

# PASO 1

- Abrir página web de **Liceo Internacional** (<https://www.liceointernacional.edu.ec/>)
- Una vez abierta, dar clic en **Portal de Pagos**



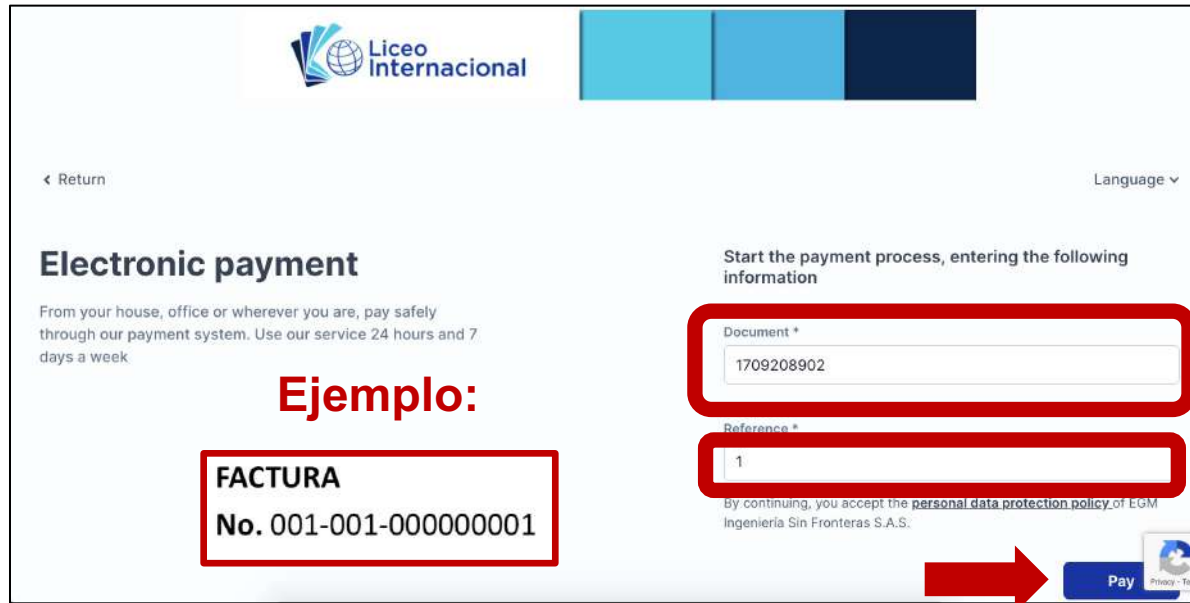
The screenshot shows the website header with the Liceo Internacional logo on the left. On the right, there is a navigation menu with a red arrow pointing to the 'Portal de Pagos' button, which is highlighted with a red box. Below the header is a dark blue navigation bar with the following menu items: INICIO, ADMISIONES, QUIÉNES SOMOS, OFERTA EDUCATIVA, SERVICIOS, NOTICIAS, and CONTACTO. The main content area features a large image of children in a classroom. Overlaid on the image is the text 'Preescolar' in a large white font, and a white button with the text 'Conocer más' is positioned at the bottom left of the image.


Al abrirse esta nueva página, llenar los campos **Document/Documento** y **Reference/Referencia**:

1. Documento: Colocar aquí el número de cédula registrado en la factura emitida por el Liceo Internacional. Si el número de cédula empieza con 0, omite el 0.
2. Referencia: Colocar aquí el número de la factura, tal como indica el ejemplo.

*Ejemplo: para la Factura #001-001-000000250, colocamos el número 250.*

3. Dar clic en **Pay/Pagar**



 Liceo  
Internacional

[Return](#) Language ▾

## Electronic payment

From your house, office or wherever you are, pay safely through our payment system. Use our service 24 hours and 7 days a week.

**Ejemplo:**


**FACTURA**  
**No. 001-001-000000001**

Start the payment process, entering the following information

Document \*  
1709208902

Reference \*  
1

By continuing, you accept the [personal data protection policy](#) of LGM Ingeniería Sin Fronteras S.A.S.

**Pay** 

## PASO 3

Al abrirse esta nueva página de Place to Pay, colocar un check en la factura que desea pagar.

- Dar clic en el botón **Pay Selected/Pagar Seleccionados**
- *Aquí encontrará todas sus facturas y podrá pagarlas todas o escoger cuáles desea cancelar.*

**Electronic payments**

From your home, office or anywhere, pay securely through our payment system. Use our service 24 hours a day, 7 days a week.


