

PSBank Business Online Buddy User Guide

Biller 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).

Busi	BR B		Advisories/Reminders Profile Settings Customer Service Log
	Fund Transfer	Biller Enrollment	
I	Account Enrollment	Enrollment	Unenrollment Enrollment Inquiry
	Biller Enrollment	Enrollment Details	
	Bills Payment	Type of Facility	Enrollment Options
	Automatic Debit Arrangement	biis Payineit.	manuar Emonnent
		Choose Biller	Subscriber/Account Number
	Automatic Credit Arrangement	GLOBE TELECOM	▼ 16650966
	-	Biller Nickname	Purpose (Optional)
	Payroll	GLOBEBILLER	MOBILĘ
	Forms/Templates		Next
	Scheduled Transactions		

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".

Busin	Bes Criine Buddy				Advisories/Reminders	Profile Settings	Customer Service	
	Fund Transfer	Biller Enrollment						
	Account Enrollment	Enrollmen	t	Unenrollment	En	rollment Inquiry		
	Biller Enrollment	Enrollment Details						
	Bills Payment	Type of Facility Bills Payment		Enrollment Options Manual Enrollment				
	Automatic Debit Arrangement	Biller/s for Enrollment:						
	Automatic Credit	BILLER NAME	SUBSCRIBER/ACCOUNT NUMBER	SUBSCRIBER/BILLER NICKNAME	PURPOSE		ACTIONS	
	Arrangement	GLOBE TELECOM	16650966	GLOBEBILLER	MOBILE		1	
	Payroll				1-1	lof1 <	< > >	
	Forms/Templates	+ Add Biller						
	Scheduled Transactions					Canco	Submit	

1.1.9. A prompt message shall appear, click "Proceed".

Busi	BORB Pross Orline Buddy		Advisories/Reminders Profile Se	ettings Customer Service Log Out
	Fund Transfer	Biller Enrollment		
	Account Enrollment		Enforment	
	Bills Payment	Enrollment Details Important Type of Facility Billind will be solviited for nt Options		
M	Automatic Debit Arrangement	Bills Payment Diagram Swii De submitted for approval. Biller/s for Enrollment:		
۲	Automatic Credit Arrangement	BILLER NAME EN CONAME Go Back	MOBILE	ACTIONS
	Payroll			
	Forms/Templates	+ Add Biller		
	Scheduled Transactions			Cancel
9	Advisories/Reminders			

e PS Busi	Brok BRAD						Adviso	ories/Reminders Profile Settings	Customer Service	Lo
Ų	Fund Transfer	Bil	ler Enrollment							
÷	Account Enrollment	_	Enrolln	ent	Unenr	ollment		Enrollment Inquiry		
2	Biller Enrollment									
	Bills Payment		U Successful! Biller enrollment/s h	ave been submitted for a	pproval.					
	Automatic Debit Arrangement		Enrollment Details Type of Facility Bills Payment		Enrollment Options Manual Enrollment		Biller/s for Enro 1	ollment		
1	Automatic Credit Arrangement		Biller/s for Enrollment REFERENCE NUMBER	BILLER NAME	SUBSCRIBER/ACCOUNT NUMB	SUBSCRIBER/BILLER NICKNAME	PURPOSE	REMARKS		
1	Payroll		BPE-100124-0210-16394	GLOBE TELECOM	16650966	GLOBEBILLER	MOBILE			
I	Forms/Templates							1-1 of 1 <	< > >1	
	Scheduled Transactions						(Go to DashBoard Make	Another Enrollment	
	Advisories/Reminders									

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

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.

Busine	SS Online Buddy				Ad	visories/Reminders Profile Settings	Customer Service
SG	Welcome, Sean	Biller Er	rollment				
•	Dashboard		Approve Enrollment		Approve Unenrollment	Enrollment I	nquiry
~	My Accounts						
₽	Fund Transfer	e	Search Options				~
•	Account Enrollment		BPE-100124-0210-16394	BILLER NAME	SUBSCRIBER/ACCOUNT NUMBER	SUBSCRIBER/BILLER NICKNAME	PURPOSE
$\mathbf{\mathbf{x}}$	Biller Enrollment	¢					•
	Bills Payment					1-1 of 1 <	< > >
_	Automatic Debit						

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".

