

USER GUIDE

Credit Card Payment Integration Global Payments × AIMS Enrollment System

Overview

This document provides a step-by-step guide on how the **Credit Card Payment Integration** works within the **Academic Information Management System (AIMS)** using **Global Payments Hosted Checkout Page (HCO)**.

The integration enables students to securely pay their enrollment fees and other school-related charges using credit cards.

1. Introduction

1.1 Purpose

This document provides a step-by-step guide on how to use the **Credit Card Payment Facility** integrated into AIMS via **Global Payments**.

1.2 Scope

This guide covers:

- Student payment process
- Payment confirmation
- Transaction handling within AIMS

1.3 Intended Users

- Students / Applicants
- Cashier / Finance Office
- System Administrators

2. System Overview

2.1 Description

The AIMS–Global Payments integration enables secure online payment of **tuition and other school fees via credit card**, with real-time processing and automatic posting to student accounts.

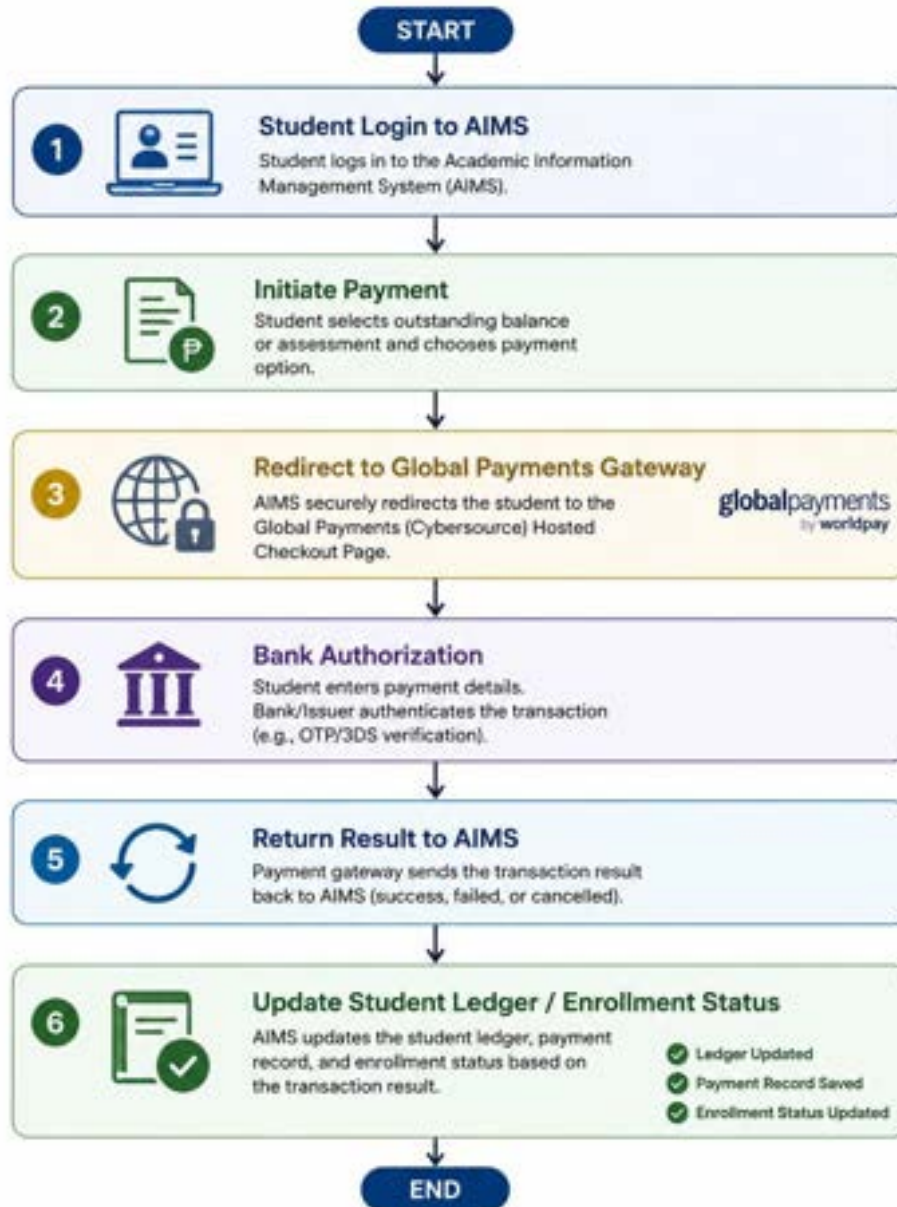
2.2 Key Features

- Secure payment gateway integration
- Real-time transaction processing
- Automated ledger posting
- Transaction reference tracking
- Seamless redirection between AIMS and payment gateway