Related invoices View Payment History


<input type="checkbox"/>	REFERENCE	DESCRIPTION	ALT. REFERENCE	NO SURCHARGE	AMOUNT	
<input checked="" type="checkbox"/>	1	Placetopay	0605124551	2020/11/27	USD 651.79	<a href="#">View</a>

1 Reference selected for payment

Total USD 651.79

Total to pay USD 651.79

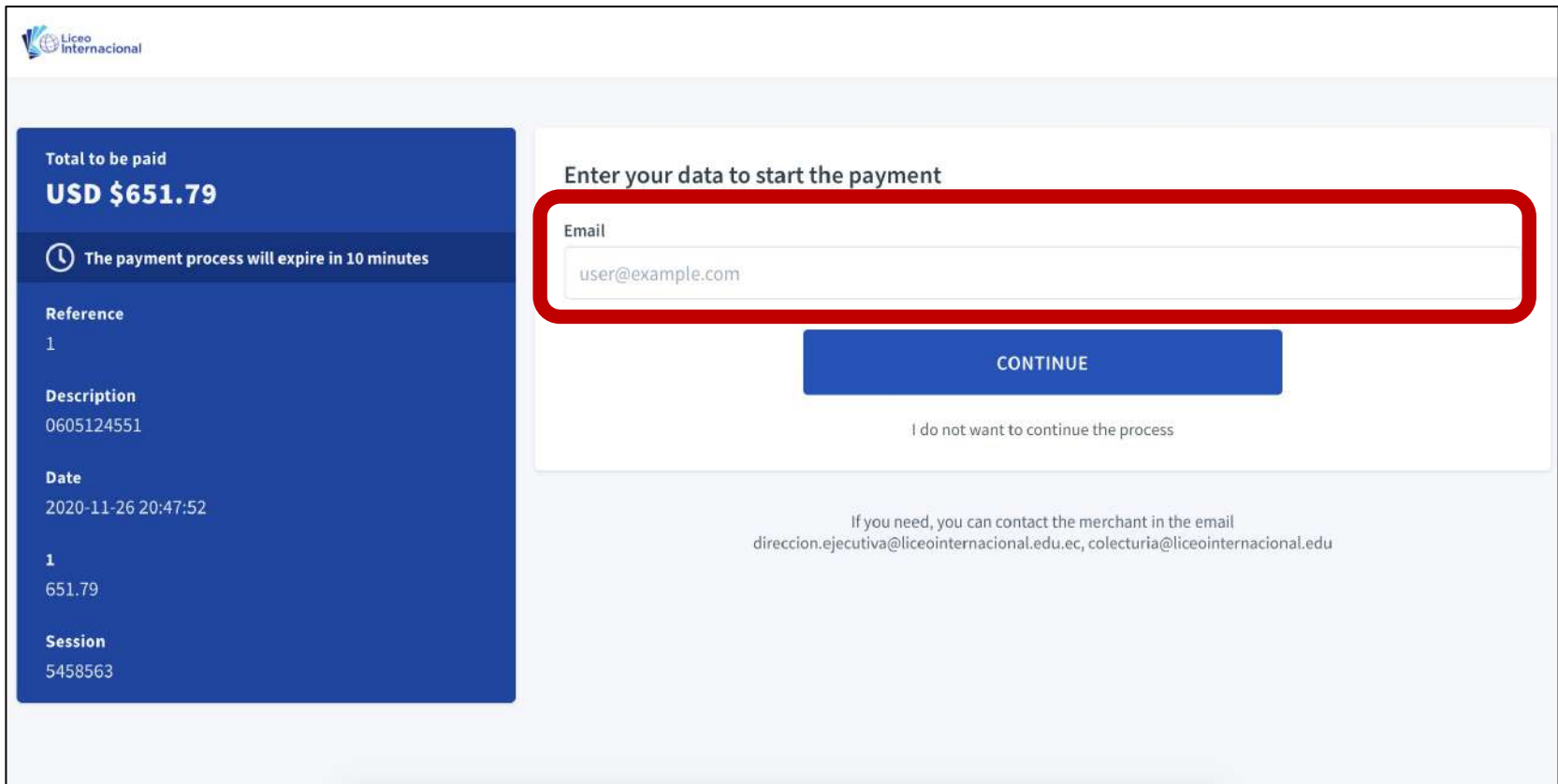
 **Pay selected**

 **40 años**

**40 años de excelencia educativa**

# PASO 4

Al abrirse esta nueva página de Place to Pay, colocar su correo electrónico en el campo de “Email”



The screenshot shows a payment interface with a dark blue sidebar on the left and a main white area on the right. The sidebar contains payment details: Total to be paid (USD \$651.79), a 10-minute expiration timer, and transaction reference information. The main area has a heading 'Enter your data to start the payment' and a red-bordered input field for 'Email' containing 'user@example.com'. Below the input field is a blue 'CONTINUE' button and a link 'I do not want to continue the process'. At the bottom, there is contact information for the merchant.

