



PAY USING GCASH

STEP 01



REGISTER AND VERIFY YOUR ACCOUNT

WITH EXISTING GCASH ACCOUNT?

PROCEED TO STEP 2

Tutorial Link on how to register:

<https://help.gcash.com/hc/en-us/articles/360017562454-How-do-I-register-through-the-GCash-App->

Tutorial Link on how to verify your account:

<https://help.gcash.com/hc/en-us/articles/360017722393-How-do-I-get-Fully-Verified->

Benefits of Verification:

<https://help.gcash.com/hc/en-us/articles/360017721953-Why-do-I-need-to-get-Verified->

Tutorial link on how to cash-in or fund your GCash:

<https://filipiknow.net/how-to-load-gcash/>

Transaction limit:

Monthly Incoming Limit: PHP100,000

Monthly Outgoing Limit: PHP100,000

Daily Maximum Bank Transfer to BPI: P50,000

IMPORTANT

VERIFY YOUR ACCOUNT




**Please ensure your account is verified,
if it is not then the SEND TO BANK
function will NOT WORK**

STEP 02



LOGIN TO YOUR ACCOUNT

A blue rectangular screen representing the GCash login interface. At the top is the GCash logo, consisting of a stylized 'G' with a signal icon. Below the logo is the text "GCash". Underneath, the phone number "0917 987 65432" is displayed next to a "Change Number" link. The prompt "Enter your MPIN" is followed by four empty circles for digit entry. A numeric keypad is shown at the bottom, with digits 1 through 9 arranged in a 3x3 grid and a 0 key centered below the 8 and 9 keys.


GCash

0917 987 65432 [Change Number](#)

Enter your MPIN

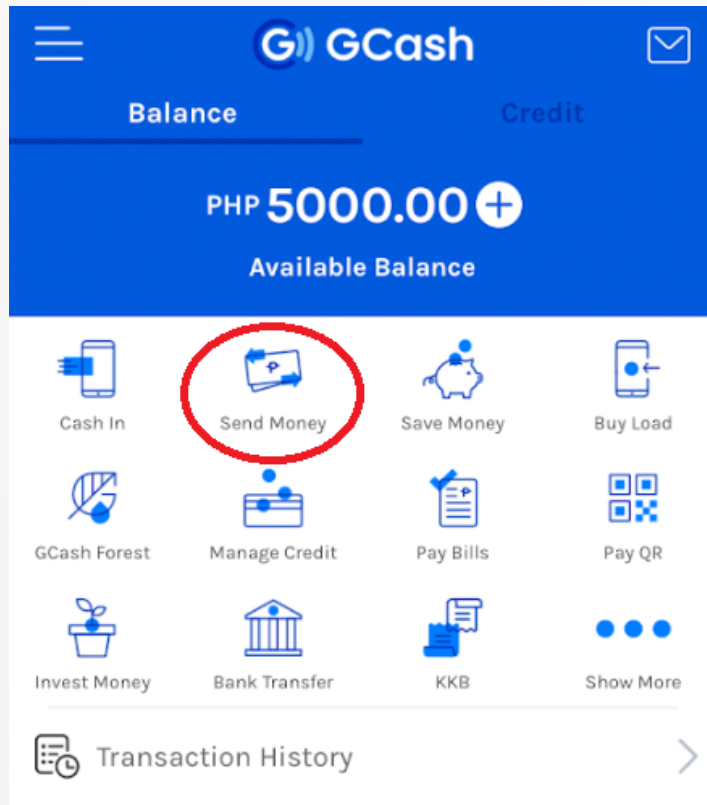
○ ○ ○ ○

| | | |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| 0 | | |

STEP 03



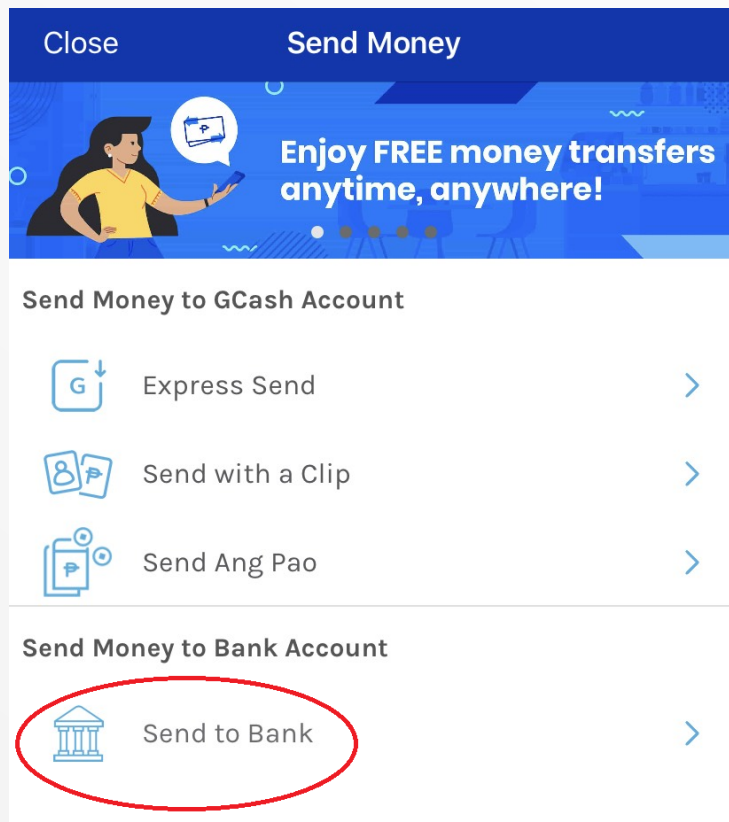
SELECT 'SEND MONEY'



