

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 **Client Code**. You can get this from your Billing Statement. The minimum required number is six digits. Add zero/s “0” before the client code to meet the required number of digits.
 - 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.

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

** Merchant enrollment is required before payment can be initiated

Brokerslink
Partner

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