

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

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| <ol style="list-style-type: none">1. Log in HSBC Personal Internet Banking2. Click “Bill Payment” on the “My Banking” page3. Select your HSBC Account for payment4. Click “New payee”, then click “Bill payment” under Transfer type5. Input “HPSHCC” in the payee column. You may search the information (“HPSHCC”) under the list of merchant and charities6. Key in your student number (8-digit) under the Bill Payee Account Number7. Input the payment amount in the amount column and select the payment date8. Click the ‘Continue’ button to submit payment9. Enter the Security Code (if applicable)10. Click ‘Confirm’ to complete the payment transaction11. Take note of the reference number from the completed transaction for future reference12. <u>Please print out your transaction record</u> | <ol style="list-style-type: none">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. <u>列印你的交易記錄</u> |
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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

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| <ol style="list-style-type: none">1. Log in Hang Seng Personal e-Banking2. 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 Payee5. Key in your student number (8-digit) under Bill Account Number6. Select “01 Tuition Fee” under Bill Type7. Input the payment amount8. Select your Hang Seng Account for payment and select the payment date9. Click “Proceed” to submit payment10. Take note of the reference number from the completed transaction for future reference11. <u>Please print out your transaction record</u> | <ol style="list-style-type: none">1. 登入恒生個人 e-Banking2. 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」(港大保良何鴻燊社區書院)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. <u>列印你的交易記錄</u> |
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2) Guidelines on Using HSBC and Hang Seng Bank “Bill Payment” via ATM

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”

Please select service	
Cash withdrawal	Account enquiry
Transfer	Bill payment
Deposit	Change PIN
	Other services

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

Bill type
01 Tuition Fee

step 1 Please key in the 2-digit bill type
step 2 then press **ENTER**
if wrong press **CLEAR**

01

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

Please key in your
student number
(Please ignore alphabet and asterisk)
press **ENTER** if correct
press **CLEAR** if incorrect

XXXXXXXX

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」

請選擇服務	
現金提款	戶口查詢
轉賬	繳費服務
存款	更改私人密碼
	其他服務

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

賬單類別
01 學費

第一步 請輸入兩位數字的賬單類別
第二步 核對無誤後按 **輸入** 鍵
如有錯誤請按 **更正** 鍵

01

6. 輸入你 8 個數位的學生編號

請輸入
學生編號
(毋須輸入英文字母或 * 號)
核對無誤後按 **輸入** 鍵
如有錯誤請按 **更正** 鍵

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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 PPS (Internet) to settle payment

使用繳費靈(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
1. 登入繳費靈戶口
 2. 按「登記賬單」，然後再以商戶編號搜尋「6659」或以商戶名稱搜尋「港大保良何鴻燊社區書院」（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

Guidelines on Using PPS (Phone) to settle payment

使用繳費靈(電話)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. 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