1) Guidelines on Using HSBC "Bill Payment" via Personal Internet Banking 使用滙豐銀行「個人網上理財」繳交費用指引

HSBC 滙豐銀行

- 1. Log in HSBC Personal Internet Banking
- 2. Click "Bill Payment" on the "My Banking" page
- 3. Select your HSBC Account for payment
- 4. Click "New payee", then click "Bill payment" under Transfer type
- 5. Input "HPSHCC" in the payee column. You may search the information ("HPSHCC") under the list of merchant and charities
- 6. Key in your student number (8-digit) under the Bill Payee Account Number
- 7. Input the payment amount in the amount column and select the payment date
- 8. Click the 'Continue' button to submit payment
- 9. Enter the Security Code (if applicable)
- 10. Click 'Confirm' to complete the payment transaction
- 11. Take note of the reference number from the completed transaction for future reference
- 12. Please print out your transaction record

- 1. 登入滙豐個人網上理財
- 2. 按「我的銀行」,然後再按目錄的「繳費」
- 3. 選擇你的滙豐支賬戶口
- 4. 按「新的受款人」,然後在轉賬類別中選「繳費」
- 5. 在受款人一欄中輸入"HPSHCC" (你亦可在商戶 及慈善機構名單中搜尋有關資料: "HPSHCC" (港大保良社區書院))
- 6. 在賬單戶口號碼中輸入你的 8 位數字學生編 號
- 7. 輸入繳交金額及付款日期
- 8. 按「繼續」以遞交繳費
- 9. 輸入保安編碼(如適用)
- 10. 按「確認」以完成繳費交易
- 11. 記錄由交易完成後所得的參考編號供日後查詢 之用
- 12. 列印你的交易記錄

Guidelines on Using Hang Seng Bank "Bill Payment" via Personal e-banking 使用恒生銀行「個人 e-Banking」繳交費用指引

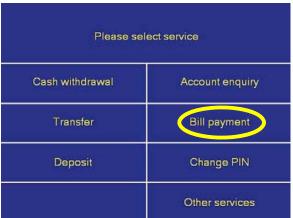
Hang Seng Bank 恒生銀行

- 1. Log in Hang Seng Personal e-Banking
- 2. Click "P.P Payment Platform"→"Bills and Payments"→
 "Make Payments"→ "Pay Bills"
- 3. Click "New Payee"
- 4. Select "Education Institutions" under Category and select "HPSHCC" under Payee
- 5. Key in your student number (8-digit) under Bill Account Number
- 6. Select "01 Tuition Fee" under Bill Type
- 7. Input the payment amount
- 8. Select your Hang Seng Account for payment and select the payment date
- 9. Click "Proceed" to submit payment
- 10. Take note of the reference number from the completed transaction for future reference
- 11. Please print out your transaction record

- 1. 登入恒生個人 e-Banking
- 2. 按「P.P 支付平台」→「賬單及繳費」→「繳費服務」→「繳付賬單」
- 3. 按「新增商戶」
- 4. 在商戶類別選擇「Education Institutions」(教育機構),並在商戶名稱選擇「HPSHCC」(港大保良何鴻桑社區書院)
- 5. 在賬單戶口號碼中輸入你的 8 位數字學生編號
- 6. 賬單類別選擇「01 TUITION FEE」
- 7. 輸入繳交金額
- 8. 選擇你的恒生支賬戶口及輸入付款日期
- 9. 按「繼續」以完成繳費交易
- 10. 記錄由交易完成後所得的參考編號供日後查詢 之用
- 11. 列印你的交易記錄

2) Guidelines on Using <u>HSBC and Hang Seng Bank</u> "Bill Payment" via <u>ATM</u> 使用滙豐銀行及恒生銀行自動櫃員機「繳費服務」繳交費用指引

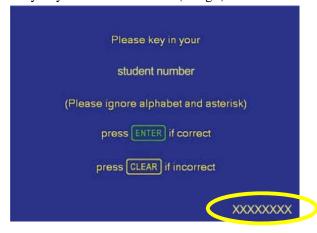
- 1. Key in your ATM pin
- 2. Select "Bill Payment"



- 3. Select "Education institution"
- 4. Select "HPSHCC"
- 5. Key in "01" Tuition Fee

