

**7 in 1 Negosyo Package**

# GUIDELINES

**PLEASE READ AND FOLLOW**

**THE GUIDELINES STEP BY**

**STEP**

# **7 in 1 NEGOSYO E-LOADING, BILLS PAYMENT AND REMITTANCE SERVICES**

## **\*\* GUIDELINES \*\***

### **✓ HOW TO START YOUR BUSINESS**

#### **REQUIREMENTS:**

- ✓ PAYMAYA ACCOUNT
- ✓ GCASH ACCOUNT
- ✓ COINS.PH ACCOUNT
- ✓ UNIONBANK ACCOUNT
- ✓ PAYMAYA ATM
- ✓ VALID ID  
(UMID/ SSS/ POSTAL/ PRC/ PASSPORT/ NBI CLEARANCE/ DRIVER'S LICENSE)
- ✓ MOBILE PHONE (Android/ IOS or Huawei Version)

**NOTE: If meron napo kayo ng mga sumusunod na account pwede na din po yun ang gamitin ninyo sa negosyo, bawal po ang double account kung nais ihiwalay sa personal na account gamitin ang sim na kasama ng package at mag register ng panibago gumamit ng ibang details (ID and personal details ng ID Owner)**

#### **DOWNLOAD PAYMAYA APPLICATION:**

- ✓ Go to PLAYSTORE ( for ANDROID USER)
- ✓ Go to APPSTORE ( for IOS USER)
- ✓ Go to APP GALLERY ( For HUAWEI USER)
- ✓ Search PAYMAYA In your Search Box
- ✓ Download PAYMAYA and Install it.

#### **REGISTER YOUR PAYMAYA:**

- ✓ Open the PAYMAYA Application that you download, then click REGISTER.
- ✓ Fill up all the details needed.
  - LAST NAME and FIRSTNAME
  - MOBILE NUMBER (Pumili ng nais na gamitin na numero maaring ang yung personal na SIM o yung kasama sa Package)

- **PASSWORD:**

- ▶ **1 upper case letter (Malaking Letra) o higit pa;**

- ▶ **1 lower case letter ( Maliit na Letra) o higit pa;**

- **Kinakallangan na ang iyong password ay walo (8) o higit pa.**

- **EXAMPLE: 7in1NegosyoPackage**

- **EMAIL ADDRESS (Optional)**

- **Kapag successful ang iyong password, makikita mo ang kulay BLUE CHECK sa bawat bilog ng boxes.**

- ✓ **Then, click AGREE sa DATA PRIVACY POLICY.**

- ✓ **Kapag naging SUCCESSFUL ang iyong registration, may lalabas na VERIFICATION CODE.**

- ✓ **May magte-TEXT na CODE sa iyong registered na PAYMAYA MOBILE NUMBER, itype Ito sa box.**

- ✓ **Click AGREE para magdirect HOME**

- ✓ **Click mo ang I HAVE AN INVITATION CODE (type: 1X300NKJ493Q) sa may baba.**

- ✓ **Click ADD MONEY LATER if may lumabas.**

- ✓ **ALLOW PAYMAYA TO ACCESS YOUR ACCOUNTS.**

- ✓ **HOW TO VERIFY / UPGRADE YOUR PAYMAYA ACCOUNT**

- ✓ **Pag bukas ng application ay makikita ang HOME PAGE**

- ✓ **Click ang LEFT SIDE sa taas**

- ✓ **Click ang UPGRADE MY ACCOUNT**

- ✓ **Fill up ang lahat ng details na hinihingi**

- ✓ **Siguraduhing tama lahat ng details na ilalagay**

- ✓ **Picturan ang VALID ID at i-UPLOAD ito sa application**

- ✓ **Make sure na tama ang lahat ng details sa ID NUMBER at malinaw ang picture na i-UUPLOAD**

- ✓ **Hindi inaACCEPT ang EXPIRED ID**

- ✓ **Pag nag upload ng lahat ng ID, may lalabas na RECORD LIVENESS, click the RECORD BUTTON**

- ✓ **Kailangan iposition ang iyong HEAD sa frame then press START RECORDING**

- ✓ **Kailangan I MOVE ang iyong HEAD UP and DOWN habang nag vivideo**

- ✓ **Then move your HEAD LEFT TO RIGHT**

- ✓ **Kapag tapos na I CLICK ang USE THIS VIDEO then NEXT**

- ✓ **May marereceive ka na validation code sa inyong inbox**

- ✓ **Hintayin ang approval ng iyong account within 24 HOURS ( Usually mablis na ang approval)**

- ✓ **Once APPROVES, may marereceive kang text message from PAYMAYA "Your Account has been Successfully Upgraded" and makikita mo sa iyong Paymaya APP "UPGRADED TO PAYMAYA PLUS"**

**NOTE: MAKE SURE PO NA NATAPOS NINYO ANG REGISTRATION HANNGANG SA PAG UPGRADE NG INYONG ACCOUNT. BAGO PO KAYO MAGPROCEED SA STEP III.**

**✓ HOW TO LINK / ACTIVATE YOUR ATM CARD**

- ✓ I-click ang MY CARDS na makikita sa baba ng HOME page
- ✓ LINK PAYMAYA CARD
- ✓ Itype ang mga details na hinihingi
- ✓ CVV ay makikita sa likod ng ATM CARD na 3 Digits (example: 822)
- ✓ Mag create ng 6 DIGIT PIN para sa WITHDRAWAL
- ✓ Pag okay na, click SUBMIT

**✓ HOW TO CREATE GCASH ACCOUNT**

**DOWNLOAD GCASH APPLICATION:**

- ✓ Go to PLAYSTORE (For ANDROID USER)
- ✓ Go to APPSTORE ( For IOS USER)
- ✓ Search GCASH in your search box
- ✓ Download GCASH and install it.

**REGISTER YOUR GCASH ACCOUNT**

- ✓ Open your GCASH APP, then click REGISTER
- ✓ Then enter your NUMBER (Pumili ng nais na gamitin na numero maaring ang yung personal na SIM o yung kasama sa Package)
- ✓ On the number you registered 6 DIGITS AUTHENTICATION CODE will be send ilagay nyo lang po sya dun sa may space na provided then click SUBMIT
- ✓ Then fill up nyo po yung mga details nyo FIRST NAME, LAST NAME, BIRTHDATE, ADDRESS and EMAIL ADDRESS then click CONTINUE
- ✓ Review nyo po information nyo, then dun sa baba enter your REFFERAL CODE ilagay nyo po i to **UJNyTSB** para makatangap kayo ng free na PHP 50.00 then click SUBMIT
- ✓ After that kailangan nyo po magset ng 4 DIGIT PIN na gagamitin nyo kapag loopen nyo si GCASH ACCOUNT nyo make sure na matandaan po ito, then click SUBMIT.
- ✓ Then click PROCEED TO LOGIN

**HOW TO UPGRADE YOUR GCASH ACCOUNT TO FULLY VERIFIED**

- ✓ Click the 3 lines on the upper left side corner ng homepage ni GCASH APP
- ✓ Click VERIFY NOW
- ✓ click GET FULLY VERIFIED
- ✓ Then choose what ID you will use ( UMID, Driver's License, Philhealth, SSS ID, Passport, TIN ID, Voter's ID kapag wala dyan you can click see more available ID)
- ✓ Then take a photo of your front ID make sure na clear ang pagkakakuha nyo

- ✓ Then next is your **SELFIE VERIFY** Itapat nyo lang po yung face nyo dun sa may frame na provided ni GCASH automatic na sya mag sscan once nakatapat na po face nyo
- ✓ Then next ilagay nyo lang po yung mga details ng ID nyo n hinlilingi ni GCASH
- ✓ After that review nyo po Info nyo If tama sya lahat then lagyan nyo ng check yung box sa tapat ng **I ACCEPT THE TERMS AND CONDITIONS** then click **SUBMIT**
- ✓ Then wait nyo lang po **TEXT MESSAGE** ni GCASH na okay na ang **ACCOUNT** nyo para magamit nyo lahat ng features ni GCASH

#### ✓ HOW TO CREATE COINS.PH ACCOUNT

To start using Coins.ph, you need to sign up for an account first on your mobile or desktop device. Creating a Coins.ph account is free and easy.

