

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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| 1. Log in HSBC Personal Internet Banking | 1. 登入滙豐個人網上理財 |
| 2. Click “Pay bills” on the homepage / click “Pay & Transfer” and then click “Bill Payments” | 2. 在主頁按「繳付賬單」/ 按「轉賬及繳費」然後再按目錄的「繳付賬單」 |
| 3. Search and select “HPSHCC” under the list of “All merchants”/ “Pay a new merchant” | 3. 選取「所有商戶」/「付款至新商戶」，搜尋及選取「HPSHCC」（港大保良社區書院） |
| 4. Key in your student number (8-digit) under the Bill Payee Account Number | 4. 在賬單戶口號碼中輸入你的 8 位數字學生編號 |
| 5. Select your HSBC Account for payment | 5. 選擇你的滙豐支賬戶口 |
| 6. Input the payment amount in the amount column and select the payment date | 6. 輸入繳交金額及付款日期 |
| 7. Click the “Continue” button to submit payment | 7. 按「繼續」以遞交繳費 |
| 8. Enter the Security Code (if applicable) | 8. 輸入保安編碼(如適用) |
| 9. Click “Confirm” to complete the payment transaction | 9. 按「確認」以完成繳費交易 |
| 10. Take note of the reference number from the completed transaction for future reference | 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>Print/save the transaction completion page</u> | 11. <u>列印 / 儲存成功交易的頁面</u> |

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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| 1. Log in Hang Seng Personal e-Banking | 1. 登入恒生個人 e-Banking |
| 2. Click “Transfer & Pay” → “Bill Payment → “Pay Bills | 2. 按「轉賬及繳費」→「本地轉賬及繳費」→「繳付賬單」 |
| 3. Input “HPSHCC” in the “Merchant” column (You may select “New Bill”/“New Merchant”, select “Education Institutions” under category and “HPSHCC” under Merchant) | 3. 在「商戶」一欄輸入「HPSHCC」（你亦可在新賬單/新商戶中搜尋有關資料：「HPSHCC」（港大保良何鴻燊社區書院） |
| 4. Select “01 Tuition Fee” under Bill type | 4. 賬單類別選擇「01 TUITION FEE」 |
| 5. Key in your student number (8-digit) under Bill account number | 5. 在賬單戶口號碼中輸入你的 8 位數字學生編號 |
| 6. Input the payment amount | 6. 輸入繳交金額 |
| 7. Select your Hang Seng Account for payment and select the payment date | 7. 選擇你的恒生支賬戶口及輸入付款日期 |
| 8. Click “Next” and “Confirm” to submit the payment | 8. 按「下一步」和「確認」以完成繳費交易 |
| 9. Take note of the reference number from the completed transaction for future reference | 9. 記錄由交易完成後所得的參考編號供日後查詢之用 |
| 10. <u>Print/save the transaction completion page</u> | 10. <u>列印 / 儲存成功交易的頁面</u> |

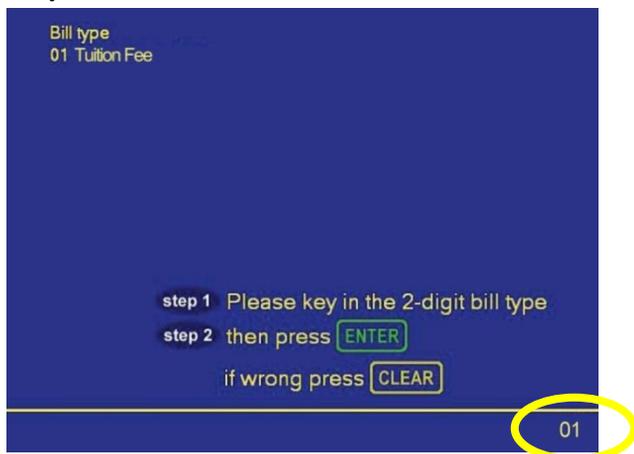
2) Guidelines on Using HSBC and Hang Seng Bank “Bill Payment” via ATM 使用滙豐銀行及恒生銀行自動櫃員機「繳費服務」繳交費用指引

ATM
自動櫃員機

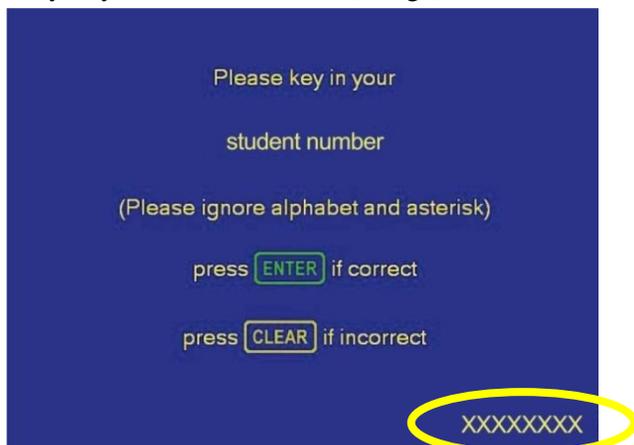
1. Key in your ATM pin
2. Select “Bill Payment”



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」(港大保良何鴻燊社區書院)
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. 取回你的收據

3) Guidelines on Using PPS (Internet) to settle payment**使用繳費靈(互聯網)繳交費用指引**

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. Print/save the transaction completion page
1. 登入繳費靈戶口
 2. 按「登記賬單」，然後以商戶編號搜尋「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/ 儲存你的交易記錄

Guidelines on Using PPS (Phone) to settle payment**使用繳費靈(電話)繳交費用指引**

1. Dial 18011 (Eng) 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 18031 (Eng) 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 (廣東話) 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 (廣東話) 以繳費
 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