

## HOW TO TOP UP ePAYMENT ACCOUNT

For your convenience, you are able top up student's epayment account via

- PPS by phone (18031) or
- PPS by Internet ([www.ppskh.com](http://www.ppskh.com)) or
- Internet banking service of your own account \* or
- Check

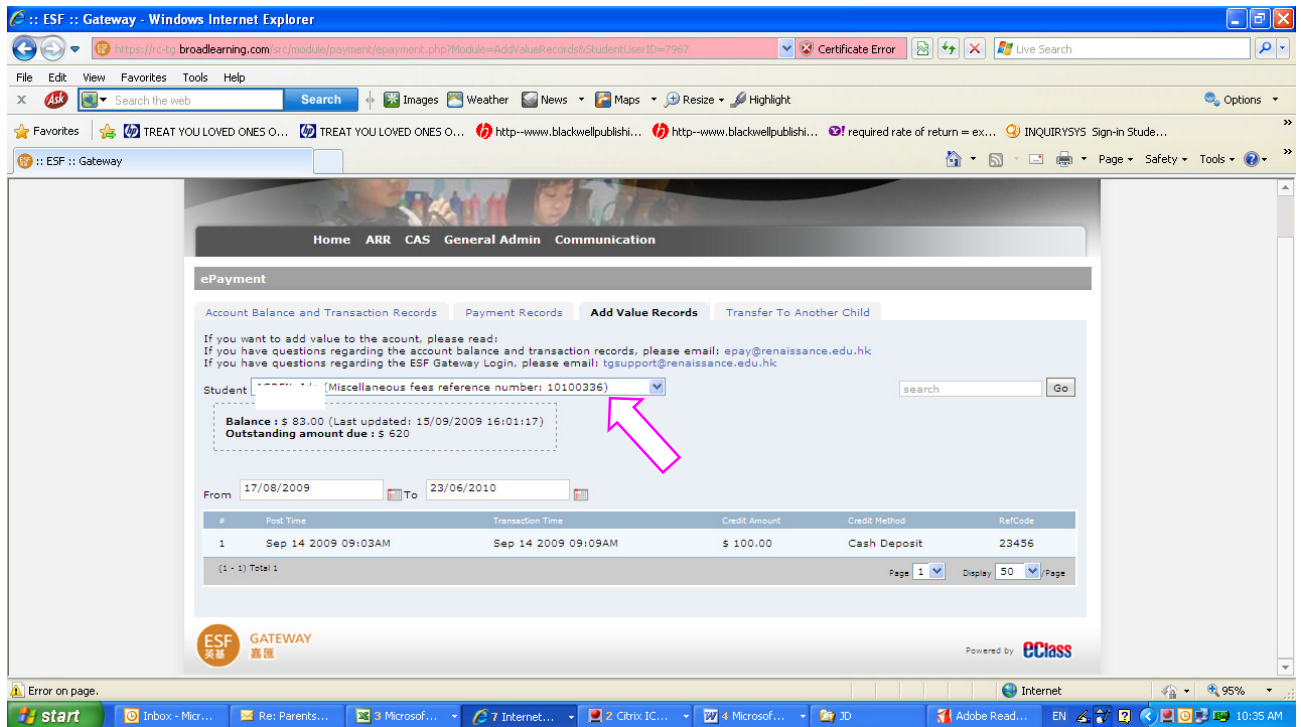
### PPS Account info as follows:

PPS Merchant Code:

**9874** (Renaissance College Miscellaneous Fee)

Student's Miscellaneous Fees Reference Number (also known as PPS Account No) :

8-digit number (assigned to each student's account), and can be located next to the student name in ePayment as show below:



The screenshot shows the ESF Gateway ePayment interface. The page title is "ESF :: Gateway - Windows Internet Explorer". The URL is "https://rc.ctg.broadlearning.com/rc/module/payment/epayment.php?Module=AddValueRecords&StudentUserID=7967". The page content includes a navigation menu with "Home", "ARR", "CAS", "General Admin", and "Communication". The main section is titled "ePayment" and has tabs for "Account Balance and Transaction Records", "Payment Records", "Add Value Records", and "Transfer To Another Child". Below the tabs, there is a message: "If you want to add value to the account, please read: If you have questions regarding the account balance and transaction records, please email: epay@renaissance.edu.hk If you have questions regarding the ESF Gateway Login, please email: tgsupport@renaissance.edu.hk". There is a dropdown menu for "Student" with the selected value "[Miscellaneous fees reference number: 10100336]". Below this, the account balance is shown as "Balance : \$ 83.00 (Last updated: 15/09/2009 16:01:17)" and "Outstanding amount due : \$ 620". There is a search box and a "Go" button. Below the balance information, there are date pickers for "From" (17/08/2009) and "To" (23/06/2010). A table shows transaction records with columns: #, Post Time, Transaction Time, Credit Amount, Credit Method, and RefCode. The table contains one row: "1 Sep 14 2009 09:03AM Sep 14 2009 09:09AM \$ 100.00 Cash Deposit 23456". At the bottom of the table, it says "(1 - 1) Total 1". The page footer includes the ESF Gateway logo and "Powered by eClass". The Windows taskbar at the bottom shows the start button, several open applications, and the system tray with the time 10:35 AM.

