



## INSTRUCTIONS for DEBIT / CREDIT CARD ON-SITE PAYMENT

VENUE: Saint Pedro Poveda College

SY 2021-2022: 5-15 July 2021

Saint Pedro Poveda College is ready to open its doors again for **ONSITE (on campus) ENROLLMENT PAYMENTS**: starting July 5, 2021, the school shall facilitate and accept **Debit and Credit Card payments**. **Please note:** Cash or check payments will not be accepted.

Please follow the **instructions** below:

**Before coming to Poveda on the appointed date and time, the following must be accomplished and readied:**

### A. STEP #1: Reserve online appointment slot (for print-out)

1. Go to:

Time Slots	Appointment link
8:00 A.M. - 11:00 A.M. and 1:00 P.M. - 3:00 P.M.	<a href="https://go.oncehub.com/cc-payment">https://go.oncehub.com/cc-payment</a>
11:00A.M. - 12:00 P.M.	<a href="https://go.oncehub.com/CreditCardOnsitePayment1112">https://go.oncehub.com/CreditCardOnsitePayment1112</a>

2. Select date/ time slot.
3. Fill out required fields.
4. Click 'DONE'. Confirmation of selected date/time slot will be sent to your email.
5. Print details or do a screenshot of your onsite appointment.

### B. STEP #2: Accomplish Student Information Profile Tab (you must print-out)

1. Go to: <https://poveda.pinnacle.com.ph/aims/students/>
2. Log-in and accomplish Student Information Profile Tab.
3. After accomplishing, print this page or make a full page screenshot.

### C. STEP #3: Go to Assessment Tab

- Select Term of Payment (no need to print out or do a screenshot).

### D. STEP #4: Fill out ENTRY FORM PROTOCOL (Contact Tracing Online Form)

1. Access the QR code by either scanning or



2. Clicking the link: <https://forms.gle/OGrtANP3XULgFwjN9>

**E. STEP #5: Credit Card ONSITE (on campus) payment:**

1. Bring the following:
  - Print-out or screenshot of Online Appointment Form (selected date and time slot)
  - Print-out or screenshot of Student Information Enrollment Data
2. You will be given a number upon entry. Each slot is given 5-10 minutes of transaction time.

Saint Pedro Poveda College strictly implements Health-Safety-Security Protocols in accordance with the Guidelines of the DTI-DOLE, DOH, and IATF. Upon entry, all those coming at their appointed date and time must strictly comply with the school's protocols in view of observing social distancing and to facilitate ease of payment.

**For strict compliance:**

1. Credit Card Signatory must do the transaction (herself/himself). Signatory must wear a face mask and face shield at all times and observe social distancing.
  - No drivers of signatories will be allowed to enter and transact.
  - No student will be allowed to enter and transact.
2. Transaction requirements (documents) will be checked before entering. Requirements must be complete to facilitate ease of debit/credit card transaction. You must have the following accomplished/completed:
  - **Health-Checklist / Contact Tracing Form** (counter checked in the system by the guards upon entry)
  - **Online Onsite Appointment** (print out or screenshot)
  - **Student Information Profile** (print out or screenshot)

**N.B.** Cash or Check payments will not be accepted.

**Signatory with incomplete requirements will not be allowed to enter and transact.  
All must comply.**

**Keep Safe: Wear masks and face shields at all times; wash hands;  
and maintain physical distancing.**

**THANK YOU in advance for your COOPERATION and UNDERSTANDING.**

**Saint Pedro Poveda College  
Administrative Support Services Office (AdSSO) and Finance Office**

*“Lord, help us to hear the cries of our world  
with GENTLE and HUMBLE HEARTS.”  
M.Uribe, President of the Teresian Association*