

PNB eGov

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Corporate User's Manual

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Summary of Users with Roles and Functions

Corporate Administrator

- Edit Corporate Information
- Maintain Cards
- Maintain Agencies
- Setup SSS Locator Data
- Manage Corporate eGov Profiles
- Maintain Card Profile Mapping
- Maintain Corporate Users
- Password Reset

Corporate Maker

- Upload Payment Document
- Transmit EPF
- Payment Inquiry
- Extract SSS Billing LCL

Corporate Checker

- Authorize Payment Instruction
- Cancel Payment Instruction with GENERATED status
- Payment Inquiry

Corporate Approver

- Approve Payment Instruction
- Cancel Payment Instruction with FOR APPROVAL status
- Payment Inquiry
- Balance Inquiry

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Corporate Enrollment

Corporate Information Maintenance

Enroll Corporate With Existing Account

Go to <https://www.bancnetonline.com/egov/login.egov>

1. Click on the Sign up link found on eGov login screen.



2. A new page will appear. Select "I have an existing account".



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- Fill up the form that will be displayed. Validation will be made once save button is clicked. Fields marked with an asterisk are mandatory.

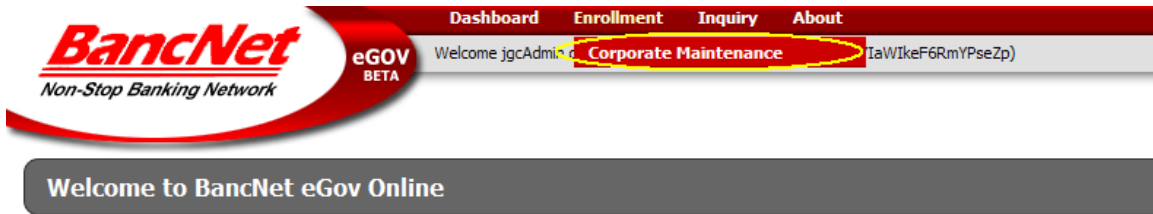
- A green bar on top containing a message indicating successful enrollment will be displayed. The page will be redirected the “Corporate Details” page.

Note: The user that created that performed Corporate Sign up is assigned the role of a Corporate Administrator.

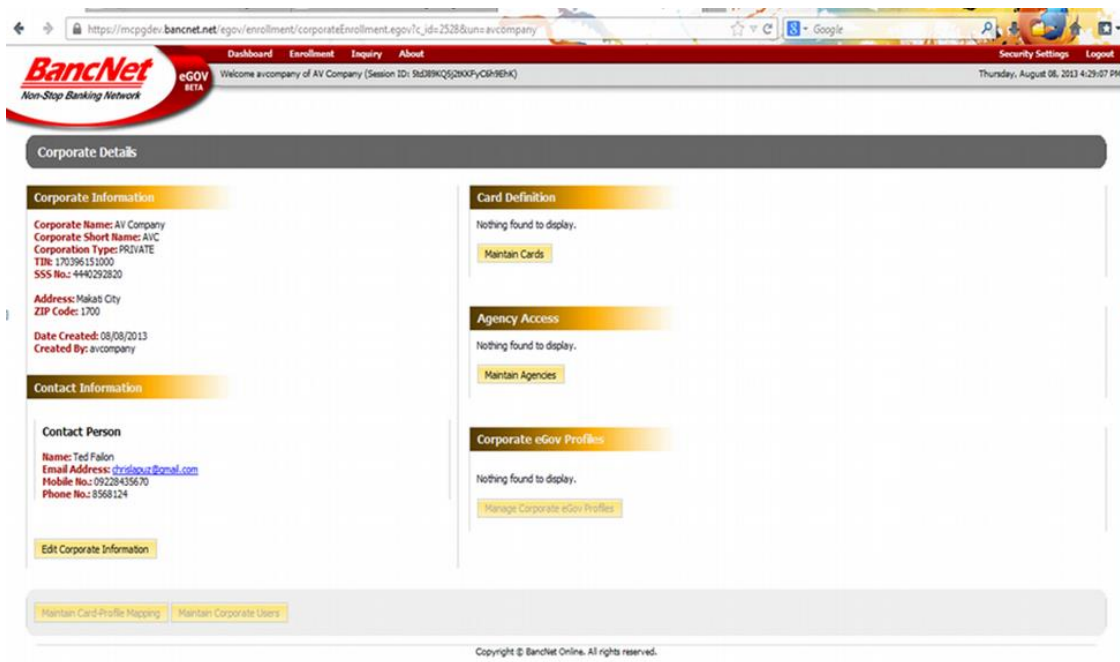
2017

Edit/Update Corporate Information

1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



2017

- 4. Click the Edit Corporate Information button.

Corporate Information

Corporate Name: Test Sample Company
Corporate Short Name: TSC
Corporation Type: PRIVATE
TIN: 124563987778
SSS No.: 9874563544

Address: Santuico Street, Pio del Pilar, Makati City
ZIP Code: 3200

Date Created: 01/30/2012
Created By: tscAdmin

Contact Information

Contact Person

Name: Juan dela Cruz
Email Address: juan.delacruz@email.com
Mobile No.: 09211234567

[Edit Corporate Information](#)

- 5. The Corporate Update page will appear. Update the field you want to update then click the save button.

BancNet eGOV BETA Dashboard Enrollment Inquiry About Security Settings Logout
Welcome tscAdmin of Test Sample Company (Session ID: V8TslbrW2B6PHei68cb1E) Monday, January 30, 2012 10:21:47 AM

Corporate Update

Corporate Information

Corporate Name*
Test Sample Company

Corporate Short Name (3-chars)*
TSC

Corporate Type
PRIVATE

TIN*
124563987778

SSS No.*
9874563544

Address*
Santuico Street, Pio del Pilar, Makati City

ZIP Code*
3200

Contact Person 1

Contact Name*
Juan dela Cruz

Email Address*
juan.delacruz@email.com

Mobile No.*
09211234567

Phone No.

Contact Person 2

Contact Name

Email Address

Mobile No.

Phone No.

[Save](#) [Cancel](#)

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6. A green bar on top containing a message indicating “Transaction successful” will be displayed. The page will be redirected to Corporate Details page.

The screenshot shows the BancNet eGov Corporate Details page. At the top, there is a navigation bar with links for Dashboard, Enrollment, Inquiry, About, Security Settings, and Logout. The user is logged in as 'tscAdmin of Test Sample Company'. A green banner at the top of the main content area displays the message 'Transaction successful.' Below this, the page is divided into several sections:

- Corporate Information:** Displays details for 'Test Sample Company', including its short name (TSC), type (PRIVATE), TIN (124563987778), SSS No. (9874563544), address (Santico Street, Pio del Pilar, Makati City, ZIP Code: 3200), creation date (01/30/2012), and creator (tscAdmin). An 'Edit Corporate Information' button is present.
- Contact Information:** Lists the contact person as 'Juan dela Cruz' with email 'juan.delacruz@email.com' and mobile number '09211234567'.
- Card Definition:** Shows 'Nothing found to display.' with a 'Maintain Cards' button.
- Agency Access:** Shows 'Nothing found to display.' with a 'Maintain Agencies' button.
- Corporate eGov Profiles:** Shows 'Nothing found to display.' with a 'Manage Corporate eGov Profiles' button.

At the bottom of the page, there are buttons for 'Maintain Card-Profile Mapping' and 'Maintain Corporate Users', and a copyright notice for BancNet Online.

Card Maintenance

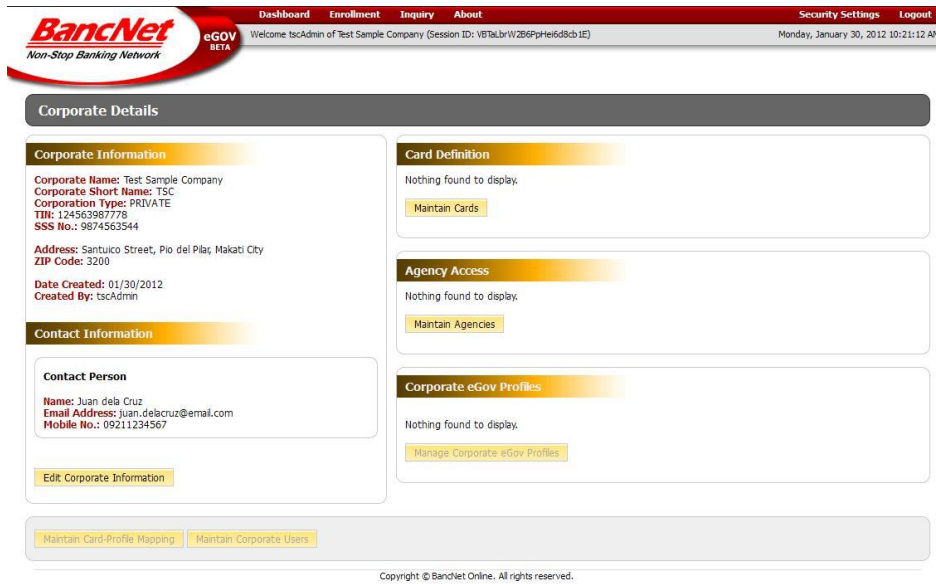
Maintain Cards

1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.

The screenshot shows the BancNet eGov Corporate Maintenance page. The navigation bar at the top includes Dashboard, Enrollment, Inquiry, About, and Corporate Maintenance (which is highlighted). The user is logged in as 'adminpcc'. Below the navigation bar, a grey banner reads 'Welcome to BancNet eGov Online'. Underneath, a yellow banner displays 'Bancnet eGov System'.

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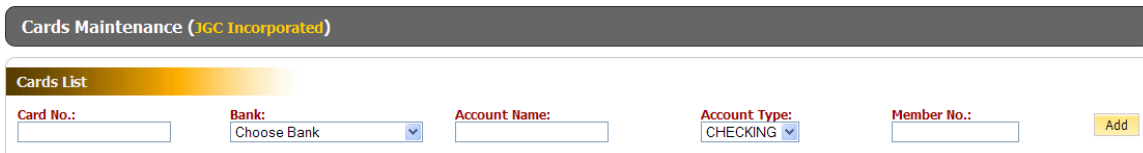
3. Corporate Details page will be displayed.



4. Click the Maintain Cards button.

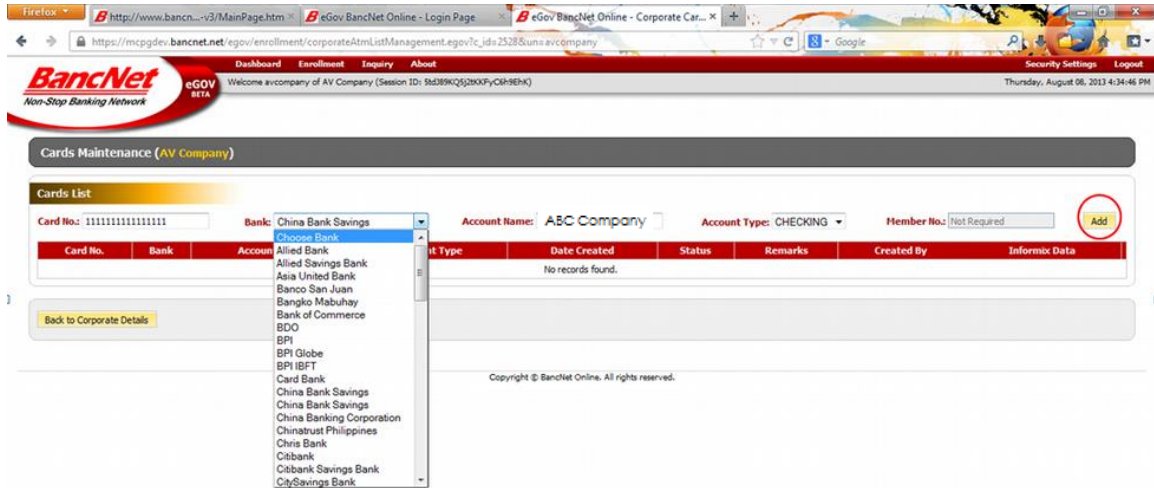


5. Card Maintenance page will be displayed.

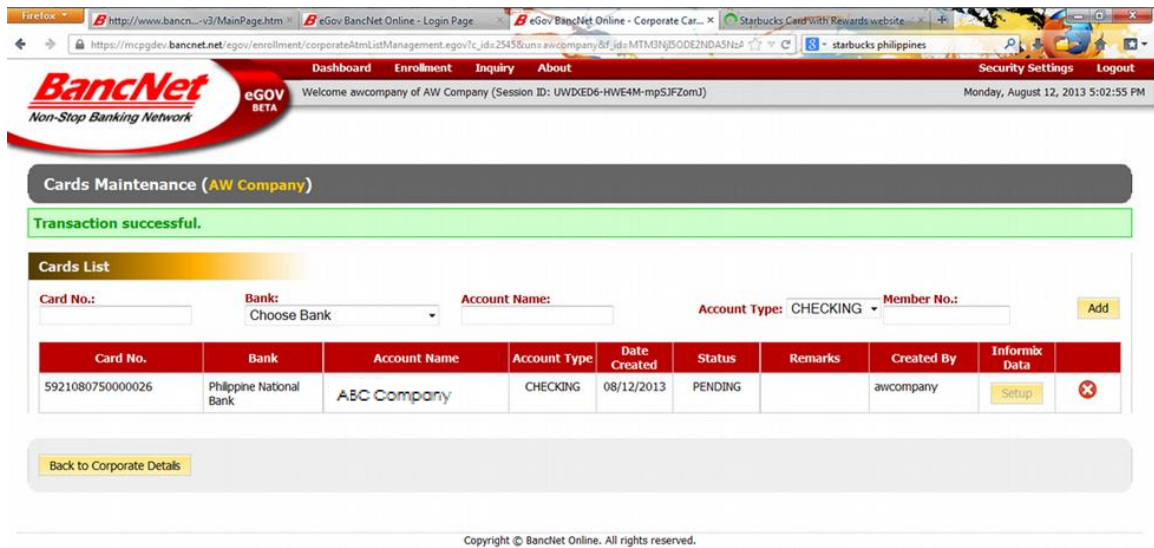


6. Input the Card No, select the Bank from the drop down list, supply the Account Name (eGov corporate account name) and Account Type (choose "Checking"), then click the Add button.

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7. A green bar on top containing a message indicating “Transaction Successful” will appear. Card definition will be displayed on the card list table.

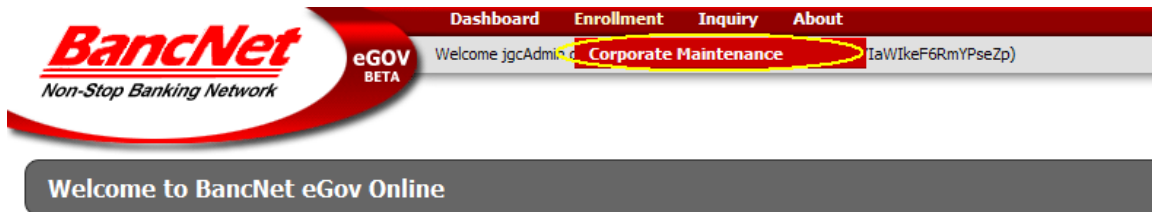


2017

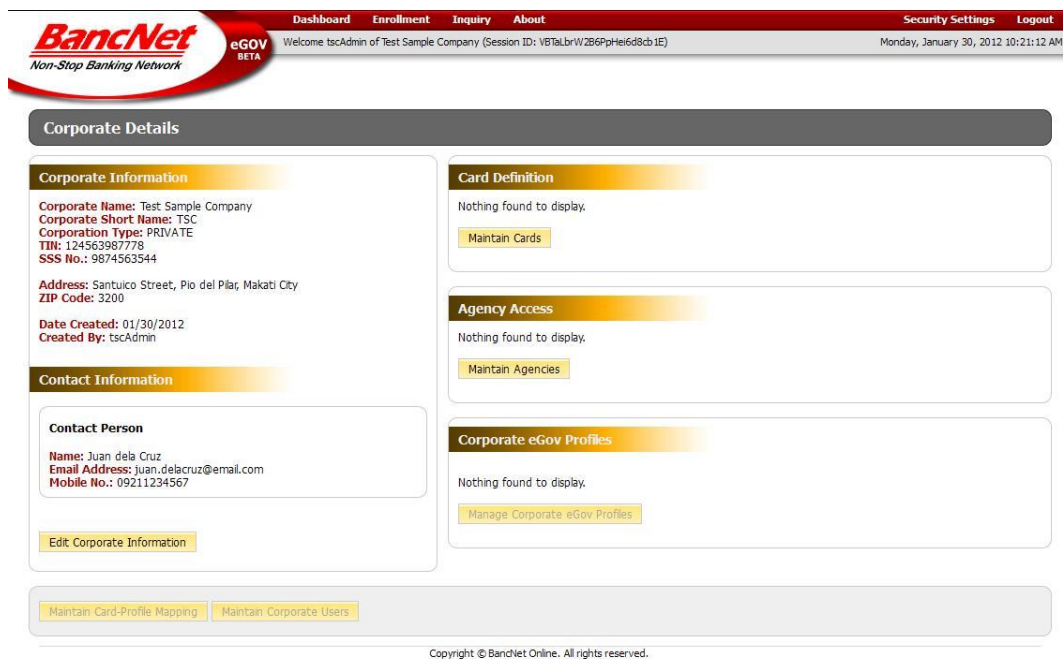
Agency Access Maintenance

Maintain Agencies

1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



4. Click the Maintain Agencies button.



5. Agency Access Maintenance will be displayed.

Agency	Branch	Agency Member No.	Date Created	Status	Date Updated	Updated By	Remarks	
Pag-ibig	<input type="text"/>	<input type="text"/>						Request
PhilHealth	<input type="text"/>	<input type="text"/>						Request
Social Security System		9874563544						Request

6. Supply the "Agency Member Number" if required, then click the Request button.

- It is not required for Pag-ibig agency access request to input the branch and agency member no. but it is recommended to provide for faster approval of the registration by Pag-ibig.
- It is mandatory for PhilHealth to input the agency member no. Please ensure that your registered PEN matches the PEN in Philhealth's EPRS.
- SSS Number is automatically displayed in agency member no. field of SSS Agency Access Request record.

