


PAYMENT SLIP

Payment For : (Only fill-out separate slip for each mode of payment)

<input type="checkbox"/> PESO BILLING	<input type="checkbox"/> DOLLAR BILLING	DATE
FORMER NAME / NAME / NAME / SUFFIX		
SUBSCRIBER / CARDHOLDER'S / ACCOUNT NAME (A)		REFERENCE / CHECK NO. (C)
SUBSCRIBER NO. / CARD NO. / SAP CUSTOMER NO. / LOAN ACCOUNT NO. / DEALER NO. (B)		TELEPHONE NO. / OTHER DETAILS (E)
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> DEBIT ACCOUNT: _____ Authorization to Debit		
_____ ACCOUNT HOLDER'S SIGNATURE (F)		
AMOUNT (in figures): _____ (G)		

THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED

MB-I-M-213 / Rev. Oct. '17

CASH DENOMINATION BREAKDOWN		
DENOMINATION (H)	PIECES	AMOUNT
TOTAL CASH PAYMENT		
PLEASE LIST EACH CHECK AND ENDORSE PROPERLY		
BANK BRANCH	CHECK NO.	AMOUNT
TOTAL CHECK PAYMENT		
PAYMENT IS SUBJECT TO THE TERMS AND CONDITIONS COVERING THIS AC		

Client's Conforme

BILLS PAYMENT PROCEDURE FOR
OVER THE COUNTER PAYMENT (Client Module)

DE LA SALLE UNIVERSITY

1. Go to the nearest / most convenient Metropolitan Bank and Trust Co.(MBTC) Branch.
2. Get a copy of Metrobank's "Payment Slip" (please refer to SAMPLE copy) and accomplish the required information/details:
 - A. **Company Name: DE LA SALLE UNIVERSITY**
 - B. **Subscriber Name: STUDENT NAME**
 - C. **Reference No: Billing Number (OPTIONAL)**
 - D. **Subscriber No: STUDENT ID NUMBER**
 - E. **Telephone No/ Other details: MOBILE NUMBER**
 - F. **Mode of Payment: *Cash/Check/Debit Account***
 - G. **Amount of Payment:**
 - (In Figures) PhpXXX.XX
 - (In Words) One Hundred Pesos
 - H. **Payment details (Cash or Check Payment Breakdown)**

Note: Slips are to be accomplished in duplicate copies.

 - 1st Copy – Bank copy**
 - 2nd Copy – Client's copy**
3. Present payment slip to MBTC tellers together with cash/check.
4. Once validated, MBTC Teller will give **DE LA SALLE UNIVERSITY's** client/client representative a validated copy.
5. Before leaving check & verify the copy received (Payment slip serves as proof of payment);
 - a. If validated.
 - b. And, if the copy was the one accomplished and presented to the Bank teller.

