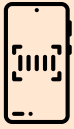


GENERAL TRANSACTION PROCEDURE



In order to conduct business with PNU, you must initiate your request via our E-Services platform. Follow steps provided to create or access your E-Services account.

Once your account is ready and you are transacting onsite:



Print a copy of your Queue Number.



Please remain in the waiting area until your number is displayed on the television screen.

If you are transacting online:



Continue with the Request Transaction Steps and follow the online transaction instructions.



E-SERVICES V2

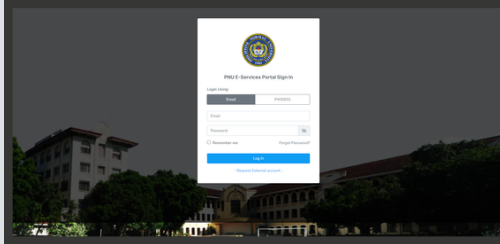
SCAN THIS QR CODE
TO OPEN PNU E-SERVICES



E-SERVICES V2

CREATE OR ACCESS ACCOUNT

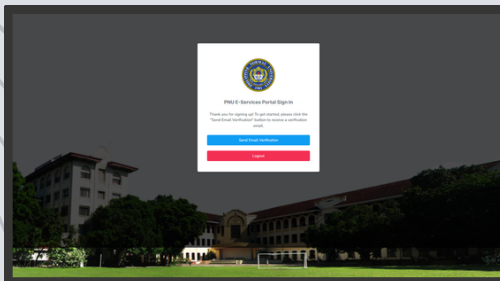
STEP 1



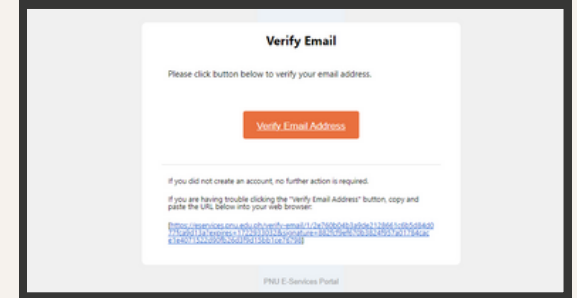
Scan QR Code or from your browser, go to <https://eservices.pnu.edu.ph/>

STEP 2

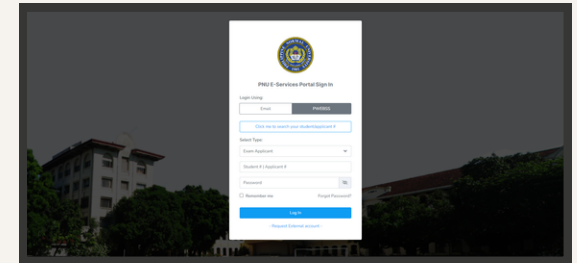
- If you're logging into the **new PNU E-Services for the first time** and **have an existing account from the previous version:**
 - Select **"Email"** tab then proceed with logging in your account.
 - You will be redirected to the **"Verify Email"** page. Click **"Send Email Verification"** button.



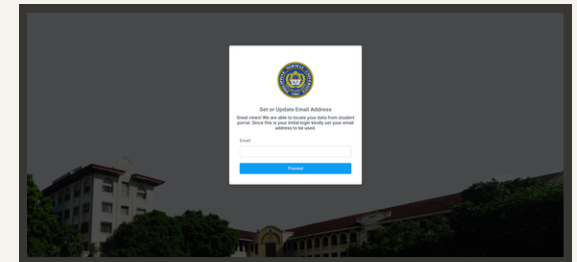
- You'll receive an email to verify your address. Click the **"Verify Email Address"** button, and you'll be automatically signed in.



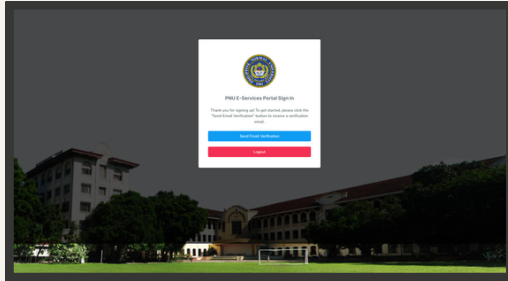
- For **first time users** with an active **PWEBSS** account:
 - Select **"PWEBSS"** tab then select your appropriate **"Client Type"**.
 - Enter your **"PWEBSS"** credentials then click **"Login"** button.



