

ATENEO DE MANILA UNIVERSITY

INSTRUCTIONS FOR MISCELLANEOUS PAYMENTS THROUGH BILLS PAYMENT FACILITIES

A. ONLINE PAYMENT PORTAL

Accepts Visa/MasterCard (debit or credit card) of any issuing bank.

1. Log in to Webpay portal.

For Peso Transaction: <https://webpay.ateneo.edu/peso>

For Dollar Transaction: <https://webpay.ateneo.edu/dollar>

Provide the following information:

- 1.1 Reference Number : 9-digit Unit Budget Account Number (Note: please remove hyphen)
 - 1.2 Amount to be paid
 - 1.3 Payer Name (name to be indicated in the receipt) **Letter of the Modern Latin alphabet like Ñ is not allowed.*
 - 1.4 Particulars (purpose of payment/name of activity)
 - 1.5 Nominated e-mail address
2. Select preferred payment method.
 3. Enter card details.
 - 3.1 Card number
 - 3.2 Expiry date – month and year
 - 3.3 Security code - the 3 digits after the card number on the signature panel at the back of your card
 4. Wait for payment to be processed and confirmation to be sent to your nominated e-mail account.

B. BPI ONLINE

First step is to enroll your bills thru BPI.*

Using the new BPI App or via Web Browser

1. Log in to the new BPI app or <https://online.bpi.com.ph/login>
2. Go to "More" > "General Settings"
3. Tap "Manage billers and payees"
4. Tap "+" Add new recipient" and select "Billers"
5. Choose "**ATENEO DE MANILA – MISC UNITS | AMISCU**" as Billers
6. Input the 9-digit Unit Budget Account Number in the Reference Number field (**Note:** Please remove hyphen)
7. Check your biller details and tap "Confirm".
8. Enter the OTP for verification.

HOW TO PAY

Using the new BPI app & web browser

1. Log in to the new BPI app or <https://online.bpi.com.ph/login>
2. Go to the "Pay/Load" tab and tap "Bills."
3. Tap "Pay from" and select the account or card you would like to use for the payment.
4. Tap "Pay to" and select the enrolled biller "**AMISCU**".
5. Enter the amount you want to pay.
6. Check the details before tapping "Confirm."
7. Approve your Mobile Key.

Note: Bills payment made after system cut-off, at about 10:00 PM – Manila time, are considered transactions of the next banking day.

**For BPI online banking, the report will show the account owner's name.*

***Transactions made during the weekends are considered Monday transactions.*

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 or not can pay via 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 the 9-digit reference number 509267000
6. Choose mode of payment (cash/check).
Note: Check should be made payable to **Ateneo De Manila University**. Please write down the following details at the back of the check:
 - a. Student's Complete Name
 - b. Student's ID number
 - c. Contact numbers
7. Enter AMOUNT 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. Present the validated copy of payment slip as you claim the Official Receipt from Ateneo de Manila University authorized representative or Cashier. **

C. METROBANK – OVER-THE-COUNTER (OTC):

Payment of miscellaneous may be made in any Metrobank Branch via the OTC Facility. Metrobank account holders or not can pay via 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;
 - A. Company Name: **Ateneo De Manila Miscellaneous** (Note: Utility Code – 650)
 - B. Subscriber Name: **Name of paying CLIENT** (Last Name, First Name)
(The name that will appear in the Official Receipt)
Example: Dela Cruz, Juan
 - C. Reference No.: Graduation fees
(Please provide purpose of payment/name of activity, up to 20 Characters only)
 - D. Subscriber No.: 509267000
(Please provide a 9-digit Unit Budget Account Number)
Note: Please remove hyphen
 - E. Mode of Payment: **Cash / Check / Debit account**
Note: Check should be made payable to **Ateneo De Manila University**. Please write down the following details at the back of the check:
 1. Student's Complete Name
 2. Student's ID number
 3. Contact numbers
 - F. Amount of payment: **PhPxxx.xx**
NOTE: Slips are to be accomplished in duplicate copies.
1st copy- Bank copy
2nd copy- Client's copy
3. Present payment slip to MBTC tellers together with cash/check.
4. Once validated, MBTC Teller will give **Ateneo De Manila University** client/client representative a validated copy.
5. Before leaving, Check & verify the copy received (Payment slip serves as proof of payment);
 - a. if validated.
 - b. and, if the copy was the one accomplished & presented to the Bank teller
6. Present the validated copy of payment slip as you claim the Official Receipt from Ateneo de Manila University authorized representative or cashier.