



# ESF Payment System Parent Guide



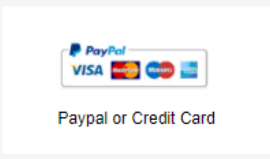
This reference guide introduces the simple process of paying non-school fee items such as after school activities, purchases and exam fees, etc via the Payment System. Parents may find further information in the "Information" screen, or contact your child's School Finance Department. The system supports PPS, PayPal and Credit Card via PayPal payment methods.

### 1. Pay via an eNotice


When parents sign a Gateway eNotice that requires payment, e.g. activities consent form, purchase etc.

- It will pop up the payment screen

Item	Payment Name	Description	Due Date	Pay Amount
1	Year 3 school trip		2019-06-24	\$300.00
	Payment Amount		\$300.00	
	Deduct from eWallet (balance : \$ 0.00)		\$ 0.00	
	Select payment method to pay :		\$300.00	



Paypal or Credit Card



PPS

**Deduct from your child's eWallet balance if there is any**

**The amount to be paid by PayPal/ Credit card/ PPS**

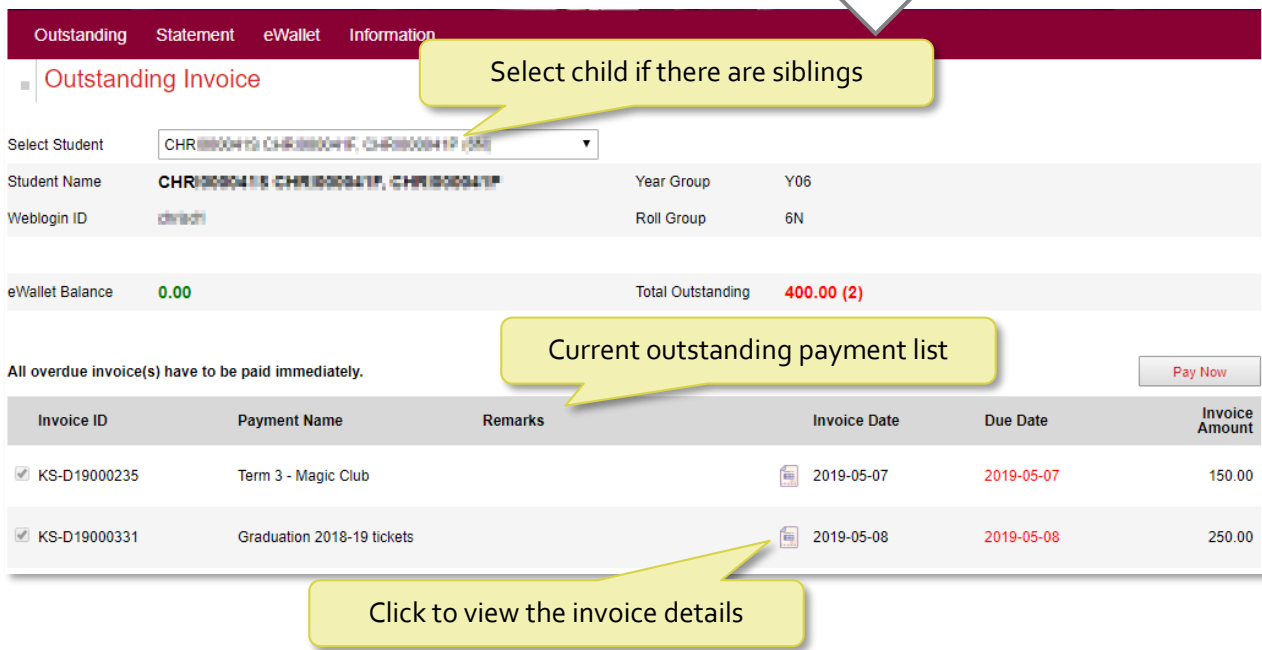
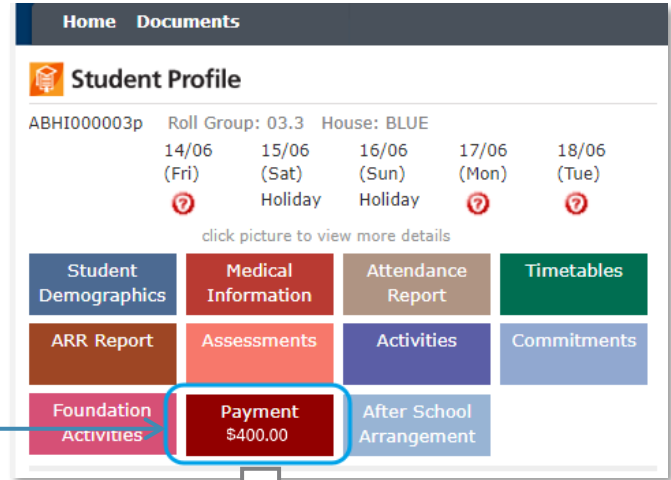
**Click to select payment method to proceed.**

