PNB eGov

Powered by Bancnet

Corporate User's Manual

Table of Contents

Click the items below to go to the specific section in the document.

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

Corporate Enrollment

Corporate Information Maintenance

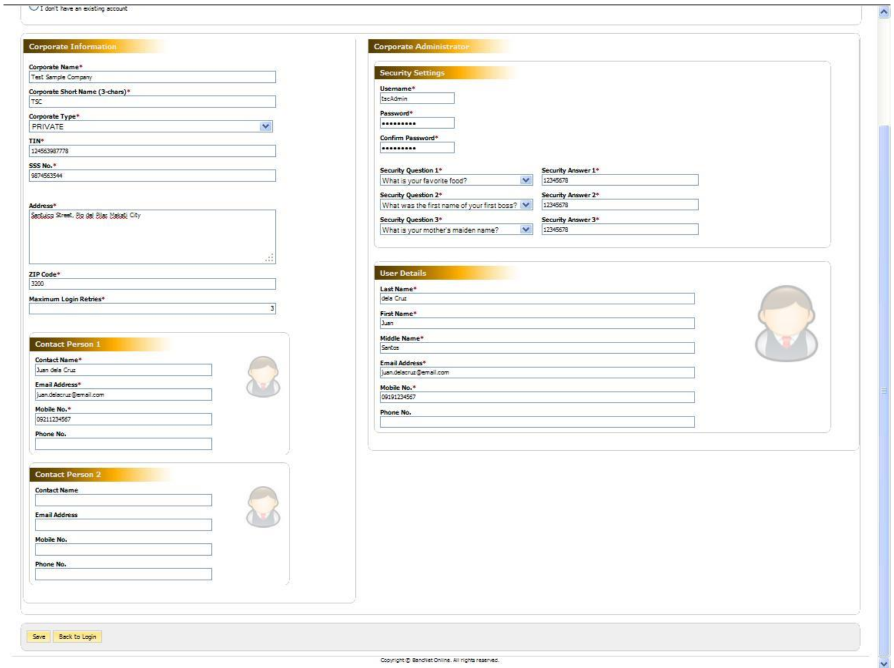
Enroll Corporate With Existing Account

Go to *https://www.bancnetonline.com/egov/login.egov*

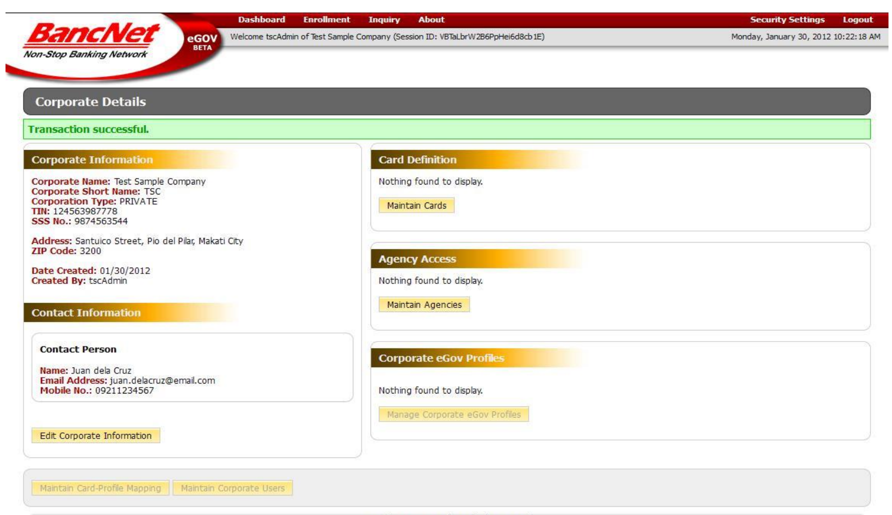
1. Click on the Sign up link found on eGov login screen.

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

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



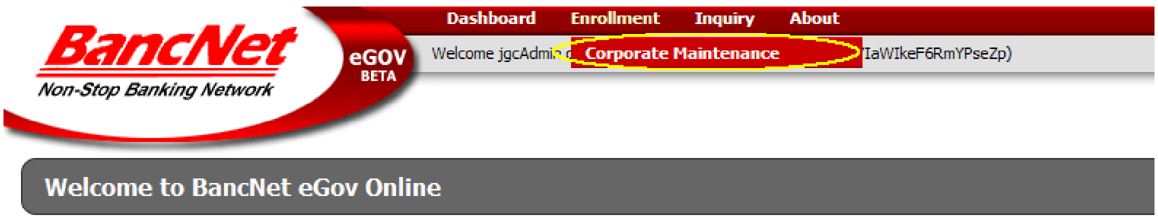
4. A green bar on top containing a message indicating successful enrollment will be displayed. The page will be redirected the "Corporate Details" page.



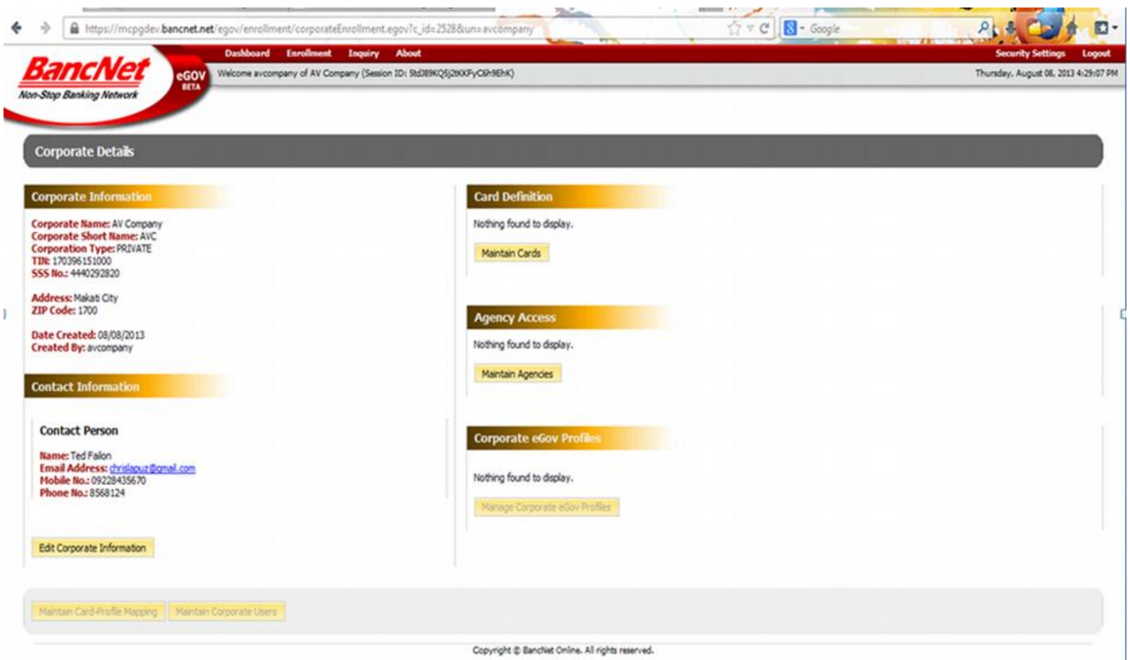
Note: The user that created that performed Corporate Sign up is assigned the role of a Corporate Administrator.

Edit/Update Corporate Information

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

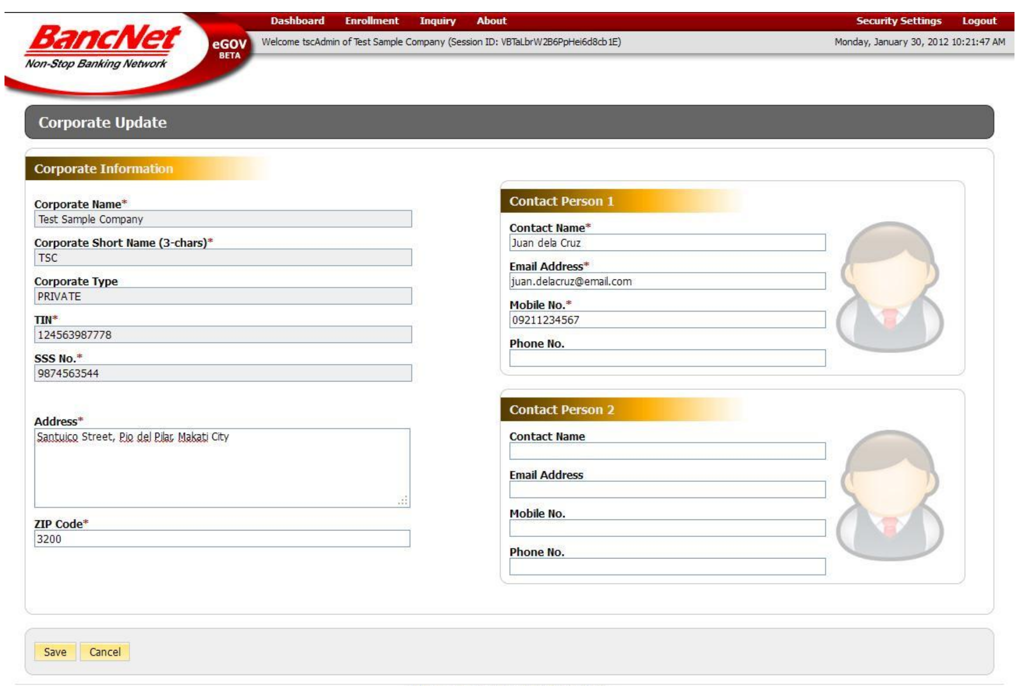


3. Corporate Details page will be displayed.

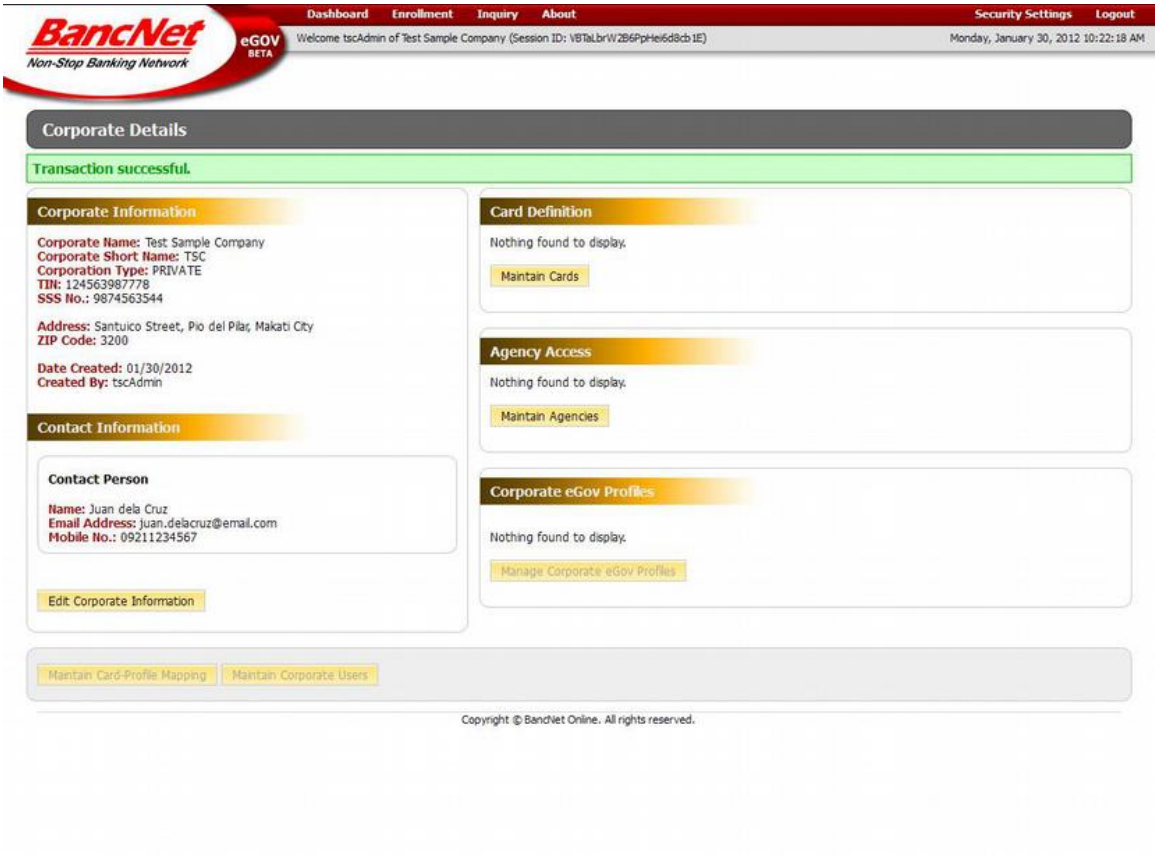


4. Click the Edit Corporate Information button.

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



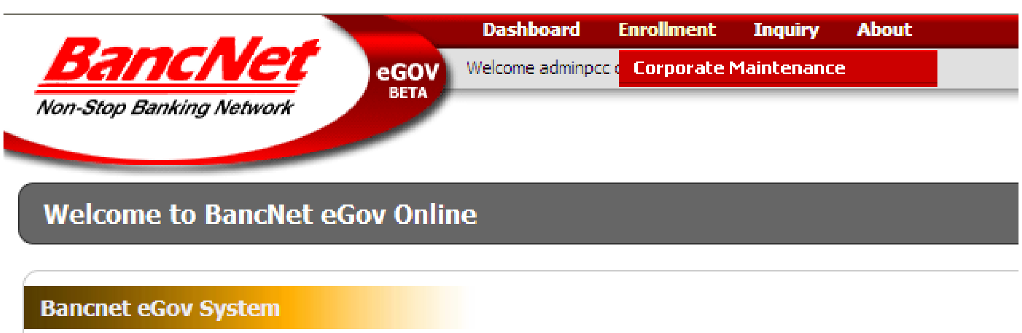
6. A green bar on top containing a message indicating "Transaction successful" will be displayed. The page will be redirected to Corporate Details page.



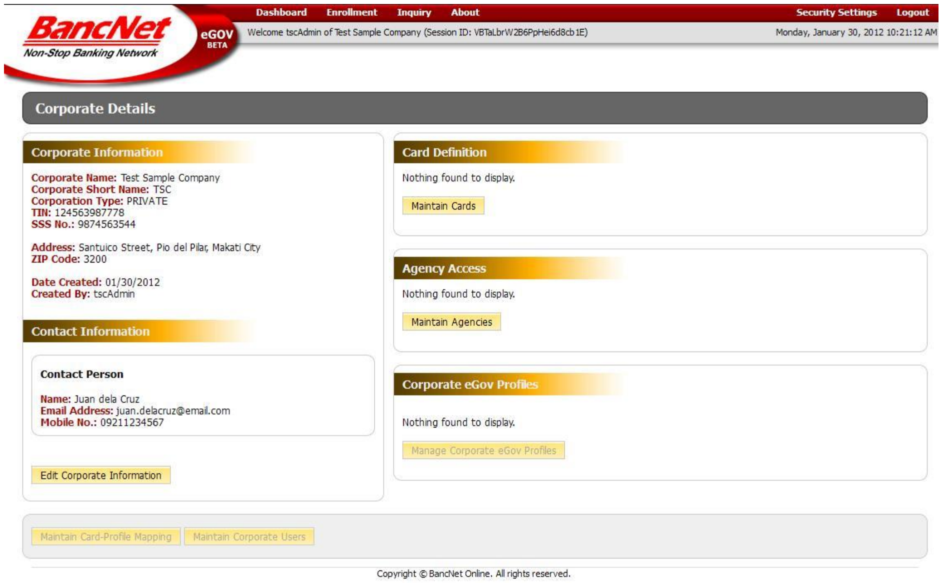
Card Maintenance

Maintain Cards

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

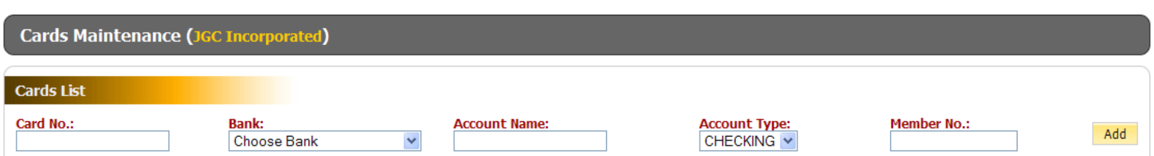


3. Corporate Details page will be displayed.

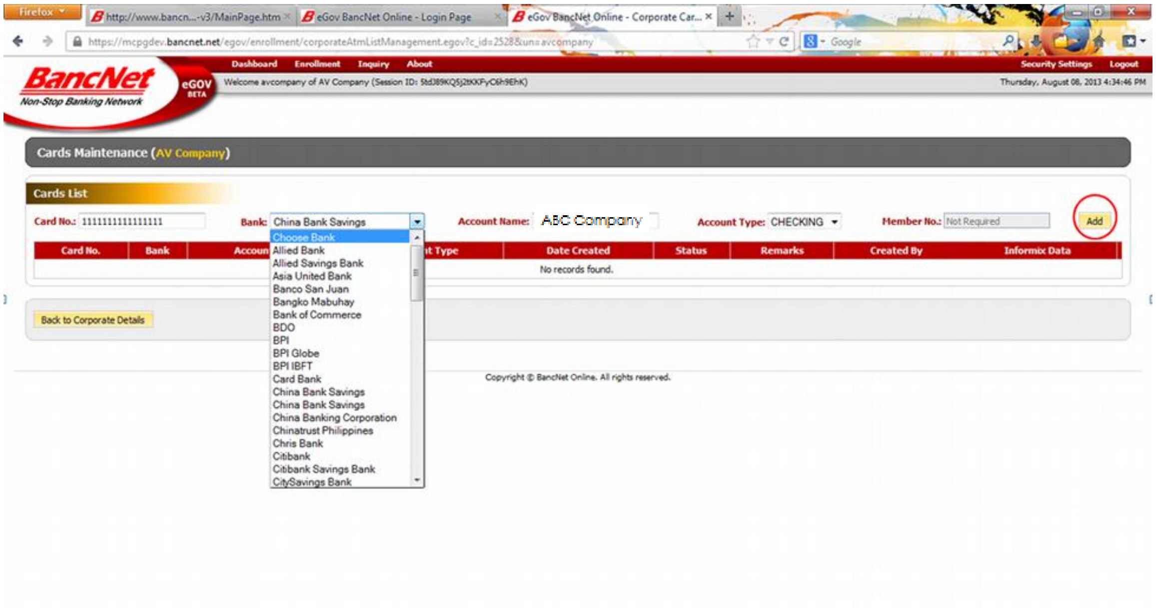


4. Click the Maintain Cards button.

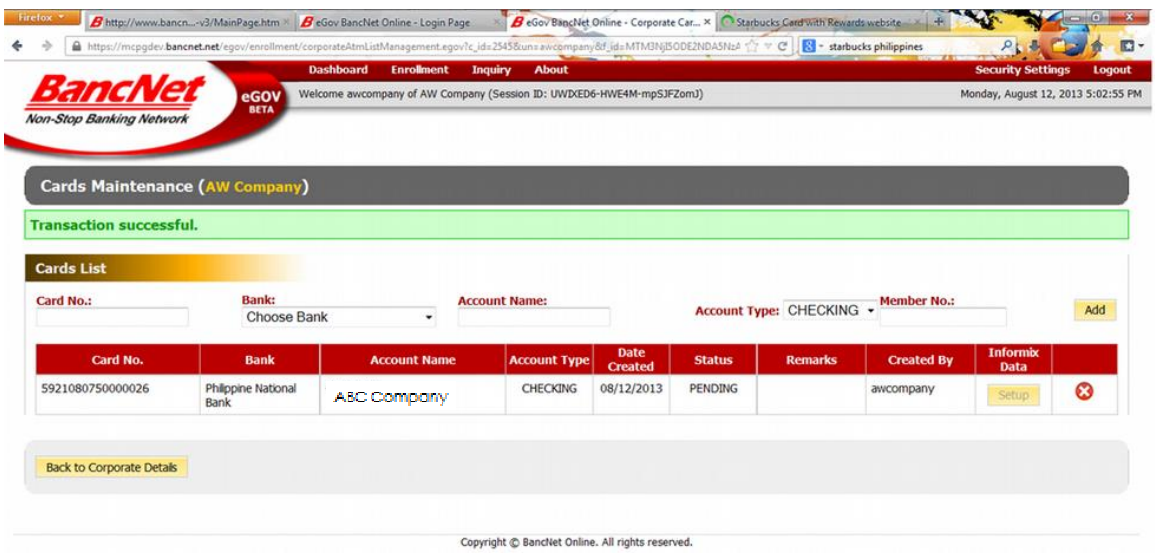
5. Card Maintenance page will be displayed.



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.



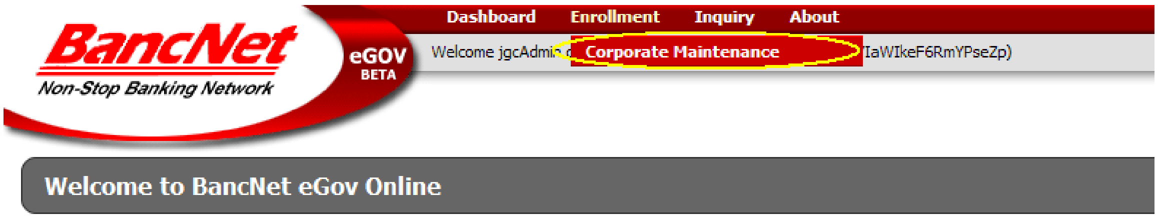
7. A green bar on top containing a message indicating "Transaction Successful" will appear. Card definition will be displayed on the card list table.



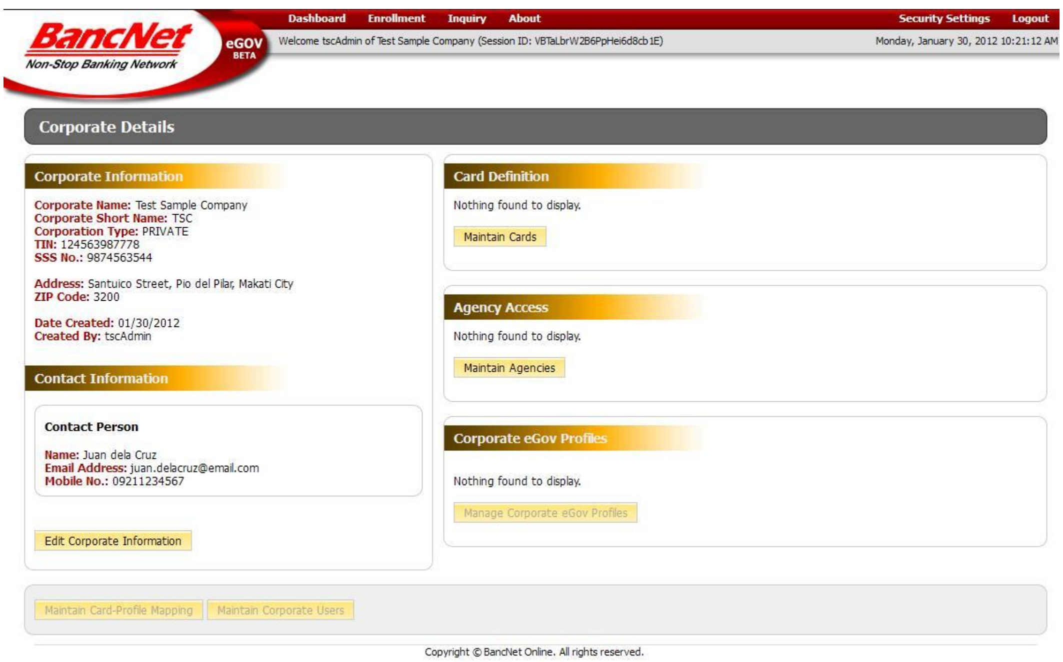
Agency Access Maintenance

Maintain Agencies

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



3. Corporate Details page will be displayed.

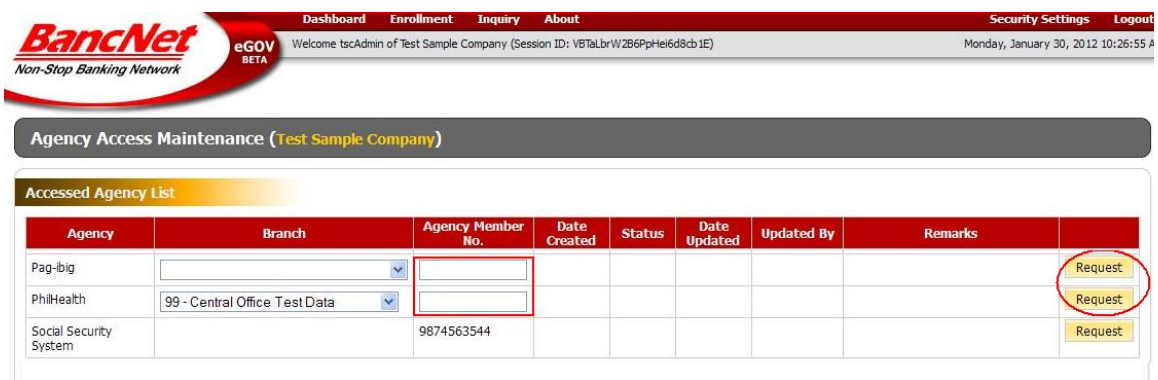


4. Click the Maintain Agencies button.

5. Agency Access Maintenance will be displayed.

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.