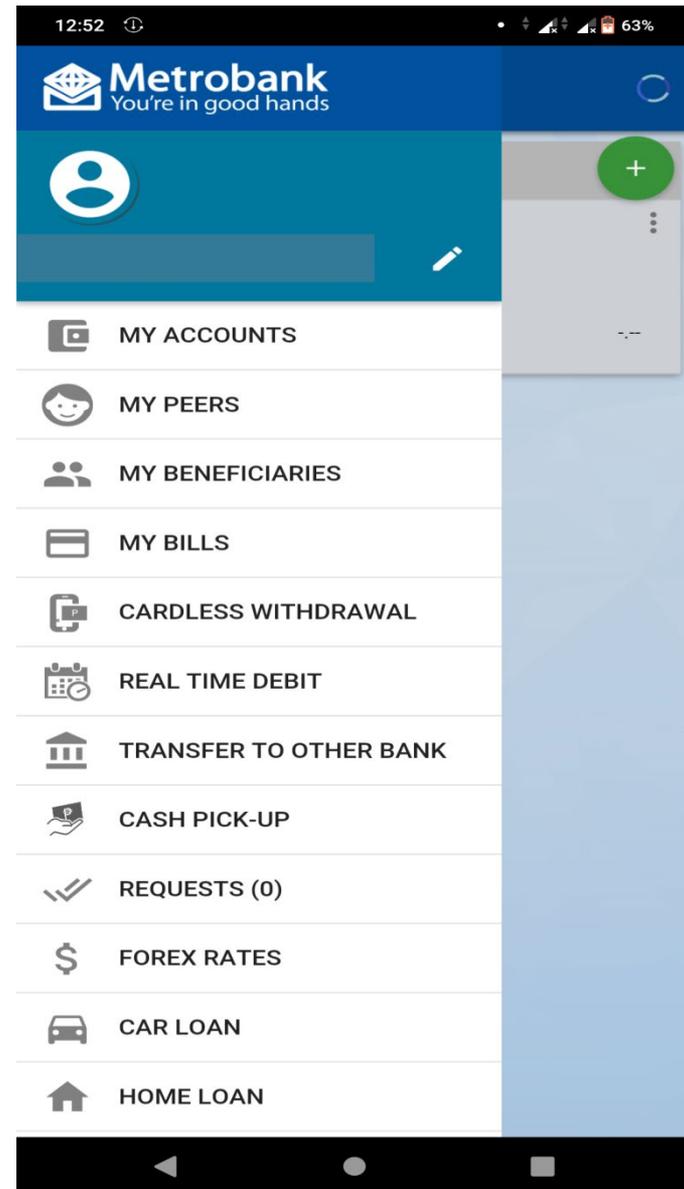
Client's Conforme

Via MetrobankDirect:

- Go to your Metrobank branch of account and enroll in **MetrobankDirect**.
- Login to <https://www.metrobankdirect.com> and select **Pay Bills**.
- Under **“Special Bill”**, choose **“DE LA SALLE UNIVERSITY”** from the dropdown list of billers.
- Enter your STUDENT ID NUMBER under **Subscriber/Members No.**
- Enter your **Phone Number**
- Choose **Account Number** where the payment will be sourced from.
- Enter the **amount** you wish to pay.
- Select **“Immediate Payment”** (account is immediately deducted upon approval) or **“Future Dated”** and click **“Continue”** button.
- Click **“Confirm”** button for the system to process your payment.
- View or print **Transaction Acknowledgment Receipt** as proof of payment.

