

How to Use the PayMaya Payment Gateway (For Students)

STEP 1

Visit mcl.edu.ph and log in to **OnEMCL**.

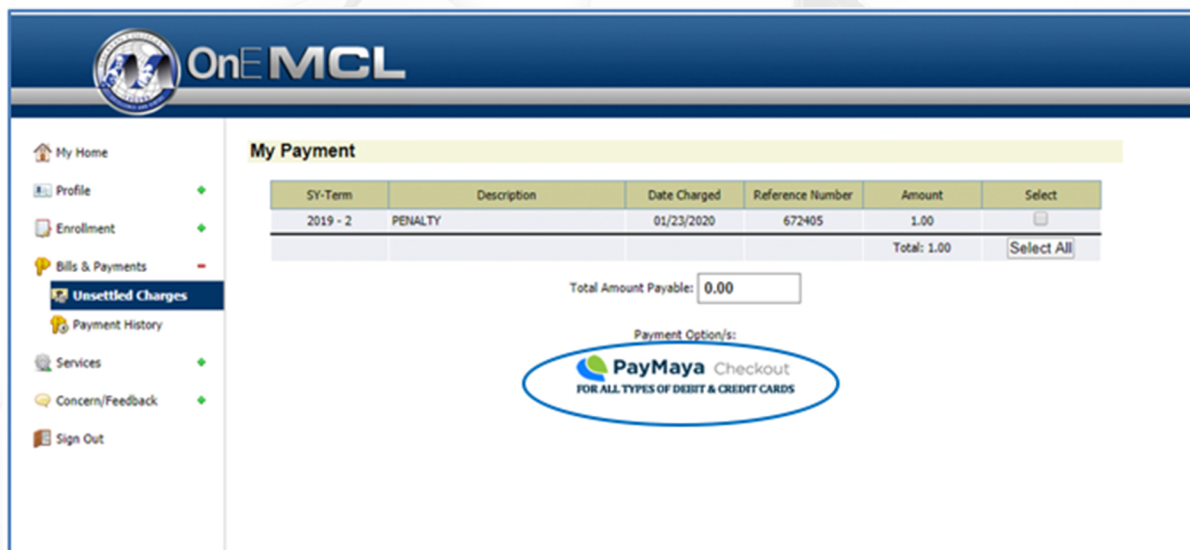


The screenshot shows the MCL website homepage. The navigation menu includes: OQM, Library, Jobs @ MCL, Windows Live, OnEMCL (circled in red), MCL Web Mail, Parent Portal, Blackboard, and MCL SPGs. The main content area features the MCL logo, a banner for the Office for Strategic Partnerships and Global Engagement (OSPGE), and a section for MCL @ Office 365. On the right side, there is a login form with fields for email and password, and a 'Sign In' button.

STEP 2

Under **Bills & Payments**, select **Unsettled Charges**. Select items from the list by clicking the checkbox on the right of each item. Click "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.



The screenshot shows the 'My Payment' page in the OnEMCL system. The page displays a table of charges with columns for SY-Term, Description, Date Charged, Reference Number, Amount, and Select. The table shows a single charge for a penalty of 1.00. Below the table, the Total Amount Payable is shown as 0.00. The PayMaya Checkout option is circled in red.

SY-Term	Description	Date Charged	Reference Number	Amount	Select
2019 - 2	PENALTY	01/23/2020	672405	1.00	<input type="checkbox"/>
				Total: 1.00	<input type="button" value="Select All"/>

Total Amount Payable:

Payment Option/s:

PayMaya Checkout
FOR ALL TYPES OF DEBIT & CREDIT CARDS

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STEP 3

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

The screenshot shows the PayMaya payment gateway interface. On the left, there is a section for "Pay with my PayMaya Account" and "Or pay using your debit/credit card". Under "Credit/Debit Card", there are input fields for "First Name", "Last Name", "Card Number", "Expiry Date", and "CVV". A red error message "Card Number is required" is visible below the Card Number field. At the bottom of this section, there is a "Pay now" button circled in blue. On the right, there is an "Order Summary" section for "MALAYAN COLLEGES LAGUNA INC" showing a "PENALTY" of "PHP 1.00" and a "Total Amount" of "PHP 1.00". The interface is powered by "PayMaya Enterprise".

STEP 4

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

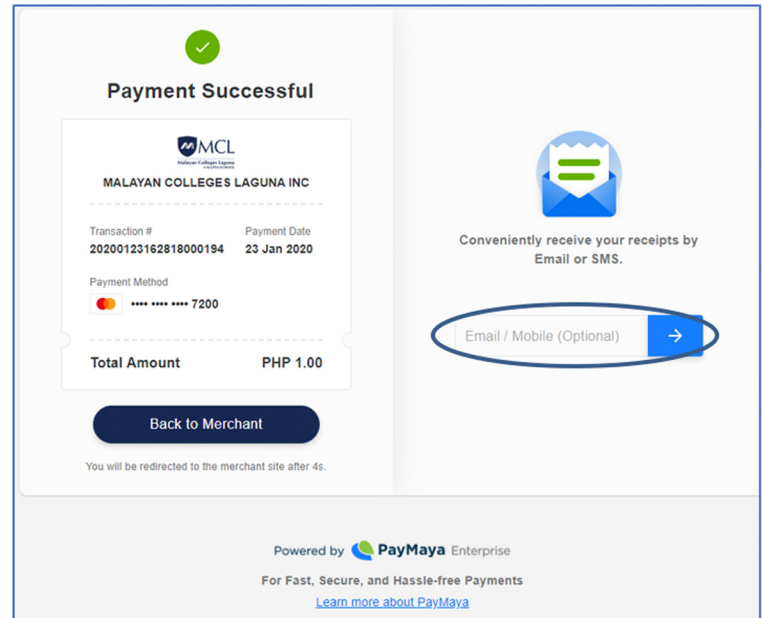
The screenshot shows the Mastercard ID Check OTP verification screen. At the top left, there are logos for "RCBC Savings Bank" and "mastercard ID Check". The screen displays the following information: "Merchant: MALAYAN COLLEGES LAGUNA", "Amount: ₱ 1.00", "Date: 23.01.2020 08:30", "Card number: 534399xxxxx7200", and "Phone number: +63xxxxxxxx16". A section titled "Enter the One-Time Password (OTP) received by SMS." contains a text input field and a "SEND" button. Below the input field, there is a label "MSTERCARD_OTP_SMS_ALL_42". At the bottom, there is a note: "If you did not receive the OTP, please call RCBC +632 8877 7222." and two buttons: "Cancel purchase" and "Help".

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STEP 5

If transaction is successful, the PayMaya gateway will display a payment confirmation.

Note: You may also opt to receive an E-mail/SMS confirmation when you enter your e-mail address or mobile number at the right side portion of the screen.



STEP 6

OnEMCL will display a successful transaction page, and an e-mail confirmation will be sent to your Live e-mail account.