STEP 04



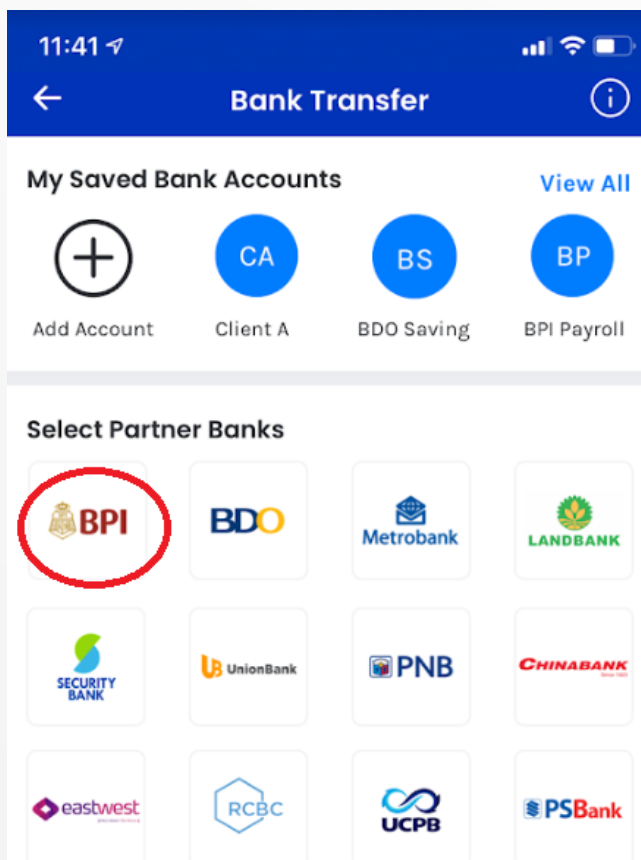
SELECT 'SEND TO BANK'



STEP 05



SELECT 'BPI'



STEP 06




INPUT THE REQUIRED DETAILS

Enter Amount: input the amount you will pay
(refer to the Statement of Account from Accounting Office)

Account Name: SOUTHVILLE | **Account Number:** 4611004236

Send Receipt to: input sender's email address

[< Back](#)[Bank Transfer](#)

 **BPI** BPI / BPI Family Savings Bank

Enter Amount

PHP0.00

Maximum of PHP 50,000.00

| | |
|-----------------|------------------------|
| Account Name | SOUTHVILLE |
| Account Number | 4611004236 |
| Send Receipt to | Enter Email (Optional) |

Your convenience fee is waived for this transaction.

SEND MONEY

STEP 07



**ON THE CONFIRMATION PAGE,
CONFIRM THE AMOUNT YOU
WISH TO SEND BEFORE YOU CLICK 'CONFIRM'**

The bank transfer should be processed immediately;
you will receive an SMS confirmation receipt for the transaction as well.

[< Back](#) **Bank Transfer** **Confirm**

You are about to send

PHP 1000.00

CONFIRMATION

| | |
|-----------------|-------------------------------|
| Bank Name | BPI / BPI Family Savings Bank |
| Account Name | SOUTHVILLE |
| Account Number | 4611004236 |
| Send Receipt to | |

STEP 08



SCREENSHOT

For your reference and proof of transaction.

Your Bank Transfer is Being Processed!

Details

| | |
|------------------|-------------------------------|
| Bank Name | BPI / BPI Family Savings Bank |
| Amount | php 1000.00 |
| Account Name | SOUTHVILLE |
| Account Number | 4611004236 |
| Convenience Fee | php 0.00 |
| Ticket No. | 651837 |
| GCash Ref Number | 1000095571462 |

STEP 09



CHECK YOUR EMAIL AND FORWARD THE CONFIRMATION EMAIL FROM GCASH TO ACCOUNTING OFFICE

Forward the confirmation email from GCash to **accounting@southville.edu.ph**

Indicate the name of the student, grade/course and purpose of payment

We will send you a confirmation through email as soon as we validate your GCash Payment.

GCash Send Money To Bank

GCash <noreply@merchant-portal.mynt.xyz>

Wed, May 27, 5:55 PM (6 days ago)

 to me ▾



Thank you for using **GCash!**

Transaction Receipt

BE AMAZING. BE SOUTHVILLE.

8825-6374 | 0917-8532-450

pr@southville.edu.ph

www.southville.edu.ph

TUTORIAL LINK ON HOW TO INSTALL AND REGISTER AN ACCOUNT IN GCASH

<https://thewisecoin.com/how-to-install-and-register-an-account-in-gcash>

TUTORIAL LINK ON HOW TO LOAD/FUND GCASH

<https://filipiknow.net/how-to-load-gcash/>