
Metrobank
PAYMENT SLIP

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

☐ PESO BILLING ☐ DOLLAR BILLING DATE: _____

COMPANY NAME / NAME OF GROUP / OFFICE

SUBSCRIBER / CARDHOLDER'S ACCOUNT NAME _____

SUBSCRIBER NO. / CARD NO. / SAP CUSTOMER NO. / LOAN ACCOUNT NO. / DEALER NO. _____

☐ CASH ☐ CHECK ☐ DEBIT ACCOUNT: _____

Authorization to Debit

ACCOUNT HOLDER'S SIGNATURE _____

AMOUNT (in figures): _____

CASH DENOMINATION BREAKDOWN

DENOMINATION	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

THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED

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

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.

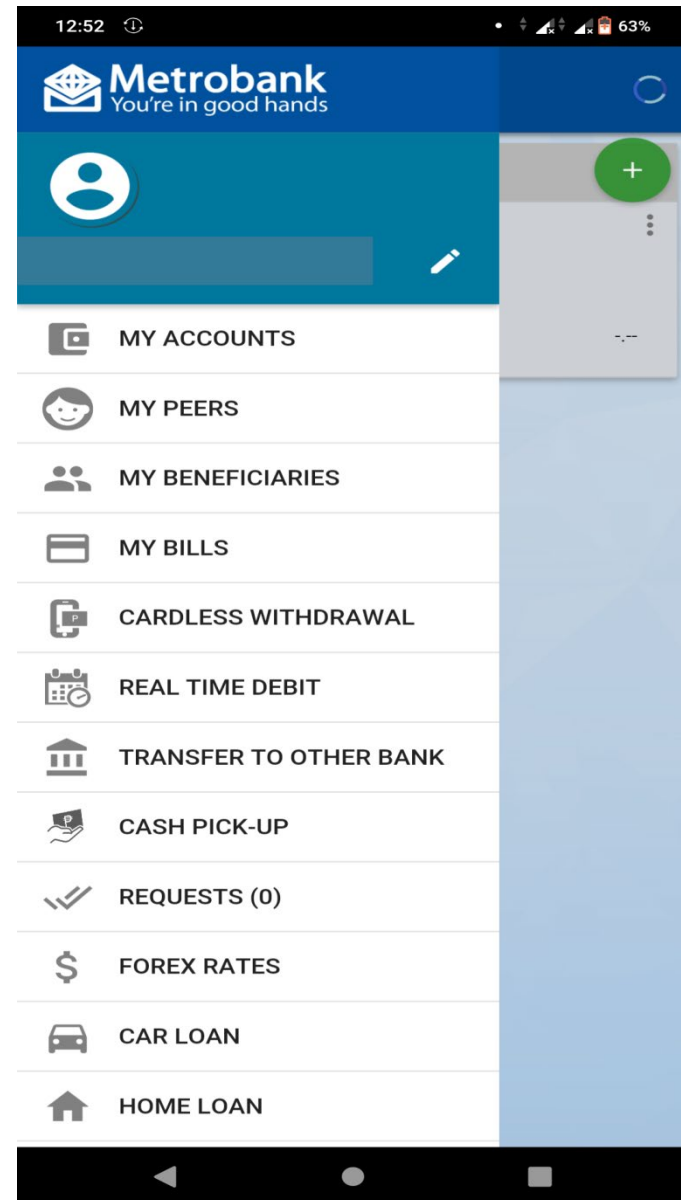
Client's Conforme

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.

