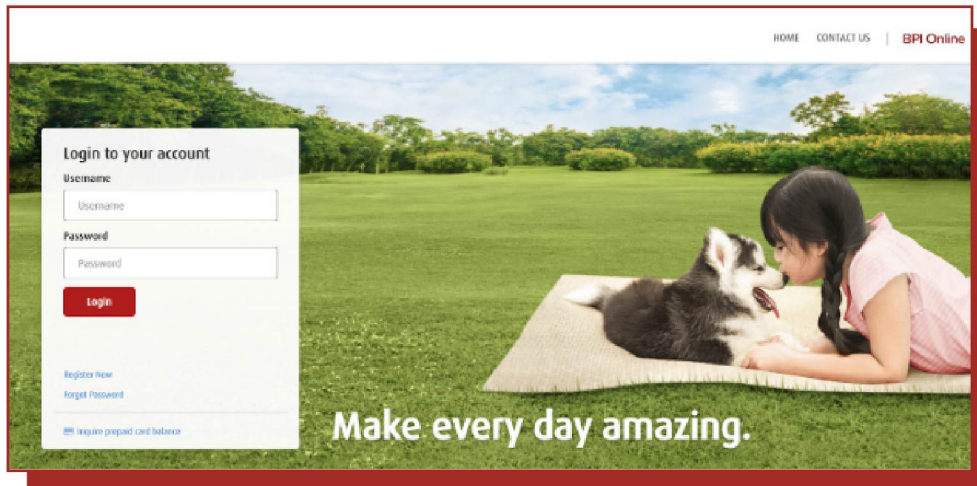


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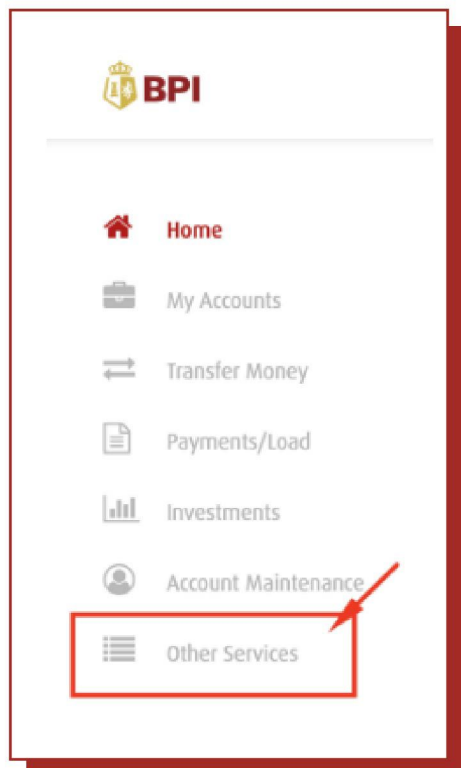


1 Log on to online.bpi.com.ph/.

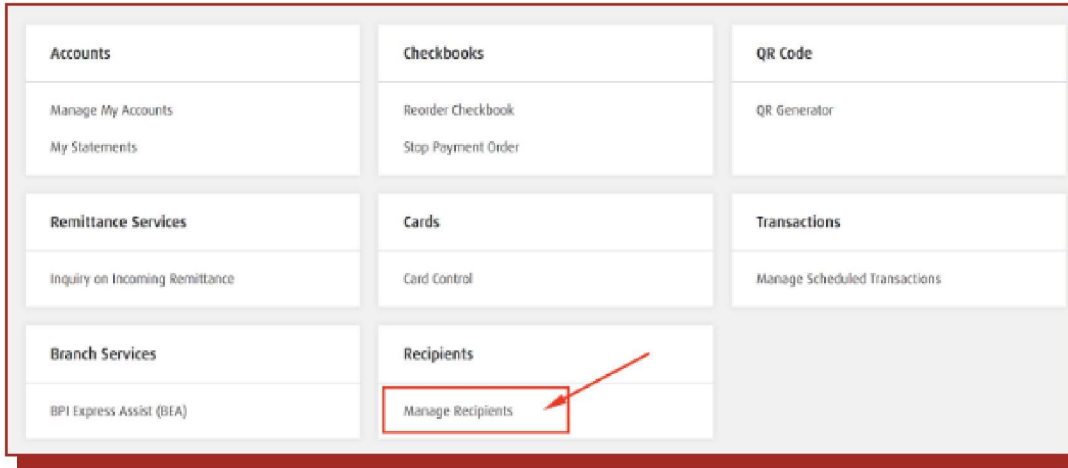
Note: For mobile phone users, please go to your **browser** for this process because this is ***not available*** on the BPI mobile app.



