Ateneo de Manila University
Instructions for Miscellaneous Payments
Through BPI Bills Payment Facility

**For Biller Enrollment**

a. Log in to BPI Online ([https://online.bpi.com.ph](https://online.bpi.com.ph))
b. Go to Other Services>Recipients>Manage Recipients
c. Click “Add New Recipient” in the upper left portion
d. Select Type of Recipients then choose Billers
e. Choose “ATENEO MISCELLANEOUS UNITS | AMISCU” as Billers
f. Input the 9-digit AdMU GL account number in the Reference Number field (**188 078 005**)  
g. Confirm correctness of details

h. Wait for the one-time pin (OTP) on your nominated mobile number

i. Confirm OTP

j. Wait Biller Confirmation on your nominated e-mail address

**For Payment**

a. Log in to BPI Online ([https://online.bpi.com.ph](https://online.bpi.com.ph))
b. Go to Payments/Load > Pay Bills
c. Choose the account you would like to pay from
d. Indicate the amount you wish to pay
e. Select “AMISCU” in your list of Billers
f. Confirm correctness of details (Account number should be **188 078 005**)  
g. Wait for the one-time pin (OTP) on your nominated mobile number

h. Confirm OTP

i. Wait for bills payment confirmation on your nominated e-mail address.

j. **IMPORTANT:** Send a copy of the Bills Payment Confirmation to japanese.soss@ateneo.edu