




Metrobankdirect

PAYMENT CHANNEL	PAYMENT PROCEDURE
 <p>If you are not yet enrolled in Metrobankdirect, you may enroll at the nearest Metrobank depository branch.</p> <p><i>For Metrobank inquiries, contact Metrobank 24/7 Customer Hotline at 8700-700, or log on to www.metrobank.com.ph.</i></p> <p><i>For provincial areas, call toll-free at 1-800-1888-5775.</i></p> <p><i>For HNU inquiries, please call the Bursar Dept. at:</i></p> <p><i>Direct Line</i> +63 38 411 2766</p> <p>+63 38 427 1542 +63 38 501 7731 +63 38 427 1543 +63 38 411 2283 <i>Local 106</i></p>	<ol style="list-style-type: none"> Log-in to your metrobankdirect account and select “PAY BILLS” from the eBanking Solutions menu. For personal accounts, metrobankdirect URL is https://personal.metrobankdirect.com/RetailInternetPortal/ Under the “PAY BILLS” tab and on the “Special Biller” section, click the “Category” dropdown menu and select “School”. And on “Biller”, select “Holy Name University”. Enter the “Student ID Number” in the “Subscriber Account Number”. “Select Account to Debit” by clicking the radio button of the preferred account. “Enter Amount” to be paid. “Select Payment Type” and type in the purpose of the payment in the “Remarks” field. For example: <ul style="list-style-type: none"> • <i>tuition fee*</i>, • <i>registration fee**</i>, • <i>proposal hearing</i>, • <i>comprehensive exam</i>, • <i>oral defense</i>, • <i>TOR online verification, etc.</i> <p>*For tuition fee, indicate the academic term and year, i.e.: 2nd Sem AY 2020-2021 **For registration fee, indicate course/year, academic term and/or academic year, i.e.: BSA-2 Summer AY 2020-2021 Grade 4 AY 2020-2021</p> <p>Click “Continue”.</p> On “Transaction Confirmation”, review the information, then click “Confirm” if all information are correct. A “Transaction Acknowledgment” will be displayed. Click “Print” for a copy of the transaction acknowledgment. The same will also be sent to the email address you provided. Forward the Transaction Acknowledgement email you received from Metrobank or take a screenshot or photo of the acknowledgment and send it to: payments@hnu.edu.ph. Allow 1-2 days to receive a confirmation email of your posted payment.