

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"



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



5. Choose between Cash or Check for mode of Payment

Type of Transaction
PYMT-OTH-MERCHANT

Please select type of transaction.
Piliin ang type ng transaction.

CASH

CHECK

<< Cancel

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

Cash Amount
PYMT-OTH-MERCHANT

Please enter the total amount of your cash transaction.
Ilagay ang total amount ng iyong cash transaction.

1000.00

1 2 3

4 5 6

7 8 9

clear 0 .

<< Cancel Next >>

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

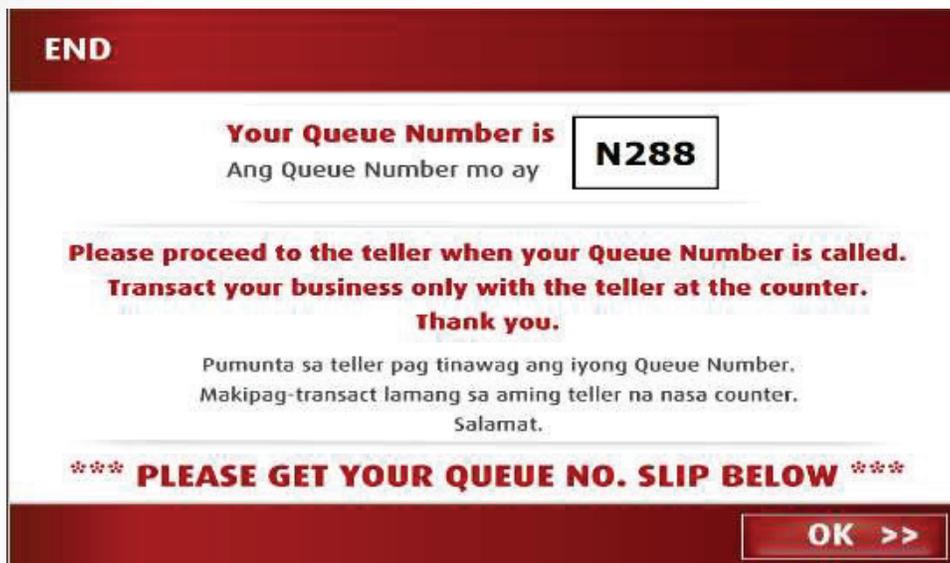
7. Screen will display Reference Number and Amount (Cash/Check) you encoded to confirm. if Correct then Tap NEXT



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



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

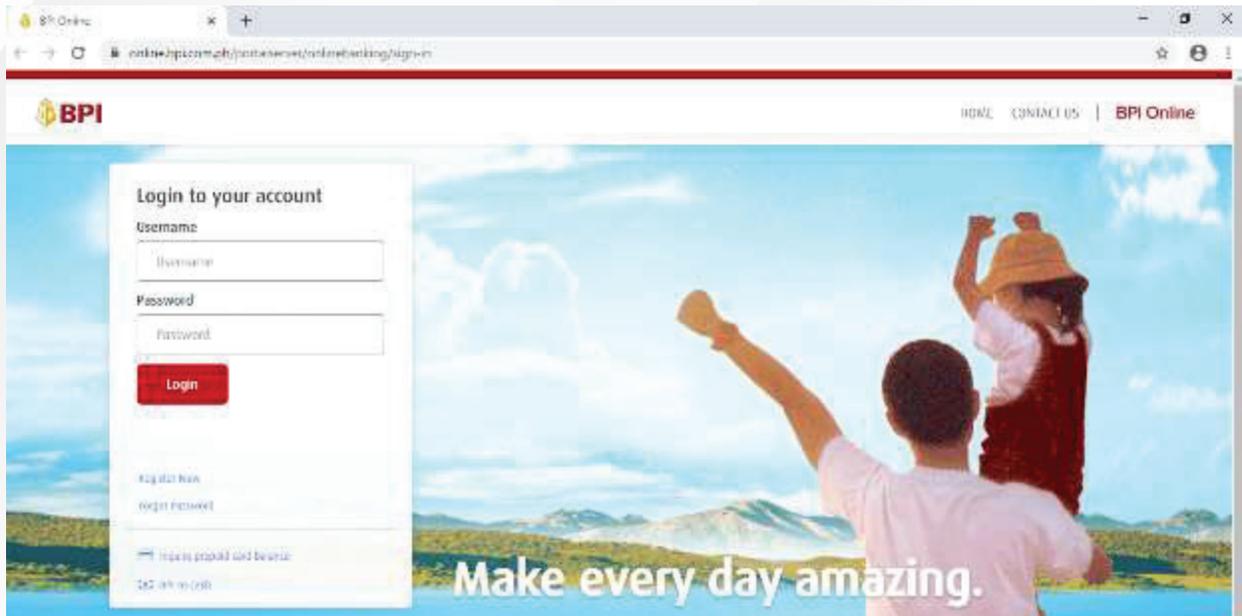


10. Once you are called by the teller to verify your transaction details, please confirm with the teller that the merchant is "FILRT IPO".

