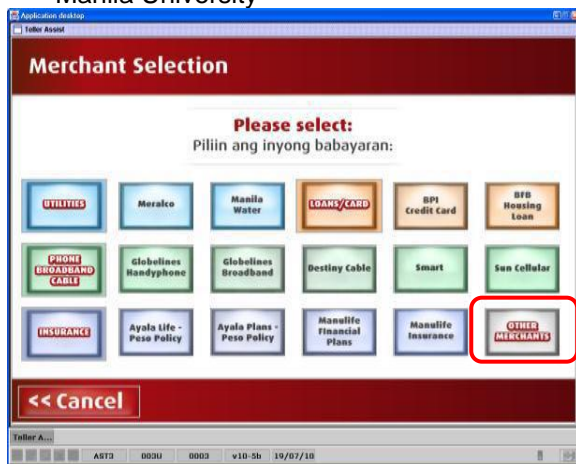


BPI Express Assist (BEA) Bills Payment Procedure

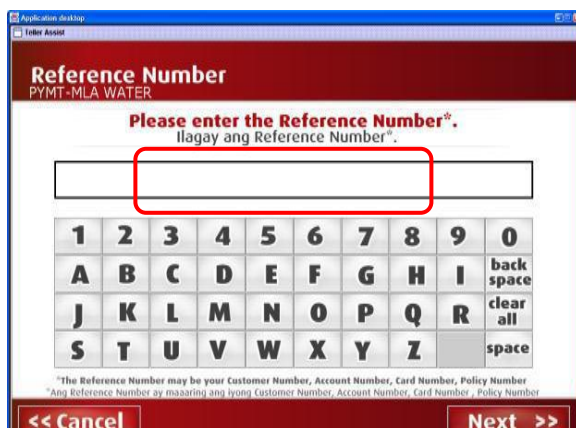
1. Go to the nearest Bank of the Philippine Islands (BPI) Branch.
2. Go to the BPI Express Assist Machine
3. Select Bills Payment



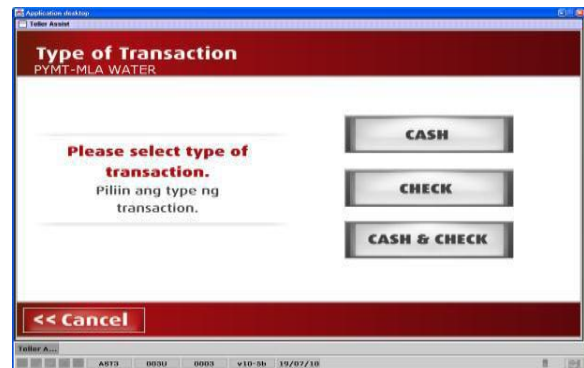
4. Select "Other Merchants" to pay for Ateneo de Manila University



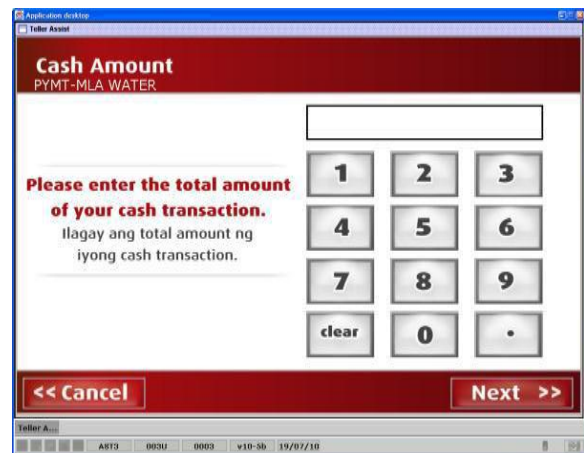
5. Enter Ateneo's (the merchant's) 9-digit reference number:
450253000 for Senior High School



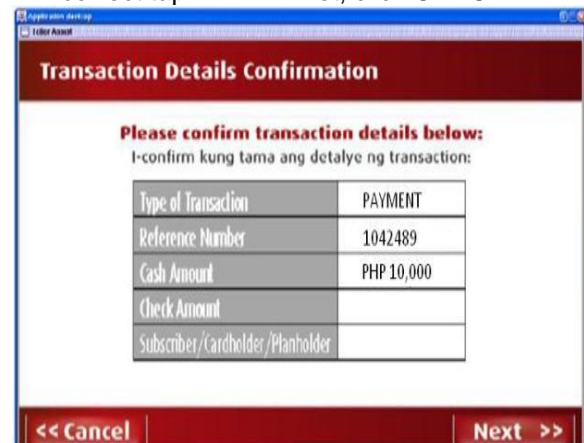
6. Choose mode of payment



7. Enter AMOUNT to be paid:
P750 for applications to Senior HS.



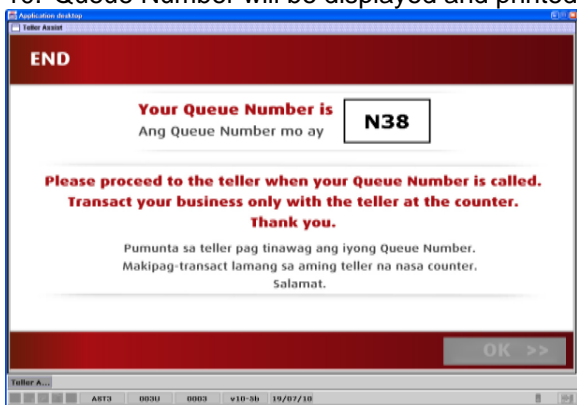
8. Encoded transaction details will be displayed. If correct tap NEXT. If not, click CANCEL



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



10. Queue Number will be displayed and printed.



11. Take a seat and wait for your queue number and corresponding counter number to be flashed on the board. Approach the teller in the indicated counter.
12. **Very important:** Please give the teller the following information (it may be helpful to write this info on a piece of paper and present it to the teller):

Merchant's Name: Ateneo Miscellaneous Units (AMISCU)

Merchant's Reference/Account Number: 450-253-000 (For Senior High School)

Payee's Name: <Applicant's Reference Number> <Applicant's Last Name> <First Name>

[For Example]
Payee's Name: 450000001 DELA CRUZ JUAN

Please read the following explanation of Step 12:
 The teller has a 30-character field in which to input the payee's (applicant's) name. Please insist that the applicant's unique number be entered (as text) in this field, followed by the applicant's family name, followed by the part of the applicant's first name that fits in the 30-character slot.
 [For Example--]
 Payee's Name: **450000001 DELA CRUZ, JUAN)**

If the full first name of the applicant cannot fit, it is okay as long as the applicant's payment number and family name are entered in order for this to be printed on the payment slip during machine validation.

If the payee's name is not entered in this manner, the application system will not be able to attribute the payment to the applicant. Thus, please ask the teller to input the payee's name in this manner.

13. Hand over the payment to the teller and receive the validated deposit slip as proof of payment.
14. Very important: Please check if the payee's number/name (**example: 450000001 DELA CRUZ, JUAN**) is printed on the validated payment slip, along with the merchant's name (AMISCU) and the merchant's account number (450-253-000 for Senior HS).
- If the payee's (applicant's) number/name is NOT printed on the payment slip, please ask the teller if it is possible to repeat the inputting of the payee's number/name so that it is reflected in the payment slip. Remember that the number and name of the payee should be entered in the same (text) field, number first, followed by the family name and first name. You may show these instructions to the teller.
15. Very important: To ensure that the payment will be attributed to the applicant, upload a scan/picture file of the validated payment slip 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.")
16. Log into your application-for-admission account two to three working days after you made the over-the-counter payment to check if payment has been reflected.