

**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>)
- 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>)
- 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**