

# ePayment Guideline

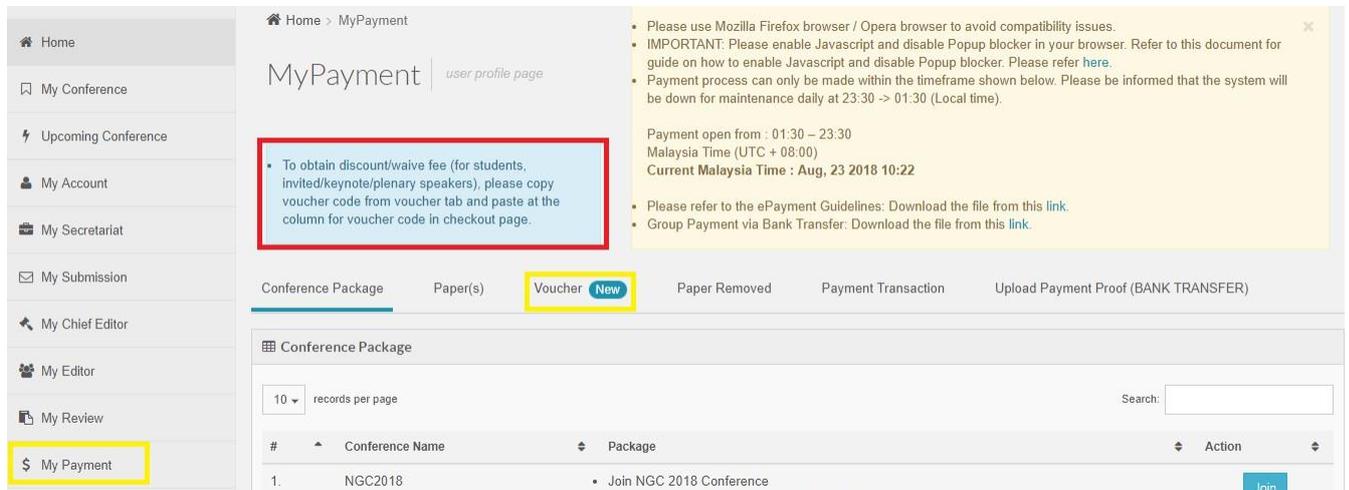
# ePAYMENT GUIDELINE THROUGH CONFERENCE MANAGEMENT SYSTEM

1. Login to EZconf.
2. Please use Google Chrome / Mozilla Firefox browser browser to avoid compatibility issues.
3. IMPORTANT : Please enable Javascript and disable Popup blocker in your browser. Refer to this document for guide on how to enable Javascript and disable Popup blocker
4. Payment process can only be made within the timeframe shown below. Please be informed that the system will be down for maintenance daily at 23:30 -> 01:30 (Local time)

Payment from : 01:30 – 23:30

Malaysia Time Zone (UTC+08:00)

## 5. Go to My Payment Menu

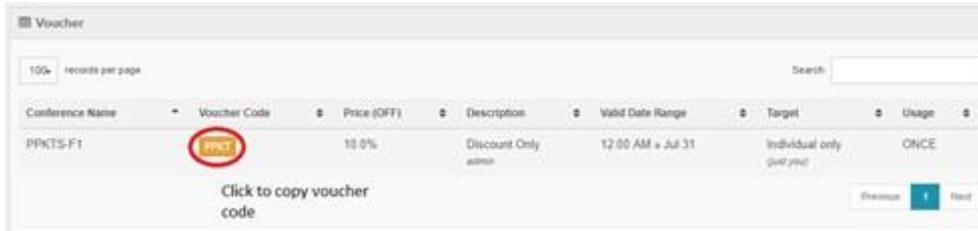


The screenshot shows the 'MyPayment' user profile page. A sidebar on the left contains navigation links: Home, My Conference, Upcoming Conference, My Account, My Secretariat, My Submission, My Chief Editor, My Editor, My Review, and My Payment (highlighted with a yellow box). The main content area has a breadcrumb 'Home > MyPayment' and a 'MyPayment user profile page' header. A yellow notification box at the top right contains important information: 'Please use Mozilla Firefox browser / Opera browser to avoid compatibility issues.', 'IMPORTANT: Please enable Javascript and disable Popup blocker in your browser. Refer to this document for guide on how to enable Javascript and disable Popup blocker. Please refer here.', 'Payment process can only be made within the timeframe shown below. Please be informed that the system will be down for maintenance daily at 23:30 -> 01:30 (Local time).', 'Payment open from : 01:30 – 23:30 Malaysia Time (UTC + 08:00) Current Malaysia Time : Aug, 23 2018 10:22', and 'Please refer to the ePayment Guidelines: Download the file from this link. Group Payment via Bank Transfer: Download the file from this link.' Below the notification, there are tabs for 'Conference Package', 'Paper(s)', 'Voucher' (highlighted with a yellow box and 'New' badge), 'Paper Removed', 'Payment Transaction', and 'Upload Payment Proof (BANK TRANSFER)'. The 'Conference Package' tab is active, showing a table with columns for '#', 'Conference Name', 'Package', and 'Action'. The table contains one row: '1. NGC2018' with a 'Join' button. A red-bordered box highlights a note: 'To obtain discount/waive fee (for students, invited/keynote/plenary speakers), please copy voucher code from voucher tab and paste at the column for voucher code in checkout page.'

