MAPÚA
UNIVERSITY

myMapúa
PayMaya Payment Gateway

GUIDELINES

SEPTEMBER 2017

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my Mapúa (PayMaya Payment Gateway)
Development Office for Information Technology
Mapúa Institute of Technology

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GETTING STARTED

Go to the official website of Mapúa University by using the address www.Mapua.edu.ph

From the homepage, click **SERVICES>ONLINE SERVICES> myMapúa**. See figure 1.0

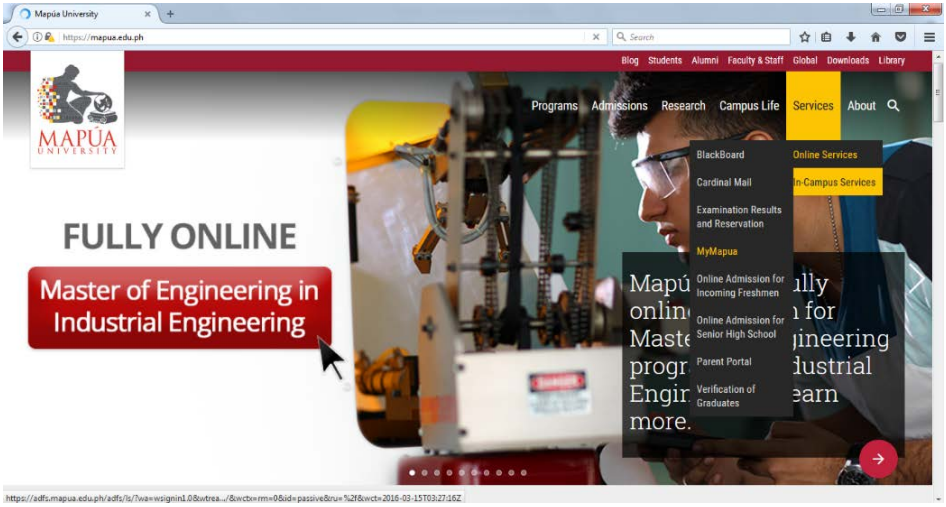

Fig 1.0

STEPS IN PAYING USING THE PAYMAYA PAYMENT GATEWAY

Step 1: The student needs to log in in their myMapúa account. The Log-in page is shown in Fig. 1.1 and is the default page of myMapúa.

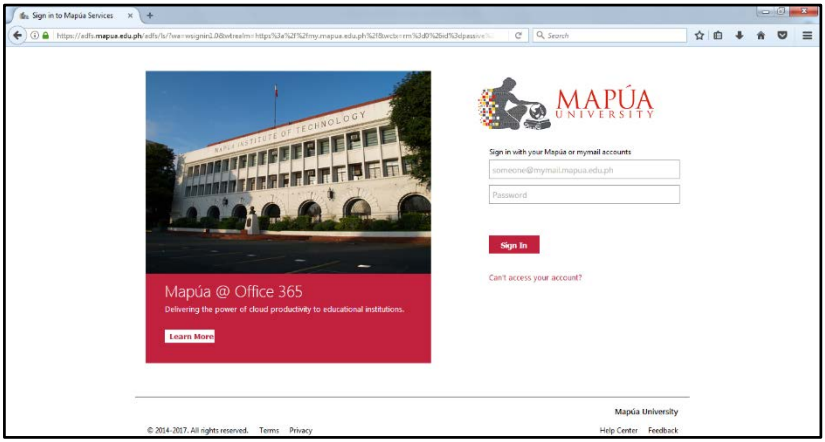

Fig. 1.1

After successful logging in,

Step 2: Select item/s from the list of Unsettled Charges by clicking the checkbox on the right of each item. Click Select All button to pay for all unsettled charges. See fig 2.0

Note:

Total Amount Payable will be automatically computed based on the selected items to be paid

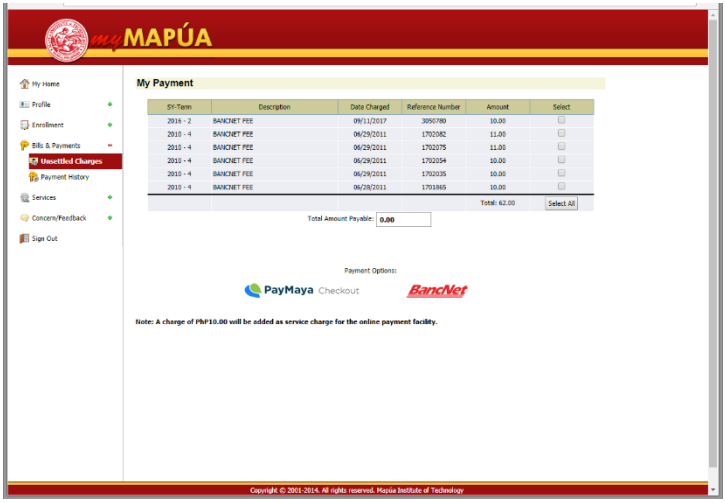

Fig 2.0

Step 3: After clicking the payment charges you wish to pay, click the payment option you prefer eg. PayMaya. See fig 3.0.

