

General instructions and information regarding the ePayment module in ESF Gateway

Summary

When your son/daughter undertakes an activity for which payment is required, the College will debit your account. Should your account have insufficient funds an email will be sent to you to request an additional deposit. We would suggest that parents make a larger deposit than the amount due in order to save time and effort.

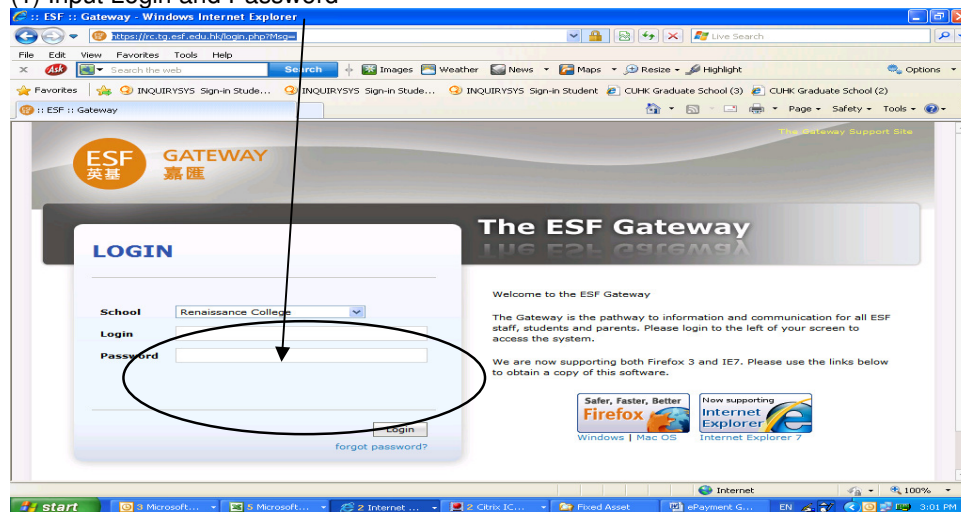
Parents can check the account details, balance and transaction records online via the ePayment module in the ESF Gateway System. Whenever a deposit is made (via PPS, Internet Banking or Check), you will be able to check the balance via the ePayment under "add value records". (please allow 3-5 days for processing of bank transfer files)

How to check account balance and transaction records

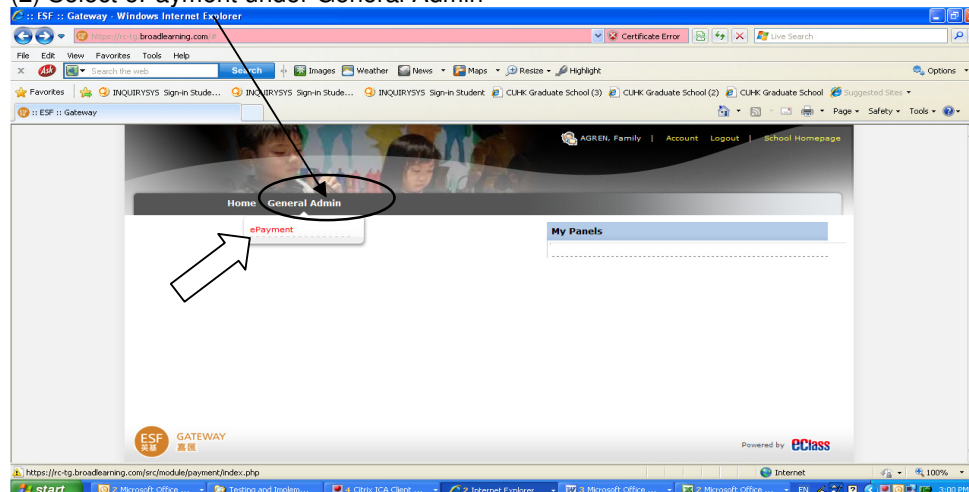
Login ESF Gateway at <https://rc.tg.esf.edu.hk>

(If you forget your login and/or password, you may retrieve them by clicking "forgot password or login name", enter your email address and the info will be sent to your email address)

