



PAY USING PayMaya

STEP 01



REGISTER AND UPGRADE YOUR ACCOUNT

WITH EXISTING PAYMAYA ACCOUNT?

PROCEED TO STEP 2

Tutorial Link on how to register:

<https://www.paymaya.com/quick-guide/create-account>

Tutorial Link on how to upgrade your account:

<https://www.paymaya.com/quick-guide/upgrade>

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

<https://www.paymaya.com/quick-guide/add-money-channels>

Transaction limit:

Monthly Incoming Limit: PHP100,000

Monthly Outgoing Limit: PHP100,000

IMPORTANT

UPGRADE YOUR ACCOUNT



Account Upgrade

Unlock more features with an
upgraded PayMaya account

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

STEP 02



LOGIN TO YOUR ACCOUNT



Email or Mobile No.

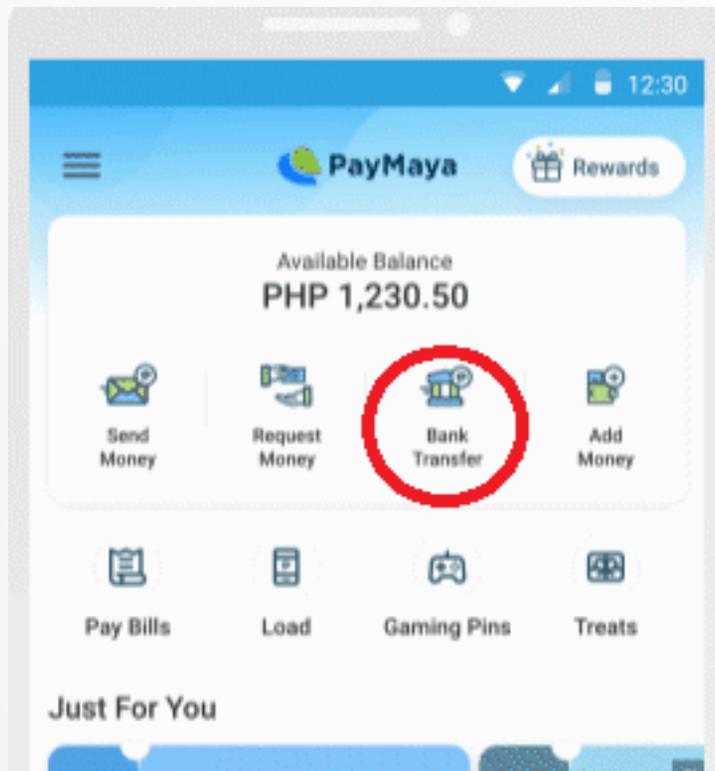
Password

Login

STEP 03



SELECT BANK TRANSFER



STEP 04



INPUT THE REQUIRED DETAILS THEN CLICK "CONTINUE"

Select Bank : BPI

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

Account Number: 4611004236 | **First Name:** SOUTHVILLE | **Surname:** NA

Purpose: input the purpose of payment, name of student and grade/course

Select Bank	BPI
Amount	PHP 20,000
Recipient Details	
Account Number	4611004236
First Name	SOUTHVILLE
Middle Name (Optional)	
Last Name	NA
Recipient Mobile Number (Optional)	
Purpose	SCHOOL FEES - JUAN DELA CRUZ GRADE 2

STEP 05



REVIEW YOUR SEND MONEY TRANSACTION DETAILS THEN CLICK "SEND"

PHP 20,000.00

Transfer Fee: PHP 0.00

insta**Fay**

Account Type: Bank of the Philippine Islands

Account Number: 4611004236

Account Name: SOUTHVILLE NA

Recipient Mobile
Number:

Purpose: SCHOOL FEES - JUAN DELA CRUZ

Please ensure all information is **correct**. Clicking "Send" button means that you have validated all information and confirms it to be correct.

STEP 06



SCREENSHOT

Send the screenshot to accounting@southville.edu.ph

Indicate the name of the student, grade/course, purpose of payment and date of PAYMAYA Send Money Transaction

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

Account Type	Bank of the Philippine Islands
Account Number	4611004236
Account Name	SOUTHVILLE NA
Recipient Mobile Number	
Amount	PHP 20,000.00
Transfer Fee	PHP 0.00
Reference ID	5e3d2c42-c492-4166-8bfc-931288ba6fb5
Purpose	SCHOOL FEES - JUAN DELA CRUZ GRADE 2

You may confirm and check the status of your Money Transfer Transaction with your recipient

**BE AMAZING.
BE SOUTHVILLE.**

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