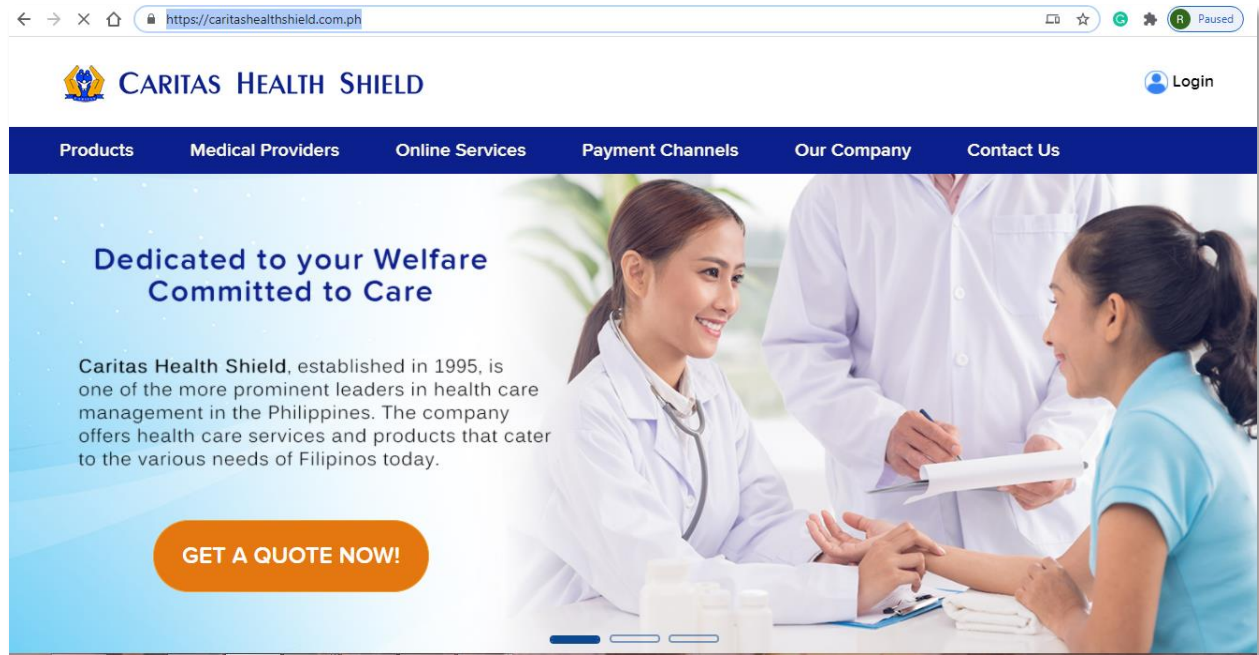


HOW TO PAY ONLINE USING CREDIT CARD?

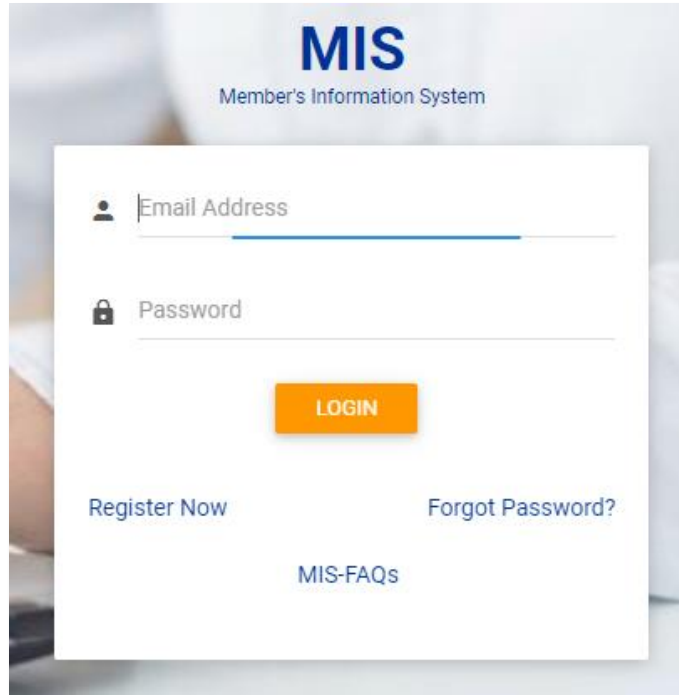
Note: Please take note that this is for subsequent payments only.

1. Visit our CHS website at www.caritashealthshield.com.ph and click **LOGIN**.



2. Enter your **Email Address** and **Password** in the Member's Information System (MIS). If you are not yet registered, kindly click this link on [How to Register](#).

HOW TO PAY ONLINE USING CREDIT CARD?



