



PNB INTERNET BANKING

USER GUIDE

for

PNB CREDIT CARDHOLDERS

Version 1. September 2019

CONTENTS:

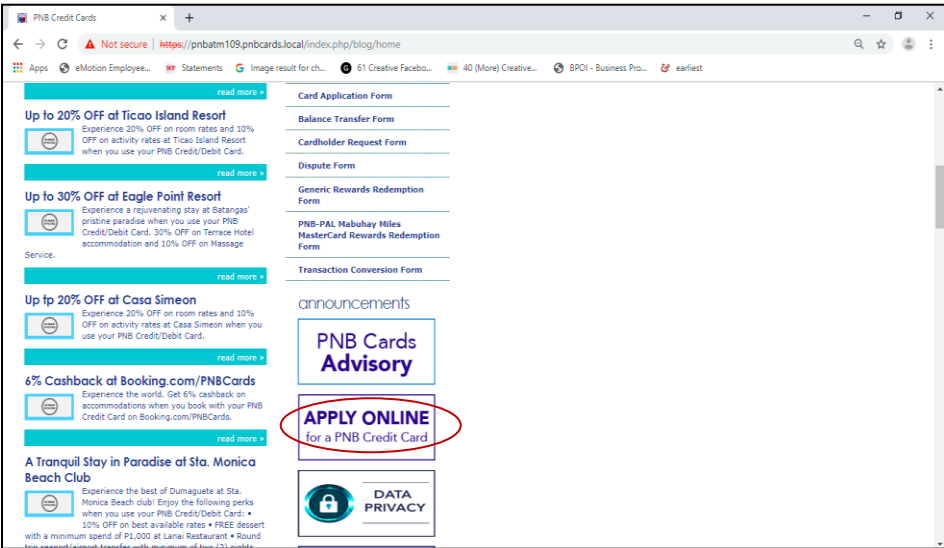
1	APPLY FOR A PNB CREDIT CARD.....	Page 3
1.1	New Application	
1.1.1	Pre-Login (for new customers with no existing account on PNB Internet Banking).....	Page 3
1.1.2	Post-Login (for customers with existing CASA account on PNB Internet Banking).....	Page 13
1.2	Additional Credit Card (for customers with existing Credit Card account on PNB Internet Banking...)	Page 22
1.3	Save Application.....	Page 26
1.4	Continue Application.....	Page 28
1.5	Application Status Inquiry.....	Page 30
2	SIGN UP TO PNB INTERNET BANKING.....	Page 32
2.1	First time to sign up on PNB Internet Banking.....	Page 32
2.1.1	Sign up using PNB Credit Card.....	Page 32
2.2	With existing PNB Deposit Account on PNB Internet Banking.....	Page 36
2.2.1	Add PNB Credit Card.....	Page 36
3	LOG IN.....	Page 40
4	ACCOUNTS INQUIRY.....	Page 42
5	BILLS PAYMENT.....	Page 46
5.1	Pay PNB Credit Card using PNB Deposit Account	Page 46
5.2	Pay Utility Bills using PNB Credit Card.	Page 51
6	TRANSACTIONS RECEIPTS.....	Page 56

1 APPLY FOR A PNB CREDIT CARD

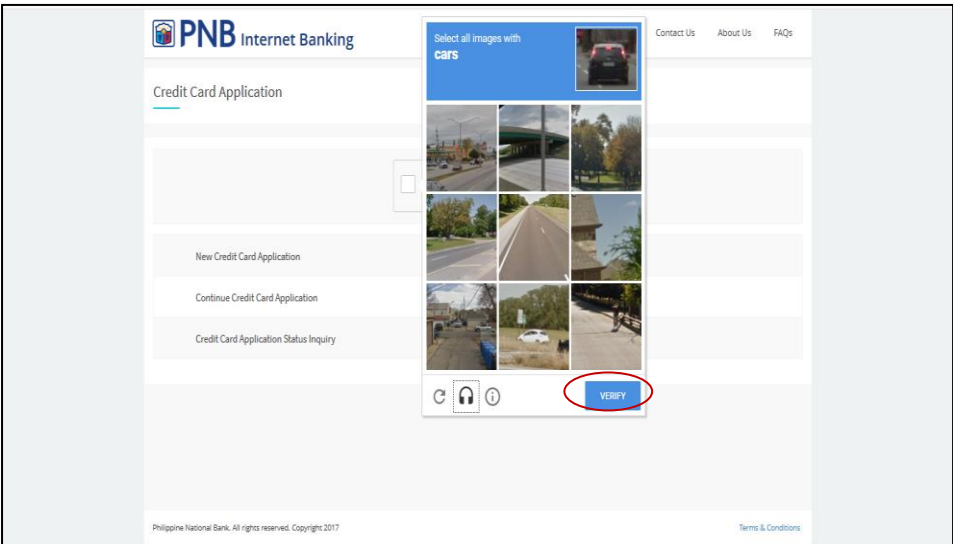
1.1 New Application

1.1.1 Pre-Login (for new customers with no existing account on PNB Internet Banking)

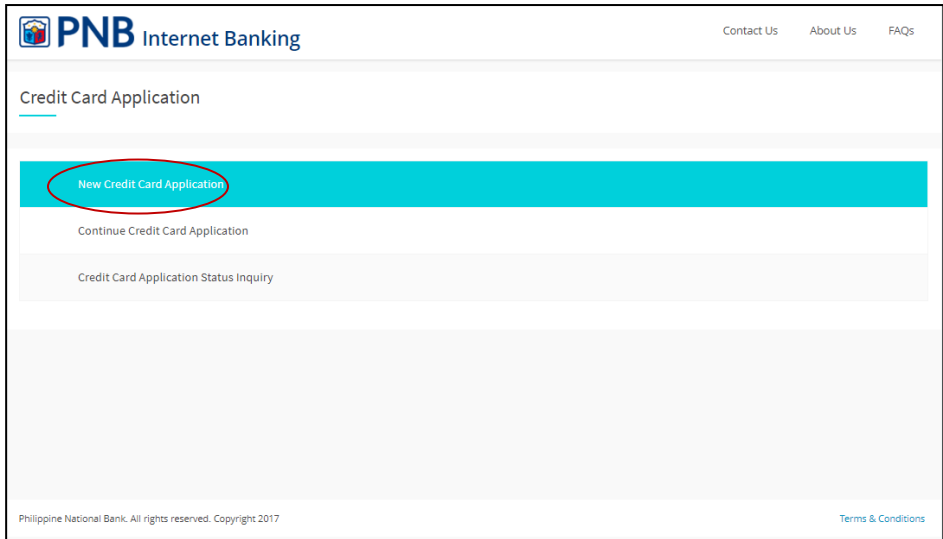
Step 1 Go to the PNB Cards page at www.pnbcards.com.ph and click the “Apply online for a PNB Credit Card” button to start your application.



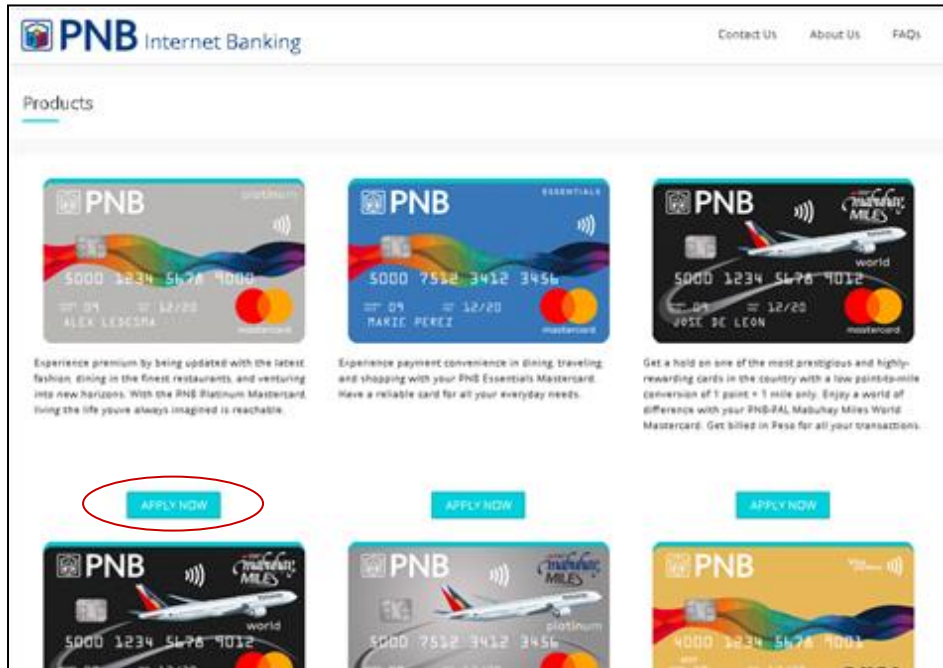
Step 2 Tick the box beside “I am not a robot”. Follow the instructions provided and click the “Verify” button to proceed with your application.



Step 3 Click **NEW CREDIT CARD APPLICATION**.

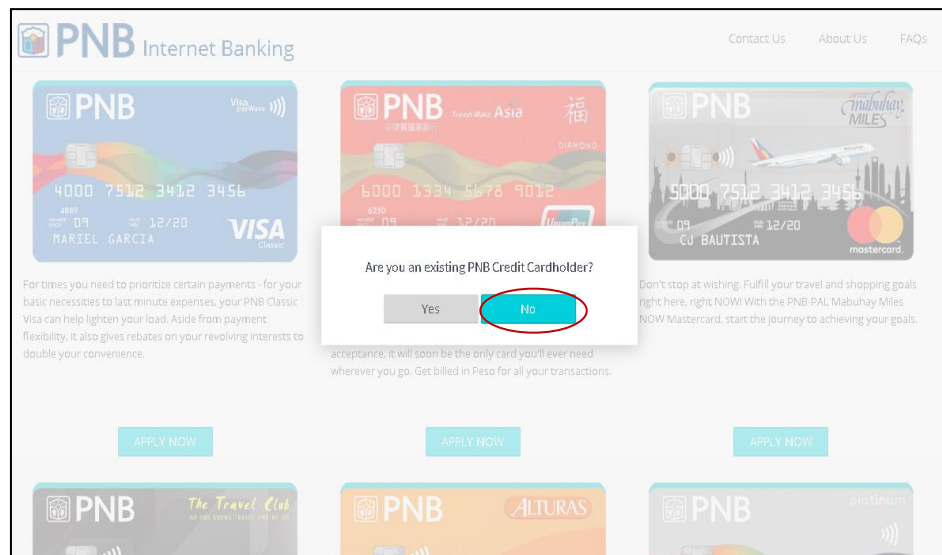


Step 4 Select the card of your choice and click **APPLY NOW**.

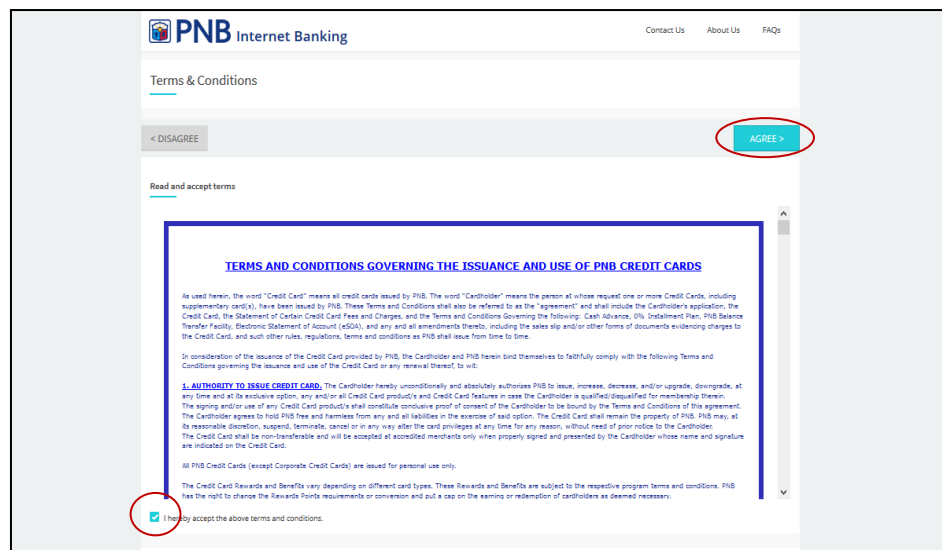


Step 5 A pop-up will appear to ask if you are an existing PNB Credit Cardholder.

- Click **Yes**, if you are an existing PNB Credit Cardholder. You will be redirected to the Sign up page. Please see **Page 32** for complete instructions on how to sign up your PNB Credit Card on PNB Internet Banking.
- Click **No**, if you are not an existing PNB Credit Cardholder. You will proceed to the Terms and Conditions page.



Step 6 Tick the box if you have read and accept the Terms and Conditions Governing the Issuance and Use of PNB Credit Cards. Click **AGREE** to continue.



Step 7 Fill out the online application form by providing the necessary information.

Part I. Personal Information

The screenshot shows the 'Personal Information' section of the PNB Internet Banking application form. At the top, there is a progress indicator with six dots, the first of which is red. The form fields are as follows:

First Name	Enter
Middle Name	Enter
Last Name	Enter
Suffix	Enter
Date of Birth	15 May 1998
Country of Citizenship	Please select your country

The screenshot shows the continuation of the 'Personal Information' section. The progress indicator now has the second dot red. The form fields are as follows:

Country of Citizenship	
ACR/ICR No.	
TIN/ SSS/ GSIS/ UMID/ Others	
ID Number	
Mobile Number	
Email Address	

NOTE: Your monthly Statement of Account (SDA) will be delivered via the indicated email address.

At the bottom, there are two buttons: 'SAVE FOR LATER' (circled in red) and 'CONTINUE'.

Note: If you wish to continue your application later, you may save it by clicking the **Save for Later** button. Please see **Page 26** for complete instructions on how to save your application.

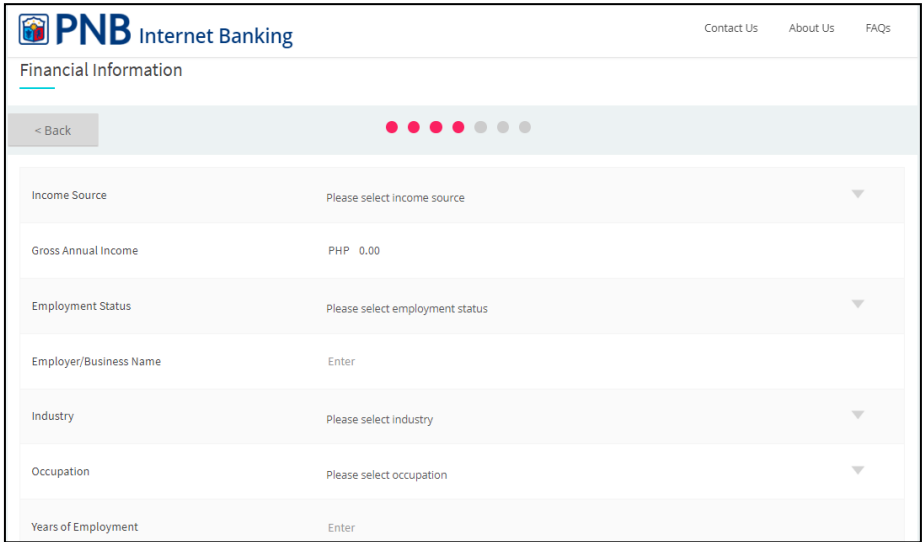
The screenshot shows the 'Personal Information' section of the PNB Internet Banking app. At the top, there is a header with the PNB logo and 'Internet Banking' text, along with links for 'Contact Us', 'About Us', and 'FAQs'. Below the header, there is a navigation bar with a '< Back' button and a progress indicator consisting of six dots, with the first two being red. The main form area contains several fields: 'Sex', 'Country of Birth', 'City of Birth', 'Education', 'Mother's Maiden Name', and 'Civil Status', each with a dropdown arrow. At the bottom of the form, there are two buttons: 'SAVE FOR LATER' and 'CONTINUE'. The 'CONTINUE' button is circled in red.

Part II. Contact Information

If your permanent address is the same as your present address, tick the box below the ZIP Code field so you will not be asked to re-enter the same information.

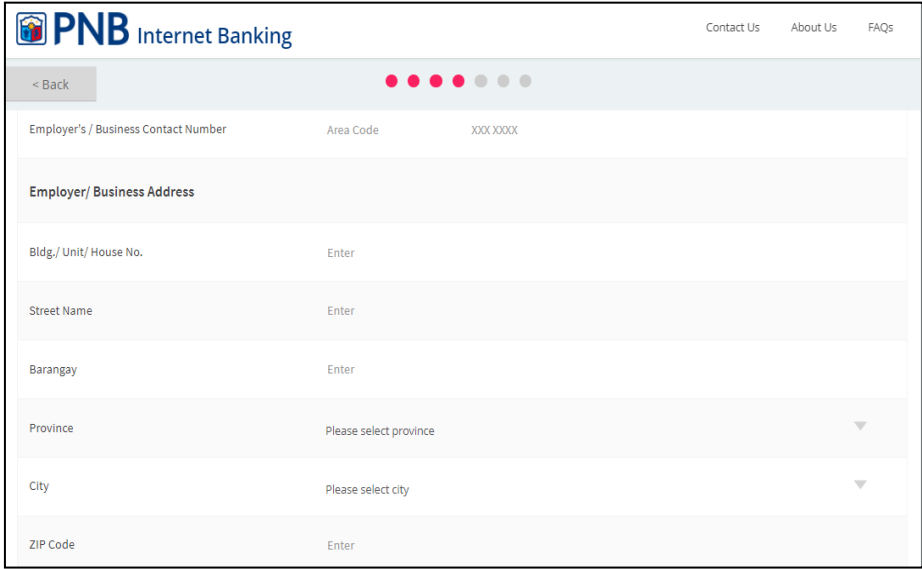
The screenshot shows the 'Present Residence Address' section of the PNB Internet Banking app. At the top, there is a header with the PNB logo and 'Internet Banking' text, along with links for 'Contact Us', 'About Us', and 'FAQs'. Below the header, there is a navigation bar with a '< Back' button and a progress indicator consisting of six dots, with the first three being red. The main form area contains several fields: 'Bldg./ Unit/ House No.', 'Street Name', 'Barangay', 'Province', 'City', and 'ZIP Code', each with an 'Enter' prompt. Below the 'ZIP Code' field, there is a checkbox labeled 'Is permanent address the same as present address?' which is checked and circled in red.

