



## Make Online Payments

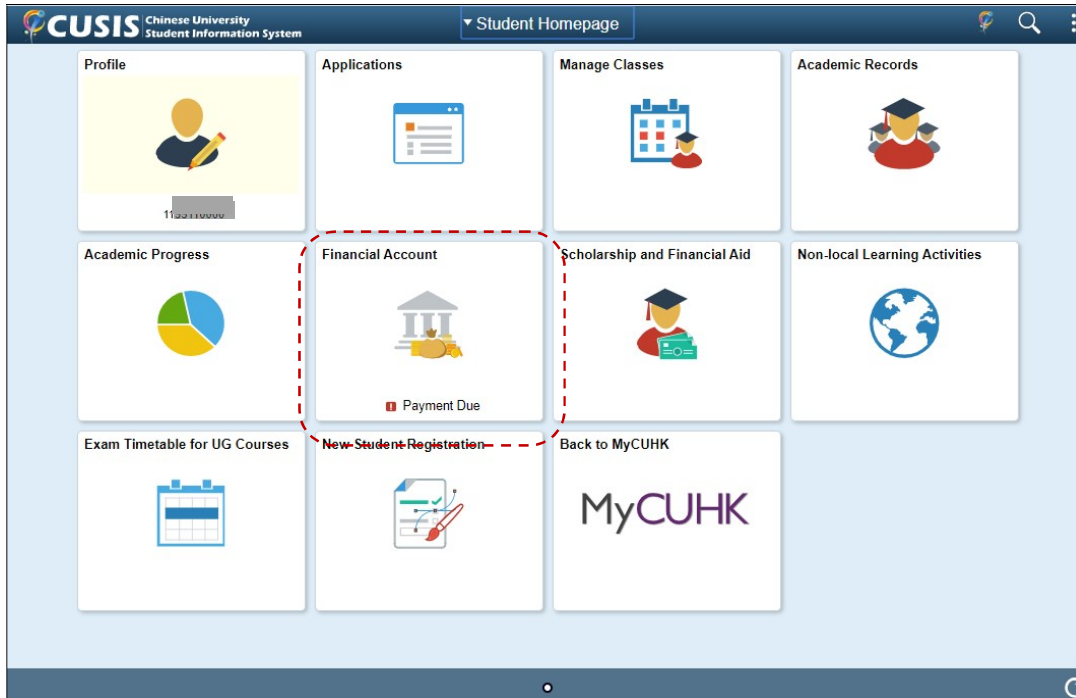
CUSIS Project Website:  
[www.cuhk.edu.hk/cusis](http://www.cuhk.edu.hk/cusis)  
MyCUHK Portal:  
<https://portal.cuhk.edu.hk>  
Aug 2021

### Contents

<i>Check Your Account Summary and Print Debit Note</i> .....	2
<i>Make Online Payment (PPS)</i> .....	5
<i>Make Online Payment (WeChat, AliPay, UnionPay or BoCPay)</i> .....	10
<i>Make Online Payment (FPS)</i> .....	17

# Check Your Account Summary and Print Debit Note

1. To view your account summary, click “Financial Account”.



2. Your account balance and details will be displayed.

The screenshot shows the 'Account Balance' page. On the left, there is a summary of the account balance:

Account Balance	
Due Now	200.00
Future Due	21,050.00
Currency used is Hong Kong Dollar	

Below this summary is a list of actions: Print Online Debit Note, Notes on Payment, Make a Payment, Charges Due, Print Fee Receipts, Payment History, and Account Activity.

The main section, titled 'What I Owe', contains a table of charges and deposits:

Term	Charges & Deposits	Total Due
2019-20 Term 2	21,250.00	21,250.00
<b>Total</b>	<b>21,250.00</b>	<b>21,250.00</b>

Below the table, it states: Currency used is Hong Kong Dollar.

3. To view your debit note. Select "Print Online Debit Note".

**Student Homepage**

**Account Balance**  
 Due Now 200.00  
 Future Due 21,050.00  
 Currency used is Hong Kong Dollar

**What I Owe**

Term  
 2019-20 Term 2

Total  
 Currency used is Hong Kon

**Print Online Debit Note** (highlighted)

Notes on Payment  
 Make a Payment  
 Charges Due  
 Print Fee Receipts  
 Payment History  
 Account Activity

4. Your online debit note will be displayed in a new browser window.

**THE CHINESE UNIVERSITY OF HONG KONG**

STUDENT FEES DEBIT NOTE 學生繳費單

Payment Number 繳費編號 : 115-  
 Debit Note Date 印單日期 : 16/08/2021  
 Student ID No. 學生編號 : 115-  
 Year 年級 : Year 6  
 Program : MPhil-PhD Cultural Studies

Description	名稱	Academic Year/Term 學年/學期	Due Date 最後繳費日期	Item Amount 金額(港幣)
Tuition Fee-RPG-FT-CO-NL	學費	19-20 T2	10/02/2020	\$5,273.30
Penalty for late payment	逾期繳費罰款	19-20 T1	17/04/2020	\$200.00
<b>Total 總額</b>				<b>\$5,473.30</b>

**Payment Methods:**

i. WeChat Pay / Alipay :		If you are a registered WeChat Pay (China or Hong Kong Wallet) / Alipay / Alipay Hong Kong user, please scan the QR Code on the left in WeChat Pay / Alipay App, select Bill Type "01" and input your <b>Payment Number</b> as the bill / account number and the <b>payment amount</b> .
ii. FPS :		If you are a registered FPS user, please visit your bank's website, mobile banking or e-wallet, scan the QR Code on the right to make payment. The <b>Payment Number</b> and <b>payment amount</b> are already embedded. Please check the correctness before confirming to proceed payment. You may amend the payment amount if necessary.
iii. PPS :		Please call PPS Hotline 18031 (English) or 18033 (Cantonese) or visit www.pphk.com, enter Merchant Code "9110"; Bill Type "01" and input your <b>Payment number</b> as the bill / account number with the <b>payment amount</b> .
iv. ATM :		ATM card holder of HSBC, Hang Seng Bank or JETCO may pay at ATMs with signage of "BILL PAYMENT SERVICE" or "JET PAYMENT", enter "Bill Payment Services", select "The Chinese University of HK"; Bill Type "01" and enter your <b>Payment number</b> as the bill / account number with the <b>payment amount</b> .
v. Bank website :		If you are an internet banking user of HSBC, Hang Seng Bank* or JETCO member banks, you may visit your bank's website, enter "Bill Payment Services", select "The Chinese University of HK"; Bill Type "01" and enter your <b>Payment number</b> as the bill / account number with the <b>payment amount</b> .
vi. Cash / Cheque :		Please visit Hang Seng Bank counter and pay into the bank account no. 293-005005-007 in the name of "The Chinese University of Hong Kong" and quote your <b>Payment number</b> on the bank deposit form.
vii. Telegraphic Transfer :		Payments by telegraphic transfer should be sent directly to the University's bank account with

