

BEA 2.0 QUEUEING PROCEDURE

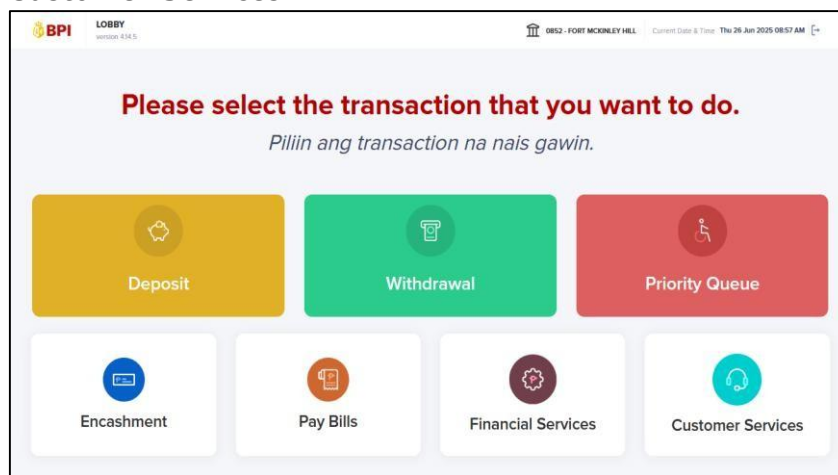
Pay Bills



I. BEA 2.0 DASHBOARD

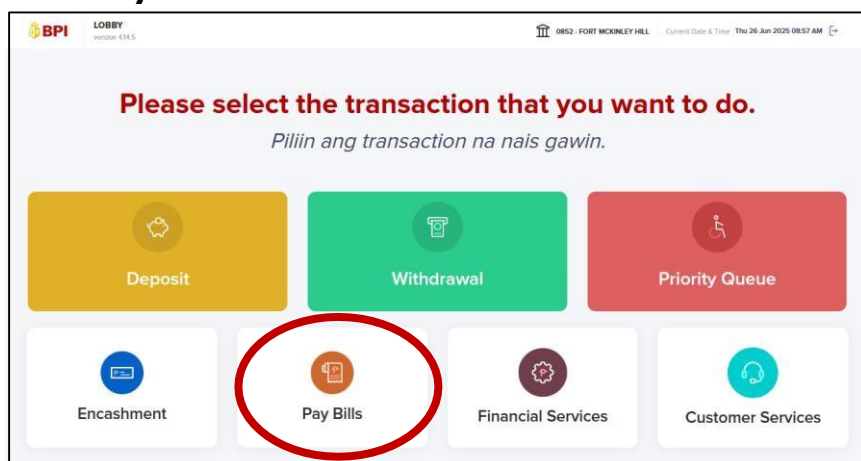
System will display all the available Services:

- Deposit
- Withdrawal
- Priority Queue
- Encashment
- **Pay Bills**
- Financial Services
- Customer Services



II. PRE-STAGE PAY BILLS

1. Select "Pay Bills".



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2. Biller categories will be displayed. Select **"PROPERTIES"** then **"SEARCH"** the appropriate merchant of the mall. To identify the correct merchant, refer to the top-center portion of the invoice.

BPI

Pay Bills

Please select a category you want to pay.
Piliin ang category ng inyong babayaran.

CREDIT CARDS INSURANCE LOANS **PROPERTIES** OTHERS

SCHOOLS TELEPHONE UTILITIES

Back

Select a merchant you want to pay.
Piliin ang inyong babayaran.

Search...

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| CCD-Malls (Merchant) | Invoice | BPI Express Assist (BEA) |
|--------------------------------------|---|---|
| ROBINSONS LAND CORPORATION | ROBINSONS LAND CORPORATION Commercial Centers Division | RLC-COMMERCIAL CENTER DIV (4021016697) |
| ALTUS ANGELES, INC. | Altus Angeles Inc Commercial Centers Division | ALTUS ANGELES INC (111004644) |
| ALTUS PROPERTY VENTURES, INC. | ALTUS PROPERTY VENTURES, INC. Commercial Centers Division | ALTUS PROPERTY VENTURES INC (111014216) |
| RL COMMERCIAL REIT, INC. | RCREIT Commercial Centers Division | RL COMMERCIAL REIT INC-MALL (4021016727) |

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3. After selecting the desired biller, input the Reference.

For **Check** payment:

<CONTRACT NO><BILL NO><LAST 3 DIGITS OF CHECK>

For **Cash** payment:

<CONTRACT NO><BILL NO>

Once done select **"Next"**.

Please enter the Reference Number.
Ilagay ang Reference Number.

XXXXXXXXXXXXXXXX000000000000123

The Reference Number may be your Customer Number, Account Number, Card Number, Policy Number.
Ang Reference Number ay maaaring ang inyong Customer Number, Account Number, Card Number, Policy Number.

