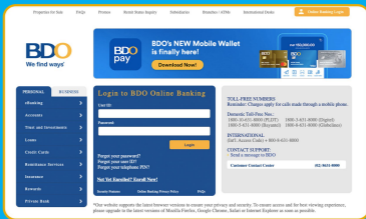


BDO Online Bills Payment Guide

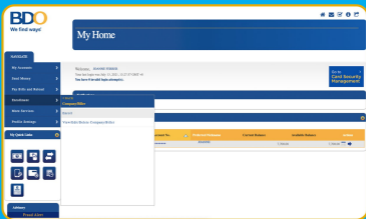
Step 1

Log in to your BDO online account at online.bdo.com.ph.



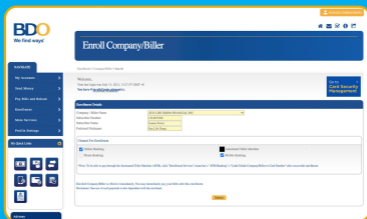
Step 2

Enroll Sun Life Grepa as a Company/Biller. To do this, go to: Navigate Menu -> Enrollment -> Company/Biller -> Enroll.



Step 3

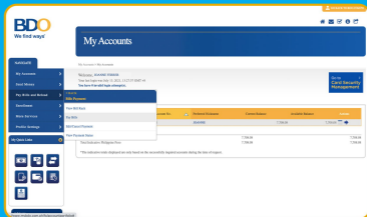
Choose "Sun Life Grepa Financial, Inc." from the list of billers. Provide the necessary and correct information then click Submit.



Note: You will be notified that your enrollment has been successful on the BDO website. You will also receive a confirmation message in your email.

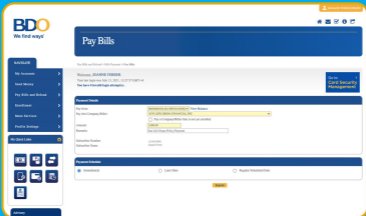
Step 4

After the successful enrollment, you can immediately pay your Sun Life Grepa policy premium dues. To pay, go to Navigate Menu -> Pay Bills and Reload -> Bills Payment -> Pay Bills.



Step 5

Choose Sun Life Grepa from the enrolled billers. Enter the amount, remarks, and choose the payment schedule then click Submit.



Continue to follow further instructions and you will receive a confirmation message for a successful policy premium payment.

Payments made before 10:00 PM will automatically be posted to your Sun Life Grepa policy the next business day.