5. To print out the debit note, right click to open the pop-up menu. Select 'Print'.

WHXZ, Qhwx Hdm		<b>Year 年級</b>	: Year 3
		<b>Program</b>	: BA History

description	名稱	Academic Year/Term 學年 / 學期	Due Date 最後繳費日期	Item Amount 金額 (港幣)
Admission Fee-UG-FT	學費	19-20 T2	31/03/2020	\$21,050.00
Caution Money #	保證金 #	19-20 T2	08/03/2020	\$200.00
<b>Total 總額</b>				<b>\$21,250.00</b>

Remark:

- The settlement record would be reflected in CUSIS after 3 working days.
- Fees once paid shall not be refunded.
- Unless pre-approved by the University, the total amount should be paid in full.
- For late payment, a fine of HK\$200 may be levied when appropriate on behalf of the CU/College student union/association.
- For overseas payment, remittance by telegraphic transfer should be used. For account with details in the following website:  
[http://www.cuhk.edu.hk/fno/eng/public/financial\\_guides/student\\_f](http://www.cuhk.edu.hk/fno/eng/public/financial_guides/student_f)

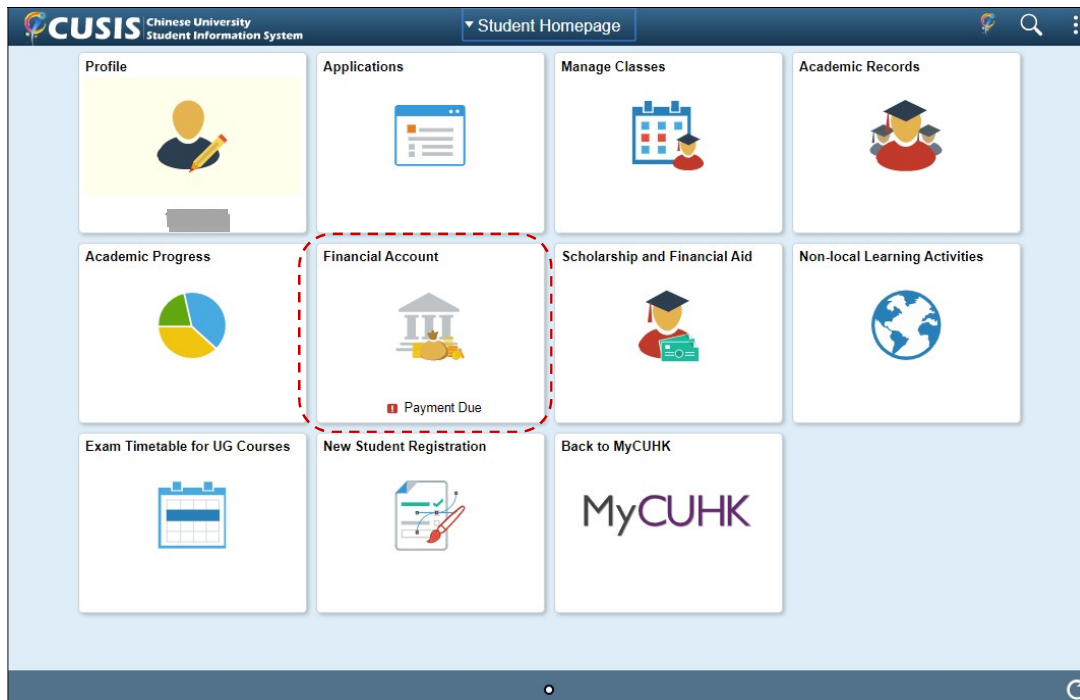
For local payment in Hong Kong, one of the following payment methods is available:

i. PPS :	Please call PPS Hotline 18031 (English) or 18033 (Cantonese) and provide your Payment reference number, Merchant Code "9110"; Bill Type "01" and input your Payment reference number with the payment amount.
ii. ATM :	ATM card holder of HSBC, Hang Seng Bank or JETCO may use "PAYMENT SERVICE" or "JET PAYMENT", enter "Bill Payment Services", "The Chinese University of HK"; Bill Type "01" and enter your Payment reference number with the payment amount.
iii. Bank website :	If you are an internet banking user of HSBC, Hang Seng Bank or JETCO, please visit your bank's website, enter "Bill Payment Services", "The Chinese University of HK"; Bill Type "01" and enter your Payment reference number with the payment amount.
iv. Counter Payment :	Please visit Hang Seng Bank counter and pay into the bank account no. 293-005005-007 in the name of "The Chinese University of Hong Kong" and quote your Payment reference number

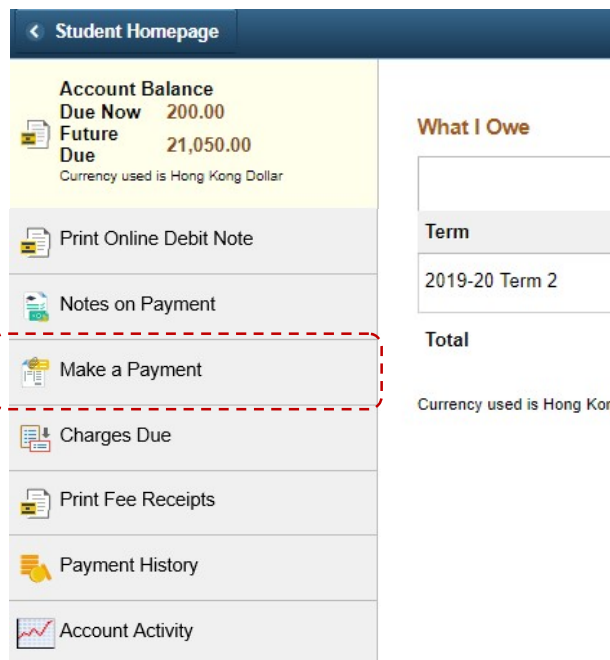
Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to 中文 (繁體)	
View page source	Ctrl+U
Inspect	Ctrl+Shift+I

## Make Online Payment (PPS)

1. You can make payments via PPS through CUSIS. PPS account is needed for making online payments.
2. Click “Financial Account”



3. Select “Make a Payment”



4. Click “Confirm”, then “Next” to proceed to step 2.

**Make a Payment**

1 Select Payment Method In Progress

2 Specify Payment Amount Not Started

3 Confirm Payment Amount Not Started

4 Payment Result

**Step 1 of 4: Select Payment Method**

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

Pay By PPS(Shop and Buy)

Confirm

**Make a Payment**

1 Select Payment Method Complete

2 Specify Payment Amount Not Started

3 Confirm Payment Amount Not Started

4 Payment Result

**Step 1 of 4: Select Payment Method**

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

Pay By PPS(Shop and Buy)

Confirm

Next >

5. Click “Actions” > “Pay All Charges” to pay all outstanding balance.

**Make a Payment**

< Previous

1 Select Payment Method Complete

2 Specify Payment Amount In Progress

3 Confirm Payment Amount Not Started

4 Payment Result Not Started

**Step 2 of 4: Specify Payment Amount**

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Actions

Pay All Charges

Clear All

Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-UG-FT 31/03/2020	2019-20 Term 2	21,050.00	0.00
Caution Money # 08/03/2020	2019-20 Term 2	200.00	0.00
<b>Total</b>		<b>21,250.00</b>	<b>0.00</b>

of HK

Confirm

Currency used is Hong Kong Dollar

- Check the payment amount here.  
Click “Confirm” then “Next” to proceed to step 3.

