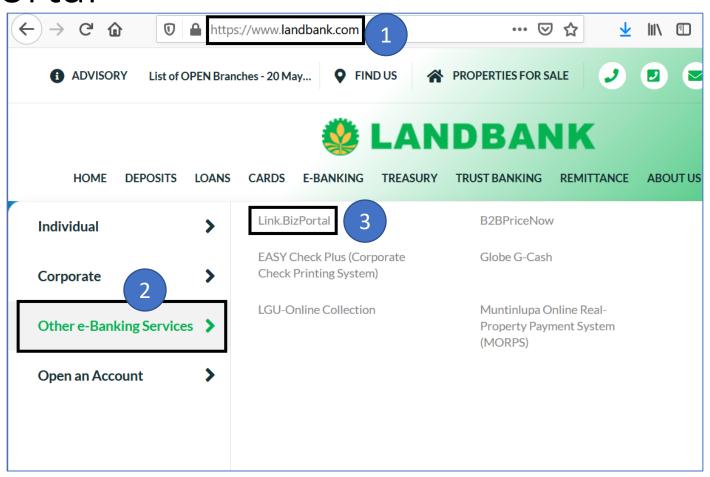
## UP DILIMAN ONLINE PAYMENT VIA LANDBANK LINKBIZ

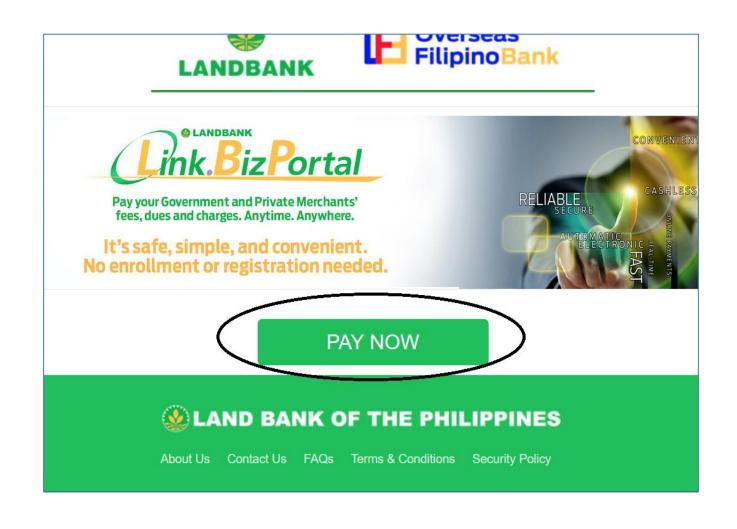
**Step 1** Go to <a href="https://www.landbank.com">https://www.landbank.com</a>, select on "Other e-Banking Services", and click on Link.BizPortal



### Step 2 Click on the Link.BizPortal logo

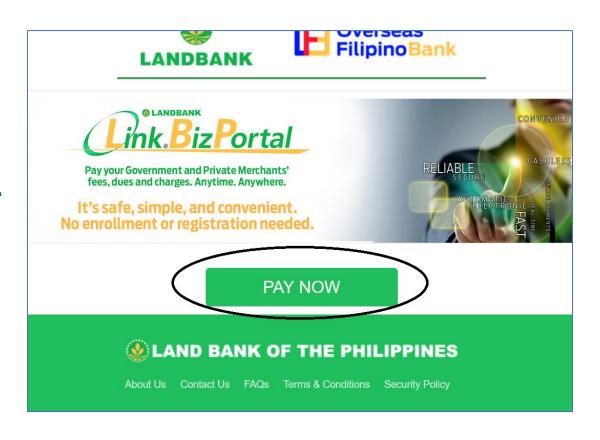
Home > e-Banking > Other e-Banking Services > Link.BizPortal Link.BizPortal LANDBANK Link. BizPortal is an e-Payment facility that allows clients to pay for products and services via the Internet from both the government and private institutions/sectors <u>ink.BizPortal</u>

