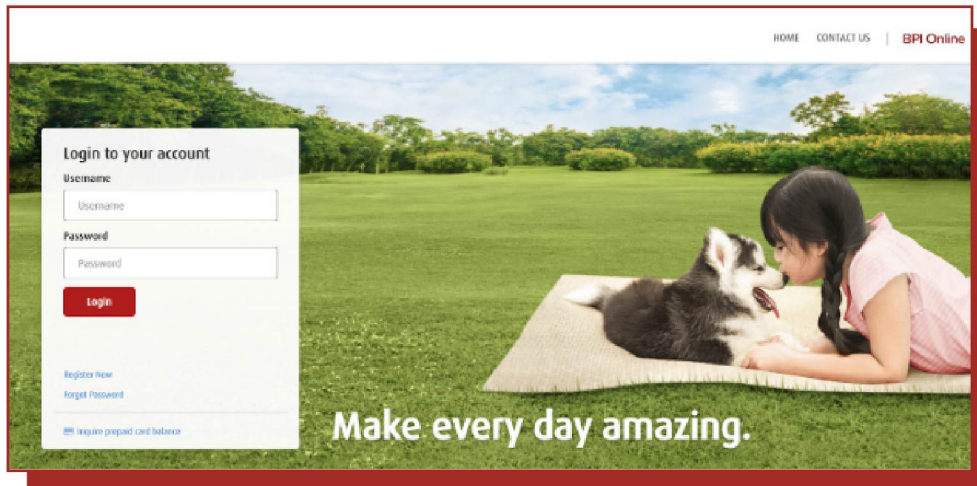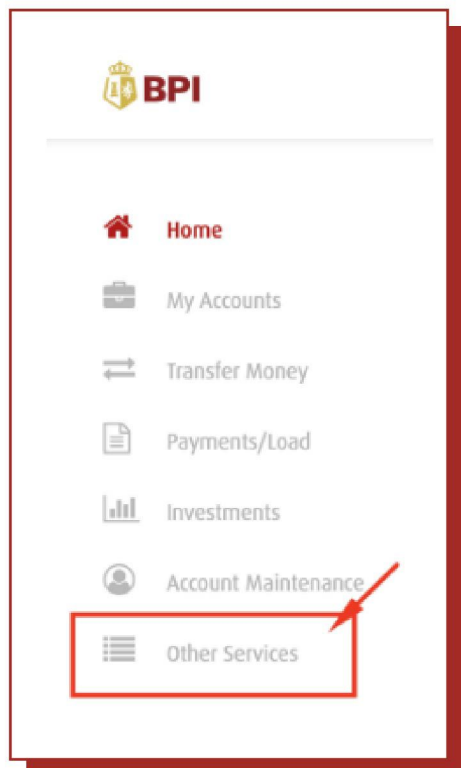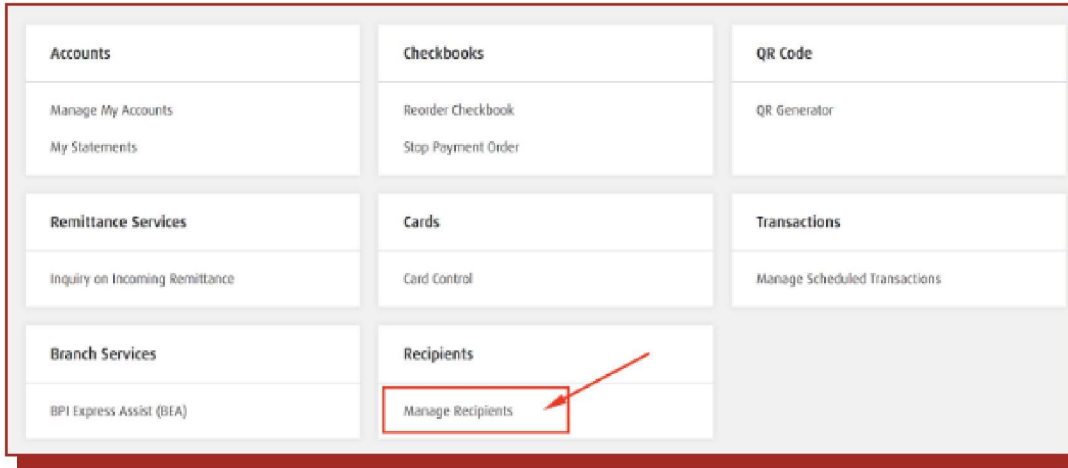# BPI Enrolment

