

# Ayala Multi-Purpose Cooperative Membership and Loans Management System (**MLMS**)

[www.ayalacoop.com](http://www.ayalacoop.com)



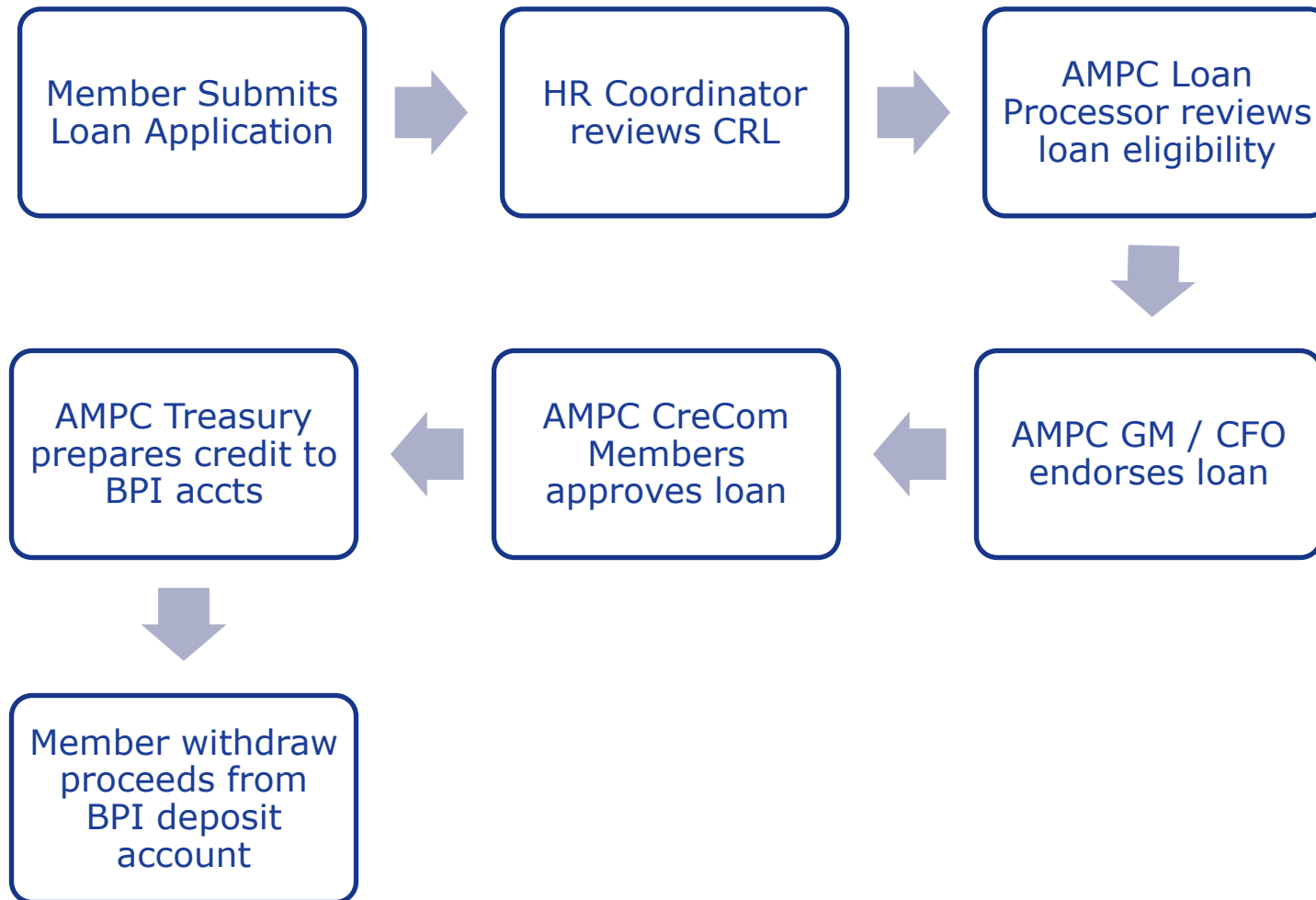


# ONLINE FEATURES

1. Membership and loan application/approval
2. Online view and update of member's profile
3. Viewing of active/terminated/approval status of loan
4. Viewing of share capital balances
5. Transaction View
6. Projected Amortization and Outstanding Loan Balance