Agency	Branch	Agency Member No.	Date Created	Status	Date Updated	Updated By	Remarks	
Pag-ibig	<input type="text"/>	<input type="text"/>						Request
PhilHealth	99 - Central Office Test Data	<input type="text"/>						Request
Social Security System		9874563544						Request

7. A green bar on top containing a message indicating Transaction Successful will be displayed.

2017

BancNet eGov BETA
 Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout
 Welcome tscAdmin of Test Sample Company (Session ID: VBTaLbrWZB6PpHei6d8cb IE) Monday, January 30, 2012 10:34:26

Agency Access Maintenance (Test Sample Company)

Transaction successful.

Accessed Agency List

Agency	Branch	Agency Member No.	Date Created	Status	Date Updated	Updated By	Remarks	
Pag-big	01 - Makati 1	741852963321	01/30/2012	PENDING	01/30/2012	tscAdmin		Cancel Request
PhilHealth	<input type="text"/>	<input type="text"/>						Request
Social Security System		9874563544						Request

Set Up SSS Locator Data

1. Login as Corporate Administrator.
2. Click Maintain Cards.

Card Definition

Nothing found to display.

Maintain Cards

3. Look for the Locator Data column and click the Setup button.

Cards Maintenance (BNET SSS INC)

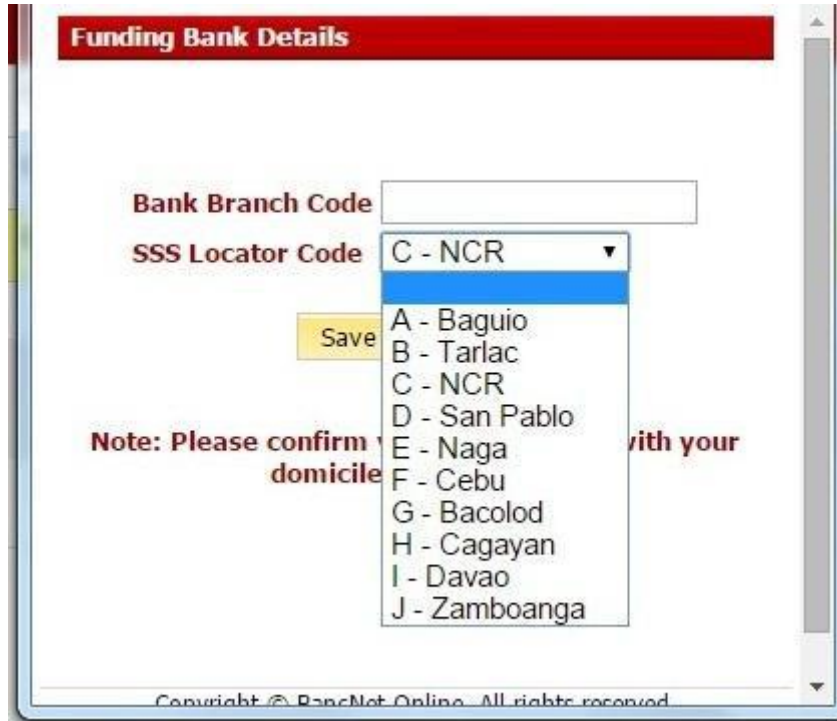
Cards List

Card No.: Bank: Choose Bank Account Name: Account Type: CHECKING Member No.: Add

Card No.	Bank	Account Name	Account Type	Date Created	Status	Remarks	Created By	Locator Data
421562*****0407	Philippine National Bank	CHECKING	CHECKING	06/13/2014	APPROVED	ok	bnetsadmin	Setup
*****		CHECKING	CHECKING	07/04/2014	APPROVED	ok	bnetsadmin	Setup
421562*****3968		CHECKING	CHECKING	07/04/2014	APPROVED	ok	bnetsadmin	Setup

Back to Corporate Details

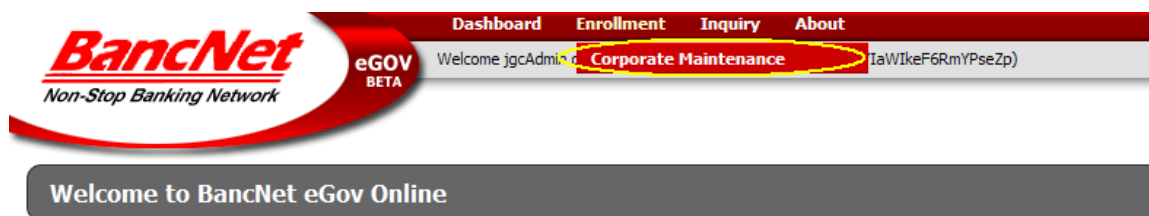
4. Input the 4-digit bank branch code where the deposit account/virtual atm card number is maintained (you may get this from your branch). Then choose the SSS Locator Code of your company, and click Save.



Corporate eGov Profile Maintenance

Manage Corporate eGov Profiles

1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.



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3. Corporate Details page will be displayed.

Corporate Details

Corporate Information

Corporate Name: AIW Company
 Corporate Short Name: AWC
 Corporation Type: PRIVATE
 TIN: 170396152000
 SSS No.: 4440292821

Address: Makati City
 ZIP Code: 1700

Date Created: 08/12/2013
 Created By: awcompany

Contact Information

Contact Person

Name: Ted Falon
 Email Address: chrifaloz@gmail.com
 Mobile No.: 09228435670
 Phone No.: 8568124

[Edit Corporate Information](#)

Card Definition

Bank	Card No.	Account Type	Status
Philippine National Bank	5921080750000026	CHECKING	APPROVED

[Maintain Cards](#)

Agency Access

Agency	Branch	Agency Member No.	Status
Social Security System		4440292821	APPROVED

[Maintain Agencies](#)

Corporate eGov Profiles

Nothing found to display.

[Manage Corporate eGov Profiles](#)

[Maintain Card-Profile Mapping](#) [Maintain Corporate Users](#)

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4. Click the Manage Corporate eGov Profiles button. Manage eGov Profile button will only be enabled if there is at least one approved card and at least one approved agency access.

Corporate Details

Corporate Information

Corporate Name: AIW Company
 Corporate Short Name: AWC
 Corporation Type: PRIVATE
 TIN: 170396152000
 SSS No.: 4440292821

Address: Makati City
 ZIP Code: 1700

Date Created: 08/12/2013
 Created By: awcompany

Contact Information

Contact Person

Name: Ted Falon
 Email Address: chrifaloz@gmail.com
 Mobile No.: 09228435670
 Phone No.: 8568124

[Edit Corporate Information](#)

Card Definition

Bank	Card No.	Account Type	Status
Philippine National Bank	5921080750000026	CHECKING	APPROVED

[Maintain Cards](#)

Agency Access

Agency	Branch	Agency Member No.	Status
Social Security System		4440292821	APPROVED

[Maintain Agencies](#)

Corporate eGov Profiles

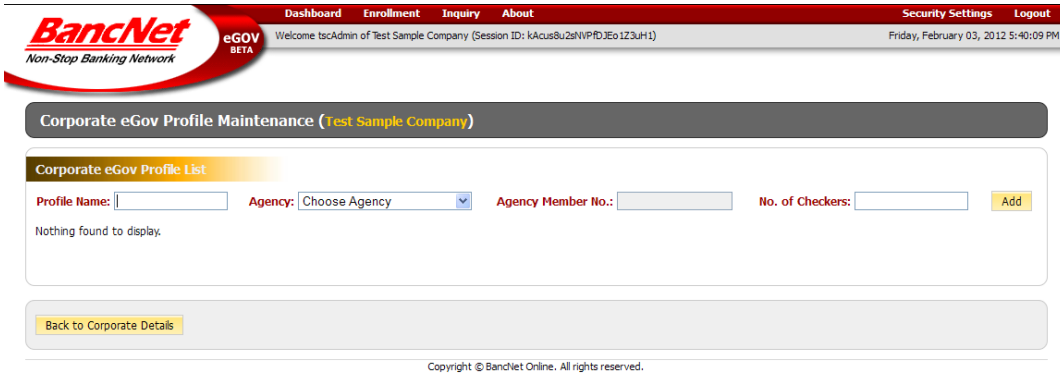
Nothing found to display.

[Manage Corporate eGov Profiles](#)

[Maintain Card-Profile Mapping](#) [Maintain Corporate Users](#)

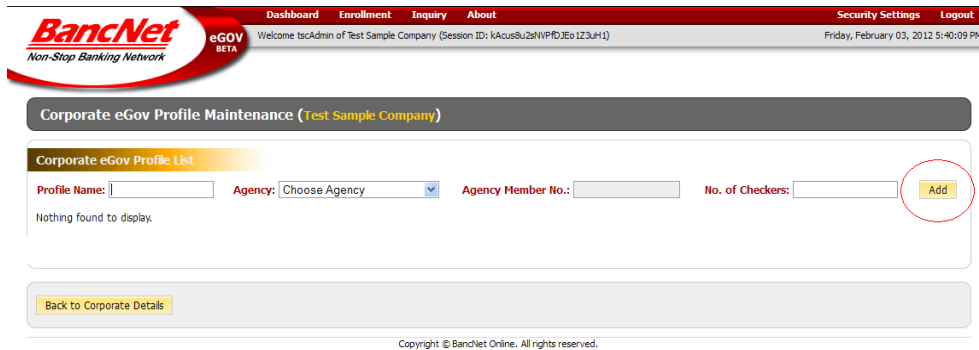
Copyright © BancNet Online. All rights reserved.

5. The Corporate eGov Profile Maintenance page will be displayed.

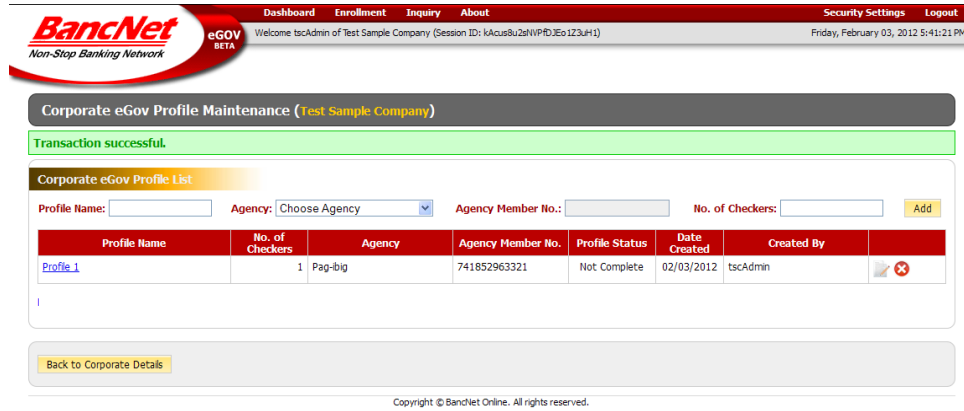


6. Supply the Profile Name, choose the Agency from the dropdown list and input the desired number of checkers then click the add button.

- The order of Maker-Checker-Approver will be followed. If you define 2 checkers for example, there must be 2 checkers to authorize the transaction before the Approver can proceed with payment approval.
- You can also set No. of Checkers as zero if you want two levels of security (Maker and Approver)

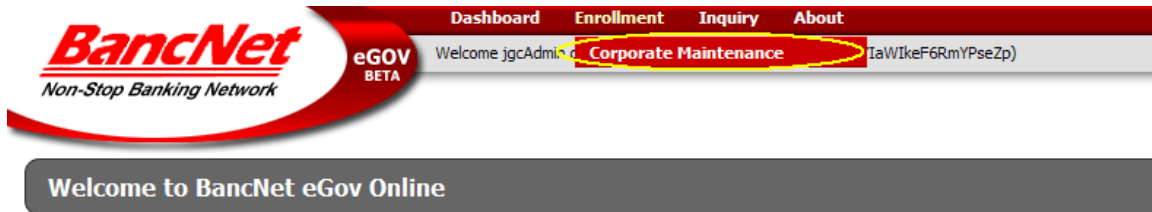


7. A green bar on top containing a message indicating “Transaction Successful” will be displayed. Newly created profile will be included in the Corporate eGov Profile List.

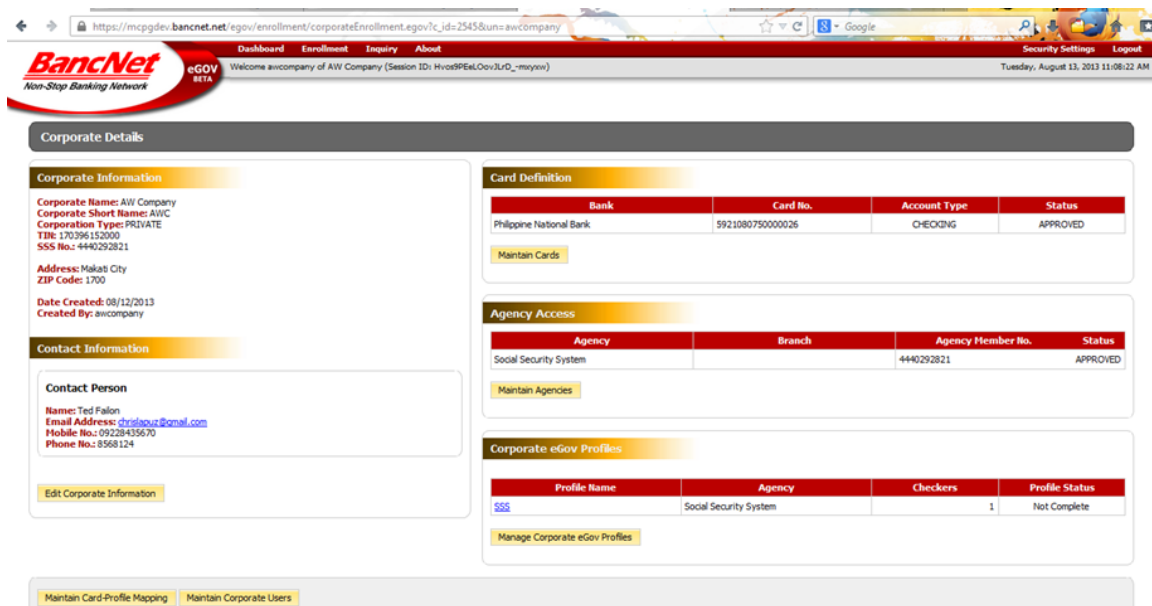


Maintain Card Profile Mapping

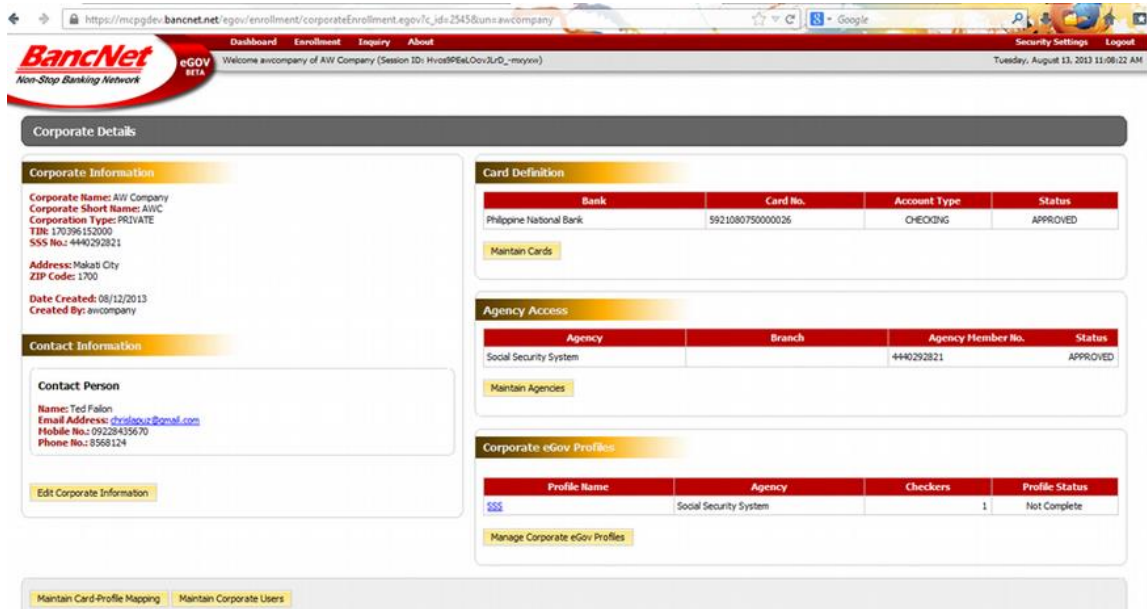
1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.