- To obtain discount/waive fee (for students, invited/keynote/plenary speakers), please copy voucher code from voucher tab and paste at the column for voucher code in checkout page.

6. Click **Voucher** tab to apply voucher

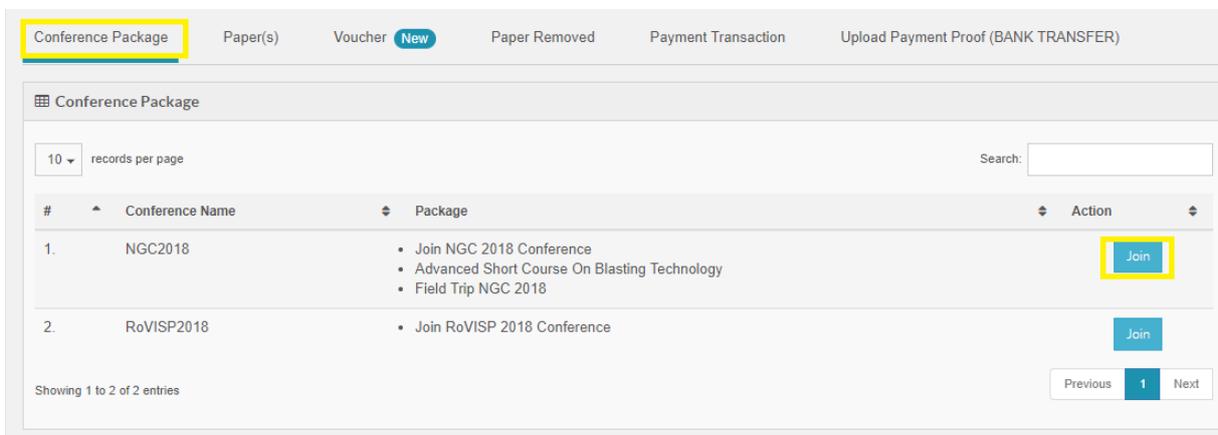
7. Copy the voucher code



Conference Name	Voucher Code	Price (OFF)	Description	Valid Date Range	Target	Usage
PPKTS-F1	PPKTS-F1	10.0%	Discount Only admin	12:00 AM - Jul 31	Individual only (not year)	ONCE

Click to copy voucher code

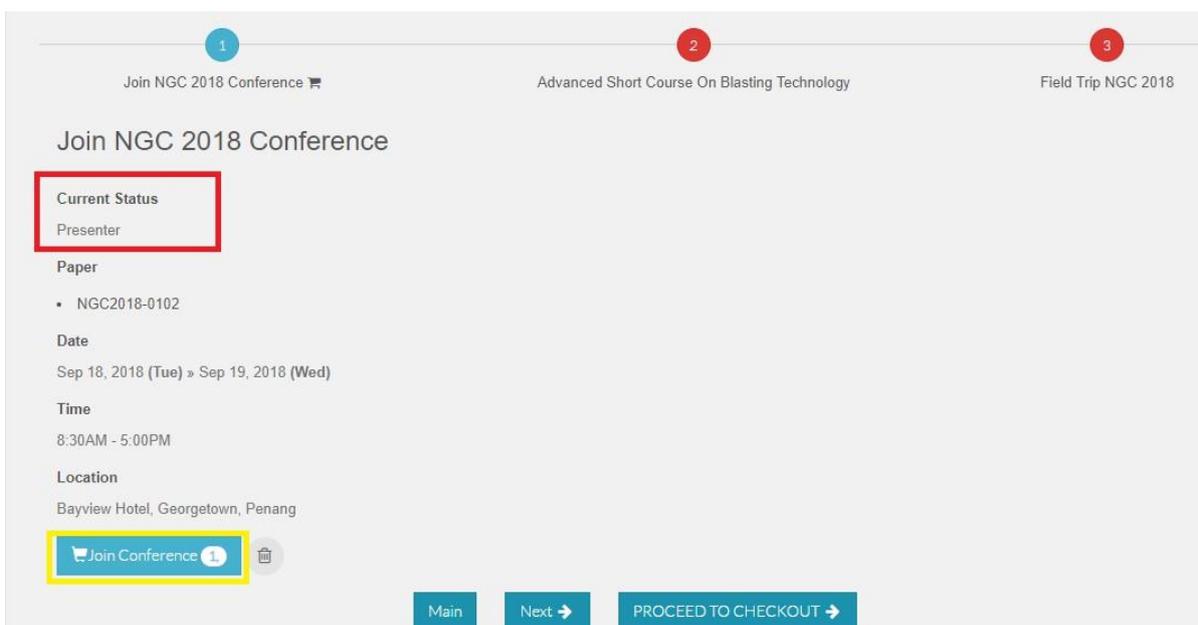
9. Go to **Conference Package** tab and click **Join**



