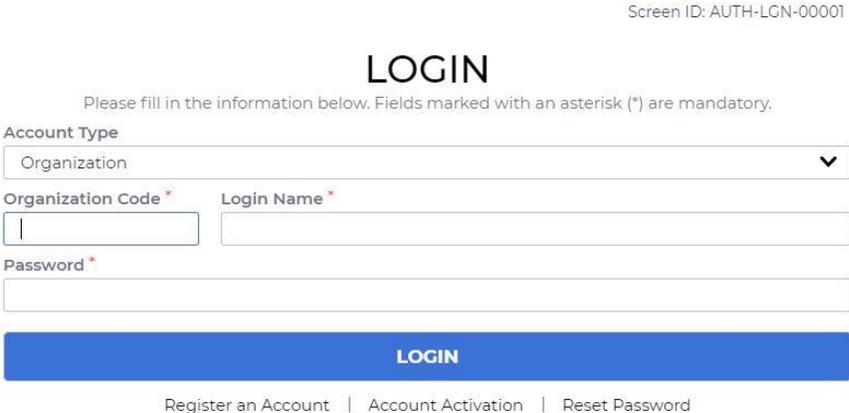
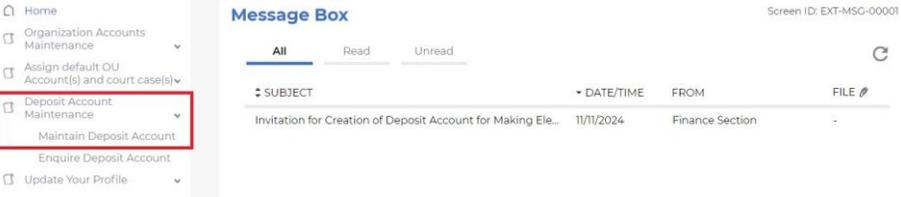
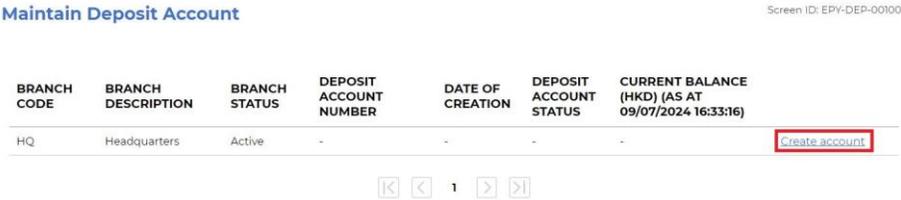
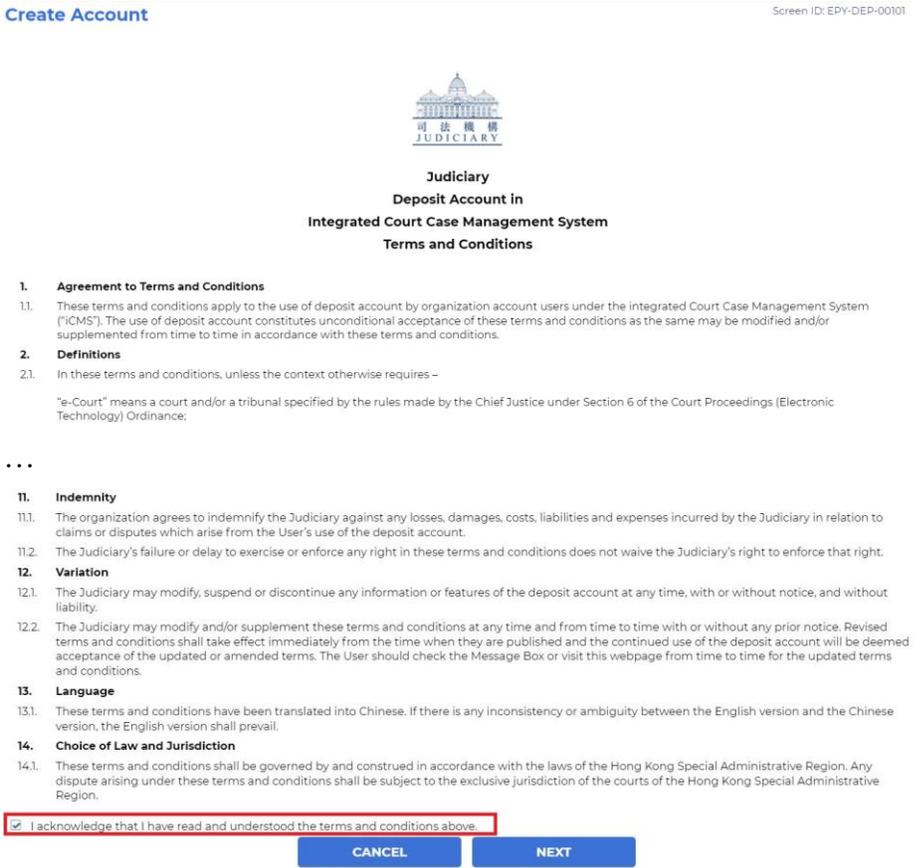
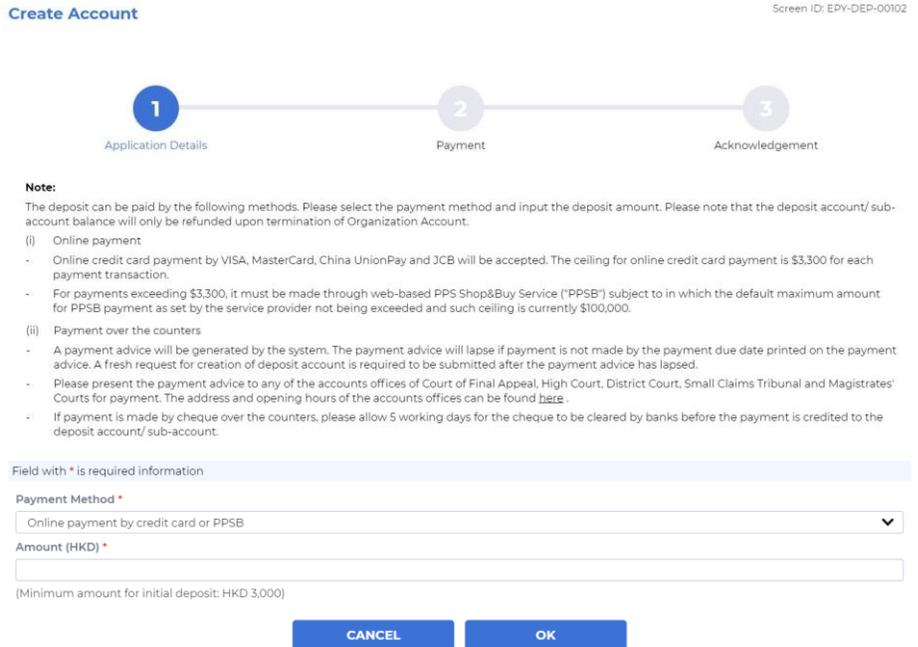