Busin				Adv	isories/Reminders Profile Settings	Customer Service Log Out
SG	Welcome, Sean	Biller Enrollment				
۲	Dashboard	Approve Enrollmen	nt Approve Unen	nrollment	Enrollment Ir	iquiry
	My Accounts	O Search Ontion	Important	_		
	Fund Transfer		You are about to APPROVE			
	Account Enrollment	BPE-100124-0; 10-1	Proceed	RACCOUNT NUMBER	GLOBEBILLER	MOBILE
	Biller Enrollment		Go Back		1-1 of 1 I <	► ► > >
۲	Bills Payment					
	Automatic Debit Arrangement				Rejec	t Approve

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

er Enrollment								
Approve Enrollm	nent	Approve Unenrollment		Enrollment Inquiry				
Successful! Biller enrollment/s	have been approved. Biller	rs will be available once PSBank revi	ews approved accounts.					
Enrollment Details Type of Facility		Enrollment	Options					
Enrollment Details Type of Facility Bills Payment		Enrollment Manual Enro	Options ollment					
Enrollment Details Type of Facility Bills Payment Biller/s for Enrollment		Enrollment Manual Enro	Options ollment					
Enrollment Details Type of Facility Bills Payment Biller/s for Enrollment REFERENCE NUMBER	BILLER NAME	Enrollment Manual Enro SUBSCRIBER/ACCOUNT NUM	Options ollment SUBSCRIBER/BILLER NICKNA	PURPOSE				
Enrollment Details Type of Facility Bills Payment Biller/s for Enrollment REFERENCE NUMBER BPE-100124-0210-16394	BILLER NAME GLOBE TELECOM	Enrollment Manual Enro SUBSCRIBER/ACCOUNT NUM 16650966	Options SUBSCRIBER/BILLER NICKNA GLOBEBILLER	PURPOSE MOBILE				

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.

Busi							Adviso	ories/Reminders Profile Settings Customer Service	e Log C
JM	Welcome, JENNIELYN	Biller	r Enrollment	ment	Un	ienrollment		Enrollment Inquiry	
	Dashboard								
0	My Accounts		Q Search Options	STATUS	ENROLLMENT OPTION	FILENAME	REMARKS	V DATE OF CREATION	
0	Fund Transfer		BPE-101324-0610-16490	For Verification	Upload	BILLEREnrollment1013.xlsx		10/13/2024	
A.	Account Enrollment		BPE-101324-0610-16489	For Verification	Upload	BILLEREnrollment1013.xlsx		10/13/2024	
Ē	Biller Enrollment		BPE-101324-0610-16488	For Verification	Upload	BILLEREnrollment1013.xlsx		10/13/2024	
-	Pills Daumont		BPE-101324-0610-16487	For Verification	Upload	BILLEREnrollment1013.xlsx		10/13/2024	
1040	bills Payment		BPE-100724-0210-16456	Failed	Upload	BILLEREnrollment2.xlsx		10/07/2024	
2	Automatic Debit Arrangement		BPE-100724-0210-16454	For Verification	Upload	BILLEREnrollment.xlsx		10/07/2024	
			BPE-100724-0210-16453	Failed	Upload	BILLEREnrollment.xlsx		10/07/2024	
Ē	Automatic Credit Arrangement		BPE-100724-0210-16452	For Verification	Upload	BILLEREnrollment.xlsx		10/07/2024	
R	Payroll		BPE-100724-0210-16451	For Verification	Upload	BILLEREnrollment.xlsx		10/07/2024	
C/	Рауюн		BPE-100124-0210-16393	Failed	Manual			10/01/2024	
ο.	Farma /Tamalataa								

- 1.3.3. User may opt to click the Search Options and filter the result using:
 - a) Reference Number
 - b) Status
 - c) Filename
 - d) Enrollment Option
 - e) Date Range

a PS	
JM	Welcome, JENNIELYN Dashboard
]	My Accounts
]	Fund Transfer
	Account Enrollment
	Biller Enrollment
	Bills Payment
	Automatic Debit Arrangement
	Automatic Credit
	Arrangement
	Payroll

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

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.