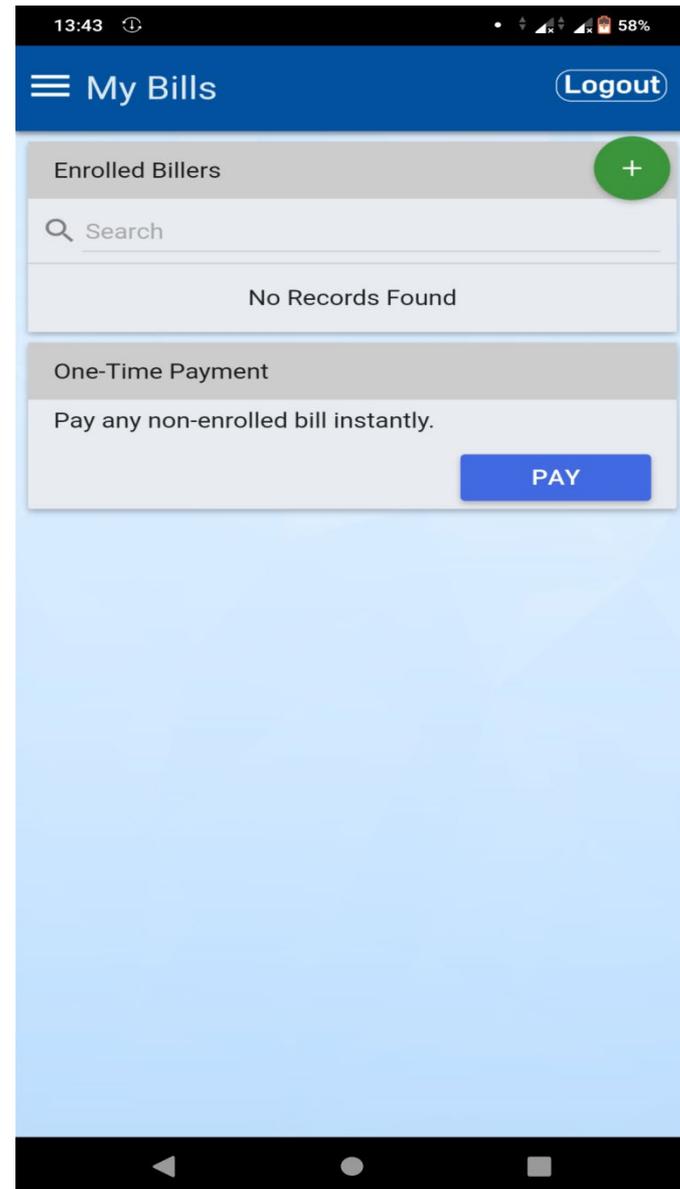
Via Metrobank's Mobile App

1. **Login to Metrobank's Mobile App**
2. **Press upper left menu icon then press "My Bills"**
3. Press the green plus (+) icon to enroll De La Salle University as a biller
4. Type in "De La Salle University" for Manila Campus or "DLSU Laguna" for Laguna campus then press the right arrow button to continue
5. Type in the following:
 - Student ID Number for Subscriber Number
 - Mobile Number for Telephone Number then press "Submit"
6. Go back to "My Bills", press De La Salle University, press "Pay", then choose the account you will use for the payment
7. Enter the amount you wish to pay to DLSU then press "Next"
8. Keep on pressing "Submit" until you reach the "Payment Successful" screen