## Create and Top up Deposit Account

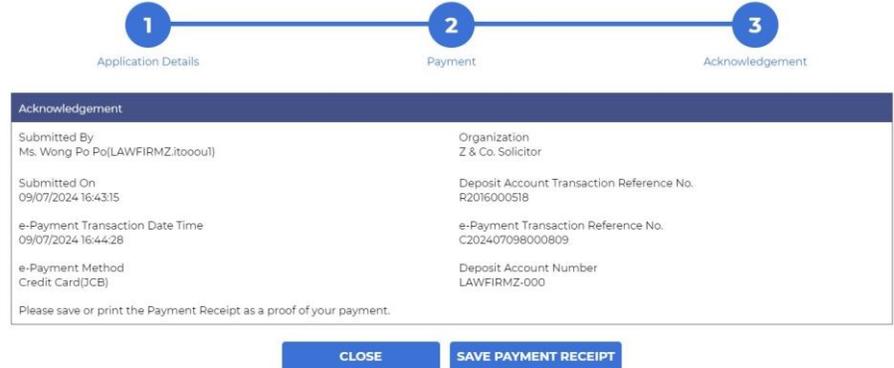
This step-by-step guide outlines the general process required to create and top up a deposit account using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
<p><b>Create deposit account</b></p> <p>[Note: The function of creating a deposit account is only available for Primary Administrator (“PA”) account holder.]</p>		
<p>1.</p>	<p><b><u>Login user account</u></b></p> <p>By PA account holder.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	
<p>2.</p>	<p><b><u>Access “Maintain Deposit Account” function</u></b></p> <p>Click “Deposit Account Maintenance”&gt;</p> <p>Select “Maintain Deposit Account”&gt;</p>	
<p>3.</p>	<p><b><u>Create a deposit account</u></b></p> <p>Click “Create account” to create a deposit account for the Organization Account &gt;</p>	

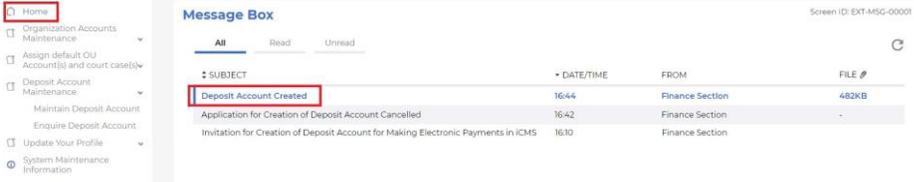
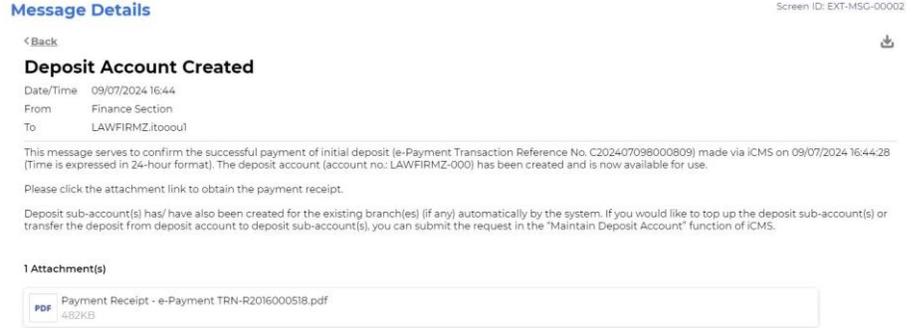
Step-by-step guide - “Create and Top up Deposit Account”

Item	Process	Relevant screenshots for reference
	<p>Having read and understood the <b>Terms and Conditions</b>, tick the checkbox of <b>“I acknowledge that I have read and understood the terms and conditions above.”</b>&gt;</p> <p>Click <b>“NEXT”</b>&gt;</p>	<p>The “Judiciary Deposit Account in Integrated Court Case Management System Terms and Conditions” (Terms and Conditions) screen is displayed.</p>  <p>Screen ID: EPY-DEP-00101</p>
4.	<p><b><u>Select payment method and input amount of initial deposit</u></b></p> <p>Select “Payment Method*”, e.g. “Online payment by credit card or PPSB”. For “Payment over the counter”, please refer to items 8 - 10&gt;</p> <p>Input “Amount (HKD)”&gt;</p> <p>Click “OK”&gt;</p> <p><i>[Note: Payment ceiling for online credit card payment is HK\$3,300 while that for web-based PPS Shop&amp;Buy</i></p>	<p>Step 1: Input Application Details</p>  <p>Screen ID: EPY-DEP-00102</p>

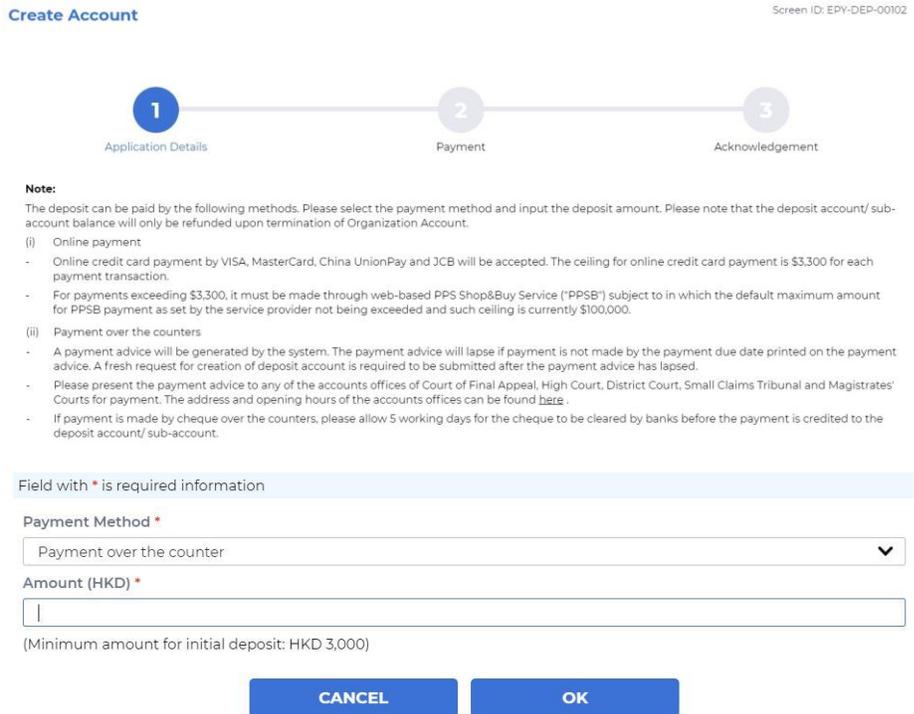
Step-by-step guide - “Create and Top up Deposit Account”