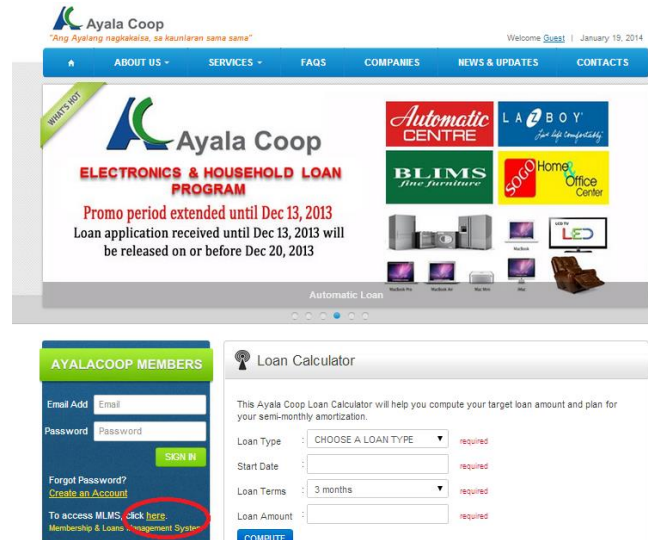
# Loan Processing Workflow





# HOW TO ACCESS TO MLMS

(1) via Link from the ayalacoop website  
<http://www.ayalacoop.com>



(2) directly to  
<https://ecoop.ayalacoop.com>



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# How to Set-up Forgotten Password Help and Change Password



## General Profile Information

Olive Ablaza Admin

### Password

[Change password](#)

[Change or set up forgotten password help](#)

### Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: PHP

Default Mobile Page:

### Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example:12/31/2000)

To Date: (example:12/31/2000)

### Workflow Attributes

Email User  Worklist User

[Miscellaneous User Links](#)

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	ablaza.ob@ampc.org.ph

Save

## Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question: Your SSS/TIN Number

Select from the list of questions.

Response: 123456789

OK

Cancel



# How to Reset Forgotten Password



User ID: <input type="text"/> Password: <input type="password"/> <a href="#">Forgot password?</a> <input type="button" value="Sign In"/>	<b>Select a Language:</b> <a href="#">English</a> <a href="#">Dansk</a> <a href="#">Français</a> <a href="#">Italiano</a> <a href="#">Nederlands</a> <a href="#">Polski</a> <a href="#">Suomi</a> <a href="#">Čeština</a> <a href="#">한국어</a> <a href="#">ไทย</a> <a href="#">繁體中文</a> <a href="#">Español</a> <a href="#">Deutsch</a> <a href="#">Français du Canada</a> <a href="#">Magyar</a> <a href="#">Norsk</a> <a href="#">Português</a> <a href="#">Svenska</a> <a href="#">日本語</a> <a href="#">Русский</a> <a href="#">简体中文</a> <a href="#">العربية</a>
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## Forgot My Password

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID:

### Forgot My Password

User ID: ABLAZA.OLIVE  
 Email ID: ablaza.ob@ampc.org.ph

Please answer the following question below for user validation.

Question: Your SSS/TIN Number  
 Response:



# HOW TO UPDATE AND VIEW MEMBERSHIP DATA



- Menu
- My Favorites
- Self Service
  - Loans
    - Employee Loan Application
    - My Membership Profile**
    - Transaction view
    - My WorkBench
  - Worklist
  - Reporting Tools
  - Change My Password
  - My System Profile

## My Membership Profile Member's Share Capital

SSS ID	3349045587	Company	BPI	Member ID	352159
*Last Name:	CRUZ	*First Name:	TUOPJlsHkzv	*Middle Name:	SDDHxD
*Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female				
*Birth Date:	08/13/1976	*Marital Status:	Married		
*Spouse Name:	BTllywguxnq				
*Present Address:	ePMJlrl0KMmtfbGMtPDKzCgfOSBFQbclzMFauovHQ				
*Permanent Address:	nMnjFJaKBxpjzPshOPYSNZKYrTZPCTJDPyjHpGYTz				
*Phone (Residence):					
*Mobile Phone No.:	0918vzbrehaV				
*Office Phone No.:	881 zNBVRpff				
*Email Address:	NzHcjNRwYr@hrmall.com.ph				
*Bank Accounts					
BPI Bank Acct:	0015123456	<input type="radio"/> Current	<input checked="" type="radio"/> Savings		
BFB Bank Acct:		<input type="radio"/> Current	<input type="radio"/> Savings		
*Employer:	Bank of the Philippine Islands				
*Employee No.:	0000154178	*Date Hired:	04/16/1997	*Permanency Date:	08/04/2014
*Position:	SALES ASSOCIATE			*Class / Level:	
*Office Address/ Location:	pVRBOKYuEErzNSmRXlyivLiPSqmkvTrR				



