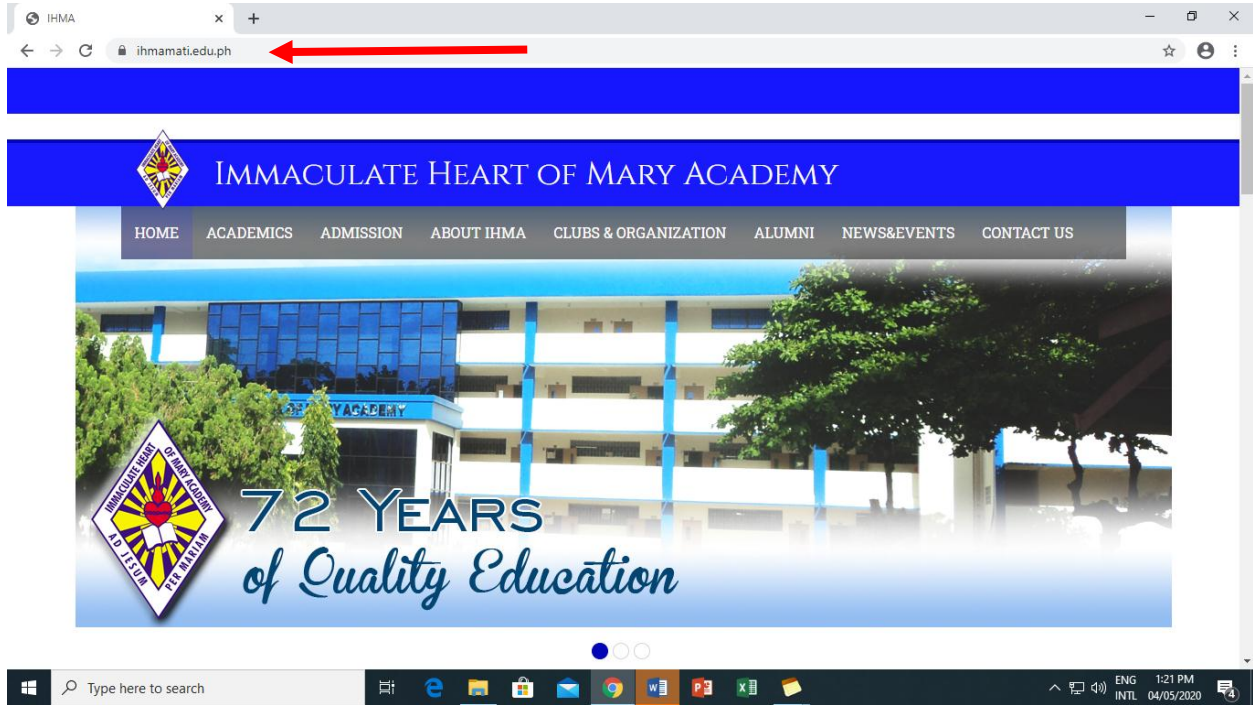
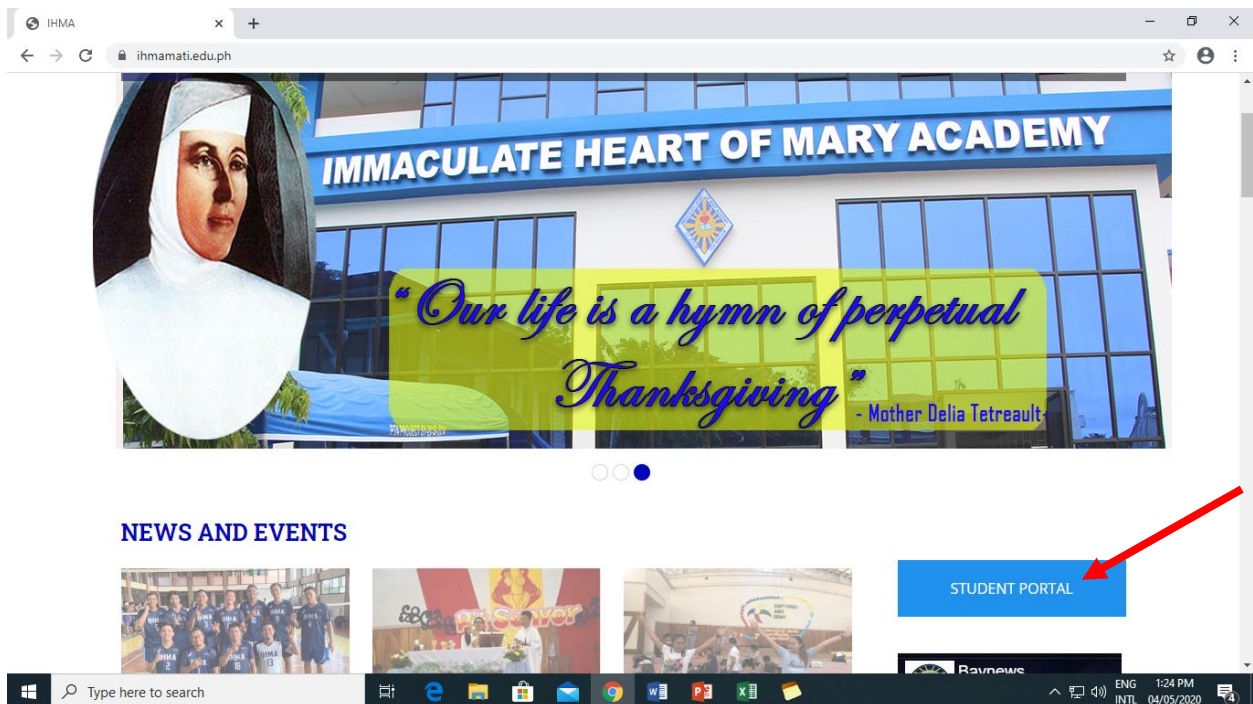


