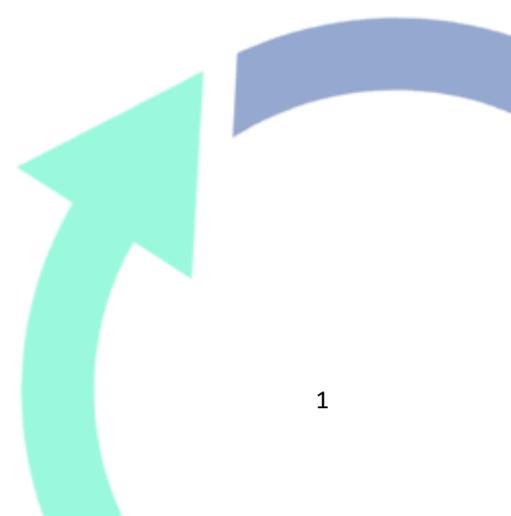




1-Stop

How to Top Up Points for ATI Brokers

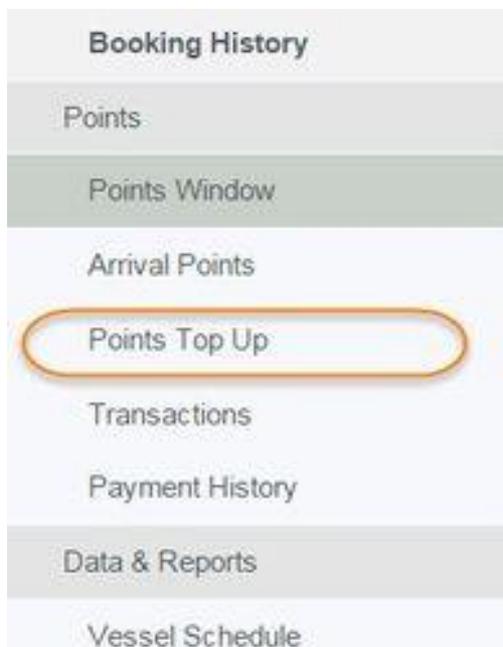


Use the Points Payment System to make a payment (top up) to your account:

- Online - direct from your account to ours
- Over the counter bank and ATM - after initiating the payment through PPS, you can go to a bank to pay with cash
- Non-bank counter - at participating counters, also after initiating the payment through the PPS

- [Step 1: Click Points Top Up](#)
- [Step 2: Make the payment](#)
- [Step 3: Select payment source and how you'll pay](#)
- [How to update your billing email address](#)

Step 1: Click Points Top Up



Step 2: Make the payment

Enter the number of points you want to add - top up - to your account.

PPS will automatically calculate the amount to be paid and show it to you as the **Total**.

Top up your points

Current Balance: **4830**

Enter the number of points to add *

Conversion Rate 1 point = ₱ 1.00

Amount	₱ 1400.00
Transaction fee	₱ 20.00
Sub total	₱ 1420.00
VAT (12%)	₱ 170.40
TOTAL	₱ 1590.40

I want to receive the receipt in email

Top up

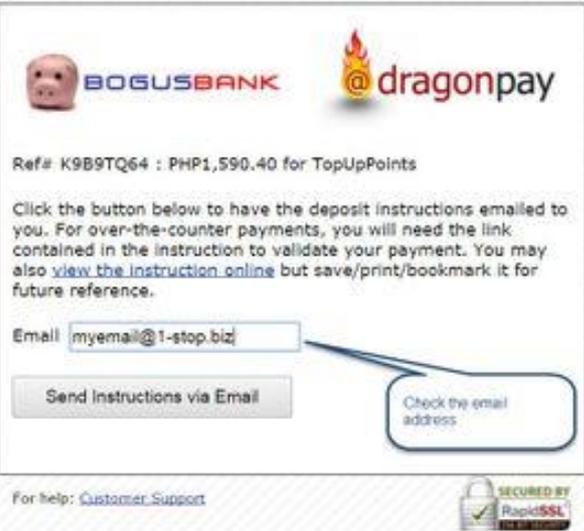
If you want to receive an email receipt, tick the box and hit "Top Up". We will send the receipt to the your billing email address.

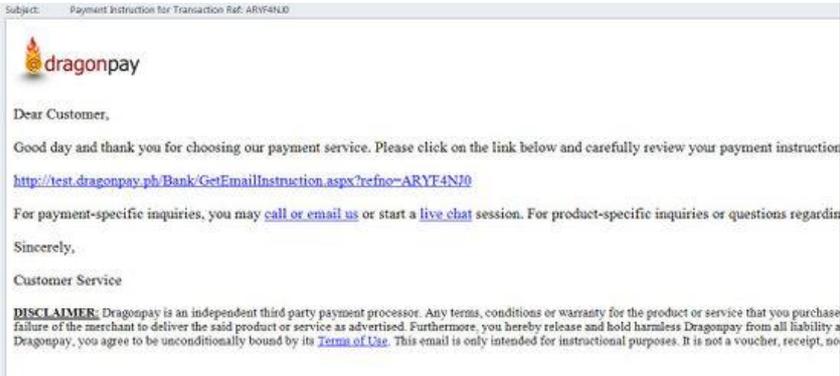
Step 3: Select payment source and how you'll pay

You'll be directed to a Dragonpay screen.

