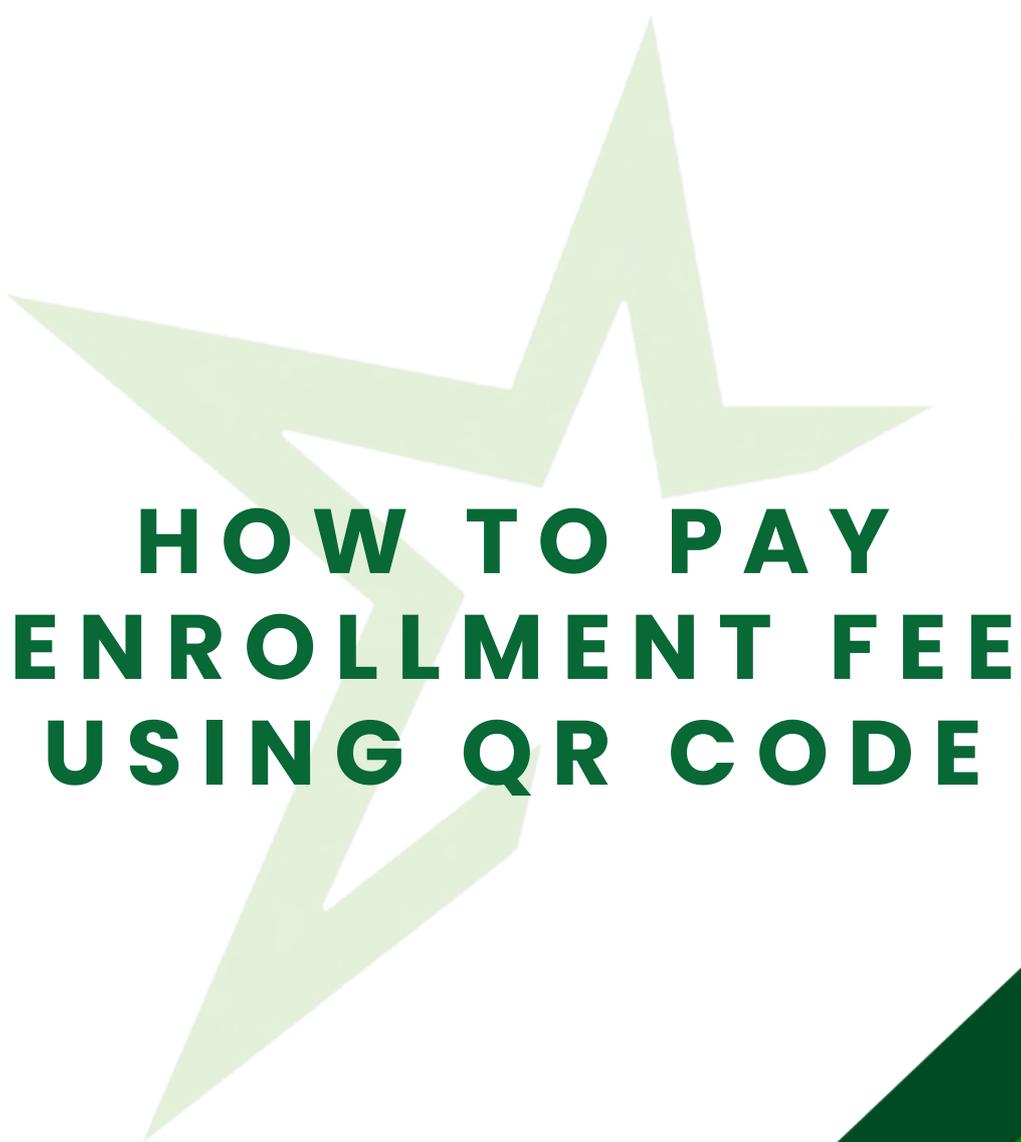


KIOSK ONLINE PAYMENT - USER'S GUIDE



HOW TO PAY ENROLLMENT FEE USING QR CODE

KIOSK ONLINE PAYMENT - USER'S GUIDE

1. Log in to the Student Portal.
2. Navigate to **Manage My Registration**. If the system detects that your enrollment fee is unpaid, a pop-up message will appear. Click **Yes, Proceed to proceed** with the payment.

