



eGOV User Manual



Business Solutions Department
Retail Banking Group

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Summary Users with Roles and Functions

Corporate Administrator

- Edit Corporate Information
- Maintain Cards
- Maintain Agencies
- Manage Corporate eGov Profiles
- Maintain Card Profile Mapping
- Maintain Corporate Users

Corporate Maker

- Upload Payment Document
- Transmit EPF
- Payment Inquiry

Corporate Checker

- Authorize Payment Instruction
- Cancel Payment Instruction with GENERATED status
- Payment Inquiry

Corporate Approver

- Approve Payment Instruction
- Cancel Payment Instruction with FOR APPROVAL status
- Payment Inquiry
- Balance Inquiry

Corporate Enrollment

Corporate Information Maintenance

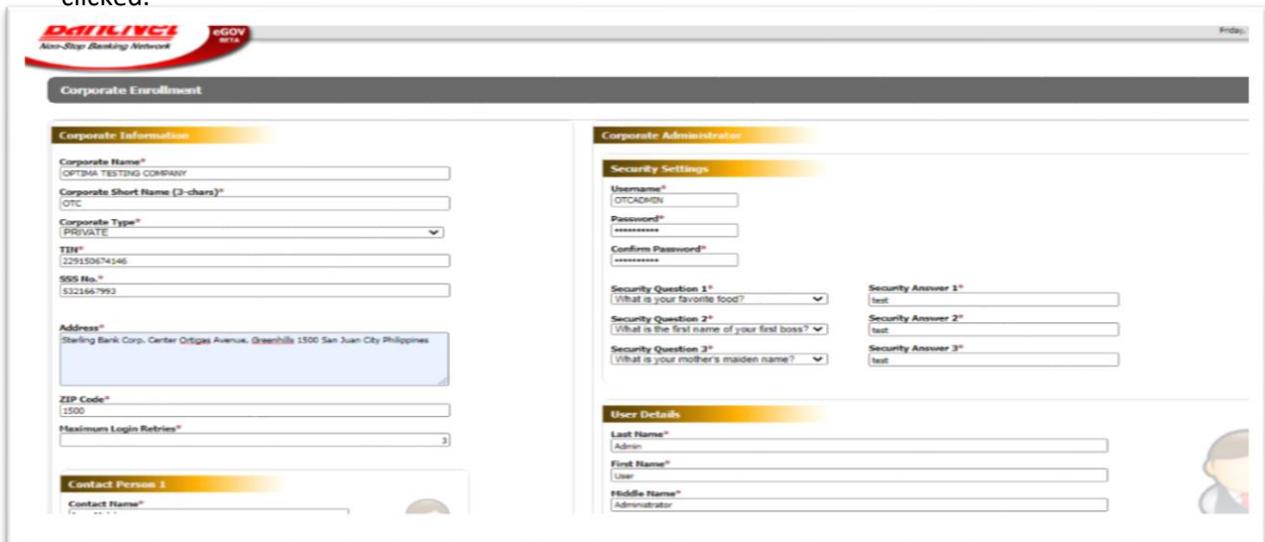
Enroll Corporate

Steps:

1. Open your browser and access the EGOV website address:
<https://www.bancnetonline.com/egov/login.egov>.
2. Click on the Sign up link found on eGov login screen.

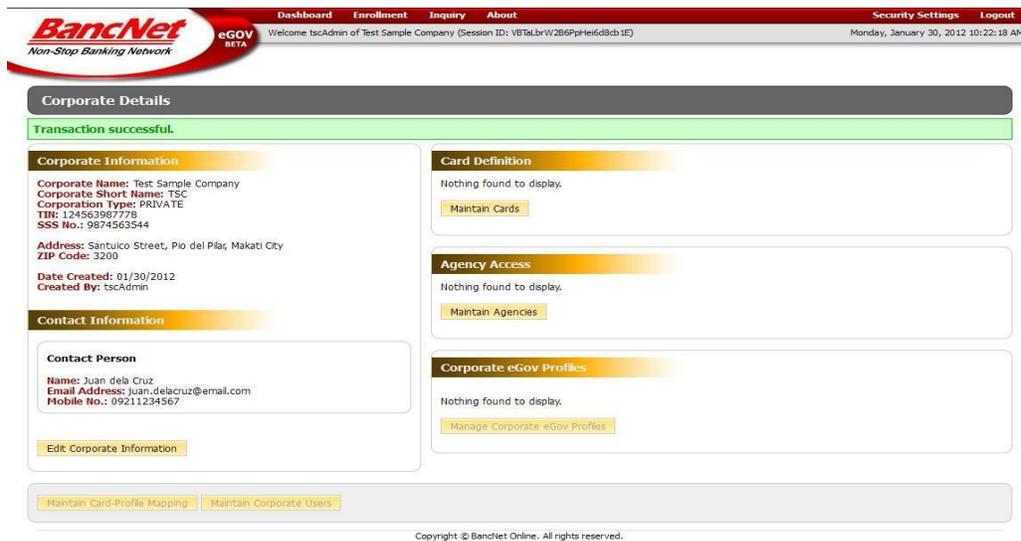


3. Fill up the form that will be displayed. Validation will be made once save button is clicked.



For the Philhealth and Pag-IBIG employer/id numbers, they are validated separately by Philhealth and Pag-IBIG.

4. A message on top indicates successful enrollment. The page will be redirected to Corporate details page.



The screenshot shows the BancNet eGOV portal interface. At the top, there is a navigation bar with links for Dashboard, Enrollment, Inquiry, About, Security Settings, and Logout. Below this, a green banner displays "Transaction successful." The main content area is titled "Corporate Details" and is divided into several sections:

- Corporate Information:** Displays details for "Test Sample Company", including Corporation Type (PRIVATE), TIN (124563987778), SSS No. (9874563544), Address (Santulo Street, Pio del Pilar, Makati City), ZIP Code (3200), Date Created (01/30/2012), and Created By (tscAdmin). An "Edit Corporate Information" button is present.
- Contact Information:** Lists a contact person, Juan dela Cruz, with Name, Email Address (juan.delacruz@email.com), and Mobile No. (09211234567).
- Card Definition:** Shows "Nothing found to display" with a "Maintain Cards" button.
- Agency Access:** Shows "Nothing found to display" with a "Maintain Agencies" button.
- Corporate eGov Profiles:** Shows "Nothing found to display" with a "Manage Corporate eGov Profiles" button.

At the bottom of the page, there are buttons for "Maintain Card-Profile Mapping" and "Maintain Corporate Users", and a copyright notice for BancNet Online.

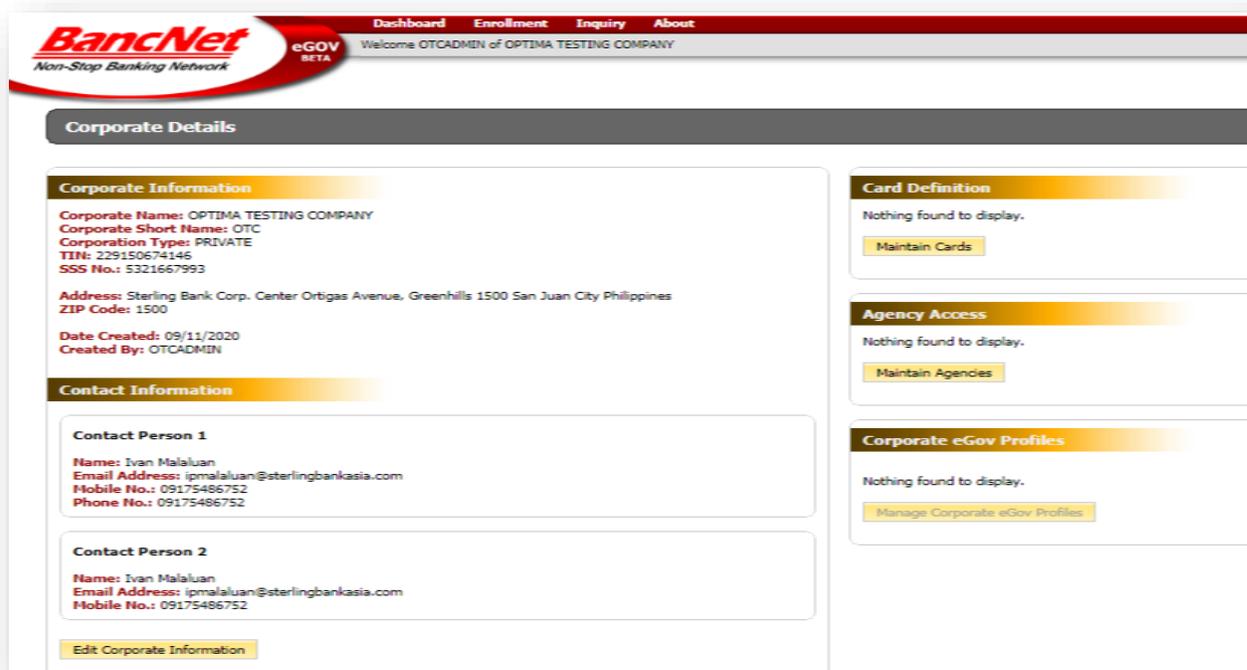
Note: User that was created on Corporate Sign up is a Corporate Administrator.

Edit Corporate Information

1. Login as Corporate Admin.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



4. Click the Edit Corporate Information button.

Corporate Information

Corporate Name: OPTIMA TESTING COMPANY
Corporate Short Name: OTC
Corporation Type: PRIVATE
TIN: 229150674146
SSS No.: 5321667993

Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City
 Philippines
ZIP Code: 1500

Date Created: 09/11/2020
Created By: OTCADMIN

Contact Information

Contact Person 1

Name: Ivan Malaluan
Email Address: ipmalaluan@sterlingbankasia.com
Mobile No.: 09175486752
Phone No.: 09175486752

Contact Person 2

Name: Ivan Malaluan
Email Address: ipmalaluan@sterlingbankasia.com
Mobile No.: 09175486752

Edit Corporate Information

5. Corporate Update page will appear. Update the field you want to update then click the save button.

Corporate Update

Corporate Information

Corporate Name*
OPTIMA TESTING COMPANY

Corporate Short Name (3-chars)*
OTC

Corporate Type
PRIVATE

TIN*
229150674146

SSS No.*
5321667993

Maximum Login Retries*
3

Address*
Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines

ZIP Code*
1500

Contact Person 1

Contact Name*
Ivan Malaluan

Email Address*
ipmalaluan@sterlingbankasia.com

Mobile No.*
09175486752

Phone No.*
09175486752



Contact Person 2

Contact Name
Ivan Malaluan

Email Address
ipmalaluan@sterlingbankasia.com

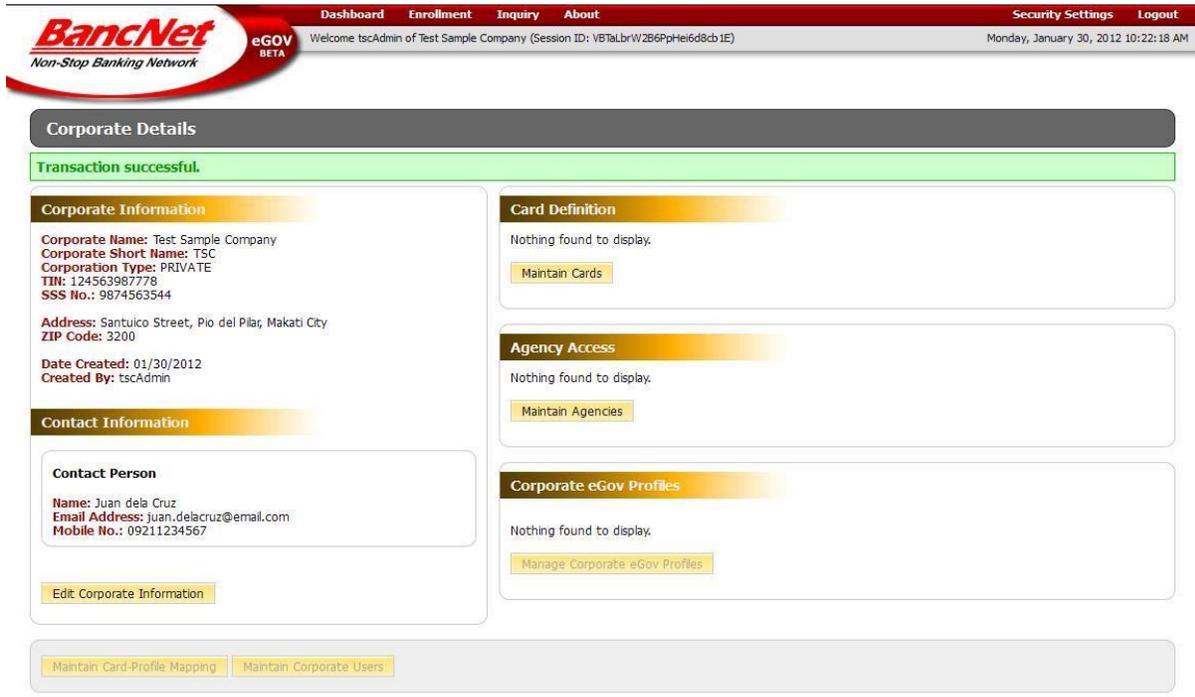
Mobile No.
09175486752

Phone No.



Save
Cancel

- A message on top indicating successful transaction will be displayed. The page will be redirected to Corporate Details page.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout

Welcome tscAdmin of Test Sample Company (Session ID: VBtALbrW2B6PpHeI6d8cb1E) Monday, January 30, 2012 10:22:18 AM

Corporate Details

Transaction successful.

Corporate Information

Corporate Name: Test Sample Company
 Corporate Short Name: TSC
 Corporation Type: PRIVATE
 TIN: 124563987778
 SSS No.: 9874563544

Address: Santuico Street, Pio del Pilar, Makati City
 ZIP Code: 3200

Date Created: 01/30/2012
 Created By: tscAdmin

Contact Information

Contact Person

Name: Juan dela Cruz
 Email Address: juan.delacruz@email.com
 Mobile No.: 09211234567

[Edit Corporate Information](#)

Card Definition

Nothing found to display.

[Maintain Cards](#)

Agency Access

Nothing found to display.

[Maintain Agencies](#)

Corporate eGov Profiles

Nothing found to display.

[Manage Corporate eGov Profiles](#)

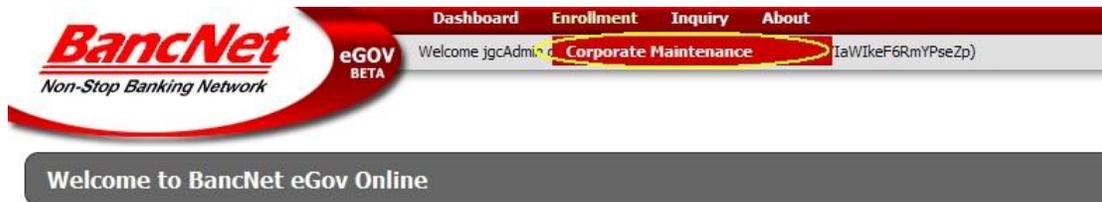
[Maintain Card-Profile Mapping](#) [Maintain Corporate Users](#)

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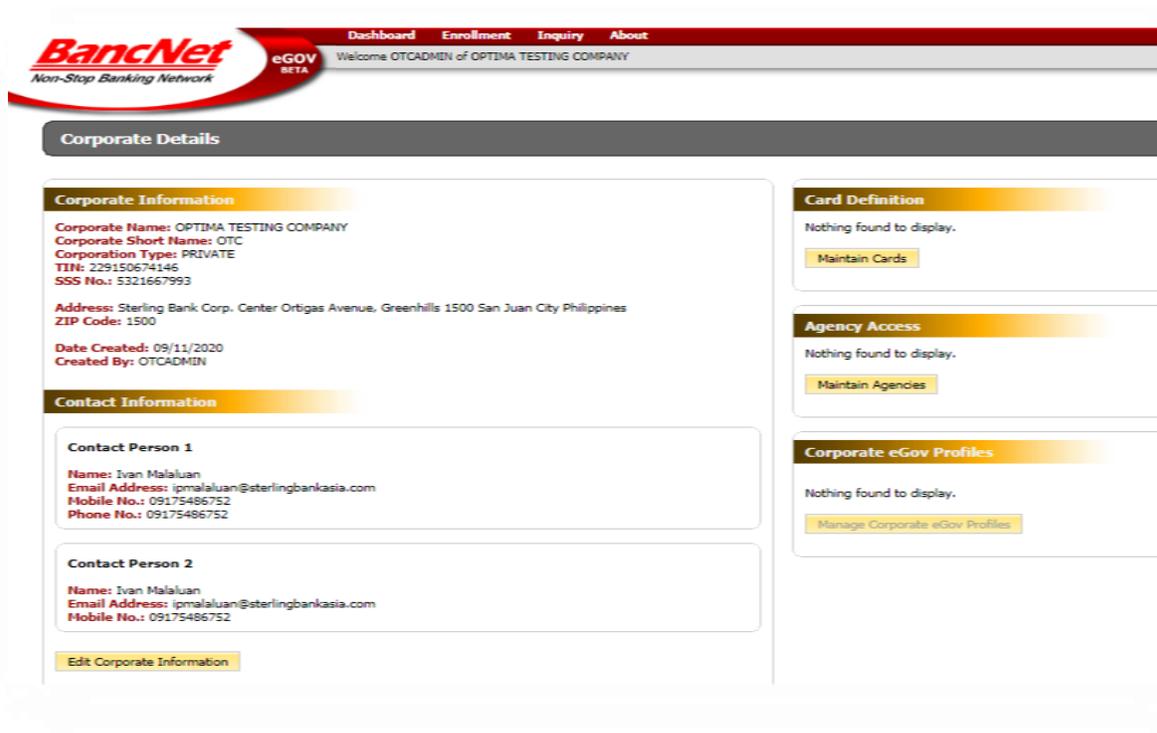
Card Maintenance

Maintain Cards

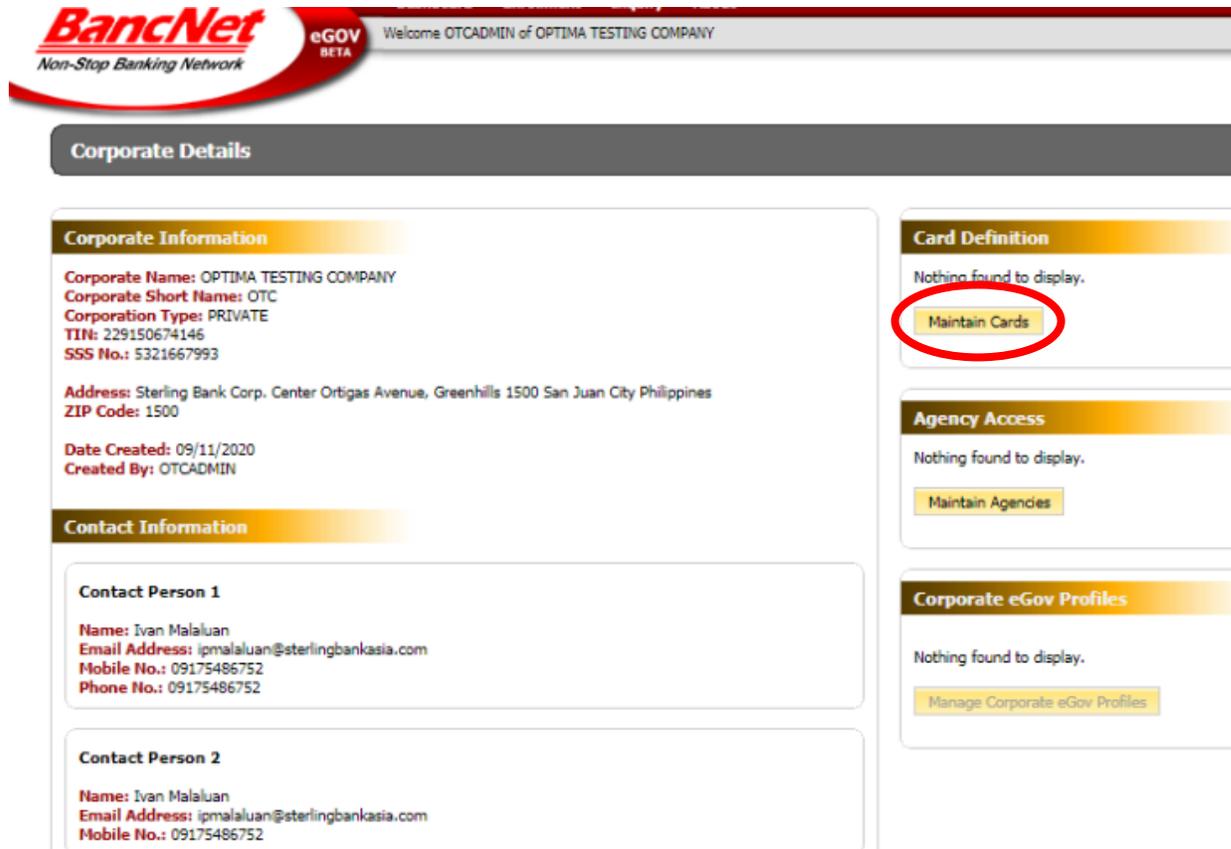
1. Login as Corporate Admin.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



- Click the Maintain Cards button.



BancNet eGOV BETA Welcome OTCADMIN of OPTIMA TESTING COMPANY
Non-Stop Banking Network

Corporate Details

Corporate Information

Corporate Name: OPTIMA TESTING COMPANY
 Corporate Short Name: OTC
 Corporation Type: PRIVATE
 TIN: 229150674146
 SSS No.: 5321667993

Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 ZIP Code: 1500

Date Created: 09/11/2020
 Created By: OTCADMIN

Contact Information

Contact Person 1

Name: Ivan Malaluan
 Email Address: ipmalaluan@sterlingbankasia.com
 Mobile No.: 09175486752
 Phone No.: 09175486752

Contact Person 2

Name: Ivan Malaluan
 Email Address: ipmalaluan@sterlingbankasia.com
 Mobile No.: 09175486752

Card Definition

Nothing found to display.