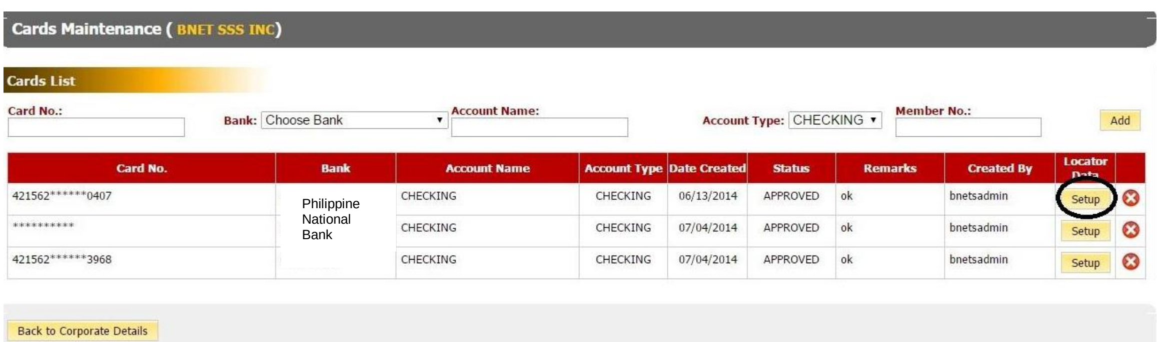


7. A green bar on top containing a message indicating Transaction Successful will be displayed.

Set Up SSS Locator Data

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

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

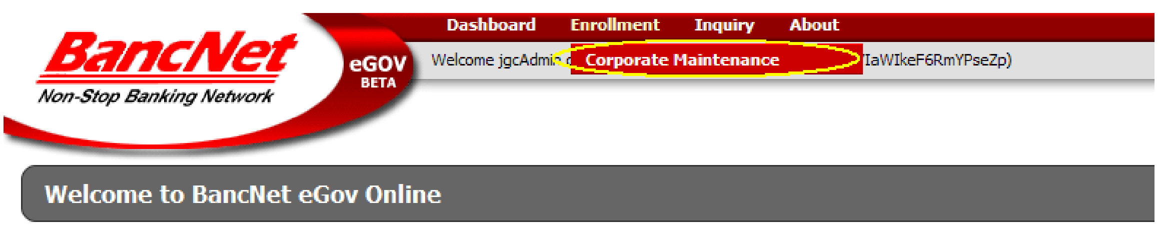


4. Input the 4-digit bank branch code where the deposit account/virtual atm card number is maintained (you may get this from your branch). Then choose the SSS Locator Code of your company, and click Save.

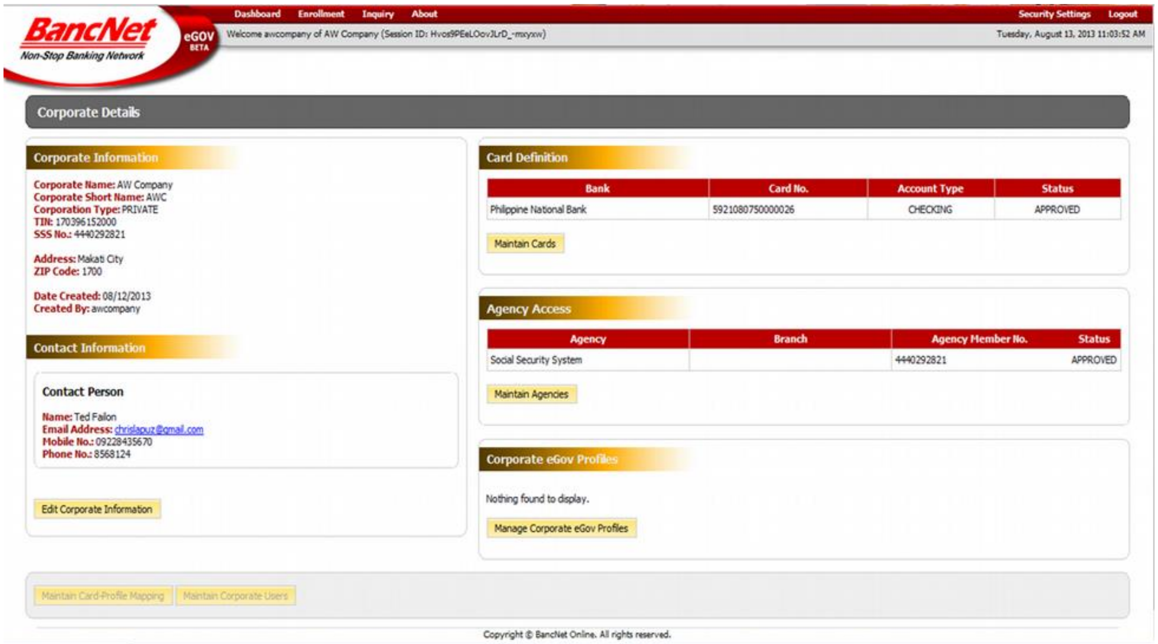
Corporate eGov Profile Maintenance

Manage Corporate eGov Profiles

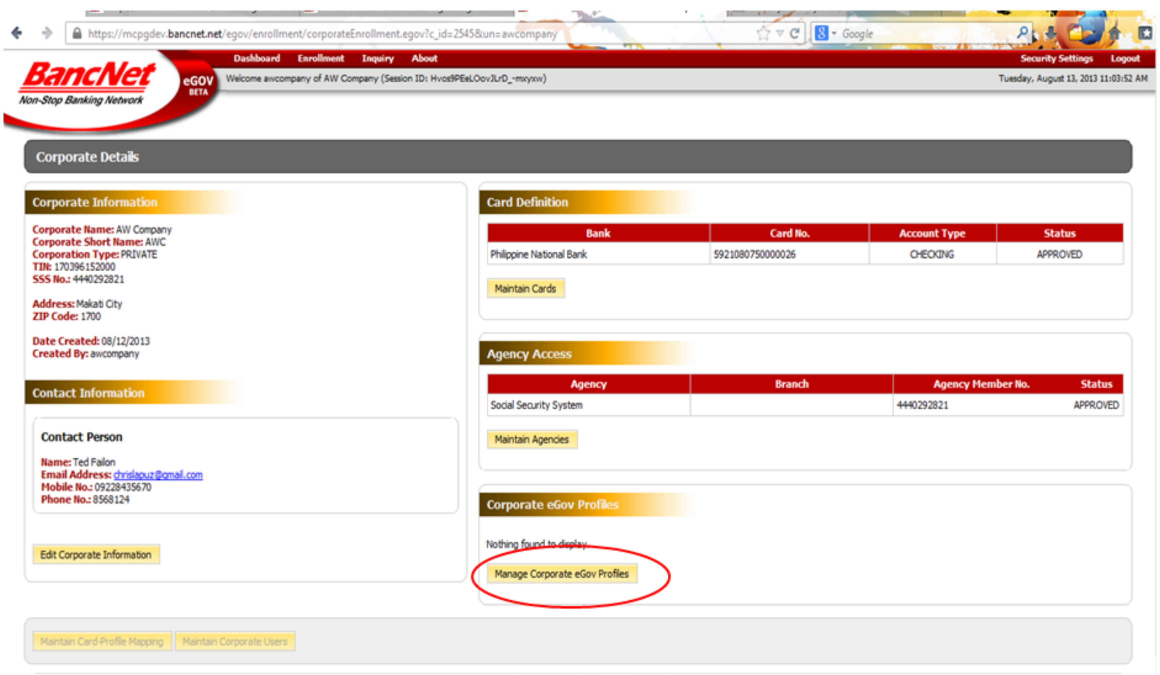
1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.



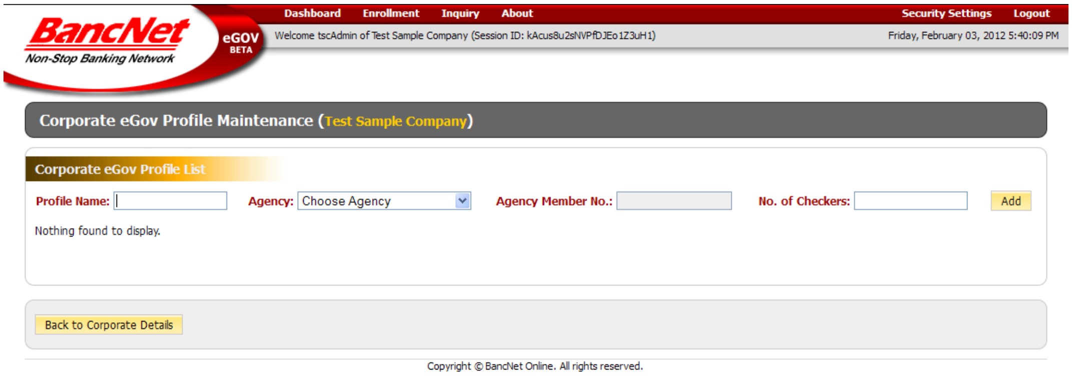
3. Corporate Details page will be displayed.



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.

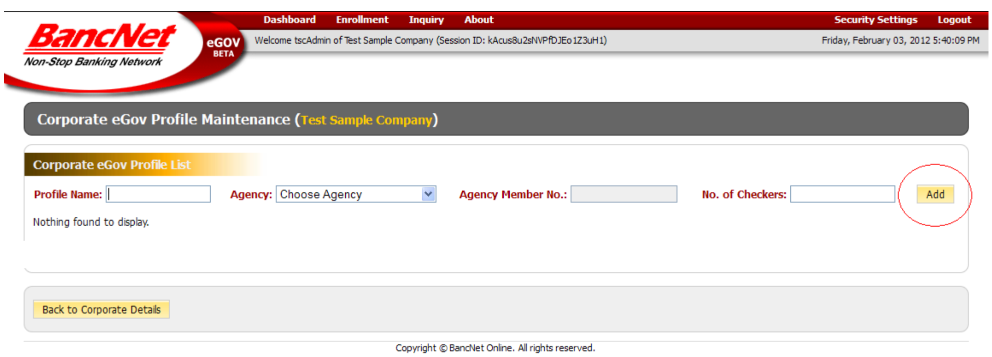


5. The Corporate eGov Profile Maintenance page will be displayed.

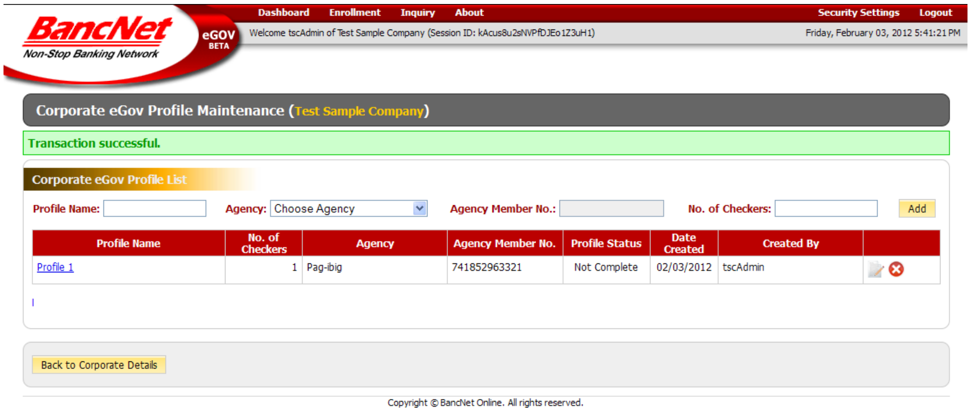


6. Supply the Profile Name, choose the Agency from the dropdown list and input the desired number of checkers then click the add button.

   - 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)



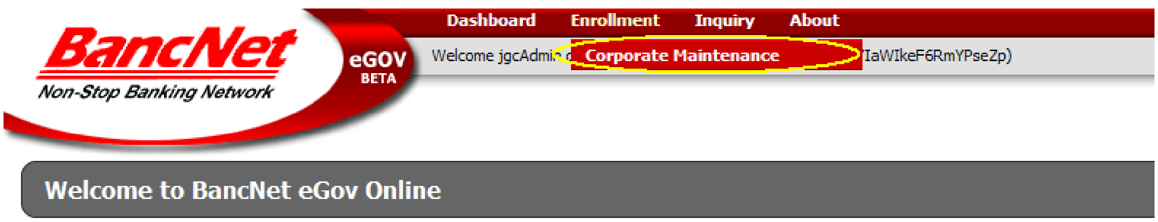
7. A green bar on top containing a message indicating "Transaction Successful" will be displayed. Newly created profile will be included in the Corporate eGov Profile List.



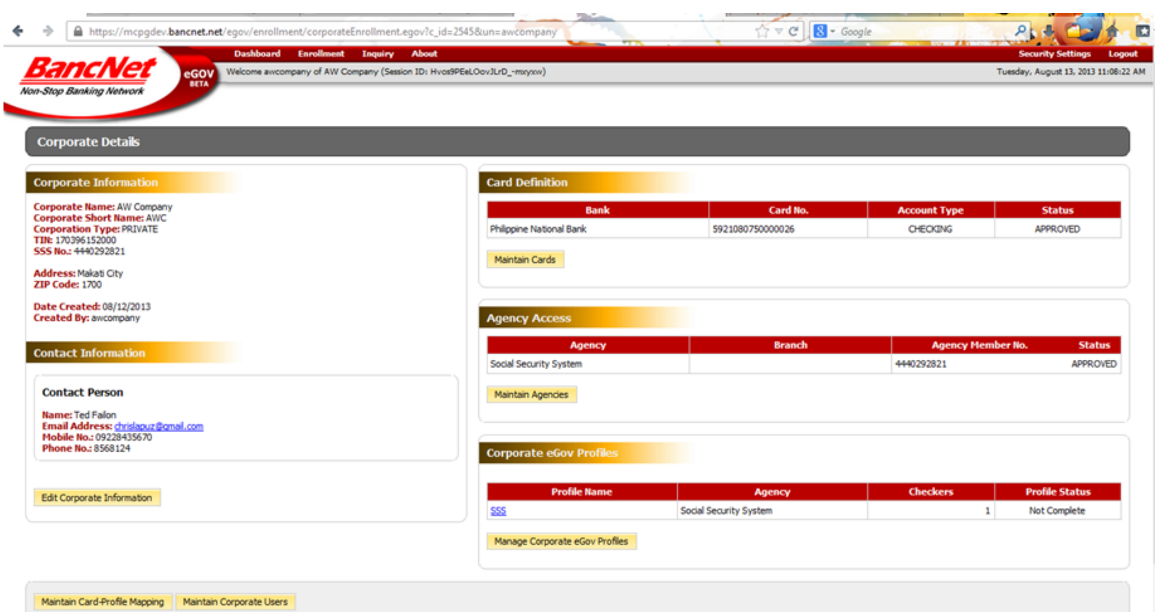
Maintain Card Profile Mapping

1. Login as Corporate Administrator.

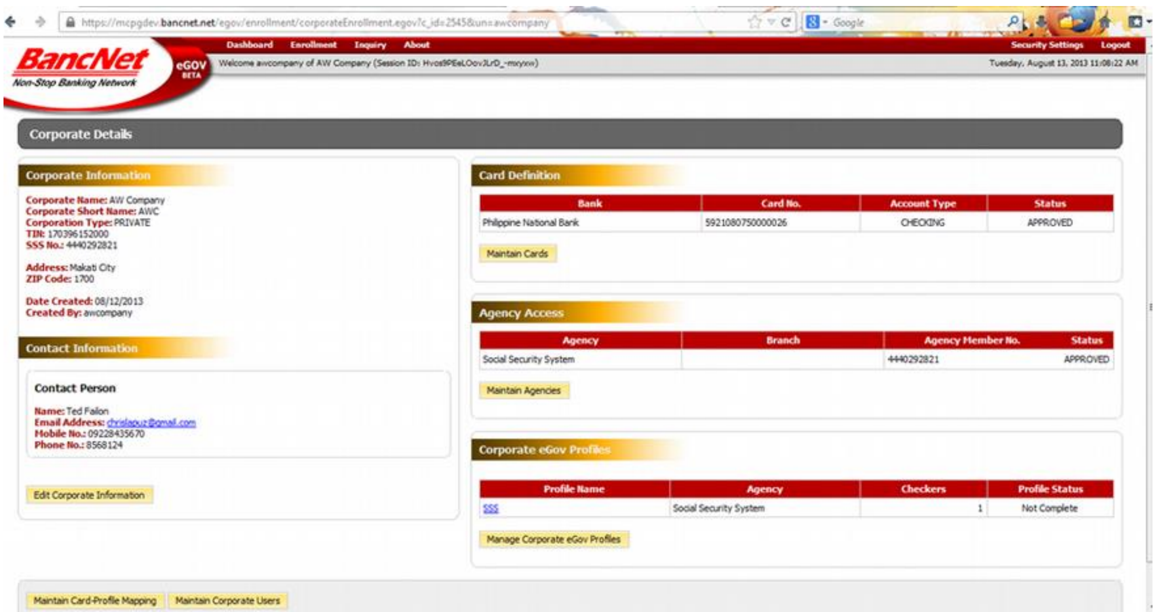
2. Select the Enrollment tab and click Corporate Maintenance.



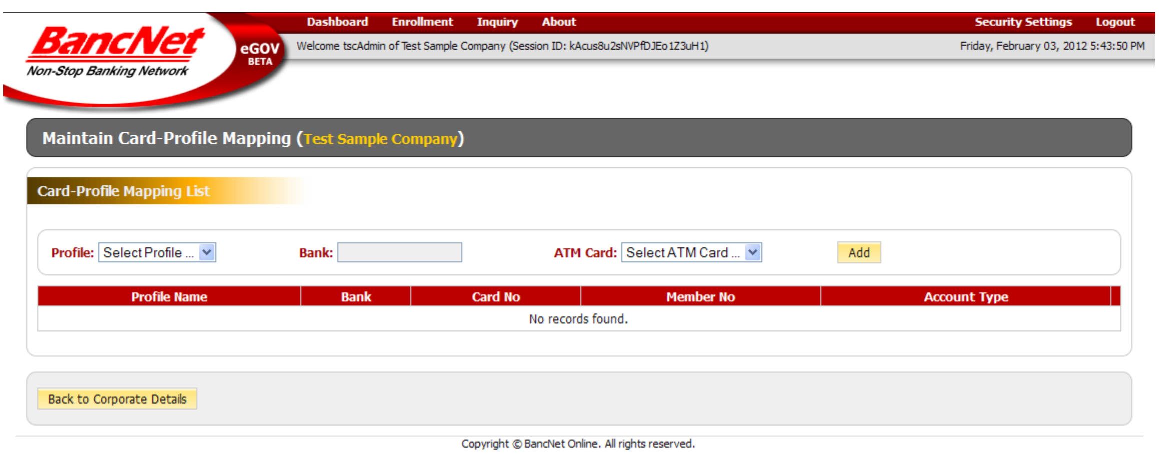
3. Corporate Details page will be displayed.



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

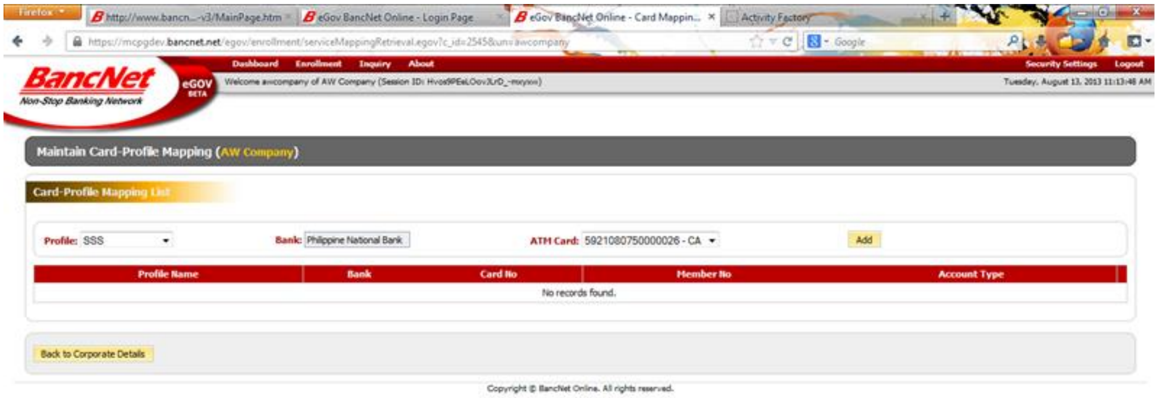


5. Maintain Card-Profile Mapping page will be displayed.

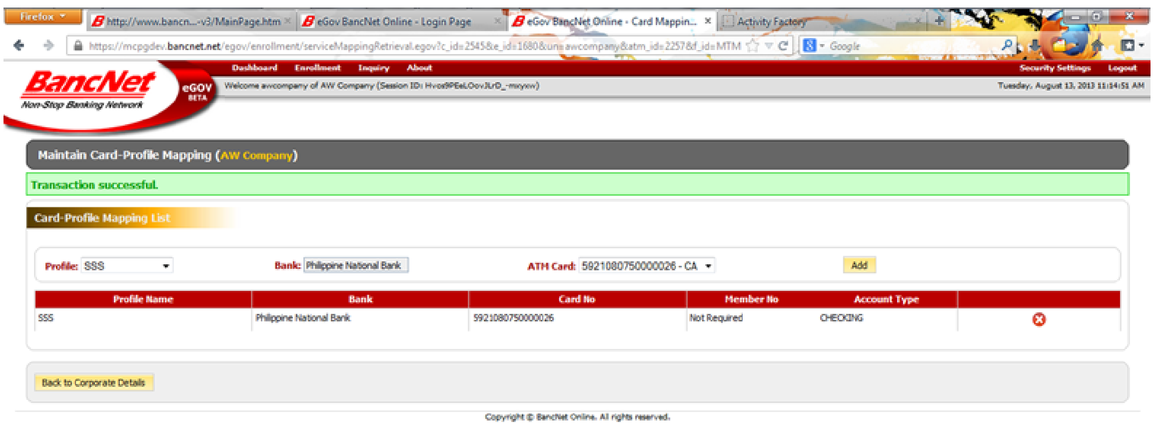


6. Select profile from the dropdown list and the ATM card on the other dropdown list, then click the add button.

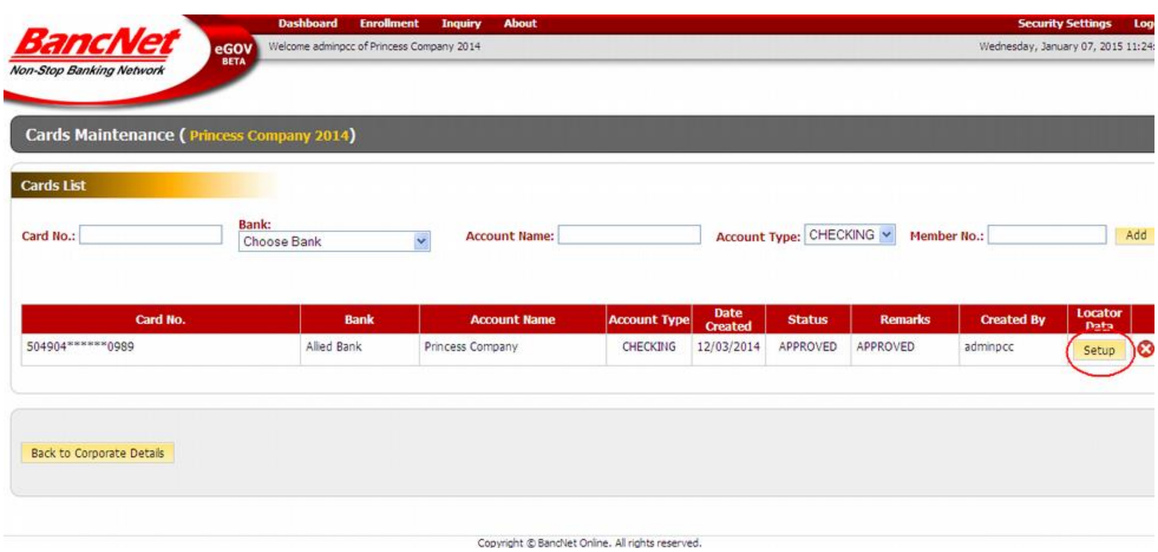
    - The list of ATM Cards per agency will come from the accredited banks predefined in eGov Systems.