Item	Process	Relevant screenshots for reference
	<p><i>Service (“PPSB”) as set by the service provider is HK\$100,000.]</i></p>	
<p><b>Online payment of deposit by credit card or PPSB</b></p>		
<p>5.</p> <p><b><u>Online Payment Service</u></b></p> <p>Select one “Payment Method” and the “PAY” will be activated.</p> <p>Click “PAY”&gt;</p> <p><i>[Note: You will be redirected to the website of External Payment Service Provider for payment.</i></p> <p><i>Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 6.]</i></p>		<p>Step 2: Payment</p> <p><b>Online Payment Service</b> <span style="float: right;">Screen ID: EPY-SET-0001</span></p> <p>Type of Service: Judiciary Online Payment Service          Merchant Name: The Judiciary          Deposit Account Transaction Reference No: R2016000518          Deposit Account Number: LAWFIRMZ-000          Transaction Date: 09/07/2024          Total Amount: HKD 3,300.00</p> <p>Payment Method:</p>  <ul style="list-style-type: none"> <li>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful.</li> <li>Merchant Name is applicable to credit card payment method only.</li> <li>PPS Shop&amp;Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer.</li> <li>Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use deposit account (applicable to Organization Accounts with deposit accounts only) or PPSB to settle the payment. We apologise for any inconvenience caused.</li> <li>Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service.</li> <li>For refund of online payment by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostile Service, to the payer/ applicant. For refund of online payment by deposit account (applicable to Organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account.</li> <li>Balance of deposit account will only be refunded upon termination of Organization Account.</li> <li>If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.</li> </ul>
<p>6.</p> <p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE PAYMENT RECEIPT”&gt;</p> <p>Click “DOWNLOAD” in the pop-up of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Payment Receipt &gt;</p>		<p>Step 3: Acknowledgment</p> <p><b>Create Account</b> <span style="float: right;">Screen ID: EPY-DEP-00103</span></p>  <p><b>Confirm to download file?</b></p>  <p>R2016000518_Paym....pdf  <a href="#">Open file</a></p>

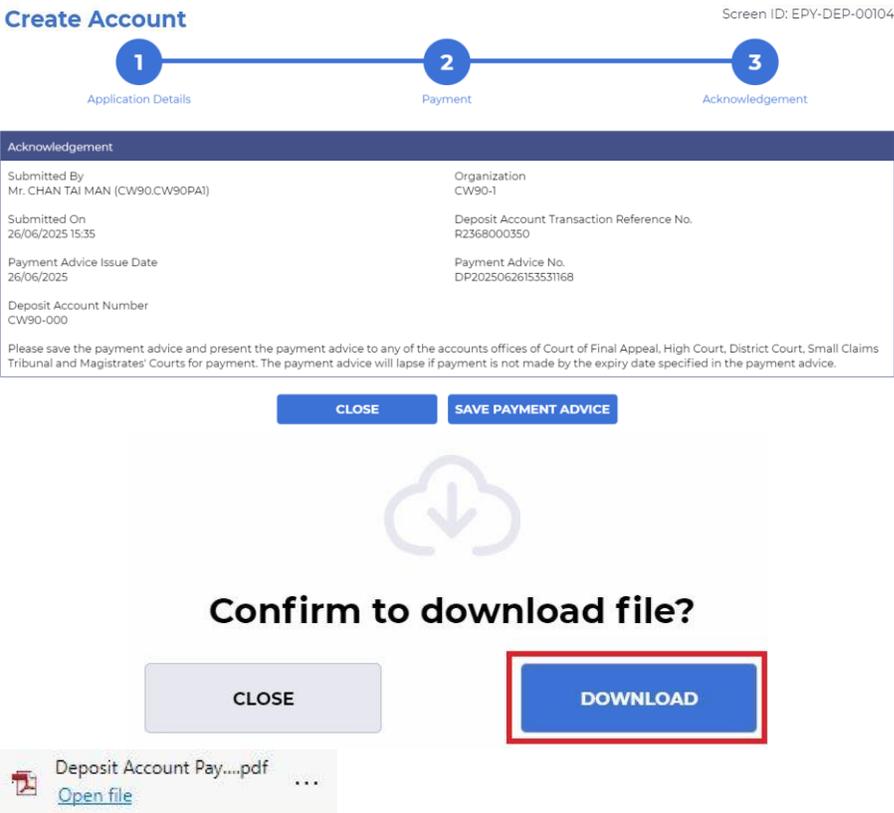
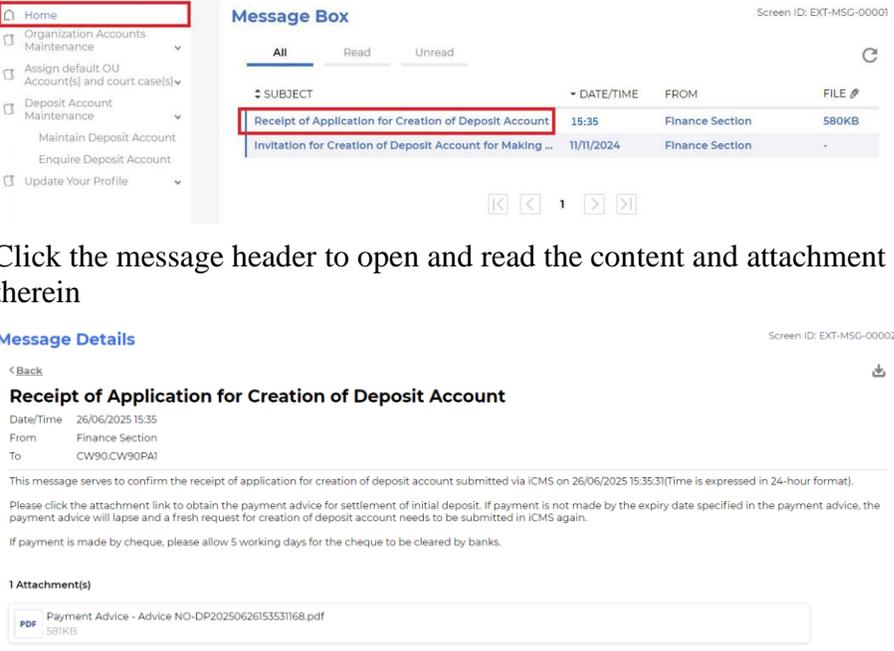
Step-by-step guide - “Create and Top up Deposit Account”