Maintain Cards

Agency Access

Nothing found to display.

Maintain Agencies

Corporate eGov Profiles

Nothing found to display.

Manage Corporate eGov Profiles

- Card Maintenance page will be displayed.

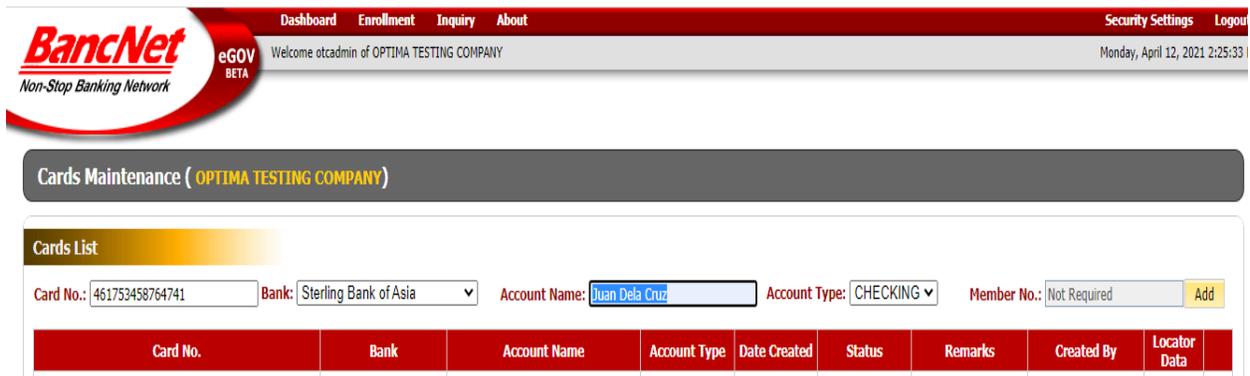


Cards Maintenance (OPTIMA TESTING COMPANY)

Cards List

Card No.: Bank: Account Name: Account Type: Member No.:

- Input the Card No, select the bank from the drop down, supply the Account Name and Account Type then click the add button. Member No. is optional.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout
Welcome otcadmin of OPTIMA TESTING COMPANY Monday, April 12, 2021 2:25:33

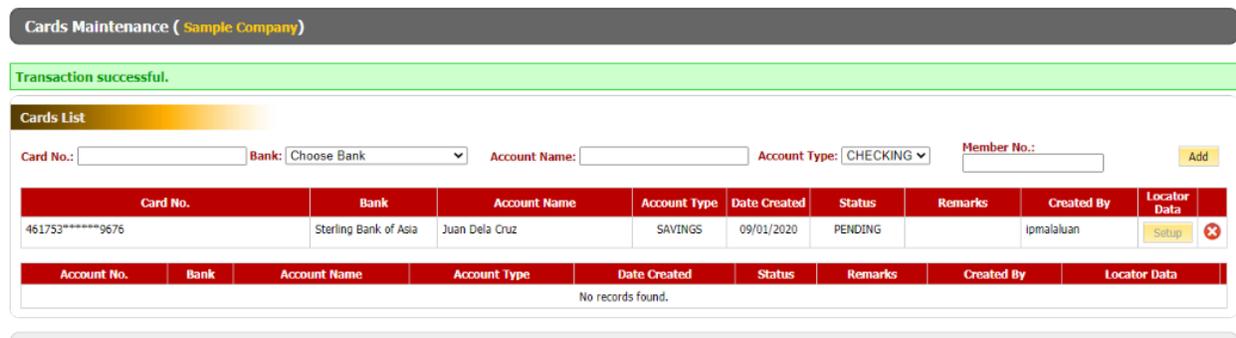
Cards Maintenance (OPTIMA TESTING COMPANY)

Cards List

Card No.: 461753458764741 Bank: Sterling Bank of Asia Account Name: Juan Dela Cruz Account Type: CHECKING Member No.: Not Required Add

Card No.	Bank	Account Name	Account Type	Date Created	Status	Remarks	Created By	Locator Data
----------	------	--------------	--------------	--------------	--------	---------	------------	--------------

- A message on top indicating successful transaction will appear. Card definition will be displayed on the card list table. All successfully registered card number requires prior approval by the concerned bank.



Cards Maintenance (Sample Company)

Transaction successful.

Cards List

Card No.: Bank: Choose Bank Account Name: Account Type: CHECKING Member No.: Add

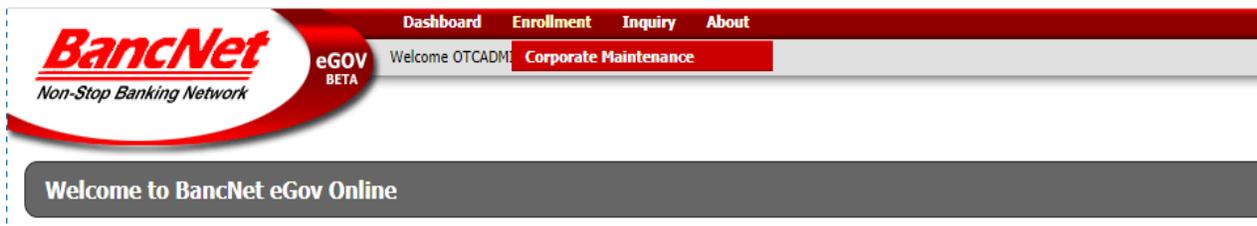
Card No.	Bank	Account Name	Account Type	Date Created	Status	Remarks	Created By	Locator Data
461753*****9676	Sterling Bank of Asia	Juan Dela Cruz	SAVINGS	09/01/2020	PENDING		ipmalaluan	Setup

Account No. Bank Account Name Account Type Date Created Status Remarks Created By Locator Data
No records found.

Agency Access Maintenance

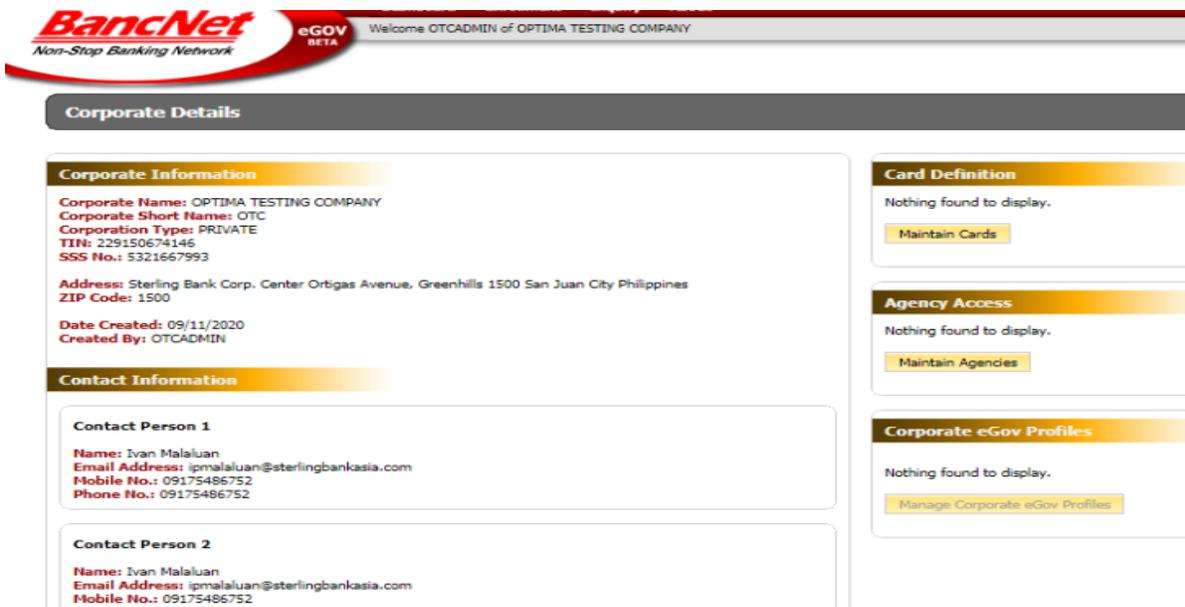
Maintain Agencies

1. Login as Corporate Admin.
2. Select the Enrollment tab and click Corporate Maintenance.



The screenshot shows the BancNet eGov Online interface. The top navigation bar includes 'Dashboard', 'Enrollment', 'Inquiry', and 'About'. The 'Enrollment' tab is active, and 'Corporate Maintenance' is selected. The user is logged in as 'OTCADM'. A welcome message reads 'Welcome to BancNet eGov Online'.

3. Corporate Details page will be displayed.



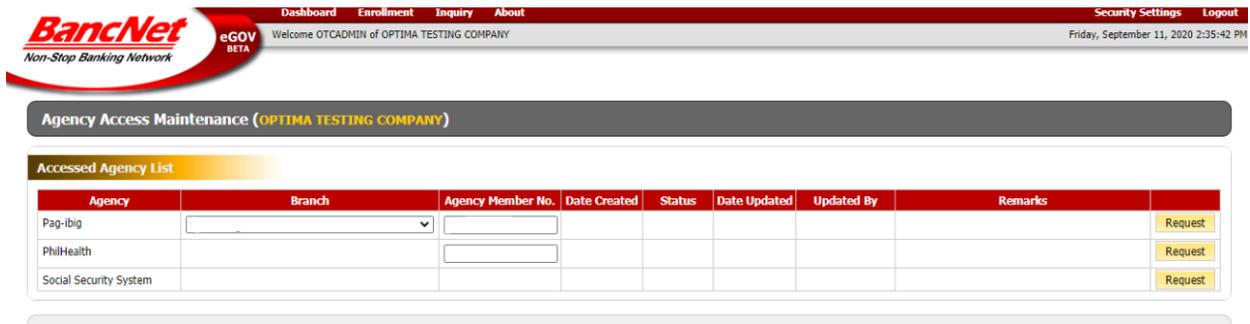
The screenshot shows the 'Corporate Details' page for 'OPTIMA TESTING COMPANY'. The page is divided into several sections:

- Corporate Information:**
 - Corporate Name: OPTIMA TESTING COMPANY
 - Corporate Short Name: OTC
 - Corporation Type: PRIVATE
 - TIN: 229150674146
 - SSS No.: 5321667993
 - Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 - ZIP Code: 1500
 - Date Created: 09/11/2020
 - Created By: OTCADMIN
- Contact Information:**
 - Contact Person 1:**
 - Name: Ivan Malaluan
 - Email Address: ipmalaluan@sterlingbankasia.com
 - Mobile No.: 09175486752
 - Phone No.: 09175486752
 - Contact Person 2:**
 - Name: Ivan Malaluan
 - Email Address: ipmalaluan@sterlingbankasia.com
 - Mobile No.: 09175486752
- Card Definition:** Nothing found to display. [Maintain Cards](#)
- Agency Access:** Nothing found to display. [Maintain Agencies](#)
- Corporate eGov Profiles:** Nothing found to display. [Manage Corporate eGov Profiles](#)

- Click the Maintain Agencies button.



- Agency Access Maintenance will be displayed.



The screenshot shows the "Agency Access Maintenance" page for "OPTIMA TESTING COMPANY". The page includes a navigation menu with "Dashboard", "Enrollment", "Inquiry", and "About". The user is identified as "OTCADMIN of OPTIMA TESTING COMPANY". The date and time are "Friday, September 11, 2020 2:35:42 PM".

The main content area is titled "Agency Access Maintenance (OPTIMA TESTING COMPANY)". Below this is a section for "Accessed Agency List" with a table:

Agency	Branch	Agency Member No.	Date Created	Status	Date Updated	Updated By	Remarks	
Pag-Ibig	<input type="text"/>	<input type="text"/>						Request
PhilHealth		<input type="text"/>						Request
Social Security System								Request

- Supply the employer's agency member number and branch, then click the Request button.

It is required for Pag-ibig to input the branch and agency member no.

It is required for PhilHealth to input the branch and agency member no. Employer's

Agency Access Maintenance (OPTIMA TESTING COMPANY)

Accessed Agency List

Agency	Branch	Agency Member No.	Date Created	Status	Date Updated	Updated By	Remarks	
Pag-ibig	08 - Cubao	2056 30009	09/15/2020	PENDING	09/15/2020	OTCADMIN		Cancel Request
PhilHealth		0399 022	09/15/2020	APPROVED	09/15/2020	OTCADMIN		Remove Access
Social Security System		5321 993	09/11/2020	APPROVED	09/11/2020	OTCADMIN		Remove Access

[Back to Corporate Details](#)

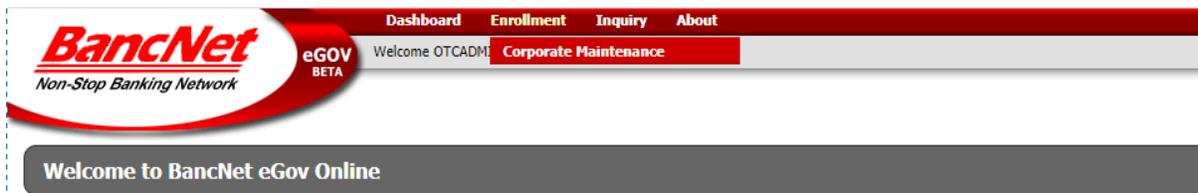
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- A message on top indicating successful transaction will be displayed.

Corporate eGov Profile Maintenance

Manage Corporate eGov Profiles

- Login as Corporate Admin.
- Select the Enrollment tab and click Corporate Maintenance.



The screenshot shows the BancNet eGov Online interface. The top navigation bar includes 'Dashboard', 'Enrollment', 'Inquiry', and 'About'. The 'Enrollment' tab is active, and the 'Corporate Maintenance' page is displayed. The user is logged in as 'OTCADMIN'. The BancNet logo and 'Non-Stop Banking Network' are visible on the left. A welcome message 'Welcome to BancNet eGov Online' is shown at the bottom of the page.

- Corporate Details page will be displayed.

Corporate Details

Corporate Information

Corporate Name: OPTIMA TESTING COMPANY
 Corporate Short Name: OTC
 Corporation Type: PRIVATE
 TIN: 229150674146
 SSS No.: 5321667993
 Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 ZIP Code: 1500
 Date Created: 09/11/2020
 Created By: OTCADMIN

Contact Information

Contact Person 1

Name: Ivan Malaluan
 Email Address: imalaluan@sterlingbankasia.com
 Mobile No.: 09175486752
 Phone No.: 09175486752

Contact Person 2

Name: Ivan Malaluan
 Email Address: imalaluan@sterlingbankasia.com
 Mobile No.: 09175486752

[Edit Corporate Information](#)

Card Definition

Bank	Card No.	Account Type	Status
Sterling Bank of Asia	461753*****5123	CHECKING	APPROVED
Sterling Bank of Asia	461753*****1389	SAVINGS	PENDING

[Maintain Cards](#)

Agency Access

Agency	Branch	Agency Member No.	Status
Pag-ibig	08 - Cubao	205654250009	PENDING
PhilHealth		039950342022	APPROVED
Social Security System		5321667993	APPROVED

[Maintain Agencies](#)

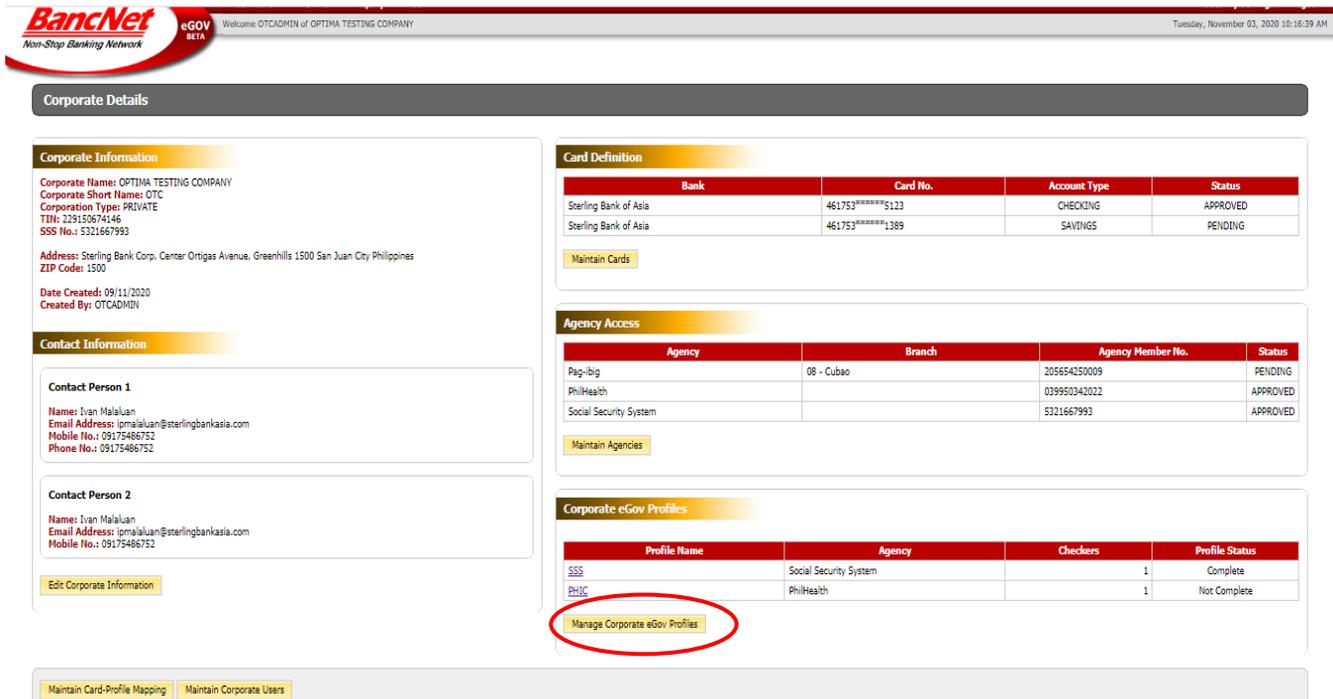
Corporate eGov Profiles

Profile Name	Agency	Checkers	Profile Status
SSS	Social Security System	1	Complete
PhilHealth	PhilHealth	1	Not Complete

[Manage Corporate eGov Profiles](#)

[Maintain Card-Profile Mapping](#) | [Maintain Corporate Users](#)

- Click the Manage Corporate eGov Profiles button. Manage eGov Profile button will only be enabled if there is at least one approved card and at least one approved agency



BancNet eGov BETA Welcome OTCADMIN of OPTIMA TESTING COMPANY Tuesday, November 03, 2020 10:16:39 AM

Corporate Details

Corporate Information

Corporate Name: OPTIMA TESTING COMPANY
 Corporate Short Name: OTC
 Corporation Type: PRIVATE
 TIN: 229150674146
 SSS No.: 5321667993
 Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 ZIP Code: 1500
 Date Created: 09/11/2020
 Created By: OTCADMIN

Contact Information

Contact Person 1
 Name: Ivan Malaluan
 Email Address: ipmalaluan@sterlingbankasia.com
 Mobile No.: 09175486752
 Phone No.: 09175486752

Contact Person 2
 Name: Ivan Malaluan
 Email Address: ipmalaluan@sterlingbankasia.com
 Mobile No.: 09175486752

[Edit Corporate Information](#)

Card Definition

Bank	Card No.	Account Type	Status
Sterling Bank of Asia	461753*****5123	CHECKING	APPROVED
Sterling Bank of Asia	461753*****1389	SAVINGS	PENDING

[Maintain Cards](#)

Agency Access

Agency	Branch	Agency Member No.	Status
Pag-ibig	08 - Cubao	205654250009	PENDING
PhilHealth		039950342022	APPROVED
Social Security System		5321667993	APPROVED

[Maintain Agencies](#)

Corporate eGov Profiles

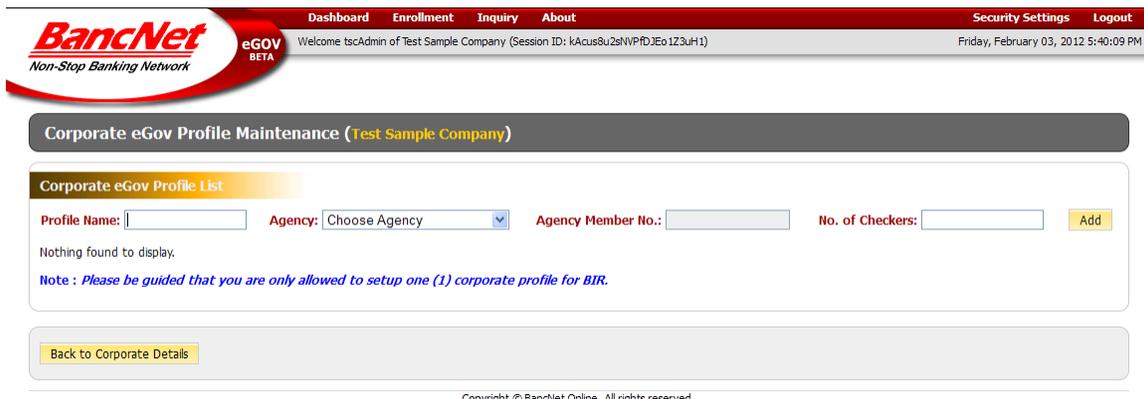
Profile Name	Agency	Checkers	Profile Status
SSS	Social Security System	1	Complete
PhilC	PhilHealth	1	Not Complete

[Manage Corporate eGov Profiles](#)

[Maintain Card-Profile Mapping](#) [Maintain Corporate Users](#)

access.

- Corporate eGov Profile Maintenance page will be displayed.



BancNet eGov BETA Dashboard Enrollment Inquiry About Security Settings Logout
 Welcome tscAdmin of Test Sample Company (Session ID: kAcus8u2nNVPDJEo1Z3uH1) Friday, February 03, 2012 5:40:09 PM

Corporate eGov Profile Maintenance (Test Sample Company)

Corporate eGov Profile List

Profile Name: Agency: Choose Agency Agency Member No.: No. of Checkers: [Add](#)

Nothing found to display.

Note: Please be guided that you are only allowed to setup one (1) corporate profile for BIR.