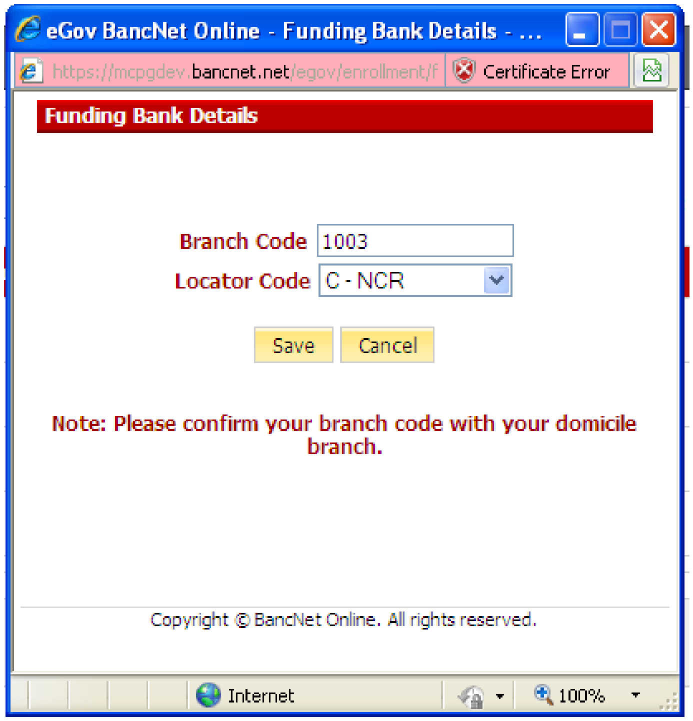
7. A message on the top indicating successful transaction will appear. Card-Profile mapping record will be displayed on the Card-Profile Mapping List.



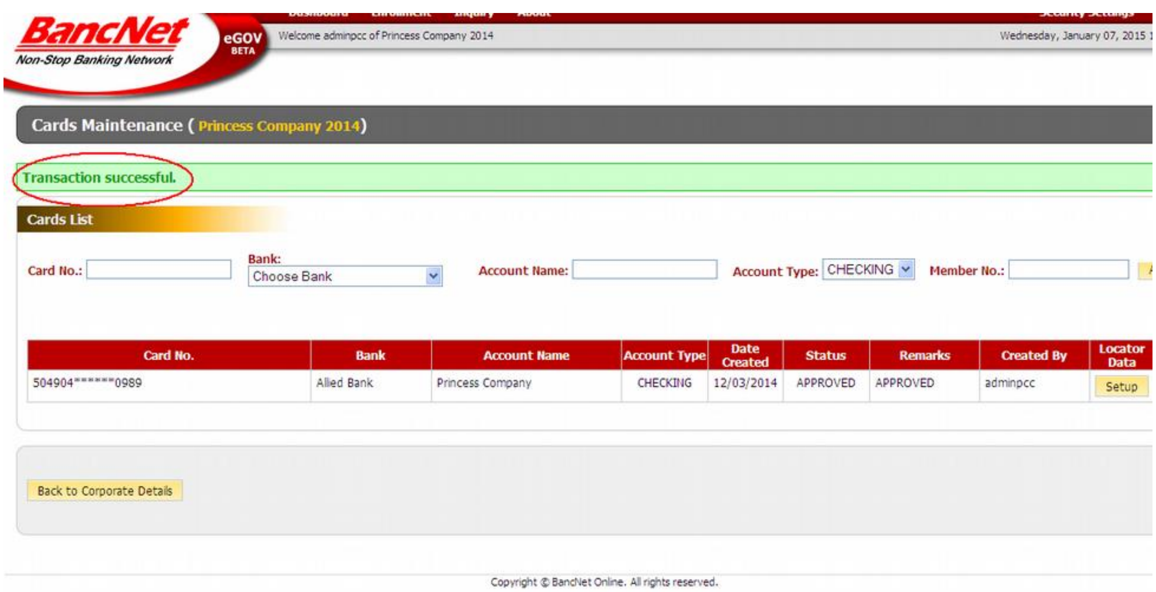
8. Additional setup is required for cards that will be linked for SSS payments/ profile. Click on the Setup button under Informix Data column for the card selected.



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



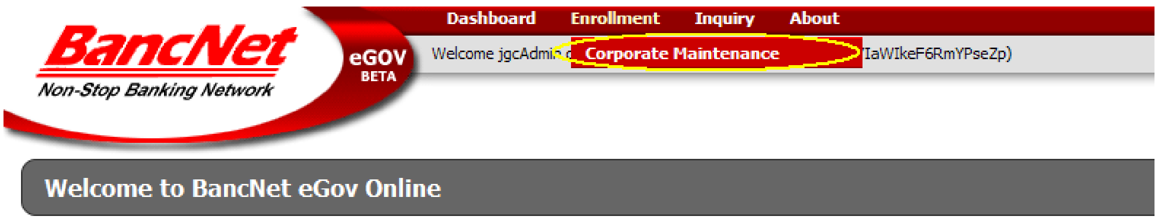
10. A message on top indicating successful transaction will appear.



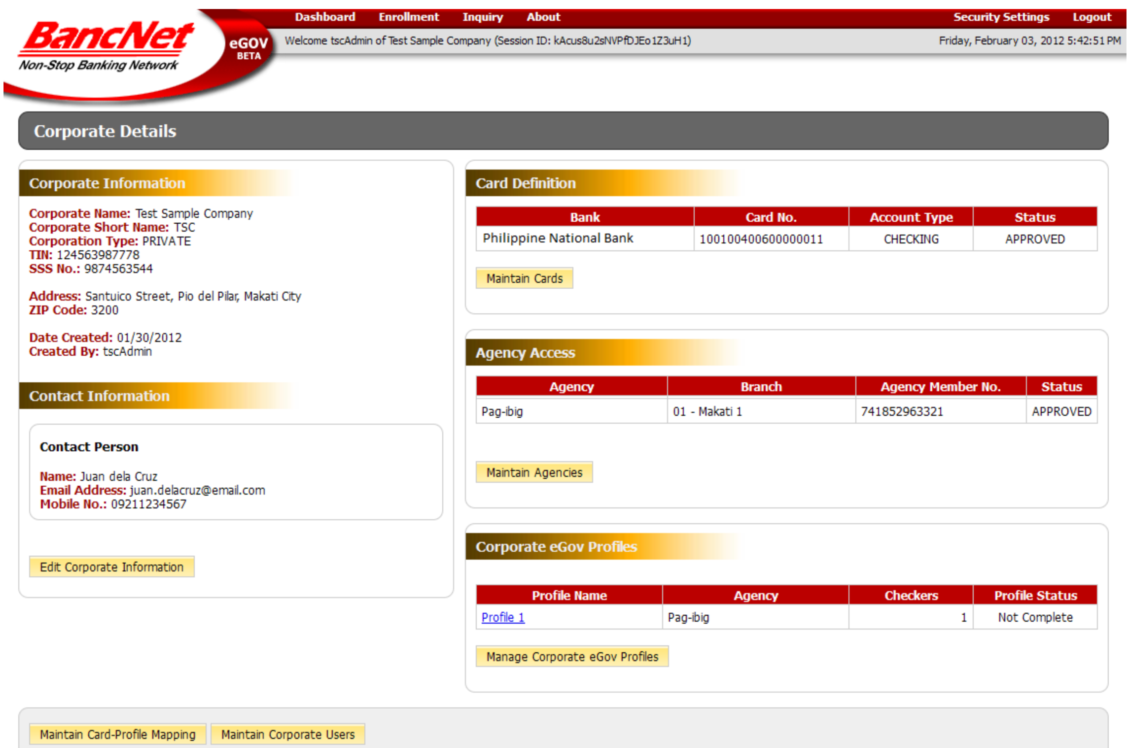
Administration Functions

View Corporate User

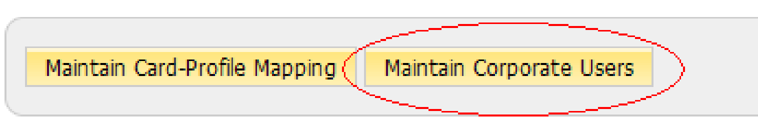
1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.



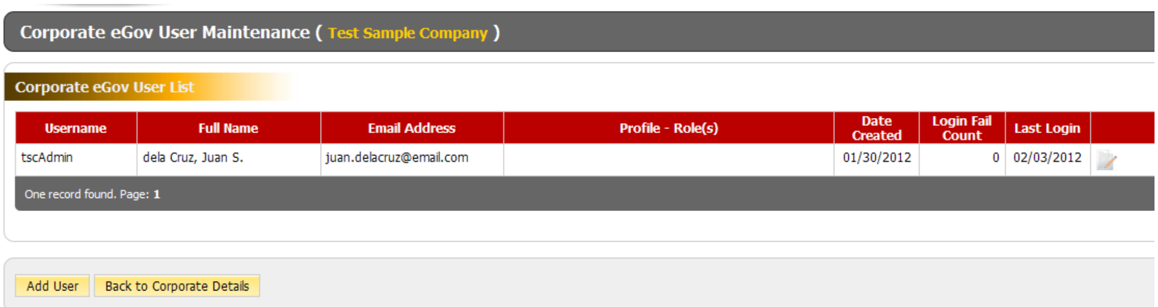
3. Corporate Details page will be displayed.



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

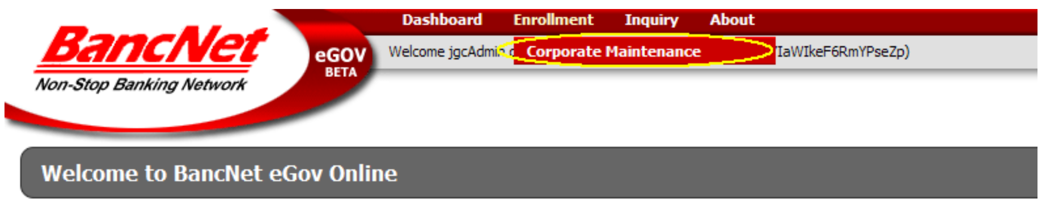


5. Corporate eGov User Maintenance page will be displayed. List of corporate users will be displayed on this page.

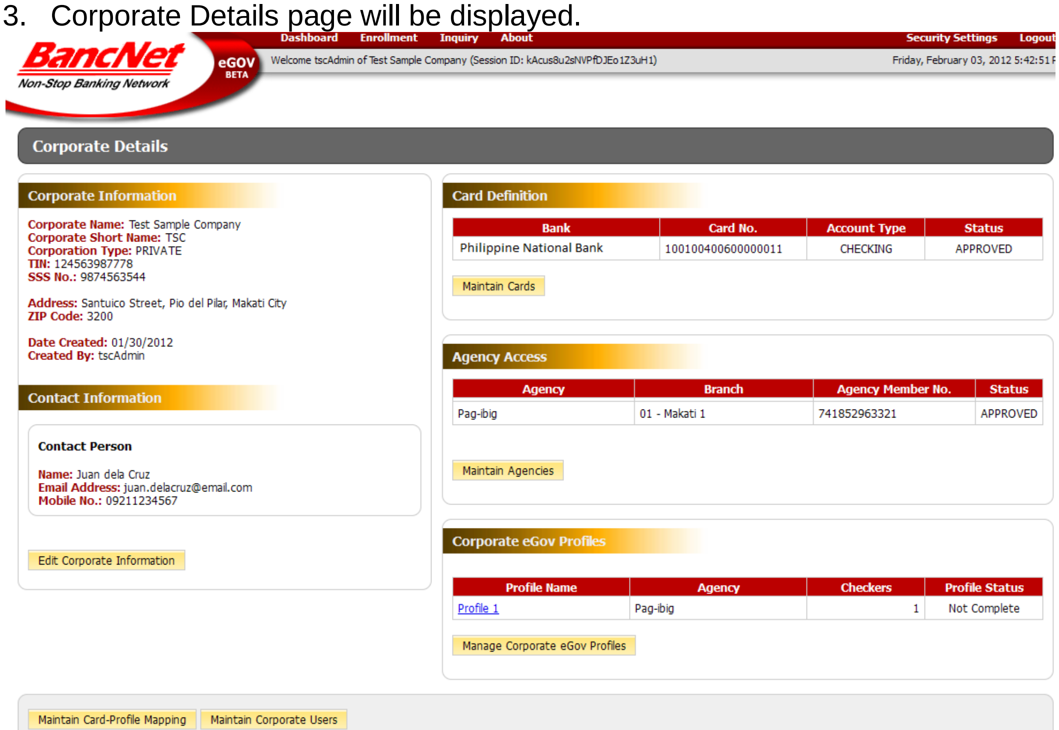


Add Corporate User

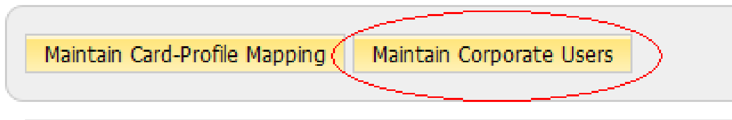
1. Login as Corporate Administrator.
2. Select the Enrollment tab and click Corporate Maintenance.



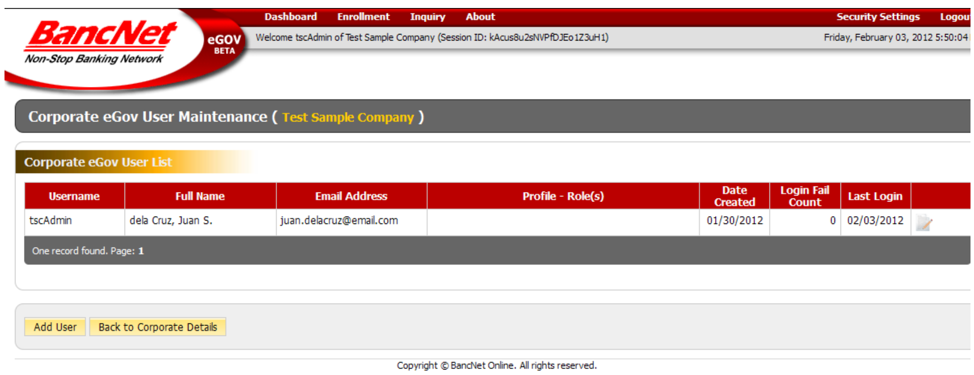
3. Corporate Details page will be displayed.



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

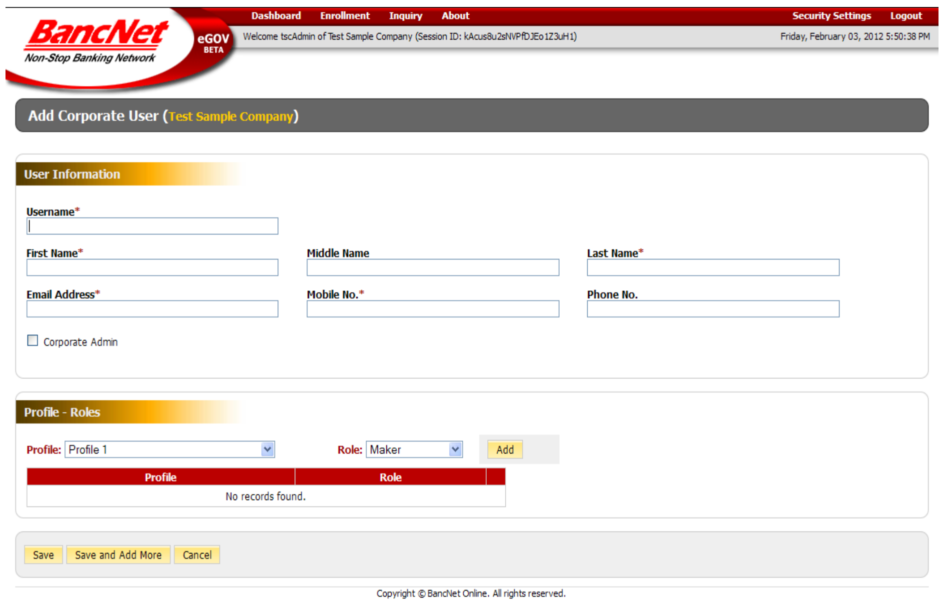


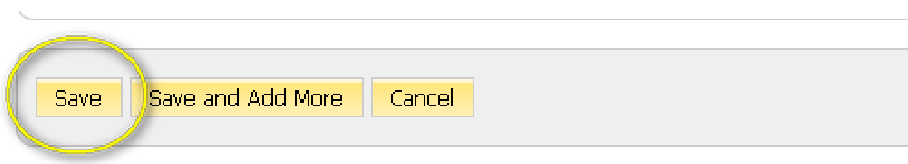
5. Corporate eGov User Maintenance page will be displayed. Click on the Add User button.



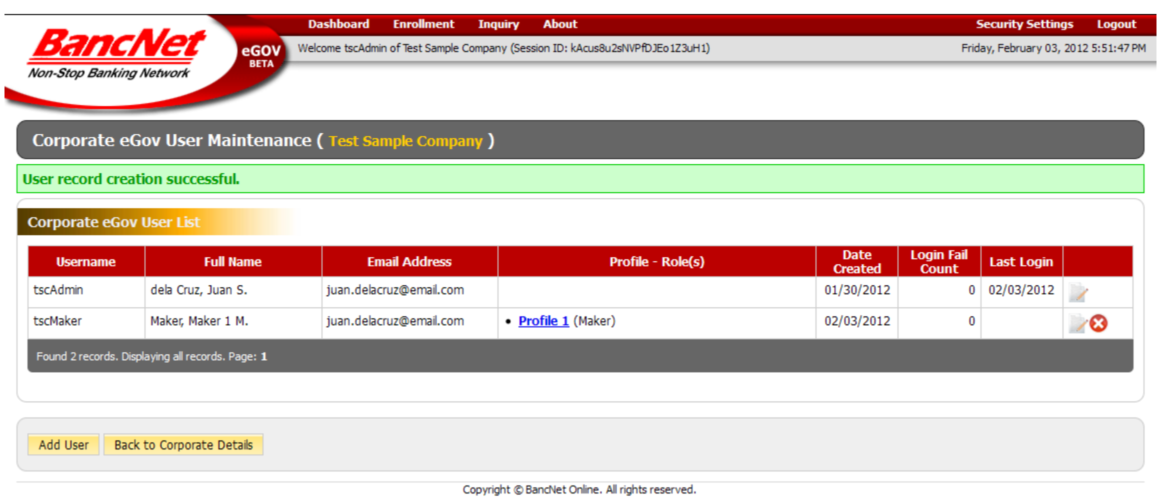
6. Corporate User page will be displayed. Supply the necessary information needed then click on Save to add the user or Save and Add More to add another.

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





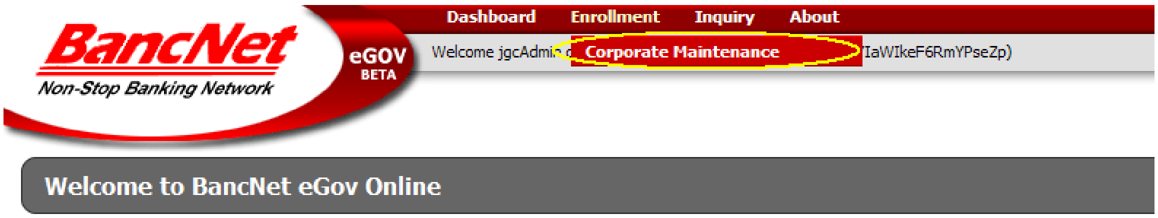
7. A message on top will be displayed indication successful transaction.



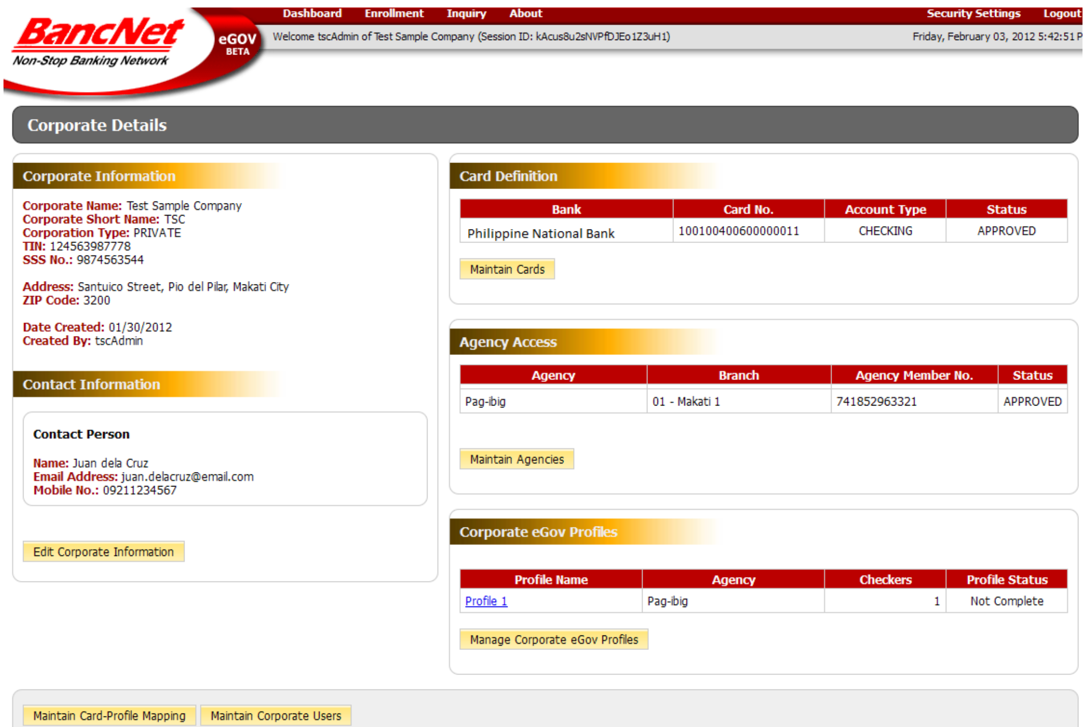
Edit Corporate User

1. Login as Corporate Administrator.

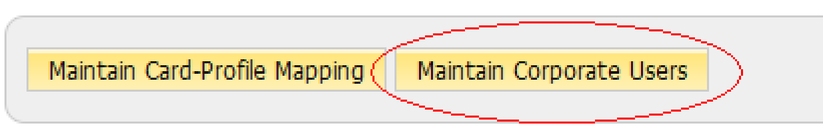
2. Select the Enrollment tab and click Corporate Maintenance.



