#### Annex C BPI Bills Payment Guidelines

#### I. BPI Over-the-Counter Bills Payment (Cash or Check): BEA Machine Queuing Procedure for SBA Payments (Other Merchant)

1. Tap the screen below to proceed to "Transaction Selection"



BEA Machine Screen

2. Then choose "Bills Payment"



3. Choose "Other Merchants"

		Please Piliin ang iny	e select: ong babayara	IN:	
Meralco	Manila Water	Ayala Life - Peso Policy	Ayala Plans - Peso Policy	Globelines Handyphone	Globelines Broadband
BPI Credit Card	BTB Rousing / Auto Loan	BPt Personal Lean	BPI Philam Life	Philam Life - PHP	Philam Life USD
Manu Finan Pla	dife Insu	nulife rance Destin	ny Cable Sm	un (	AND D

4. Encode the Reference Number then tap the NEXT button.



5. Choose between Cash or Check for mode of Payment



6. If Cash, encode the amount you want to pay then tap NEXT If Check, encode the amount of the check then tap NEXT



\*If Incorrect Tap CANCEL then you will go back to the Second Screen (image2) then Follow the above procedure again.

7. Screen will display Reference Number and Amount (Cash/Check) you encoded to confirm. if Correct then Tap NEXT

Please confir I-confirm kung	m transaction details below: tama ang detalye ng transaction:
Type of Transaction	PYMT-OTH-MERCHANT
Reference Number	FILRTXXXXXXXXXXXXXXXXXX
ash Amount	PHP 1,000.00
	PHP 0.00

8. If you have another transaction, tap the YES Button then BEA Machine will go back to the Second Screen again (image2).

Do you have another transaction? Mayroon ka pa bang ibang transaction? Yes No

**9.** If none, tap the NO button then BEA Machine will show you your Queuing Number. Please see below then Tap OK.



**10.** Once you are called by the teller to verify your transaction details, please confirm with the teller that the merchant is "FILRT IPO".

#### II. BPI Online Banking: Enrollment of "FILRT IPO" as Merchant for BPI Bills Payment

This is an important step that must be undertaken to be able to push through with either of the two online modes of payment. This can only be done via the BPI website.

1. Login in to your BPI Online account at <u>https://online.bpi.com.ph/</u>



2. Under Other Services – Recipients, select Manage Recipients

🖷 Hime	Accounts	Checkbooks	QR Code
My Archiefts	No Stalements	Abandos Elsecklounk.	OR Serveration
Transfer Weney		Stop Payment Order	
Disparative and			
idd_ mwentesenn	Remittance Services	Cards	Transactions
Accupict Kälminsanne	Involution Involution Extentioners	Paul Control	Manual School and Tennanting
Other Services	induity of their and regularity.	card through	oursige and sates formerses
	Branch Services	Recipients	
	0PJ Express Assist (BEA)	Manage Recipients	

**3.** Select Add New Recipient.

Manage Recipients		
	There are no enrolled recipients on your account.	
	+ Add New Recipient	

4. In the Enroll Recipients window, select "Billers" from the dropdown list.

nroll Recipients Step 1 of 3 - Fill in the details		
Recipient		
Select type of recipient	-	
<ul> <li>Select type of recipient</li> </ul>		
Billers		
Prepaid Cards		
Prepaid Phones		
Other Prepaid Merchants		

**5.** Select "FILRT IPO | FILRT" from the drpdown list of available merchants in the Biller field. You may also enter "FILRT IPO" or "FILRT" in the Biller field to select the correct Biller. Please ensure PSE EASy Reference Number is indicate in the Reference Number field

() BP	1		
🔗 Homi		Enroll Recipients Step 1 of 3 - Fill in	the details
MY A	counts		
📬 Trans	fer Money	Recipient	-
Paytr	ients/Load	Balters	•
alt Inves	aments		
a Acces	unt Maintenance		0
Othe	r Services	Reference Number FILRTXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

#### 6. Confirmation Details

0	Enrollment was successful!	
	Confirmation Date & Time: Monday, Dec 28 2020; 04:10:57 PM (GMT +8) Confirmation Number: 1609143040950	
	Recipient:	
	Billers	
	Biller:	
	FILRT IPO   FILRT	
	Reference Number:	
	FILRTXXXXXXXXXXXXXXXX	

The details above have been sent to your email.



#### Payment of FILRT IPO Subscription through BPI Online Channels (BPI Website and BPI Mobile App)

 Under "Payments/Load", select your enrolled PSE Reference Number for the FILRT IPO. Fill in the subscription payment amount. For Frequency, choose "Now."

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PHP 0.0	
y to	
Select biller	2
ACMC   123456789TEST	^
ASK5HA   3000064851	
FILRT   FILRTXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	x
MEG   7N/UPTOWN PARKSUITES	
MEG   9N/UPTOWN PARKSUITES	
NTC 3200200001-1563787 9012020094	44
NTC 90120200944-20202563789	