

Guideline for using Internet Banking “Bill Payment”

使用網上銀行「繳付賬單」操作指南

If you are a registered e-banking users, you can logon to your **Bank's mobile app or Online banking** to settle the debit note **through “Bill Payment” service**. You may contact your respective bank if you have any questions.

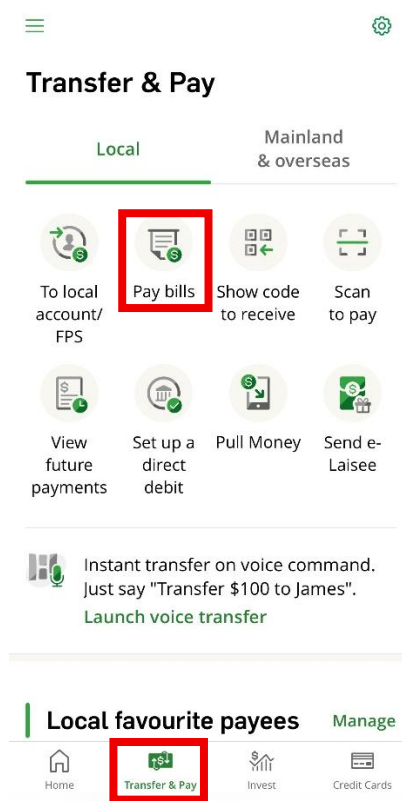
若閣下為網上銀行登記用戶，可登入**手機銀行或銀行網頁**以「**繳付賬單**」服務形式繳交賬單。如有查詢，請聯絡閣下的銀行以了解有關詳情。

1. Logon to your Bank's mobile app or Online banking

登入手機銀行或網上銀行

2. Select “Transfer & Pay” then “Pay Bills”

選擇「轉賬及付款」及「繳付賬單」



3. Select “New Payee” and search “hang seng” then “THE HANG SENG UNIVERSITY OF HK”

A search interface with a search bar containing 'hang se' and a 'Cancel' button. Below the search bar, there are two sections: 'H' and 'T'. Under 'H', there is one result: 'HANG SENG INSURANCE (LIFE)' with an unselected radio button. Under 'T', there is one result: 'THE HANG SENG UNIVERSITY OF HK' with an unselected radio button. A keyboard is visible at the bottom with a 'search' button.

選擇「新增商戶」及搜尋“hang seng” 然後選擇 “THE HANG SENG UNIVERSITY OF HK”

A search interface with a search bar containing 'Hang Seng' and a '取消' (Cancel) button. Below the search bar, there are two sections: 'H' and 'T'. Under 'H', there is one result: 'HANG SENG INSURANCE (LIFE)' with an unselected radio button. Under 'T', there is one result: 'THE HANG SENG UNIVERSITY OF HK' with an unselected radio button. A keyboard is visible at the bottom with a 'search' button.

4. Select “Bill Type”

A screen titled 'Select a bill type' with a search bar containing 'hang se' and a 'Cancel' button. Below the search bar, there are two sections: 'H' and 'T'. Under 'H', there is one result: 'HANG SENG INSURANCE (LIFE)' with an unselected radio button. Under 'T', there is one result: 'THE HANG SENG UNIVERSITY OF HK' with a selected radio button (indicated by a green dot).

Select a bill type

A list of bill types with radio buttons. The first item, '01 TUITION FEE', is highlighted with a red box and has an unselected radio button. The other two items, '02 BOARDING FEE' and '03 MISCELLANEOUS', have unselected radio buttons.

選擇「賬單類別」

A screen titled '選擇賬單類別' (Select bill type) with a search bar containing 'Hang Seng' and a '取消' (Cancel) button. Below the search bar, there are two sections: 'H' and 'T'. Under 'H', there is one result: 'HANG SENG INSURANCE (LIFE)' with an unselected radio button. Under 'T', there is one result: 'THE HANG SENG UNIVERSITY OF HK' with a selected radio button (indicated by a green dot).

選擇賬單類別

A list of bill types with radio buttons. The first item, '01 TUITION FEE', is highlighted with a red box and has an unselected radio button. The other two items, '02 BOARDING FEE' and '03 MISCELLANEOUS', have unselected radio buttons.

5. Key in your "Bill No." (11 digits) as "Bill Account No."

"Bill No." is required and must fill in the column of customer reference. Otherwise, the transaction will not be confirmed.

