



STEPS IN USING

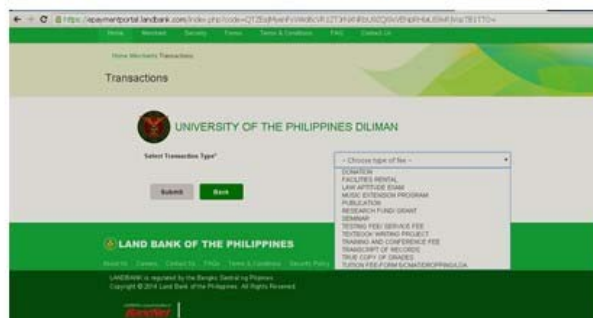
- 1 Go to Website (<https://www.landbank.com>) and click **Link.Biz Portal**



- 2 Select Merchant. Type **University of the Philippines Diliman** on the search field or click the corresponding first letter of the Merchants' List.



- 3 Select **TRANSACTION TYPE** among the drop down menu.



Transaction Type:

- | | | |
|--|---|--|
| 1. DONATION | 11. TRUE COPY OF GRADES/
CERTIFICATION | 18. STAFF HOUSING
- RENTAL/GARBAGE/SBU |
| 2. FACILITIES RENTAL | 12. TUITION FEE | 19. STUDENT HOUSING
- BOARD & LODGING |
| 3. LAW APTITUDE EXAM | - FORM 5/CMAT/DROPPING/LOA | 20. STUDENT LOAN |
| 4. MUSIC EXTENSION PROGRAM | 13. APPLICATION | 21. UPIS FEES |
| 5. PUBLICATION | 14. EXTRAMURAL CLASSES | 22. USE OF GROUNDS/POSTING
OF ANNOUNCEMENTS |
| 6. RESEARCH FUND/GRANT | 15. GRAD FEE/CLEARANCE | 23. UP STICKER |
| 7. SEMINAR/TRAINING/CONFERENCE FEE | 16. CDC/KALINGA DAYCARE
TUITION FEE | 24. OTHER FEES |
| 8. TESTING FEE/SERVICE FEE | 17. REFUND | |
| 9. TEXTBOOK WRITING PROJECT | | |
| 10. TRANSCRIPT OF RECORDS/
DIPLOMA AUTHENTICATION | | |



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4 Select Payment Gateway. e.g. **LANDBANK**

Payment Option :

- A. LANDBANK ATM Cards
- B. LANDBANK Visa debit Cards
- C. Other Banks via PCHC Paygate (Union Bank, Robinsons Bank, RCBC ATM Cards)
- D. BancNet Member-Bank's ATM / Debit Cards (**temporarily suspended**)

If payment option is thru **CASH** :

A minimum transaction fee will be charged per successful transaction and payment confirmation receipt will be provided for your reference.

Landbank ATM – **15.00 pesos**

Convenience Fee – **30.00 pesos** at any 7/11 Convenience Store

5 Fill-out Transaction Form.

- A. AMOUNT – **Mandatory**
- B. PAYEE – **Mandatory**
- C. ACCOUNT NO. – **Mandatory**
- D. UNIT/COLLEGE – **Mandatory**
- E. E-MAIL ADDRESS – **Mandatory**
- F. CONTACT NUMBER – **Mandatory**
- G. SOA/BILLING NUMBER. – **Optional**
- H. PERIOD COVERED – **Optional**



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6 Input **CAPTCHA** code.

7 Review Transaction Details and Payment Summary.

8 Authorized Transaction : Input **ONE TIME PASSWORD (OTP)** sent thru e-mail/SMS and click your **PIN** on the PIN pad. Click submit.

9 Print **Payment Confirmation Receipt** which would serve as your Official Receipt.





STEPS IN USING LANDBANK *Link.BizPortal*

- 10 Send the scanned copy of the following to the originating unit/college copy furnished UPD Cash Office e-mail address cashoffice.upd@up.edu.ph :
 - a. Confirmation Receipt
 - b. Registration Form 5 / Bill / SOA