

PAYMENT OF ATENEO DE MANILA JUNIOR HIGH SCHOOL APPLICATION FEE VIA WEBPAY

Online Payment Portal

Accepts Visa/MasterCard (debit or credit card) of any issuing bank

1. Log in to <https://webpay.ateneo.edu/peso>
2. Provide the following information:
 - 2.1 Reference Number
350253000 for Junior High School (Grade 7) applications
 - 2.2 Amount to be paid
P 700 for Junior High School (Grade 7) applications
 - 2.3 Payer Name (name to be indicated in the receipt)
 - 2.4 Particulars (purpose of payment):
[applicant's unique payment reference number, last name, first name]
_application fee
e.g. **350000001 DELA CRUZ, JUAN_application fee**
 - 2.5 Nominated e-mail address
3. Select preferred payment method.
4. Enter card details.
 - 4.1 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 your card
5. Wait for payment to be processed and confirmation to be sent to your nominated e-mail account.
6. Very important: To ensure that the payment can be traced and attributed to the applicant,
 - (a) upload a scan/picture file of the payment confirmation in the Google form that can be accessed through this link:
https://docs.google.com/forms/d/14djyavOTnKIMZmdkeDyQJi2OApd0OxM1_HV_TLYGI_10/edit?ts=6152cb3c
 - (b) and *also* upload it in the applicant's account in the Ateneo Edusuite Admission system. (In order to do this, go to the *payables* section of the applicant's admission account and click "upload receipt.")