



PSBank Business Online Buddy User Guide

Bill Enrollment

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I. Overview

This module shall cover the process of doing Biller Enrollment.

II. About this Guide

This User Guide is intended for the Front Office Users of Business Online Buddy (BOB) which will show the users on how to do Biller Enrollment, Financial Transaction, Unenrollment and check Biller status via Enrollment Inquiry.

III. Scope of this Guide

This User Guide includes the process of the following:

1. Biller Enrollment
 - 1.1 Manual Enrollment
 - 1.2 Upload Batch Enrollment
2. Financial Transaction
3. Unenrollment
4. Biller Enrollment Inquiry
5. Bills Payment Inquiry

IV. Procedures

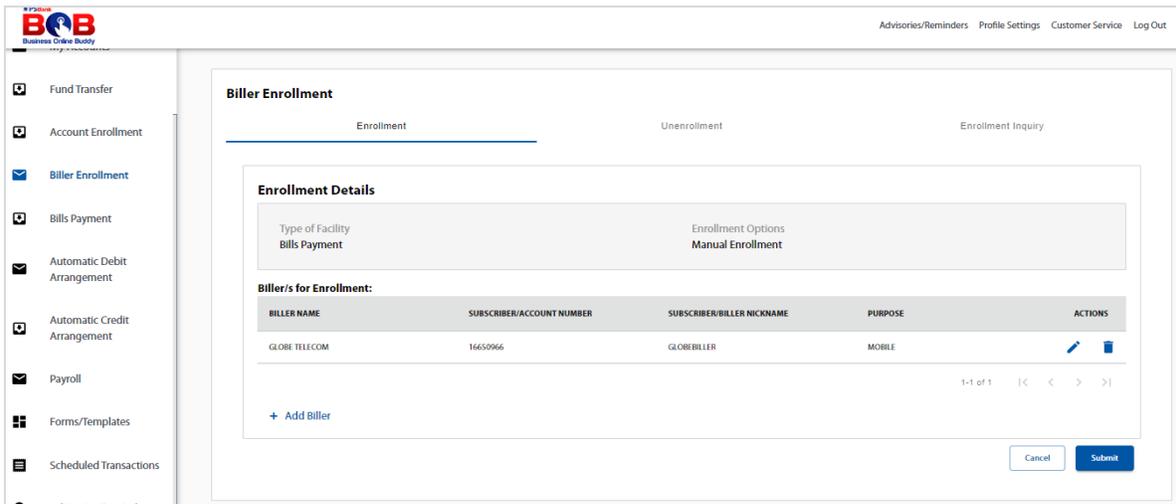
1. Enrollment of Biller using Manual Enrollment

1.1. Corporate Client's Maker to log-in via BOB

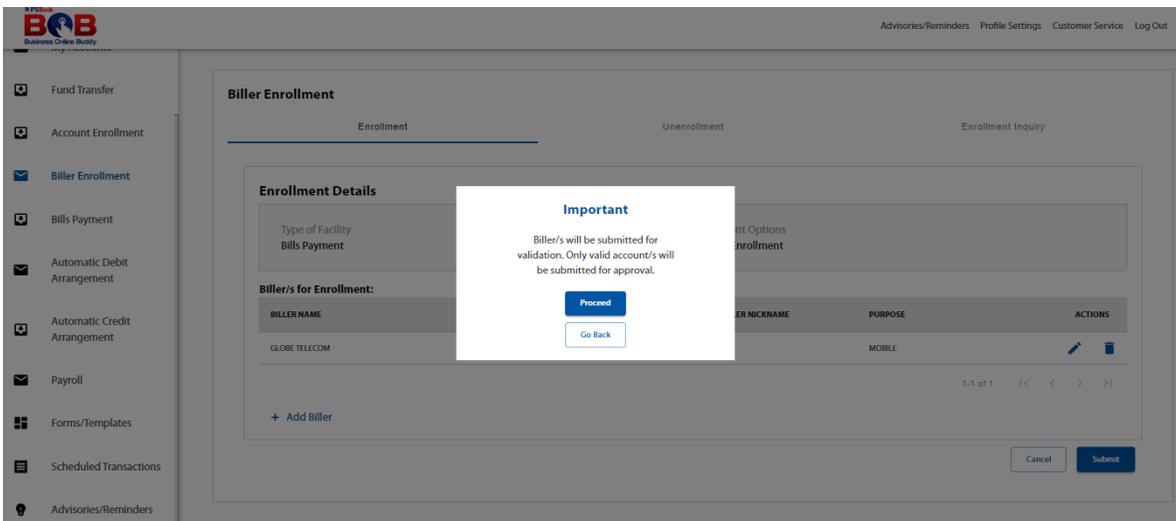
- 1.1.1. Go to Biller Enrollment Module.
- 1.1.2. In the Enrollment Option, select "Manual Enrollment".
- 1.1.3. In the Enrollment Details, choose specific biller.
- 1.1.4. Input Subscriber/Account Number.
- 1.1.5. Encode Biller Nickname and Purpose (Optional).

The screenshot displays the BOB (Business Online Buddy) interface. The top navigation bar includes links for "Advisories/Reminders", "Profile Settings", "Customer Service", and "Log Out". The left sidebar contains a menu with options: "Fund Transfer", "Account Enrollment", "Biller Enrollment" (highlighted), "Bills Payment", "Automatic Debit Arrangement", "Automatic Credit Arrangement", "Payroll", "Forms/Templates", and "Scheduled Transactions". The main content area is titled "Biller Enrollment" and has three tabs: "Enrollment" (selected), "Unenrollment", and "Enrollment Inquiry". Below the tabs is the "Enrollment Details" section, which includes a table with "Type of Facility" (Bills Payment) and "Enrollment Options" (Manual Enrollment). Below this are four input fields: "Choose Biller" (a dropdown menu with "GLOBE TELECOM" selected), "Subscriber/Account Number" (a text box with "16650966"), "Biller Nickname" (a text box with "GLOBEBILLER"), and "Purpose (Optional)" (a text box with "MOBILE"). A blue "Next" button is located at the bottom right of the form.

- 1.1.6. Click "Next".
- 1.1.7. User may opt to click "+Add Biller" if there are additional biller to enroll.
- 1.1.8. Then click "Submit".



1.1.9. A prompt message shall appear, click “Proceed”.



1.1.10. A successful banner shall appear on the screen as shown below.

The screenshot displays the BOB Business Online Buddy interface. On the left is a navigation menu with options like Fund Transfer, Account Enrollment, Biller Enrollment, Bills Payment, Automatic Debit Arrangement, Automatic Credit Arrangement, Payroll, Forms/Templates, Scheduled Transactions, and Advisories/Reminders. The main content area is titled 'Biller Enrollment' and has three tabs: 'Enrollment' (selected), 'Unenrollment', and 'Enrollment Inquiry'. A yellow banner at the top of the main area contains a success icon and the text: 'Successful! Biller enrollment/s have been submitted for approval.' Below this, the 'Enrollment Details' section shows 'Type of Facility: Bills Payment', 'Enrollment Options: Manual Enrollment', and 'Biller/s for Enrollment: 1'. A table titled 'Biller/s for Enrollment' contains one entry:

