DormPay Dormer User Guide

Official User Documentation for the DormPay Web Application

Version1 | January 2026

Dejos, Pauline

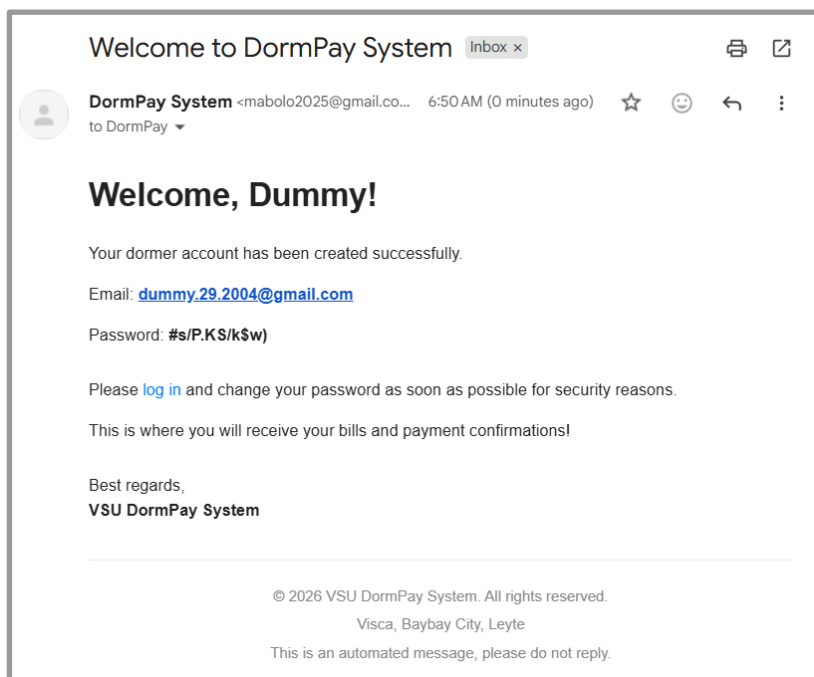**Laurente John Rhuel**

Table of Contents

Vision: A global green university providing progressive leadership in agriculture, science and technology, education, and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high-quality instruction, innovative research, and impactful community engagement.

Page 2 of 14

Getting Started

Upon registration as an occupant to a specific dormitory, you will likely receive an email containing your temporary credentials.