< THE HANG SENG UNIVERS... Cancel

Bill account number

XXXXXXXXXXXX

 View Bill Payment Merchant List

Continue

6. Select your "Bank Account" for payment

< Back Select "From" account

Integrated Account
BBB-NNN***-SSS

HKD Savings
BBB-NNN***-SSS XXXX.XX HKD ☐

UnionPay Platinum Card
BBBB-NN**-****-**** XXXX.XX HKD ☐

Hang Seng Visa
Platinum Card
BBBB-NN**-****-**** XXXX.XX HKD ☐

HSUHK Visa
Platinum Card
BBBB-NN**-****-**** XXXX.XX HKD ☐

於「賬單戶口號碼」輸入 11 位數字「賬單編號」

如未有輸入正確的「賬單編號」，該交易將不被確認。

< THE HANG SENG UNIVERSIT... 取消

賬單戶口號碼

XXXXXXXXXXXX

 查看繳付賬單商戶名單

繼續

選擇「支賬戶口」

< 返回 選擇支賬戶口

綜合戶口
BBB-NNN***-SSS

港元儲蓄
BBB-NNN***-SSS XXXX.XX HKD ☐

恒生銀聯白金卡
BBBB-NN**-****-**** XXXX.XX HKD ☐

恒生Visa白金卡
BBBB-NN**-****-**** XXXX.XX HKD ☐

香港恒生大學VISA白金卡
BBBB-NN**-****-**** XXXX.XX HKD ☐

7. Enter the "Total Amount" of the debit note
(For minimum payment of HK\$50)

< Pay bill Cancel

To
THE HANG SENG UNIVERSITY OF HK
Bill No. (11 digits)

Bill type
01 TUITION FEE

Amount
XXX.XX HKD

i Daily limit for educational institutions and professional institutions 10,000.00 HKD

Payment date
Now

Remarks (Optional)
Enter remarks

Next

8. Verify and "Confirm" the payment details

< Verify Cancel

From
Platinum Card
BBBB-NN**-****-****

To
THE HANG SENG UNIVERSITY OF HK
Bill No. (11 digits)

Bill type
01 TUITION FEE

Amount
XXXX.XX HKD

Payment date
Now

Please read and confirm you understood below points:

- Bill payment instructions for the designated merchants submitted online using a credit card before the cut-off time of 4:30 p.m. from Mon to Fri will be processed on the same day. Otherwise, they will be processed on the next working day.
- Please note, for payments with a credit card, the respective credit limit will be held once you've confirmed this transaction.

Confirm

輸入賬單之總「金額」
(最低付款額為港幣 50 元)

< 繳付賬單 取消

至
THE HANG SENG UNIVERSITY OF HK
賬單編號 (11 個位數字)

賬單類別
01 TUITION FEE

金額
XXX.XX HKD

i 教育機構及專業團體賬單每日限額 10,000.00 HKD

付款日期
即時

我的備註 (選填)
請輸入備註

0/60

下一步

核對及「確認」付款資料

< 核對 取消

支賬戶口
VISA白金卡
BBBB-NN**-****-****

付款至
THE HANG SENG UNIVERSITY OF HK
賬單編號 (11 個位數字)

賬單類別
01 TUITION FEE

金額
XXXX.XX HKD

付款日期
即時

請閱讀及確定明白以下注意事項:

- 在星期一至五下午4時30分的截數時間前以信用卡經網上提交的指定商戶繳費指示，將可在同一日內處理。否則，指示將會在下一個工作日處理。
- 請注意，如使用信用卡付款，此項指示一經確認，你的相關信用額將會被扣除。

9. Transaction completed. Please download the customer advice slip.

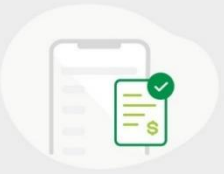
交易完成，請下載通知書。

 恒生銀行 HANG SENG BANK



From	Platinum Card
	BBBB-NN**_****_****
To	THE HANG SENG UNIVERSITY OF HK
	Bill No. (11 digits)
Bill type	01 TUITION FEE
Amount	XXXX.XX HKD
Payment date	YYYY-MM-DD
Reference Number	AB123456****
Instruction date and time	YYYY-MM-DD

 恒生銀行 HANG SENG BANK



支賬戶口	VISA白金卡
	BBBB-NN**_****_****
付款至	THE HANG SENG UNIVERSITY OF HK
	賬單編號 (11 個位數字)
賬單類別	01 TUITION FEE
金額	XXXX.XX HKD
付款日期	YYYY-MM-DD
參考編號	AB123456****
指示日期及時間	YYYY-MM-DD

Upload the payment receipt to the University 'eCampus' or 'Online Application System'. An official receipt will be issued by the University via email within 2 working days after payment confirmation.

將繳費證明上傳至大學內聯網或網上入學申請系統。正式收據在確認收款後兩個工作天內以電郵寄出。