**Step 2 of 4: Specify Payment Amount**

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

**The Chinese University of HK**

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-UG-FT	31/03/2020	2019-20 Term 2	21,050.00	21,050.00
Caution Money #	08/03/2020	2019-20 Term 2	200.00	200.00
<b>Total</b>			<b>21,250.00</b>	<b>21,250.00</b>

- Click “Confirm” then “Next” to proceed to step 4.

**Step 3 of 4: Confirm Payment Amount**

Your payment of 21,250.00 HKD will be collected through our secure third party payment provider.

8. You will see the PPS page.

Enter PPS account information and click "Submit" to confirm your payment.

**PPS** 繳費靈

PAY IT YOUR WAY!  
*Pay it your way!*  
Pay it your way!

You **must read** the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement before clicking "Submit" for payment. For PPS Services General Terms and Conditions of Use, please browse pphk.com

**Merchant Name:** The Chinese University of Hong Kong

**Reference Number:** P013000000283089

**Amount (HK\$):** 21250.00

**8-digit PPS Account Number or PPS Account Name \* :** 6[redacted]87

**PPS Internet Password:** .....

I have read and hereby accept the PPS Services General Terms and Conditions of Use.  
PPS customers will receive SMS alert on every successful payment made to the merchant categories of "Credit Services" & "Securities Broker".

**Submit** **Cancel**

\*If you don't have a PPS account yet, you may create your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#).



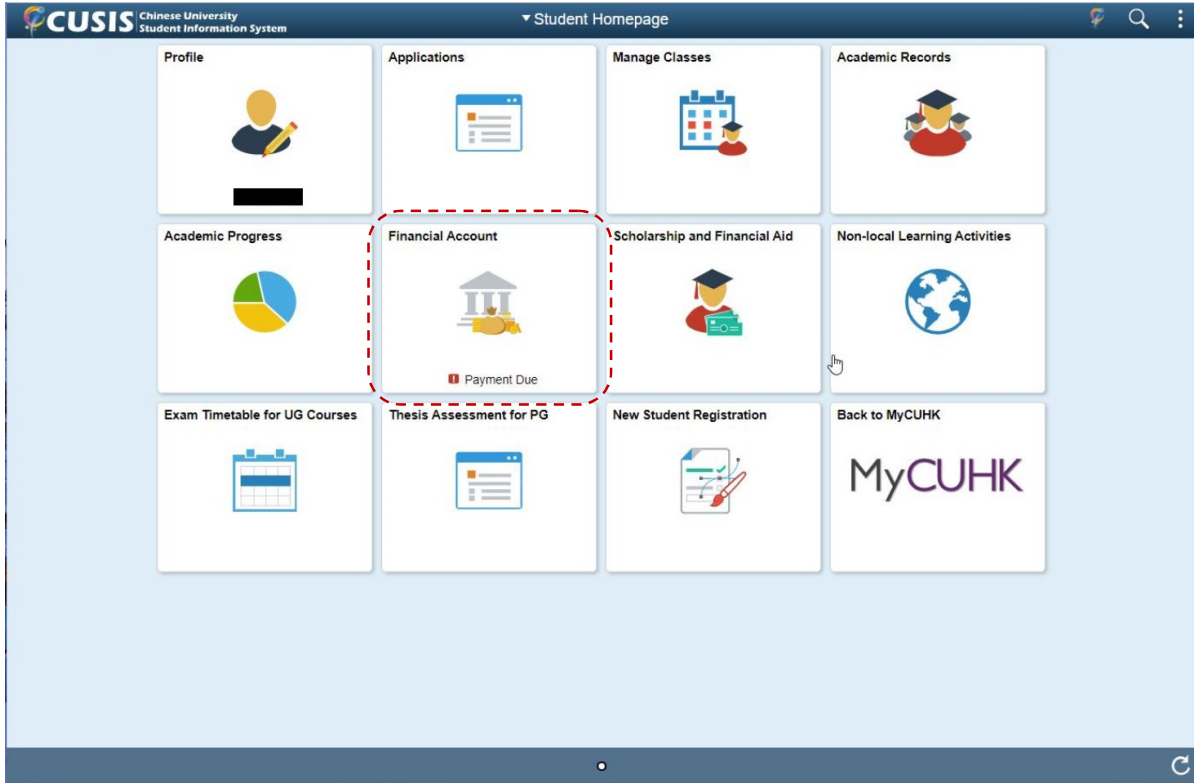
9. A confirmation page will be displayed. You will see “Approved” in the Transaction Status field.

The screenshot shows a web application window titled "Make a Payment". On the left, a vertical navigation pane lists four steps: "1 Select Payment Method Complete", "2 Specify Payment Amount Complete", "3 Confirm Payment Amount Complete", and "4 Payment Result Visited". The main content area is titled "Step 4 of 4: Payment Result" and contains the message "Your payment has been accepted. Save the information below for your reference." Below this is a section titled "Confirmation Details" with the PPS logo. The transaction details are as follows:

Payment Method	
ID	11
Name	WHXZ, Qhwx Hdm
Reference Nbr	00000290220
Transaction Number	P013000000283089
Transaction Status	Approved
Merchant ID	010000013
Approval Code	
Payment Amount	21,250.00
Account Number	
Transaction Date	08/03/2020

# Make Online Payment (WeChat, AliPay, UnionPay or BoCPay)

1. You can make payments via Wechat, Alipay, UnionPay, BocPay through CUSIS.
2. Click “Financial Account”



### 3. Select "Make a Payment"

The screenshot shows the 'Student Homepage' with a navigation bar at the top. On the left, there is a sidebar menu with the following items: 'Print Online Debit Note', 'Notes on Payment', 'Make a Payment' (highlighted with a red dashed box), 'Charges Due', 'Print Fee Receipts', 'Payment History', and 'Account Activity'. The main content area is divided into two sections. The top section, 'Account Balance', shows 'Due Now 200.00' and 'Future Due 21,050.00', with a note that the currency used is Hong Kong Dollar. The bottom section, 'What I Owe', shows the 'Term' as '2019-20 Term 2' and the 'Total' amount, with a note that the currency used is Hong Kong.