Reference
1

Description
0605124551

Date
2020-11-26 20:47:52

1
651.79

Session
5458563

Enter your data to start the payment

Email

user@example.com

CONTINUE

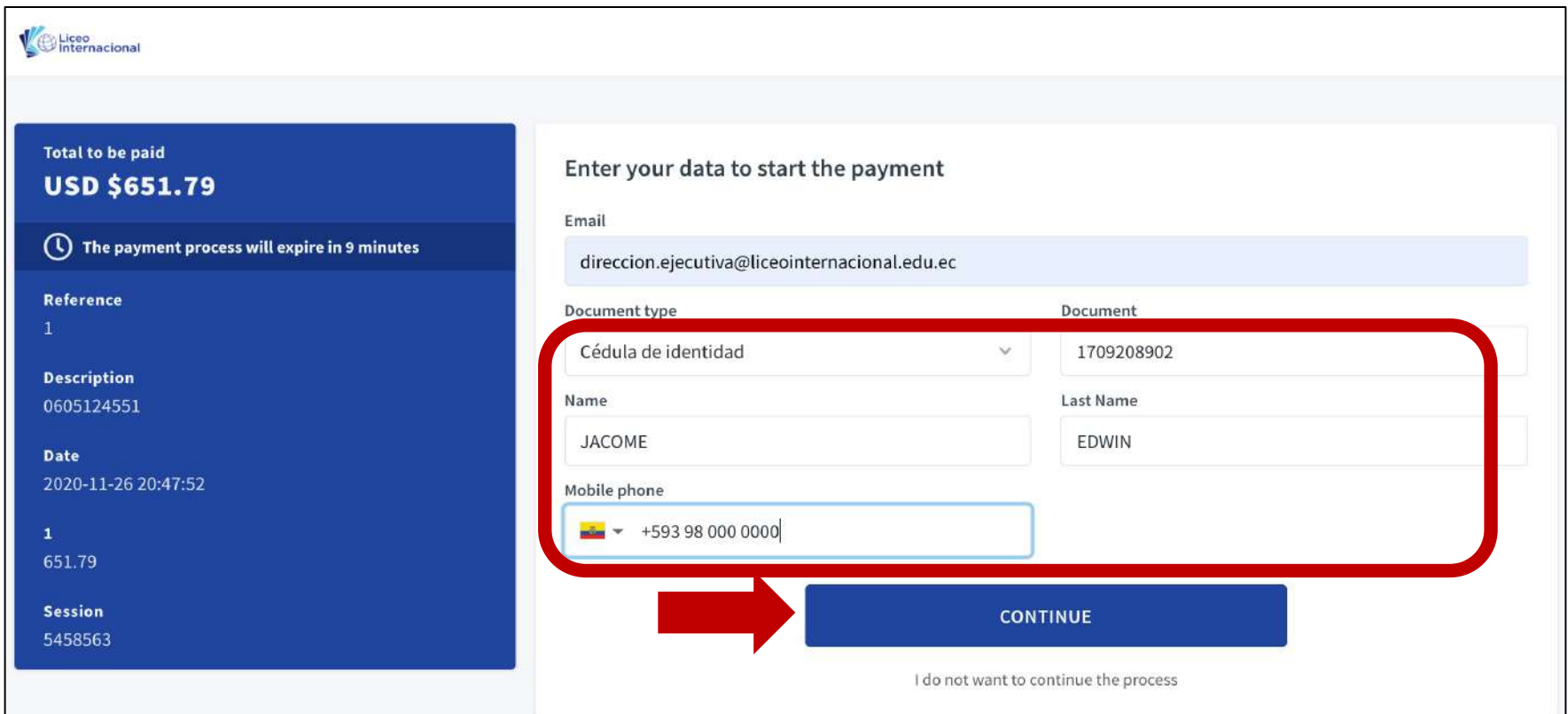
[I do not want to continue the process](#)

If you need, you can contact the merchant in the email  
direccion.ejecutiva@liceointernacional.edu.ec, colecturia@liceointernacional.edu

## PASO 5

Después de colocar su correo electrónico se despliegan el resto de campos que tiene que llenar.

