



PAYMENT INSTRUCTIONS FOR KAISER SUBPAY - BDO BILLS PAYMENT OVER THE COUNTER TRANSACTION

Step 1

Prepare the cash for the premiums due and the Kaiser policy number to be paid then go to the nearest BDO branch

Step 2

Fill up the BDO Cash or Check Transaction Slip for the Bills Payment transaction depending on the form of payment, if cash or check. The following are the important fields that you need to fill up correctly for your payment to be credited by IMG to the correct Kaiser policyholder's account:

- 1) Company Name : International Marketing Group
- 2) Subscriber's Name: Name of KAISER Policy holder
- 3) Subscriber's Account No : 17-digit Policy Number (*no dash*)

BDO		Cash Transaction Slip	
<input type="checkbox"/> Deposits	Account Name		
<input type="checkbox"/> Current	Account No.		
<input type="checkbox"/> Savings	Payor's Name	Reference No.	
<input type="checkbox"/> Time Deposit/ Placement			
<input type="checkbox"/> For Account with Deposit Reference Facility			
<input checked="" type="checkbox"/> Bills Payment	Company Name	Institution Code	Product Code
	INTERNATIONAL MARKETING GROUP	0 6 9 3	
	Subscriber's Name	Subscriber's Account No.	
	JUAN PEDRO DELA CRUZ	88888000001111188	
<input type="checkbox"/> Cash Card	Cardholder's Name/Contact No.	Cash Card No.	
<input type="checkbox"/> Sale <input type="checkbox"/> Reload			
<input type="checkbox"/> Payment	Borrower's Name	Promissory Note No. / Trade Reference No.	
<input type="checkbox"/> Loan <input type="checkbox"/> Trade			
Machine Validation			

BDO		Check Transaction Slip	
<input type="checkbox"/> Deposits	Account Name		
<input type="checkbox"/> Current	Account No.		
<input type="checkbox"/> Savings	Payor's Name	Reference No.	
<input type="checkbox"/> Time Deposit/ Placement			
<input type="checkbox"/> For Account with Deposit Reference Facility			
<input checked="" type="checkbox"/> Bills Payment	Company Name	Institution Code	Product Code
	INTERNATIONAL MARKETING GROUP	0 6 9 3	
	Subscriber's Name	Subscriber's Account No.	
	JUAN PEDRO DELA CRUZ	88888000001111188	
<input type="checkbox"/> Payment	Borrower's Name	Promissory Note No. / Trade Reference No.	
<input type="checkbox"/> Loan <input type="checkbox"/> Trade			
Machine Validation			

Step 3

You will receive a Confirmation Notice from IMG once your payment is credited to IMG's account and uploaded in our system. Wait for 3-5 working days from the date your payment is credited to IMG's account for us to process and transmit your payment to Kaiser.

Step 4

Wait for 5 to 10 working days from your transaction date for Kaiser to post your payment in the OPMS



PAYMENT INSTRUCTIONS FOR KAISER SUBPAY - BDO BILLS PAYMENT

PAYMENT THRU BDO ONLINE BANKING

Step 1

Log on at your personal internet banking in BDO.COM.PH and prepare the Kaiser policy number to be paid

Step 2

Once logged in

Click Pay Bills

Click Bills Payment, click Pay Bills

Tick Pay a Company that is not yet enrolled (if you haven't enrolled IMG)

Choose International Marketing Group in the dropdown under Unenrolled Company/Biller

Fill in the Amount to be Paid

Fill up remarks with your notes or comments like installment number, etc

Subscriber Number : 17-digit KAISER Policy Number (*no dash*)

Subscriber Name: Name of KAISER Policy holder

Then submit

Pay Bills

Pay Bills and Reload » Bills Payment » Pay Bills

Welcome,
Your last login was
You have 0 invalid login attempt(s).

[Go to Card Security Management](#)

Payment Details

Pay from [View Balance](#)

Pay this

Company/Biller

☒ Pay a Company/Biller that is not yet enrolled

Amount

Remarks

Subscriber Number

Subscriber Name

For clients who wish to pay their bills via Credit Card please click the link [CREDIT CARD PAYMENT](#)



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IMPORTANT REMINDERS

- 1) Pay the exact Kaiser premium amount. Payment for other fees like amendment fee, reinstatement/redating fee, policy fee, surcharge cannot be transacted using Kaiser Subpay payment instruction. There is a different instruction for these kinds of transactions.
- 2) If you are paying for more than 1 premium installment or for multiple policies, please pay separately for each. Do not combine in one Bill Payment Slip or transact in lumped amount.
- 3) It is important that you provide the policy number correctly at all times. This will be the unique identifier that will be uploaded in the IMG system for the payment to be posted in the policy that this number will match in our system.
- 4) There is NO need for you to upload your proof of payment in our portal / kiosk as the report coming from BDO will be simply be uploaded in our system and the payments will be auto posted, as long as you follow correctly the instructions and you provided the correct policy number. The moment you upload the proof of remittance, this will just complicate IMG processing so please DO NOT upload unless you are requested by IMG office.
- 5) In case you made a mistake in transacting your payment, please contact us immediately so we can give you the instruction/s on what to do next.