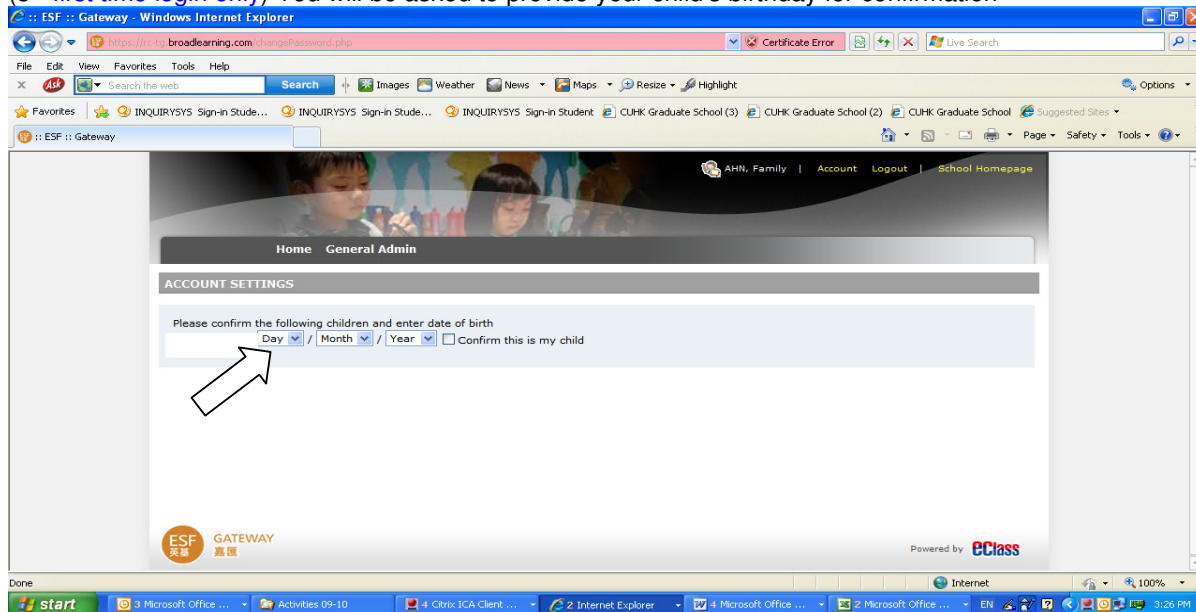
(1) Input Login and Password



(2) Select ePayment under General Admin

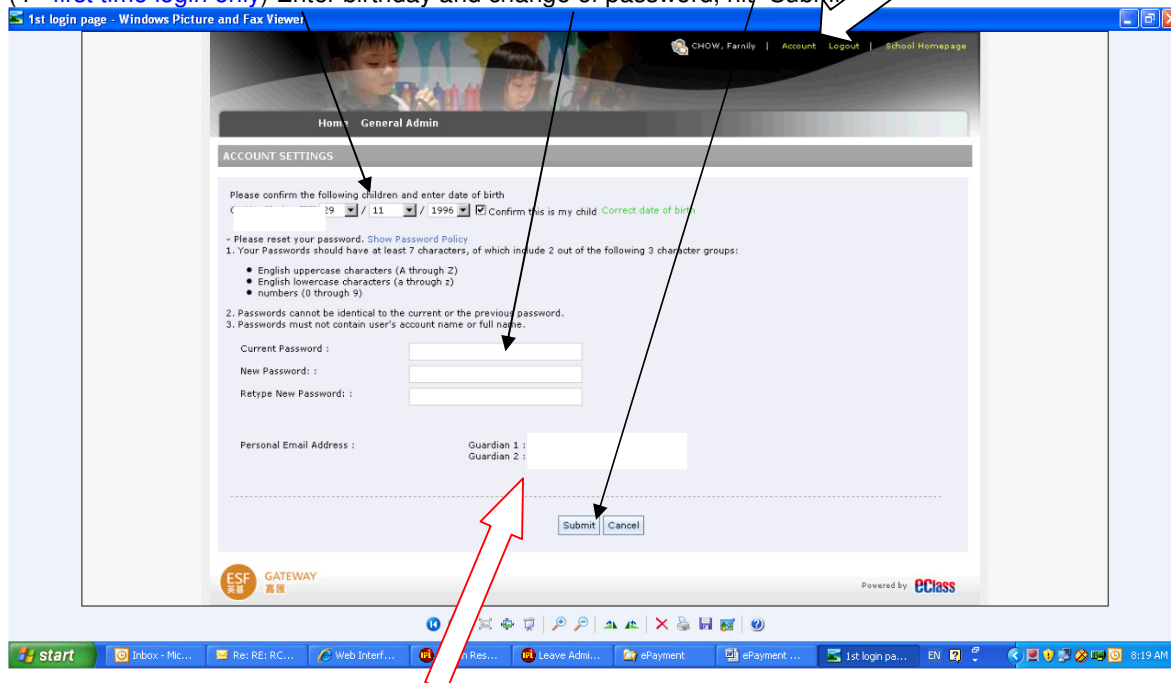


(3 - first time login only) You will be asked to provide your child's birthday for confirmation



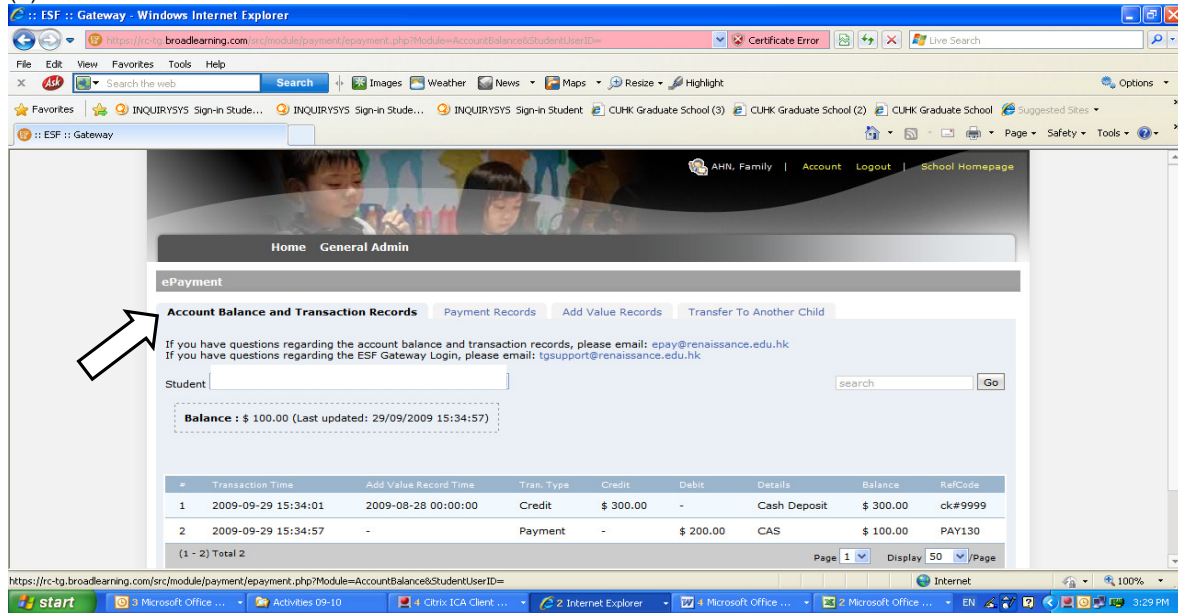
you may change password again later or confirm new child by clicking "Account"

(4 - first time login only) Enter birthday and change of password, hit "Submit"



If email addresses are incorrect or need updating, please send new email address to:
admissions@rchk.edu.hk