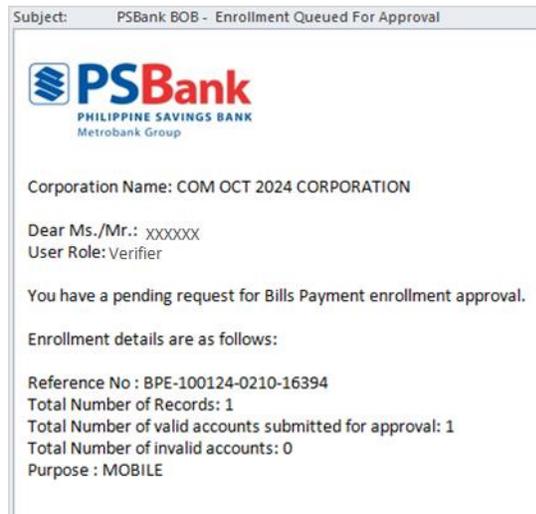
REFERENCE NUMBER	BILLER NAME	SUBSCRIBER/ACCOUNT NUMB...	SUBSCRIBER/BILLER NICKNAME	PURPOSE	REMARKS
BPE-100124-0210-16394	GLOBE TELECOM	16650966	GLOBEBILLER	MOBILE	

At the bottom right of the table area, there is a pagination indicator '1-1 of 1' and navigation arrows. Below the table are two buttons: 'Go to Dashboard' and 'Make Another Enrollment'.

Note: This shall queue to Corporate Client's Approvers

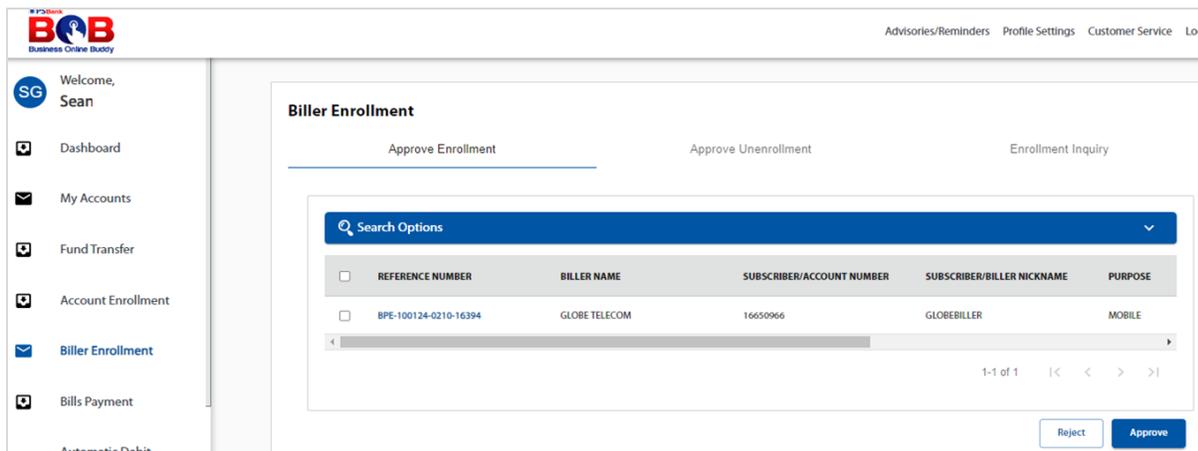
1.2. Corporate Client's Verifier to log-in via BOB

Corporate Client's Approvers shall receive email notification of pending approval of the Bills Payment Enrollment as seen below.



1.2.1. Go to Biller Enrollment.

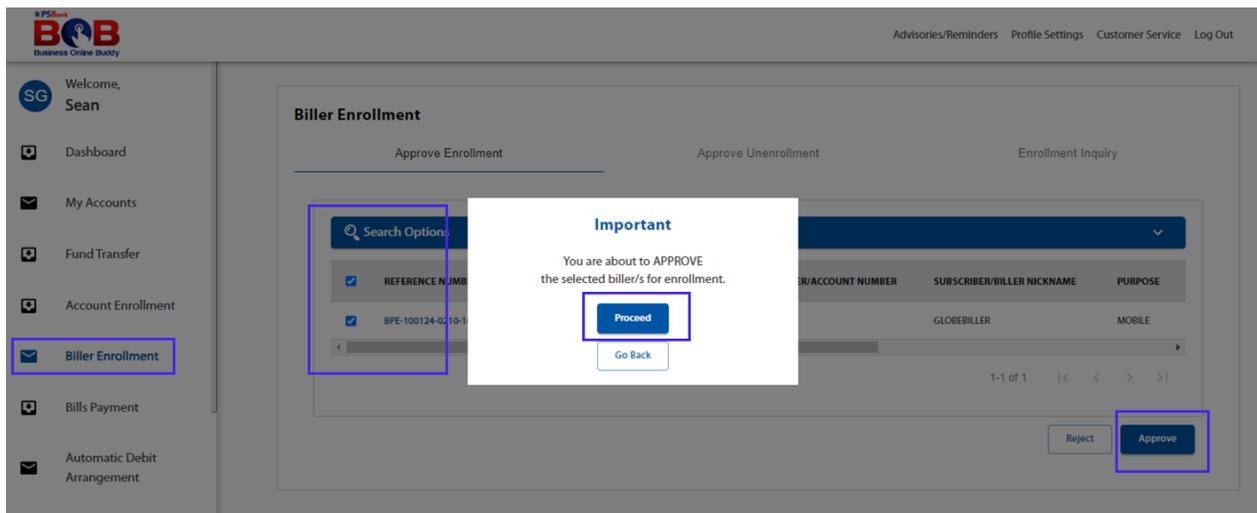
1.2.2. Select the Biller to approve.



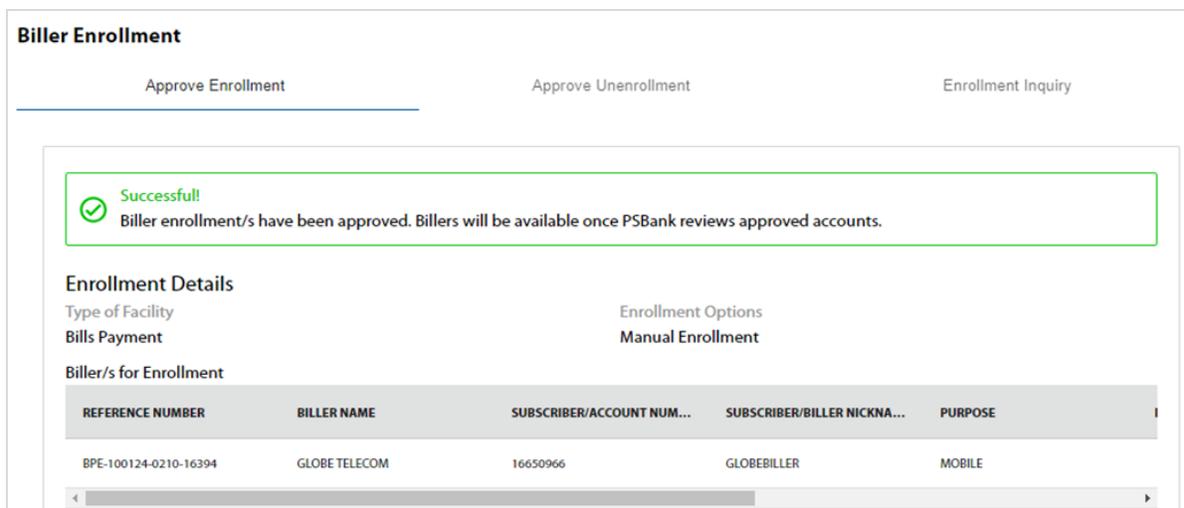
1.2.3. Click reference number to check the details prior to approval.