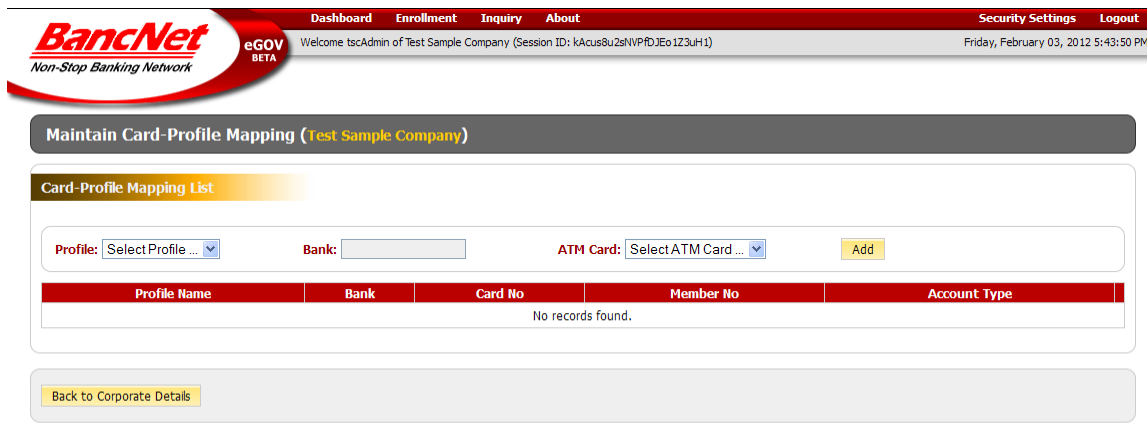
3. Corporate Details page will be displayed.



- Click the Maintain Card-Profile Mapping button. It will only be enabled when admin created at least one eGov profile.



- Maintain Card-Profile Mapping page will be displayed.

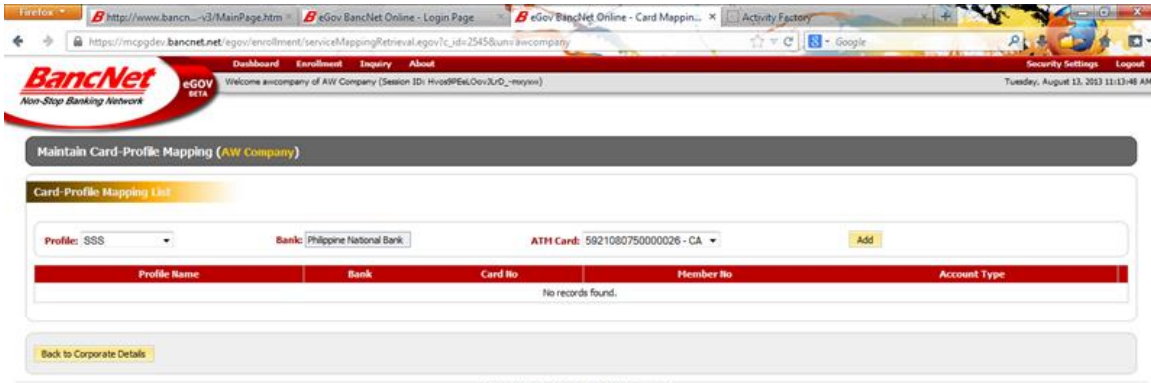


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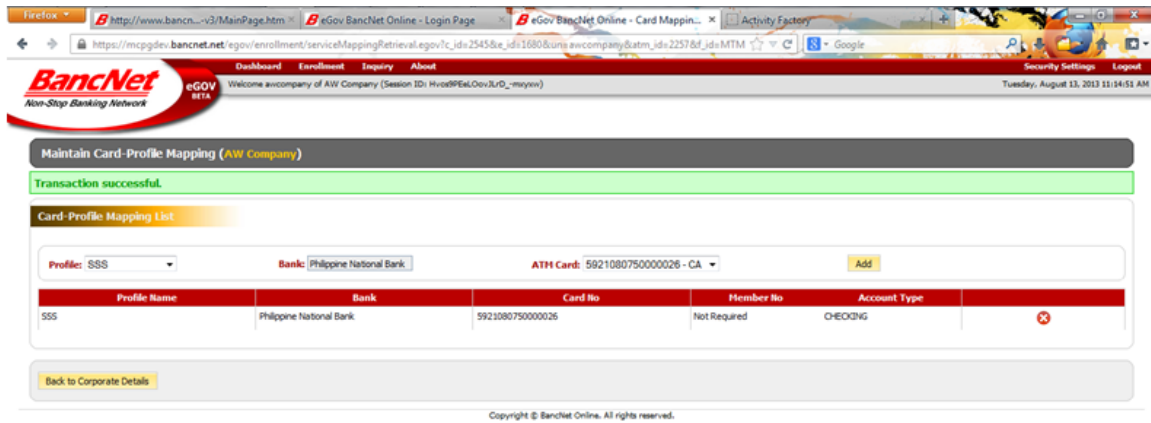
- Select profile from the dropdown list and the ATM card on the other dropdown list, then click the add button.

- The list of ATM Cards per agency will come from the accredited banks predefined in eGov Systems.

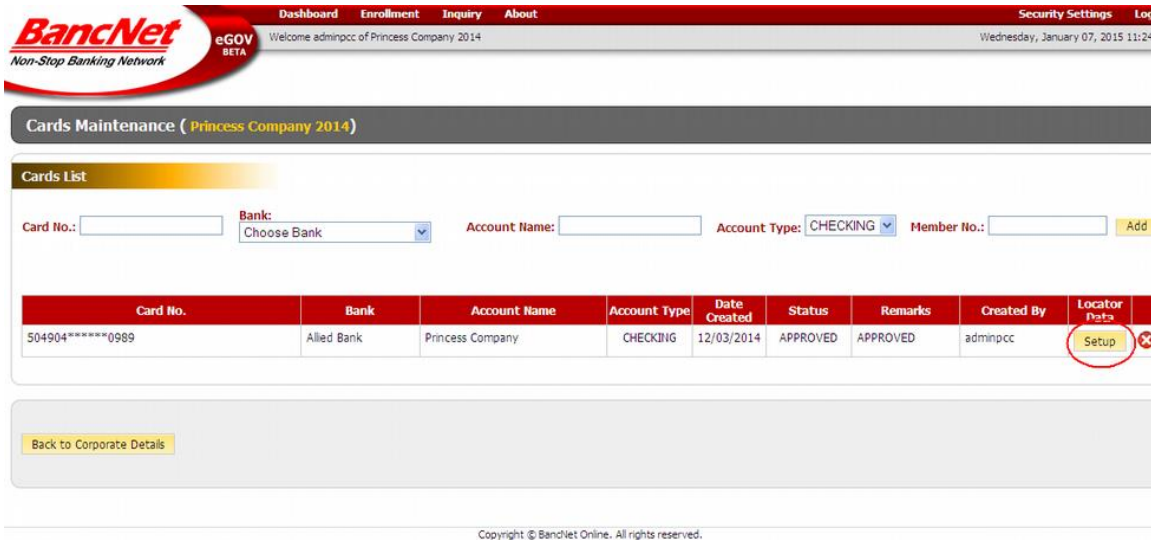
2017



7. A message on the top indicating successful transaction will appear. Card-Profile mapping record will be displayed on the Card-Profile Mapping List.

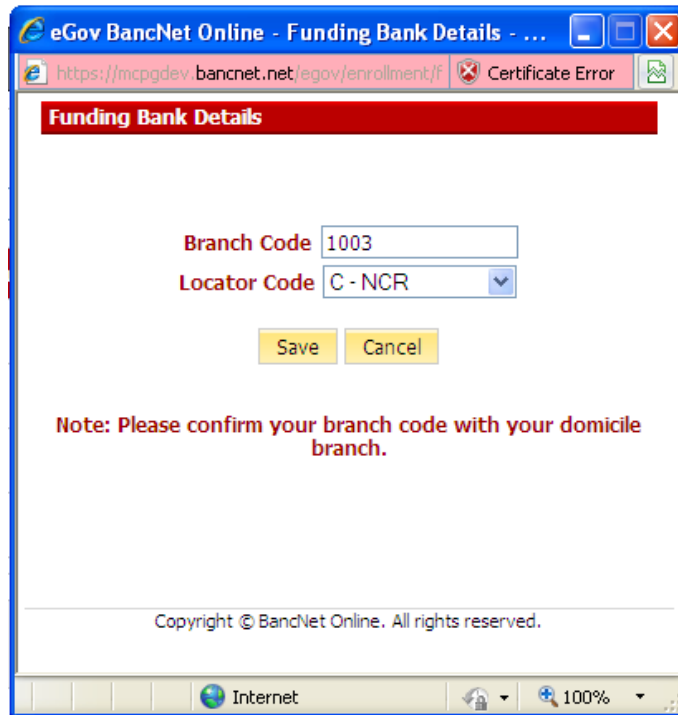


8. Additional setup is required for cards that will be linked for SSS payments/profile. Click on the Setup button under Informix Data column for the card selected.

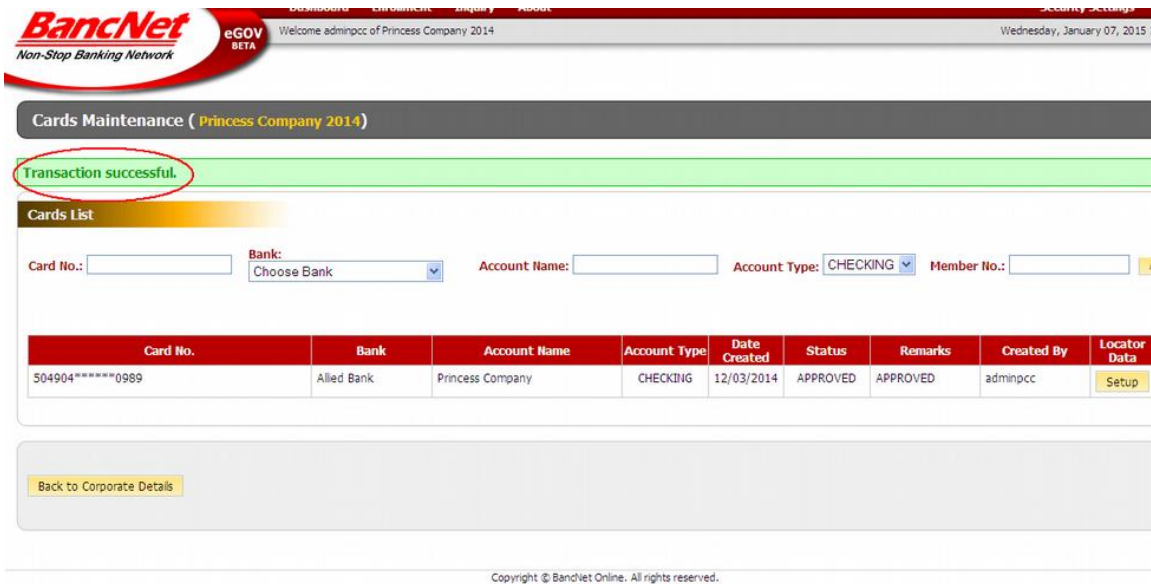


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- Indicate the branch code and select the locator code from the drop down list then click on Save.



- A message on top indicating successful transaction will appear.

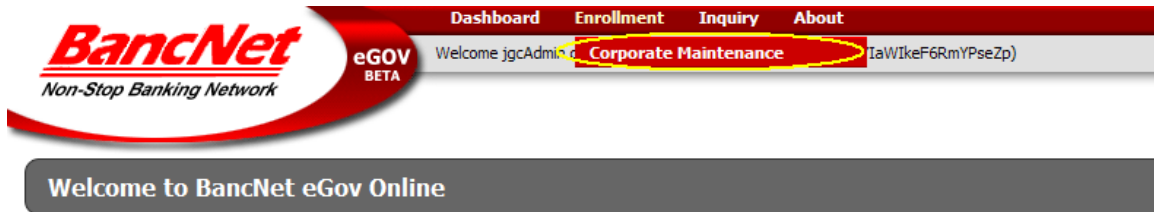


2017

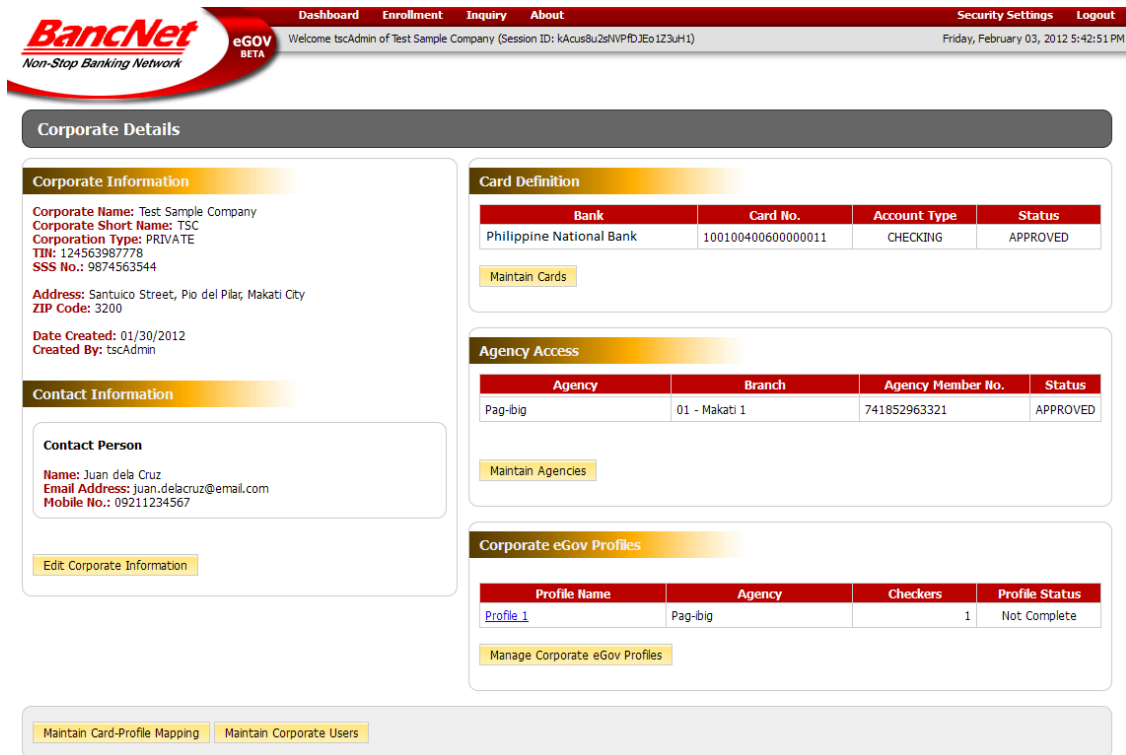
Administration Functions

View Corporate User

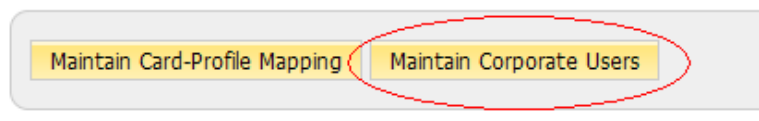
1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



4. Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



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- Corporate eGov User Maintenance page will be displayed. List of corporate users will be displayed on this page.

Corporate eGov User Maintenance ([Test Sample Company](#))

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login
tscAdmin	dela Cruz, Juan S.	juan.delacruz@email.com		01/30/2012	0	02/03/2012

One record found. Page: 1

[Add User](#) [Back to Corporate Details](#)

Add Corporate User

- Login as Corporate Administrator.
- Select the Enrollment tab and click Corporate Maintenance.

Dashboard Enrollment Inquiry About

BancNet eGOV BETA Non-Stop Banking Network

Welcome jgcAdmin (Corporate Maintenance | [Logout](#) | [IaWlkeF6RmYPseZp](#))

Welcome to BancNet eGov Online

- Corporate Details page will be displayed.

