

PAYMENT OF ATENEO DE MANILA JUNIOR HIGH SCHOOL / SENIOR 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
450253000 for Senior 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; P750 for Senior High School 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: **45000001 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: <https://forms.gle/bGmgcHt4BE1oRFFBA>
 - (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.")