

# PayHub360 User Manual

School Fee Payment Portal

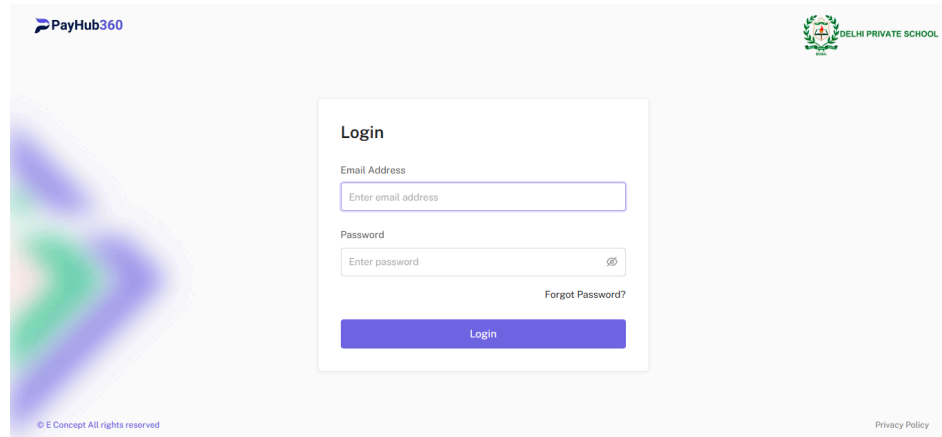
**DPS Sharjah**

Website URL

<https://dpssharjah.payhub360.com/>

## 1.Login Page:

Enter the website url: <https://dpsshariah.payhub360.com/> and click login. The login page appears. Enter your registered email address with the default password “school” and click Login.



The screenshot shows the PayHub360 login interface. At the top left is the PayHub360 logo, and at the top right is the Delhi Private School logo. The main content area is titled "Login" and contains two input fields: "Email Address" with the placeholder "Enter email address" and "Password" with the placeholder "Enter password" and a toggle icon. Below the password field is a link for "Forgot Password?". A blue "Login" button is positioned at the bottom of the form. The footer includes the copyright notice "© E Concept All rights reserved" on the left and a "Privacy Policy" link on the right.

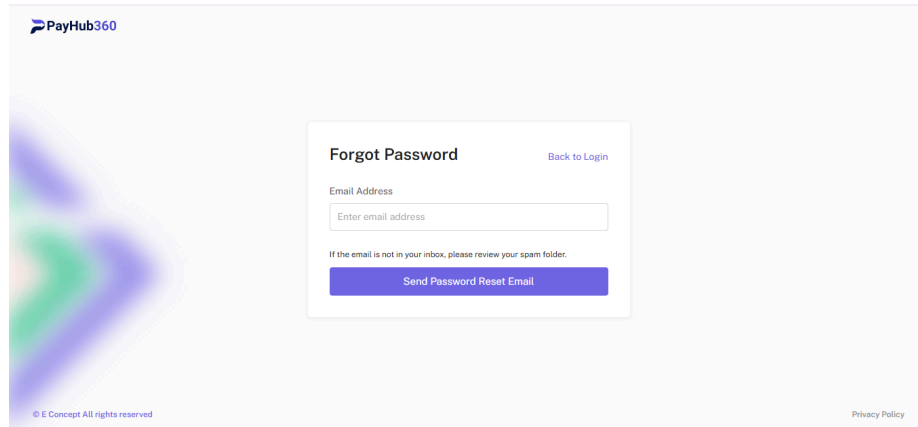
### First-Time Login:

- You'll be automatically redirected to change your password
- Follow the password change instructions to set a new secure password

## 2. Password Management:

### 2.1 Forgot Password

If you've forgotten your password, click the "Forgot Password?" link on the login page.