### 4. Select "WeChat/Alipay/UnionPay/BoCPay", then click "Confirm".

The screenshot shows the 'Make a Payment' dialog box with a progress bar on the left indicating four steps: '1 Select Payment Method In Progress', '2 Specify Payment Amount Not Started', '3 Confirm Payment Amount Not Started', and '4 Payment Result Not Started'. The main area is titled 'Step 1 of 4: Select Payment Method' and includes a note: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.' Below this, there is a 'Pay By' dropdown menu currently set to 'PPS(Shop and Buy)'. A red dashed box highlights the dropdown menu, which is open to show three options: 'Faster Payment System (FPS)', 'PPS(Shop and Buy)', and 'WeChat/Alipay/UnionPay/BoCPay'. A green 'Confirm' button is also highlighted with a red dashed box in the top right corner.

5. Click "Next".

The screenshot shows the 'Make a Payment' interface. On the left, a progress bar indicates four steps: 1. Select Payment Method (Complete), 2. Specify Payment Amount (Not Started), 3. Confirm Payment Amount (Not Started), and 4. Payment Result (Not Started). The main content area is titled 'Step 1 of 4: Select Payment Method' and includes a 'Confirm' button. A red dashed box highlights the 'Next >' button in the top right corner.

6. Adjust the payment amount if needed, then click "Confirm".

The screenshot shows the 'Make a Payment' interface at Step 2 of 4: Specify Payment Amount. The progress bar shows Step 2 as 'In Progress'. The main content area is titled 'Step 2 of 4: Specify Payment Amount' and includes a 'Confirm' button. A table lists charges from 'The Chinese University of HK'. The 'Payment Amount' field for the 'Tuition Fee-TPG-PT-JUD' row is highlighted with a red dashed box.

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-TPG-PT-JUD		2019-20 Term 2	15,446.40	15,446.40
<b>Total</b>			<b>15,446.40</b>	<b>15,446.40</b>

The screenshot shows the 'Make a Payment' interface at Step 2 of 4: Specify Payment Amount. The progress bar shows Step 2 as 'In Progress'. The main content area is titled 'Step 2 of 4: Specify Payment Amount' and includes a 'Confirm' button. A table lists charges from 'The Chinese University of HK'. The 'Payment Amount' field for the 'Tuition Fee-TPG-PT-JUD' row is set to 5.00. A red dashed box highlights the 'Confirm' button in the top right corner.

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-TPG-PT-JUD		2019-20 Term 2	15,446.40	5.00
<b>Total</b>			<b>15,446.40</b>	<b>5.00</b>

## 7. Click "OK".

**Make a Payment**

Step 2 of 4: Specify Payment Amount

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

The Chinese University of HK

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-TPG-PT-JUD		2019-20 Term 2	15,446.40	5.00
<b>Total</b>			<b>15,446.40</b>	<b>5.00</b>

Click "OK" to confirm the amount and proceed to the next step; Click "Cancel" to adjust the amount

OK Cancel

## 8. Click "Next".

**Make a Payment**

Step 2 of 4: Specify Payment Amount

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

The Chinese University of HK

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-TPG-PT-JUD		2019-20 Term 2	15,446.40	5.00
<b>Total</b>			<b>15,446.40</b>	<b>5.00</b>

Currency used is Hong Kong Dollar

Next >

## 9. Click "Confirm".

**Make a Payment**

Step 3 of 4: Confirm Payment Amount

Your payment of 5.00 HKD will be collected through our secure third party payment provider.

Confirm

Next >

**Make a Payment**

Step 3 of 4: Confirm Payment Amount

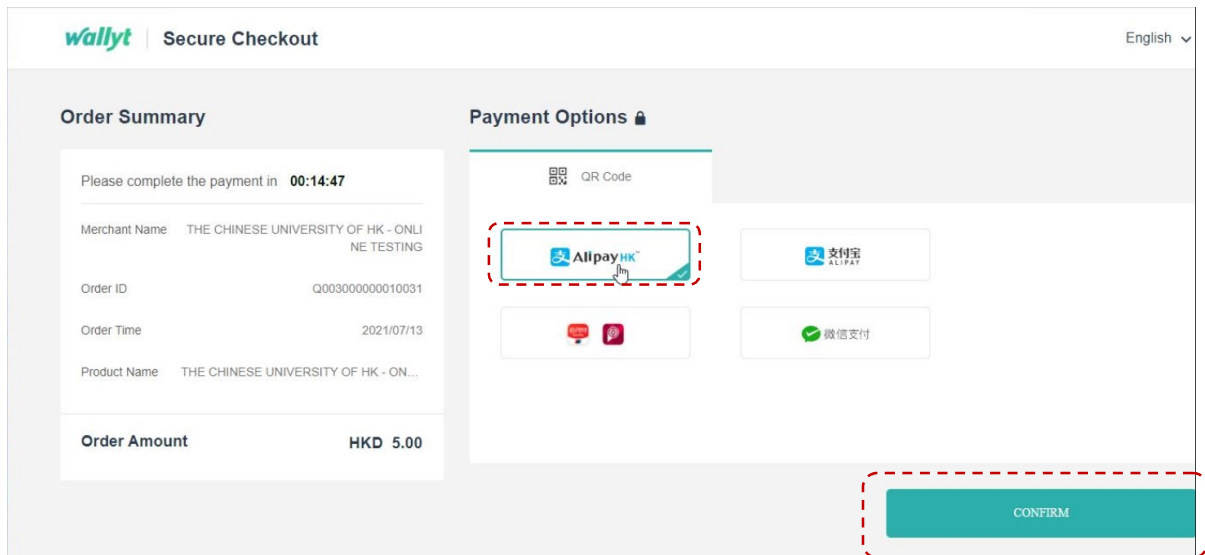
Your payment of 5.00 HKD will be collected through our secure third party payment provider.

