



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

RCBC		BILLS COLLECTION / DEPOSIT PICK-UP AGENT COLLECTION SLIP	
This deposit is subject to the terms and conditions covering this account. Do not make any alterations on this slip. In case of error, please prepare another slip.			
DATE	<input type="checkbox"/> BILLS COLLECTION <input type="checkbox"/> AGENT COLLECTION	<input type="checkbox"/> DEPOSIT PICK-UP <input type="checkbox"/> FREE COUNTRY	<input type="checkbox"/> NO COUNTRY
BILLER/COMPANY NAME/ACCOUNT NAME			
ACCOUNT NUMBER/SUBSCRIBER/POLICY/CARD NUMBER		AGENT CODE/NUMBER	
VALIDATION			
(This is your receipt when machine validated)			
SUBSCRIBER/POLICY HOLDER/CARDHOLDER NAME		AGENT NAME	
OTHER PAYMENT INFORMATION AS REQUIRED BY BILLER/AGENT (Please refer to the BILLER/PAYMENT CATALOGUE which may be found on the slip cover)			
PAYMENT INFORMATION		DETAILS	
PAYMENT CURRENCY <input type="checkbox"/> PESO <input type="checkbox"/> US DOLLAR <input type="checkbox"/> YEN <input type="checkbox"/> OTHERS			
CASH			
TOTAL CASH PAYMENT			
CHECK (Please use separate slip for each bill or check)			
<input type="checkbox"/> ON-US/PG/CIC <input type="checkbox"/> REGIONAL <input type="checkbox"/> OTHERS <input type="checkbox"/> LOCAL <input type="checkbox"/> REGIONAL INTEGRATED			
BUYER'S BANK & BRANCH	ACCOUNT & CHECK NO.	AMOUNT	
1.			
2.			
3.			
4.			
5.			
6.			
TOTAL CHECK PAYMENT			
DEBIT ACCOUNT			
ACCOUNT NO.		ACCOUNT HOLDER'S SIGNATURE	
SPECIFIC INSTRUCTIONS (If any, use this slip)		APPROVED BY:	
* ACCOUNT SUBJECT TO CREDIT RISK (FOR ALL COUNTRY DEPOSIT PICK-UP) (NUMBER FROM 0001)			
RCBC/AGENTS (AGAT 2011) INC.			

RCBC		BILLS COLLECTION / DEPOSIT PICK-UP AGENT COLLECTION SLIP	
This deposit is subject to the terms and conditions covering this account. Do not make any alterations on this slip. In case of error, please prepare another slip.			
DATE			
BILLER/COMPANY NAME/ACCOUNT NAME			
ACCOUNT NUMBER/SUBSCRIBER/POLICY/CARD NUMBER		AGENT CODE/NUMBER	
VALIDATION			
(This is your receipt when machine validated)			
SUBSCRIBER/POLICY HOLDER/CARDHOLDER NAME		AGENT NAME	
OTHER PAYMENT INFORMATION AS REQUIRED BY BILLER/AGENT (Please refer to the BILLER/PAYMENT CATALOGUE which may be found on the slip cover)			
PAYMENT INFORMATION		DETAILS	
PAYMENT CURRENCY <input type="checkbox"/> PESO <input type="checkbox"/> US DOLLAR <input type="checkbox"/> YEN <input type="checkbox"/> OTHERS			
CASH			
TOTAL CASH PAYMENT			
CHECK (Please use separate slip for each bill or check)			
<input type="checkbox"/> ON-US/PG/CIC <input type="checkbox"/> REGIONAL <input type="checkbox"/> OTHERS <input type="checkbox"/> LOCAL <input type="checkbox"/> REGIONAL INTEGRATED			
BUYER'S BANK & BRANCH	ACCOUNT & CHECK NO.	AMOUNT	
1.			
2.			
3.			
4.			
5.			
6.			
TOTAL CHECK PAYMENT			
DEBIT ACCOUNT			
ACCOUNT NO.		ACCOUNT HOLDER'S SIGNATURE	
SPECIFIC INSTRUCTIONS (If any, use this slip)		APPROVED BY:	
* ACCOUNT SUBJECT TO CREDIT RISK (FOR ALL COUNTRY DEPOSIT PICK-UP) (NUMBER FROM 0001)			
RCBC/AGENTS (AGAT 2011) INC.			



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.



Online Banking Channel – RCBC Online Corporate (ROC)

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

- 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