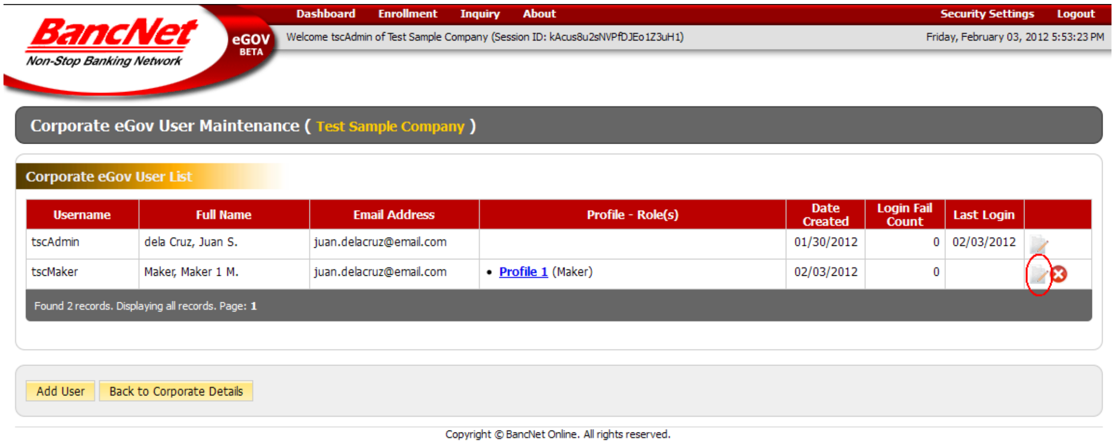
3. Corporate Details page will be displayed.



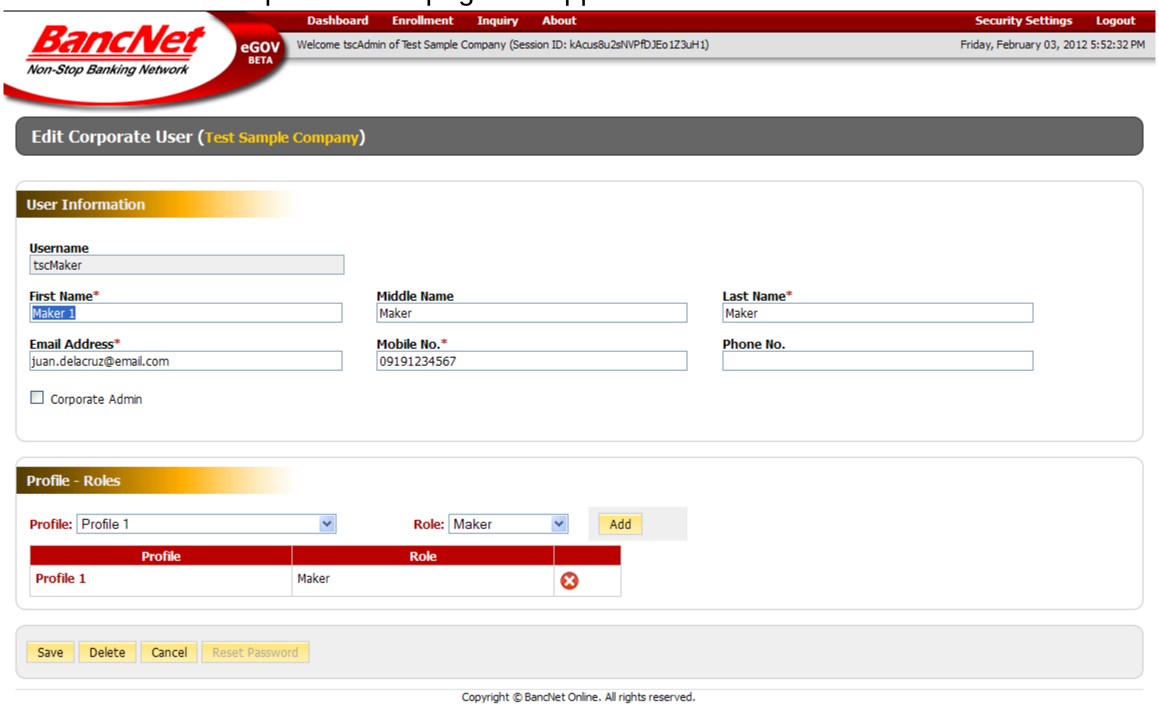
4. Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



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



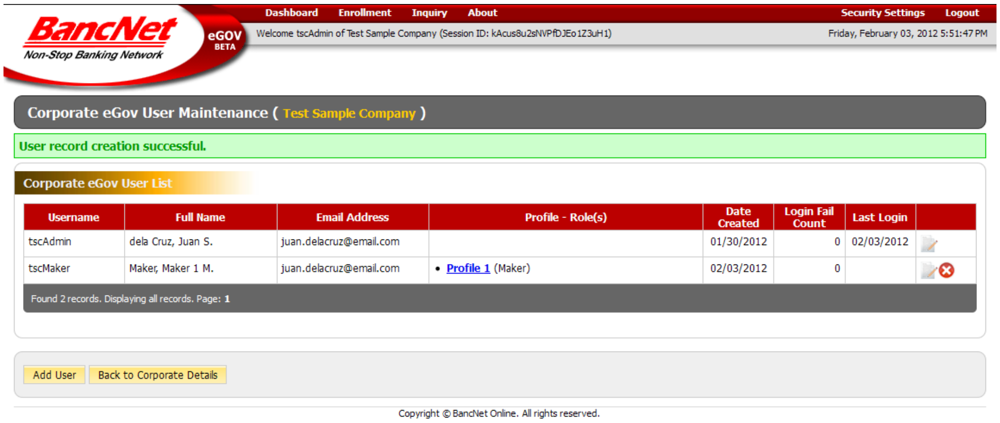
6. The Edit Corporate User page will appear.



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

7. Click on Save to update the information.

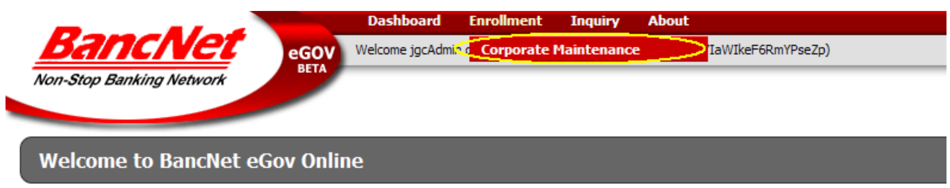
8. The Corporate eGov User Maintenance page will appear along with a message on top indicating successful record update.



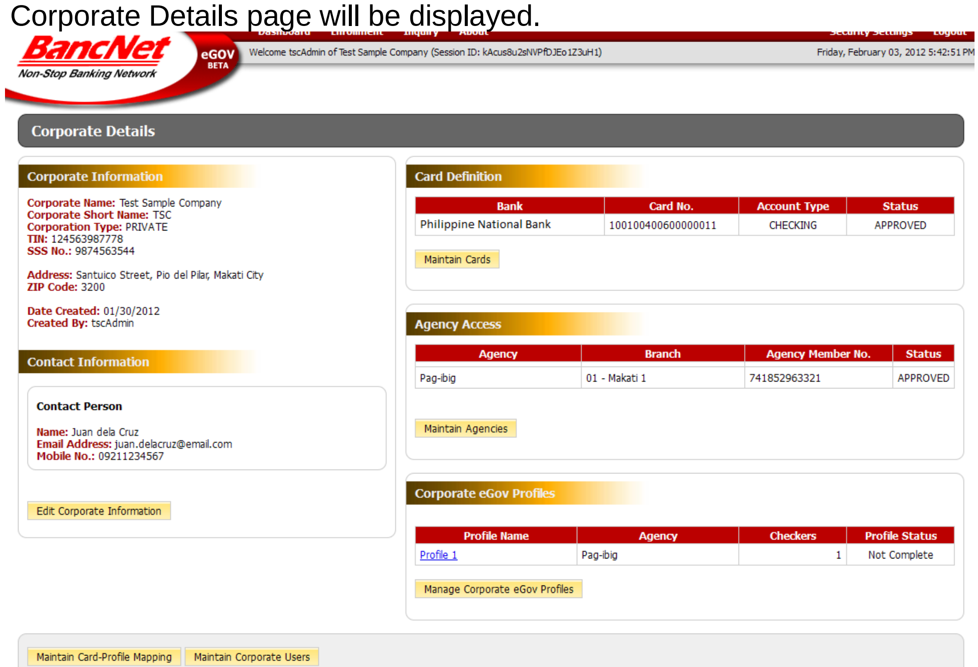
Delete Corporate User

1. Login as Corporate Administrator.

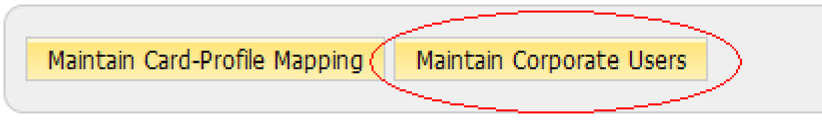
2. Select the Enrollment tab and click Corporate Maintenance.



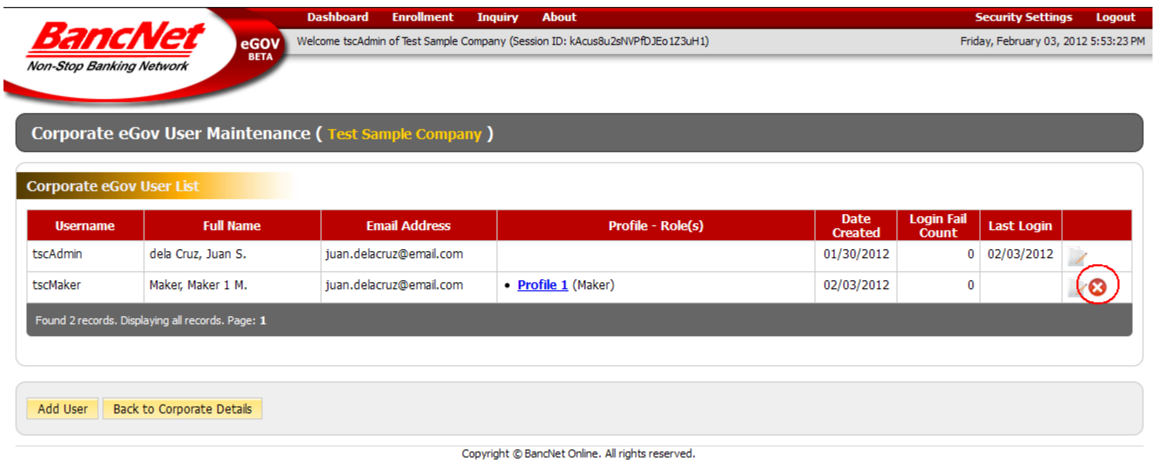
3. Corporate Details page will be displayed.



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

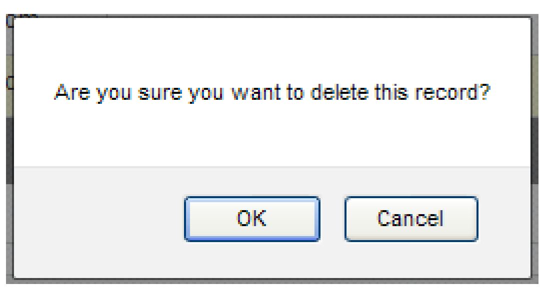


5. To delete a user, click on the cross image at the end of the row.

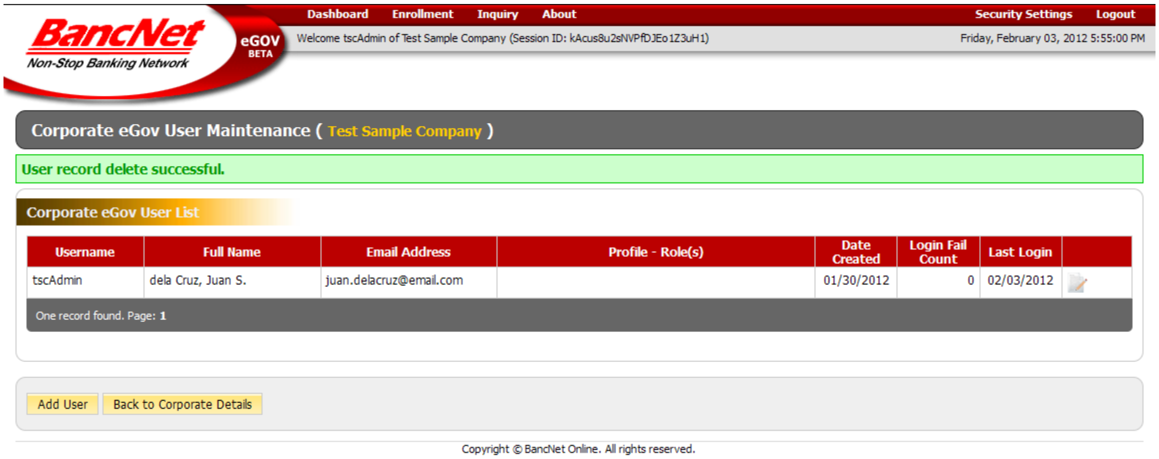


6. A user can also be deleted by clicking on the Edit icon and pressing the Delete button at the bottom of the Edit User page.

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



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

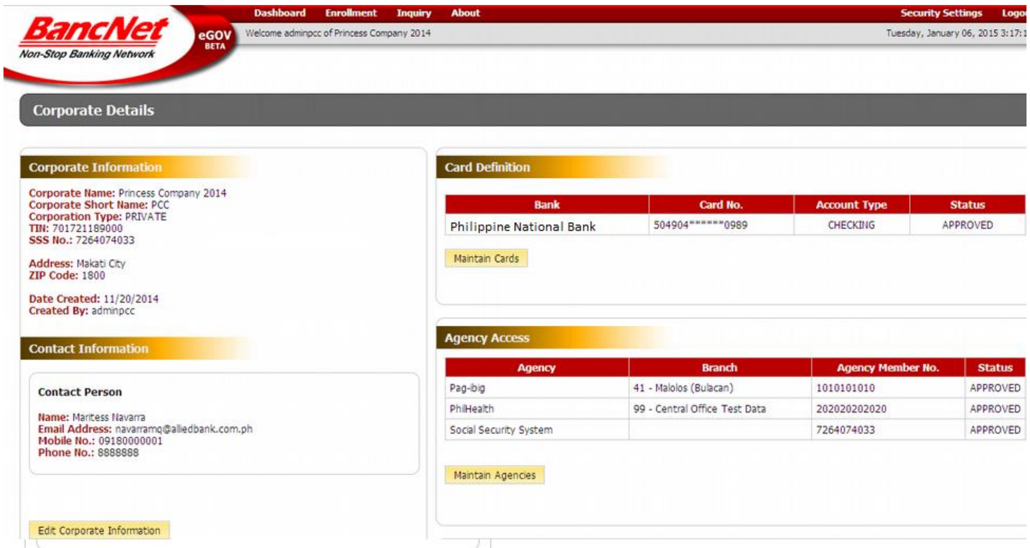


Forgot Password

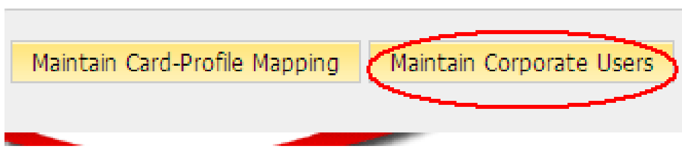
Note: Only locked passwords can be reset by the Corporate Administrator. If User has forgotten password, click the Forgot Password link found in the login page.

Password resetting procedure for other users:

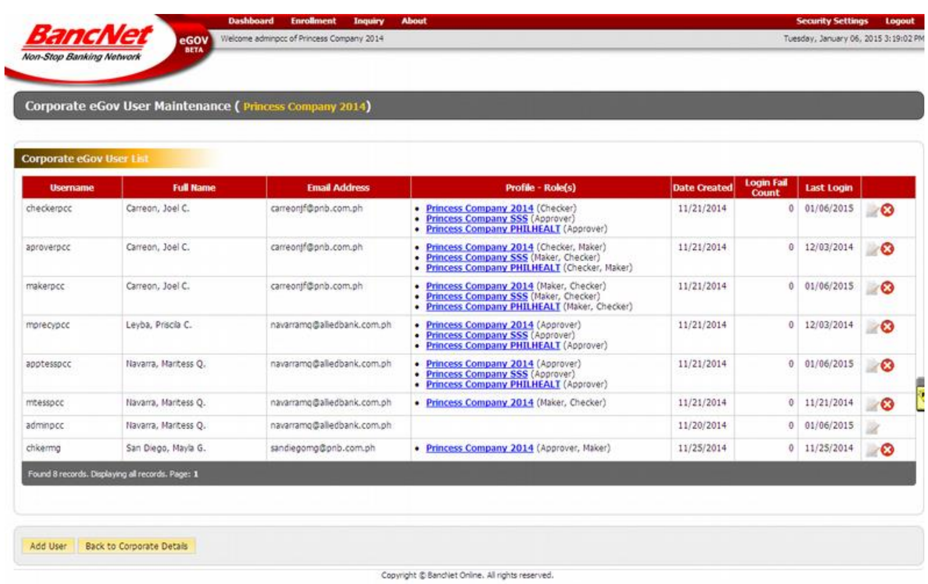
Login as Corporate Administrator and go to Enrollment- Corporate Maintenance.



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

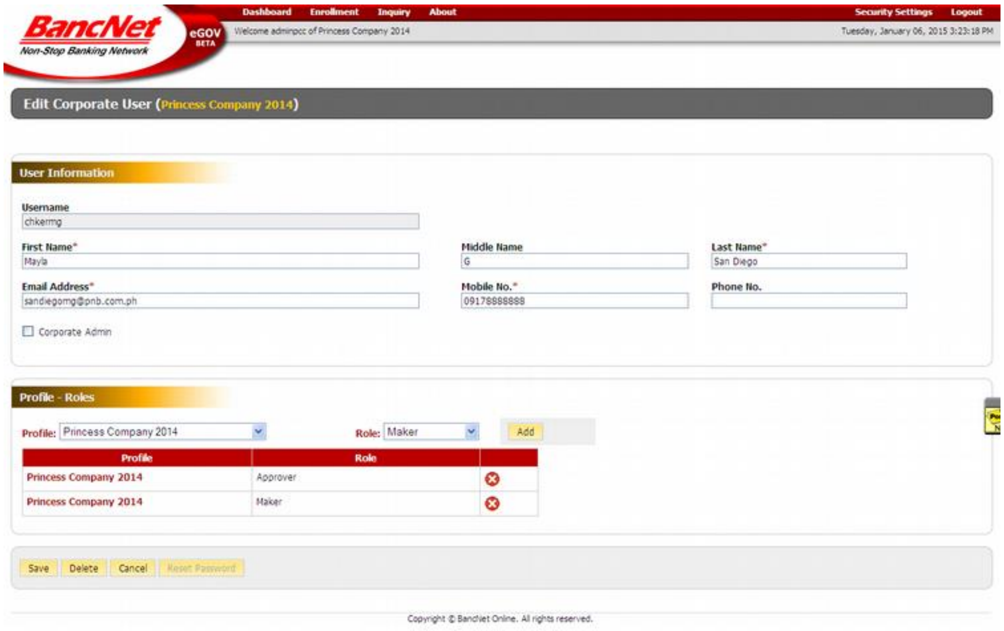


2. Select the user to reset the password by clicking on Edit.

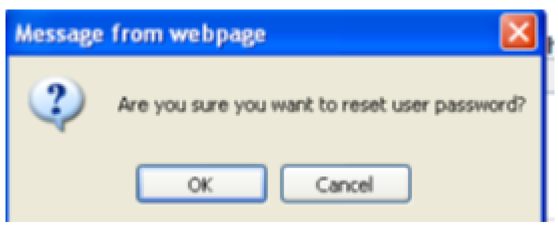


3. Once the user details are available, click on the Reset Password button.

Note: Reset Password button will only be available once the user's password has been locked.

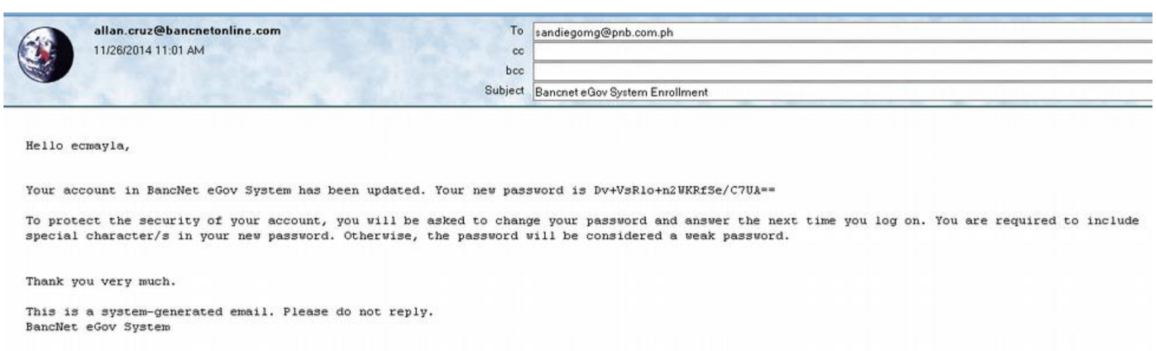


4. A message confirmation will pop up. Click OK to proceed.



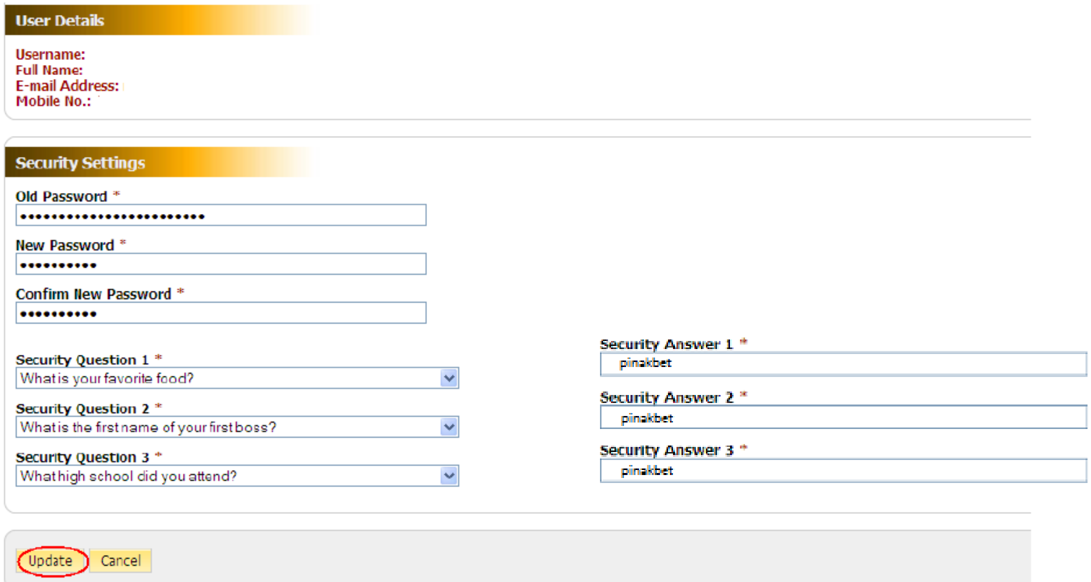
User shall receive an email confirmation that the password reset was successful.

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

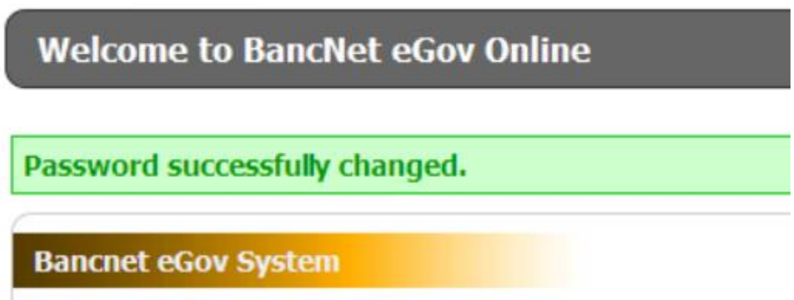


User must log in using the temporary password received over email. User will be asked to change the temporary password to a new password and update security questions and answers. Note that the user cannot use the previous 5 nominated passwords.