Dashboard Enrollment Inquiry About Security Settings Logout

BancNet eGOV BETA Non-Stop Banking Network

Welcome tscAdmin of Test Sample Company (Session ID: kAcus8u2sNVPDJEo1Z3uH1) Friday, February 03, 2012 5:42:51 PM

Corporate Details

Corporate Information

Corporate Name: Test Sample Company
 Corporate Short Name: TSC
 Corporation Types: PRIVATE
 TIN: 124563987778
 SSS No.: 9874563944

Address: Santuico Street, Pio del Pilar, Makati City
 ZIP Code: 3200

Date Created: 01/30/2012
 Created By: tscAdmin

Contact Information

Contact Person

Name: Juan dela Cruz
 Email Address: juan.delacruz@email.com
 Mobile No.: 09211234567

[Edit Corporate Information](#)

Card Definition

Bank	Card No.	Account Type	Status
Philippine National Bank	100100400600000011	CHECKING	APPROVED

[Maintain Cards](#)

Agency Access

Agency	Branch	Agency Member No.	Status
Pag-ibig	01 - Makati 1	741852963321	APPROVED

[Maintain Agencies](#)

Corporate eGov Profiles

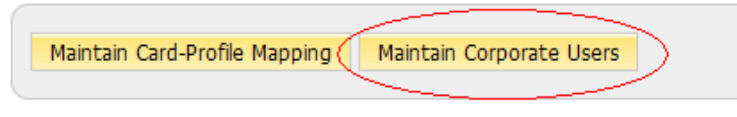
Profile Name	Agency	Checkers	Profile Status
Profile 1	Pag-ibig	1	Not Complete

[Manage Corporate eGov Profiles](#)

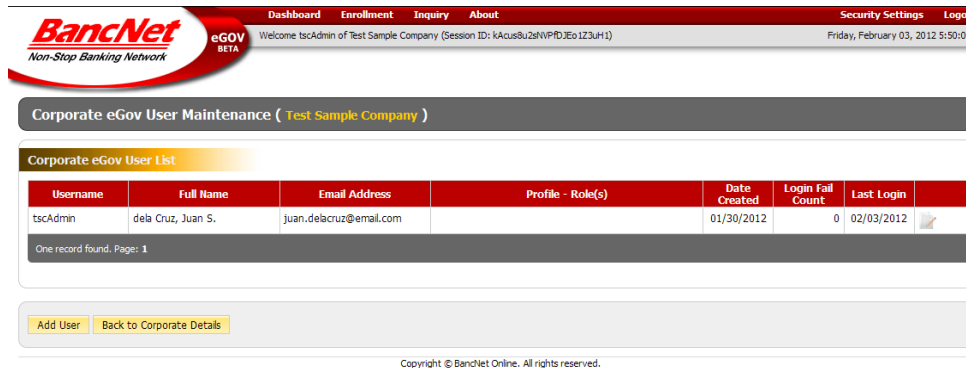
[Maintain Card-Profile Mapping](#) [Maintain Corporate Users](#)

2017

- Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



- Corporate eGov User Maintenance page will be displayed. Click on the Add User button.



- Corporate User page will be displayed. Supply the necessary information needed then click on Save to add the user or Save and Add More to add another.

Note: Corporate User cannot contain both Corporate Checker role and Corporate Approver role at the same time.

Add Corporate User (Test Sample Company)

User Information

Username*
 First Name* Middle Name Last Name*
 Email Address* Mobile No.* Phone No.
 Corporate Admin

Profile - Roles

Profile: Profile 1 Role: Maker Add

Profile	Role
No records found.	

Save Save and Add More Cancel

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7. A message on top will be displayed indication successful transaction.

Corporate eGov User Maintenance (Test Sample Company)

User record creation successful.

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
tscAdmin	dela Cruz, Juan S.	juan.delacruz@email.com		01/30/2012	0	02/03/2012	
tscMaker	Maker, Maker 1 M.	juan.delacruz@email.com	• Profile 1 (Maker)	02/03/2012	0		

Found 2 records. Displaying all records. Page: 1

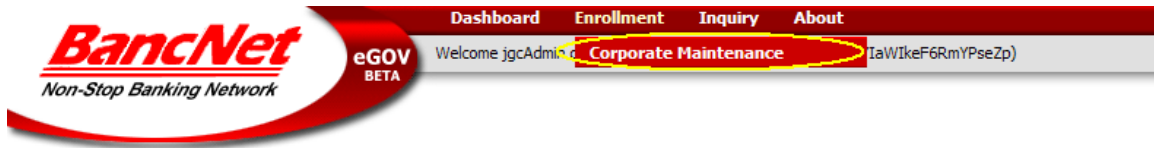
Add User Back to Corporate Details

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Edit Corporate User

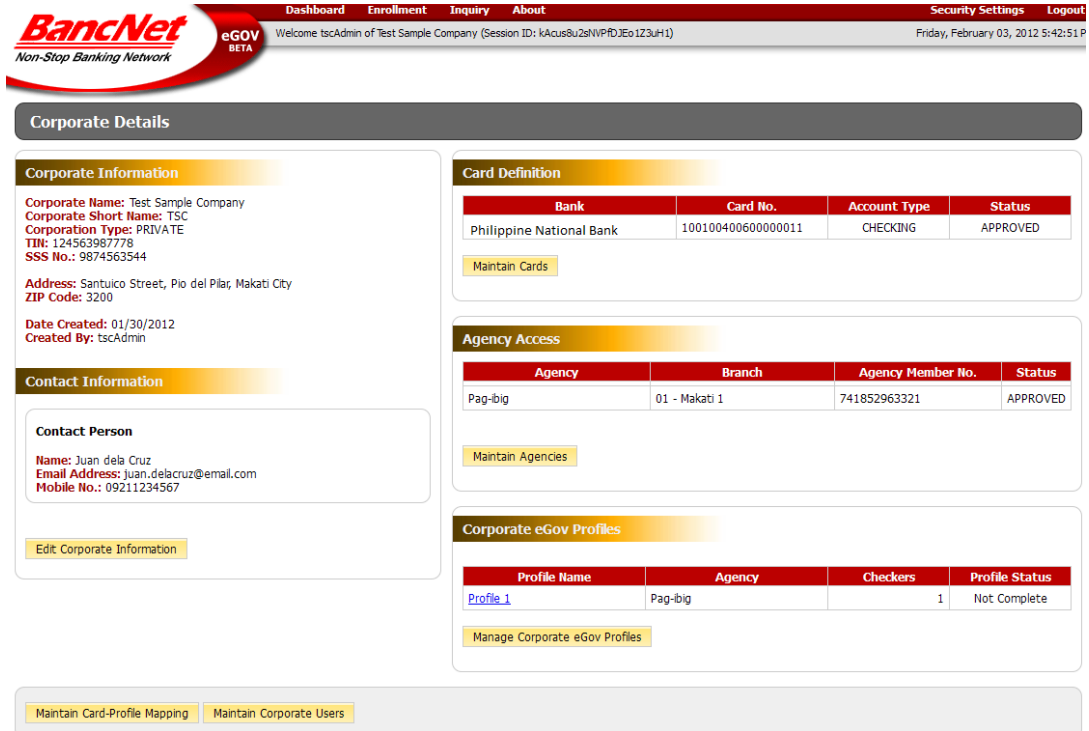
1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.

2017

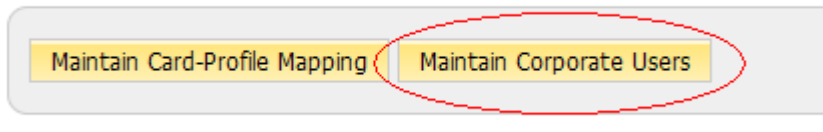


Welcome to BancNet eGov Online

3. Corporate Details page will be displayed.



4. Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



5. To edit user information, click on the “pencil and paper image” at the end of the row.

BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout

Welcome tscAdmin of Test Sample Company (Session ID: kAcus8u2nNVPdJEo1Z3uH1) Friday, February 03, 2012 5:53:23 PM

Corporate eGov User Maintenance (Test Sample Company)

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login
tscAdmin	dela Cruz, Juan S.	juan.delacruz@email.com		01/30/2012	0	02/03/2012
tscMaker	Maker, Maker 1 M.	juan.delacruz@email.com	• Profile 1 (Maker)	02/03/2012	0	

Found 2 records. Displaying all records. Page: 1

Add User Back to Corporate Details

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6. The Edit Corporate User page will appear.

BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout

Welcome tscAdmin of Test Sample Company (Session ID: kAcus8u2nNVPdJEo1Z3uH1) Friday, February 03, 2012 5:52:32 PM

Edit Corporate User (Test Sample Company)

User Information

Username
tscMaker

First Name*
Maker 1

Middle Name
Maker

Last Name*
Maker

Email Address*
juan.delacruz@email.com

Mobile No.*
09191234567

Phone No.

Corporate Admin

Profile - Roles

Profile: Profile 1 Role: Maker Add

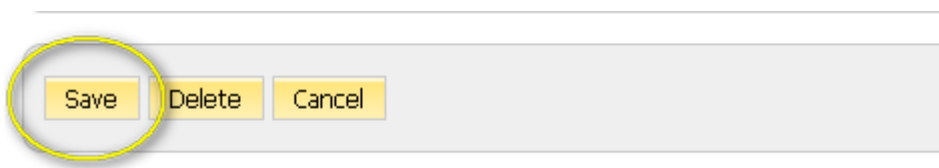
Profile	Role
Profile 1	Maker

Save Delete Cancel Reset Password

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- Edit the desired fields.
 - a. Note: Only name, contact details and roles may be changed.

7. Click on Save to update the information.



- The Corporate eGov User Maintenance page will appear along with a message on top indicating successful record update.

BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout
Welcome tscAdmin of Test Sample Company (Session ID: kAcus8u2sVPID:Jeo IZ3UH1) Friday, February 03, 2012 5:51:47 PM

Corporate eGov User Maintenance (Test Sample Company)

User record creation successful.

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login
tscAdmin	dela Cruz, Juan S.	juan.delacruz@email.com		01/30/2012	0	02/03/2012
tscMaker	Maker, Maker 1 M.	juan.delacruz@email.com	• Profile 1 (Maker)	02/03/2012	0	

Found 2 records. Displaying all records. Page: 1

Add User Back to Corporate Details

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Delete Corporate User

- Login as Corporate Administrator.
- Select the Enrollment tab and click Corporate Maintenance.

BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Corporate Maintenance
Welcome jgcAdmin of Test Sample Company (Session ID: kAcus8u2sVPID:Jeo IZ3UH1) Friday, February 03, 2012 5:42:51 PM

Welcome to BancNet eGov Online

- Corporate Details page will be displayed.

BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout
Welcome tscAdmin of Test Sample Company (Session ID: kAcus8u2sVPID:Jeo IZ3UH1) Friday, February 03, 2012 5:42:51 PM

Corporate Details

Corporate Information

Corporate Name: Test Sample Company
Corporate Short Name: TSC
Corporation Type: PRIVATE
TIN: 124563987778
SSS No.: 9874563544
Address: Santuloco Street, Pio del Pilar, Makati City
ZIP Code: 3200
Date Created: 01/30/2012
Created By: tscAdmin

Contact Information

Contact Person

Name: Juan dela Cruz
Email Address: juan.delacruz@email.com
Mobile No.: 09211234567

Edit Corporate Information

Card Definition

Bank	Card No.	Account Type	Status
Philippine National Bank	100100400600000011	CHECKING	APPROVED

Maintain Cards

Agency Access

Agency	Branch	Agency Member No.	Status
Pag-big	01 - Makati 1	741852963321	APPROVED

Maintain Agencies

Corporate eGov Profiles

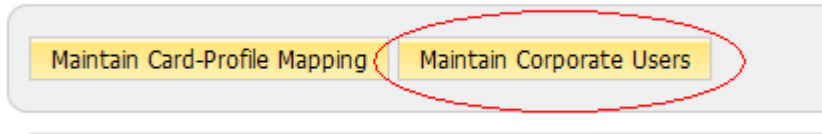
Profile Name	Agency	Checkers	Profile Status
Profile 1	Pag-big	1	Not Complete

Manage Corporate eGov Profiles

Maintain Card-Profile Mapping Maintain Corporate Users

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- Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



- To delete a user, click on the cross image at the end of the row.

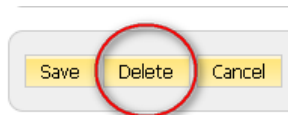
Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
tscAdmin	dela Cruz, Juan S.	juan.delacruz@email.com		01/30/2012	0	02/03/2012	
tscMaker	Maker, Maker 1 M.	juan.delacruz@email.com	• Profile 1 (Maker)	02/03/2012	0		

Found 2 records. Displaying all records. Page: 1

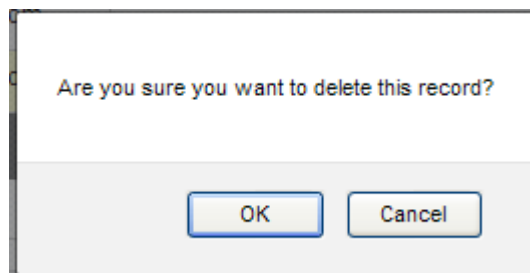
[Add User](#) [Back to Corporate Details](#)

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- A user can also be deleted by clicking on the Edit icon and pressing the Delete button at the bottom of the Edit User page.



- A dialog box asking for confirmation will appear. Click on OK to continue.



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- The User Maintenance page will appear along with a message on top indicating successful record deletion.

Corporate eGov User Maintenance (**Test Sample Company**)

User record delete successful.

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login
tscAdmin	dela Cruz, Juan S.	juan.delacruz@email.com		01/30/2012	0	02/03/2012

One record found. Page: 1

[Add User](#) [Back to Corporate Details](#)

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Forgot Password

Note: Only locked passwords can be reset by the Corporate Administrator. If User has forgotten password, click the Forgot Password link found in the login page.



Password resetting procedure for other users:

Login as Corporate Administrator and go to Enrollment- Corporate Maintenance.

Corporate Information

Corporate Name: Princess Company 2014
 Corporate Short Name: PCC
 Corporation Type: PRIVATE
 TIN: 701721189000
 SSS No.: 7264074033
 Address: Malab City
 ZIP Code: 1800
 Date Created: 11/20/2014
 Created By: adminpcc

Contact Information

Contact Person

Name: Maritess Navarra
 Email Address: navarramq@alliedbank.com.ph
 Mobile No.: 0918000001
 Phone No.: 8888888

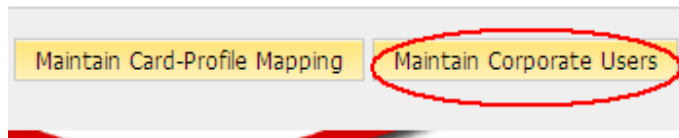
Card Definition

Bank	Card No.	Account Type	Status
Philippine National Bank	504904*****0989	CHECKING	APPROVED

Agency Access

Agency	Branch	Agency Member No.	Status
Pag-big	41 - Malolos (Bulacan)	1010101010	APPROVED
PhilHealth	99 - Central Office Test Data	202020202020	APPROVED
Social Security System		7264074033	APPROVED

1. Click on Maintain Corporate Users to view existing user list.



2. Select the user to reset the password by clicking on Edit.

Corporate eGov User Maintenance (Princess Company 2014)

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
checkerpcc	Carreon, Joel C.	carreonj@pnb.com.ph	<ul style="list-style-type: none"> Princess Company 2014 (Checker) Princess Company SSS (Approver) Princess Company PHILHEALT (Approver) 	11/21/2014	0	01/06/2015	✖
aproverpcc	Carreon, Joel C.	carreonj@pnb.com.ph	<ul style="list-style-type: none"> Princess Company 2014 (Checker, Maker) Princess Company SSS (Maker, Checker) Princess Company PHILHEALT (Maker, Checker) 	11/21/2014	0	12/03/2014	✖
makerpcc	Carreon, Joel C.	carreonj@pnb.com.ph	<ul style="list-style-type: none"> Princess Company 2014 (Maker, Checker) Princess Company SSS (Maker, Checker) Princess Company PHILHEALT (Maker, Checker) 	11/21/2014	0	01/06/2015	✖
mprocypcc	Leyba, Prisca C.	navarramq@alliedbank.com.ph	<ul style="list-style-type: none"> Princess Company 2014 (Approver) Princess Company SSS (Approver) Princess Company PHILHEALT (Approver) 	11/21/2014	0	12/03/2014	✖
apoptessoc	Navarra, Maritess Q.	navarramq@alliedbank.com.ph	<ul style="list-style-type: none"> Princess Company 2014 (Approver) Princess Company SSS (Approver) Princess Company PHILHEALT (Approver) 	11/21/2014	0	01/06/2015	✖
mtessoc	Navarra, Maritess Q.	navarramq@alliedbank.com.ph	<ul style="list-style-type: none"> Princess Company 2014 (Maker, Checker) 	11/21/2014	0	11/21/2014	✖
adminpcc	Navarra, Maritess Q.	navarramq@alliedbank.com.ph		11/20/2014	0	01/06/2015	✖
chikermg	San Diego, Mayla G.	sandiegomg@pnb.com.ph	<ul style="list-style-type: none"> Princess Company 2014 (Approver, Maker) 	11/25/2014	0	11/25/2014	✖

Found 8 records. Displaying all records. Page: 1

[Add User](#) [Back to Corporate Details](#)

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3. Once the user details are available, click on the Reset Password button.
 Note: Reset Password button will only be available once the user's password has been locked.

User Information

Username:

First Name*: Middle Name: Last Name*:

Email Address*: Mobile No.*: Phone No.:

Corporate Admin

Profile - Roles

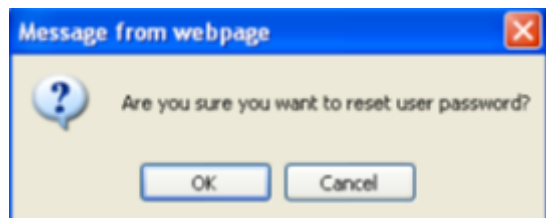
Profile: Role: Add

Profile	Role	
Princess Company 2014	Approver	<input type="checkbox"/>
Princess Company 2014	Maker	<input type="checkbox"/>

Save Delete Cancel Reset Password

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4. A message confirmation will pop up. Click OK to proceed.



User shall receive an email confirmation that the password reset was successful.