Item	Process	Relevant screenshots for reference
7.	<p><b><u>Acknowledgement message sent to the message box of PA</u></b></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to open and read the content and attachment therein.</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to open and read the content and attachment therein</p> 

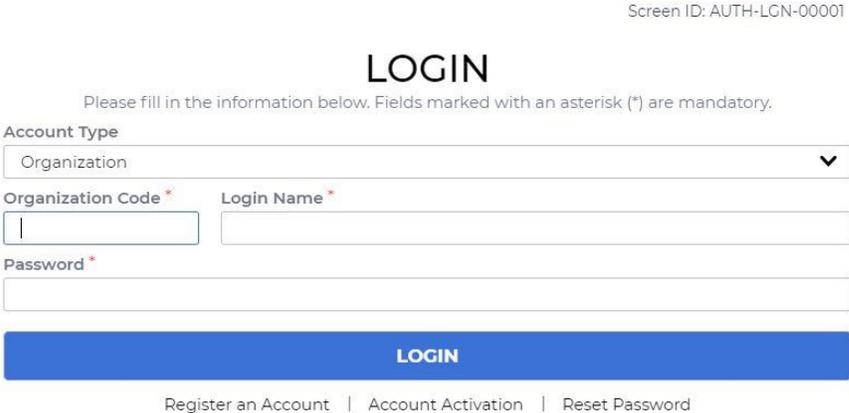
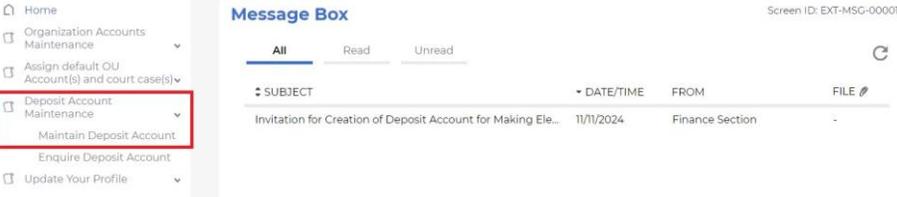
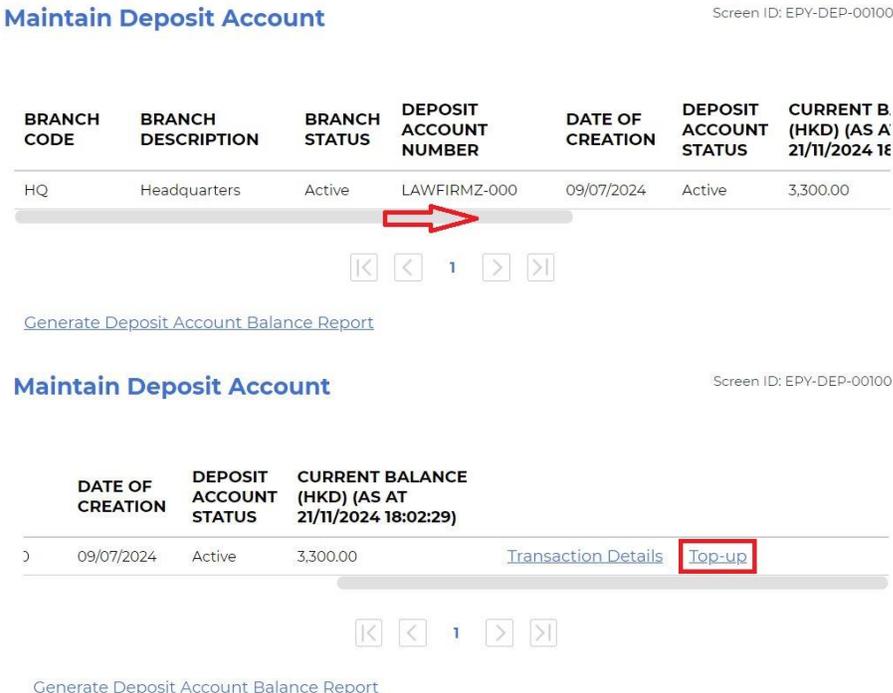
**Payment of deposit over the counter**