#	Conference Name	Package	Action
1.	NGC2018	<ul style="list-style-type: none"><li>Join NGC 2018 Conference</li><li>Advanced Short Course On Blasting Technology</li><li>Field Trip NGC 2018</li></ul>	Join
2.	RoVISP2018	<ul style="list-style-type: none"><li>Join RoVISP 2018 Conference</li></ul>	Join

Showing 1 to 2 of 2 entries

10. Click **Join Conference > Save**



1 Join NGC 2018 Conference

2 Advanced Short Course On Blasting Technology

3 Field Trip NGC 2018

### Join NGC 2018 Conference

**Current Status**  
Presenter

**Paper**  
• NGC2018-0102

**Date**  
Sep 18, 2018 (Tue) » Sep 19, 2018 (Wed)

**Time**  
8:30AM - 5:00PM

**Location**  
Bayview Hotel, Georgetown, Penang

Join Conference

Main Next → PROCEED TO CHECKOUT →

Join NGC 2018 Conference X

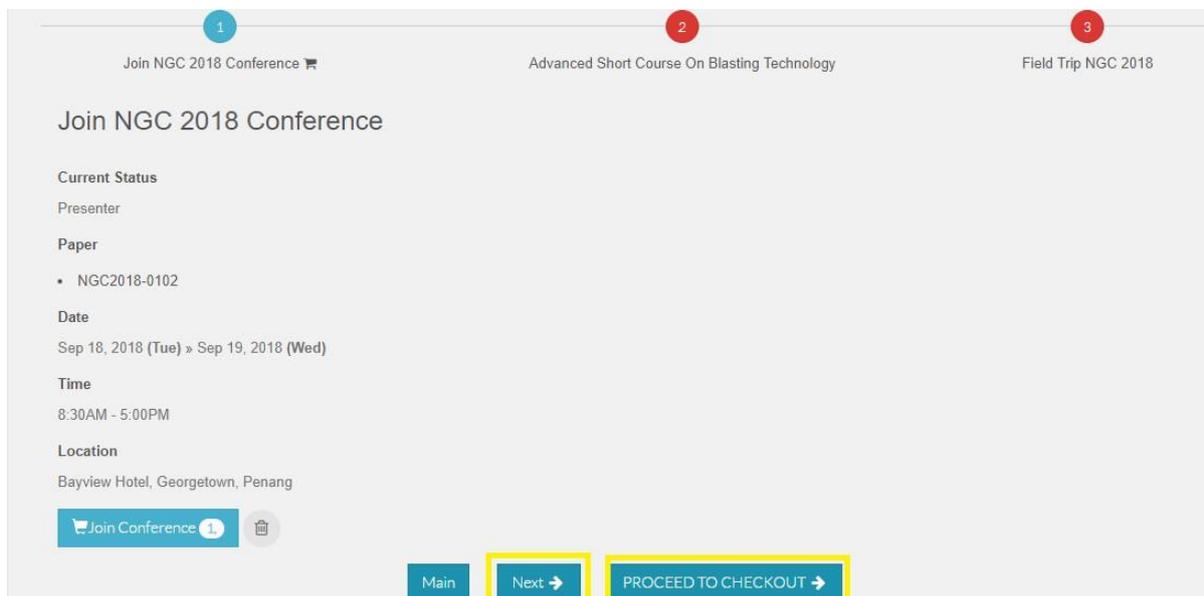
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Price	No. of pax	Total Price
	<input style="width: 50px; height: 20px;" type="text" value="1"/>	