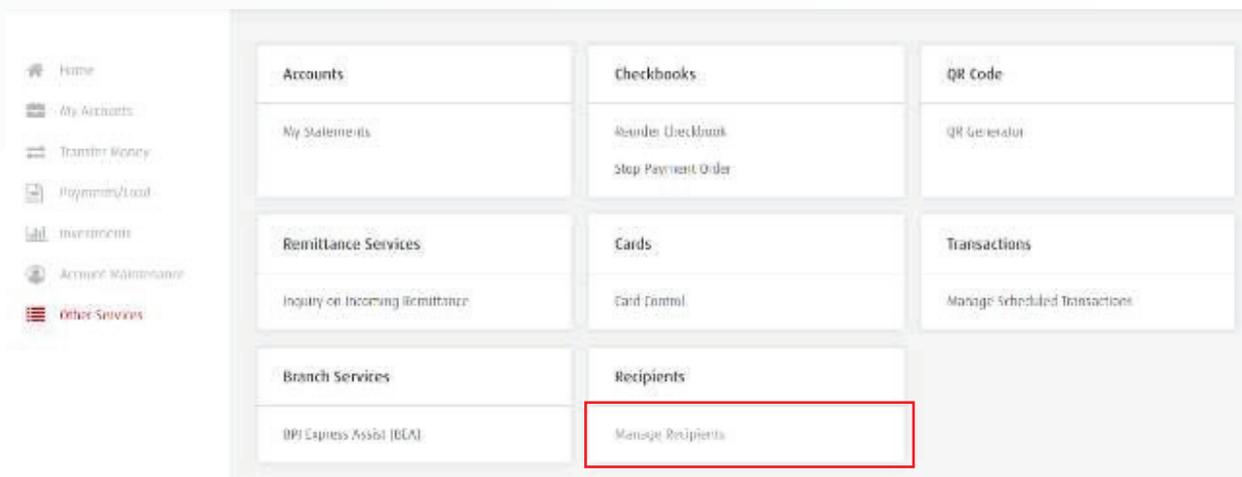
II. BPI Online Banking: Enrollment of "FILRT IPO" as Merchant for BPI Bills Payment

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.

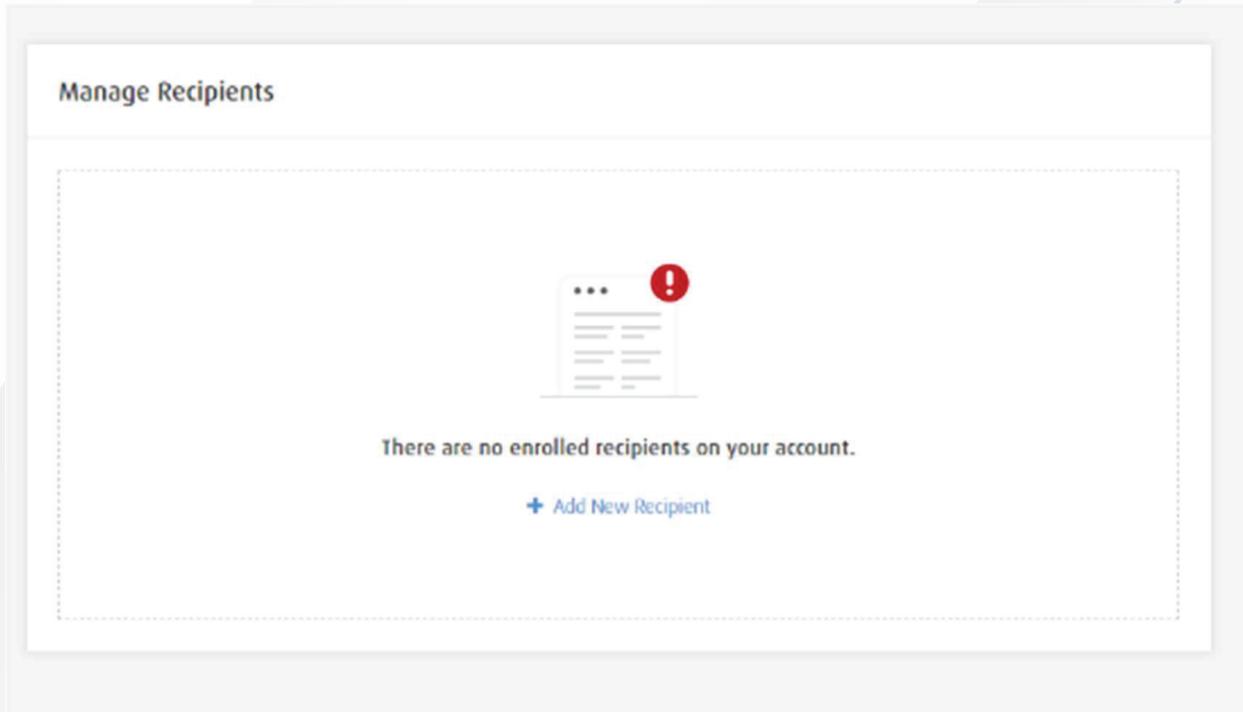
1. Login in to your BPI Online account at <https://online.bpi.com.ph/>