- Llenar campos: Tipo de Documento, Número de Cédula, Nombre, Apellido, Teléfono Celular
- Una vez llenados los campos, dar clic **Continuar**



The screenshot shows a payment form with a blue sidebar on the left and a main form area on the right. The sidebar contains payment details: Total to be paid (USD \$651.79), a 9-minute expiration timer, and reference information. The main form area is titled 'Enter your data to start the payment' and contains several input fields. A red rounded rectangle highlights the 'Document type', 'Document', 'Name', 'Last Name', and 'Mobile phone' fields. A red arrow points to the 'CONTINUE' button at the bottom right.

**Total to be paid**  
**USD \$651.79**

The payment process will expire in 9 minutes

**Reference**  
1

**Description**  
0605124551

**Date**  
2020-11-26 20:47:52

1  
651.79

**Session**  
5458563

Enter your data to start the payment

Email  
direccion.ejecutiva@liceointernacional.edu.ec

Document type  
Cédula de identidad

Document  
1709208902

Name  
JACOME

Last Name  
EDWIN

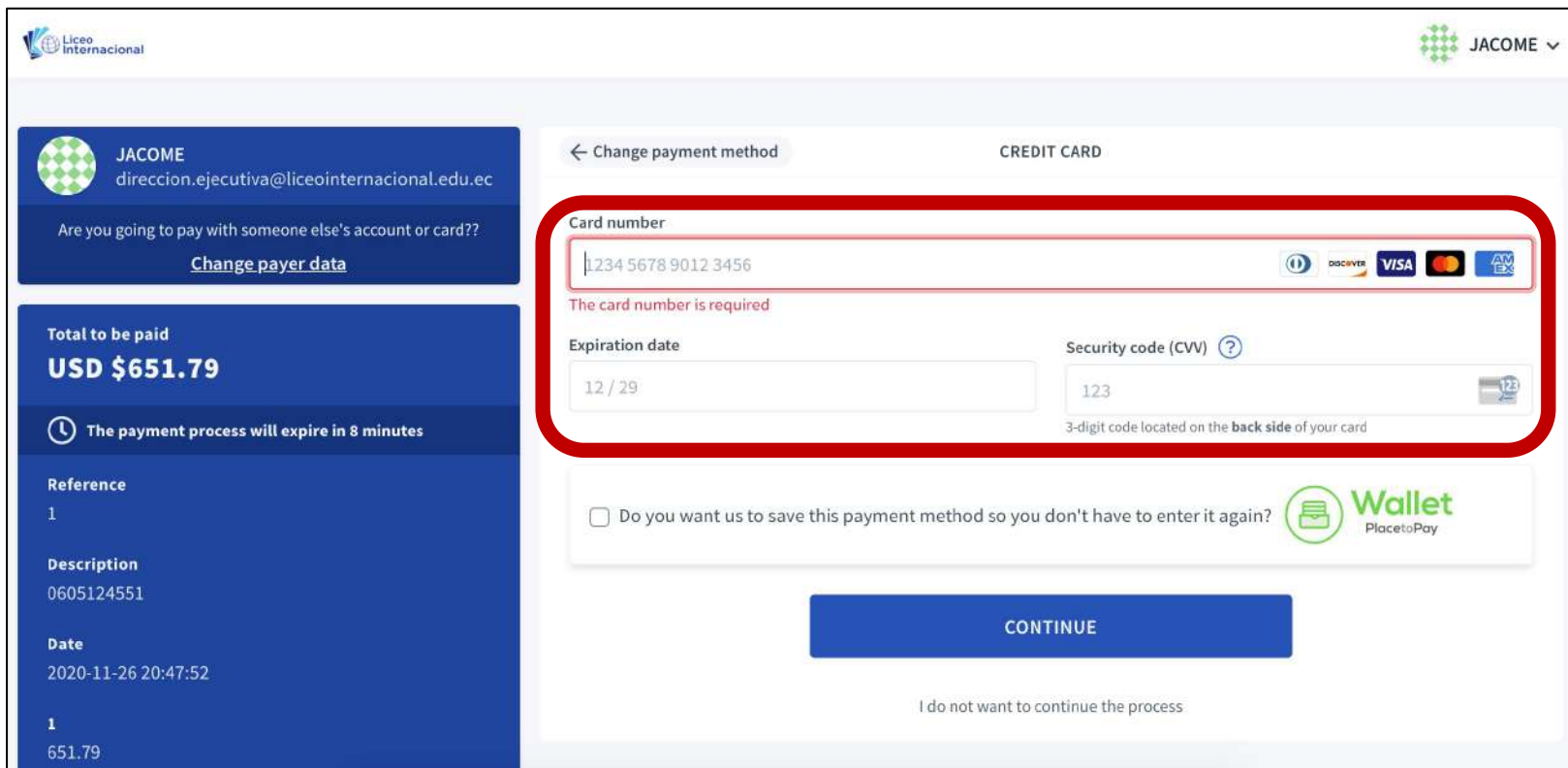
Mobile phone  
+593 98 000 0000

**CONTINUE**

I do not want to continue the process

# PASO 6

Al abrirse esta nueva página de Place to Pay, ingresar la información de su tarjeta de crédito