The new temporary password will be sent to the registered email of the user.



Hello ecmayla,

Your account in BancNet eGov System has been updated. Your new password is Dv+VsRlo+n2WKRfSe/C7UA==

To protect the security of your account, you will be asked to change your password and answer the next time you log on. You are required to include special character/s in your new password. Otherwise, the password will be considered a weak password.

Thank you very much.

This is a system-generated email. Please do not reply.
BancNet eGov System

User must log in using the temporary password received over email. User will be asked to change the temporary password to a new password and update security questions and answers. Note that the user cannot use the previous 5 nominated passwords.

Tip: To make it easier to remember, you may nominate the same one-word answer for all 3 security answers.

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User Details

Username:
Full Name:
E-mail Address:
Mobile No.:

Security Settings

Old Password *
.....

New Password *
.....

Confirm New Password *
.....

Security Question 1 *
What is your favorite food? ▼

Security Question 2 *
What is the first name of your first boss? ▼

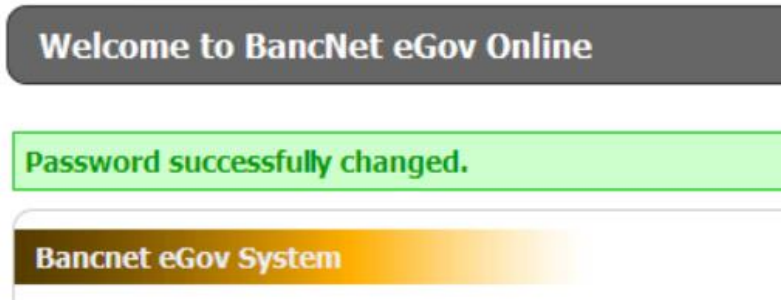
Security Question 3 *
What high school did you attend? ▼

Security Answer 1 *
pinakbet

Security Answer 2 *
pinakbet

Security Answer 3 *
pinakbet

5. User shall receive a confirmation that the password was successfully changed.



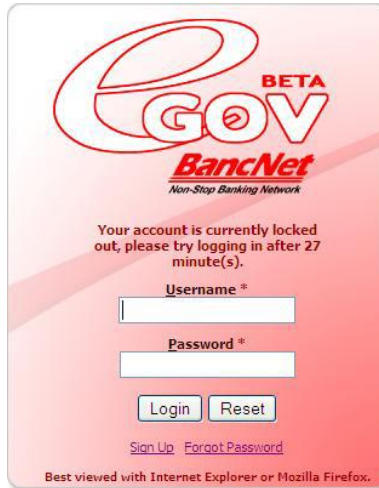
Password resetting procedure for Corporate Administrator:

1. System will prompt the Administrator that his/ her account has been locked after 3 unsuccessful login attempts.



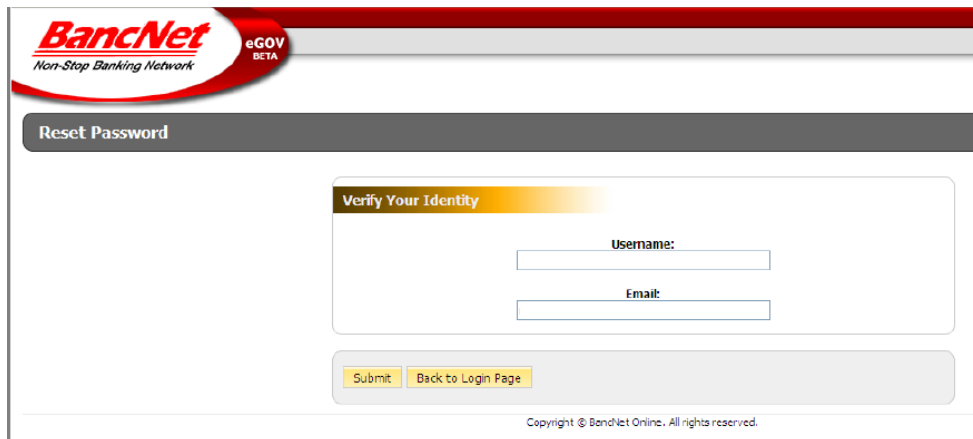
2. On the next login attempt, Administrator will be prompted that account is currently locked and will be asked to login after 30 minutes or less depending from the time of last login.

After 30 minutes, Administrator can re-login using the same/most recent password. Otherwise Administrator may choose the Forgot Password option for self-resetting of password.



3. For self-resetting of password, you will be required to verify your identity by indicating your username and email address. Once all details are correct, you may click submit and you shall receive a confirmation that the request was successful.

The new temporary password will be sent to the registered email address of the user.



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PAYMENT (Corporate Maker)

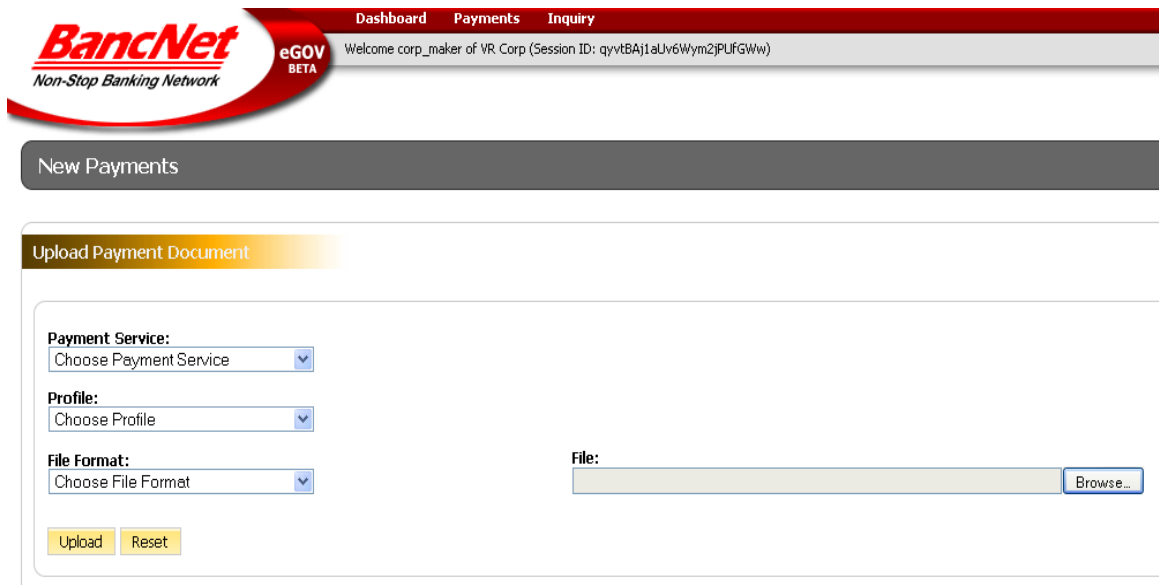
Upload Payment Document

Note: Use the SSS and Pag-ibig file converters and their corresponding user guides to generate the files for uploading to Bancnet eGov. Ensure that your branch of account has provided you with the link where you can download the files directly. (For Philhealth, filing is made via EPRS. Generate the SPA in EPRS and select Online Payment Bancnet as payment option.)

1. Login as corporate maker.
2. Select the Payments tab and click New Payments.



3. The payment document upload page will be displayed.



4. To make payments to Pag-ibig, choose Pag-ibig Contributions and Loans and if SSS, choose SSS Loans and Contributions under Payment Service, and choose Philhealth for Philhealth payments.

5. Select the desired profile available for the payment service and format of the file you are about to upload. (For Philhealth, choose desired SPA or Statement of Premium Account under File Format.)

6. Click on the browse button. The File Upload window shall appear. (This step is not applicable for Philhealth.)

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- Navigate to the file then click on the Open button. The filename of the file selected will now be displayed. (This step is not applicable for Philhealth.)

Upload Payment Document

Payment Service:
Pag-ibig Contributions and Loans

Profile:
MGS_PAGIBIG

File Format:
Pag-ibig MCL

File:
C:\Documents and Settings\Vienna Rom\My Documents\NONPPRS_testing b

- To submit the file, click on the Upload button; or click Reset to clear the fields and start again.

Payment Service:
Pag-ibig Contributions and Loans

Profile:
MGS_PAGIBIG

File Format:
Pag-ibig MCL

File:
C:\Documents and Settings\Vienna Rom\My Documents\NONPPRS_testing b

- After uploading, a message on top indicating successful upload will be displayed. Details of the upload will be found listed on the table at the bottom.

Upload successful.

Upload Payment Document

Payment Service:
Choose Payment Service

Profile:
Choose Profile

File Format:
Choose File Format

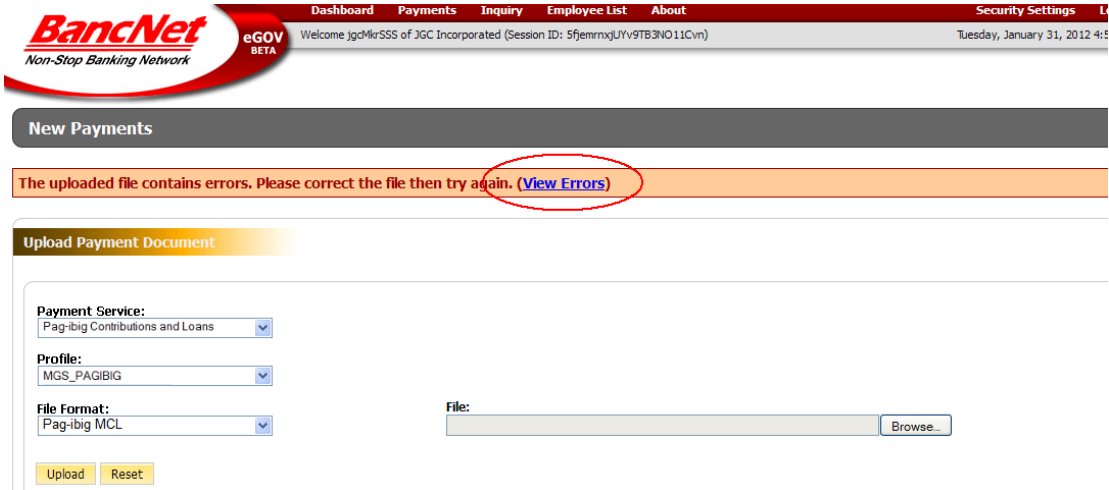
File:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records
PI00000029	04/15/2011	04/15/2011	04/30/2011	Pag-ibig Contributions and Loans	MGS_PAGIBIG	4,500.00	12

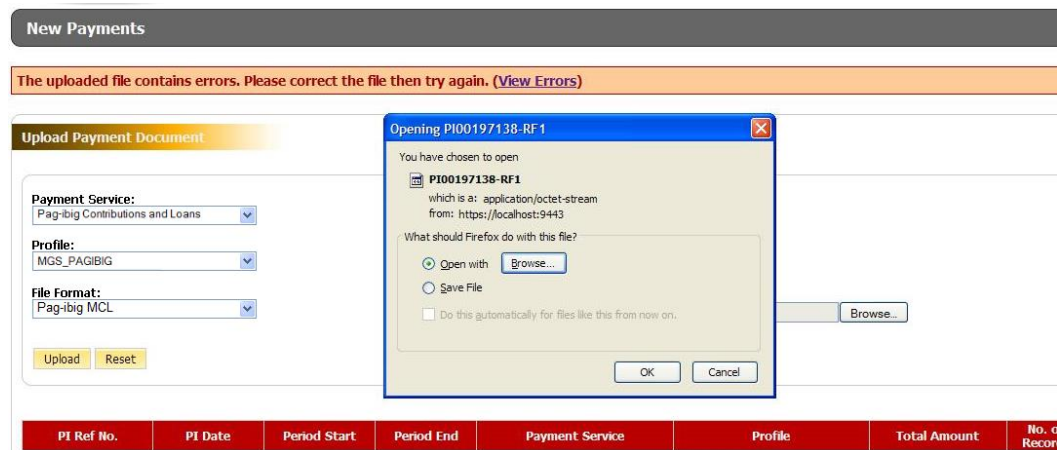
One record found. Page: 1

- If the payment document contains error, a message on top indicating that file contains error will be displayed. There will be an error link to view the specific errors of uploaded file.

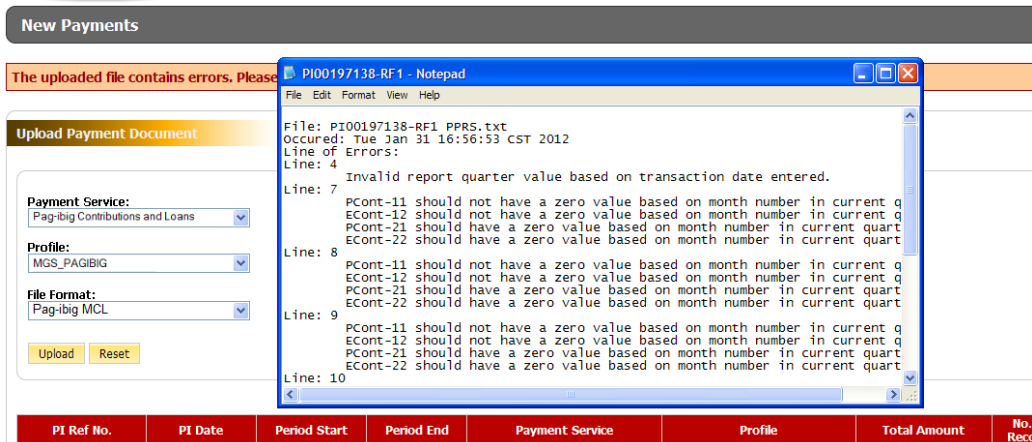
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11. Clicking the View Error link will display a dialog box. It will open or save the file that contains the errors of uploaded file.



12. Sample error file:



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Transmit EPF (Employee Pre-validation File for SSS)

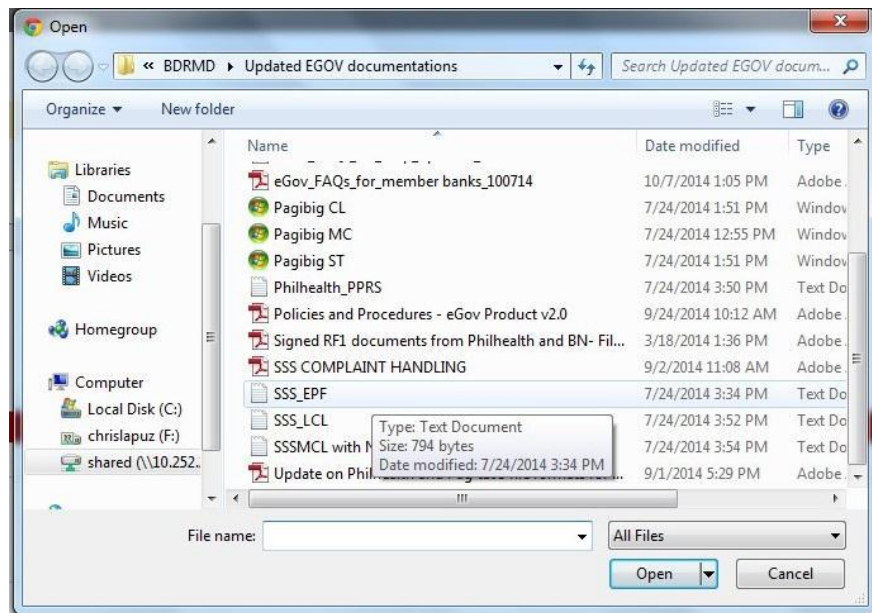
1. Login as Corporate Maker.
2. Select the Employee List tab and click Transmit EPF.



3. Click Choose File to look for the EPF file.



4. Navigate to the file then click on the Open button.



5. The file name of the file selected will now be displayed. To send the file, click Transmit.

EPF/EVF

Transmit Employee List

File Format:

Filename:
 SSS_EPF.txt

6. A message on top indicates successful EPF transmission.

EPF/EVF

Upload successful.

