

**ATENELO DE MANILA UNIVERSITY**  
**Loyola Heights, Quezon City**

**OFF-CAMPUS TUITION PAYMENT OPTIONS**

**A. BDO BILLS PAYMENT FACILITY**

You need to be enrolled in BDO Internet Banking before you can access this facility. To enroll, please visit <https://www.bdo.com.ph>

Enrollment of Merchant and Student Number:

1. Login to myBDO Internet Banking – [www.bdo.com.ph](http://www.bdo.com.ph)
2. Mouse over My Profile/Merchant and click on **Enroll Merchants**
3. Select “**ATENELO**” from Merchant Name dropdown list
4. Select “**Ateneo Grade School**”, “**Ateneo High School**”, “**Ateneo Junior High School**”, “**Ateneo Loyola Schools**”, “**Ateneo School of Medicine & Public Health**”, “**Ateneo Law School**”, or “**Ateneo Business School**” from Product Type dropdown list
5. Input Subscriber Number (Student Number)
6. Input Subscriber Name (Student Name)
7. Select the applicable channel where payment will be made
8. Click ‘Submit’ button
9. Click ‘OK’ button
10. An online acknowledgement receipt will appear showing your Bills Payment Reference Number.

Via ATM

1. Go to a BDO ATM
2. Enter your PIN
3. Select “Bills Payment” Function from the Main Menu
4. Select type of Account (Savings or Current Account)
5. For enrolled merchants, select “Enrolled Accounts”
6. Enter amount
7. A confirmation to receive a Transaction Receipt Confirmation will be asked
8. Select Merchant Subscriber Number (Student Number)
9. A confirmation screen will appear indicating the amount paid and the beneficiary name
10. Transaction complete

Via Phonebanking

1. Dial 631-8000
2. Select BDO Phonebanking (Option 1)
3. Enter 10-digit Phonebanking Number
4. Confirm 10-digit Phonebanking Number
5. Enter 6-digit Telephone PIN
6. Confirm 6-digit Telephone PIN

7. Select Bills Payment (Option 2)
8. Select Account to debit (Source Account)
  - IVRS will mention all BDO Account enrolled by client
9. Confirm Source Account
10. Select merchant/biller to be paid
  - IVRS will mention all merchants/billers enrolled by client
11. Confirm merchant/biller
12. Enter amount to be paid
13. Confirm amount to be paid
14. Transaction Summary □ IVRS will provide a summary of client's transactions (Source Account, Merchant/Biller, and Amount to be paid)
15. Confirm Transaction Summary
  - IVRS will then process transaction
  - After a successful transaction, IVRS will give client a Transaction Reference Number (TRN)
  - Client will be prompted to:
    - i. Repeat Transaction Reference Number
    - ii. Make another Bills Payment Transaction
    - iii. Do other BDO Phonebanking Transactions

Via Internet (enrollment of merchant is required)

1. Log on to [www.bdo.com.ph](http://www.bdo.com.ph)
2. Mouse over My Financial Services/Bills Payment and click on **Pay Merchants**
3. Select from dropdown list preferred enrolled source account (Savings or Current)
4. Within the **Pay Merchants** page, select from the dropdown list of enrolled merchants (i.e. previously enrolled merchant should be visible already in the list)
5. Select from dropdown list enrolled merchant (i.e. previously enrolled merchant created in procedure 1 should be visible already in the list) Select "**Ateneo Grade School**", "**Ateneo High School**", "**Ateneo Junior High School**", "**Ateneo Loyola Schools**", "**Ateneo School of Medicine & Public Health**", "**Ateneo Law School**", or "**Ateneo Business School**"
6. Enter Amount
7. Select mode of payment: Immediate, Postdated, or Recurring
8. Click 'Next' button
9. Click 'Confirm' button
10. An online acknowledgement receipt will appear showing your Transaction Reference Number (TRN)

## **B. BPI BILLS PAYMENT FACILITY**

First step is to enroll your bills thru BPI. There are 3 ways:

### 1. Via 89100

Call 89-100 and dial 0 to talk to a Phone banker. BPI account number should be ready. Reference number (student #) of the merchant you will enroll will also be needed in making the enrolment. A verification procedure will be conducted by the Phone banker before enrolment can proceed.

