

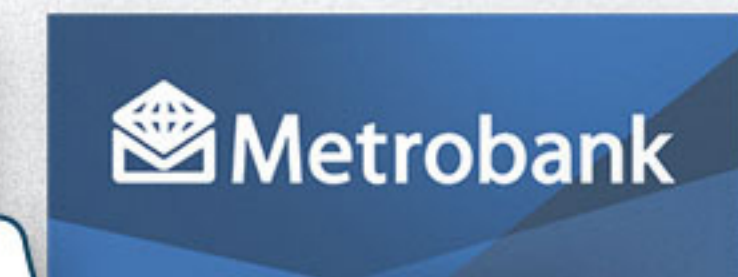
1
STEP

Visit the official website of “***RCBC and Login***” to your bank account.

STA. LUCIA
LAND INC. (SLLI)

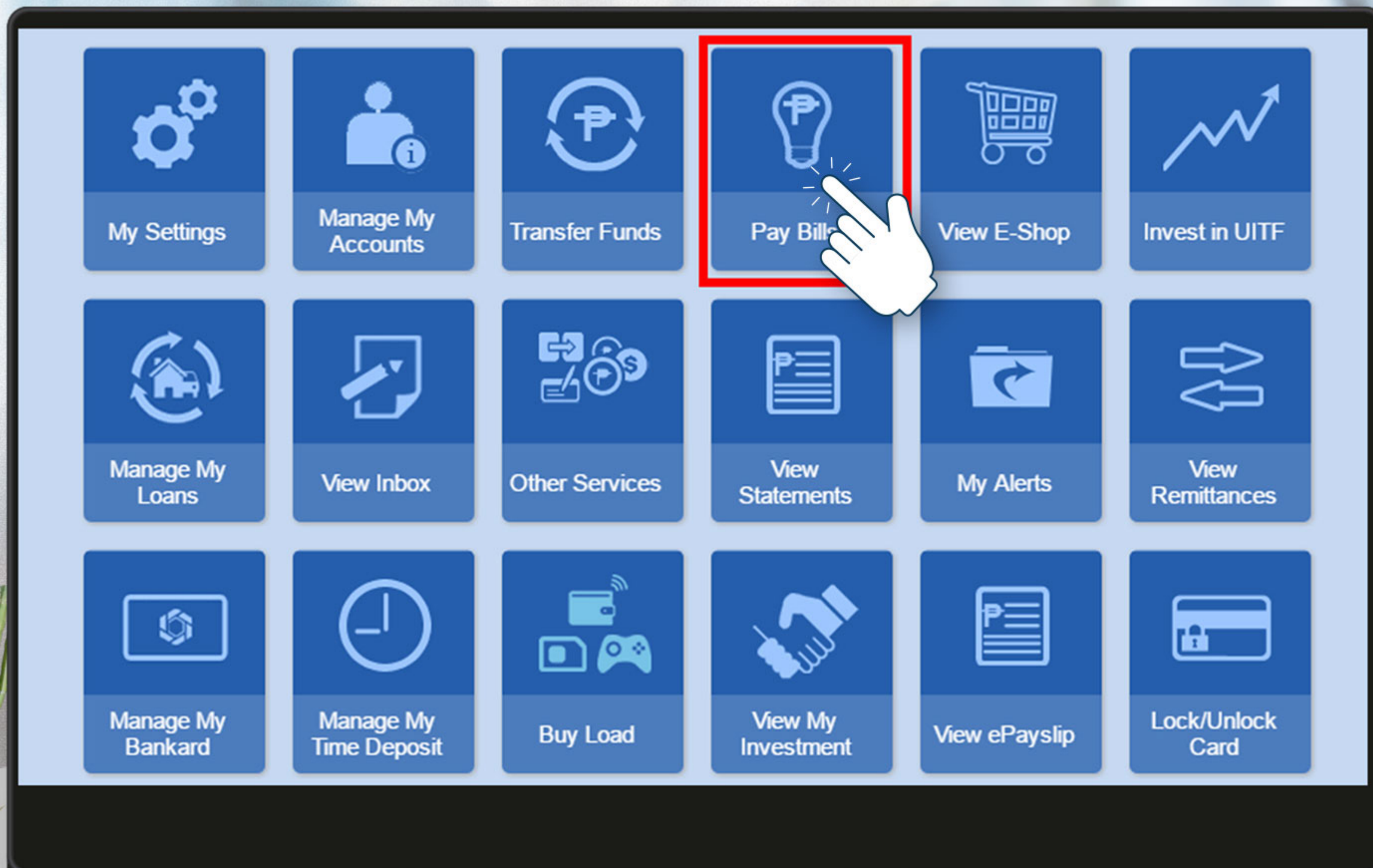


STA. LUCIA REALTY AND
DEVELOPMENT INC. (SLRDI)



2
STEP

Select the “**Bills Payment**” option then proceed to the “**Enroll Merchant**” tab.