[Back to Corporate Details](#)

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- Supply the profile name, choose the agency from the dropdown list and input the desired number of checkers then click the add button. A numerical value is required in the No. of Checkers field, from 0 (zero) to 9 (maximum value).

A checker is the corporate user handling the rejection or authorization of the uploaded file, done by the maker. If zero is the value inputted, it means no checker is required. If one (1), then one checker is required. If two (2), then two checkers are required to authorize the uploaded file. **(Please see the table below for your reference)**

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Table 6.1

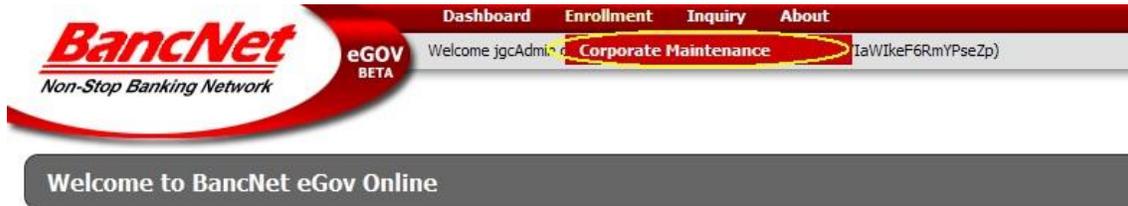
No. of Checkers	Workflow
0	Maker → Approver
1	Maker → Checker → Approver
2	Maker → Checker → Checker → Approver
3	Maker → Checker → Checker → Checker → Approver

- A message on the top indicating successful transaction will be displayed. Newly created profile will be included in the Corporate eGov Profile List.

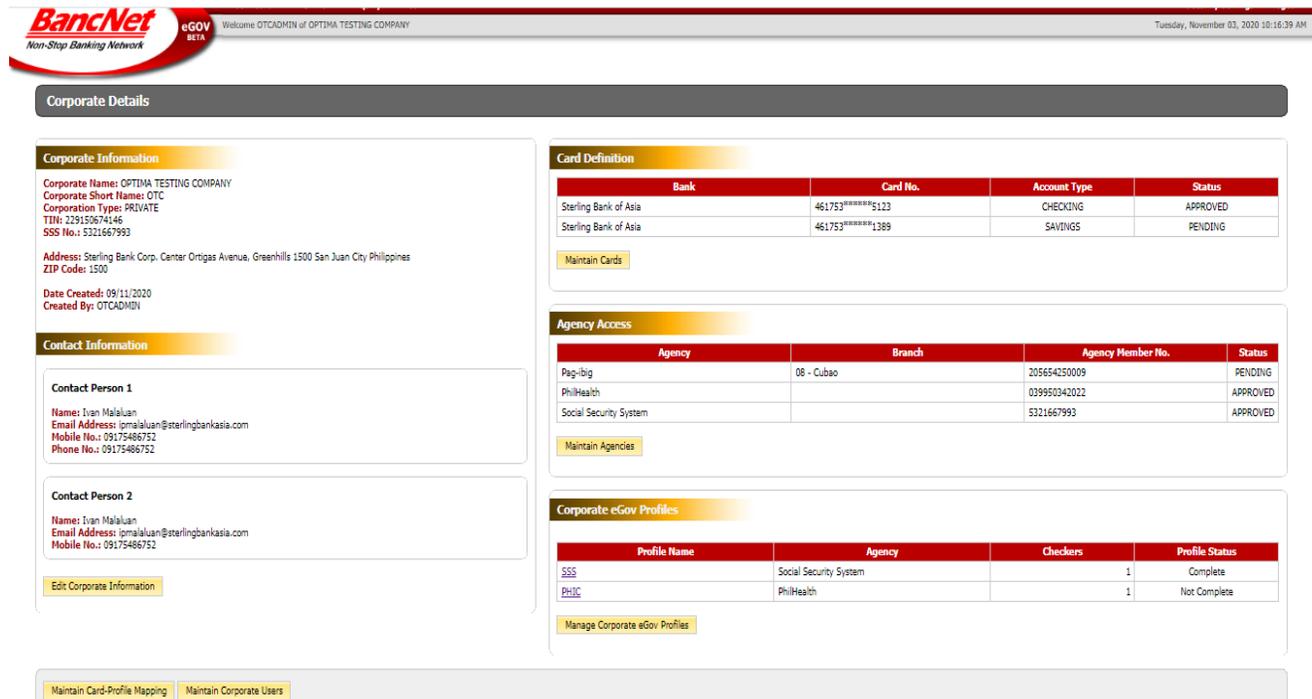
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Maintain Card Profile Mapping

1. Login as Corporate Admin.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



Corporate Details

Welcome: OTCADMIN of OPTIMA TESTING COMPANY

Tuesday, November 03, 2020 10:16:39 AM

Corporate Information

Corporate Name: OPTIMA TESTING COMPANY
 Corporate Short Name: OTC
 Corporation Type: PRIVATE
 TIN: Z29150874146
 SSS No.: 5321667993

Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 ZIP Code: 1500

Date Created: 09/11/2020
 Created By: OTCADMIN

Contact Information

Contact Person 1

Name: Ivan Malaluan
 Email Address: imalaluan@sterlingbankasia.com
 Mobile No.: 09175486752
 Phone No.: 09175486752

Contact Person 2

Name: Ivan Malaluan
 Email Address: imalaluan@sterlingbankasia.com
 Mobile No.: 09175486752

Card Definition

Bank	Card No.	Account Type	Status
Sterling Bank of Asia	461753*****5123	CHECKING	APPROVED
Sterling Bank of Asia	461753*****1389	SAVINGS	PENDING

Agency Access

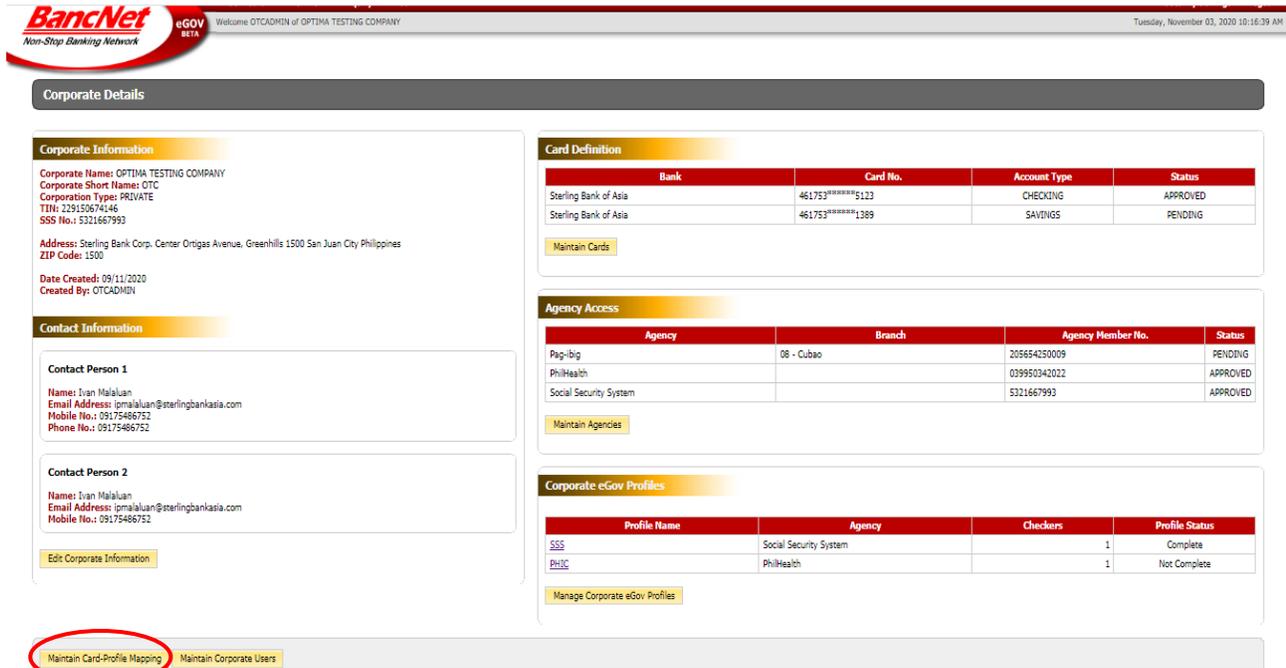
Agency	Branch	Agency Member No.	Status
Pag-ibig	08 - Cubao	205654250009	PENDING
PhilHealth		039950242022	APPROVED
Social Security System		5321667993	APPROVED

Corporate eGov Profiles

Profile Name	Agency	Checkers	Profile Status
SSS	Social Security System	1	Complete
PhilC	PhilHealth	1	Not Complete

Maintain Card-Profile Mapping Maintain Corporate Users

- Click the Maintain Card-Profile Mapping button. It will only be enabled when admin created at least one eGov profile.



BancNet Non-Stop Banking Network eGOV BETA Welcome OTCADMIN of OPTIMA TESTING COMPANY Tuesday, November 03, 2020 10:16:39 AM

Corporate Details

Corporate Information

Corporate Name: OPTIMA TESTING COMPANY
 Corporate Short Name: OTC
 Corporation Type: PRIVATE
 TIN: 229150674146
 SSS No.: 5321667993
 Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 ZIP Code: 1500
 Date Created: 09/11/2020
 Created By: OTCADMIN

Contact Information

Contact Person 1

Name: Ivan Malaluan
 Email Address: jmalaluan@sterlingbankasia.com
 Mobile No.: 09175486752
 Phone No.: 09175486752

Contact Person 2

Name: Ivan Malaluan
 Email Address: jmalaluan@sterlingbankasia.com
 Mobile No.: 09175486752

Card Definition

Bank	Card No.	Account Type	Status
Sterling Bank of Asia	461753*****5123	CHECKING	APPROVED
Sterling Bank of Asia	461753*****1389	SAVINGS	PENDING

Agency Access

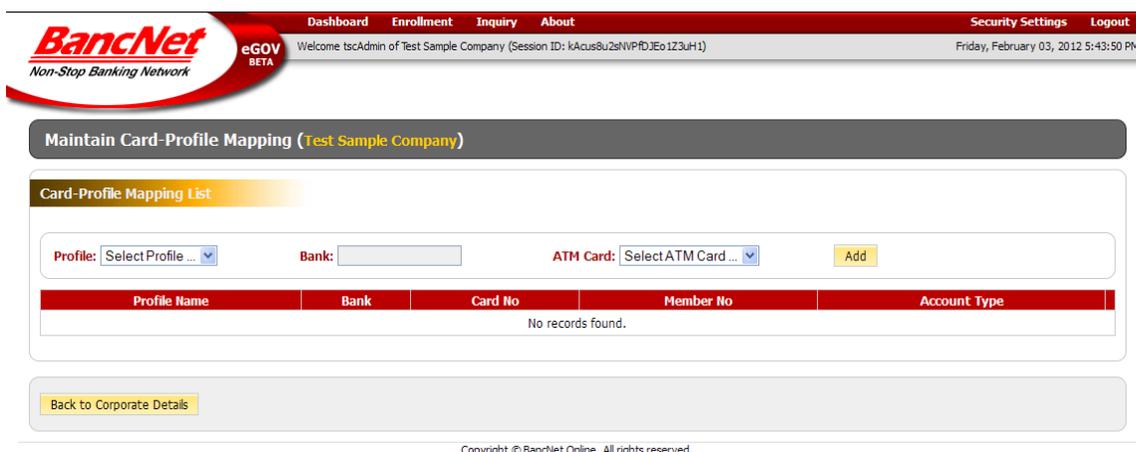
Agency	Branch	Agency Member No.	Status
Pag-ibig	08 - Cubao	208654250009	PENDING
PhilHealth		039950342022	APPROVED
Social Security System		5321667993	APPROVED

Corporate eGov Profiles

Profile Name	Agency	Checkers	Profile Status
SSS	Social Security System	1	Complete
PHIC	PhilHealth	1	Not Complete

Maintain Card-Profile Mapping (highlighted in red circle) | Maintain Corporate Users

- Maintain Card-Profile Mapping page will be displayed.



BancNet Non-Stop Banking Network eGOV BETA Dashboard Enrollment Inquiry About Welcome tscAdmin of Test Sample Company (Session ID: kAcus8u2sNVRDJEo123uH1) Security Settings Logout Friday, February 03, 2012 5:43:50 PM

Maintain Card-Profile Mapping (Test Sample Company)

Card-Profile Mapping List

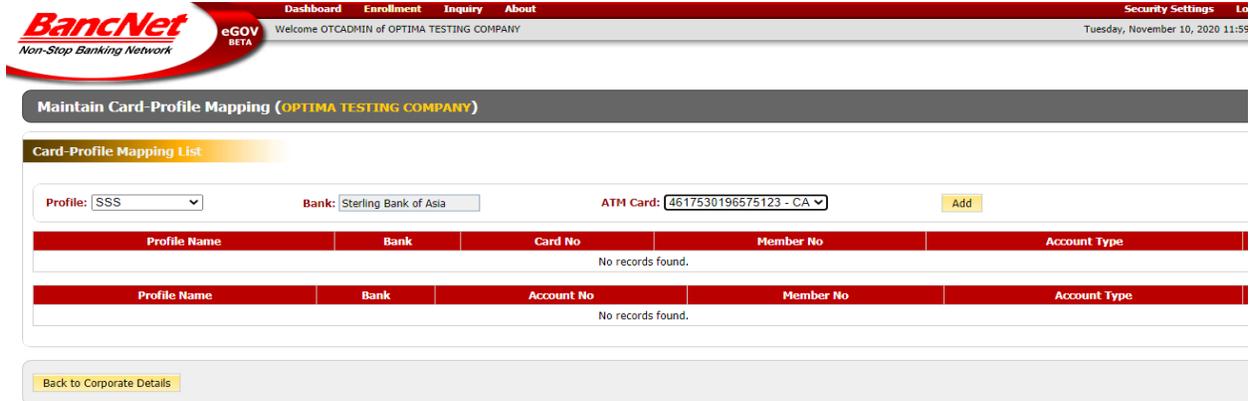
Profile: Bank: ATM Card:

Profile Name	Bank	Card No	Member No	Account Type
No records found.				

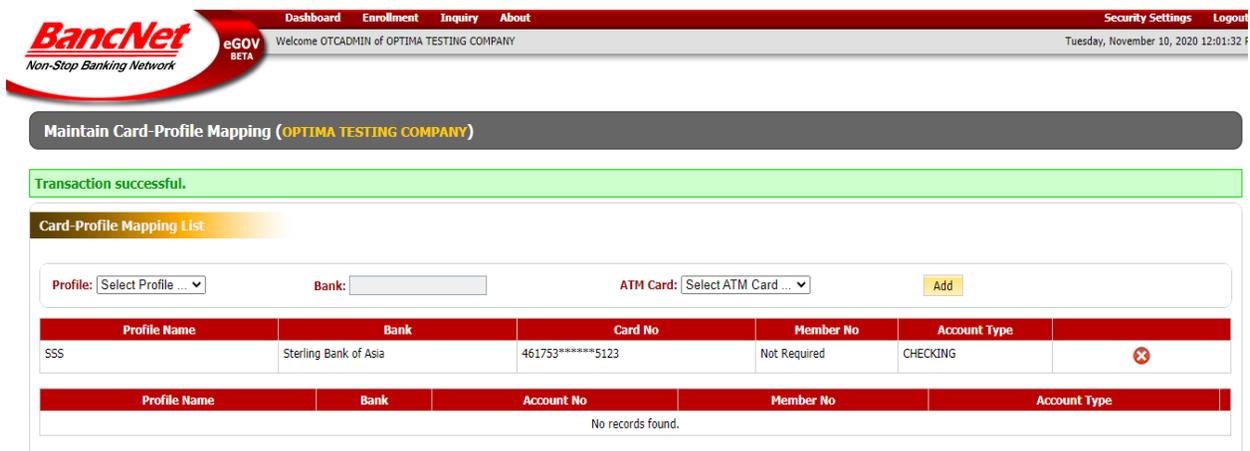
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- Select the profile from the dropdown list and the ATM card on the other dropdown list, then click the add button.

Note: List of ATM Cards will come from the registered and approved atm card number(s).



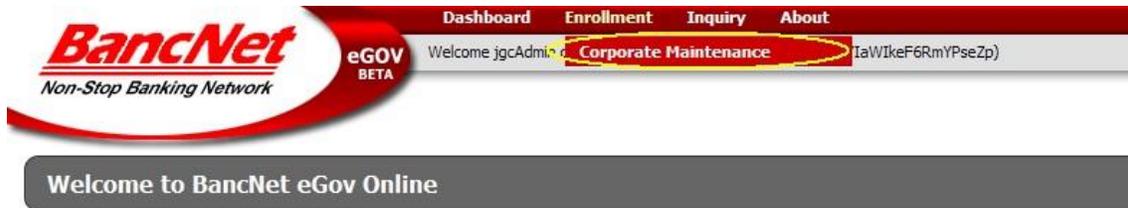
- A message on the top indicating successful transaction will appear. Card-Profile mapping record will be displayed on the Card-Profile Mapping List.



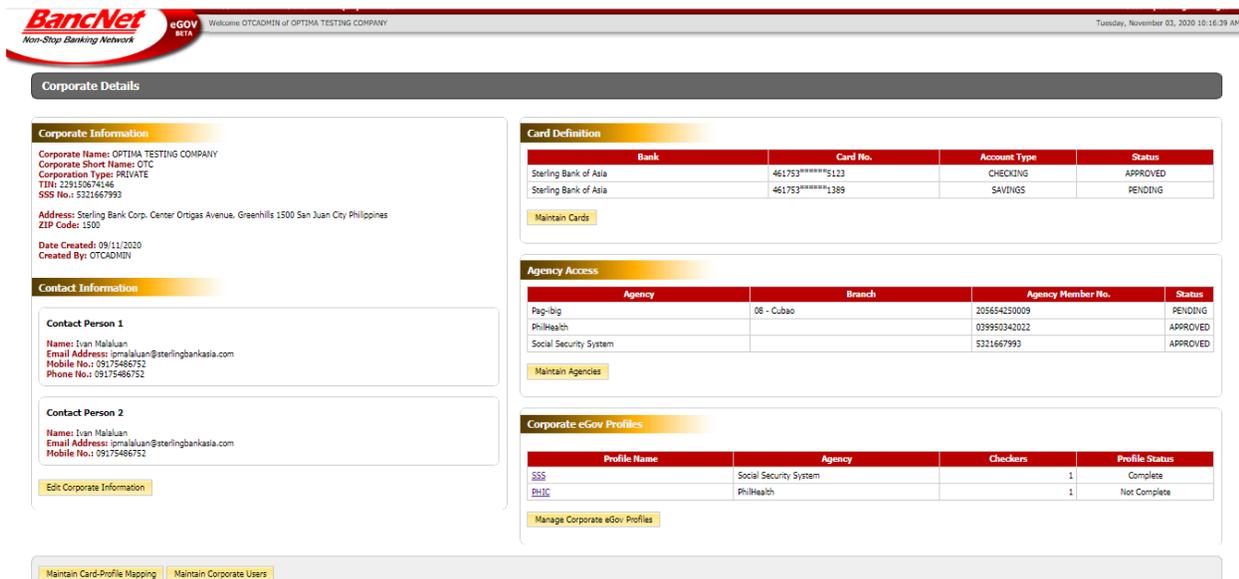
Administration

View Corporate User

1. Login as Corporate Admin.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



The screenshot displays the "Corporate Details" page. It is divided into several sections:

- Corporate Information:**

Corporate Name: OPTIMA TESTING COMPANY
 Corporate Short Name: OTC
 Corporation Type: PRIVATE
 TIN: 228150674146
 SSS No.: 52121667993
 Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 ZIP Code: 1500
 Date Created: 09/11/2020
 Created By: OTCADMIN
- Contact Information:**

Contact Person 1
 Name: Ivan Malaluan
 Email Address: jmalaluan@sterlingbankasia.com
 Mobile No.: 09175486752
 Phone No.: 09175486752

Contact Person 2
 Name: Ivan Malaluan
 Email Address: jmalaluan@sterlingbankasia.com
 Mobile No.: 09175486752
- Card Definition:**

Bank	Card No.	Account Type	Status
Sterling Bank of Asia	461753*****5123	CHECKING	APPROVED
Sterling Bank of Asia	461753*****1389	SAVINGS	PENDING
- Agency Access:**

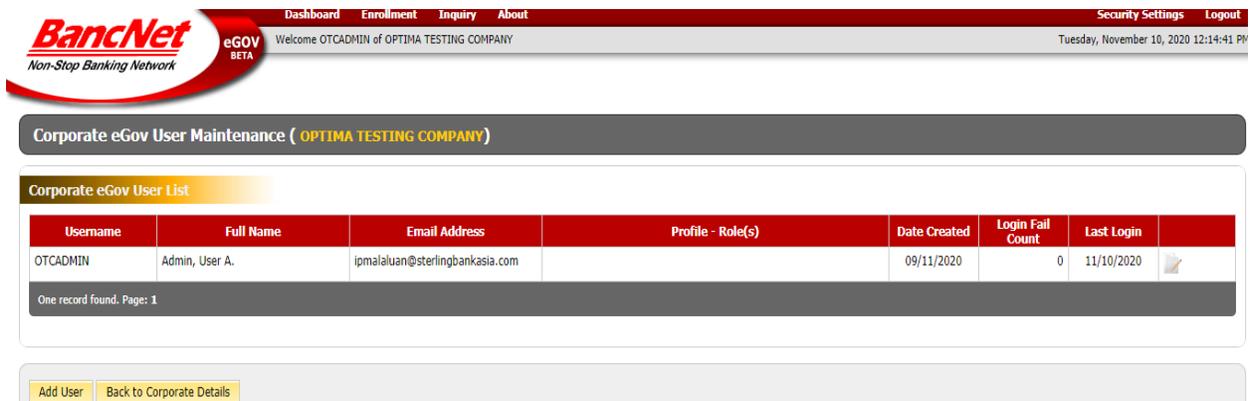
Agency	Branch	Agency Member No.	Status
Pag-ibig	08 - Cubao	205654250009	PENDING
PhilHealth		039950342022	APPROVED
Social Security System		5321667993	APPROVED
- Corporate eGov Profiles:**