### Registration Steps via Coins.ph Mobile App

Using your smartphone, download the Coins.ph app from the App Store[2] (for iOS devices) or Google Play Store[3] (for Android devices).

Open the app after it's installed on your phone.

Tap the Sign Up with Facebook or Sign Up button.

Enter your email address or mobile number.

Create a password. It should be at least eight characters with at least one number.

Tap the Create Account button.

A verification code will be sent to your email or phone. Enter the code on the verification screen.

Tap the Verify button.

### Registration Steps via Coins.ph Website

Using your computer, visit the Coins.ph website

Click the Get Started button.

Enter your mobile number or email address.

Create a password. It should be at least eight characters with at least one number.

Click the Create Account button.

A verification code will be sent to your email or phone. Enter the code on the verification screen.

Click the Verify button.

Once you're done with all the steps above, you can already start using your Coins.ph account for various money transactions.

## How to Verify Coins.ph Account

Although not necessary for all kinds of transactions made through Coins.ph, verifying your account (called Level 2 verification) does have its benefits.

Being Level 2 verified enables you to cash out from your Coins.ph wallet. It also raises your daily cash in and cash out limits to PHP 50,000.

Having your account verified involves submitting your valid ID and selfie via the Coins.ph app. Here's how to do it properly:

### A. Submit a Valid ID

Coins accepts valid government-issued IDs [5], except for TIN ID and company ID. Users aged 14 to 17 may submit their school ID with a signed consent form from their guardian.

#### ID Verification Steps:

Open the Coins.ph app.

Tap Limits & Verifications from the top left menu.

Tap the Verify button next to "Identity Verification."

Enter your personal information, source of income, and address. Tap the Next button.

Enter your ID number and upload a full, clear photo of your ID. Tap the Submit button.

### B. Submit Your Selfie

Aside from getting your ID verified, you also need to have yourself verified by sending your selfie to Coins.

#### Selfie Verification Steps:

Open the Coins.ph app.

Tap Limits & Verifications from the top left menu.

Tap the Verify button next to "Selfie Verification."

Take a selfie while holding the valid ID you've submitted. Make sure that your ID is included in the photo, and your face is fully shown.

Tap the Take My Selfie button.

Wait for three business days for your verification process to complete. When your account is already verified, expect an email from the Coins.ph team.

✓ **HOW TO CREATE UNIONBANK ACCOUNT ONLINE (NO NEED NA PUMUNTA NG BANGKO)**

## **UnionBank Savings Account Online Application Process**

- No initial deposit
- No maintaining balance
- No annual fees for the first year
- Fees are waived if you maintain an average daily balance (ADB) of ₱10,000 for the succeeding year
- Earn 0.10% interest with a minimum balance of ₱10,000
- Get a free UnionBank debit card that will be delivered to your doorstep
- Withdraw money at over 20,000 UnionBank and BancNet ATMs nationwide
- Access your account on the app and the [UnionBank website](#)
- Enjoy instant fund transfers to other banks via InstaPay and PESONet
- Deposits are insured by the PDIC up to a maximum of ₱500,000

The application process can only be done through the UnionBank mobile app. You can download the app from [Google Play](#) or the [App Store](#).

Open the app and tap "OPEN AN ACCOUNT."

Select "Savings Accounts with Debit Card" as the account type.

Read the reminder about online account opening and click "CONTINUE."

You will be presented with a list of accounts that you can open. We recommend a UnionBank personal savings account so choose "Personal Savings" and tap "SELECT."

Review the reminders before proceeding to the next step. You will have to prepare a valid ID for scanning and verification. Tap "NEXT."

Read the customer declaration, terms and conditions, and privacy policy. Click "ACCEPT."

Provide your email address and mobile number. Press "NEXT."

Enter the one-time password (OTP) that was sent to your registered mobile number.

Now fill out your profile information, such as first name, last name and birthdate. Tap "NEXT."

Create a user ID and password which you will use to login to your UnionBank account. Tap "NEXT."

Optionally, you can enable Face ID authentication so that you can login without providing your user ID and password.

Enter your personal information including citizenship, birthplace, civil status and mother's maiden name. Tap "NEXT."

Provide your present address. If your present address is different from your permanent address, uncheck "Same as Present Address" and enter your permanent address. Press "NEXT" to continue.

Enter or select your financial information, such as employment status (employed, self-employed, retired, etc.), source of funds (salary, business income, personal savings, etc.), employer or business name, business industry, and occupation. Also provide the address of your employer or business. Tap "NEXT" when you're done.

Next is to provide some account details. Select the purpose of opening an account, whether personal savings, investment, purchases and more. Then choose your estimated monthly transaction and check the box to certify that you're not a US citizen. Tap "NEXT" to continue.

Now it's time to upload your identity document, such as a passport, driver's license, UMID or postal ID.

You will then be asked to scan your ID, take a selfie and sign your signature.

Review your submitted information to make sure that everything is correct and accurate. Check the box agreeing to the UnionBank terms and conditions, and click "SUBMIT."

Congratulations, you have successfully opened your UnionBank savings account.

Check your email for the verification link and click that link to verify your account. Your UnionBank account will be activated within 24 hours and you will receive another email when that happens.

After activation, you can login to your UnionBank online banking account to check your balance, add cash, transfer money, pay bills and more.

**AFTER MAGAWA ANG LAHAT NG APPLICATION NA KAILANGAN SA ATING NEGOSYO**

**MAARI KA NG MAGPROCEED SA PAG LALAGAY NG PONDO SA IYONG ACCOUNT. ANG PINAKA THE BEST NA LAGYAN NG PONDO DYAN IS SI UNIONBANK. WHY? KASE TRANSFERABLE ANG FUNDS NATEN FROM: (at walang service charge via INSTAPAY)**

- 1. UNIONBANK TO PAYMAYA**
- 2. UNIONBANK TO GCASH**
- 3. UNIONBANK TO COINS.PH**

**FOR ELOADING & GAME CREDITS SUGGESTION KO IS SI COINS.PH WHY? BASAHIN ANG COMPLETE DETAILS NA NARITO SA GUIDELINES.**

**FOR BANK TRANSFER PWEDE NA MISMO UNIONBANK TO BANK NI CUSTOMER NO SERVICE FEE DEDUCTION ON THE APP (Via INSTAPAY) KAYA YUNG SERVICE FEE NA ICHARGE NATIN KAY CUSTOMER AY PURE INCOME NATIN**

**FOR BANK WITHDRAWAL ANG SUGGESTION KO SA PAYMAYA ACCOUNT NYO PO IPATRANSFER PARA DIRECT NA PO NATIN PWEDE IWITHDRAW USING THE ATM NA KASAMA SA PACKAGE**

**FOR GCASH CASHOUT PWEDE PO IPADIRECT NYO NA DIN PO SA PAYMAYA ACCOUNT NYO PARA DIRECT NA DIN PO MAWITHDRAW USING THE ATM**

**FOR BILLS PAYMENT PO PAKI CHECK NA LANGIF SAAN AVAILABLE SI WATER AND ELECTRIC BILLER SA LOCATION NYO MOST OF THE BILLERS ARE ON PAYMAYA AND GCASH. OTHER BILLERS ARE AVAILABLE ON ALL APPS**

**FOR GOVERNMENT BILLERS GO TO PAYMAYA AND UNIONBANK**

**FOR TRAVEL AND HOTEL BOOKINGS PWEDE PO MISMO SA WEBSITE NG AIRLINES BUS OR FERRY NATIN I BOOK ANG TICKET NI CUSTOMER THEN SA APPLICATION PO NATIN SYA BABAYARAN AVAILABLE NAMAN PO SYA SA LAHAT NG APPS NATIN AND THEN ANG PINAKA INCOME NATIN IS YUNG BOOKING FEE. (KAYO PO ANG BAHALA MAGDECIDE SA FEE NA SISINGILIN NYO DAHIL IBA IBA PO SYA PER LOCATION)**