3
STEP

Go to “**Enroll Merchant**” tab and from the drop down list of merchants, choose the merchant to be enrolled. Encode the reference number (ex. Policy number, subscriber details, contract number, card number) and preferred nickname. Click “**Save**”.

Bills Payment

Create Bills Payment Upload Bulk Bills Payment Bills Payment Inquiry **Enroll Merchant**

Manual Upload

Merchant

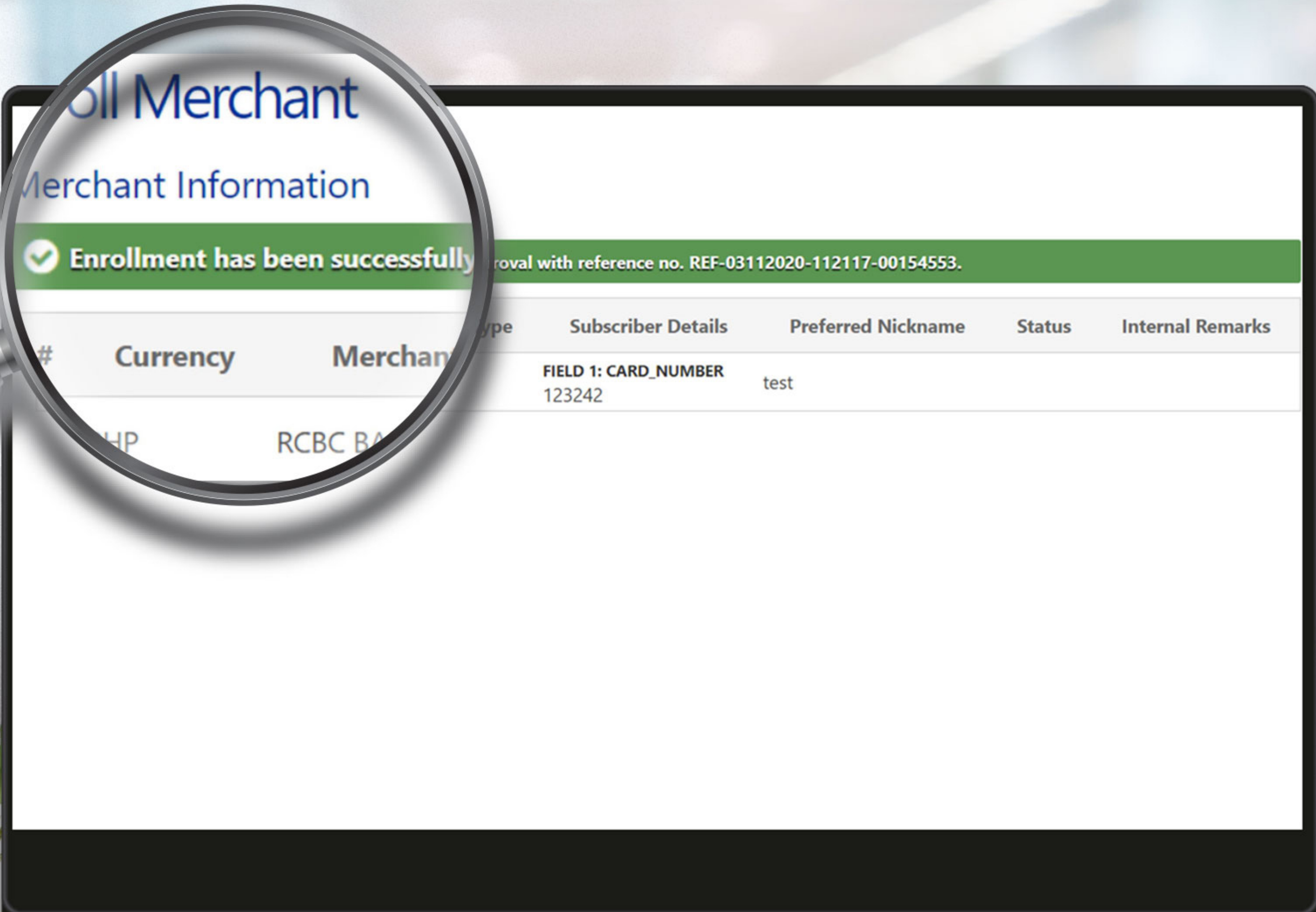
#	Currency	Merchant	Product Type	Subscriber Details	Preferred Nickname	Actions
1	PHP	RCBC BANKARD Enroll This Merchant?	How Do I	CARD NUMBER 123242	test	

[+ Add Merchant](#)

Save

4
STEP

If you do not have a workflow in place (Maker only) then the “**enrolment will be successful**”. If you have a workflow (Maker-Verifier-Authorizer or Maker-Authorizer), either your assigned Verifier or Authorizer can approve the enrolment request.



5
STEP

Go to the "**Pay Bills**" option again. Choose for the appropriate Biller's Name and fill out the required information. Click "**Submit**".

