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

If you are transacting online:

television screen.



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



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.

Office of Admissions	Office	of the University Reg	gistrar	Cashier	
UNDERGRADUATE		CLAIM DOCUMENT		PAYMENT	
GRADUATE LISQUP		FILE REQUEST		OTHERS	
POST-BACCALAUREATE BASIC ED		OTHER SERVICES			

E-SERVICES V2 REQUEST TRANSACTION - ONSITE

STEP 4

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

To generate a queue number, clients ar E-Services Account. Please provide infor the PNU E-Services Portal: Email Address:	re requested to ensure they have an active PNU rmation below to verify your registration with
Email Address:	Deserverd
	Passworu.
	Submit

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.