Profile Name	Agency	Checkers	Profile Status
SSS	Social Security System	1	Complete
PHIC	PhilHealth	1	Not Complete

- Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



- Corporate eGov User Maintenance page will be displayed. List of corporate users will be displayed on this page.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout
Welcome OTCADMIN of OPTIMA TESTING COMPANY Tuesday, November 10, 2020 12:14:41 PM

Corporate eGov User Maintenance (OPTIMA TESTING COMPANY)

Corporate eGov User List

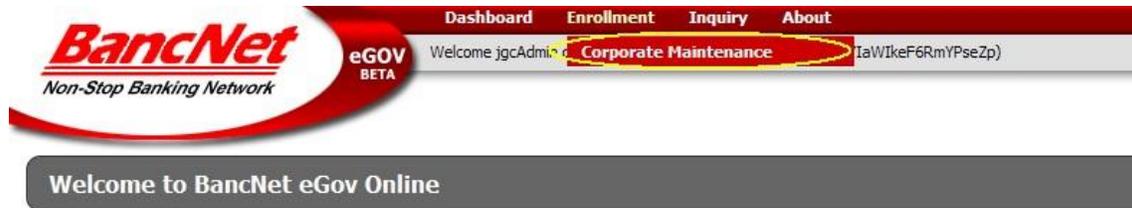
Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login
OTCADMIN	Admin, User A.	ipmalaluan@sterlingbankasia.com		09/11/2020	0	11/10/2020

One record found. Page: 1

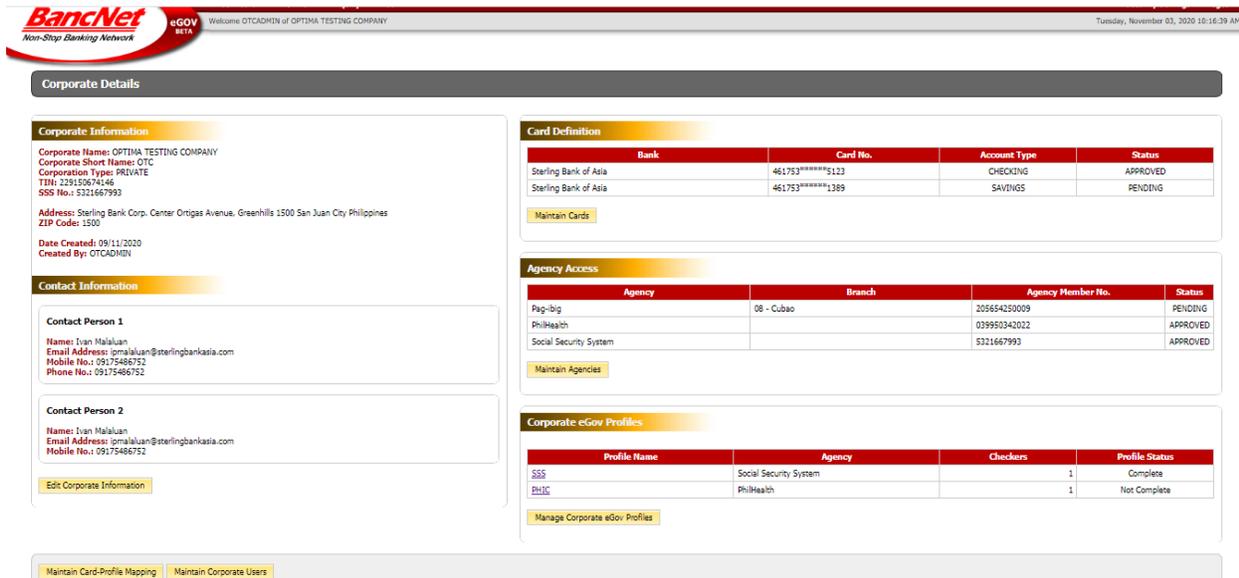
Add User Back to Corporate Details

Add Corporate User

1. Login as Corporate Admin.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



The screenshot displays the 'Corporate Details' page. It is divided into several sections:

- Corporate Information:**
 - Corporate Name: OPTIMA TESTING COMPANY
 - Corporate Short Name: OTC
 - Corporation Type: PRIVATE
 - TIN: 229150674346
 - SSS No.: 5321667993
 - Address: Sterling Bank Corp. Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 - ZIP Code: 1500
 - Date Created: 09/11/2020
 - Created By: OTCADMIN
- Contact Information:**
 - Contact Person 1:**
 - Name: Ivan Malaluan
 - Email Address: imalaluan@sterlingbankasia.com
 - Mobile No.: 09175486752
 - Phone No.: 09175486752
 - Contact Person 2:**
 - Name: Ivan Malaluan
 - Email Address: imalaluan@sterlingbankasia.com
 - Mobile No.: 09175486752
- Card Definition:**

Bank	Card No.	Account Type	Status
Sterling Bank of Asia	461753*****5123	CHECKING	APPROVED
Sterling Bank of Asia	461753*****1389	SAVINGS	PENDING
- Agency Access:**

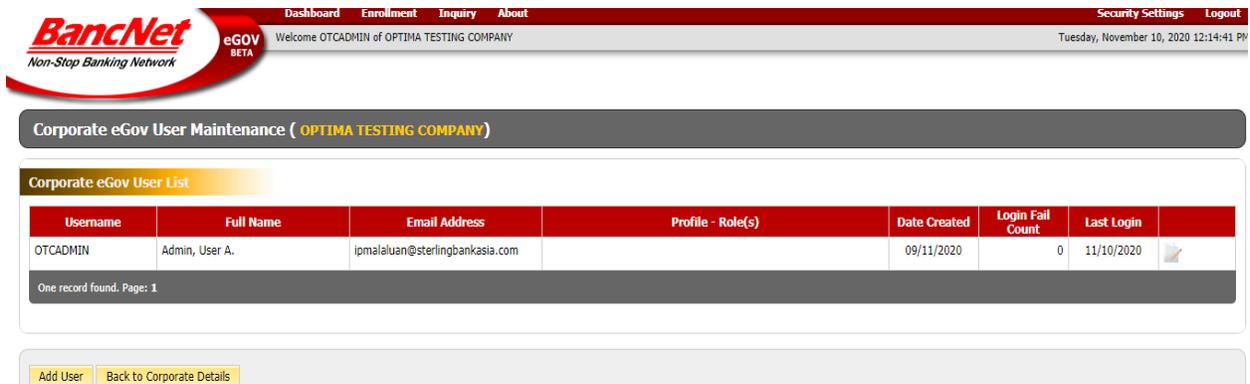
Agency	Branch	Agency Member No.	Status
Pay-Big	08 - Cubao	20565425009	PENDING
Philhealth		039950341022	APPROVED
Social Security System		5321667993	APPROVED
- Corporate eGov Profiles:**

Profile Name	Agency	Checkers	Profile Status
SSS	Social Security System	1	Complete
PhilHC	Philhealth	1	Not Complete

- Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



- Corporate eGov User Maintenance page will be displayed. Click on the Add User button.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrolment Inquiry About Security Settings Logout
Welcome OTCADMIN of OPTIMA TESTING COMPANY Tuesday, November 10, 2020 12:14:41 PM

Corporate eGov User Maintenance (OPTIMA TESTING COMPANY)

Corporate eGov User List

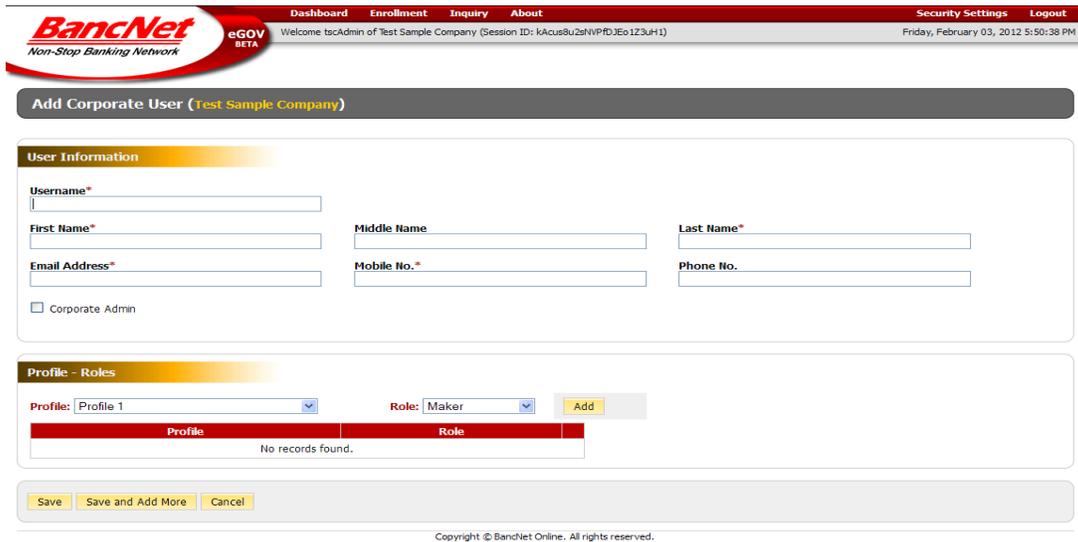
Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
OTCADMIN	Admin, User A.	ipmalaluan@sterlingbankasia.com		09/11/2020	0	11/10/2020	

One record found. Page: 1

Add User Back to Corporate Details



- Corporate User page will be displayed. Supply the necessary information needed then click on Save to add the user or Save and Add More to add another user.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout
Welcome tscAdmin of Test Sample Company (Session ID: kAcus8u2aNVpFDJEo123uH1) Friday, February 03, 2012 5:50:38 PM

Add Corporate User (Test Sample Company)

User Information

Username*
 First Name* Middle Name Last Name*
 Email Address* Mobile No.* Phone No.
 Corporate Admin

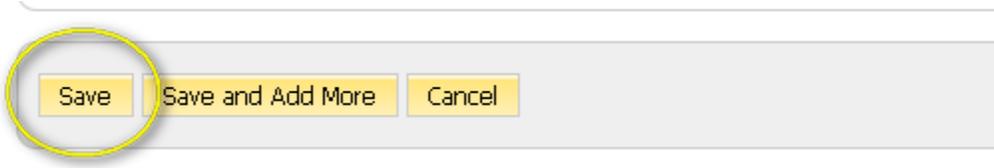
Profile - Roles

Profile: Profile 1 Role: Maker Add

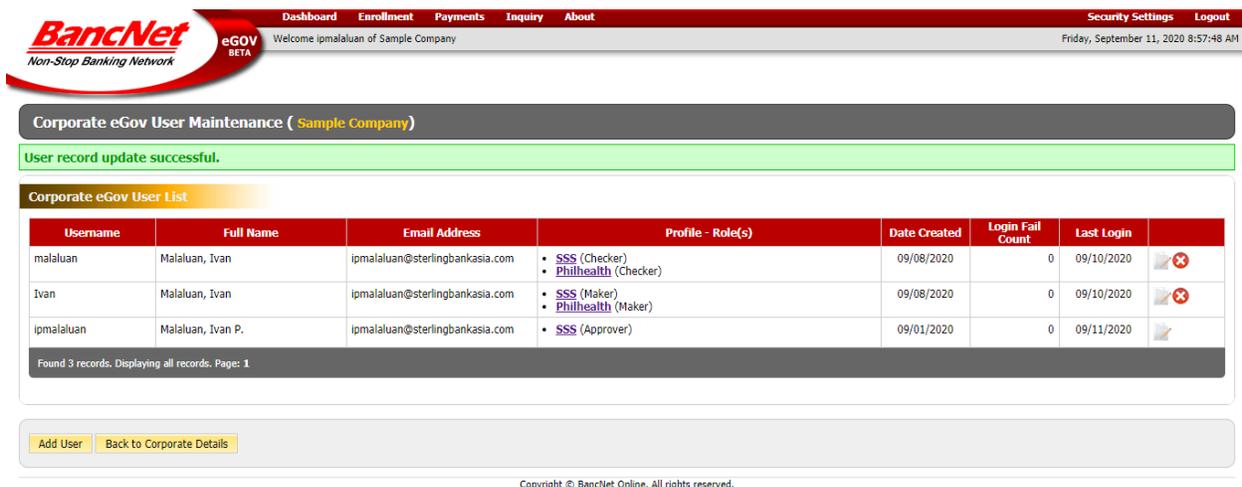
Profile	Role
No records found.	

Save Save and Add More Cancel

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- A message on top will be displayed indication successful transaction.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Payments Inquiry About Security Settings Logout
Welcome ipmalaluan of Sample Company Friday, September 11, 2020 8:57:48 AM

Corporate eGov User Maintenance (Sample Company)

User record update successful.

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
malaluan	Malaluan, Ivan	ipmalaluan@sterlingbankasia.com	<ul style="list-style-type: none"> SSS (Checker) Philhealth (Checker) 	09/08/2020	0	09/10/2020	
Ivan	Malaluan, Ivan	ipmalaluan@sterlingbankasia.com	<ul style="list-style-type: none"> SSS (Maker) Philhealth (Maker) 	09/08/2020	0	09/10/2020	
ipmalaluan	Malaluan, Ivan P.	ipmalaluan@sterlingbankasia.com	<ul style="list-style-type: none"> SSS (Approver) 	09/01/2020	0	09/11/2020	

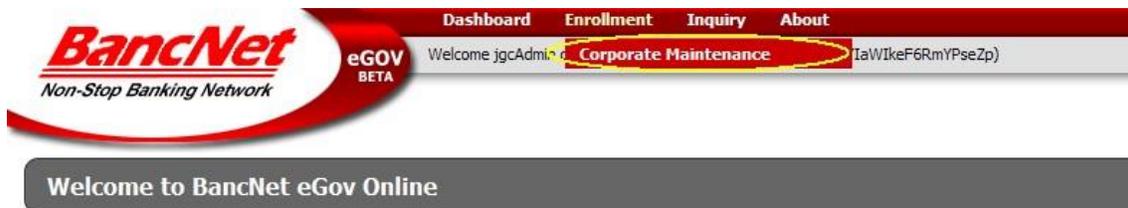
Found 3 records. Displaying all records. Page: 1

Add User Back to Corporate Details

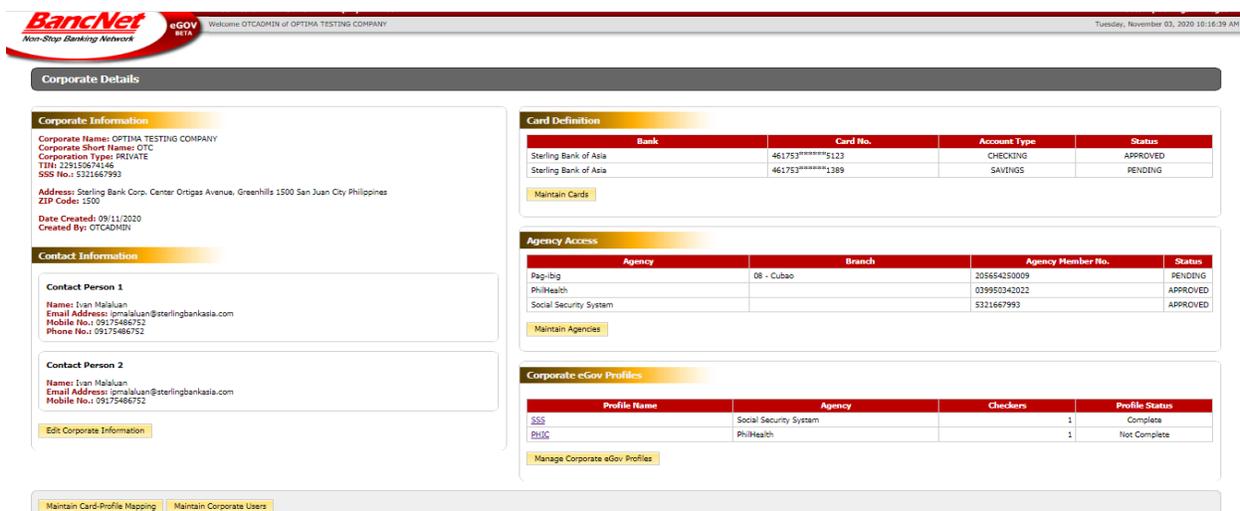
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Edit Corporate User

1. Login as Corporate Admin.
2. Select the Enrollment tab and click Corporate Maintenance.



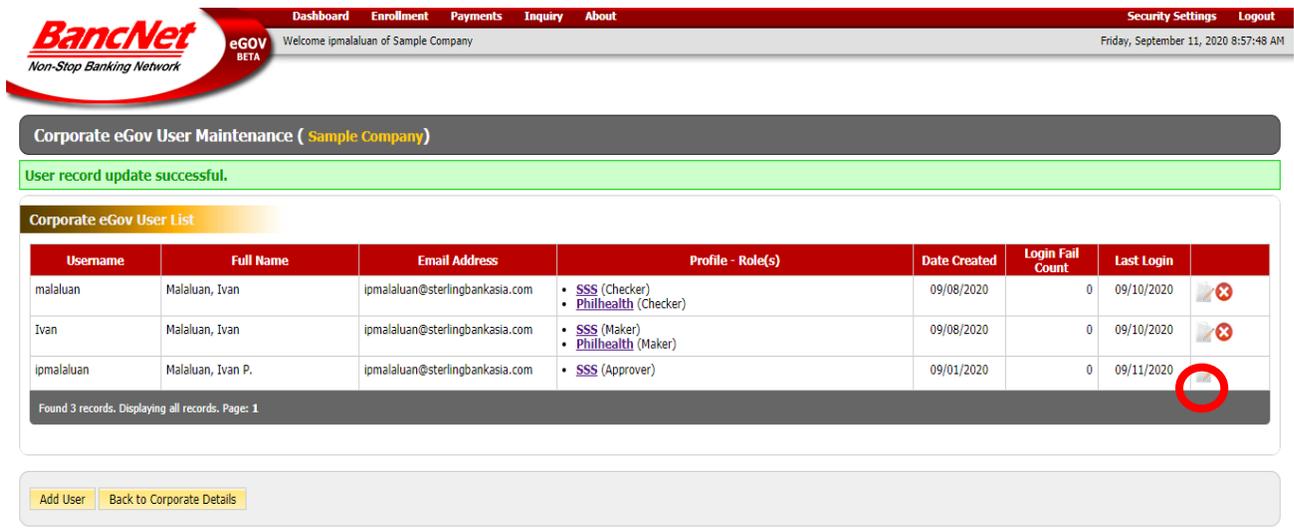
3. Corporate Details page will be displayed.



4. Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



5. To edit user information, click on the pencil and paper image at the end of the row.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Payments Inquiry About Security Settings Logout
Welcome ipmalaluan of Sample Company Friday, September 11, 2020 8:57:48 AM

Corporate eGov User Maintenance (Sample Company)

User record update successful.

Corporate eGov User List

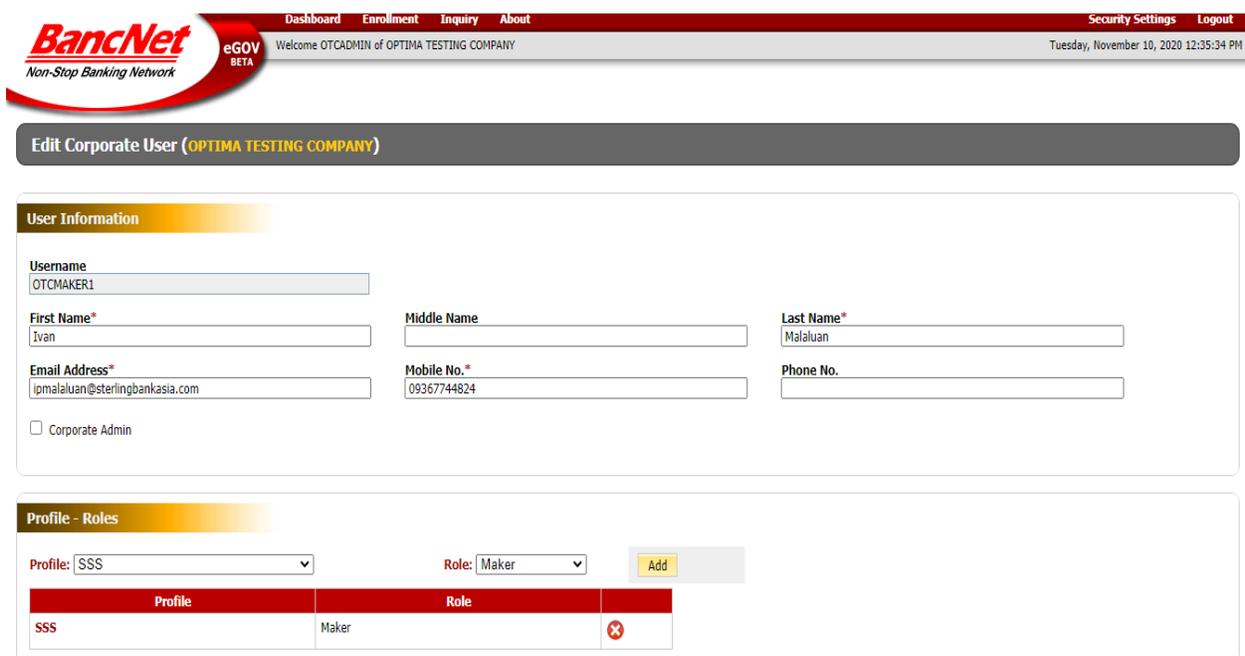
Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
malaluan	Malaluan, Ivan	ipmalaluan@sterlingbankasia.com	• SSS (Checker) • Philhealth (Checker)	09/08/2020	0	09/10/2020	
Ivan	Malaluan, Ivan	ipmalaluan@sterlingbankasia.com	• SSS (Maker) • Philhealth (Maker)	09/08/2020	0	09/10/2020	
ipmalaluan	Malaluan, Ivan P.	ipmalaluan@sterlingbankasia.com	• SSS (Approver)	09/01/2020	0	09/11/2020	

Found 3 records. Displaying all records. Page: 1

[Add User](#) [Back to Corporate Details](#)

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6. The Edit User page will appear.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout
Welcome OTCADMIN of OPTIMA TESTING COMPANY Tuesday, November 10, 2020 12:35:34 PM

Edit Corporate User (OPTIMA TESTING COMPANY)

User Information

Username:

First Name*: Middle Name: Last Name*:

Email Address*: Mobile No.*: Phone No.:

Corporate Admin

Profile - Roles

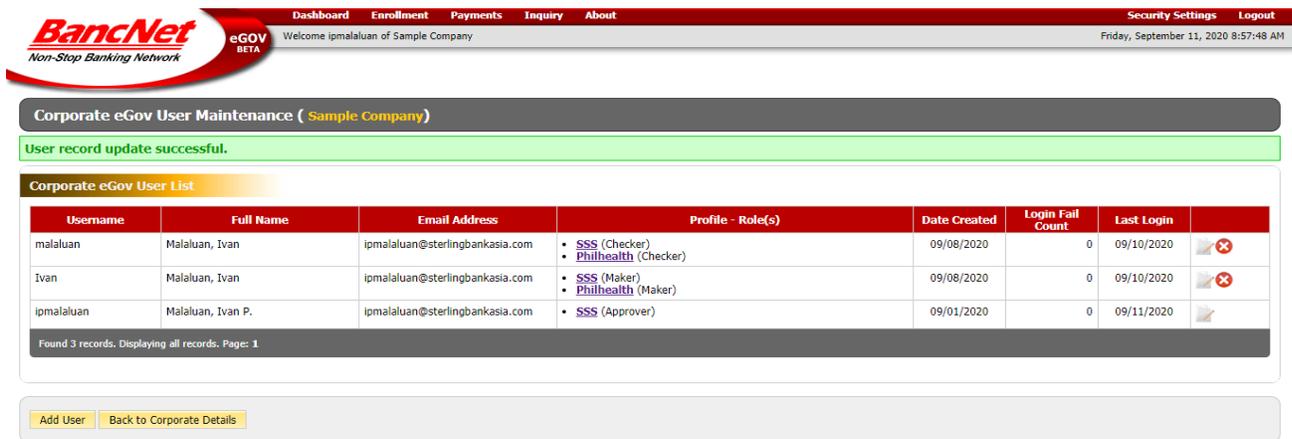
Profile: Role: [Add](#)

Profile	Role	
SSS	Maker	

7. Click on Save to update the information.



8. The Corporate eGov User Maintenance page will appear along with a message on top indicating successful record update.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Payments Inquiry About Security Settings Logout
Welcome ipmalaluan of Sample Company Friday, September 11, 2020 8:57:48 AM

Corporate eGov User Maintenance (Sample Company)

User record update successful.