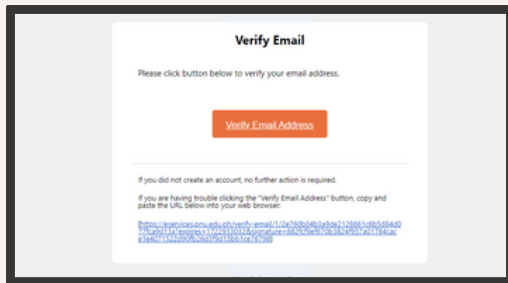
- Set up or update your email address, then click the **"Proceed"** button. (We recommend using a personal email for this process.)



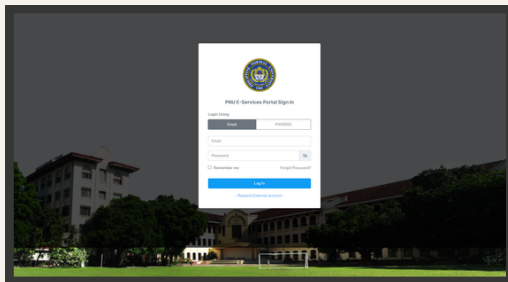
- You will be redirected to the “**Verify Email**” page. Click “**Send Email Verification**” button.



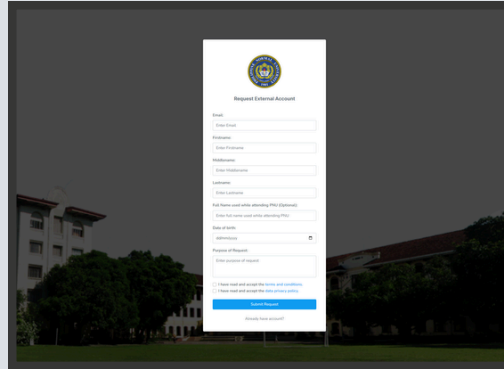
- You'll receive an email to verify your address. Click the “**Verify Email Address**” button, and you'll be automatically signed in.



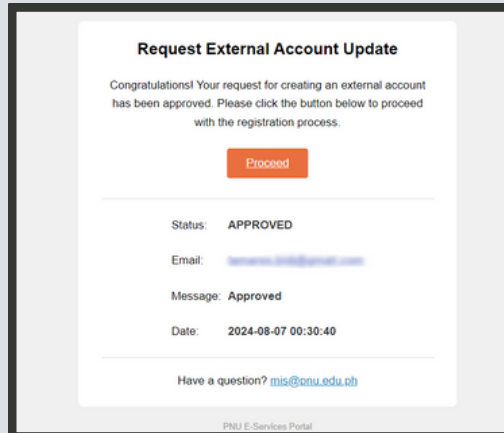
- For **EXTERNAL** clients:
 - From the login page, click “**Request External account**” link below the Log In button.



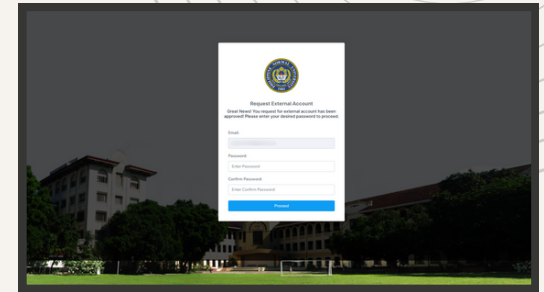
- Complete Request External Account Form then click “**Submit Request**”.



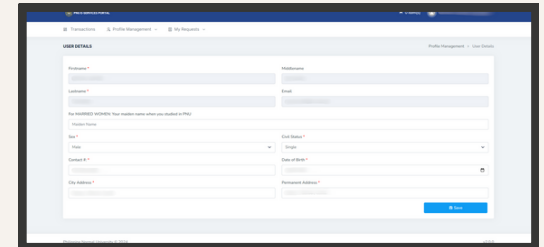
- Wait for an email update about the status of your external account request.
 - For **approved** external account request. You will receive an email like below. Then click “**Proceed**” button.



- It will open a new tab then **Setup your password** and click “**Proceed**” button. If successful, proceed with signing in your account.



- If this is your first time signing in to the new version, please complete the “**User Details**” form then click “**Save**” button.



By following the steps above, you'll have an account and can proceed with requesting a transaction.

For any concerns or inquiries regarding your account creation or registration, please contact MISO at **mis.pnu.edu.ph**.

Thank you for using **PNU E-Services Portal**.