RCBC Online Banking

Current Date and Time: Tuesday, May 05 2020 3:25:42 PM GMT(+8)
Last Login: Monday, May 04 2020 6:53 PM GMT(+8)

Home | Inbox | Alerts | Security | Logout

View Enrolled Billers | Payment Status Inquiry | Pending Payments

BILLS PAYMENT

My Payment Templates

Payment Details

Pay From *

Pay To * Biller Name:

[Enroll Biller](#) | [List of Billers](#)

Amount *

Remarks

Payment Schedule

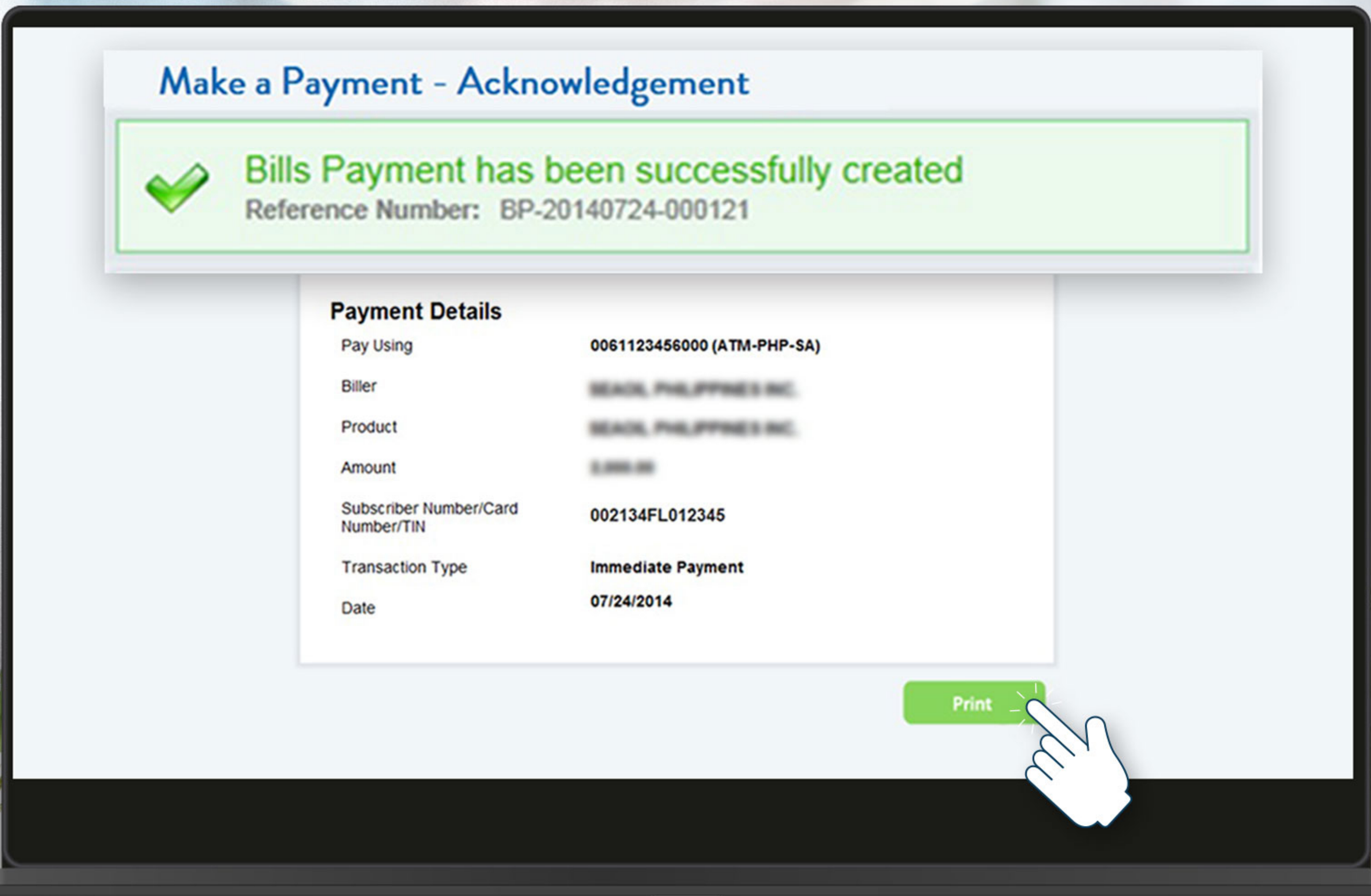
Immediate Future Date Recurring

Note: You can only create templates for Immediate payments.

Submit **Back**

6
STEP

Submit the accomplished form and and check whether the **amount already been deducted** to your account. Make sure that you keep a record of the transaction by capturing a **screenshot**.



7
STEP

Send an email at account_inquiries@stalucialand.com.ph or at collections@staluciarealty.com along with the **screenshot the text**, property details (including subdivision, phase, lot number), your full name and your contact number to get your official receipt.