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.
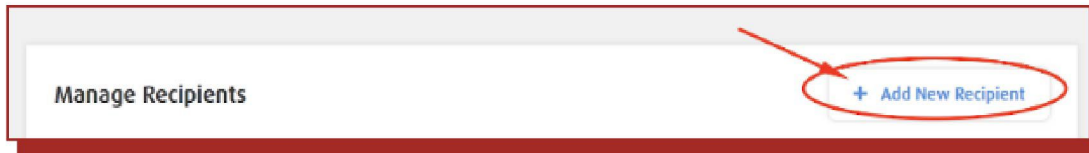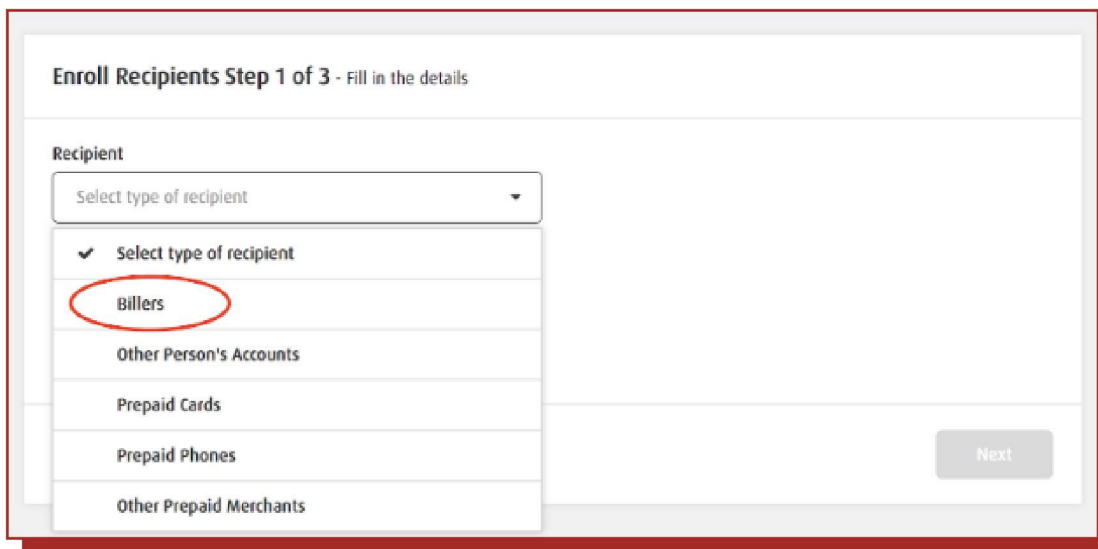

2 Click Other Services on the left side panel.

BPI Enrolment

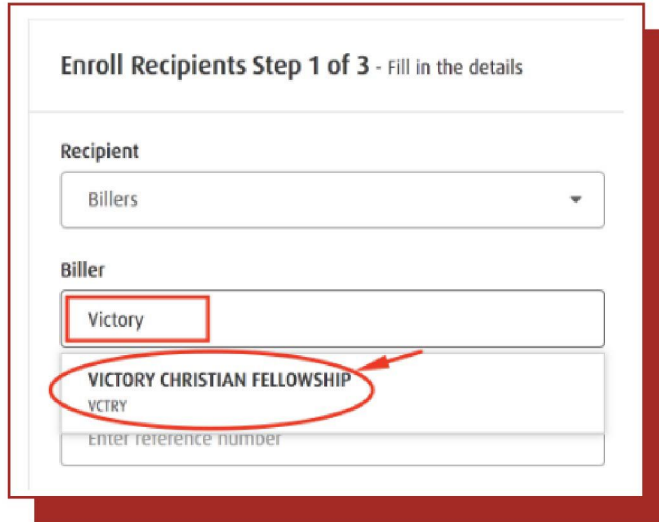**3** On the page view of Other Services, under *Recipients*, click **Manage Recipients.**

Accounts	Checkbooks	QR Code
Manage My Accounts	Reorder Checkbook	QR Generator
My Statements	Stop Payment Order	

Remittance Services	Cards	Transactions
Inquiry on Incoming Remittance	Card Control	Manage Scheduled Transactions

Branch Services	Recipients	
BPI Express Assist (BEA)	Manage Recipients	

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

Manage Recipients   + Add New Recipient

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

Enroll Recipients Step 1 of 3 - Fill in the details

Recipient

Select type of recipient ▾

✓ Select type of recipient

Billers

Other Person's Accounts

Prepaid Cards

Prepaid Phones

Other Prepaid Merchants

Next

BPI Enrolment

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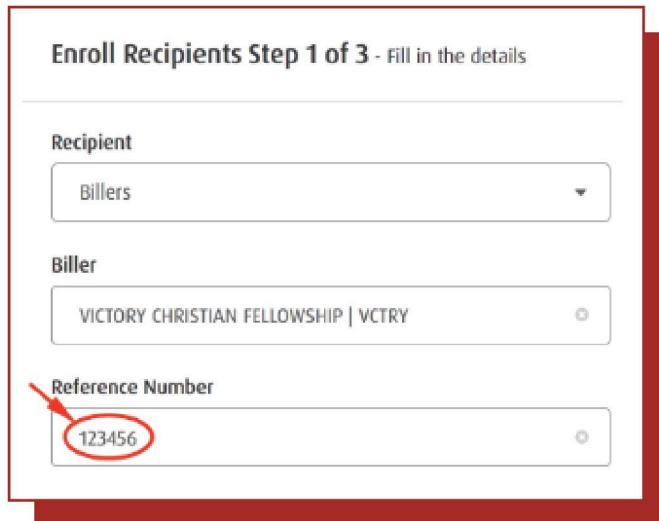
6 Search **Victory** in the field and click **Victory Christian Fellowship** as a biller.

Enroll Recipients Step 1 of 3 - Fill in the details

Recipient

Billers

Biller

Victory

VICTORY CHRISTIAN FELLOWSHIP
VCTRY

Enter reference number

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

Enroll Recipients Step 1 of 3 - Fill in the details

Recipient

Billers

Biller

VICTORY CHRISTIAN FELLOWSHIP | VCTRY

Reference Number

123456

BPI Enrolment

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

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

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