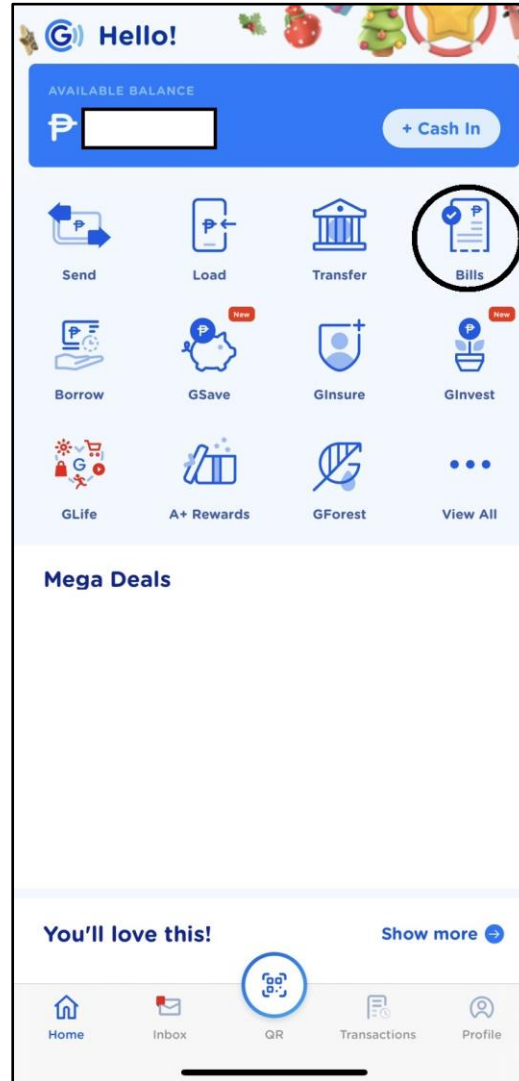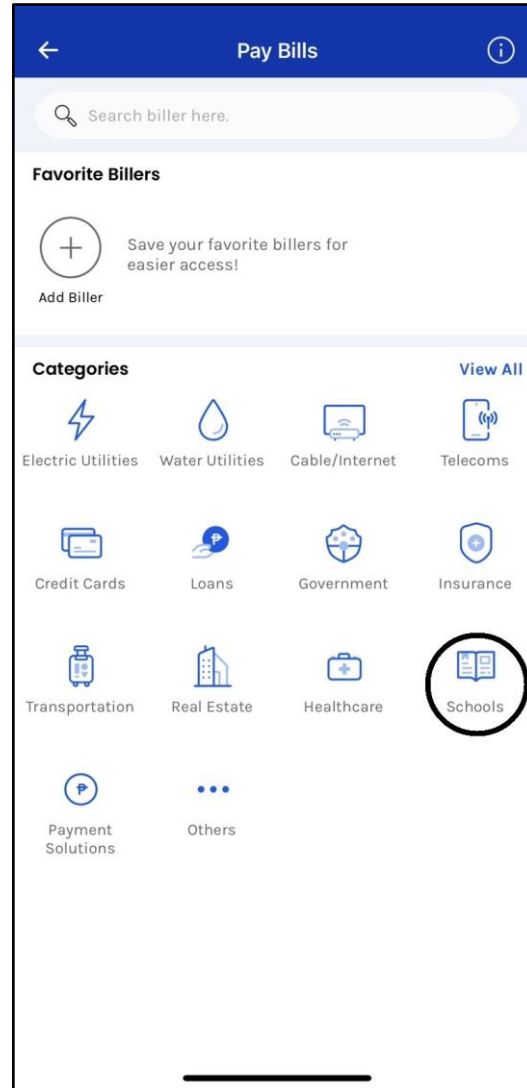# HOW TO PAY YOUR TUITION / LOA FEE / CoM PAYMENT / DROPPING FEE VIA GCASH BILLS PAYMENT
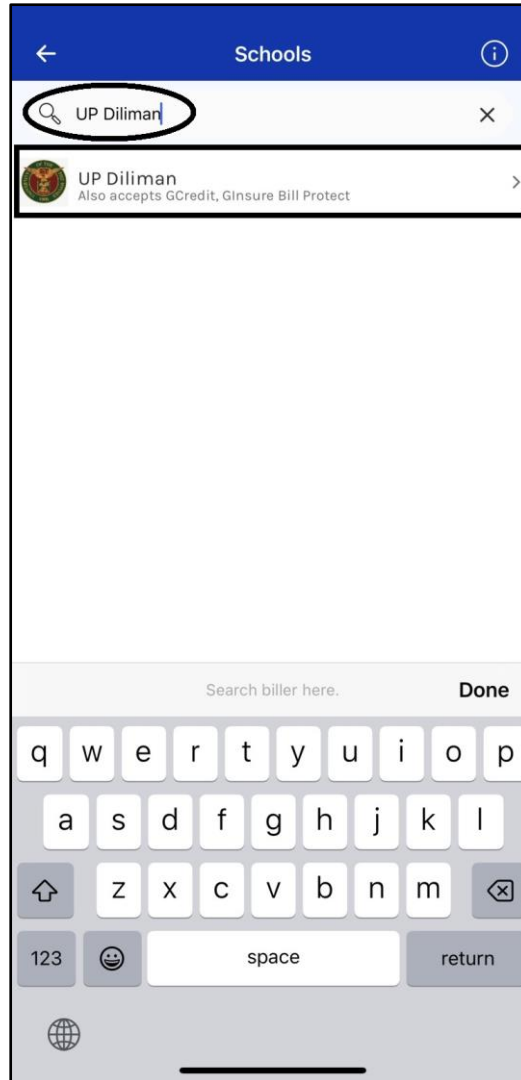
# STEP 1: Open your GCASH app and go to BILLS