8.	<p><b><u>Select payment method and input amount of initial deposit</u></b></p> <p>Select “Payment over the counter” under “Payment Method*”&gt;</p> <p>Input “Amount (HKD)”&gt;</p> <p>Click “OK”&gt;</p>	<p>Step 1: Input Application Details</p> 
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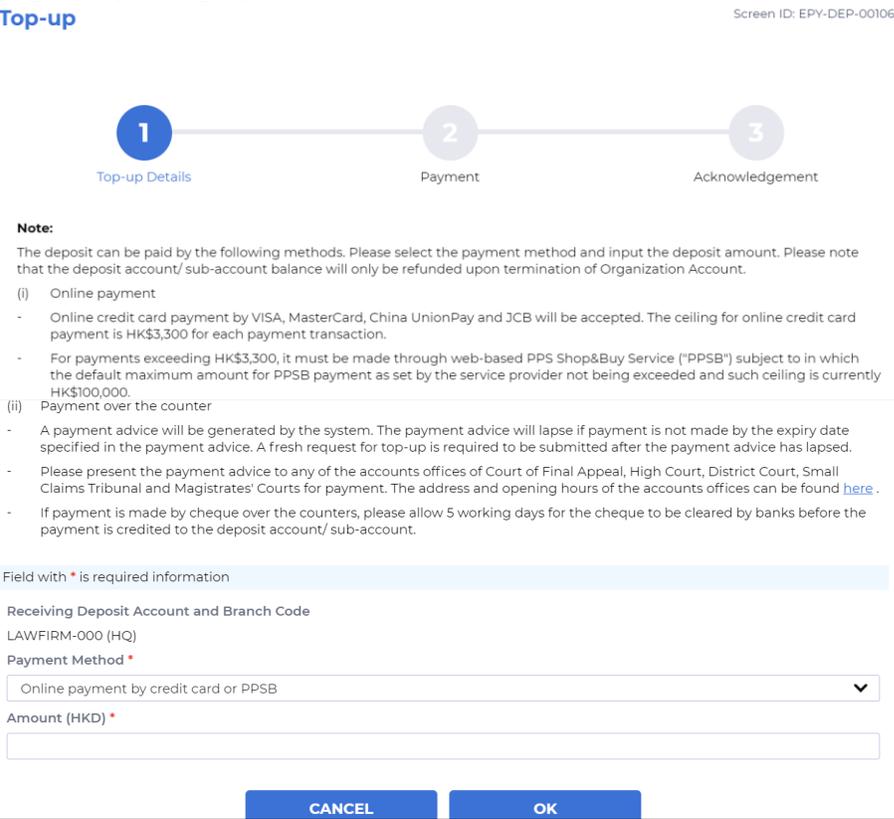
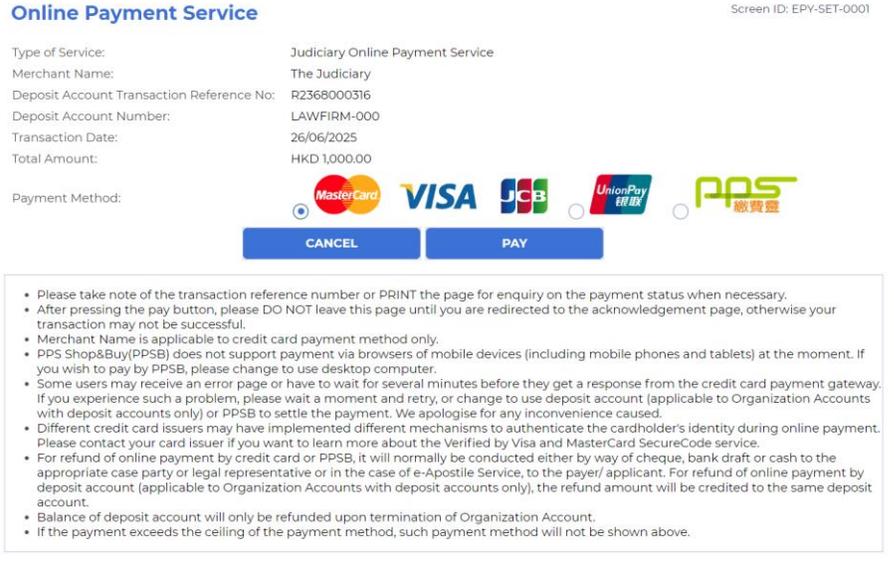
Step-by-step guide - “Create and Top up Deposit Account”

Item	Process	Relevant screenshots for reference
9.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE PAYMENT ADVICE” to download the payment advice for settlement in designated account offices&gt;</p> <p>Click “DOWNLOAD” in the pop-up of “Confirm to download file?” &gt;</p> <p>Click “Open file” to retrieve the payment advice &gt;</p> <p><i>[Note: The payment advice can be settled in designated accounts offices. For details of the designated accounts offices, please refer to the website of the Judiciary (<a href="https://www.judiciary.hk/en/e_courts/faq_epayment.html">https://www.judiciary.hk/en/e_courts/faq_epayment.html</a>)]</i></p>	<p>Step 2: Acknowledgment</p> 
10.	<p><b><u>Acknowledgement message sent to the message box of PA</u></b></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to open and read the content and attachment therein.</p> <p><i>[Note: Please follow the instructions on the payment advice for settling the initial deposit.]</i></p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to open and read the content and attachment therein</p>

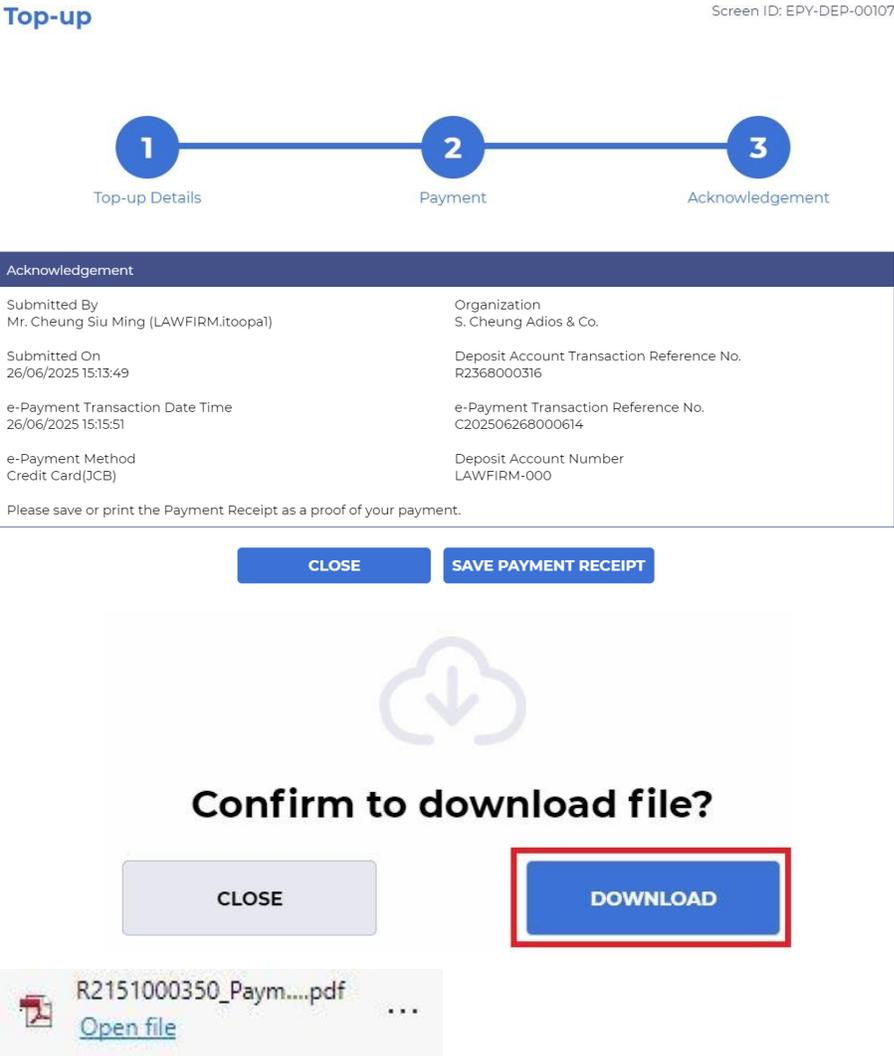
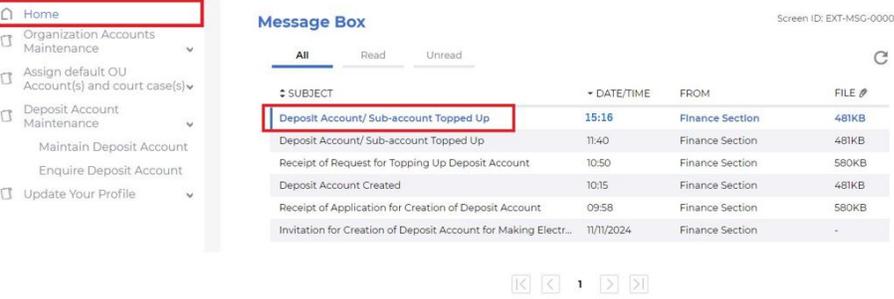
Step-by-step guide - “Create and Top up Deposit Account”