MIS
Member's Information System

Email Address

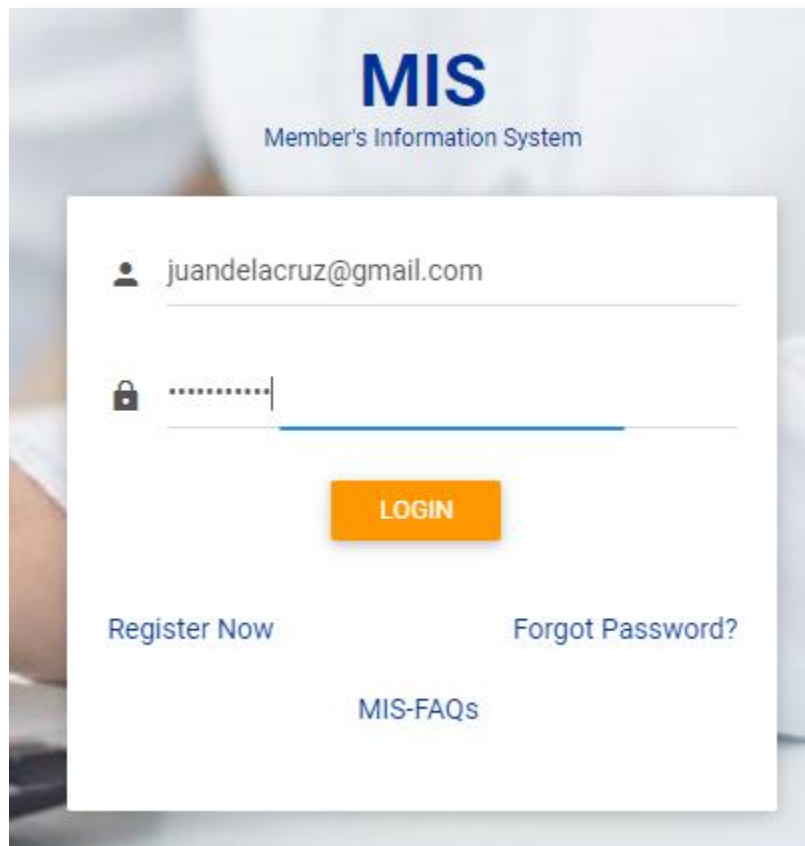
Password

LOGIN

[Register Now](#) [Forgot Password?](#)

[MIS-FAQs](#)

3. Click **LOGIN** to start your session.



MIS
Member's Information System

juandelacruz@gmail.com

.....|

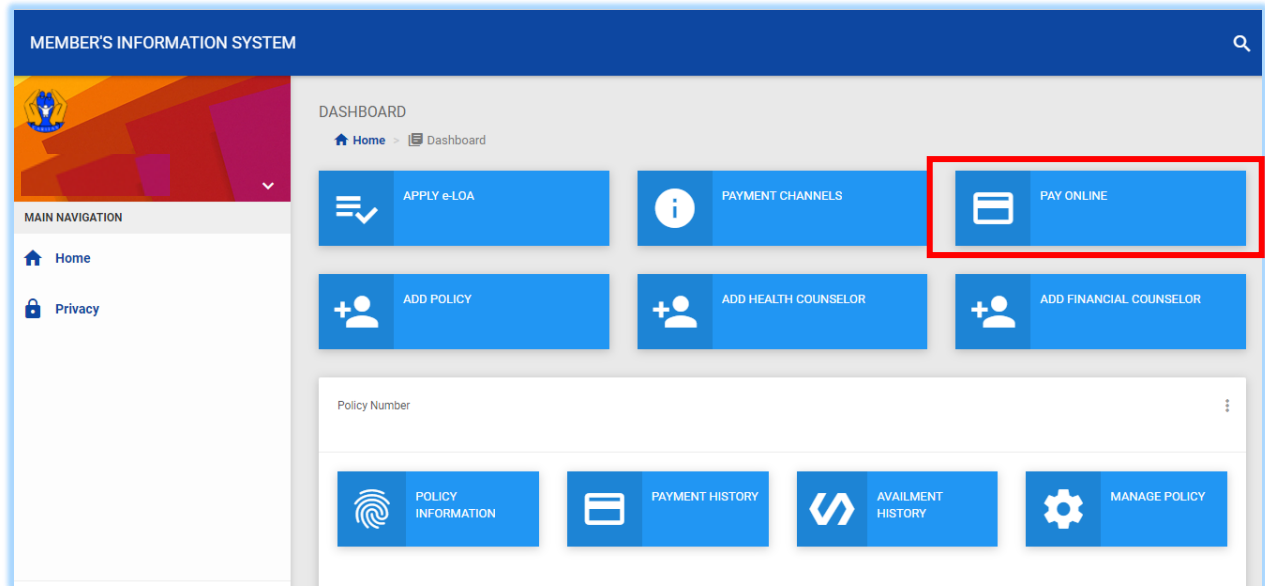
LOGIN

[Register Now](#) [Forgot Password?](#)

