### Step 1: Member/Non-Member Login

Login		
	Member / Non-!	lember ID: +9+007+
	Password:	
		Login Reset Password
	Note:	
	Member	Member ID format: 01-0001
		Default password is same as the HKID/passport number. e.g. Z123456(0)
		You are strongly recommended to change your password after first login
	Non-Member	Login with the provide information.

#### Step 2:

'Member/ Non-Member Area' -> Debit Notes and Receipts

Member / Non-Member Area > Login



#### Step 3:

If the PayPal method is enabled for a particular Debit Note (DN), you would find the PayPal icon *PayPal* appeared besides the DN No. Please click the icon *PayPal* to proceed the payment.

Member / Non-Member Area > Debit notes and Receipts

#### Debit notes and Receipts

Detail of Particular	Amount	DN No.		Receipt No.
Demonstration for Paypal Payment 2020	\$5.00	D20200559	PayPal	

Note:

- The records of debit note and receipt would be kept online for the recent 7 years. Members are advised to download the receipt on your own.
- · No addition copy of debit note or receipt would be issued.

# Step 4: Click 'PayPal Checkout' -> a new window would pop out

Member / Non-Member Area > Debit notes and Receipts > Online Payment Confirmation

#### **Online Payment Confirmation**

DN No.	D20200559						
Details of Particular	Demonstration for Paypal Pay	ment 2020					
Debit Note Amount: HKS Admin Fee: HK\$0.00	\$5.00						
Total Amount (Paypal C	heckout): HK\$5.00	<b>PayPai</b> Checkout The safer, easier way to pay					
Remarks:			•				
Admin Fee is non-refundable and non-transferable							
			Cancol and Back				





if you do **NOT** have an existing PayPal account

# <mark>Step 6:</mark>



Fill in the circled box (Orange), including card information, contact information etc. And then click 'Continue' to proceed the payment

	PayPal 🤤 \$1.00 HKD 🗸				
	Pay With Debit or Credit Card				
	We don't share your financial details with the merchant.				
	Country/Region Hong Kong SAR China				
	🚺 🗝 VISA 🔤				
[	Card number	1			
	MM / YY CSC				
	Billing address	1			
	First name Last name				
	Region (optional)				
	District/Area (optional)				
	Address line 1	l			
	Address line 2 (optional)	1			
	Shipping same as billing address				
	Contact Information	1			
	Phone type Phone number   Mobile +852				
	Email				
Г	The security you want. The protection you deserve. Creating a PayPal account is optional but you'll get PayPal Buyer Protection on all eligible purchases, plus faster checkout every time you shop. See terms Create a PayPal account? (It only takes a moment.)				
	I'd like to create a PayPal account.				
	No, I don't want an account now.				
	Continue				
ip to your	Have a PayPal account? Log In				
uecision	Cancel and return to merchant				
	中文 🔤				
	Terms Privacy © 1999-2020				
	Consumer Advisory - PayPal Hong Kong Limited is a licensed issuer of a stored value facility regulated by the Hong Kong Monetary Authority under Licence Number: SVF000. Users in Hong Kong are advised to read these <b>Terms and</b> Conditions carefully.				

#### Step 7:

The page would auto-refresh and return to college website -> Transaction is completed



Please capture the screen or mark down the transaction ID for your reference.

#### Step 8:

You would receive an email from <u>service@paypal.com.hk</u> about your payment. (This email address may be changed by PayPal without notice)

The transaction shown on your bank statement would be marked as **PAYPAL \*I4PAY CFP** 

