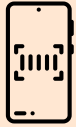


# GENERAL TRANSACTION PROCEDURE



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:**



You must have an account by following the Create or Access Account Instructions then continue by following the steps provided.



**E-SERVICES V2**

SCAN THIS QR CODE  
TO OPEN PNU E-SERVICES



# E-SERVICES V2

REQUEST TRANSACTION - ONSITE

## STEP 1

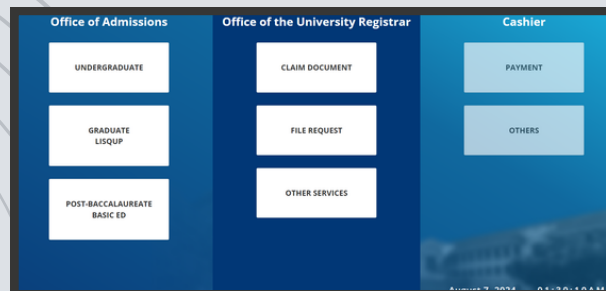
- Make sure your account is set up by following the "**Create or Access Account**" instructions.
- Note: **Steps 2-5** can be skipped if you're not transacting with the **University Registrar's Office**.

## STEP 2

- Proceed to **Admissions Office**.

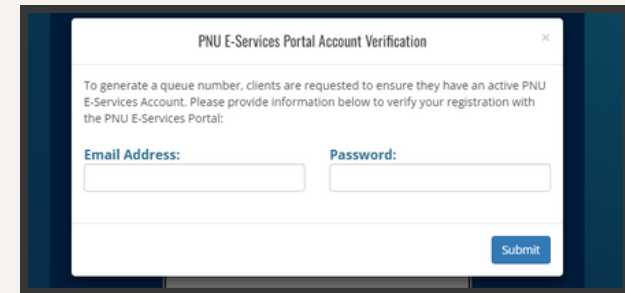
## STEP 3

- You'll see a computer screen similar to the one shown below:
- Click "**File Request**" button.



## STEP 4

- Enter your **Email address** and **Password**, then click the "**Submit**" button in the popup window to print your **Queue number**..



## STEP 5

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

## STEP 6

- The office staff will assist with your request and provide you with the Order of Payment copy to present at the Cashier's office.

## STEP 7

- After your payment is successful, you can track the status of your request by navigating to **My Requests** then select **All**.
- You can also view lists of specific statuses in the **My Requests** module.