ONLINE ENROLMENT PROCEDURE

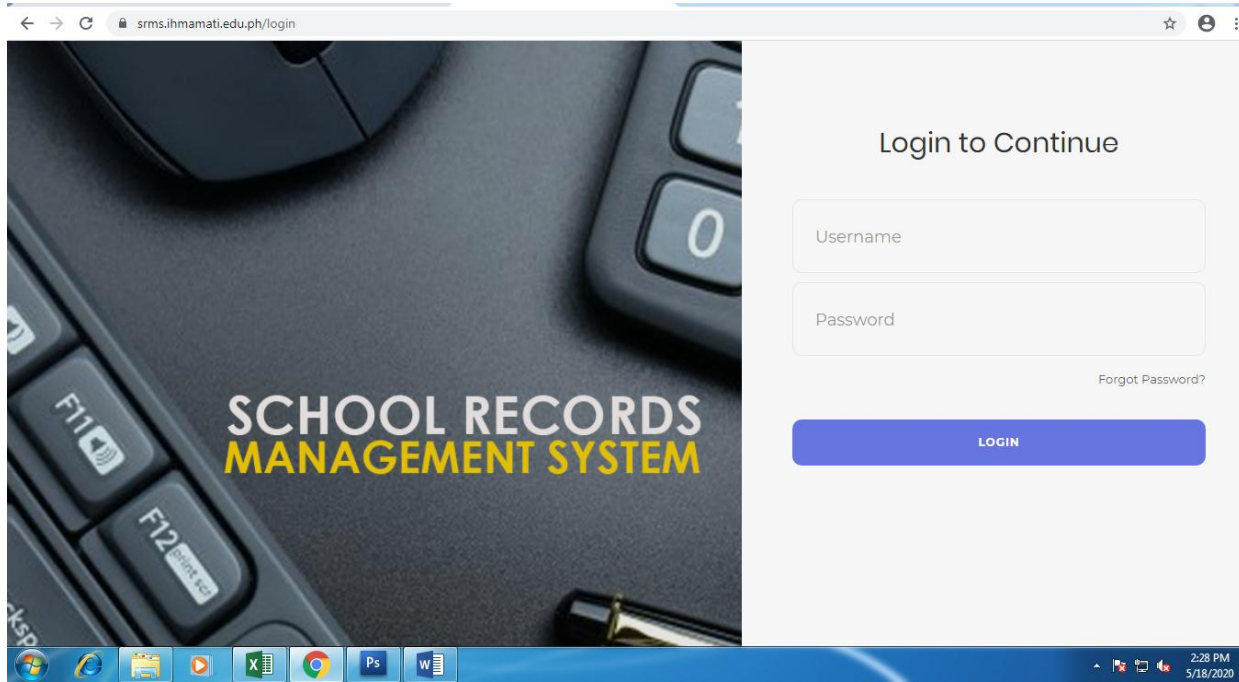
1. Open Internet Browser. Type: **ihmamati.edu.ph**. This picture below should appear.