# STEP 2: In Categories, go to SCHOOLS

# STEP 3: Search for "UP Diliman" and select it

# STEP 4: In the TRANSACTION TYPE, select "Tuition fee-form 5/Change Mat/Dropping/LOA"

# STEP 5: Enter the REFERENCE NO and PAYOR generated from the Payment Slip in your CRS account (see next page)

# SAMPLE OF PAYMENT SLIP generated in the "Settlement of Outstanding Transactions" module in your CRS account.

**UNIVERSITY OF THE PHILIPPINES**
**PAYMENT SLIP**
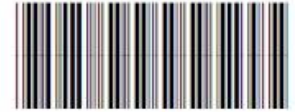
Payor:
Student No:

**Reference No: 23000078**

| Transaction Type | Details | Amount |
|---|---|---|
| 1st Sem 22-23 Form 5 | 6.0u | 13,493.50 |
| | Total Amount: | **13,493.50** |

# STEP 6: Go back to your Settlement of Outstanding Transactions module in CRS

# STEP 7: Encode your payment details by click on the "Add Payment" button

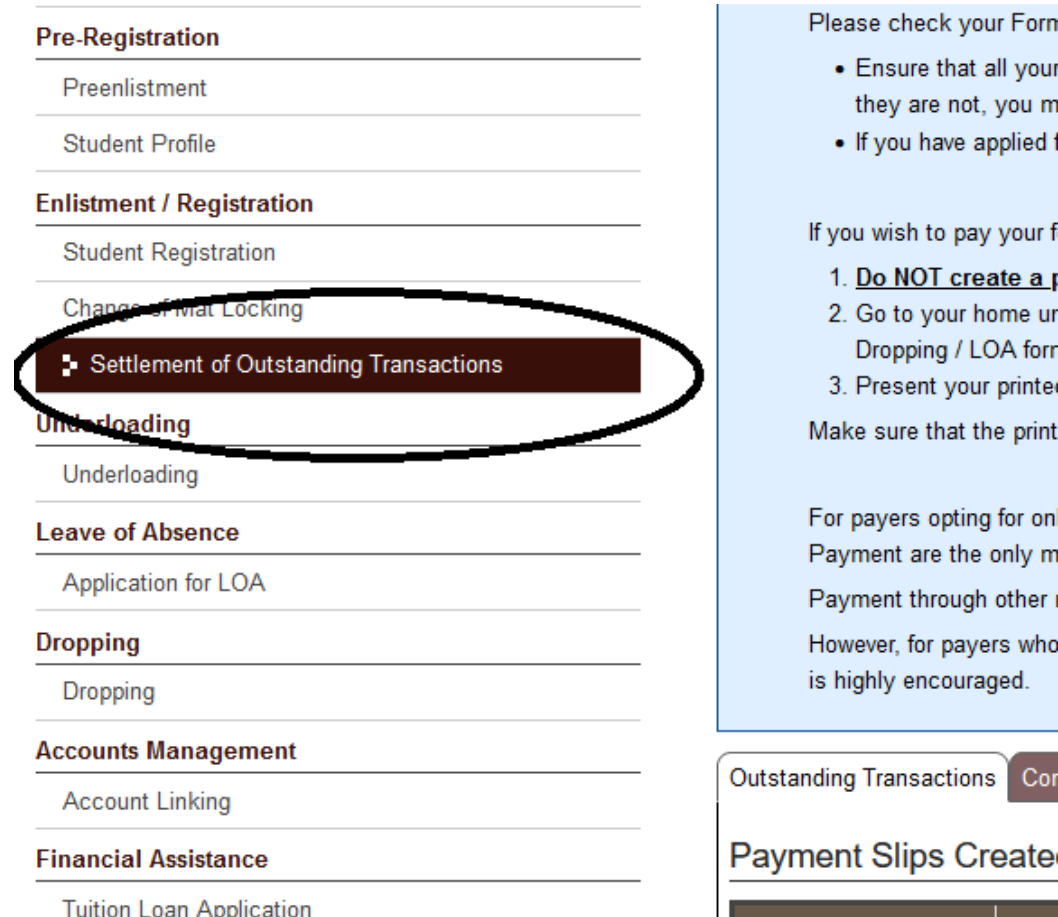| Outstanding Transactions | Completed Transactions |
|---|---|

## Payment Slips Created

| Date Created | Description | Balance |
|---|---|---|
| 2024 Jan 29 | Reference Number: [ ]　　　　　For Online Validation　　　　　Total: [ ] | |
| | Transactions: | |
| | 1st Sem 23-24 | |
| | **Form 5**　13.0u　REMOVE | |
| | SHOW BREAKDOWN　Assessed　[ ] | |
| | Proofs of Payment:　　　　　　　　　　　　　　　　　　Add Payment | |
| | No payments yet | |

# STEP 8: Ensure that the following details are selected in your encoding (both in UP Bank Account, and in the Fund Transfer Method), and double check your GCash Reference No and the amount deposited.

IMPORTANT NOTE!!!

In the amount deposited, do not include the Transaction Fee collected by GCash or your payment will not be validated by the Cash Office.

## Add Proof of Payment

| | |
|---|---|
| Payment Slip Reference No | 24000352 |
| UP Bank Account | LAND BANK OF THE PHILIPPINES (LBP) ⌄ |
| Fund Transfer Method | GCash Bills Payment ⌄ |
| GCash Reference No. | |
| Additional Remarks | |
| | *(other details that may help the Cashier validate your payment)* |
| Transaction Date/Time | *(mm/dd/yyyy)* |
| | : : *(hh:mm:ss -- 24 hour format)* |
| Amount Deposited | *(please omit commas ex. 10500.00; Also, please do not include the transaction / service / convenience fees.)* |

Save    Cancel