

UPDATED GSB PAYMENT FACILITIES

A. BDO BILLS PAYMENT FACILITY

You need to be enrolled in BDO Internet Banking before you can access this facility (BDO online banking & BDO Mobile App.) To enroll, please visit www.bdo.com.ph. The procedure is as follows.

Enrollment of Merchant (ATENEO)

- Login to myBDO Internet Banking – <https://online.bdo.com.ph/>
- Mouse over My Profile/Merchant and click the **Enroll Merchants**.
- Select “**ATENEO**” from the Merchant Name dropdown list.
- Select “**Ateneo Business School**” from the Product Type dropdown list.
- Input Subscriber Number (Student ID Number).
- Input Subscriber Name (Student Name).
- Click the “Submit” button.
- Click the “OK” button.
- An online acknowledgment receipt will appear showing your Bills Payment Reference Number.

Note: Always check the Student Name (Subscriber Name) & Student Number (Subscriber Number) before proceeding with the payment.

HOW TO PAY:

Via Web Browser (Enrollment of Merchant is required)

- Log on to <https://online.bdo.com.ph/>.
- Mouse over My Financial Services/Bills Payment and click on **Pay Merchants**.
- Select from dropdown list preferred enrolled source account (Savings or Current).
- Within the **Pay Merchants** page, select from the dropdown list enrolled merchant (i.e. previously enrolled merchant should be visible already in the list).
- Select “**Ateneo Business School**”.
- Enter amount.
- Select mode of payment: Immediate
- Click the “Next” button.
- Click the “Confirm” button.
- A transaction reference number (TRN) will be generated for every successful transaction.

Via BDO Online (New App)

- Download BDO Online App (New App)
- Login to BDO Online App (New App)
- Click “PAY” & Pay Bills.
- Select “**ATENEO DE MANILA UNIVERSITY**” from the dropdown list.
- Input Subscriber Number (Student ID Number).
- Input Subscriber Name (Student Name).
- Select “**Ateneo Business School**” from the Product Type dropdown list.
- Input Amount.
- Select Account number From.
- Click the “PAY” button.
- An online acknowledgment receipt will appear showing your Bills Payment Reference Number.

Via BDO PAY (No need for Biller Enrollment)

- Tap Pay Bills on the quick links or tap Pay & Request > Pay Bills
- Select favorite biller or search the biller categories, then select biller from the list.
- Enter your biller details
- Select source of account for the payment
- Review, confirm and authenticate to complete transaction.
- A success screen will be displayed.

Via ATM

- Go to a BDO ATM.
- Enter your PIN.
- Select the “Bills Payment” Function from the Main Menu.
- Select type of Accounts (Savings or Current Account).
- For enrolled merchants, select “Enrolled Accounts”.
- Enter the amount.
- A confirmation to receive a Transaction Receipt Confirmation will be asked.
- Select Merchant Subscriber Number (Student Number).
- A confirmation screen will appear indicating the amount paid and the beneficiary name.

Via Phonebanking

- Dial (02)8631-8000.
- Select BDO Phonebanking (Option 1).
- Enter 10-digit Phonebanking Number.
- Confirm 10-digit Phonebanking Number.
- Enter 6-digit Telephone PIN.
- Confirm 6-digit Telephone PIN.
- Select Bills Payment (Option 2).
- Select Account to debit (Source Account).
 - IVRS will mention all BDO Accounts enrolled by the client.
- Confirm Source Account.
- Select merchant/biller to be paid.
 - IVRS will mention all merchants/billers enrolled by client.
- Confirm merchant/biller.
- Enter the amount to be paid.
- Confirm the amount to be paid.
- Transaction Summary
 - IVRS will provide a summary of the client’s transactions (Source Account, Merchant/Biller, and Amount to be paid).
- Confirm Transaction Summary.
 - IVRS will then process transactions.
 - After a successful transaction, IVRS will give the client a Transaction Reference Number (TRN).
 - Client will be prompted to:
 1. Repeat Transaction Reference Number
 2. Make another Bills Payment Transaction
 3. Do other BDO Phonebanking Transactions

B. BDO – OVER-THE-COUNTER (OTC)

Payment of tuition may be made in any Banco de Oro Branch via the OTC Facility. BDO account holder or not can pay via this facility. Just go to the nearest or most convenient BDO Branch.