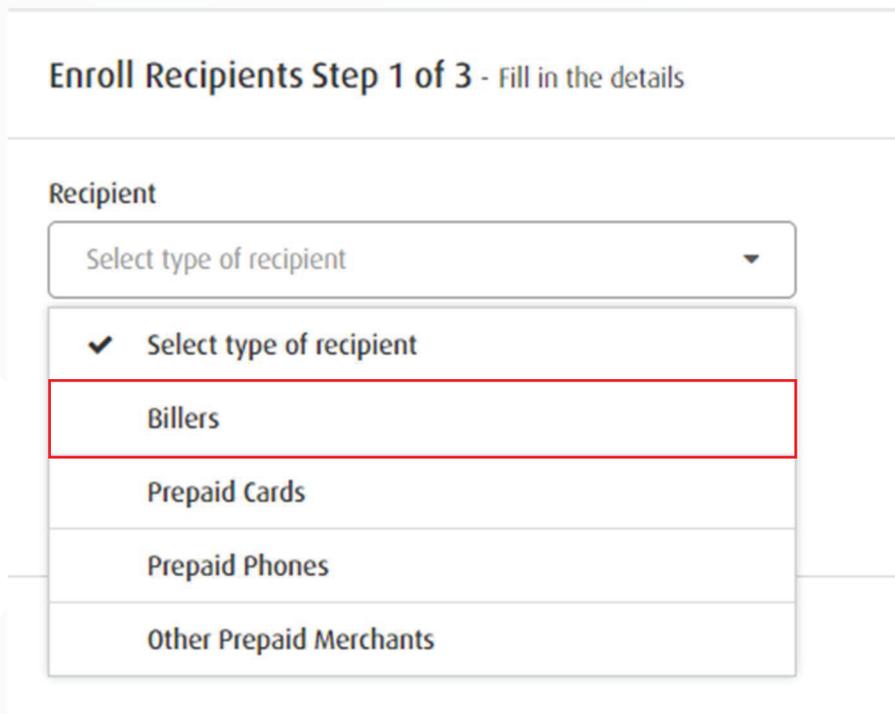
2. Under Other Services – Recipients, select Manage Recipients



3. Select Add New Recipient.



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



5. Select "FILRT IPO | FILRT" from the dropdown 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

BPI

Home
My Accounts
Transfer Money
Payments/Load
Investments
Account Maintenance
Other Services

Enroll Recipients Step 1 of 3 - Fill in the details

Recipient
Billers

Biller
FILRT IPO | FILRT

Reference Number
FILRTXXXXXXXXXXXXXXXXX

6. Confirmation Details

Enroll Recipients Step 3 of 3 - Enrollment was successful

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:
FILRTXXXXXXXXXXXXXXXXX

✉ The details above have been sent to your email.

Done

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

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

Amount to pay

PHP	0.00
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Pay to

Select biller	
ACMC 123456789TEST	
ASKSHA 3000064851	
FILRT FILRTXXXXXXXXXXXXXXXXX	
MEG 7N/UPTOWN PARKSUITES	
MEG 9N/UPTOWN PARKSUITES	
NTC 3200200001-1563787 90120200944	
NTC 90120200944-20202563789	