



INSURANCE COMMISSION

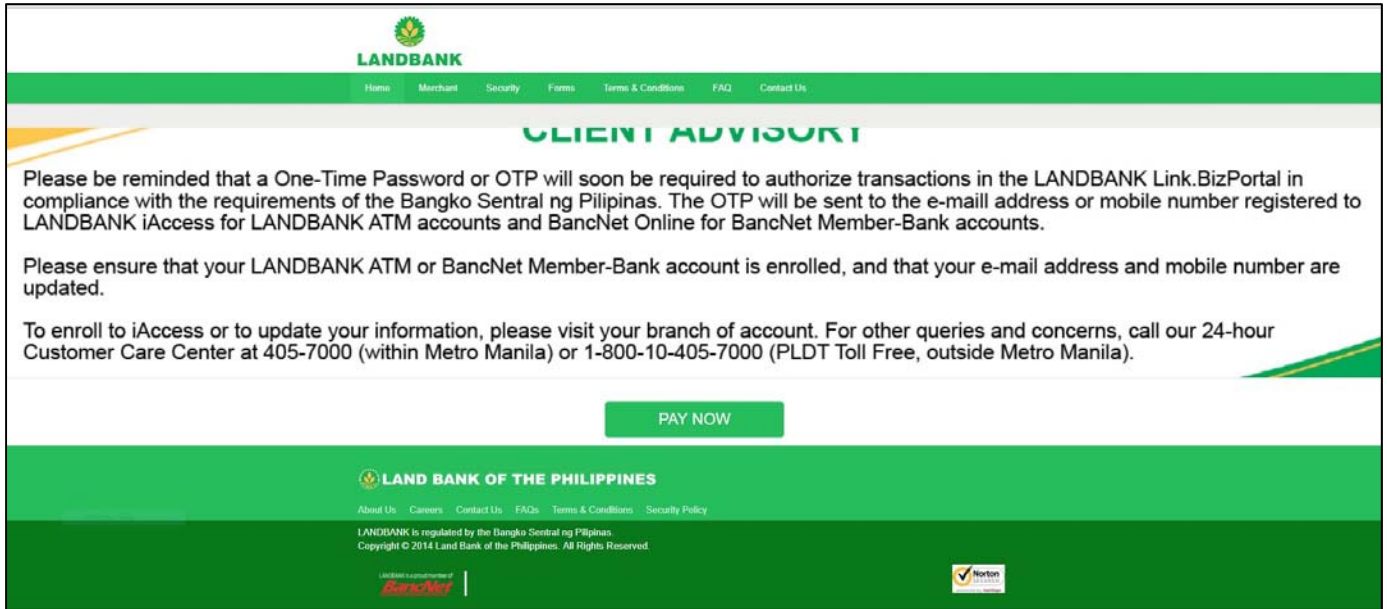
1071 United Nations Avenue, Ermita, Manila

IC-LandBank ePayment System

User Guide

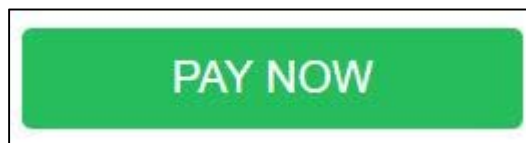
STEP 1: Access the LandBank e-Payment System through the link:

<https://www.lbp-eservices.com/egps/portal/index.jsp>



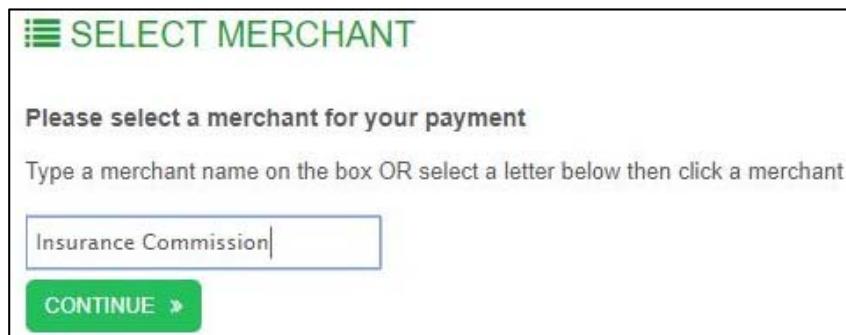
LANDBANK LANDING PAGE

STEP 2: Click the “PAY NOW” button.