Busin	Benk Bess Online Buddy	Advisories	Recent download history	\otimes
	My Accounts	Forms	BILLEREnrollment (2).xlsx Removed	
•	Fund Transfer	O BOB Enrollment Form	Full download history	Ľ
	Account Enrollment	Templates A. Uploading file for ENROLLMENT of:		
	Biller Enrollment	PSBANK Fund Transfer		
۲	Bills Payment	Automatic Credit Arrangement (ACA)		
	Automatic Debit	Automatic Debit Arrangement (ADA)		
-	Arrangement	O Bills Payment		
	Automatic Credit	B. Uploading file for TRANSACTION of:		
	Arrangement	O PSBANK Fund Transfer		
\mathbf{r}	Payroll	O Other Bank Fund Transfer		
::	Forms/Templates	O Automatic Credit Arrangement (ACA)		

- 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.

_								
B						Advisories/Reminders Profile	Settings Customer Service	Log Out
JN	Welcome, JENNIELYN	E	Biller Enrollment					
88	Dashboard	-	Enrollment		Unenrollment	Enrollment In	quiry	
2	My Accounts		Enrollment Options					
0	Fund Transfer		Manual Enrollment Upload Batch Enrollment					
10	Account Enrollment							
E	Biller Enrollment		Choose File BILLEREnrollment1013.xlsx Note: Only upload alse file.	Upload				
PĐ	Bills Payment		Go to lemplates & Forms to download the batch enrollment template.					
억심	Automatic Debit						Proceed	

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

	2.1.8.	Click	"Submit".
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Busin							Advisor	ries/Reminders	Profile Settings	Customer Service	Log
JM	Welcome, JENNIELYN	Bille	er Enrollment								
88	Dashboard	-	Enroliment		Un	enroliment		Enro	Ilment Inquiry		
2	My Accounts		Enrollment Details								
0	Fund Transfer		Type of Facility Bills Payment Type of Approval		Enrollment Options Upload Batch Enrollment Biller/s for Enrollment		File Name BILLEREnrollment101	3.xlsx			
AT	Account Enrollment		Individual Biller/s for Enrollment:		4						
Ē	Biller Enrollment		BILLER NAME	SUBSCRIBER/AC	COUNT NUMBER	SUBSCRIBER/BILLER NICKNAME	P	URPOSE			
99	Bills Payment		CABLELINK	0010000052		Cable	р	ayment 1			
N.	Automatic Debit Arrangement		BAYANTEL GLOBE TELECOM	99228981		Bayan Globe 15	P	ayment 2 ayment 3			
Ġ	Automatic Credit		PLDT	0153544301		PLDTs	р	ayment 4			
P	Arrangement :							1	4 of 4 < Canc	< > > el Submit	

2.1.9. A prompt message shall appear on the screen.

2.1.10. Click "Proceed".

# PSB Busin					Advisories/Reminders Profile Settings	Customer Service Log Out
JM	Welcome, JENNIELYN	Biller Enrollment				
88	Dashboard	Enroliment		Unenrollment	Enrollment Inquiry	
2	My Accounts	Enrollment Details				
	Fund Transfer	Type of Facility Bills Payment Type of Approval Individual	Importar Biller/s will be subn	nt nitted for	File Name BILLEREnrollment1013.xlsx	
A.	Account Enrollment	Biller/s for Enrollment:	validation. Only valid a be submitted for a	ccount/s will pproval.		
E	Biller Enrollment	BILLER NAME	Proceed	ER/BILLER NICKI	NAME PURPOSE	
170 191	Bills Payment	CABLELINK	Go Back		Payment 1	
		BAYANTEL	123456785	Bayan	Payment 2	
No.	Automatic Debit Arrangement	GLOBE TELECOM	99228981	Globe15	Payment 3	
		PLDT	0153544301	PLDTs	Payment 4	
the state	Automatic Credit					

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

Busir							Adviso	ories/Reminders Profile Settings	Customer Service	Lo
JM	Welcome, JENNIELYN	Bill	er Enrollment							
	Dashboard	_	Enrolin	ient	Unen	rollment		Enrollment Inquiry		
0	My Accounts		Successful! Biller enrollment/s have	e been submitted for approv	al.					
0	Fund Transfer		Enrollment Details							
200	Account Enrollment		Type of Facility Bills Payment			Enrollment Options Upload Batch Enrollment				
Ĵ	Biller Enrollment		4 Remarks			Individual				
Ð	Bills Payment		Biller/s for Enrollment							
	Automatic Debit Arrangement		REFERENCE NUMBER BPE-101324-0610-16487	BILLER NAME	SUBSCRIBER/ACCOUNT NUMBER	SUBSCRIBER/BILLER NICKNAME	PURPOSE Payment 1	REMARKS		
_	Automatic Credit		BPE-101324-0610-16488	BAYANTEL	123456785	Bayan	Payment 2			
5	Arrangement	_	BPE-101324-0610-16489	GLOBE TELECOM	99228981	Globe15	Payment 3			
2	Payroll		BPE-101324-0610-16490	PLDT	0153544301	PLDTs	Payment 4			
								1-4 of 4	2 5 51	

Note: This shall queue to Corporate Client's Approvers

PSBenk

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".

