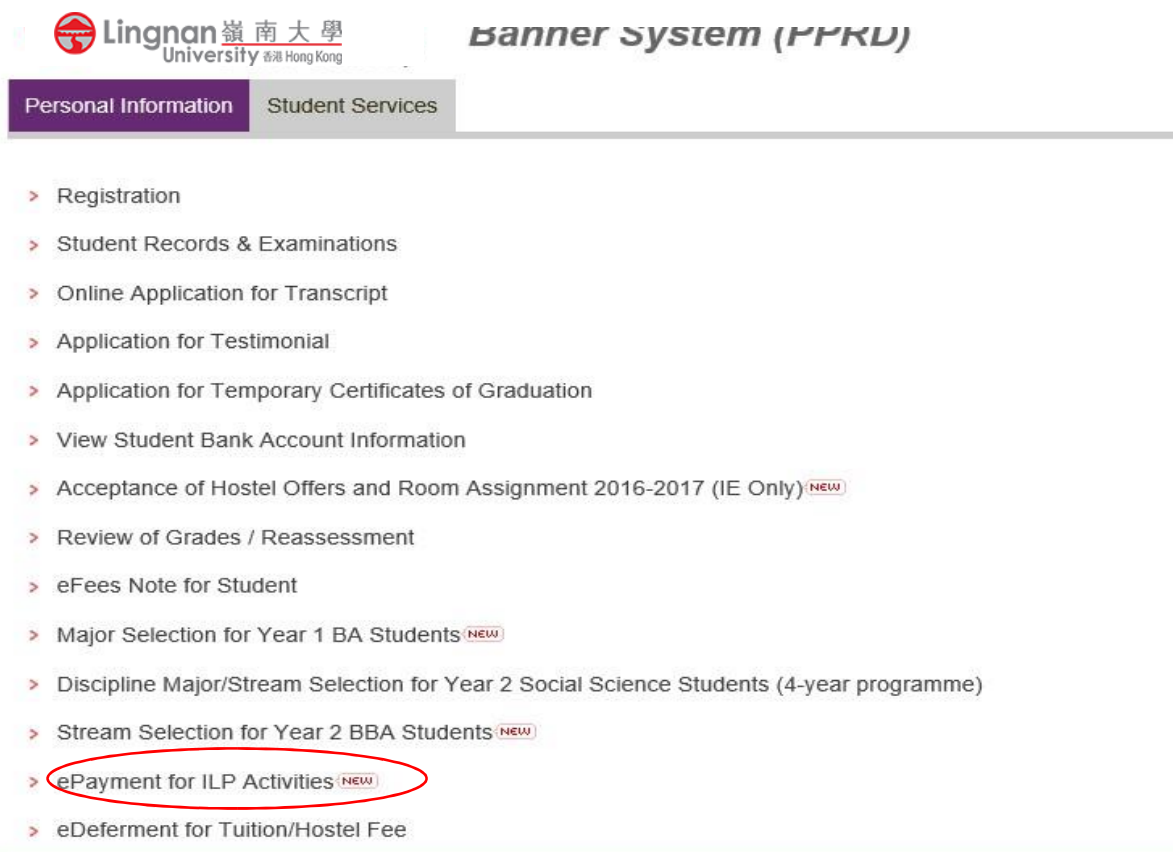


Guidelines of ePayment for ILP Activities (for Student)

1. Log in myLingnan Portal (<https://myportal.LN.edu.hk>). Click “Academics” → “Student Services”.

1.1 In the **Student Services** tab, click “ePayment for ILP Activities”.



The screenshot shows the Banner System (PPRD) interface for Lingnan University. The header includes the university's logo and name in English and Chinese, and the text "Banner System (PPRD)". Below the header, there are two tabs: "Personal Information" and "Student Services". The "Student Services" tab is active, displaying a list of services. The service "ePayment for ILP Activities" is highlighted with a red circle and a "NEW" tag.