**FOR NBI AND PASSPORT ONLINE ASSISTANCE DIRECT DIN PO SA WEBSITE NI NBI AND DFA ANG PAG GAWA NG APPOINTMENT NI CUSTOMER SA APPLICATION PO NATIN ANG PAGBABAYAD. ANG PINAKA INCOME PO NATIN IS YUNG APPOINTMENT FEE. (KAYO NA PO ANG BAHALA MAGDECIDE SA FEE NA SISINGILIN NYO DAHIL IBA IBA PO PER LOCATION)**



## WHAT SERVICES WE CAN OFFER HERE AT PAYMAYA?

- ✓ SMART PADALA
- ✓ WESTERN UNION
- ✓ MONEYGRAM
- ✓ PAY BILLS
- ✓ ELOADING & GAME CREDITS
- ✓ BANK TRANSFER & WITHDRAWAL
- ✓ PAYMAYA CASH IN & OUT
  
- ✓ HOW TO SEND MONEY IN SMART PADALA (60 TRANSACTIONS PER MONTH)
  - ✓ Click SEND MONEY na makikita sa HOME
  - ✓ Ilagay mo ang account number/reference number nung papadalhan (16 digits kapag Smart Padala Authorized agent)
  - ✓ Ilagay ang AMOUNT ng ipapadala
  - ✓ Maaring ilagay sa optional message ang info ng RECEIVER upang malaman ng SMART PADALA AGENT kung para kanino ang iyong sinend na pera
  - ✓ Double check the details
  - ✓ Kapag okay na, click CONTINUE
  - ✓ Pag SUCCESSFUL na ang transaction may marereceive kang CONFIRMATION MESSAGE sa simcard na niregister mo sa iyong PAYMAYA ACCOUNT
  - ✓ I-send mo ang text confirmation sa RECEIVER and SENDER mobile number
  
- ✓ HOW TO RECEIVE MONEY IN SMART PADALA (2WAYS)
  1. RECEIVE MONEY BY PROVIDING YOUR REFERENCE NUMBER
    - ✓ Ibigay mo sa CUSTOMER ang iyong SMART PADALA REFERENCE NUMBER para doon ipadala ang pera
    - ✓ Sabihin mo sa customer na magke-claim na sabihin sa SMART PADALA AGENT na magpapadala sayo na ADD MONEY TO PAYMAYA ang transaction
    - ✓ Malalaman mo kung may nareceived ka nang pera kung may darating sayong TEXT CONFIRMATION makikita mo rin ito sa iyong ACTIVITIES sa may HOME PAGE ng iyong PAYMAYA APP
    - ✓ Double check mo kung same ba ng REFERENCE ID NUMBER yung dumating sayo at yung pinapakita nung magke-CLAIM ng pera
    - ✓ Kung parehas, pwede mo ng i-release ang pera

## **2. RECEIVE MONEY BY PROVIDING ADD MONEY CODE**

- ✓ **Click mo ADD MONEY na makikita mo sa HOME PAGE ng Iyong PAYMAYA APP**
- ✓ **Choose SMART PADALA VIA CODE**
- ✓ **Ilagay mo ang AMOUNT na IRECEIVE (minimum PHP100)**
- ✓ **Click CONTINUE**
- ✓ **May lalabas na ADD MONEY CODE yun ang Ibibigay mo sa customer para Ibigay niya sa magpapadala**
- ✓ **TANDAAN, TUWING MAY MAGPAPADALA SAYO LAGING BAGO ANG ADD MONEY CODE NA IBIBIGAY MO SA CUSTOMER. ULITIN MO LANG ANG PROCESS SA TAAS**

## ✓ **HOW TO GET YOUR SMART PADALA REFERENCE NUMBER**

- ✓ **Para makuha and Iyong SMART PADALA REFERENCE NUMBER na Ibibigay sa customer na magke-CLAIM ng pera, sundin lamang ang sumusunod:**
- ✓ **Lagyan ng 8877 sa simula ng mobile number na niregister mo sa PAYMAYA. Alisin lamang ang ZERO (0) sa unahan ng number.**
- ✓ **Example: 8877-9123456789**
- ✓ **Yun na ang Iyong LIFETIME REFERENCE NUMBER na Ibibigay kapag may mag papadala sayo sa SMART PADALA. Maari mo itong isulat sa TARPAULIN na kasama ng package mo.**

**Paki sabi din sa Iyong customer na sabihin sa magpapadala na ADD MONEY TO PAYMAYA ang TRANSACTION na sabihin sa SMART PADALA AGENT.**

## ✓ **WHAT IS MY PAYMAYA ACCOUNT NUMBER**

- **Kung ano yung SIM CARD NUMBER (11 DIGITS) na ginamit mo, yung ang Iyong PAYMAYA ACCOUNT NUMBER**

## ✓ **HOW TO RECEIVE MONEY FROM WESTERN UNION/MONEYGRAM**

- **Para maclaim naten ang padala kay customer ng less hassle hindi na siya pipila sa WESTERN UNION or MONEYGRAM**
- **Una Ibigay naten kay customer ang Info naten sa PAYMAYA**
- **Name, address and contact number, etc.**
- **After mareceive ni customer ang MTCN number (Western Union) or reference number (Moneygram) mula sa nag padala sa kanya under your name**
- **Open your PayMaya App then click Add Money**
- **Click Western Union / Moneygram**
- **Enter the 10-digit Money Transfer Control Number (MTCN)**
- **Click receive, after maverify ng system ang transaction details(e.g. MTCN, Sender Name, Amount) automatic na ma-add sa Inyong balance ang amount na ipinadala kay customer**
- **May marereceived ka na confirmation text mula kay PayMaya**

## **HOW TO PAY BILLS**

- Click **BILLS** na makikita sa **HOME PAGE** ng iyong **PAYMAYA APP**
- Search the **Biller name** (ex. **MERALCO**) then click.
- **TYPE** the **10 DIGITS MERALCO SERVICE NUMBER** na makikita sa **BANDANG UPPER LEFT SIDE NG BILL**
- Double check lahat ng details then **CONTINUE**
- May lalabas na **SUCCESSFUL**
- Maari mong iprint o isulat ang **REFERENCE NUMBER** sa mismong **Billing Paper** ni customer
- Maari mo din isend sa kanya ang iyong na receive na text confirmation mula kay **PAYMAYA**

## ✓ **FOR E-LOADING**

- ✓ Click ang **LOAD** sa may **HOME PAGE** ng iyong **PAYMAYA APP**
- ✓ Choose the **LOAD AMOUNT**
- ✓ I-type ang **MOBILE NUMBER**
- ✓ Click **CONTINUE**
- ✓ May lalabas na **SUCCESSFUL** after the transaction is **DONE**

## **HOW TO GET YOUR REBATE SA LOAD?**

- May mareceive kang **SMS CONFIRMATION** from **PAYMAYA** na may nareceive kang **REBATE** sa niload mo sa customer
- Go to **PAYMAYA ACCOUNT**, click **VOUCHER**
- Then click mo **AVAILABLE**
- Click mo yung **REBATE VOUCHER** mo and the **CLAIM**
- Papasok ito sa **ACCOUNT BALANCE** mo

## ✓ **FOR BANK TRANSFER & WITHDRAWAL**

### **BANK TRANSFER**

- ✓ Click **BANK TRANSFER** sa iyong **PAYMAYA APP**
- ✓ Hanapin sa bank list ang **BANK** na papa transferan ni customer at i click ito
- ✓ Fill up the necessary details needed: amount, purpose (fund transfer), account number, first name, last name and mobile number ni customer.
- ✓ Then click **CONTINUE**
- ✓ After that tingnan sa list ng charges and fee ang dapat na singilin kay customer.