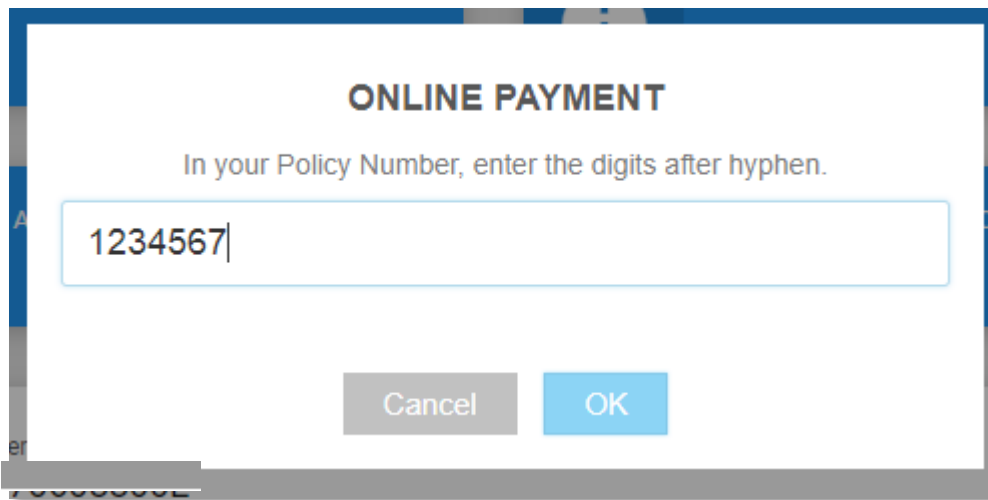
[MIS-FAQs](#)

HOW TO PAY ONLINE USING CREDIT CARD?

4. Welcome to Caritas Health Shield Member's Information System! Click **PAY ONLINE**.

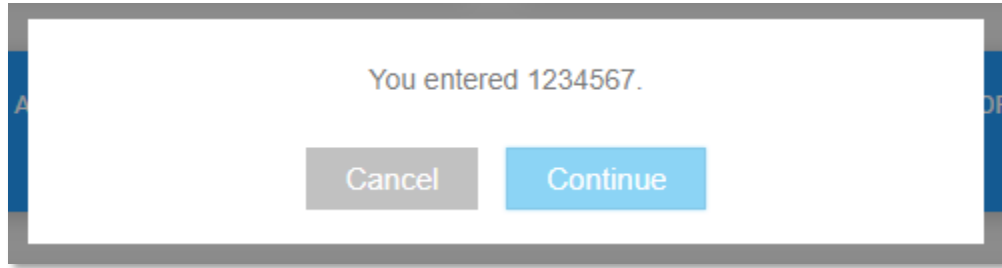


5. In your Policy Number, enter the digits after the hyphen. Click **OK**.

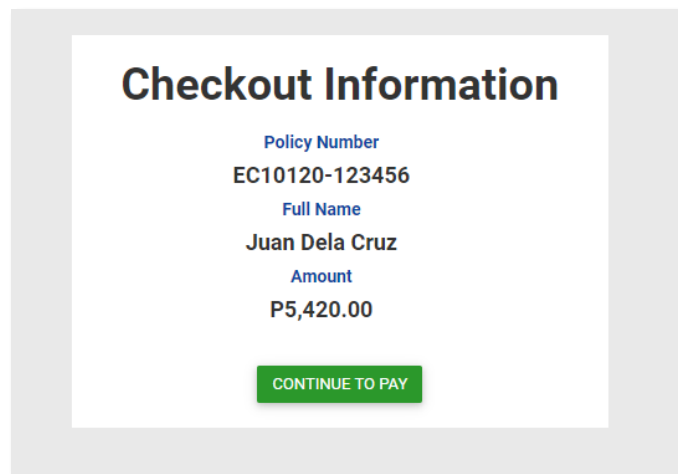
The image shows a dialog box titled 'ONLINE PAYMENT'. The text inside the dialog box reads: 'In your Policy Number, enter the digits after hyphen.' Below this text is a text input field containing the number '1234567'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'OK'.