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
malaluan	Malaluan, Ivan	ipmalaluan@sterlingbankasia.com	<ul style="list-style-type: none"> SSS (Checker) Philhealth (Checker) 	09/08/2020	0	09/10/2020	
Ivan	Malaluan, Ivan	ipmalaluan@sterlingbankasia.com	<ul style="list-style-type: none"> SSS (Maker) Philhealth (Maker) 	09/08/2020	0	09/10/2020	
ipmalaluan	Malaluan, Ivan P.	ipmalaluan@sterlingbankasia.com	<ul style="list-style-type: none"> SSS (Approver) 	09/01/2020	0	09/11/2020	

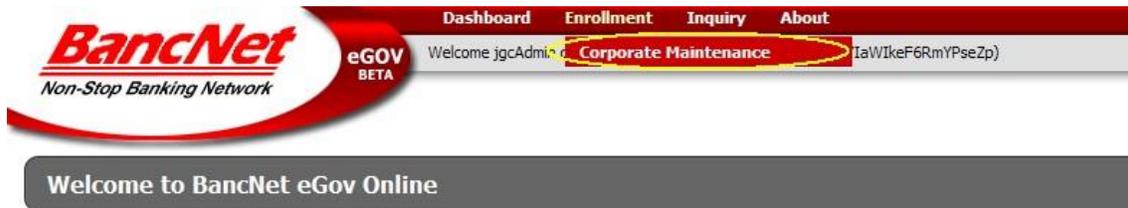
Found 3 records. Displaying all records. Page: 1

Add User Back to Corporate Details

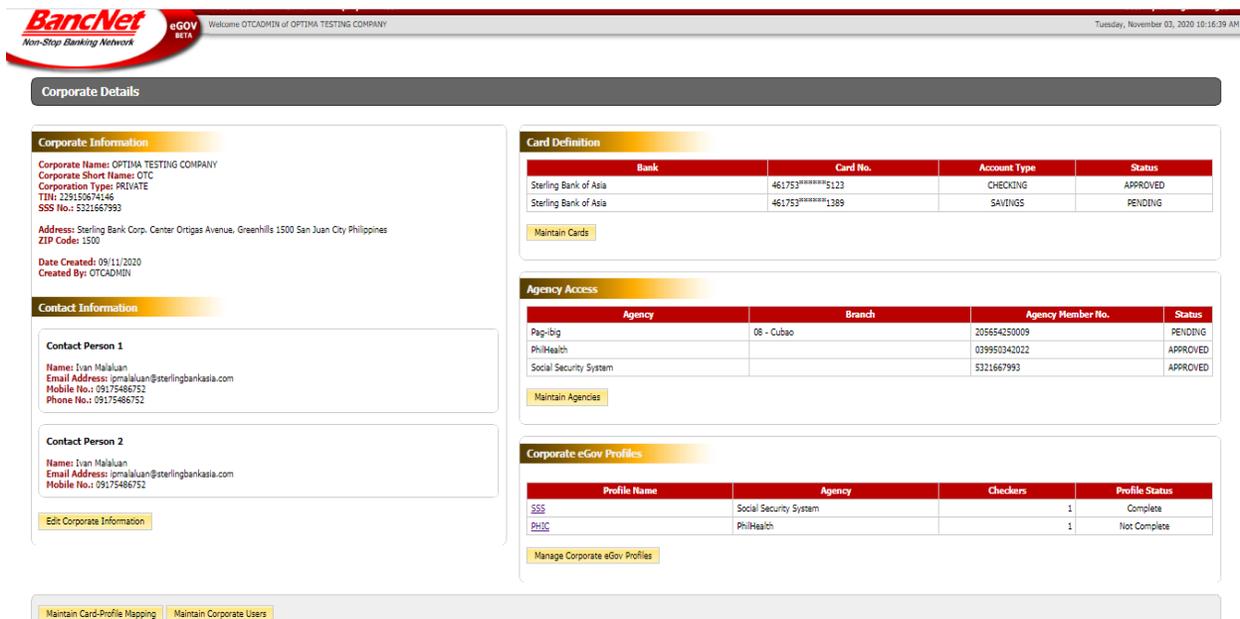
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Delete Corporate User

1. Login as Corporate Admin.
2. Select the Enrollment tab and click Corporate Maintenance.



3. Corporate Details page will be displayed.



Corporate Information

Corporate Name: OPTIMA TESTING COMPANY
 Corporate Short Name: OTC
 Corporation Type: PRIVATE
 TIN: 225150674146
 SSS No.: 5321667993
 Address: Sterling Bank Corp., Center Ortigas Avenue, Greenhills 1500 San Juan City Philippines
 ZIP Code: 1500
 Date Created: 09/11/2020
 Created By: OTCADMIN

Contact Information

Contact Person 1
 Name: Ivan Malaluan
 Email Address: imalaluan@sterlingbankasia.com
 Mobile No.: 09175486752
 Phone No.: 09175486752

Contact Person 2
 Name: Ivan Malaluan
 Email Address: imalaluan@sterlingbankasia.com
 Mobile No.: 09175486752

Card Definition

Bank	Card No.	Account Type	Status
Sterling Bank of Asia	461753*****5123	CHECKING	APPROVED
Sterling Bank of Asia	461753*****1389	SAVINGS	PENDING

Agency Access

Agency	Branch	Agency Member No.	Status
Pag-Ibig	06 - Cubao	205654250009	PENDING
PhilHealth		039950342022	APPROVED
Social Security System		5321667993	APPROVED

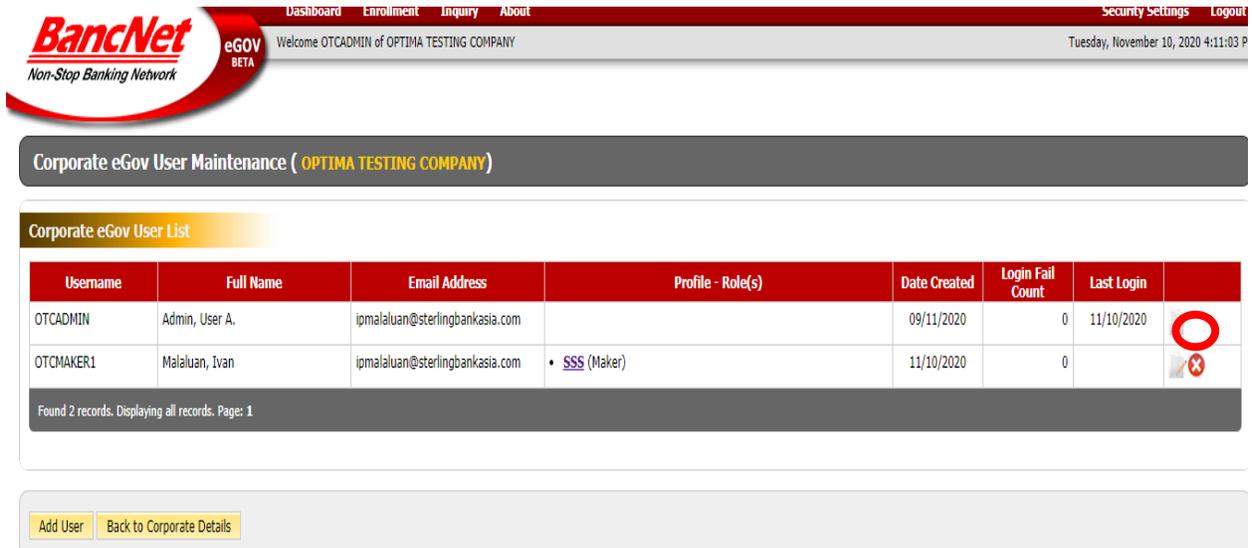
Corporate eGov Profiles

Profile Name	Agency	Checkers	Profile Status
SSS	Social Security System	1	Complete
PhilHealth	PhilHealth	1	Not Complete

4. Click on Maintain Corporate Users button. Maintain Corporate Users button will only be enabled if there is at least one created profile.



5. To delete a user, click on the cross image at the end of the row.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Enrollment Inquiry About Security Settings Logout
Welcome OTCADMIN of OPTIMA TESTING COMPANY Tuesday, November 10, 2020 4:11:03 P

Corporate eGov User Maintenance (OPTIMA TESTING COMPANY)

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
OTCADMIN	Admin, User A.	ipmalaluan@sterlingbankasia.com		09/11/2020	0	11/10/2020	
OTCMAKER1	Malaluan, Ivan	ipmalaluan@sterlingbankasia.com	• SSS (Maker)	11/10/2020	0		

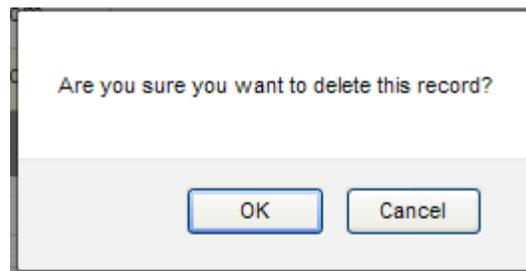
Found 2 records. Displaying all records. Page: 1

Add User Back to Corporate Details

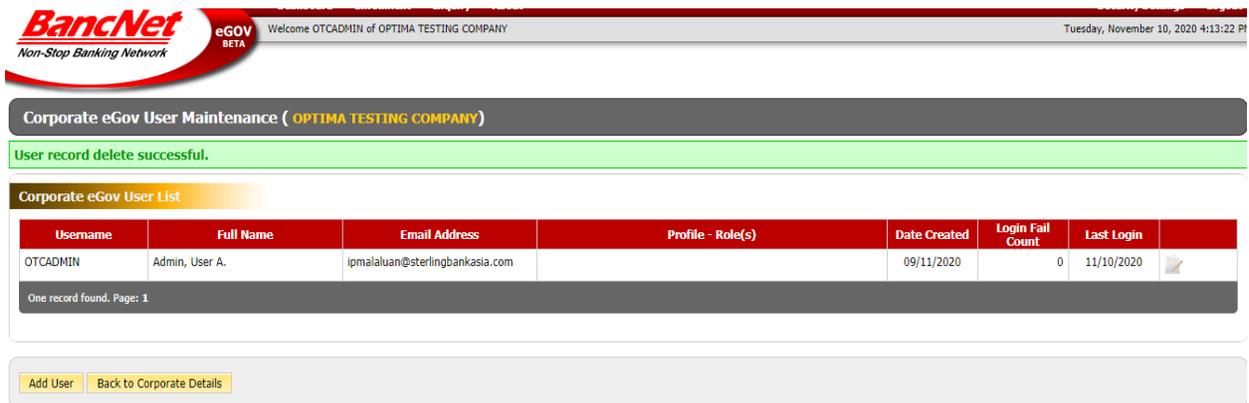
6. A user can also be deleted by clicking on the Edit icon and pressing the Delete button at the bottom of the Edit User page.



7. A dialog box asking for confirmation will appear. Click on OK to continue.



8. The User Maintenance page will appear along with a message on top indicating successful record deletion.



BancNet eGOV BETA
Non-Stop Banking Network

Welcome OTCADMIN of OPTIMA TESTING COMPANY Tuesday, November 10, 2020 4:13:22 PM

Corporate eGov User Maintenance (OPTIMA TESTING COMPANY)

User record delete successful.

Corporate eGov User List

Username	Full Name	Email Address	Profile - Role(s)	Date Created	Login Fail Count	Last Login	
OTCADMIN	Admin, User A.	ipmalaluan@sterlingbankasia.com		09/11/2020	0	11/10/2020	

One record found. Page: 1

[Add User](#) [Back to Corporate Details](#)

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Payment

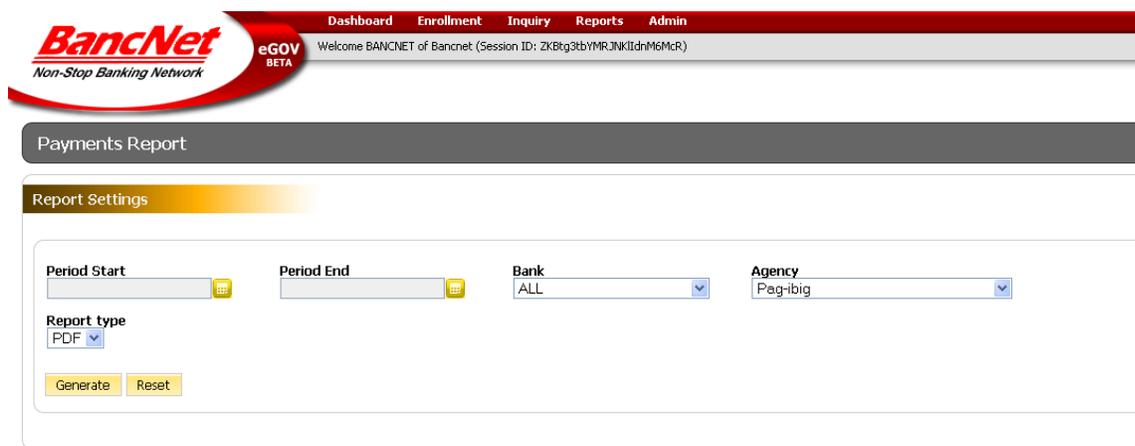
View Payment Instruction List

Steps:

1. Login as Bancnet admin, bank admin, corporate maker, corporate checker or corporate approver.
2. Select the Inquiry tab and click Payment Inquiry.



3. The Payment Inquiry search page will be displayed.



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Field Name	Field Description	Field Type
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Bank	The bank where payment was made	Optional
Agency	The agency where payment was made	Optional

4. The list of payments can be filtered by entering search parameters of either the Payment Service Type, Payment Instruction Date, Period Covered, Status, Corporate Name or a combination of the search fields.

Payment Inquiry

Payment Instruction List

Payment Service:

Payment Instruction Date: **Period Covered:** From: To: **Status:** **Corporate Name:**

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Corporate Name	Total Amount	No. of Records	Status	Remarks		
PI00001959	08/19/2011	08/11/2011	08/31/2011	PhilHealth Contributions	PhilHealth Access	JGC Incorporated	850.00	7	APPROVED	test		
PI00001954	08/19/2011	08/11/2011	08/31/2011	PhilHealth Contributions	PhilHealth Access	JGC Incorporated	850.00	7	APPROVED	test		
PI00001948	08/17/2011	05/01/2011	05/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	1,075.00	1	FOR APPROVAL			
PI00001938	08/16/2011	08/11/2011	08/31/2011	PhilHealth Contributions	PhilHealth Access	JGC Incorporated	850.00	7	CANCELLED	testing of numbers of cancellation		
PI00001926	08/16/2011	05/01/2011	05/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	1,075.00	1	GENERATED			
PI00001916	08/16/2011	07/01/2011	07/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	478.00	1	GENERATED			
PI00001911	08/16/2011	07/01/2011	07/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	478.00	1	GENERATED			
PI00001901	08/15/2011	07/01/2011	07/31/2011	SSS Loans and Contribution	magprof05	MAGGOTS INC.	790.00	1	GENERATED			
PI00001888	08/15/2011	05/01/2011	05/31/2011	Pag-big Contributions and Loans	Pagbig Access	JGC Incorporated	405,427.60	25	APPROVED	test		
PI00001885	08/15/2011	05/01/2011	05/31/2011	Pag-big Contributions and Loans	Pagbig Access	JGC Incorporated	405,427.60	25	APPROVED	test		
Grand Total Amount :							28,282,117.63					

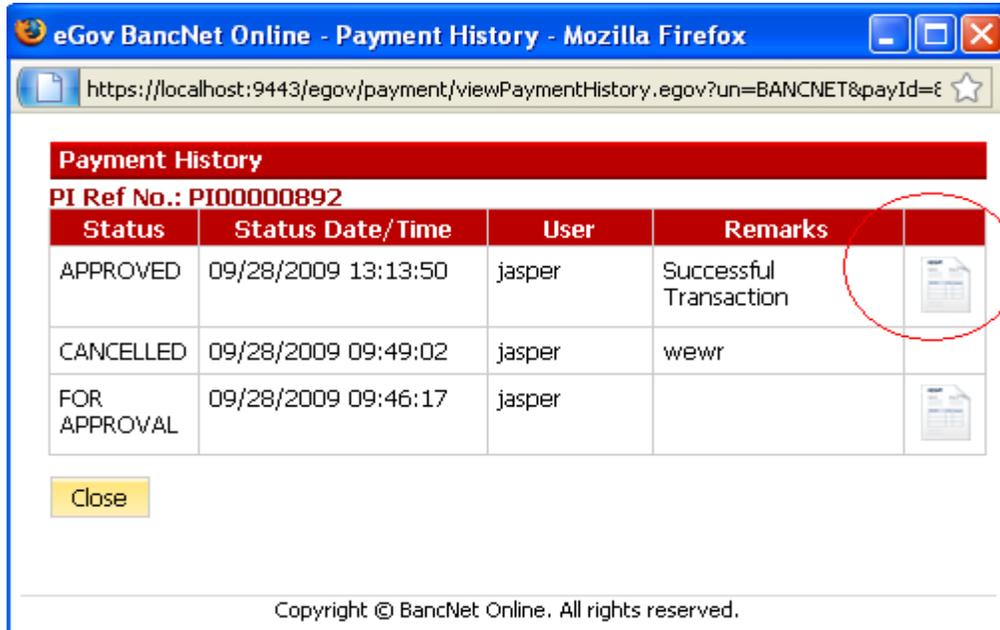
View Payment Instruction Transaction Receipt

Steps:

1. Do the previous steps for viewing the payment instruction list.
2. To view the payment document, click the clock image. Payment Document with clock image are those which don't have **GENERATED** status.

	Profile	Corporate Name	Total Amount	No. of Records	Status	Remarks	
:	PROFTST	Jollibee	405,427.60	25	GENERATED		
:	JolSAV	Jollibee	405,427.60	25	FOR APPROVAL		
	spj3	asdf19	11,975.00	94	GENERATED		
	spj3	asdf19	11,975.00	94	GENERATED		
	spj3	asdf19	11,975.00	94	GENERATED		
	spj3	asdf19	11,975.00	94	AUTHORIZED		

- A popup window will appear which shows the payment history of the selected document. To view the transaction receipt, click the receipt icon.



Payment History

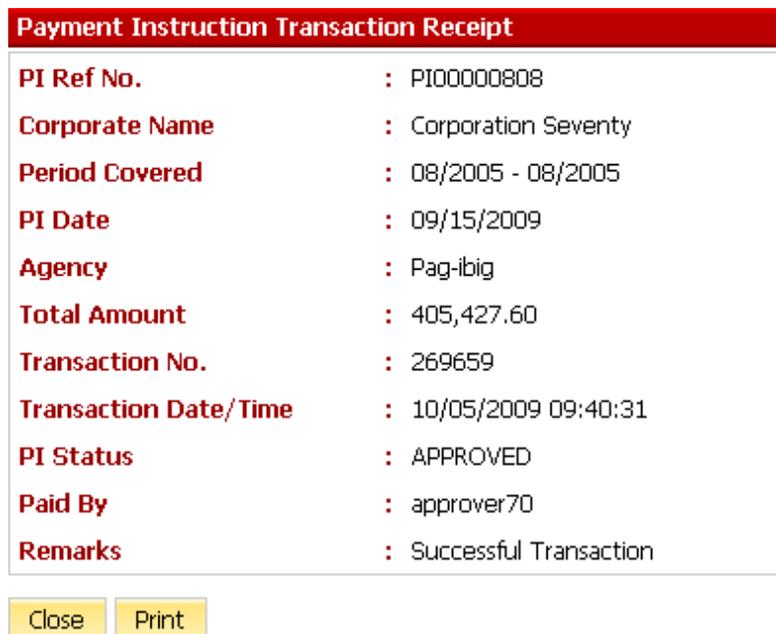
PI Ref No.: PI00000892

Status	Status Date/Time	User	Remarks	
APPROVED	09/28/2009 13:13:50	jasper	Successful Transaction	
CANCELLED	09/28/2009 09:49:02	jasper	wewr	
FOR APPROVAL	09/28/2009 09:46:17	jasper		

Close

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- The transaction receipt will be shown in the popup window. The receipt can be printed by clicking the Print button.