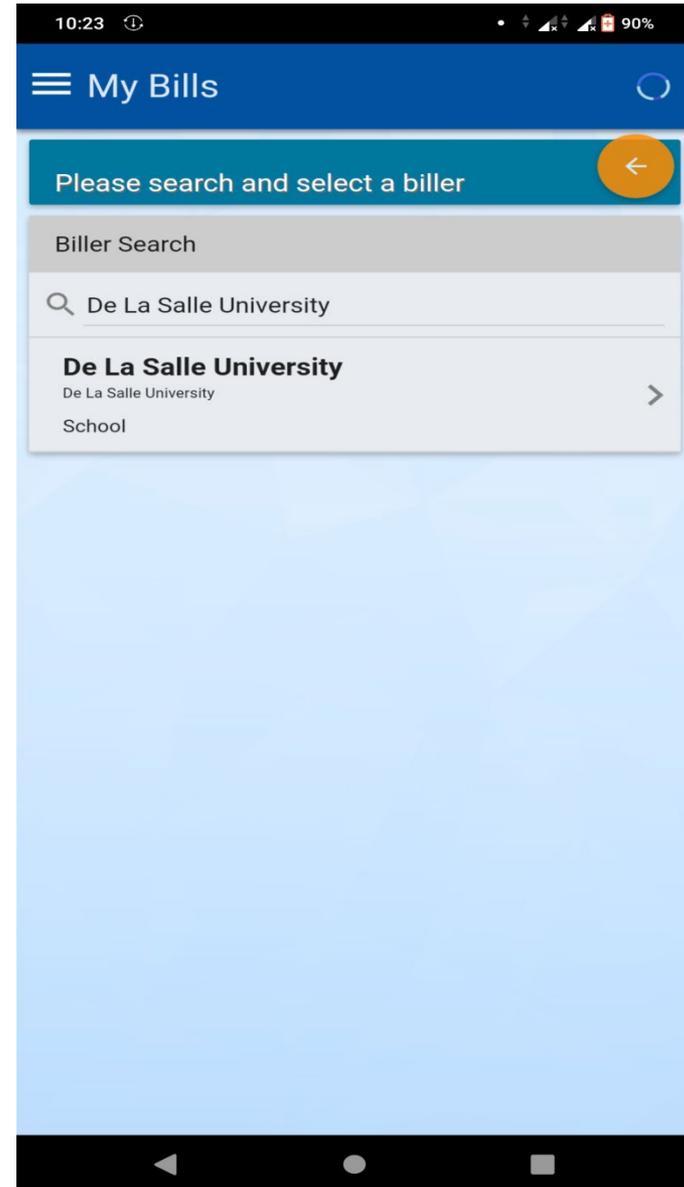
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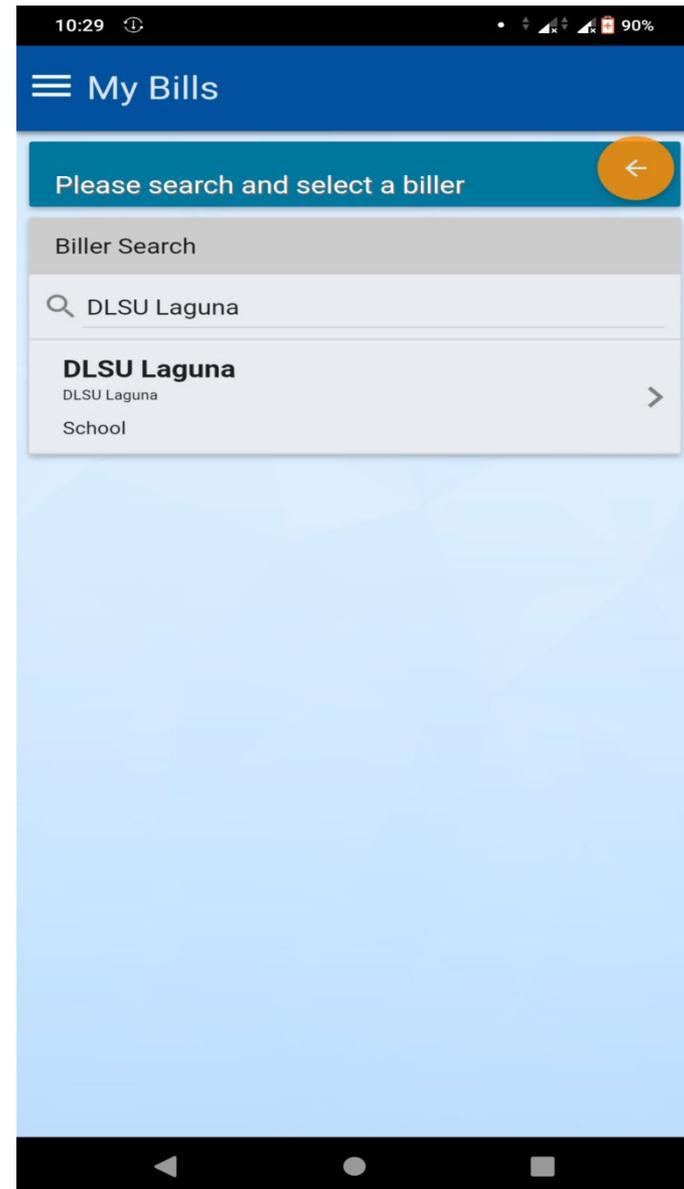
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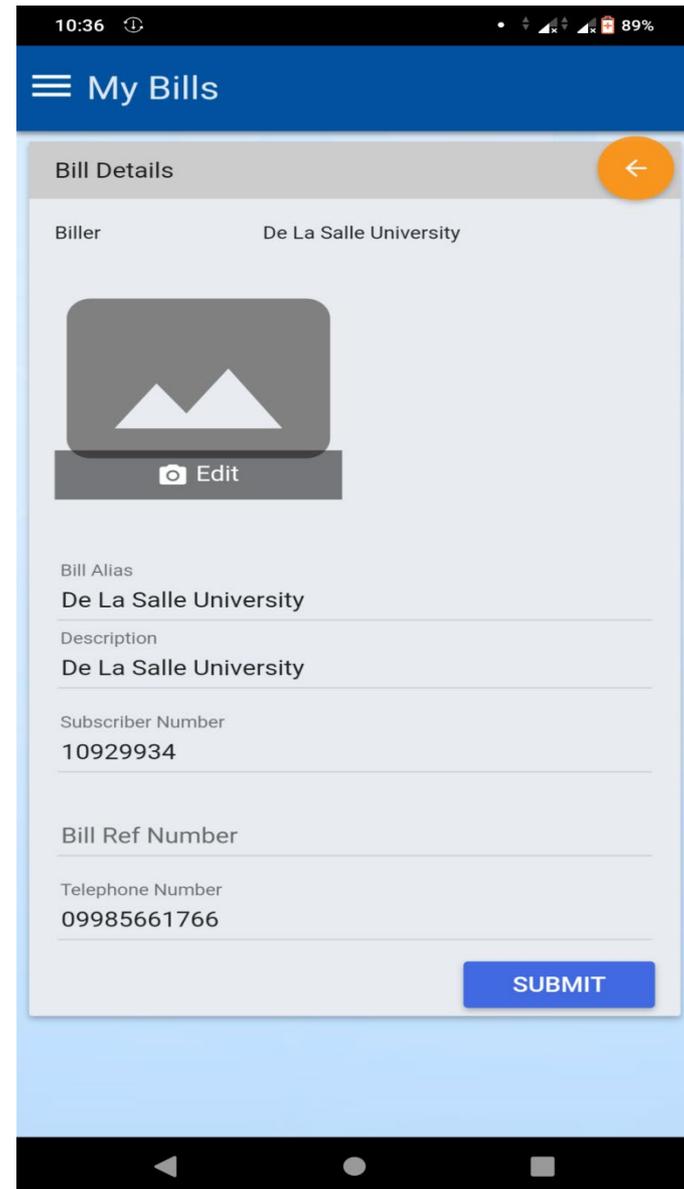
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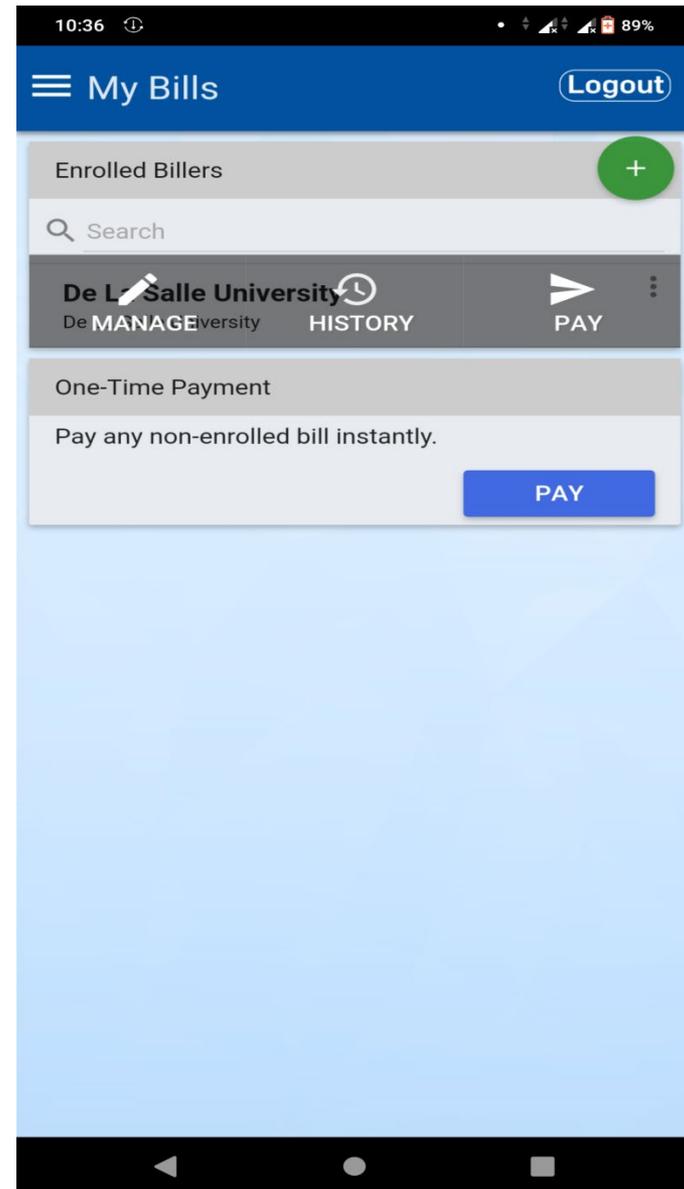
The screenshot shows the 'My Bills' section of the Metrobank mobile app. At the top, the status bar shows the time 10:36 and battery level at 89%. The app header is blue with a white hamburger menu icon and the text 'My Bills'. Below the header is a grey bar with 'Bill Details' and a white back arrow icon. The main content area is white and displays the following information:

- Biller:** De La Salle University
- A placeholder image for the biller's logo with a white 'Edit' button below it.
- Bill Alias:** De La Salle University
- Description:** De La Salle University
- Subscriber Number:** 10929934
- Bill Ref Number:** (field is empty)
- Telephone Number:** 09985661766

A blue 'SUBMIT' button is located at the bottom right of the form.

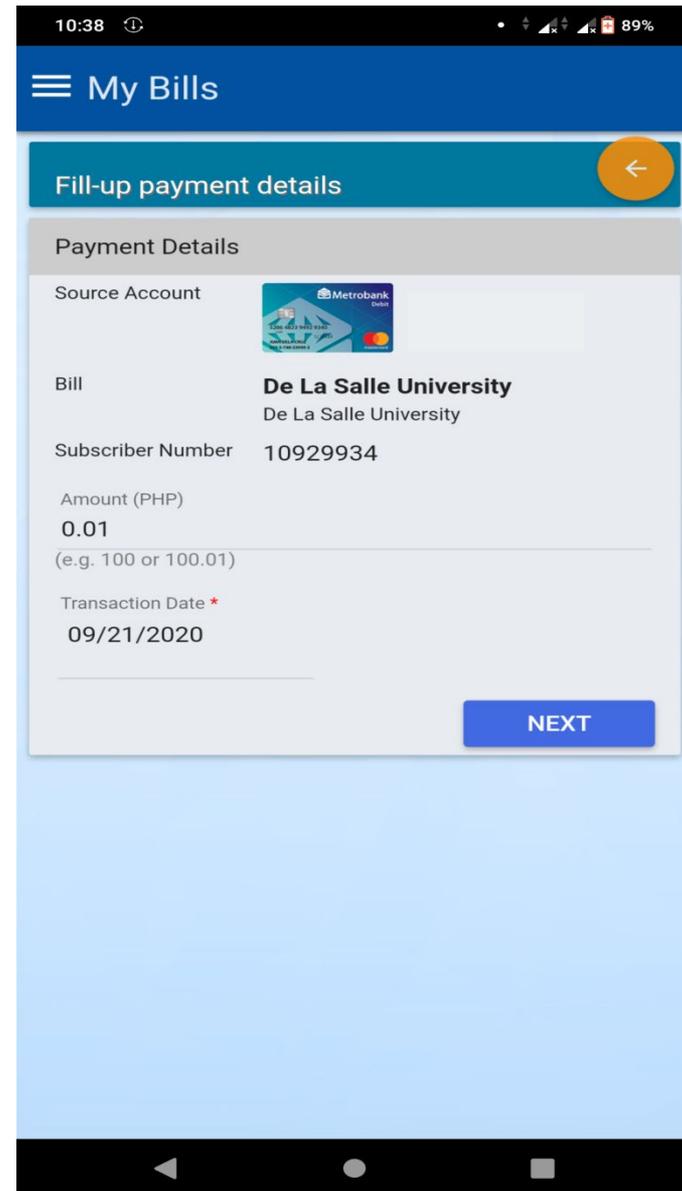
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