Hi Juan Dela Cruz

Hi **Juan Dela Cruz**,

Payment Upon Enrollment is not yet settled/paid. Please settle/pay the required amount for the enrollment to continue with your registration.

Please click the **Yes, Proceed** button to process your payment if you would like to pay the balance online.

Your Enrollment Fee amount is: 5,500.00

No, Cancel **Yes, Proceed**

3. In the **How would you like to pay** section, select **Pay via Kiosk**, then choose the **Fastek** icon.
4. Click the **Continue to Payment** button.

Online Payment Transaction Details

Student No. :	2018122	How would you like to pay?	Online Banking
Student Name :	Juan Dela Cruz		Over-the-Counter Banking and ATM
Email :	rhean@schools.ph		Over-the-Counter non-Bank
Transaction ID :	2425B2103-SDP7NCRO		Credit Card
Payment Description :	Payment for Upon Enrollment (Second Semester - 2024-2025)		Pay via Kiosk

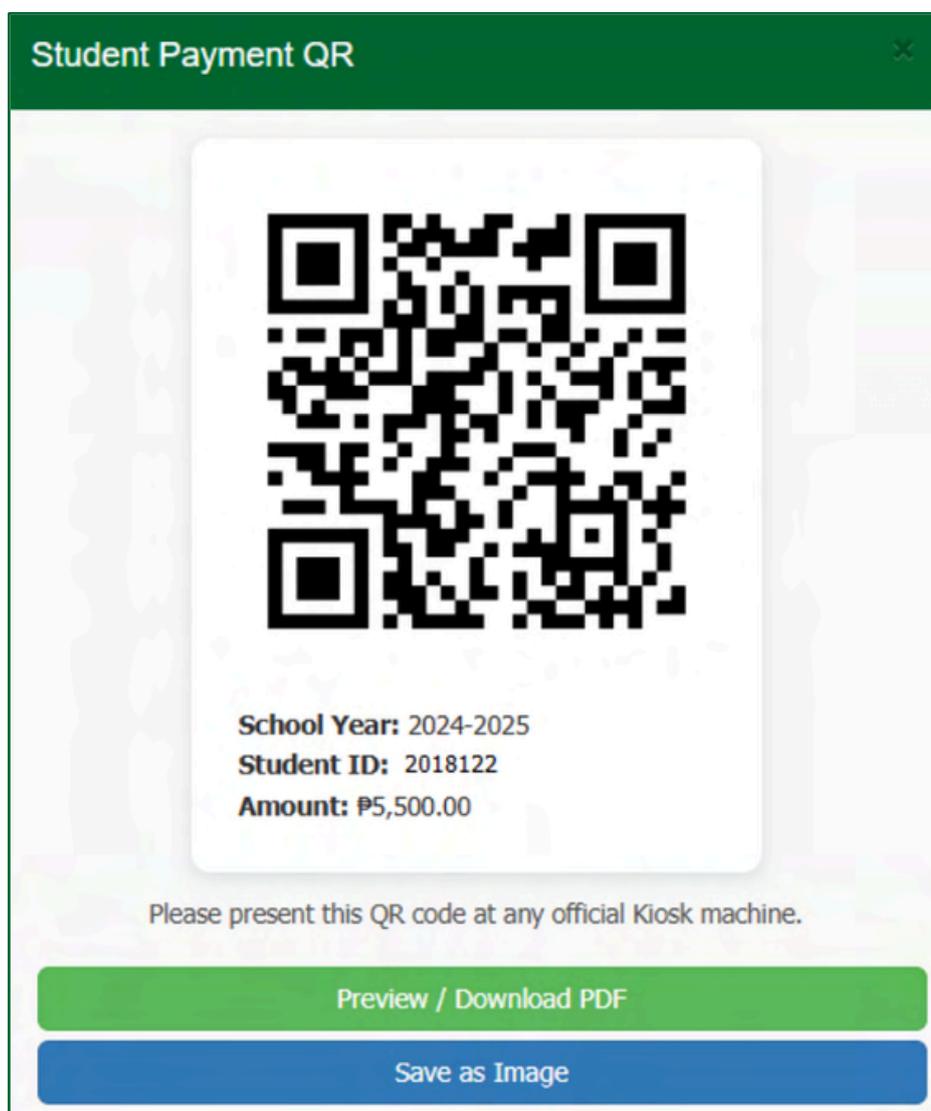
Summary of Fees:	
Amount Due	5,500.00
Subtotal	5,500.00
OP Maintenance Fee	0.00
Total Amount to Pay	5,500.00