Part III. Financial Information



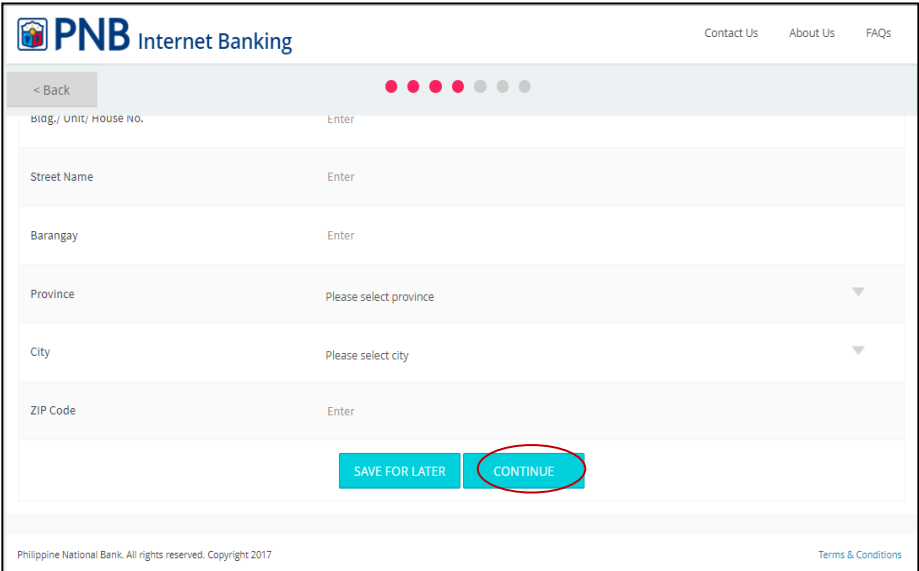
The screenshot shows the 'Financial Information' section of the PNB Internet Banking app. At the top, there is a header with the PNB logo and 'Internet Banking' text, along with links for 'Contact Us', 'About Us', and 'FAQs'. Below the header, there is a navigation bar with a '< Back' button and a progress indicator consisting of six dots, with the first four being red and the last two being grey. The main form area contains several input fields:

Income Source	Please select income source	▼
Gross Annual Income	PHP 0.00	
Employment Status	Please select employment status	▼
Employer/Business Name	Enter	
Industry	Please select industry	▼
Occupation	Please select occupation	▼
Years of Employment	Enter	



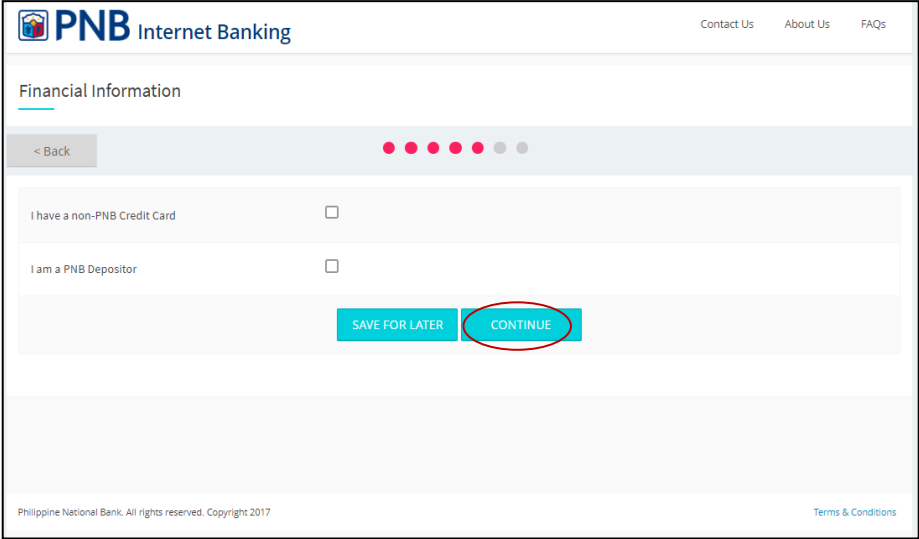
The screenshot shows the 'Employer/Business Address' section of the PNB Internet Banking app. It features the same header and navigation bar as the previous screenshot. The form area contains the following input fields:

Employer's / Business Contact Number	Area Code	XXX XXXX
Employer/ Business Address		
Bldg./ Unit/ House No.	Enter	
Street Name	Enter	
Barangay	Enter	
Province	Please select province	▼
City	Please select city	▼
ZIP Code	Enter	



The screenshot shows the PNB Internet Banking app interface. At the top left is the PNB logo and 'Internet Banking' text. On the top right are links for 'Contact Us', 'About Us', and 'FAQs'. Below the header is a navigation bar with a '< Back' button and a progress indicator consisting of six dots, the first four of which are red. The main form area contains several input fields: 'Bldg./ unit/ house no.' with an 'Enter' prompt, 'Street Name' with an 'Enter' prompt, 'Barangay' with an 'Enter' prompt, 'Province' with a dropdown menu labeled 'Please select province', 'City' with a dropdown menu labeled 'Please select city', and 'ZIP Code' with an 'Enter' prompt. At the bottom of the form are two buttons: 'SAVE FOR LATER' and 'CONTINUE'. The 'CONTINUE' button is circled in red. At the very bottom of the screen, there is a footer with 'Philippine National Bank. All rights reserved. Copyright 2017' on the left and 'Terms & Conditions' on the right.

Tick the box if you have credit card(s) from other local bank(s) and/or if you are a PNB Depositor. Provide the details that will be asked then click **Continue** to proceed to the next page.

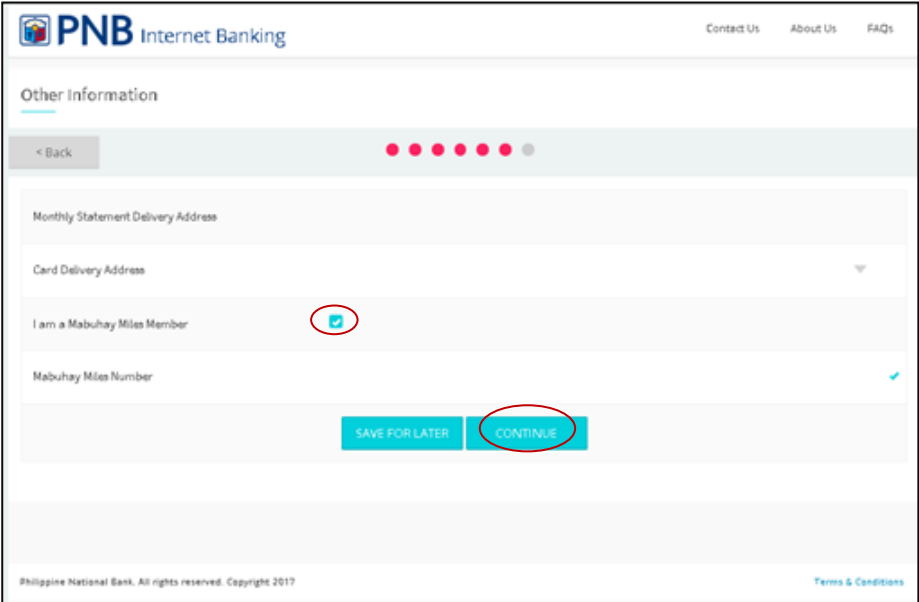


The screenshot shows the 'Financial Information' section of the PNB Internet Banking app. At the top left is the PNB logo and 'Internet Banking' text. On the top right are links for 'Contact Us', 'About Us', and 'FAQs'. Below the header is a navigation bar with a '< Back' button and a progress indicator consisting of six dots, the first four of which are red. The main form area contains two checkboxes: 'I have a non-PNB Credit Card' and 'I am a PNB Depositor', both with empty checkboxes. At the bottom of the form are two buttons: 'SAVE FOR LATER' and 'CONTINUE'. The 'CONTINUE' button is circled in red. At the very bottom of the screen, there is a footer with 'Philippine National Bank. All rights reserved. Copyright 2017' on the left and 'Terms & Conditions' on the right.

Note: If you are a PNB depositor, you may also enroll your current/savings account for minimum/full debit arrangement.

Part IV. Other Information

Tick the box if you are a Mabuhay Miles Member. Provide the details that will be asked then click **Continue** to proceed to the next page.

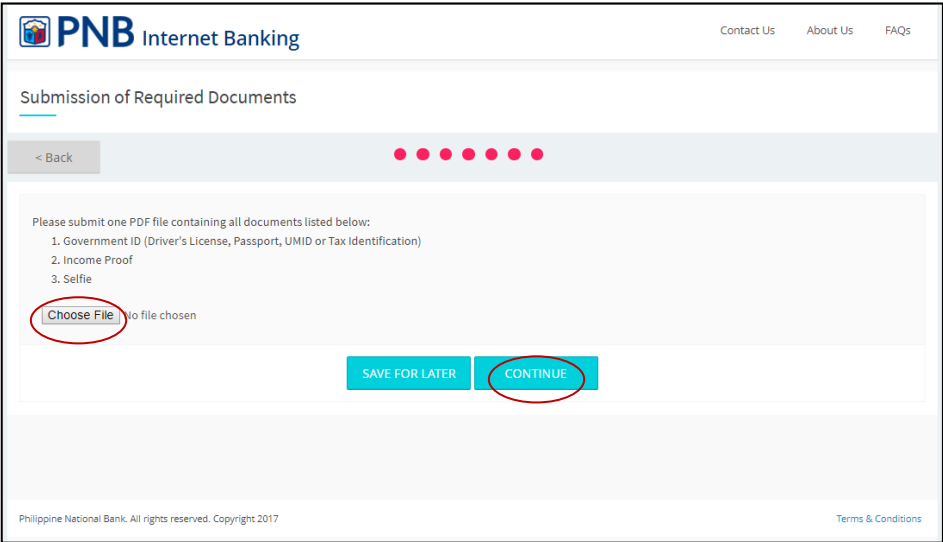


Step 8 You will be required to submit the following documents:

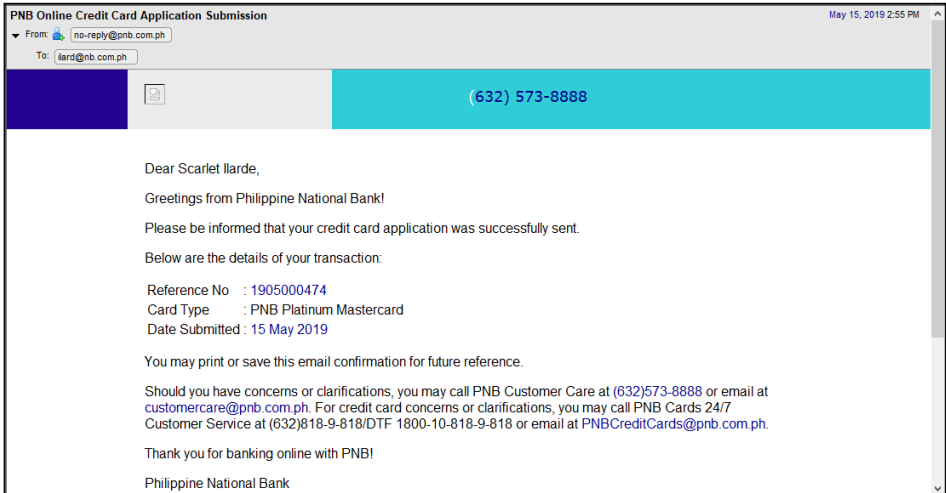
- Government-issued ID
- Proof of Income
- Selfie (A photo holding the submitted Government-issued ID)

Click **Choose File** and upload a file containing the documents mentioned above. After uploading the file, click continue to proceed to the next page.

Note: All documents should be in one (1) file only and must be saved as PDF.

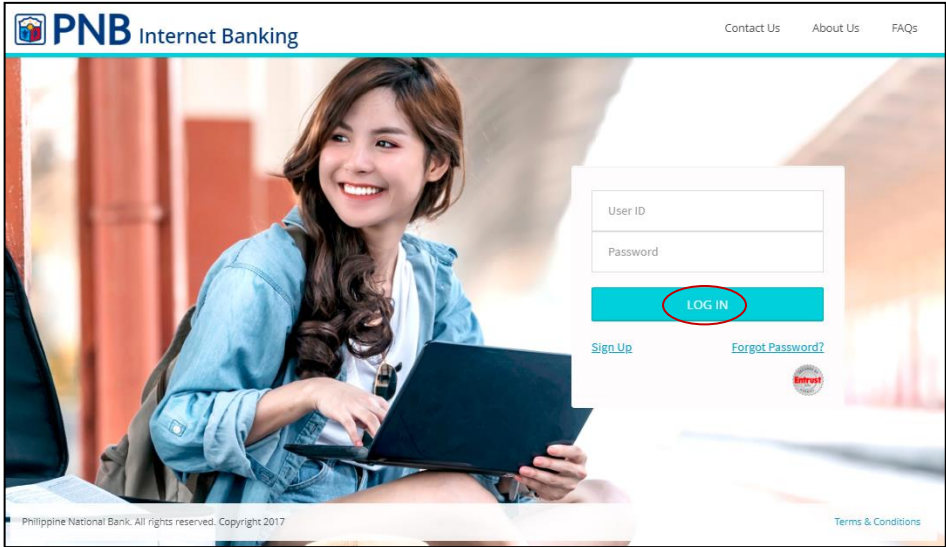


Step 11 There will be a confirmation sent to your email address which you entered during card application.

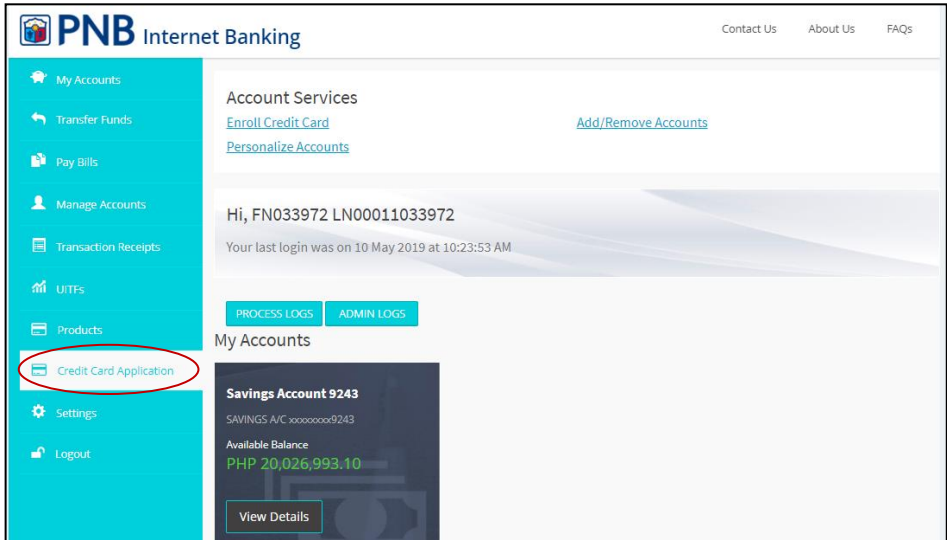


1.1.2 Post-Login (for customers with existing CASA account on PNB Internet Banking)

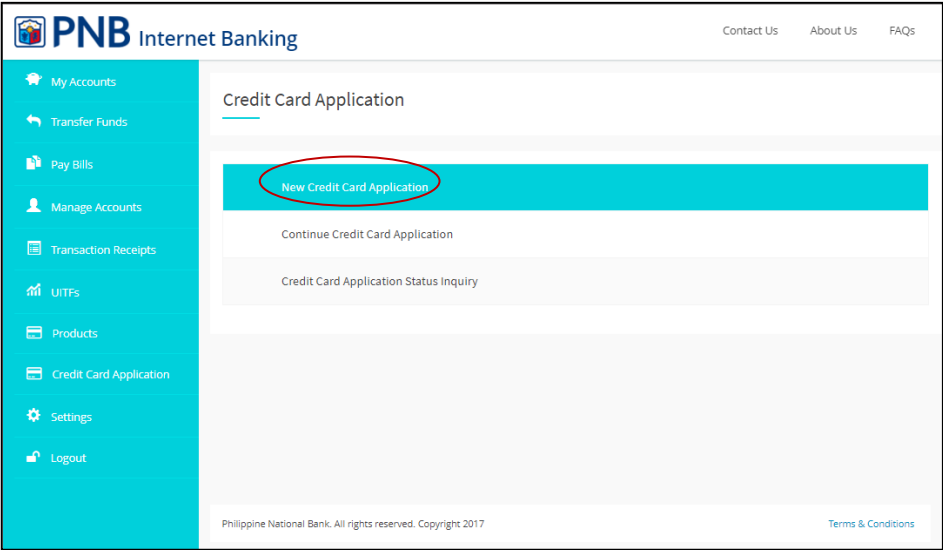
Step 1 Go to Internet Banking page and log in to your account.



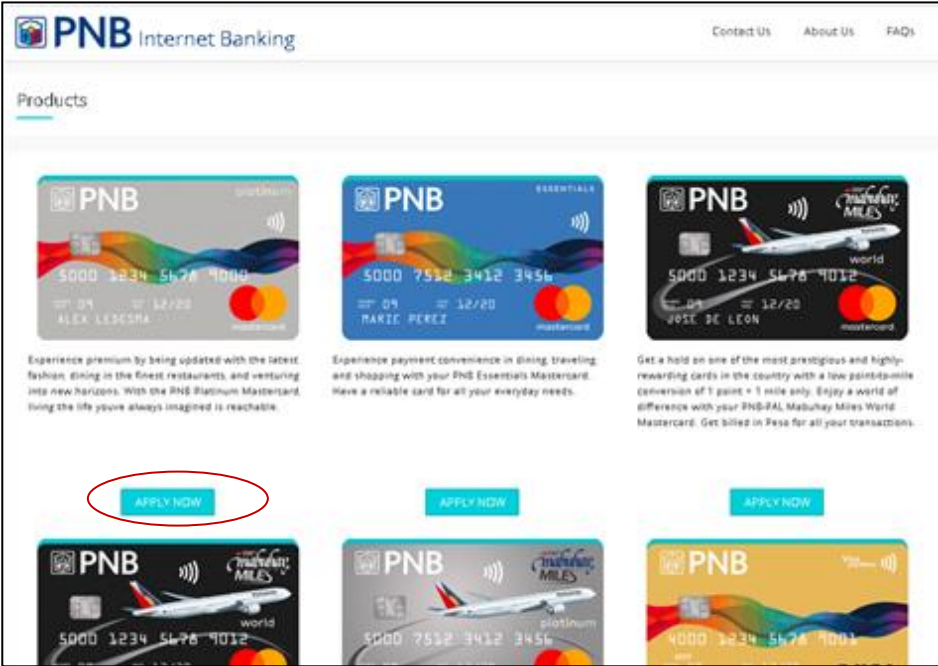
Step 2 Click the side menu button and choose **CREDIT CARD APPLICATION**.



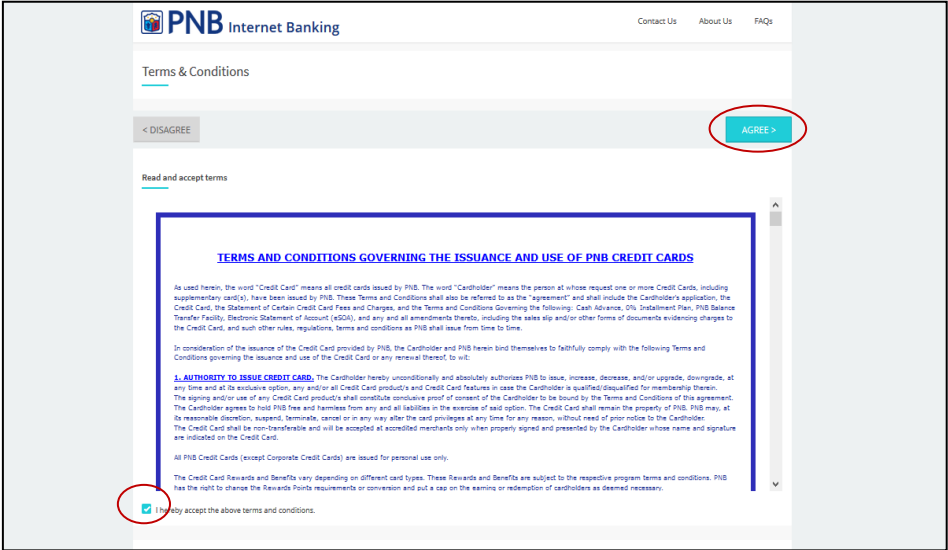
Step 3 Click **NEW CREDIT CARD APPLICATION**.



Step 4 Select the card of your choice and click **APPLY NOW**.



Step 5 Tick the box if you have read and accept the Terms and Conditions Governing the Issuance and Use of PNB Credit Cards. Click **AGREE** to continue.



Step 6 Fill out the online application form by providing the necessary information.

Part I. Personal Information

Note: If you wish to continue your application later, you may save it by clicking the **Save for Later** button.
Please see **Page 25** for complete instructions on how to save your application.

The screenshot shows the PNB Internet Banking registration form. At the top left is the PNB logo and "Internet Banking" text. At the top right are links for "Contact Us", "About Us", and "FAQs". Below the header is a progress indicator with five dots, the first of which is red. The form contains the following fields: "Country of Citizenship", "ACR/ICR No.", "TIN/ SSS/ GSIS/ UMID/ Others", "ID Number", "Mobile Number", and "Email Address". A red note below the fields states: "NOTE: Your monthly Statement of Account (SOA) will be delivered via the indicated email address." At the bottom of the form are two buttons: "SAVE FOR LATER" and "CONTINUE". The "CONTINUE" button is circled in red.

The screenshot shows the PNB Internet Banking registration form for "Personal Information". At the top left is the PNB logo and "Internet Banking" text. At the top right are links for "Contact Us", "About Us", and "FAQs". Below the header is a progress indicator with five dots, the first two of which are red. A "< Back" button is located on the left side. The form contains the following fields: "Sex", "Country of Birth", "City of Birth", "Education", "Mother's Maiden Name", and "Civil Status". At the bottom of the form are two buttons: "SAVE FOR LATER" and "CONTINUE". The "CONTINUE" button is circled in red.

Part II. Contact Information

If your permanent address is the same as your present address, tick the box below the ZIP Code field so you will not be asked to re-enter the same information.