Stark BRB Iness Online Buddy
Welcome, Sean
B Dashboard
My Accounts
Fund Transfer
Account Enrollment
Biller Enrollment
Bills Payment
Automatic Debit Arrangement
Automatic Credit Arrangement
Payroll
) Forms/Templates

2.2.6. A prompt message shall appear, click "Proceed".

Busin		_					Advisories/Remi	nders Profile Settings Customer Service Log (
SG	Welcome, Sean	Biller Enro	llment					
88	Dashboard	—	Approve Enrollm	nent	Approve Unenro	oliment		Enrollment Inquiry
2	My Accounts	ି ସ	earch Options					v
	Fund Transfer		REFERENCE NUMBER	BILLER NA	Important	JBSCRIBER/BILLER NICKNAME	PURPOSE	FILENAME
A	Account Enrollment	8	BPE-101324-0610-16490	PLDT	You are about to APPROVE	DTs	Payment 4	BILLEREnrollment1013.xlsx
EÎ	Biller Enrollment	•	BPE-101324-0610-16489	GLOBE TEL	the selected biller/s for enrollment.	obe15	Payment 3	BILLEREnrollment1013.xlsx
-			BPE-101324-0610-16488	BAYANTEL	Proceed	iyan	Payment 2	BILLEREnroliment1013.xisx
670	Bills Payment		BPE-101324-0610-16487	CABLELIN	Go Back	ible	Payment 1	BILLEREnrollment1013.xlsx
2	Automatic Debit		BPE-100724-0210-16454	FIRST METRO SECURITIE BROKERAGE	5 A0000308	FMSBC Test 2	Payment	BILLEREnrollment.xlsx
	Arrangement	•	BPE-100724-0210-16452	EASYTRIP	0000520002731211	Toll 1	Payment	BILLEREnrollment.xlsx
虑	Automatic Credit	•	BPE-100724-0210-16451	MIRIAM COLLEGE	20094120208926	School 1	Payment	BILLEREnrollment.xlsx
	Arrangement							•
62	Payroll							1-7 of 7 < < > >
0	Forms/Templates							Reject Approve

Buddy							Advisories/Reminders	Profile Settings	Customer Ser
Velcome, Sean		Successful! Biller enrollment/s h	ave been approved. Billers will	be available once PSBank revi	iews approved accounts.				
Dashboard		Enrollment Details							
My Accounts		Type of Facility Bills Payment			Enrollment Option Upload Batch Enro	ns bliment			
Fund Transfer		Biller/s for Enrollment	BILLER NAME	SUBSCRIBER/ACCOUNT NUM	SUBSCRIBER/BILLER NICKNA	PURPOSE	FILENAME		REMARKS
Account Enrollment		BPE-101324-0610-16490	PLDT	0153544301	PLDTs	Payment 4	BILLEREnrollment10	13.xlsx	
Biller Enrollment		BPE-101324-0610-16489	GLOBE TELECOM	99228981	Globe15	Payment 3	BILLEREnrollment10	13.xbx	
		BPE-101324-0610-16488	BAYANTEL	123456785	Bayan	Payment 2	BILLEREnrollment10	13.xlsx	
Bills Payment		BPE-101324-0610-16487	CABLELINK	0010000052	Cable	Payment 1	BILLEREnrollment10	13.xlsx	
Automatic Debit		BPE-100724-0210-16454	FIRST METRO SECURITIES BRO	A0000308	FMSBC Test 2	Payment	BILLEREnrollment.xl	S.R	
Analigement		BPE-100724-0210-16452	EASYTRIP	0000520002731211	Toll 1	Payment	BILLEREnrollment.xl	53	
Automatic Credit Arrangement		BPE-100724-0210-16451	MIRIAM COLLEGE	20094120208926	School 1	Payment	BILLEREnrollment.xl	SX	
-		4							
Payroll	-						1-7	of 7 <	$\langle \rangle \rangle$
Forms/Templates							Go to DashBoard	Approve	Another Enrollm

2.2.7. 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.