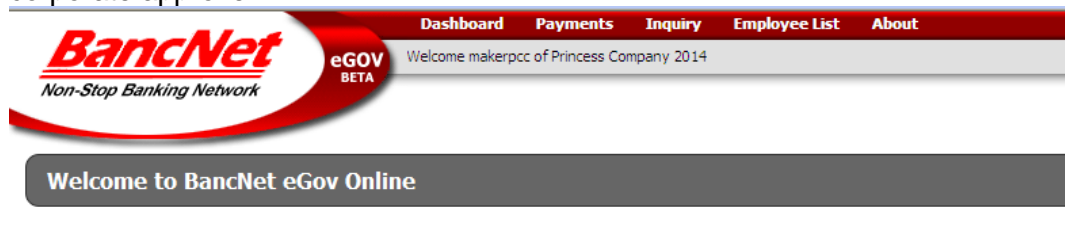
Transmit Employee List

File Format:

Filename:
 No file chosen

View Payment Instruction List

1. Login as Bancnet admin, bank admin, corporate maker, corporate checker or corporate approver.

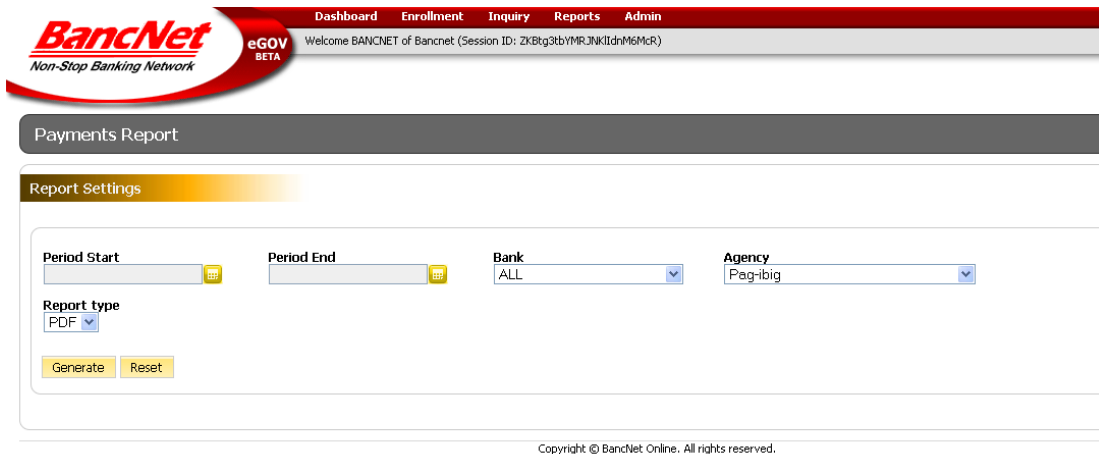


2. Select the Inquiry tab and click Payment Inquiry.



Payment Inquiry

3. The Payment Inquiry search page will be displayed.



Field Name	Field Description	Field Type
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Bank	The bank where payment was made	Optional
Agency	The agency where payment was made	Optional

4. The list of payments can be filtered by entering search parameters of either, the Payment Service Type, Payment Instruction Date, Period Covered, Status, Corporate Name or a combination of the search fields.

Payment Inquiry

Payment Instruction List

Payment Service: ALL

Payment Instruction Date: From: To: Status: ALL Corporate Name:

Search Reset

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Corporate Name	Total Amount	No. of Records	Status	Remarks	
PI00001959	08/19/2011	08/11/2011	08/31/2011	PhilHealth Contributions	PhilHealth Access	JGC Incorporated	850.00	7	APPROVED	test	
PI00001954	08/19/2011	08/11/2011	08/31/2011	PhilHealth Contributions	PhilHealth Access	JGC Incorporated	850.00	7	APPROVED	test	
PI00001948	08/17/2011	05/01/2011	05/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	1,075.00	1	FOR APPROVAL		
PI00001938	08/16/2011	08/11/2011	08/31/2011	PhilHealth Contributions	PhilHealth Access	JGC Incorporated	850.00	7	CANCELLED	testing of numbers of cancellation	
PI00001926	08/16/2011	05/01/2011	05/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	1,075.00	1	GENERATED		
PI00001916	08/16/2011	07/01/2011	07/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	478.00	1	GENERATED		
PI00001911	08/16/2011	07/01/2011	07/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	478.00	1	GENERATED		
PI00001901	08/15/2011	07/01/2011	07/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	790.00	1	GENERATED		
PI00001888	08/15/2011	05/01/2011	05/31/2011	Pag-big Contributions and Loans	Pagbig Access	JGC Incorporated	405,427.60	25	APPROVED	test	
PI00001885	08/15/2011	05/01/2011	05/31/2011	Pag-big Contributions and Loans	Pagbig Access	JGC Incorporated	405,427.60	25	APPROVED	test	

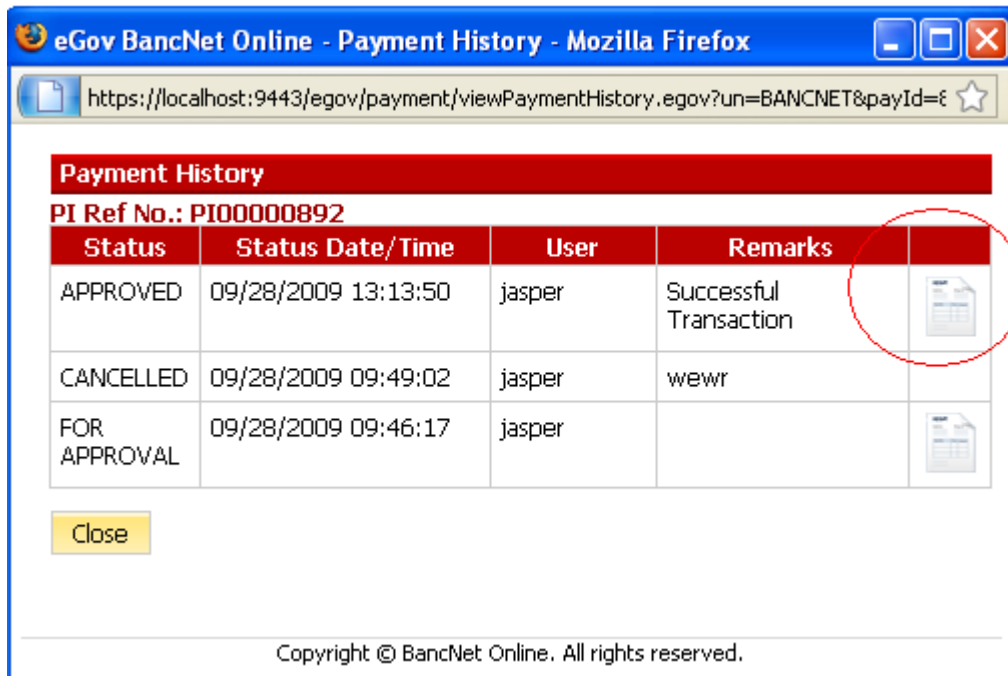
Grand Total Amount : 28,282,117.63

View Payment Instruction Transaction Receipt

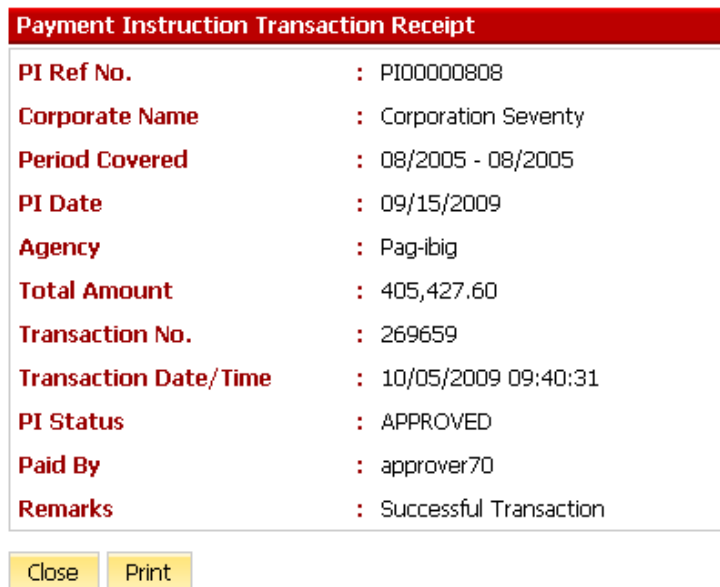
1. Do the previous steps for viewing the payment instruction list.
2. To view the payment document, click the clock image. Payment Documents with clock image are those which do not have **GENERATED** status.

Profile	Corporate Name	Total Amount	No. of Records	Status	Remarks	
PROFTST	Jollibee	405,427.60	25	GENERATED		
JolSAV	Jollibee	405,427.60	25	FOR APPROVAL		
spj3	asdf19	11,975.00	94	GENERATED		
spj3	asdf19	11,975.00	94	GENERATED		
spj3	asdf19	11,975.00	94	GENERATED		
spj3	asdf19	11,975.00	94	AUTHORIZED		

3. A popup window will appear which shows the payment history of the selected document. To view the transaction receipt, click the receipt icon.







4. The transaction receipt will be shown in the popup window.



View Payment Document

1. Do the previous steps for viewing the payment instruction list.
2. To view the payment document, click the image icon.

Total Amount	No. of Records	Status	Remarks	
405,427.60	25	GENERATED		
405,427.60	25	GENERATED		
405,427.60	25	GENERATED		
405,427.60	25	GENERATED		

3. Payment document details will be displayed on the page.

Employer Information

Record Type : EH
 Branch Code : 09
 Period Covered : 05/01/2009 - 05/31/2009
 Company SSS/GSIS ID Number : 2000123456
 Employer Type : P
 Payment Type : ST
 Name : SAN MIGUEL PACKAGING SPECIALIS
 Address : 7 ST FRANCIS AVE MANDALUYONG CITY 1550
 Zip Code : 1550
 Telephone No. : 7024200

Member Details

Record Type	PAG-IBIG ID	Employee ID	Last Name	First Name	Middle Name	Employee Contribution	Employer Contribution	TIN	Birth Dat
DT	000305260904	0100010880168	ONGPICO	ANGELITO	T	14904.30	0.00	000305260904	05/02/1955
DT	000119245780	0100017911920	MONTENEGRO	MARTIN	M	9263.80	0.00	000119245780	04/13/1962
DT	000577898403	0100010851744	MERINDO	RINO REY	C	20950.00	0.00	000577898403	03/13/1973
DT	000381535883	0100010054890	MALINAO	MAXIMO	M	15076.80	0.00	000381535883	07/31/1964
DT	040209007107	0100010431672	MADRID	ALEX ANTHONY	E	5853.20	0.00	040209007107	11/21/1963
DT	000305255305	0100010880474	LEABRES	MYRA	M	13191.00	0.00	000305255305	12/17/1968
DT	040209059506	0100010640557	SULE	FERNANDO	S	24335.50	0.00	040209059506	03/03/1958
DT	000573313204	0100010627046	SARROSA	ROLANDO NOLE	L	11982.70	0.00	000573313204	11/04/1962
DT	000573313106	0100010637467	SARROSA	RODELIA	S	9206.90	0.00	000573313106	06/05/1968
DT	000901531929	0100010000574	SARMEN	VIRGINIA	D	11505.60	0.00	000901531929	09/02/1974
DT	000217509407	0100010616419	SANTOS	EDUARDO	M	14167.90	0.00	000217509407	01/22/1948
DT	000305263906	0100010880406	PONIENTE	ROWENA	V	15519.90	0.00	000305263906	01/24/1966
DT	000001016253	0100011016253	JARANILLA	LAURA	B	22402.90	0.00	000001016253	12/27/1959
DT	040208981207	0100010298026	ESCARO	MA THERESA	M	16534.00	0.00	040208981207	01/23/1962
DT	000393164598	0100010030892	CAMACLANG	NELSON	R	23752.30	0.00	000393164598	05/16/1965
DT	000119213816	0100017275307	CABRADILLA	ROLANDO	F	59911.60	0.00	000119213816	04/28/1957
DT	000701735106	0100010852210	BALIUAG	BIMBO RITO	L	15013.20	0.00	000701735106	05/23/1971
DT	000434106903	0100010149438	AUSTRIA	ADRIANO	M	10584.80	0.00	000434106903	03/05/1957
DT	003319217510	0100010850756	ALVAREZ	DENNIS	D	14973.30	0.00	003319217510	03/19/1971

4. To go back to the payment list page, click the “Back to Payment List” button and the bottom of the page.

Member Details									
Record Type	PAG-IBIG ID	Employee ID	Last Name	First Name	Middle Name	Employee Contribution	Employer Contribution	TIN	Birth Dat
DT	000305260904	0100010880168	ONGPICO	ANGELITO	T	14904.30	0.00	000305260904	05/02/1955
DT	000119245780	0100017911920	MONTENEGRO	MARTIN	M	9263.80	0.00	000119245780	04/13/1962
DT	000577898403	0100010851744	MERINDO	RINO REY	C	20950.00	0.00	000577898403	03/13/1973
DT	000381535883	0100010054890	MALINAO	MAXIMO	M	15076.80	0.00	000381535883	07/31/1964
DT	040209007107	0100010431672	MADRID	ALEX ANTHONY	E	5853.20	0.00	040209007107	11/21/1963
DT	000305255305	0100010880474	LEABRES	MYRA	M	13191.00	0.00	000305255305	12/17/1968
DT	040209059506	0100010640557	SULE	FERNANDO	S	24335.50	0.00	040209059506	03/03/1958
DT	000573313204	0100010627046	SARRIOSA	ROLANDO NOLE	L	11982.70	0.00	000573313204	11/04/1962
DT	000573313106	0100010637467	SARRIOSA	RODELIA	S	9206.90	0.00	000573313106	06/05/1968
DT	000901531929	0100010000574	SARMEN	VIRGINIA	D	11505.60	0.00	000901531929	09/02/1974
DT	000217509407	0100010616419	SANTOS	EDUARDO	M	14167.90	0.00	000217509407	01/22/1948
DT	000305263906	0100010880406	PONIENTE	ROWENA	V	15519.90	0.00	000305263906	01/24/1966
DT	000001016253	0100011016253	JARANILLA	LAURA	B	22402.90	0.00	000001016253	12/27/1959
DT	040208981207	0100010298026	ESCARO	MA THERESA	M	16534.00	0.00	040208981207	01/23/1962
DT	000393164598	0100010030892	CAMACLANG	NELSON	R	23752.30	0.00	000393164598	05/16/1965
DT	000119213816	0100017275307	CABRADILLA	ROLANDO	F	59911.60	0.00	000119213816	04/28/1957
DT	000701735106	0100010852210	BALIUAG	BIMBO RITO	L	15013.20	0.00	000701735106	05/23/1971
DT	000434106903	0100010149438	AUSTRIA	ADRIANO	M	10584.80	0.00	000434106903	03/05/1957
DT	003319217510	0100010850756	ALVAREZ	DENNIS	D	14973.30	0.00	003319217510	03/19/1971
DT	110108831011	0100010070409	GUDIAN	REY	B	16711.00	0.00	110108831011	08/28/1971
DT	000119143294	0100010356786	GUANLAO	RICARDO	Z	14928.70	0.00	000119143294	03/19/1963
DT	000165109454	0100010102857	GORROSPE	OLIVER	R	10388.90	0.00	000165109454	07/16/1971
DT	000577897308	0100010851841	GERONIMO	RICARDO	B	2095.70	0.00	000577897308	06/15/1954
DT	000305722802	0100010866679	GALANG	ANALYN	V	15899.80	0.00	000305722802	01/24/1971
DT	000119105519	0100010130109	EUSEBIO	CECILIA	A	16273.80	0.00	000119105519	11/29/1955

[Back to Payment List](#)

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Extract SSS Billing LCL

1. Login as corporate maker.
2. Select the Billing LCL tab and click Extract LCL.

The screenshot shows the BancNet eGov Online interface. At the top, there is a navigation menu with options: Dashboard, Payments, Inquiry, Employee List, Billing LCL (selected), and About. Below the menu, a banner reads 'Welcome Femaker of FAR EAST NETWORK' and 'Extract LCL'. The main content area is titled 'Welcome to BancNet eGov Online' and features a flowchart illustrating the eGov system process:

- 1. E-mails in eGov system (through Bank)
- 2. Approves Enrollment (Card Info)
- 3. Pays contributions to Agencies
- 4. Approves Enrollment (Agency Info)
- 5. Benchs Acknowledgement
- 6a. Remit payments (outside eGov system)

On the right side, there is a 'Notifications' section with the following text:

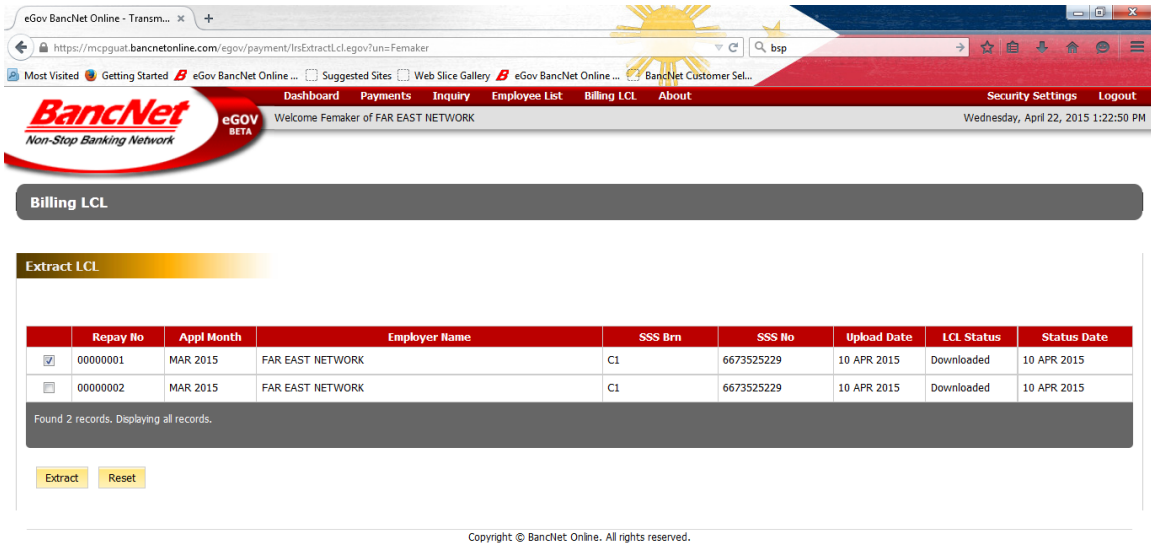
Latest Payment Documents Uploaded:
 P100204108 | FOR APPROVAL
 P100204105 | FOR APPROVAL
 P100204052 | APPROVED
 P100204049 | APPROVED
 P100204046 | APPROVED

At the bottom of the page, there is a taskbar showing various application icons and a system tray with the date '4/22/2015' and time '1:41 PM'.