- The eNotice will be auto signed after successful completion of payment.
- Please refer to the Appendix for the PPS/PayPal/credit card online payment steps.

## 2. Pay Invoice via the Payment System

Other than eNotice, the school may issue invoices for fee payment via Email. Parents may login to the school portal Gateway with your **Parent Login account**.

On the homepage, click on the “**Payment**” button under the student profile. It will open up the Outstanding Invoice screen to view and pay current outstanding invoices.



- To pay outstanding invoices, select the invoices (please note that overdue invoices cannot be skipped), click “**Pay now**” button, it will pop up the payment screen to process payment. The eNotice will be auto signed after successful completion of payment.
- Please refer to the **Appendix** for the PPS/PayPal/credit card online payment steps.
- Please note that paid invoices will be removed from the Outstanding Invoice screen. You may find paid invoices under the Statement screen.


Invoice(s) to be paid for student ACKE000002S ACKE000002F, ACKE000002P (09S2)

Item	Invoice Id	Payment Name	Due Date	Pay Amount
1	WIS-D19002364	HW2019 TRP142 Deposit-Ride HK	2019-05-10	3,100.00
2	WIS-D19003461	18/19 CAS ACT001 Annual Fee - Pro-Rata Term3	2019-05-22	233.00


**Payment Amount** \$ 3,333.00

Deduct from eWallet (balance : \$ 324.00) **\$ 324.00**

Select payment method to pay : **\$ 3,009.00**



Paypal or Credit Card



PPS

### 3. Other Functions

- **Statement:** parents may find all transactions, download invoices and receipts here.

Outstanding Statement eWallet Information

**Statement**

Select Student:

Student Name: **ADAMBOBBER, ADAMBOBBER, ADAMBOBBER** Year Group: Y11

Weblogin ID: **TRM9FAC2** Roll Group: 11S2

eWallet Balance: **198.40** Total Outstanding: **4,500.00 (2)**

Statement:  -

Tran. Date	Transaction details	Tran Type	Payment Method	Amount	eWallet Balance
2019-04-29 15:11	Manual deposit to eWallet	Top-up	CSH - Thank You	198.40	198.40
2019-05-10 15:10	HW2019 TRP102 Deposit-Thailand Community Service	Invoice	-	-	198.40
2019-05-10 17:03	Yearbook 2019	Invoice	-	-	198.40

Search by date range

Click to view/down invoice or receipt.

○ **eWallet > Transaction**

Parents may view all in/out eWallet transactions. Select the child from the drop-down box to search transactions by date range.

○ **eWallet > Transfer**

If you have more than one child in the same school, you may transfer money from one another if necessary. Input the From Account, To Account and the transfer Amount.

- Click **Next** to go to the confirmation screen and click **Confirm Transfer** button to complete the process.

○ **eWallet > Close**

When your child graduates or leaves the school, and if your child’s eWallet has a balance, the **eWallet > Close** function will be available. You may provide instruction to the school to donate or refund this by cheque. If you have more than one child in the same school, you may transfer the balance to another child instead of submitting the form.