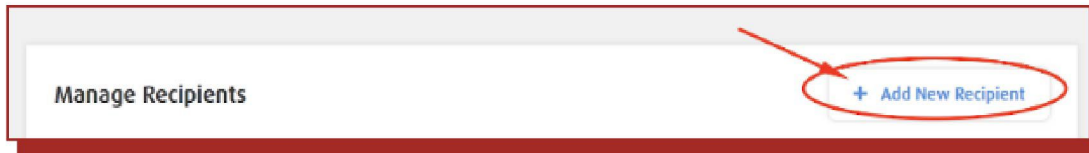
2 Click Other Services on the left side panel.



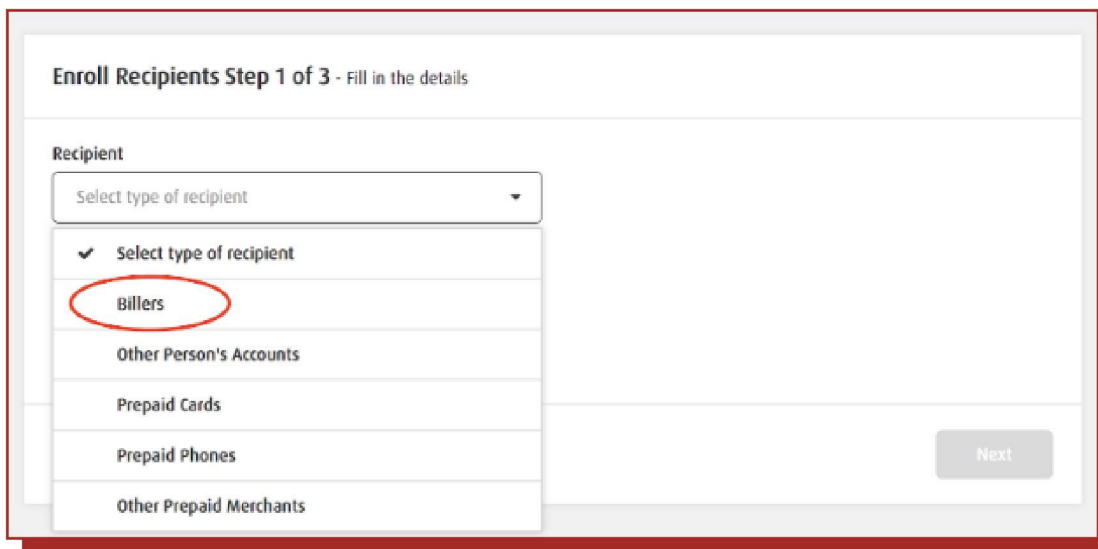
3 On the page view of Other Services, under *Recipients*, click **Manage Recipients**.