1.2.4. To approve multiple requests, select the checkbox beside reference.

1.2.5. Click "Approve".



1.2.6. A successful banner shall appear on the screen as shown below.



Notes:

1. Approval is depending on Workflow Model of the company (e.g., Maker-Authorizer, Maker-Verifier-Authorizer or Maker-Verifier-Authorizer-Releaser)
2. If the workflow model is MVAR, then enrolment request shall queue to Verifier-Authorizer-Releaser for approval.
3. Enrollment of Account is still subject to PSBank system approval.

1.3. Biller Enrollment Inquiry Module

1.3.1. Go to Biller Enrollment – Enrollment Inquiry.

1.3.2. Summary of the Biller shall appear on the screen.

The screenshot shows the 'Biller Enrollment' module interface. The left sidebar contains a navigation menu with 'Biller Enrollment' highlighted. The main content area displays a table of enrollment records. The table has a search bar at the top and the following columns: REFERENCE NUMBER, STATUS, ENROLLMENT OPTION, FILENAME, REMARKS, and DATE OF CREATION. The table contains 12 rows of data.

REFERENCE NUMBER	STATUS	ENROLLMENT OPTION	FILENAME	REMARKS	DATE OF CREATION
BPE-101324-0610-16490	For Verification	Upload	BILLEREnrollment1013.xlsx		10/13/2024
BPE-101324-0610-16489	For Verification	Upload	BILLEREnrollment1013.xlsx		10/13/2024
BPE-101324-0610-16488	For Verification	Upload	BILLEREnrollment1013.xlsx		10/13/2024
BPE-101324-0610-16487	For Verification	Upload	BILLEREnrollment1013.xlsx		10/13/2024
BPE-100724-0210-16456	Failed	Upload	BILLEREnrollment2.xlsx		10/07/2024
BPE-100724-0210-16454	For Verification	Upload	BILLEREnrollment.xlsx		10/07/2024
BPE-100724-0210-16453	Failed	Upload	BILLEREnrollment.xlsx		10/07/2024
BPE-100724-0210-16452	For Verification	Upload	BILLEREnrollment.xlsx		10/07/2024
BPE-100724-0210-16451	For Verification	Upload	BILLEREnrollment.xlsx		10/07/2024
BPE-100124-0210-16393	Failed	Manual			10/01/2024

1.3.3. User may opt to click the Search Options and filter the result using:

- Reference Number
- Status
- Filename
- Enrollment Option
- Date Range

1.3.4. User may opt to download the report either via PDF and EXCEL.

The screenshot displays the PSB Business Online Buddy interface. On the left is a sidebar with the user's name 'JENNIELYN' and various navigation options: Dashboard, My Accounts, Fund Transfer, Account Enrollment, **Biller Enrollment**, Bills Payment, Automatic Debit Arrangement, Automatic Credit Arrangement, and Payroll. The main content area is titled 'Biller Enrollment' and has two tabs: 'Enrollment' (selected) and 'Unenrollment'. Below the tabs is a search section with the following fields:

- Reference Number:
- Status:
- Filename:
- Enrollment Option:
- Date Range: 13-Oct-2024 to 13-Nov-2024

A 'Search' button is located to the right of the search filters. Below the search section is a table with the following data:

REFERENCE NUMBER	STATUS	ENROLLMENT OPTION	FILENAME	REMARKS	DATE OF CREATION
BPE-101324-0610-16490	For Verification	Upload	BILLERenrollment1013.xlsx		10/13/2024
BPE-101324-0610-16489	For Verification	Upload	BILLERenrollment1013.xlsx		10/13/2024
BPE-101324-0610-16488	For Verification	Upload	BILLERenrollment1013.xlsx		10/13/2024
BPE-101324-0610-16487	For Verification	Upload	BILLERenrollment1013.xlsx		10/13/2024

In the top right corner, a 'Recent download history' popup is open, showing two entries:

- PSB_BP_Enroll_Report_ (1).xlsx (3.6 KB • Done)
- PSB_BP_Enroll_Report_ (1).pdf (76.6 KB • Done)

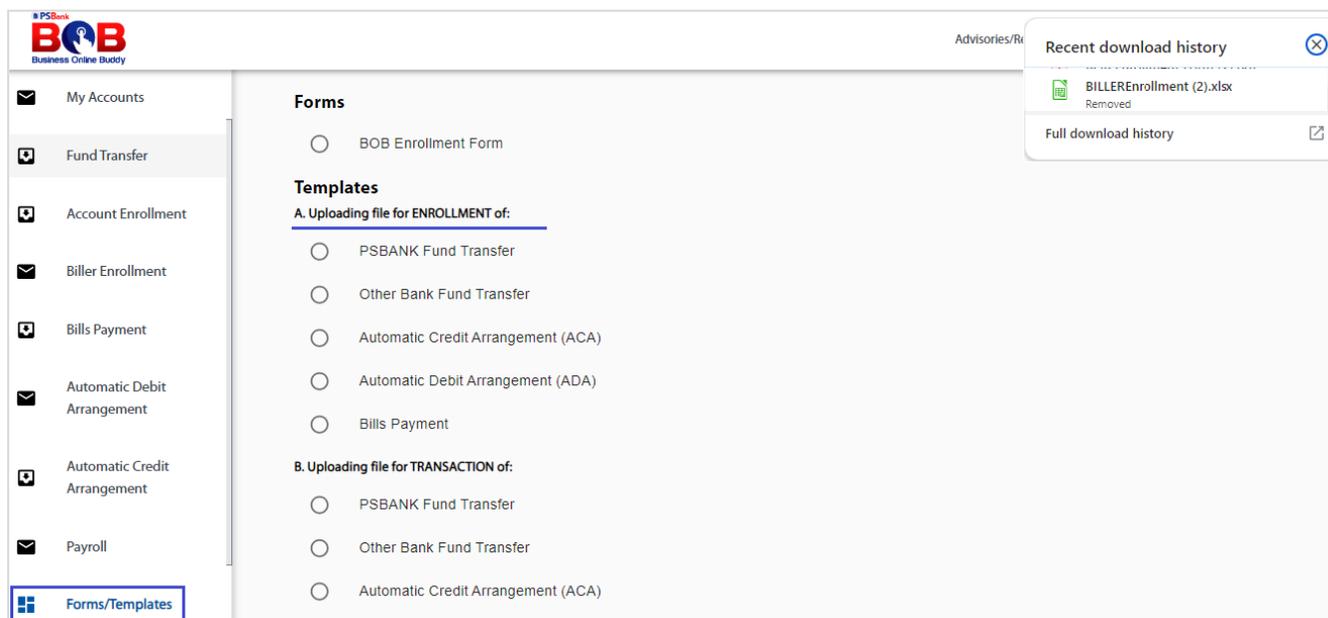
Below the recent history is a link for 'Full download history'.

