

**ATENEO DE MANILA UNIVERSITY**  
**INSTRUCTIONS FOR MISCELLANEOUS PAYMENTS**  
**THROUGH BILLS PAYMENT FACILITIES**

**1. BPI ONLINE**

First step is to 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 Billers
6. Input the 9-digit AdMU GL account number in the Reference Number field:  
**350-253-000 for Ateneo Junior High School**
7. Confirm correctness of details
8. Wait for the One-Time-Pin (OTP) to your nominated mobile number
9. Confirm OTP
10. Wait for Biller Confirmation to your nominated e-mail address.

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 (**P700.00 for AJHS**)
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 Bills Payment Confirmation to your nominated e-mail address.
10. Upload the PROOF OF PAYMENT to your Edusuite Online application account.

**2. BPI – OVER-THE-COUNTER (OTC):**

Payment of miscellaneous 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 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 (**350-253-000 for Ateneo Junior High School**)
6. Choose mode of payment (cash/check).  
Note: For check payment, please write down the following details at the back of the check:
  - a. Student’s Complete Name
  - b. Student’s ID number
  - c. Contact numbers
7. Enter AMOUNT to be paid (**P700.00 for AJHS**)

8. Encoded transaction details will be displayed. If correct tap NEXT. If not, click CANCEL.
9. If single transaction, select NO. For multiple transactions, select YES.
10. Queue Number will be displayed and printed
11. Once a teller is available, approach the designated counter that will be flashed on the board next to your Queue Number.
12. 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.
13. Hand over the payment to the teller and receive the validated deposit slip as proof of payment.
14. Upload the PROOF OF PAYMENT to your Edusuite Online Application account.

### 3. METROBANK – OVER-THE-COUNTER (OTC):

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

1. Go to the nearest / most convenient Metrobank Trust Co. (MBTC) Branch. 2. Get a copy of Metrobank's "Payment Slip" and accomplish the required information/details;

A. Company Name: *Ateneo De Manila University*

B. Subscriber Name: *Name of paying CLIENT* (Last Name, First Name)  
(The name that will appear in the Official Receipt)  
Example: Dela Cruz, Juan

C. Reference No.: \_\_\_\_\_  
(Please provide purpose of payment, up to 20 Characters only)

D. Subscriber No.: *350-253-000 for AJHS*  
(Please provide a 9-digit ADMU GL Account Number)

E. Mode of Payment: *Cash / Check / Debit account*

Note: For check payment, please write down the following details at the back of the check:

1. Student's Complete Name
2. Student's ID number
3. Contact numbers

F. Amount of payment: *PhP700.00 for AJHS*

NOTE: Slips are to be accomplished in duplicate copies.

1<sup>st</sup> copy- Bank copy

2<sup>nd</sup> copy- Client's copy

3. Present payment slip to MBTC tellers together with cash/check.
4. Once validated, MBTC Teller will give *Ateneo De Manila University* client/client representative a validated copy.
5. Before leaving, Check & verify the copy received (Payment slip serves as proof of payment);
  - a. if validated.
  - b. and, if the copy was the one accomplished & presented to the Bank teller
6. Upload the Proof of Payment to your Edusuite Online Application account.

#### 4. Credit Card Payment

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: **350-253-000 for AJHS**
  - 2.2 Amount to be paid: **Php700.00 for AJHS**
  - 2.3 Payer Name (name to be indicated in the receipt)
  - 2.4 Particulars (purpose of payment): **Online Application Entrance Fee**
  - 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 after the card number on the signature panel 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. Upload PROOF of PAYMENT to your Edusuite Online Application Account.