

INSTRUCTIONS FOR MISCELLANEOUS PAYMENTS THROUGH BILLS PAYMENT FACILITIES

[To be used for payments for the ELECTION LAW SERIES FOR 2022 ELECTIONS]

ONLINE PAYMENTS

CREDIT CARD PAYMENTS

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: **600268000**
 - 2.2 Amount to be paid
 - 2.3 Payor Name (name to be indicated in the receipt)
 - 2.4 Particulars (**Registration fee – Election Law Series for 2022 Elections**)
 - 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 at the back of your card
5. Wait for payment to be processed and confirmation to be sent to your nominated e-mail account.
6. Email a copy of the confirmation email to bernas.institute.law@ateneo.edu and wait for confirmation of receipt of your email.

BPI ONLINE:

A. First step: 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 Biller.
6. Input **600268000** in the Reference Number field.
7. Confirm correctness of details.
8. Wait for the One-Time-Pin (OTP) to be sent to your nominated mobile number.
9. Confirm OTP.
10. Wait for the “Biller Confirmation” email to be sent to your nominated e-mail address.

B. Second Step: 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 for the “Bills Payment Confirmation” email to be sent to your nominated e-mail address.
10. Email the “Bills Payment Confirmation” to bernas.institute.law@ateneo.edu and wait for confirmation of receipt of your email.

OVER-THE-COUNTER PAYMENTS

BANK OF THE PHILIPPINE ISLANDS:

Payment may be made in any BPI Branch via the OTC Facility. Even non-BPI account holders 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: **600268000**.
6. Choose mode of payment (cash/check).
Note: For check payment, please write down the following details at the back of the check:
 - a. Complete name
 - b. Contact number
7. Enter AMOUNT to be paid.
8. Encoded transaction details will be displayed. If correct, tap NEXT.
9. Queue Number will be displayed and printed.
10. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.
11. Teller will ask for the name of the Merchant you wish to pay. Simply state ATENEO MISCELLANEOUS UNITS or AMISCU and the Payor’s Name for the receipt.
12. Pay the teller and receive the validated payment/deposit slip as proof of payment.
13. Email a copy of the validated payment/deposit slip to bernas.institute.law@ateneo.edu and wait for confirmation of receipt of your email.

METROBANK:

Payment may be made in any Metrobank Branch via the OTC Facility. Even non-Metrobank account holders can pay via this facility.

1. Go to the most convenient Metrobank Trust Co. (MBTC) Branch.
2. Get a copy of Metrobank’s “Payment Slip” and provide the required information/details.
 - a. Company Name: **Ateneo de Manila Miscellaneous (Note: Utility Code – 650)**
 - b. Subscriber Name: **Payor’s Name (Last Name, First Name)**
(This is the name that will appear in the Official Receipt)
 - c. Reference No.: **REGISTRATION FEE**
 - d. Subscriber No.: **600268000**
(Mode of Payment: Cash / Check / Debit account
Note: For check payment, please write down the following details at the back:
 - i. Complete name
 - ii. Contact number
 - e. Amount of payment: PHP xxx.xx
NOTE: Slips are to be accomplished in duplicate copies.
 - i. 1st copy - Bank copy
 - ii. 2nd copy - Client’s copy
3. Present payment slip to MBTC teller together with cash/check.
4. Once validated, MBTC teller will issue a validated copy.
5. Before leaving, check and verify (a) if the copy received is validated and (b) if the copy was the one accomplished and presented to the teller.
6. Email a copy of the validated deposit/payment slip to bernas.institute.law@ateneo.edu and wait for confirmation of receipt of your email.