

How to Enroll Merchant in BPI Online

1. Log on to your [BPI Online](#)
2. From the **Main Menu**, select **Other Services > Manage Recipients > Add New Recipient** .
3. Fill in the necessary fields:
 - a. Select type of Recipient > Billers
 - b. In the Biller's 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. Click the **Next** button to proceed. You will be prompted if the details you have entered are correct.
5. Upon confirming the details, you will be asked to send the One Time PIN on your registered mobile number.
6. Enter the One-Time PIN
7. You will be prompted that the enrollment is successful.

How to invest through BPI Online Payment

1. Log on to your [BPI Online](#).
2. From the **Main Menu**, select **Payments/Load**> **Bills Payment**.
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.
4. Click **Next** button to proceed. You will be prompted if the details you have entered are correct. Click **Confirm**.
5. Upon submission, a confirmation receipt will be displayed with a Confirmation Number.

How to setup scheduled bills payment in BPI Online Payment

1. Log on to your [BPI Online](#).
2. From the Main Menu, select Payments/Load> 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. Choose **Frequency** of Payment.
 - e. Choose what mode, if **One Time**, **Monthly** or **Quarterly**.
 - f. Choose on which date you want the schedule payment to start.
 - g. Choose number of payments.
4. Click **Next** button to proceed. You will be prompted if the details you have entered are correct. Click **Confirm**.