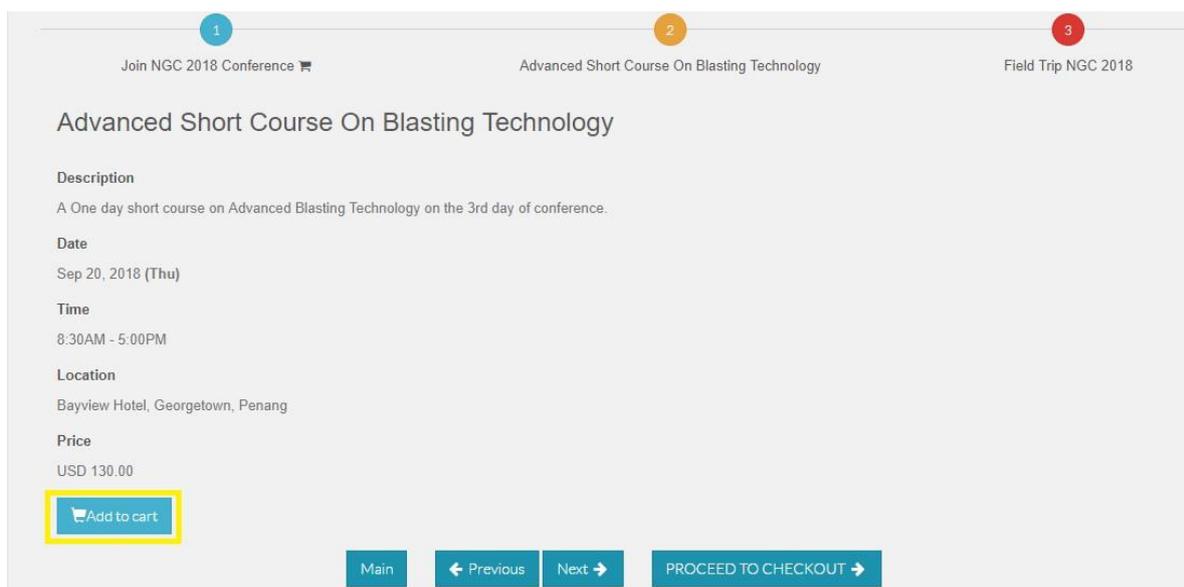
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11. If no package, click **PROCEED TO CHECKOUT**.

If there is package, click **Next > Add to cart > Save**



This screenshot shows the 'Join NGC 2018 Conference' page. At the top, there are three tabs: 'Join NGC 2018 Conference' (1), 'Advanced Short Course On Blasting Technology' (2), and 'Field Trip NGC 2018' (3). The main content area displays details for the conference, including 'Current Status', 'Presenter', 'Paper' (NGC2018-0102), 'Date' (Sep 18, 2018 (Tue) » Sep 19, 2018 (Wed)), 'Time' (8:30AM - 5:00PM), and 'Location' (Bayview Hotel, Georgetown, Penang). At the bottom, there is a 'Join Conference' button with a shopping cart icon and a '1' badge, and a trash icon. Below this, there are three navigation buttons: 'Main', 'Next >' (highlighted with a yellow border), and 'PROCEED TO CHECKOUT >' (highlighted with a yellow border).



This screenshot shows the 'Advanced Short Course On Blasting Technology' page. At the top, there are three tabs: 'Join NGC 2018 Conference' (1), 'Advanced Short Course On Blasting Technology' (2), and 'Field Trip NGC 2018' (3). The main content area displays details for the course, including 'Description' (A One day short course on Advanced Blasting Technology on the 3rd day of conference.), 'Date' (Sep 20, 2018 (Thu)), 'Time' (8:30AM - 5:00PM), and 'Location' (Bayview Hotel, Georgetown, Penang). Below the location, there is a 'Price' section showing 'USD 130.00'. At the bottom left, there is an 'Add to cart' button with a shopping cart icon, highlighted with a yellow border. At the bottom right, there are three navigation buttons: 'Main', '< Previous' (highlighted with a yellow border), 'Next >' (highlighted with a yellow border), and 'PROCEED TO CHECKOUT >' (highlighted with a yellow border).

Advanced Short Course On Blasting Technology

X

Price	No. of pax	Total Price
USD 130.00	1	USD 130.00

Save

**12. Click PROCEED TO CHECKOUT.**

**Checkout**

**NGC2018 Packages**

1) Advanced Short Course On Blasting Technology	1	USD 130.00
2) Join NGC 2018 Conference	1	USD 205.00

**Paper:-**

1) NGC2018-0102 (Oral)	UNPAID / (SUBMIT)	USD 205.00
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**Subtotal (Without voucher promo)** USD 335.00

**Voucher**  
\* Please add voucher code to receive discount fees before checkout. Voucher code available: early bird, student member and membership.

Apply

Paste the voucher code and click Apply

1) NGC#GSMEMBER Membership Promotion	- USD 40.00	✘
2) NGC#STUDENT Student Promotion	- USD 65.00	✘
<b>Total discount voucher</b>	<b>- USD 105.00</b>	
<b>Total amount excl. GST</b>	<b>USD 230.00</b>	

### 13. Click **PROCEED PAYMENT**

Subtotal (Without voucher promo)	USD 335.00
<b>Voucher</b>	
* Please add voucher code to receive discount fees before checkout. Voucher code available: early bird, student member and membership.	
<input type="text" value="Enter Voucher Code"/>	<input type="button" value="Apply"/>
1) NGC#GSMEMBER Membership Promotion	- USD 40.00 ✘
2) NGC#STUDENT Student Promotion	- USD 65.00 ✘
<b>Total discount voucher</b>	<b>- USD 105.00</b>
<b>Total amount excl. GST</b>	<b>USD 230.00</b>
Add: GST @ 0%	USD 0.00
<b>Total amount incl. GST</b>	<b>USD 230.00</b>