1 2 3 4 5 6 7 8 9 0

#+= - / : ; () & @ " CLEAR

ABC . , ? ! ' SPACE

Back to Home Pay Bill: Step 2 of 6 Back **Next**

Note: The contract number and bill number can be found in the lower-left portion of the invoice. See the photo below for reference.

Robinsons Land Corp.
Commercial Centers Division

PAYMENT SLIP

| | | | |
|------------------|-------------------|---------------|---------------|
| Contract No | : XXXXXXXXXXXXXXX | Business Name | : Company ABC |
| Number | : 0000000000000 | Amount Paid | : _____ |
| Mall Location | : CCD1000 | Bank/Branch | : _____ |
| Total Amount Due | : P12,345.00 | | |
| CASH () | | | |
| CHECK () | Check No. _____ | | |

Barcode

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4. Payor must select the **"Payment Type"**: Cash, Check, or Mixed (Cash & Check).

Please select type of Payment.
Piliin ang type ng Payment.

Cash

Check

Mixed
(Cash & Check)

Back to Home Pay Bills Step 3 of 6 Back

5. The payor should input the amount and click **"Next"** to proceed.

Please enter **CASH** Amount
Ilagay ang CASH Amount

12,345.00

1 2 3

4 5 6

7 8 9

CLEAR . 0

Back to Home Pay Bills Step 4 of 6 Back Next

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- The payor should verify if all details are correct, then click "**Submit**" to proceed.

Pay Bills Confirmation Please confirm transaction details below
I-confirm kung tama ang detalye ng transaction

| | |
|-----------------------------------|--|
| Category LOANS | Merchant BPI PERSONAL LOAN ACCOUNT2 (001171141) |
| Reference number 0000000123456 | Payment Type Cash |

Payment Amount

PHP12,345.00

[Back to Home](#) Pay Bills Step 5 of 6 [Back](#) [Submit](#)

- If the payor wishes to add another transaction, select "**Yes**". The payor may add up to four (4) additional transactions. Otherwise, the payor should select "**No**" to proceed

Pay Bills Confirmation Please confirm transaction details below
I-confirm kung tama ang detalye ng transaction

| | |
|-----------------------------------|--|
| Category LOANS | Merchant BPI PERSONAL LOAN ACCOUNT2 (001171141) |
| Reference number 0000000123456 | Payment Type Cash |

Do you have another transaction?
Mayroon ka pa bang ibang transaction?

You are only allowed a maximum of 5 transactions per queue number.

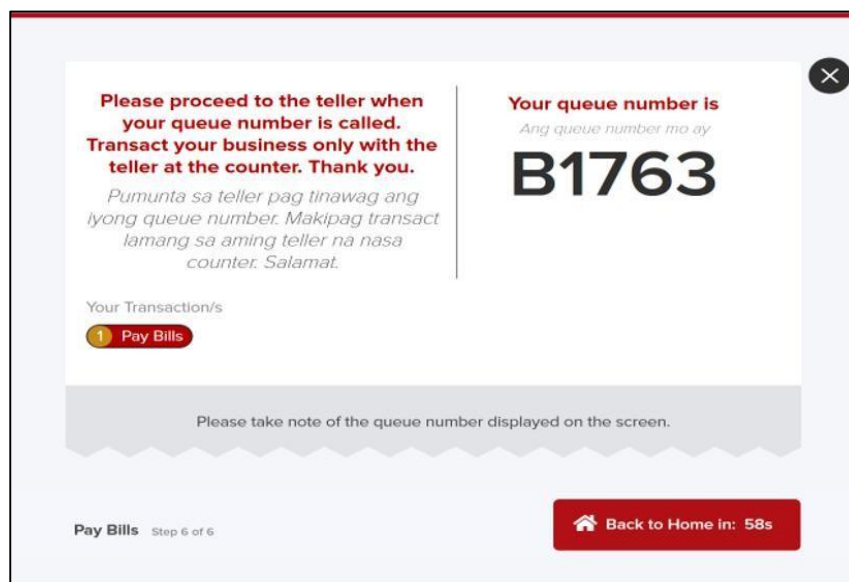
4 transactions left

[No](#) [Yes](#)

[Back to Home](#) Pay Bills Step 5 of 6 [Back](#) [Submit](#)