(5) Function 1: Check Account Balance and Transaction Records

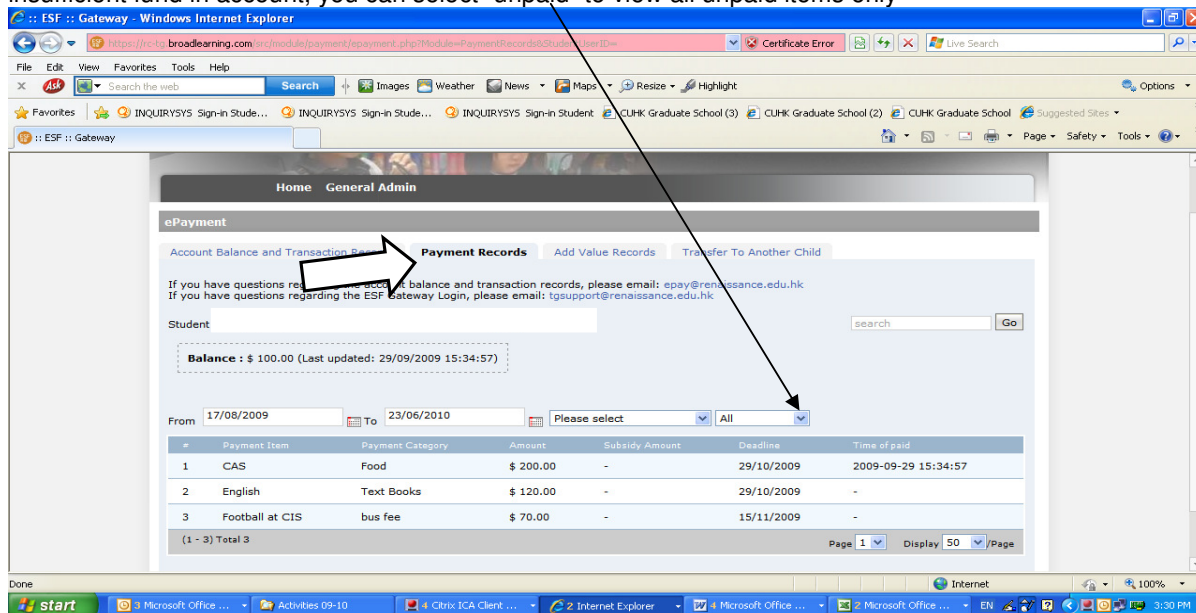


Account Balance and Transaction Records

Balance : \$ 100.00 (Last updated: 29/09/2009 15:34:57)

#	Transaction Time	Add Value Record Time	Tran. Type	Credit	Debit	Details	Balance	RefCode
1	2009-09-29 15:34:01	2009-08-28 00:00:00	Credit	\$ 300.00	-	Cash Deposit	\$ 300.00	ck#9999
2	2009-09-29 15:34:57	-	Payment	-	\$ 200.00	CAS	\$ 100.00	PAY130

(6) Function 2: Check Payment Records – you can see item#1 is paid and item#2 & 3 are unpaid due insufficient fund in account, you can select “unpaid” to view all unpaid items only

