonPay	Test		1,250.00	5,500.00
	OP-96-5VWIDAG65 Tuition - Online Payment - DragonPay	Test		2,500.00	3,000.00
	OP-62-5MPFTVN8 Tuition - Online Payment - DragonPay	Test		3,000.00	0.00
11/24/2021	ACCOUNTS PAYABLE - OTHERS		1.00		1.00

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

HELP / SUPPORT

Please email

to: proofofpayment@dlsmhsi.edu.ph

