

OVER THE COUNTER TRANSACTION

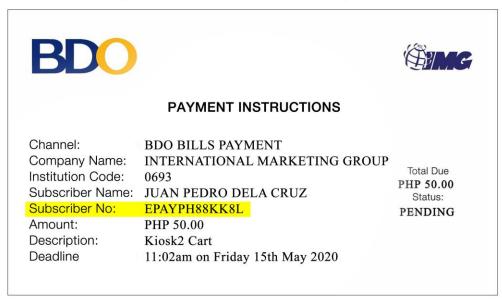
Step 1

Logon in our kiosk2 site to transact the payment for transactions other than Kaiser Subpay. (Please refer to the list of these transactions)

Choose BDO Bills Payment for your payment option.

→ Add more transac	tion	→ Add more Premi	um Items
edit INVESTM	ENT-ADD: ACCOUNT	PHP 1000	f
First Name: Last Name: Email:	JUAN		
	DELA CRUZ		
	juandelacruz@yahoo.com		
Total 1000	Credit Card via Paypal		
	Debit Card via Bancnet		
	BDO Bills Payment		
	Palawan Express		
	Remittance / Bank Deposit / Bank Transfer		

Copy the ePay.ph Reference Number you will find in Subscriber No field of the Payment Instructions page because this will serve as your reference number to be used in transacting your Bills payment in any BDO branch. You may also screenshot the Pre-filled Check/ Cash Transaction Slip which you can copy and use as sample when you go to BDO branch to pay.



Step 2

Prepare the cash or check for the amount to be paid based on the kiosk2 transaction and the details generated by the system, then go to the nearest BDO branch

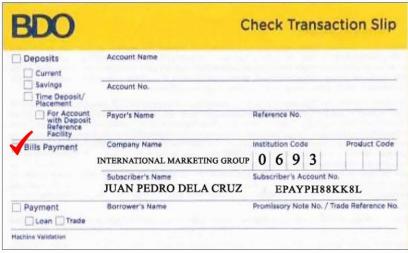


OVER THE COUNTER TRANSACTION

Step 3 – Fill up the Cash/ Check Transaction Slip available in the BDO branch by copying the printed or screenshot of the pre-filled Transaction Slip generated in Kiosk2

- 3.1) Company Name: International Marketing Group
- 3.2) Subscriber's Name:
- 3.3) Subscriber's Account No:





Step 4
You will receive a Confirmation from IMG once your payment is credited and uploaded in our system. Wait for 3 to 5 working days from the date your payment is credited to IMG's account for us to process your payment, post and or transmit to providers (when applicable).

Step 5
If the nature of your payment is for transmittal to providers like Kaiser, Manila Bankers Life, Mutual Fund principals, Non life and others, wait for 5-10 working days for the provider to process and post your payment and or issue the policy/COR, etc.



ELECTRONIC CHANNEL: ONLINE BANKING

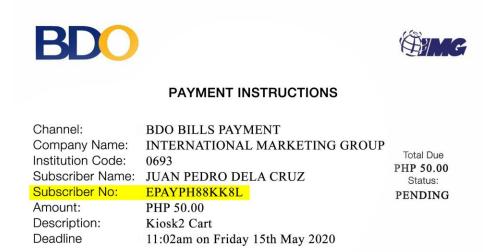
Step 1

Logon in our kiosk2 site to transact the payment for transactions other than Kaiser Subpay. (Please refer to the list of these transactions)

Choose BDO Bills Payment for your payment option.



Copy the Reference Number you will find in Subscriber No field of the Payment Instructions page because this will serve as your Invoice reference to be used in transacting your Bills payment through Online Banking. You may also screenshot the Pre-filled Pay Bills window of BDO's Online Banking available in the kiosk which you can refer to or copy when you transact online



Log on at your personal internet banking in BDO.COM.PH and prepare the details of payment to be made or the screenshot of the pre-filled Pay Bills window



ELECTRONIC CHANNEL: ONLINE BANKING

Step 3

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

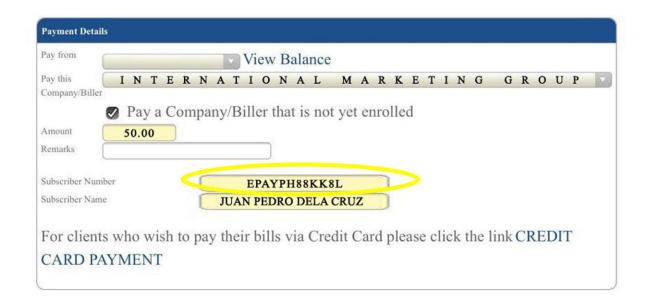
Fill in the Amount to be Paid

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

Subscriber Number: EPAYPH REFERENCE NUMBER

Subscriber Name: Name of Payor/ PH/ Investor/ Member / etc

Then submit





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IMPORTANT REMINDERS

- Make sure to get a subscriber number/ epay.ph reference number first through kiosk2 before making the payment.
- Pay the exact amount as indicated in the transaction reference in ePay.ph
- 3) If you are paying for more than one account or for multiple ePay.ph reference numbers, pay separately for each reference number. Do not combine or lump in one Bills payment transaction
- 4) There is NO need for you to upload your proof of remittance in our portal/kiosk as the report coming from BDO will be simply uploaded in our system and the payments will be auto posted, as long as you follow correctly the instructions and you provided the correct Epay reference number. The moment you upload the proof of remittance, this will just complicate IMG's processing so please DO NOT upload unless you are requested by IMG office.
- 5) An ePay.ph reference number can only be used once. If you made a short payment by mistake, do not try to correct it by making another Bills Payment transaction with the same reference no.
- 6) 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.
- 7) For any specific question regarding your account or your payment, please email us at support@img-corp.com