

GUIDELINES IN PAYING THROUGH BPI BILLS PAYMENT-OVER THE COUNTER (OTC)

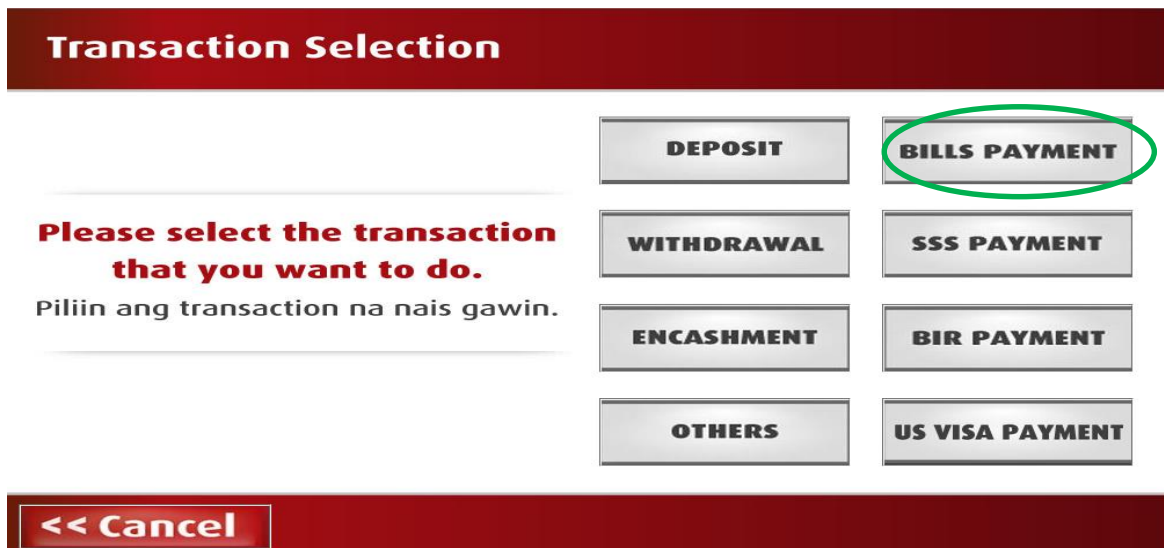
STEP 1: Tap the Screen as shown below to proceed to Transaction Selection

BEA Machine Queueing Procedure for SBA Payments (Other Merchant)



BEA Machine Screen

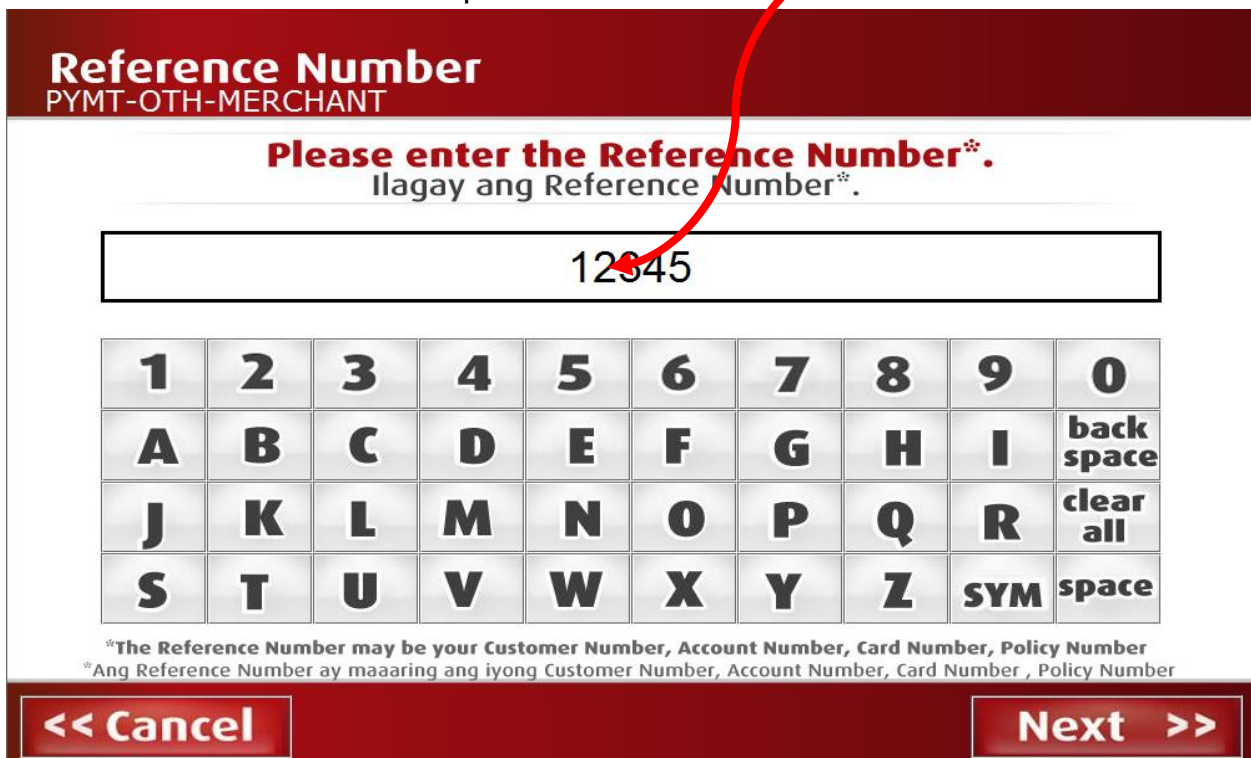
STEP 2: Choose "Bills Payment"



STEP 3: Choose "Other Merchant"



STEP 4: Encode the Reference Number- your 9-digit **STUDENT ID NUMBER** is the valid Reference Number then Tap NEXT For applicants, use your temporary ID number



STEP 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

- If you choose Cash, Encode the Amount you want to pay then Tap NEXT
- If you choose Check, Encode the amount of the check then Tap NEXT

IMPORTANT NOTE: Include in the Total Amount the Standard Fee of P135.

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 >>**

STEP 6: Screen will display the Reference Number and Amount (Cash/Check) you encoded to confirm. If correct, then Tap NEXT.

Transaction Details Confirmation

Please confirm transaction details below:
I-confirm kung tama ang detalye ng transaction:

Type of Transaction	PYMT-OTH-MERCHANT
Reference Number	12345
Cash Amount	PHP 1,000.00
Check Amount	PHP 0.00

<< Cancel **Next >>**

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

STEP 8: BEA Machine will ask you if you have another Transaction, if Yes TAP YES Button, then BEA Machine will go back to the Second Screen again (image2). If None, Tap the NO button then BEA Machine will show you your Queuing Number. Please see below then Tap OK.

Do you have another transaction?
Mayroon ka pa bang ibang transaction?

Yes **No**

END

Your Queue Number is

Ang Queue Number mo ay

N288

Please proceed to the teller when your Queue Number is called.

Transact your business only with the teller at the counter.

Thank you.

Pumunta sa teller pag tinawag ang iyong Queue Number.

Makipag-transact lamang sa aming teller na nasa counter.

Salamat.

***** PLEASE GET YOUR QUEUE NO. SLIP BELOW *****

OK >>