### **BANK WITHDRAWAL (Bank Name: PayMaya Philippines, Inc.)**

- ✓ Upang makapag withdraw si customer ibigay sa kanya ang iyong **PAYMAYA** details  
**Account number: (your registered mobile number in paymaya)**  
**Account name: (your registered name in paymaya)**

- ✓ Ipa transfer kay customer thru online banking ang amount na gusto niyang I withdraw.
- ✓ Once natransfer na ni customer sa iyo ang amount na gusto niyang I withdraw makakareceive ka ng text confirmation mula kay PAYMAYA.
- ✓ Tingnan sa list ng charges and fee ang amount na dapat singilin kay customer ayon sa kanyang Iwinithdraw.

## **PAYMAYA CASH IN & OUT**

### **CASH IN**

- Click Send Money on your PAYMAYA APP
- Hingin kay customer ang kanyang paymaya account number at Input sa space na inilaan ni PAYMAYA
- Ilagay kung magkano ang nais I CASH IN ni customer
- I click ang continue and confirm.
- May mareceive si customer at ikaw na text message confirmation na successful ang CASH IN ni customer.
- Tingnan sa charges and fee list kung magkano ang dapat singilin kay customer.

### **CASH OUT**

- Ibigay kay customer ang iyong PAYMAYA account number.
- After mareceive ang text confirmation ni paymaya nareceive muna ang paymaya cash out ni customer tingnan ang charge mula sa ating charges and fee at maaring ibawas na ito sa cash out amount ni customer.

#### **○ BAKIT 14 DIGITS LANG ANG ATING REFERENCE NUMBER?**

Ang ating transaction kasi ay SMART PADALA BY PAYMAYA. Ang 16 DIGITS na reference ay mga authorized agent na nag apply sa mismong SMART PADALA COMPANY.

#### **○ MAGKANO ANG LIMIT NG ACCOUNT KO SA PAYMAYA?**

Ang limit ng iyong account ay PHP 100 000.00 per month.

#### **○ MAGKANO ANG PWEDE KONG IDEPOSIT SA AKING PAYMAYA?**

Maari kang mag deposit ng PHP 100.00 and above depende sa budget mo.

#### **○ NAG EEXPIRE BA ANG AKING BUSINESS?**

Hindi dahil ito ay lifetime na. Ang iyong ATM CARD lamang ang nag eexpire.

(Naka Indicate sa likod ng iyong ATM Card ang month and year expiration date)

○ **PAANO ANG MGA RESIBO?**

Makikita ang lahat ng transaction receipts sa may ACTIVITIES sa may HOME PAGE ng iyong PAYMAYA APP. Maari mo itong Iprint o Isulat sa billing paper ni customer.

Maari mo din ipasa kay customer ang text confirmation na iyong marereceive sa bawat transaction, Ito ang kanyang mag sisilbing resibo kalakip nito ang reference number ng kanyang transaction.

✓ **WHERE TO CASH-IN/RELOAD YOUR PAYMAYA ACCOUNT**

✓ Pwede kang magreload/cash-in sa mga sumusunod:

SM Store/ Robinsons Department Store/ Western Union/ Ministop/ Robinsons Supermarket/ Shopwise/ PAY&GO/ E-TAP/ Palawan Pawnshop/ Tambunting/ 7/11 CLIQQ/ Cebuanna/ ECPAY/ DIGIPAY/ BAYAD CENTER/ Express Pay/ Smart Padala/ BPI/ BDO/ UnionBank/ RCBC/ Metrobank/ PNB/ PNBCOM.

✓ Para sa CASH-IN Instructions, click ang ADD MONEY na nasa HOME PAGE ng iyong PAYMAYA APP. I-click lang ang RELOADING PARTNER kung saan ka magka-cash in. May nakalagay na instructions sa bawat RELOADING PARTNER kung paano ka mag ka-cash in

✓ **WHERE TO WITHDRAW YOUR MONEY USING PAYMAYA ATM CARD**

✓ Pwede kang magwithdraw sa lahat ng ATM Machine powered by VISA/Master Card

✓ May withdrawal fee na PHP 15.00 per transaction

✓ Insert your ATM then type your 6 DIGIT PIN na nilagay mo upon nung nilink mo sa PAYMAYA account mo ang iyong ATM

○ Choose WITHDRAW, type AMOUNT to WITHDRAW



## WHAT SERVICES WE CAN OFFER HERE AT GCASH?

- ✓ WESTERN UNION & MONEYGRAM
- ✓ PAY BILLS
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- ✓ BANK TRANSFER & WITHDRAWAL
- ✓ GCASH CASH IN & OUT
  
- ✓ HOW TO RECEIVE MONEY FROM WESTERN UNION/MONEYGRAM
  - Para maclaim naten ang padala kay customer ng less hassle hindi na siya pipila sa WESTERN UNION or MONEYGRAM
  - Una ibigay naten kay customer ang info naten sa GCASH
  - Name, address and contact number, etc.
  - After mareceive ni customer ang MTCN number (Western Union) or reference number (Moneygram) mula sa nag padala sa kanya under your name
  - Open your GCASH App then click CASH IN
  - Click Western Union / Moneygram
  - Enter the 10-digit Money Transfer Control Number (MTCN)
  - Click receive, after maverify ng system ang transaction details (e.g. MTCN, Sender Name, Amount) automatic na ma-add sa Inyong balance ang amount na ipinadala kay customer
  - May marereceived ka na confirmation text mula kay GCASH

## HOW TO PAY BILLS

- Click PAY BILLS na makikita sa HOME PAGE ng Iyong GCASH APP
- Search the Biller name from BILLER CATEGORIES (ex. MERALCO) then click.
- TYPE the 10 DIGITS MERALCO SERVICE NUMBER na makikita sa BANDANG UPPER LEFT SIDE NG BILL
- Double check lahat ng details then CONTINUE
- May lalabas na SUCCESSFUL
- Maari mong Iprint o Isulat ang REFERENCE NUMBER sa mismong Billing Paper ni customer
- Maari mo din Isend sa kanya ang Iyong na receive na text confirmation mula kay GCASH
  
- ✓ FOR E-LOADING
  - ✓ Click ang BUY LOAD sa may HOME PAGE ng Iyong GCASH APP
  - ✓ I-type ang MOBILE NUMBER
  - ✓ Click NEXT
  - ✓ Enter the amount then click NEXT
  - ✓ Then click PAY PHP (amount na Iload)
  - ✓ May lalabas na SUCCESSFUL after the transaction is DONE

## ✓ FOR BANK TRANSFER & WITHDRAWAL

### BANK TRANSFER

- ✓ Click BANK TRANSFER sa iyong GCASH APP
- ✓ Hanapin sa bank list ang BANK na papa transferan ni customer at I click ito
- ✓ Fill up the necessary details needed: amount, account name, account number and email ni customer
- ✓ Then click SEND MONEY
- ✓ After that tingnan sa list ng charges and fee ang dapat na singilin kay customer.

### BANK WITHDRAWAL (Bank Name: GCash or G-XCHANGE)

- ✓ Upang makapag withdraw si customer ibigay sa kanya ang iyong GCash details  
Account number: (your registered mobile number in GCash)  
Account name: (your registered name in GCash)
- ✓ Ipa transfer kay customer thru online banking ang amount na gusto niyang I withdraw.
- ✓ Once natransfer na ni customer sa Iyo ang amount na gusto niyang I withdraw makakareceive ka ng text confirmation mula kay GCASH.
- ✓ Tingnan sa list ng charges and fee ang amount na dapat singilin kay customer ayon sa kanyang iwinithdraw.

### GCASH CASH IN & OUT

#### CASH IN

- Click Send Money on your GCASH APP
- Hingin kay customer ang kanyang GCASH account number at i-input sa space na inilaan ni GCASH
- Ilagay kung magkano ang nals I CASH IN ni customer
- I click ang continue and confirm.
- May mareceive si customer at ikaw na text message confirmation na successful ang CASH IN ni customer.
- Tingnan sa charges and fee list kung magkano ang dapat singilin kay customer.

#### CASH OUT

- Ibigay kay customer ang iyong GCASH account number.
- After mareceive ang text confirmation ni GCASH na nareceive muna ang GCASH cash out ni customer tingnan ang charge mula sa ating charges and fee at maaring ibawas na ito sa cash out amount ni customer.