Confirm

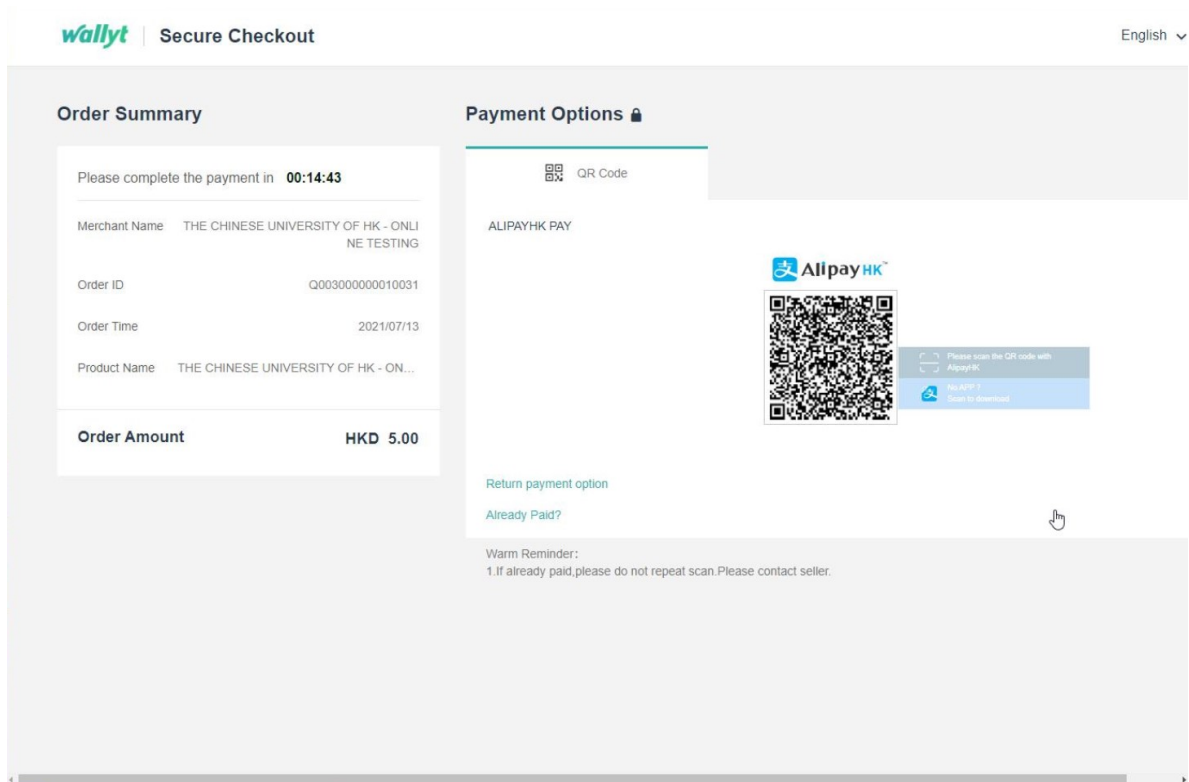
Next >

10. You can select which payment option to be used in this page. We will use AlipayHK as example.

Click "AlipayHK", then click "Confirm".



11. QR code will be shown on the screen.

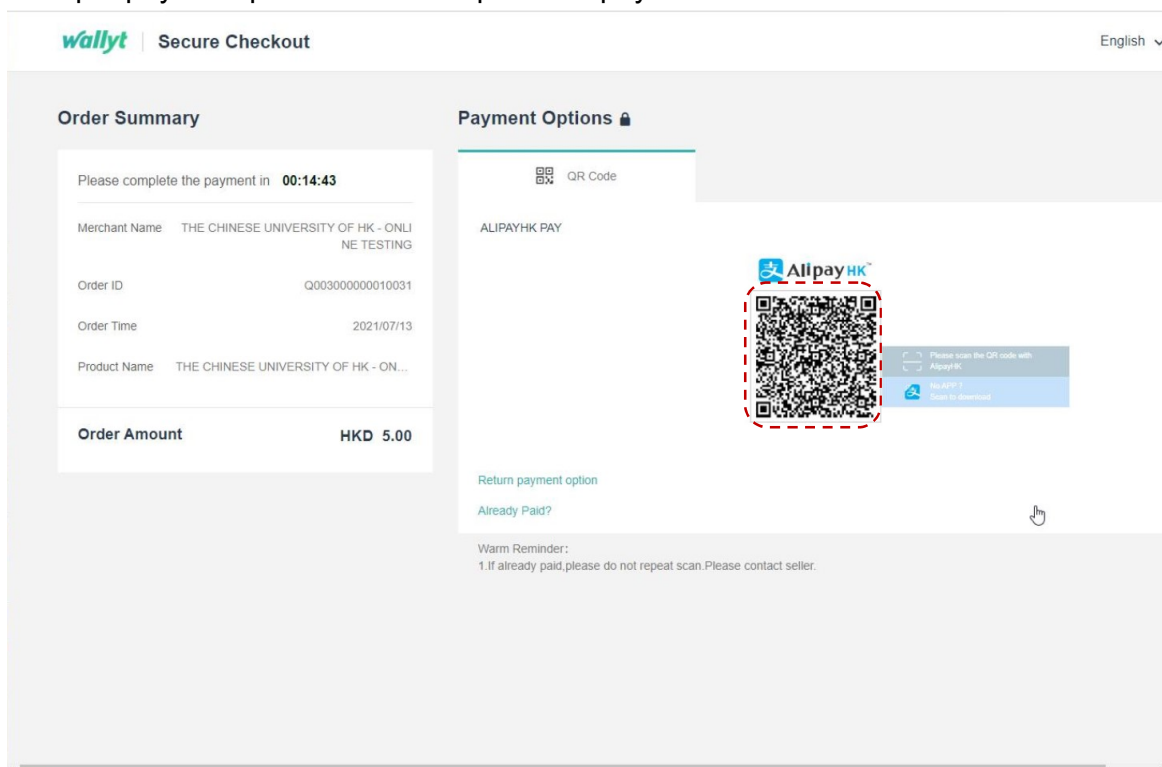


12. You can use your mobile device to open “AlipayHK” app.

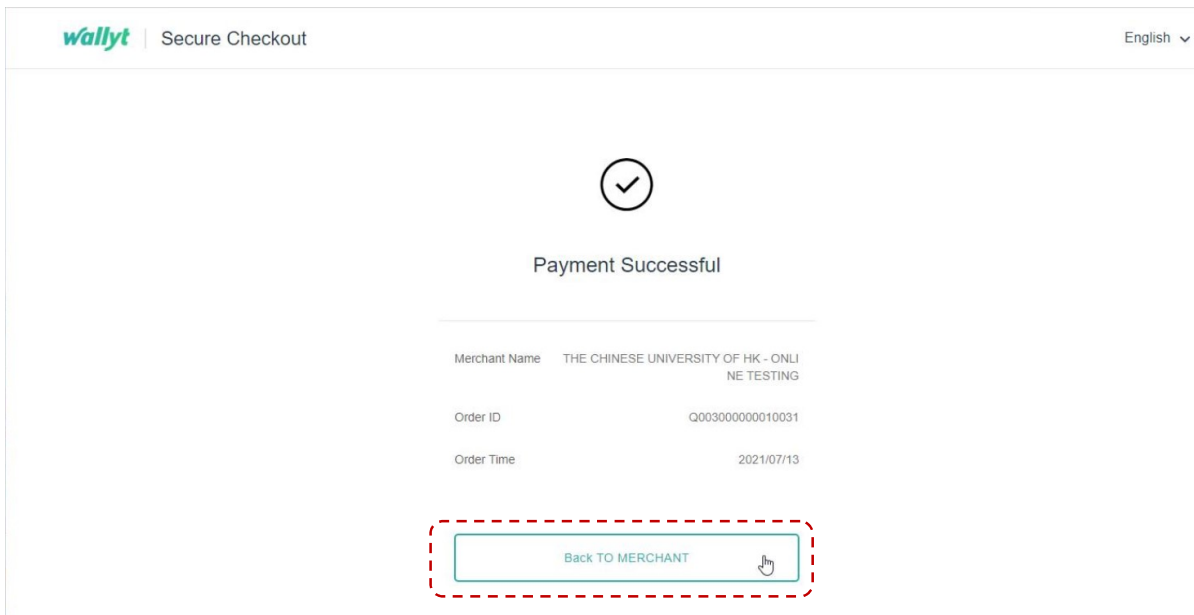
Tap “Scan” in the lower left corner.