Item	Process	Relevant screenshots for reference
<p><b>Top up deposit account</b></p> <p>[Note: The function of topping up deposit account is available for PA, Secondary Administrator (“SA”) and Organization User (“OU”) account holders.]</p>		
<p>11.</p>	<p><b><u>Login user account</u></b></p> <p>Either by PA, SA or OU account holder.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	
<p>12.</p>	<p><b><u>Access “Maintain Deposit Account” function</u></b></p> <p>Click “Deposit Account Maintenance”&gt;</p> <p>Select “Maintain Deposit Account”&gt;</p>	
<p>13.</p>	<p><b><u>Top up deposit account</u></b></p> <p>Scroll the bar to the right</p> <p>Click “Top-up”&gt;</p> <p><i>[Note: For SA and OU account holder, he/ she can top up deposit account/ sub-account of the branch assigned. SA account holder can top up deposit account and sub-accounts</i></p>	

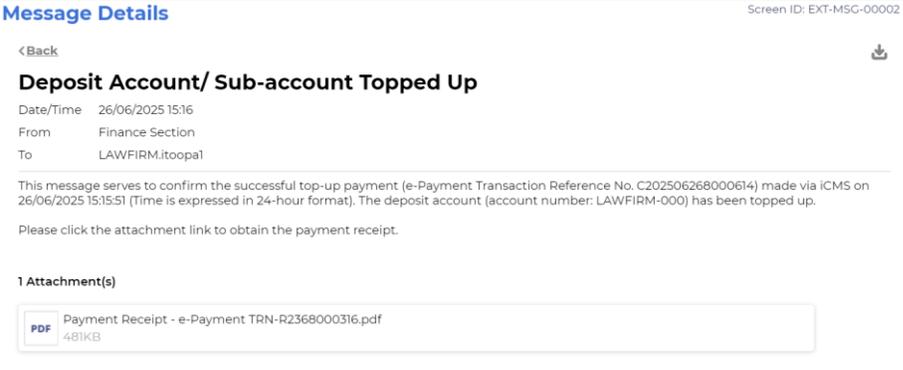
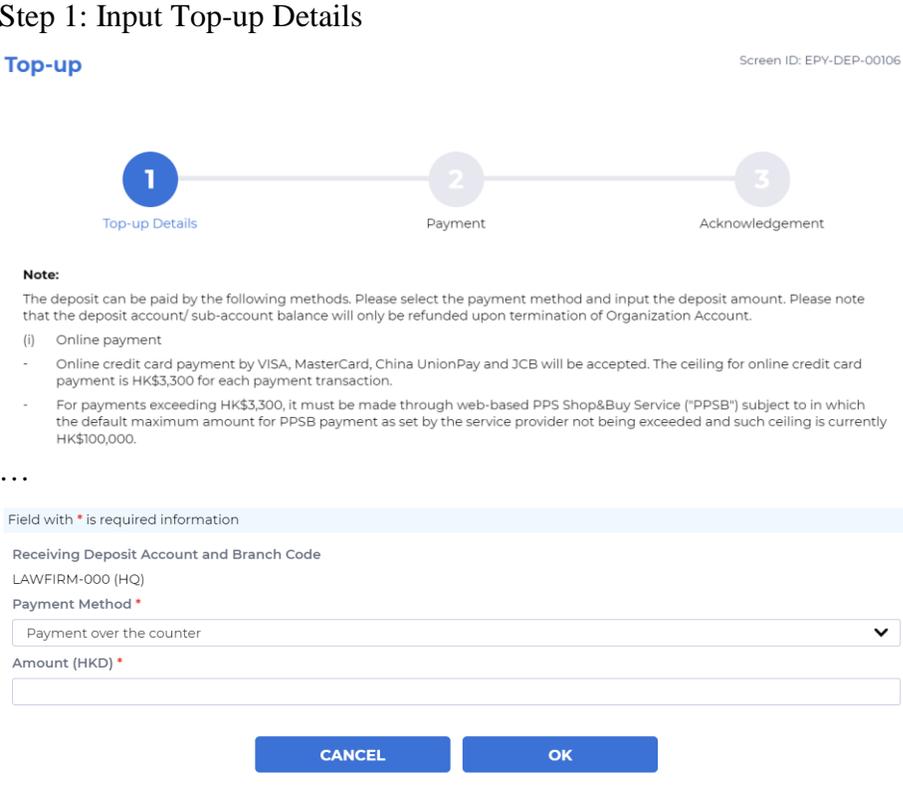
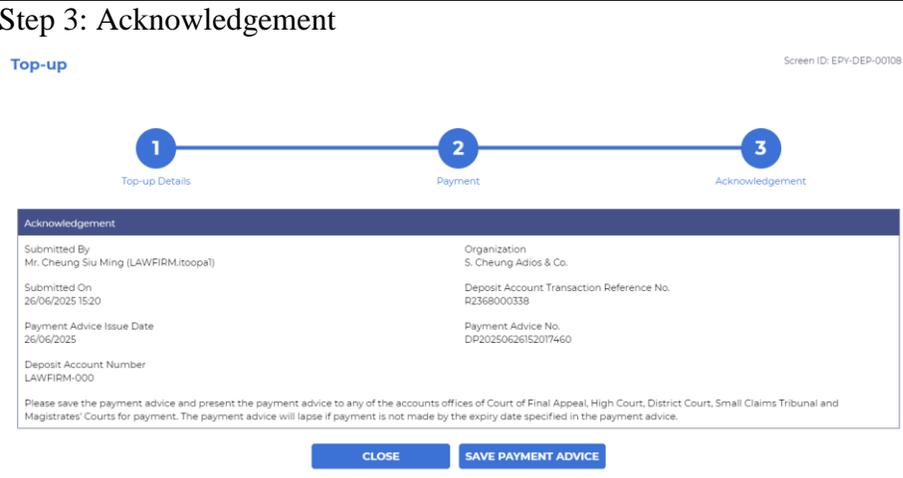
Step-by-step guide - “Create and Top up Deposit Account”