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".

JM	Welcome, JENNIELYN	Pay Bills	
٠	Dashboard	Create Bills Payment Uplcad Bulk Bills Payment Bills Payment Inquiry	
M	My Accounts	Pay From	
۲	Fund Transfer	Source Account Account Type Available Balance Current Balance	
' 🖸	Account Enrollment		I
	Biller Enrollment	Pay To Clear	
۲	Bills Payment	GLOBETELECOM	
	Automatic Debit Arrangement	Subscrber/Account Number 16650966	

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

۵	Fund Transfer	Source Account	Account Type Savings	Available Balance	Current Balance	
¹ 🖸	Account Enrollment					
	Biller Enrollment	Рау То				Clear
٥	Bills Payment	Select Biller GLOBE TELECOM				
¥	Automatic Debit Arrangement	Subscriber/Account Number 16650966				
۵	Automatic Credit Arrangement	GLOBEBILLER				
	Payroll	Payment Schedule				
	Forms/Templates	Select Payment Schedule	×			

3.1.4. Update "Amount".

- 3.1.5. Select Payment schedule.
 - a) Immediate
 - b) Future Date
 - c) Recurring

	Account Enroliment	GLOBE TELECOM
		Subscriber/Account Number
\simeq	Biller Enrollment	16650966
		Biller Nickname
	Bills Payment	GLOBEBILLER
		Amount
\mathbf{M}	Automatic Debit Arrangement	1,000.00
		Payment Schedule
œ	Automatic Credit	Select Payment Schedule
	Arrangement _	Imnediate
		Future Date
M	Payroli	Recurring
	5	

3.1.6. Click "Next".

3.1.7. Click "Submit".

Upload Bulk Bills Payment	Bills Payment Inquiry
-	
Source Account Number xxxxxxxxxxxxxxx777	
Subscriber/Account Number 16650966	
Payment Schedule Immediate	
Back Cancel	
	Upload Bulk Bills Payment Source Account Number xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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

Successful! Transaction/s have been submitted for ap	proval.	
Transaction Reference Number BPA-100124-0310-16396		
Payment Details		
Source Account Nickname COM OCT 2024 CORPORATION		Source Account Number
Biller Nickname GLOBEBILLER		Subscriber/Account Number 16650966
Amount PHP 1,000.00		Payment Schedule Immediate
Purpose		
Baci	To My Accounts	Make Another Payment

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"

Busine					A
SG	Welcome, Sean	Bills Payment - Approval			
	Dashboard	Approve Bill	s Payment		Bills P
	My Accounts				
	Fund Transfer	Q Search Options			
	Account Enrollment	REFERENCE NUMBER BPA-100124-0310-16396	Important You are about to APPROVE the	BILLER NAME GLOBE TELECOM	SUB 1665
	Biller Enrollment	•	selected transaction/s.		
	Bills Payment		Go Back		
M	Automatic Debit Arrangement		Remarks	Арргоче	
-	Automatic Credit				

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

ve Bills Payment		-		Bills Pay	yment Inquiry		
en approved.							
SOURCE ACCOU	JNT BILLER NA	AME	SUBSCRIBER/ACCO	UNTNO. U	IPLOAD FILE NAME	REMARKS	
X000000(5777	GLOBE TEI	ECOM	16650966				
					1-1 of 1	1 < <	> >
	en approved. source accor x0000005/777	en approved. Source Account Biller N/ XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	en approved. source account BILLER NAME x0000005777 GLOBE TLIECOM	en approved. source account BILLER NAME SUBSCRIBER/ACCO xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	en approved. source account BILLER NAME SUBSCRIBER/ACCOUNT NO. U xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	en approved. source account BILLER NAME SUBSCRIBER/ACCOUNT NO. UPLOAD FILE NAME xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	source account BILLER NAME SUBSCRIBER/ACCOUNT NO. UPLOAD FILE NAME REMARKS xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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.