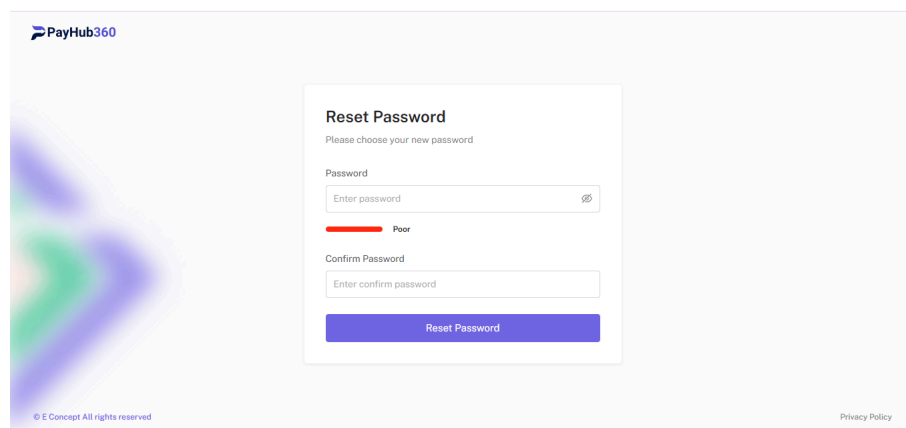
The screenshot shows the 'Forgot Password' page of the PayHub360 system. On the left, there is a large, stylized graphic of a right-pointing arrow with a green-to-purple gradient. The main content area is a white box with a light gray border. At the top left of this box is the 'PayHub360' logo. The title 'Forgot Password' is centered at the top of the box, with a 'Back to Login' link to its right. Below the title is a text input field labeled 'Email Address' with the placeholder text 'Enter email address'. Underneath the input field is a small note: 'If the email is not in your inbox, please review your spam folder:'. At the bottom of the box is a prominent blue button labeled 'Send Password Reset Email'. The footer of the page contains the copyright notice '© E Concept All rights reserved' on the left and a 'Privacy Policy' link on the right.

### Steps:

1. Enter your registered email address
2. Click "Send Reset Email"
3. Check your email inbox for the password reset link
4. Click the link in the email to reset your password

## 2.2 Reset Password

After clicking the reset link from your email, you'll be directed to create a new password.

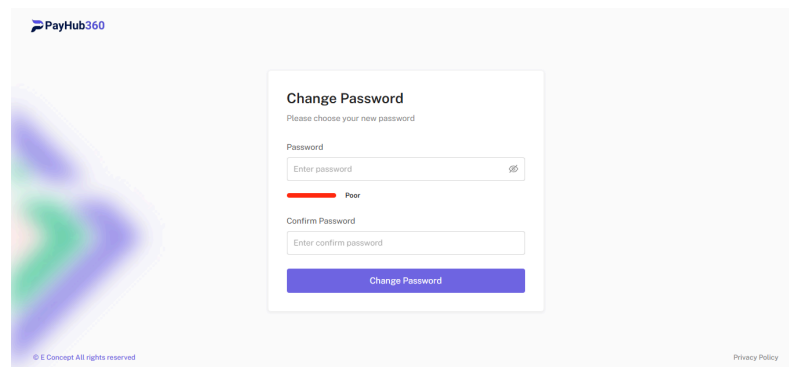
The screenshot shows the 'Reset Password' page of the PayHub360 system. On the left, there is a large, stylized graphic of a right-pointing arrow with a green-to-purple gradient. The main content area is a white box with a light gray border. At the top left of this box is the 'PayHub360' logo. The title 'Reset Password' is centered at the top of the box, with the instruction 'Please choose your new password' below it. There are two text input fields: the first is labeled 'Password' with the placeholder 'Enter password' and a strength indicator below it showing a red bar and the word 'Poor'; the second is labeled 'Confirm Password' with the placeholder 'Enter confirm password'. At the bottom of the box is a prominent blue button labeled 'Reset Password'. The footer of the page contains the copyright notice '© E Concept All rights reserved' on the left and a 'Privacy Policy' link on the right.

### Password Requirements:

- Minimum 8 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

## 2.3 Change Password

Change your password anytime from within the application.



