AISIS LINKED ONLINE TUITION PAYMENT OPTIONS:

Please note that all Tuition payments made through online facilities may only be recognized after 1-2 banking days. Off-campus payments that are not recognized by **January 17, 2019** are subject to the late registration fee. Therefore, make sure that you paid online at least two banking days before **January 17,** and before you apply for or validate your ID.

Tuition Receipt is downloadable from the AISIS on the 2nd banking day from the time payment is made following these steps:

1) Log in to AISIS
2) Click 'PRINT TUITION RECEIPT' link
3) Choose school year and semester
4) Receipt may be viewed, printed or saved as PDF by clicking the corresponding links

For off-campus payments, Cashier will not print the Tuition Receipt.
Only for those who paid on-campus will Cashier print the Tuition Receipt

ID Application or Validation (the next registration procedure) **will not require** you to present your Tuition Receipt.

Online credit card payments are applicable during online and manual registration only. **Online credit card payments made once late registration has begun are invalid.** However, other off-campus payment options such as Internet banking and Over-the-Counter payments through BPI, BDO, Metrobank and Unionbank are still applicable during late registration period.

A. **BANCNET**
1. On the Ateneo AISIS Online Assessment page, select BancNet among the payment options then click "submit"
2. Click on the "pay using my BancNet debit card"
3. You are then redirected to the BancNet payment side. Click "OK."
4. On the BancNet payment screen, select your bank in the dropdown list. Click "submit."
5. Key-in your ATM card number
6. Select your preferred account, Savings or Current
7. Using the mouse, click on the PIN pad to enter ATM PIN. Click Pay.
8. Details of payment and the transaction trace number will then prompt on the screen.
9. Click "print" to generate a copy of the transaction receipt or select "continue" to conclude the payment transaction. You will then be redirected to the AISIS Online home page.

B. **VISA/MASTERCARD**

1. On the Ateneo AISIS Online Assessment page, select "Visa/Mastercard Online Payment"
2. You will be redirected to the BPI Mastercard Payment site.
3. First page of the BPI payment page allows the user to select between Visa or Mastercard. Choose one.
4. Enter the following data:

   4.1 Credit card number.
   4.2 Expiry date – month and year.
   4.3 Security code – the 3 digits after the card number on the signature panel at the back of the credit card.
   4.4 Click "pay" to process payment. Note that the amount is not editable.
   4.5 User is informed that transaction has been approved.
   4.6 Transaction is now completed and user is directed to the AISIS login page.