2. Account Enrollment using Upload Batch Enrollment

2.1. Corporate Client's Maker to log-in via BOB

2.1.1. Go to Forms/Templates.

2.1.2. Download Bills Payment / Biller Enrollment Form.

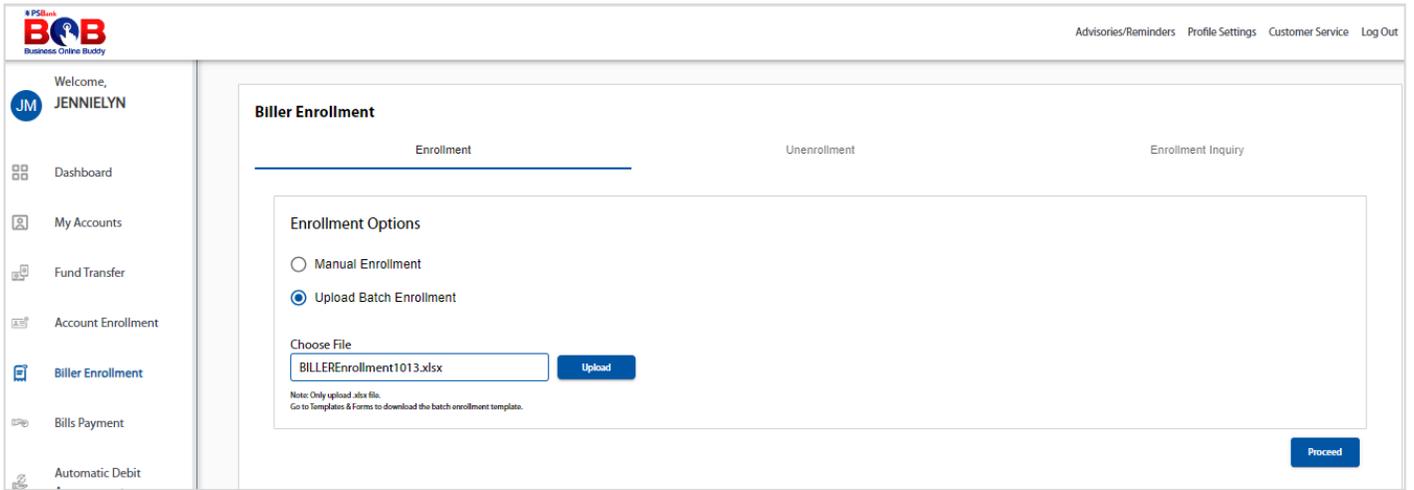


2.1.3. Update the form and save.

2.1.4. Go to Biller Enrollment, in the Enrollment Options, select Upload Batch Enrollment.

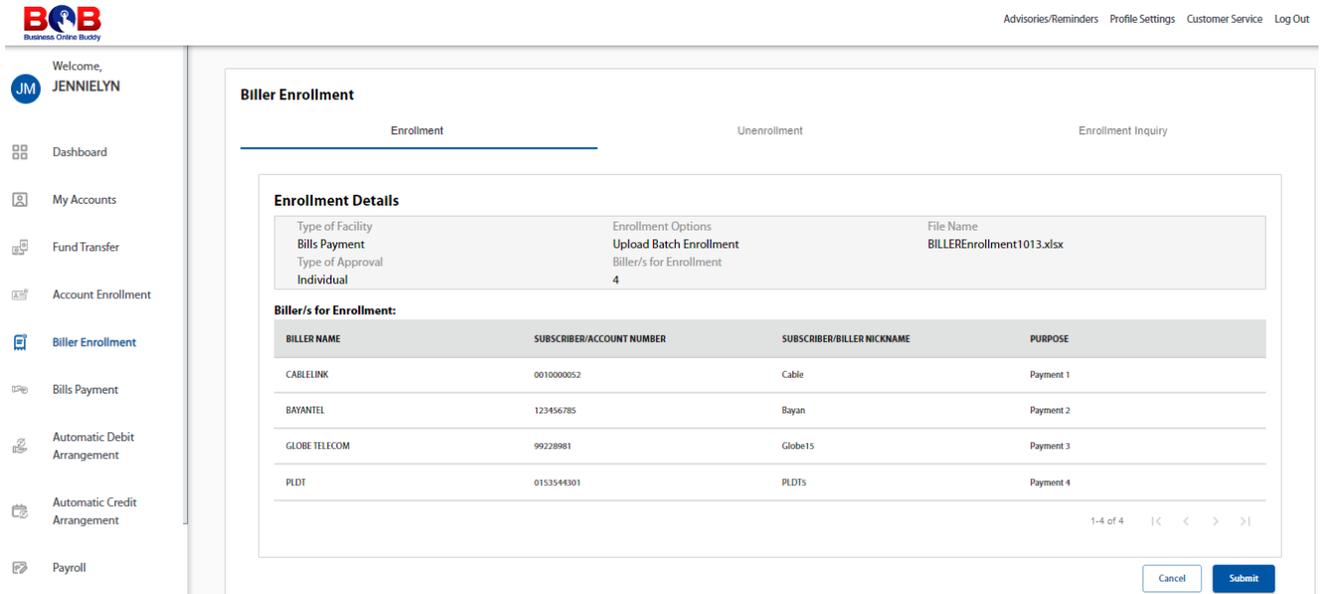
2.1.5. Choose File and click "Upload".

2.1.6. Select Proceed.



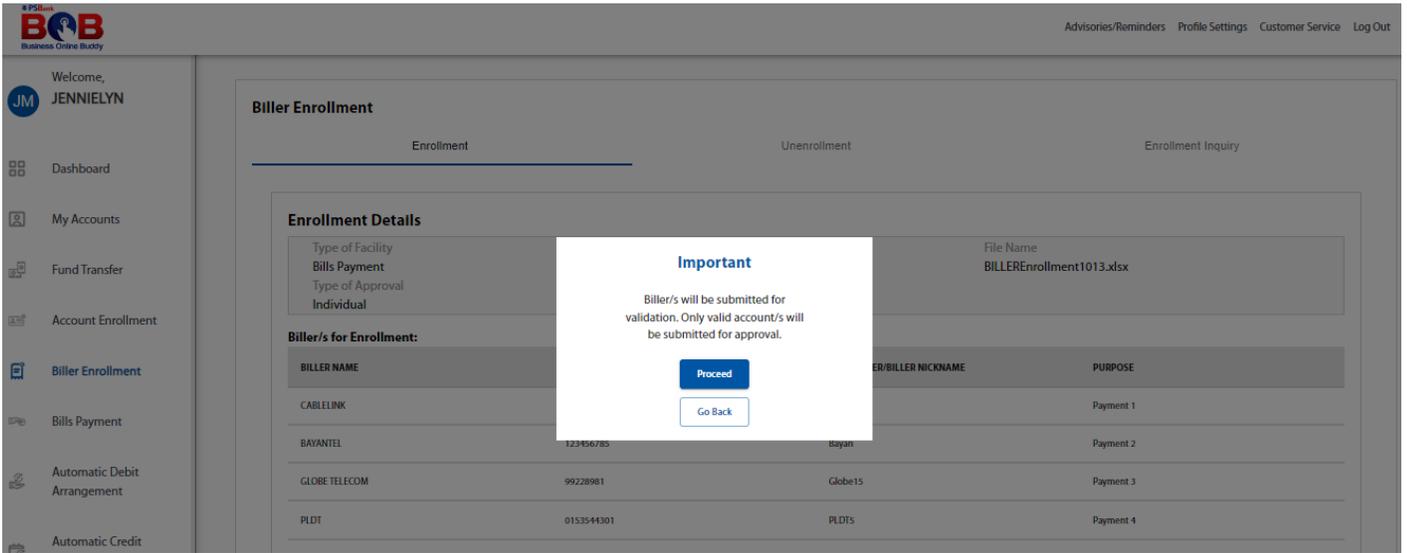
2.1.7. The list of Billers for Enrollment shall appear on the screen.