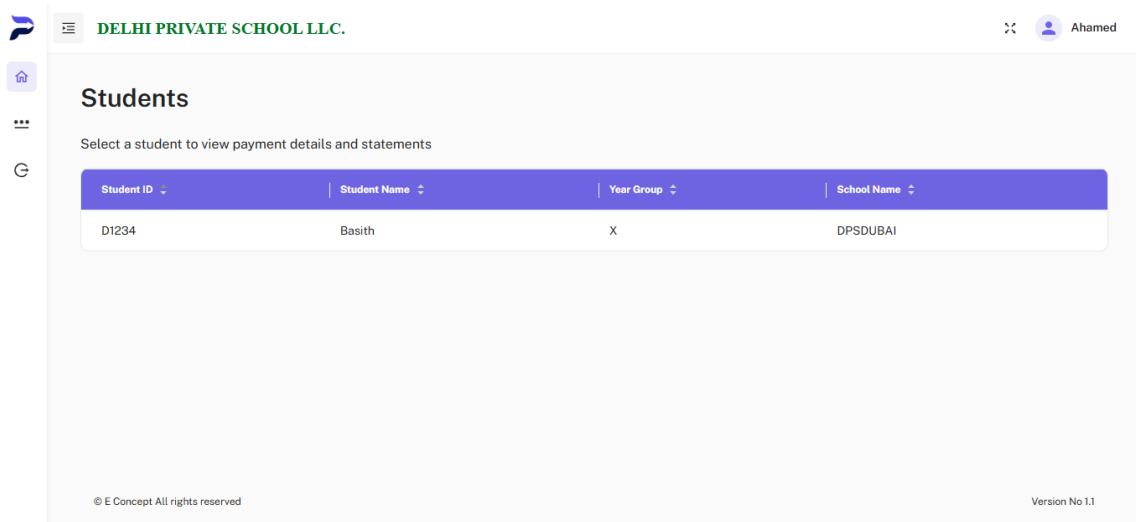
The screenshot shows the PayHub360 'Change Password' interface. It features a central form with the title 'Change Password' and the instruction 'Please choose your new password'. The form contains two input fields: 'Password' and 'Confirm Password', both with placeholder text 'Enter password' and 'Enter confirm password' respectively. A red progress bar below the 'Password' field indicates a 'Poor' strength. A blue 'Change Password' button is at the bottom of the form. The background is light gray with a blurred image of a person. The PayHub360 logo is in the top left, and copyright and privacy policy links are at the bottom.

### Steps:

1. Navigate to "Change Password" from the menu
2. Enter your current password
3. Enter your new password
4. Confirm your new password
5. Click "Change Password" button

## 3. Students List

After successful login, you'll see a list of all students associated with your parent account.



The screenshot shows the 'Students' page in the PayHub360 application. The header includes the PayHub360 logo, a hamburger menu, the school name 'DELHI PRIVATE SCHOOL LLC.', a user profile icon for 'Ahamed', and a full-screen toggle. The main content area has a title 'Students' and a subtitle 'Select a student to view payment details and statements'. Below this is a table with four columns: 'Student ID', 'Student Name', 'Year Group', and 'School Name'. The table contains one row with the following data: Student ID 'D1234', Student Name 'Basith', Year Group 'X', and School Name 'DPSDUBAI'. The footer includes the copyright notice '© E Concept All rights reserved' and the version number 'Version No 1.1'.

Student ID	Student Name	Year Group	School Name
D1234	Basith	X	DPSDUBAI

### Information Displayed:

- Student ID
- Student Name
- Year Group
- School Name

### Actions:

- Click on any student row to view their payment details and make payments
- The selected student's information will be stored for the current session

## 4. Fee Payments

View and pay outstanding school fees for the selected student.

The screenshot shows the PayHub360 interface for a school named "DELHI PRIVATE SCHOOL LLC.". The left sidebar contains navigation links: Home, Fee Payments (selected), Statement of Account, Trips & Activities, Payment History, Support, and Logout. The main content area is titled "Fee Payments" and displays "Student Information" for a student named Basith (ID: D1234, Year Group: X) at Delhi Private School LLC. Below this is the "Fee Information" section, which prompts the user to "Select the Term/s you would like to pay for:". A table lists a fee for "RFID-FY 2025-2026" with a due date of "07-04-2025" and an amount of "1.00 AED". An "Add To Payment" button is next to the fee entry. At the bottom, a summary bar shows "Pay Selected Fees (0.00 AED)".

### Student Information Card displays:

- Student Name
- Student ID
- Year Group
- School Name

### Fee Information Section:

- Lists all outstanding school fees
- Shows fee description and amount
- Select fees to pay using checkboxes
- View total amount to be paid
- Submit payment button