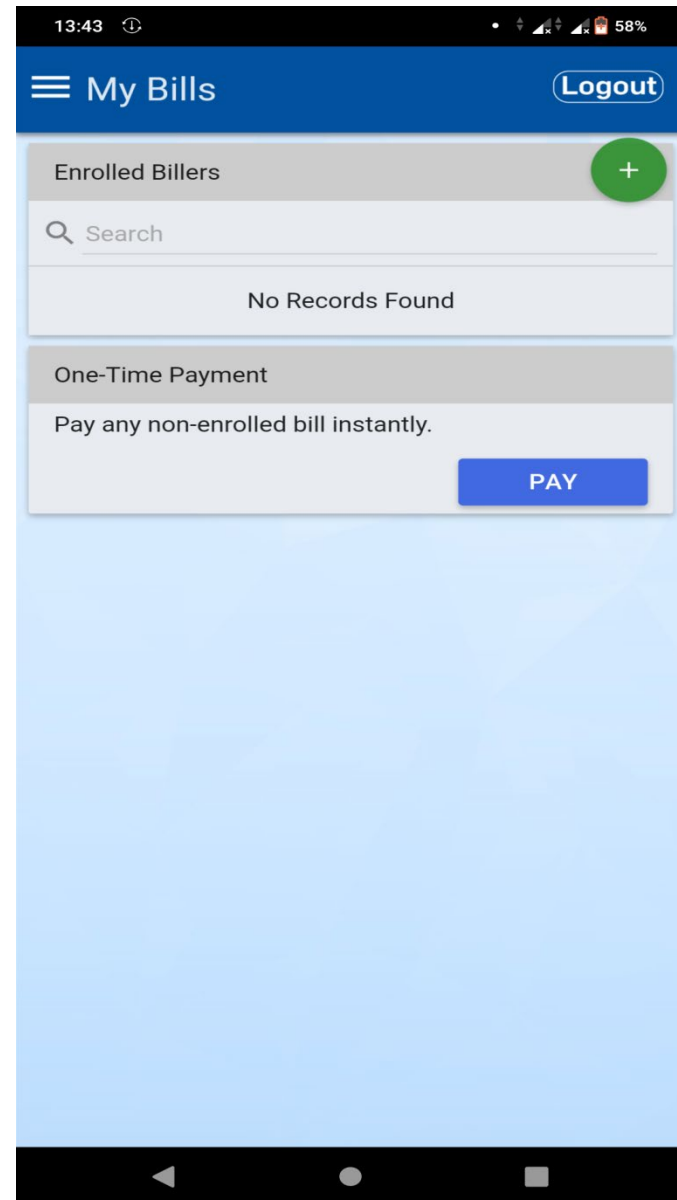
Via Metrobank's Mobile App

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



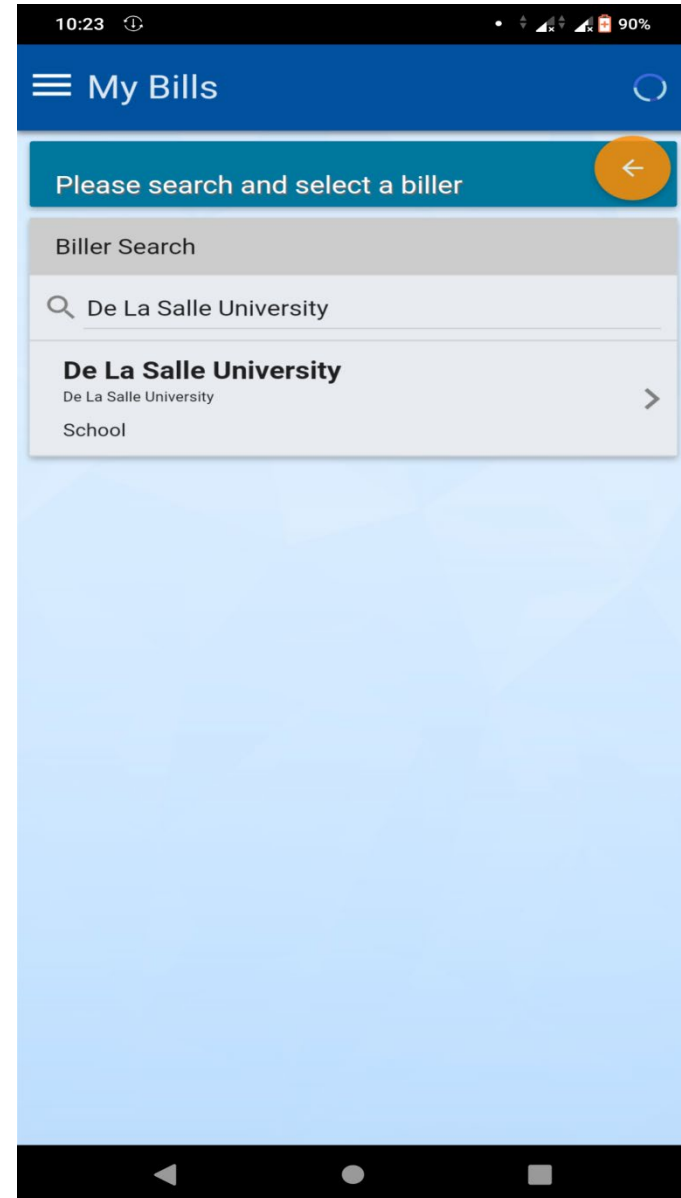
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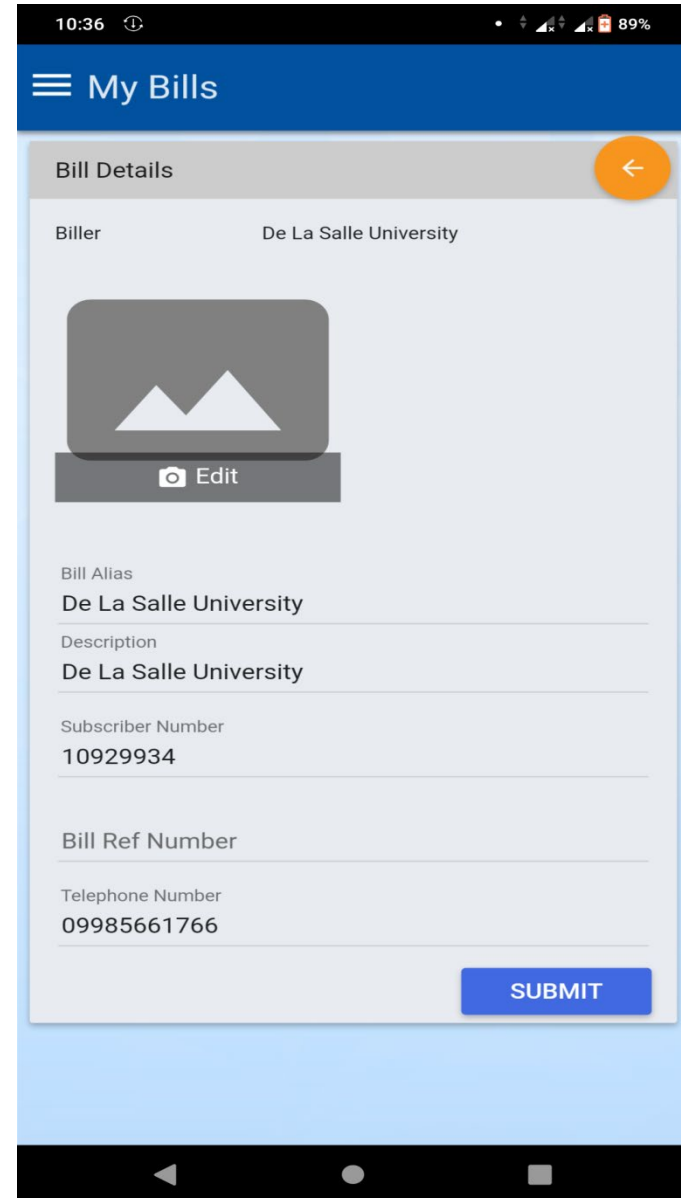
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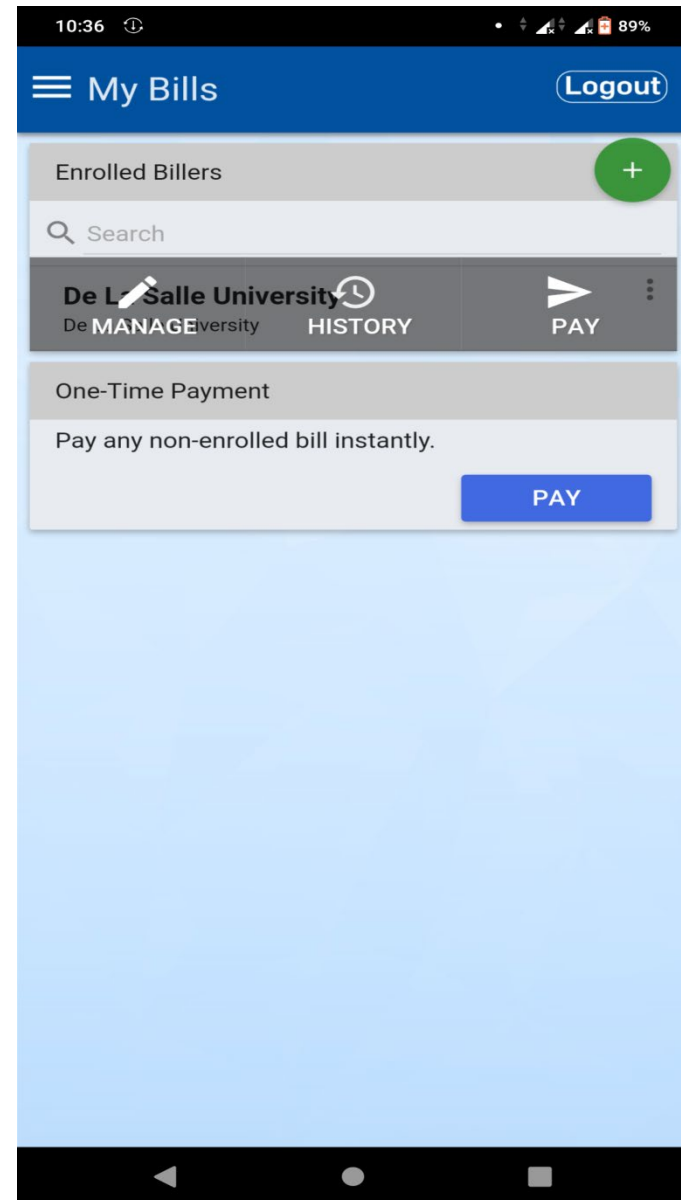
The screenshot shows the 'My Bills' section of the Metrobank mobile app. At the top, the status bar shows the time 10:36 and battery level at 89%. The app header is blue with a white hamburger menu icon and the text 'My Bills'. Below the header is a grey bar with 'Bill Details' and a white back arrow icon. The main content area is light blue and displays bill information for 'De La Salle University'. It includes a placeholder image for the biller with an 'Edit' button below it. The bill details are listed as follows:

Field	Value
Bill Alias	De La Salle University
Description	De La Salle University
Subscriber Number	10929934
Bill Ref Number	
Telephone Number	09985661766

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

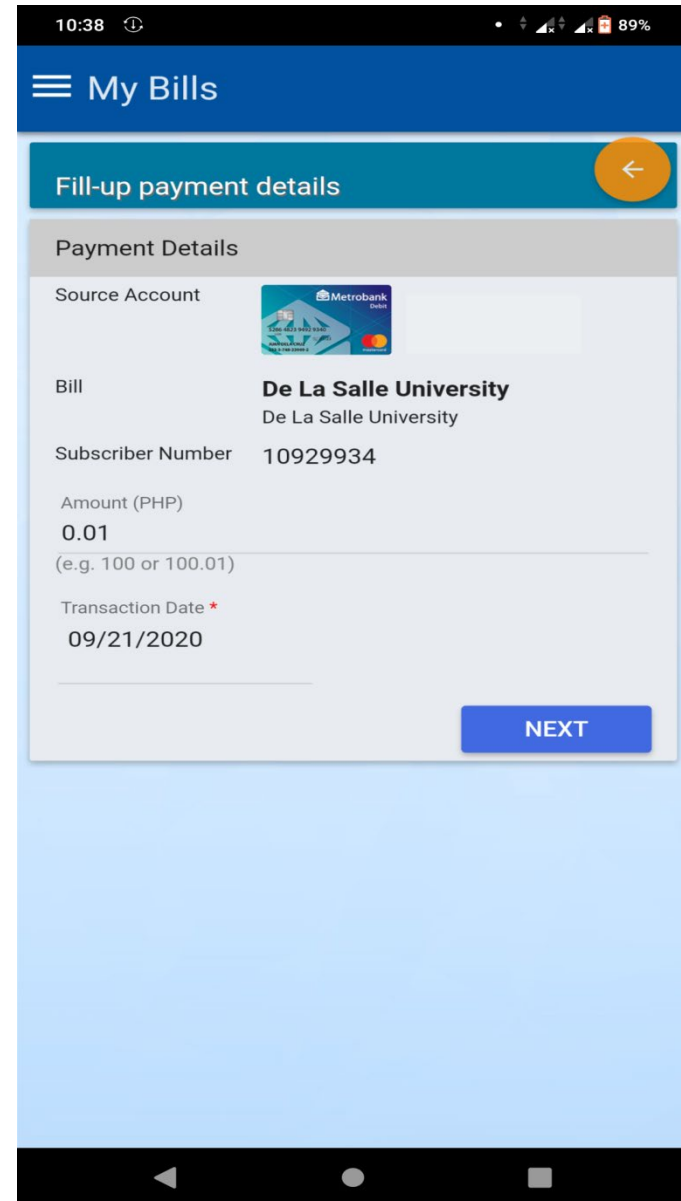
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The screenshot shows the 'My Bills' section of the Metrobank mobile app. At the top, there's a blue header with a hamburger menu icon and the text 'My Bills'. Below this is a teal bar with the text 'Fill-up payment details' and a back arrow icon. The main content area is titled 'Payment Details' and contains the following information:

Source Account	
Bill	De La Salle University De La Salle University
Subscriber Number	10929934
Amount (PHP)	0.01 (e.g. 100 or 100.01)
Transaction Date *	09/21/2020

At the bottom right of the form is a blue button labeled 'NEXT'.

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