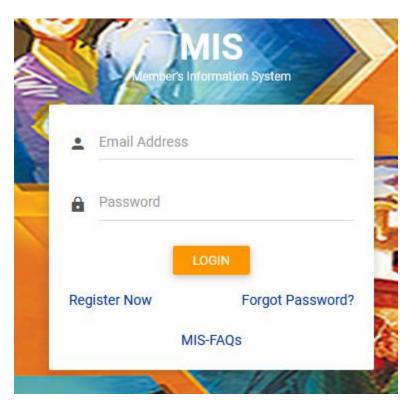
Note: Please take note that this is for subsequent payments only.

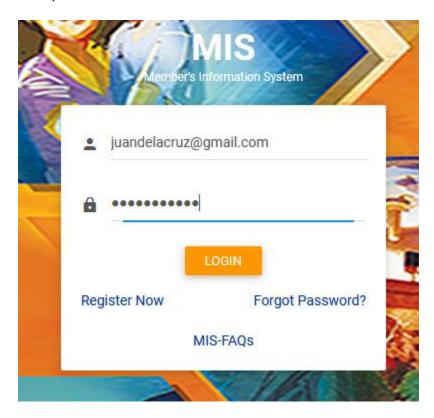
1. Visit our CHS website at www.caritashealthshield.com.ph and click **LOGIN**.



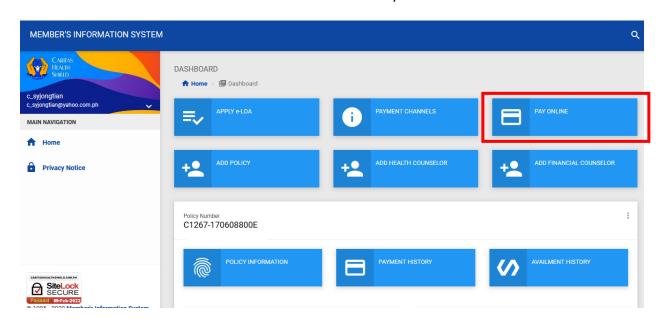
2. Enter your **Email Address** and **Password** in the Member's Information System (MIS). If you are not yet registered, kindly click this link on <u>How to Register</u>.



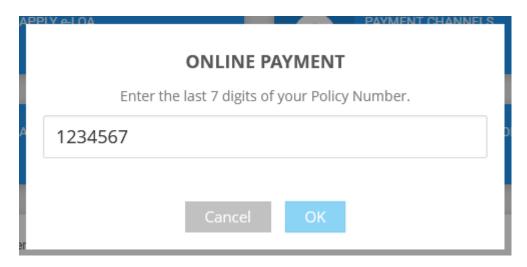
3. Click **LOGIN** to start your session.



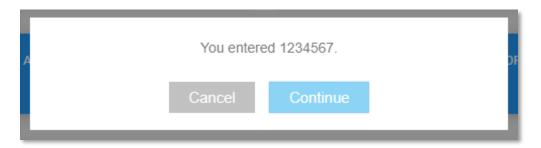
4. Welcome to Caritas Health Shield Member's Information System! Click PAY ONLINE.



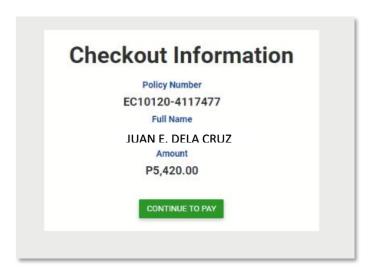
5. Enter the last 7 digits of your Policy Number. Click **OK**



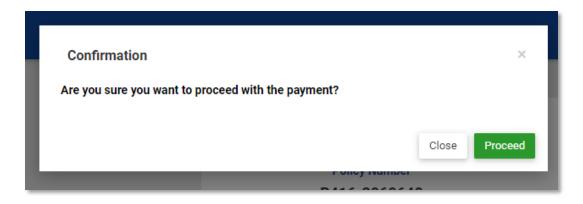
6. Kindly check if you have entered your Policy Number correctly. If correct, please click **Continue**.



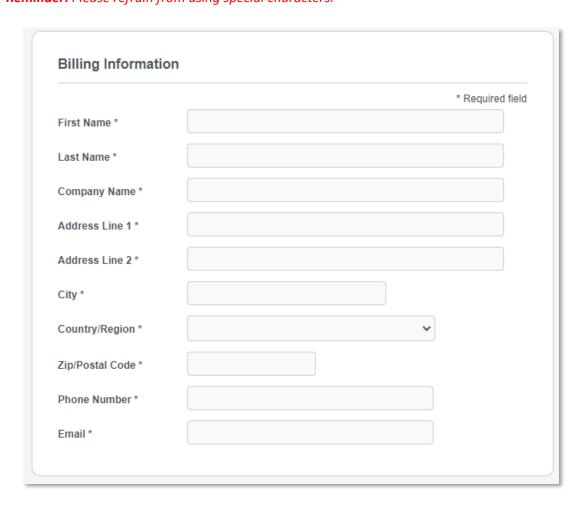
7. Check the **Policy Number, Full Name, and Amount.** If correct, please click **CONTINUE TO PAY**.



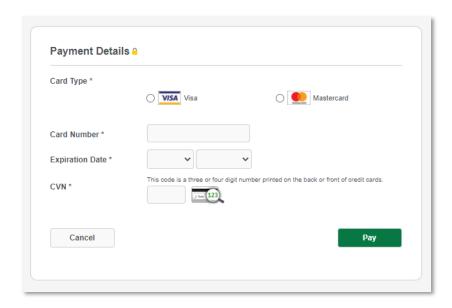
8. If you are sure to proceed with the payment, please click **Proceed**.



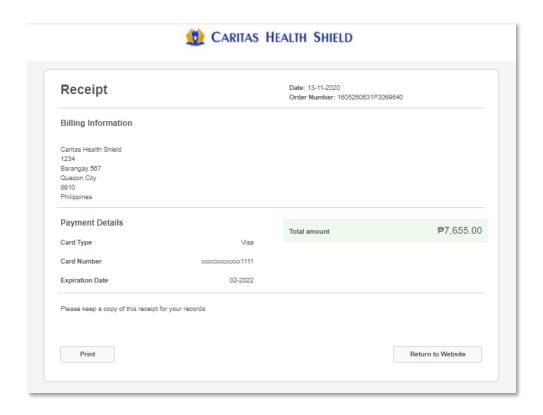
9. Fill out the required fields in the **Billing Information**. *Reminder: Please refrain from using special characters*.



10. Fill out the required fields in the Payment Details. To proceed with the payment, click PAY.



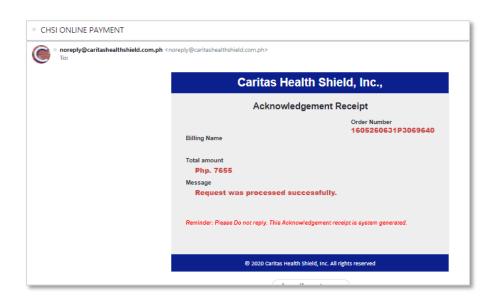
11. Print your receipt as proof of payment. If you want to return to the website, please click **Return** to **Website**.



12. An email receipt (Union Bank Receipt) for the payment made will also be sent to your email address.



- 13. For successful and error transactions, an Acknowledgement Receipt from CHS will be sent to your email address.
 - a. SUCCESSFUL TRANSACTION



b. ERROR TRANSACTION

