

PAYMENT THRU BPI BILLS PAYMENT FACILITY

Over the Counter Bills Payment at any BPI Branch

1. Go to the BPI Express Assist (BEA) Machine
2. Choose "Bills Payment", select "Other Merchants" then for the Reference Number, enter "**33111018200370**"
3. Choose mode of payment (cash/check) and enter the AMOUNT to be paid. (Note: For check payment, please make the check payable to "**MIRIAM COLLEGE FOUNDATION INC.**" and write down the following details at the back of the check: Student Name, Reference No. 33111018200370, contact number of the issuer of the check)
4. If the details displayed are correct, choose "NEXT", If not, click "CANCEL".
5. If single transaction, choose "NO". For multiple transactions, choose "YES".
6. Then the queue number will be displayed and printed.
7. Wait for your number to be called or to be flashed on the board.
8. Inform the teller that the biller you would like to pay is "Miriam College Foundation Inc." and write the complete name of the student at the back of the queue number
9. Give the payment to the teller and get the validated deposit slip as proof of payment. Make sure that it bears the correct spelling of the Student Name and Payment Reference No. **33111018200370**
10. A CLEAR copy of the deposit slip showing the date and the complete payment details should be sent via email to llc@mc.edu.ph with the subject heading **COURSE NAME_ NAME OF STUDENT**