## How to Make a Payment:

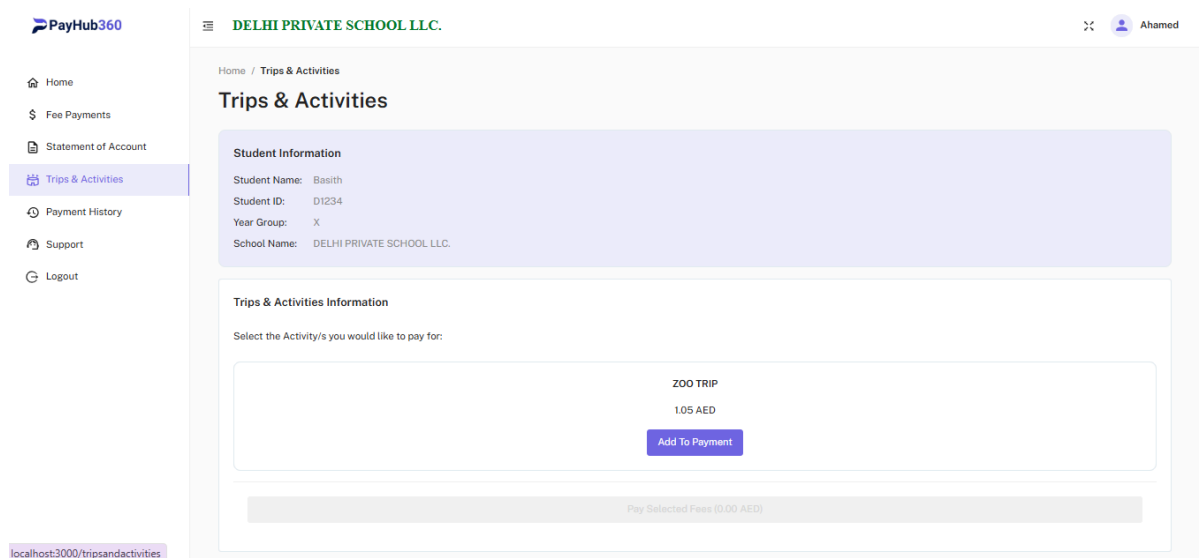
1. Review the student information displayed at the top
2. Browse through the list of outstanding fees
3. Select the fees you wish to pay by checking the boxes
4. Review the total amount
5. Click "Submit Payment" or "Proceed to Pay" button
6. You'll be redirected to the payment gateway
7. Complete the payment using your preferred payment method
8. After payment, you'll be redirected to the Payment Status page

### Note:

If there are no outstanding fees, you'll see the message: "Sorry, no transactions to display."

## 5. Trips and Activities

Pay for school activities, trips, and extracurricular programs.



### Features:

- View all available activities and trips
- See activity descriptions and costs
- Select activities to pay for
- Submit payment for selected activities

## How to Pay for Trips & Activities:

1. Browse the list of available activities
2. Select the activities you want to enroll in
3. Review the total cost
4. Click the payment button
5. Complete payment through the gateway

## 6. Payment Status

After completing a payment through the gateway, you'll be redirected to this page.

PayHub360

DELHI PRIVATE SCHOOL LLC.

Ahamed

Home

Change Password

Logout

Payment Status

Back To Students

Student ID	Description	Amount	Status	Actions
D1234	TERM-I- TUITION FEE FY (2023-2024) APR JUN	AED 4,674.00	<div><div></div>Transaction Successful</div>	<div><div></div></div>

### Information Displayed:

- Student ID
- Fee Description
- Amount Paid (in AED)
- Transaction Status (Success/Failed)
- Actions (Print Receipt)

### Transaction Status Icons:

- Loading icon (while checking status)
- Green checkmark = Transaction Successful
- Red X = Transaction Failed

### Actions:

1. **Print Receipt:** Click the printer icon to download a PDF receipt
2. **Back to Students:** Return to the students list to make more payments

## 7. Payment History

Access complete history of all payments made for the selected student.

The screenshot shows the PayHub360 interface. On the left is a sidebar with navigation links: Home, Fee Payments, Statement of Account, Trips & Activities, Payment History (highlighted), Support, and Logout. The main header shows the school name 'DELHI PRIVATE SCHOOL LLC.' and a user profile 'Ahamed'. The page title is 'Payment History'. Below the title, there's a section for 'Student Payment History of the Account as of Nov 2025'. This is followed by 'Student Information' which lists: Student Name: Basith, Student ID: D1234, Year Group: X, and School Name: DELHI PRIVATE SCHOOL LLC. Below this is a table of transactions.

