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1. **TUITION FEE**

1.1. Open a browser and type [http://epayment.upsi.edu.my](http://epayment.upsi.edu.my). The following site will be displayed:

![Image 1.1 – The landing page, UPSI ePayment Portal](image1.png)

1.2. Click on the Tuition Fee logo/menu

![Image 1.2 – Tuition fee link](image2.png)
1.3. The Tuition Fee module’s login page will be displayed:

![Image 1.3 – Tuition Fee login page](image)

1.4. Key in the student id and click enter. If the id is valid and the student is active, the following page will follows:

![Image 1.4 – Student and Fee Details](image)
1.5. To pay a fee, select the fee by checking the fee Pay checkbox’s. The amount of the selected fee will be displayed at the Total Amount to pay (RM) textfield. The amount can be edited if partial payment is intended.

1.6. Click on Add to Cart button to add the fee in the cart. If the action is successful, a message will be displayed and the cart will be updated.

1.7. To continue, click View Cart. The following page will be displayed:

![Image 1.5 – Check Out page](image)

1.8. To edit the amount for the fee, click on the pencil icon. A valid amount must be keyed in. It must be a number. The following image, Image 1.6 shows the edit function while Image 1.7 shows error when invalid input is entered.
Image 1.6 – Edit fee amount before checking out

Image 1.7 – Error when invalid input is keyed in

1.9. To delete or to cancel the item, click on the red X icon. A confirmation dialog will be displayed. Click Ok to continue or click Cancel to cancel.
1.10. To proceed for payment, click Proceed to payment button. The following page will be displayed. The details will be automatically fetched from database but any missing required field must be provided. All the asterick-marked fields are compulsory. Click Save and then Continue link will appear. Click the Continue link to proceed to step 2.

1.11. Step 2. Since this is a Tuition Fee module, no shipping address is needed. The Image 1.10 below will be displayed. To proceed click Save button. Continue Link will appear and click it.
1.12. In Step 3 or the final step for checking out, the details of the selected Tuition Fee that will be paid will be shown again. However, at this point the amount cannot be edited anymore. In case of the amount still need to be edited, click on the Reset button and the user will be forwarded to View Cart page.

Image 1.10 – Step 2, Check-out Item

Image 1.11 – Step 3, Check-out Item
1.13. Click Pay Now button and the user will be forwarded to Payment Gateway. Please refer to Payment Gateway in the chapter 6 for the further steps.

1.14. Once all the required steps in Payment Gateway have been completed successfully, the transaction summary will be displayed.
2. **FINE**

2.1. Open a browser and type [http://epayment.upsi.edu.my](http://epayment.upsi.edu.my). The following site will be displayed:

![Image 2.1 – The landing page, UPSI ePayment Portal](image)

2.2. Click on the Fine logo/menu

![Image 2.2 – Fine link](image)
2.3. The Fine module’s login page will be displayed:

![Image 2.3 – Tuition Fee login page](image)

2.4. Key in the student id and click enter. If the id is valid and the student is active, the following sub menu will be displayed. Please select either one of the option.

![Image 2.4 – Student and Fee Details](image)

2.5. If any link is choosen and the student has the related fine, the fine will be displayed in a list as in Image 2.5.
Image 2.5 – Fine list for Unit Keselamatan

2.6. To select the fine, click on the pay checkbox for the fine. The amount for fine under Unit Keselamatan cannot be edited since no partial payment is allowed for this type of fine. However, for the fine under Perpustakaan Tunku Bainun, partial payment is allowed.
2.7. Click on Add to Cart button to add the fine in the cart. If the action is succesful, a message will be displayed and the cart will be updated.

2.8. To continue, click View Cart. The following page will be displayed:

*Total Amount to pay: 150.00

The item was successfully added to your cart.

Image 2.6 – Adding fine to cart

Image 2.7 – Check Out page
2.9. To delete or to cancel the item, click on the red X icon. A confirmation dialog will be displayed. Click Ok to continue or click Cancel to cancel.

![Image 2.8](image2.8.png) – Delete confirmation dialog (Sample based on Tuition Fee case)
2.10. To proceed for payment, click Proceed to payment button. The following page will be displayed. The details will be automatically fetched from database but any missing required field must be provided. All the asterick-marked fields are compulsory. Click Save and then Continue link will appear. Click the Continue link to proceed to step 2.

![Image 2.9 - Step 1, Check-out Item](image)

2.11. Step 2. Fine module shares the same steps as Tuition Fee module, thus no shipping address is needed. The Image 2.10 below will be displayed. To proceed click Save button. Continue Link will appear and click it.
2.12. In Step 3 or the final step for checking out, the details of the selected Fine that will be paid will be shown again. However, at this point the amount cannot be edited anymore. In case of the amount still need to be edited, click on the Reset button and the user will be forwarded to View Cart page.
2.13. Click Pay Now button and the user will be forwarded to Payment Gateway. Please refer to Payment Gateway in the chapter 6 for the further steps.