The screenshot shows the 'Present Residence Address' form in the PNB Internet Banking app. The form includes fields for Bldg./ Unit/ House No., Street Name, Barangay, Province, City, and ZIP Code. At the bottom, there is a checkbox labeled 'Is permanent address the same as present address?' which is checked and circled in red. The app header shows 'PNB Internet Banking' and navigation links for 'Contact Us', 'About Us', and 'FAQs'. A progress indicator at the top shows five dots, with the first three being red and the last two being grey.

Part III. Financial Information

The screenshot shows the 'Financial Information' form in the PNB Internet Banking app. The form includes fields for Income Source, Gross Annual Income (displayed as PHP 0.00), Employment Status, Employer/Business Name, Industry, Occupation, and Years of Employment. The app header shows 'PNB Internet Banking' and navigation links for 'Contact Us', 'About Us', and 'FAQs'. A progress indicator at the top shows five dots, with the first three being red and the last two being grey.

The screenshot shows the PNB Internet Banking app interface. At the top left is the PNB logo and 'Internet Banking' text. At the top right are links for 'Contact Us', 'About Us', and 'FAQs'. Below the header is a navigation bar with a '< Back' button and a progress indicator consisting of five dots, with the first three being red. The main form area contains the following fields:

Employer's / Business Contact Number	Area Code	XXX XXXX
Employer/ Business Address		
Bldg./ Unit/ House No.	Enter	
Street Name	Enter	
Barangay	Enter	
Province	Please select province ▼	
City	Please select city ▼	
ZIP Code	Enter	

This screenshot is similar to the one above, showing the PNB Internet Banking app interface. The progress indicator now shows the fourth dot as red, indicating the current step. The 'CONTINUE' button at the bottom right of the form is circled in red.

Bldg./ Unit/ House No.	Enter	
Street Name	Enter	
Barangay	Enter	
Province	Please select province ▼	
City	Please select city ▼	
ZIP Code	Enter	

At the bottom of the form, there are two buttons: 'SAVE FOR LATER' and 'CONTINUE'. The 'CONTINUE' button is circled in red.

At the bottom left of the screen, it says 'Philippine National Bank. All rights reserved. Copyright 2017'. At the bottom right, there is a link for 'Terms & Conditions'.

Tick the box if you have credit card(s) from other local bank(s) and/or if you are a PNB Depositor. Provide the details that will be asked then click **Continue** to proceed to the next page.

PNB Internet Banking

Contact Us About Us FAQs

Financial Information

< Back

I have a non-PNB Credit Card

I am a PNB Depositor

SAVE FOR LATER CONTINUE

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Part IV. Other Information

PNB Internet Banking

Contact Us About Us FAQs

Other Information

< Back

Monthly Statement Delivery Address ilardemo@pnb.com.ph

Card Delivery Address Please select address

I am a Mabuhay Miles Member

Mabuhay Miles Number Enter

SAVE FOR LATER CONTINUE

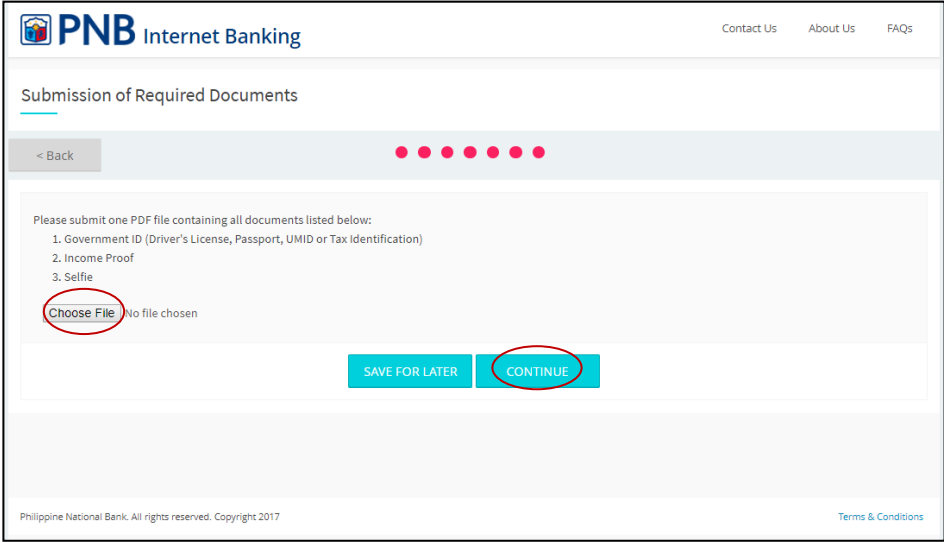
Philippine National Bank. All rights reserved. Copyright 2017 Terms & Conditions

Step 7 You will be required to submit the following documents:

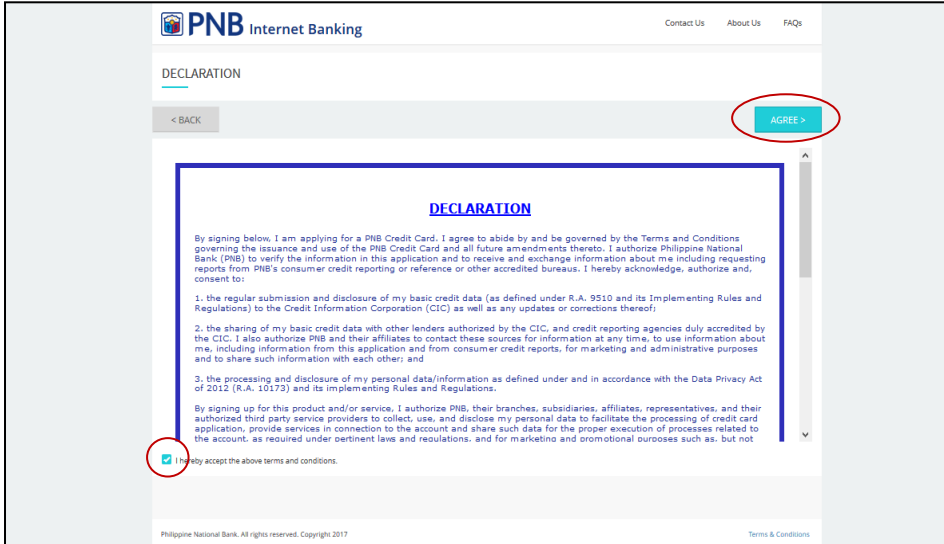
- Government-issued ID
- Proof of Income
- Selfie (A photo holding the submitted Government-issued ID)

Click **Choose File** and upload a file containing the documents mentioned above. After uploading the file, click continue to proceed to the next page.

Note: All documents should be in one (1) file only and must be saved as PDF.

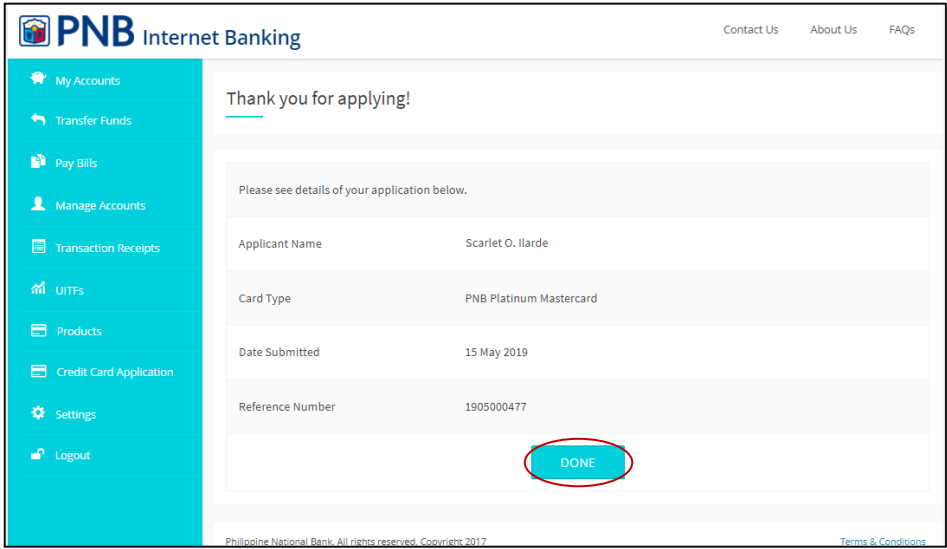


Step 8 Tick the box if you have read and you accept the PNB Cards Declaration.
Click **AGREE** to proceed to the next page.

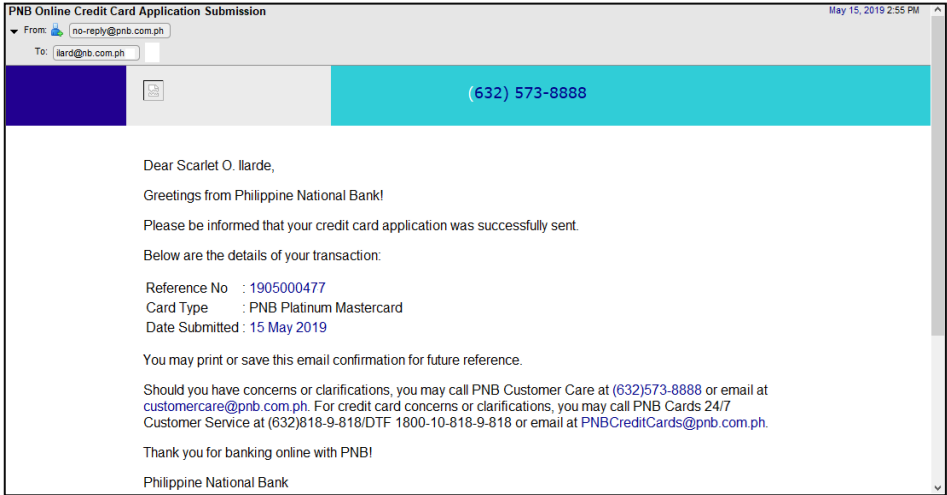


Step 9 A confirmation page will be displayed once you finished your application.

Note: Keep the **Reference Number** shown on the page.



Step 10 There will be a confirmation sent to your email address which you entered during card application.

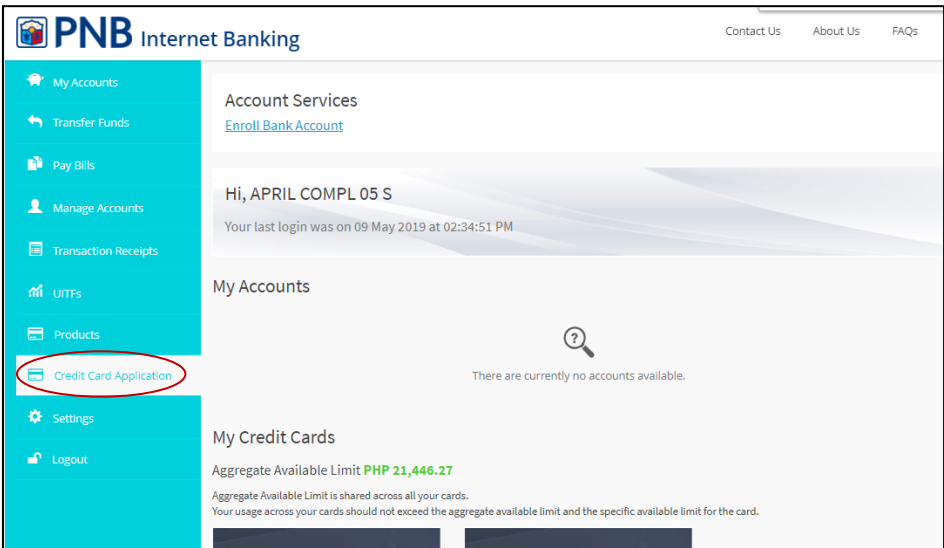


3.2 Post-Login (for customers with existing Credit Card account on PNB Internet Banking)

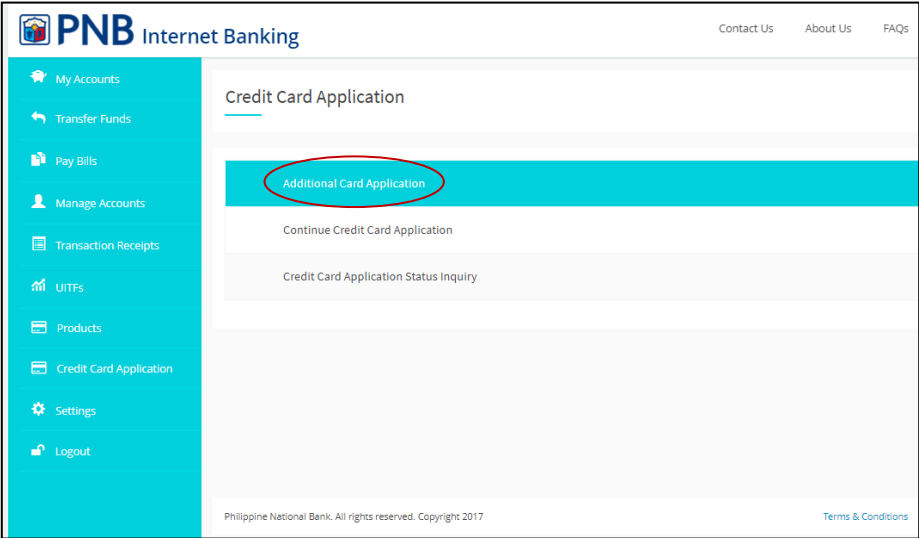
Step 1 Go to login page and log in to your account.



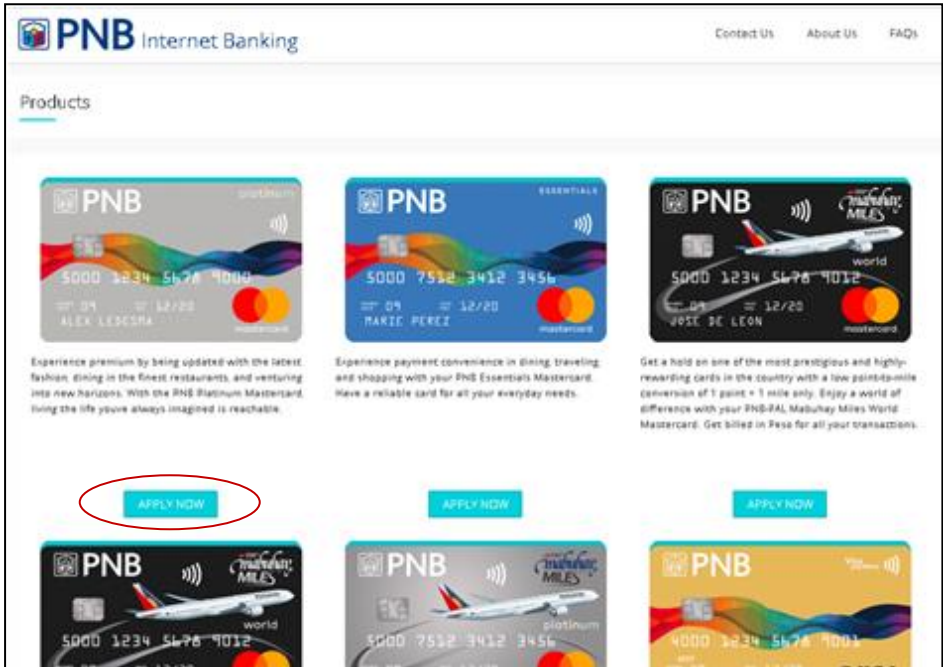
Step 2 Click the side menu button and choose **CREDIT CARD APPLICATION**.



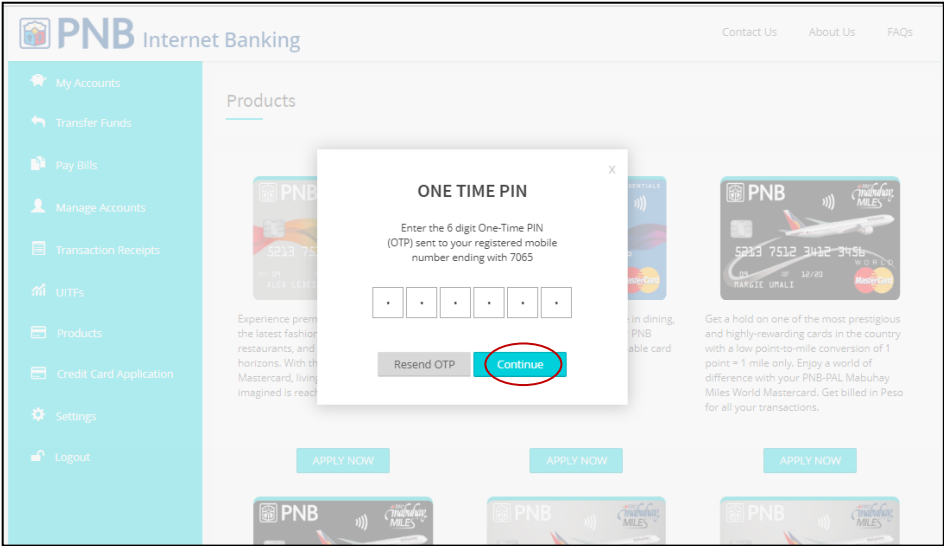
Step 3 Choose **ADDITIONAL CARD APPLICATION**.



Step 4 Select the card of your choice and click **APPLY NOW**.

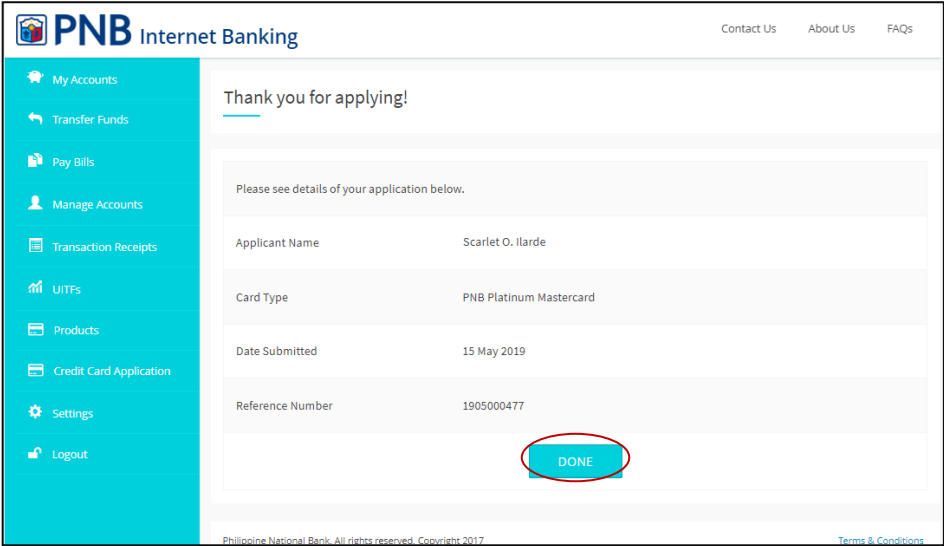


Step 5 Enter the correct **One-Time PIN (OTP)** which is sent to your registered mobile number with PNB Cards and click **Continue**.

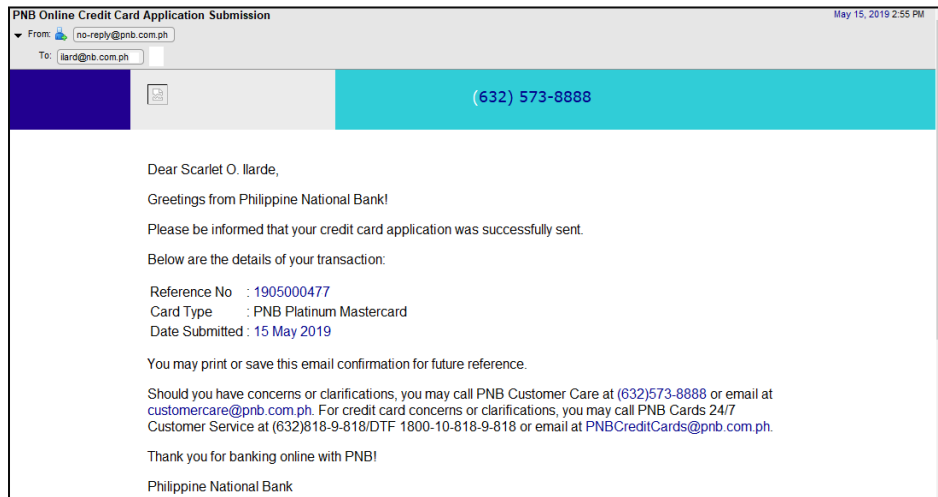


Step 6 A confirmation page will be displayed once you finished your application.

Note: Keep the **Reference Number** shown on the page.



