

## Pay through Metrobank Online (Corporate)

### Enrolling Trinity Insurance and Reinsurance Brokers, Inc. as a Biller\*\*

1. Visit <https://mbos.metrobank.com.ph>\* and sign in as System Admin Encoder
  - Go to **Administration > Merchant > Enroll Merchant**
  - Select **Currency** from the dropdown list
  - Select **Merchant Category** from the dropdown list
  - Select **TIRB TRINITY INS AND REINS BKR** to be enrolled from the dropdown list
  - Input **Preferred Nickname**
  - Tick the appropriate Corporate Group/s to be linked to the selected Merchant
  - In Reference No., indicate your **Billing Statement Number**. You can get this from your Billing Statement.
  - Click **Save**
  - Confirm the details and click **Submit**
  
2. Sign in as System Admin Approver
  - Go to **Administration > Merchant > Approve Merchant**
  - Select the Merchant to be approved
  - Click **Approve**
  - Confirm the details and click **Submit**

### Payment of your Premium

1. Visit <https://mbos.metrobank.com.ph>\* and sign in as Maker
  - Go to **Payments and Transfers > Pay Bills**
  - Enter the **amount** to be paid
  - Select the **Debit Account** to fund your payment
  - Select **Merchant Category**
  - Under “Pay this Merchant”, select **TIRB TRINITY INS AND REINS BKR** to be paid
  - Enter **Remarks** (optional)
  - Select the preferred **Payment Schedule**
  - Click **Next Step**
  - Confirm the details and click **Submit**
  
2. Sign in as Authorizer
  - Go to the **Task List** or go to **Payments and Transfers > Pay Bills**
  - Click the Reference Number of the transaction to be authorized
  - Review the details and click **Authorize**
  - Confirm the details and click **Submit**
  
3. **IMPORTANT:** Please don't forget to advise your assigned Account Specialist once you have settled your bill and send proof of payment to [collection@trinity-insures.com](mailto:collection@trinity-insures.com).

\* MBOS is the new Internet banking facility of Metrobank for corporates, replacing Metrobankdirect Corporate

\*\* Merchant enrollment is required before payment can be initiated