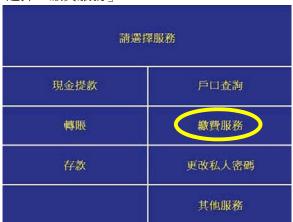


6. Key in your student number (8-digit)

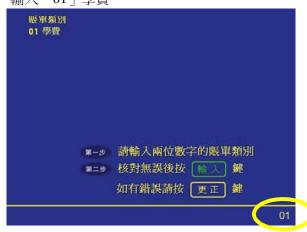


- 7. Select your bank account for payment
- 8. Enter the payment amount
- 9. Collect your receipt

- 1. 輸入你的自動櫃員機密碼
- 2. 選擇「繳費服務」



- 3. 選擇「教育學府」
- 4. 選擇「HPSHCC」(港大保良何鴻桑社區書院)
- 5. 輸入「01」學費



6. 輸入你 8 個數位的學生編號



- 7. 選擇你的支帳戶口
- 8. 輸入繳交金額
- 9. 帶走你的收據

3) Guidelines on Using <u>PPS (Internet)</u> to settle payment 使用繳費黶(互聯網)繳交費用指引

PPS 繳費靈

- 1. Log in PPS
- 2. Click "Add Bill", then input "6659" in the Merchant Code column or input "HPSHCC" in the Merchant Name column. (If you have already registered the same bill, please click "Pay Bill", select the bill number and skip to the step 5)
- 3. Key in your student number (8-digit) under the Bill Number column
- 4. Click "Confirm" to register bill
- 5. Click "Pay Bill" to settle payment
- 6. Select "1- Tuition Fee" in the Bill Type column
- 7. Input the payment amount in the amount column and select the payment date
- 8. Select "One-off" in Payment Type column
- 9. Click "Proceed" and "Pay" to complete the payment transaction
- 10. Take note of the reference number from the completed transaction for future reference
- 11. Please print out your transaction record

Guidelines on Using <u>PPS (Phone)</u> to settle payment 使用<u>缴費靈(電話)</u>繳交費用指引

- 1. Dial 18013 to PPS, then key in "1" to register bill. (If you have already registered the same bill, please skip to the step 5)
- 2. Key in PPS account number
- 3. Key in Merchant Code "6659" and followed by a hash (#)
- 4. Key in your student number (8-digit) and followed by a hash (#)
- 5. Complete the procedure of register bill. Call 18033 to pay bill
- 6. Key in PPS phone password
- 7. Key in Merchant Code "6659" and followed by a hash (#)
- 8. Key in your student number (8-digit) and followed by a hash (#)
- 9. Press "1" to process payment
- 10. Key in the payment amount and followed by a hash (#)
- 11. Press "1" to process the payment immediately
- 12. Take note of the reference number from the completed transaction for future reference

- 1. 登入繳費靈戶口
- 按「登記賬單」,然後再以商戶編號搜尋「6659」或以商戶名稱搜尋「港大保良何鴻桑社區書院」(如你已登記過相同賬單,則直接按「繳款賬單」,選擇賬單號碼後跳去步驟5)
- 3. 在賬單號碼中輸入你的8位數字學生編號
- 4. 按「確認」以登記賬單
- 5. 按「繳款」以繳交費用
- 6. 賬單類別選擇「1-學費」
- 7. 輸入繳交金額及繳付日期
- 8. 付款類別為「一次」
- 9. 按「繼續進行」後按「繳款」以完成繳費交易
- 10. 記錄由交易完成後所得的參考編號供日後查詢 之用
- 11. 列印你的交易記錄
- 1. 先致電繳費靈 18013 後按「1」以登記賬單(如你已登記過相同賬單,則直接跳去步驟5)
- 2. 輸入繳費靈戶口號碼
- 3. 輸入商戶編號「6659」後按#
- 4. 輸入你的8位數字學生編號後按#
- 5. 完成登記賬單後再致電 18033 以繳交學費
- 6. 輸入你的繳費靈電話密碼
- 7. 輸入商戶編號「6659」後按#
- 8. 輸入你的 8 位數字學生編號後按#
- 9. 按「1」字繳交費用
- 10. 輸入繳交金額後按#
- 11. 按「1」字立刻繳付費用
- 12. 記錄由交易完成後所得的參考編號供日後查詢 之用