Step 1: Open your browser and type 
http://www.benilde.edu.ph/sis (Required browser: Mozilla Firefox)
Step 2: A login page will appear. Use your CSBInfonet account to logon.
Step 3: After successful login, click **PRINT EAF** from the menu (right side of the screen).
Step 4: A screen will appear for you to print your own EAF. Click **Print EAF** to display your EAF.
**Step 5: Print your EAF.**

---

**DE LA SALLE-COLLEGE OF SAINT BENILDE**

**STUDENT ENROLLMENT RECORD**

**EAF20140201-000207**

**SECOND TRIM 2014 - 2015**

**DATE:** 11/03/2014

**STUD. ADJ. NO.:** A1421212600975098

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<th>UNITS</th>
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<th>HOURS</th>
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**TYPES OF FEES**

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<th>ASSESSMENT</th>
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**ASSESSED AMT:** 36,211.00

**OTHER FEES:** 0.00

**TOTAL AMT DUE:** 36,211.00

**TERMS OF PAYMENT:** TRIMESTRAL

**2 - INST.**

**IF SECOND ASSESSMENT AMOUNT PREVIOUSLY PAID:** 2,000

**EXCESS FROM PREV. AMOUNT PAID:** 0.00

**BALANCE:** 34,211.00
IMPORTANT

• You can print your EAF as long as within the Student Print EAF Period. The dates will be announced by the Registrar’s Office.

• The system will NOT allow you to print your EAF if:
  - You have no pre-enrollment record; or
  - You have due and/or not yet due pending clearance record.
  However, if your not yet due pending clearance record is held by Finance Department (FD) and/or Student Grants Office (SGO) only, you will be allowed to print your EAF; or
  - Your International document(s) such as Visa, ACR, and/or Foreign Passport has expired. (Applicable to International Students only).

• To print your EAF, your computer needs to be connected to a printer. Use clean and blank white Letter sized paper. Also, make sure that the Paper Size (Printer Properties) is set to “Letter”.

• Make sure that you have printed your latest EAF. Note that your old EAF, if any, will automatically be voided.
Step 6: When you are finished, click Log-Out (upper right of the screen) for security purposes.