PAY NOW BUTTON

STEP 3: Once the “PAY NOW” button is selected, the user shall be directed to the Merchant Selection Page. The user should enter ‘INSURANCE COMMISSION’ on the field for merchant name and click the “CONTINUE” button.




SELECT MERCHANT




STEP 4: The user will be directed to the Insurance Commission transactions page. In the “Select Transaction Type” box. Click on the drop down menu and select “Agents’ Computerized Examination Fee” and the fields will expand automatically.

Transactions

 **Insurance Commission**

Select Transaction Type*

INSURANCE COMMISSION TRANSACTIONS PAGE

 **Insurance Commission**

Select Transaction Type*

Select payment gateway option*

1010.00

Region*

Company Name*

Name*

Examination ID*

Type of Examination*

Date of Examination*

Batch Number*

EXPANDED TRANSACTIONS PAGE




WHAT TO INPUT IN THE REQUIRED FIELDS

A. PAYMENT GATEWAY OPTIONS	LandBank, BancNet and GCash
B. REGION	The same as the Place of Examination chosen during the registration of the Examinee in the ACE system. Manila –if the examination will be taken at the IC Head Office. Cebu – if the examination will be taken at the IC Cebu District Office. Davao – if the examination will be taken at the IC Davao District Office.
C. COMPANY NAME	The name of the company in which the examinee is under as registered in the ACE system.
D. NAME	The name of the examinee as registered in the ACE system.
E. EXAMINATION ID	The 16-digit examinee number generated upon registration of the examinee to the ACE system.
F. TYPE OF EXAMINATION	The same as the Type of Examination selected during the registration of the examinee in the ACE system.
G. DATE OF EXAMINATION	Date of the examination selected for the examinee as registered in the ACE system.
H. BATCH NUMBER	Examination Batch selected for the examinee as registered in the ACE system.



LANDBANK Payment Option

This option is limited to those who have Land Bank accounts. Only the account number would be needed as input for the payment.

 **Insurance Commission**

Select Transaction Type*

Select payment gateway option*

LANDBANK Account No.*

1010.00

Region*

Company Name*

Name*

LANDBANK PAYMENT OPTION EXPANDED PAGE



BANCNET Payment Option

This option is limited to BancNet Members that support the ePayment facility of the LandBank. The user will be redirected to the BancNet transaction window once they have clicked the submit button in the payment summary page. The ATM Card number of the bank chosen will be needed to complete the transaction.

For this option, the user must fill out the required fields then click submit button before the payment summary could be shown.

Transaction Details	
Merchant Name	Insurance Commission
Transaction Type	Agents Computerized Examination (ACE) Fee
Region	NATIONAL CAPITAL REGION
Company Name	INSURANCE COMMISSION
Name	
Examination Id	
Type Of Examination	Life
Date Of Examination	07 28 2018
Batch Number	2

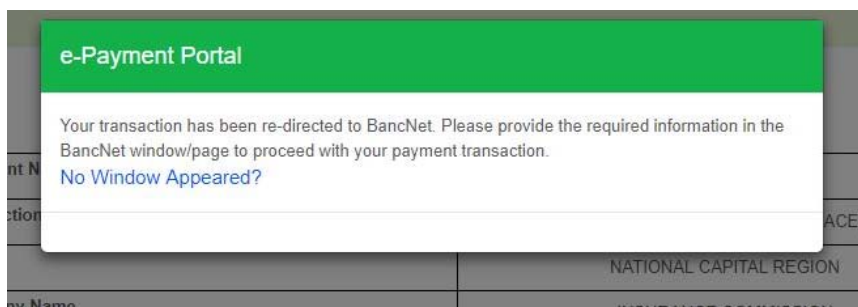
Payment Summary	
Payment Option	BancNet
Transaction Amount	PhP 1,010.00
Transaction Fee	PhP 20.00
LANDBANK	PhP 10.00
Merchant	PhP 0.00
BancNet	PhP 10.00
Total Amount	PhP 1,030.00

I certify that I am at least 18 years old and have read, understood, and agreed to the [Terms and Conditions](#).