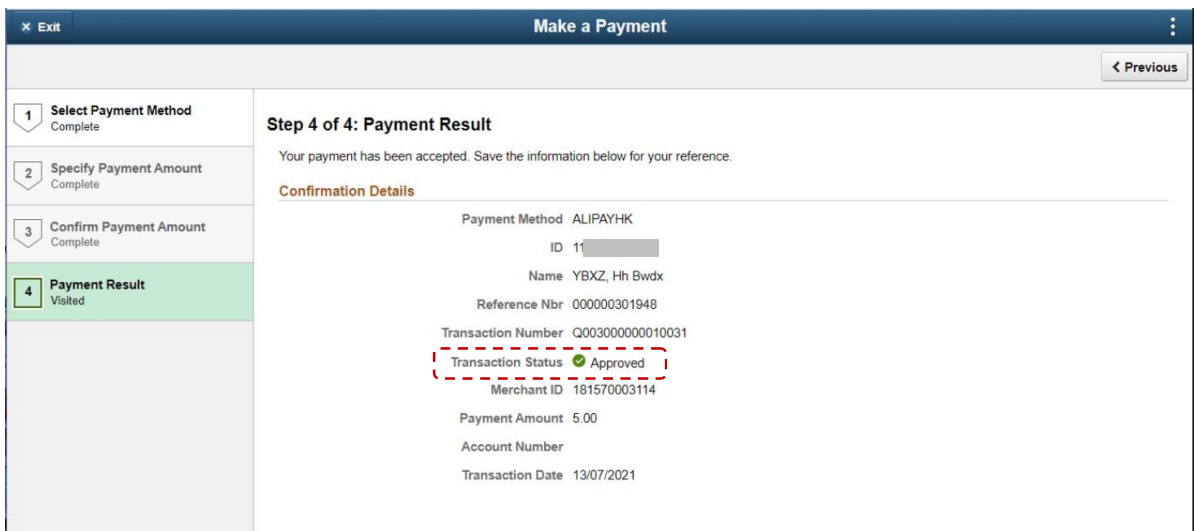
13. Scan the QR code shown on the screen. Then confirm the payment details and input payment password to complete the payment.



## 14. Click “Back to Merchant”



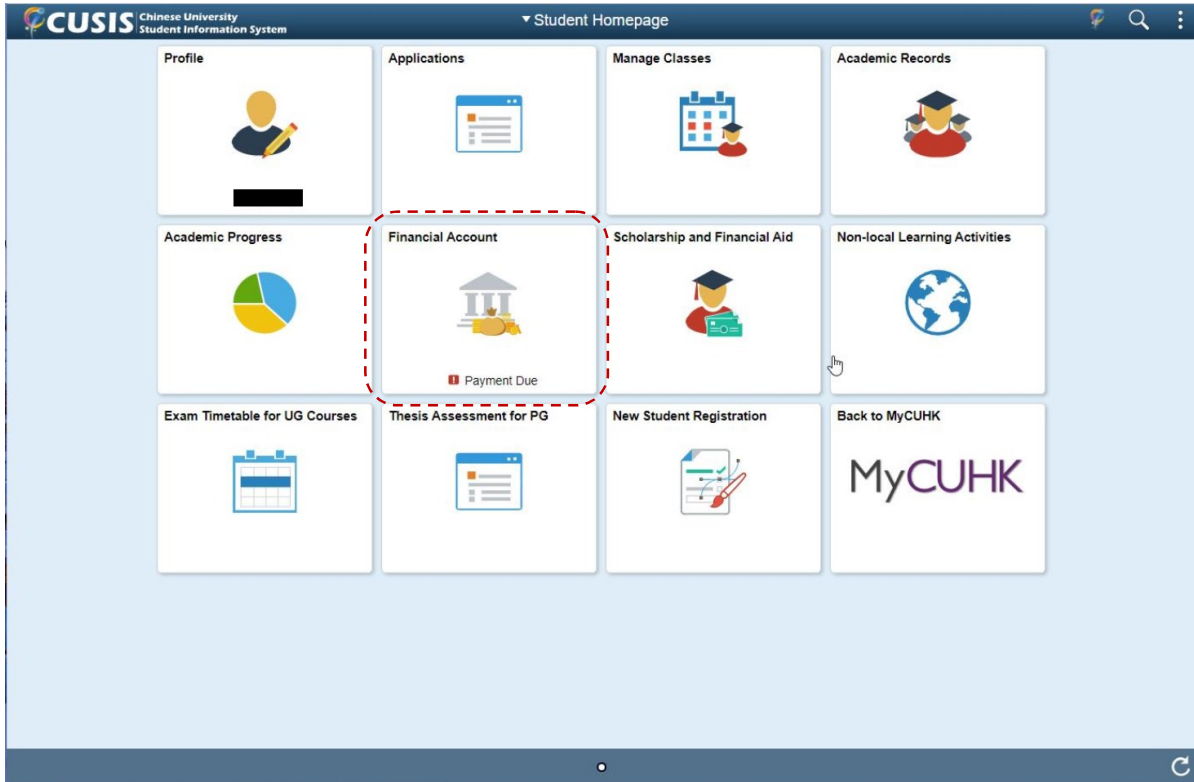
15. A confirmation page will be displayed. You will see “Approved” in the Transaction Status field.



