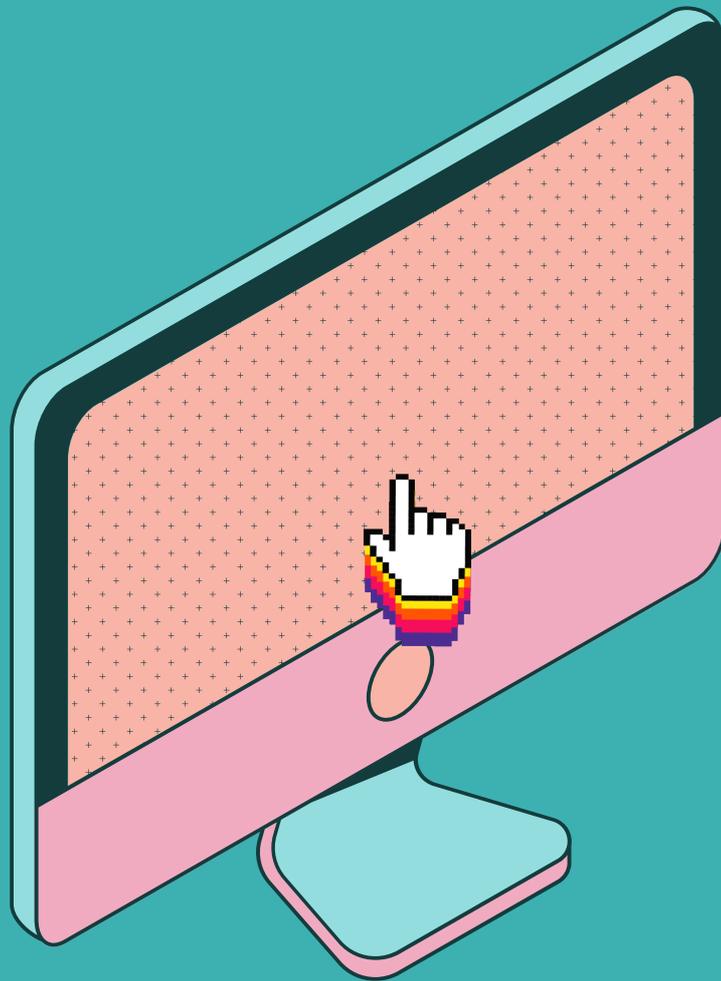
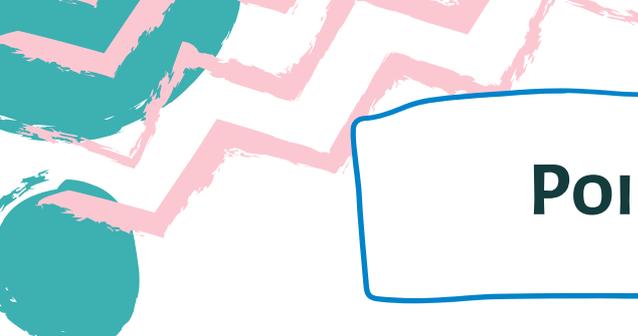




DG GUIDEBOOK



LOGIN



POINTS TO NOTE...

 **Before you proceed to the login, please note the below points.**

 You will be using your local mobile number to login to DgFee.

 This is the number registered at the school during enrollment.

 OTP is required to login to your account.

 OTP will be sent to you through Text message and Email to the registered number and email address.

 If your contact number or email address has changed, kindly inform the school of the same so they may update it in the system.

 [Watch the video here](#)



LOGGING IN TO YOUR ACCOUNT...

- 1 Enter your 10-digit registered mobile number here

DgFee

Help

Student Login

Login with a registered mobile number

+63 Enter 10 digit registered mobile number

Get OTP

NOTE: Only users who are registered with Schools using DgDiary are allowed to login with their registered mobile number. Phone numbers must be 10 digits without 0 pre-fix.

- i** Do not include spaces or any other characters while typing the number.