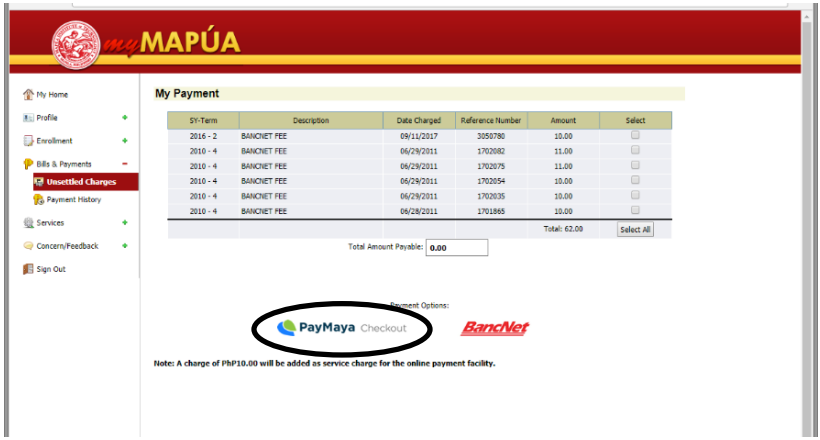

Fig 3.0

You will be automatically redirected to the PayMaya Gateway. See fig 4.0

Step 4: Input the credit cards details. See figure 4.0

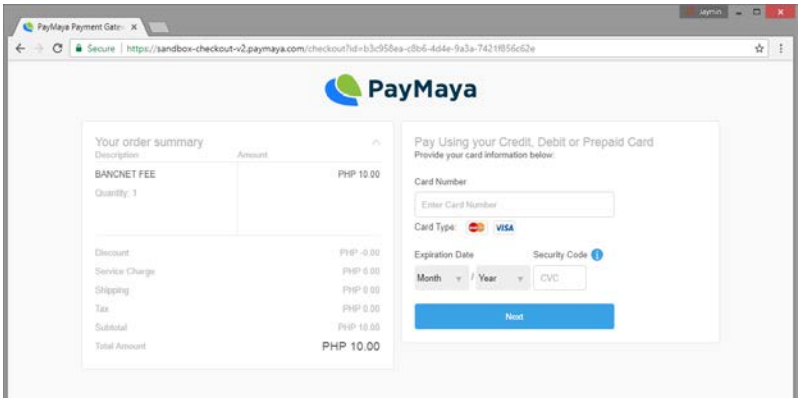

Fig 4.0

Step 5: After entering the credit card details, click NEXT button. See Fig 4.0

Step 6: Enter the personal information, see Fig 5.0 and click 'CONTINUE' button.

