HOLY NAME UNIVERSITY
INTEGRITY • SOCIAL RESPONSIBILITY • EXCELLENCE • EVANGELIZATION • SERVANT LEADERSHIP

BDO Unibank Banking

PAYMENT CHANNEL	PAYMENT PROCEDURE
BDO	**I. Payment Channel: BDO Unibank Online Banking** *How to pay bills:* 1. Go to **https://online.bdo.com.ph**. 2. Login to your **BDO Online Banking** account. **Click Financial Services** (Upper Left with three horizontal lines) **> Pay > Pay Bills** 3. Fill out the **Payment Details**. a. Biller – Search **HOLY NAME UNIVERSITY INC** >Subscriber Account Number – **Student ID number** >Subscriber Account Name/ Payor's Name – **Student Name** b. Amount - indicate the **Amount** you wish to pay **+ Php 10.00 convenience pay** c. **Notes** – you may add details, optional d. Pay from – select your **BDO source account** e. click **SUBMIT** *(should be now)* **II. Payment Channel: BDO Unibank Online Banking or BDO Pay (through Mobile App)** *How to pay your bills:* 1. Login to your **BDO Online Banking** (Mobile App-based) 2. Click **Pay > Pay Bills > Search Holy Name University, Inc** a. Subscriber Account Number – **Student ID number** b. Subscriber Account Name/ Payor's Name – **Student Name** c. **Amount** – Tuition/ Miscellaneous/ Amount you wanted **to pay + Php 7.00 convenience fee** d. Pay from – Select your **BDO source account** e. **Notes** – You may input additional details, optional 3. click **SUBMIT** *(should be now)* **III. Payment Channel: BDO Over the Counter (any BDO branch)** 1. Go to **Service Assist** and **Click Start a Transaction** 2. Click **Pay Bills**, as applicable: a. By Cash b. By Check c. via debit BDO Account 3. **Search Biller> Type Holy Name University Inc.** a. Subscriber Account Number – **Student ID number** b. Subscriber Account Name/ Payor's Name – **Student Name** c. **Amount** – Tuition/ Miscellaneous/ Amount you wanted **to pay + Php 30.00 convenience fee** 4. Click **Confirm** *(ensure to review that all details are correct)* 5. Get your queue ticket and wait for your number to be called by the client service associate.