2.1.8. Click "Submit".

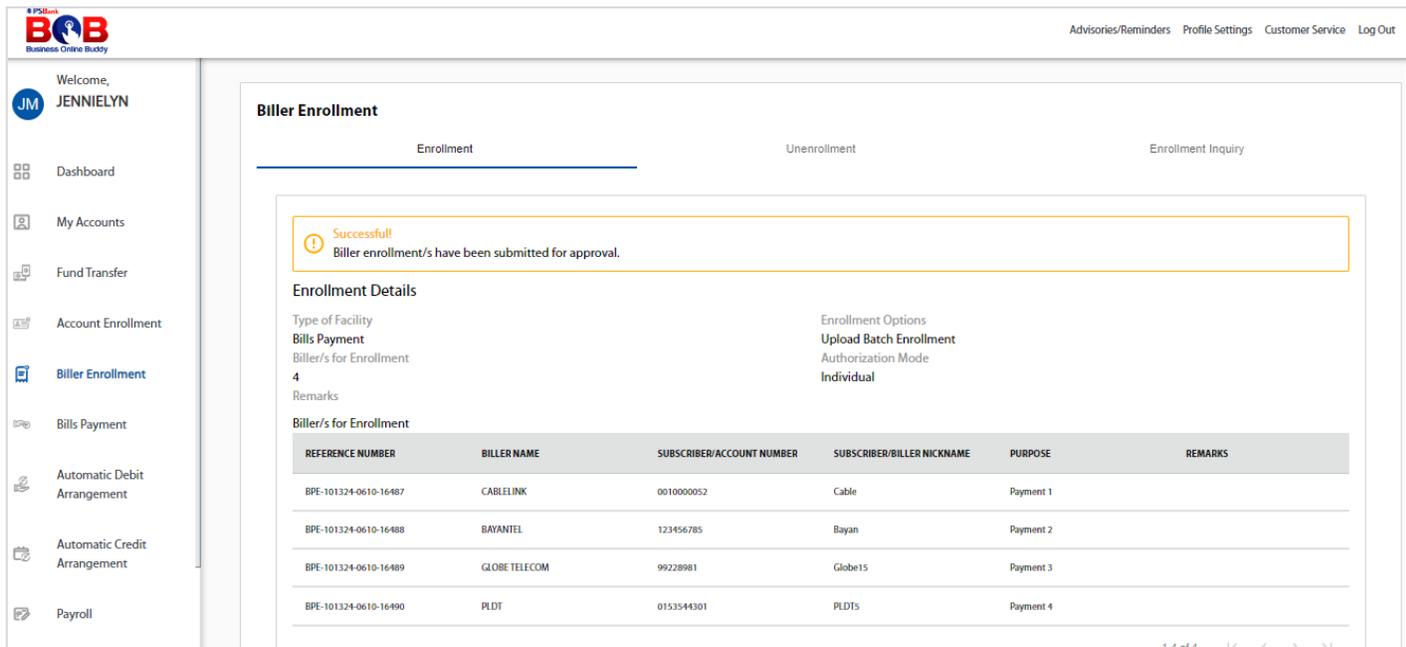


2.1.9. A prompt message shall appear on the screen.

2.1.10. Click "Proceed".



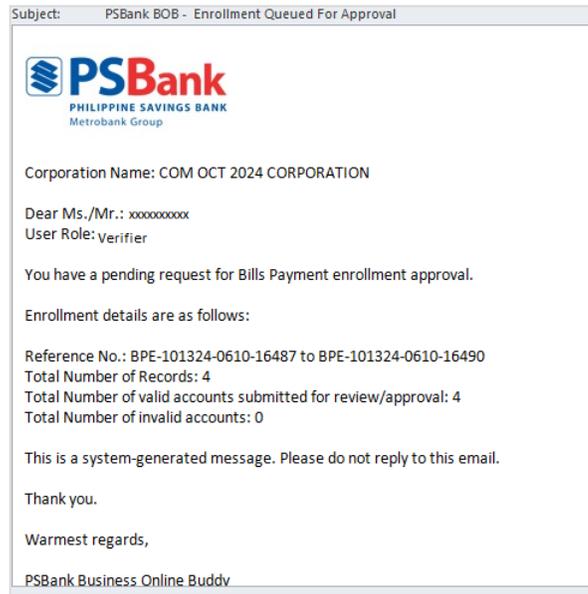
2.1.11. A successful banner shall appear on the screen as shown below:



Note: This shall queue to Corporate Client's Approvers

2.2. Corporate Client's Verifier to log-in via BOB

Corporate Client's Approvers shall receive email notification of pending approval of the Bills Payment enrollment as seen below.



- 2.2.1. Go to Biller Enrollment > Refer to Approve Enrollment tab.
- 2.2.2. Summary of for approval shall appear on the screen.
- 2.2.3. Click reference number to check the details prior to approval.
- 2.2.4. To approve multiple requests, select the checkbox beside reference.
- 2.2.5. Click "Approve".

Biller Enrollment

Approve Enrollment Approve Unenrollment Enrollment Inquiry

Search Options

REFERENCE NUMBER	BILLER NAME	SUBSCRIBER/ACCOUNT NUMBER	SUBSCRIBER/BILLER NICKNAME	PURPOSE	FILENAME
<input type="checkbox"/> BPE-101324-0610-16490	PLDT	0153544301	PLDT5	Payment 4	BILLEREnrollment1013.xlsx
<input type="checkbox"/> BPE-101324-0610-16489	GLOBE TELECOM	99228981	Globe15	Payment 3	BILLEREnrollment1013.xlsx
<input type="checkbox"/> BPE-101324-0610-16488	BAYANTEL	123456785	Bayan	Payment 2	BILLEREnrollment1013.xlsx
<input type="checkbox"/> BPE-101324-0610-16487	CABELINK	001000052	Cable	Payment 1	BILLEREnrollment1013.xlsx
<input type="checkbox"/> BPE-100724-0210-16454	FIRST METRO SECURITIES BROKERAGE	A000308	FMSBC Test 2	Payment	BILLEREnrollment.xlsx
<input type="checkbox"/> BPE-100724-0210-16452	EASYTRIP	0000520002731211	Toll 1	Payment	BILLEREnrollment.xlsx
<input type="checkbox"/> BPE-100724-0210-16451	MIRIAM COLLEGE	20094120208926	School 1	Payment	BILLEREnrollment.xlsx

1-7 of 7 |< < > >|

Reject Approve

2.2.6. A prompt message shall appear, click “Proceed”.

Biller Enrollment

Approve Enrollment Approve Unenrollment Enrollment Inquiry

Search Options

REFERENCE NUMBER	BILLER NAME	SUBSCRIBER/ACCOUNT NUMBER	SUBSCRIBER/BILLER NICKNAME	PURPOSE	FILENAME
<input checked="" type="checkbox"/> BPE-101324-0610-16490	PLDT	0153544301	PLDT5	Payment 4	BILLEREnrollment1013.xlsx
<input checked="" type="checkbox"/> BPE-101324-0610-16489	GLOBE TELECOM	99228981	Globe15	Payment 3	BILLEREnrollment1013.xlsx
<input checked="" type="checkbox"/> BPE-101324-0610-16488	BAYANTEL	123456785	Bayan	Payment 2	BILLEREnrollment1013.xlsx
<input checked="" type="checkbox"/> BPE-101324-0610-16487	CABELINK	001000052	Cable	Payment 1	BILLEREnrollment1013.xlsx
<input checked="" type="checkbox"/> BPE-100724-0210-16454	FIRST METRO SECURITIES BROKERAGE	A000308	FMSBC Test 2	Payment	BILLEREnrollment.xlsx
<input checked="" type="checkbox"/> BPE-100724-0210-16452	EASYTRIP	0000520002731211	Toll 1	Payment	BILLEREnrollment.xlsx
<input checked="" type="checkbox"/> BPE-100724-0210-16451	MIRIAM COLLEGE	20094120208926	School 1	Payment	BILLEREnrollment.xlsx

1-7 of 7 |< < > >|

Important

You are about to APPROVE the selected biller/s for enrollment.