## WHAT SERVICES WE CAN OFFER HERE AT COINS.PH?

- ✓ WESTERN UNION / LBC PERA PADALA / ML KWARTA PADALA/ PALAWAN EXPRESS PERA PADALA
- ✓ ELOADING & GAME CREDITS
- ✓ BANK TRANSFER & WITHDRAWAL
- ✓ COINS.PH CASH IN & OUT
- ✓ TRAVEL & HOTEL BOOKINGS

## HOW TO RECEIVE MONEY FROM WESTERN UNION

- Para maclaim naten ang padala kay customer ng less hassle hindi na siya pipila sa WESTERN UNION
- Una ibigay naten kay customer ang info naten sa COINS.PH
- Name, address and contact number, etc.
- After mareceive ni customer ang MTCN number (Western Union) or reference number (Moneygram) mula sa nag padala sa kanya under your name
- Open your COINS.PH App then click CASH IN
- Click Western Union
- Enter the 10-digit Money Transfer Control Number (MTCN) and amount
- Click claim funds, after maverify ng system ang transaction details (e.g., MTCN, Sender Name, Amount) automatic na ma-add sa inyong balance ang amount na ipinadala kay customer
- May marereceived ka na confirmation text mula kay COINS.PH

## HOW TO SEND MONEY IN LBC PERA PADALA, ML KWARTA PADALA OR PALAWAN EXPRESS PERA PADALA

- Open your COINS.PH APP
- Click CASHOUT
- Piliin kung saan nais magpadala ni customer kung sa LBC PERA PADALA / ML KWARTA PADALA o PALAWAN EXPRESS PERA PADALA
- Ilagay ang amount na nais ipadala ni customer sa kanyang receiver
- Click NEXT
- Fill up the details ng mag rereceive FIRST NAME/ LAST NAME / FULL ADDRESS/CONTACT NUMBER
- NOTE: IF MERON MIDDLE NAME SA ID NG MAG RERECEIVE PAKI FILL UP DIN
- Click NEXT then paki double check yung mga details ng mag rereceive then slide to pay.
- May ibibigay na verification code si COINS.PH sa iyong email or mobile number paki input Ito para mag success ang iyong transaction.

- Then pakit tingnan sa ating charges and fee ang amount na dapat i charge kay customer.

## HOW TO PAY BILLS

- Click PAY BILLS na makikita sa HOME PAGE ng Iyong COINS.PH APP
- Search the Biller name from BILLER CATEGORIES (ex. MERALCO) then click.
- Enter the exact bill amount then click next
- Enter the account number, first name and last name then click next.
- Double check lahat ng details then CONTINUE
- May lalabas na SUCCESSFUL
- Maari mong i-print o Isulat ang REFERENCE NUMBER sa mismong Billing Paper ni customer
- Maari mo din Isend sa kanya ang iyong na receive na text confirmation mula kay COINS.PH

### ✓ FOR E-LOADING (THE BEST APP TO USE FOR ELOADING)

- 10% REBATE FOR THE FIRST ₱2000 you load every month and 5% for the exceeding amount.
- Monthly nag rereset sya so for every month meron tayo income na ₱200 for the 10% rebate.
- ✓ Click ang BUY LOAD sa may HOME PAGE ng Iyong COINS.PH APP
- ✓ I-type ang MOBILE NUMBER
- ✓ Click NEXT
- ✓ Enter the amount or choose what promo your customer wants
- ✓ Then slide to pay.
- ✓ May lalabas na SUCCESSFUL after the transaction is DONE
- ✓ And automatic na papasok ang yung load rebate sa Iyong COINS.PH account kasama ng Iyong remaining balance.

### ✓ FOR BANK TRANSFER & WITHDRAWAL

#### BANK TRANSFER

- ✓ Click CASH OUT sa Iyong COINS.PH APP
- ✓ Hanapin sa bank list ang BANK na papa transferan ni customer at i click ito
- ✓ Fill up the necessary details needed: amount, account name, account number and contact ni customer then click next
- ✓ Then slide to pay, a verification code will be sent to your email address or you can select to send the verification thru your mobile number enter it on the space provided to continue the transaction
- ✓ After that tingnan sa list ng charges and fee ang dapat na singilin kay customer.

## **BANK WITHDRAWAL (Bank Name: DC Pay)**

- ✓ Upang makapag withdraw si customer ibigay sa kanya ang iyong COINS.PH details  
Account number: (your registered mobile number in COINS.PH)  
Account name: (your registered name in COINS.PH)
- ✓ Ipa transfer kay customer thru online banking ang amount na gusto niyang I withdraw.
- ✓ Once natransfer na ni customer sa lya ang amount na gusto niyang I withdraw makakareceive ka ng text confirmation mula kay COINS.PH
- ✓ Tingnan sa list ng charges and fee ang amount na dapat singilin kay customer ayon sa kanyang Iwithdraw.

## **COINS.PH CASH IN & OUT**

### **CASH IN**

- Click Send on your COINS.PH APP
- Click Send to another coins.ph account Hingin kay customer ang kanyang COINS.PH account number at i-input sa space na inilaan ni COINS.PH
- Ilagay kung magkano ang nais I CASH IN ni customer
- I click ang continue and confirm.
- May mareceive si customer at ikaw na text message confirmation na successful ang CASH IN ni customer.
- Tingnan sa charges and fee list kung magkano ang dapat singilin kay customer.

### **CASH OUT**

- Ibigay kay customer ang iyong COINS.PH account number.
- After mareceive ang text confirmation ni COINS.PH na nareceive muna ang COINS.PH cash out ni customer tingnan ang charge mula sa ating charges and fee at maaring ibawas na lto sa cash out amount ni customer.

## **TRAVEL & HOTEL BOOKINGS**

- Open your COINS.PH account
- Click ALL so the TRAVEL icon will appear
- Click TRAVEL
- Choose where your customer wants to book his/her ticket
- Click the link of the website where you will book you customer's ticket.
- Follow the guides on how to pay.
- Then check on the charges and fee how much you will add for booking fee. Depende sa location ang singilan so kayo po bahala mag decide kung magkano ang booking fee. Meron na po akong nilagay sa charges and fee ng range ng usual na singilan.



# UnionBank

## WHAT SERVICES WE CAN OFFER HERE AT UNIONBANK?

- ✓ PERA HUB
- ✓ LBC PERA PADALA
- ✓ CEBUANA LHUILLIER
- ✓ PALAWAN EXPRESS PERA PADALA
- ✓ PAY BILLS
- ✓ ELOADING
- ✓ BANK TRANSFER & WITHDRAWAL

## HOW TO SEND MONEY IN LBC PERA PADALA, PERA HUB, CEBUANA LHUILLIER OR PALAWAN EXPRESS PERA PADALA

- Open your UNIONBANK APP
- Click SEND/RCEIVE
- Piliin kung saan nais magpadala ni customer kung sa LBC PERA PADALA / PERA HUB/ CEBUANA LHUILLIER o PALAWAN EXPRESS PERA PADALA
- Ilagay ang amount na nais ipadala ni customer sa kanyang receiver
- Enter Purpose: Pera Padala
- Fill up the detail's ng mag rereceive FIRST NAME/ LAST NAME/BIRTHDATE /NATIONALITY/CONTACT NUMBER. NOTE: for middle name and suffix if meron sa id na gagamitin ng mag rereceive paki fill up po. Pra makaiwas sa abala.
- Click NEXT then paki fill up naman po yung receiver address
- Click NEXT double all the details then put a CHECK on the box below
- Click SEND, Click PROCEED WITH TRANSFER
- May ibibigay na ONE TIME PASSWORD si UNIONBANK sa iyong mobile APP paki click ang CONTINUE para mag success ang iyong transaction.
- Paki blgay kay customer ang claim code na nagenerate sa Inyong UNIONBANK APP upang lbgay nya sa kanyang receiver.
- Then paki tingnan sa ating charges and fee ang amount na dapat i charge kay customer may karagdagan tayo na charge upang magkaroon tayo ng Income mula dito.