Lingnan 嶺南大學
University 香港 Hong Kong

Banner System (PPRD)

Personal Information Student Services

- > Registration
- > Student Records & Examinations
- > Online Application for Transcript
- > Application for Testimonial
- > Application for Temporary Certificates of Graduation
- > View Student Bank Account Information
- > Acceptance of Hostel Offers and Room Assignment 2016-2017 (IE Only) **NEW**
- > Review of Grades / Reassessment
- > eFees Note for Student
- > Major Selection for Year 1 BA Students **NEW**
- > Discipline Major/Stream Selection for Year 2 Social Science Students (4-year programme)
- > Stream Selection for Year 2 BBA Students **NEW**
- > **ePayment for ILP Activities** **NEW**
- > eDeferment for Tuition/Hostel Fee

2. On the ePayment homepage, **select** the ILP activity(s) to be paid.

 **Lingnan** 嶺南大學 **Banner System (PPRD)**
University 香港 Hong Kong

ePayment for ILP Activities ⓘ

Student Name: CHOW, Tsz Ching
Student ID: 4079853

The ILP activities you enrolled in 1st Term 2016 - 2017 are shown as follows. Please tick "✓" the box for the activity(s) to be paid by ePayment :

	CRN	Title of Activity	Deposit (\$)	Course Fee (\$)	Total (\$)	Status
☐	5349	Badminton (Elementary)	\$0	\$50	\$50	Unpaid
☐	5371	Fit for Life	\$0	\$50	\$50	Unpaid

[Continue](#)

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2.1 More information will be displayed by **moving the cursor on** ⓘ.

2.2 Click **"Continue"**, the ePayment summary will be displayed.

 **Lingnan** 嶺南大學 **Bar**
University 香港 Hong Kong

ePayment for ILP Activities ⓘ

For any enrolled fee-paying ILP activities, students may settle the payment by credit card in this page (only VISA and MasterCard). "Deposit" is refundable after completion of full course/activity; while "Course Fee" is non-refundable.

Student Name: CHOW, Tsz Ching
Student ID: 4079853

The ILP activities you enrolled in 1st Term 2016 - 2017 are shown as follows. Please tick "✓" the box for the activity(s) to be paid by ePayment :

	CRN	Title of Activity	Deposit (\$)	Course Fee (\$)	Total (\$)	Status
☐	5349	Badminton (Elementary)	\$0	\$50	\$50	Unpaid
☐	5371	Fit for Life	\$0	\$50	\$50	Unpaid

[Continue](#)

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3. Click **“Pay and Submit”**, the confirmation window will be displayed.

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University 香港 Hong Kong

Banner System (PPRD)

ePayment for ILP Activities ⓘ

Your ePayment Summary

Student Name: CHOW, Tsz Ching
Student ID: 4079853

Activity(s) to be paid by ePayment :

CRN	Title of Activity	Total (\$)
5349	Badminton (Elementary)	\$50
Total Amount to be paid:		\$50

Back

Pay and Submit

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- 3.1 Click **“Yes”**, the credit card payment gateway page will be displayed

Confirmation

×

Are you sure?

Yes

No

4. Click “VISA / MasterCard” and then click “Proceed”.

  The Secure Way to Pay

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd.
Your payment instruction will be securely transmitted to the bank for authorisation.

Transaction Details

Merchant Name: Lingnan University
Amount: 300.00
Currency: HKD
Invoice Number: ILVT00000020160614

Digital Wallet Selection

 [Learn More](#)

Card Selection

Please select the type of card below to be used for payment, and press "Proceed" to continue payment.

Card Type:

☐ VISA / MasterCard  

 If you have any question regarding the transaction, please contact the merchant directly.

Use of this service is subject to the following Terms of Service and Privacy Policy. 

- 4.1 Enter your credit card information, then click “Proceed”.

  The Secure Way to Pay

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd.
Your payment instruction will be securely transmitted to the bank for authorisation.

Transaction Details

Merchant Name: Lingnan University
Amount: 300.00
Currency: HKD
Invoice Number: ILVT00000020160614

Credit Card Information

Please enter your credit card information below and press "Proceed" for payment.

Credit Card Number: - - -

Expiry Date: Month -- Year --

CVV2 (VISA) / CVC2 (MasterCard): 

Please refer to the back of your card and the last 3 digits on the signature panel is the CVV2 (Visa)/ CVC2 (MasterCard) code.