FASTEK

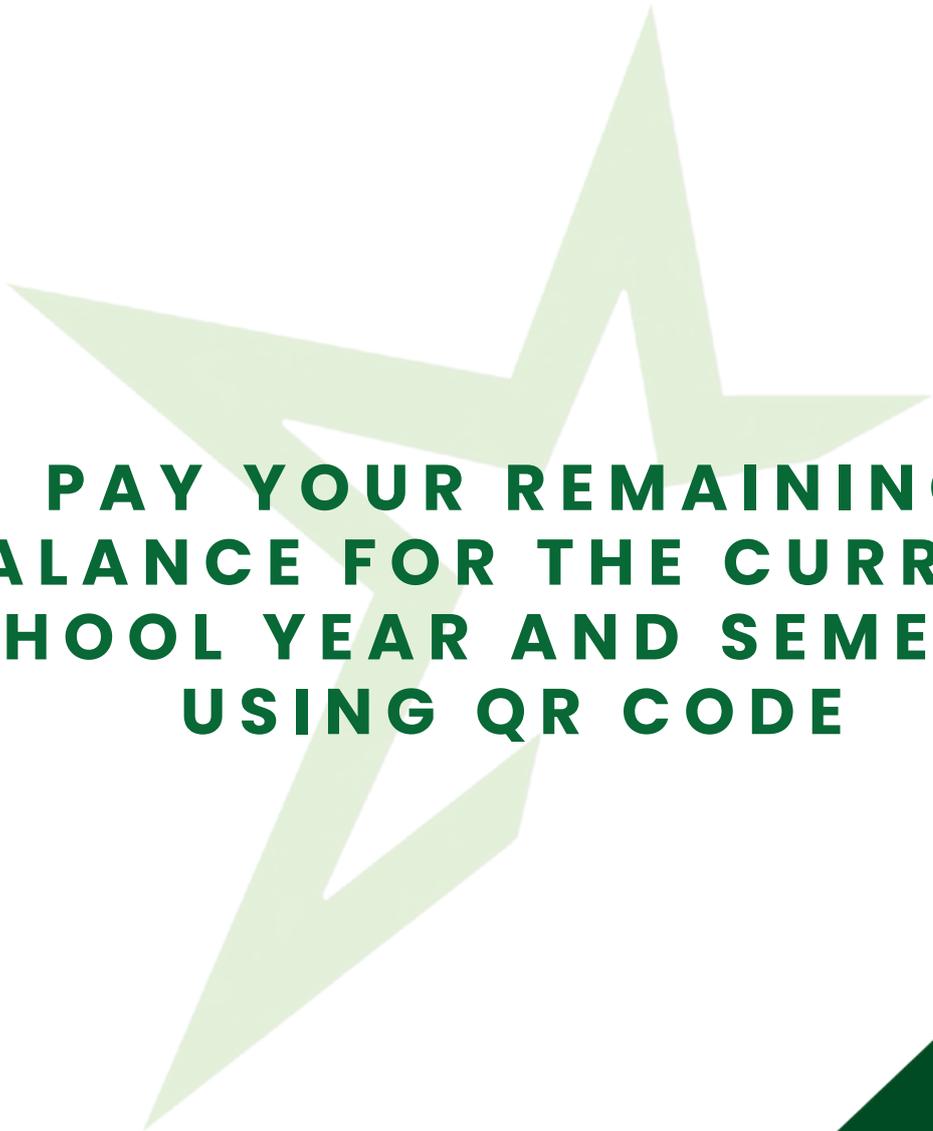
No, Cancel **Continue to Payment**

KIOSK ONLINE PAYMENT - USER'S GUIDE

5. Your **QR code** will be generated. Take a screenshot, save it as an image, or download it as a PDF.
6. Proceed to the kiosk and **scan your QR code** to complete the payment



KIOSK ONLINE PAYMENT - USER'S GUIDE



**PAY YOUR REMAINING
BALANCE FOR THE CURRENT
SCHOOL YEAR AND SEMESTER
USING QR CODE**

KIOSK ONLINE PAYMENT - USER'S GUIDE

1. Log in to the Student Portal.
2. Navigate to **My Accounts**, Click the **"Pay Tuition Balance"** button to begin the payment process.
3. *Note:* This button will only appear if the current School Year and Semester in the system configuration (*managed by the Registrar/Admin*) matches the student's current SYSEM account. Then click the **PAY TUITION BALANCE** button located in the upper right corner of the table.

