



# **Bills Payment User Guide**

**DE LA SALLE UNIVERSITY-  
MANILA**



# Over-The-Counter Channel

# Step by step Over-The-Counter Payment Guide

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- 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**





**Online Banking Channel –  
RCBC Online Banking  
Retail (ROR)**

# Step by step RCBC Online Retail (ROR) Payment Guide

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- a. Go to [www.rcbconlinebanking.com](http://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.



**Online Banking Channel –  
RCBC Online Corporate  
(ROC)**

# Step by step RCBC Online Corporate (ROC) Payment Guide

## Enrollment and Deletion of Merchant

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### 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

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### III. How to Make a Bills Payment Transaction

#### Maker

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

#### Verifier/Approver

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

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