### 14. If no package, click **PROCEED TO CHECKOUT**.

If there is package, click **Next > Add to cart > Save > PROCEED TO CHECKOUT**

### 15. Apply voucher if needed and then click **PROCEED PAYMENT**

Checkout			
<b>NGC2018 Packages</b>			
1) Advanced Short Course On Blasting Technology	<input type="text" value="1"/>		USD 130.00
2) Join NGC 2018 Conference	<input type="text" value="1"/>		USD 205.00
<b>Paper:-</b>			
1) NGC2018-0102 (Oral)		UNPAID / (SUBMIT)	USD 205.00
Subtotal (Without voucher promo)			USD 335.00
<b>Voucher</b>			
* Please add voucher code to receive discount fees before checkout. Voucher code available: early bird, student member and membership.			
<input type="text" value="Enter Voucher Code"/>	<input type="button" value="Apply"/>	<input type="button" value="Paste the voucher code and click Apply"/>	
1) NGC#GSMEMBER Membership Promotion			- USD 40.00 ✘
2) NGC#STUDENT Student Promotion			- USD 65.00 ✘
<b>Total discount voucher</b>			<b>- USD 105.00</b>
<b>Total amount excl. GST</b>			<b>USD 230.00</b>

Subtotal (Without voucher promo)	USD 335.00
<b>Voucher</b> * Please add voucher code to receive discount fees before checkout. Voucher code available: early bird, student member and membership.	
<input type="text" value="Enter Voucher Code"/>	<input type="button" value="Apply"/>
1) NGC#GSMEMBER Membership Promotion	- USD 40.00 ✘
2) NGC#STUDENT Student Promotion	- USD 65.00 ✘
Total discount voucher	- USD 105.00
Total amount excl. GST	USD 230.00
Add: GST @ 0%	USD 0.00
Total amount incl. GST	USD 230.00

19. Choose payment method.

### **PAYMENT METHOD : ONLINE PAYMENT**

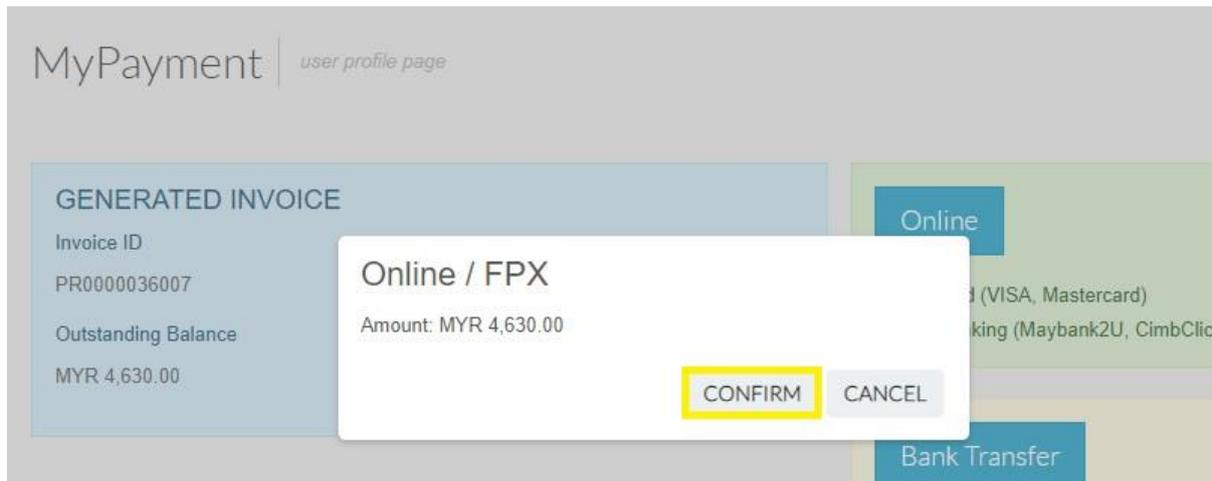
20. Click **Online** for online payment

Home > MyPayment > Proforma

MyPayment | user profile page

<b>GENERATED INVOICE</b> Invoice ID PR0000036005 Outstanding Balance MYR 4,630.00	<input type="button" value="Online"/> Credit Card (VISA, Mastercard) Online Banking (Maybank2U, CimbClicks, FPX)
	<input type="button" value="Bank Transfer"/> PO/LO/Bank Draft Bank Transfer

## 21. Click **CONFIRM**

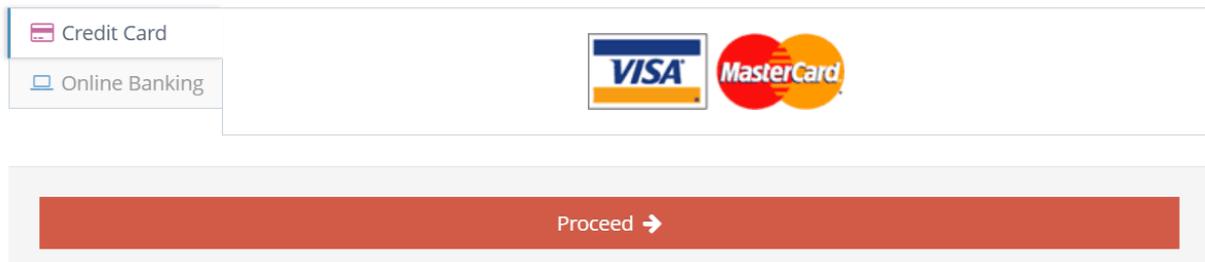


19. The system will then proceed to the electronic payment page. Choose a Payment Mode - Credit/Card or Online Banking and click Proceed.

