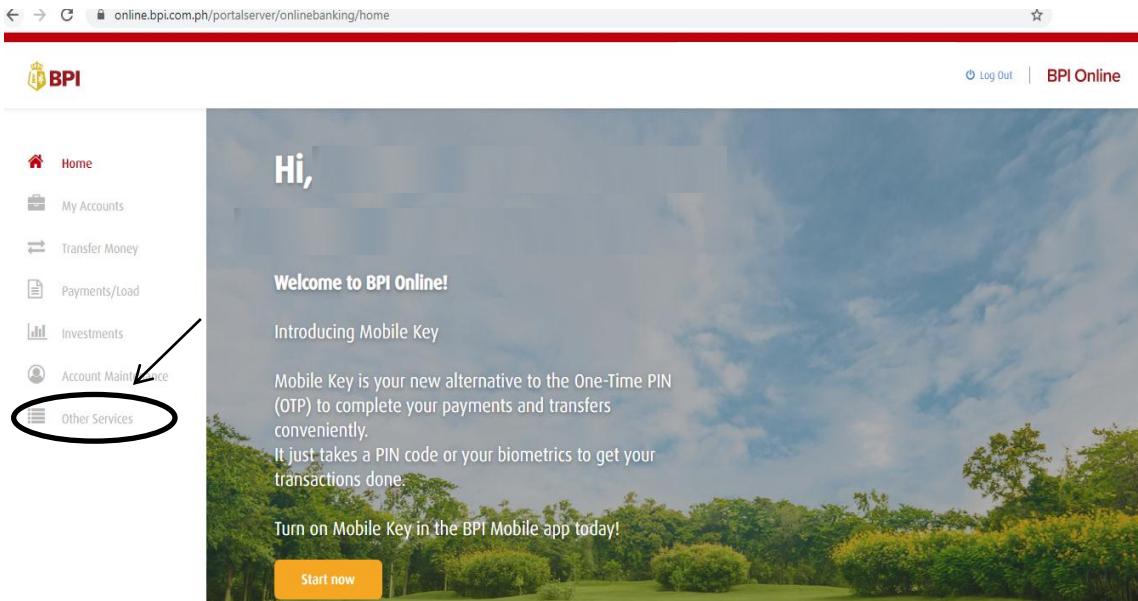
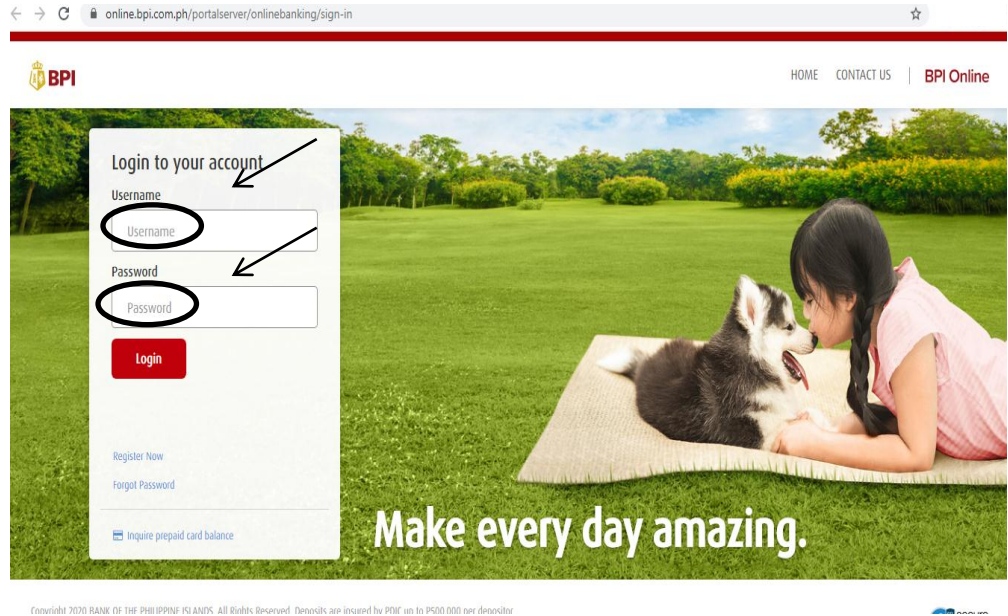