### Step 3 Click on the "PAY NOW" button

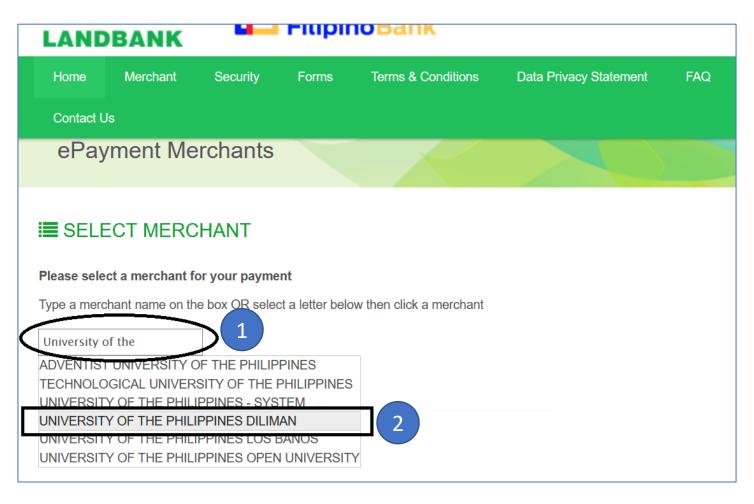


## Alternatively, you can click on the link below to go to Link.BizPortal and click "PAY NOW"

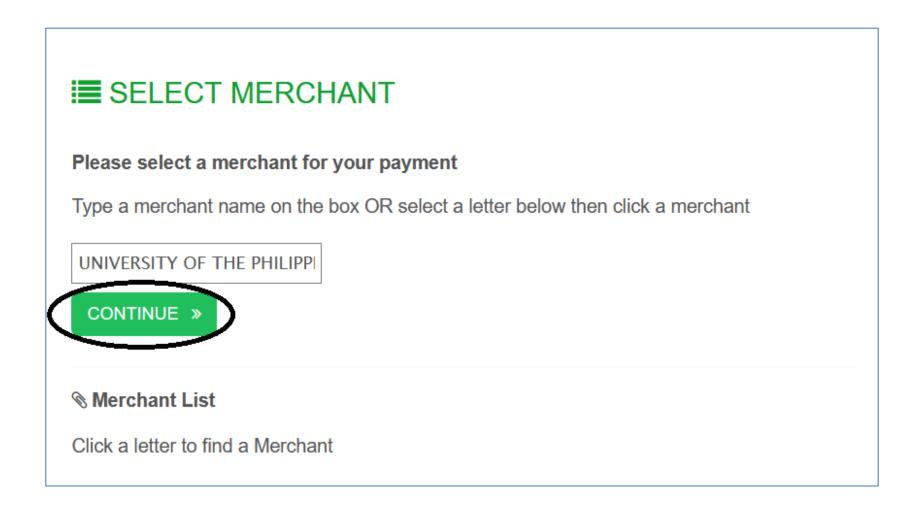
https://www.lbpeservices.com/egps/p ortal/index.jsp



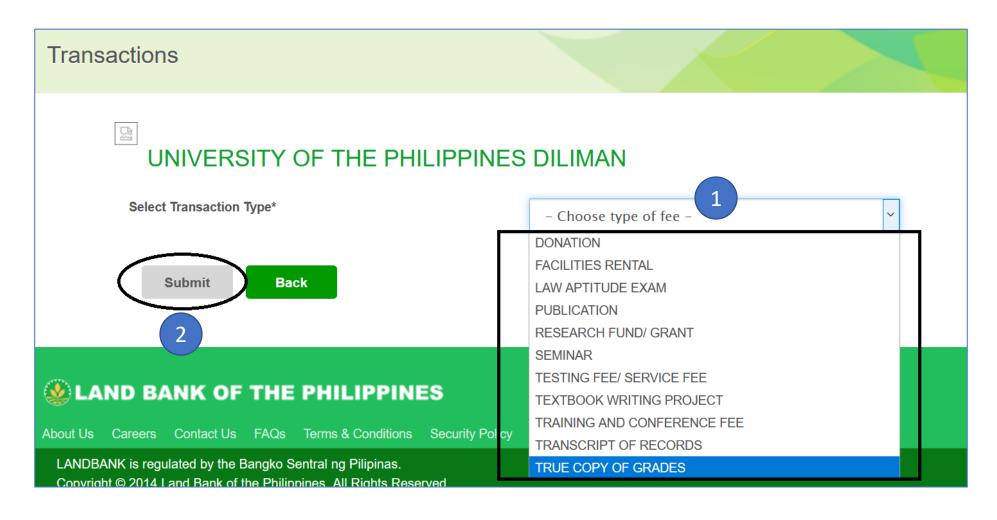
## **Step 4** Click on the search box and type "University of the...." and select UP Diliman



## **Step 5** After select UP Diliman, click on "Continue" button



### **Step 6** Select your Transaction Type from the dropdown list and click on the "Submit" button



**Step 7a** Select your payment option, if you are going to pay via a non-Landbank account, select "BancNet" from the dropdown option