## 2. Via branch of account (BOA)

Present your ATM card and 2 valid IDs in enrolling the merchant. A billing statement or reference number of the merchant to be enrolled is also needed.

## 3. Via Express Online

Log on to **www.bpiexpressonline.com**. You need to be enrolled in bpi expressonline before you can access this facility. After logging in, choose payments and reloading –bills payment – enroll all other bills, fill up the form (ATM card number, Joint Account Indicator No. and the bill information). You may choose from the list of companies with collection arrangement with BPI, indicate the reference number and click submit.

### Via ATM

1. Insert your Express Teller ATM card and select type of language desired.
2. Enter your Personal Identification Number (PIN).
3. Select Bills Payments from the ATM transaction menu to pay for your bills.
4. Select the type of your deposit account, whether Current or Savings, from which the payment will be debited.
5. Select between “with receipt” or “without receipt” option.
6. The list of the enrolled merchants and accounts will be displayed. Enter the number corresponding to the merchant or account you wish to pay then press “Ok”.
7. Enter the amount.
8. A confirmation screen containing details of your payments will be displayed.
9. A transaction receipt will be issued to those who selected the “With Receipt” option.

### Via Phone

A 4 digit Telephone ID Number (TIN) is needed in order to make payment via phone, enrollment of TIN is thru BOA)

1. Dial 89100 for Metro Manila, dial 1-800-188-89100 for domestic toll free calls, (632) 8910000 for international calls.
2. Dial “1” for Express Teller.
3. Enter 11-digit access number:

For BPI ATM cardholders, this is the ten-digit ATM card number plus the first digit of the two numbers at the lower right corner of your ATM card.

For BPI International ATM and BPI Direct ATM cardholders, this is the last ten digits of your card number plus the first digit of the two numbers at the lower right corner of your ATM card.

4. Enter the 4-digit TIN.
5. Voice will prompt you to dial option number 3 for Bills payments. After choosing option 3, you will be advised to select the merchant you wish to pay.

6. After you made the selection of merchant, you will be asked to encode the amount you wish to pay. The system will confirm your payment and will issue a confirmation number as proof of your payment to the said merchant.

Via Internet or EOL payment (express online payment)

1. Login to [www.bpiexpressonline.com](http://www.bpiexpressonline.com).
2. Enter your user ID and password.
3. Once logon is successful, you can view your account details. Choose the option Payments and Reloading - Bills Payment – Pay Bills Today. The list of merchants will be displayed and you have to choose which merchant to pay.
4. After choosing the merchant, indicate the amount you wish to pay, and choose the account number where your payment will be debited.
5. Click the submit button and a confirmation page will appear asking you if the details of transaction are correct. Once confirmed, a confirmation page will be presented. You may choose to print the said confirmation page or note down the confirmation number for future references.

### **C. METROBANK BILLS PAYMENT via Metrobankdirect**

You need to be enrolled in Metrobankdirect before you can access this facility. To enroll, please visit your Metrobank depository branch.

1. Login to Metrobankdirect (<https://personal.metrobankdirect.com>)
2. Enter your Customer ID and Password
3. Click on “Pay Bills”
4. On the drop down list of billers, choose “

4.1 811 –ATENEO LOYOLA SCHOOL

4.2 810- ATENEO BUSINESS SCHOOL 4.3 445-ATENEO JUNIOR HIGH SCHOOL

4.4 808 –ATENEO GRADE SCHOOL

4.5 806 – ATENEO LAW SCHOOL

4.6 807 – ATENEO SCHOOL OF MEDICINE

4.7 809 –ATENEO HIGH SCHOOL

5. Choose an account where the payment will be source from
6. Enter the amount to be paid
7. Select payment type:  Immediate Payment  Future Dated Payment
8. Click “Continue”
9. A confirmation page will appear. Click “Confirm”
10. Print the Transaction Acknowledgement page as proof of a successful payment.

### **D. BDO – OVER-THE-COUNTER (OTC)**

Payment of tuition may be made in any Banco de Oro Branch via the OTC Facility. BDO account holders or not can pay via this facility.