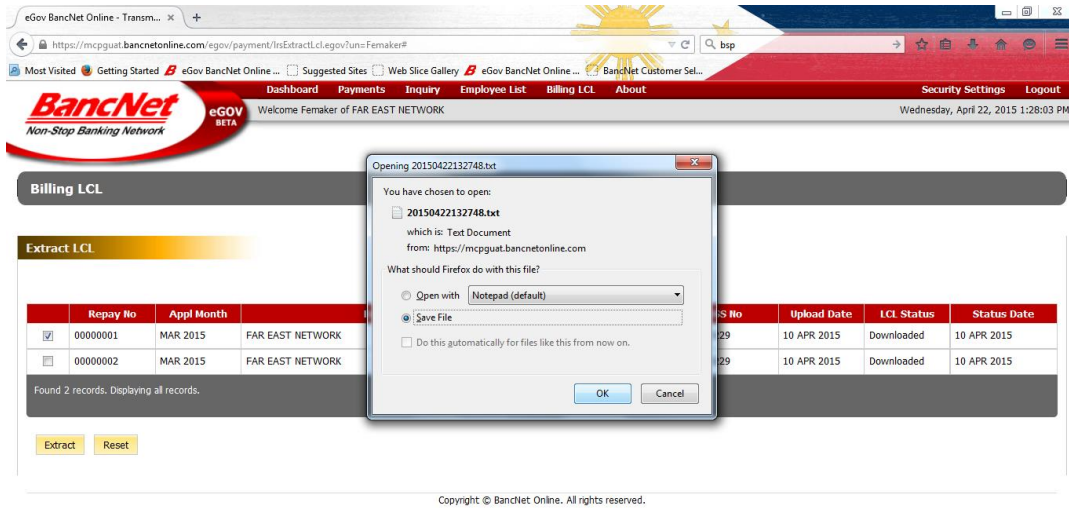
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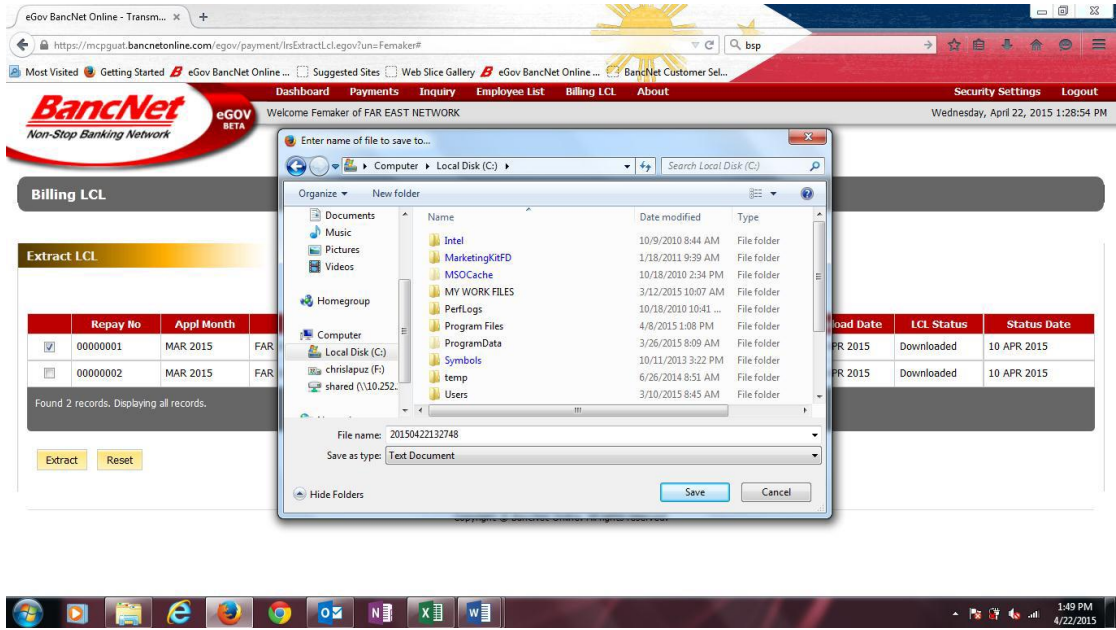
- To download the Billing LCL file, click the box located in the left and then the Extract button.



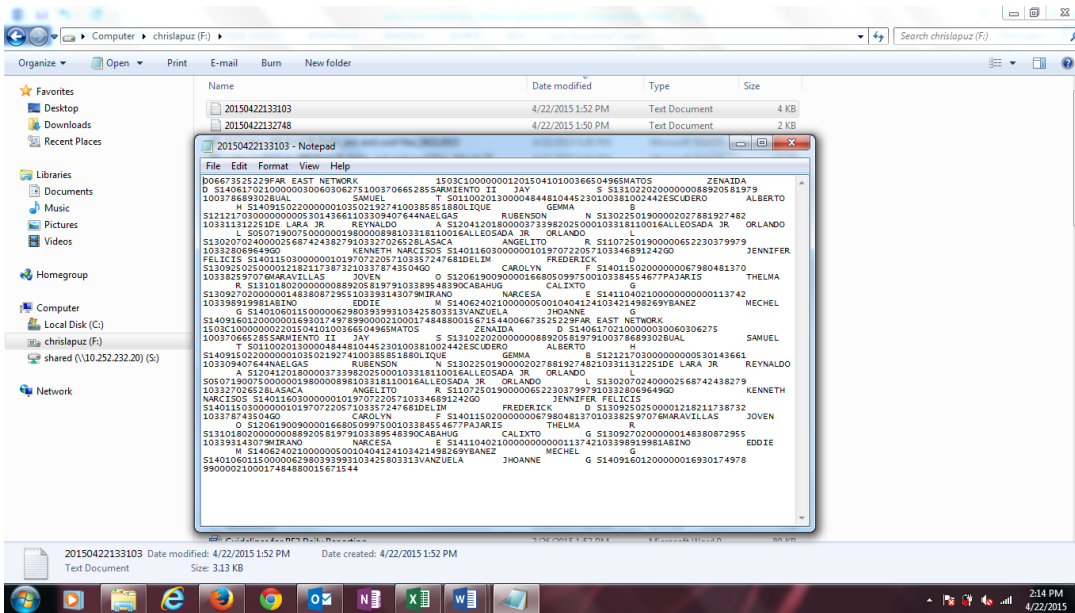
- You will be asked to open or save the Billing LCL file. In saving the Billing LCL file, choose the directory and folder in your PC or laptop.



2017



5. Once saved, you can open the Billing LCL file for your review/reference.



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Authorization of Payment Transaction

Authorize Philhealth Payment

1. Login as corporate checker.
2. Notification of payments for authorization will be displayed on the dashboard. Click on the link to continue.

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3. The Payment Instruction search page will be displayed.

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
PI00000029	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	0 of 1	GENERATED	

Grand Total Amount : 4,500.00

One record found. Page: 1


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Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

- The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.
- To authorize the payment, click on the encircled image.

Payment Instruction Date: Period Covered: From: To: Status:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
PI00000052	04/15/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	0 of 1	GENERATED	

Grand Total Amount : 4,500.00

One record found. Page: 1

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- A message asking for confirmation will appear. Click on OK to continue.
- A message on top indicates successful authorization. The document is then removed from the list below.

Transaction successful.

Payment Instruction List

Payment Instruction Date: Period Covered: From: To: Status:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
No records found.										

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Authorize Pag-Ibig Payment

- Login as corporate checker.
- Notification of payments for authorization will be displayed on the dashboard. Click on the link to continue.

The screenshot shows the BancNet eGov Online interface. At the top, there is a navigation bar with 'Dashboard', 'Payments', and 'Inquiry'. Below this is a welcome message: 'Welcome corp_check of VR Corp (Session ID: dLfud2-wqHPh5P12MTWrrs)'. A main banner reads 'Welcome to BancNet eGov Online'. On the left, a 'Bancnet eGov System' diagram shows the interaction between a 'Corporate User', a 'Bank', and a 'Government Agency'. On the right, a 'Notifications' box is highlighted with a yellow circle, containing the message: 'You have 1 Payment Instruction(s) for Authorization.'

3. The Payment Instruction search page will be displayed.

The screenshot shows the 'Authorize Payment' page. It features a search filter section with 'Payment Instruction Date', 'Period Covered' (From and To), and 'Status' (set to ALL). Below the filters is a table of payment instructions. The table has columns for PI Ref No., PI Date, Period Start, Period End, Payment Service, Profile, Total Amount, No. of Records, No. of Successful Auth, Status, and Remarks. A single record is shown with a total amount of 14,168.11. Below the table, it indicates 'Grand Total Amount : 14,168.11' and 'One record found. Page: 1'.

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
PI00000152	04/20/2011	09/01/2010	09/30/2010	Pag-ibig Contributions and Loans	profile1	14,168.11	2	0 of 1	GENERATED	


Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

6. The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.

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7. To authorize the payment, click on the encircled image.

Payment Instruction Date: Period Covered: From: To: Status: ALL

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
PI00000152	04/20/2011	09/01/2010	09/30/2010	Pag-Ibig Contributions and Loans	profile1	14,168.11	2	0 of 1	GENERATED	
Grand Total Amount : 14,168.11										
One record found. Page: 1										

8. A message asking for confirmation will appear. Click on OK to continue.

9. A message on top indicates successful authorization. The document is then removed from the list below.

Transaction successful.

Payment Instruction List

Payment Instruction Date: Period Covered: From: To: Status: ALL

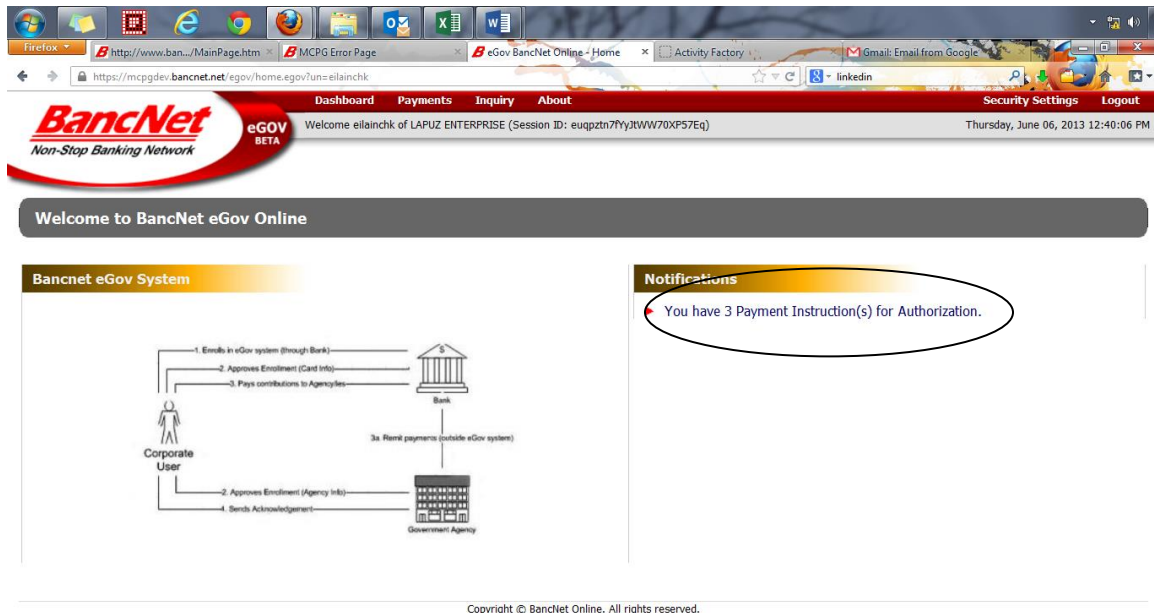
PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
No records found.										

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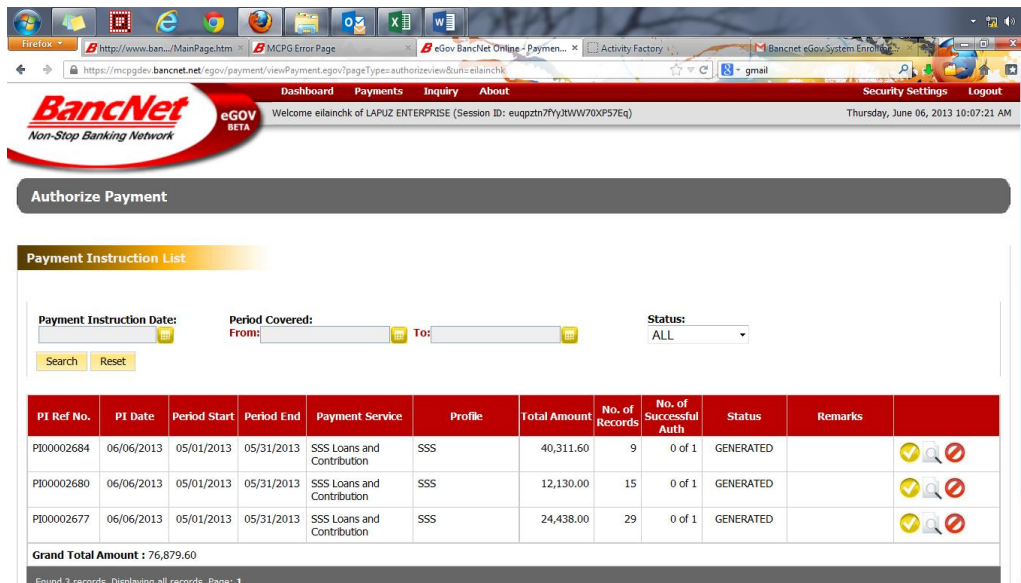
Authorize SSS Payment

1. Login as corporate checker.
2. Notification of payments for authorization will be displayed on the dashboard. Click on the link to continue.

2017



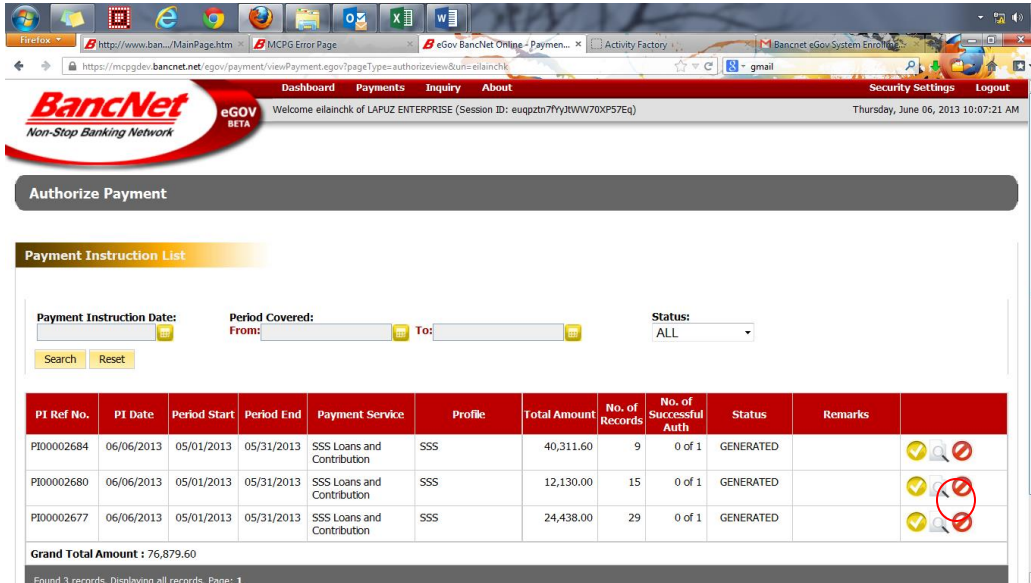
3. The Payment Instruction search page will be displayed.



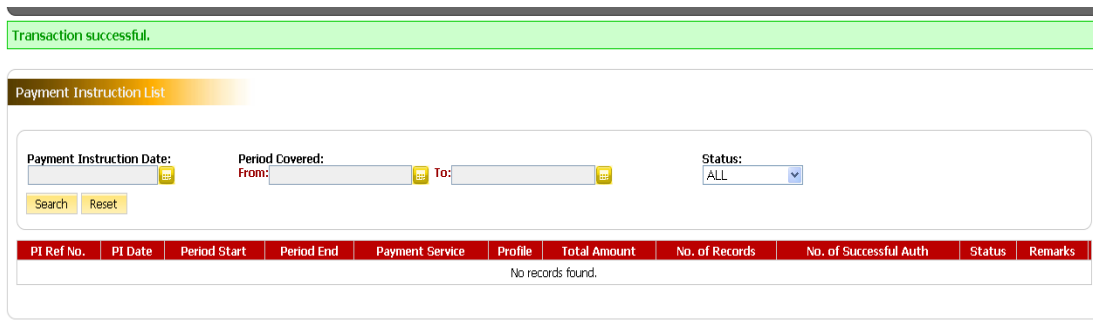
Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

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4. The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.
5. To authorize the payment, click on the encircled image.