Proceed

Go Back

Reject Approve

2.2.7. A successful banner shall appear on the screen as shown below.

The screenshot shows the PSBank BOB (Business Online Buddy) interface. At the top, there is a navigation bar with 'Advisories/Reminders', 'Profile Settings', 'Customer Service', and 'Log Out'. The user is logged in as 'Sean' (SG). The left sidebar contains various menu items: Dashboard, My Accounts, Fund Transfer, Account Enrollment, **Billers Enrollment**, Bills Payment, Automatic Debit Arrangement, Automatic Credit Arrangement, Payroll, and Forms/Templates.

The main content area displays a green success message: "Successful! Biller enrollment/s have been approved. Billers will be available once PSBank reviews approved accounts." Below this, the 'Enrollment Details' section shows 'Type of Facility' as 'Bills Payment' and 'Enrollment Options' as 'Upload Batch Enrollment'. A table lists the enrolled billers:

REFERENCE NUMBER	BILLER NAME	SUBSCRIBER/ACCOUNT NUM...	SUBSCRIBER/BILLER NICKNA...	PURPOSE	FILENAME	REMARKS
BPE-101324-0610-16490	PLDT	0153544301	PLDT5	Payment 4	BILLERenrollment1013.xlsx	
BPE-101324-0610-16489	GLOBE TELECOM	99228981	Globe15	Payment 3	BILLERenrollment1013.xlsx	
BPE-101324-0610-16488	BAYANTEL	123456785	Bayan	Payment 2	BILLERenrollment1013.xlsx	
BPE-101324-0610-16487	CABLELINK	001000052	Cable	Payment 1	BILLERenrollment1013.xlsx	
BPE-100724-0210-16454	FIRST METRO SECURITIES BRO...	A0000308	FMSBC Test 2	Payment	BILLERenrollment.xlsx	
BPE-100724-0210-16452	EASYTRIP	000052002731211	Toll 1	Payment	BILLERenrollment.xlsx	
BPE-100724-0210-16451	MIRIAM COLLEGE	20094120208926	School 1	Payment	BILLERenrollment.xlsx	

At the bottom right of the main content area, there are two buttons: 'Go to Dashboard' and 'Approve Another Enrollment'.

Notes:

1. Approval is depending on Workflow Model of the company (e.g., Maker-Authorizer, Maker-Verifier-Authorizer or Maker-Verifier-Authorizer-Releaser)
2. If the workflow model is MVAR, then enrolment request shall queue to Verifier-Authorizer-Releaser for approval.
3. Enrollment of Account is still subject to PSBank system approval.

3. Sample Financial Transaction for Bills Payment

3.1. Corporate Client’s Maker to log-in via BOB

- 3.1.1. Go to Bills Payment.
- 3.1.2. Update details of source account - “Pay From”.
- 3.1.3. Select the biller under “Pay To”.

Pay Bills

Create Bills Payment Upload Bulk Bills Payment Bills Payment Inquiry

Pay From

Source Account	Account Type	Available Balance	Current Balance
COM OCT 2024 CORPORATION - 1113...	Savings	PHP 5,179.73	PHP 5,179.73

Pay To Clear

Select Biller
GLOBE TELECOM

Subscriber/Account Number
16650966

Note: Details of Subscriber/Account Number and Biller Nickname shall auto-fill as seen below.

Pay To Clear

Select Biller
GLOBE TELECOM

Subscriber/Account Number
16650966

Biller Nickname
GLOBEBILLER

Amount

Payment Schedule
Select Payment Schedule

3.1.4. Update "Amount".

3.1.5. Select Payment schedule.

- a) Immediate
- b) Future Date
- c) Recurring

3.1.6. Click “Next”.

3.1.7. Click “Submit”.

3.1.8. A success banner shall appear in the screen as shown below.

Note: This shall queue to Corporate Client’s Approvers

3.2. Corporate Client's Verifier to log-in via BOB

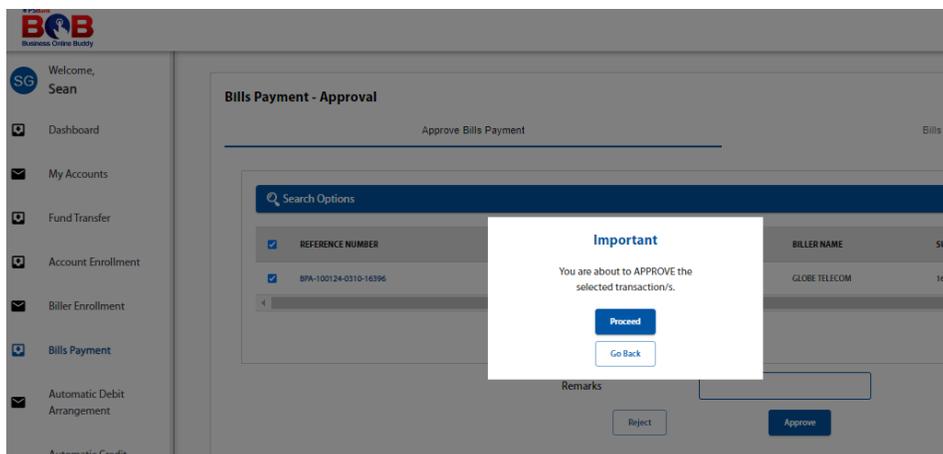
3.2.1. Go to Bills Payment.

3.2.2. Click reference number to check the details prior to approval.

3.2.3. To approve multiple requests, Select the checkbox beside reference.

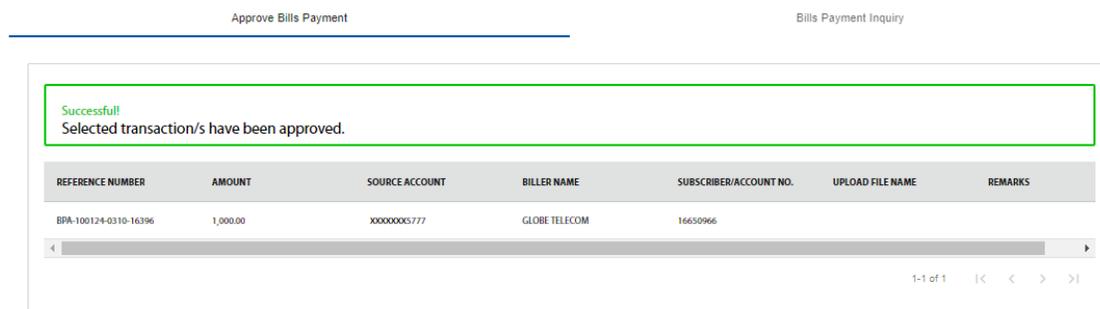
3.2.4. Click "Approve".

