Payment Methods

Onsite Payment

Step 1. Login to Secretary and click on the process to process the document.

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Step 2: After clicking on process the document and select process.

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Step 3: Click on Accept Request then save changes.

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Step 4: Login as Treasurer then Click on Onsite Payment

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Step 5: Input the credentials or the payment amount. If the Paymount amount is less than the required amount, the payment becomes invalid.

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Step 6: if the payment is valid we can proceed through.

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Step 7: Click on Proceed then Confirm The Confirmation.

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Step 8: to see the Payment that was made click on list of payments.

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Step 9: View the Payment Receipt

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Online Payment

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Gcash Method

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