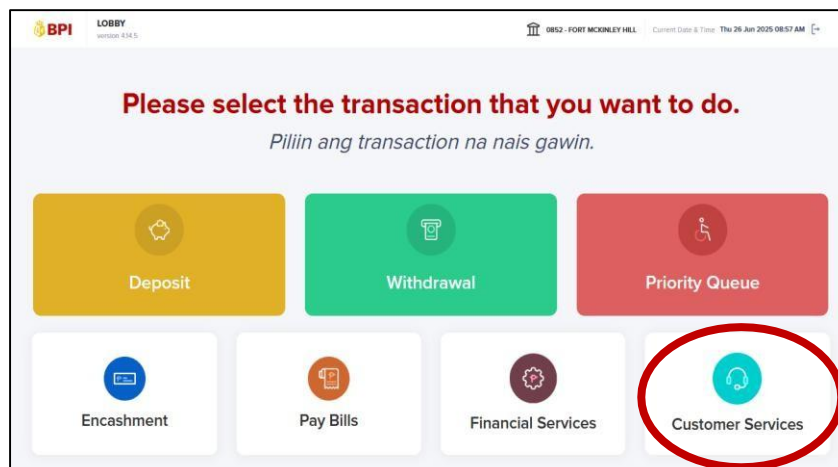
- The screen will display the payor's queue number, indicating that the transaction has been successfully queued for processing. The payor may click the "X" button or select the "**Back to Home**" to return to the homepage.

Note: The system will automatically return to the homepage after 60seconds.



III. PRE-STAGE CUSTOMER SERVICES

- If the desired biller is not found under any of the defined categories, including "OTHERS," the payor may select "**Customer Services**" and then

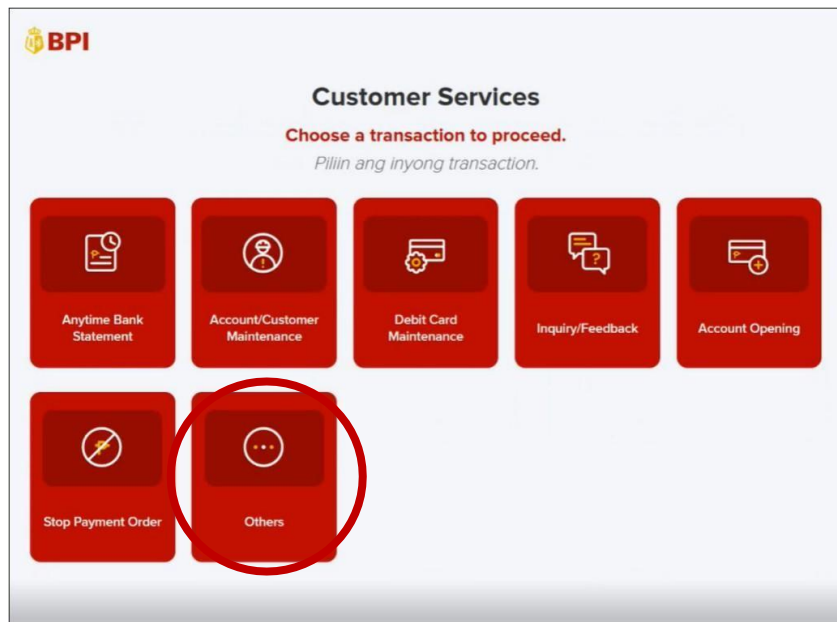


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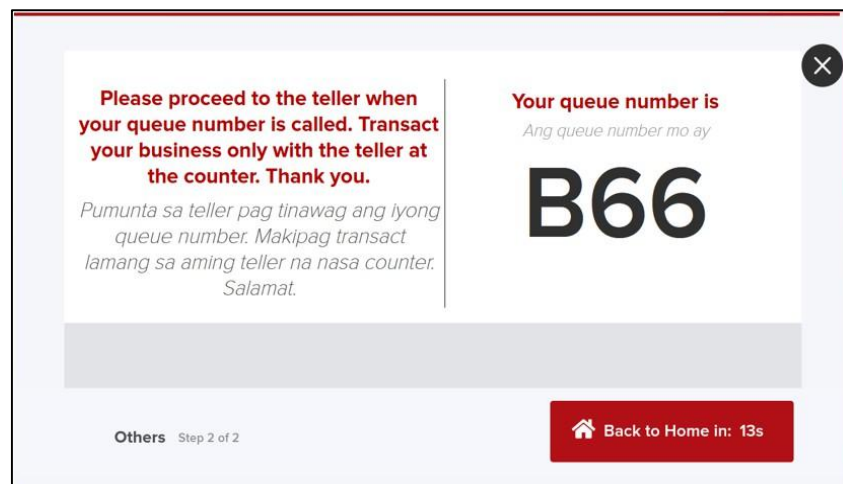


choose **"Others"**.



Note: This step will not require any specific input from the payor.

2. After selecting "Others," a queue number will be generated to route the payor to a teller. The teller will manually access the Bills Payment menu and select the specific biller from the dropdown list based on the payor's request.



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3. The screen will display the payor's queue number, indicating that the transaction has been successfully queued for processing. The payor may click the "X" button or select the "**Back to Home**" to return to the homepage.

Note: The system will automatically return to the homepage after 60 seconds.