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Page 3 of 14

Signing In

When directed to the website, sign in as a **'User'** with the credentials received from DormPay's automated email.
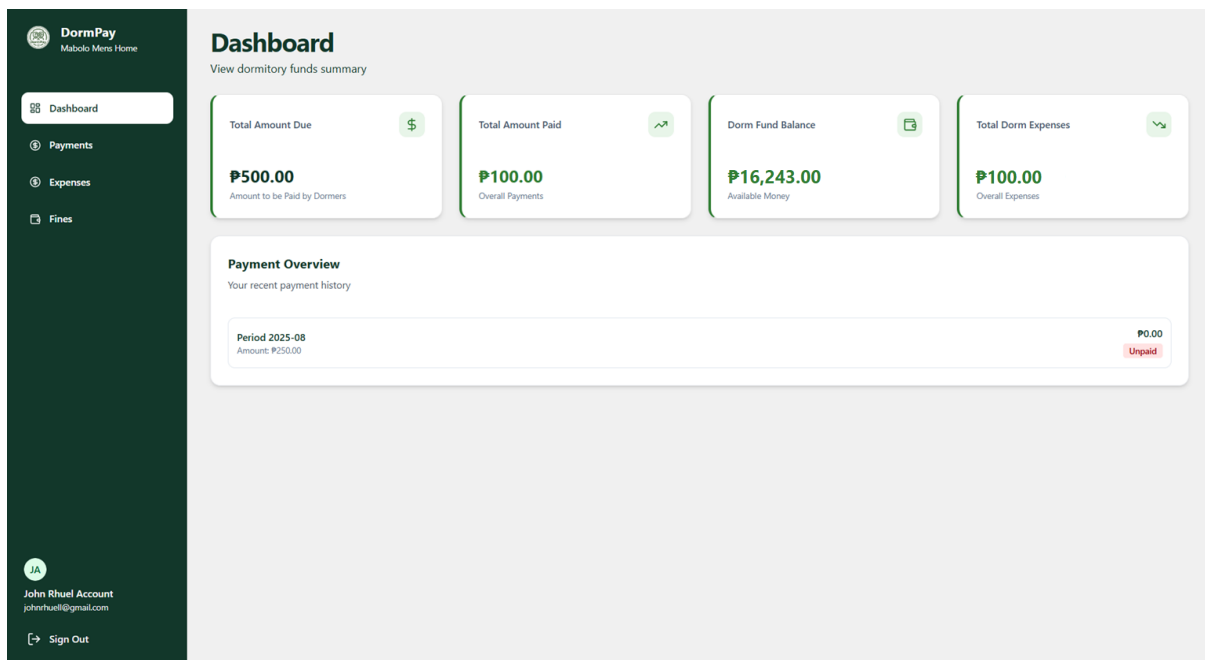
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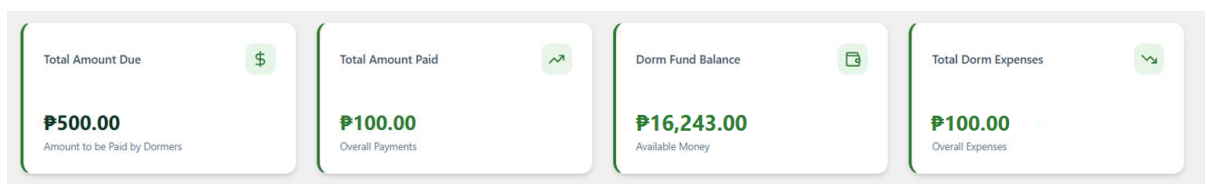
Page 4 of 14

Navigating the Web Application

Dashboard

The statistic cards provide a summary of the dormitory's financial status.

- **Total Amount Due:** The total amount all occupants in the dormitory still owe but haven't paid yet.
- **Total Amount Paid:** The total money collected by the dormitory.
- **Dorm Fund Balance:** The total money sitting on the dormitory's account

Total Expenses: The accumulated total of money spent by the dorm management for the current semester.

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Page 5 of 14

Payment Overview

Payment Overview
Your recent payment history

Period 2025-08
Amount: ₱250.00

₱0.00
Unpaid

- **Bill Details:** On the left, you see the specific **Period** (e.g., 2025-08) and the total **Amount** charged for that month (e.g., ₱250.00).
- **Progress:** The large number on the right (e.g., **₱0.00**) displays how much money you have actually *paid* so far.
- **Status:** The badge tells you if you are clear or not. A red **Unpaid** badge means you still need to settle this bill.

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Page 6 of 14

Viewing Payments

The comprehensive financial history for the student, showing exactly what has been billed and what has been paid.

Payment Records

This main table lists every bill generated for your specific account:

- **Billing Period:** Identifies the specific month the bill is for (e.g., 2025-08).
- **Financial Breakdown:** Columns show the **Amount Due** (total charge), **Amount Paid** (what you have submitted), and the **Balance** (what is left to pay).

- **Status:** A color-coded badge (e.g., Red "Unpaid") indicates the current state of that specific bill.

Total Amount Due	Total Amount Paid	Outstanding Balance
₱250.00	₱0.00	₱250.00

Payment Progress   0%
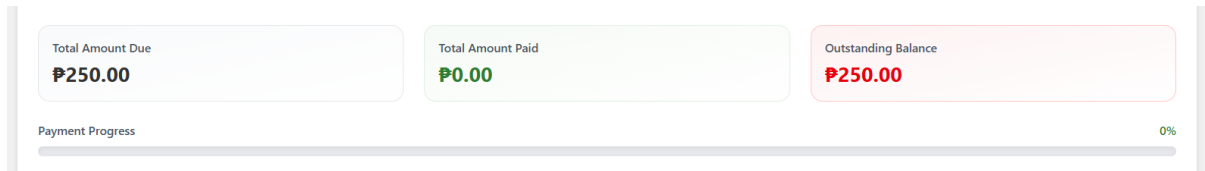
Three statistical cards give you a quick "health check" of your account:

- **Total Amount Due:** The cumulative total of all bills ever issued to you.
- **Total Amount Paid:** The total sum of money you have successfully paid to the dorm.
- **Outstanding Balance:** The most important number; this is the total debt you currently owe.

