



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.ppskhk.com) or
- Internet banking service of your own account

You need to have the following information before topping of your ePayment account via one of the above methods:

- Kennedy School's PPS **Merchant Code: 6067**
- Student's Miscellaneous Fees Reference Number
- You may like to know the total outstanding amount due.

Please take the following steps to find your Student's Miscellaneous Fees Reference Number and total due amount:

- Go to the Kennedy School Gateway site (<https://ks.tg.esf.edu.hk>) and login using your Gateway family login account.
- Click on "Admin" on the toolbar, and then on "ePayment" menu.
- Click on "Payment Records" tab. You will see a screen similar to the following:

The screenshot shows the Kennedy School Gateway website's ePayment section. The navigation bar includes Home, Activities, Admin, Communication, and Documents. The ePayment section has tabs for Account Balance and Transaction Records, Payment Records, Add Value Records, Transfer To Another Child, and Payment. 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@kennedy.edu.hk If you have questions regarding the ESF Gateway Login, please email: tgsupport@kennedy.edu.hk". A search bar for the student's name and miscellaneous fees reference number is present, with the reference number field circled in red. Below the search bar, the account balance is shown as \$ 0.00 (Last updated: -) and the outstanding amount due is \$ 845, both circled in red. A date range selector is set from 23/08/2011 to 29/06/2012, and a dropdown menu is set to "Unpaid", also circled in red. A table of payment records is displayed below, with columns for #, Payment Item, Payment Category, Amount, Subsidy Amount, and Deadline. The table contains 5 rows of data. At the bottom, it shows "(1 - 5) Total 5" and "Page 1".

#	Payment Item	Payment Category	Amount	Subsidy Amount	Deadline
1	Diary	Diary	\$ 45.00	-	12/10/2011
2	Film Club	ECA	\$ 100.00	-	12/10/2011
3	laptop	IT supplement	\$ 150.00	-	12/10/2011
4	Swimming	Swim	\$ 340.00	-	12/10/2011
5	Y5 Theatre	trip	\$ 210.00	-	12/10/2011

- Select “unpaid” from select menu, so that only unpaid bills will be displayed. The picture screenshot has displayed your:
 - 8-digit Miscellaneous fees reference number,
 - List of unpaid bills, and
 - Total “Outstanding amount due”

PPS by Phone

Step 1 - Register Bill	Step 2 - Pay Bill
Tel: 18011	Tel: 18031
<ol style="list-style-type: none"> 1. Key in "1" 2. Key in PPS Account Number 3. Key in Merchant Code (Kennedy School Merchant Code = 6067) 4. Key in Bill Account Number (Student's Misc Fee Ref No.) 5. Select to register other bill (if any) 6. End 	<ol style="list-style-type: none"> 1. Key in PPS Phone Password 2. Key in Merchant Code (Kennedy School Merchant Code = 6067) 3. Key in Bill Account Number (Student's Misc Fee Ref No.) 4. Key in Payment Amount 5. Wait for Payment Ref Number to confirm 6. Select to pay other bill (if any) 7. End

PPS Payment by Internet

Step 1 - Register Bill	Step 2 - Pay Bill
<ol style="list-style-type: none"> 1. Key in Account Number/Name/Password 2. Select "Add Bill" 3. Key in Merchant Code (Kennedy School Merchant Code = 6067) 4. Key in Bill Account Number (Student's Misc Fee Ref No.) 5. End 	<ol style="list-style-type: none"> 1. Key in Account Number/Name/Password 2. Select “Pay Bill” (Kennedy School Merchant Code = 6067) 3. Click "Pay" button to start the bill payment process 4. Key in Bill Account Number (Student's Misc Fee Ref No.) 5. Key in Payment Amount and Date 6. Click "Proceed" to finish 7. Save payment details for future reference 8. Select to pay other bill (if any) 9. End