My Ledger/Accounts

Student Name : **DELA CRUZ, JUAN** Student No. :
Program : BACHELOR OF SCIENCE IN TOURISM MANAGEMENT Year Level : Second Year
School Year : 2024-2025 Semester : Second
Status : Old (Regular) (23 Unit(s) Allowed) Section : C
Date Enrolled : January 30, 2025

[Print Individual Student Ledger](#) [Green Pass](#) **Pay Tuition Balance**

School Year	Semester	Year Level	SOA	Scholarship/Discount	Reference Date	Particulars with Reference No.	Debit	Credit	Balance	
2024-2025	First	First Year				TOTAL AMOUNT DUE	32,257.30	0.00	32,257.30	
					Aug 02 2024	CASH - UPON ENROLLMENT (2043406)	0.00	5,500.00	26,757.30	
					Jan 30 2025	CASH - TUITION FEES (8007920)	0.00	10,000.00	16,757.30	
	Second	Second Year				TOTAL AMOUNT DUE	29,690.30	0.00	29,690.30	
							Grand Total Balance :	46,447.60		
									Refund :	0.00

Non-Assessment Payment's Trail

School Year	Semester	Year Level	Particulars	Reference Date	Reference No.	Debit	Credit	
2024-2025	First Semester	Second Year	Bank/Non-bank Payment - REGISTRATION FEES - ASAO	Jul 29, 2024	500795	0.00	300.00	
			Bank/Non-bank Payment - GEC TESTING DEPOSITORY	Jul 29, 2024	500795	0.00	210.00	
						TOTAL:	0.00	510.00

4. A pop-up will appear showing the student's current balance.

The **amount due** will display based on the **selected Mode of Payment**.
– The system will **automatically select all amounts due** that are already marked as payable or is already due.

5. Carefully **verify the Total Amount to Pay** before proceeding.

Click **"Yes, Proceed"** to confirm.

- The **Transaction Details** pop-up will appear next.

KIOSK ONLINE PAYMENT - USER'S GUIDE

Print Individual Student Ledger Pay Tuition Balance

School Year	Semester	Year Level	SOA	Scholarship/Discount	Reference Date	Particulars with Reference No.	Debit	Credit	Balance
2021-2022	First					Old Assessment Balance	23,312.60	23,313.00	-0.40
	Second					Old Assessment Balance	22,167.60	19,876.00	2,291.60
2022-2023	First	First Year				TOTAL AMOUNT DUE	17,398.50	0.00	17,398.50
							0.00	500.00	15,898.50
							Grand Total Balance :	19,189.70	Refund : 0.00

Non-Assessment Payments's Trail

School Year	Semester
2022-2023	First Semester
2000-2000	

Hi Jianne Denise Barilla Del Castillo,
You have selected to pay online. Please verify the details below to continue.

Total Balance	16,898.50
Balance Due for UPON ENROLLMENT	4,500.00
Balance Due for Payment 1 (09/01/2022)	3,099.00
Balance Due for Payment 2	3,099.00
Balance Due for Payment 3	3,099.00
Balance Due for Payment 4	3,101.50
Balance Due as of today	16,898.50

Payment for

- UPON ENROLLMENT 4,500.00
- Payment 1 3,099.00
- Payment 2 3,099.00
- Payment 3 3,099.00
- Payment 4 3,101.50