2.3 Payment Flow Summary

1. Student initiates payment in AIMS
2. System redirects to Global Payments secure page
3. Student enters card details
4. Payment is processed
5. Result is returned to AIMS

3. Payment Process Flow



Detailed Step-by-Step Payment Process within AIMS

Overview

This page provides a step-by-step guide on how the student will pay their tuition/other non-assessment related fees using the Credit Card.

PAYMENT FOR ENROLLMENT FEE

4.1 Student Payment via Credit Card (AIMS × Global Payments)

Step 1: Log in to AIMS

1. Open your web browser
2. Go to the AIMS URL: <https://aims.usls.edu.ph/lasalle/students/index.php>
3. Enter:
 - Username
 - Password
 - Birthdate
4. Click **Login**

Step 2: Navigate to Registration Module if you are going to pay your current tuition fee for enrolment.

1. From the dashboard, click **“Registration”**
2. The Enrollment Fee pop up will appear.
3. Click the Proceed button to process your payment.
4. Select Credit Card in the how would you like to pay portion of the page

Step 3: Initiate Payment

1. Click **“Continue to Payment”** button.



1. Read the **Payment Terms and Conditions** and click the **Yes, Proceed** button.

Debit/Credit Card Payment Terms and Conditions

prices is required by law, courts, or regulatory agencies, or as necessary for payment processing.

4. Refunds and cancellations

Non-refundable payments: Payments for school fees are generally non-refundable.

Refund process: Refunds may be allowed only for duplicate payments, system errors, or officially approved withdrawals, and shall follow the University's refund procedures. Requests must be made in writing within thirty (30) working days. If a refund is approved, it will be credited through the original payment source within the prescribed processing period and may be subject to applicable cancellation charges or convenience fees, if any.

Withdrawal of services: The school reserves the right to withhold academic services, transcripts, and other student-related records for any student with an outstanding balance.

5. Limitation of liability

Website use: USLS acts solely as a payment facilitator and shall not be held liable for any loss or damage arising from system errors, service interruptions, inability to access or use the online payment portal, or any delays or errors attributable to the card issuer, acquiring bank, or internet service provider.

Disputes with issuer: Any disputes concerning debit/credit card interest rates, fees, or rewards programs are between the Cardholder and their card issuer, not the school.

6. Changes to terms and conditions

The school reserves the right to amend these terms and conditions at any time. The updated terms will be posted on the school's website and will apply to all future payments.

Yes, Proceed **No, Cancel**

You will be redirected to the check-out page of global payments.

⚠ Note: Do not refresh or close the browser during this step.

Step 4: Enter Credit Card Details

Provide the following required information:

- Billing Information
- Card type
- Card Number
- Expiry Month
- Expiry Year
- CVV / Security Code

Then click **"PAY"** button.

Billing Information

First Name: [Text Field]
Last Name: [Text Field]
Address Line 1: [Text Field]
Address Line 2: [Text Field]
City: [Text Field]
Country/Region: [Dropdown Menu]
State/Province: [Text Field]
Zip/Postal Code: [Text Field]
Email: [Text Field]

Your Order

Total amount: ₱120.00

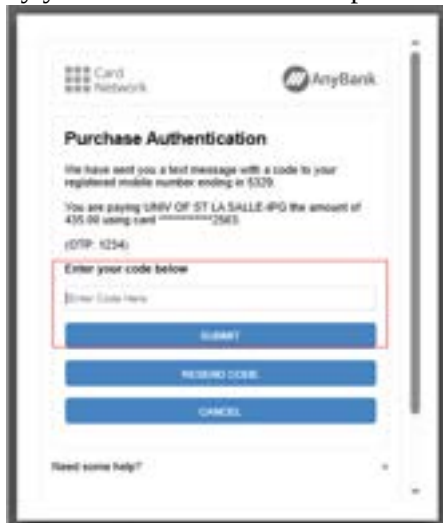
Payment Details

Card Type: [Radio Buttons: Visa, Mastercard, etc.]
Card Number: [Text Field]
Expiration Month: [Dropdown Menu]
Expiration Year: [Dropdown Menu]
CVV: [Text Field]

Pay

Step 6: The OTP (One-Time Password) will be sent to the mobile number registered with your credit card. Enter the OTP number in the provided field then, Click the Submit button to finalize your transaction.