- 2 Click on Get OTP

DgFee

Help

Student Login

Login with a registered mobile number

+63 Enter 10 digit registered mobile number

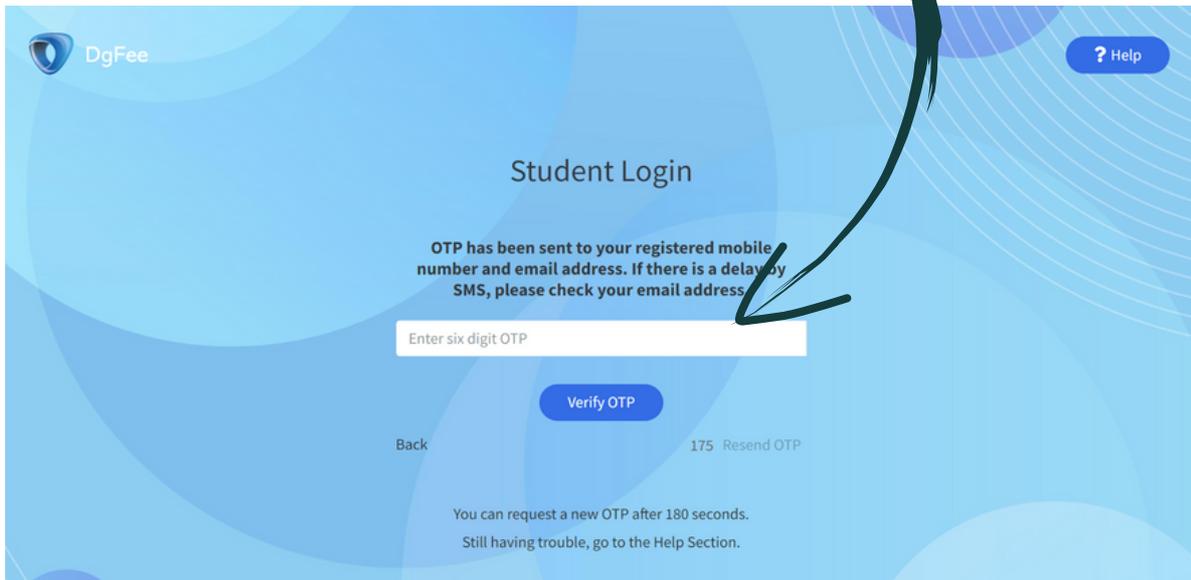
Get OTP

NOTE: Only users who are registered with Schools using DgDiary are allowed to login with their registered mobile number. Phone numbers must be 10 digits without 0 pre-fix.



LOGGING IN TO YOUR ACCOUNT...

- 3 Input the 6-digit OTP you have received

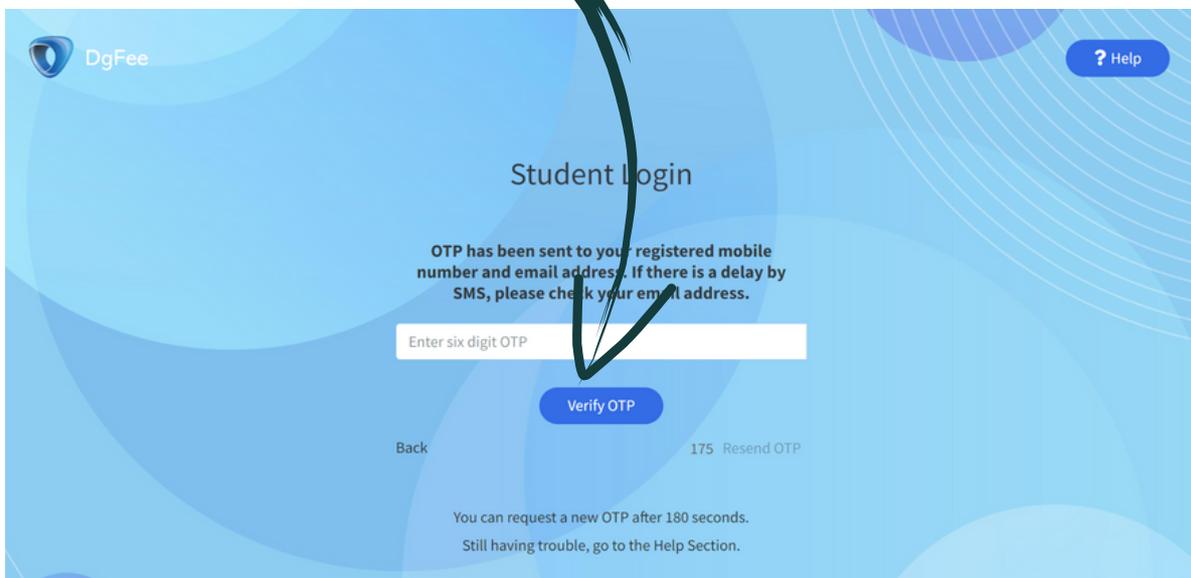


The screenshot shows the 'Student Login' page on the DgFee platform. At the top left is the DgFee logo, and at the top right is a 'Help' button. The main heading is 'Student Login'. Below it, a message states: 'OTP has been sent to your registered mobile number and email address. If there is a delay by SMS, please check your email address.' A text input field is labeled 'Enter six digit OTP'. Below the input field is a blue 'Verify OTP' button. To the left of the button is a 'Back' link, and to the right is a '175 Resend OTP' link. At the bottom, there is a note: 'You can request a new OTP after 180 seconds. Still having trouble, go to the Help Section.' A large green arrow points from the instruction above to the 'Verify OTP' button.