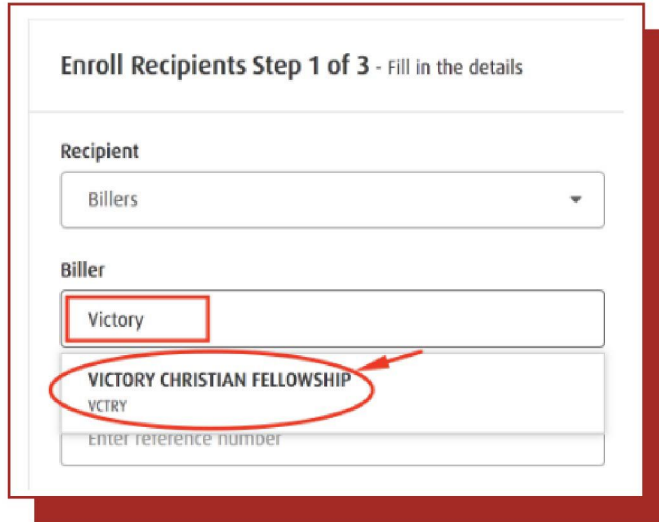
4 On the upper right view, click **Add New Recipient**.



5 Select type of recipient by clicking **Billers**.

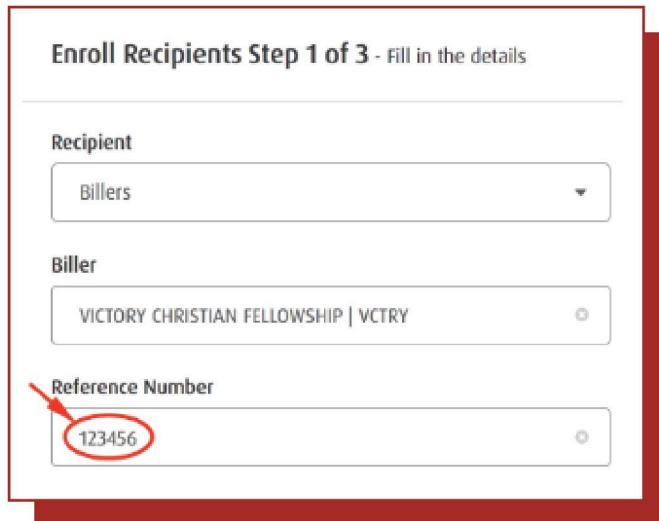


- 6 Search **Victory** in the field and click **Victory Christian Fellowship** as a biller.



The screenshot shows a form titled "Enroll Recipients Step 1 of 3 - Fill in the details". It has two main sections: "Recipient" and "Biller". The "Recipient" section has a dropdown menu with "Billers" selected. The "Biller" section has a search input field containing "Victory". Below the search input, a list of suggestions is shown, with "VICTORY CHRISTIAN FELLOWSHIP" and "VCTRY" highlighted by a red oval and a red arrow pointing to it. Below the suggestions is a text input field with the placeholder "Enter reference number".

- 7 Enter the **Reference Number** and click **Next**.



The screenshot shows the same form as above, but now the "Biller" dropdown is set to "VICTORY CHRISTIAN FELLOWSHIP | VCTRY". The "Reference Number" section has a text input field containing "123456", which is circled in red with a red arrow pointing to it. The "Enter reference number" placeholder is no longer visible.

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Note: Reference Number is a unique series of numbers that is provided to you upon registration on the giving site. A copy of this is also sent to your registered email.

The screenshot shows the BPI website registration form. At the top, there is a navigation bar with links for HOME, ABOUT US, MINISTRIES, CONTACT US, and a GIVE button. Below the navigation bar, there are two input fields: 'REFERENCE NUMBER' with the value '123456' and 'ADDITIONAL REFERENCE NUMBER' with the value '01002'. Red boxes highlight these fields, and red arrows point to the values. Below the form, there is a BPI logo and a link to log on to <https://online.bpi.com.ph/>.

8 Review the details and click **Confirm** to proceed.

The screenshot shows the 'Enroll Recipients Step 1 of 3 - Fill in the details' form. It has a 'Recipient' dropdown menu with 'Billers' selected. Below that is a 'Biller' section with a dropdown menu showing 'Victory' selected. A red box highlights 'Victory', and a red arrow points to the full name 'VICTORY CHRISTIAN FELLOWSHIP' in the dropdown list. Below the dropdown menu, there is a field for 'Enter reference number'.

9 Enter the **One-Time PIN** sent to your mobile number to confirm the registration.