Note: Some banks may have different authentication procedures. Please follow the instructions provided by your selected bank to complete the authentication process.



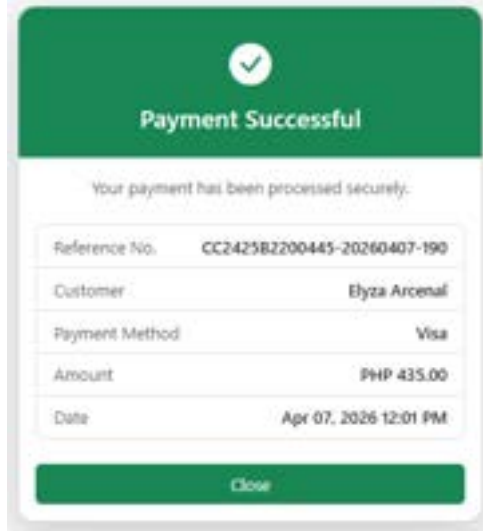
Step 7: Payment Processing

- The system sends the transaction to the issuing bank
- Wait for processing (a few seconds) .

Step 8: Payment Result

After processing, the system will redirect back to AIMS:

A. If Payment is Successful. A message will display: “Payment Successful”. Click the close button to redirect back to AIMS.



- **AIMS** will:
 - Automatically post payment to student ledger
 - Update outstanding balance

B. If Payment Failed

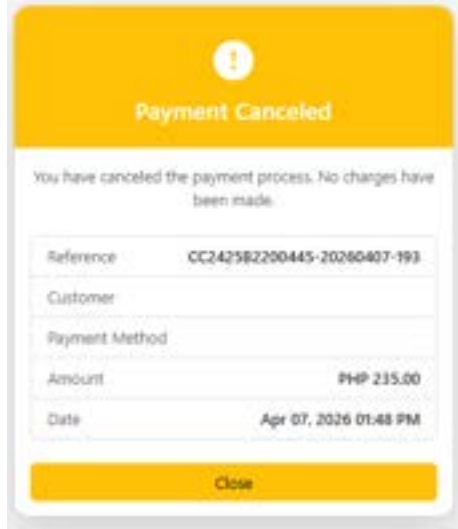
- Message: **“Payment Failed”**
- No changes will be made to the account

User may:

- Retry payment
- Use another card
- Contact bank

C. If Transaction is Cancelled

- User clicks cancel on payment page
- Message: **“Payment Cancelled”**
- No payment is recorded



Step 9: Verify Payment in AIMS

1. Go to **My Accounts**
2. Check:
 - Payment status
 - Updated balance

Non-Assessment Payment's Trail

School Year	Semester	Year Level	Particulars	Reference Date	Reference No.	Debit	Credit
2022-2023	First Semester	Second Year	CASH - TESTING FEES - DEC	Jul 13, 2022	11787	0.00	0.01
			CASH - REGISTRATION FEES - ASAO	Jul 18, 2022	24798	0.00	200.00
2023-2024	Second Semester		CASH - LRC DEPOSITORY ACCOUNT (COLLEGE)	Apr 23, 2024	482911	0.00	250.00
2024-2025	First Semester		Bank/Non-bank Payment - FINES AND SURCHARGES - HEU LIBRARY / LRC	Aug 05, 2024	826217	0.00	45.00
	Second Semester		ONLINE PAYMENT - COMMUNITY SERVICES	Apr 07, 2026		0.00	150.00
			ONLINE PAYMENT - CHAPEL COLLECTION/RENOVATION	Apr 07, 2026		0.00	200.00
						TOTAL:	0.00 845.01