## BPI ONLINE: Enroll Billers

To enroll a merchant via BPI Online, please follow the procedure below:

### STEP 1

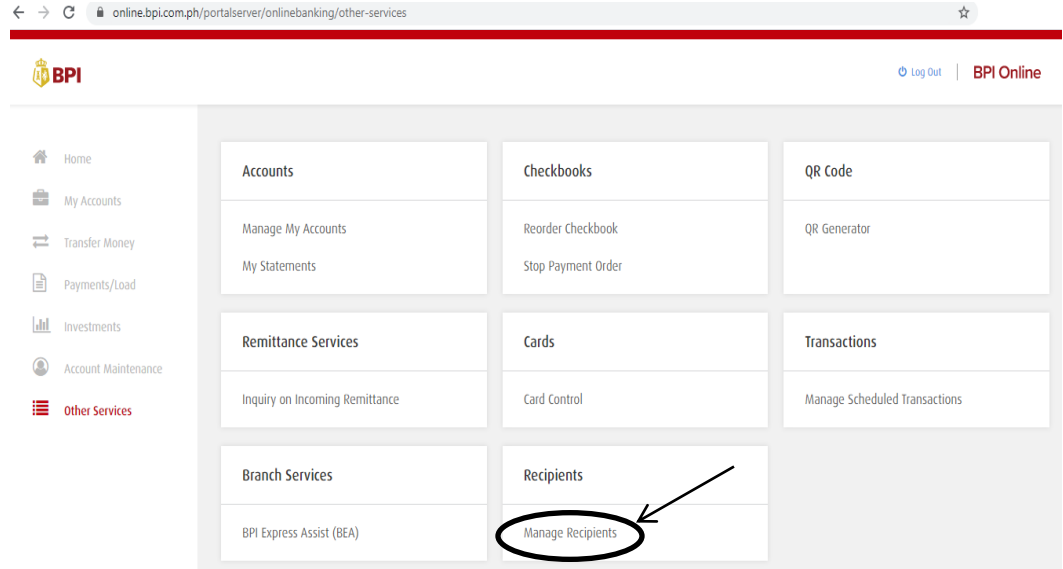
Log-in to your account in  
<https://online.bpi.com.ph>



**STEP 2**  
Select "Other Services"

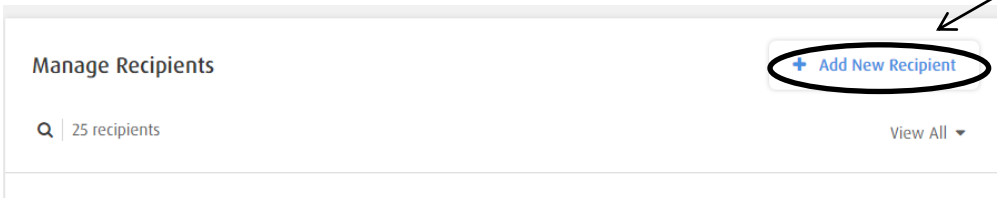
**STEP 3**

Choose “Manage Recipients”



**STEP 4**

Click “Add New Recipients”



**STEP 5**

Fill out the following information:

- a. Choose “Billers” under Recipient
- b. Choose or Type “Miriam College Quezon City or MCQC” as the biller
- c. Key in the Payment Reference Number which is the 10-digit Student No. or 14- digit Bank Reference No. indicated in the Registration Assessment Form (RAF)
- d. Continue enrollment by clicking “Next”



### Enroll Recipients Step 2 of 3 - Review details

Are these details correct?

Recipient:  
Billers

Billers:  
MIRIAM COLLEGE QUEZON CITY | MCQC

Reference Number:  
2016100140

✕ Cancel    ✎ Edit

Confirm

### STEP 6

After checking if the details are correct, proceed with the enrollment by clicking "Confirm"

### STEP 7

Enroll Billers requires One-Time-PIN (OTP) as added security. The OTP will be sent to your registered mobile number with BPI. To confirm the mobile number where the OTP will be sent, click "Yes, send me the code".