Step 7 There will be a confirmation sent to your registered email address in Mobile Banking App/Internet Banking



3.3 Save Application

Step 1 Provide the information needed on the Personal Information page.

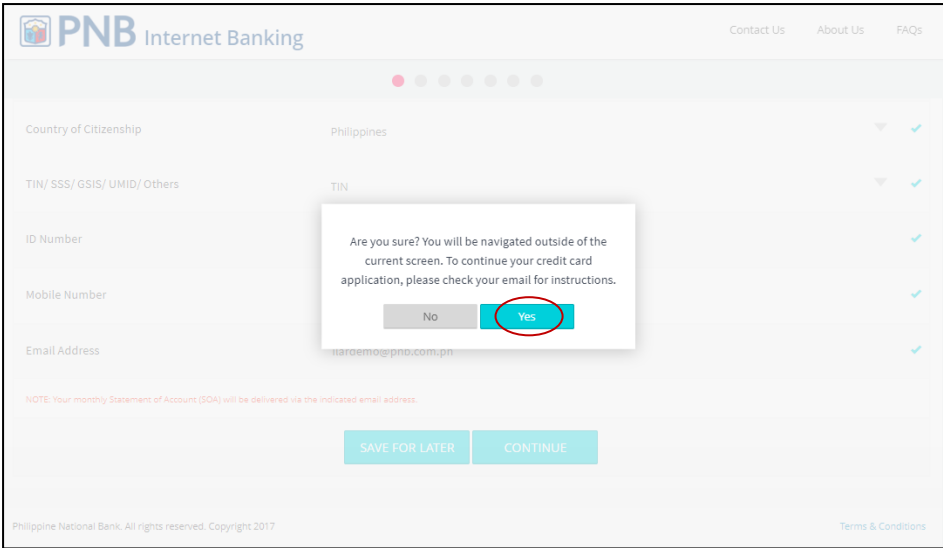
PNB Internet Banking		Contact Us	About Us	FAQs
Personal Information				
First Name	Scarlet			
Middle Name	Oharra			
Last Name	Ilarde			
Suffix	Enter			
Date of Birth	15 May 1998			
Country of Citizenship	Philippines			
TIN/SSS/GSIS/UMID/Others	TIN			

Step 2 Click **Save for Later** to save the information you provided.

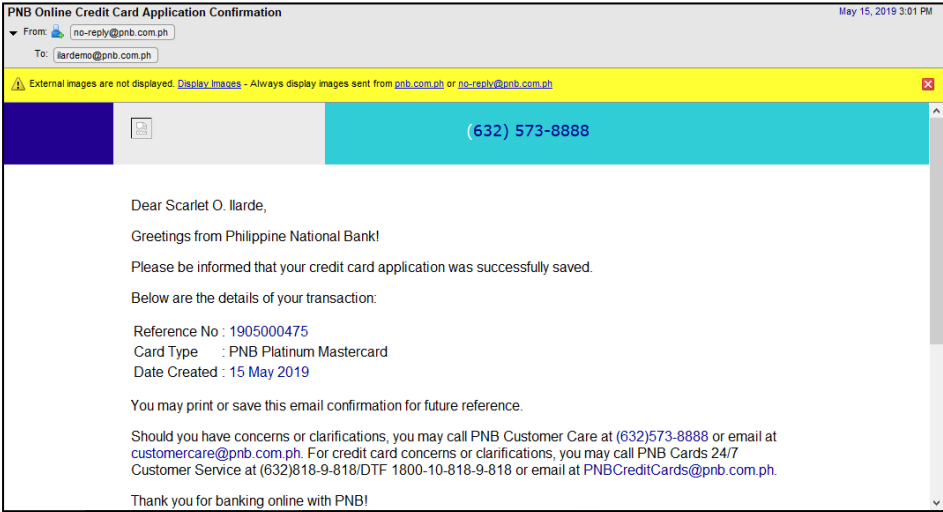
PNB Internet Banking		Contact Us	About Us	FAQs
Personal Information				
Country of Citizenship	Philippines			
TIN/SSS/GSIS/UMID/Others	TIN			
ID Number	123456789			
Mobile Number	09173212064			
Email Address	ilardemo@pnb.com.ph			
<small>NOTE: Your monthly Statement of Account (SOA) will be delivered via the indicated email address.</small>				
SAVE FOR LATER		CONTINUE		

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Step 3 Click **Yes** if you wish to save your information and leave the application page.

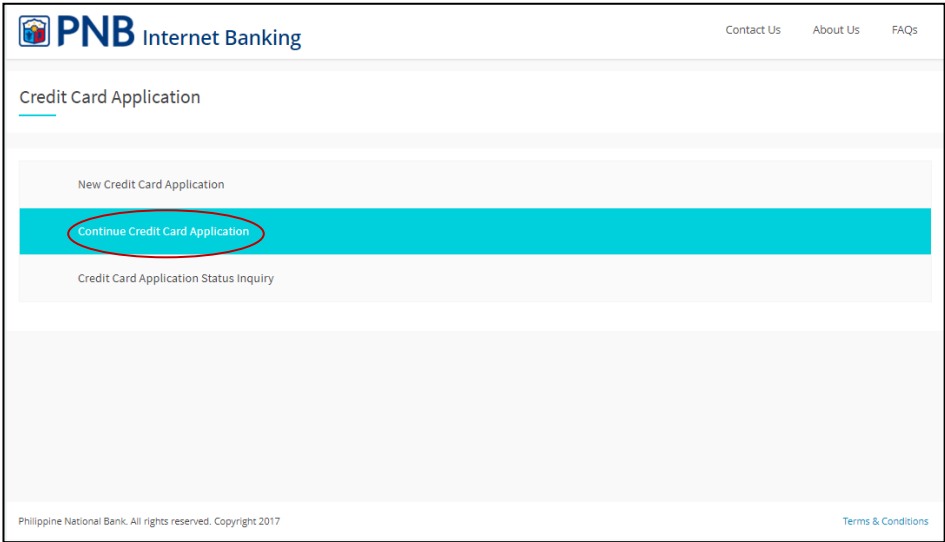


Step 4 There will be a confirmation sent to your email address which you entered during card application.



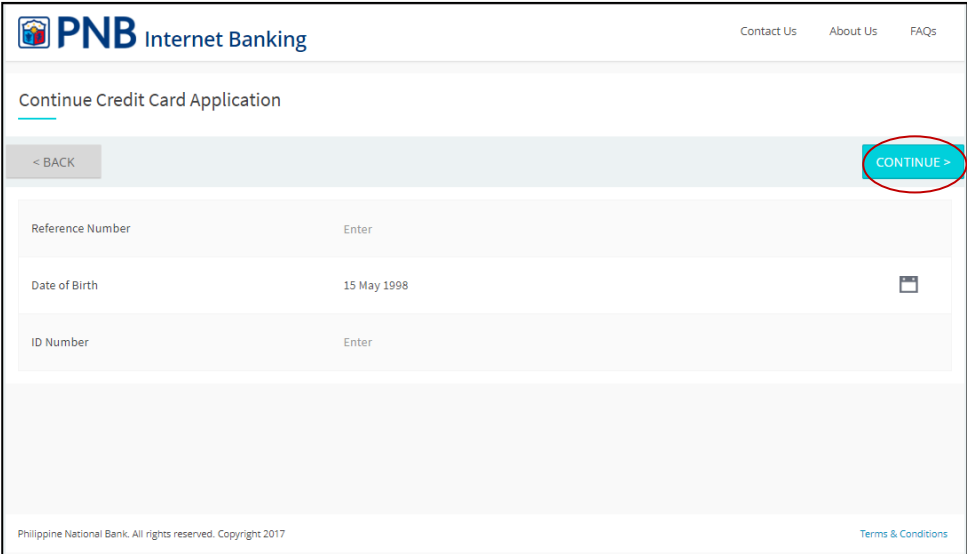
3.4 Continue Application

Step 1 Choose **CONTINUE CREDIT CARD APPLICATION**.



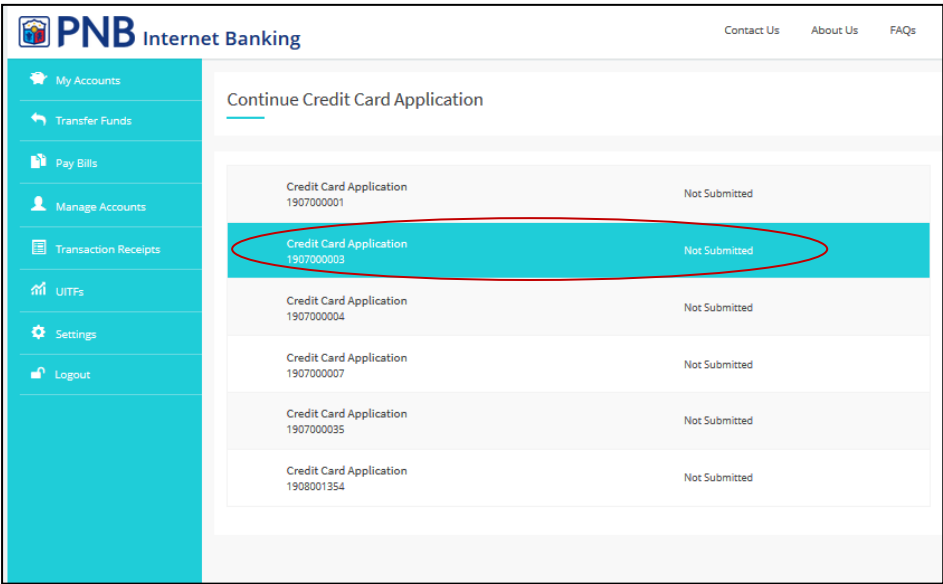
Step 2 Applicable only for **Pre-log in** (for new customers with no existing account on PNB Internet Banking)

Enter your **Reference Number**, **Date of Birth**, and **ID Number** (TIN, SSS, GSIS, etc.).
Details must be the same as the ones you provided in the Personal Information page.
Click **CONTINUE** to proceed with your application.

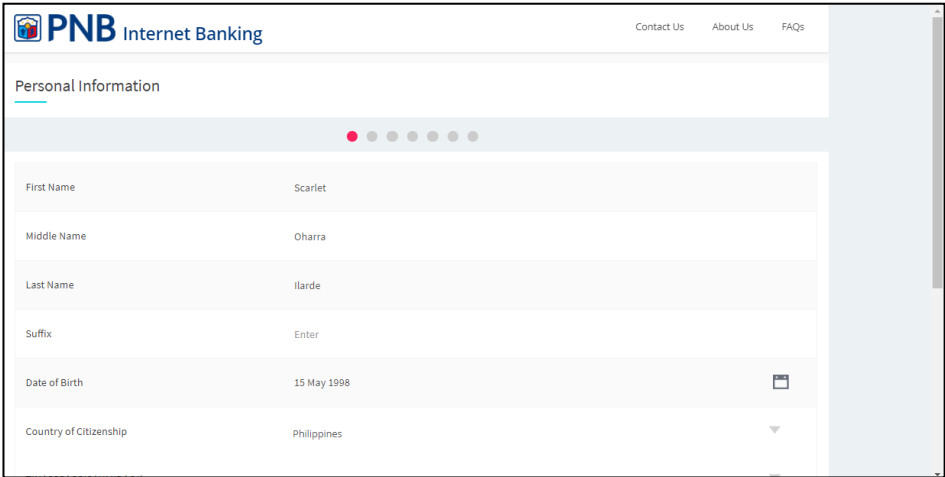


Applicable only for **Post-log in** (for customers with existing CASA account on PNB Internet Banking)

Click **Credit Card Application** with your reference number to see the complete details of your application

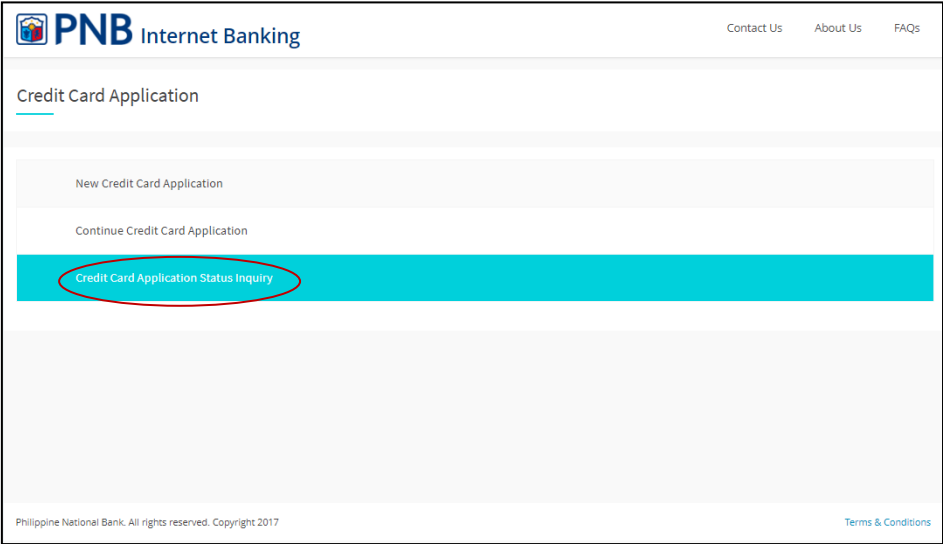


Step 3 Continue your application by filling-out the required information.



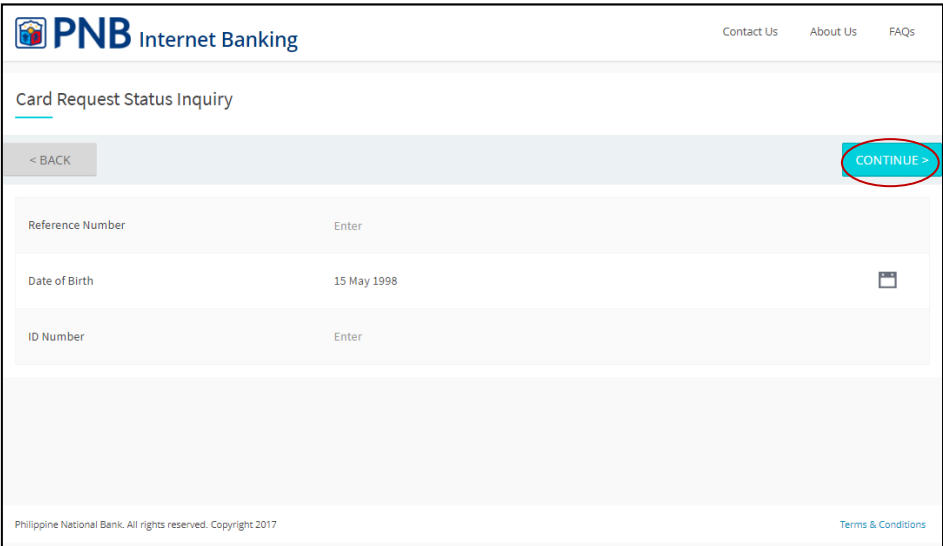
3.4 Application Status Inquiry

Step 1 Click **CREDIT CARD APPLICATION STATUS INQUIRY**.



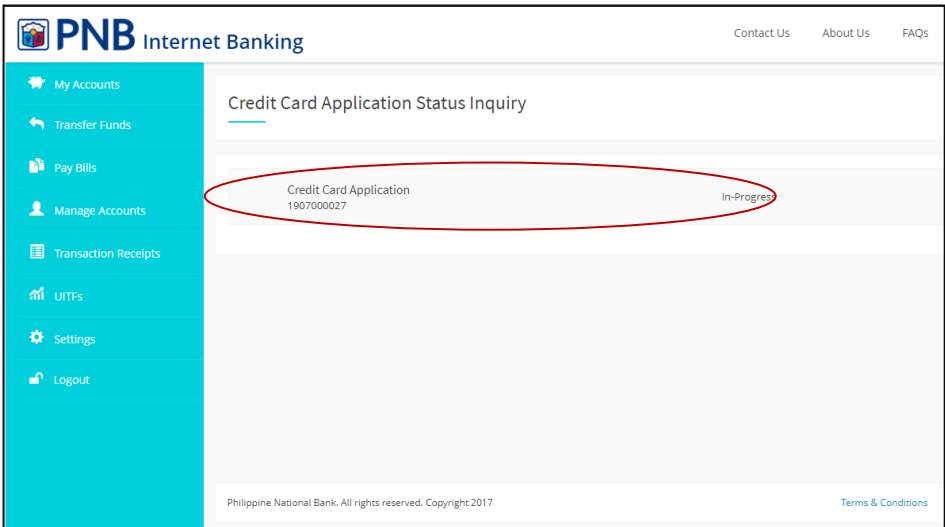
Step 2 Applicable only for **Pre-log in** (for new customers with no existing account on PNB Internet Banking)

Enter your **Reference Number**, **Date of Birth**, and **ID Number** (TIN, SSS, GSIS, etc.).
Details must be the same as the ones you provided in the Personal Information page.
Click **CONTINUE** to proceed with your application.



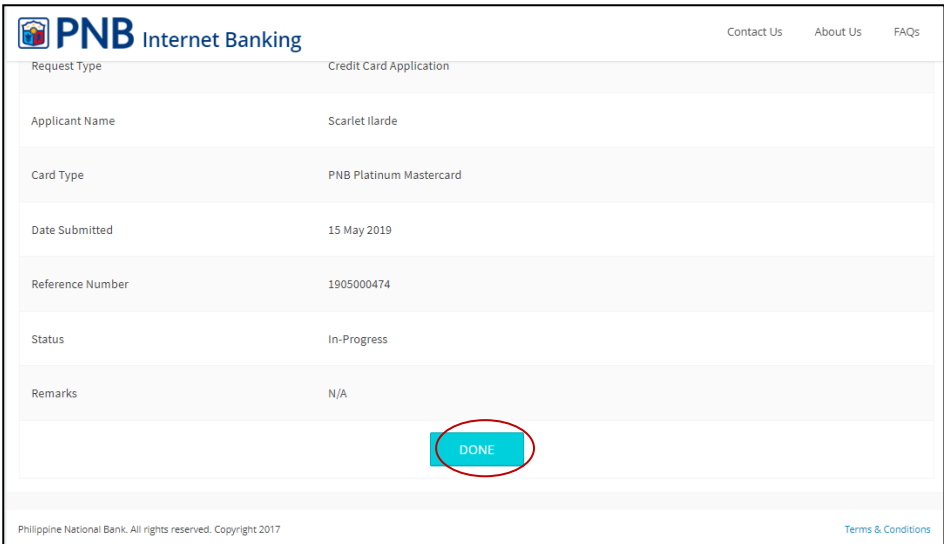
Applicable only for **Post-log in** (for customers with existing CASA/Credit Card on Internet Banking)

Click **Credit Card Application** with your reference number to see the complete details of your application



Step 3 Your Application Status will be displayed.