## USM Payment Gateway



Pembayaran untuk : CONFERENCE ON ICT FOR UNIVERSITY 2024  
Nombor transaksi : EP1025222  
Nilai : MYR 1,000.00  
Atas Nama : UNIVERSITI SAINS MALAYSIA (KAMPUS KEJURUTERAAN)



ONLINE BANKING

20. Choose buyer bank and click Proceed.

USM Payment Gateway




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Buyer Bank

<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/> 
<input checked="" type="radio"/> 	<input type="radio"/> 	<input type="radio"/>  <small>(Not available for Corporate)</small>	<input type="radio"/> 
<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/> 
<input type="radio"/> 	<input type="radio"/>  	<input type="radio"/> 	<input type="radio"/> 
<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/> 

By clicking on the Proceed button, you agree to FPX's Terms & Conditions

Proceed →

21. Click Proceed.

USM Payment Gateway




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Bank : CIMB Clicks  
 Nilai : 1,000.00

- Please make sure the information shows above is correct
- Upon clicking Proceed to Payment button, you will be redirected to bank verification page.
- Kindly turn off browser's pop-up blocker before proceeding to payment.
- While the payment is being processed
  - Do not disconnect the Internet.
  - Do not close the web browser before completing payment.
  - Do not click the back button in order to avoid double payment.

Proceed →

CREDIT CARD (Master/Visa)

22. Select your preferred payment method



Merchant name: UNIVERSITI SAINS MALAYSIA

Select your preferred payment method

Pay securely using SSL+ by clicking on the card logo below:

© 2005-2018 MasterCard

23. Please enter your card details



Merchant name: UNIVERSITI SAINS MALAYSIA

Enter your card details

 **MasterCard:** You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number ::

Expiry Date ::  /  **month/year**

Security Code ::  The 3 digits after the card number on the signature panel of your card.



Purchase Amount :: **MYR RM3,566.29**





24. IMPORTANT : Please wait while your payment is processed. DO NOT CLICK on the Back button or Refresh button until the process is complete.



Merchant name: [REDACTED]

Please wait while your payment is processed

Please wait...

The server is processing your payment using MasterCard for the value of MYR

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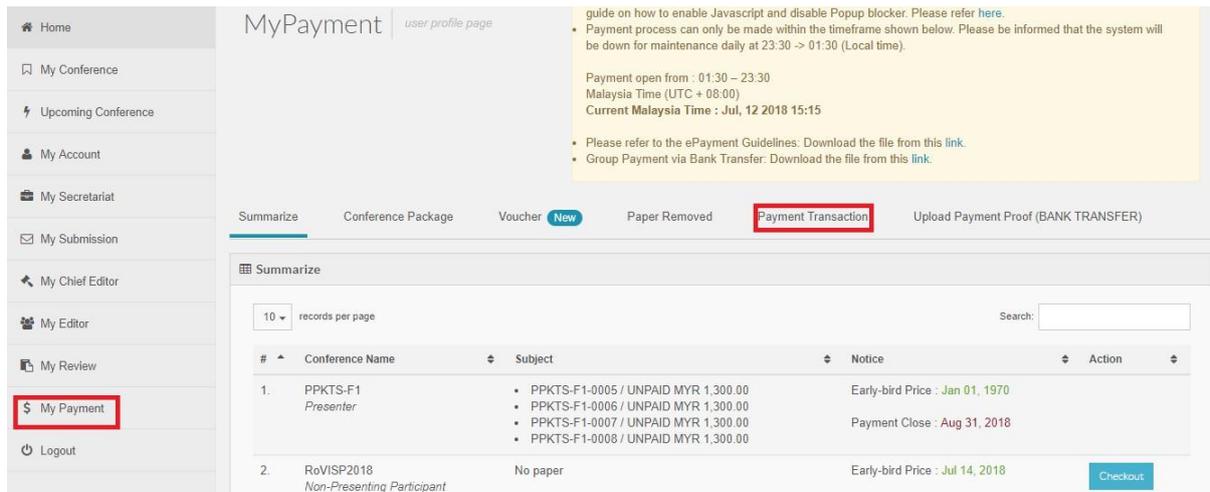
25. IMPORTANT : Please wait until the payment confirmation screen is displayed. The system will only be able to capture payment information after this payment confirmation screen is displayed.