### One-Time PIN

To proceed, a 6-digit code will be sent via SMS.

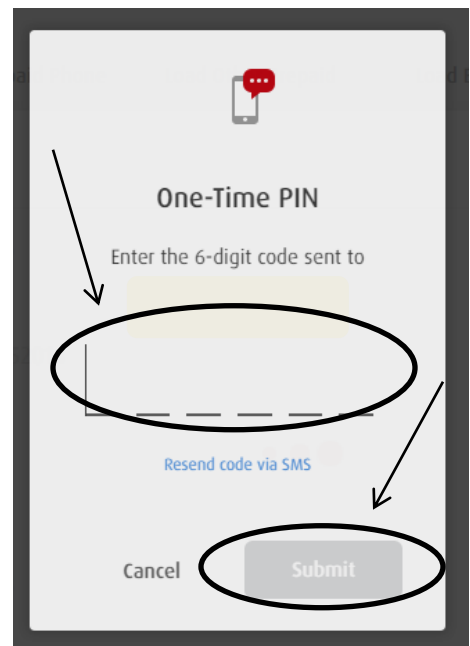
Not your phone?

Yes, send me the code

Cancel

## STEP 8

Key in the OTP received, and click “Submit”



### Enroll Recipients Step 3 of 3 - Enrollment was successful!



#### Enrollment was successful!

Confirmation Date & Time: Monday, Mar 23 2020; 09:04:23 PM (GMT +8)

Recipient:

Billers

Biller:

MIRIAM COLLEGE QUEZON CITY | MCQC

Reference Number:

2016100140

A confirmation page will appear after a successful bills payment enrollment transaction. This will serve as the proof of your enrollment.

The details above have been sent to your email.

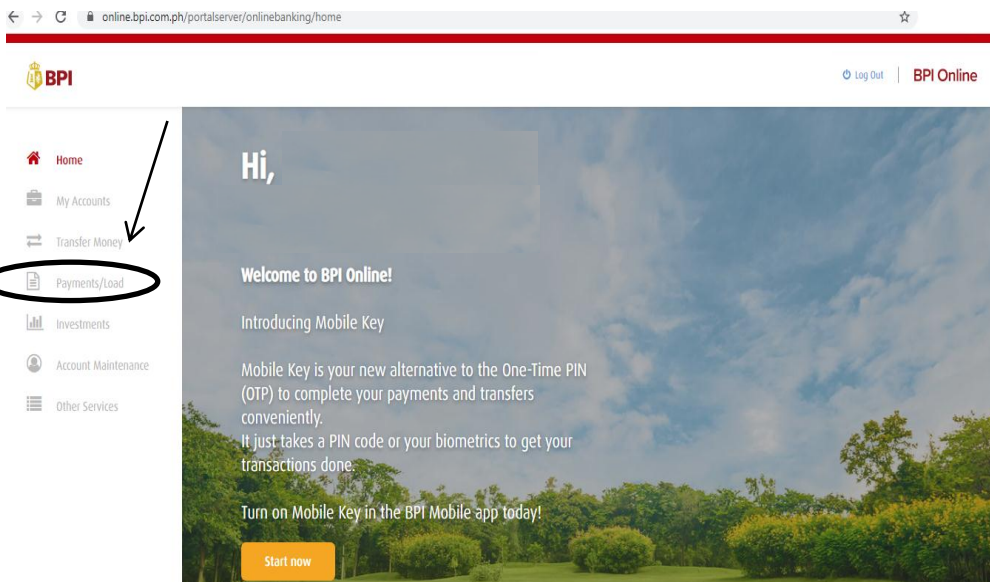
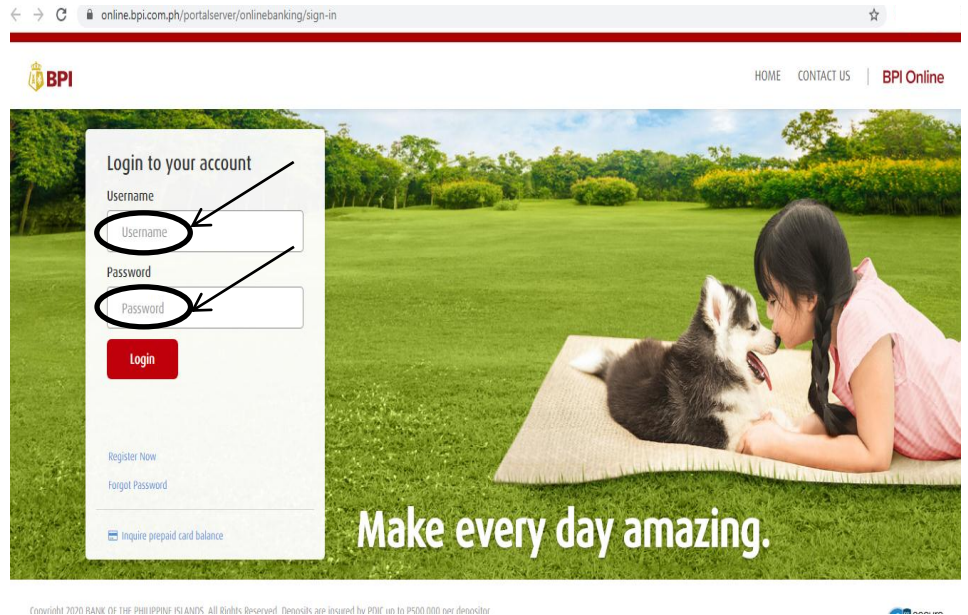
Done