3.2.5. A prompt message shall appear as seen below, click "Proceed"



3.2.6. A successful banner shall appear on the screen as shown below.

Bills Payment - Approval



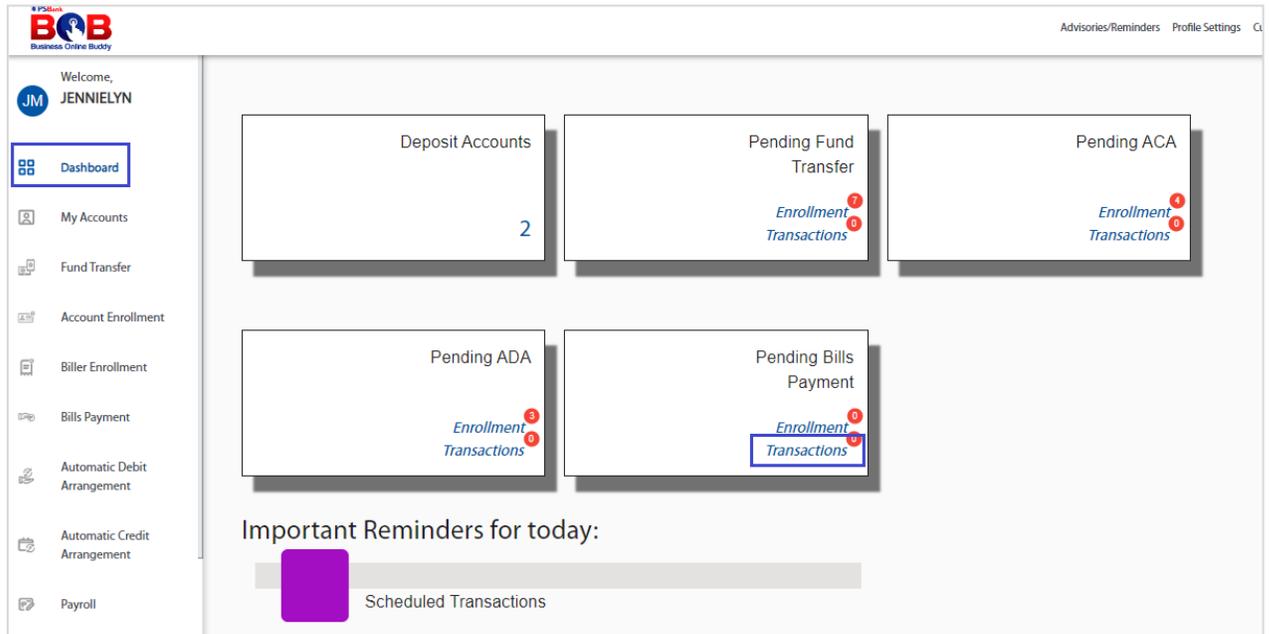
Notes:

1. Approval is depending on Workflow Model of the company (e.g., Maker-Authorizer, Maker-Verifier-Authorizer or Maker-Verifier-Authorizer-Releaser)
2. If the workflow model is MVAR, then enrolment request shall queue to Verifier-Authorizer-Releaser for approval.

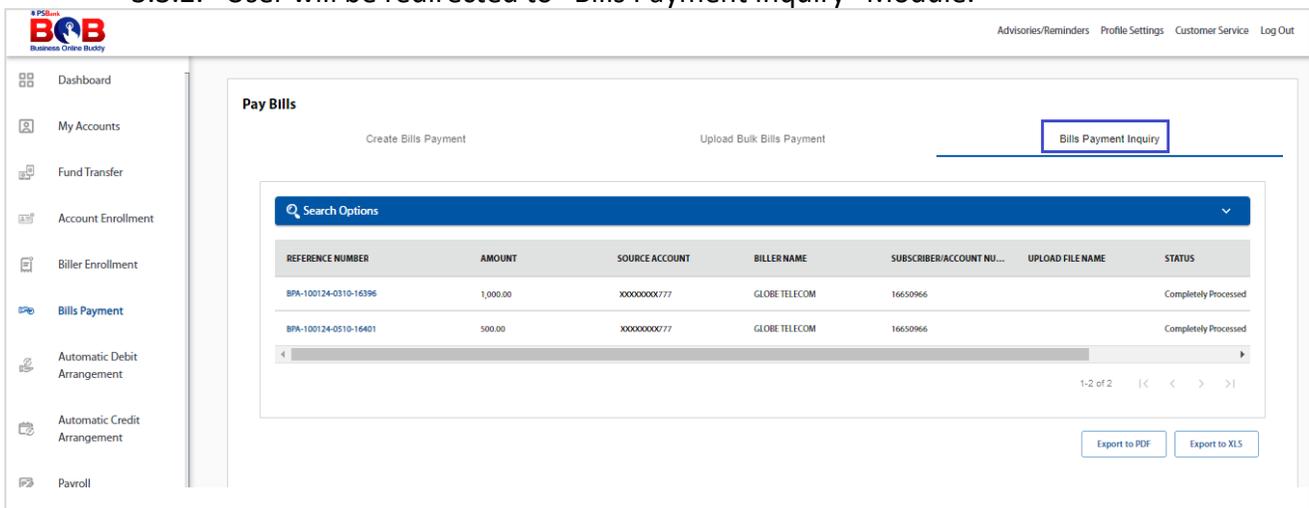
3. Enrollment of Account is still subject to PSBank system approval.

3.3. Bills Payment Inquiry Module

3.3.1. In the DASHBOARD, user may click “Transactions” under Pending Bills Payment.



3.3.2. User will be redirected to “Bills Payment Inquiry” Module.



3.3.3. User may click the search option and input additional details to filter the result.

Create Bills Payment Upload Bulk Bills Payment Bills Payment Inquiry

Search Options
^

Reference Number	<input type="text"/>	Status	<input type="text" value="Completely Processed"/>
Pay From	<input type="text"/>	Upload File Name	<input type="text"/>
Pay To	<input type="text"/>	Amount	<input type="text"/>
Biller Name	<input type="text"/>		

[Search](#)

REFERENCE NUMBER	AMOUNT	SOURCE ACCOUNT	BILLER NAME	SUBSCRIBER/ACCOUNT NU...	UPLOAD FILE NAME	STATUS
BPA-100124-0310-16396	1,000.00	XXXXXXXXXX777	GLOBE TELECOM	16650966		Completely Process
BPA-100124-0510-16401	500.00	XXXXXXXXXX777	GLOBE TELECOM	16650966		Completely Process

3.3.4. User may opt to download the report in PDF and in XLS.

- [My Accounts](#)
- [Fund Transfer](#)
- [Account Enrollment](#)
- [Biller Enrollment](#)
- [Bills Payment](#)
- [Automatic Debit Arrangement](#)
- [Automatic Credit Arrangement](#)
- [Payroll](#)
- [Forms/Templates](#)
- [Scheduled Transactions](#)
- [Advisories/Reminders](#)

Create Bills Payment Upload Bulk Bills Payment

Search Options

Reference Number	<input type="text"/>	Status	<input type="text" value="Completely Processed"/>
Pay From	<input type="text"/>	Upload File Name	<input type="text"/>
Pay To	<input type="text"/>	Amount	<input type="text"/>
Biller Name	<input type="text"/>		

[Search](#)

REFERENCE NUMBER	AMOUNT	SOURCE ACCOUNT	BILLER NAME	SUBSCRIBER/ACCOUNT NU...	UPLOAD FILE NAME	STATUS
BPA-100124-0310-16396	1,000.00	XXXXXXXXXX777	GLOBE TELECOM	16650966		Completely Process
BPA-100124-0510-16401	500.00	XXXXXXXXXX777	GLOBE TELECOM	16650966		Completely Process

1-2 of 2 |< < > >|

[Export to PDF](#)
 [Export to XLS](#)

