

## Online Payment Thru MLS

### Steps:

1. Log in to MLS
2. Go to View Assessment (with Online Payment) facility
3. Select Academic Year and Term
4. Click Submit
5. Select Payment Option : Full Payment, Two (2) Installments, or Three (3) Installments
6. Click Proceed to Online Payment
7. You will be directed to Unionbank payment gateway
8. If online payment is successful, you will receive an email confirmation. You are encouraged to take a screenshot of your transaction approval. In case you will need to coordinate with the Accounting office in the future, this screenshot can serve as your proof of payment.