# TO VIEW PER PAYDAY CONTRIBUTION AND TOTAL SHARE CAPITAL BALANCE






**Ayala Coop**

**Menu**

- ▷ My Favorites
- ▽ Self Service
  - ▽ Loans
    - [Employee Loan Application](#)
    - **My Membership Profile**
    - [Transaction View](#)
    - [My WorkBench](#)
  - ▷ Worklist
  - ▷ Reporting Tools
    - [Change My Password](#)
    - [My System Profile](#)

[My Membership Profile](#) **Member's Share Capital**

Build Up Share			Customize   Find   View All   	First  1-4 of 4  Last
	<u>Last Payment Date</u>	<u>Amount</u>	<u>Total Share Capital</u>	
1	01/10/2014	250.00	89538.19	
2	12/25/2013	250.00	89288.19	
3	12/10/2013	250.00	89038.19	
4	11/30/2013	88788.19	88788.19	

| **BANK ACCOUNTS**



# TO VIEW DETAILS OF LOAN PAYMENTS MADE VIA PAYROLL DEDUCTION, OTC AND CBU FROM LOAN



- Menu
- My Favorites
- Self Service
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  - Employee Loan Application
  - My Membership Profile
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- Worklist
- Reporting Tools
  - Change My Password
  - My System Profile

- Amortization Balance**
- Share Cap
- Dividends and Patronage Refund
- Accounts Receivable

Name TUOPJIsHkzv SDDHxD CRUZ Member ID 352150

Date	Transaction	Type	OR No.	Amount	Penalty	Pre Termination Fee	Interest	Principal
1 12/10/2013	300027SHAR	Payroll Collection		3732.76	0.00	0.00	815.72	2917.04
2 12/25/2013	300027SHAR	Payroll Collection	73414	3732.76	0.00	0.00	793.84	2938.92



# TO VIEW DETAILS OF SHARE CAPITAL CONTRIBUTIONS MADE VIA PAYROLL DEDUCTION AND BPI OVER THE COUNTER (OTC)



- Menu
- My Favorites
- Self Service
  - Loans
    - [Employee Loan Application](#)
    - [My Membership Profile](#)
    - [Transaction View](#)
    - [My WorkBench](#)
- Worklist
- Reporting Tools
  - [Change My Password](#)
  - [My System Profile](#)

Amortization Balance **Share Cap** Dividends and Patronage Refund Accounts Receivable

Name TUOPJlsHkzv SDDHxD CRUZ Member ID 352159

							<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>	First	1-3
Date	Transaction	Type	OR No.	Amount	Membership Fee	Share Capital			
1 01/10/2014	300027SHAR	Payroll Collection	73883	250.00	0.00	89538.19			
2 12/25/2013	300027SHAR	Payroll Collection	73414	250.00	0.00	89288.19			
3 12/10/2013	300027SHAR	Payroll Collection	72927	250.00	0.00	89038.19			



# TO VIEW LOANS BY STATUS

**Ayala Coop**

Menu

- My Favorites
- Self Service
  - Loans
    - Employee Loan Application
    - My Membership Profile
    - Transaction View
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My Loan Work Bench

Show Loans by Status: Active

AMPC Loans						
Loan Code	Loan Amount	Date Applied/Created	Months	Maximum Allowable	Semi Monthly Amortization	Remarks
1 AMP EDUC LN	100000.00	13/05/08 1:21PM	24.0			

**Ayala Coop**

Menu

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My Loan Work Bench

Show Loans by Status: Active

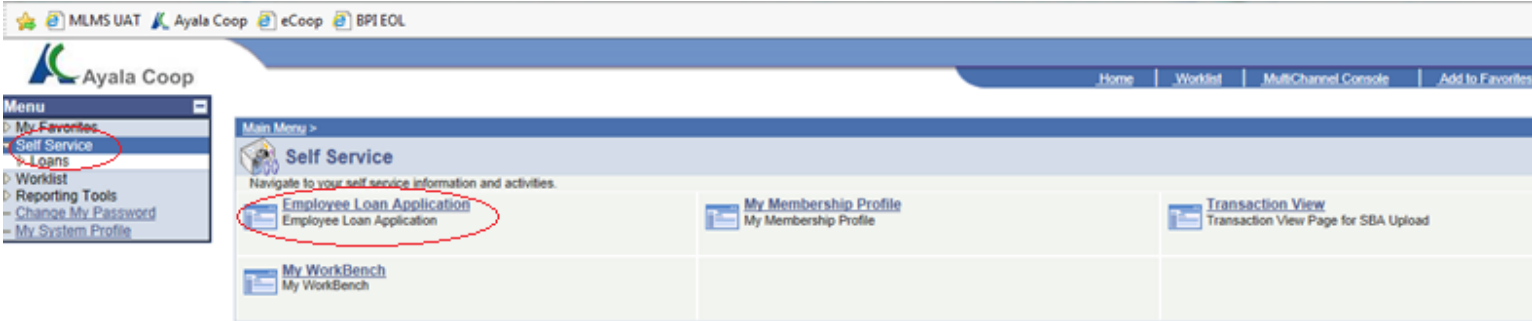
AMPC Loans						
Loan Code	Loan Amount	Date Applied/Created	Months	Maximum Allowable	Semi Monthly Amortization	Remarks
1 AMP EDUC LN	100000.00	13/05/08 1:21PM	24.0			