Item	Process	Relevant screenshots for reference
	<p><i>of all branches provided that the user role “Deposit Account – SA (All Branches)” is assigned by the PA.]</i></p>	
<p>14.</p> <p><b><u>Select payment method and input top-up amount</u></b></p> <p>Select “Payment Method*”, e.g. “Online payment by credit card or PPSB”. For “Payment over the counter”, please refer to items 18-20&gt;</p> <p>Input “Amount (HKD)”&gt;</p> <p>Click “OK”&gt;</p> <p><i>[Note: Payment ceiling for online credit card payment is HK\$3,300 while that for PPSB as set by the service provider is HK\$100,000.]</i></p>		<p><b>Step 1: Input Top-up Details</b></p> <p>Top-up <span style="float: right;">Screen ID: EPY-DEP-00106</span></p>  <p><b>Note:</b></p> <p>The deposit can be paid by the following methods. Please select the payment method and input the deposit amount. Please note that the deposit account/sub-account balance will only be refunded upon termination of Organization Account.</p> <p>(i) Online payment</p> <ul style="list-style-type: none"> <li>Online credit card payment by VISA, MasterCard, China UnionPay and JCB will be accepted. The ceiling for online credit card payment is HK\$3,300 for each payment transaction.</li> <li>For payments exceeding HK\$3,300, it must be made through web-based PPS Shop&amp;Buy Service (“PPSB”) subject to in which the default maximum amount for PPSB payment as set by the service provider not being exceeded and such ceiling is currently HK\$100,000.</li> </ul> <p>(ii) Payment over the counter</p> <ul style="list-style-type: none"> <li>A payment advice will be generated by the system. The payment advice will lapse if payment is not made by the expiry date specified in the payment advice. A fresh request for top-up is required to be submitted after the payment advice has lapsed.</li> <li>Please present the payment advice to any of the accounts offices of Court of Final Appeal, High Court, District Court, Small Claims Tribunal and Magistrates’ Courts for payment. The address and opening hours of the accounts offices can be found <a href="#">here</a>.</li> <li>If payment is made by cheque over the counters, please allow 5 working days for the cheque to be cleared by banks before the payment is credited to the deposit account/ sub-account.</li> </ul> <p>Field with * is required information</p> <p>Receiving Deposit Account and Branch Code LAWFIRM-000 (HQ)</p> <p>Payment Method * Online payment by credit card or PPSB</p> <p>Amount (HKD) * <input type="text"/></p> <p><b>CANCEL</b> <b>OK</b></p>
<b>Online top-up payment by credit card or PPSB</b>		
<p>15.</p> <p><b><u>Online Payment Service</u></b></p> <p>Select one “Payment Method” and the “PAY” will be activated.</p> <p>Click “PAY”&gt;</p> <p><i>[Note: You will be redirected to the website of External Payment Service Provider for payment.</i></p> <p><i>Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 16.]</i></p>		<p><b>Step 2: Payment</b></p> <p>Online Payment Service <span style="float: right;">Screen ID: EPY-SET-0001</span></p> <p>Type of Service: Judiciary Online Payment Service</p> <p>Merchant Name: The Judiciary</p> <p>Deposit Account Transaction Reference No: R2369000316</p> <p>Deposit Account Number: LAWFIRM-000</p> <p>Transaction Date: 26/06/2025</p> <p>Total Amount: HKD 1,000.00</p> <p>Payment Method:</p>  <ul style="list-style-type: none"> <li>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful.</li> <li>Merchant Name is applicable to credit card payment method only.</li> <li>PPS Shop&amp;Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer.</li> <li>Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use deposit account (applicable to Organization Accounts with deposit accounts only) or PPSB to settle the payment. We apologise for any inconvenience caused.</li> <li>Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service.</li> <li>For refund of online payment by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostille Service, to the payer/ applicant. For refund of online payment by deposit account (applicable to Organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account.</li> <li>Balance of deposit account will only be refunded upon termination of Organization Account.</li> <li>If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.</li> </ul> <p><b>CANCEL</b> <b>PAY</b></p>