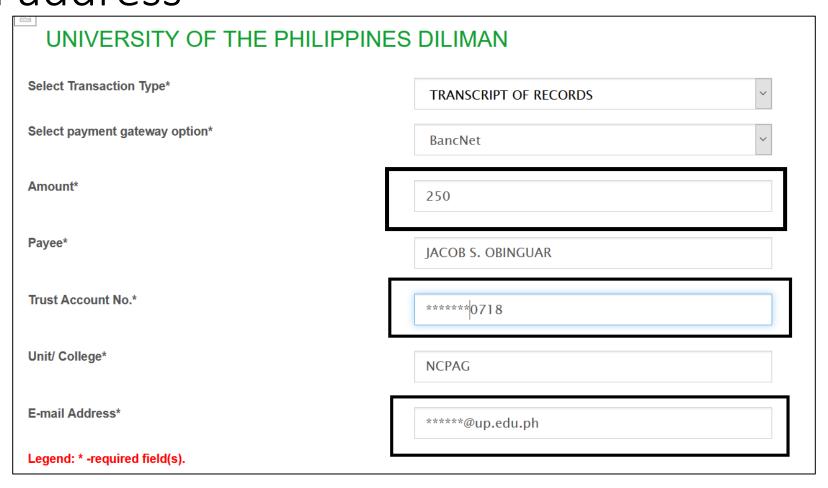
UNIVERSITY OF THE PHILIPPINES DILIMAN	
Select Transaction Type*	TRUE COPY OF GRADES
Select payment gateway option*	LANDBANK
LANDBANK Account No.*	LANDBANK BancNet Cash Payment
Amount*	0.00
Payee*	Payee
Trust Account No.*	Trust Account No.
Unit/ College*	Unit/ College
E-mail Address*	E-mail Address

Note: Convenience Fee - P30.00 at any 7/11 Convenience Store (if payment option is thru CASH)

**Step 7b** Select your payment option, if you are going to pay via a Landbank account, you have to input your Landbank Account Number

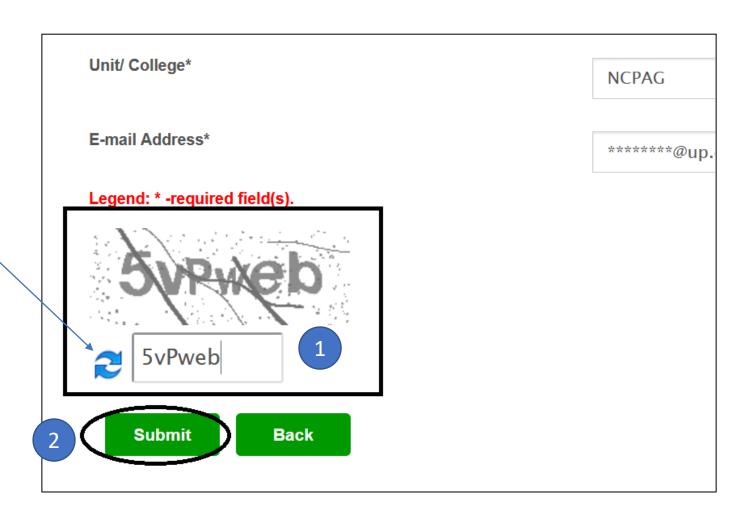
#### UNIVERSITY OF THE PHILIPPINES DILIMAN Select Transaction Type\* TRANSCRIPT OF RECORDS Select payment gateway option\* \_ANDBANK LANDBANK Account No.\* Amount\* 0.00 Payee\* Payee Trust Account No.\* Trust Account No. Unit/ College\* Unit/ College E-mail Address\* E-mail Address Legend: \* -required field(s).

