



**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.

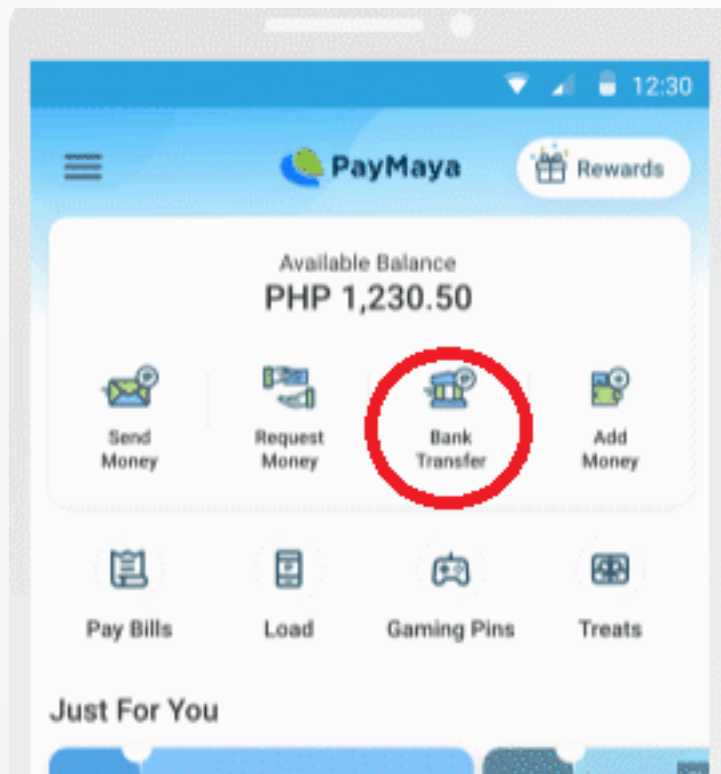
Password

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

**instaPay**

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](mailto: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.**

8825-6374 | 0917-8532-450

[pr@southville.edu.ph](mailto:pr@southville.edu.ph)

[www.southville.edu.ph](http://www.southville.edu.ph)