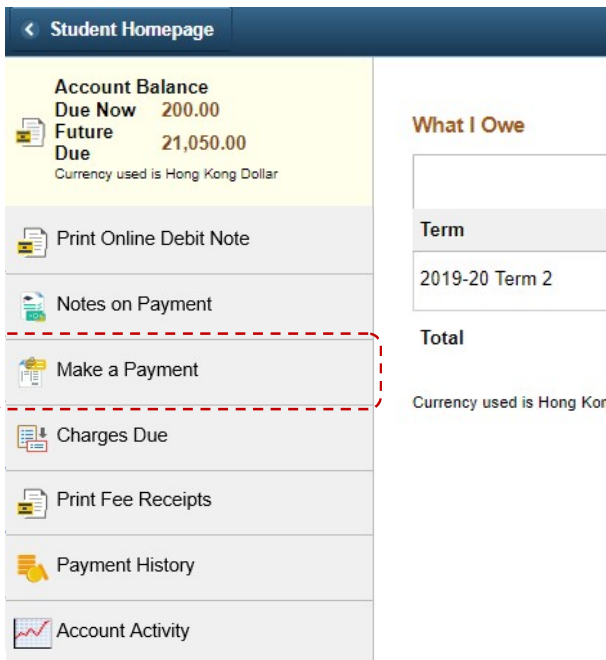


# Make Online Payment (FPS)

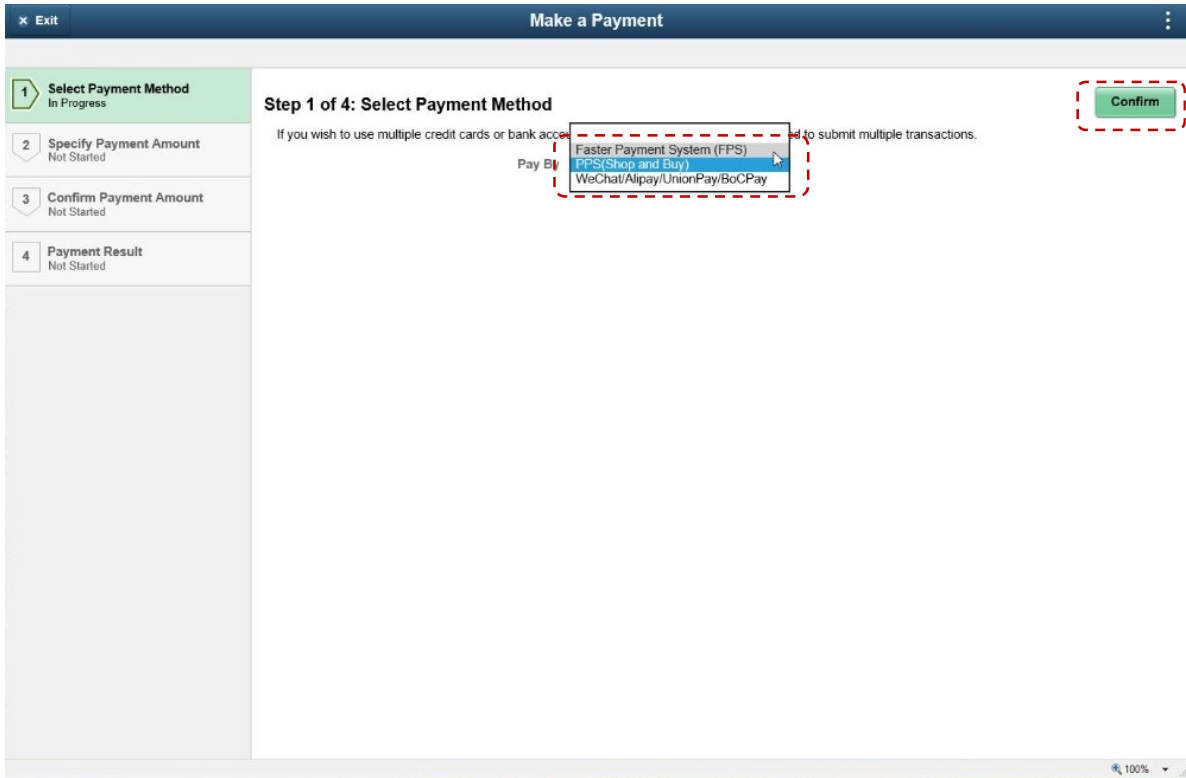
1. You can make payments via FPS through CUSIS.
2. Click “Financial Account”



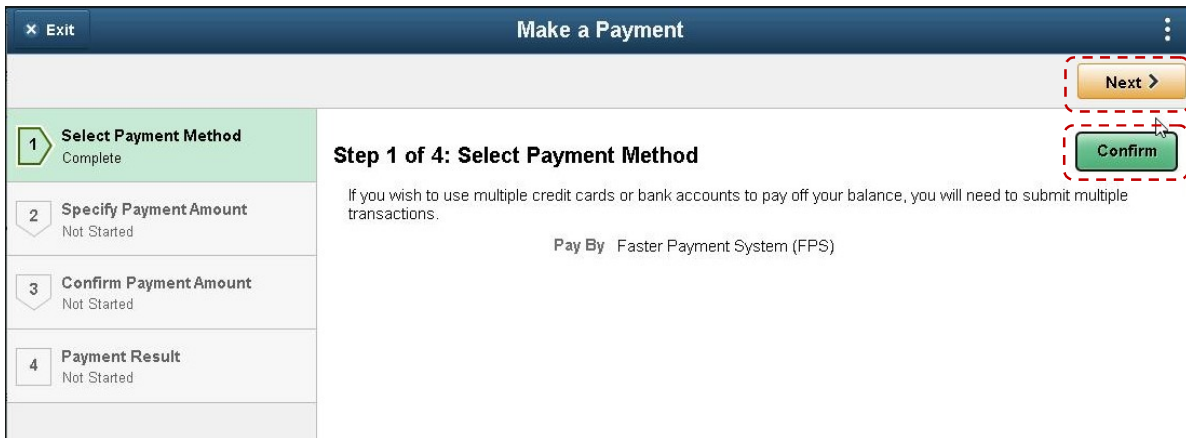
3. Select “Make a Payment”



4. Select “Faster Payment System (FPS)”, then click “Confirm”.



5. Click “Confirm”, then click “Next”.



6. Adjust the payment amount if needed, then click “Confirm”.

**Make a Payment**

Exit Previous

1 Select Payment Method Complete

2 Specify Payment Amount In Progress

3 Confirm Payment Amount Not Started

4 Payment Result Not Started

### Step 2 of 4: Specify Payment Amount

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Actions

The Chinese University of Hong Kong

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-UG-FT		2020-21 Term 1	58.00	<input type="text" value="7"/>
<b>Total</b>			<b>58.00</b>	<b>58.00</b>

Currency used is Hong Kong Dollar

Confirm

7. Click “OK”.

**Make a Payment**

Exit Previous

1 Select Payment Method Complete

2 Specify Payment Amount In Progress

3 Confirm Payment Amount Not Started

4 Payment Result Not Started

### Step 2 of 4: Specify Payment Amount

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Actions

The Chinese University of Hong Kong

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-UG-FT		2020-21 Term 1	58.00	<input type="text" value="7"/>
<b>Total</b>			<b>58.00</b>	<b>58.00</b>

Currency used is Hong Kong Dollar

Confirm

Click "OK" to confirm the amount and proceed to the next step; Click "Cancel" to adjust the amount

OK Cancel

8. Click "Next".

Make a Payment

< Previous **Next >**

**1** Select Payment Method Complete

**2** **Specify Payment Amount** Complete

**3** Confirm Payment Amount Not Started

**4** Payment Result Not Started

**Step 2 of 4: Specify Payment Amount** **Confirm**

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

The Chinese University of Hong Kong

Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Tuition Fee-UG-FT		2020-21 Term 1	58.00	7.00
<b>Total</b>			<b>58.00</b>	<b>7.00</b>

Currency used is Hong Kong Dollar

9. Click "Confirm".

Make a Payment

< Previous

**1** Select Payment Method Complete

**2** Specify Payment Amount Complete

**3** **Confirm Payment Amount** In Progress

**4** Payment Result Not Started

**Step 3 of 4: Confirm Payment Amount** **Confirm**

Your payment of 7.00 HKD will be collected through our secure third party payment provider.