## HOW TO PAY BILLS

- Click PAY BILLS na makikita sa HOME PAGE ng iyong UNIONBANK APP
- Search the Biller name from BILLER CATEGORIES then click.
- Enter the details needed for the payment then once you complete the details needed. Always double check the details before confirming.

- Proceed with the payment
- May ibibigay na ONE TIME PASSWORD si UNIONBANK sa iyong mobile APP paki click ang CONTINUE para mag success ang iyong transaction.
- Then paki tingnan sa ating charges and fee ang amount na dapat I charge kay customer.

✓ **FOR E-LOADING**

- ✓ Click ang BUY LOAD sa may HOME PAGE ng iyong UNIONBANK APP
- ✓ I-type ang MOBILE NUMBER
- ✓ Click NEXT
- ✓ Click the amount your customer need
- ✓ Then click PURCHASE LOAD
- ✓ May ibibigay na ONE TIME PASSWORD si UNIONBANK sa iyong mobile APP paki click ang CONTINUE para mag success ang iyong transaction.

✓ **FOR BANK TRANSFER & WITHDRAWAL**

**BANK TRANSFER**

- ✓ Click SEND/RECEIVE sa iyong UNIONBANK APP
- ✓ IF UNIONBANK TO UNIONBANK Click Another UnionBank Account
- ✓ IF hindi Click Other Banks & E-Wallets, Click INSTAPAY, Select Bank or e-wallet
- ✓ Hanapin sa bank list ang BANK na papa transferan ni customer at I click ito
- ✓ Fill up the necessary details needed: account name, account number, email ni customer and mobile number, then click NEXT
- ✓ Enter the amount click fund transfer then click next, then click TRANSFER
- ✓ May ibibigay na ONE TIME PASSWORD si UNIONBANK sa iyong mobile APP paki click ang CONTINUE para mag success ang iyong transaction.
- ✓ After that tingnan sa list ng charges and fee ang dapat na singilin kay customer.

**BANK WITHDRAWAL (Bank Name: UNIONBANK OF THE PHILIPPINES)**

- ✓ Upang makapag withdraw si customer ibigay sa kanya ang iyong UNIONBANK details Account number, Account name
- ✓ Ipa transfer kay customer thru online banking ang amount na gusto niyang I withdraw.
- ✓ Once natransfer na ni customer sa iyo ang amount na gusto niyang I withdraw makakareceive ka ng text confirmation mula kay UNIONBANK.
- ✓ Tingnan sa list ng charges and fee ang amount na dapat singilin kay customer ayon sa kanyang iwinithdraw.

## NBI ONLINE REGISTRATION ASSISTANCE

- Register an Account with NBI Clearance Website
- REGISTER YOUR EMAIL ADDRESS

Go to <https://www.nbi-clearance.com/> click here and register an account using your existing email account or personal email address.

- REGISTER AS NEW ACCOUNT FOR NBI CLEARANCE ONLINE

On the register, if New applicant click "NO". After filling up all the required fields, you can now click the "I ACCEPT TERMS OF SERVICE" to agree on their Terms of Service, then click the "SIGN UP" to go in the next page.

OTP stand for One Time Password, As the words says, meaning you can just used the code at once and cannot be reused again after 5 minutes.

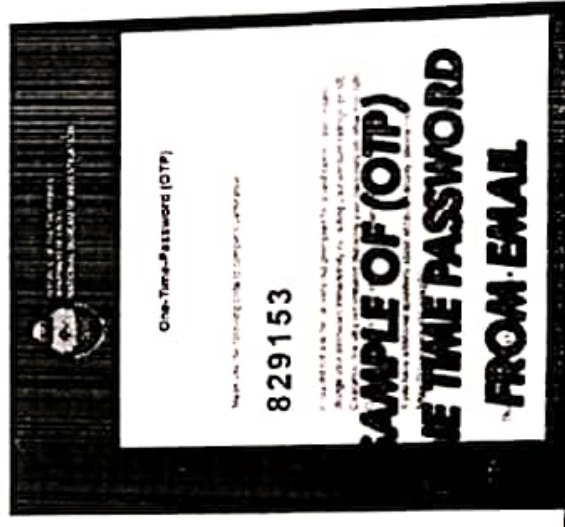
The NBI Clearance Online are now using OTP to confirm the applicants who registering on the website to prove that they are not a robot and protect the web application.

If you cannot receive the OTP on your email or text, you can try to re-send again and make sure the mobile number or email you used to register is correct.

Here are the sample of OTP in mobile and email.

Your One-Time Password (OTP) is 819113. Kindly use this to proceed with the next process. Please enter **SAMPLE OF (OTP)**  
**ONE TIME PASSWORD**  
**FROM MOBILE**

NBI Online Services - One Time Password (OTP)



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- **APPLICATION INFORMATION**

Fill up all the fields of **APPLICATION INFORMATION, CONTACT DETAILS, FAMILY BACKGROUND, and OTHER INFORMATION**. after fill up the NBI Clearance Application Form, you can now click the **"SAVE INFORMATION"**.

By clicking the **"SAVE INFORMATION"**, it will show the summary of your information and you need to double check. If one of your information is wrong, you still have a chance to edit by clicking the **"EDIT"** button.

After edit and checking the summary information, click the **"APPLY FOR CLEARANCE"** button.

- **NBI Clearance Valid ID Requirements**

After Clicking the **"APPLY FOR CLEARANCE"**, the new windows will pop up and asking which Valid ID you're presenting during your appointment.

You can choose which one you have on the below:

Passport  
Voter's ID  
Driver's License  
SSS ID  
PRC License  
Philhealth  
School ID  
Postal ID  
GSIS UMID  
Tax Identification Number (TIN) ID  
Senior Citizen Card  
NSO Authenticated Birth Certificate  
Allen Certificate of Registration  
Copy of Previous NBI Clearance

After entering the valid ID, you can now Press the **"I Agree"** button.

- **Schedule an Appointment**

Schedule an appointment, this page you can select which NBI Branch you want to request your NBI Clearance. choose the NBI Clearance Branch that near to you and the most convenient for you.

After selecting the NBI Branch, you can now choose the Date and Time from AM or PM and depend on the available slots.

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- **NBI Clearance Payment Transaction**

On the right side of the schedule screen, You can see the amount of your NBI Clearance, Appointment Schedule, and the different types of payment options.

If you choose **Bayad Center** or **7-Eleven** after you click, new windows will pop out and the reference number will show together with the total amount, write down the reference number and present to the branch that which payment you select.

**On this process your client can also pay the appointment fee on you using your PAYMAYA GCASH or Coins.PH, click pay bills and select NBI.**

Done paying the NBI Clearance on the selected payment option, now check the status of your NBI Clearance online and see if the status is changed from **"PENDING"** to **"PAID"**.

- **Processing**

For the processing of your NBI Clearance after completing the application form and payments, you just need to do is to wait until the appointment date come.

When the appointment date comes, to get your NBI Clearance to go to the branch you've chosen in your appointment. Don't forget to bring at least **Two 2 Valid ID's** and bring also your **NBI Clearance Online Reference Number** and your **NBI Clearance Online Payment Receipt** and no need to print your NBI Application form.

- **BIOMETRICS AND PHOTO CAPTURE**

When you are in the NBI Branch, ask the NBI personnel that you have an appointment on that day, they will assist you on what to do and follow the instruction for Photo capture and Biometrics.

- **NBI Clearance Releasing**

After you've done on photo capture and biometrics, you need to wait until your NBI Clearance printed and calling your name and gave to you.

Congratulations! You have an NBI Clearance and successfully applied.