6. Kindly check if you have entered your Policy Number correctly. If correct, please click **Continue**.

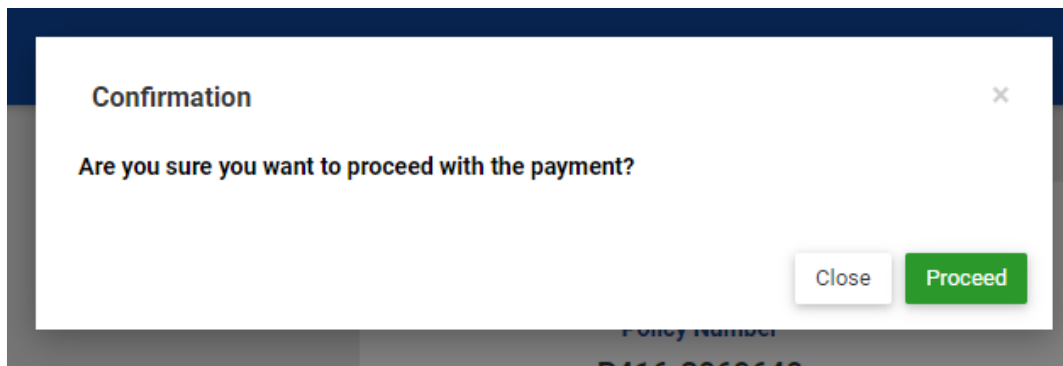
HOW TO PAY ONLINE USING CREDIT CARD?



7. Check the **Policy Number, Full Name, and Amount**. If correct, please click **CONTINUE TO PAY**.



8. If you are sure to proceed with the payment, please click **Proceed**.



9. Fill out the required fields in the **Billing Information**. *Reminder: Please refrain from using special characters.*

HOW TO PAY ONLINE USING CREDIT CARD?

Billing Information

* Required field

First Name *

Last Name *

Company Name *

Address Line 1 *

Address Line 2 *

City *

Country/Region *

Zip/Postal Code *

Phone Number *

Email *

10. Fill out the required fields in the **Payment Details**. To proceed with the payment, click **PAY**.

HOW TO PAY ONLINE USING CREDIT CARD?

The screenshot shows a 'Payment Details' form with the following fields and options:

- Card Type ***: Radio buttons for VISA and Mastercard.
- Card Number ***: A text input field.
- Expiration Date ***: Two dropdown menus for month and year.
- CVN ***: A text input field. Below it, a note states: 'This code is a three or four digit number printed on the back or front of credit cards.' An image of a CVN '123' is shown.
- Buttons**: 'Cancel' and 'Pay'.

11. Print your receipt as proof of payment. If you want to return to the website, please click **Return to Website**.

The screenshot shows a 'Receipt' page for Caritas Health Shield. The receipt includes the following information:

- Header**: CARITAS HEALTH SHIELD logo and name.
- Date**: 13-11-2020
- Order Number**: 1605260631P3069640
- Billing Information**:
 - Caritas Health Shield
 - 1234
 - Barangay 567
 - Quezon City
 - 8910
 - Philippines
- Payment Details**:
 - Card Type: Visa
 - Card Number: xxxxxxxxxxxx1111
 - Expiration Date: 02-2022
 - Total amount: ₱7,655.00
- Footer**: 'Please keep a copy of this receipt for your records' and buttons for 'Print' and 'Return to Website'.

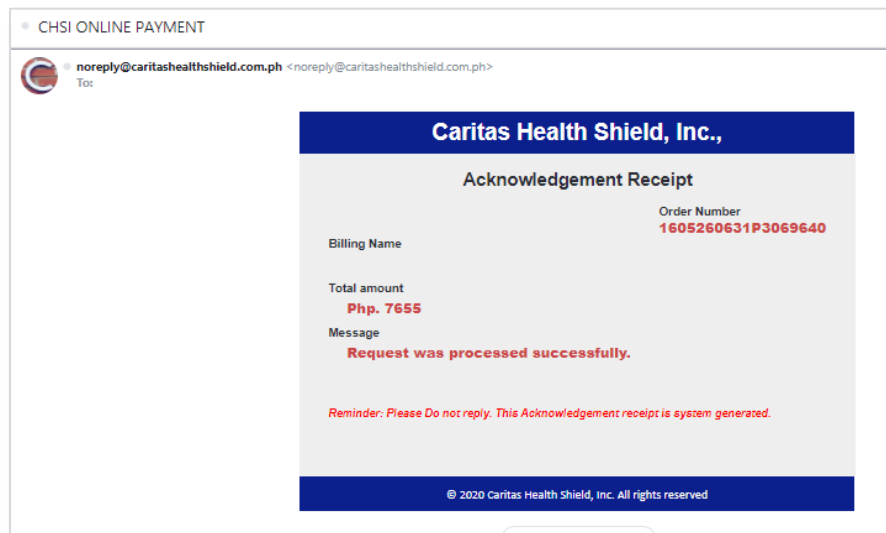
12. An email receipt (UB Receipt) for the payment made will also be sent to your email address.

HOW TO PAY ONLINE USING CREDIT CARD?



13. For successful and error transactions, an Acknowledgement Receipt from CHS will be emailed to your email address.

a. SUCCESSFUL TRANSACTION



b. ERROR TRANSACTION

HOW TO PAY ONLINE USING CREDIT CARD?