10. The FPS QR Code will be shown.

CUSIS Chinese University Student Information System

**FPS Payment**

Valid Till: 2022/01/25 15:18:57

Merchant Name: The Chinese University of Hong Kong

Bill No: UF01000000000007

Amount (HK\$): 7.00

**FPS QR Code**



Cancel Confirm

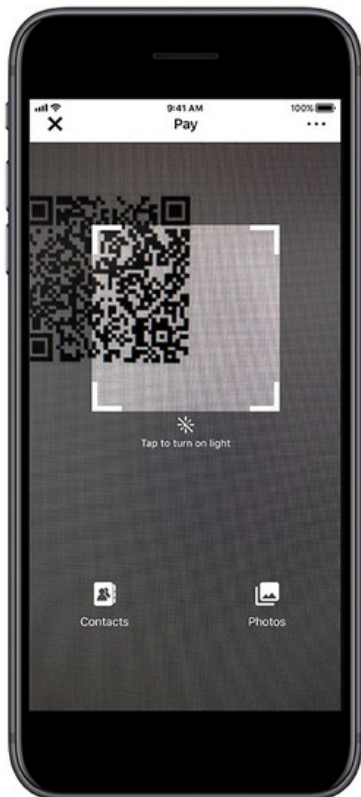
1. Enable the QR Code scanner of your mobile banking app or e-wallet and then scan the FPS QR Code to make a payment.
2. The **Bill No.** and **Amount** are already embedded. Please check the correctness before confirming to proceed payment.
3. After FPS payment process is completed in the app / e-wallet, please click the below "Confirm" button.

11. This part use “HSBC Mobile App” as example.

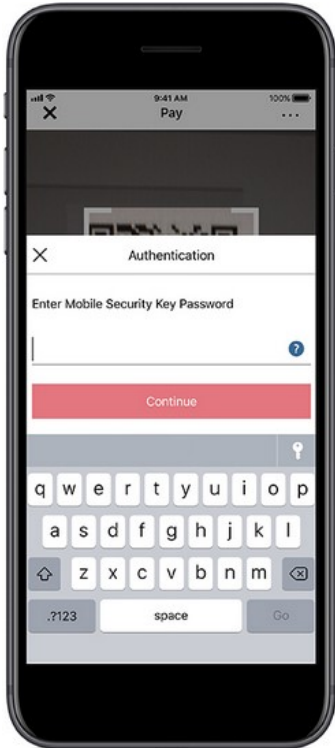
Select “Pay with FPS” from the bottom-left of your log on screen.



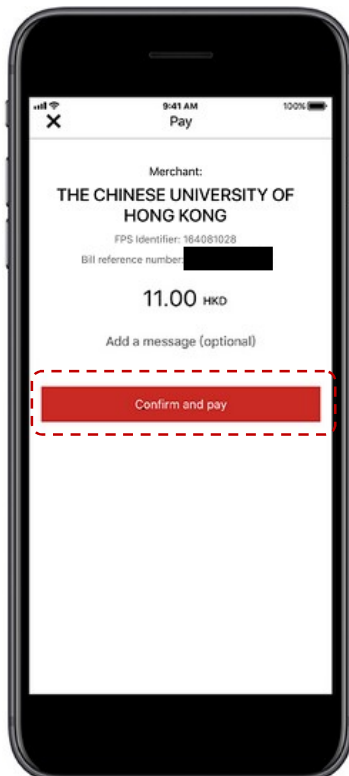
12. Hold your device over the QR code on the screen.



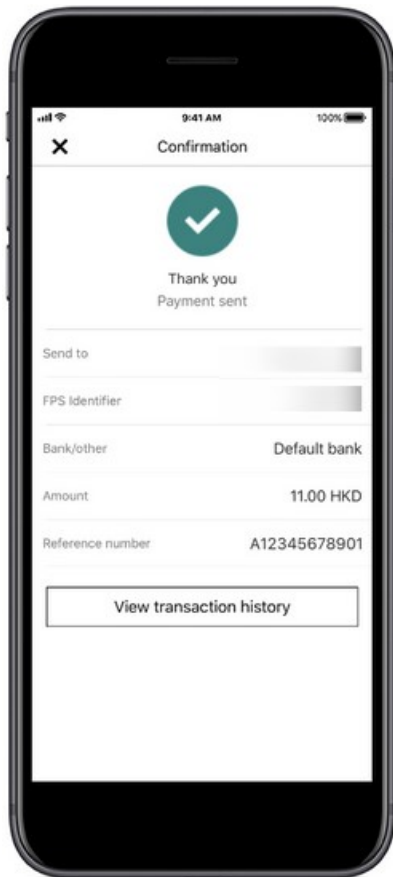
13. Enter your Mobile Security Key password or use biometric authentication to verify your identity and proceed with the payment.



14. If the payee's name and the transaction details are correct, select 'Confirm and pay' to complete the transaction.



15. Your transfer is complete.



16. Click "Confirm".


**CUSIS** Chinese University Student Information System

### FPS Payment

**Valid Till:** 2022/01/25 15:18:57  
**Merchant Name:** The Chinese University of Hong Kong  
**Bill No:** UF01000000000007  
**Amount (HK\$):** 7.00

1. Enable the QR Code scanner of your mobile banking app or e-wallet and then scan the FPS QR Code to make a payment.
2. The **Bill No.** and **Amount** are already embedded. Please check the correctness before confirming to proceed payment.
3. After FPS payment process is completed in the app / e-wallet, please click the below "Confirm" button.

### FPS QR Code



Cancel Confirm

17. Click "Exit".

✕ Exit Make a Payment ⋮

1 **Select Payment Method**  
Complete

2 **Specify Payment Amount**  
Complete

3 **Confirm Payment Amount**  
Complete

4 **Payment Result**  
Complete

### Step 4 of 4: Payment Result

Your payment has been accepted. You may save the information below for future reference.

#### Confirmation Details

Payment Method	FPS
ID	██████████
Name	XZDX, Lwb Hwx
Transaction Number	UF01000000000007
Transaction Status	✔ Approved
Payment Amount	7.00
Transaction Date	25/01/2022

Currency used in Hong Kong Dollar.