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For Inquiries Please Contact Ms. Yhella Miraran at 0917-138-5501 or 0919-336-8590  
or email at [yhella\\_071088@yahoo.com](mailto:yhella_071088@yahoo.com) and [ynmiraran@gmail.com](mailto:ynmiraran@gmail.com)

## **IIEE Online Registration / Online Payment System**

### **QUICK REFERENCE GUIDE**

**Released September 6, 2018 ; Contact: [tatu.zablan@dynamicglobalsoft.com](mailto:tatu.zablan@dynamicglobalsoft.com)**

1. Open a web browser (desktop PC, Laptop or Mobile Phone) then go to <http://iiee.org.ph>, then press on “Login / Register” link (upper right hand side of the homepage).
2. Landing page will ask user to enter their valid 'Email Address' & 'Password' on the portal, then press on “Login” button. A valid email address and password will allow the user to enter the portal.
3. Once logged in the portal, press on “Events” link at the left pane (left side of the page). User then select event(s) to settle amount.
4. User then checks assessed amount of the event, then press “Join Now” to start the Online Registration process.
5. After pressing “Join Now”, user shall be redirected to IIEE’s Payment Gateway. Currently, we have DragonPay. In the future, other payment solutions like BAYAD CENTER shall also be online. User shall then select PAYMENT OPTION. For example, user can select BAYAD CENTER as payment partner of DRAGONPAY, then press SELECT button.
6. The next landing page will show the transaction 'Ref#' and 'amount' to be paid over-the-counter to any BAYAD CENTER Branch. User can change recipient email address in this page if necessary. User then press SEND INSTRUCTIONS VIA EMAIL button.
7. User is then redirected back to IIEE Online Registration / Online Payment System page. This prompts the user to pay the amount over-the-counter through BAYAD CENTER.
8. User then checks his or her email box, and search for IIEEs Online Payment System email notification. Please read the message CAREFULLY and be guided by the instructions. For BAYAD CENTER payments, user will just wait for their email confirmation that payment has been completed.

*For more information, please check out **IIEE’s Online Registration / Online Payment User’s Guide** for more details and illustrations. Filename: [180906dgsi-iiee-ops-v1.pdf]*