## BPI ONLINE: Bills Payment

To pay a merchant via BPI Online, please follow the procedure below:

### STEP 1

Log-in to your account in <https://online.bpi.com.ph>



### STEP 2

Select "Payments/Load"

### STEP 3

- Select the Account you will pay from
- Key-in the amount to be paid
- Select "MCQC/Reference No." from your list of enrolled biller
- Indicate the "Name of the Student and Grade Level" on the Notes portion
- Continue with the payment by clicking "Next".

Step 1 of 3 - Fill in the details

Pay from  
Which account would you like to pay from?

Amount to pay  
PHP 100.00

Pay to  
MCQC | 2007501313

Notes  
MARIA DELA CRUZ-GRADE 5

Cancel Clear Fields Next

Cancel Edit

Confirm

### STEP 4

Confirm the payment by clicking "Confirm".

### STEP 5

Bills Payment requires One-Time-PIN (OTP) as added security. The OTP will be sent to your registered mobile number with BPI. To confirm the mobile number where the OTP will be sent, click "Yes, send me the code".

One-Time PIN

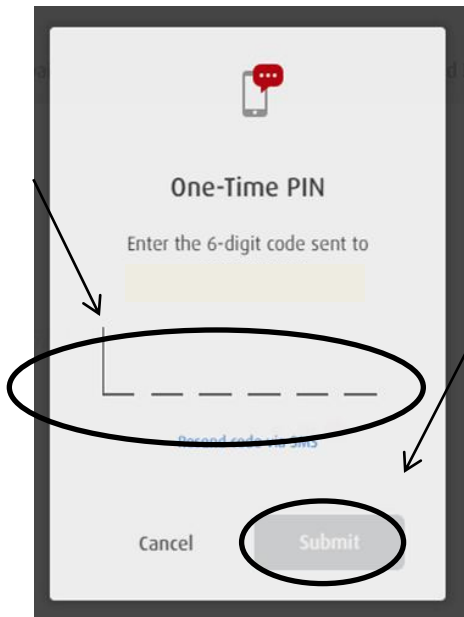
To proceed, a 6-digit code will be sent via SMS.

Is this your number?

Not your phone?

Yes, send me the code

Cancel



### STEP 6

Key in the OTP received, and click “Submit”

### STEP 7

A confirmation page will appear after a successful bills payment transaction. This will serve as the proof of your payment.

**Please forward the confirmation page to [mctreasury@mc.edu.ph](mailto:mctreasury@mc.edu.ph) and [mcaccounting@mc.edu.ph](mailto:mcaccounting@mc.edu.ph)**