

**ATENEO DE MANILA UNIVERSITY
INSTRUCTIONS FOR MISCELLANEOUS PAYMENTS
THROUGH BILLS PAYMENT FACILITIES**

A. BPI ONLINE

First step is to enroll your bills thru BPI.

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 MISCELLANEOUS UNITS | AMISCU**” as Billers
6. Input the 9-digit Unit Budget Account Number in the Reference Number field (Note: Please remove hyphen) **186078001**
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

Via 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. Present the confirmation sent to your email as you claim the Official Receipt from Ateneo de Manila University authorized representative or Cashier.

B. 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 (Unit Budget Account Number to be provided by the Unit concerned). **186-078-001**
6. Choose mode of payment (cash/check).
 Note: For check payment, 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. **22,000.00**
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 Miscellaneous 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.: **Foreign Service Examination Review 2024**
 (Please provide purpose of payment/name of activity, up to 20 Characters only)
 - D. Subscriber No.: **186078001**
 (Please provide a 9-digit Unit Budget Account Number)
 Note: Please remove hyphen
 - E. Mode of Payment: *Cash / Check / Debit account*
 Note: For check payment, 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: *Php* **22,000.00**
 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.