



## **PAYMENT METHOD 1**

### **BANK OF THE PHILIPPINE ISLANDS (BPI)**

- ➔ DEPOSITORS of BPI or BPI Family Savings Bank - ATM, Phonebanking or Internet:

Note: Mobile banking not included

ATM & Phonebanking - prior enrollment of UST as a merchant is necessary.

Enroll UST as a merchant: BPI depositors may go to any BPI branch;

BPI Family Savings Bank depositors may go to any BPIFAM branch.

Enroll your 10-digit Student Number as the "Reference Number"

- ➔ ATM Banking - any BPI ATM nationwide

Go to <http://www.bpiexpressonline.com>

Personal login

Go to "Bills payment"

Go to "Enroll all other bills" (If UST is not yet enrolled)

Go to Bill Information – Drill down & click "USTSCH". Enter 10-digit Student No. under "Reference No."

- ➔ NON-BPI Depositors - Over-the-counter payment

Go to any BPI branch nationwide.

Fill-out Deposit/Payment Form

Merchant's Name: University of Santo Tomas (USTSCH)

Reference No.: 10-digit Student Number

Planholder's Name: Name

Mode of Payment: Cash/Check

Amount of Payment: Php xxxx

Present payment slip to BPI teller together with cash/check

Get validated copy and verify accuracy of information entered therein.

## **PAYMENT METHOD 2**

### **METROBANK**

- ➔ DEPOSITORS OF METROBANK - Internet Banking (MetrobankDirect) or Mobile Banking:

- ➔ Internet Banking (MetrobankDirect)

Go to your branch of account and enroll in MetrobankDirect

Login to <https://www.metrobankdirect.com>

Select Pay Bills

Choose "University of Santo Tomas"

Enter your 10-digit Student Number for

"Subscriber/Account No." and "Reference No."

Key in the correct amount

Select "Immediate Payment"

View or print Transaction Acknowledgement Receipt as proof of payment

- ➔ Mobile Banking

Go to your branch of account and enroll your Globe, Sun or Smart phone in Mobile Banking

Select "Pay Bill"

Go to "Biller" choose Others; and select University of Santo Tomas

Choose the account number

Input your 10-digit Student Number for "Subscriber Number" and "Reference No."

Put Total fee (under "Amount to pay")

Key in your MPIN to confirm

Wait for the SMS and save for reference

- ➔ NON-METROBANK DEPOSITORS - Over-the-counter payment

Go to any Metrobank Branch nationwide

Fill-out Deposit/Payment Form (green form)

Company Name: University of Santo Tomas (USTSCH)

Subscriber Name: Name

Reference No. 10-digit Student Number

Subscriber No. 10-digit Student Number

Mode of Payment: Cash/Check/Debit Amount

Amount of Payment: Php xxxx

Present payment slip to Metrobank teller together with cash/check

Get validated copy and verify accuracy of information entered therein.