- Active
- Cancel
- Closed
- Denied
- For Approval
- For Approval 2
- For Approval 3
- For Approval 4
- For Approval 5
- For Approval 6
- For Approval 7
- For Approval 8
- Preterminated
- Saved as Draft



# NEW LOAN APPLICATION

Step 1 - Click the Self Service link



Step 2 - Click the Employee Loan Application

**My Loan**

Member ID 352159 TUOPjlsHkzv CRUZ

**Loan Application Purpose**

New loan  Pay-off existing loan

**Loan Code**

\*Loan Code

---

**Loan Entitlement** 447,690.95

**Loan Ceiling:**

---

**Interest Type:**

**Interest Rate (%):**

---

**Deduction Pay Periods:** 15/30 Payout

Proceeds Release to Payroll  Pretermination allowed

Refinancing Allowed

**Supporting Documents:**



# NEW LOAN APPLICATION

3. Key in or select from drop down list the desired loan data/options. Click Next

**My Loan**

Member ID 316409 MARLON G#ZM+I

**Loan Code**

\*Loan Code

---

Loan Entitlement 192,750.00

Loan Ceiling:

---

Interest Type:

Interest Rate (%):

---

Deduction Pay Periods: 15/30 Payout

Proceeds Release to Payroll  Pretermination allowed

Refinancing Allowed

Supporting Documents:

\*Loan Amount:

\*Payment Months:

\*Proceeds Release Type:

A signed hard copy of the Salary Deduction Authorization and Promissory Note must be sent or faxed to AMPC (Fax Number: 7518004).

This is to authorize the deduction from my semi-monthly salaries commencing on \_\_\_\_\_ up to the amount of P \_\_\_\_\_ representing my loan payments to AMPC. In the event that I will go on leave for any reason and my salary will be advanced by my employer, I also authorize AMPC to collect in advance my semi-monthly amortizations due while I am on leave. This Authority is automatically deemed null and void after the last salary deduction date is effected or after my loan with AMPC is fully paid.

Signature over printed name: \_\_\_\_\_

Member-Borrower \_\_\_\_\_ Date \_\_\_\_\_

Notes:

Next

**My Amortizations**

Member ID 316409 MARLON G#ZM+I

Loan Code AMP TRVL LN AMP Travel Loan

Loan Amount

Payment Months

Maximum Allowable Semi Monthly Amort

Projected Amortization

Capital Build-up

Service Fee

Loan Proceeds Amount 18900.00

Proceeds Release Date

Message from webpage

Your application will be saved as draft upon computation of deduction. Click SUBMIT to have your application routed for approval

OK

Period	Principal	Interest	Loan Balance
1 05/15/2014	1576.98	200.00	18423.02
2 05/31/2014	1592.75	184.23	16830.27



# NEW LOAN APPLICATION

4. Click View Print Details and print the PN

Proceeds Release Date

Period	Principal	Interest	Loan Balance
1 05/15/2014	1576.98	200.00	18423.02
2 05/31/2014	1592.75	184.23	16830.27
3 06/15/2014	1608.67	168.30	15221.60
4 06/30/2014	1624.76	152.22	13596.84
5 07/15/2014	1641.01	135.97	11955.83
6 07/31/2014	1657.42	119.56	10298.41
7 08/15/2014	1673.99	102.98	8624.42
8 08/31/2014	1690.73	86.24	6933.69
9 09/15/2014	1707.64	69.34	5226.05
10 09/30/2014	1724.72	52.26	3501.33
11 10/15/2014	1741.96	35.01	1759.37
12 10/31/2014	1759.37	17.59	0.00

Total Amortization 20,000.00 Total Actual Interest 0.00  
 Total Interest 1,323.70 Total Actual Amount Deducted 0.00

Note:

1. Click the View Print Details button and a pdf file format will pop-up. Send the required signed hardcopy to HR/AMPC.
2. Notice that Submit button is now available.
3. Click Submit button.

