

## **Procedure of the Online Payment Landbank Link.BizPortal**

1. Go to Landbank website at <https://www.landbank.com> and click Link.BizPortal or go to Landbank Link.BizPortal website at <https://www.lbp-eservices.com/egps/portal/index.jsp>
2. Click Pay Now
3. Type Biodiversity Management Bureau on the box or click the corresponding first letter of the Merchant's List (Merchant Name – BIODIVERSITY MANAGEMENT BUREAU)
4. Select Transaction Type you wish to pay, i.e. Import Permit Fee
5. Fill-out Transaction Form (Please use the Order of Payment as your reference when filling out the form).
6. Choose payment option/mode.
7. Input CAPTCHA challenge code.
8. Review Transaction Details and tick box for Terms and Conditions
9. Authorize Transaction
10. Save and email Payment Confirmation Receipt to [wrd@bmb.gov.ph](mailto:wrd@bmb.gov.ph).