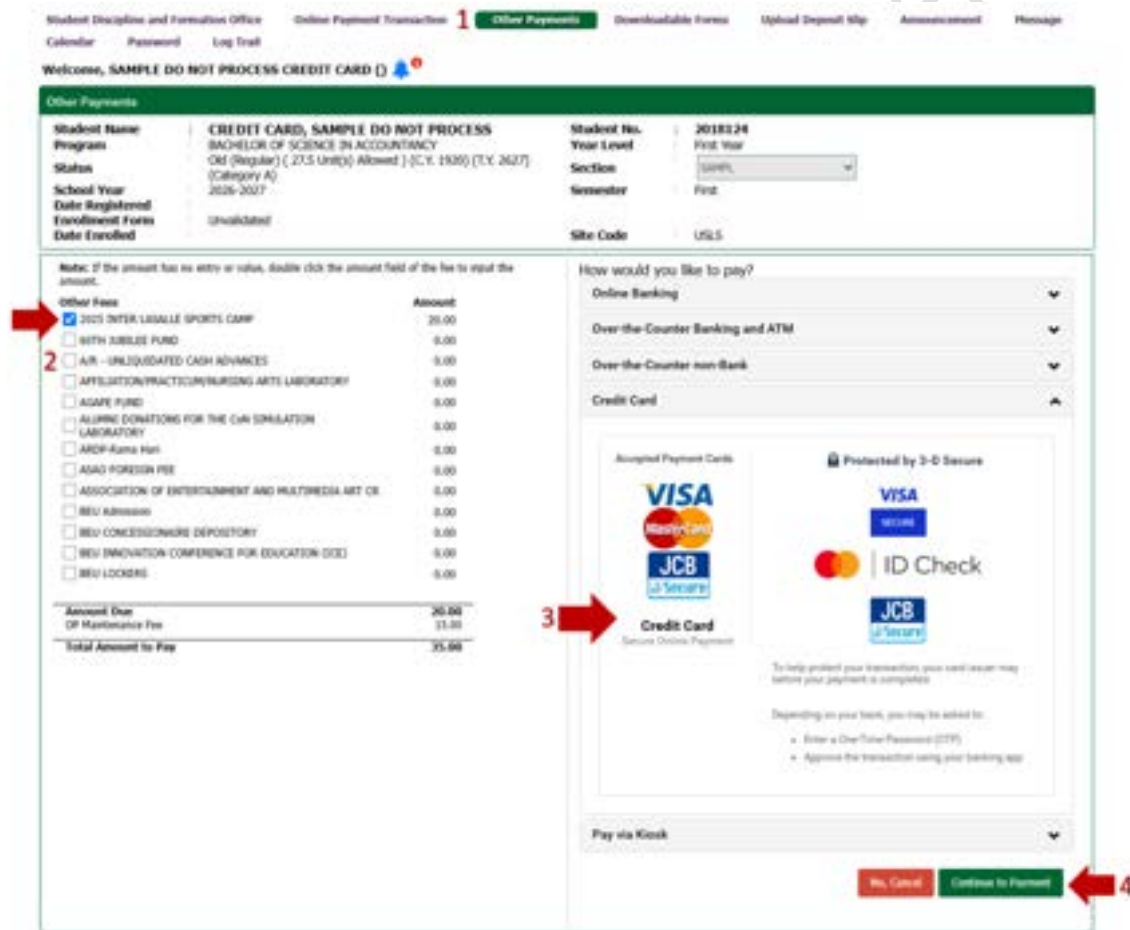
PAYMENT FOR OTHERS OR NON-ASSESSMENT FEES

Navigate to Other Payments tab if you are going to pay other non-assessment fees.

1. From the Dashboard, click the **Other Payments** tab.
2. Select the fee(s) you wish to pay by ticking the corresponding checkbox.
3. Under the “**How would you like to pay?**” section, select Credit Card as your payment method.

Step 3: Initiate Payment

1. Click the “**Continue to Payment**” button.
2. Read the **Payment Terms and Conditions**, then click “**Yes, Proceed**” to continue.