The screenshot shows the PlacetoPay payment interface. On the left, there is a sidebar with the user's name 'JACOME', email 'direccion.ejecutiva@liceointernacional.edu.ec', and a 'Change payer data' link. Below this, it shows the total amount to be paid as 'USD \$651.79' and a timer indicating the payment process will expire in 8 minutes. The main area is titled 'CREDIT CARD' and contains a form with the following fields:

- Card number:** A text input field containing '1234 5678 9012 3456'. It is highlighted with a red border. Below the field, it says 'The card number is required'. To the right of the field are icons for Discover, Visa, Mastercard, and ATM/EX.
- Expiration date:** A text input field containing '12 / 29'.
- Security code (CVV):** A text input field containing '123'. Below the field, it says '3-digit code located on the back side of your card'.

At the bottom of the form, there is a checkbox labeled 'Do you want us to save this payment method so you don't have to enter it again?' and a 'Wallet PlacetoPay' logo. A large blue 'CONTINUE' button is positioned below the form. At the very bottom, there is a link that says 'I do not want to continue the process'.

## PASO 6 (cont.)

Después de llenar el campo del Código de Seguridad de la tarjeta de crédito (CVV), se despliegan las opciones de crédito para realizar su pago

Are you going to pay with someone else's account or card??  
[Change payer data](#)

**Total to be paid**  
**USD \$651.79**

**The payment process will expire in 5 minutes**

**Reference**  
1

**Description**  
0605124551

**Date**  
2020-11-26 20:47:52

**1**  
651.79

**Session**  
5458563


Card number  
3608 \*\*\*\*\*

Expiration date  
03 / 22

Security code (CVV) ?  
...  
3-digit code located on the back side of your card

**Credit type and installments**

- ✓ **Select the credit type**
  - Deferred with interests
    - Deferred with interests (3) Months
    - Deferred with interests (6) Months
    - Deferred with interests (9) Months
    - Deferred with interests (12) Months
    - Deferred with interests (15) Months
    - Deferred with interests (18) Months
    - Deferred with interests (21) Months
    - Deferred with interests (24) Months
  - Current without interests
    - Current without interests (3) Months
    - Current without interests (6) Months
    - Current without interests (9) Months
    - Current without interests (12) Months
  - Current
    - Current (1) Months

you don't have to enter it again? 

**CONTINUE**

to continue the process

By continuing, you accept the personal data protection policy of **EGM Ingeniería Sin Fronteras S.A.S.**

## PASO 6 (cont.)

### **Crédito y Plazos\*:**

- Si usted paga con tarjetas Diners Club o Banco Pichincha (Diners Club, Discover, Visa, Mastercard) tiene la opción de escoger tres tipos de créditos:
  1. Pago Corriente (1 mes)
  2. Diferido Corriente a 3 meses (sin intereses)
  3. Diferido Propio a 6, 9, 12, 15, 18 y 24 meses (con intereses)
- Si usted paga con Visa o Mastercard de otros bancos, puede acceder a Pago Corriente (1 mes).

*\* Estamos trabajando este año lectivo en configurar la aceptación de otras tarjetas de crédito de otros bancos emisores.*



## PASO 6 (cont.)

Después de escoger el tipo de crédito con el que desea realizar el pago, el banco emisor de su tarjeta le enviará un código de verificación a su celular y/o correo electrónico

- Colocar este código en el campo requerido
- Dar clic en **Continuar** y finalizar el proceso de pago

**Total to be paid**  
**USD \$651.79**

**The payment process will expire in 3 minutes**

**Reference**  
1

**Description**  
0605124551

**Date**  
2020-11-26 20:47:52

**1**  
651.79

**Session**  
5458563

Expiration date  
03 / 22


Security code (CVV) ?  
...  
3-digit code located on the back side of your card


Credit type and installments  
Current (1) Months

Identity verification code (sent to email or mobile phone)  
926655

Calculated amount for the type of credit

Initial amount	\$651.79
Installment amount	\$651.79
Interest amount	\$0
Total amount	\$651.79

Do you want us to save this payment method so you don't have to enter it again? 

 **CONTINUE**