Trn No	Trn Date	Trn Type	Description	Amount	Actions
190024	28-04-2025	Fee Receipt	CLP-FY 2025-2026	250.00	
190082	28-04-2025	Fee Receipt	RFID-FY 2025-2026	100.00	
335252	28-04-2025	POS	Book Store / Activity Payment	100.00	
335312	28-04-2025	POS	Book Store / Activity Payment	65.00	
335414	15-05-2025	POS	FREE EVALUATION HIGH SCHOOL FARE V & VEHICLE 2025	260.00	

### Features:

- Chronological list of all transactions
- Filter by date range
- Sort by various columns
- Search transactions
- Download receipts for past payments

### Information Displayed:

- Transaction date
- Fee description
- Amount paid
- Payment reference number
- Transaction status
- Receipt download option



## 8. Statement

View detailed financial statement for the student account.

The screenshot displays the 'Statement of Account' interface for a student at Delhi Private School LLC. The left sidebar contains navigation links: Home, Fee Payments, Statement of Account (highlighted), Trips & Activities, Payment History, Support, and Logout. The main content area shows the student's name (Basith), ID (D1234), year group (X), and school name (DELHI PRIVATE SCHOOL LLC.). Below this is a table of transactions with columns for Trn No, Trn Date, Reference, Narration, Debit, Credit, and Actions. The table lists four transactions, all dated 01-04-2025, with a total debit of 8,651.00 and a total credit of 0.00.

Trn No	Trn Date	Reference	Narration	Debit	Credit	Actions
1861121	01-04-2025		CLP-FY 2025-2026	250.00	0.00	
1861121	01-04-2025		RFID-FY 2025-2026	100.00	0.00	
1861121	01-04-2025		TERM-II-TUITION FEE FY (2025-2026) SEP-NOV	4,238.00	0.00	
1861121	01-04-2025		TERM-III-TUITION FEE FY (2025-2026) DEC-MAR	4,238.00	0.00	
1861121	01-04-2025		TERM-I-TUITION FEE FY (2025-2026) APR-JUN	8,651.00	0.00	

### Features:

- Complete transaction ledger
- Debits and credits
- Running balance
- Date-wise transactions
- Sortable columns
- Pagination for large datasets

### How to Use:

1. View all financial transactions chronologically
2. Sort by clicking on column headers
3. Use pagination to navigate through records
4. Export or print statement if needed

## 9. Support

Get help with any issues or submit inquiries.

The screenshot shows the PayHub360 interface for Delhi Private School LLC. On the left is a navigation menu with options: Home, Fee Payments, Statement of Account, Trips & Activities, Payment History, Support (highlighted), and Logout. The main content area is titled 'Support' and contains two sections: 'Student Information' and 'Parent Information'. The Student Information section lists: Student Name: Basith, Student ID: D1234, Year Group: X, and School Name: DELHI PRIVATE SCHOOL LLC. The Parent Information section lists: Parent Name: Ahamed and Parent ID: 000212471. Below these sections is a 'Comments' section with a large text input field and a 'Submit' button. At the bottom of the page, there is a copyright notice '© E Concept All rights reserved' and a version number 'Version No 1.1'.

Support	
<b>Student Information</b>	<b>Parent Information</b>
Student Name: Basith	Parent Name: Ahamed
Student ID: D1234	Parent ID: 000212471
Year Group: X	
School Name: DELHI PRIVATE SCHOOL LLC.	

Comments

Submit

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### How to Submit a Request:

1. Navigate to "Support" from the menu
2. Fill in the support form with:
  - Subject of your inquiry
  - Detailed description of the issue
  - Contact information (if required)
3. Click "Submit Request"
4. You'll receive a confirmation message
5. Support team will respond to your registered email

### Common Support Topics:

- Payment issues
- Account access problems
- Fee inquiries
- Receipt requests
- General questions

## 10. Navigation Menu

The application provides easy navigation through the following menu items:

- **Students:** View all linked students
- **Fee Payments:** Pay school fees

- **Statement:** Account statement
- **Trips & Activities:** Activity payments
- **Payment History:** View past transactions
- **Support:** Get help
- **Change Password:** Update your password

## 11. Important Notes:

### Payment Information

- All payments are processed in AED (UAE Dirham)
- Payment gateway redirects are secure and encrypted
- Always verify the total amount before confirming payment
- Keep your payment receipts for records
- Download receipts immediately after successful payment

### Security Best Practices

- Never share your login credentials
- Log out after completing your session

### Technical Support

- For payment issues, contact support immediately
- Keep your transaction reference numbers
- Save all email confirmations
- Check your spam folder for password reset emails