How to Use the PayMaya Payment Gateway (For Parents)
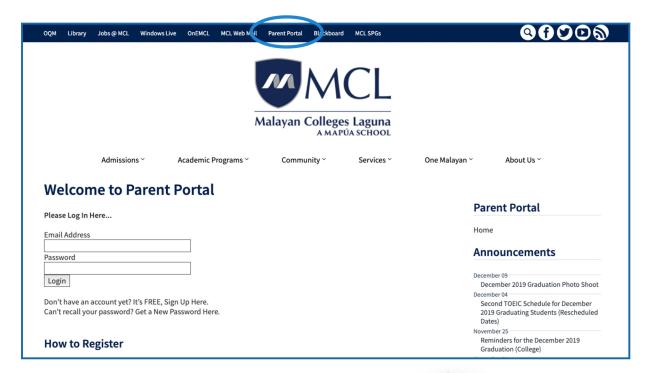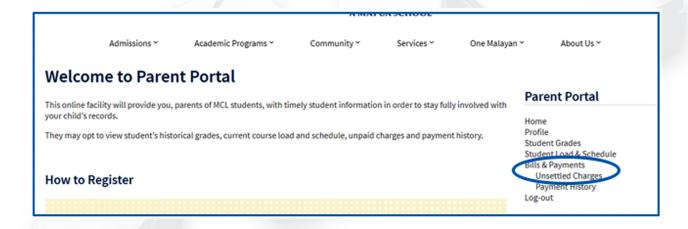
STEP 1
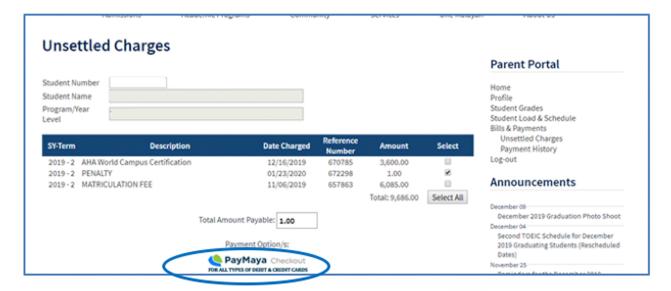
Visit **mcl.edu.ph** and log in to the **Parent Portal.**

STEP 2

Click **Bills & Payments** >> **Unsettled Charges** under Parent Portal at the right side.

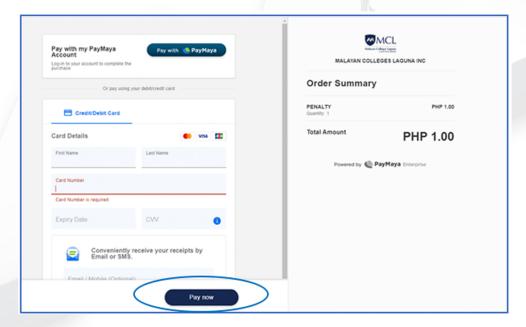# How to Use the PayMaya Payment Gateway (For Parents)

STEP 3

Select items from the list by clicking the checkbox on the right side of each item. Click the "Select All" button to pay for all unsettled charges. After selecting which payment charges you wish to pay, click on the "**PayMaya Checkout**" option to be automatically redirected to the PayMaya Gateway.

Note: Total Amount Payable will be automatically computed based on the selected items to be paid.
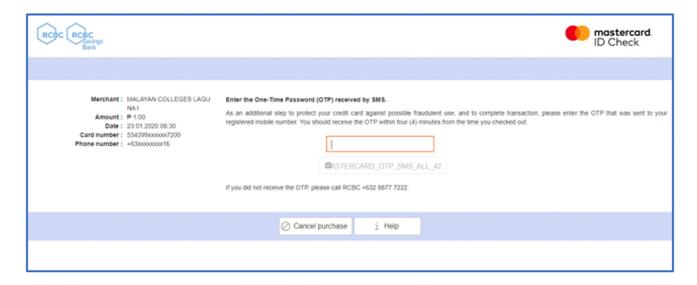

STEP 4

Input the credit or debit card details then click the "**Pay now**" button to proceed.
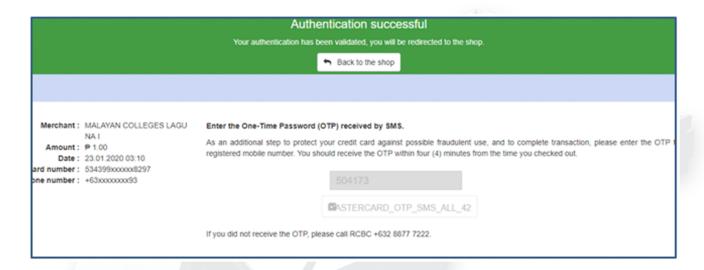
STEP 5

Input your One-Time Password (OTP) to be sent via SMS, then click Enter.

An "Authentication successful" message will appear once you input the correct OTP.

STEP 6

If transaction is successful, you will be redirected to the Parent Portal. A reference number for the successful transaction will be generated.

Note: You will also receive a payment confirmation via e-mail indicating the system-generated Official Receipt Number.