Student Discipline and Information Office | Online Payment Transaction: **1** | **Other Payments** | Downloadable Forms | Upload Deposit Slip | Assessment | Message

Calendar | Password | Log Trail

Welcome, SAMPLE DO NOT PROCESS CREDIT CARD

Other Payments

Student Name: CREDIT CARD, SAMPLE DO NOT PROCESS
Program: BACHELOR OF SCIENCE IN ACCOUNTANCY
Status: Old (Regular) (27.5 Units) Allowed (J.C.Y. 1930) (T.Y. 2627)
School Year: 2025-2027
Date Registered: Unpublished
Enrollment Form: Unpublished
Date Enrolled: Unpublished

Student No.: 2018324
Year Level: First Year
Section: 1004N
Semester: First
Site Code: USLS

Note: If the amount has no entry or value, double click the amount field of the fee to input the amount.

Other Fees	Amount
☒ 2025 INTER-LASALLE SPORTS CAMP	20.00
☐ BIRTH ANNIVERSARY FUND	0.00
☐ AIR - UNLIQUIDATED CASH ADVANCES	0.00
☐ AFFILIATION/PRACTICUM/NURSING ARTS LABORATORY	0.00
☐ AGAPE FUND	0.00
☐ ALUMNI DONATIONS FOR THE CAR SIMULATION LABORATORY	0.00
☐ ARDP-Arma Han	0.00
☐ ASAD FOREIGN FEE	0.00
☐ ASSOCIATION OF ENTERTAINMENT AND MULTIMEDIA ART CE	0.00
☐ BEU Admission	0.00
☐ BEU CONCESSIONS DEPOSITORY	0.00
☐ BEU INNOVATION CONFERENCE FOR EDUCATION (ICE)	0.00
☐ BEU LOCKING	0.00
Amount Due	20.00
DP Maintenance Fee	15.00
Total Amount to Pay	35.00

How would you like to pay?

Online Banking
Over-the-Counter Banking and ATM
Over-the-Counter non-Bank
Credit Card

Accepted Payment Cards: VISA, MasterCard, JCB, ID Check, JCB ID Secure

Protected by 3-D Secure

To help protect your transactions, your card issuer may require your payment to be completed by:

- Enter a One-Time Password (OTP)
- Approve the transaction using your banking app

Pay via Kiosk

No, Cancel | **Continue to Payment**

You will be redirected to the check out page of global payments.

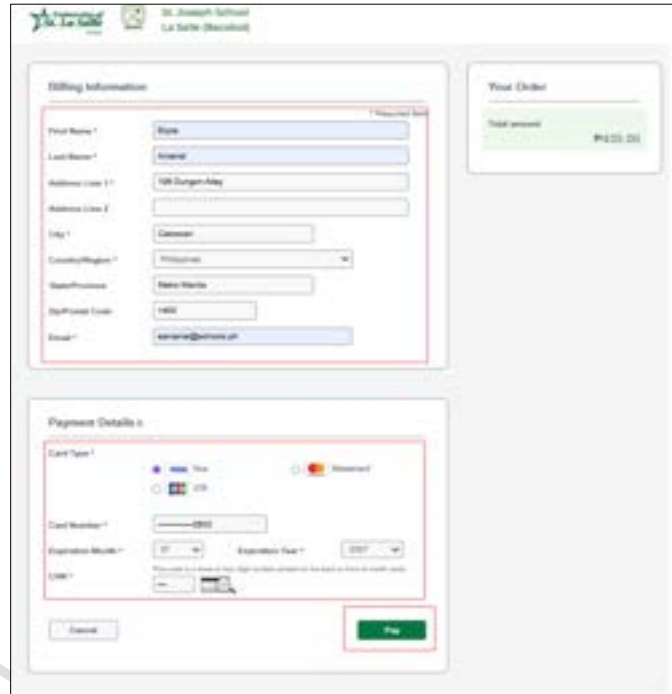
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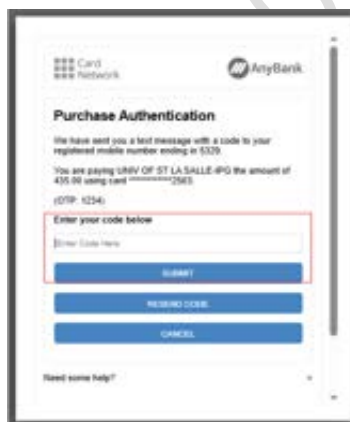
Then click **“PAY”** button.



