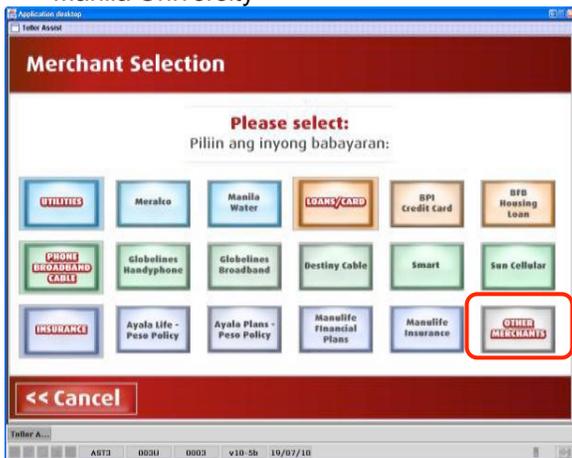


# BPI Express Assist (BEA) Bills Payment Procedure

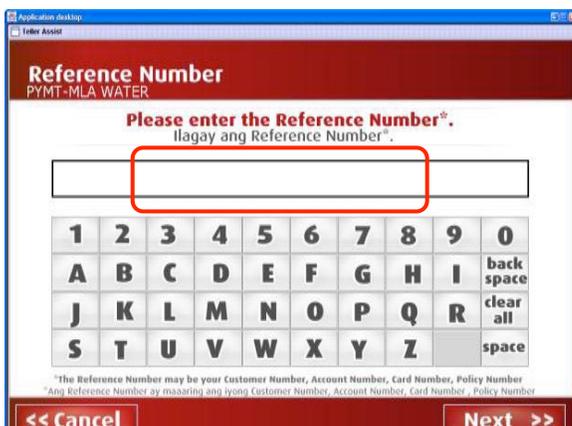
1. Go to the nearest Bank of the Philippine Islands (BPI) Branch.
2. Go to the BPI Express Assist Machine
3. Select Bills Payment



4. Select "Other Merchants" to pay for Ateneo de Manila University



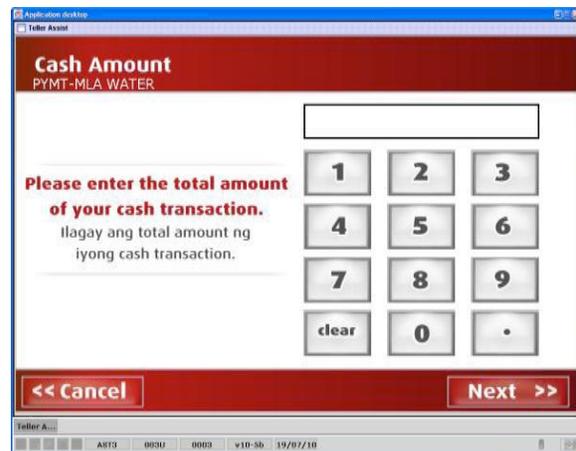
5. Enter Ateneo's (the merchant's) 9-digit reference number:  
**350253000 for Junior High School**



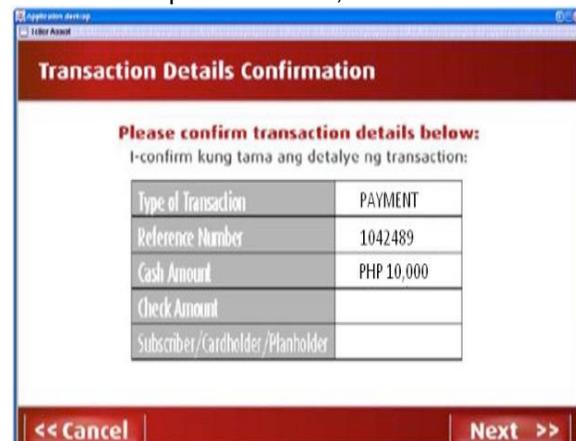
6. Choose mode of payment  
For check payments, please write down the following details at the back of the check: (1) Applicant's complete name (2) Applicant's payment reference number, contact number.



7. Enter AMOUNT to be paid:  
**P700 for applications to Junior HS.**



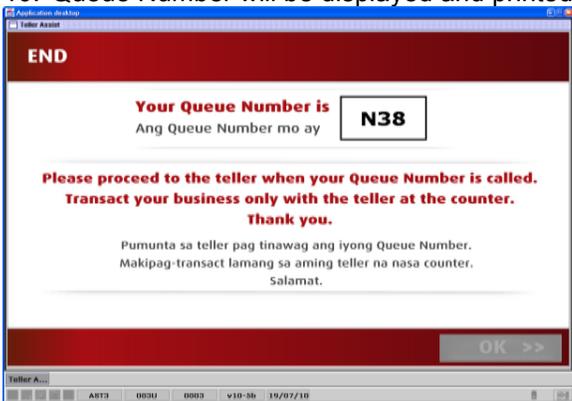
8. Encoded transaction details will be displayed. If correct tap NEXT. If not, click CANCEL



9. If single transaction, select NO. For multiple transactions, select YES.



10. Queue Number will be displayed and printed.



11. Take a seat and wait for your queue number and corresponding counter number to be flashed on the board. Approach the teller in the indicated counter.
12. **Very important:** Please give the teller the following information (it may be helpful to write this info on a piece of paper and present it to the teller):

**Merchant's Name: Ateneo Miscellaneous Units (AMISCU)**

**Merchant's Reference/Account Number: 350-253-000 (For Junior High School)**

**Payor's Name: <Applicant's Reference Number> <Applicant's Last Name> <First Name>**

[For Example]

**Payor's Name: 350000001 DELA CRUZ JUAN**

*Please read the following explanation of Step 12:*

*The teller has a 30-character field in which to input the payor's (applicant's) name. Please ask that the applicant's unique number be entered (as text) in this field, followed by the applicant's family name, followed by the part of the applicant's first name that fits in the 30-character slot.*

*[For Example--]*

**Payee's Name: 350000001 DELA CRUZ, JUAN)**

If the full first name of the applicant cannot fit, it is okay as long as the applicant's payment number and family name are entered in order for this to be printed on the payment slip during machine validation.

*If the payor's name is not entered in this manner, the application system will not be able to attribute the payment to the applicant. Thus, please ask the teller to input the payor's name in this manner.*

13. Hand over the payment to the teller and receive the validated deposit slip as proof of payment.
14. Please check if the payor's number/name (**example: 350000001 DELA CRUZ, JUAN**) is printed on the validated payment slip, along with the merchant's name (AMISCU) and the merchant's account number (350253000 for Junior HS).
15. Very important: To help us trace the payment and attribute it to the applicant,
- upload a scan/picture file of the validated payment slip in the google form that can be accessed through this link:
  - and also upload it in the applicant's account in the Ateneo Edusuite Admission system. (In order to do this, go to the *payables* section of the applicant's admission account and click "upload receipt.")

Note: If you notice that the payor's (applicant's) number/name is NOT printed on the machine validation of the payment slip in this manner (**example: 350000001 DELA CRUZ, JUAN**) along with the merchant's name (AMISCU) and the merchant's account number (350253000 for Junior HS), it is likely that this transaction will just be reflected in the bank report as an unidentified cash payment. So that we may attribute the payment to the applicant, make sure you accomplish step 15.