

# BDO BILLS PAYMENT

**BDO Bills Payment via Over the Counter** – Please contact Collection Dept. via email ([collection.ardc@activegroup.com.ph](mailto:collection.ardc@activegroup.com.ph)) for first time users of BDO Bills Payment to get BDO Reference number.

1. Go to the nearest BDO branch
2. Fill out BDO Bills Payment slip
  - Company Name: Active Realty and Development Corporation
  - Subscriber's Name: -Buyer's Name
  - Subscriber's Account No. – BDO reference number provided by Active

## **BDO Bills Payment via Online Banking**

1. Log in to your BDO Online Banking
2. Go to Enrollment and select, Company Biller
3. Click “Enroll”
4. Input the information required
  - Company/Biller Name – Active Realty and Development Corporation
  - Subscriber Number – BDO reference number provided by Active
  - Subscriber Name: Buyer's Name
5. Once enrolled, go to Pay Bills and Reload
6. Select Bills Payment, then Pay Bills
7. Fill out the below information:
  - Pay for – Select your nominated Account Number
  - Pay this company/biller – Enrolled ARDC Account
  - Amount
8. Click “Submit”