If you do not receive the OTP immediately, it may be due to poor network connectivity. Access the OTP through email if you have registered it. You can also request for OTP resend.

- 4 Click on Verify OTP

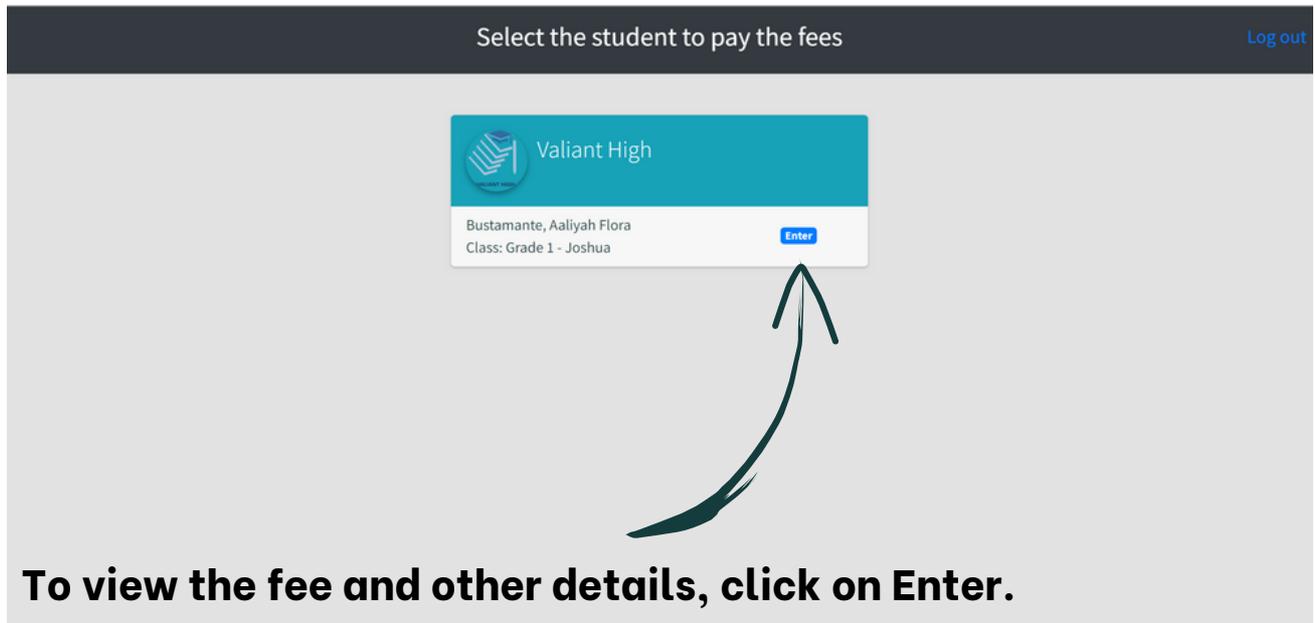


This screenshot is identical to the one above, showing the 'Student Login' page. A large green arrow points from the instruction above to the 'Verify OTP' button, which is now highlighted with a white border.



LOGGING IN TO YOUR ACCOUNT...

You are now logged in!



Select the student to pay the fees Log out

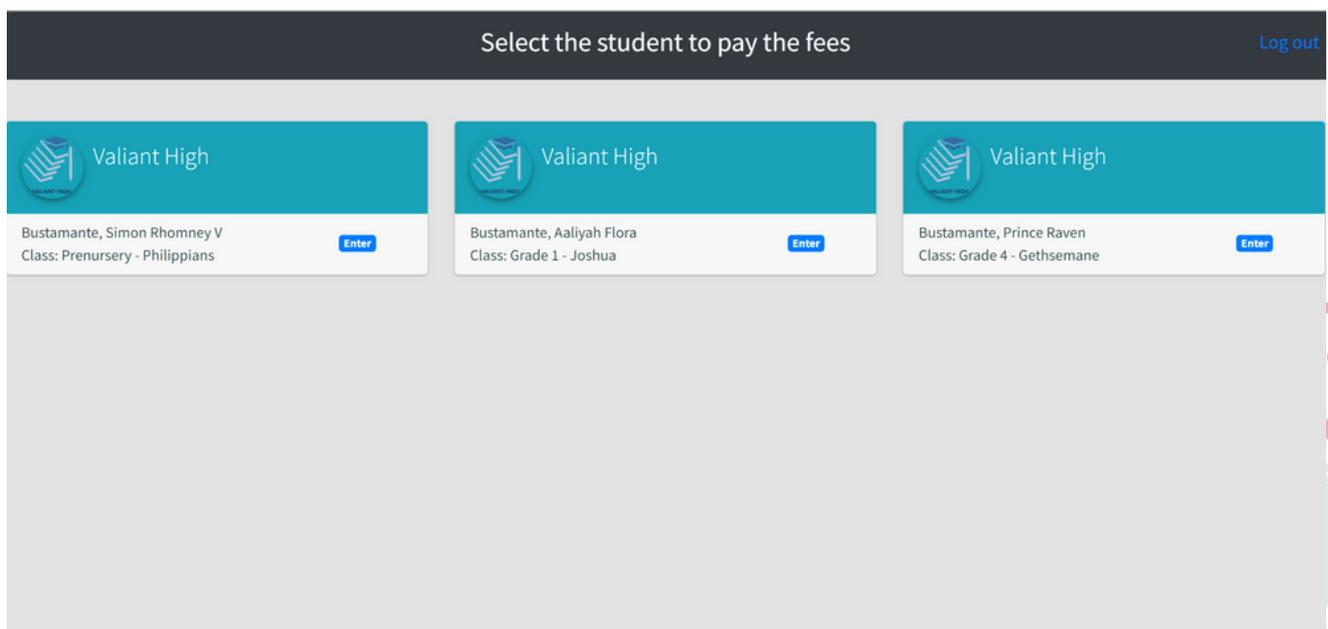
Valiant High
Bustamante, Aaliyah Flora
Class: Grade 1 - Joshua Enter