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



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

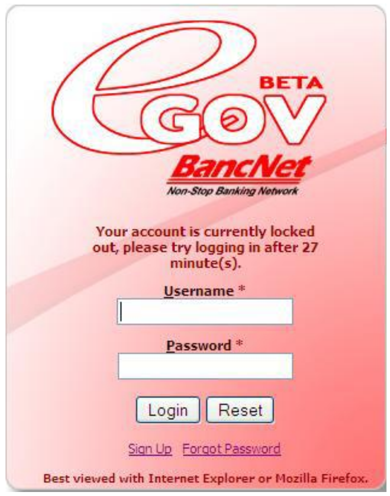


Password resetting procedure for Corporate Administrator:

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

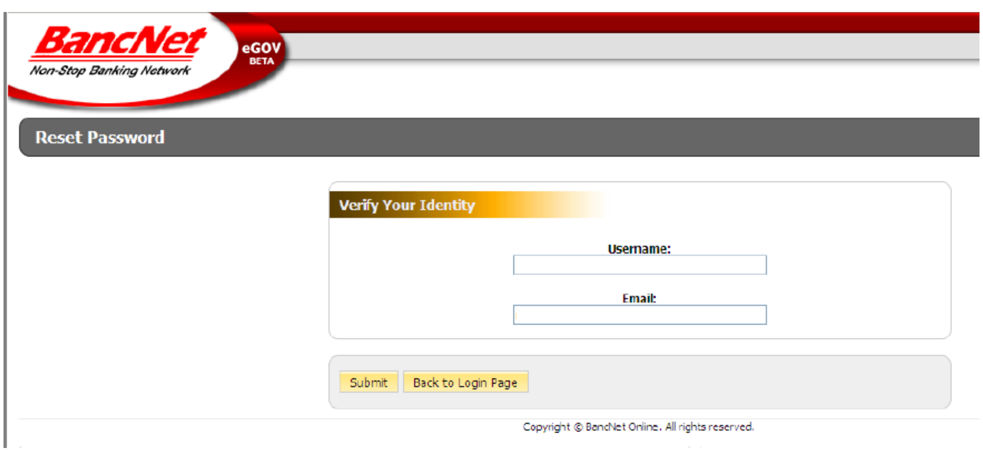
2. On the next login attempt, Administrator will be prompted that account is currently locked and will be asked to login after 30 minutes or less depending from the time of last login.

   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.



PAYMENT (Corporate Maker)

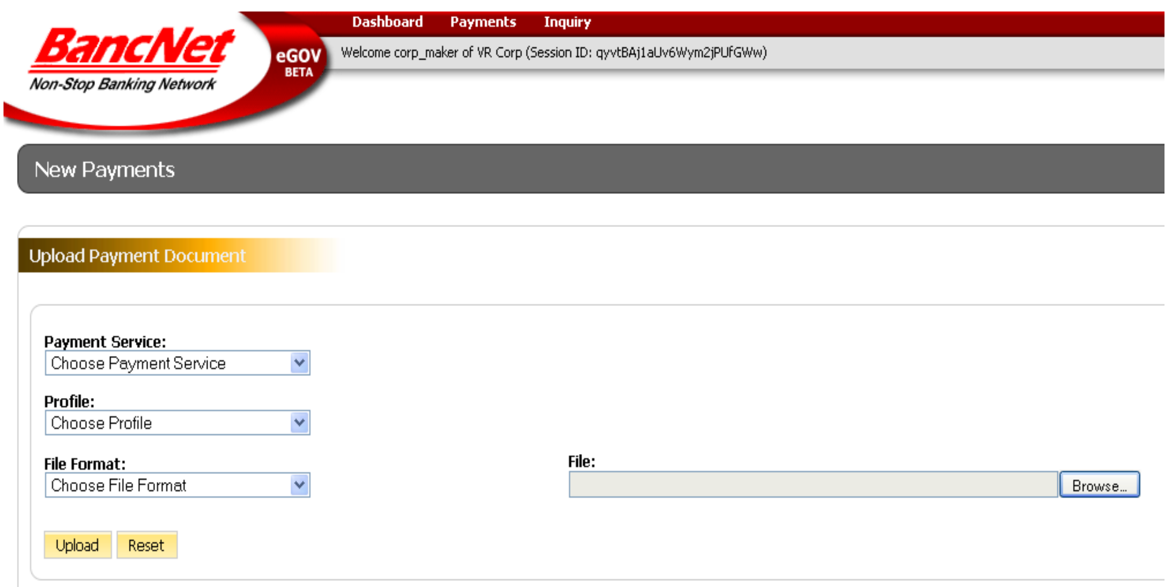
Upload Payment Document

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.)

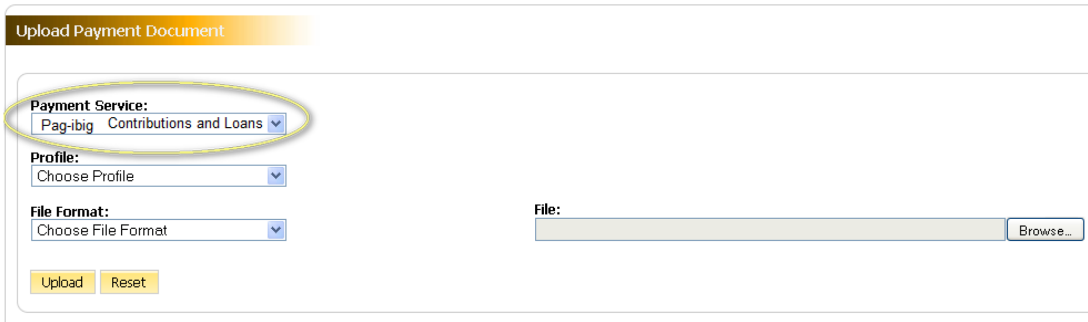
1. Login as corporate maker.

2. Select the Payments tab and click New Payments.

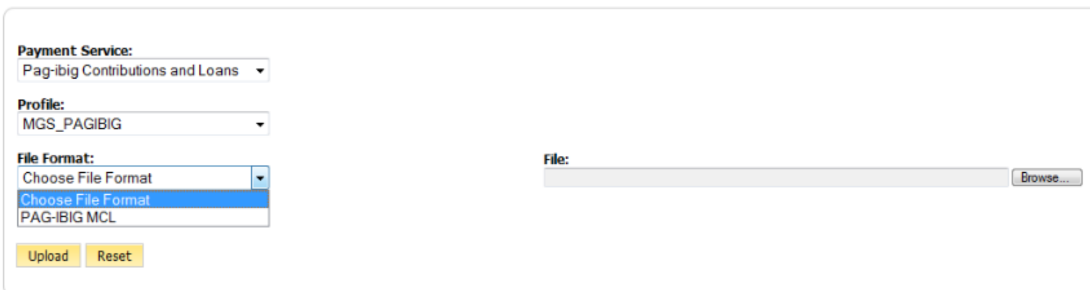
3. The payment document upload page will be displayed.



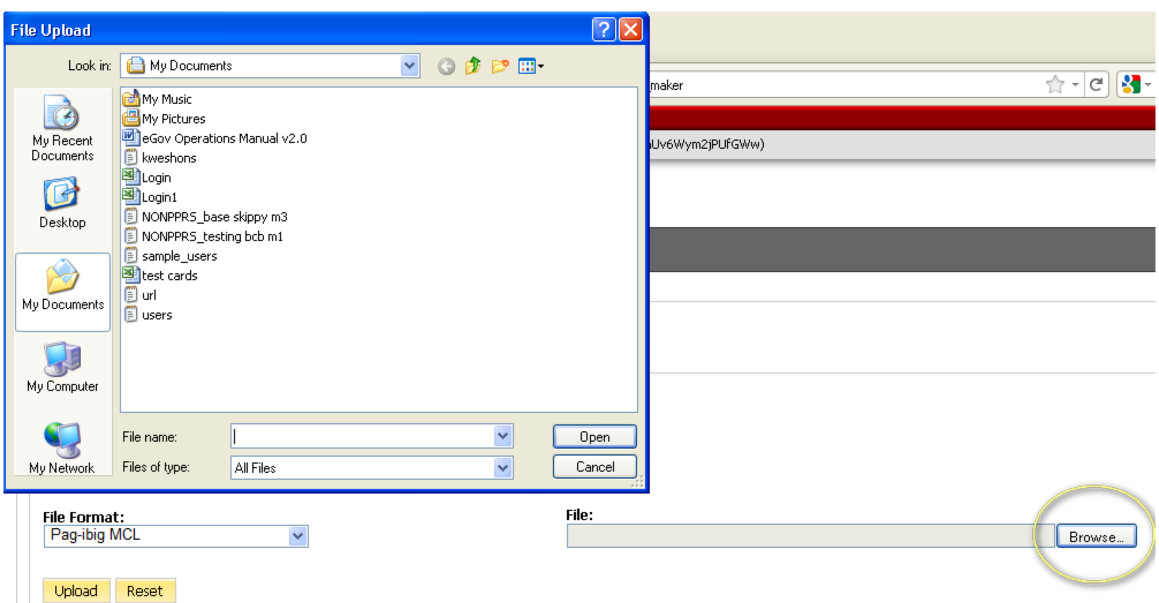
4. To make payments to Pag-ibig, choose Pag-ibig Contributions and Loans and if SSS, choose SSS Loans and Contributions under Payment Service, and choose Philhealth for Philhealth payments.



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.)



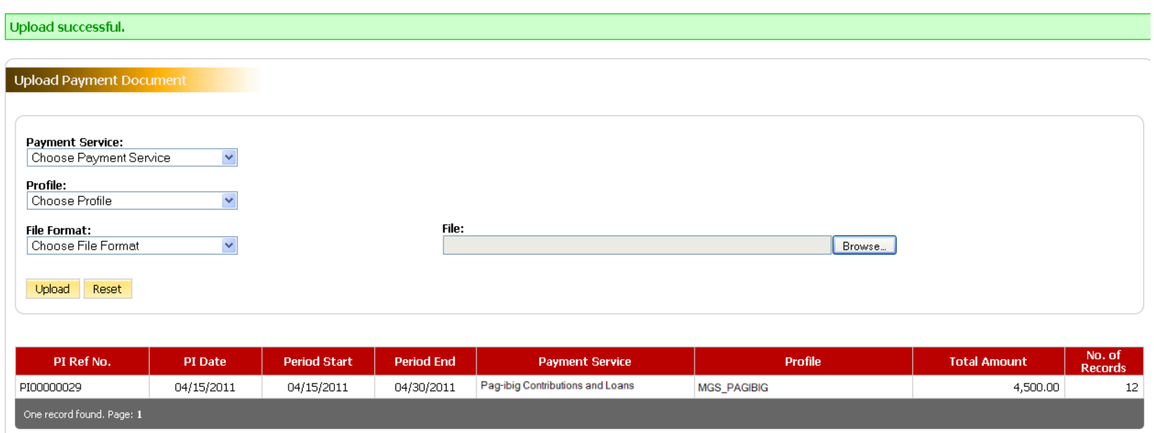
6. Click on the browse button. The File Upload window shall appear. (This step is not applicable for Philhealth.)



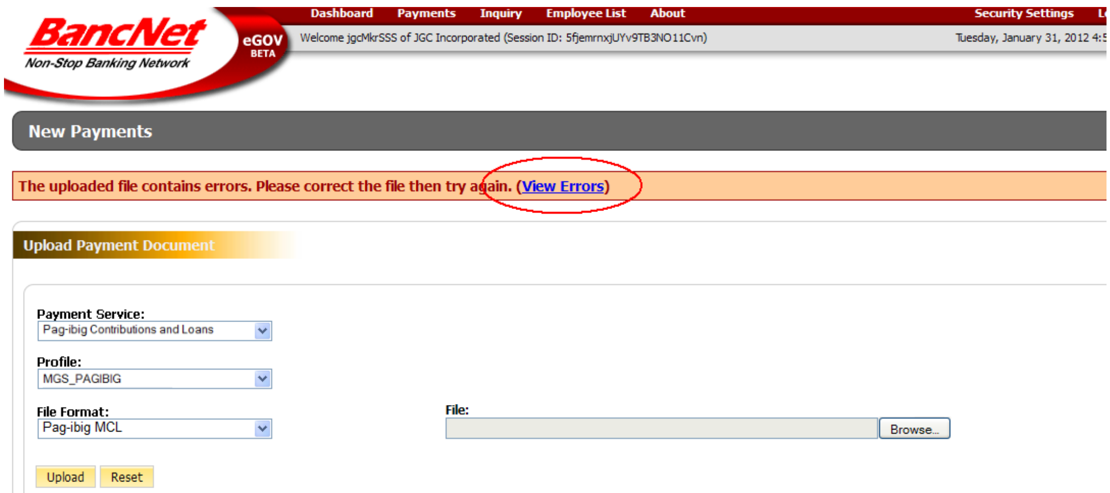
7. Navigate to the file then click on the Open button. The filename of the file selected will now be displayed. (This step is not applicable for Philhealth.)

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

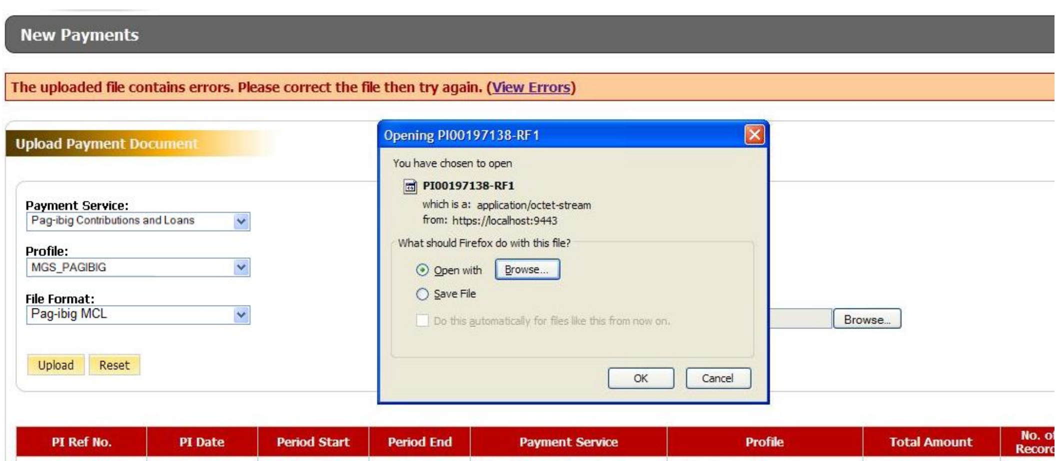
9. After uploading, a message on top indicating successful upload will be displayed. Details of the upload will be found listed on the table at the bottom.



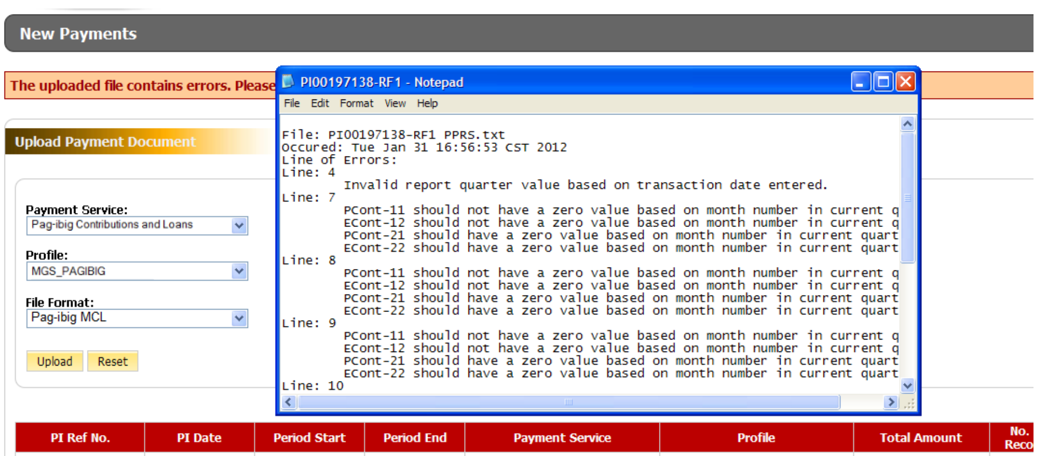
10. If the payment document contains error, a message on top indicating that file contains error will be displayed. There will be an error link to view the specific errors of uploaded file.



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:

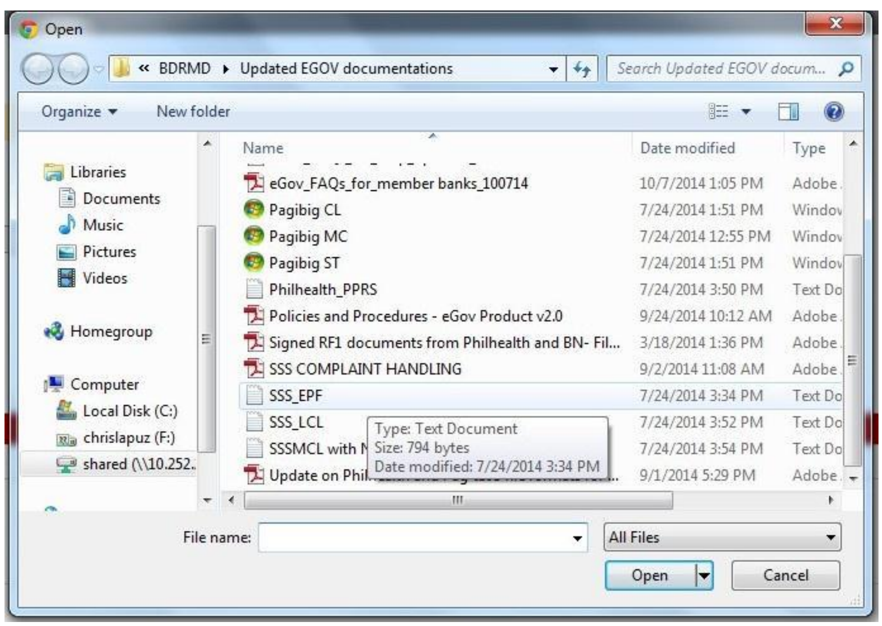


Transmit EPF (Employee Pre-validation File for SSS)

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

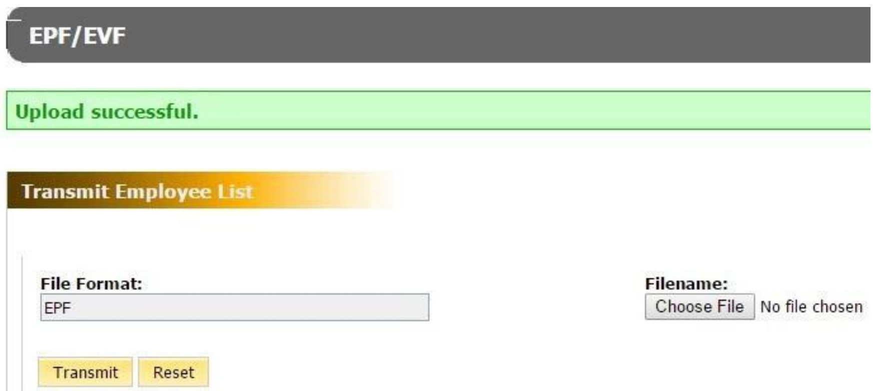
3. Click Choose File to look for the ÈPF file.

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



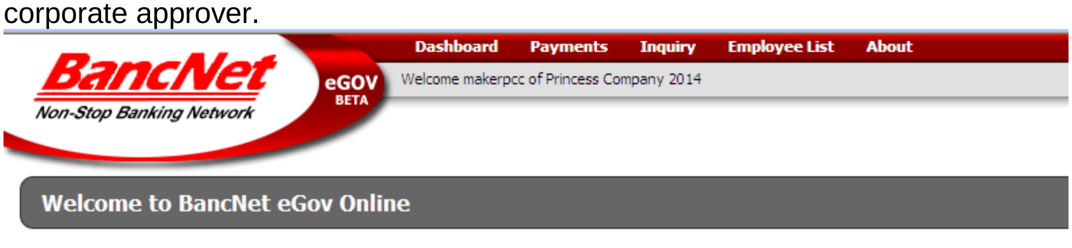
5. The file name of the file selected will now be displayed. To send the file, click Transmit.

6. A message on top indicates successful EPF transmission.

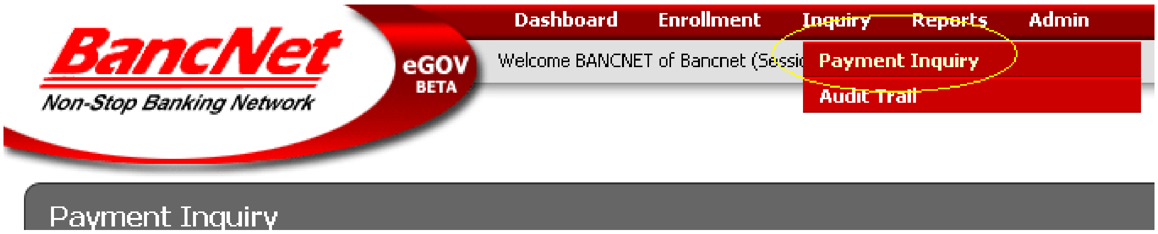


View Payment Instruction List

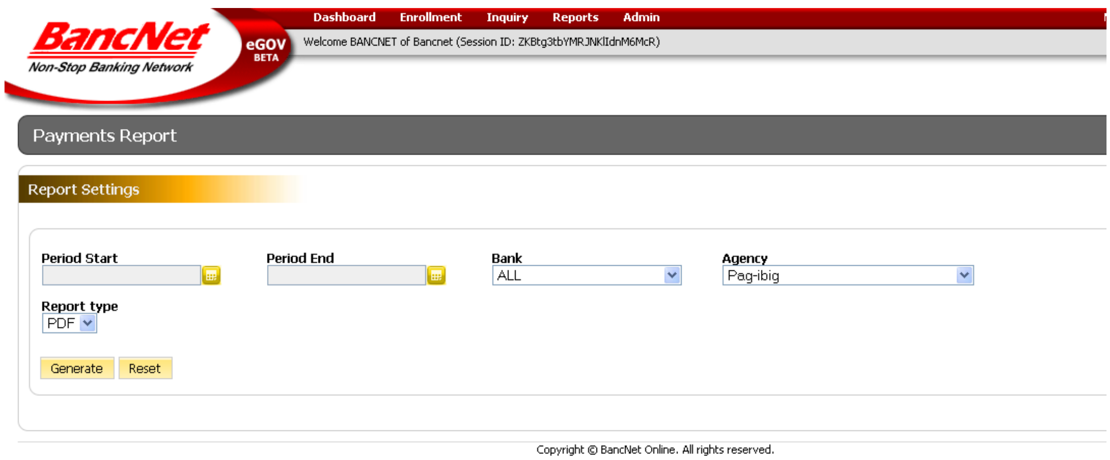
1. Login as Bancnet admin, bank admin, corporate maker, corporate checker or corporate approver.



2. Select the Inquiry tab and click Payment Inquiry.

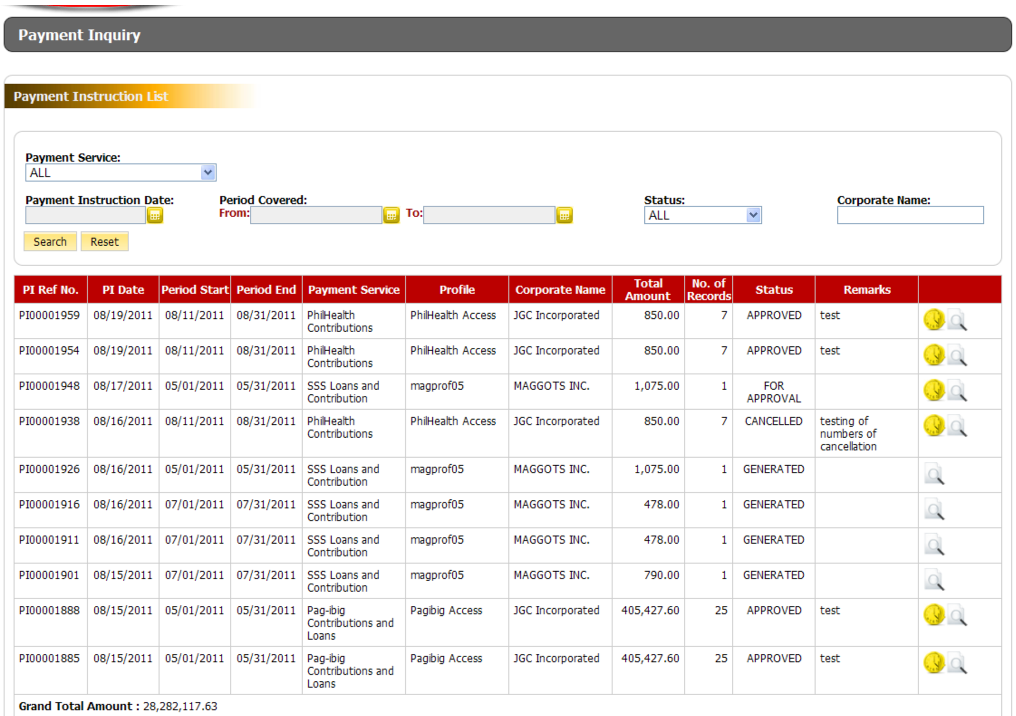


3. The Payment Inquiry search page will be displayed.



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.



