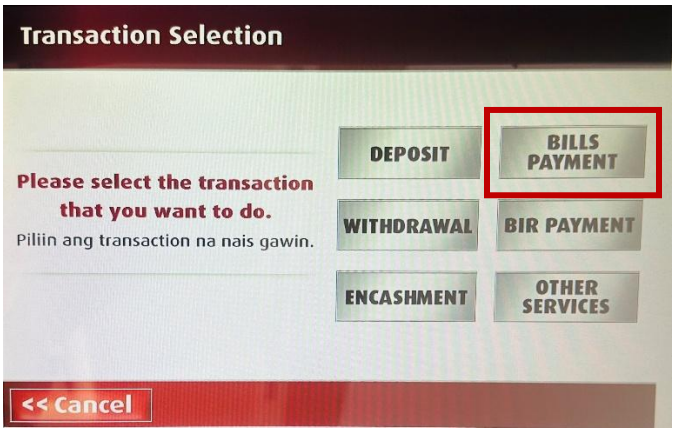
Customer's Guide to BEA – Bills Payment

1. Press "Tap Screen to Start"

2. Choose "Bills Payment".



3. Choose the "<Other Merchants>" from the selection.

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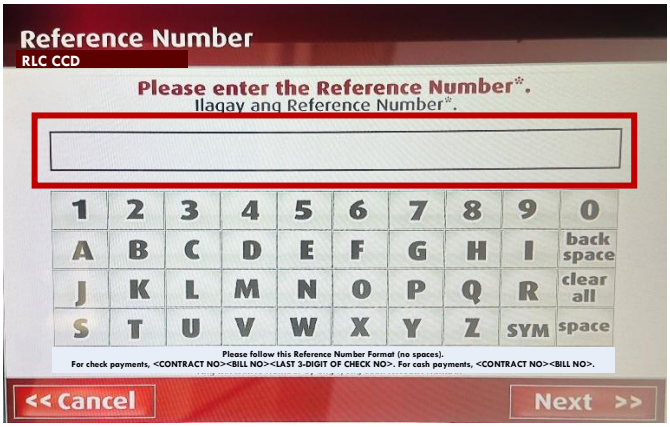
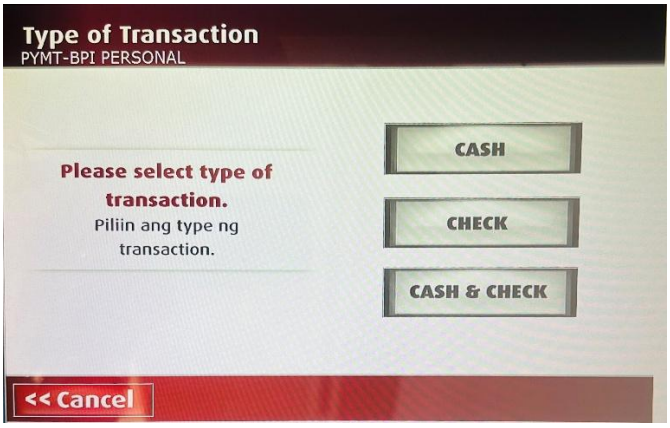
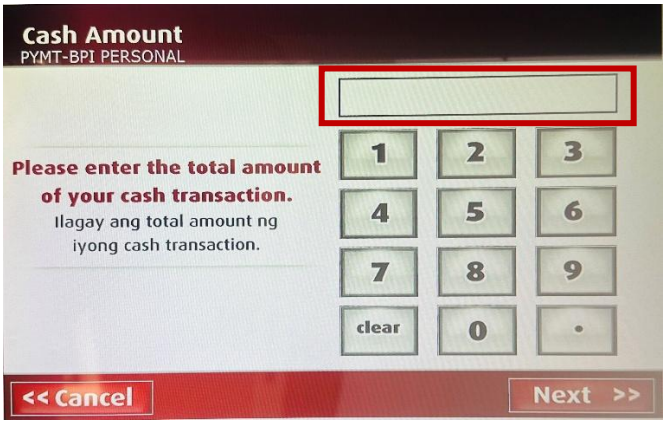
4. Input the Reference Number following this format: <CONTRACT NO><BILL NO><LAST 3- or 6-DIGIT OF CHECK> for check payment or <CONTRACT NO><BILL NO> for cash payment.



5. Press "Next" and choose the payment method from the selection.



6. Input the Amount to be paid.



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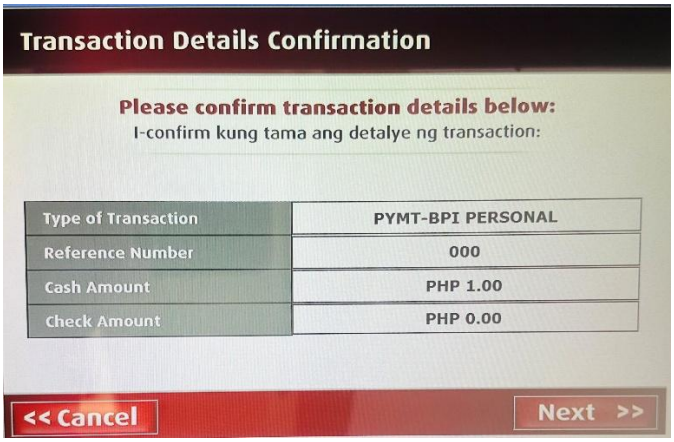
7. Press “Next” and confirm the details.



8. Press “Next” and get the queuing number.

9. Wait for the queuing number to be displayed on the queuing screen before approaching the Customer Sales and Service Associate (CSSA/teller).

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