## THANK YOU

YOUR PAYMENT INFORMATION	
Transaction Reference :	IE0000000029
Bank Reference :	710219398546
Transaction Date/Time :	Wed, Apr 12, 2017 05:56:46 PM
USM Reference :	EP151548
Payment Status :	<b>Transaction Successful</b>
Payment Amount :	USD 344.50

 Print

## 26. Click My Payment Menu and then click Payment Transaction.

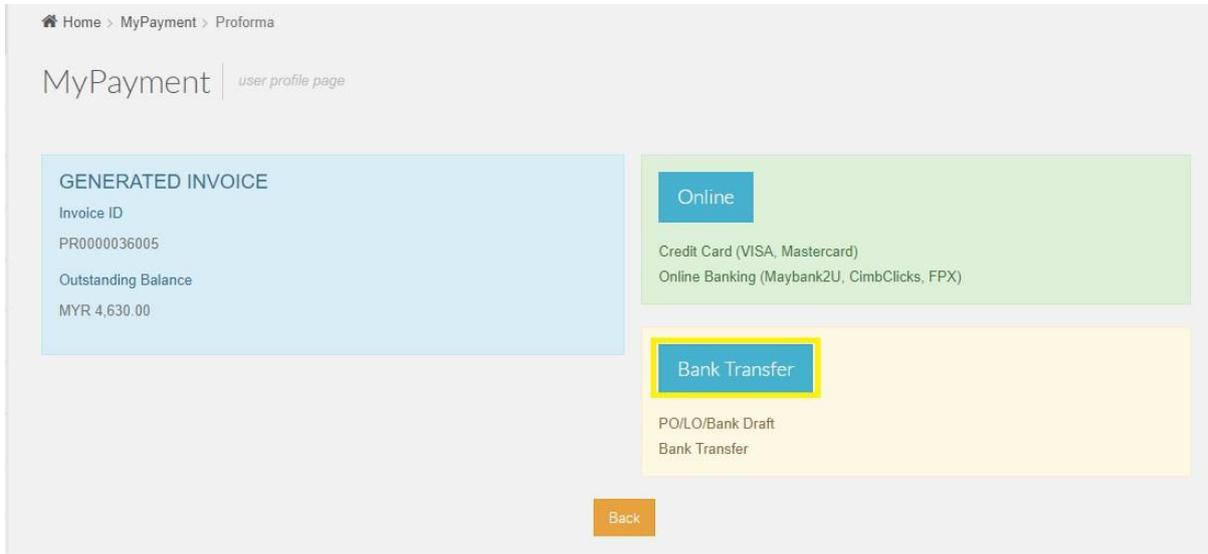


The screenshot shows the 'MyPayment' user profile page. On the left sidebar, the 'My Payment' menu item is highlighted with a red box. The main content area shows a navigation bar with 'Payment Transaction' also highlighted in red. Below this is a 'Summarize' section with a table of payment transactions.

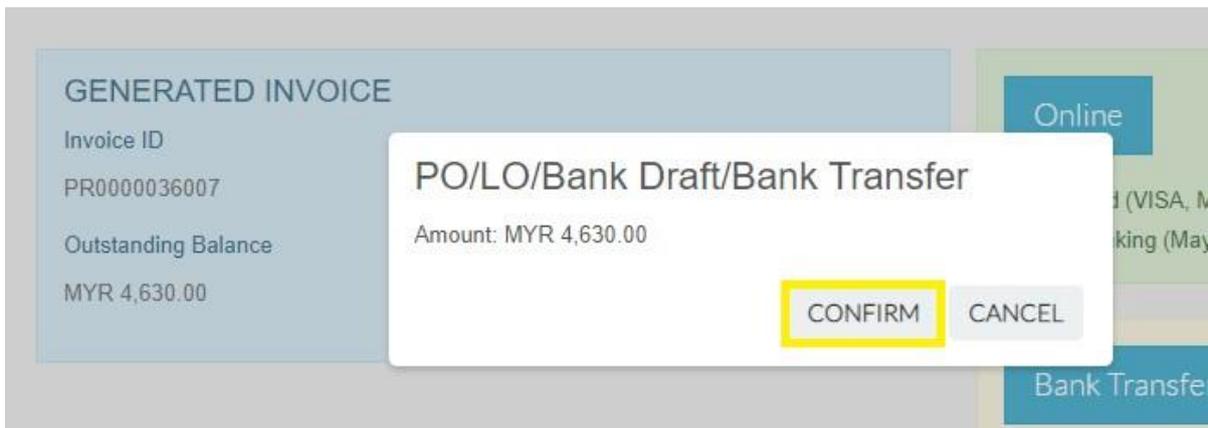
#	Conference Name	Subject	Notice	Action
1.	PPKTS-F1 Presenter	<ul style="list-style-type: none"> <li>PPKTS-F1-0005 / UNPAID MYR 1,300.00</li> <li>PPKTS-F1-0006 / UNPAID MYR 1,300.00</li> <li>PPKTS-F1-0007 / UNPAID MYR 1,300.00</li> <li>PPKTS-F1-0008 / UNPAID MYR 1,300.00</li> </ul>	Early-bird Price : Jan 01, 1970 Payment Close : Aug 31, 2018	
2.	RoVISP2018 Non-Presenting Participant	No paper	Early-bird Price : Jul 14, 2018	<a href="#">Checkout</a>

