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

A. First, enroll through 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 Biller.
6. Input the 9-digit Ateneo GL 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.
10. Wait for 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: ***450000001 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. <u>Very Important</u>: Upload the Bills Payment Confirmation 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, present the confirmation to the Ateneo de Manila University Cashier.