

GUIDELINES IN PAYING THROUGH BPI BILLS PAYMENT-ONLINE

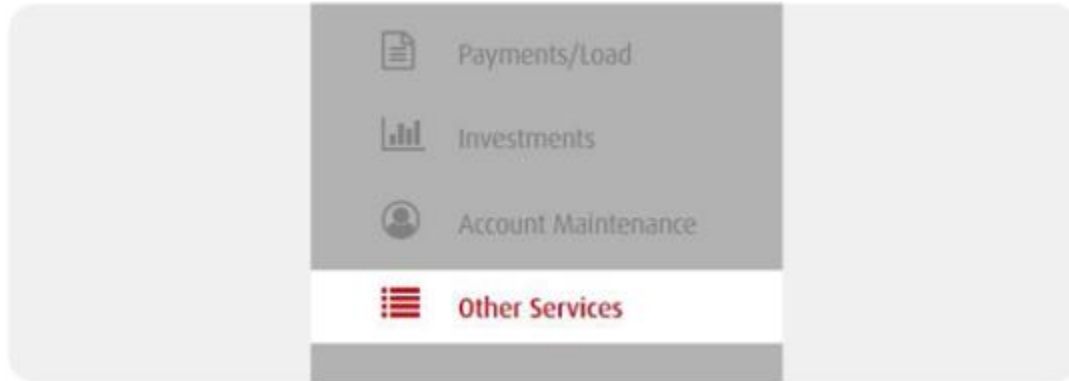
1. Enroll Hermano (San) Miguel Febres Cordero Medical Education Foundation, Inc. as a BILLER.

How to Enroll a Biller

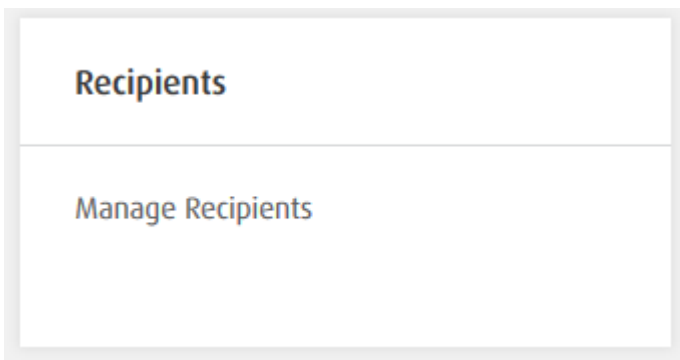
Here is how:

STEP 1: Access the BPI Online Banking link: <https://online.bpi.com.ph> in DLSHSI Website: www.dlshsi.edu.ph or in Student Portal: www.myhsi.dlshsi.edu.ph

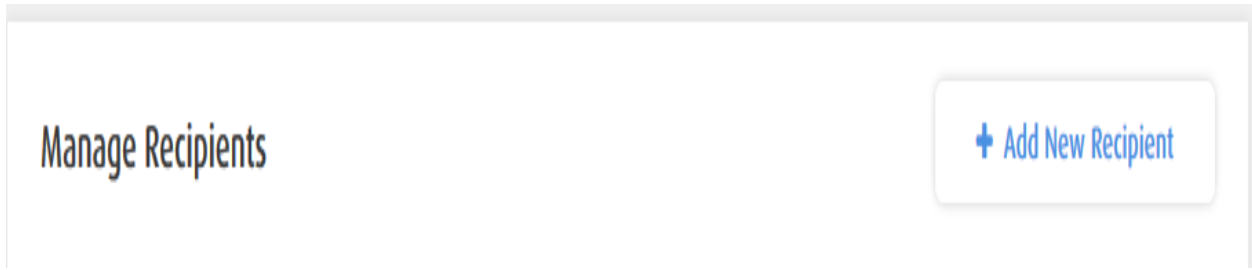
STEP 2: Log in to BPI Online and select "Other Services"



STEP 3: Select "Manage Recipients".



STEP 4: Select "Add New Recipients".



STEP 5: Select as Biller the **HERMANOSANMIGUELFEBRESCORDERO** and enter your **STUDENT ID NUMBER** as your reference number. Click "Next".

Recipient

Biller

Biller Merchant Code for HERMANOSANMIGUELFEBRESCORDERO is **DLSHSI.**

Reference Number

The Reference Number is enrolled **ONCE only by the Payor.**

The **STUDENT ID NUMBER is the only valid Reference Number.**

For applicants, use your temporary ID number

✕ Cancel

↺ Clear Fields

Next



STEP 6: Review details. Click "Confirm" if everything is correct.

Are these details correct?

Recipient:
Billers

Biller:
HERMANOSANMIGUELFEBCORDERO | DLSHSI

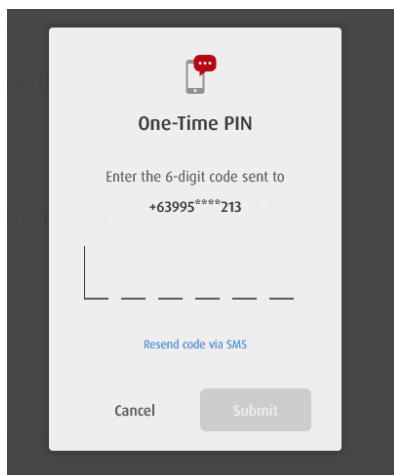
Reference Number:
000000001

 **Cancel**  **Edit**

Confirm

STEP 7: Once confirmed, a One-Time PIN (OTP) will be sent via SMS to your registered SMS number. Enter your OTP and click "Submit"

TIP: Never share your OTP with anyone.