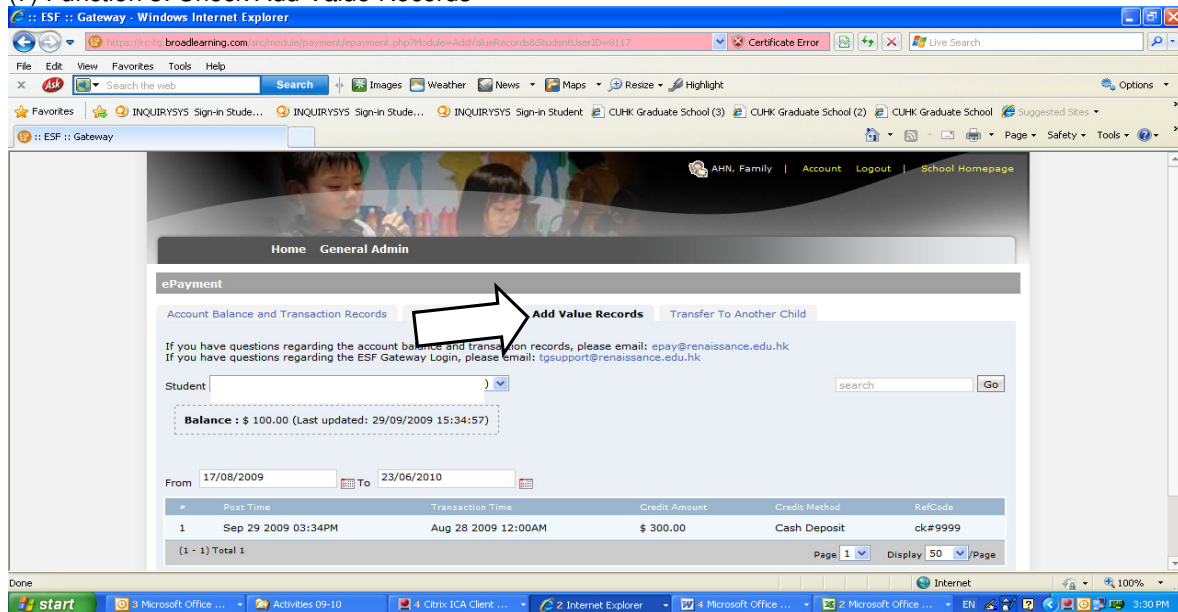


Payment Records

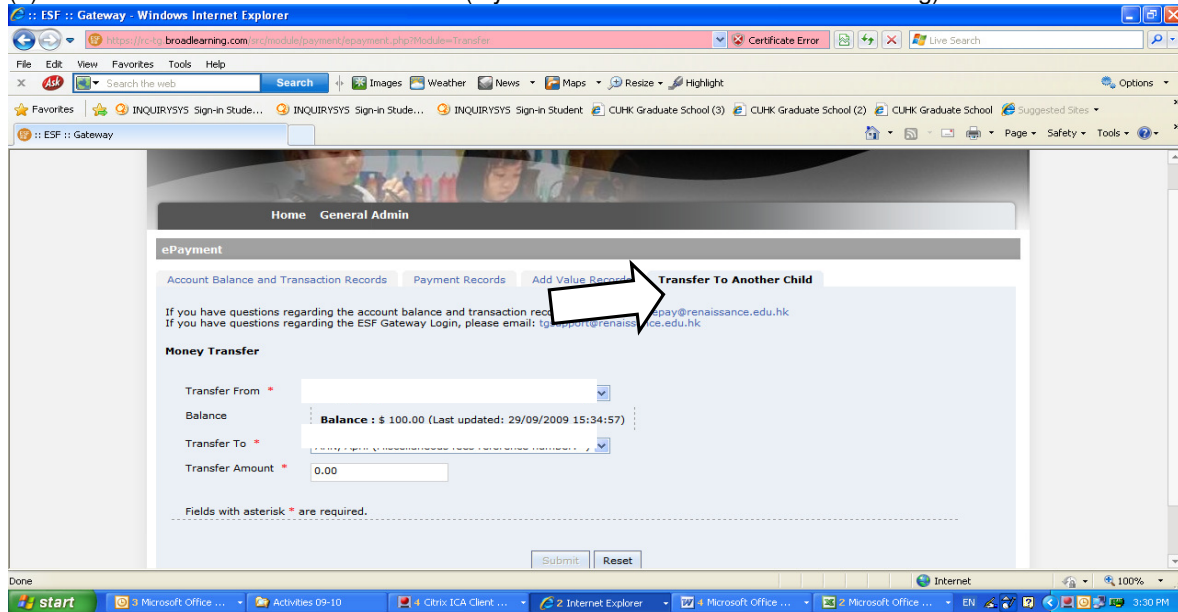
From: 17/08/2009 To: 23/06/2010 Please select All

#	Payment Item	Payment Category	Amount	Subsidy Amount	Deadline	Time of paid
1	CAS	Food	\$ 200.00	-	29/10/2009	2009-09-29 15:34:57
2	English	Text Books	\$ 120.00	-	29/10/2009	-
3	Football at CIS	bus fee	\$ 70.00	-	15/11/2009	-

(7) Function 3: Check Add Value Records



(8) Function 4: Transfer to Another Child (if you have more than one child attending)



Report problems immediately

Changing of email addresses

Please email: admissions@rchk.edu.hk

Questions regarding the account balance and transaction records

Please email: epay@rchk.edu.hk

Questions regarding the ESF Gateway Login or any technical problems

Please email: qtibbetts@rchk.edu.hk