Busin	Ank Bess Online Buddy			Advisories/Reminders Profile Settings Co
JM	Welcome, JENNIELYN			
88	Dashboard	Deposit Accounts	Pending Fund Transfer	Pending ACA
Q	My Accounts	2	Enrollment Transactions	Enrollment Transactions
0	Fund Transfer			
1.10°	Account Enrollment			
Ē	Biller Enrollment	Pending ADA	Pending Bills Payment	
641	Bills Payment	Enrollment Transaction		
™ M	Automatic Debit Arrangement	Transactions	Transactions	
Ċ	Automatic Credit Arrangement	Important Reminders for today:		
63	Payroll	Scheduled Transactions		

3.3.2. User will be redirected to "Bills Payment Inquiry" Module.

Busk							Ad	visories/Reminders Profile Se	ttings Customer Service Log C
	Dashboard								
Q	My Accounts	Pa	y Bills Create Bills P	ayment	Uploa	d Bulk Bills Payment		Bills Payment In	quiry
0	Fund Transfer								
AT!	Account Enrollment		Q Search Options						~
Ē	Biller Enrollment		REFERENCE NUMBER	AMOUNT	SOURCE ACCOUNT	BILLER NAME	SUBSCRIBER/ACCOUNT NU	UPLOAD FILE NAME	STATUS
1390	Rills Payment		BPA-100124-0310-16396	1,000.00	200000007777	GLOBE TELECOM	16650966		Completely Processed
-0	Shisrayhicht		BPA-100124-0510-16401	500.00	0000000777	GLOBE TELECOM	16650966		Completely Processed
©₽	Automatic Debit Arrangement		4					1-2 of 2	► < < >>
Ē	Automatic Credit Arrangement							Export to I	PDF Export to XLS
P	Pavroll								

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

Create Bills P	ayment	Uplo	Upload Bulk Bills Payment		Bills Payment Inquiry			
Q Search Options						^		
Reference Number			Status	Completely Processe	ed 👻			
Pay From		r	Upload File Name					
Pay To	,	•	Amount					
Biller Name								
						Search		
REFERENCE NUMBER	AMOUNT	SOURCE ACCOUNT	BILLER NAME	SUBSCRIBER/ACCOUNT NU	UPLOAD FILE NAME	STATUS		
BPA-100124-0310-16396	1,000.00	X00000000X 777	GLOBE TELECOM	16650966		Completely Process		
BPA-100124-0510-16401	500.00	X00000000X 777	GLOBE TELECOM	16650966		Completely Process		
						۱.		

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

					Recent download history
My Accounts	Create Bills Pa	yment	Upload	Bulk Bills Payment	PSB_BP_Tranx_Report_ (1).xlsx 3.6 KB • Done
Fund Transfer	O Search Ontions				PSB_BP_Tranx_Report_ (1).pdf 76.9 KB • Done
Account Enrollment	Reference Number			Status	Full download history
Biller Enrollment	Pay From	٧		Upload File Name	
Bills Payment	Pay To Biller Name]	Amount	
Automatic Debit Arrangement					Search
Automatic Credit Arrangement	REFERENCE NUMBER	AMOUNT	SOURCE ACCOUNT	BILLER NAME	SUBSCRIBER/ACCOUNT NU UPLOAD FILE NAME STATUS
Payroll	BPA-100124-0310-16396	1,000.00	X000000000X 777	GLOBE TELECOM	16650966 Completely Pr
Forms/Templates	BPA-100124-0510-16401	500.00	X000000000X 777	GLOBE TELECOM	16650966 Completely P
Scheduled Transactions					1-2 of 2 < < > >
Advisories/Reminders					Export to PDF Export to

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

e PS Busi								Advisories/Remir	ders Profile Settings	Cu
JM	Welcome, JENNIELYN	E	Biller Ei	nrollment						
	Dashboard			Enrollment			nenrollment	Enrollment Inquiry		
2	My Accounts		BI	ller Accounts						
.	Fund Transfer			Subscriber/Account Number		Biller	Biller Nickname	Purpose		
<u>10</u>	Account Enrollment		(123456785		BAYANTEL	Bayan	Payment 2		
-	Dilles Facellas ant		(0010000052		CABLELINK	Cable	Payment 1		
=	biller Enroliment			A0000308		FIRST METRO SECURITIES BROKERAGE	FMSBC Test 2	Payment		
Ð	Bills Payment		(99228981		GLOBE TELECOM	Globe15	Payment 3		
Ø	Automatic Debit		(0153544301		PLDT	PLDTS	Payment 4		
15-	Arrangement			20094120208926		MIRIAM COLLEGE	School 1	Payment		
己	Automatic Credit		[0000520002731211		EASYTRIP	Toll 1	Payment		
	Arrangement							1-7 of 7 I <	$\langle \rightarrow \rightarrow \rangle$	
67	Payroll					Remarks	No more transaction			
0	Forms/Templates		Ger	nerate Unenrollment as:	F XLS				Unenroll	
()	Scheduled Transactions									