## Things to Remember Before Scheduling Your DFA Passport Appointment

Story continues

- **Online appointments are available only to Filipinos living in the Philippines.** Citizens based abroad can head to the nearest Philippine Embassy or Consulate to file their passport application.
- **The DFA passport appointment system is free to use.** Avoid dealing with fixers. The only payment you'll need to make is for the passport processing fee.
- **Passport appointments are limited.** You're lucky if you are able to secure a slot on your first try. However, new DFA passport appointment slots are opened from 12 p.m. to 9 p.m. on Mondays to Saturdays except for holidays. Just keep refreshing the page.
- **Choose a consular office closest to your place to save time.**
- **Choose an earlier schedule, preferably AM, to avoid long lines.**
- **Use a valid and working Gmail or Yahoo email address.** Other email accounts like MSN, Hotmail, and Outlook are incompatible with the DFA passport appointment system.

## 2. Pay the Passport Processing Fee

Since August 2018, the DFA ePayment Portal has been implemented. This is a new feature of the DFA passport appointment system that allows a faster and more convenient on-site passport processing. Applicants pay their fees before making a personal appearance at the DFA office.

Pay your passport processing fee at any of these authorized payment centers:

- 7-Eleven
- Bayad Center
- ECPay
- PeraHub
- Robinsons Business Centers and Department Stores
- USCC (Western Union)
- Waltermart Department Store
- Villarica Pawnshop
- Using your PAYMAYA, GCASH or COINS.PH your client can pay their passport appointment with you by paying bills and select DFA to proceed with the payment transaction of the appointment.

According to the DFA, it will add more payment channels soon, including facilities for credit and debit card payments.

Once your payment has been processed, the DFA will send you a confirmation email with a passport appointment packet that contains the following:

## Easy Steps to DFA Passport Appointment, Application, and Renewal

### DFA Passport Appointment Application Renewal Philippines

A Philippine passport is your ticket to the world. It's the most important document you'll need if you wish to study, work, or travel overseas. It's also a powerful identification card that you can use in private- and government-related transactions.

However, getting or renewing a Philippine passport through the Department of Foreign Affairs (DFA) can be tricky. DFA passport appointment slots are limited. Securing an appointment now feels like winning the lottery due to the shortage of slots in the online scheduling system.

But a passport is a passport and we all need it to go overseas. Lessen the stress of getting a Philippine passport with our quick and easy guide.

### 1. Schedule a DFA Passport Appointment Online

All Philippine passport applicants—whether for new application or renewal—must book an appointment with the DFA before going to one of its locations.

Exempted from setting a DFA passport appointment are the following applicants who can go directly to the courtesy lane:

- Children aged seven and below with their parents and minor siblings
- Pregnant women (with a medical certificate for those not visibly pregnant)
- Senior citizens with senior citizen ID and one immediate family member
- Solo parents with a solo parent ID and their minor children
- Persons with disabilities with PWD ID and one immediate family member
- OFWs with OFW e-Card, work visa, or POEA-authenticated employment contract

### How to Make a Passport Appointment Online

#### DFA Passport Appointment Online

Simply visit the DFA passport appointment website and do the following:

1. Start an individual or group appointment
2. Choose a DFA consular office for your passport application or renewal
3. Select your preferred date and time
4. Fill out the online passport application form
5. Pick your preferred passport processing type (regular/expedited processing)

Upon submitting the online form, the DFA will email a reference number for paying your passport processing fee.

- Checklist of passport requirements with your DFA appointment schedule
- Confirmed application form
- Two copies of the eReceipt

Print all the documents in A4-size paper and don't forget to bring them on the day of your DFA passport appointment.

### Things to Remember Before Paying the Passport Fee

- **Pay the exact amount in cash** (PHP 950 for regular processing/PHP 1,200 for expedited processing).
- **Take note of your reference number and total amount due** (PHP 950/PHP 1,200 processing fee + PHP 50 convenience fee per transaction).
- **You can use the reference number only once.** Contact the DFA helpdesk immediately at (02) 234-3488 if you made a payment by mistake.
- **Pay separately for each reference number** (for group appointments with multiple reference numbers). The DFA allows only one transaction per reference number.
- **Your DFA passport appointment will be confirmed only after paying the required fees.**

### 3. Prepare the Passport Requirements

#### DFA Passport Appointment Requirements

Is it your first time to apply for a Philippine passport? Secure the following requirements before going to the DFA office. Applicants with incomplete requirements are automatically rejected, so better keep a checklist of the following documents.

#### Valid ID (original and photocopy)

You can bring any of the following valid IDs. To secure your application, prepare at least two from the list.

- SSS ID
- GSIS ID
- UMID card
- Voter's ID
- Driver's License (LTO Student Permit may be accepted if it's in card format.)
- Senior Citizen ID
- School ID (for students and fresh graduates)
- PRC ID
- OWWA card
- PNP Firearms License
- Airman License (issued August 2016 onwards)

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- Residence Card or any other ID that warrants your Philippine citizenship (for OFWs or Filipinos based in other countries)

### **Birth Certificate (original and photocopy)**

Secure an original copy of your birth certificate authenticated by the Philippine Statistics Authority (PSA). You can conveniently order one online and have it delivered to your home or office address.

You can also present a Certified True Copy (CTC) of your birth certificate issued by the Local Civil Registrar and duly authenticated by the PSA.

### **Supporting Documents**

Are you a naturalized Filipino citizen? Or maybe you have dual citizenship or have no birth certificate? If so, you need to present additional documents to the DFA.

Married women who want to use their spouse's surname must submit an original copy of their marriage certificate issued by the PSA. No need to do so for those who'd like to keep their maiden name.

## **4. Show Up on Your DFA Passport Appointment Schedule**

### **DFA Passport Appointment Schedule**

Arrive at your assigned DFA site 30 minutes before your appointment schedule, as latecomers and those coming in too early aren't accommodated. Also, observe the proper dress code. Individuals wearing sandals, spaghetti straps, shorts, tubes, sandals, or slippers may not continue their appointment.

### **DFA Passport Application/Renewal Steps**

1. Present your DFA passport appointment packet and requirements to the Application Counter. You will then receive a queue number.
2. Wait for your number to be called. Proceed to the Processing Area and present your documents.
3. Have your photo and biometrics taken at the Encoding Section.
4. If you prefer to have the passport delivered to your home or office, go to the Delivery Counter and pay an additional fee of PHP 150.

When you're done with all the passport application or renewal steps, you'll be issued a stub or receipt that indicates your passport's tentative release date.

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### 5. Claim Your Passport/Wait for Delivery

Visit the DFA consular office where you filed your application and present your receipt to claim your passport. If you've lost your passport receipt, you need to present a notarized affidavit of loss.

You can assign someone else to pick up your passport if you're not available to do it. The DFA requires an authorization letter (for immediate family members) or Special Power of Attorney (for non-immediate family) and a photocopy of the authorized representative's valid ID before issuing the passport.

Don't delay claiming your passport. The DFA cancels unclaimed passports after six months.

If you chose to have your passport delivered, be sure someone is at home to receive it.

Once you get your new passport, check if all details in it are correct and then put your signature on the third page.

### FAQs on DFA Passport Appointment, Application, and Renewal

#### 1. Can I cancel or reschedule my appointment?

No, you cannot cancel your appointment. Make sure to show up as no-shows will be banned for three months. If you've paid the passport fee already, it will be forfeited and cannot be refunded.

If you wish to reschedule, go to the DFA passport appointment system's reschedule feature and enter your appointment code and email address.

### DFA Passport Appointment Schedule

#### 2. Do I still need to book an appointment if I get my passport through a travel agency?

Yes, you're still required to secure a DFA passport appointment on your own. Travel agencies can no longer get appointment slots for their clients.

#### 3. How do I renew my passport?

DFA passport renewal has the same process as new passport applications, except that you need to bring your old/expired passport with photocopy of its data page (the second page with your photo and personal information) on the day of your appointment. Birth certificate and valid IDs are **not required** for passport renewal.

## DFA Passport Renewal

### 4. Is NBI clearance accepted as a valid ID for passport application?

No. The DFA considers the NBI clearance as just a supporting document and not a valid ID by itself.

