

PAYMENT OF ATENEO DE MANILA JUNIOR HIGH SCHOOL APPLICATION FEE VIA BPI ONLINE

A. First, enroll the biller through BPI.

1. Log in to BPI Online
(<https://online.bpi.com.ph/portalserver/onlinebanking/sign-in>).
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 the 9-digit Ateneo unit budget account number in the Reference Number field
350253000 for Junior High School
7. Confirm correctness of details.
8. Wait for the One-Time-Pin (OTP) to be sent to your nominated mobile number.
9. Confirm the OTP: enter the OTP and click "submit." Remember to never share your OTP with anyone.
10. Wait for the Biller Confirmation to be sent to your nominated e-mail address.

B. Pay the Admission fee via Internet or EOL (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: (P 700 for Junior HS applications).
5. From the list of billers, select **ATENEO MISCELLANEOUS UNITS** or **AMISCU**.
6. Under NOTES, enter the unique 9-digit payment reference number of the applicant followed by the applicant's last name and whatever part of the first name fits in the field
(for example: **35000001 DELA CRUZ, JUAN**).
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 Bills Payment Confirmation to be sent to your nominated e-mail address.
11. Important: To ensure that the payment can be traced and attributed to the applicant,
(a) upload a scan/picture file of the payment confirmation in the Google form that can be accessed through this link:
(b) and *also* upload it in the applicant's account in the Ateneo Edusuite Admission system.
(In order to do this, go to the *payables* section of the applicant's admission account and click "upload receipt.")
12. If you wish to claim an official receipt,

https://docs.google.com/forms/d/14djyavOTnKIMZmdkeDyQJi2OApd0OxM1_HVTLYGI_10/edit?ts=6152cb3c