

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>)
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 AdMU GL account number in the Reference Number field
7. Confirm correctness of details
8. Wait for the One-Time-Pin (OTP) to your nominated mobile number
9. Confirm OTP
10. Wait Biller Confirmation to your nominated e-mail address

Via Internet or EOL payment (express online payment)

1. Log in to BPI Online (<https://online.bpi.com.ph>)
2. Go to Payments/Load > 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 correctness of details.
7. Wait for the One-Time-Pin (OTP) to your nominated mobile number.
8. Confirm OTP.
9. Wait Bills Payment Confirmation to your nominated e-mail address.
10. Present the confirmation 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 (to be provided by the Unit concerned).
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.
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 University*
- 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.: _____
(Please provide purpose of payment, up to 20 Characters only)
- D. Subscriber No.: _____
(Please provide a 9-digit ADMU GL Account Number)
- 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: *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.

Study Abroad Intent Fee and Confirmation Fee
9-digit AdMU GL account number (or Subscriber No.)

020 078 007

Reference No. (or purpose of payment)

1. Template format: <study abroad program & term code> <year> <intent or confirmation fee>
 - 1.1. Study Abroad Program bills payment codes

Study Abroad Program & Term	Code
Junior Term Abroad Fall	JTA-F
Junior Term Abroad Spring	JTA-S
Summer Term Abroad	STA

2. For example (considering the 20-character limitation):
 - 2.1. When the applicant is paying for his/her intent/application fee to JTA Fall 2021:
 - 2.1.1. The applicant shall write, type, or input “**JTA-F 2021 Intent**”
 - 2.2. When the applicant is paying for the confirmation fee of his/her application to JTA Fall 2021:
 - 2.2.1. The applicant shall write, type, or input “**JTA-F 2021 Conf**”