Recent download history

- PSB_BP_Tranx_Report_(1).xlsx
3.6 KB • Done
- PSB_BP_Tranx_Report_(1).pdf
76.9 KB • Done

Full download history

4. Account Unenrollment

4.1. Corporate Client's Maker to log-in via BOB

4.1.1. Go to Biller Enrollment – Unenrollment

4.1.2. Select the subscriber/account number to unenroll

4.1.3. User may opt to add remarks

PSB BOB Business Online Buddy

Welcome, JENNIELYN

Dashboard
My Accounts
Fund Transfer
Account Enrollment
Biller Enrollment
Bills Payment
Automatic Debit Arrangement
Automatic Credit Arrangement
Payroll
Forms/Templates
Scheduled Transactions

Advisories/Reminders Profile Settings Customer

Biller Enrollment

Enrollment Unenrollment Enrollment Inquiry

Biller Accounts

Subscriber/Account Number	Biller	Biller Nickname	Purpose
<input type="checkbox"/> 123456785	BIYANTELL	Bayan	Payment 2
<input type="checkbox"/> 001000052	CABLELINK	Cable	Payment 1
<input type="checkbox"/> A0000308	FIRST METRO SECURITIES BROKERAGE	FMSBC Test 2	Payment
<input type="checkbox"/> 99228981	GLOBE TELECOM	GlobeIS	Payment 3
<input type="checkbox"/> 0153544301	PLDT	PLDTS	Payment 4
<input checked="" type="checkbox"/> 20094120208926	MIRIAM COLLEGE	School 1	Payment
<input type="checkbox"/> 0000520002731211	EASYTRIP	Toll 1	Payment

1-7 of 7 | < > >>

Remarks: No more transaction

Generate Unenrollment as: PDF XLS Unenroll

4.1.4. User may opt to download the unenrollment report in PDF or XLS.

PSB BOB Business Online Buddy

Welcome, JENNIELYN

Dashboard
My Accounts
Fund Transfer
Account Enrollment
Biller Enrollment
Bills Payment
Automatic Debit Arrangement
Automatic Credit Arrangement
Payroll
Forms/Templates
Scheduled Transactions

Advisories/Reminders Profile Settings Customer

Biller Enrollment

Enrollment Unenrollment Enrollment Inquiry

Biller Accounts

Subscriber/Account Number	Biller	Biller Nickname	Purpose
<input type="checkbox"/> 123456785	BIYANTELL	Bayan	Payment 2
<input type="checkbox"/> 001000052	CABLELINK	Cable	Payment 1
<input type="checkbox"/> A0000308	FIRST METRO SECURITIES BROKERAGE	FMSBC Test 2	Payment
<input type="checkbox"/> 99228981	GLOBE TELECOM	GlobeIS	Payment 3
<input type="checkbox"/> 0153544301	PLDT	PLDTS	Payment 4
<input checked="" type="checkbox"/> 20094120208926	MIRIAM COLLEGE	School 1	Payment
<input type="checkbox"/> 0000520002731211	EASYTRIP	Toll 1	Payment

1-7 of 7 | < > >>

Remarks: No more transaction

Generate Unenrollment as: PDF XLS Unenroll

Recent download history

- PSB_BP_Unenroll_Report_(1).xlsx
3.4 KB • Done
- PSB_BP_Unenroll_Report_(1).pdf
76.0 KB • Done

Full download history

4.1.5. A prompt message shall appear, click “Proceed”.

The screenshot shows the 'Biller Accounts' interface. A modal dialog box is displayed in the center with the following text:

Important
You are about to UNENROLL the selected account/s.

Buttons: **Proceed**, **Go Back**

The background interface includes a table with columns: Subscriber/Account Number, Biller, Biller Nickname, and Purpose. The table contains several rows, with the row for 'MIRIAM COLLEGE' (School 1) selected. Below the table, there is a 'Remarks' section with the text 'No more transaction'. At the bottom, there are buttons for 'Generate Unenrollment as: .PDF .XLS' and an 'Unenroll' button.

4.1.6. A successful banner shall appear on the screen as shown below:

The screenshot shows the 'Biller Enrollment' interface. A successful banner message is displayed at the top:

Successful!
Account unenrollment/s have been submitted for approval.

The interface includes tabs for 'Enrollment', 'Unenrollment', and 'Enrollment Inquiry'. Below the banner, there is a table titled 'Biller Accounts' with columns: Reference Number, Subscriber/Account Number, Biller, Biller Nickname, Purpose, and Remarks. The table contains one row with the following data:

Reference Number	Subscriber/Account Number	Biller	Biller Nickname	Purpose	Remarks
BPU-101424-1110-16492	20094120208926	MIRIAM COLLEGE	School 1	Payment	No more transaction

At the bottom left, there is a 'Back' button. The bottom right corner shows '1-1 of 1' and navigation arrows.

Note: This shall queue to Corporate Client's Approvers

4.2 Corporate Client's Verifier to log-in via BOB

4.2.1. Go to Biller Enrollment.

4.2.2. Go to "Approve Unenrollment".

4.2.3. Select the reference number to unenroll then click "Approve".

4.2.4. User may opt to download the report in XLX and/or PDF.

The screenshot displays the BOB interface with a sidebar on the left containing navigation options like Dashboard, My Accounts, Fund Transfer, Account Enrollment, Biller Enrollment (highlighted), Bills Payment, Automatic Debit Arrangement, Automatic Credit Arrangement, Payroll, and Forms/Templates. The main content area is titled 'Biller Enrollment' and includes a sub-section 'Approve Enrollment' with an 'Approve Unenrollment' button. Below this is a 'Search Options' bar and an 'Unenrollment Details' table. The table has columns for Reference Number, Subscriber/Account Number, Biller, Biller Nickname, Purpose, and Remarks. A single entry is shown with Reference Number BPU-101424-1110 16492, Subscriber/Account Number 20094120208926, Biller MIRIAM COLLEGE, Biller Nickname School 1, and Purpose Payment. Below the table, there are buttons for 'Generate Unenrollment as: PDF, XLS' and 'Approve, Reject'. A 'Recent download history' pop-up window is open in the top right, showing two files: 'PSB_BP_Unenroll_Report_(1).xlsx' (3.4 KB, 4 minutes ago) and 'PSB_BP_Unenroll_Report_(1).pdf' (76.0 KB, 4 minutes ago).

Reference Number	Subscriber/Account Number	Biller	Biller Nickname	Purpose	Remarks
BPU-101424-1110 16492	20094120208926	MIRIAM COLLEGE	School 1	Payment	No more transaction

4.2.5. A successful banner shall appear on the screen.

Biller Enrollment

Approve Enrollment Approve Unenrollment Enrollment Inquiry

Successful!
Biller unenrollment/s have been approved.

Unenrollment Details

REFERENCE NUMBER	SUBSCRIBER/ACCOUNT NUMBER	BILLER	BILLER NICKNAME	PURPOSE	REMARKS
BPU-101424-1110-16492	20094120208926	MIRIAM COLLEGE	School 1	Payment	No more transaction

[Go to Dashboard](#) [Approve Another Unenrollment](#)

Notes:

1. Approval is depending on Workflow Model of the company (e.g., Maker-Authorizer, Maker-Verifier-Authorizer or Maker-Verifier-Authorizer-Releaser)
2. If the workflow model is MVAR, then enrolment request shall queue to Verifier-Authorizer-Releaser for approval.
3. Enrollment of Account is still subject to PSBank system approval.