

**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