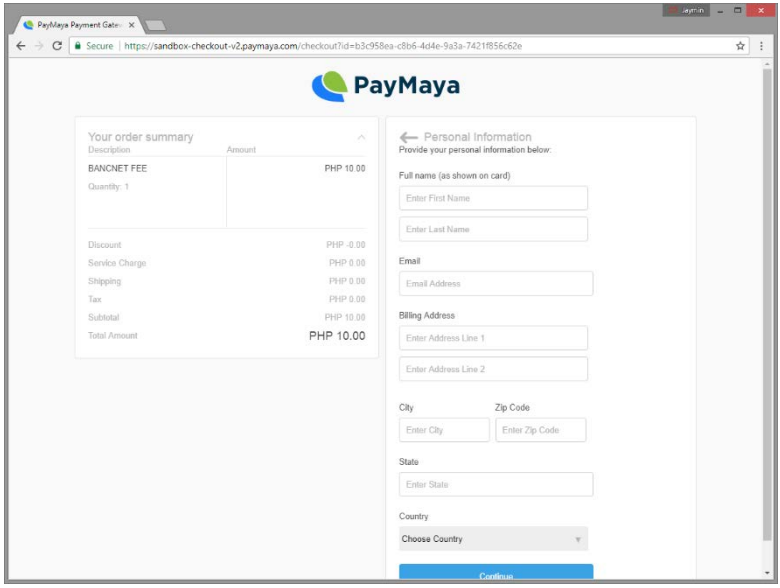

Fig 5.0

Step 7: Click **PAY** button to proceed with payment. See fig 6.0

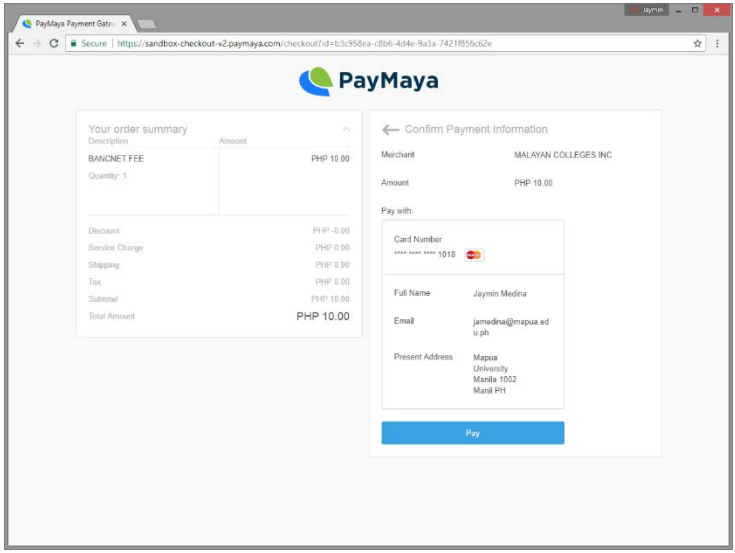

Fig 6.0

NOTE:

There are some credit card provider that might require the credit card holder to **enter information in their verification page prior to processing payments** (see step 8).

Step 8: After clicking the PAY button in step 7, the system will display the checkout page of PayMaya (Fig 7.0) and the mastercard visa page (Fig. 7.1).

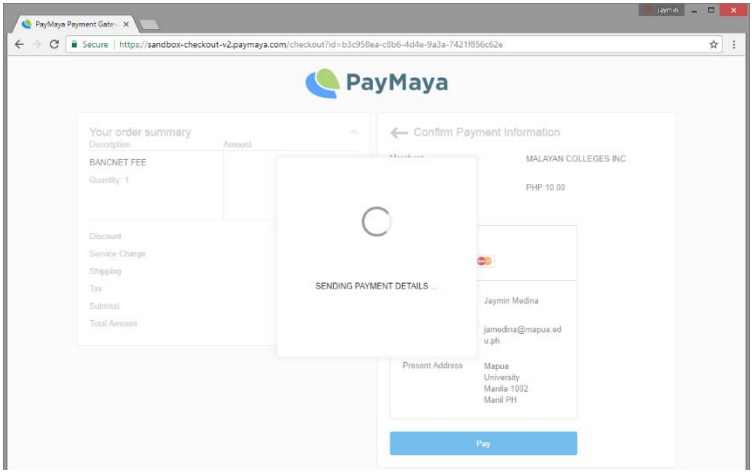

Fig 7.0

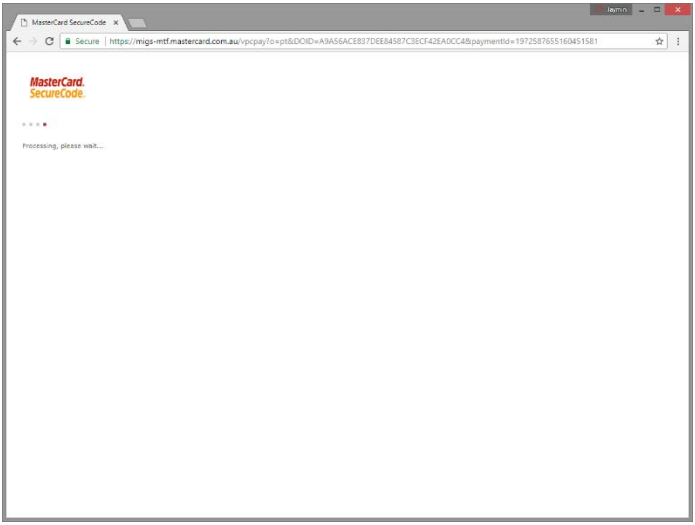

Fig 7.1

Step 9: If transaction is successful, the PayMaya gateway will display a payment confirmation. See fig 8.0.

