

ATENEO DE MANILA UNIVERSITY

INSTRUCTIONS FOR SOSS CONFERENCE FEE PAYMENTS THROUGH BILLS PAYMENT FACILITIES

A. ATENEO ONLINE PAYMENT PORTAL

Accepts Visa, MasterCard (debit or credit card), JCB, American Express of any issuing bank.

For payments made in Philippine Peso (PHP):

1. Log in to <https://webpay.ateneo.edu/peso>
2. Provide the following information:
 - 2.1. Reference Number: **180078019**
 - 2.2. Amount to be paid (in Philippine Peso)
 - 2.3. Payer Name (name to be indicated in the receipt)
 - 2.4. Particulars: **2022 SOSS Research Conference**
 - 2.5. Nominated e-mail address
3. Select preferred payment method
4. Enter card details
 - 4.1. Card number
 - 4.2. Expiry date - month and year
 - 4.3. Security code - the 3 digits on the signature panel at the back of your card
5. Wait for payment to be processed and confirmation to be sent to your nominated e-mail address
6. Email us the proof of payment, name of participant, and the name that will appear in the official receipt with the subject line: Conference Fee_Last Name of Participant to:
conference.soss@ateneo.edu

For payments made in US Dollar (USD):

1. Log in to <https://webpay.ateneo.edu/dollar>
2. Provide the following information:
 - 2.1. Reference Number: **180078019**
 - 2.2. Amount to be paid (in US Dollar)
 - 2.3. Payer Name (name to be indicated in the receipt)
 - 2.4. Particulars: **2022 SOSS Research Conference**
 - 2.5. Nominated e-mail address
3. Select preferred payment method.
4. Enter card details
 - 4.1. Card number
 - 4.2. Expiry date - month and year
 - 4.3. Security code - the 3 digits on the signature panel at the back of your card
5. Wait for payment to be processed and confirmation to be sent to your nominated e-mail address
6. Email us the proof of payment, name of participant, and the name that will appear in the official receipt to: conference.soss@ateneo.edu

B. BANK OF THE PHILIPPINE ISLANDS - ONLINE (BPI ONLINE)

First step is to enroll the biller at BPI Online

1. Log in to BPI Online (<https://online.bpi.com.ph/portalserver/onlinebanking/sign-in>)
2. Go to Other Services>Recipients>Manage Recipients
3. Click "Add New Recipient" in the upper left portion
4. Select Type of Recipients then choose Billers
5. Choose "ATENEO DE MANILA - MISC UNITS | AMISCU" as Billers
6. Enter Reference Number: **180078019**
7. Confirm the details of your enrollment and click on "Confirm". Wait for the One-Time-Pin (OTP) to your nominated mobile number
8. Enter the One-Time PIN (OTP) then select "Submit." Remember to Never share your OTP with anyone.
9. Wait Biller Confirmation to your nominated e-mail address

Second step: Internet or EOL payment (express online payment)

1. Log in to BPI Online or BPI Mobile App
2. Go to Payments/Load and select Pay Bills.
3. Choose the account you would like to pay from.
4. Indicate the amount you wish to pay.
5. Select "AMISCU" in your list of Billers.
6. Confirm the details of your transaction. Click on "Confirm."
7. Wait for the One-Time-Pin (OTP) to your nominated mobile number.
8. Enter your Mobile Key or One-Time PIN (OTP) then select "Submit." Never share your OTP with anyone.
9. Wait Bills Payment Confirmation to your nominated e-mail address.
10. Email us the payment confirmation, name of participant, and the name that will appear in the official receipt with the subject line: Conference Fee_Last Name of Participant to: conference.soss@ateneo.edu

C. OVER-THE-COUNTER

1) BPI - OVER-THE-COUNTER (OTC):

Payment of miscellaneous may be made in any Bank of the Philippine Islands Branch via the OTC Facility. BPI account holders and non-holders can pay through this facility.

1. Go to the nearest Bank of the Philippine Island (BPI) Branch.
2. Go to the BPI Express Assist Machine.
3. Select Bills Payment.

4. Select "Other Merchants" to pay for Ateneo de Manila University.
5. Enter Reference Number: **180078019**
6. Choose mode of payment (cash/check).

Note: Check should be made payable to **Ateneo De Manila University**. Please write down your complete name and contact number at the back of the check .

7. Enter AMOUNT in PHP to be paid.
8. Encoded transaction details will be displayed. If correct tap NEXT. If not, click CANCEL.
9. If single transaction, select NO. For multiple transactions, select YES.
10. Queue Number will be displayed and printed
11. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.
12. Teller will ask for the name of the Merchant you wish to pay. Simply state Ateneo De Manila Misc. Units or AMISCU and the Payor name to which the receipt will be issued to proceed with the payment.
13. Hand over the payment to the teller and receive the validated deposit slip as proof of payment.
14. Email us the copy of the validated payment slip, name of participant, and the name that will appear in the official receipt with the subject line: Conference Fee_Last Name of Participant to: conference.soss@ateneo.edu.

2) METROBANK - OVER-THE-COUNTER (OTC)

Payment of miscellaneous may be made in any Metrobank Branch via the OTC Facility. Metrobank account holders and non-holders can pay through this facility.

1. Go to the nearest / most convenient Metrobank Trust Co. (MBTC) Branch.
2. Get a copy of Metrobank's "Payment Slip" and accomplish the required information/details:
3. Company Name: **Ateneo De Manila Miscellaneous** (Note: Utility Code - 650)
4. Subscriber Name: Name of paying CLIENT (Last Name, First Name that will appear in the Official Receipt, Example: Dela Cruz, Juan)
5. Reference: **2022 SOSS Conference** (up to 20 Characters only)
6. Subscriber No.: **180078019**
7. Mode of Payment: Cash / Check / Debit account

Note: Check should be made payable to **Ateneo De Manila University**. Please write down your complete name and contact number at the back of the check.

8. Amount of payment in PHP
NOTE: Slips are to be accomplished in duplicate copies. 1st copy - Bank copy; 2nd copy - Client's copy
9. Present payment slip to MBTC tellers together with cash/check.
10. Once validated, MBTC Teller will give Ateneo De Manila University client/client representative a validated copy.
11. Before leaving, Check & verify the copy received (Payment slip serves as proof of payment);
 - a) if validated; and
 - b) if the copy was the one accomplished & presented to the Bank teller

Email us the copy of the validated payment slip, name of participant, and the name that will appear in the official receipt with the subject line: Conference Fee_Last Name of Participant to: conference.soss@ateneo.edu.