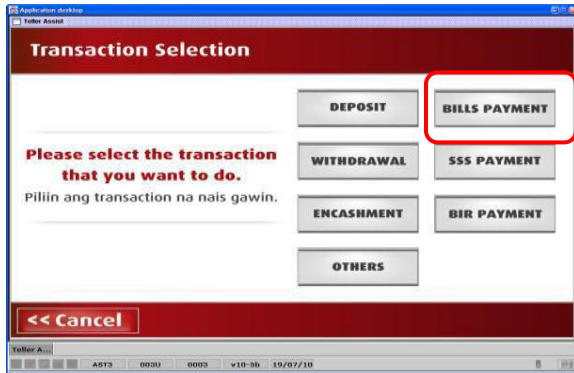


# BPI Express Assist (BEA) Bills Payment Procedure

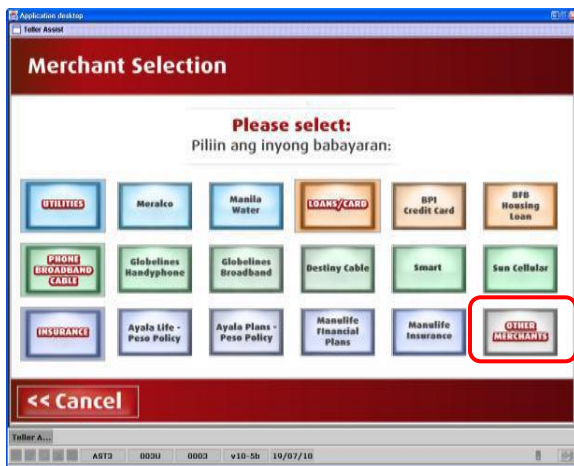
1. Select Bills Payment



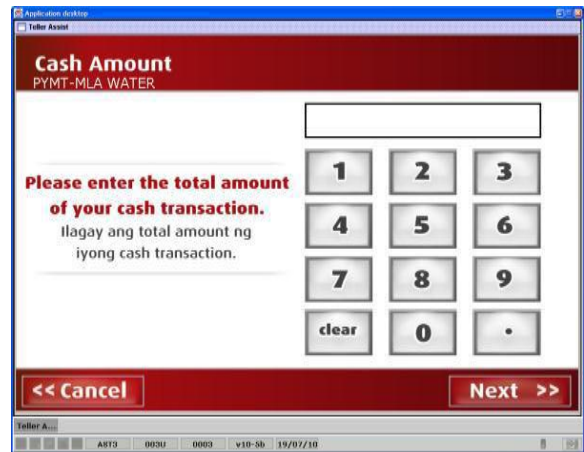
4. Choose mode of payment



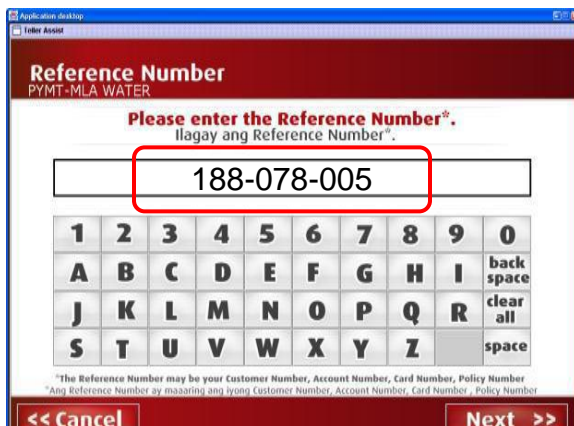
2. Select "Other Merchants" to pay for Ateneo de Manila University



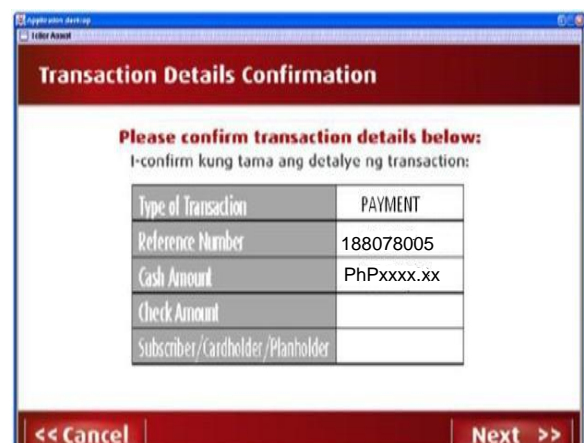
5. Enter AMOUNT to be paid



3. Enter the 9-digit reference number (to be provided by the Unit concerned)



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

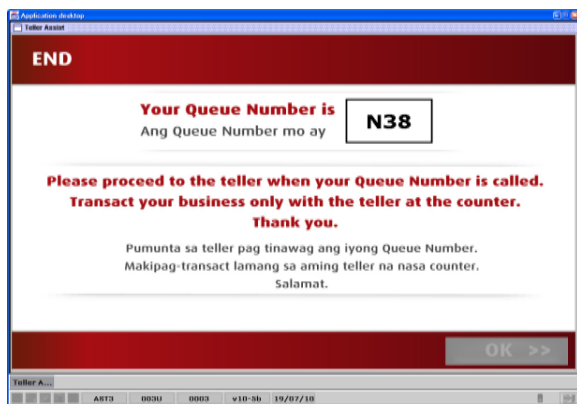


## BPI Express Assist (BEA) Bills Payment Procedure

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



8. Queue Number will be displayed and printed



9. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.
10. Teller will ask for the name of the Merchant you wish to pay. Simply state **Ateneo Miscellaneous Units or AMISCU** and the Payor name to which the receipt will be issued to proceed with the payment.
11. Hand over the payment to the teller and receive the validated deposit slip as proof of payment.
12. Present the validated copy of payment slip as you claim the Official Receipt from Ateneo de Manila University authorized representative or Cashier.