1. Go to the nearest/most convenient BDO Branch.
2. Fill out a “Payment Slip” with the following required details:
  - 2.1 Company Name: Ateneo de Manila University
  - 2.2 Institution Code: 9003
  - 2.3 Product Code: 902 – Ateneo Business School  
901 – Loyola Schools
  - 903- Grade School
  - 904- – Senior High School
  - 905- – Med School
  - 906- – Law School
  - 907- Ateneo Junior High School
  - 2.4 Subscriber’s Account No.: Student Number
  - 2.5 Subscriber’s Name: Student’s Complete Name
  - 2.6 Payment Details: Cash or Check Payment Breakdown
  - 2.7 Total Amount Paid
3. Present the Payment Slip to the BDO teller together with the cash/check payment.
4. Once validated, BDO staff will give a validated copy of the payment slip.
5. Before leaving, make sure the copy received is validated, with same payment details as submitted. This payment slip serves as proof of payment.

**E. BPI – OVER-THE-COUNTER (OTC)**

Payment of tuition may be made in any Bank of the Philippine Islands Branch via the OTC Facility. BPI account holders or not can pay via this facility.

1. Go to the nearest/most convenient BPI Branch.
2. In the BPI Express Assist (BEA) machine,
  - 2.1 From the Transaction Selection Menu, select “Bills Payment”
  - 2.2 From the Merchants Selection Menu, select “Other Merchants”
    - 2.2.1 ATENEO LOYOLA SCHOOL
    - 2.2.2 ATENEO HIGH SCHOOL
    - 2.2.3 ATENEO JUNIOR HIGH SCHOOL
    - 2.2.4 ATENEO LAW SCHOOL
    - 2.2.5 ATENEO GRADUATE SCHOOL
    - 2.2.6 ATENEO SCHOOL OF MEDICINE
    - 2.2.7 ATENEO GRADE SCHOOL
  - 2.3 Enter Reference Number:
 

: Student No. + Student Name  
(Example: G111110 DELA CRUZ, JUAN)
  - 2.4 Select Type of Transaction: Cash or Check Payment
  - 2.5 Enter Amount to be Paid
  - 2.6 Encoded transaction details will be displayed on screen. If correct, tap NEXT.  
If not, click CANCEL.
  - 2.7 If single transaction, select NO. If multiple transactions, select YES.

- 2.8 Queue Number will be displayed and printed and wait for your number to be flashed on the board.
3. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.
4. Teller will ask for the name of the Merchant you wish to pay. Simply state Ateneo Business School.
5. Hand over the payment to the teller and get your copy of the validated deposit slip as proof of payment.

**F. METROBANK – OVER-THE-COUNTER (OTC):**

Payment of tuition may be made in any Metrobank Branch via the OTC Facility. Metrobank account holders or not can pay via this facility.

- 5 Go to the nearest/most convenient Metrobank Branch.
- 6 Fill out a “Payment Slip” with the following required details:

- 6.1 Company Name: MERCHANT
    - 6.1.1 811 –ATENEO LOYOLA SCHOOL
    - 6.1.2 810- ATENEO BUSINESS SCHOOL
    - 6.1.3 445-ATENEO JUNIOR HIGH SCHOOL
    - 6.1.4 808 –ATENEO GRADE SCHOOL
    - 6.1.5 806 – ATENEO LAW SCHOOL
    - 6.1.6 807 – ATENEO SCHOOL OF MEDICINE
    - 6.1.7 809 –ATENEO HIGH SCHOOL
  - 6.2 Subscriber Name: Student Name
  - 6.3 Reference No./Subscriber No.: Student Number
  - 6.4 Mode of Payment: Check whether Payment is in Cash/Check or Debit to Account
  - 6.5 Amount of Payment
  - 6.6 Payment Details: Cash Payment Breakdown and/or Check Payment Details
- 7 Present the Payment Slip to Metrobank teller together with the cash/check payment.
  - 8 Once validated, teller will give a validated copy of the payment slip.
  - 9 Before leaving, make sure the copy received is validated, with same payment details as submitted. This payment slip serves as proof of payment.