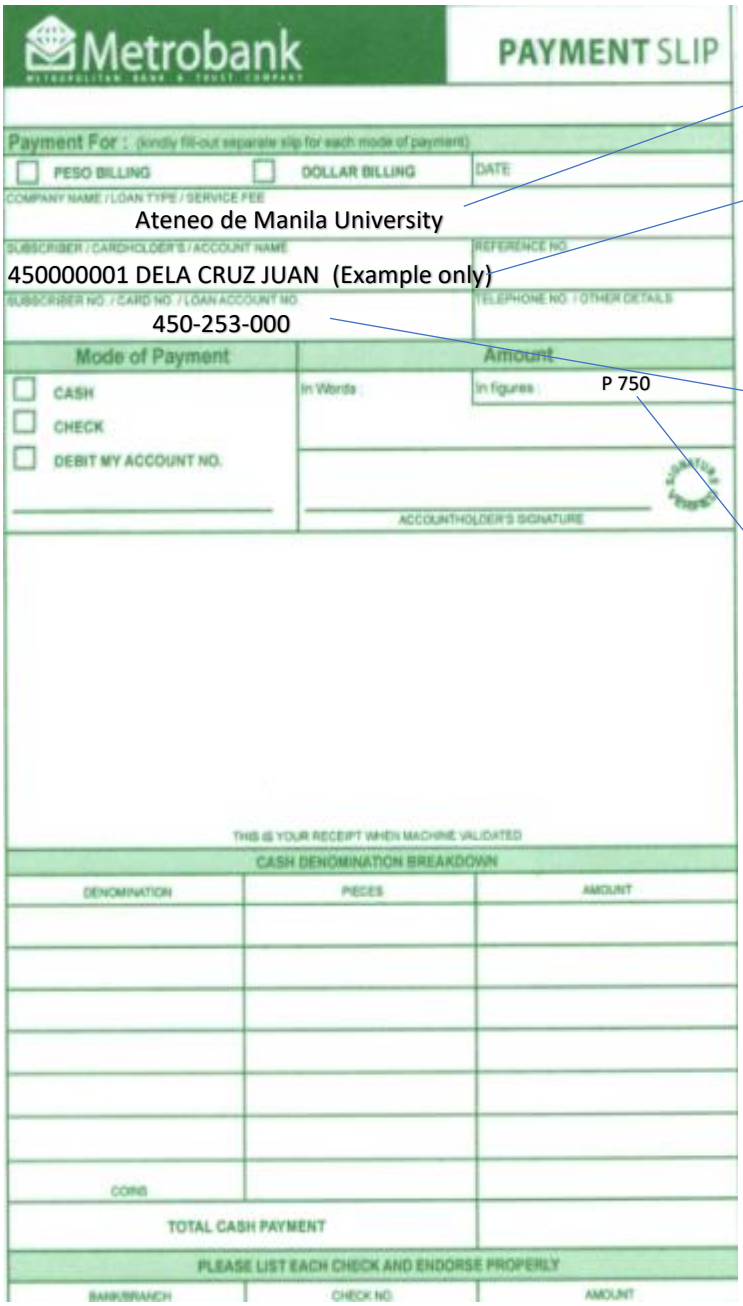
METROBANK Bills Payment Procedure



BILLS PAYMENT PROCEDURE FOR
Ateneo De Manila University
OVER THE COUNTER Payments ***(Client module)***

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:***<Applicant's Payment Number> <Last Name> <First Name>***
   *(Example: **450000001 DELA CRUZ JUAN**)*
   Note: It is very important that you enter both the applicant's number and name (last name first plus the part of the first name that fits) in this field as shown in the example above, otherwise, the number and family name will not appear when the teller validates the applicant's payment slip.
   C. Subscriber No.: **450-253-000**
   (This is the **9-digit account number of Ateneo de Manila Senior High School**)
   D. Mode of Payment: *Cash / Check / Debit account*
   E. Amount of payment: ***PhP 750.00***
   (Application Fee)

   NOTE: Slips are to be accomplished in duplicate copies.
   1st copy- Bank copy, 2nd copy- Client's copy

3. Present payment slip to MBTC tellers together with cash/check.

4. Once payment slip is validated, MBTC Teller will give ***Ateneo De Manila University*** client/client representative a validated copy.

5. Important: Before leaving, **check the copy received if the payment number and name of the applicant** (example: 450000001 DELA CRUZ JUAN) **are printed on the validated payment slip**.
   *If the payee's (applicant's) unique payment number and family name are not printed on the validated payment slip *in the same manner as shown in the example*, the payment will not be attributed to the applicant. Please ask the teller to make sure to reflect both the applicant's number and family name in the machine validation.

6. Important: To ensure that the payment can be traced and 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.")

7. 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.