

基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

DATE : January 7, 2021
TO : PARENTS / GUARDIANS OF GRADE 10
FROM : Lyn Lyn V. Sudario
Assistant Finance Manager
SUBJECT : BANK PAYMENT DETAILS

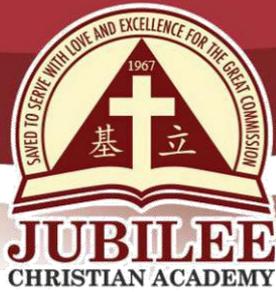
A pleasant day in the name of our Lord Jesus Christ!

Please be guided by the following bank details for the Senior High School specialization enlistment deposit payment.

For over the counter payment, please see bank details below:

1. Bank of the Philippine Islands – Family Bank (BPI – FB)

- 1.1 Go to any BPI-FB branch
- 1.2 Go to BPI Express Assist (BEA) Machine
- 1.3 On BEA Machine, fill in the following details:
 - 1.3.1 Transaction Selection - Deposit
 - 1.3.2 Account Name - Jubilee Christian Academy, Inc.
 - 1.3.3 Current Account (CA) Number - 6821-0045-33
 - 1.3.4 Type of Transaction - Cash or Check
 - 1.3.5 Cash or Check Amount - amount to be paid
- 1.4 Click “Next” and Transaction Confirmation Details will appear
- 1.5 Get your Queue Number and wait for the teller to call your number
- 1.6 Deposit payment over the counter
- 1.7 Screenshot the validated receipt and email to cashier@jca.edu.ph with student’s name, level and section
- 1.8. You will receive an email reply from cashier@jca.edu.ph to acknowledge receipt of payment
- 1.9 Please keep validated receipt for verification purposes



2. Metropolitan Bank & Trust Company (MBTC)

2.1 Go to any MBTC branch

2.2 Fill in the following details on MBTC Payment Slip:

2.2.1 Company Name - Jubilee Christian Academy, Inc.

2.2.2 Subscriber Name - Student's Name

2.2.3 Subscriber Number - JCA ID Number

2.3.4 Amount - amount to be paid

2.3 Deposit payment over the counter

2.4 Screenshot the validated Payment Slip and email to cashier@jca.edu.ph with student's name, level and section

2.5 You will receive an email reply from cashier@jca.edu.ph to acknowledge receipt of payment

2.6 Please keep validated Payment Slip for verification purposes

For online banking payment, please see bank details below:

1. Bank of the Philippine Islands (BPI) Online Banking

1.1 Enroll your BPI Online Banking account

1.2 Check BPI online for the procedure

1.3 Once your account is activated, log-in to your BPI account

1.4 Click "Transfer Money"

1.5 Fill in the following details:

1.5.1 Transfer from - which account to transfer from

1.5.2 Transfer amount - amount to be paid

1.5.3 Click "Transfer to 3rd party"

1.5.4 Transfer to - 6821-0045-33

1.5.5 Click "Transfer to unenrolled "6821-0045-33"

1.5.6 Notes - Type your child's JCA ID Number

1.5.7 Click "Next" and "Confirm"

1.6 To proceed, you will be asked to enter your One-Time Pin (OTP)

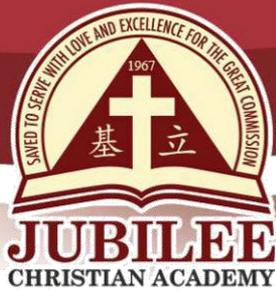
1.7 Type the OTP sent to your mobile number and Confirmation Page will appear

1.8 Take a screenshot of the Confirmation Page

1.9 To pay for another child, click "New Transfer"

1.10 Repeat steps 1.5 to 1.8

1.11 Email the screenshot of Confirmation Page with student's name, level and section to cashier@jca.edu.ph.



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1.12 You will receive an email reply from cashier@jca.edu.ph to acknowledge receipt of payment

2. Metropolitan Bank & Trust Company (MBTC)

- 2.1 Enroll MBTC Online Banking account
- 2.2 Check MBTC online for the procedure
- 2.3 Log-in to your MBTC account once account is activated
- 2.4 Click "Pay Bills" and "Register A New Biller"
- 2.5 Click "School" in the Category field and click "Jubilee Christian Academy, Inc." in the Biller field
- 2.6 Type your child's JCA ID number in the Subscriber Account Number field, type the complete student name in the Reference Number field and type your contact number in the Phone Number field
- 2.7 Click "Continue" and "Pay Bills"
- 2.8 Click "Jubilee Christian Academy, Inc." as your new registered biller
- 2.9 Choose the account to debit, type the amount to be paid and click "Payment Type"
- 2.10 Click "Continue" and Transaction Confirmation will appear
- 2.11 Click "Confirm" and Transaction Acknowledgement Page will appear
- 2.12 Click "Print" to print Transaction Acknowledgement
- 2.13 Click "Pay Another Bill" to pay for another child; repeat steps for the payment process.

For any query on payment related concern, please email cashier@jca.edu.ph.

May the good Lord continue to bless and keep you and your family safe always.