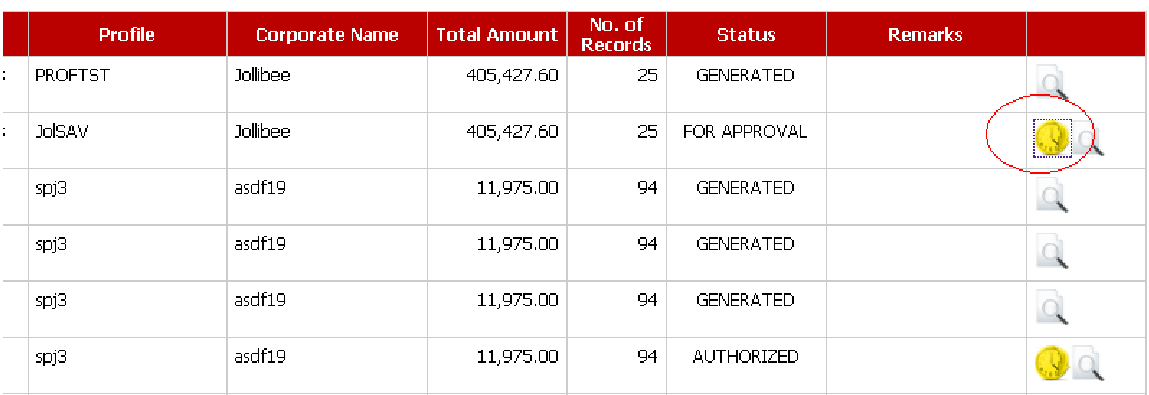
PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Corporate Name	Total Amount	No. of Records	Status	Remarks	
PI00001959	08/19/2011	08/11/2011	08/31/2011	PhilHealth Contributions	PhilHealth Access	JGC Incorporated	850.00	7	APPROVED	test	
PI00001954	08/19/2011	08/11/2011	08/31/2011	PhilHealth 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-ibig Contributions and Loans	Pagibig Access	JGC Incorporated	405,427.60	25	APPROVED	test	
PI00001885	08/15/2011	05/01/2011	05/31/2011	Pag-ibig Contributions and Loans	Pagibig Access	JGC Incorporated	405,427.60	25	APPROVED	test	

Grand Total Amount : 28,282,117.63

View Payment Instruction Transaction Receipt

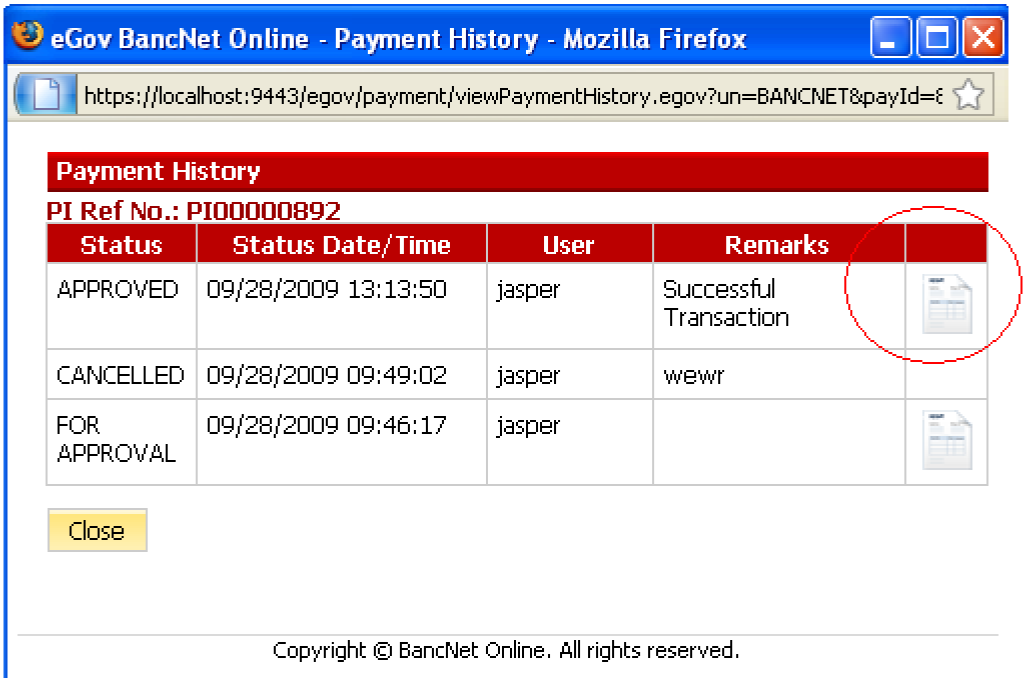
1. Do the previous steps for viewing the payment instruction list.

2. To view the payment document, click the clock image. Payment Documents with clock image are those which do not have **GENERATED** status.

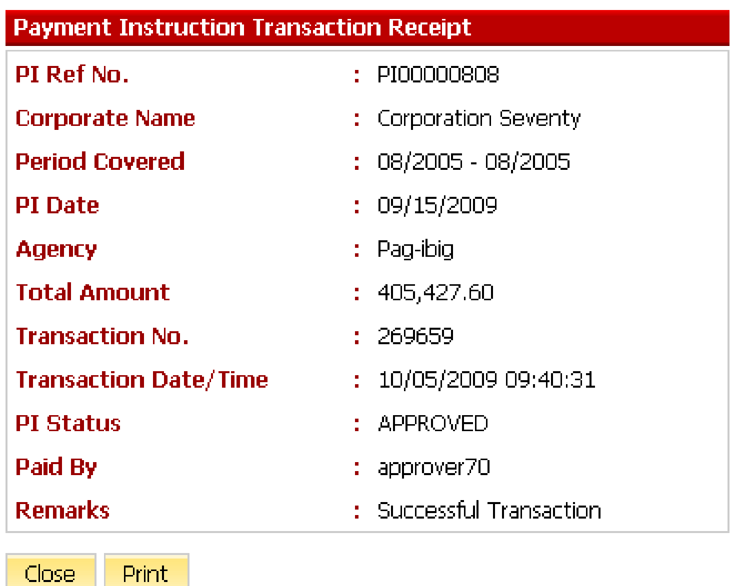


Profile	Corporate Name	Total Amount	No. of Records	Status	Remarks	
PROFTST	Jollibee	405,427.60	25	GENERATED		
JolSAV	Jollibee	405,427.60	25	FOR APPROVAL		
spj3	asdf19	11,975.00	94	GENERATED		
spj3	asdf19	11,975.00	94	GENERATED		
spj3	asdf19	11,975.00	94	GENERATED		
spj3	asdf19	11,975.00	94	AUTHORIZED		

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.

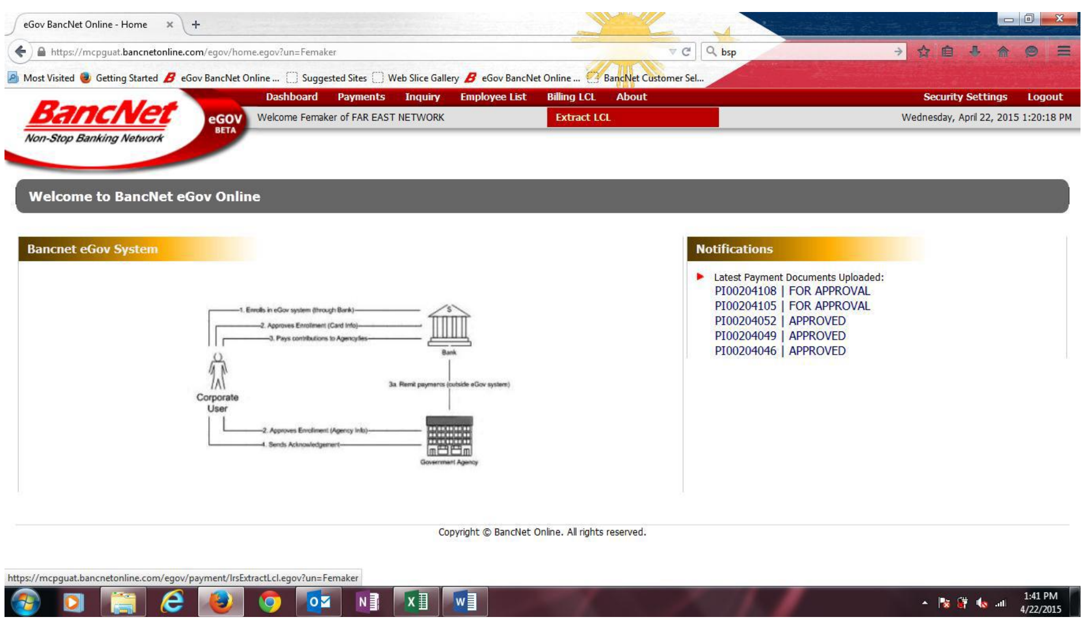
Member Details

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	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
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

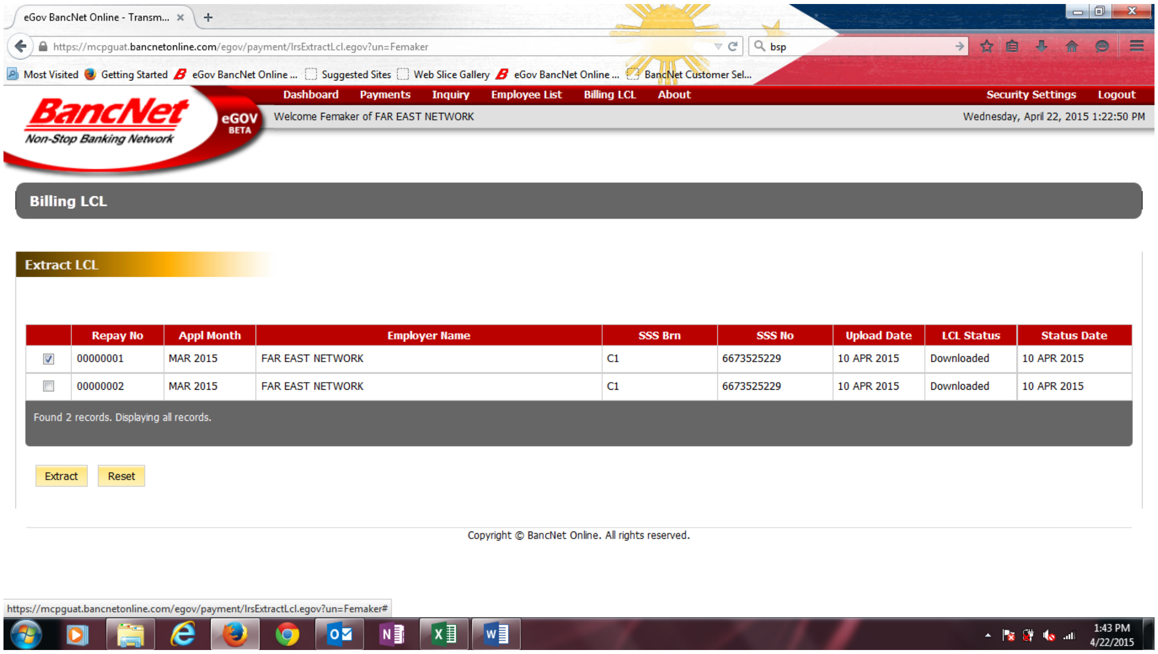
Back to Payment List

Extract SSS Billing LCL

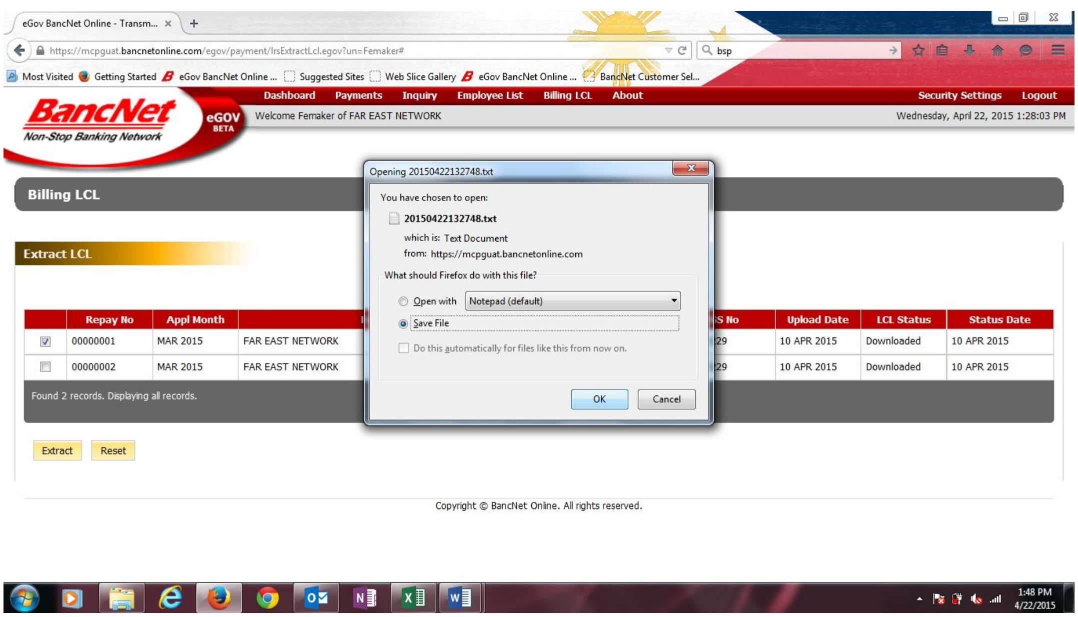
1. Login as corporate maker.
2. Select the Billing LCL tab and click Extract LCL.

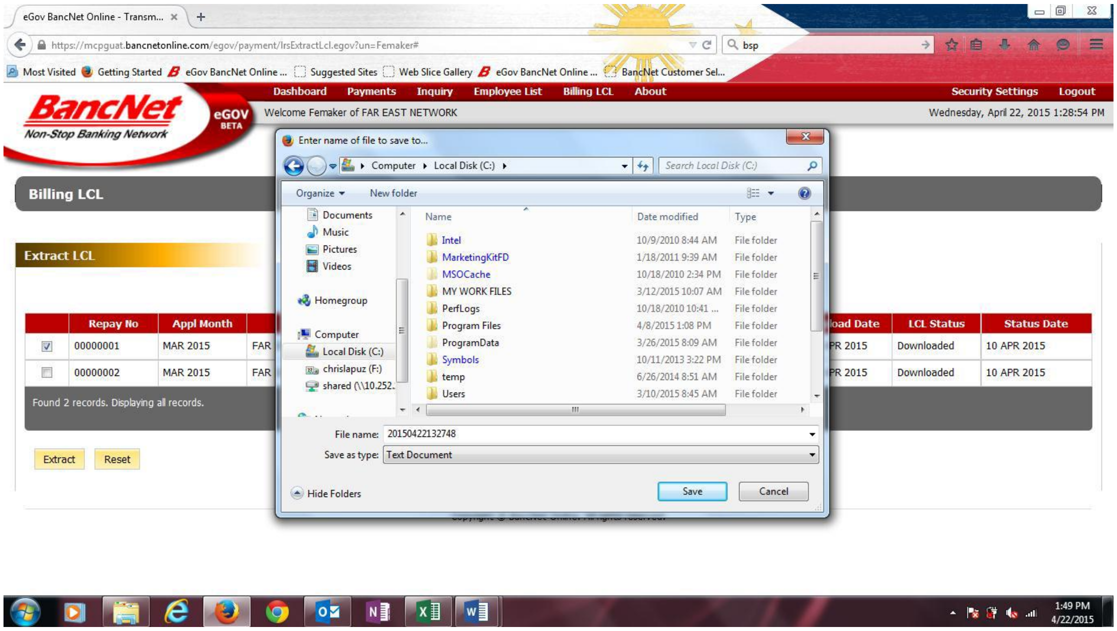


3. To download the Billing LCL file, click the box located in the left and then the Extract button.

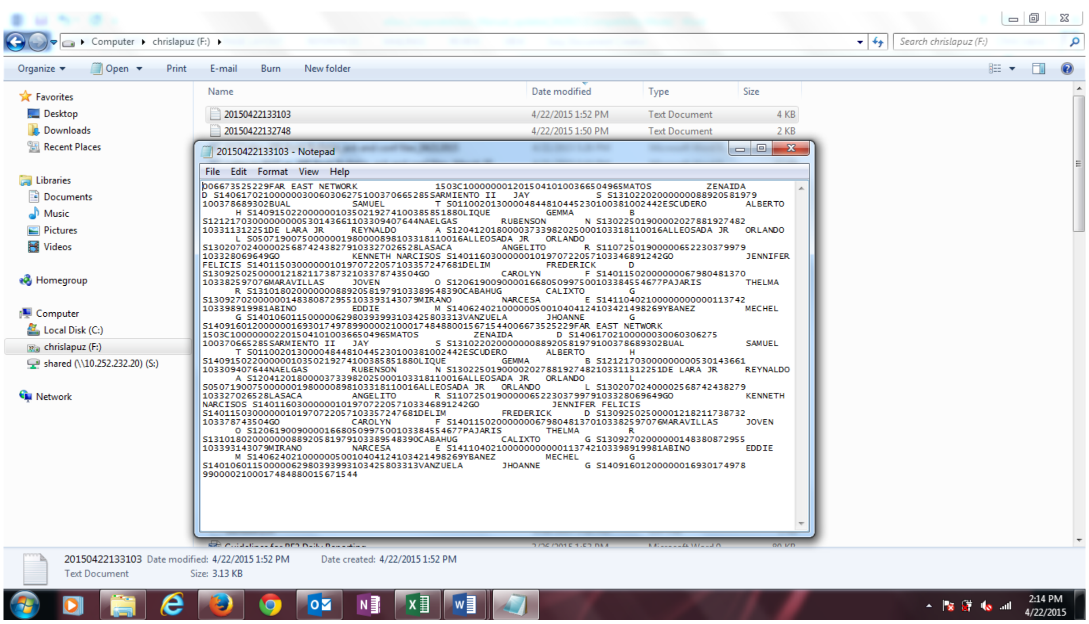


4. You will be asked to open or save the Billing LCL file. In saving the Billing LCL file, choose the directory and folder in your PC or laptop.





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

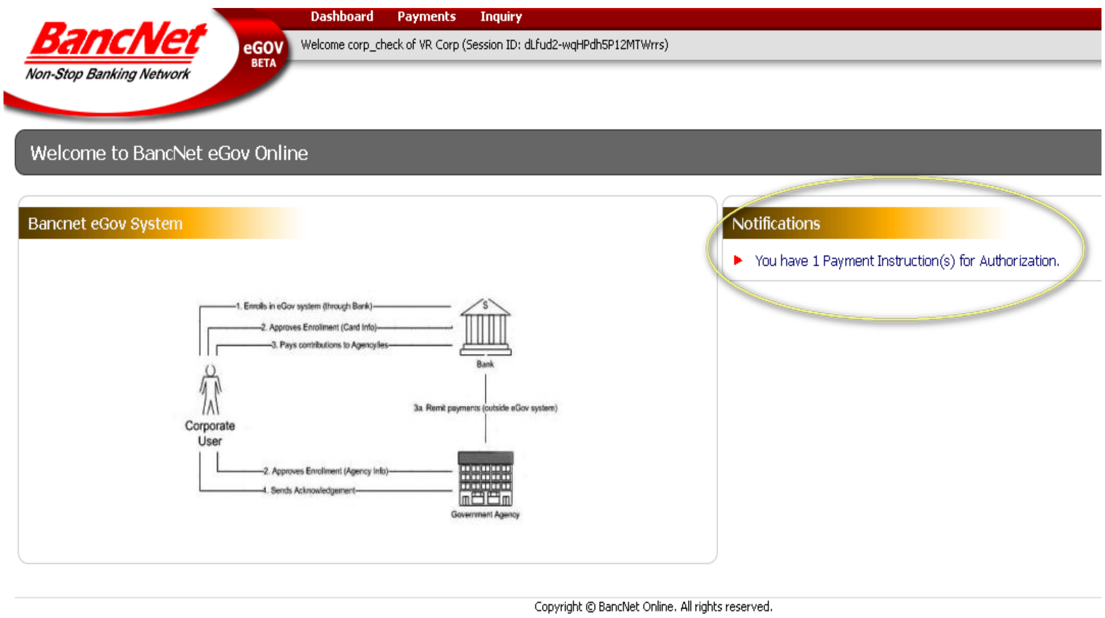


Authorization of Payment Transaction

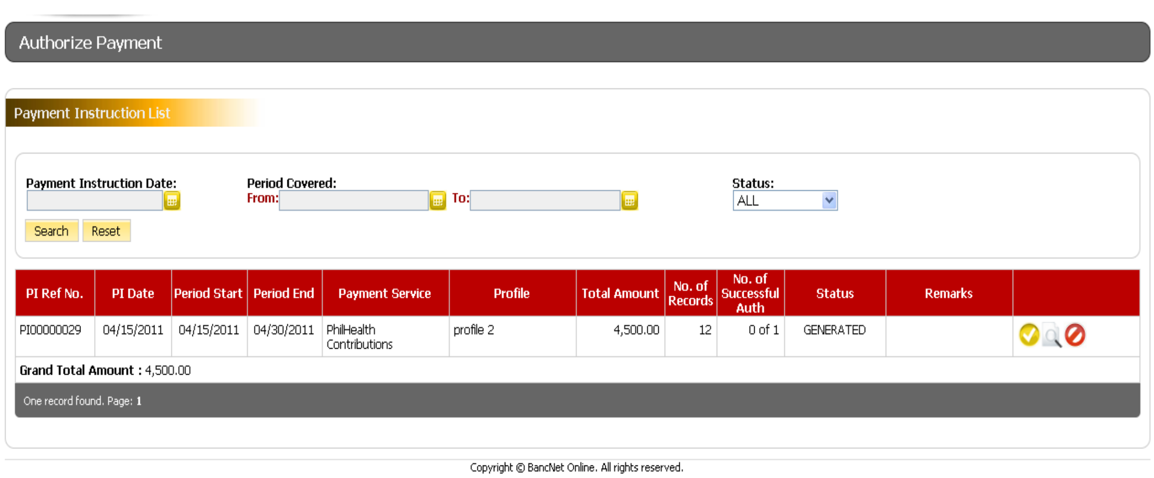
Authorize Philhealth Payment

1. Login as corporate checker.

2. Notification of payments for authorization will be displayed on the dashboard. Click on the link to continue.



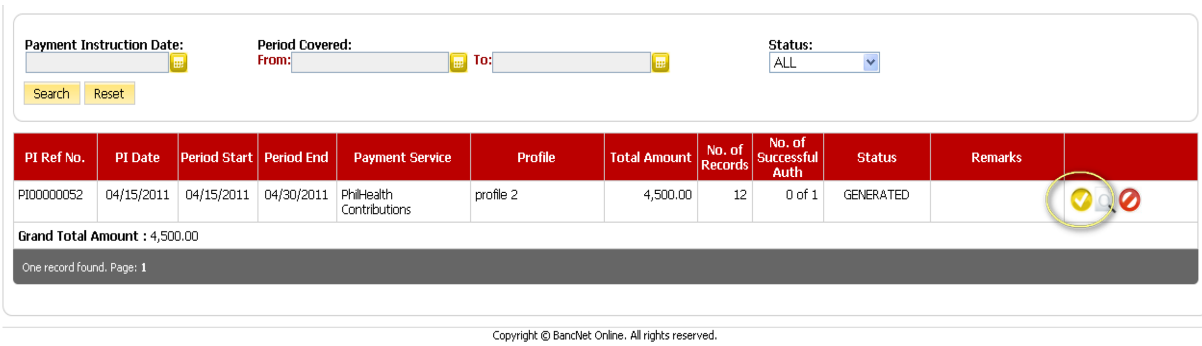
3. The Payment Instruction search page will be displayed.