Note: This screen is only available for pre-log in (for new customers with no existing account on PNB Internet Banking)

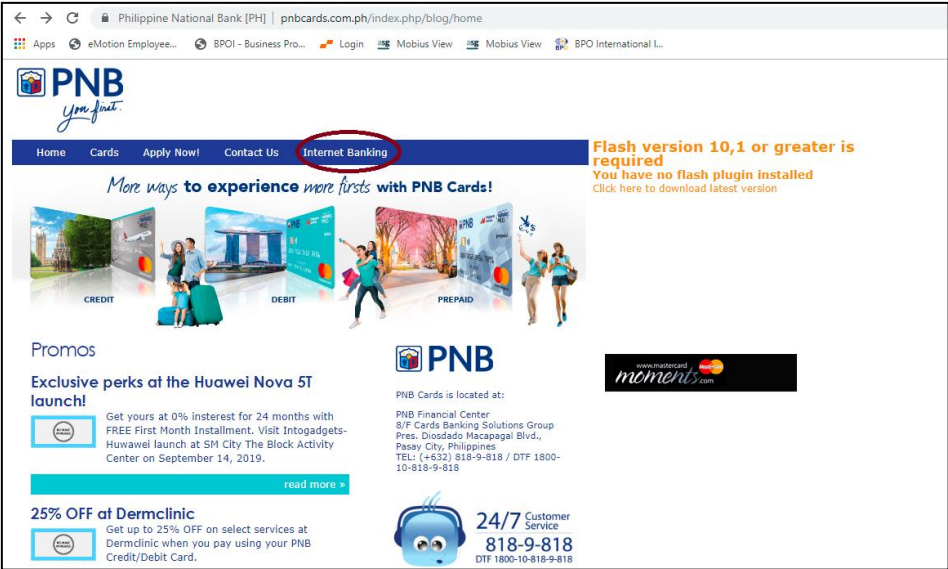


1 SIGN-UP TO PNB INTERNET BANKING

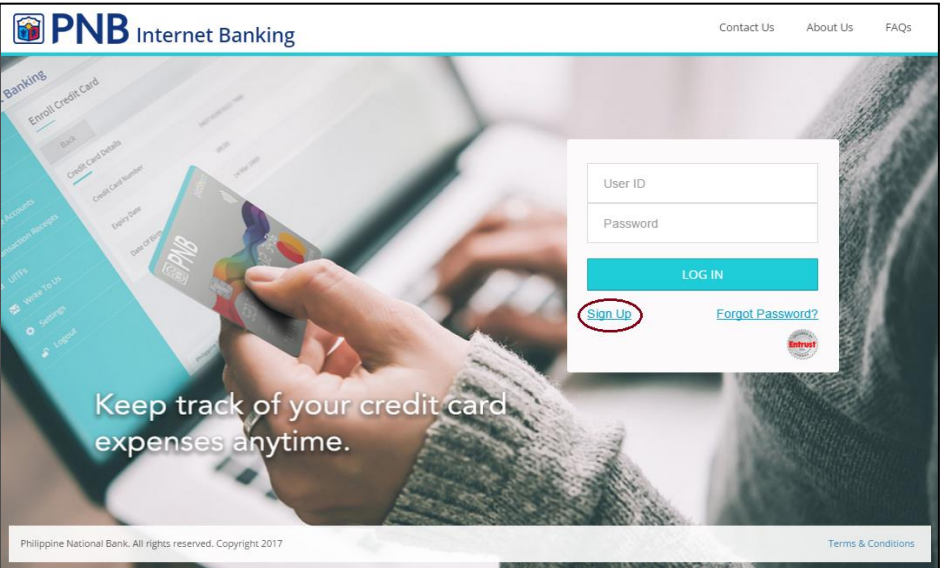
1.1 If it is your first time to sign up using Credit Card in PNB Internet Banking

1.1.1 Sign-up using PNB Credit Card

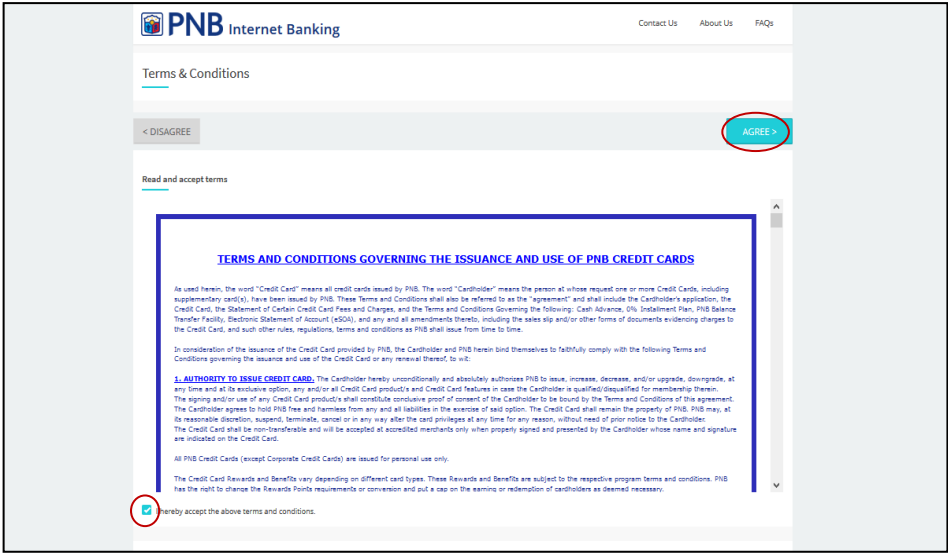
Step 1 Go to the PNB Cards website (www.pnbcards.com.ph) and click on the **Internet Banking** button.



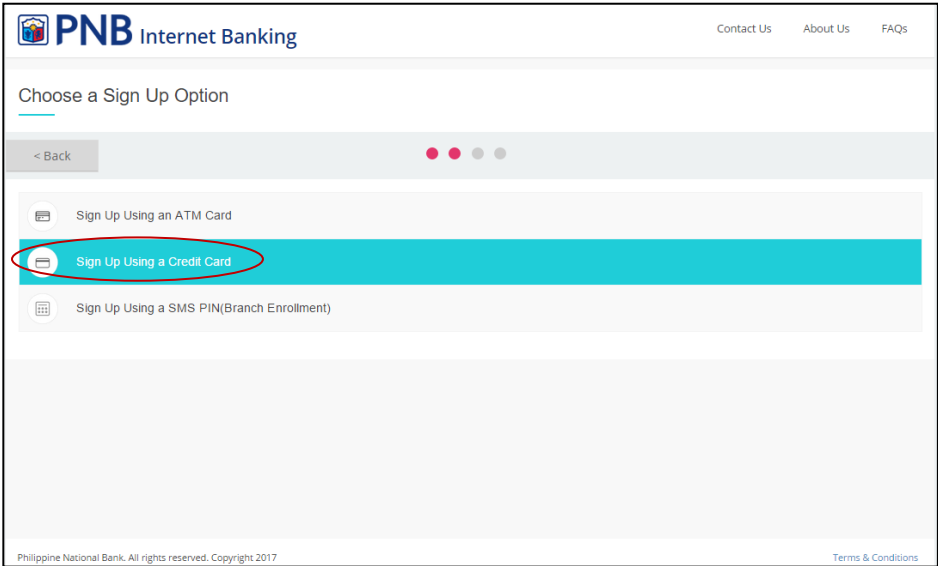
Step 2 You will be redirected to Internet Banking website. Click the “Sign Up” button to get started with the enrollment.



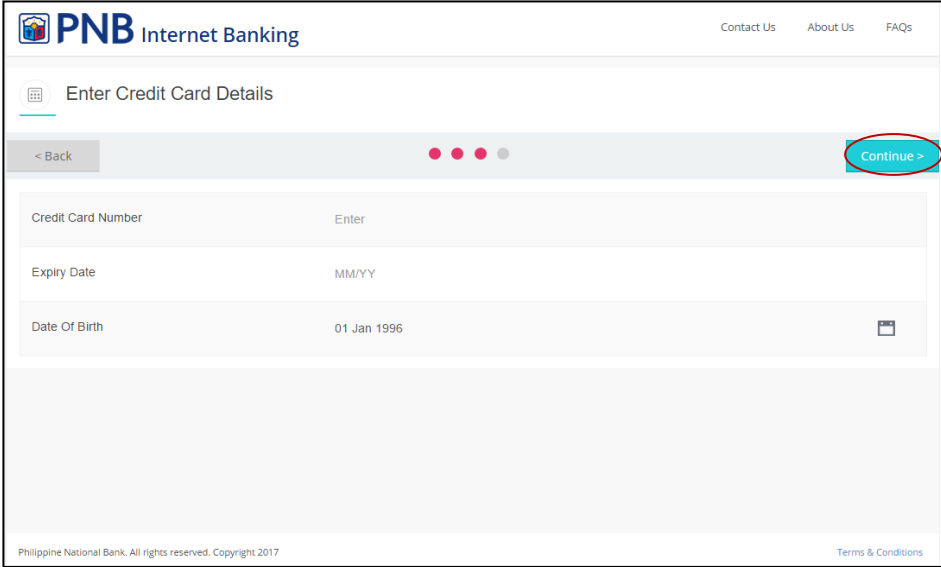
Step 3 Tick the box if you have read and accept the Terms and Conditions Governing the Issuance and Use of PNB Credit Cards. Click **AGREE** to continue.



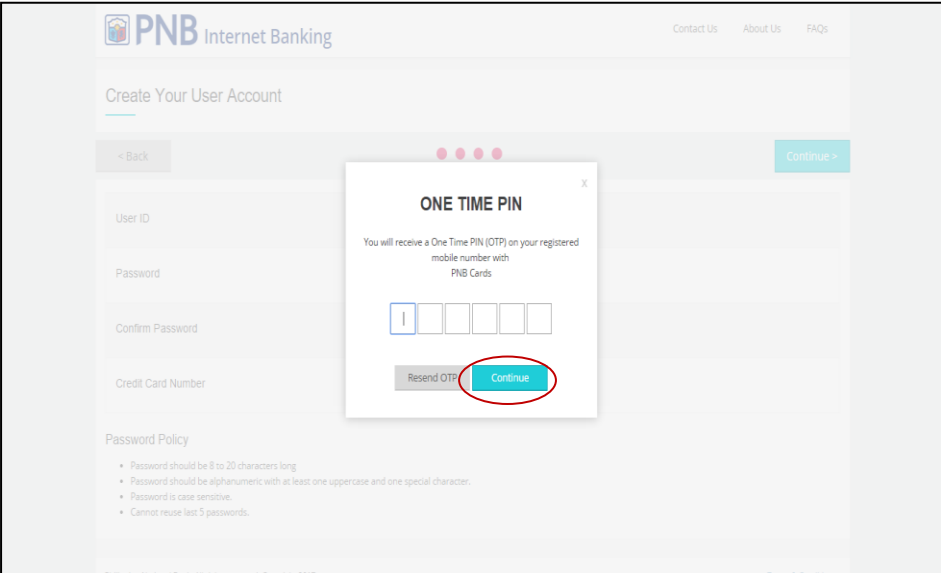
STEP 4 Choose **Credit Card** as the type of account you want to sign up with.



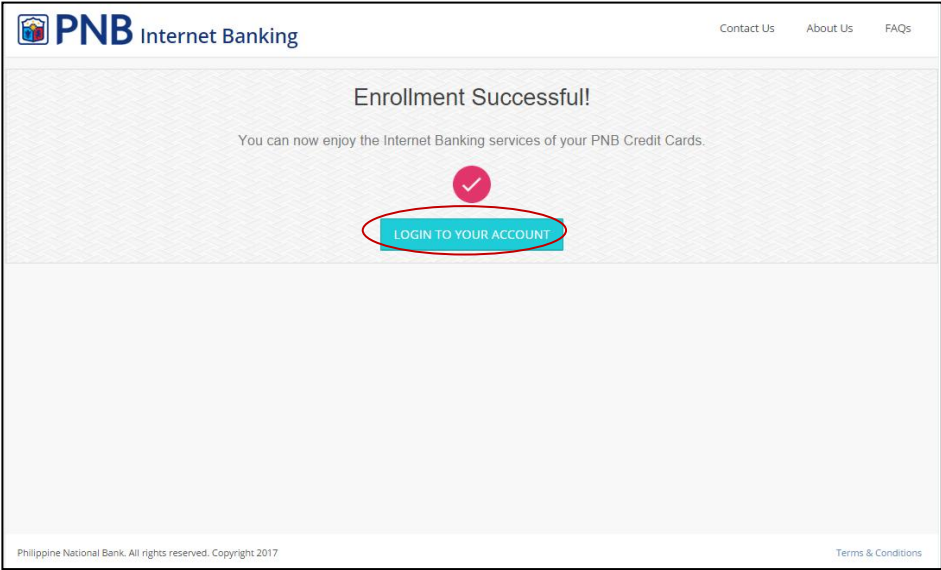
STEP 5 Enter your **Card Number**, **Expiry Date** and **Date of Birth** in the Credit Card Details page then click **Continue**.



STEP 6 Enter the correct **One-Time PIN (OTP)** which is sent to your registered mobile number with PNB Cards then click **Continue**.



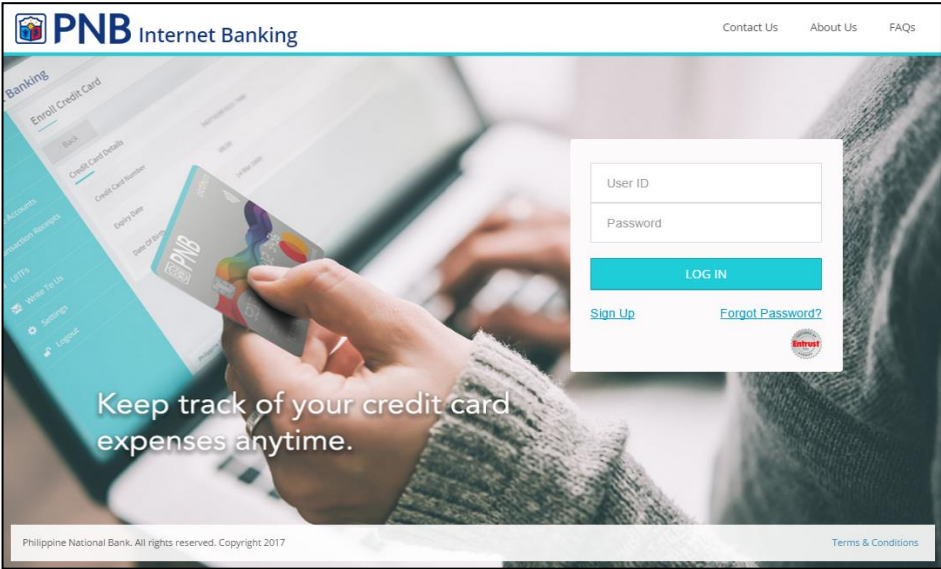
STEP 7 A confirmation page will appear once you have successfully enrolled your credit card. Click **LOGIN TO YOUR ACCOUNT** to access your credit card account.



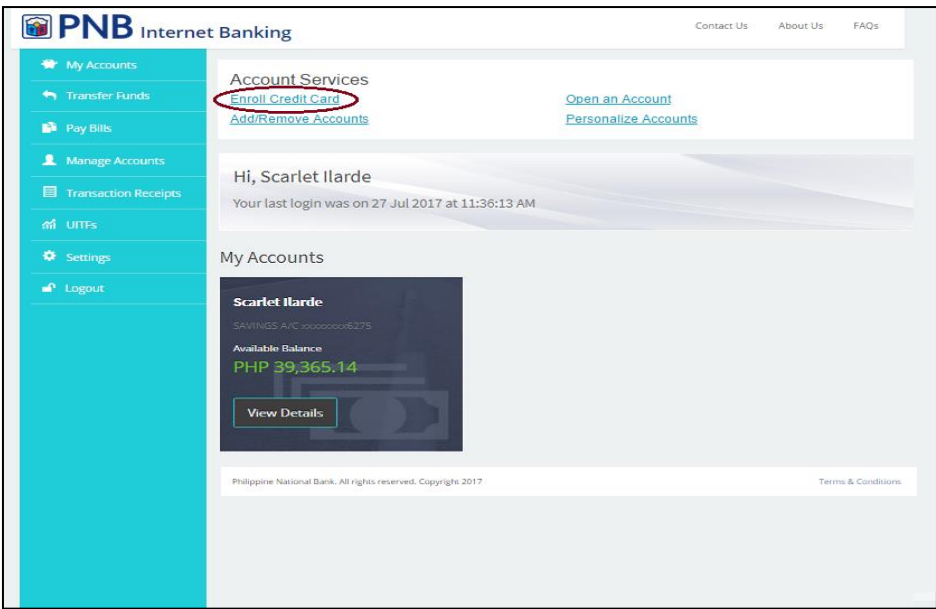
1.2 If you are already enrolled using your PNB Deposit Account

1.2.1 Add Credit Card

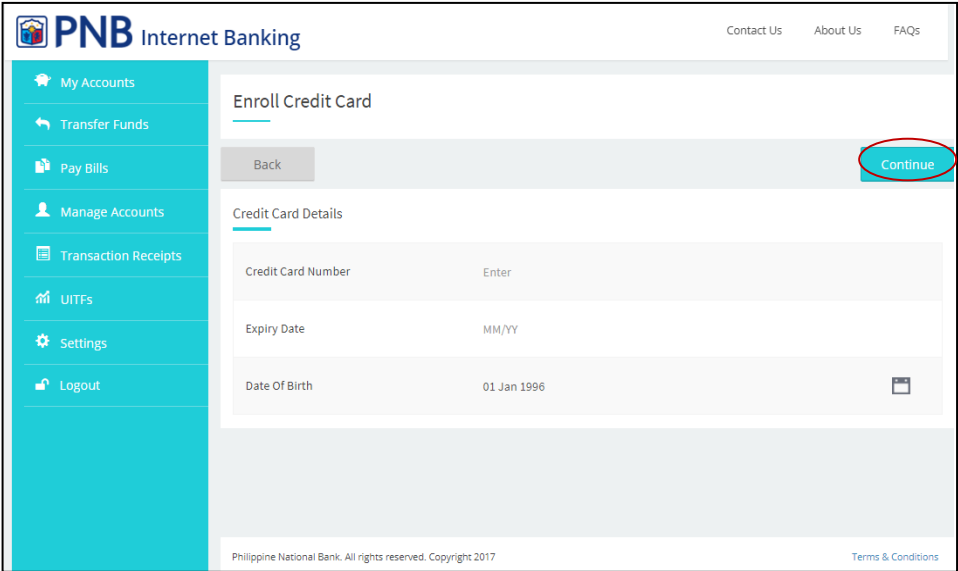
STEP 1 Use your existing user account to **LOG IN**.



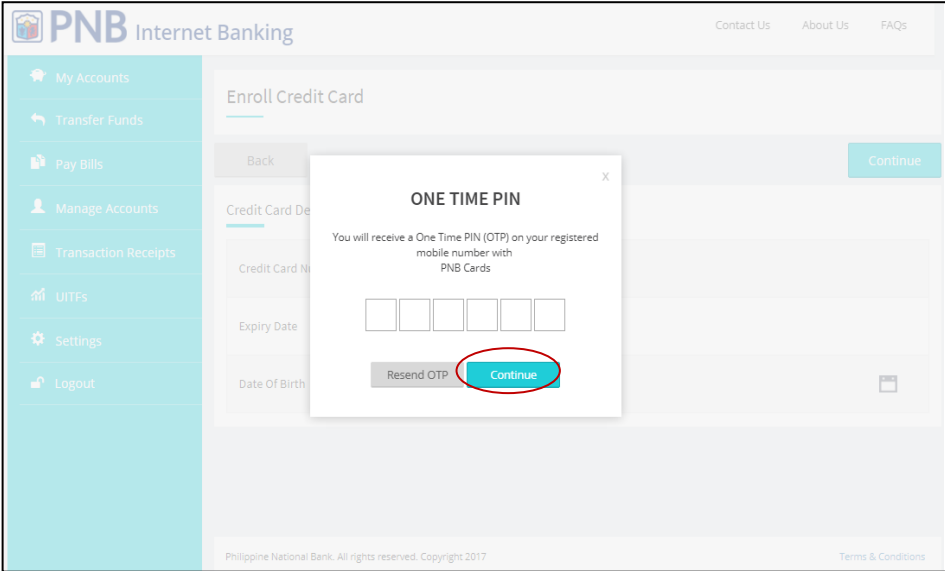
STEP 2 Click **Enroll Credit Card** located under the Account Services.



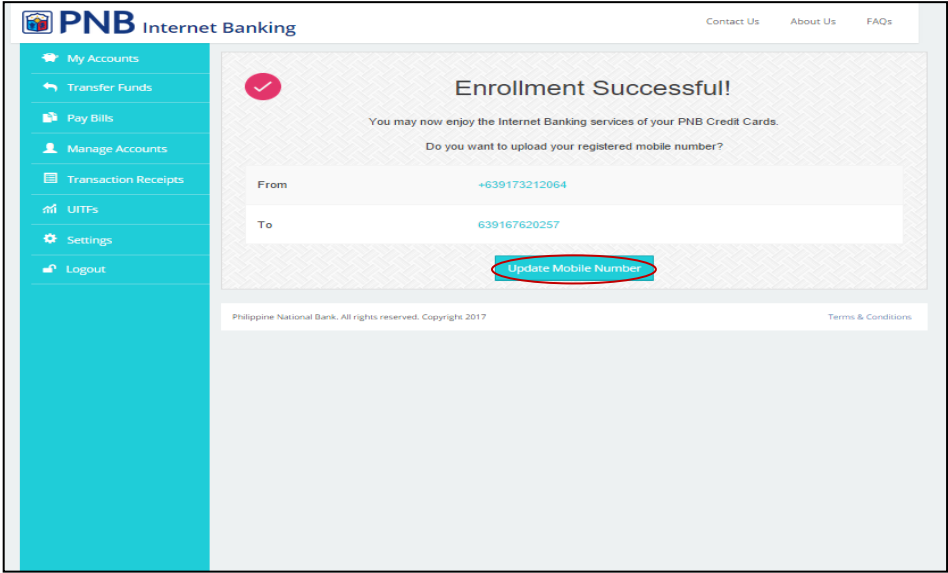
STEP 3 Enter your **Credit Card Number**, **Expiry Date** and **Date of Birth** in the Credit Card page then click **Continue**.