Document Type	Transaction Description	Amount Due	Amount Paid	Date/Time
RECEIPT	Registration Fee		USD 644.00	5:33 PM
TAX INVOICE Attachment	Generated Payment information	USD 600.00		5:33 PM

**PAYMENT METHOD : BANK TRANSFER**



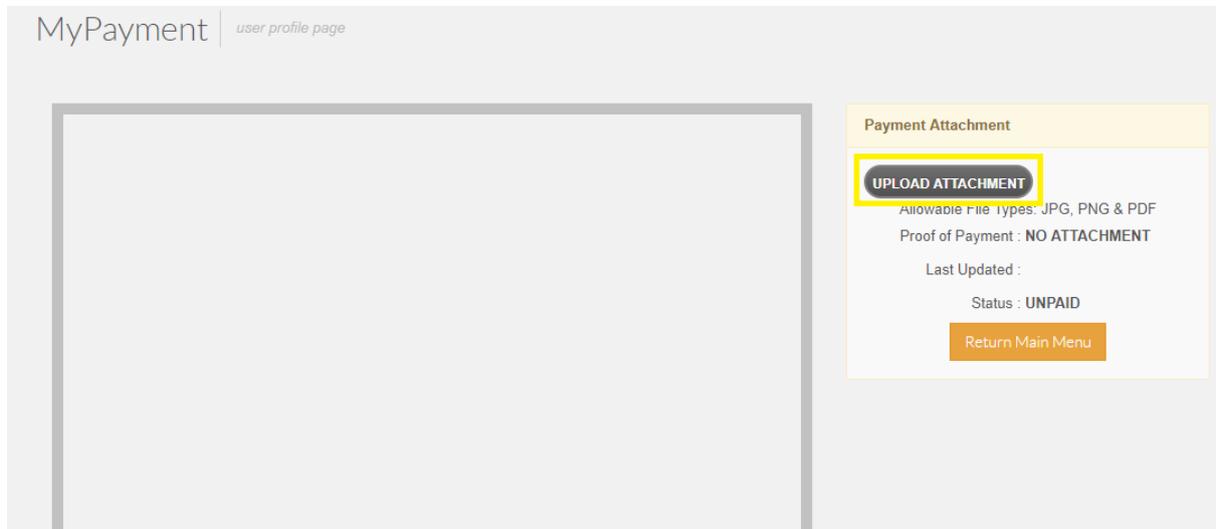
27. Click **CONFIRM**





**UPLOAD PROOF OF PAYMENT**

30. Click **UPLOAD ATTACHMENT** at the right side to upload payment attachment.



31. The tax invoice will be displayed after payment has been successfully made. If you require a copy of the receipt, please contact Secretariat.

**Payment Details**

Document Type	Transaction Description	Amount Due	Amount Paid	Date/Time
<a href="#">TAX INVOICE</a> Attachment	Generated Payment information	USD 795.00		6:57 PM
<b>RECEIPT *</b> <small>If you require a copy of the receipt, please contact IAHR World Congress 2017 Secretariat</small>	Full Payment (Bank Transfer)		MYR 795.00	7:00 PM

Show rows:

Results: 1 - 2 of 2



Outstanding Balance : USD 0.00

[Back](#)

### 32. Click **Upload Payment Proof (BANK TRANSFER)** to update the payment proof.

MyPayment | *user profile page*

- To obtain discount/waive fee (for students, invited/keynote/plenary speakers), please copy voucher code from voucher tab and paste at the column for voucher code in checkout page.

**IMPORTANT:** Please enable Javascript and disable Popup blocker in your browser. Refer to this document for guide on how to enable Javascript and disable Popup blocker. Please refer [here](#).

- Payment process can only be made within the timeframe shown below. Please be informed that the system will be down for maintenance daily at 23:30 -> 01:30 (Local time).

Payment open from : 01:30 – 23:30  
Malaysia Time (UTC + 08:00)  
Current Malaysia Time : Aug, 23 2018 17:05

- Please refer to the ePayment Guidelines: Download the file from this [link](#).
- Group Payment via Bank Transfer: Download the file from this [link](#).

Conference Package   Paper(s)   Voucher **New**   Paper Removed   Payment Transaction   **Upload Payment Proof (BANK TRANSFER)**

#### BANK TRANSFER

10 records per page   Search:

#	Conference Name	Reference ID	Amount	Approved File	Date/Time	Uploaded Date/Time	Status	Action
1.	NGC2018 <i>Non-Presenting Participant</i>	PR0000036010	MYR 4,630.00		3:19 PM		UNPAID	<b>UPDATE</b>

Showing 1 to 1 of 1 entries   Previous **1** Next