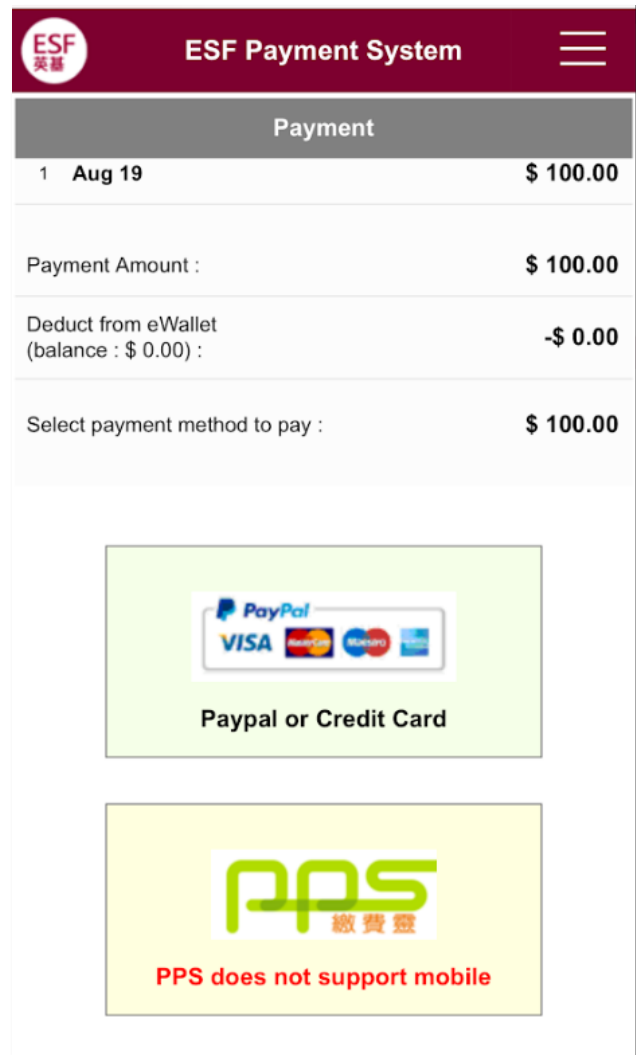
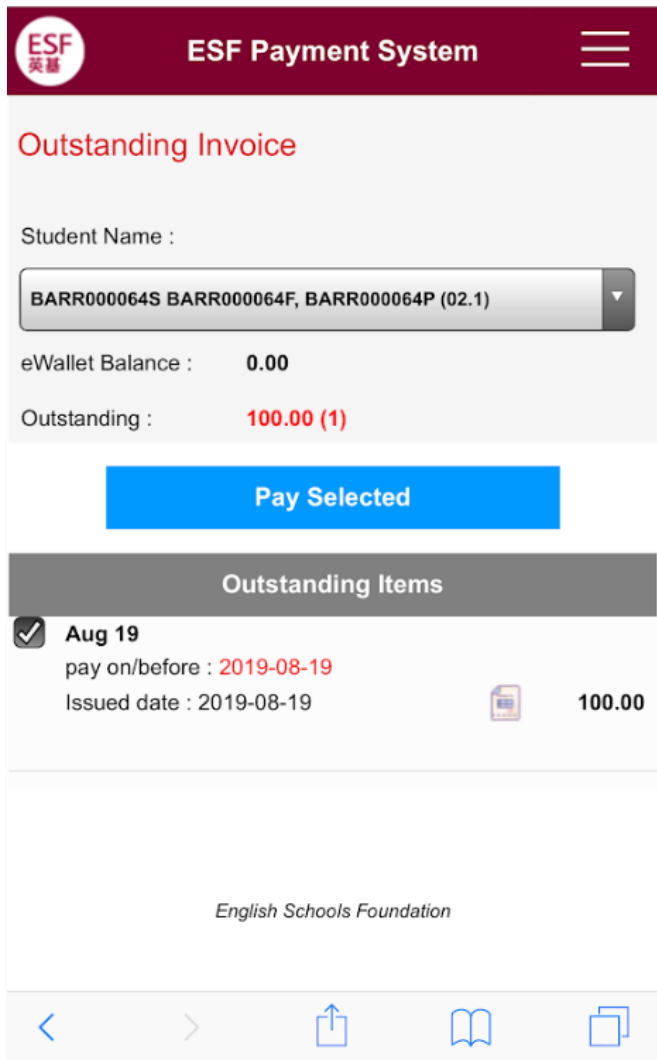
The screenshot shows the 'eWallet Close' form with the following fields and callouts:

- Navigation:** Outstanding | Statement | **eWallet** | Information
- Form Title:** eWallet Close
- Dropdowns:** Transactions (selected), Transfer, Close
- Select Student:** VEREDENNY (selected)
- Student Name:** VEREDENNY
- Weblogin ID:** vereden1
- Status:** FULL
- Year Group:** Y10
- Roll Group:** 10S2
- Exit Date:** 2019-06-28
- eWallet Balance:** 820.00
- Total Outstanding:** 0.00 (0)
- NOTE:** The donation and refund amount is subject to the school's policy. The school will process the parent's instruction accordingly if there is no further payable invoices. Further payable invoices will be offset by the balance.
- Donate Amount:** 820.00 (Callout: Input the Donate Amount and Refund Amount)
- Refund Amount:** 0.00
- Payee Name:** Vere Denny (same as your bank account name) (Callout: If refund post cheque, please input Payee Name (same as your bank account name) and Mailing Address)
- Mailing Address:** Room 101, Good View Garden, 100 Aberdeen Road, Hong Kong
- Next Button:** Next

- Click **Next** to go to the confirmation screen and click **Submit** to complete the process.

### Appendix – Mobile Access

Parent may use a mobile phone to pay. However, currently the PPS Shop & Buy service does not support mobile. Please use a normal computer if you wish to pay by PPS.

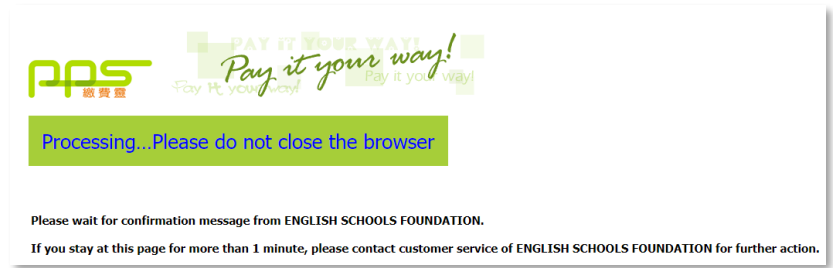


## Appendix - PPS payment

- Select PPS payment
- Input your PPS account and password, tick the check box and submit.
- An SMS message will be sent to your registered mobile phone with a 6-digit password in a few seconds. Input this number on the screen and click "Proceed" to continue.



- Please wait while it shows this screen



- Once the payment process is done, it will automatically go back to the Payment System and generate the receipt for reference. It is unnecessary to print or download the receipt here, you may find all receipts under the Statement screen at any time.

Invoice > Receipt

Back  
Print

RECEIPT

Print Date : 2019-06-17

Student Name :	ANGELINA WONG, ANGELINA WONG	Receipt No. :	WIS-TMPT190003399
Year Group :	Y13	Receipt Date :	2019-06-17
Roll Group :	13Y2	Payment Method :	PPS

Paid Date	Invoice No.	Item	Description	Paid Amount(HKD)
2019-06-17	WIS-D19003399	Yearbook 2019	Purchase of WISDOM 2019 - Yearbook (HK\$300 per copy)	300.00
				<b>300.00</b>

## Appendix – PayPal Payment

### Pay with a PayPal account

- Input PayPal Email and password, click the **“Next”** button to continue
- Input password and click **“Log in”**.
- Verify the information, click **“Pay Now”** to continue

- Click **Return to Merchant** to go back to the Payment System.

## Appendix - Credit Card via PayPal

### Pay with a credit card (via PayPal)

- Click the grey button “Pay with a Card”. It will open the payment form.

- Fill in all required details and click “Pay Now”

- Click **Return to Merchant** to go back to the Payment System.