Depending on how you'd like to pay, you'll be directed to different screens and information.

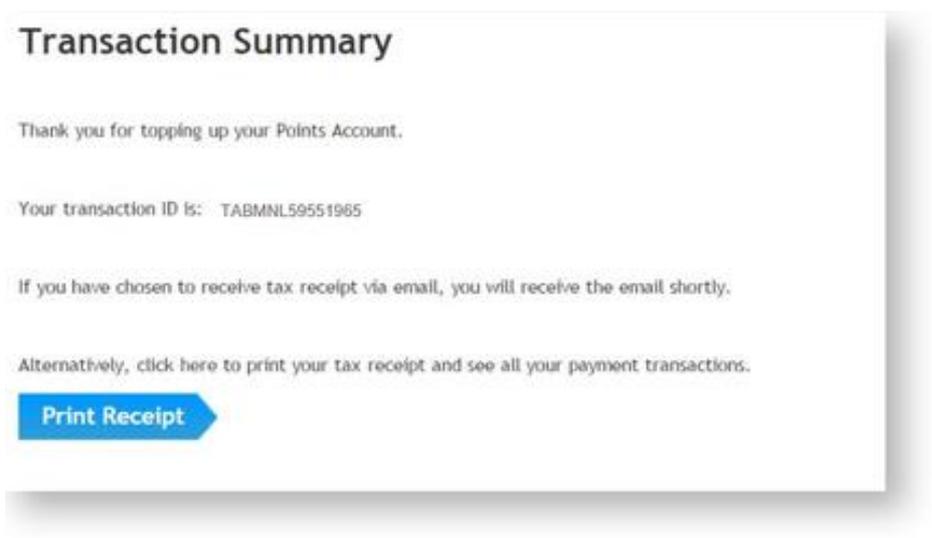
If you choose to pay via:	This is what you'll need to do:	This is what you'll see:
Online banking	<ul style="list-style-type: none"> Select the Bank or Finance Source from the list 	

	<ul style="list-style-type: none"> Enter your Bank credentials <p>Most of the banks perform the transaction real time.</p> <p>The booking system receives the payment confirmation from the Dragonpay, in real time.</p>	
<p>Over the Counter / ATM Banking</p>	<ul style="list-style-type: none"> Select the Bank or Counter for cash payment Enter email address 	

	<p>You will receive an email from Dragonpay which includes</p> <ul style="list-style-type: none"> • Instructions to follow for a cash payment • Link to click once the cash payment is complete <p>Meanwhile, back in the booking system, your payment status will be PENDING. Once you've made the cash payment and clicked the link to confirm that the payment is complete, your payment status will change to COMPLETED.</p> <p>Your Points will be updated with the new amount.</p>	
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<p>Over the Counter - Others</p>	<p>The steps for performing an over-the-counter non-bank payment are similar to over-the-counter bank payments except you do not have to “click” on a link to confirm the payment.</p>	
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Once a payment is confirmed, you will see the summary:



If you want, you can press the “**Print Receipt**” button to print or save the receipt. This is what the receipt looks like:

Asian Terminals Incorporated

Bldg A, Bonifacio Dr, Port Area, Manila,
1018 Metro Manila,
Philippines
Phone: 63 2 8528 6000
VAT Reg. TIN: 000132413000

Acknowledgement Receipt

Date : 02-11-2020
Receipt # : ATMNL417449888

Paid By :

HOUSE TECHNOLOGY
PEZA ROSARIO CAVITE
CAVITE, 1111
PH

VAT Reg. Tin: 004692492000

Item #	Description	Quantity	Unit Price	Line Total
1	VABS Points (Transaction ID ATMNL417449888)	1000000	₱ 1.00	₱ 1,000,000.00
2	Transaction Fee	1	₱ 20.00	₱ 20.00
Subtotal				₱ 1,000,020.00
VAT (0%)				₱ 0.00
Total				₱ 1,000,020.00

1

How to update your billing email address

If you need to update the email address, you can if you are the company administrator. The company administrator is usually the person who registered your company in the booking system.

- Login to VBS
- Go to **“My Account”** on the top right hand corner
- Click **“Subsidiaries”**
- Select the correct **Subsidiary** and click “edit” and change the billing email address.