



**EVERY NATION**  
MINISTRIES



# Supporting Every Nation Missionaries

A PARTNER'S GUIDE

Every Nation would like to thank you for investing in the next generation through your partnership with our missionaries. There are three ways to partner with us: cash or check, credit card, and giving via BPI Express Online.

1

**Cash or Check**  
*(Option for Philippine-based partners)*

Cash and checks are accepted at the Partner Relations Office (PRO) at the Every Nation Building at Bonifacio Global City.

**REMITTANCE FORM** Date \_\_\_\_\_

Partner/Staff Name \_\_\_\_\_
MPD Account No. \_\_\_\_\_

NAME OF PARTNER/STAFF	CLASSIFICATION	CHECK			CASH
	MONTHLY/SPECIAL	BANK	CHECK NUMBER	DATE	AMOUNT
<b>TOTAL AMOUNT</b>					

Remitted by: \_\_\_\_\_
Received by: \_\_\_\_\_

SIGNATURE OVER PRINTED NAME
SIGNATURE OVER PRINTED NAME

White Copy = Partner Relations Office    Blue Copy = Staff

### **Giving through Remittance Forms**

- 1. Secure and fill out a remittance form from the Partner Relations Office, located at the Ground Floor of the Every Nation Building, University Parkway corner 32nd Avenue, Bonifacio Global City, Taguig, Philippines.
- 2. Submit the form along with your cash or check to the authorized staff member on duty. Please address post-dated checks to Every Nation Ministries.
- 3. Get your acknowledgement receipt.

2

## BPI Express Online

### Giving via BPI Express Online consists of two easy steps:

1. Set up an Every Nation Partners account to get your Partner Reference Number (PRN). The PRN is a number assigned uniquely to you that allows you to enroll Every Nation Ministries as a merchant in your BPI Express Online account.
2. Enroll Every Nation Ministries (ENPHIL) as a merchant.

### Setting up your Every Nation Partners account

To get your PRN, you will need to set up an Every Nation Partners account.

1. Log on to [www.enpartners.org](http://www.enpartners.org).
2. Click on 'Don't have an account yet? Click here to sign up.'
3. Fill out the form and click 'Create my Account.'
  - First Name
  - Last Name
  - Email Address
  - Phone Number
4. Check the email address, you provided to get your username, password, and PRN.

### Enrolling Every Nation into your BPI Express Online account

Before enrolling Every Nation as a merchant in your BPI Express Online account, please have your Partner Reference Number ready. The PRN is in the email sent to you when you registered for Every Nation Partners.

1. Log on to [bpiexpressonline.com](http://bpiexpressonline.com).
2. From the main menu, select Payments and Reloading > Bills Payment > Enroll All Other Bills.
3. Select "Every Nation (ENPHIL)" from the drop down menu of merchants.
4. The Reference Number field is composed of three sections: the Partner Reference Number, the Staff ID, and the Missionary/Staff's Family Name.

*For example, a person with a PRN of 1234, supporting missionary Juan dela Cruz with Staff ID 4321 would write in the Reference Number field the following information: 0000012340000004321DELACRUZ.*

- The **Partner Reference Number** must consist of ten digits, so please add a corresponding number of zeroes depending on the number of digits in your PRN. For example, a PRN with four digits would have six zeroes before it (e.g., 000001234); a PRN with five digits would have five zeroes before it (e.g., 0000012345).
- The **Staff ID** must also consist of ten digits. A staff ID with four digits would have six zeroes before it (e.g., 000004321).
- The **Missionary/Staff's family name** must be written in ALL CAPS (e.g., SANTOS, MULIMBAYAN, BATUMBAKAL).

5. Click "Submit."

## Giving from your BPI Express Online account

Payments & Reloading | Investments | Other Services | Accounts

Bills Payment  
Express Cash/Express Money Order  
Prepaid Phones  
Government Institutions

Pay Bills Today  
Scheduled Bills Payment  
Edit Preferred Name  
Enroll Credit Cards or Loans  
Enroll All Other Bills  
Remove Enrolled Bills

Schedule Bills: Payment  
View Scheduled Payments

1. Log on to [bpiexpressonline.com](http://bpiexpressonline.com).
2. From the main menu, select Payments and Reloading > Bills Payment > Schedule Bills Payment.