Total Amount to Pay

Reference No.	Amount
22190	200.00
22192	210.00

6. In the **How would you like to pay** section, select **Pay via Kiosk**, then choose the **FASTEK** icon.

7. Click the **Continue to Payment** button.

Online Payment Transaction Details

Student No. :		How would you like to pay?
Student Name :		Online Banking <input type="button" value="v"/>
Email :		Over-the-Counter Banking and ATM <input type="button" value="v"/>
Transaction ID :	2425B1770-02HI0J9I	Over-the-Counter non-Bank <input type="button" value="v"/>
Payment Description :	Payment for Balance for FIRST MONTHLY DUE, SECOND MONTHLY DUE, THIRD MONTHLY DUE, FOURTH MONTHLY DUE	Credit Card <input type="button" value="v"/>
Summary of Fees:		Pay via Kiosk <input type="button" value="^"/>
Amount Due	24,190.30	<div style="border: 1px solid blue; padding: 10px; text-align: center;"></div>
Subtotal	24,190.30	
OP Maintenance Fee	0.00	
Total Amount to Pay	24,190.30	

KIOSK ONLINE PAYMENT - USER'S GUIDE

8. Your **QR code** will be generated. Take a screenshot, save it as an image, or download it as a PDF.

9. Proceed to the kiosk and scan your **QR code** to complete the payment.

Student Payment QR



School Year: 2024-2025
Student ID: 2018122
Amount: ₱5,500.00

Please present this QR code at any official Kiosk machine.

Preview / Download PDF

Save as Image

KIOSK ONLINE PAYMENT - USER'S GUIDE



**PAY YOUR BACK
BALANCE/PREVIOUS SCHOOL
YEAR AND SEMESTER
BALANCE USING QR CODE**

KIOSK ONLINE PAYMENT - USER'S GUIDE

1. In the **Student Module**, go to the **Registration** sub-module.
– A pop-up window showing your outstanding balances will appear.
2. Click "**Yes, Proceed**" to begin the payment process

Hi Jezrah Elbanbuena Peñas,

You currently have balance(s) or deficiency(ies). Registration / Enrollment will not be finalized if balance(s) or deficiency(ies) are not settled.
Please see list(s) below:

Please click the **Yes, Proceed** button to process your payment if you would like to pay the balance online

- TUITION BALANCE (Second Semester - 2022-2023) : 5,762.05-
- TUITION BALANCE (First Semester - 2022-2023) : 2,000.00-

No, Cancel

Yes, Proceed

3. A second pop-up will appear, displaying the details and amount of your outstanding payments.
4. Your **previous balances** will be **automatically selected** for payment.
5. Carefully **verify the Total Amount to Pay** before continuing.
6. Click "**Yes, Proceed**" to confirm. The **Transaction Details** window will then appear.

Hi Jezrah Elbanbuena Peñas,

You have selected to pay online. Please verify the details below to continue.

Total Balance	7,762.05
Balance Due as of today	7,762.05
Payment for	
<input checked="" type="checkbox"/> TUITION BALANCE (Second Semester - 2022-2023)	5,762.05
<input checked="" type="checkbox"/> TUITION BALANCE (First Semester - 2022-2023)	2,000.00
Total Amount to Pay	<input type="text" value="7,762.05"/>

No, Cancel

Yes, Proceed

KIOSK ONLINE PAYMENT - USER'S GUIDE

7. In the **How would you like to pay** section, select **Pay via Kiosk**, then choose the **Fastek** icon.

8. Click the **Continue to Payment** button.

Online Payment Transaction Details

Student No. :		How would you like to pay?	Online Banking ▼
Student Name :		Over-the-Counter Banking and ATM ▼	
Email :		Over-the-Counter non-Bank ▼	
Transaction ID :	2425B1770-02HI0J9I	Credit Card ▼	
Payment :	Payment for Balance for FIRST MONTHLY	Pay via Kiosk ▲	
Description :	DUE, SECOND MONTHLY DUE, THIRD MONTHLY DUE, FOURTH MONTHLY DUE		

Summary of Fees:	
Amount Due	24,190.30
Subtotal	24,190.30
OP Maintenance Fee	0.00
Total Amount to Pay	24,190.30

No, Cancel **Continue to Payment**

9. Your **QR code** will be generated. Take a screenshot, save it as an image, or download it as a PDF.

10. Proceed to the kiosk and **scan your QR code to complete** the payment.

Student Payment QR



School Year: 2024-2025
Student ID: 2018122
Amount: ₱5,500.00

Please present this QR code at any official Kiosk machine.

Preview / Download PDF

Save as Image