

# 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
- <u>Step 1: Click Points Top Up</u>
  <u>Step 2: Make the payment</u>
- Step 3: Select payment source and how you'll pay •
- How to update your billing email address

### Step 1: Click Points Top Up

	Booking History
F	Points
	Points Window
	Arrival Points
C	Points Top Up
	Transactions
	Payment History
1	Data & Reports
	Vessel Schedule

### **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 *	1400
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 <b>Top up</b>

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.

lf you choose to pay via:	This is what you'll need to do:	This is what you'll see:	
Online banking	<ul> <li>Select the Bank or Finance Source fr om the list</li> </ul>	Source       Bogus Bank         Use your Bogus Bank Online Banking account to make a payment (TEST ONLY).         Select	

	<ul> <li>Enter your</li> <li>Bank</li> <li>credential</li> <li>s</li> </ul>	
	Most of the banks perform the transaction real time.	Ref# K9B9TQ64 : PHP1,590.40 for TopUpPoints Login Id Password Continue Cancel What is this?
	The booking system receives the payment confirmation from the Dragonpay, in real time.	For help: Customer Support
Over the Counter / ATM Banking	<ul> <li>Select the Bank or Counter for cash payment</li> <li>Enter email address</li> </ul>	With the second seco



You will receive an email from Dragonpay which includes	
<ul> <li>Instruction s to follow for a cash payment</li> <li>Link to click once the cash payment is complete</li> </ul>	
Meanwhile, back in the booking system, your payment status will be PENDING. Onc e you've made the cash payment and clicked the link to confirm that the payment is complete, your payment status will change to COMPLETED.	better:         Payment instruction fur Transaction fur AltWitten           Dear Customer,         Good day and thank you for choosing our payment service. Please click on the link below and carefully review your payment instruction           http://test.dragopay.ph/Bank/GetEmailInstruction.aspx?trefno=ARYE4NJ0           For payment-specific inquiries, you may <u>call or email us</u> or start a live chat session. For product-specific inquiries or questions regarding Sincerely,           Customer Service           Disc1AUMER: Dragopay is an independent third party payment processor. Any terms, conditions or warranty for the product or service that you parchase failure of the merchant to deliver the asid product or service as advertired Furthermore, you hereby release and hold harmless Dragopay is an independent third party payment processor. Any terms, conditional purposes. It is not a voucher, receipt, so Dragopay, you agree to be unconditionally bound by its <u>Terms of Line</u> . This email is only intended for instructional purposes. It is not a voucher, receipt, so
Your Points will be updated with the new amount.	



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

Paid By : HOUSE TECHNOLOGY PEZA ROSARIO CAVITE CAVITE, 1111 PH

VAT Reg. TIN: 004692492000

Rem #	Description	Quantity	Unit Price	Line Total
2	TABS Points (Transaction ID ATIMPLA17449888) Transaction Fee	1000000	P 1,00 P 20.00	₱ 1,000,000.00 ₱ 20.00
	1	Subtotal	P	1,000,020.00
		VAT (DK)	P	0.00
		Total	•	1,000,020.00

### 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.



Acknowledgement Receipt

late :	02-11-2020
leceipt # :	ATUMP6,4174

ATUMPIL417449588

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