2. Click **Student Portal** button.



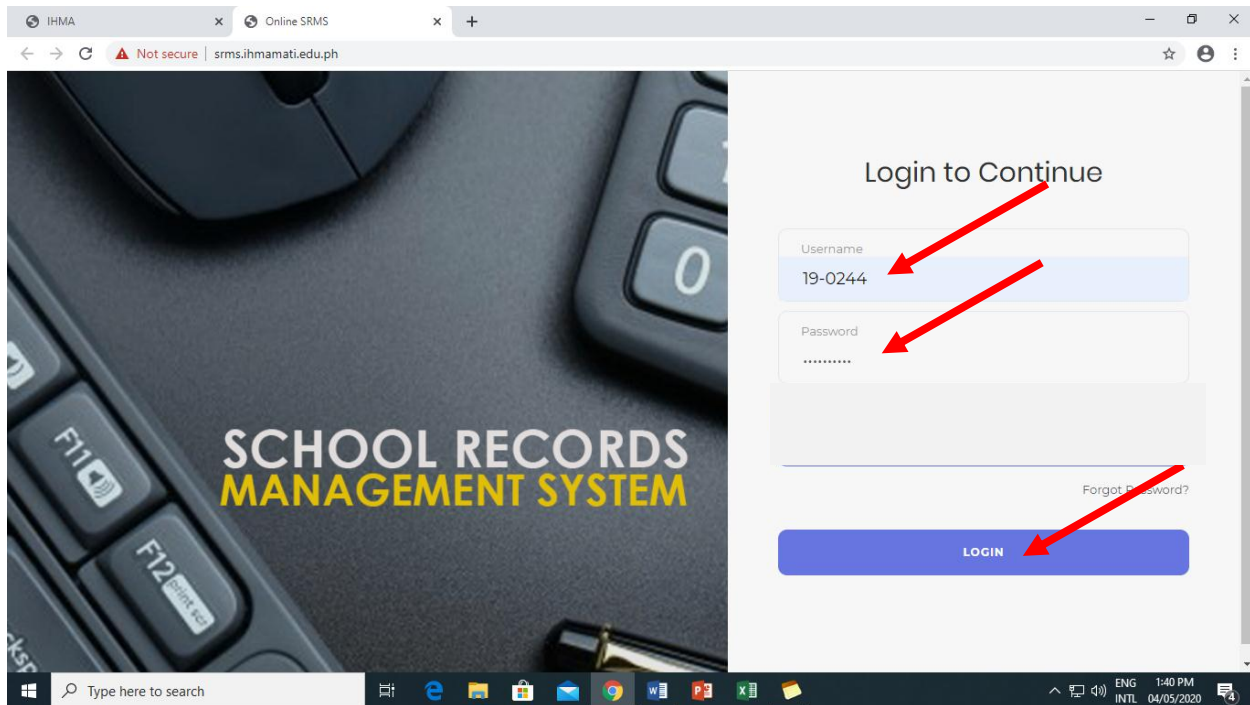
3. This page should appear after clicking Student Portal button.