## **Payment Methods**

### PPS Payment by Phone or Internet

Payment can be made by funds transfer from any designated bank account in Hong Kong using a touch-tone phone or via the PPS website <http://www.ppschk.com>. Please call 18011 for bill registration and 18031 for bill payment. (Cut-off time: Mondays to Fridays before 7 p.m., Saturdays before 2 p.m.).

When making payment, please key in:

- PPS merchant code -"9874",
- Student's miscellaneous fees reference number - "8-digit number"

### Internet Payment Services – Bank Bill Payment \*

If you are a registered user of a participating bank, you may make payment through e-banking service provided.

When making payment, please select/key in:

- Category – Education Institutions
- Payee – "Renaissance College-Misc Fee" or "Renaissance College" (vary by banks)
- Bill Account No - Student's 8-digit misc fees reference number

\*Payment supported by bank account and/or credit card is at the discretion of individual participating bank. See below bank payment support table for details

### Check

Please make your cheque payable to "Renaissance College" and write your child's name/year level and "ePay" on the back. Mail to:

Renaissance College  
5 Hang Ming Street, Ma On Shan  
New Territories, Hong Kong  
Attn: ePayment Account

### **PPS Website**

If you are not familiar with PPS, you may visit [http://www.ppschk.com/index\\_e.html](http://www.ppschk.com/index_e.html) or you may call PPS Hotline at 2311 9876 for details and information on how to open a PPS account.

For your convenience, a simplified version of PPS information as well as payment instruction can be found in Renaissance College's web site:

<http://www.renaissance.edu.hk/content/epayment>

### **ePayment Website**

Epayment System General Info and Payment instruction can be found in Renaissance College's web site:

<http://www.renaissance.edu.hk/content/epayment>

If you forget your login and/or password, you may retrieve them via

<https://rc.tg.esf.edu.hk>

click "forgot password or login name", enter your email address and the info will be sent to your email address.

### **Report problems immediately**

Changing of email addresses

Please email: [admissions@rchk.edu.hk](mailto:admissions@rchk.edu.hk)

Questions regarding the account balance and transaction records

Please email: [epay@rchk.edu.hk](mailto:epay@rchk.edu.hk)

Questions regarding the ESF Gateway Login or any technical problems

Please email: [gtibbetts@rchk.edu.hk](mailto:gtibbetts@rchk.edu.hk)

\*Payment supported by bank account and/or credit card is at the discretion of individual participating bank. See below bank payment support table for details

**Bank Bill Payment (BBP) Service**

As of Mar 2010

Participating Bank	Payment Supported by		Bank Website	Bank Hotline No	Bank Cut-off Time*
	Bank Account	Credit Card			
AEON Credit Service (Asia) Co., Ltd.	-	Y	www.aeon.com.hk	2895 6262	Mon-Fri 3:00 pm
Bank of China	-	Y	www.boci.com.hk	2853 8828	Mon-Fri 4:00 pm
Bank of Communications	Y	Y	www.bankcomm.com.hk	2269 9699	Mon-Fri 4:00pm
Bank of East Asia	Y	Y	www.hkbea-cyberbanking.com	2211 1321	Mon-Fri 4:00 pm
China Construction Bank (New)	Y	-	www.asia.ccb.com	2779 5533	Mon-Fri 4:00 pm
Chong Hing Bank	Y	Y	www.chbank.com	3768 6888	Mon-Fri 4:00 pm
Citibank	Y	Y	www.citibank.com.hk	2860 0333	Mon-Fri 5:00 pm
CITIC Ka Wah Bank	Y	Y	www.ckw-ibanking.com	2287 6767 (general Banking) 2280 1288 (Credit Card)	Mon-Fri 4:30 pm
Dah Sing Bank	Y	Y	www.dahsing.com	2828 8000	Mon-Fri 4:30 pm
DBS Bank (Hong Kong)	Y	Y	www.dbs.com/hk	2290 8888	Mon-Fri 4:00 pm
Fubon Bank	Y	Y	www.fubonbank.com.hk	2566 8181	Mon-Fri 4:00 pm
Hang Seng Bank	-	Y	www.hangseng.com	2822 0228	Mon-Fri 4:30 pm
HSBC	-	Y	www.hsbc.com.hk	2748 3322	Mon-Fri 4:30 pm
Mevas Bank	Y	Y	www.mevas.com.hk	3101 3838	Mon-Fri 4:00 pm
Shanghai Commercial Bank	Y	Y	www.shacombank.com.hk	2818 0282	Mon-Fri 5:00 pm
Standard Chartered Bank (Hong Kong) Ltd	Y	Y	www.standardchartered.com.hk	2886 8868	Mon-Fri 4:00 pm
Wing Hang Bank	Y	-	www.whbhk.com	2543 2223	Mon-Fri 5:00 pm
Wing Lung Bank	Y	Y	www.winglungbank.com	2952 6666	Mon-Fri 4:00 pm

**REMARKS**

At the discretion of individual participating bank, some segments may not be allowed to settle by Credit Card.

\* The cut-off time may be changed from time to time without prior notice. For details, please contact each individual bank.