4.1.3. User may opt to add remarks



SBet
Criline Buddy
Welcome, JENNIELYN Dashboard
15
bit
Credit
hent
nplates
Scheduled Transactions

4.1.5. A prompt message shall appear, click "Proceed".

Biller	Accounts			
•	Subscriber/Account Number	Biller	Biller Nickname	Purpose
D	123456785	Important	an	Payment 2
	0010000052	You are about to UNENROLL	le	Payment 1
	A0000308		BC Test 2	Payment
0	99228981	Proceed	be15	Payment 3
0	0153544301	GO BACK	15	Payment 4
	20094120208926	MIRIAM COLLEGE	School 1	Payment
	0000520002731211	EASYTRIP	Toll 1	Payment
				1-7 of 7 1 < < > >1
		Remarks	No more transaction	
Generat	e Unenrollment as: .PDF			Unenroli

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

Enro	liment		Unenrollment		Enrollment Inquiry		
Successful! Account unenrolime	nt/s have been submitted for appro	val.					
Reference Number	Subscriber/Account Number	Biller	Biller Nickname	Purpose	Remarks		
BPU-101424-1110-16492	20094120208926	MIRIAM COLLEGE	School 1	Payment	No more transaction		
_					1-1 of 1 (< < > >)		

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.

* PS	Beek BROB Hess Online Buddy						Recent do	wnload history	(
SG	Welcome, Sean	B	Iller Enrollment				PSB_E 3.4 KB	P_Unenroll_Report_ (1).xlsx • 4 minutes ago	
	Dashboard		Approve E	nrollment	Appro	ve Unenrollment	PSB_E 76.0 KE	P_Unenroll_Report_ (1).pdf • 4 minutes ago	
2	My Accounts		Q Search Options				Full downloa	d history	1
0	Fund Transfer		Unenroliment Details						
10 10	Account Enrollment		ReferencNumber	Subscriber/Account Nu	mber Biller	Biller Nickname	Purpose	Remarks	
Ē	Biller Enrollment		BPU-101424-1110-16492	20094120208926	MIRIAM COLLEGE	School 1	Payment	No more transaction	
P9	Bills Payment							1-1 of 1 I< < > >I	
2	Automatic Debit Arrangement				Remarks	No more transaction			
Ē	Automatic Credit Arrangement		Generate Unenrollment as:	.PDF XLS				Approve Reject	
77	Payroll								
D	Forms/Templates								

4.2.5. A successful banner shall appear on the screen.

Sean	Bil	ler Enrollment					
Dashboard		Approve Enr	oliment	Ap	prove Unenrollment		Enrollment Inquiry
My Accounts							
Fund Transfer		Successful! Biller unenrollment/s ha	ve been approved.				
Account Enrollment		Unenrollment Details					
Biller Enrollment		REFERENCE NUMBER	SUBSCRIBER/ACCOUNT NUMBER	BILLER	BILLER NICKNAME	PURPOSE	REMARKS
Dille Devenuet		BPU-101424-1110-16492	20094120208926	MIRIAM COLLEGE	School 1	Payment	No more transaction
Bills Payment						Go tr	DashBoard Approve Apother Lienzolimer
Automatic Debit							
	Dashboard My Accounts Fund Transfer Account Enrollment Biller Enrollment Bills Payment Automatic Debit Arrangement	Bill Dashboard My Accounts Fund Transfer Account Enrollment Biller Enrollment Biller Payment Automatic Debit Arrangement	Biller Enrollment Biller Enrollment Biller Enrollment Biller Saucessful! Biller unenrollment/s ha Account Enrollment Biller Enrollment Biller Enrollment Biller Enrollment Automatic Debit Arrangement	Biller Enrollment Biller Enrol	Biller Enrollment Biller Enrollment Accounts Fund Transfer Biller Enrollment Biller	Biller Enrollment Dashboard Approve Enrollment Biller	Biller Enrollment Approve Enrol

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.