The screenshot shows a web form for entering credit card details. It is divided into two main sections: 'Billing Information' and 'Payment Details'. The 'Billing Information' section includes fields for First Name, Last Name, Address Line 1, Address Line 2, City, Country/Region, State/Province, Zip/Postal Code, and Email. The 'Payment Details' section includes Card Type (with icons for Visa, Mastercard, American Express, and Discover), Card Number, Expiration Month, Expiration Year, and CVV. A 'Pay' button is located at the bottom right of the form. On the right side of the form, there is a 'Your Order' summary showing a total amount of \$123.00.

Step 6: The OTP (One-Time Password) will be sent to the mobile number registered with your credit card. Enter the OTP number in the provided field then, Click the Submit button to finalize your transaction.

Note: Some banks may have different authentication procedures. Please follow the instructions provided by your selected bank to complete the authentication process.



The screenshot shows a mobile app interface for OTP authentication. It features the AnyBank logo and a 'Purchase Authentication' heading. The text indicates that a text message with a code has been sent to the user's registered mobile number. It specifies the transaction: 'You are paying UNIV OF ST. LA SALLE-IPG the amount of 435.00 using card *****3563'. The OTP is 6254. Below this, there is a field labeled 'Enter your code below' with a placeholder 'Enter Code Here'. There are three buttons: 'SUBMIT', 'RESEND CODE', and 'CANCEL'. At the bottom, there is a link for 'Need some help?'.

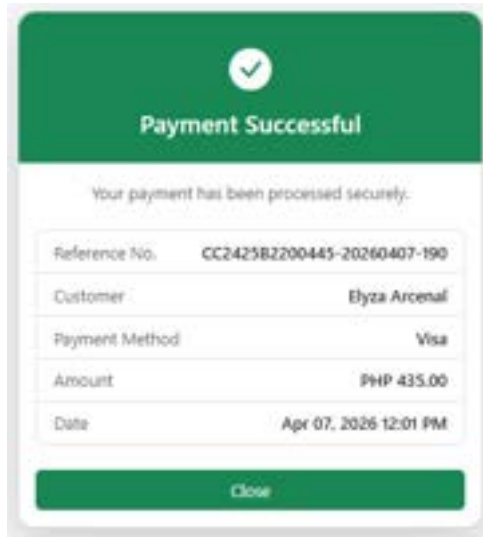
Step 7: Payment Processing

- The system will send the transaction request to the issuing bank for processing.
- Please wait a few seconds while your payment is being processed.

Step 8: Payment Result

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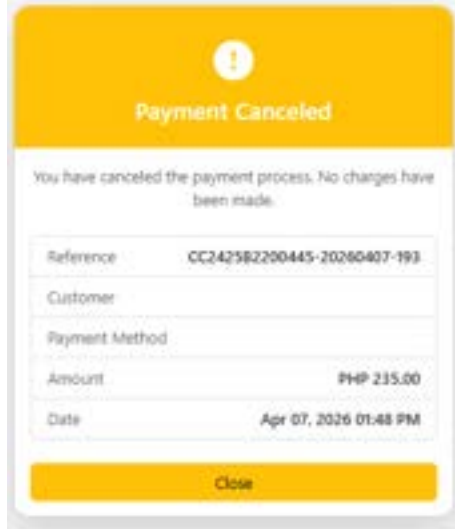
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Troubleshooting Your Online Payment Transactions

Transaction declined or unsuccessful:

- If your school payment transaction is declined or unsuccessful, check for errors in your credit card information, ensure sufficient funds. You can contact your credit card bank customer service for assistance or and you contact the school finance/accounting office for school fees assistance.

Incorrect billing information

- Ensure that your billing information matches the details associated with your credit card to avoid payment issues for school-related expenses.

Best Practices for School Payment Security

- Regularly check your school payment statements or ledger. Review your school payment statements regularly to identify any unauthorized transactions promptly.
- Keep your computer, laptop or mobile phones updated for enhanced security. Ensure that your device's operating system, browser, and antivirus software are up to date to protect against security vulnerabilities when making school payments.
- Use secure Wi-Fi connections when making school payments. Avoid making school payments using public Wi-Fi networks to reduce the risk of unauthorized access.
- Avoid using public computers for sensitive school-related transactions. When possible, use your personal device for online payments related to school expenses or fees to minimize the risk of information compromise.