Payment Progress

- A visual progress bar at the bottom indicates what percentage of your total obligations has been settled (e.g., 0%).

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Page 8 of 14

Viewing Expenses

A read-only dashboard that allows you to monitor the dormitory's spending and financial health.

Exporting Expenses Data

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- If you want a personal copy of the financial report, click the white **Export CSV** button at the top right to download the data as a spreadsheet.
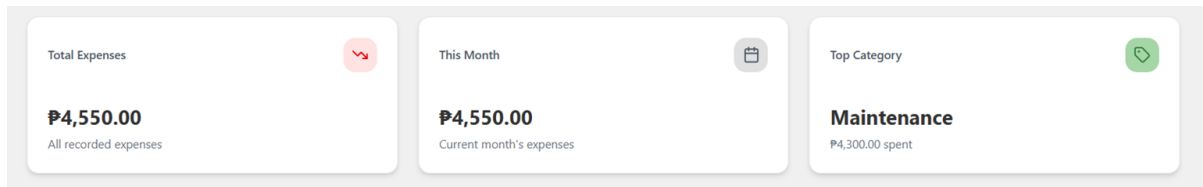
Three cards provide a quick summary of the dorm's spending:

- **Total Expenses:** The total amount of money spent by the dorm administration to date.
- **This Month:** Shows how much has been spent specifically in the current month.
- **Top Category:** Identifies the main area where funds are being used (e.g., Maintenance), so you know the biggest cost drivers.

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Page 10 of 14

Expense Records

The table provides a detailed audit trail for every peso spent on the dormitory. Clicking on the '**View Details**' button opens a window containing the detailed information of the recorded cost.

Viewing Fines

A dedicated record of any penalties, late fees, or specific violations charged to your account (e.g., missed event attendance).

Fine Records

The table provides a detailed log of every fine issued to you:

- **Date Generated:** When the fine was charged to your account.

- **Financials:** Shows the specific **Amount Due**, how much you have paid, and any remaining balance.
- **Remarks:** The reason for the fine (e.g., "Daily Cleaning") so you know exactly why you were charged.
- **Status:** A status badge indicates whether the fine is settled.
  - **Paid (Green):** The debt is cleared.
  - **Unpaid (Red):** You still need to settle this amount.

Total Amount Due	Total Amount Paid	Outstanding Balance
₱125.00	₱110.00	₱15.00

Payment Progress — 88%
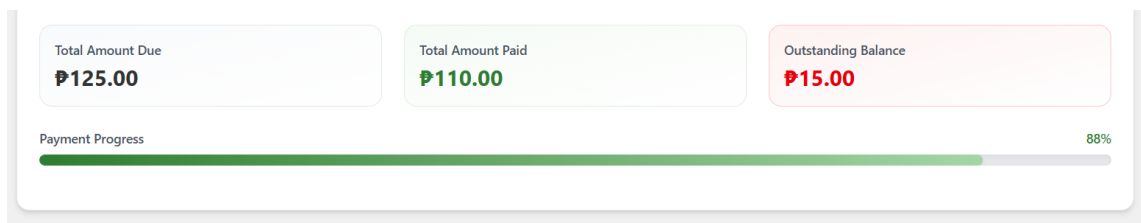
Summary Cards

- **Total Amount Due:** The total of all fines ever charged to you.
- **Total Amount Paid:** The total amount you have successfully settled.
- **Outstanding Balance:** The current amount you owe in fines. This is highlighted in red to grab your attention.

Payment Progress

- A green progress bar at the bottom visualizes how close you are to clearing all your fines (e.g., 88%).

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Page 13 of 14

Revision History

Revision Version	Author	Date
Version 1.1	Pauline Dejos Laurente John Rhuel	January 24, 2026