Submit **Cancel**

TRANSACTION DETAILS PAGE

Once the user clicks submit, a pop-up notification will appear.



REDIRECTION NOTICE



The user will then be redirected to another window which will require the details for the payment through BancNet Member Banks.

The screenshot shows a web browser window titled "BancNet Online - Google Chrome" with the URL "https://www.bancnetonline.com/apps/servlet/PaymentProviderFront?paramen=eyJhbGciOiJSUz...". A green header bar at the top of the page reads "e-Payment Portal". Below the header, a message states: "Your transaction has been re-directed to BancNet. Please provide the required information in the BancNet window/page to proceed with your payment transaction." A blue link "No Window Appeared?" is visible. The main content area is titled "PAYMENT MODE" and contains a form with the following fields:

- Payment Mode: ATM Card (dropdown menu)
- Bank: Please select your bank (dropdown menu)
- ATM Card Number: (text input field)

Below the form, the following transaction details are displayed:

- Mall Name : Landbank ePP-BN
- Institution Name : Landbank Submerchant
- Transaction Date (mm/dd/yyyy) : 07/03/2018
- Transaction Time (hh:mm:ss) : 05:04:55 AM
- Transaction Status URL : 64fb8d4c0ebc4c657e4385913d66a479
- Invoice Number : 629893
- Merchant Reference Number : Insurance Commission
- Amount : PHP 1,030.00

At the bottom of the form are "Submit" and "Cancel" buttons. The browser's status bar at the bottom right shows "Php 0.00".

BANCNET PAYMENTS PAGE



GCASH Payment Option

This option is limited to Globe subscribers that have load in their GCash Wallet.

For this option, the user must fill out the required fields then click submit button before the payment summary could be shown.

Transaction Details	
Merchant Name	Insurance Commission
Transaction Type	Agents Computerized Examination (ACE) Fee
Region	NATIONAL CAPITAL REGION
Company Name	INSURANCE COMMISSION
Name	Insurance Commission
Examination Id	XXXXXXXXXXXX
Type Of Examination	Life
Date Of Examination	07 28 2018
Batch Number	2

Payment Summary	
Payment Option	G-Cash
Transaction Amount	PhP 1,010.00
Transaction Fee	PhP 20.00
LANDBANK	PhP 10.00
Merchant	PhP 0.00
G-Cash	PhP 10.00
Total Amount	PhP 1,030.00

I certify that I am at least 18 years old and have read, understood, and agreed to the [Terms and Conditions](#).

To authorize this transaction, please enter your 11-digit GCash Mobile Number and reply the SMS confirmation with your 4-digit Mobile PIN.

Enter your 11-DIGIT Mobile Number:

Submit
Cancel

TRANSACTION DETAILS PAGE

The user must then input the 11-digit Globe mobile number that has GCash Load. After clicking the submit button, an SMS will be sent to the indicated number. Reply your 4-digit Mobile PIN to authorize the transaction.



STEP 5: Once payment is successful, a payment confirmation will be shown, which could be printed.

ISSUANCE OF OFFICIAL RECEIPT BY THE IC

The release of official receipt for transactions made using the ePayment System of the Land Bank will be as follows:

- If the examination will be taken at the IC Head Office, the receipt shall be released to the examinee on the day/date of examination.
- If the examination will be taken at the IC Cebu or Davao District Offices, the receipt may be claimed by the examinee at the same district office.