Verified by VISA / Master Secure Code

This payment website supports Verified by VISA and MasterCard SecureCode

You might be redirected to your card issuing bank and required to enter a password for authentication. Please contact your card issuing bank for service details.

  Verified by  

 If you have any question regarding the transaction, please contact the merchant directly.

Use of this service is subject to the following Terms of Service and Privacy Policy. 

5. For successful payment, the “**Payment confirmed**” message will be displayed. Click “**Back to Main Menu**” to return to the ePayment homepage.



Lingnan 嶺南大學
University 香港 Hong Kong

Banner System (PPRD)

ePayment for ILP Activities ①

Payment confirmed!

An auto-email will be sent to your Lingnan email for your record.

Payment Reference No.: ILVT00000009160724

Total amount: \$ 50

Date and Time: 24-JUL-2016 09:02 a.m.

CRN	Title	Deposit (\$)	Course Fee (\$)	Total (\$)
5349	Badminton (Elementary)	\$0	\$50	\$50

If you need to settle the payment for other ILP activities, please do so via "ePayment for ILP activities" again. You may also pay by cash at Student Services Centre before 4:00pm on the working day immediately following the online registration day. Otherwise your enrollment will be cancelled.

[Back to Main Menu](#)

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5.1 For unsuccessful payment, the “**Payment is not successful**” message will be displayed. It will then automatically redirect to the ePayment homepage.

Lingnan University information system received information from the ePayment gateway:

Invoice No.: ILVT00000022160614
Status: Transaction cancelled by user

Payment is not successful!

Please try again.

6. In the ePayment homepage, your payment status will be displayed.



Lingnan 嶺南大學 Banner System (PPRD)
University 香港 Hong Kong

ePayment for ILP Activities ①

Student Name: CHOW, Tsz Ching
Student ID: 4079853

The ILP activities you enrolled in 1st Term 2016 - 2017 are shown as follows. Please tick "✓" the box for the activity(s) to be paid by ePayment :

CRN	Title of Activity	Deposit (\$)	Course Fee (\$)	Total (\$)	Status
☐ 5349	Badminton (Elementary)	\$0	\$50	\$50	Paid by Credit Card (24 July 2016 09:02 am)
☐ 5371	Fit for Life	\$0	\$50	\$50	Unpaid

Continue

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6.1 If payment is not settled within the specified payment period, the “**Expired**” status will be displayed and the enrollment will be **cancelled**.

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University 香港 Hong Kong

Banner System (PPRD)

ePayment for ILP Activities ⓘ

Student Name: CHAN, Lai Ying
Student ID: 4108654

The ILP activities you enrolled in 1st Term 2016 - 2017 are shown as follows. Please tick “✓” the box for the activity(s) to be paid by ePayment :

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6.2 The ePayment system will only be open during online registration and specified payment period, otherwise the “**Application period closed**” message will be displayed.

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University 香港 Hong Kong

Banner System (PPRD)

ePayment for ILP Activities ⓘ

Application period closed.

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7. Sample **acknowledge email** to be received after settling the payment:

From: ilpcom@LN.edu.hk

To: xxxxxchow@ln.hk

Bcc: ilpcom@LN.edu.hk

Subject: Payment for ILP Activities (407xxxx)

Dear CHOW, xxxxxxx,

This is to confirm you that you have settled the payment on 24-Jul-2016 at 9:02 AM by Credit Card.

CRN	Title	Deposit (\$)	Course Fee (\$)	Total (\$)
5349	Badminton (Elementary)	\$0	\$50	\$50

Payment Reference: ILVT00000009160724

Total amount to paid: \$50

Thank you for your enrollment in ILP!

You should note that:

- 1) Deposit is only refundable (i) after the completion of full course/activity or the attendance requirement is fulfilled OR (ii) when the course/activity is cancelled due to low enrollment.
- 2) Course fee is only refundable when the course/activity is cancelled due to low enrollment.

Please make sure your bank account information is updated in myLingnan Portal (<https://myportal.LN.edu.hk>). Click "Academics" → "Student Services" → "View Student Bank Account Information".

Should you have any inquiry, please contact ilpcom@LN.edu.hk. Thanks!

Regards,

ILP Team

OSA

--- End ---