Payment Instruction Transaction Receipt

PI Ref No. : PI00000808

Corporate Name : Corporation Seventy

Period Covered : 08/2005 - 08/2005

PI Date : 09/15/2009

Agency : Pag-ibig

Total Amount : 405,427.60

Transaction No. : 269659

Transaction Date/Time : 10/05/2009 09:40:31

PI Status : APPROVED

Paid By : approver70

Remarks : Successful Transaction

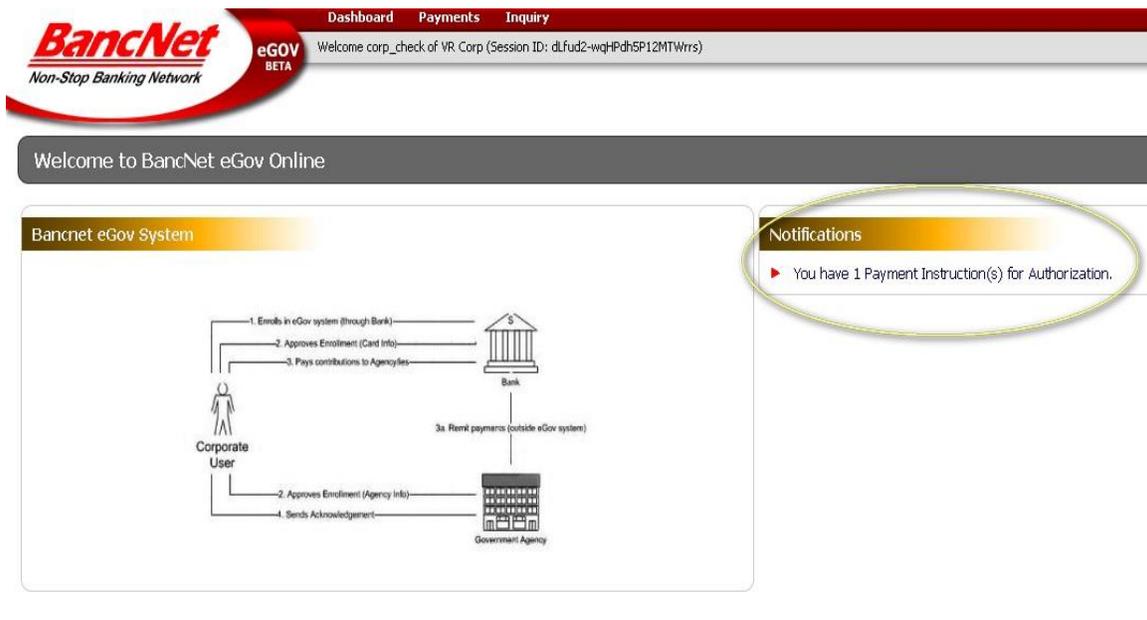
Close Print

Authorize Payment Transaction

Authorize Philhealth Payment

Steps:

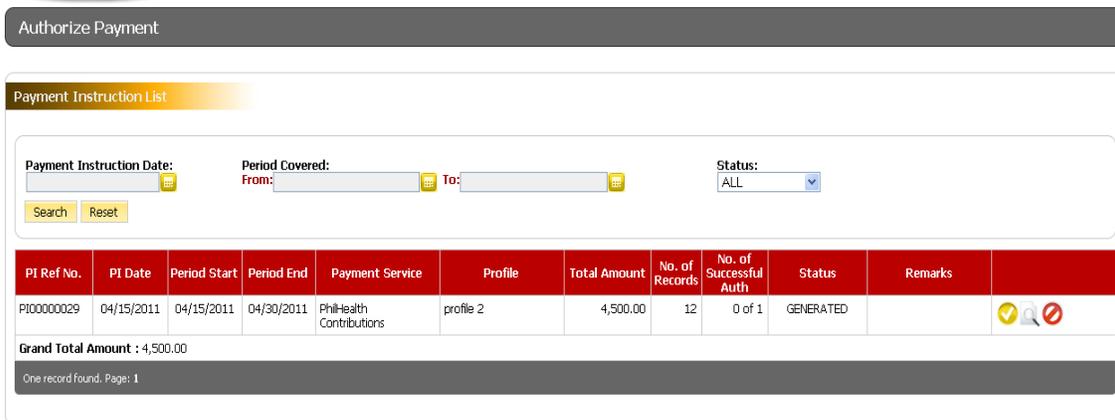
1. Login as corporate checker.
2. Notification of payments for authorization will be displayed on the dashboard. Click on the link to continue.



The screenshot shows the BancNet eGov Online interface. At the top, there is a navigation bar with 'Dashboard', 'Payments', and 'Inquiry'. Below this, a welcome message reads 'Welcome corp_checker of VR Corp (Session ID: dlud2-wqHPdhSP12MTWrrs)'. The main content area is divided into two sections: 'Bancnet eGov System' and 'Notifications'. The 'Notifications' section is highlighted with a yellow oval and contains the message: 'You have 1 Payment Instruction(s) for Authorization.' To the left, a diagram illustrates the enrollment process between a 'Corporate User', a 'Bank', and a 'Government Agency'.

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3. The Payment Instruction search page will be displayed.



The screenshot shows the 'Authorize Payment' page. At the top, there is a 'Payment Instruction List' section with search filters for 'Payment Instruction Date', 'Period Covered' (From and To), and 'Status'. Below the filters is a table with the following data:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
PI00000029	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	0 of 1	GENERATED	

Below the table, it shows 'Grand Total Amount : 4,500.00' and 'One record found. Page: 1'.

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Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

- The list of payments can be filtered by entering search parameters of either the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.
- To authorize the payment, click on the encircled image.

Payment Instruction Date: **Period Covered:** From: To: **Status:**

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
PI00000052	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	0 of 1	GENERATED	
Grand Total Amount : 4,500.00										
One record found. Page: 1										

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- A message asking for confirmation will appear. Click on OK to continue.
- A message on top indicates successful authorization. The document is then removed from the list below.

Transaction successful.

Payment Instruction List

Payment Instruction Date: **Period Covered:** From: To: **Status:**

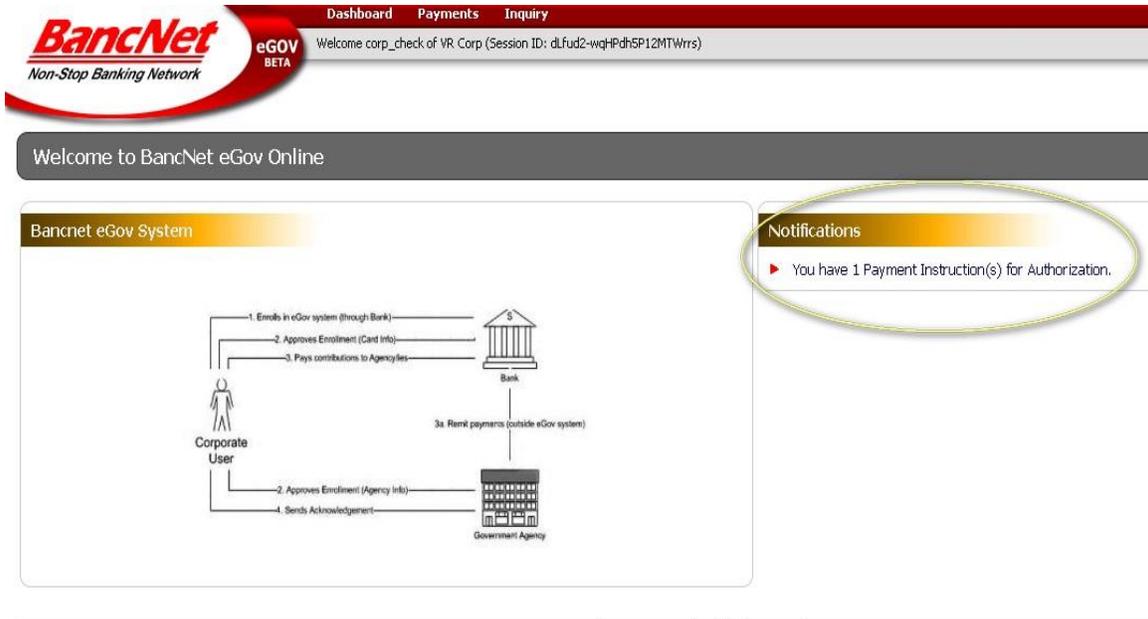
PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	Remarks
No records found.										

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Authorize Pag-Ibig Payment

Steps:

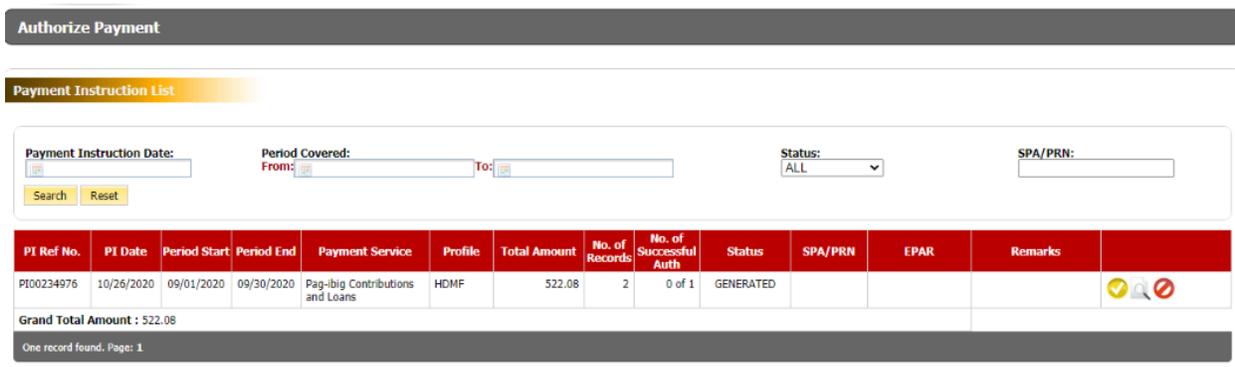
1. Login as corporate checker.
2. Notification of payments for authorization will be displayed on the dashboard.
Click on the link to continue.



The screenshot shows the BancNet eGov System interface. At the top, there are navigation tabs for Dashboard, Payments, and Inquiry. A welcome message reads: "Welcome corp_check of VR Corp (Session ID: dLfud2-wqHPdh5P12MTWrrs)". Below this, a "Welcome to BancNet eGov Online" banner is visible. The main content area is titled "Bancnet eGov System" and contains a diagram illustrating the enrollment and payment process between a Corporate User, a Bank, and a Government Agency. A "Notifications" box on the right side of the dashboard is highlighted with a yellow oval and contains the message: "You have 1 Payment Instruction(s) for Authorization."

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3. The Payment Instruction Search will be displayed.



The screenshot displays the "Authorize Payment" section. Below the header, there is a "Payment Instruction List" section with search filters: "Payment Instruction Date" (with a calendar icon), "Period Covered" (From and To dates), "Status" (dropdown menu set to "ALL"), and "SPA/PRN" (text input). Below the filters are "Search" and "Reset" buttons. The main part of the screenshot is a table with the following data:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	SPA/PRN	EPAR	Remarks
PI00234976	10/26/2020	09/01/2020	09/30/2020	Pag-Ibig Contributions and Loans	HDMF	522.08	2	0 of 1	GENERATED			  
Grand Total Amount : 522.08												

At the bottom of the table, it says "One record found. Page: 1".

Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

- The list of payments can be filtered by entering search parameters of either the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.
- To authorize the payment, click the encircled image.

Authorize Payment

Payment Instruction List

Payment Instruction Date: Period Covered: From: To: Status: ALL SPA/PRN:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	SPA/PRN	EPAR	Remarks
PI00234976	10/26/2020	09/01/2020	09/30/2020	Pag-big Contributions and Loans	HDMF	522.08	2	0 of 1	GENERATED			 
Grand Total Amount : 522.08												

One record found. Page: 1

- A message asking for confirmation will appear. Click on OK to continue.
- A message on top indicates successful authorization. The document is the removed from the list below.

BancNet eGOV BETA Non-Stop Banking Network

Dashboard Payments Inquiry About Security Settings Logout
Welcome malaluan of Sample Company Monday, October 26, 2020 4:41:28 PM

Authorize Payment

Transaction successful.

Payment Instruction List

Payment Instruction Date: Period Covered: From: To: Status: ALL SPA/PRN:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	No. of Successful Auth	Status	SPA/PRN	EPAR	Remarks
No records found.												

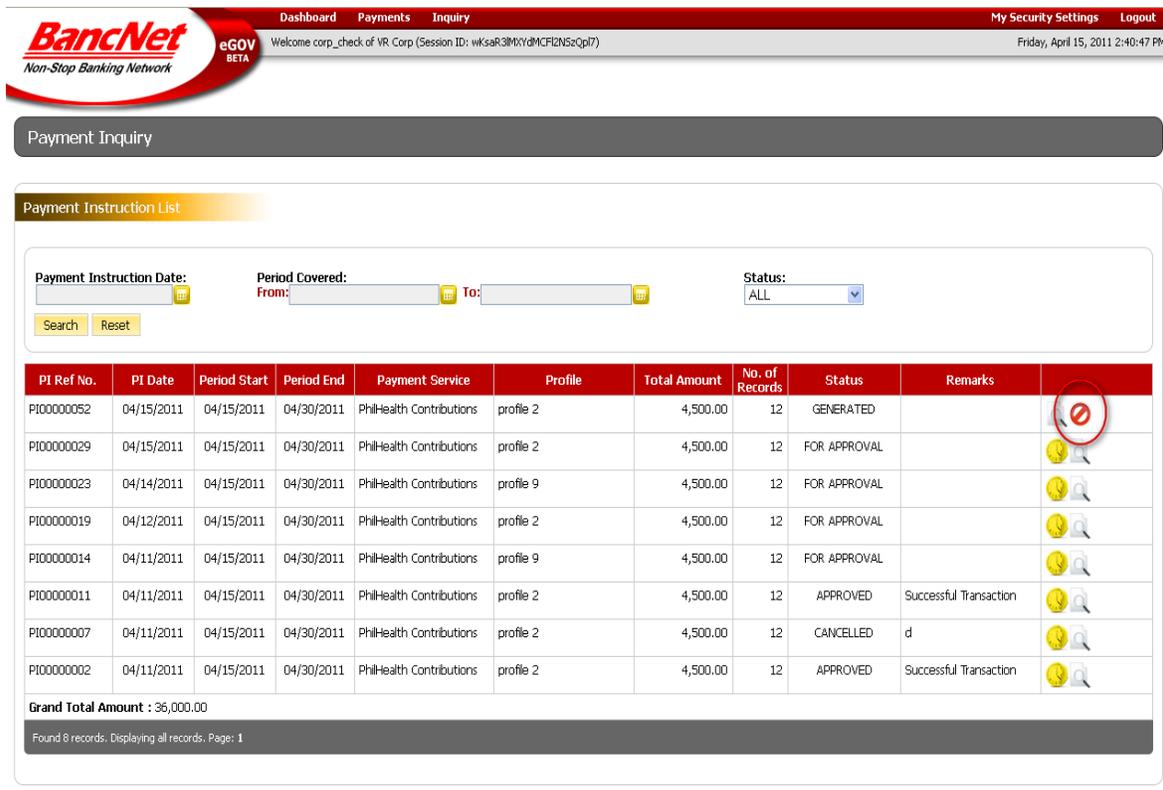
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Cancel Payment Transaction

Cancel Payment Instruction

Steps:

1. Login as corporate user.
2. Do the steps for viewing the payment instruction list.
 1. A corporate checker can also cancel a payment transaction from the Payment Authorization menu.
 2. A corporate approver can also cancel a payment transaction from the Payment Approval menu.
3. To cancel a payment transaction, click the cancel image.



BancNet eGOV BETA
Non-Stop Banking Network

Dashboard Payments Inquiry My Security Settings Logout
Welcome corp_checker of VR Corp (Session ID: wksaR3M0YdMCFI2N5zOpI7) Friday, April 15, 2011 2:40:47 PM

Payment Inquiry

Payment Instruction List

Payment Instruction Date: Period Covered: From: To: Status:

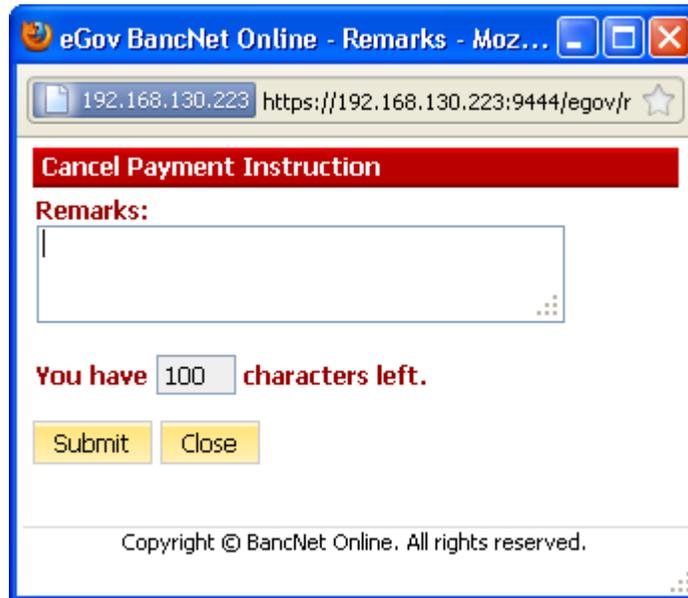
PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000052	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	GENERATED		
PI00000029	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000023	04/14/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 9	4,500.00	12	FOR APPROVAL		
PI00000019	04/12/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000014	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 9	4,500.00	12	FOR APPROVAL		
PI00000011	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction	
PI00000007	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	CANCELLED	d	
PI00000002	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction	

Grand Total Amount : 36,000.00

Found 6 records. Displaying all records. Page: 1

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4. A message asking for confirmation will appear. Click on OK to continue.
5. A window prompting for remarks will then open. It is mandatory to type in a message. Press Submit to save.



6. A message on top indicates successful cancellation. The document can then be seen on the list below with the status CANCELLED and the remarks entered.

Transaction successful.

Payment Instruction List

Payment Instruction Date: Period Covered: From: To: Status: ALL

Search Reset

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000052	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	CANCELLED	rejected	
PI00000029	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000023	04/14/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 9	4,500.00	12	FOR APPROVAL		
PI00000019	04/12/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000014	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 9	4,500.00	12	FOR APPROVAL		
PI00000011	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction	
PI00000007	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	CANCELLED	d	
PI00000002	04/11/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	APPROVED	Successful Transaction	

Grand Total Amount : 36,000.00

Found 8 records. Displaying all records. Page: 1

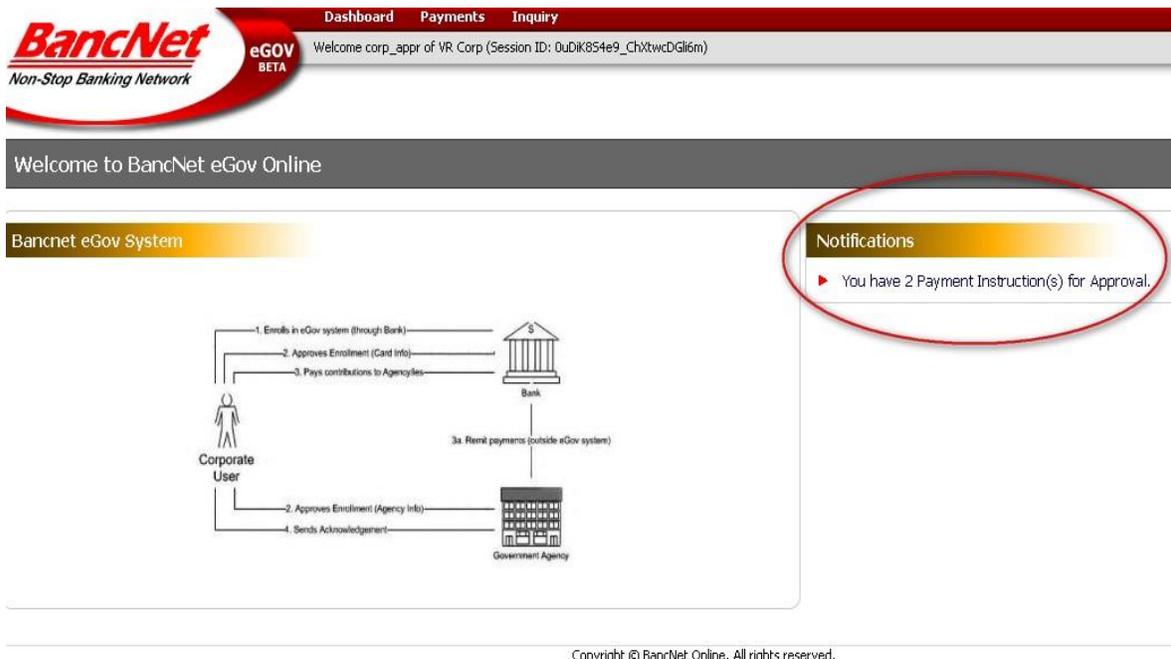
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Approve Payment Transaction

Approve Philhealth Payment

Steps:

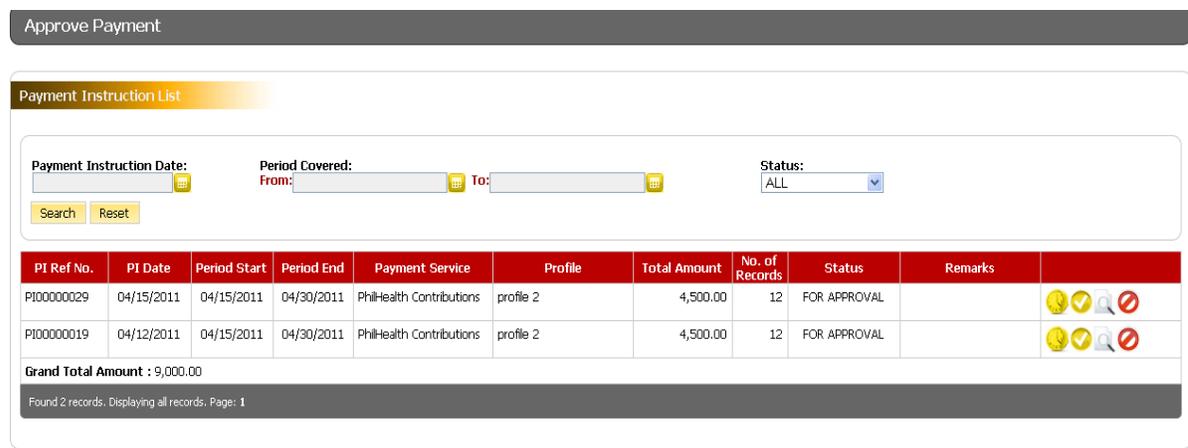
1. Login as corporate approver.
2. Notification of payments for approval will be displayed on the dashboard. Click on the link to continue.