**Step 8** Fill-out the other details. Pay extra attention to the Amount, Trust Account and your E-mail address

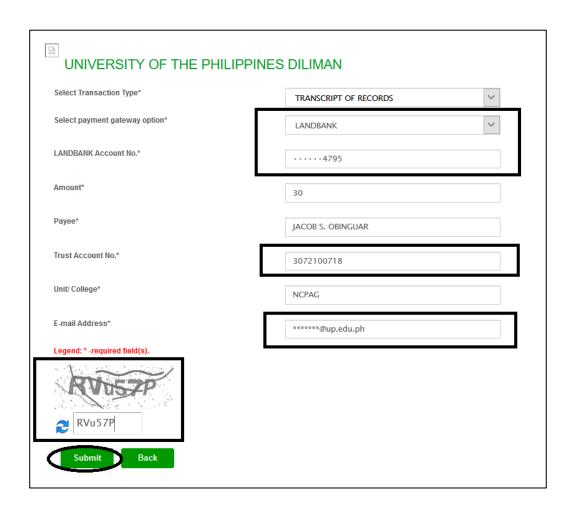


## **Step 9** Encode the "CAPTCHA" on the box and click on the "Submit" button

Note: If you encounter an error in the CAPTCHA encoding, just click this button to generate a new CAPTCHA and then reencode



### Zoomed-out view of step 7 to 9



Step 10 After clicking the "Submit" button on Step 9, you will now see the Summary page. Check carefully if everything is in order. If yes, click on the "Submit" button, otherwise, click on the

"Cancel" button.

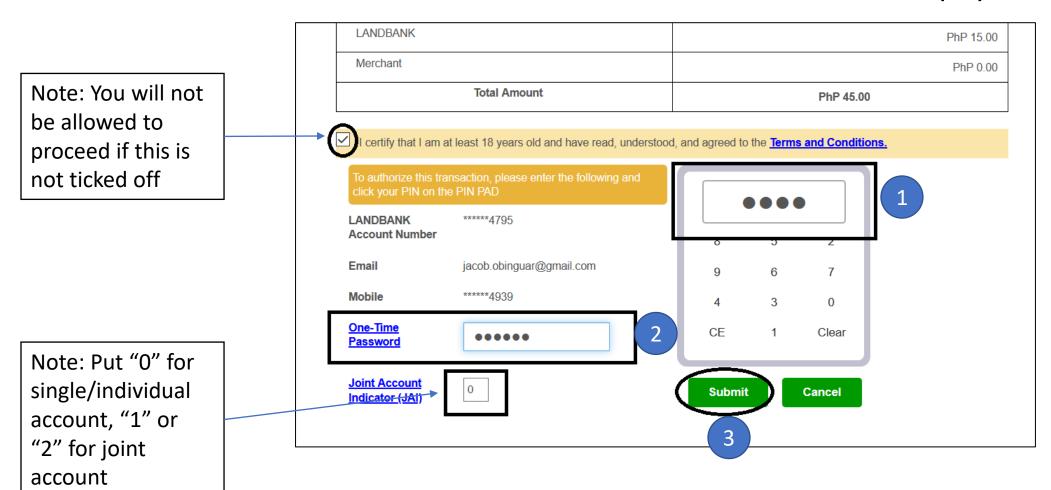
be allowed to

not ticked off

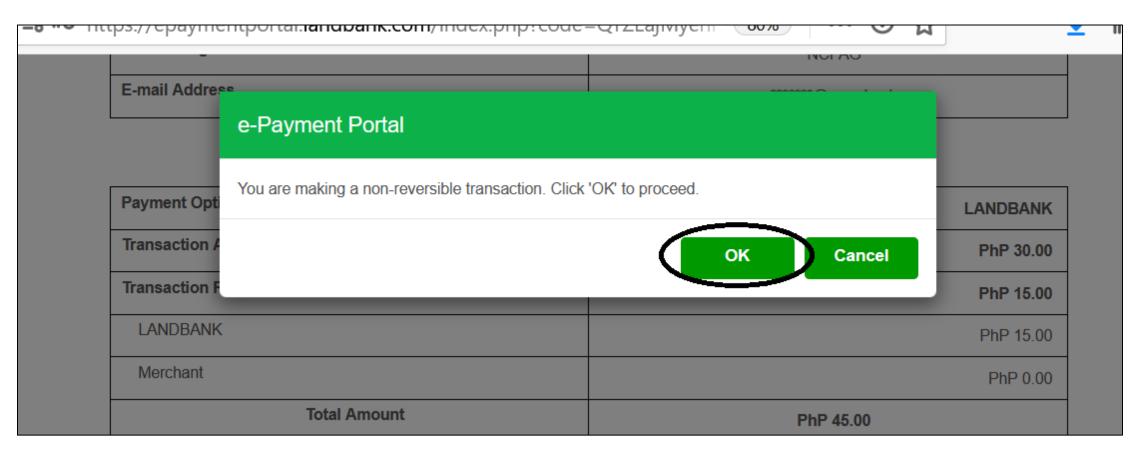
Merchant Name UNIVERSITY OF THE PHILIPPINES DILIMAN Transaction Type TRANSCRIPT OF RECORDS Payee JACOB S. OBINGUAR Trust Account No. 3072100718 Unit/ College NCPAG E-mail Address aup.edu.ph **Payment Summary Payment Option** BancNet Transaction Amount PhP 30.00 Transaction Fee PhP 25.00 LANDBANK Note: You will not PhP 15.00 Merchant PhP 0.00 BancNet PhP 10.00 proceed if this is **Total Amount** PhP 55.00

