

How to enroll merchant in BPI Express Online

1. Log on to your [BPI Express Online](#)
2. From the **Main Menu**, select **Payments & Reloading > Bills Payment > Enroll All Other Bills**.
3. Fill in the necessary fields:
 - a. Select your ATM Card Number
 - b. Indicate the JAI (*Joint Account Indicator*) No.
 - c. In the Company Name dropdown, select the fund name of investment:
 - First Metro S&L Balanced Fund, Inc. (FMSLBF)
 - First Metro S&L Equity Fund, Inc. (FMSLEF)
 - First Metro S&L Fixed Income Fund, Inc. (FMSFIF)
 - First Metro S&L Consumer Fund, Inc. (FMCF)
 - First Metro S&L Money Market Fund, Inc. (FMMLMF)
 - d. Enter the Reference Number
 - Maximum of 30 characters
 - The first eight (8) characters is your FAMI Account Number.
 - The remaining twenty-two (22) characters is the Client's Account Name.
Do not include spaces, e.g. 00001234JUANDELACRUZ
4. Fill-in the additional security field before you can proceed with the enrollment.
5. Click the **Submit** button to proceed. You will be prompted with a confirmation box containing the details you have entered in the form.
6. Upon confirming the details, a confirmation receipt will be displayed with a Confirmation Number.
Note: Once confirmation receipt has been received, client can immediately make use of the bills payment facility.

How to invest through BPI Express Online Payment

1. Log on to your [BPI Express Online](#).
2. From the **Main Menu**, select **Payments & Reloading > Bills Payment > Pay Bills Today**.
3. Fill in the necessary fields:
 - a. From the **Pay** drop down, select the Fund Name from the list of enrolled merchants
 - b. Enter the amount to be invested
 - c. Select the source account where your payment will be debited.
Note: Make sure that your source account has sufficient funds else, payment will not be successful.
 - d. Indicate in the Additional Reference Number field, you may indicate your Client Account Number with FAMI. This is optional.
4. Click **Submit** button to proceed.
5. Upon submission, a confirmation receipt will be displayed with a Confirmation Number.

How to setup scheduled bills payment in BPI Express Online Payment

1. Log on to your [BPI Express Online](#).
2. From the **Main Menu**, select **Payments & Reloading > Bills Payment > Scheduled Bills Payment > Schedule Bills Payment**.
3. Fill in the necessary fields:
 - a. From the **Pay** drop down, select the bill you want to pay.
 - b. Enter the amount to be invested.
 - c. Select the source account where your payment will be debited.
 - d. Tick **Recurring Payments**.
 - e. Choose what mode, if **Monthly** or **Quarterly**. Specify the number of month or quarter you want this to be scheduled.
 - f. Choose on which date you want the schedule payment to start.
 - g. You may also setup an e-mail alert/notification.
4. Click the **Submit** button to save your scheduled bills payment.