The screenshot shows the BancNet eGov Online interface. At the top, there is a navigation bar with 'Dashboard', 'Payments', and 'Inquiry'. Below this, a welcome message reads 'Welcome corp_appr of VR Corp (Session ID: 0uDIK854e9_ChWtwcDGI6m)'. The main content area is titled 'Bancnet eGov System' and features a diagram illustrating the enrollment and payment process between a Corporate User, a Bank, and a Government Agency. A 'Notifications' box on the right side of the dashboard is circled in red and contains the message: 'You have 2 Payment Instruction(s) for Approval.'

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3. The Payment Instruction search page will be displayed.



The screenshot shows the 'Approve Payment' section of the system. Below the header, there is a 'Payment Instruction List' search interface. It includes search criteria for 'Payment Instruction Date', 'Period Covered' (From and To), and 'Status' (set to 'ALL'). There are 'Search' and 'Reset' buttons. Below the search criteria is a table with the following data:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000029	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		
PI00000019	04/12/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		

Grand Total Amount : 9,000.00
Found 2 records. Displaying all records. Page: 1

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Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

4. The list of payments can be filtered by entering search parameters of either the Payment Instruction Date, Period Covered, Status, or a combination of the search fields.

5. To approve the payment, click on the encircled image.

Payment Instruction Date:  Period Covered: From:  To:  Status: 

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000029	04/15/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		  
PI00000019	04/12/2011	04/15/2011	04/30/2011	Phil-Health Contributions	profile 2	4,500.00	12	FOR APPROVAL		  

Grand Total Amount : 9,000.00

Found 2 records. Displaying all records. Page: 1

6. An onscreen keypad then appears. Select a card and enter the PIN.

- Click on CE to reset the PIN entered or Clear to remove the last digit entered.

- Click on the Submit button to perform the transaction. To clear all fields, click on the Reset button. To abort approval, click on Close.

Payment Instruction Approval

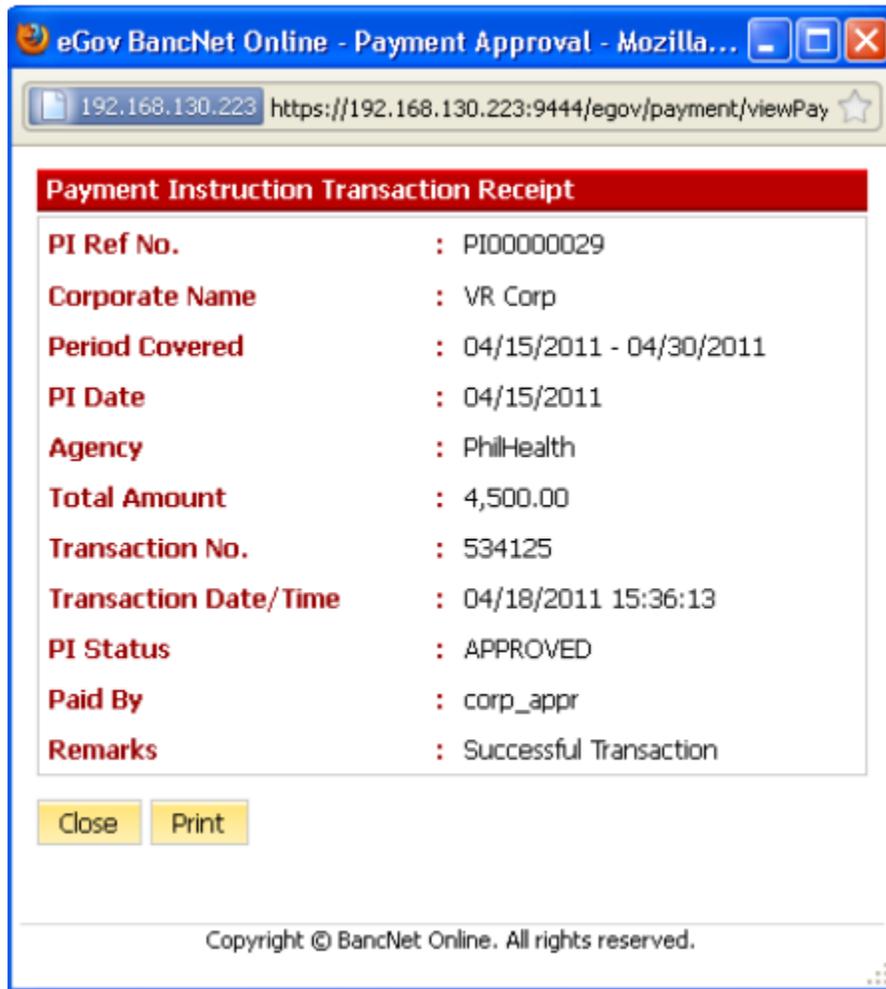
Select Card	<input type="text" value="4617530173409676 - CA"/>
Card No.	<input type="text" value="4617530173409676"/>
Bank Name	<input type="text" value="Sterling Bank of Asia"/>
Account Type	<input type="text" value="Checking Account"/>
Member No.	<input type="text" value="Not Required"/>

Please enter PIN
(Click on screen keypad)

8	3	2
6	5	1
7	4	0
CE	9	Clear

Submit	Reset	Close
--------	-------	-------

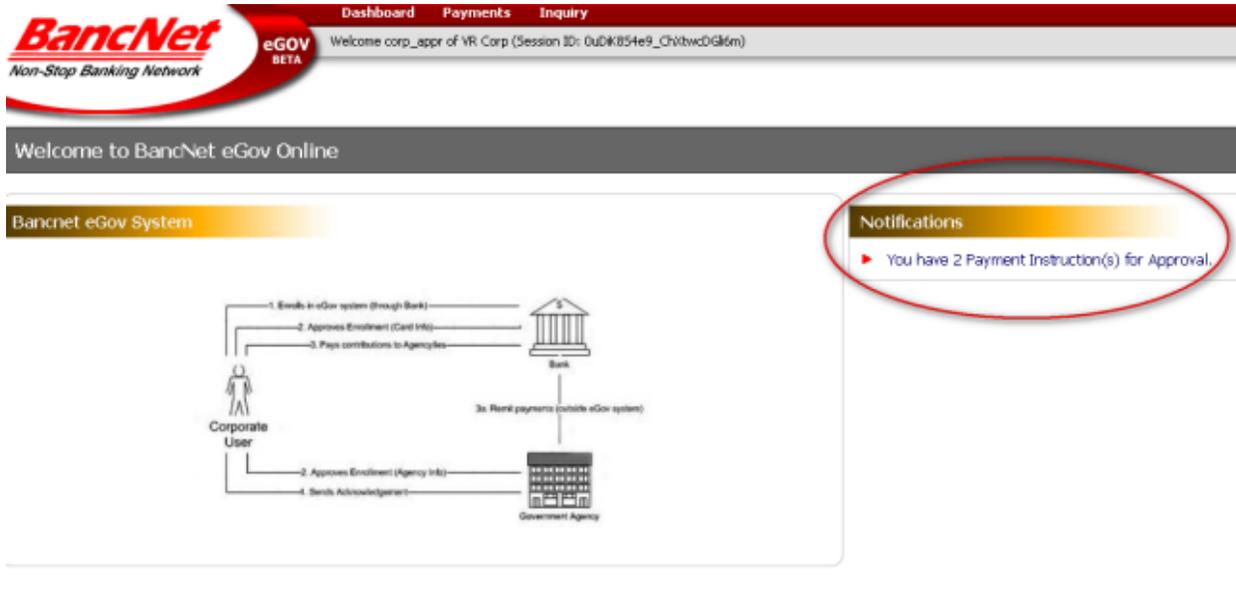
8. Upon submit, a message asking for confirmation will appear. Click on OK to continue.
9. A successful transaction will display the transaction receipt in a new window.



Approve Pag-Ibig Payment

Steps:

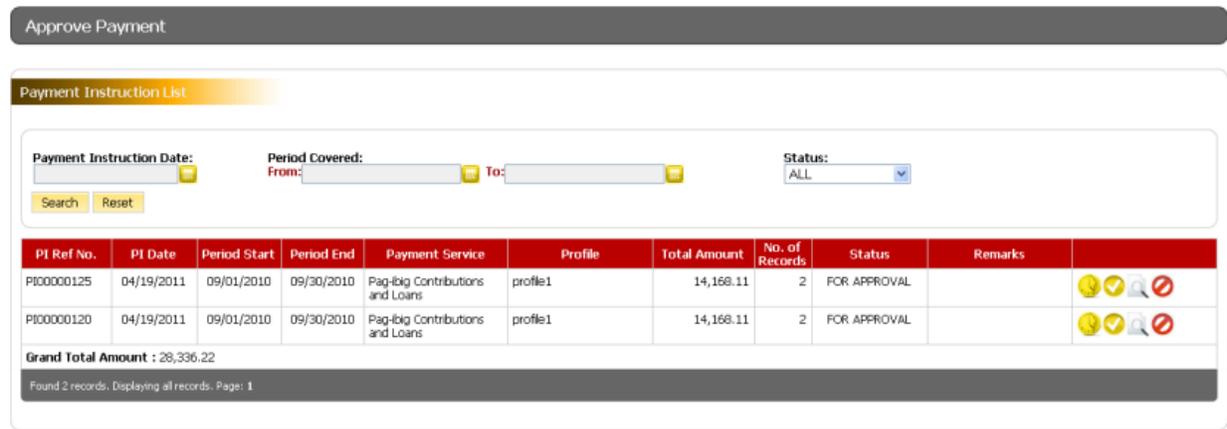
1. Login as corporate approver.
2. Notification of payments for approval will be displayed on the dashboard. Click on the link to continue.



The screenshot shows the BancNet eGov Online interface. At the top, there is a navigation bar with 'Dashboard', 'Payments', and 'Inquiry'. Below this, a welcome message reads 'Welcome corp_appr of YR Corp (Session ID: 0u0K854e9_Ch0twcD6k6m)'. The main content area features a 'Bancnet eGov System' header and a 'Notifications' box on the right. The notification states: 'You have 2 Payment Instruction(s) for Approval.' A diagram on the left illustrates the workflow between a Corporate User, a Bank, and a Government Agency.

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3. The Payment Instruction search page will be displayed.



The screenshot displays the 'Approve Payment' page. It features a search filter section with 'Payment Instruction Date', 'Period Covered' (From and To), and 'Status' (set to ALL). Below the filters is a table with the following data:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records	Status	Remarks	
PI00000125	04/19/2011	09/01/2010	09/30/2010	Pag-Ibig Contributions and Loans	profile1	14,168.11	2	FOR APPROVAL		👍👎🔄
PI00000120	04/19/2011	09/01/2010	09/30/2010	Pag-Ibig Contributions and Loans	profile1	14,168.11	2	FOR APPROVAL		👍👎🔄

Grand Total Amount : 28,336.22
Found 2 records. Displaying all records. Page: 1

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Field Name	Field Description	Field Type
Payment Instruction Date	The date of upload of payment document	Optional
Period Start	The start date for the date range search	Optional
Period End	The end date for the date range search	Optional
Status	The status of the payment document	Optional

- The list of payments can be filtered by entering search parameters of either the Payment Instruction Date, Period Covered, Status, or a combination of search fields.
- To approve the payment, click the encircled image.

Status	Remarks	
FOR APPROVAL		
FOR APPROVAL		

- An onscreen keypad then appears. Select a card and enter the PIN.
 - Click on CE to reset PIN entered or Clear to remove the last digit entered.
- Click on the Submit button to perform the transaction. To clear all fields, click on the Reset button. To abort approval, click on Close.

Payment Instruction Approval

Select Card

Card No.

Bank Name

Account Type

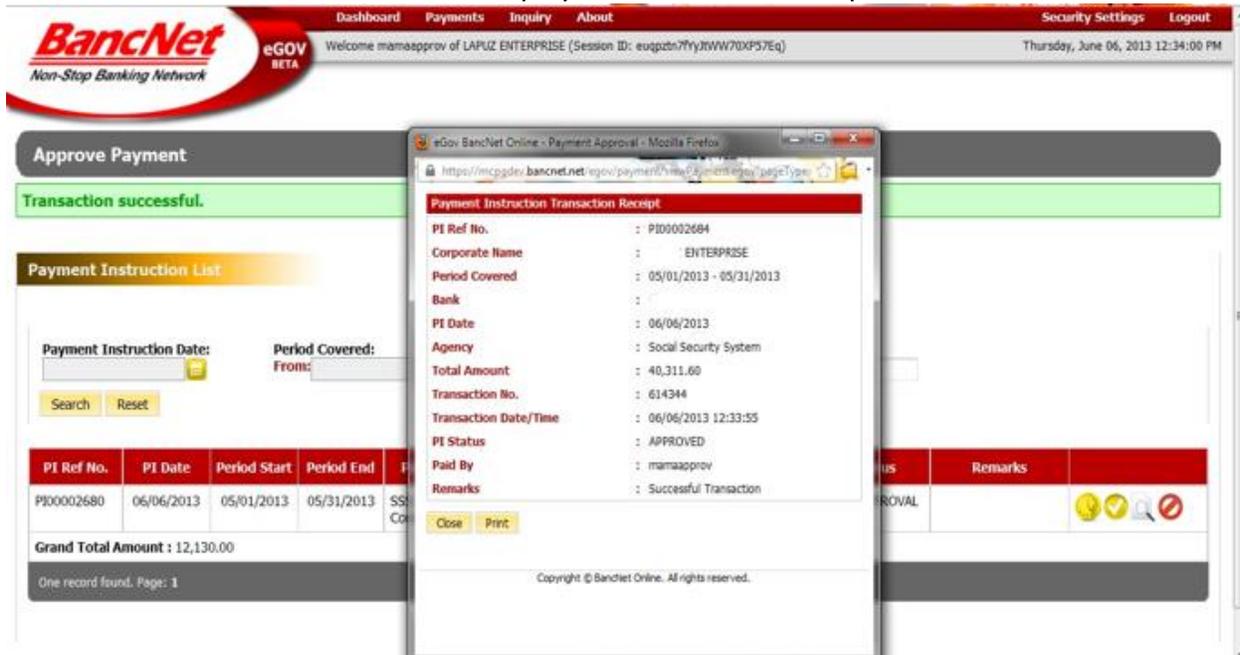
Member No.

Please enter PIN
(Click on screen keypad)

8	3	2
6	5	1
7	4	0
CE	9	Clear

Submit	Reset	Close
--------	-------	-------

8. Upon submit, a message asking for confirmation will appear. Click on OK to continue
9. A successful transaction will display the transaction receipt in a new window.



File Transmittal

View Payment Document

Steps:

1. Do the previous steps for viewing the payment instruction list.
2. To view the payment document, click the image icon.

Total Amount	No. of Records	Status	Remarks	
405,427.60	25	GENERATED		
405,427.60	25	GENERATED		
405,427.60	25	GENERATED		
405,427.60	25	GENERATED		

3. Payment document details will be displayed on the page. For viewing only.

Employer Information

Record Type : EH
Branch Code : 09
Period Covered : 05/01/2009 - 05/31/2009
Company SSS/GSIS ID Number : 2000123456
Employer Type : P
Payment Type : ST
Name : SAN MIGUEL PACKAGING SPECIALIS
Address : 7 ST FRANCIS AVE MANDALUYONG CITY 1550
Zip Code : 1550
Telephone No. : 7024200

Member Details

Record Type	PAG-IBIG ID	Employee ID	Last Name	First Name	Middle Name	Employee Contribution	Employer Contribution	TIN	Birth Dat
DT	000305260904	0100010880168	ONGPICO	ANGELITO	T	14904.30	0.00	000305260904	05/02/1955
DT	000119245780	0100017911920	MONTEGRO	MARTIN	M	9263.80	0.00	000119245780	04/13/1962
DT	000577898403	0100010851744	MERINDO	RINO REY	C	20950.00	0.00	000577898403	03/13/1973
DT	000381535883	0100010054890	MALINAO	MAXIMO	M	15076.80	0.00	000381535883	07/31/1964
DT	040209007107	0100010431672	MADRID	ALEX ANTHONY	E	5853.20	0.00	040209007107	11/21/1963
DT	000305255305	0100010880474	LEABRES	MYRA	M	13191.00	0.00	000305255305	12/17/1968
DT	040209059506	0100010640557	SULE	FERNANDO	S	24335.50	0.00	040209059506	03/03/1958
DT	000573313204	0100010627046	SARROSA	ROLANDO NOLE	L	11982.70	0.00	000573313204	11/04/1962
DT	000573313106	0100010637467	SARROSA	RODELIA	S	9206.90	0.00	000573313106	06/05/1968
DT	000901531929	0100010000574	SARMEN	VIRGINIA	D	11505.60	0.00	000901531929	09/02/1974
DT	000217509407	0100010616419	SANTOS	EDUARDO	M	14167.90	0.00	000217509407	01/22/1948
DT	000305263906	0100010880406	PONIENTE	ROWENA	V	15519.90	0.00	000305263906	01/24/1966
DT	000001016253	0100011016253	JARANILLA	LAURA	B	22402.90	0.00	000001016253	12/27/1959
DT	040208981207	0100010298026	ESCARO	MA THERESA	M	16534.00	0.00	040208981207	01/23/1962
DT	000393164598	0100010030892	CAMACLANG	NELSON	R	23752.30	0.00	000393164598	05/16/1965
DT	000119213816	0100017275307	CABRADILLA	ROLANDO	F	59911.60	0.00	000119213816	04/28/1957
DT	000701735106	0100010852210	BALIJAG	BIMBO RITO	L	15013.20	0.00	000701735106	05/23/1971
DT	000434106903	0100010149438	AUSTRIA	ADRIANO	M	10584.80	0.00	000434106903	03/05/1957
DT	003319217510	0100010850756	ALVAREZ	DENNIS	D	14973.30	0.00	003319217510	03/19/1971

4. To go back to the payment list page, click the “Back to Payment List” button and the bottom of the page.

Member Details									
Record Type	PAG-IBIG ID	Employee ID	Last Name	First Name	Middle Name	Employee Contribution	Employer Contribution	TIN	Birth Dat
DT	000305260904	0100010880168	ONGPICO	ANGELITO	T	14904.30	0.00	000305260904	05/02/1955
DT	000119245780	0100017911920	MONTENEGRO	MARTIN	M	9263.80	0.00	000119245780	04/13/1962
DT	000577898403	0100010851744	MERINDO	RINO REY	C	20950.00	0.00	000577898403	03/13/1973
DT	000381535883	0100010054890	MALINAO	MAXIMO	M	15076.80	0.00	000381535883	07/31/1964
DT	040209007107	0100010431672	MADRID	ALEX ANTHONY	E	5853.20	0.00	040209007107	11/21/1963
DT	000305255305	0100010880474	LEABRES	MYRA	M	13191.00	0.00	000305255305	12/17/1968
DT	040209059506	0100010640557	SULE	FERNANDO	S	24335.50	0.00	040209059506	03/03/1958
DT	000573313204	0100010627046	SARROSA	ROLANDO NOLE	L	11982.70	0.00	000573313204	11/04/1962
DT	000573313106	0100010637467	SARROSA	RODELIA	S	9206.90	0.00	000573313106	06/05/1968
DT	000901531929	0100010000574	SARMEN	VIRGINIA	D	11505.60	0.00	000901531929	09/02/1974
DT	000217509407	0100010616419	SANTOS	EDUARDO	M	14167.90	0.00	000217509407	01/22/1948
DT	000305263906	0100010880406	PONIENTE	ROWENA	V	15519.90	0.00	000305263906	01/24/1966
DT	000001016253	0100011016253	JARANILLA	LAURA	B	22402.90	0.00	000001016253	12/27/1959
DT	040208981207	0100010298026	ESCARO	MA THERESA	M	16534.00	0.00	040208981207	01/23/1962
DT	000393164598	0100010030892	CAMACLANG	NELSON	R	23752.30	0.00	000393164598	05/16/1965
DT	000119213816	0100017275307	CABRADILLA	ROLANDO	F	59911.60	0.00	000119213816	04/28/1957
DT	000701735106	0100010852210	BALIUAG	BIMBO RITO	L	15013.20	0.00	000701735106	05/23/1971
DT	000434106903	0100010149438	AUSTRIA	ADRIANO	M	10584.80	0.00	000434106903	03/05/1957
DT	003319217510	0100010850756	ALVAREZ	DENNIS	D	14973.30	0.00	003319217510	03/19/1971
DT	110108831011	0100010070409	GUJIAN	REY	B	16711.00	0.00	110108831011	08/28/1971
DT	000119143294	0100010356786	GUANLAO	RICARDO	Z	14928.70	0.00	000119143294	03/19/1963
DT	000165109454	0100010102857	GORROSPE	OLIVER	R	10388.90	0.00	000165109454	07/16/1971
DT	000577897308	0100010851841	GERONIMO	RICARDO	B	2095.70	0.00	000577897308	06/15/1954
DT	000305722802	0100010866679	GALANG	ANALYN	V	15899.80	0.00	000305722802	01/24/1971
DT	000119105519	0100010130109	EUSEBIO	CECILIA	A	16273.80	0.00	000119105519	11/29/1955