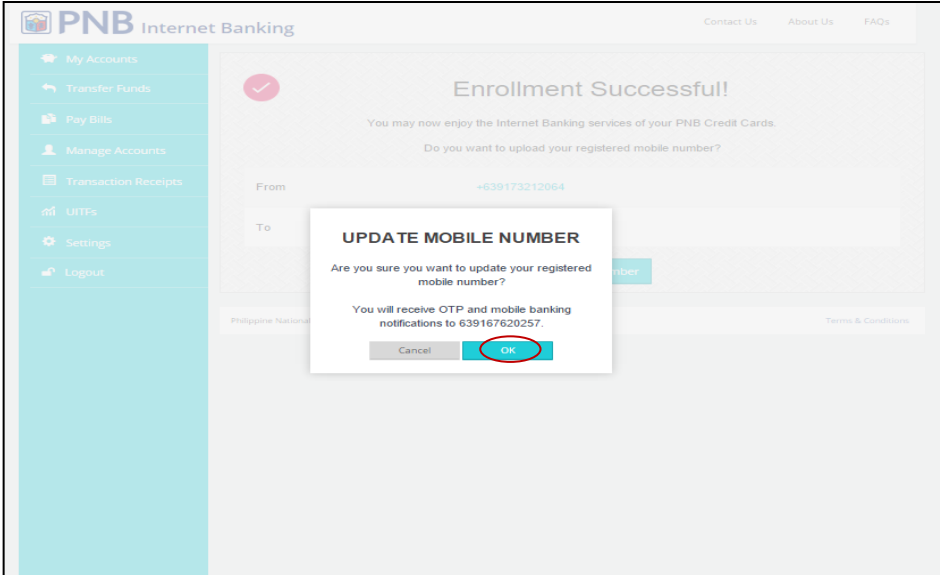
STEP 4 Enter the correct **One-Time PIN (OTP)** which is sent to your registered mobile number with PNB Cards then click **Continue**.



STEP 5 If you maintain different mobile numbers in your deposit and credit card accounts, you will be asked to update your mobile number. Click **“Update Mobile Number”** to change the mobile number saved in your PNB Internet/Mobile Banking account.

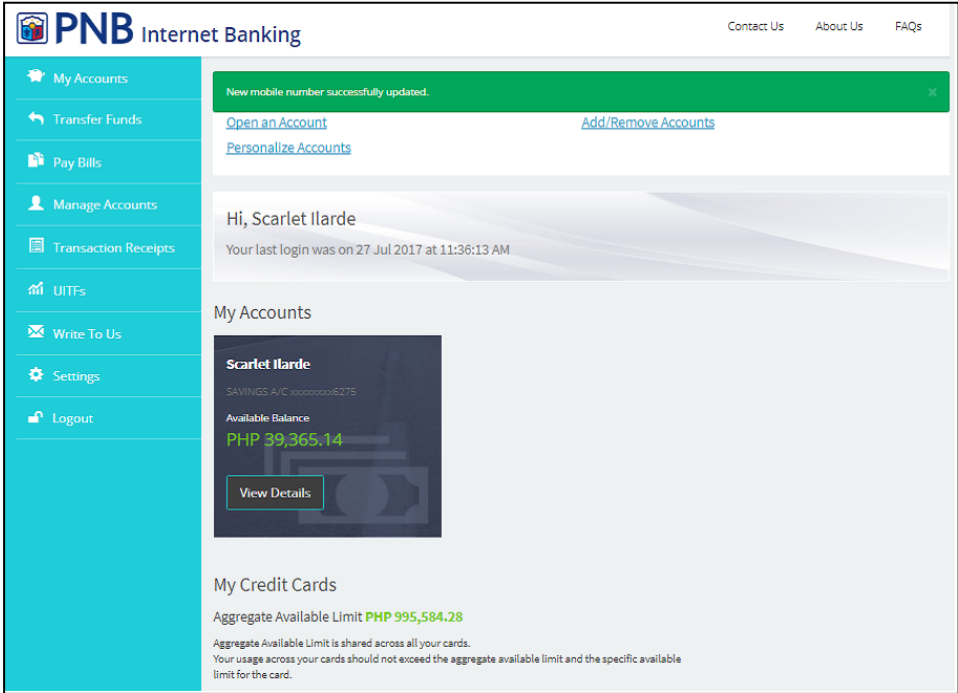


STEP 6 Click **OK** if you agree to update your registered mobile number.



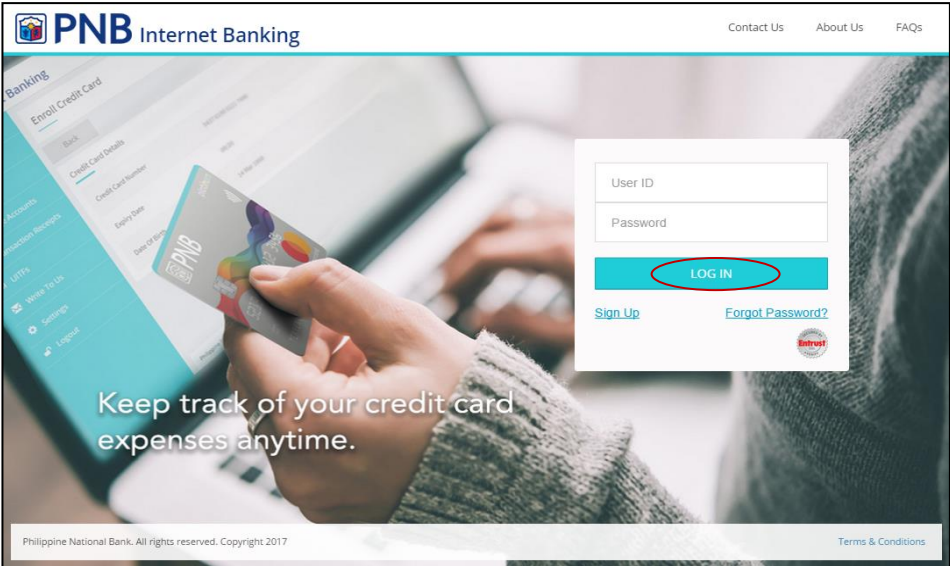
STEP 7 You will be redirected to the **My Accounts** page where you can view your credit card account(s).

**There will be a notification on the top of your screen that your mobile number has been successfully updated*

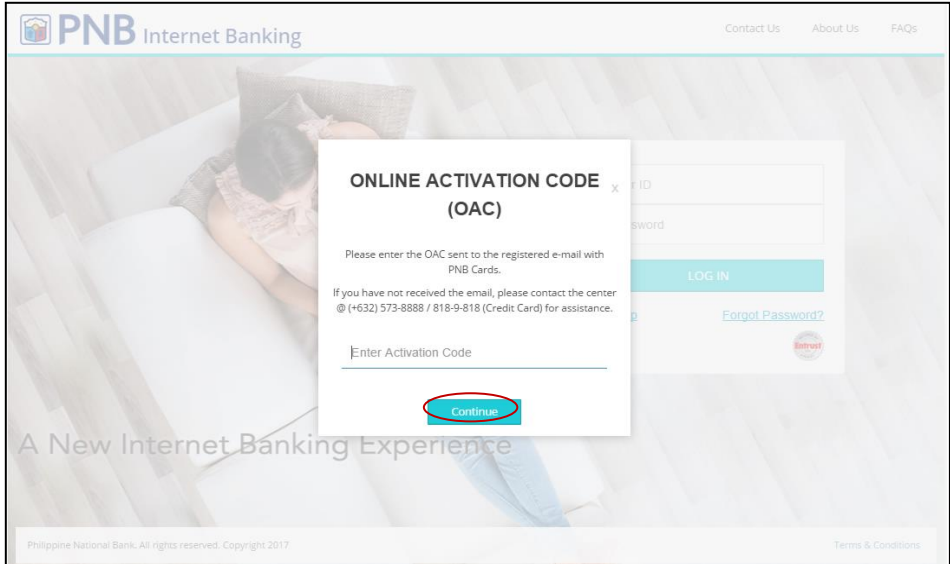


2 LOG IN

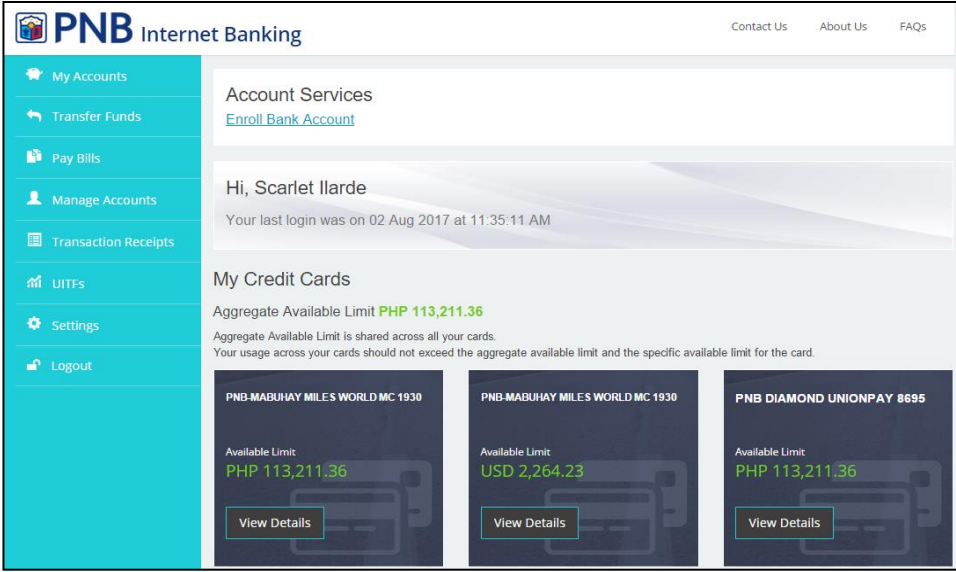
STEP 1 Go to the PNB Internet Banking Page and enter your User ID and Password then click **LOG IN**.



STEP 2 Enter the **Online Activation Code (OAC)** sent to your registered email address then click **Continue**.

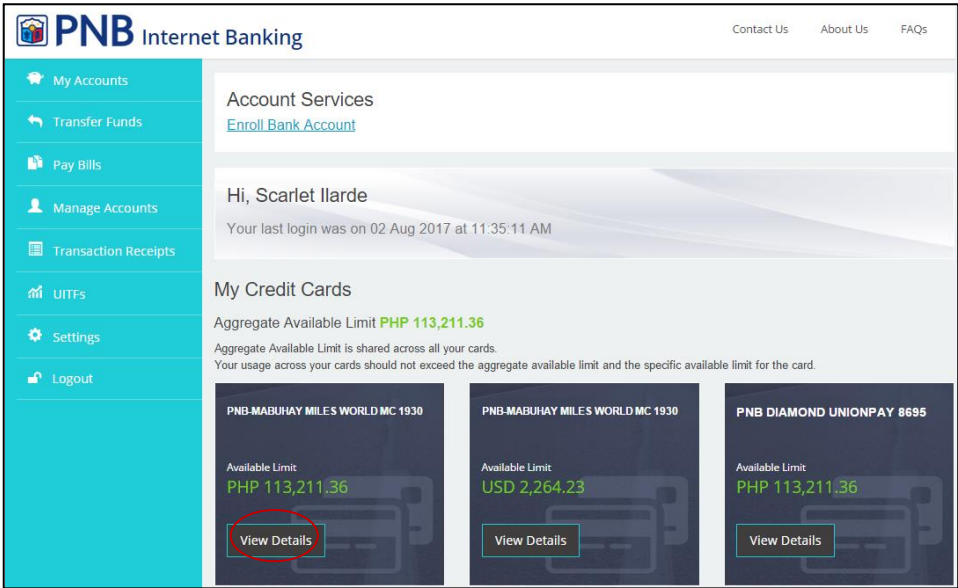


STEP 3 Once successfully logged in, you will be redirected to the **My Accounts** page. This page contains the Account Name, Last Login Date, Local Time (Philippines) and list of Enrolled Accounts.

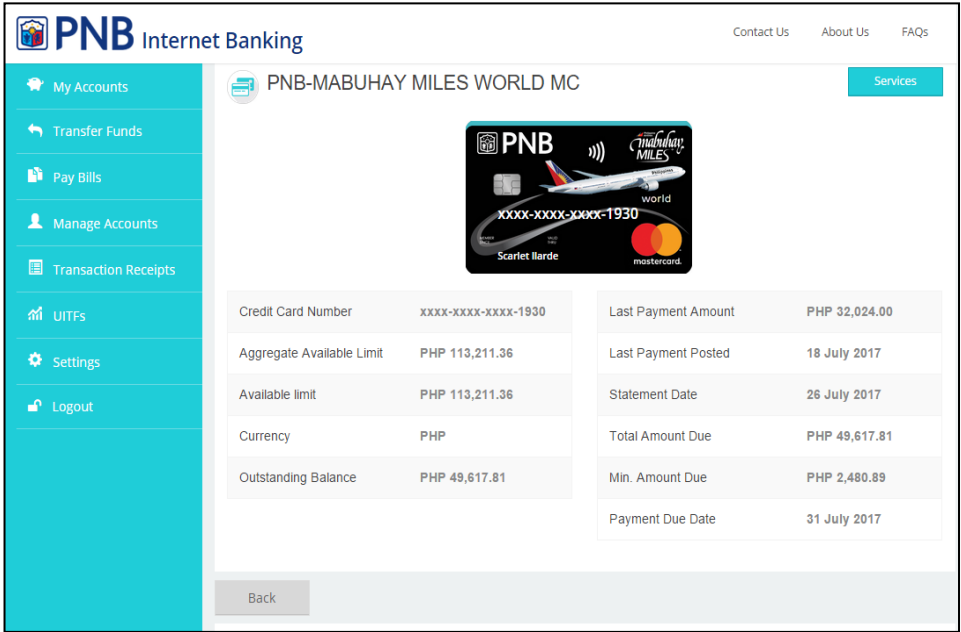


3 ACCOUNT INQUIRY

STEP 1 Go to the **My Accounts** page and click **View Details** to see your credit card details.

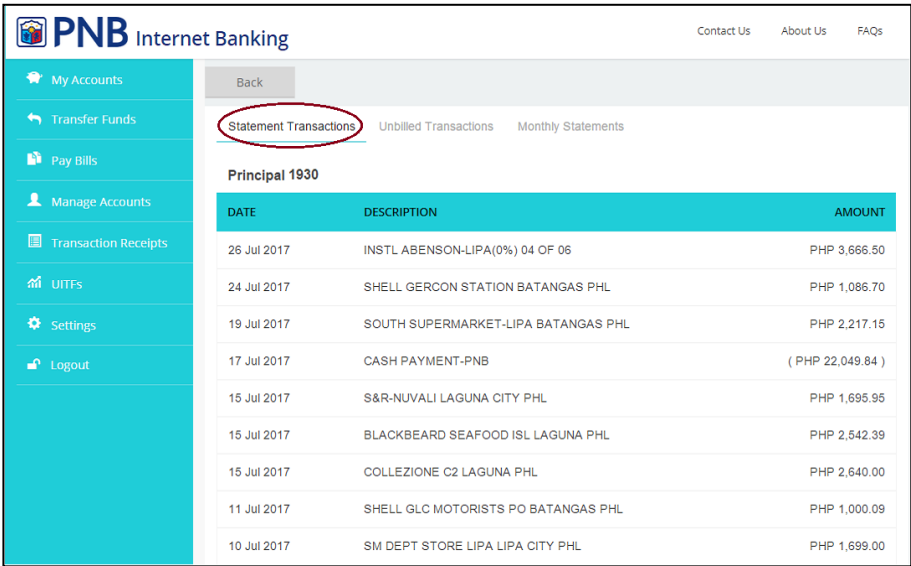


STEP 2 View your credit card details on the **Account Details** page.



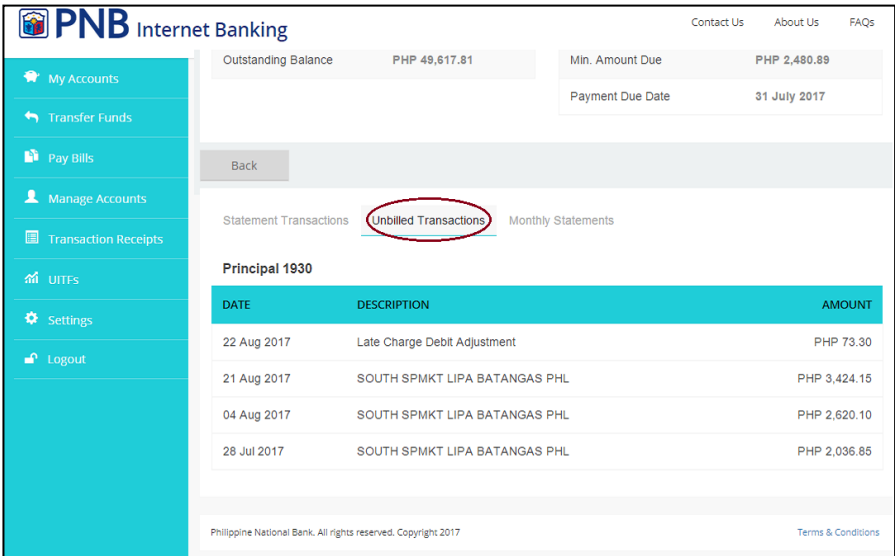
STEP 3 Click **Statement Transactions** found on the Account Details page to see the list of your statement transactions.

If you have supplementary account(s), you can also view their statement transactions by scrolling down the page.

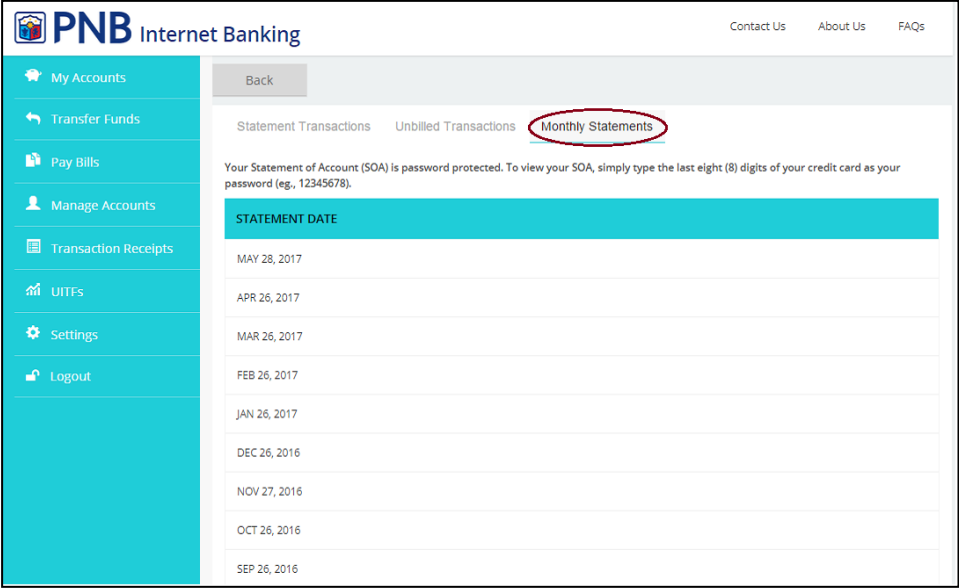


STEP 4 Click **Unbilled Transactions** (next to Statement Transactions) to see the list of your recent transactions that are yet to be billed.

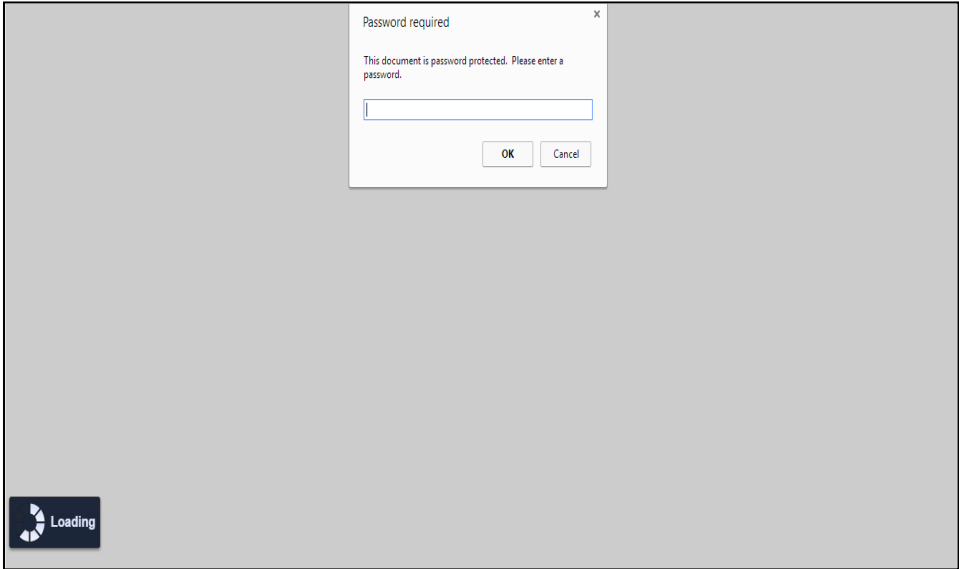
If you have supplementary account(s), you can also view their unbilled transactions by scrolling down the page.