In the same way, if transaction is not successful, the PayMaya will display a Payment Failure page as well. See figure 10.0

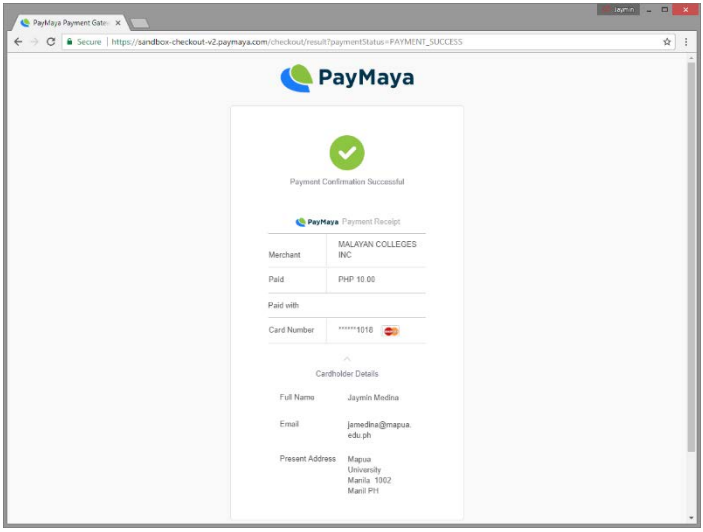

Fig 8.0

Step 11: After successful transaction, myMapúa will display a successful transaction page. See fig 9.0

Fig 9.0

OTHER SCENARIOS

- If transaction is failed, the PayMaya gateway will display this page.

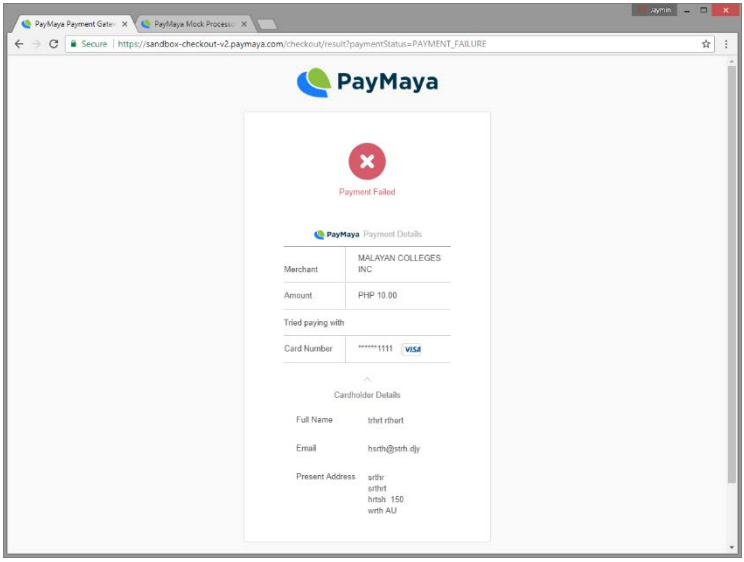

Fig 10.0

- If transaction is failed, myMapúa also will display a transaction failed page. See figure 11.0

Fig 11.0

- If payment is not created or credited, a message alert will also be displayed. See fig 12.0

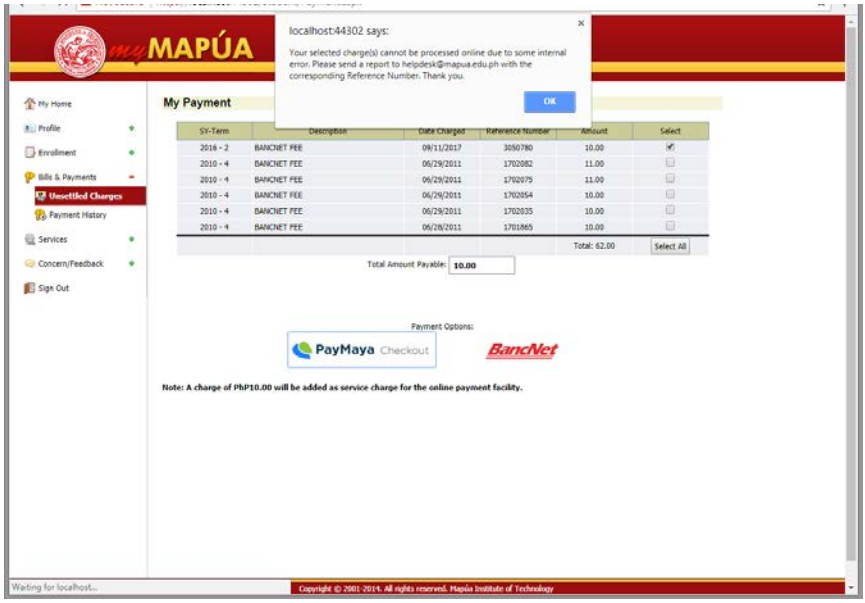

Fig 12.0

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