

Bills Payment User Guide

DE LA SALLE UNIVERSITY-MANILA



Over-The-Counter Channel

Step by step Over-The-Counter Payment Guide

a. Fill out Bills Collection Slip with the following

- 1. Biller Name indicate applicable Biller Name
- 2. Name indicate Payor Name
- 3. Indicate any other information under the Other Payment Information field **Billers required references** from the payor (e.g. Name, Ref Num)
- 4. If Cash Payment indicate total cash amount
- 5. If Check Payment fill out check details on the form (this is a required field)
- 6. If Debit to Account fill out account number and sign the form

For Over-The-Counter via TouchQ Machine

- 1. Tap screen to start
- 2. Tap Bills Payment
- 3. Choose Category then select Biller: applicable Biller Name
- 4. Choose Mode of Payment
- 5. Encode the following details (if these are the required fields in TouchQ: **Reference Number; Amount; Contact Number**
- 6. Confirm Transaction details then Click 'NO' (if no need to do other transactions)
- 7. Get your Queue number and present to Teller
- b. Present the accomplished forms to Service Associate (SA): Bills Collection Slip and Queue Number Slip from TouchQ Machine
- c. Keep a copy of the validated Bills Collection Slip or Universal Transaction Slip as proof of payment

Sample Bills Collection Slip

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Online Banking Channel – RCBC Online Banking Retail (ROR)

Step by step RCBC Online Retail (ROR) Payment Guide

- a. Go to www.rcbconlinebanking.com or use your RCBC Mobile App
- b. Type your 'User ID' & 'Password', click Login and enter OTP
- c. Go to 'Pay Bills' Menu
- d. Under Payment Details
 - Pay From* Select 'Source Account Number' dropdown
 - Pay To* Select 'List of Billers'
 - Select 'Biller Category', then select 'DE LA SALLE UNIVERSITY-MANILA'
- e. Input Biller's required references from their payer (E.g. Account Number, Name, etc.)
 - Reference 1: Student ID Number
 - Reference 2: Student Name
 - Amount
 - Remarks (if applicable)
- f. Click 'Submit' button
- g. Click 'Proceed To Payment'
- h. Input 'OTP', then submit
- i. End of payment transaction

You can Save the Bills Payment Cyber Receipt by clicking download menu.





Step by step RCBC Online Corporate (ROC) Payment Guide Enrollment and Deletion of Merchant

I. Enrollment of Merchant/Biller

- a. Maker to Log on to https://www.rcbconline-corporate.com/fo/login
- b. Go to Cash Management Services > Disbursement > Bills Payment
- c. Go to Enroll Merchant and Input all Mandatory Information (in yellow)

Note: You may Enroll/Add Multiple Merchants to the same request (Click Add Merchant) then click Submit

- d. Approvers to log on to https://www.rcbconline-corporate.com/fo/login
- e. Go to > Cash Management Services > Disbursement > Bills Payment
- f. Go to > Approve Merchant > Click Search > Click Reference Number > Submit. *Merchant will now be Ready for Payment*

II. Deletion of Enrolled Merchant/Biller

- a. Log on as System Admin https://www.rcbconline-corporate.com/fo/login
- b. Under Administration Dashboard, click Enrollment tab
- c. Click Delete Bills Pay Merchant tab and search biller/merchant you want to delete
- d. Tick the box of biller/merchant for deletion and then click Next Step until you reach the Delete button
- e. System Admin will be notified on the successful deletion of the merchant/biller



Step by step RCBC Online Corporate (ROC) Payment Guide Making a Payment

III. How to Make a Bills Payment Transaction

Maker

- Go To Cash Management Services > Disbursement > Bills Payment а.
- Go to Create Bills Payment menu and supply the information needed b.
- Click Submit button to send the transactions for approval C.

Verifier/Approver

- Go to Task List and Click on Number of Items for Approval/Verification а.
- Tick the box of item/s to be Approved/Verified b.
- Click Verify /Authorize button to approve the transactions C.

NOTE: If Company has No Workflow – the Payment will automatically processed after Submission by Maker