- Fill out a “Payment Slip” with the following required details:
 - A. *Company Name: Ateneo de Manila University*
 - B. *Institution Code: 9003*
 - C. *Product Code: 902 – Ateneo Business School*
 - D. *Subscriber’s Account No.: Student ID Number*
 - E. *Subscriber’s Name: Student’s Complete Name*
 - F. *Payment Details: Cash or Check Payment Breakdown*
 - G. *Total Amount Paid*
- Present the Payment Slip to the BDO teller together with the cash/check payment.
- Once validated, BDO staff will give a validated copy of the payment slip.
- Before leaving, make sure the copy received is validated with the same payment details as submitted. This payment slip serves as proof of payment.

A. METROBANK BILLS PAYMENT via Metrobankdirect

You need to be enrolled in Metrobankdirect before you can access this facility. To enroll, please visit your Metrobank depository branch.

1. Login to Metrobank*direct* (<https://personal.metrobankdirect.com>)
2. Enter your Customer ID and Password
3. Click on “Pay Bills”
4. On the drop down list of billers, choose “Ateneo Business School” for the AGSB
5. Enter Student Number
6. Choose an account where the payment will be source from
7. Enter the amount to be paid
8. Select payment type:
 - o Immediate Payment
 - o Future Dated Payment
9. Click “Continue”
10. A confirmation page will appear. Click “Confirm”
11. Print the Transaction Acknowledgement page as proof of a successful payment.

B. METROBANK – OVER-THE-COUNTER (OTC):

Payment of tuition 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 Branch.
2. Fill out a “Payment Slip” with the following required details:
 - 2.1 Company Name: Ateneo de Manila Business School (**Utility Code: 810**)
 - 2.2 Subscriber Name: Student Name
 - 2.3 Reference No./Subscriber No.: Student Number
 - 2.4 Mode of Payment: Check whether Payment is in Cash/Check or Debit to Account
 - 2.5 Amount of Payment
 - 2.6 Payment Details: Cash Payment Breakdown and/or Check Payment Details
3. Present the Payment Slip to Metrobank teller together with the cash/check payment.
4. Once validated, teller will give a validated copy of the payment slip.
5. Before leaving, make sure the copy received is validated, with same payment details as submitted.
This payment slip serves as proof of payment.

A.BPI BILLS PAYMENT FACILITY

The first step is to enroll your bills through BPI new app or Web Browser

ENROLLMENT OF BILLERS USING THE NEW BPI APP & VIA WEB BROWER

- Log in to the new BPI app.
- Go to "More" > "General Settings"
- Tap "Manage billers and payees"
- Tap " + Add new recipient" and select "Billers"
- Select the biller you want to enroll, **Ateneo Business School (ADMBUS)**
- Add your reference number (**Student ID number**) and tap "Continue."
- Check your biller details and tap "Confirm".
- Enter the OTP for verification.

HOW TO PAY:

Using the NEW BPI App & via Web Brower

- Log in to the new BPI app.
- Go to the “Pay/Load” tab and tap “Bills.”
- Tap “Pay from” and select the account or card you would like to use for the payment.
- Tap “Pay to” and select the enrolled biller. **Ateneo Business School (ADMBUS)**
- Enter the amount you want to pay.
- Check the details before tapping “Confirm.”
- Approve your Mobile Key.

Using ePhone

A 4-digit Telephone ID number (TIN) and 11-digit access number are needed for payments via ePhone.

Note: *only the previously issued CHS/Cirrus (EPS) cards can access our ePhone self-service option. BPI no longer process new TIN enrollment and reset. Thus, ePhone is not available for the accounts that were opened since the time when the EMV cards replaced the EPS type.*

- Dial (+632) 889-10000 for Metro Manila and International calls / 1-800-188-89-100 for domestic toll-free Number (using PLDT and calling outside Metro Manila).
- From the Main Menu, press Option 1: *“For Debit Cards and other Bank products, press 1”*. Then, Option 1 again *“For Enrolled phone banking users, press 1.”*
- Enter the 11-digit access number.
- Enter the 4-digit TIN.
- Once access is validated, the system will provide the account balance (*“Your withdrawable balance at this time is PhP xxxxx.xx. Your total balance as of mmdd is PhP xxxxx.xx.”*). Press option 2 for Bills Payments.
- Once Bills Payment option is selected, the system will validate if you have merchants enrolled then provide the merchants enrolled, and afterwards, allow you to select the merchant you wish to pay.
- After you made the selection of merchant, you will be asked to encode the amount you wish to pay. The system will confirm your payment and will issue a confirmation number as proof of your payment to the said merchant.