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

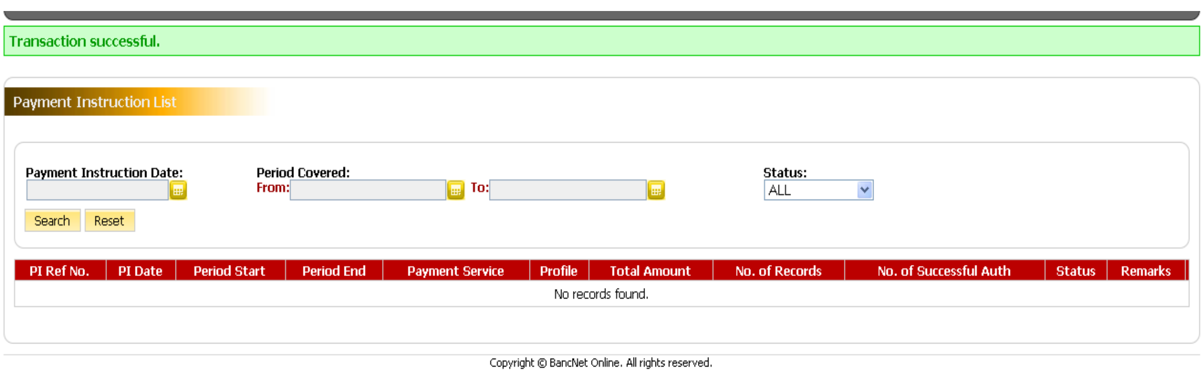
4. The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.

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



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

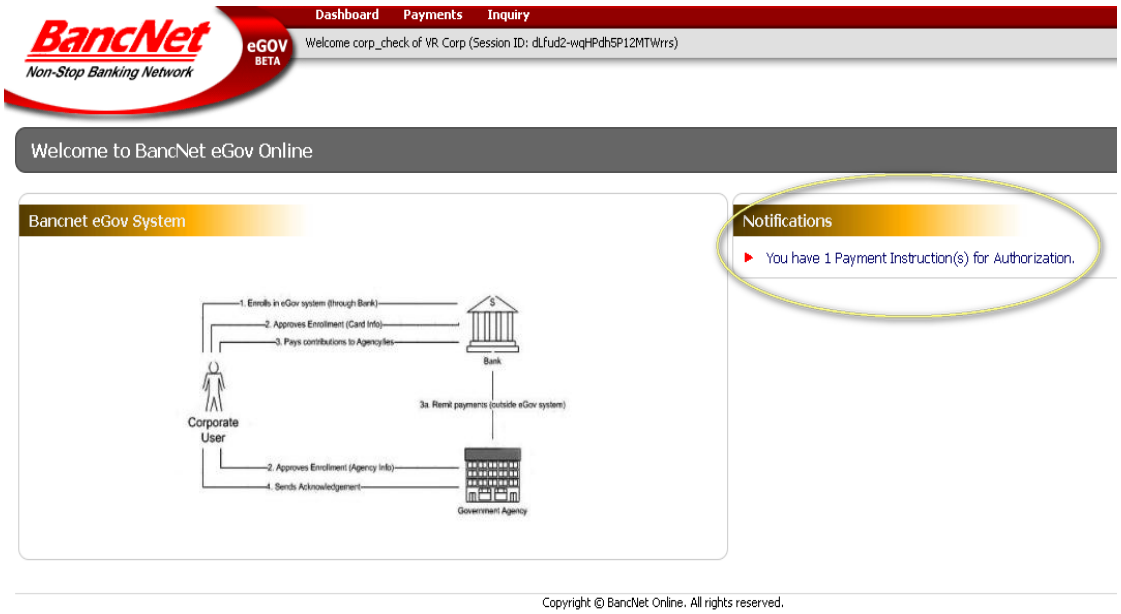
7. A message on top indicates successful authorization. The document is then removed from the list below.



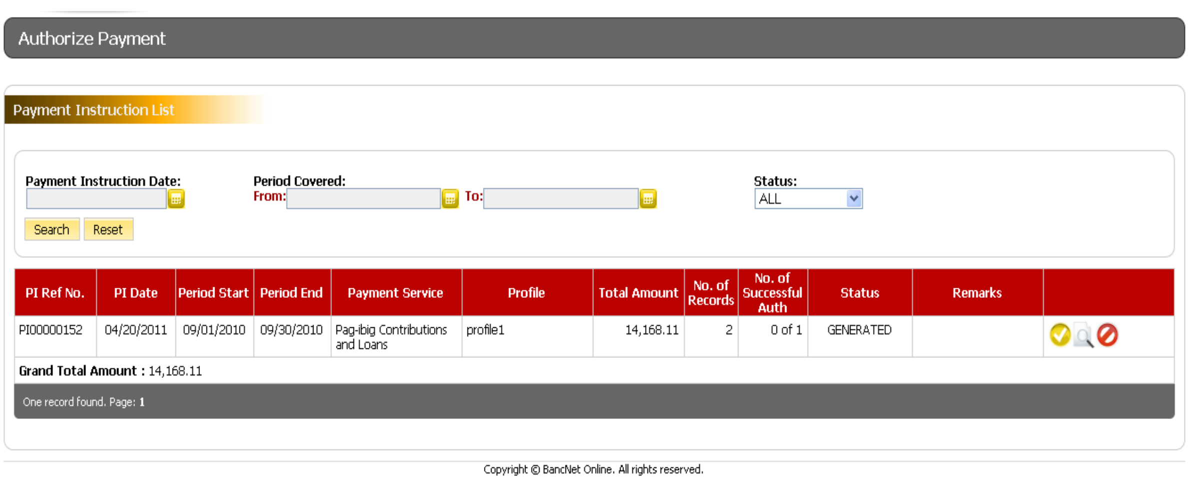
Authorize Pag-Ibig Payment

1. Login as corporate checker.

2. Notification of payments for authorization will be displayed on the dashboard. Click on the link to continue.



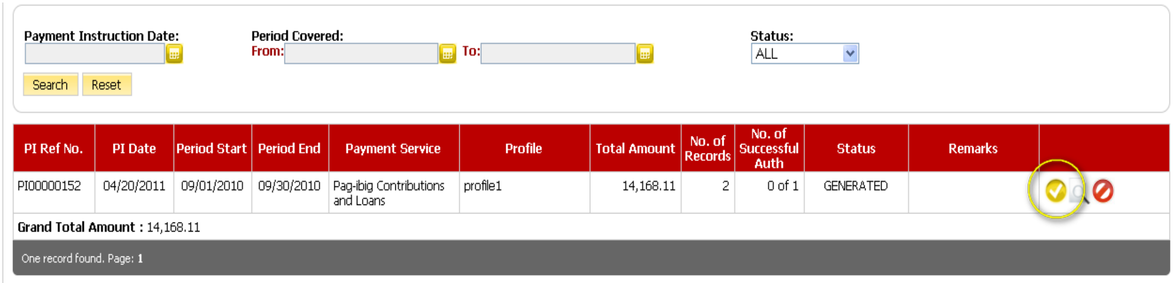
3. The Payment Instruction search page will be displayed.



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

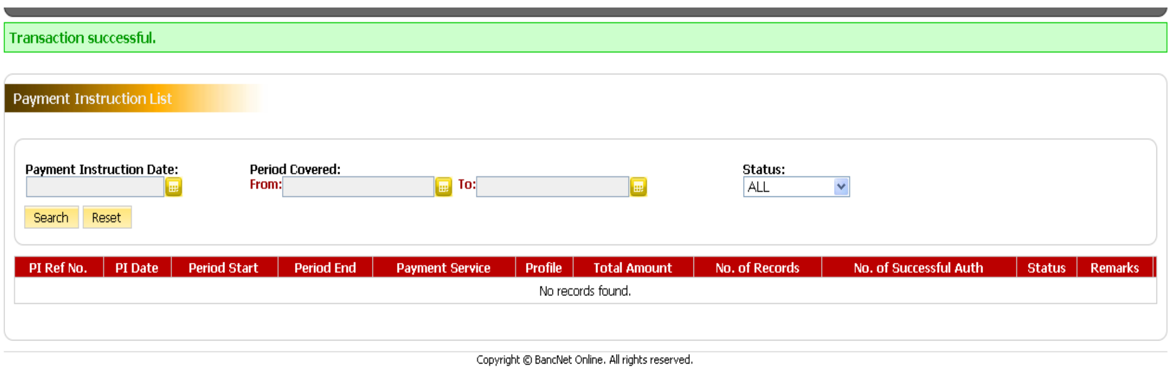
6. The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.

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



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

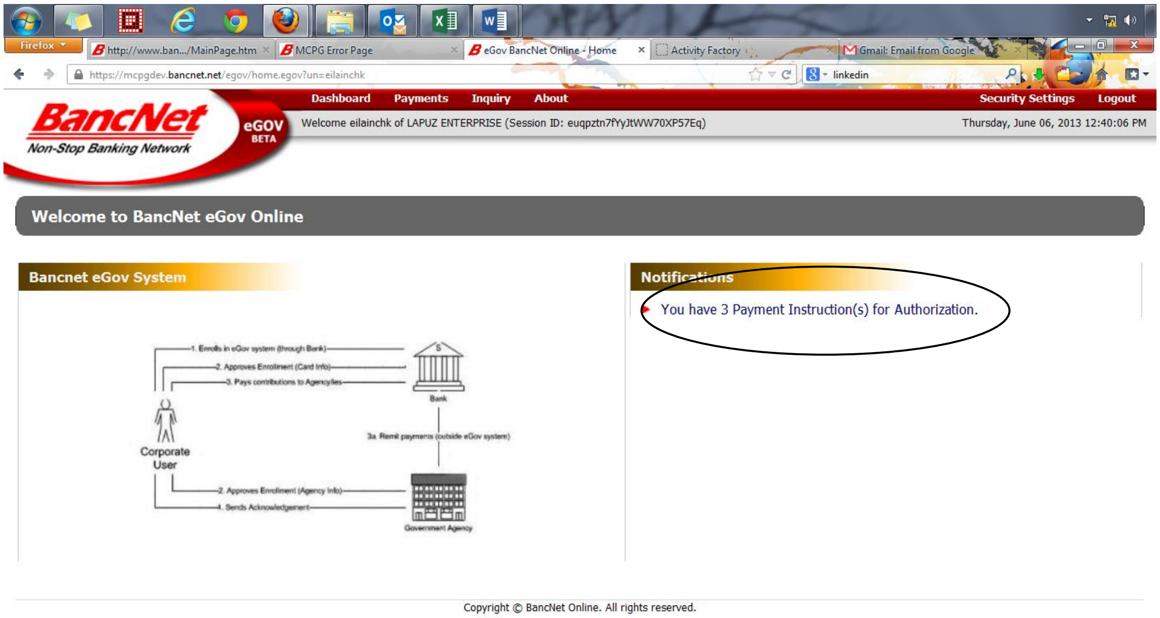
9. A message on top indicates successful authorization. The document is then removed from the list below.



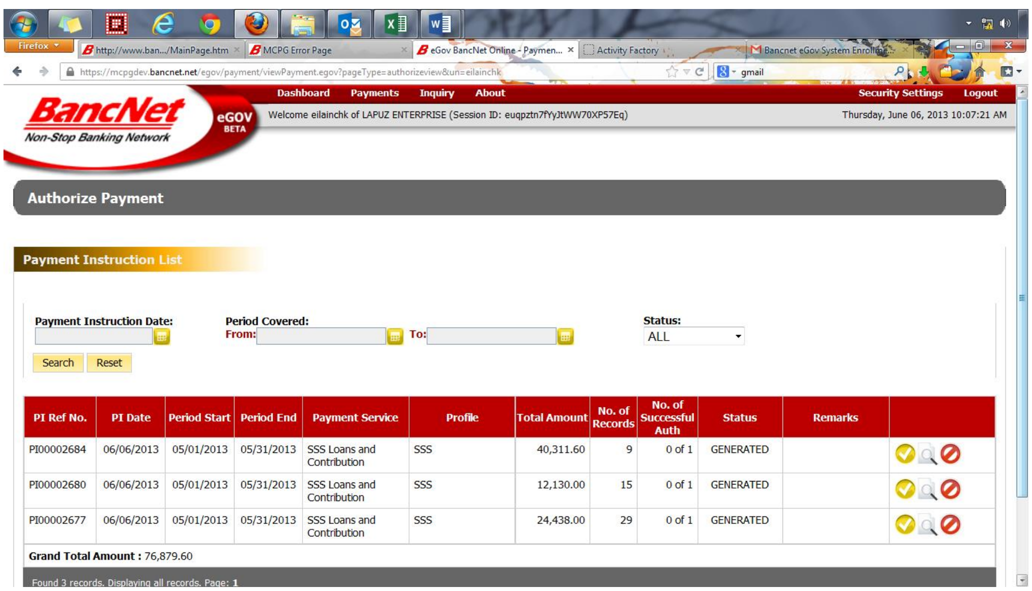
Authorize SSS Payment

1. Login as corporate checker.

2. Notification of payments for authorization will be displayed on the dashboard. Click on the link to continue.



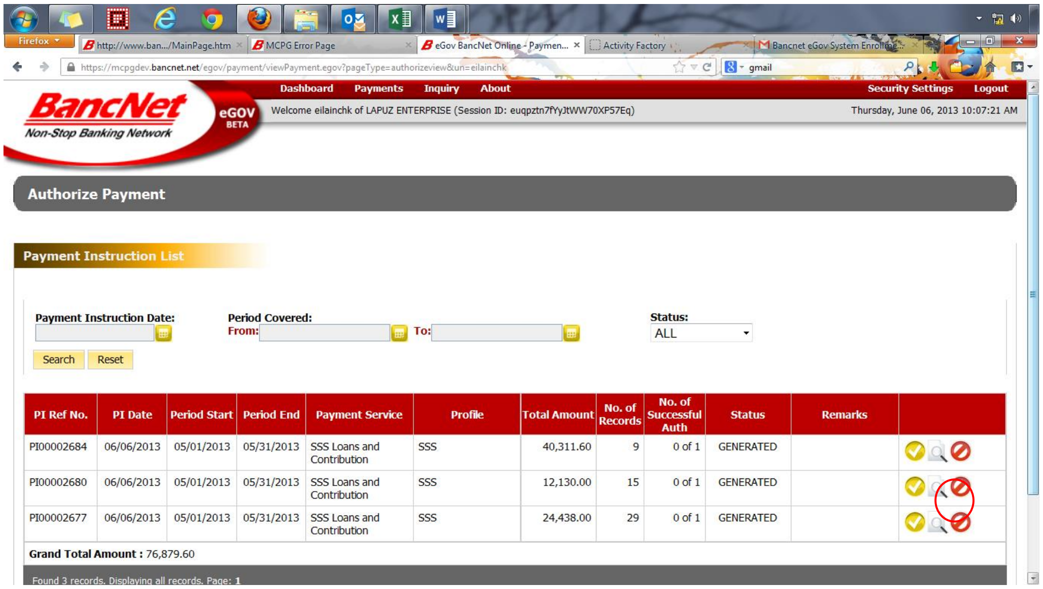
3. The Payment Instruction search page will be displayed.



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

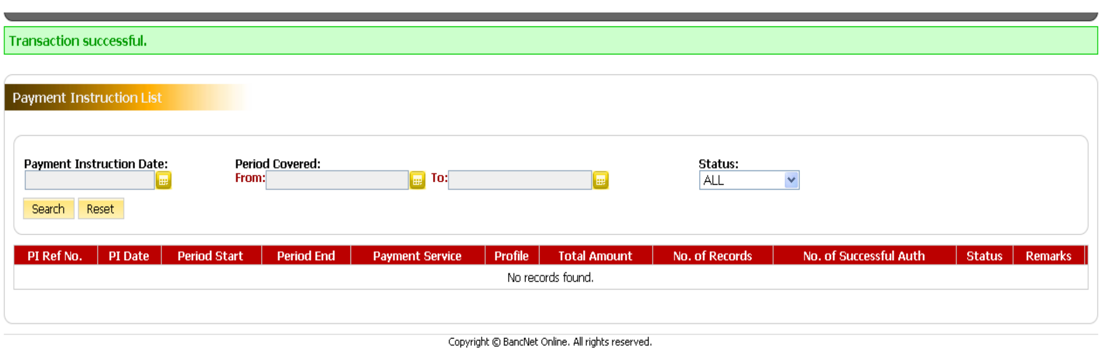
4. The list of payments can be filtered by entering search parameters of the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.

5. To 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.



Cancellation of Payment Transaction (Checker/Approver)

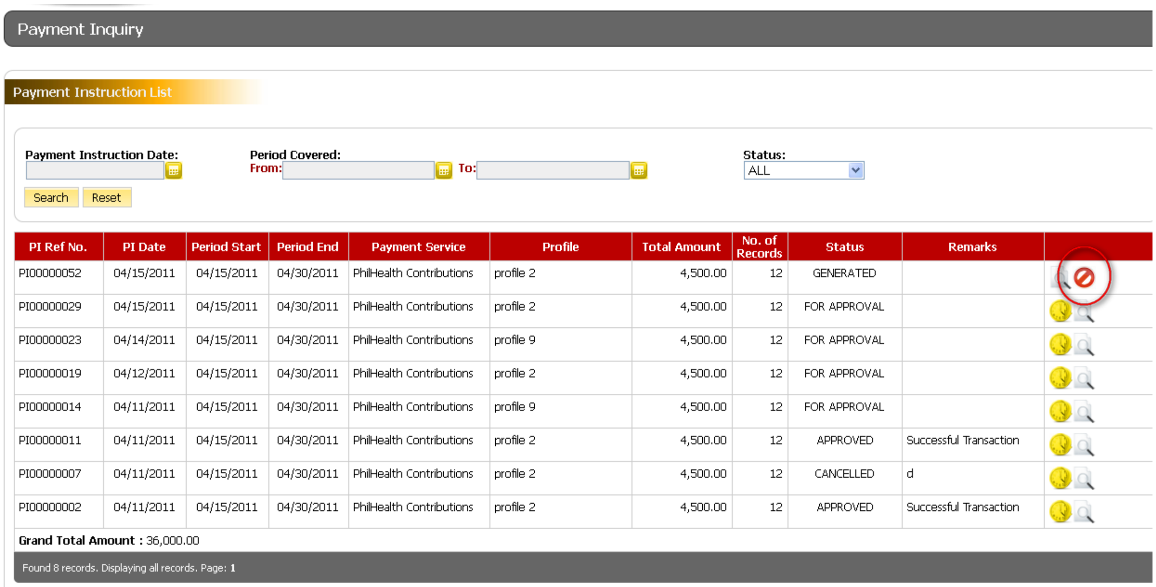
Cancel Payment Instruction

1. Login as corporate user.

2. Do the steps for viewing the payment instruction list.

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.

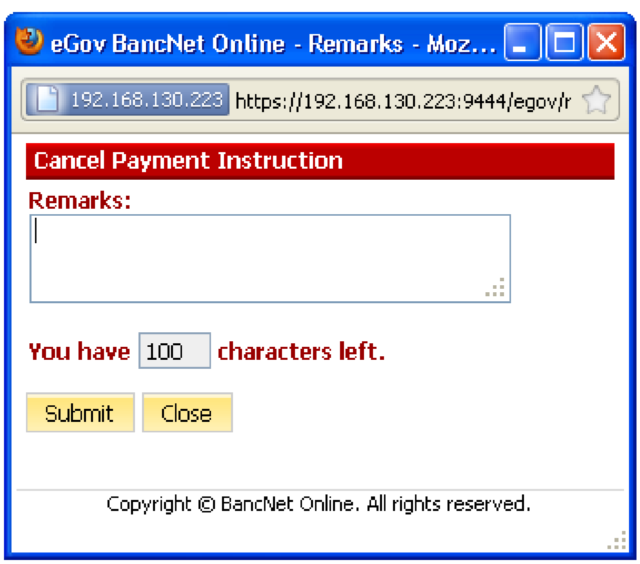
3. To cancel a payment transaction, click on the cancel image.



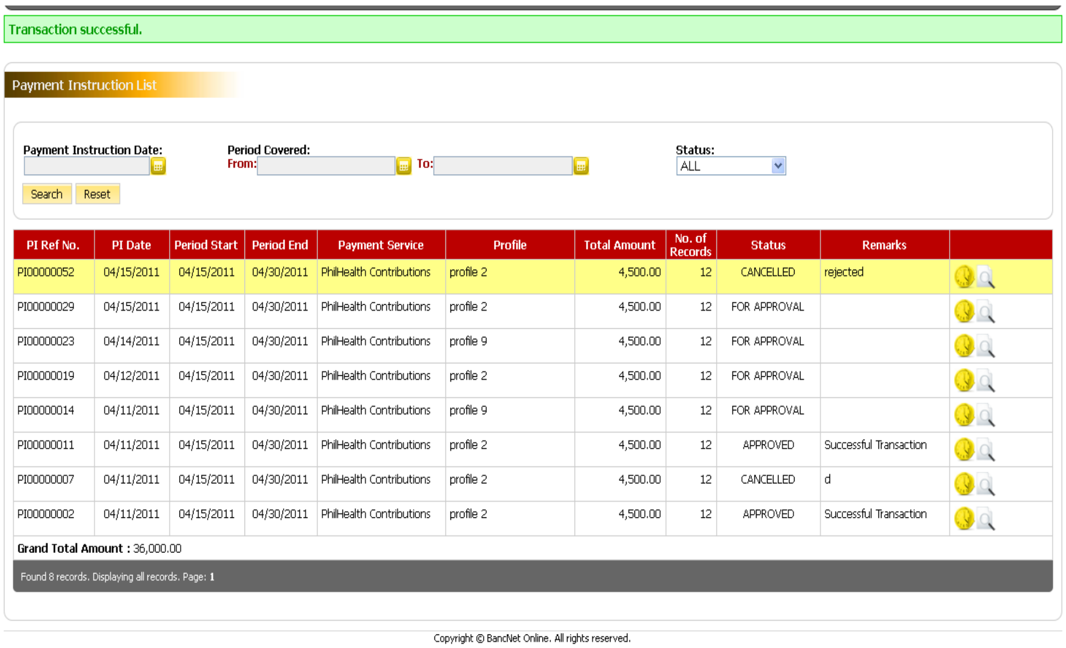
PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000052	04/15/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	GENERATED		
PI00000029	04/15/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00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

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.



6. 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.