Please fill up the form completely.

1) Payment Details

Pay the amount of 1000 from my account ENPHIL 00000123450000006789SA  
PAYROLL ACCOUNT 00000029039664

2) Schedule Options

One-time Payment on: [Month] [Year] 2012

Recurring Payments

Mode: Monthly (selected) For how many months? 5  
Quarterly For how many quarters? 2

Start Date: [Month] [Year] 2012

3) Alert Options

Alert me by e-mail 3 days before scheduled payment is processed. (selected)  
Do not alert me.

Submit Reset

3. Fill in the appropriate fields, including:
  - Payment details  
(Please select ENPHIL from the dropdown list of merchants.)
  - Schedule options
  - Alert options
4. Click "Submit."

3

## Credit Card

You can support a missionary through Every Nation Partners' Online Giving Form at [www.enpartners.org](http://www.enpartners.org). First-time users will need to register for an Every Nation Partners account.

## Setting up your Every Nation Partners account

To get your PRN, you will need to set up an Every Nation Partners account.

Already registered?  
Log in here.

First Name: [Input Field]

Last Name: [Input Field]

Email: [Input Field]

Phone Number: [Input Field]

Create my Account

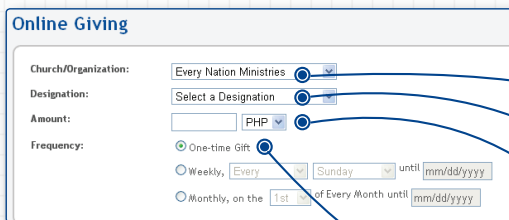
1. Log on to [www.enpartners.org](http://www.enpartners.org).
2. Click on 'Don't have an account yet? Click here to sign up.'
3. Fill out the form and click 'Create my Account.'
  - First Name
  - Last Name
  - Email Address
  - Phone Number
4. Check the email address you provided to get your username and password.

## Using Every Nation Partners' Online Giving Form

To get your PRN, you will need to set up an Every Nation Partners account.

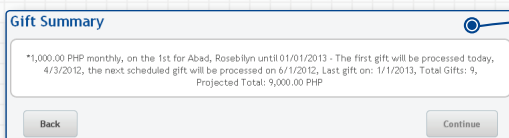


1. Log on to Every Nation Partners at [www.enpartners.org](http://www.enpartners.org) then enter your username and password. This will take you to our Online Giving Form.



2. Fillout the Online Giving Form.

- Select 'Every Nation Ministries' from the 'Church /Organization' dropdown.
- Locate and select the staff member's name from the 'Designation' dropdown.
- Enter your preferred amount in Philippine pesos.
- Select the frequency of your gift (one-time, weekly, or monthly). Fill out the necessary details.
- Click on the 'Next' button to review your 'Gift Summary.' Click 'Back' to revise your gift details; Click 'Continue' if details are correct; this will take you to PesoPay, our trusted payment gateway partner, who will handle the credit card processing for your donation.



3. Give on PesoPay.
  - Click on the icon of your preferred credit card provider (Visa, Mastercard, American Express, or JCB).
  - Fill in the credit card information. Click 'Submit.'
  - You will receive an email shortly afterwards with your credit card transaction information.

If you should encounter any problems giving, please contact us:

### Contact Information

32<sup>nd</sup> St. corner University Parkway, Bonifacio Global City, Taguig 1634 Philippines  
Office: +63 (2) 817 1212 local 328  
Fax: +63 (2) 830 0917  
Email: [partners@everynation.org.ph](mailto:partners@everynation.org.ph)

For technical support, please email [ministry.platform@everynation.org.ph](mailto:ministry.platform@everynation.org.ph).