Also, the DFA **does not accept** the following IDs and documents:

- Police clearance
- Barangay ID/Barangay clearance
- Postal ID
- TIN card
- Pag-IBIG ID
- PhilHealth ID
- Company ID
- SSS E-1 form
- IBP ID
- Official receipt of the driver's license
- LTO student permit in paper format

### 5. When will my passport arrive?

Rush applications usually take seven days, while regular applications may take as long as 15 days. If you apply in a regional office, rush processing may take 10 days, while regular processing may take 20 days before pick-up or delivery. Individuals based abroad should expect their passport in 30 to 60 days.

### 6. How long can I use my passport?

New Philippine passports have a 10-year validity, as per Republic Act 10928, a law implemented by the administration since early 2018.

## **CHARGES AND FEE FOR EVERY TRANSACTION**

- **SEND MONEY TO SMART PADALA & PAYMAYA CASH IN OR ADD MONEY**

<b>PADALA AMOUNT</b>	<b>SERVICE FEE</b>
1-1000	30.00
1001-1500	45.00
1501-2000	60.00
2001-2500	75.00
2501-3000	90.00
3001-3500	105.00
3501-4000	120.00
4001-4500	135.00
4501-5000	150.00
5001- Above	Additional 15.00 for every PHP 500.00

- **PAYMAYA CASH OUT**

<b>CASH-OUT AMOUNT</b>	<b>SERVICE FEE</b>
1-1000	15
1001-1999	25
2000-2999	35
3000-3999	45
4000-4999	55
5000-5999	65
6000-6999	75
7000-7999	85
8000-8999	95
9000-9999	105
10000- Above	Additional 10 for every PHP 1000.00

- **GCASH TRANSACTIONS (CASH IN & OUT)**

CASH-IN & OUT AMOUNT	SERVICE FEE
1-1000	20
1001-1999	35
2000-2999	50
3000-3999	65
4000-4999	80
5000-5999	95
6000-6999	110
7000-7999	125
8000-8999	140
9000-9999	155
10000- Above	Additional 15.00 for every PHP 1000.00

- **BILLS PAYMENT FEE**

BILL AMOUNT	SERVICE FEE
1-1000	20
1001-1999	30
2000-2999	40
3000-3999	50
4000-4999	60
5000-5999	70
6000-6999	80
7000-7999	90
8000-8999	100
9000-9999	110
10000- Above	Additional 10.00 for every PHP 1000.00

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- **SMART PADALA RECEIVE**

PADALA AMOUNT	SERVICE FEE
ANY AMOUNT	₱15

❖ NOTE: Mostly ang nag lalagay ng charge ay yung mga nasa remote areas dahil sa wala silang kalaban at malayo sila masyado sa bayan. Nasa inyo na po kung lalagyan nyo or hindi.

- **E LOADING**

LOAD AMOUNT	SERVICE FEE
ANY AMOUNT	₱3-5

- **GAME CREDITS**

GAME CREDIT AMOUNT	SERVICE FEE
ANY AMOUNT	₱5-10

- **BANK TRANSFER & WITHDRAWAL**

- ✓ Pwede po tayong tumanggap ng bank transfer transaction using our PAYMAYA GCASH Coins.PH or UNIONBANK account
- ✓ Hingin lang po naten yung Bank Details ni customer kung saan ittransfer ang amount if may online banking sya mas maganda so he/she can check the amount transferred.
- ✓ Pwede rin po tayong tumanggap ng bank withdrawal by just transferring the amount to our PAYMAYA using online bank transfer ni customer para ma transfer nya yung amount na nais nya I withdraw instantly.

- **P**

TRANSFER & WITHDRAWAL AMOUNT	SERVICE FEE
<b>A</b> 1-1000	20
<b>L</b> 1001-1999	35
<b>A</b> 2000-2999	50
<b>A</b> 3000-3999	65
<b>W</b> 4000-4999	80
<b>A</b> 5000-5999	95
<b>N</b> 6000-6999	110
7000-7999	125
8000-8999	140
9000-9999	155
10000- Above	Additional 15.00 for every PHP 1000.00

**PALAWAN EXPRESS PERA PADALA FEE (USE UNIONBANK)**

PADALA AMOUNT	SERVICE FEE
0.01-100	5
100.01-200	8
200.01-300	11
300.01-400	14
400.01-500	17
500.01-600	20
600.01-700	23
700.01-800	26
800.01-900	29
900.01-1000	35
1000.01-1500	50
1500.01-2000	65
2000.01-2500	80
2500.01-3000	95
3000.01-3500	100
3500.01-4000	120
4000.01-5000	130
5000.01-6000	150
6000.01-7000	160
7000.01-8000	170
8000.01-9500	190
9500.01-10000	200
10000.01-14000	215
14000.01-15000	225
15000.01-20000	255
20000.01-30000	295
30000.01-40000	325
40000.01-50000	350

• **WESTERN UNION (RECEIVE ONLY)**

PADALA AMOUNT	SERVICE FEE
ANY AMOUNT	20

• **MONEYGRAM (RECEIVE ONLY)**

PADALA AMOUNT	SERVICE FEE
ANY AMOUNT	20

• **LBC PERA PADALA RATES (USE UNIONBANK)**

PADALA AMOUNT	SERVICE FEE
0.01-5000	40
5000.01-10000	60
10000.01-20000	80

• **CEBUANA LHUILLER RATES (USE UNIONBANK)**

PADALA AMOUNT	SERVICE FEE
0.01-100	15
100.01-200	20
200.01-300	25
300.01-400	27
400.01-500	32
500.01-600	37
600.01-700	42
700.01-800	42
800.01-900	47
900.01-1000	55
1000.01-1500	75
1500.01-2000	90
2000.01-2500	110
2500.01-3000	130
3000.01-3500	130
3500.01-4000	130
4000.01-5000	140
5000.01-6000	150
6000.01-7000	140
7000.01-8000	140
8000.01-9500	140
9500.01-10000	150
10000.01-14000	160
14000.01-15000	170
15000.01-20000	210

## PERAHUB RATES (USE UNIONBANK)

PADALA AMOUNT	SERVICE FEE
0.01-1000	35
1500.01-3000	40
3000.01-5000	55
5000.01-7000	70
7000.01-10000	80

### • ML KWARTA PADALA RATES

PADALA AMOUNT	SERVICE FEE
₱1 – ₱100	₱5
₱101 – ₱200	₱8
₱201 – ₱300	₱11
₱301 – ₱400	₱15
₱401 – ₱500	₱18
₱501 – ₱600	₱20
₱601 – ₱700	₱23
₱701 – ₱800	₱26
₱801 – ₱900	₱30
₱901 – ₱1,000	₱35
₱1,001 – ₱1,500	₱50
₱1,501 – ₱2,000	₱65
₱2,001 – ₱2,500	₱80
₱2,501 – ₱3,000	₱95
₱3,001 – ₱3,500	₱100
₱3,501 – ₱4,000	₱120
₱4,001 – ₱4,500	₱130
₱4,501 – ₱5,000	₱135
₱5,001 – ₱6,000	₱155
₱6,001 – ₱7,000	₱160
₱7,001 – ₱8,000	₱175
₱8,001 – ₱9,500	₱195
₱9,501 – ₱10,000	₱205
₱10,001 – ₱14,000	₱215
₱14,001 – ₱15,000	₱225
₱15,001 – ₱20,000	₱265
₱20,001 – ₱30,000	₱295
₱30,001 – ₱40,000	₱325
₱40,001 – ₱50,000	₱360



**SMART**  
**Padala**

***PadaLAPIT Lang!***

<b>PADALA AMOUNT</b>	<b>SERVICE FEE</b>
<b>1 – 1000</b>	<b>30.00</b>
<b>1001 - 1500</b>	<b>45.00</b>
<b>1501 – 2000</b>	<b>60.00</b>
<b>2001 – 2500</b>	<b>75.00</b>
<b>2501 – 3000</b>	<b>90.00</b>
<b>3001 – 3500</b>	<b>105.00</b>
<b>3501 – 4000</b>	<b>120.00</b>
<b>4001 – 4500</b>	<b>135.00</b>
<b>4501 – 5000</b>	<b>150.00</b>
<b>5001 – Above</b> <b>Additional Php</b> <b>15.00</b> <b>for every Php 500.00</b>	