[Back to Payment List](#)

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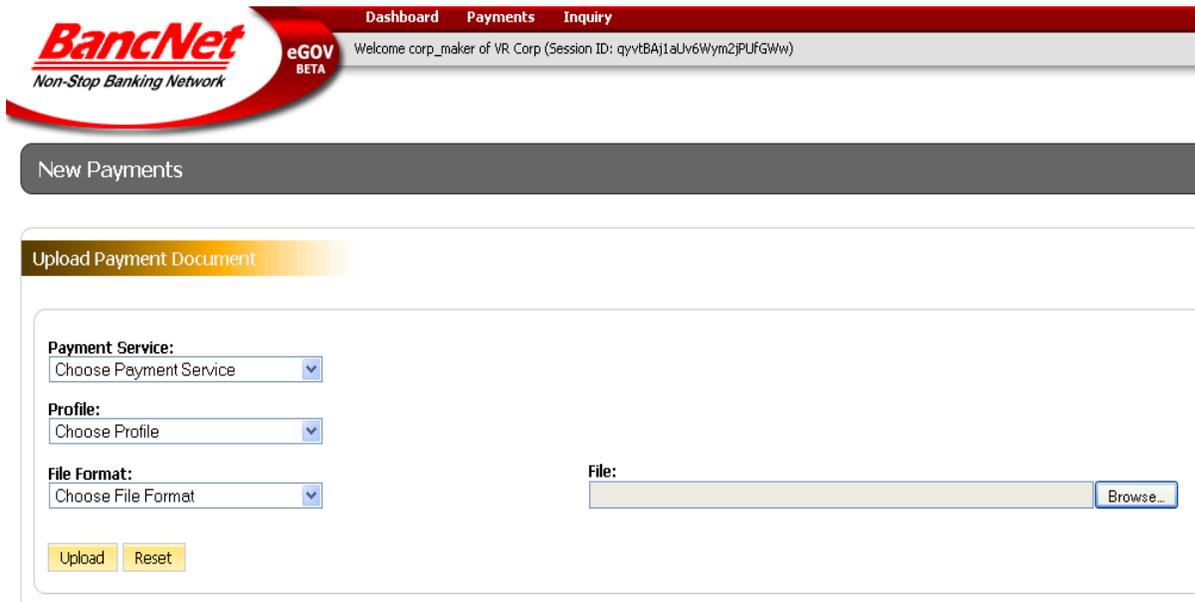
Upload Payment Document

Steps:

1. Login as corporate maker.
2. Select the Payments tab and click New Payments.



3. The payment document upload page will be displayed.



The screenshot shows the 'New Payments' page in the BancNet eGov BETA interface. The page title is 'Upload Payment Document'. The form contains the following fields:

- Payment Service:** A dropdown menu with 'Choose Payment Service' selected.
- Profile:** A dropdown menu with 'Choose Profile' selected.
- File Format:** A dropdown menu with 'Choose File Format' selected.
- File:** A text input field with a 'Browse...' button next to it.

At the bottom of the form, there are two buttons: 'Upload' and 'Reset'.

- To make payments to PhilHealth, choose PhilHealth Contributions, if Pag-ibig, choose Pag-ibig Contributions and Loans under Payment Service.

Upload Payment Document

Payment Service:
PhilHealth Contributions

Profile:
Choose Profile

File Format:
Choose File Format

File:

- Select the desired profile available for the payment service.

Payment Service:
PhilHealth Contributions

Profile:
profile 2

File Format:
Choose File Format

File:

- Select the format of the file you are about to upload.

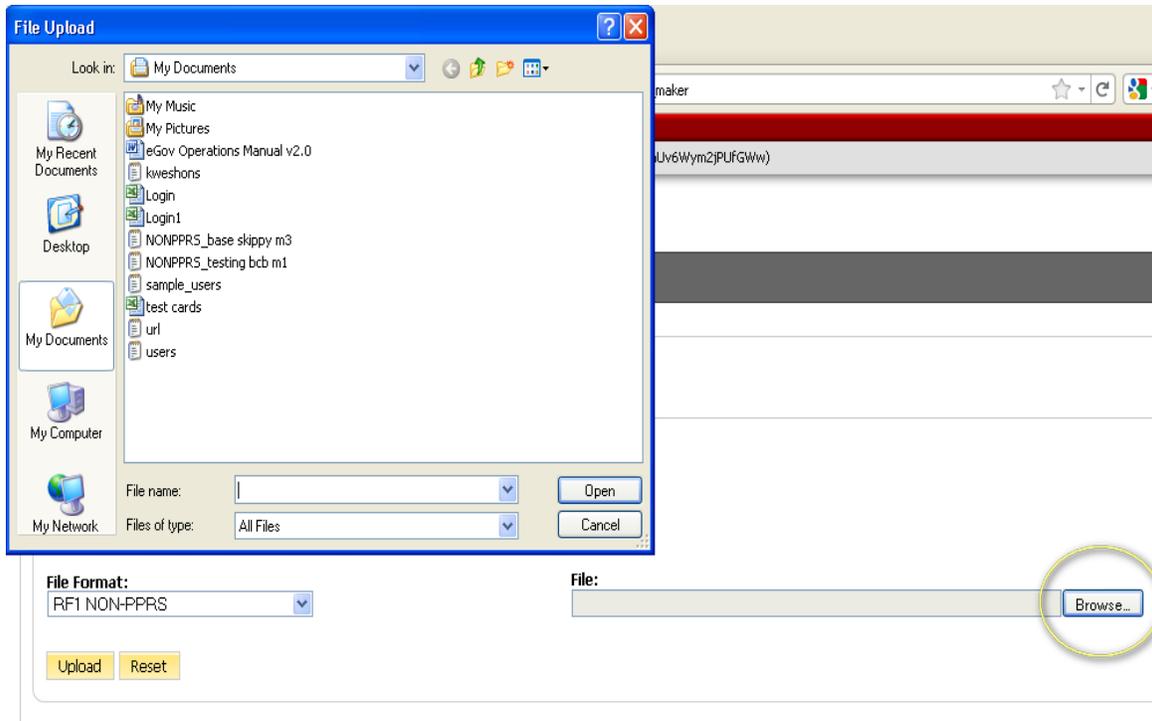
Payment Service:
PhilHealth Contributions

Profile:
profile 2

File Format:
RF1 NON-PPRS

File:

7. Click on the browse button. The File Upload window shall appear.



8. Navigate to the file then click on the Open button. The filename of the file selected will now be displayed.



- To submit the file, click on the Upload button; or click Reset to clear the fields and start again.

Payment Service:

Profile:

File Format:

File:

- A message on top indicates successful upload. Details of the upload are listed on the table below.

Upload successful.

Upload Payment Document

Payment Service:

Profile:

File Format:

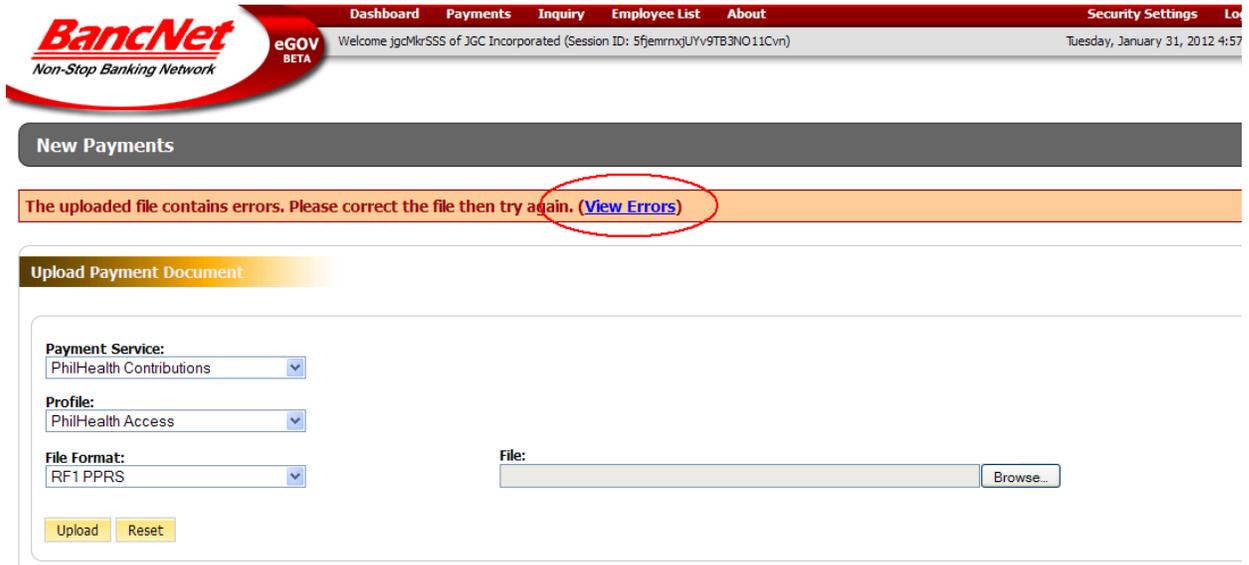
File:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records
PI00000029	04/15/2011	04/15/2011	04/30/2011	PhilHealth Contributions	profile 2	4,500.00	12

One record found. Page: 1

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- If the payment document contains error, a message on top indicates file contains error. There will be an error link to view the specific errors of uploaded file.



The screenshot shows the BancNet eGOV BETA interface. At the top, there is a navigation bar with links for Dashboard, Payments, Inquiry, Employee List, About, Security Settings, and Logout. Below this, a message reads: "The uploaded file contains errors. Please correct the file then try again. (View Errors)". The "View Errors" link is circled in red. Below the message is the "Upload Payment Document" form, which includes dropdown menus for "Payment Service" (PhilHealth Contributions), "Profile" (PhilHealth Access), and "File Format" (RF1 PPRS). There is a "File:" input field with a "Browse..." button and "Upload" and "Reset" buttons at the bottom.

- Clicking the View Error link will display a dialog box. It will open or save the file that contains the errors of the uploaded file.



BancNet
Non-Stop Banking Network

Dashboard Payments Inquiry Employee List About

Welcome jgd4krSSS of JGC Incorporated (Session ID: 5fjnmrxjUYv9TB3NO11CvN)

Security Settings Logout

Tuesday, January 31, 2012 5:00:40 PM

New Payments

The uploaded file contains errors. Please correct the file then try again. ([View Errors](#))

Upload Payment Document

Payment Service: PhilHealth Contributions

Profile: PhilHealth Access

File Format: RF1 PPRS

Upload Reset

Opening PI00197138-RF1

You have chosen to open

PI00197138-RF1
which is a: application/octet-stream
from: https://localhost:9443

What should Firefox do with this file?

Open with [Browse...](#)

Save File

Do this automatically for files like this from now on.

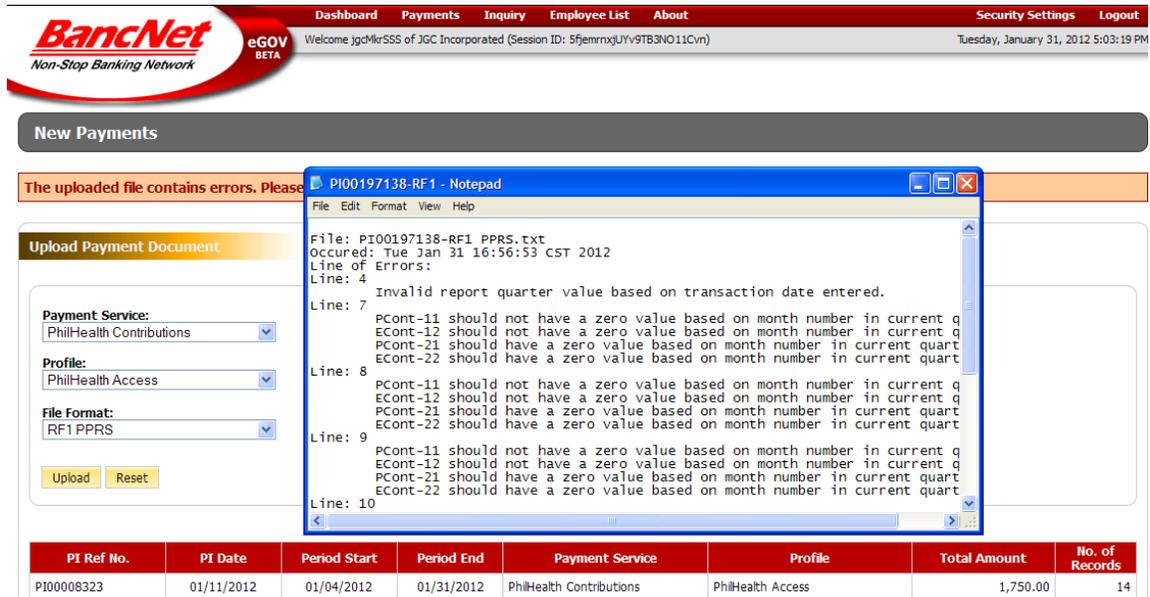
[Browse...](#)

OK Cancel

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records
PI00008323	01/11/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14
PI00008359	01/10/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14
PI00008353	01/10/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14
PI00008327	01/10/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14
PI00008320	01/10/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14
PI00008397	01/05/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14
PI00008389	01/05/2012	12/01/2011	12/31/2011	SSS Loans and Contribution	SSS Access	24,666.00	31
PI00008386	01/05/2012	12/01/2011	12/31/2011	SSS Loans and Contribution	BIR Access 2	24,666.00	31
PI00008330	01/05/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14
PI00008317	01/05/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14

Found 111 records. Displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 [Next / Last]

13. Sample error file.



The screenshot shows the BancNet eGOV interface. At the top, there is a navigation menu with links: Dashboard, Payments, Inquiry, Employee List, About, Security Settings, and Logout. Below the menu, a welcome message reads: "Welcome jgcMkrSSS of JGC Incorporated (Session ID: 5fjemrxjUYv9TB3NO11Cvn)". The date and time are "Tuesday, January 31, 2012 5:03:19 PM".

The main content area is titled "New Payments". Below this, a message states: "The uploaded file contains errors. Please". To the left, there is an "Upload Payment Document" section with dropdown menus for "Payment Service" (PhilHealth Contributions), "Profile" (PhilHealth Access), and "File Format" (RF1 PPRS). There are "Upload" and "Reset" buttons.

A Notepad window titled "PI00197138-RF1 - Notepad" is open, displaying the following error details:

```
File: PI00197138-RF1 PPRS.txt
Occurred: Tue Jan 31 16:56:53 CST 2012
Line of Errors:
Line: 4
      Invalid report quarter value based on transaction date entered.
Line: 7
      PCont-11 should not have a zero value based on month number in current q
      ECont-12 should not have a zero value based on month number in current q
      PCont-21 should have a zero value based on month number in current quart
      ECont-22 should have a zero value based on month number in current quart
Line: 8
      PCont-11 should not have a zero value based on month number in current q
      ECont-12 should not have a zero value based on month number in current q
      PCont-21 should have a zero value based on month number in current quart
      ECont-22 should have a zero value based on month number in current quart
Line: 9
      PCont-11 should not have a zero value based on month number in current q
      ECont-12 should not have a zero value based on month number in current q
      PCont-21 should have a zero value based on month number in current quart
      ECont-22 should have a zero value based on month number in current quart
Line: 10
```

At the bottom of the interface, there is a table with the following data:

PI Ref No.	PI Date	Period Start	Period End	Payment Service	Profile	Total Amount	No. of Records
PI00008323	01/11/2012	01/04/2012	01/31/2012	PhilHealth Contributions	PhilHealth Access	1,750.00	14

Transmit EPF

Steps:

1. Login as corporate maker.
2. Select the Employee List tab and click Transmit EPF.



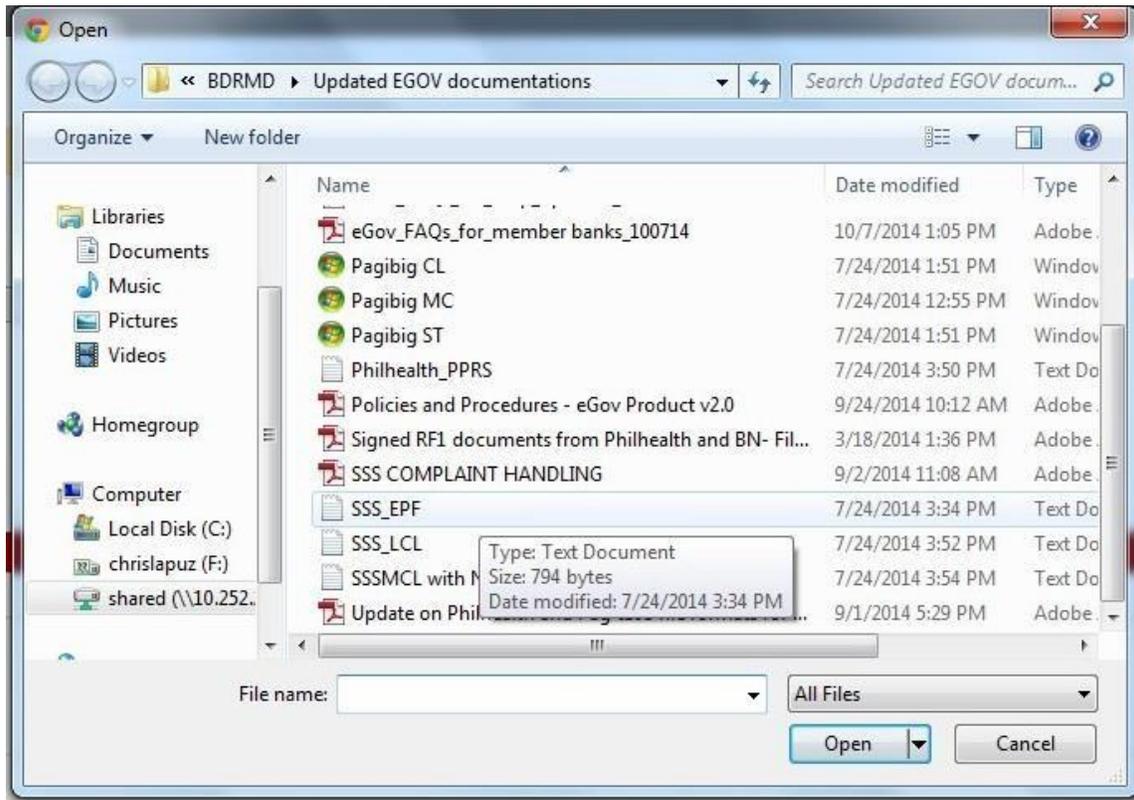
3. Click Choose File to look for the EPF file.

EPF/EVF



A screenshot of the 'Transmit Employee List' form. The title 'Transmit Employee List' is in a yellow gradient bar. The form contains a 'File Format:' label with a text input field containing 'EPF'. Below this are 'Transmit' and 'Reset' buttons. To the right, there is a 'Filename:' label with a 'Choose File' button and the text 'No file chosen'. A red circle highlights the 'Choose File' button.

4. Navigate to the file then click on the Open button.



- The filename of the file selected will now be displayed. To send the file, click Transmit.

EPF/EVF

Transmit Employee List

File Format:
EPF

Filename:
Choose File SSS_EPF.txt

Transmit Reset

- A message on top indicates successful EPF transmission.

EPF/EVF

Upload successful.

Transmit Employee List

File Format:
EPF

Filename:
Choose File No file chosen

Transmit Reset

Perform Balance Inquiry

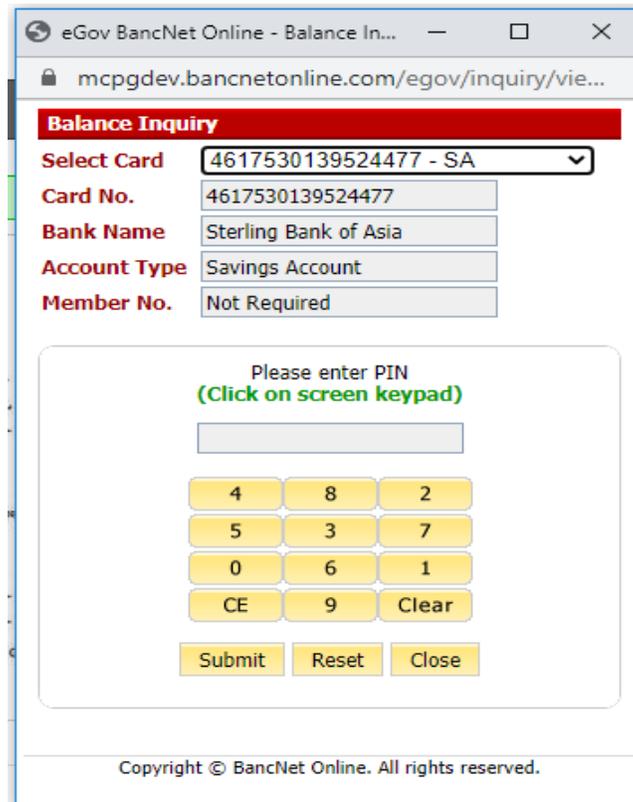
Steps:

1. Login as corporate approver.
2. Select the Inquiry tab and click Balance Inquiry.



3. An onscreen keypad then appears. Select a card and enter the PIN.
4. Click on CE to reset the PIN entered or Clear to remove the last digit entered.

1. Click on the Submit button to perform the transaction. To clear all fields, click on the Reset button. To abort approval, click on Close.



5. A new window will appear showing the Current and Available Balances of the account.