

**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 <https://webpay.ateneo.edu/peso>
2. Provide the following information:
 - 2.1 Reference Number : 9-digit Unit Budget Account Number (Note: please remove hyphen) **186078001**
 - 2.2 Amount to be paid **22,000.00**
 - 2.3 Payer Name (name to be indicated in the receipt)
 - 2.4 Particulars (purpose of payment/name of activity) **FSE REVIEW 2022**
 - 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 after the card number 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 account.