5. Press Submit Button

Cancel View Print Details

Proceeds Release Date

Period	Principal	Interest	Loan Balance
1 05/15/2014	1576.98	200.00	18423.02
2 05/31/2014	1592.75	184.23	16830.27
3 06/15/2014	1608.67	168.30	15221.60
4 06/30/2014	1624.76	152.22	13596.84
5 07/15/2014	1641.01	135.97	11955.83
6 07/31/2014	1657.42	119.56	10298.41
7 08/15/2014	1673.99	102.98	8624.42
8 08/31/2014	1690.73	86.24	6933.69
9 09/15/2014	1707.64	69.34	5226.05
10 09/30/2014	1724.72	52.26	3501.33
11 10/15/2014	1741.96	35.01	1759.37
12 10/31/2014	1759.37	17.59	0.00

Total Amortization 20,000.00 Total Actual Interest 0.00  
 Total Interest 1,323.70 Total Actual Amount Deducted 0.00

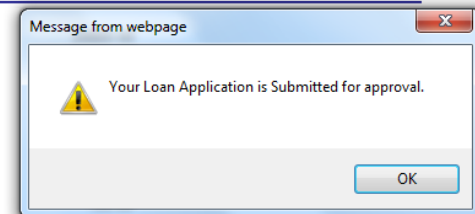
Note:

1. Click the View Print Details button and a pdf file format will pop-up. Send the required signed hardcopy to HR/AMPC.
2. Notice that Submit button is now available.
3. Click Submit button.

Cancel View Print Details Submit

MARLON G#ZM+  
AMP Travel Loan

Amortization



18900.00



# NEW LOAN APPLICATION

6. Go to “My Workbench” and select loan status “For Approval”, the encoded loan should be listed in the loan queue

The screenshot shows the Ayala Coop web application interface. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Loans', and 'My WorkBench'. The main content area is titled 'My Loan Work Bench' and features a dropdown menu for 'Show Loans by Status' set to 'For Approval'. Below this is a table of 'AMPC Loans' with columns for Loan Code, Loan Amount, Date Applied/Created, Months, Maximum Allowable Semi Monthly Amortization, and Remarks.

Loan Code	Loan Amount	Date Applied/Created	Months	Maximum Allowable Semi Monthly Amortization	Remarks
1 <a href="#">AMP TRVL LN</a>	20000.00	04/10/14 1:53PM	6.0		
2 <a href="#">AMP APPL LN</a>	80000.00	01/22/14 10:47AM	12.0		

7. Wait for email notification on when the loan is approved



# LOAN REFINANCING

1 . Go to “My Workbench” and select loan code that will be refinanced

My Loan Work Bench

Show Loans by Status : Active

AMPC Loans							Customize   Find   View All
Loan Code	Loan Amount	Date Applied/Created	Months	Maximum Allowable	Semi Monthly Amortization	Remarks	
1 <a href="#">AMP EDUC LN</a>	100000.00	05/08/13 1:21PM	24.0				

2 . Scroll to the bottom of the page and click “apply for Refinance”

pay off hosp

Loan Status Log						Customize   Find   View
	Period	Loan Status	Comments by	HR Admin Comments	AMPC Ad	
1	05/08/13 2:05PM	For Approval 2	MARK ANTHONY S)6*+I)	Approve for First Loan. Offset Hosp Loan.		
2	05/08/13 3:51PM	For Approval 3	MEL RYAN +I*	Approve for First Loan. Offset Hosp Loan.		
3	05/08/13 4:15PM	For Approval 4	FELIPE P C+6L)S	Approve for First Loan. Offset Hosp Loan.		
4	05/15/13 12:02PM	For Approval 5	LOURDES )6)S+	Approve for First Loan. Offset Hosp Loan.		

Return to My Workbench

**Apply for Refinance**

[My Loan Info](#) | [My Amortizations](#) | [My Loan Ledger](#)

Note:  
1. Click the View Print Details button and a pdf file format will pop-up. Send the required signed hardcopy to HR/AMPC.



# LOAN REFINANCING

3 . Key in or select from drop down list the desired loan data/options. Click Next

Member ID 316409 MARLON G#ZM+!

Loan Code

\*Loan Code

Active Loans	
Loan Code	Loan Balance
<input checked="" type="checkbox"/> AMP EDUC LN	92967.37

Loan Entitlement 192,750.00

Loan Ceiling:

Interest Type:

Interest Rate (%):

Deduction Pay Periods: 15/30 Payout

Proceeds Release to Payroll  Pretermination allowed

Refinancing Allowed

Supporting Documents:

4 . Same step 4 to 7 in new loan application



# Thank You!

[www.ayalacoop.com](http://www.ayalacoop.com)