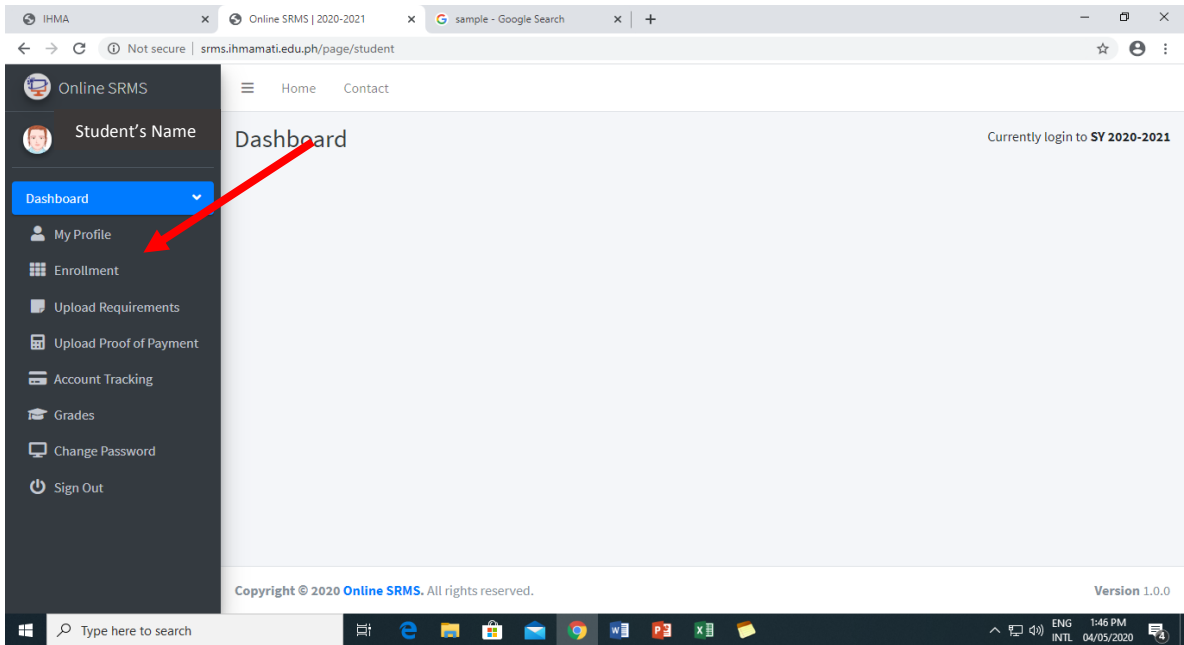
4. To enrol. Fill in **Username and Password**. An example entry is shown below. Click Login button.

Note: Username: Students ID Number

Password: Students Birthday (yyyy-mm-dd) *include “-”



5. This page will appear after clicking Login Button. Kindly select **Enrollment** from the Dashboard.



6. Fill up Enrollment Form. Then click **Enroll** button.

Online SRMS

Student's Name

Home Contact

Enrollment Form

Currently login to SY 2020-2021

Enrollment Details

Department
Select Department

Year Level
Select Year Level

Semester SY
2020-2021

Note: Leave the Semester empty for Elementary and Junior High School. The SY is required and it depends on the options you chose from the login form.

Enroll

7. This page will appear after clicking Enroll button. After this, you may now proceed to payment by simply clicking this option.

Upload Proof of Payment

Online SRMS

Home Contact

Enrollment Form

Currently login to SY 2020-2021

Your data has been submitted successfully for validation.

Upload Proof of Payment

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8. If you have already paid the enrolment fee from our bank partners. Please attach a screenshot or picture of your payment receipt by simply clicking this button.

The screenshot shows the 'Upload Proof of Payment' form in the Online SRMS system. A red arrow points to the 'Choose file' button in the 'Proof' field. The form includes the following fields:

- Proof:** Choose file (file chosen)
- Amount:** [Text input field]
- Payment For:** [Text input field]
- Semester:** [Dropdown menu]
- School Year:** 2020-2021
- Note/Message:** [Text area]

Note: Leave the Semester empty for Elementary and Junior High School. The SY is required and it depends on the options you chose from the login form.

Buttons: Upload, Cancel

Summary of All Payments Made Online

File	Payment For	Applicable SY	Status
------	-------------	---------------	--------

Make sure to correctly fill- up the following textboxes:

Amount *

Payment For *

Semester: *For SHS only*

School Year *

Note/Message: *Optional*

9. Click **Upload** button.


The screenshot shows the 'Upload Proof of Payment' form in the Online SRMS system. The form includes fields for Proof (with a 'Choose file' button), Amount, Payment For, Semester, School Year (set to 2020-2021), and Note/Message. A green note states: "Note: Leave the Semester empty for Elementary and Junior High School. The SY is required and it depends on the options you chose from the login form." A red arrow points to the 'Upload' button at the bottom of the form.