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	PhilHealth Contributions	profile 2	4,500.00	12	CANCELLED	rejected
PI00000029	04/15/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	FOR APPROVAL	
PI00000023	04/14/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 9	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	
PI00000014	04/11/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 9	4,500.00	12	FOR APPROVAL	
PI00000011	04/11/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction
PI00000007	04/11/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	CANCELLED	d
PI00000002	04/11/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction

Grand Total Amount : 36,000.00

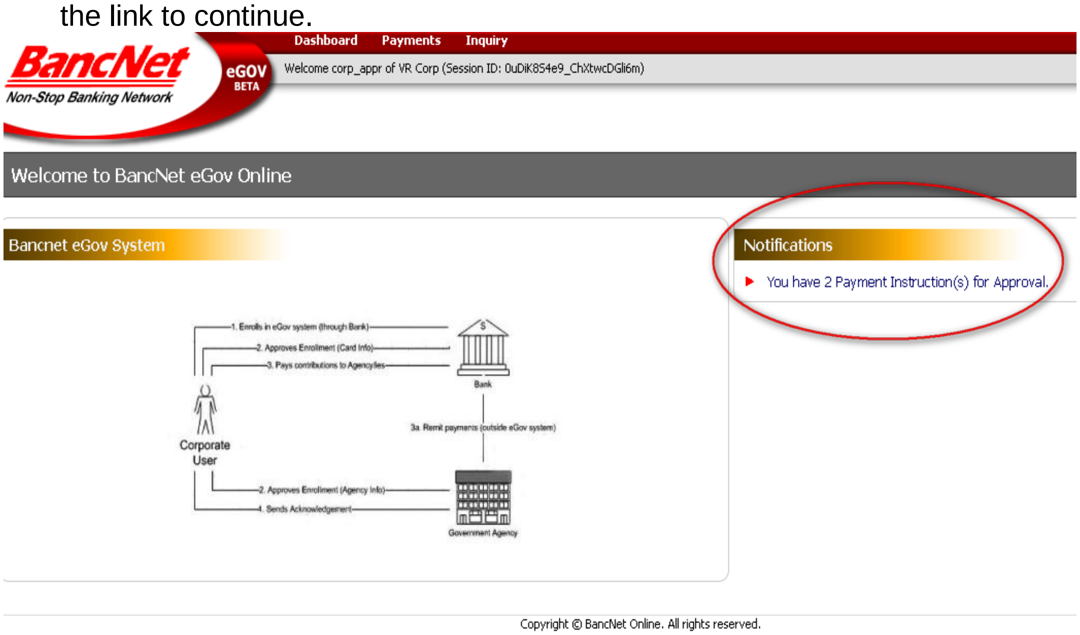
Found 8 records. Displaying all records. Page: 1

Approval of Payment Transaction

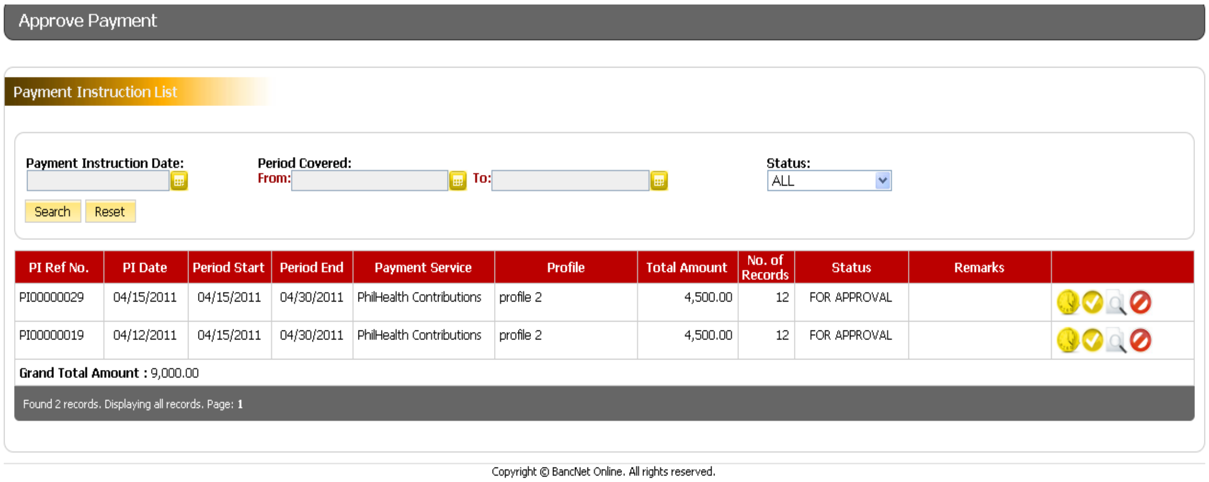
Approve Philhealth Payment

1. Login as corporate approver.

2. Notification of payments for approval will be displayed on the dashboard. Click on the link to continue.



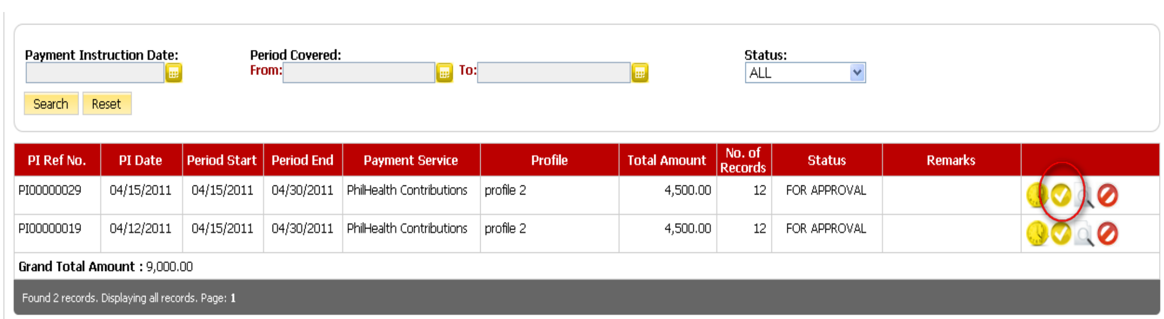
3. The Payment Instruction search page will be displayed.



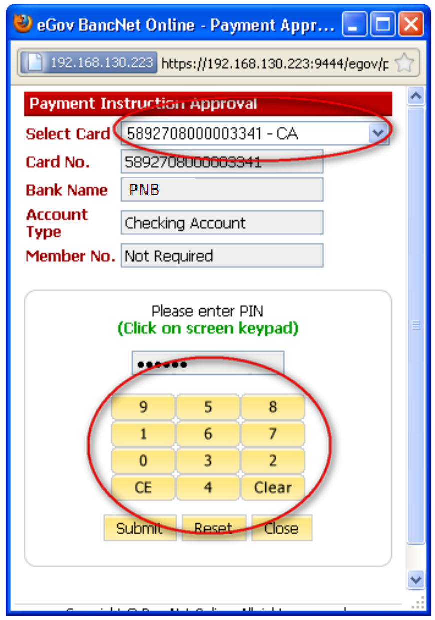
Field Name	***Field Description***	***Field Type***
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

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.



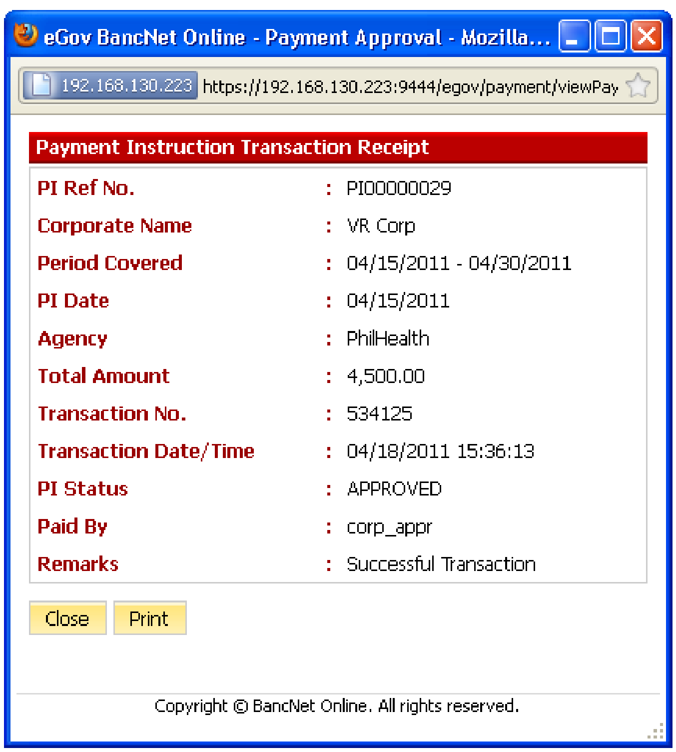
6. An onscreen keypad then appears. Select a card and enter the PIN.
   - Click on CE to reset the PIN entered or Clear to remove the last digit entered.



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 clicking Submit, a message asking for confirmation will appear. Click on OK to continue.

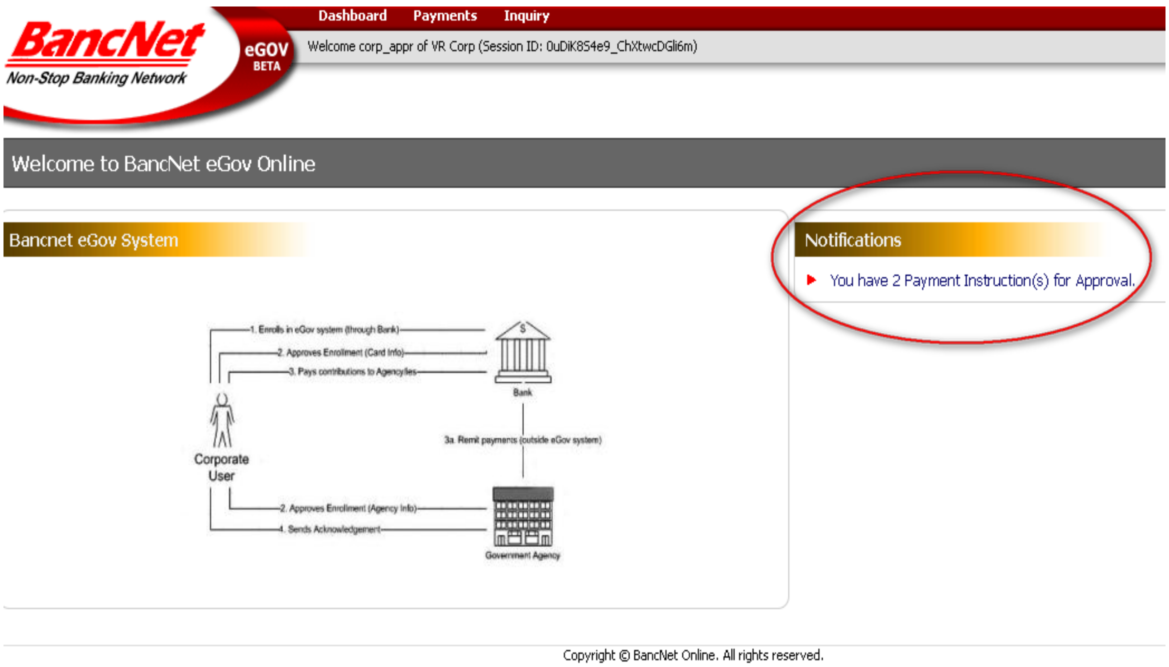
9. A successful transaction will display the transaction receipt in a new window.



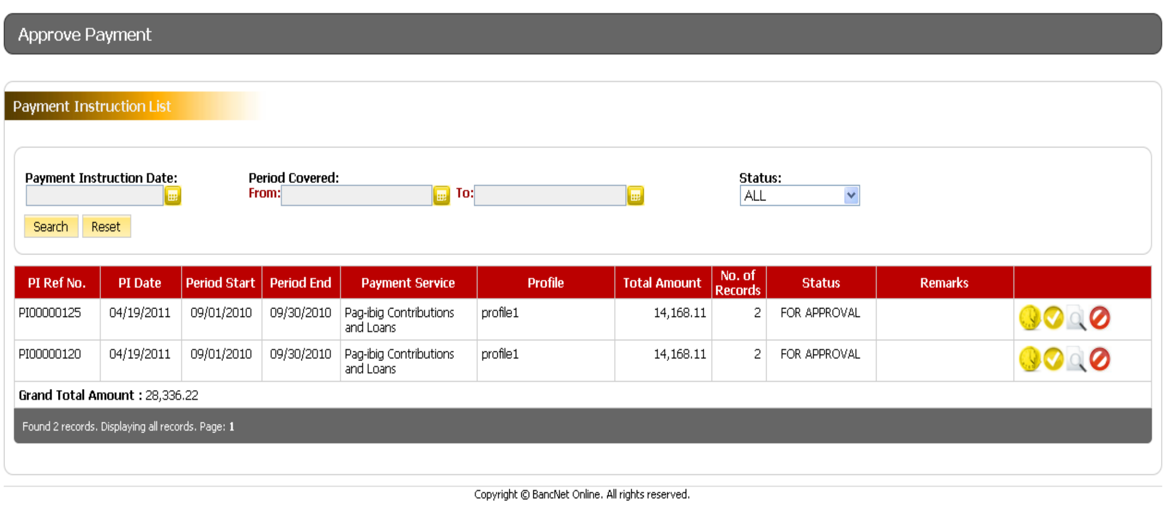
Approve Pag-Ibig Payment

1. Login as corporate approver.

2. Notification of payments for approval will be displayed on the dashboard. Click on the link to continue.



3. The Payment Instruction search page will be displayed.



Approve Payment

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	
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		

Grand Total Amount : 28,336.22

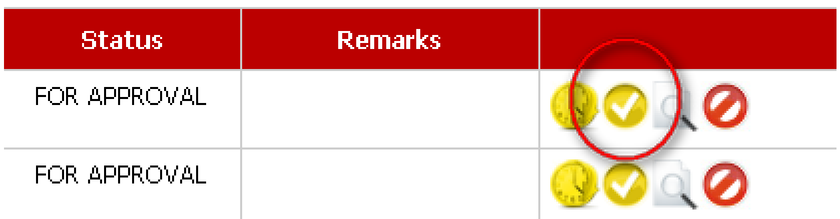
Found 2 records. Displaying all records. Page: 1

Copyright © BancNet Online. All rights reserved.

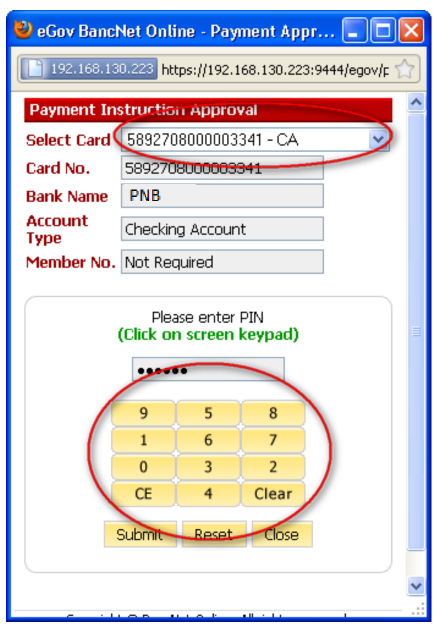
Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

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.



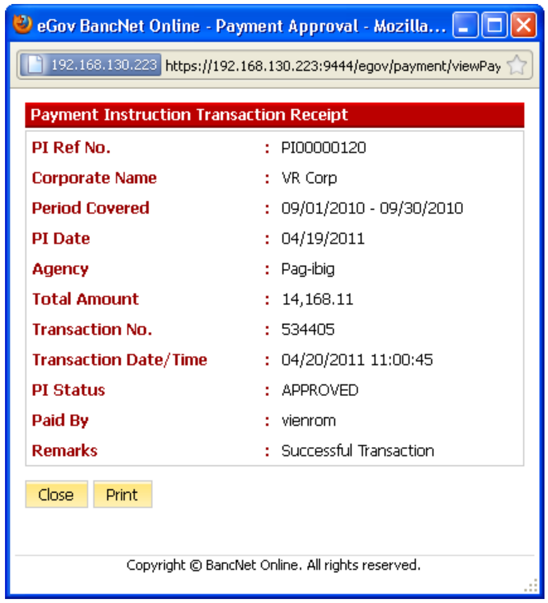
6. An onscreen keypad then appears. Select a card and enter the PIN.
   - Click on CE to reset the PIN entered or Clear to remove the last digit entered.



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.

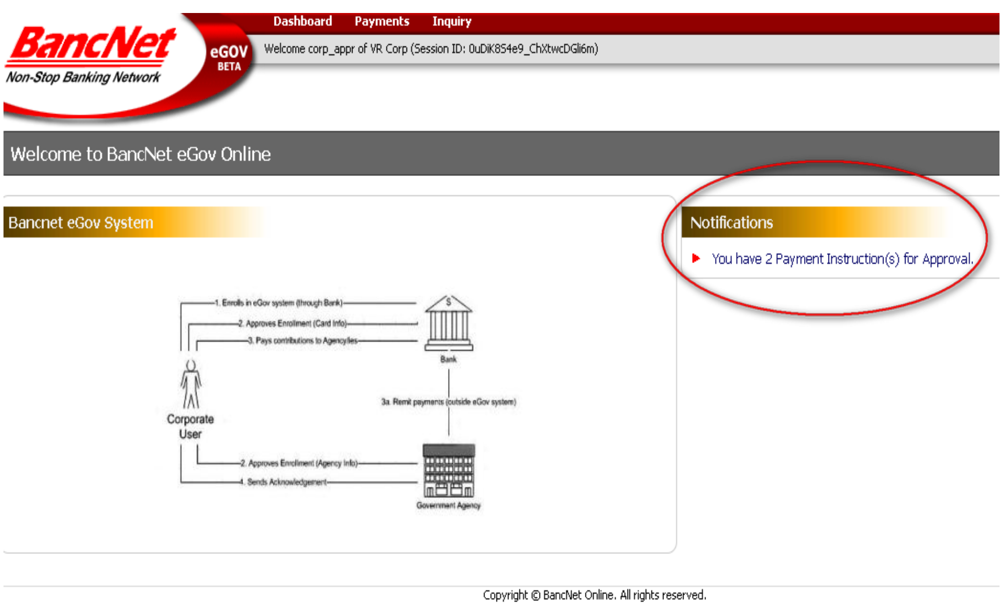
9. A successful transaction will display the transaction receipt in a new window.



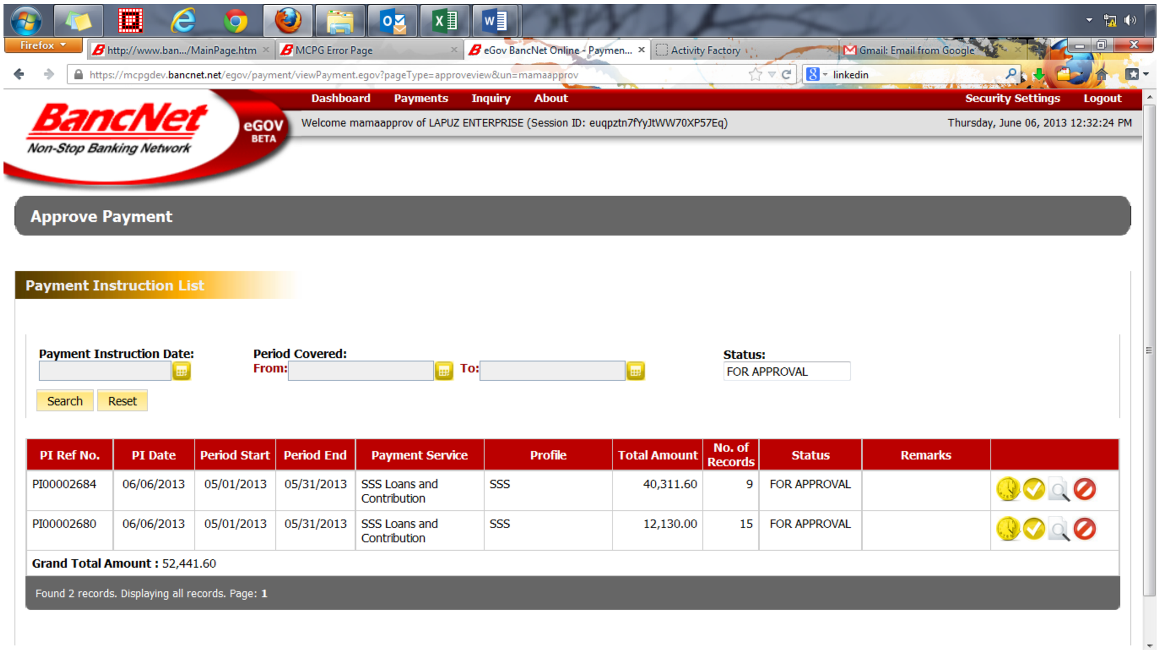
Approve SSS Payment

1. Login as corporate approver.

2. Notification of payments for approval will be displayed on the dashboard. Click on the link to continue.



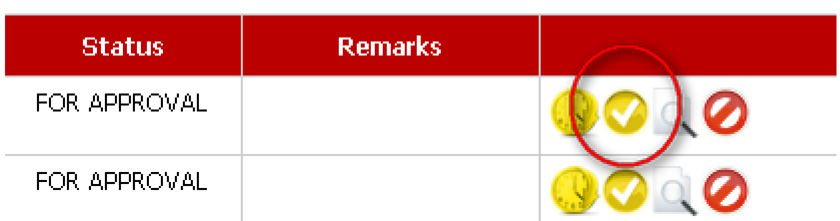
3. The Payment Instruction search page will be displayed.



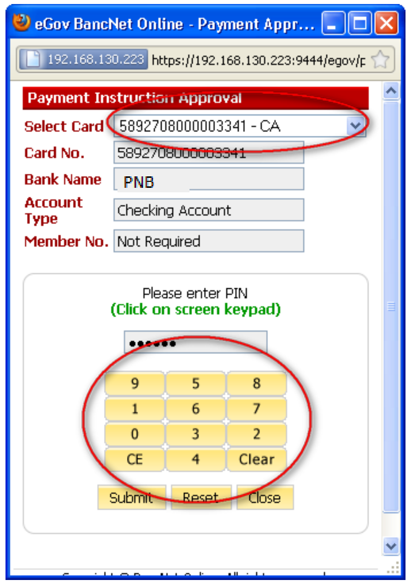
Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

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.



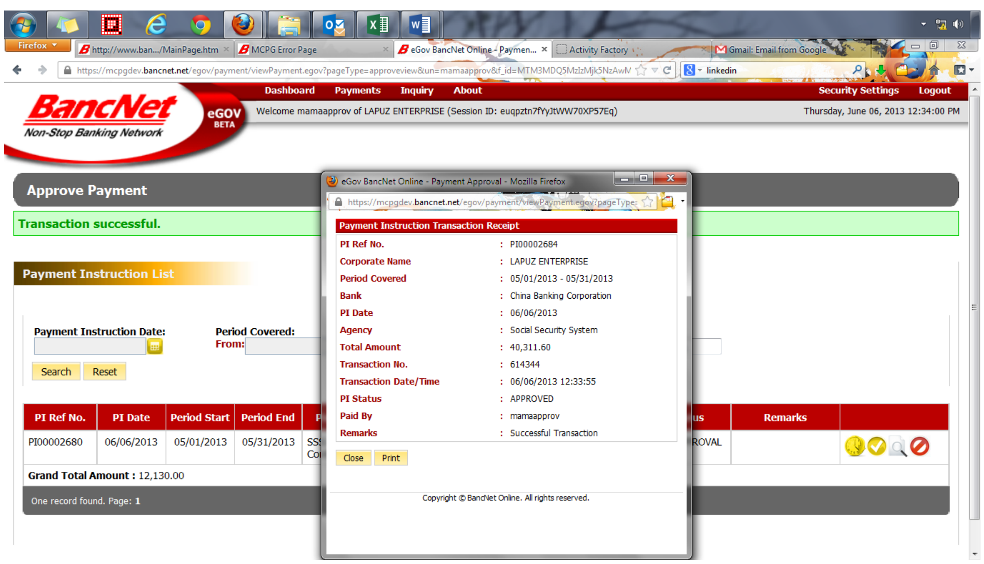
6. An onscreen keypad then appears. Select a card and enter the PIN.
   - Click on CE to reset the PIN entered or Clear to remove the last digit entered.



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.



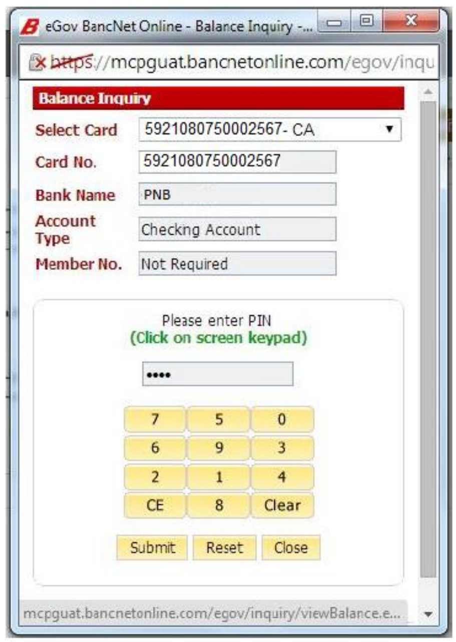
Balance Inquiry

Perform Balance Inquiry

1. Login as Corporate Approver.

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.