2.14. Once all the required steps in Payment Gateway have been completed successfully, the transaction summary will be displayed.

**Image 2.11** – Step 3, Check-out Item

**Image 2.12** – Transaction summary
3. **SEMINAR/CONFERENCE**

3.1. Open a browser and type [http://epayment.upsi.edu.my](http://epayment.upsi.edu.my). The following site will be displayed:

![Image 3.1 – The landing page, UPSI ePayment Portal](image)

3.2. Click on the Seminar/Conference logo/menu

![Image 3.2 – Seminar/Conference link](image)
3.3. The seminar/conference listing will be displayed.

![Image 3.3 – Seminar/Conference listing](image)

3.4. Click View button to view the details for the seminar/conference. If the seminar/conference has ended, a message will be displayed at the bottom of the listing.

![Image 3.4 – Message for seminar/conference that has ended](image)
3.5. If the seminar is still open, the following registration form will be shown.

![Seminar/conference registration form]

**Image 3.5 – Seminar/conference registration form**
3.6. Fill out the form and click Register Only button to register to the seminar/conference without payment or click Register and Add to cart button to register and later pay the seminar registration fee via the Payment Gateway.

3.7. When Register and Add to cart button is clicked and the registration was successful, a message will be shown at the bottom of the form and the cart will be updated. A seminar is added.

![Image 3.5](image3_5.png)

**Image 3.5** – A seminar is added into the cart

3.8. Click on the View Cart link and the registration of the selected seminar will be shown in the cart details.

![Image 3.6](image3_6.png)

**Image 3.6** – A seminar in the online cart
3.9. To proceed for payment, click Proceed to payment button. The following page will be displayed. The details will be automatically fetched from database but any missing required field must be provided. All the asterick-marked fields are compulsory. Click Save and then Continue link will appear. Click the Continue link to proceed to step 2.

![Image 3.7 – Step 1, Check-out Item](image)

3.10. Step 2. Seminar/conference module also shares the same steps as Tuition Fee module, thus no shipping address is needed. The Image 3.8 below will be displayed. To proceed click Save button. Continue Link will appear and click it.
3.11. In Step 3 or the final step for checking out, the details of the selected seminar/conference fee that will be paid will be shown again. However, at this point the amount cannot be edited anymore. In case of the amount still need to be edited, click on the Reset button and the user will be forwarded to View Cart page.
3.12. Click Pay Now button and the user will be forwarded to Payment Gateway. Please refer to Payment Gateway in the chapter 6 for the further steps.

3.13. Once all the required steps in Payment Gateway have been completed successfully, the transaction summary will be displayed.

Image 3.9 – Step 3, Check-out Item

Image 3.10 – Transaction summary
4. **BOOKS**

4.1. Open a browser and type [http://epayment.upsi.edu.my](http://epayment.upsi.edu.my). The following site will be displayed:

![Image 4.1](image1.png)

**Image 4.1** – The landing page, UPSI ePayment Portal

4.2. Click on the Penerbit UPSI logo/menu

![Image 4.2](image2.png)

**Image 4.2** – Penerbit UPSI link
4.3. The listing of books that are currently available at Penerbit UPSI is shown as in Image 4.3.

Image 4.3 – Books listing

4.4. Click on the magnifying glass icon beside each book to view the details of the book. To search a book, use search function at the top of the listing. Key in the search keyword and click Search button. If any result found, it will be displayed in the listing as well.
4.5. Click Add to cart button to add the book into the online cart. The quantity of the book also can be edited before the Add to cart button is clicked. Once in the cart, the cart’s item will be updated as well.

![Image 4.5 – Updated cart with Books@Penerbit item]
4.6. Click View Cart in the online cart panel. The following page will be displayed. At this phase, the quantity of the item still can be edited by clicking the pencil icon. To remove the item, click on red X icon.

![Image 4.6 – Item details with Books@Penerbit item](image)

4.7. To proceed for payment, click Proceed to payment button. The following page will be displayed. The details will be automatically fetched from database but any missing required field must be provided. All the asterick-marked fields are compulsory. Click Save and then Continue link will appear. Click the Continue link to proceed to step 2.
4.8. Step 2. When buying a book or a product, shipping address is needed. User has the option of using the same profile address as shipping address or key in the new shipping address. The Image 4.8 below will be displayed. To proceed click Save button. Continue Link will appear and click it.
4.9. In Step 3 or the final step for checking out, the details of the selected book or product that will be paid and the shipping address will be shown. At this point the amount cannot be edited anymore. In case of the amount still need to be edited, click on the Reset button and the user will be forwarded to View Cart page.

![Image 4.9 – Step 3, Check-out Item](image)

4.10. Click Pay Now button and the user will be forwarded to Payment Gateway. Please refer to Payment Gateway in the chapter 6 for the further steps.