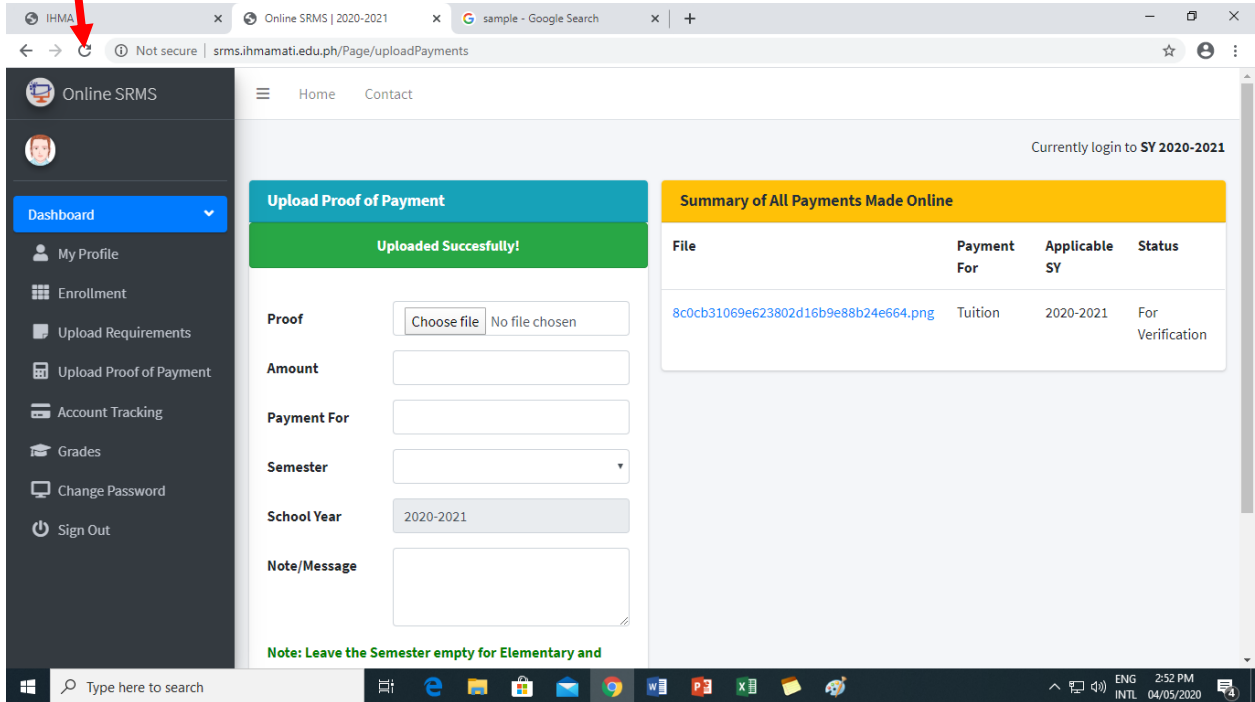
File	Payment For	Applicable SY	Status
------	-------------	---------------	--------

10. This page will appear after clicking Upload button. "Upload Successfully!" note will be indicated, and the "Summary of All Payments Made Online" will be updated.

The screenshot shows the 'Upload Proof of Payment' form after a successful upload. A green banner at the top of the form says "Uploaded Successfully!". The 'Summary of All Payments Made Online' table is updated with a new entry. A red arrow points to the "Uploaded Successfully!" message, and another red arrow points to the new entry in the table.

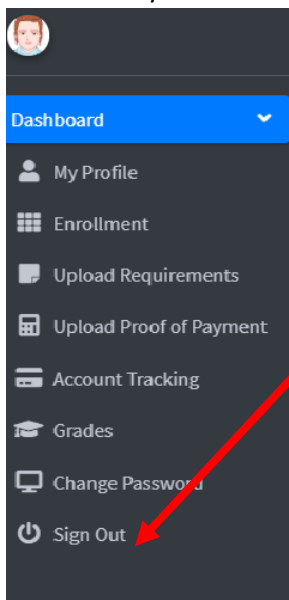
File	Payment For	Applicable SY	Status
8c0cb31069e623802d16b9e88b24e664.png	Tuition	2020-2021	For Verification

11. We will now verify the transaction submitted online. Still in this page will appear the update/ status of your enrolment. You will know it by simply clicking  Refresh button.



12. We advise you to please visit your account the next day after your enrolment transaction so to give us time to verify your enrolment.

13. For security purposes please don't forget to click **Sign Out** every after doing any transaction from your account.



***For security purposes: Please change your password after your first Log-in**