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

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 ADMU GL Account Number): 188 078 005
   2.2 Amount to be paid
   2.3 Payer Name: (name to be indicated in the receipt)
   2.4 Particulars (purpose of payment): Nihongo for Everyone (1, 2, 3 or 4)
   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
   4.4 <Pay>

5. Wait for the one-time pin (OTP) and confirm. (Some banks may not send OTP)

6. Wait for the Biller Confirmation on your nominated e-mail address

7. Important: Send a copy of the email confirmation to japanese.soss@ateneo.edu