STEP 5 Click **Monthly Statements** (next to Unbilled Transactions) to see your monthly Statement of Account (SOA) up to 12 months.



STEP 6 Enter your last 8-digit credit card number which serves as your password to access your SOA.



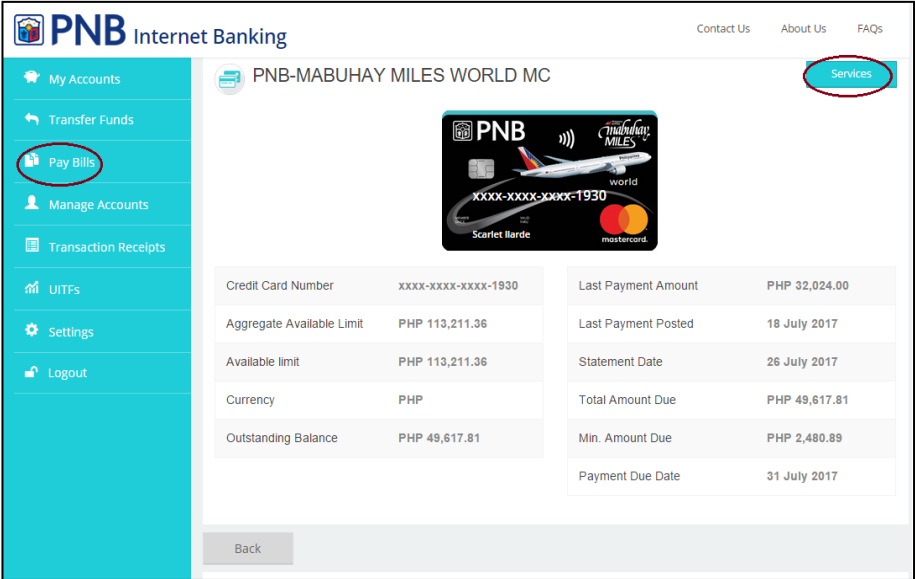
STEP 7 You will now be able to view your SOA.

 		PESO STATEMENT OF ACCOUNT		CREDIT CARD ACCOUNT NUMBER 5000 4758 9864 2046	
SCARLET M ILARDE LIPA CITY		STATEMENT NUMBER	STATEMENT DATE	PAYMENT DUE DATE	
		10166988	FEB 26, 2017	MAR 20, 2017	
		AGGREGATE CREDIT LIMIT	TOTAL AMOUNT DUE	MINIMUM AMOUNT DUE	
		P 300,000.00	P 9,085.99	P 500.00	
ACCOUNT SUMMARY					
PREVIOUS BALANCE	PURCHASES/ ADVANCES	PAYMENTS/ CREDITS	SERVICE CHARGES / ADJUSTMENTS	FINANCE CHARGE	FINANCE CHARGE RATE
P 18,620.84	P 9,085.99	P 18,620.84	P 0.00	P 0.00	3.25 %
ACCOUNT DETAILS					
TRANS DATE	POST DATE	REFERENCE NUMBER	DESCRIPTION		AMOUNT
			PREVIOUS BALANCE		P 18,620.84
04/02	06/02	03750509187	SOUTH SPMKT LIPA BATANGAS PHL		2,799.60
08/02	09/02	04050508995	SHELL GERCON STATION BATANGAS PHL		1,209.51
13/02	14/02	04550509193	PUREGOLD LIPA DEL BATANGAS PHL		866.95
13/02	14/02	04550511209	SHELL GERCON STATION BATANGAS PHL		1,045.82
16/02	16/02	04728502764	CASH PAYMENT-PNB		18,620.84 CR
19/02	20/02	05150538275	SM SUPERMARKET SM LIP LIPA CITY PHL		1,592.50
23/02	24/02	05550507783	PUREGOLD LIPA DEL BATANGAS PHL		339.95
24/02	24/02	05570637001	INSTL ACE HARDWARE-LIPA 0% 03 OF 03		1,231.66
			CURRENT BALANCE		9,085.99
REWARDS POINTS SUMMARY					
PREVIOUS POINTS	EARNED POINTS (+)	ADJUSTMENTS (+/-)	POINTS CLAIMED (-)	CURRENT POINTS	
8135	177	0	0	8312	

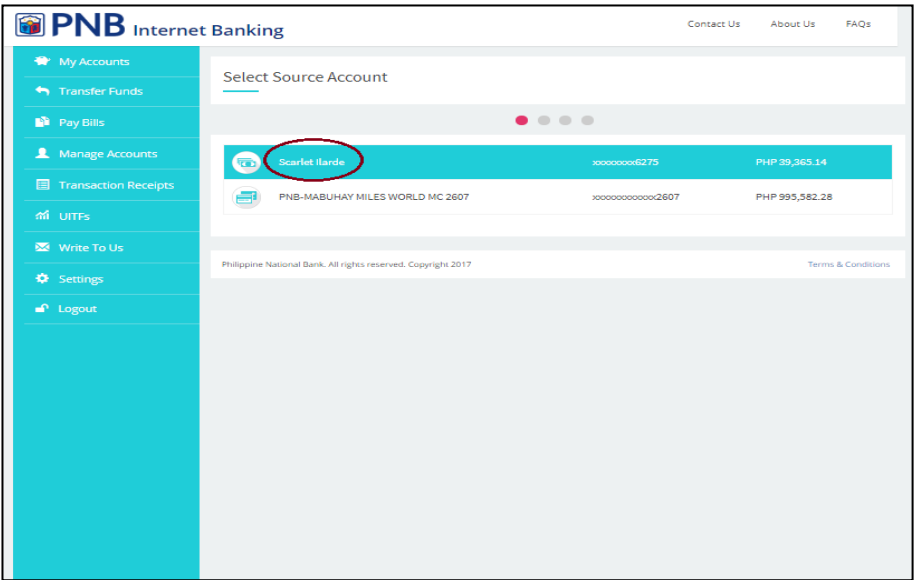
4 BILLS PAYMENT

4.1 Pay PNB Credit Card Bill using your PNB Deposit Account

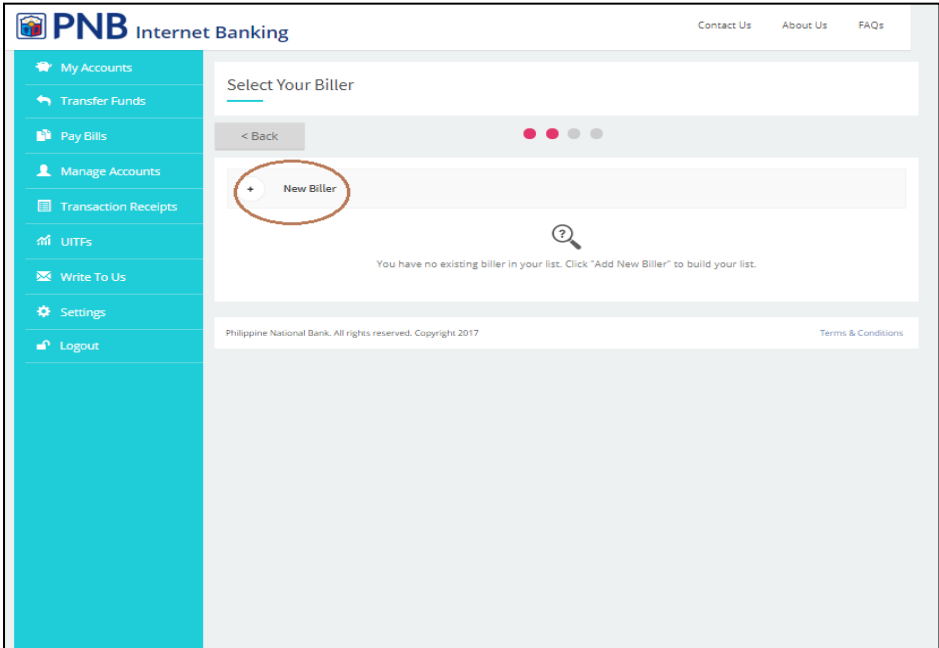
STEP 1 Go to **Account Details** page and click the **Services** button located on the upper right corner of the page then choose **Pay Bills** or you may simply click **Pay Bills** on the side menu.



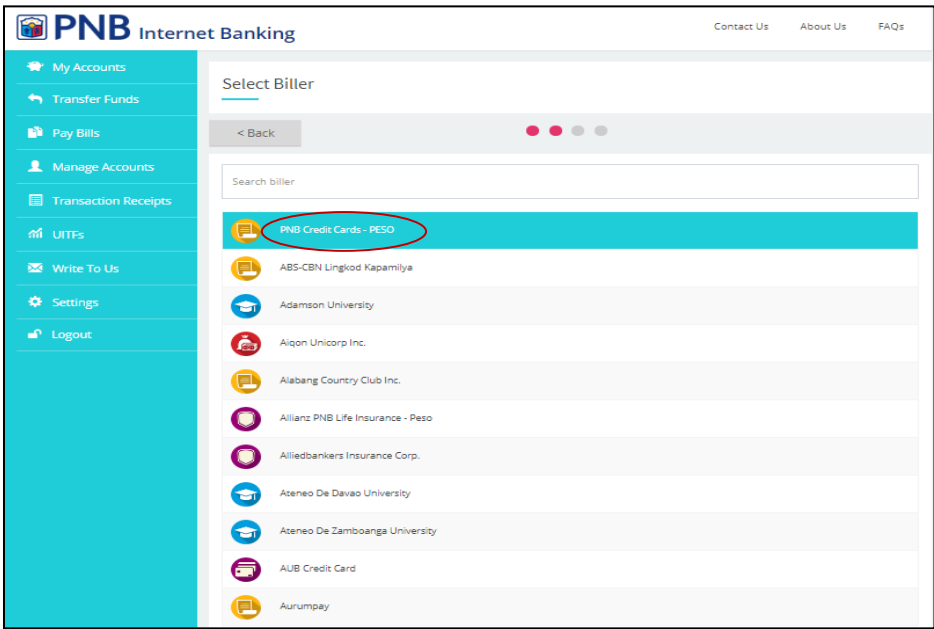
STEP 2 Choose your deposit account.



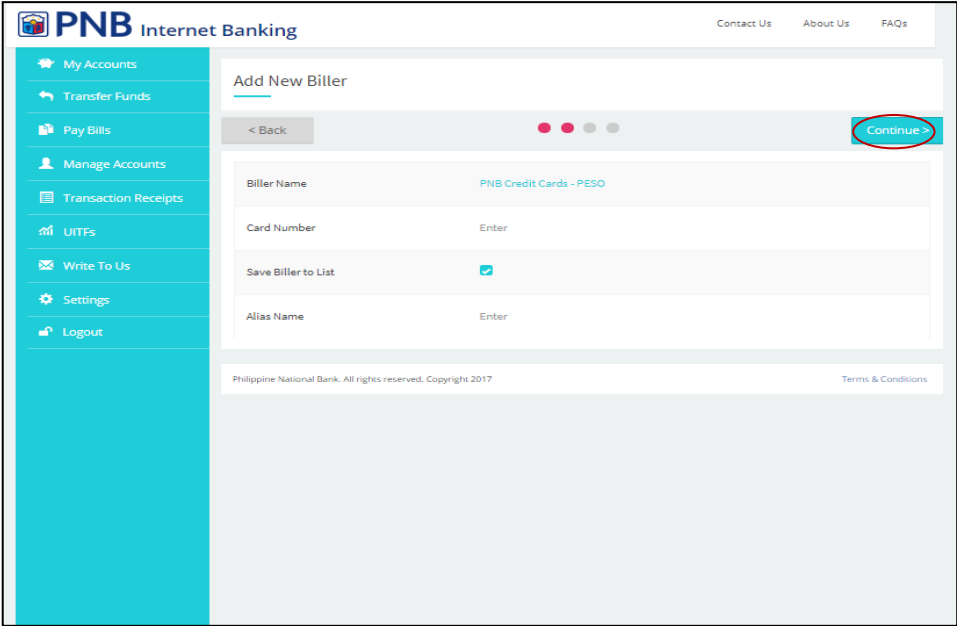
STEP 3 Click **New Biller**.



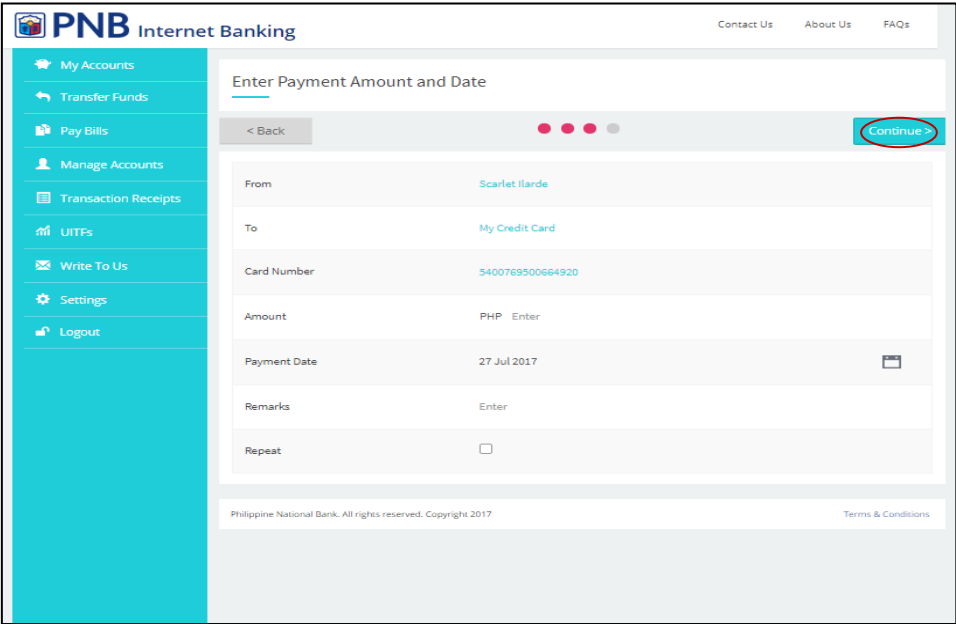
STEP 4 Click **PNB Credit Cards – Peso** or **PNB Credit Cards Dollar**.



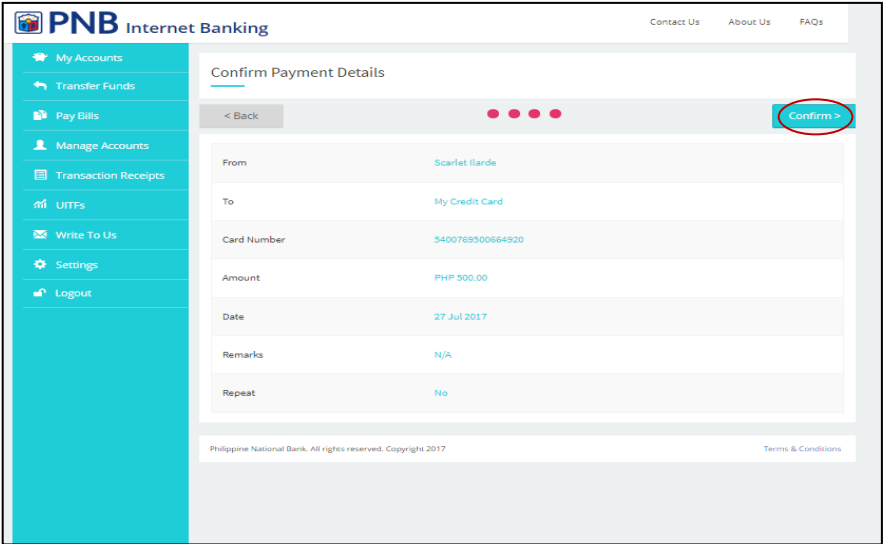
STEP 5 Enter the **Card Number** and **Alias Name** (customized name for your biller). Click on the **Save Biller to List** box to include the biller in your list then click **Continue**.



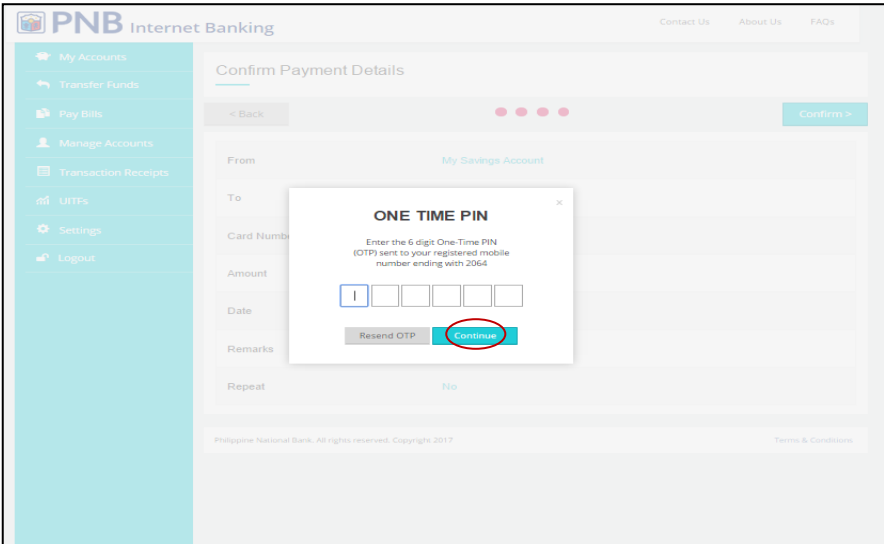
STEP 6 Enter the **Amount** of your payment and **Remarks** (optional) then click **Continue**.



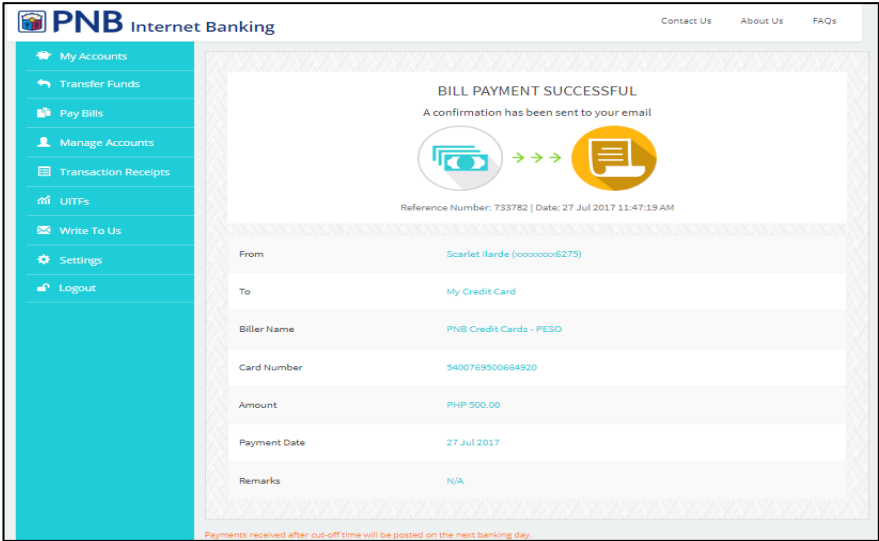
STEP 7 Review the details of your transaction before you confirm and proceed with the payment.



STEP 8 Enter the correct **One-Time PIN (OTP)** which is sent to your registered mobile number then click **Continue**.