6. A message asking for confirmation will appear. Click on OK to continue.
7. A message on top indicates successful authorization. The document is then removed from the list below.



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Cancellation of Payment Transaction (Checker/Approver)

Cancel Payment Instruction

1. Login as corporate user.
2. Do the steps for viewing the payment instruction list.

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- a. A corporate checker can also cancel a payment transaction from the Payment Authorization menu.
- b. A corporate approver can also cancel a payment transaction from the Payment Approval menu.

3. To cancel a payment transaction, click on the cancel image.

Payment Inquiry

Payment Instruction List

Payment Instruction Date: Period Covered: From: To: Status: ALL

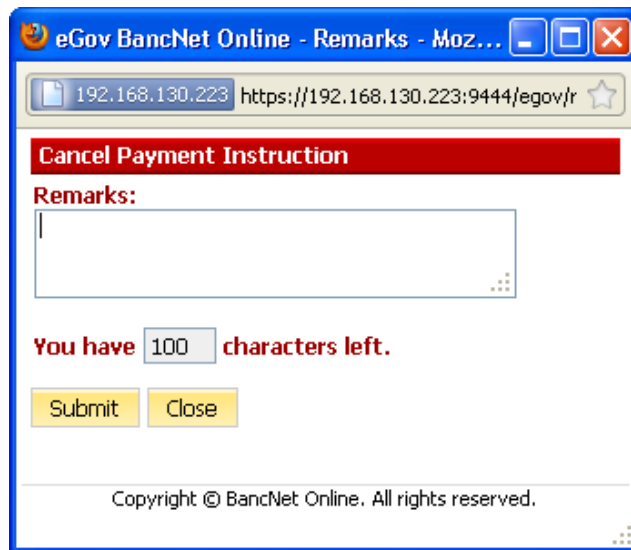
Search Reset

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000052	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	GENERATED		
PI00000029	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000023	04/14/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 9	4,500.00	12	FOR APPROVAL		
PI00000019	04/12/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000014	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 9	4,500.00	12	FOR APPROVAL		
PI00000011	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction	
PI00000007	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	CANCELLED	d	
PI00000002	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction	

Grand Total Amount : 36,000.00

Found 8 records. Displaying all records. Page: 1

- 4. A message asking for confirmation will appear. Click on OK to continue.
- 5. A window prompting for remarks will then open. It is mandatory to type in a message. Press Submit to save.



- A message on top indicates successful cancellation. The document can then be seen on the list below with the status CANCELLED and the remarks entered.

Transaction successful.

Payment Instruction List

Payment Instruction Date: Period Covered: From: To: Status: ALL

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI0000052	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	CANCELLED	rejected	
PI0000029	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI0000023	04/14/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 9	4,500.00	12	FOR APPROVAL		
PI0000019	04/12/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI0000014	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 9	4,500.00	12	FOR APPROVAL		
PI0000011	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction	
PI0000007	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	CANCELLED	d	
PI0000002	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction	

Grand Total Amount : 36,000.00

Found 8 records. Displaying all records. Page: 1

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Approval of Payment Transaction

Approve Philhealth Payment

- Login as corporate approver.
- Notification of payments for approval will be displayed on the dashboard. Click on the link to continue.

BancNet eGOV BETA Non-Stop Banking Network

Welcome corp_appr of VR Corp (Session ID: 0uDIK854e9_ChYtwcDGI6m)

Welcome to BancNet eGov Online

Bancnet eGov System

Notifications

▶ You have 2 Payment Instruction(s) for Approval.

```

    graph TD
      CU[Corporate User] -- "1. Enrolls in eGov system (through Bank)" --> B[Bank]
      CU -- "2. Approves Enrollment (Card Info)" --> B
      CU -- "3. Pays contributions to Agency/ies" --> A[Government Agency]
      B -- "3a. Remit payments (outside eGov system)" --> A
      A -- "2. Approves Enrollment (Agency Info)" --> CU
      A -- "4. Sends Acknowledgement" --> CU
    
```

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3. The Payment Instruction search page will be displayed.

Approve Payment

Payment Instruction List

Payment Instruction Date:	Period Covered:	Status:
<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	ALL
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000029	04/15/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000019	04/12/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	FOR APPROVAL		
Grand Total Amount : 9,000.00										
Found 2 records. Displaying all records. Page: 1										

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Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

4. The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.

5. To approve the payment, click on the encircled image.

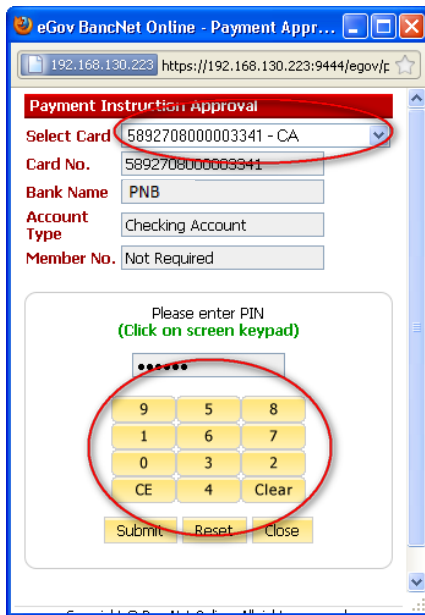
Payment Instruction List

Payment Instruction Date:	Period Covered:	Status:
<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	ALL
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

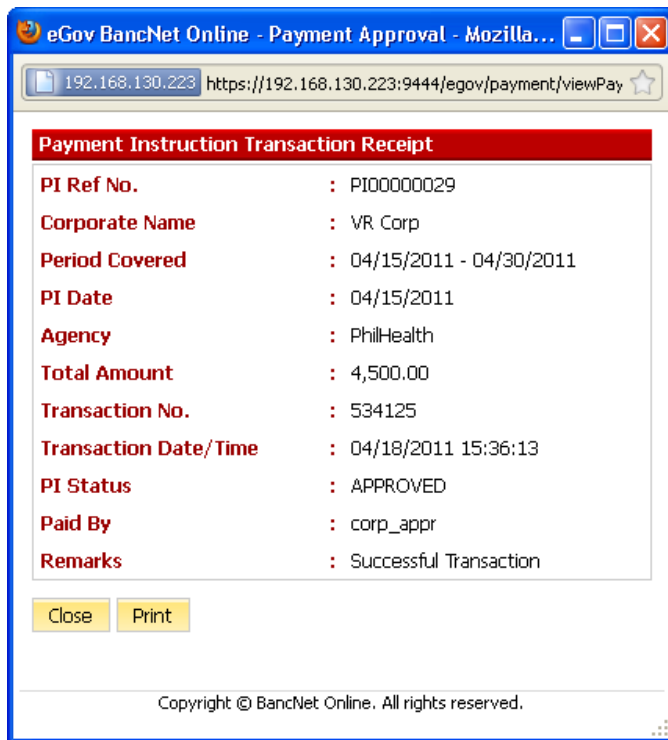
PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000029	04/15/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000019	04/12/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	FOR APPROVAL		
Grand Total Amount : 9,000.00										
Found 2 records. Displaying all records. Page: 1										

6. An onscreen keypad then appears. Select a card and enter the PIN.

- Click on CE to reset the PIN entered or Clear to remove the last digit entered.



- 7. Click on the Submit button to perform the transaction. To clear all fields, click on the Reset button. To abort approval, click on Close.
- 8. Upon clicking Submit, a message asking for confirmation will appear. Click on OK to continue.
- 9. A successful transaction will display the transaction receipt in a new window.



2017

Approve Pag-Ibig Payment

1. Login as corporate approver.
2. Notification of payments for approval will be displayed on the dashboard. Click on the link to continue.

The screenshot shows the BancNet eGov Online interface. At the top, there is a navigation bar with 'Dashboard', 'Payments', and 'Inquiry' tabs. Below this, a welcome message reads 'Welcome corp_appr of VR Corp (Session ID: 0uDK854e9_Ch/twcdGll6m)'. The main content area features a 'Bancnet eGov System' section with a diagram illustrating the user's interaction with the Bank and Government Agency. A 'Notifications' box on the right, highlighted with a red circle, displays the message: 'You have 2 Payment Instruction(s) for Approval.'

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3. The Payment Instruction search page will be displayed.

The screenshot displays the 'Approve Payment' page. At the top, there is a 'Payment Instruction List' section with search filters for 'Payment Instruction Date', 'Period Covered' (From and To), and 'Status'. Below the filters is a table with the following data:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks
PI00000125	04/19/2011	09/01/2010	09/30/2010	Pag-ibig Contributions and Loans	profile1	14,168.11	2	FOR APPROVAL	
PI00000120	04/19/2011	09/01/2010	09/30/2010	Pag-ibig Contributions and Loans	profile1	14,168.11	2	FOR APPROVAL	

Below the table, it shows 'Grand Total Amount : 28,336.22' and 'Found 2 records. Displaying all records. Page: 1'.

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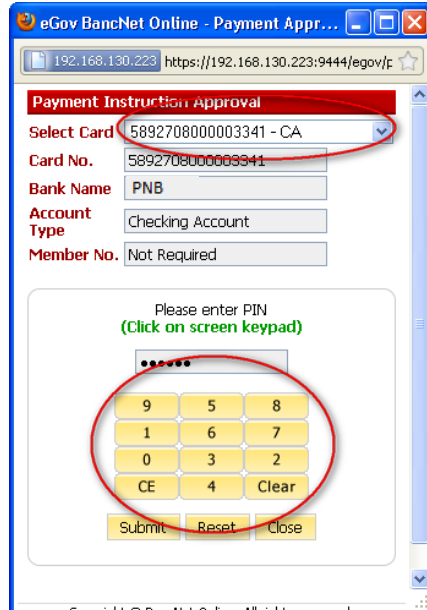
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Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

- The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.
- To approve the payment, click on the encircled image.

Status	Remarks	
FOR APPROVAL		
FOR APPROVAL		

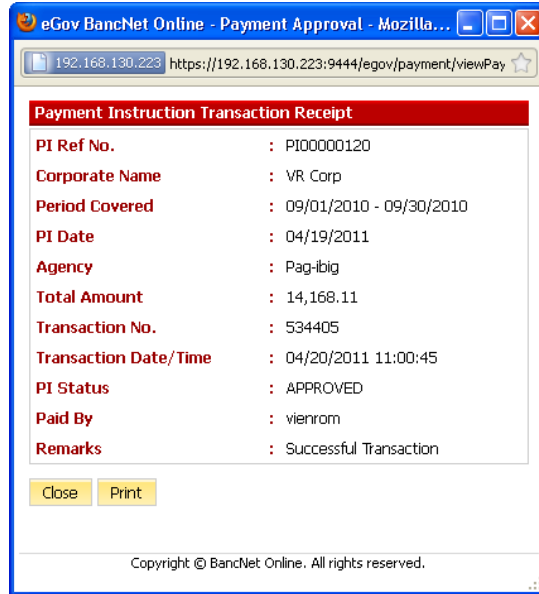
- An onscreen keypad then appears. Select a card and enter the PIN.
 - Click on CE to reset the PIN entered or Clear to remove the last digit entered.



- Click on the Submit button to perform the transaction. To clear all fields, click on the Reset button. To abort approval, click on Close.

2017

8. Upon submit, a message asking for confirmation will appear. Click on OK to continue.
9. A successful transaction will display the transaction receipt in a new window.



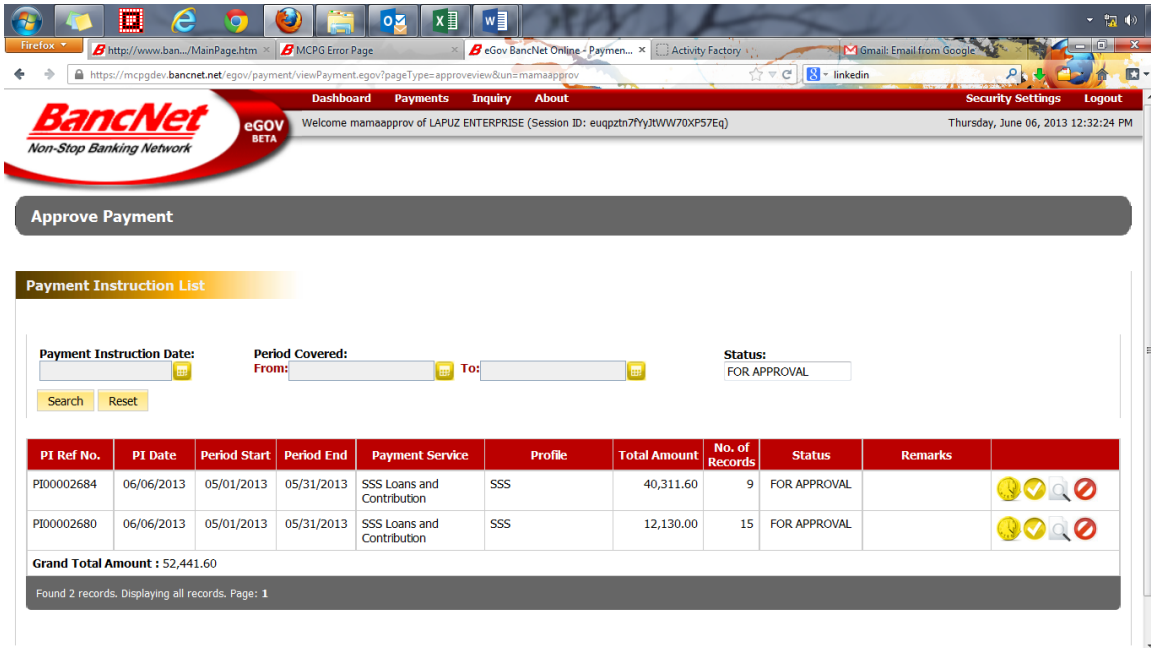
Approve SSS Payment

1. Login as corporate approver.
2. Notification of payments for approval will be displayed on the dashboard. Click on the link to continue.

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3. The Payment Instruction search page will be displayed.



Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

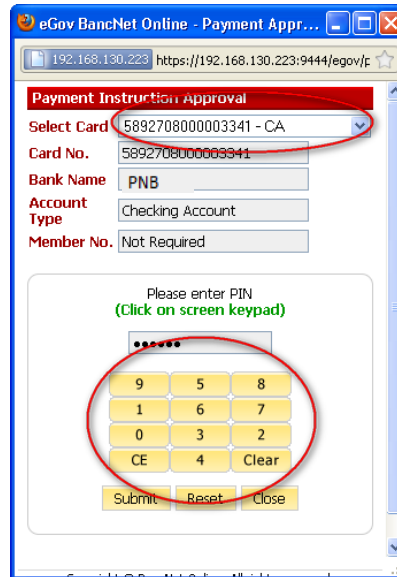
4. The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.

5. To approve the payment, click on the encircled image.

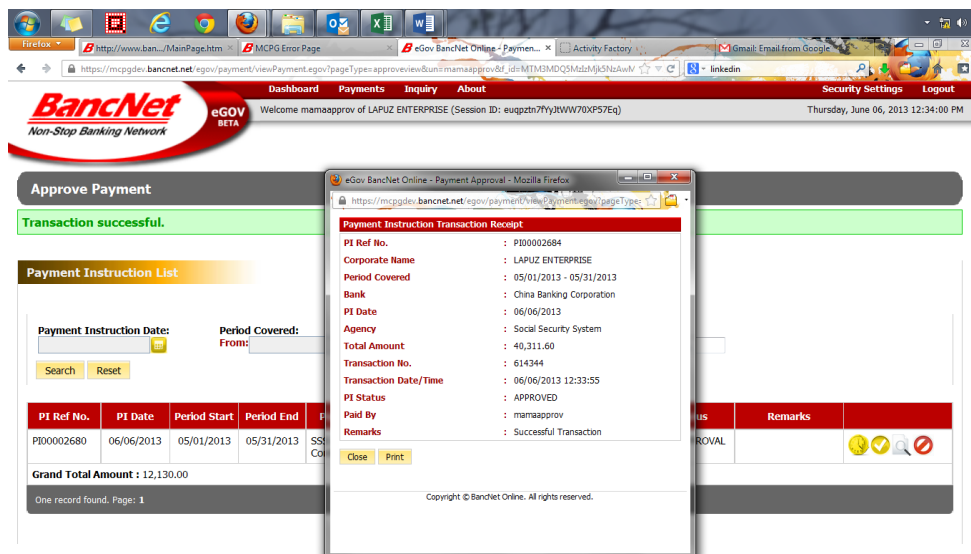


6. An onscreen keypad then appears. Select a card and enter the PIN.

- Click on CE to reset the PIN entered or Clear to remove the last digit entered.



7. Click on the Submit button to perform the transaction. To clear all fields, click on the Reset button. To abort approval, click on Close.
8. Upon submit, a message asking for confirmation will appear. Click on OK to continue.
9. A successful transaction will display the transaction receipt in a new window.



Balance Inquiry

Perform Balance Inquiry

1. Login as Corporate Approver.

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2. Select the Inquiry tab and click Balance Inquiry.



3. An onscreen keypad then appears. Select a card and enter the PIN.
 - Click on CE to reset the PIN entered or Clear to remove the last digit entered.
 - Click on the Submit button to perform the transaction. To clear all fields, click on the Reset button. To abort approval, click on Close.



4. A new window will appear showing the Current and Available Balances of the account.