Transaction Details

**Step 11 LBP** Input your ATM card pin (1) and the One-Time Password (2) sent to you either via SMS or email and click on the "Submit" button (3)



**Step 12 LBP** After clicking the "Submit" button in Step 11, this confirmation window will appear. Click "OK" button if you wish to proceed



**Step 13 LBP** You are done paying. You have reached the Payment Confirmation page. Print or save a screenshot of this page as proof of your payment.

Transaction Details		
Transaction Reference Number	2452791	
Datestamp	2020-05-20 01:42:13	1
Merchant Name	UNIVERSITY OF THE PHILIPPINES DILIMAN	
Transaction Type	TRANSCRIPT OF RECORDS	1
Payee	JACOB S. OBINGUAR	1
Trust Account No.	3072100718	1
Unit/ College	NCPAG	
E-mail Address	*******@up.edu.ph	
Paym	nent Summary	-
Payment Option	LANDBANK	
Transaction Amount	PhP .00	
Transaction Fee	PhP 15.00	
LANDBANK	PhP 15.00	
Merchant	PhP 0.00	
Total Amount	PhP IIII	1

# LINK.BIZPORTAL FREQUENTLY ASKED QUESTIONS

### **Eligible Client Source Accounts**

- LANDBANK ATM Savings Account
- LANDBANK VISA Debit Cards
- LANDBANK Current Account with ATM Access
- BancNet-Member Banks ATM Cards
- International Credit/Debit/Prepaid Cards
- Globe GCash

## Can the client pay for another person's transaction?

Yes. The client can use his account to pay for another person's transaction by indicating the person's details he/she is paying for in the Transaction Form.

### What is the proof of a successful transaction?

A Debit Confirmation Slip of LANDBANK Link. BizPortal and/or email confirmation for every successful transaction may be printed.

### When can I use the LANDBANK Link.BizPortal?

LANDBANK Link.BizPortal may be accessed from 12:01AM to 11:00PM, Philippine Standard Time (PST), 7 days a week including holidays, subject to service periods, maintenance time, computer, telecommunication, electrical or network failure, and/or any other reasons beyond the control of the Bank.

## What type of device/s needed to access the LANDBANK Link.BizPortal?

Any computer or mobile device with an internet connection may be used to access the LANDBANK Link.BizPortal, which is inter-operable across payment platforms such as browsers and operating systems.

- The LANDBANK Link.BizPortal supports the following browsers:
- a. At least Internet Explorer 11.0 version
- b. Safari (for Macintosh computers)
- c. Google Chrome 18.0 or latest version
- d. Mozilla Firefox 26.0 or latest version
- e. Opera

#### Is LANDBANK Link. BizPortal secure to use?

Yes. LANDBANK Link.BizPortal is safe and secure:

- a. Protected with 128-bit Safe Security Layer (SSL) encryption technology to ensure privacy and confidentiality of account information and transactions;
- b. Authenticated by Verisign, one of the leading certification companies that thoroughly checks the authenticity of a particular website;
- c. Provided with (CAPTCHA) to ensure that all transactions are initiated by a human and not a machine.

## How do I ensure continued protection of my LANDBANK account?

As an additional security feature, you will be asked to input a One-Time PIN or ATM PIN to ensure that you are authorizing the transaction before proceeding to the payment confirmation.

You play a vital role in protecting your account. Recommendations on your LANDBANK ATM account protection are as follows:

- a. Do not write or reveal your account number and Personal Identification Number (PIN) to anyone.
- b. Do not leave your online banking session unattended at any time.
- c. Contact LANDBANK immediately if you suspect something unusual with your LANDBANK account.

## What should I do when I encounter problems using LANDBANK Link.BizPortal?

If the FAQs do not address your particular problem, you may contact the concerned Branch of Account, or the 24/7 LANDBANK Customer Care Center at (+632)405-7000 or 1-800-10-405-7000 PLDT Domestic Toll Free or e-mail customercare@mail.landbank.com