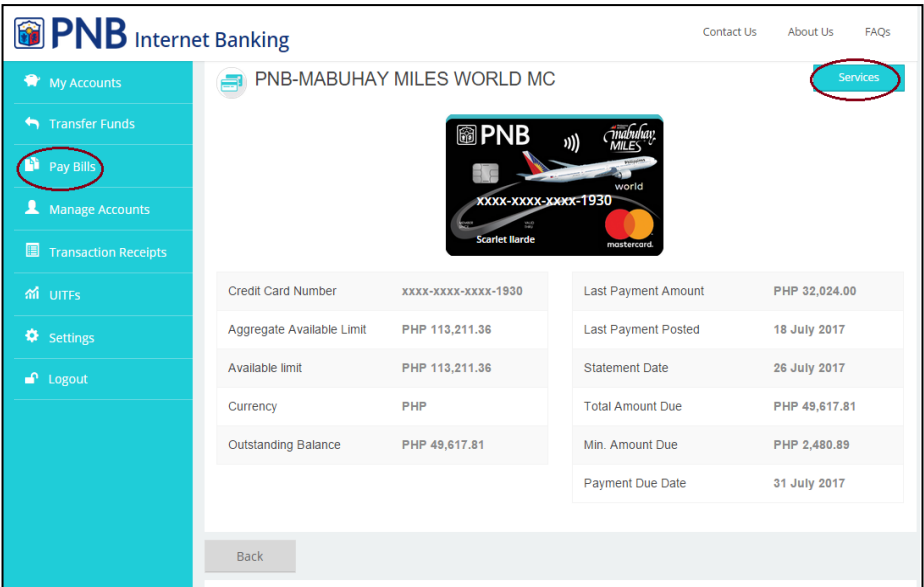


STEP 9 Your transaction is successfully completed!

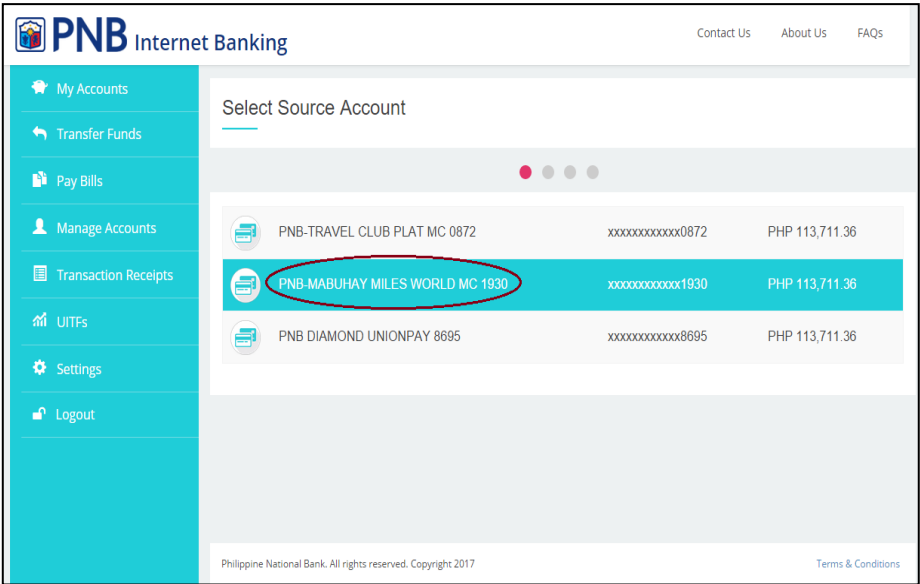


4.2 Pay Utility Bills using your PNB Credit Card

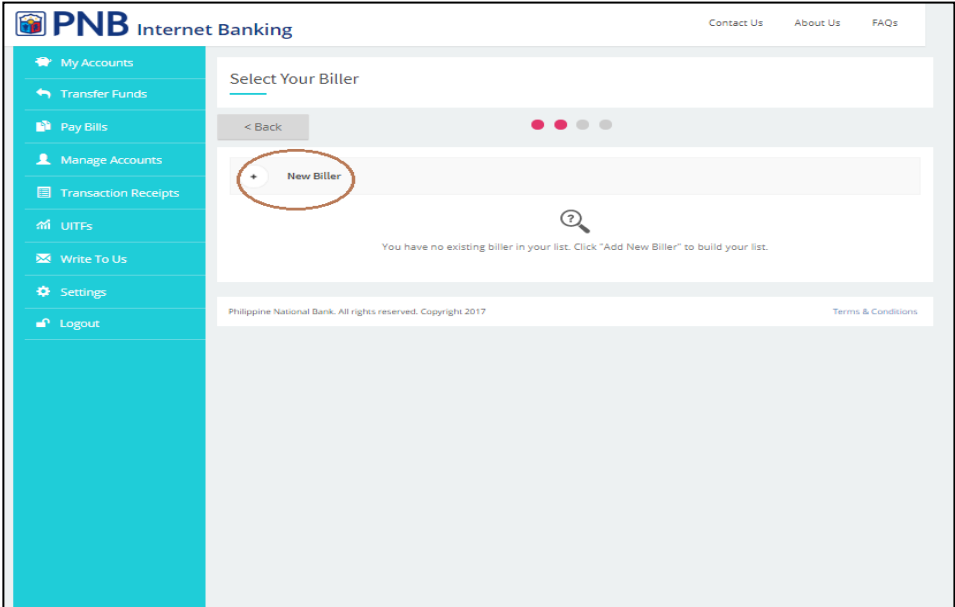
STEP 1 Go to **Account Details** page and click the **Services** button located on the upper right corner of the page then choose **Pay Bills** or you may simply click **Pay Bill** on the side menu.



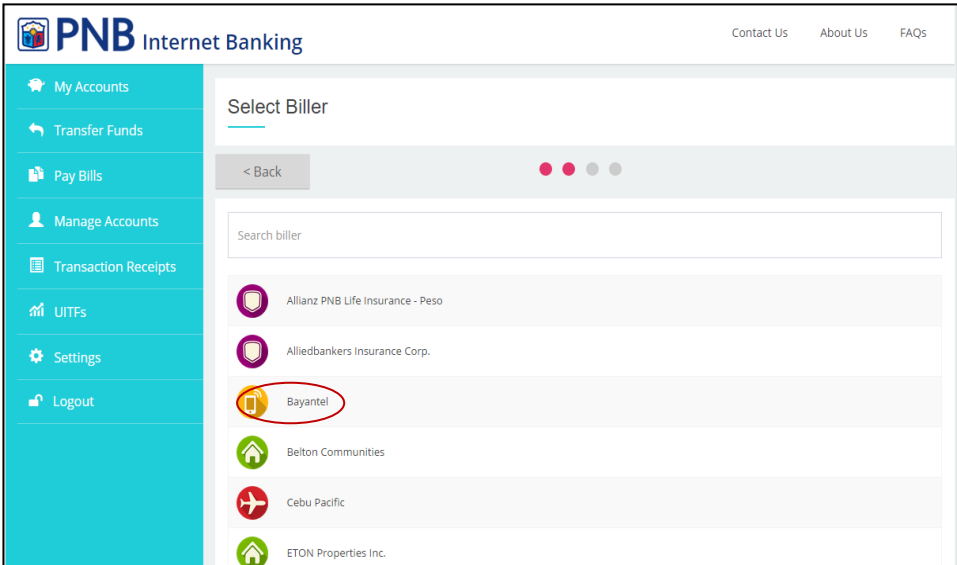
STEP 2 Choose the account you want to use to pay your biller.



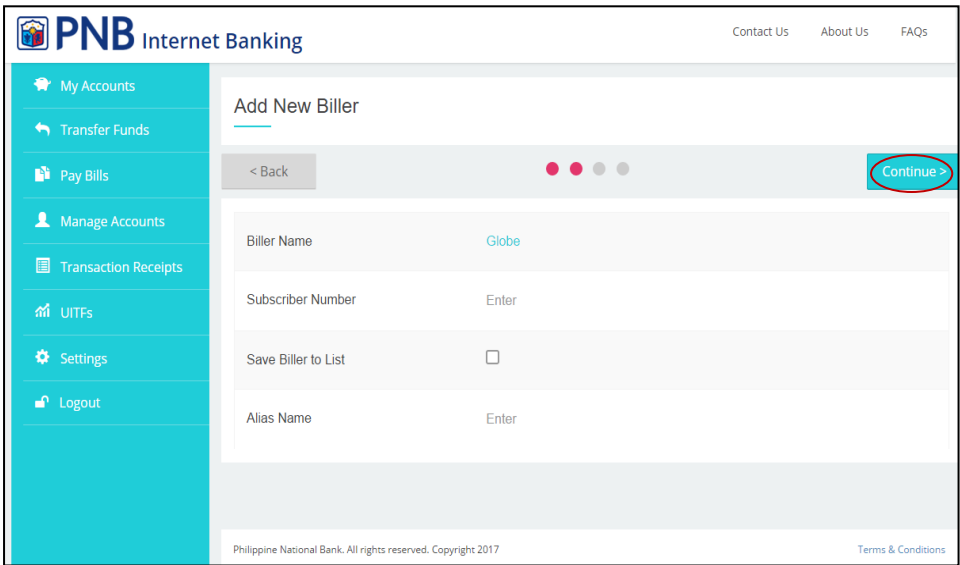
STEP 3 Click **New Biller** if you do not have any saved biller yet.



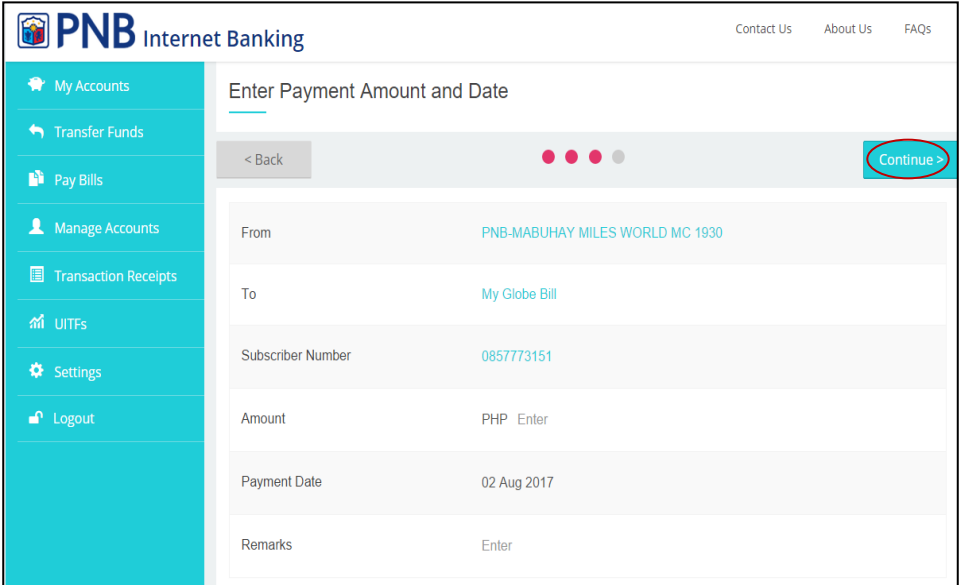
STEP 4 Select one (1) biller from the list provided.



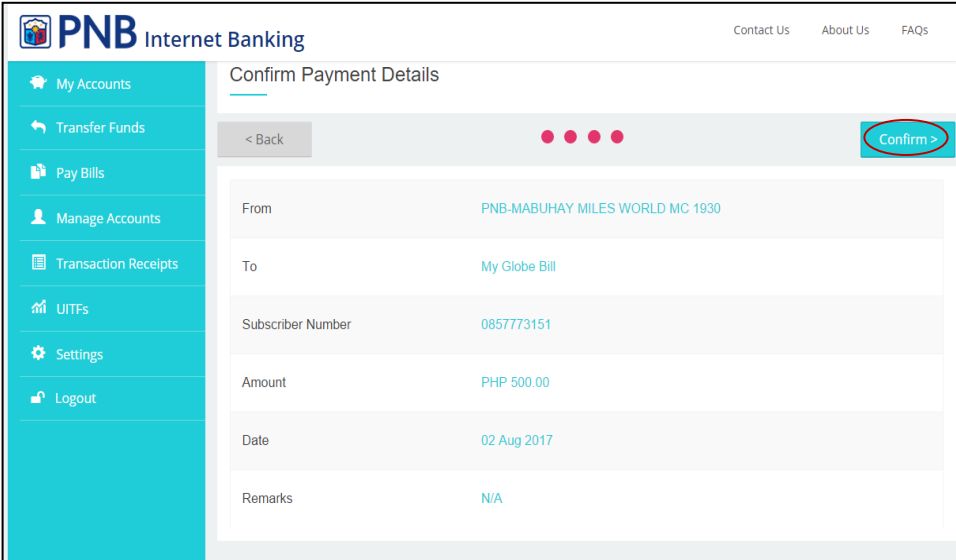
STEP 5 Enter the **Subscriber Number** and **Alias Name** (customized name for your biller). Click on the **Save Biller to List** box to include the biller on your list then click **Continue**.



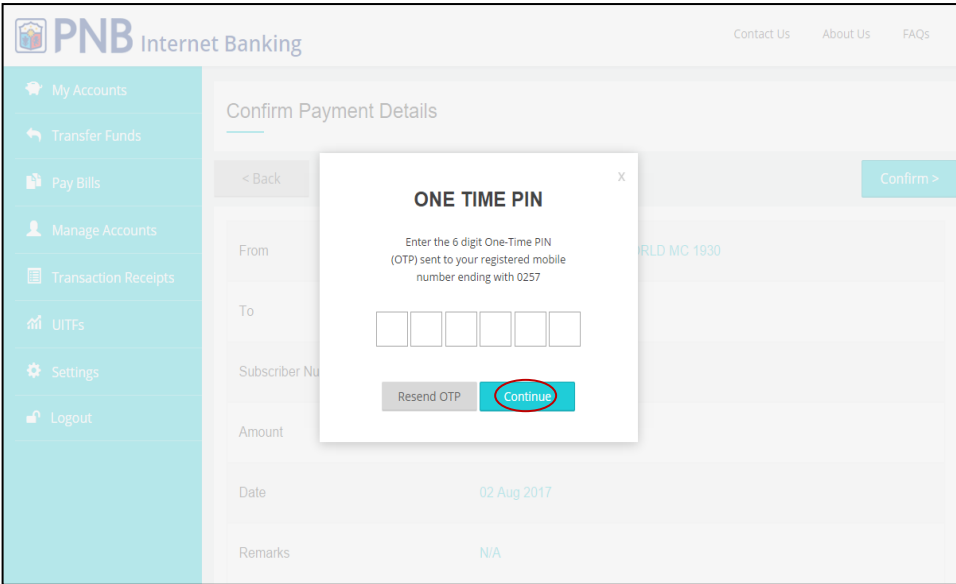
STEP 6 Enter the **Amount** of your payment and **Remarks** (optional) on the Payment Details page then click **Continue**.



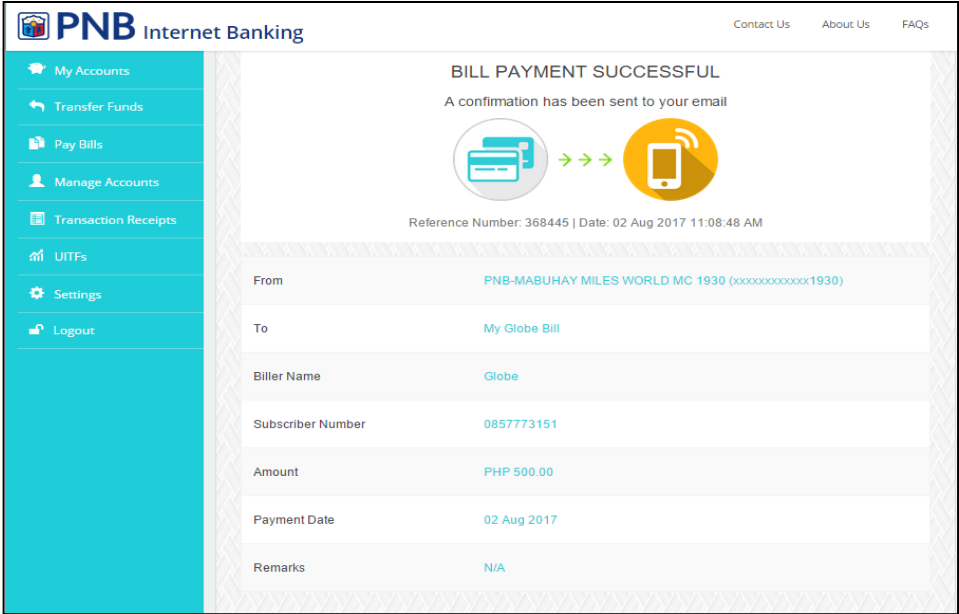
STEP 7 Review the details of your transaction before you confirm and proceed with the payment.



STEP 8 Enter the correct **One-Time PIN (OTP)** which is sent to your registered mobile number then click **Continue**.

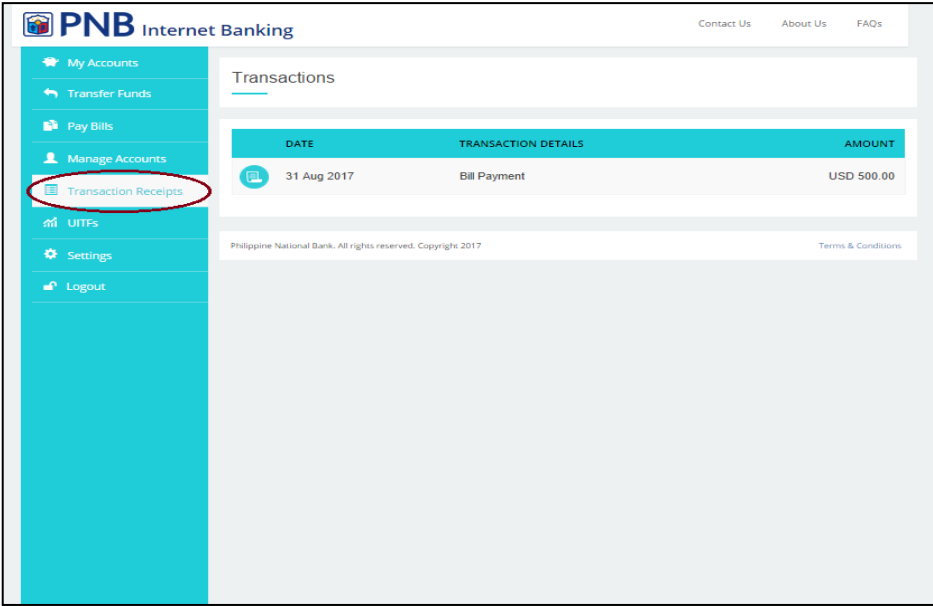


STEP 9 Your transaction is successfully completed!

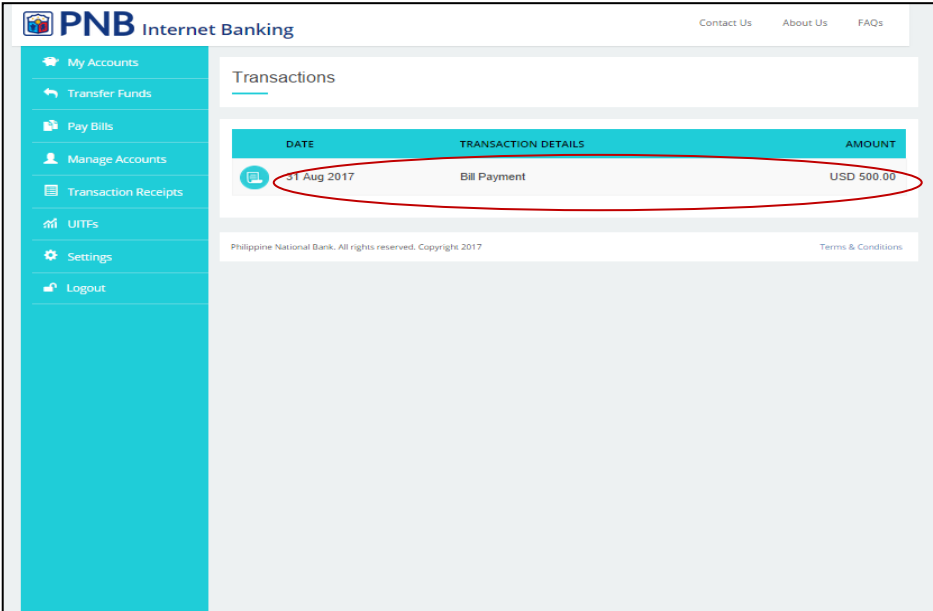


5 TRANSACTION RECEIPTS

STEP 1 View the details of your transaction(s) by clicking the **Transaction Receipts** on the side menu.



STEP 2 Click the transaction you want to view.



STEP 3 Details of your selected transaction will be shown to you.