STEP 8: You will receive a notification that your Enrollment was successful. Enrollment of biller and reference number is done only once.

Enroll Recipients Step 3 of 3 - Enrollment was successful!



Enrollment was successful!

Confirmation Date & Time: Thursday, Jul 01 2021; 03:27:54 PM (GMT +8)

Confirmation Number: 1625124446260

Recipient:

Billers

Biller:

HERMANOSANMIGUELFEBRESCORDERO | DLSHSI

Reference Number:

0000000001

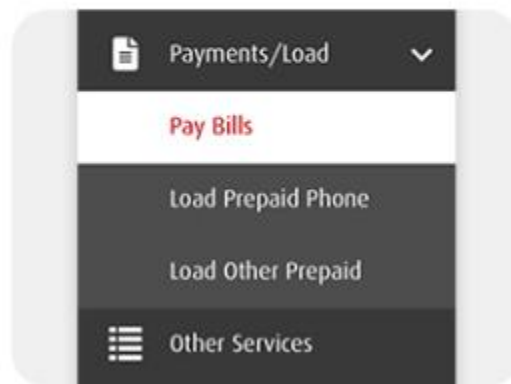
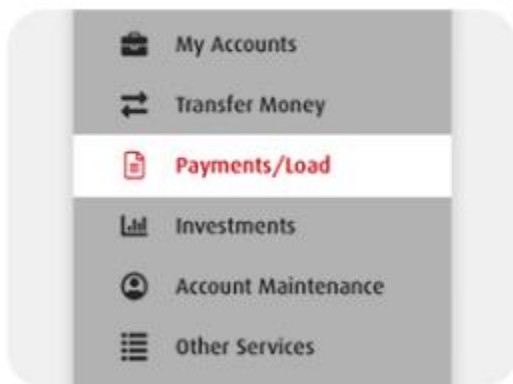
2. PAY TUITION & FEES USING BPI ONLINE or the new BPI Mobile App

Paying your tuition & fees does not have to be a hassle. You can do it wherever you are, whenever you need to, with any device.

Here is how:

STEP 1: Access the BPI Online Banking link: <https://online.bpi.com.ph> in DLSMHSI Website: www.dlshsi.edu.ph or in Student Portal: www.myhsi.dlshsi.edu.ph

STEP 2: Log in to BPI Online or to the new BPI Mobile app and select "Payments/Load" > "Pay Bills" tab.



STEP 3: Fill in the details.

Pay Bills Load Prepaid Phone Load Other Prepaid Load E-Wallet

Step 1 of 3 - Fill in the details

Pay from
SAVINGS ACCOUNT PHP 1.88 Available Balance

Amount to pay
PHP

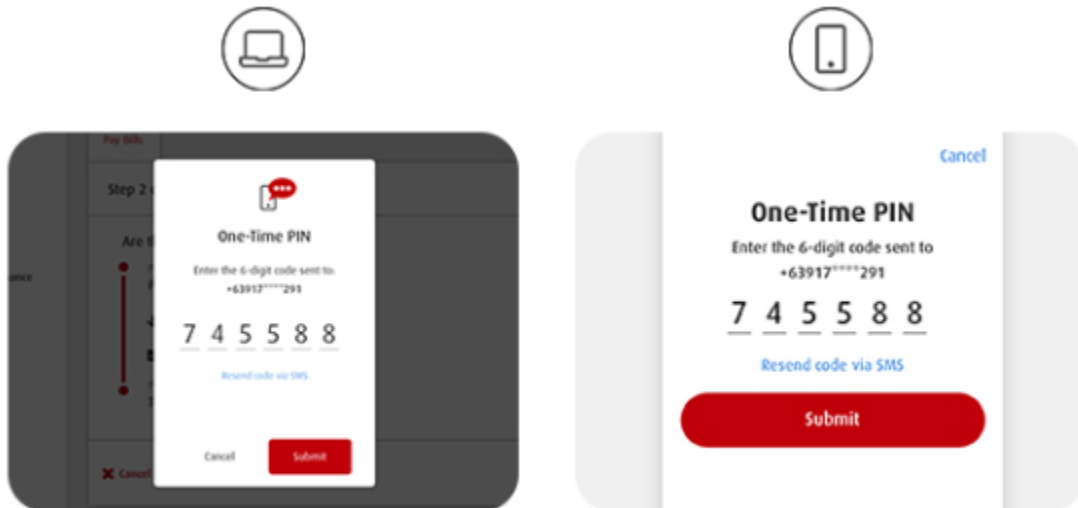
Pay to
DLSHSI | 0000000001

Input the Total Amount to be paid including the P10 standard fee.

Select the merchant code: DLSHSI and the enrolled reference number: STUDENT ID NO. will be shown automatically
For applicants, use your temporary ID number

STEP 4: Confirm the details and enter the One-Time PIN (OTP) sent to your registered SMS number then select "Submit".

TIP: Never share your OTP with anyone.



You're done!

STEP 5: Once submitted you will receive a notification that your Bills payment was successful.

Step 3 of 3 - Bills payment was successful!

● Pay from:
SAVINGS ACCOUNT |

↓ PHP 1.00

● Pay to:

● ✓ Mobile Key approved



Bills payment was successful!

Confirmation Date & Time: Thursday, Jul 01 2021;
03:35:28 PM (GMT +8)
Confirmation Number: 1625124925383

[New Payment](#)