



# SYSTEM ADMINISTRATION

METROBANK BUSINESS ONLINE SOLUTIONS



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# How to Enroll Merchants (for Pay Bills)

# Step 1. Login as System Administrator Encoder

Go to Menu > Administration > Merchants > Enroll Merchants

The screenshot shows the Metrobank System Administrator Encoder interface. At the top left is the Metrobank logo with the tagline "You're in good hands". To the right are navigation icons for home, mail, and a "SIGN OUT" button. The user's name "SYS AD EN..." is visible in the top right. A left-hand navigation menu is open, showing "All > Administration > Merchant" with "Enroll Merchant" highlighted in a teal bar. A red box with a white background and a red border contains the text "Go to Menu > Administration > Merchant > **Enroll Merchant**", with a red arrow pointing to the "Enroll Merchant" menu item. The main content area features a dark banner with a cityscape at night and a "Dashboard Settings" button. Below the banner are several empty white input fields. In the bottom right corner, a blue circular icon with a white exclamation mark is next to a light blue box containing the text: "REMINDER: This is only applicable if Pay Bills facility is enabled in User Groups".

# Step 2. Enter Merchant Details

**Metrobank** SIGN OUT SYS AD ENCODER

Manual Upload

☆ Add Enroll Merchant to Bookmarks

Currency: PHP **Choose Currency**

Merchant Category: TELECOMMUNICATIONS **Choose Merchant Category**

Merchant: BAYAN TELECOMMUNICATIONS INC. - BAYAN TELECO... **Choose Merchant**

Preferred Nickname: LANDLINE **Input Preferred Nickname**

Linked Corporate Groups

- AUTH GROUP A
- AUTHORIZER
- MAKER

**Tick the user group allowed to pay merchant in Pay Bills**

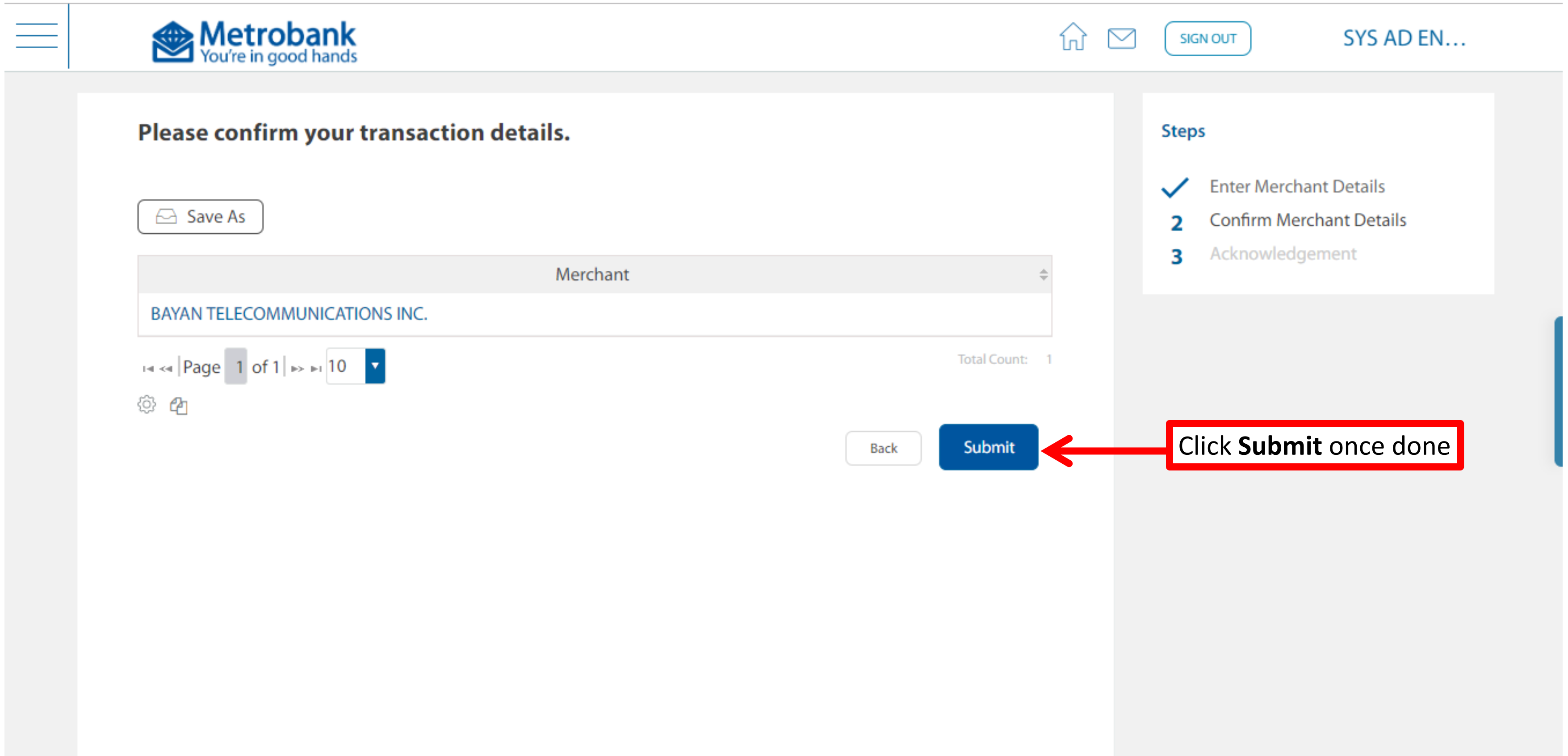
**Save** **Save and Clear** **Click Save and Clear to add merchant/s (Multiple merchants can be added)**

Merchant: BAYAN TELECOMMUNICATIONS INC.

Page 1 of 1 Total Count: 1

**Save** **Click Save once done**

# Step 3. Review and confirm merchant/s



The screenshot shows the Metrobank web interface for reviewing merchant details. At the top left is the Metrobank logo with the tagline "You're in good hands". To the right are navigation icons for home, mail, and a "SIGN OUT" button, along with the text "SYS AD EN...". The main content area is titled "Please confirm your transaction details." and includes a "Save As" button. A search bar labeled "Merchant" contains the text "BAYAN TELECOMMUNICATIONS INC.". Below the search bar is a pagination control showing "Page 1 of 1" and "Total Count: 1". At the bottom of the main area are "Back" and "Submit" buttons. A red arrow points from a red-bordered box containing the text "Click Submit once done" to the "Submit" button. On the right side of the page, there is a "Steps" sidebar with a list: "1 Enter Merchant Details" (checked), "2 Confirm Merchant Details", and "3 Acknowledgement".



# Step 4. Acknowledgement Page

Click Back to Enroll Merchant page to add more; or Sign Out if done

**✓ Merchant has been submitted for client approval.**  
Your Transaction Reference Number is WUF-092221-223104-00022203

[Save As](#)

Merchant
BAYAN TELECOMMUNICATIONS INC.

Page 1 of 1 | Total Count: 1

[Back to Enroll Merchant Page](#)

**Transaction Details** Trail

Reference Number	WUF-092221-223104-00022203
Status	For Client Approval
Created Date	09/22/2021 22:31:05
Updated Date	09/22/2021 22:31:05

**Steps**

**✓ Enter Merchant Details**

Click Back to Enroll Merchant Page to add more merchants

Print

**!** Once approved, the enrolled merchants will become available in the Pay Bills facility .



**End of  
presentation.**

**Thank you!**