4.11. Once all the required steps in Payment Gateway have been completed successfully, the transaction summary will be displayed.
Image 4.10 – Transaction summary
5. **PRODUCTS**

5.1. Open a browser and and type [http://epayment.upsi.edu.my](http://epayment.upsi.edu.my). The following site will be displayed:

![Image 5.1](image1.png)

**Image 5.1** – The landing page, UPSI ePayment Portal

5.2. Click on the Research Management Center logo/menu

![Image 5.2](image2.png)

**Image 5.2** – Research Management Center link
5.3. The listing of product that are currently available at Research Management Center UPSI is shown as in Image 5.3.

![Image 5.3 – Products listing](image)

5.4. Click on the magnifying class icon beside each product to view the details of the product. To search a product, use search function at the top of the listing. Key in the search keyword and click Search button. If any result found, it will be displayed in the listing as well.
5.5. Click Add to cart button to add the product into the online cart. The quantity of the product also can be edited before the Add to cart button is clicked. Once in the cart, the cart’s item will be updated as well.
5.6. Click View Cart in the online cart panel. The following page will be displayed. At this phase, the quantity of the item still can be edited by clicking the pencil icon. To remove the item, click on red X icon.

![Image 5.6 – Item details with Products@RMC item](image)

5.7. To proceed for payment, click Proceed to payment button. The following page will be displayed. The details will be automatically fetched from database but any missing required field must be provided. All the asterick-marked fields are compulsory. Click Save and then Continue link will appear. Click the Continue link to proceed to step 2.
5.8. Step 2. When buying a book or a product, shipping address is needed. User has the option of using the same profile address as shipping address or key in the new shipping address. The Image 5.8 below will be displayed. To proceed click Save button. Continue Link will appear and click it.

Image 5.8 – Step 2, Check-out Item
5.9. In Step 3 or the final step for checking out, the details of the selected book or product that will be paid and the shipping address will be shown. At this point the amount cannot be edited anymore. In case of the amount still need to be edited, click on the Reset button and the user will be forwarded to View Cart page.

![Image 5.9 – Step 3, Check-out Item](image)

5.10. Click Pay Now button and the user will be forwarded to Payment Gateway. Please refer to Payment Gateway in the chapter 6 for the further steps.

5.11. Once all the required steps in Payment Gateway have been completed successfully, the transaction summary will be displayed.
Image 5.10 – Transaction summary
6. **PAYMENT GATEWAY**

6.1. Please select the preferred payment method. Currently, there are two options; FPX and Credit Card.

![Payment Summary and Method Option](Image 6.1)

**Image 6.1** – Payment summary and method option

6.2. If MEPS/FPX is selected, the user will be forwarded to his/her bank’s online banking facility.

6.3. **Example of FPX**

   6.3.1. When MEPS FPX icon is clicked, the following page (Image 6.2) will appear. In this example, a sample bank is used. In the real situation, the pages will depend on the actual user’s online banking facility.
Image 6.2 – Details options for payment methods
6.3.2. For this case TEST BANK A is used. Click on the radio button beside the TEST BANK A icon. The following page will follow. For the real case scenario, the user will see his/her online banking facility such as Maybank2U, CIMBClicks and etc.

Image 6.3 – TEST BANK A online banking login
6.3.3. Upon successful login, the amount to be paid will be shown.

![Image 6.4](image_url) – The amount to pay is displayed

6.3.4. The user should verify that the amount is correct before continuing. To continue, confirm the amount by clicking the Ok button. If the payment was successfully done, the user will be directed to the summary page as in Image 6.5. Click Print Receipt button to print the summary or click Next Page button to complete the payment process and the user will be directed to UPSI ePayment Portal.
6.4. Example of Credit Card Payment

6.4.1. Click on the VISA/MASTERCARD icon. The following page will appear.
6.4.2. Please select the prefer card again. Click on the card icon. In this example, Master Card is selected. The user will have to provide the credit card details such as in the Image 6.7.

![Image 6.7 - Credit Card details are required](image)

6.4.3. Click on the pay button and the payment will be processed. Upon successful or unsuccessful payment, the user will be directed to the summary page as in Image 6.5. Click Print Reciept button to print the summary or click Next Page button to complete the payment process and the user will be directed to UPSI ePayment Portal.
7. MULTIPLE ITEMS IN A TRANSACTION

7.1. One interesting feature in ePayment UPSI is the ability of the system to allow the user to do a purchase of multiple items in a transaction. The user can buy different type of item such as book, product, registering for seminar, paying fine, all in one transaction.

7.2. To do multiple items in a transaction, user just has to add the different items in the current active cart. That means, after adding one item to the cart, the user can simply add another item to the cart before proceeding to pay. The following image shows the cart details for a multiple items in a transaction.

Image 7.1 – Multiple Items in a Transaction

7.3. When the user proceeds to payment process, the final page before the user is forwarded to Payment Gateway will look like the following image.
Image 7.2 – Check out Multiple Items Final Step