To view the fee and other details, click on Enter.



Each student should have only 1 card displayed here. If you see multiple cards please inform the school registrar department to have it rectified. Do not proceed to make payments unless the duplicate account has been removed.

If you have more than 1 child studying in this school, you will be able to view a card for each of them.



Select the student to pay the fees Log out

Valiant High
Bustamante, Simon Rhomney V
Class: Prenursery - Philippians Enter

Valiant High
Bustamante, Aaliyah Flora
Class: Grade 1 - Joshua Enter

Valiant High
Bustamante, Prince Raven
Class: Grade 4 - Gethsemane Enter





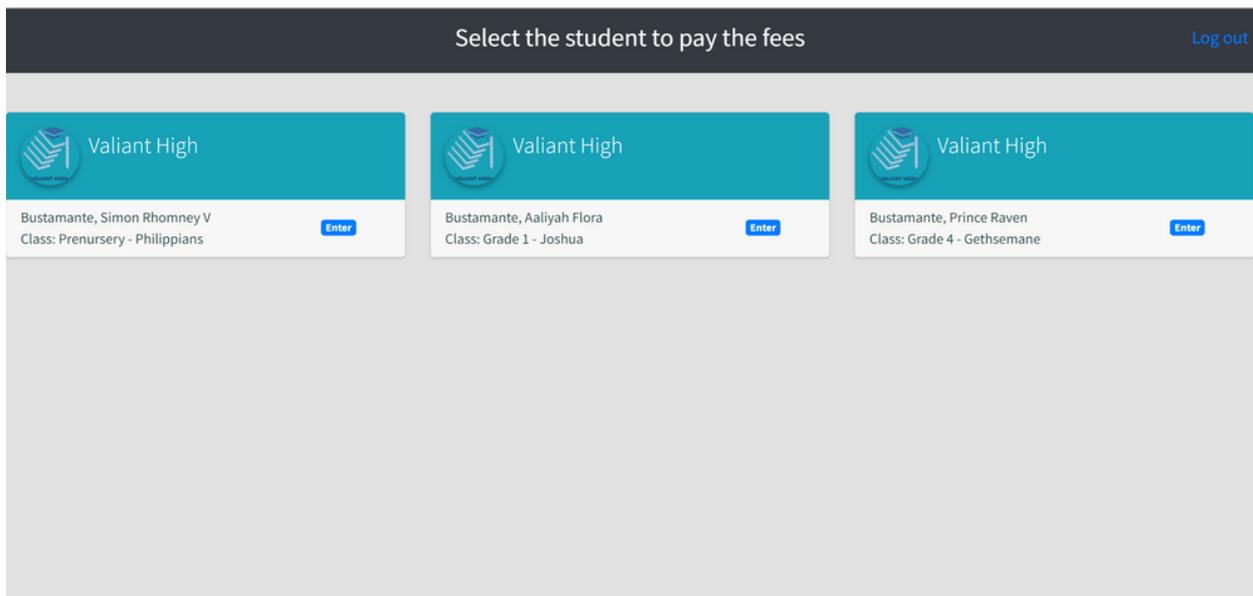
MORE INFORMATION....

Do not see the card for one of your children?

A different or incorrect number might be registered.

Please get in touch with the school office or the registrar team and inform them.

You will be able to access it once the number is updated.



SUPPORT



If you need further assistance or if you are facing an issue,

please write to us at

support@dgdiary.com

call us on viber

[+91 9742277766](https://www.viber.com)