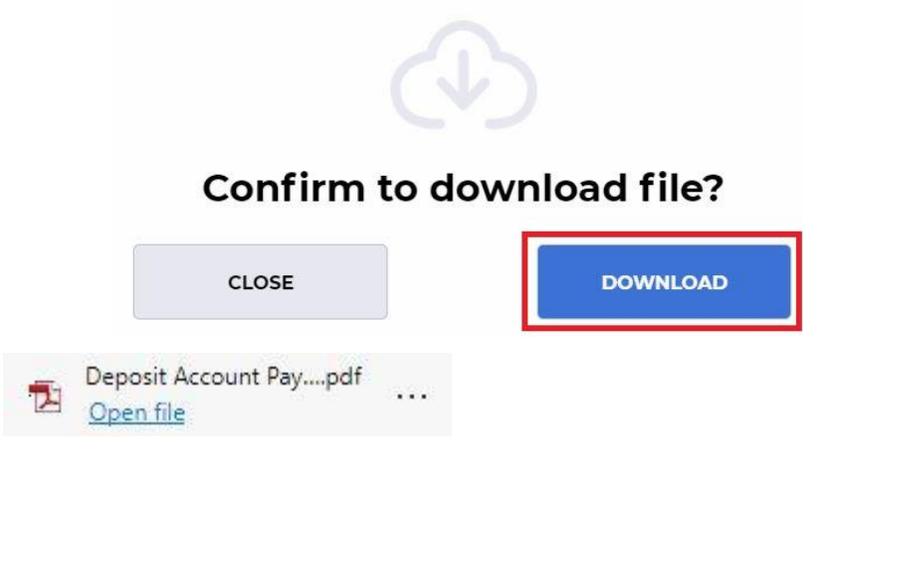
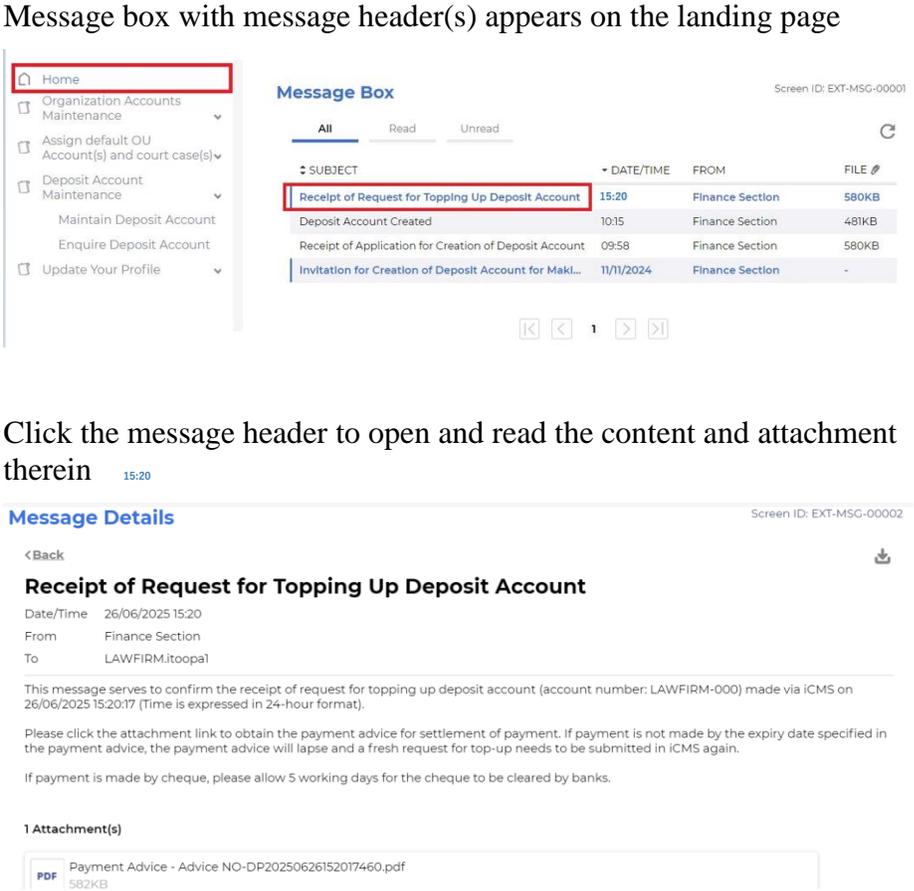
Step-by-step guide - "Create and Top up Deposit Account"

Item	Process	Relevant screenshots for reference
16.	<p><b><u>Acknowledgement</u></b></p> <p>Click "SAVE PAYMENT RECEIPT"&gt;</p> <p>Click "DOWNLOAD" in the pop-up of "Confirm to download file?"&gt;</p> <p>Click "Open file" to retrieve the Payment Receipt&gt;</p>	<p>Step 3: Acknowledgement</p>  <p>Screen ID: EPY-DEP-00107</p>
17.	<p><b><u>Acknowledgement message sent to the message box of PA/ SA/ OU concerned</u></b></p> <p>Click "Home"&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to open and read the content and attachments therein.</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Screen ID: EXT-MSG-00001</p> <p>Click the message header to open and read the content and attachment therein</p>

Step-by-step guide - “Create and Top up Deposit Account”

Item	Process	Relevant screenshots for reference								
		 <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p>&lt;Back <span style="float: right;">↓</span></p> <p><b>Deposit Account/ Sub-account Topped Up</b></p> <p>Date/Time 26/06/2025 15:16 From Finance Section To LAWFIRM.itooa1</p> <p>This message serves to confirm the successful top-up payment (e-Payment Transaction Reference No. C202506268000614) made via iCMS on 26/06/2025 15:15:51 (Time is expressed in 24-hour format). The deposit account (account number: LAWFIRM-000) has been topped up.</p> <p>Please click the attachment link to obtain the payment receipt.</p> <p>1 Attachment(s)</p> <p>PDF Payment Receipt - e-Payment TRN-R2368000316.pdf 481KB</p>								
<b>Top-up payment over the counter</b>										
<p>18. <b><u>Select payment method and input top-up amount</u></b></p> <p>Select “Payment over the counter” under “Payment Method*”&gt;</p> <p>Input “Amount (HKD)”&gt;</p> <p>Click “OK”&gt;</p>		 <p><b>Step 1: Input Top-up Details</b> <span style="float: right;">Screen ID: EPY-DEP-00106</span></p> <p><b>Top-up</b></p> <p>1 Top-up Details   2 Payment   3 Acknowledgement</p> <p><b>Note:</b> The deposit can be paid by the following methods. Please select the payment method and input the deposit amount. Please note that the deposit account/ sub-account balance will only be refunded upon termination of Organization Account.</p> <p>(i) Online payment</p> <ul style="list-style-type: none"> <li>Online credit card payment by VISA, MasterCard, China UnionPay and JCB will be accepted. The ceiling for online credit card payment is HK\$3,300 for each payment transaction.</li> <li>For payments exceeding HK\$3,300, it must be made through web-based PPS Shop&amp;Buy Service (“PPSB”) subject to in which the default maximum amount for PPSB payment as set by the service provider not being exceeded and such ceiling is currently HK\$100,000.</li> </ul> <p>...</p> <p>Field with * is required information</p> <p>Receiving Deposit Account and Branch Code LAWFIRM-000 (HQ)</p> <p>Payment Method * Payment over the counter</p> <p>Amount (HKD) * <input type="text"/></p> <p>CANCEL OK</p>								
<p>19. <b><u>Acknowledgement</u></b></p> <p>Click “SAVE PAYMENT ADVICE” to download the payment advice for settlement in designated accounts offices&gt;</p> <p>Click “DOWNLOAD” in the pop-up of “Confirm to download file?” &gt;</p>		 <p><b>Step 3: Acknowledgement</b> <span style="float: right;">Screen ID: EPY-DEP-00108</span></p> <p><b>Top-up</b></p> <p>1 Top-up Details   2 Payment   3 Acknowledgement</p> <p><b>Acknowledgement</b></p> <table border="1"> <tr> <td>Submitted By Mr. Cheung Siu Ming (LAWFIRM.itooa1)</td> <td>Organization S. Cheung Adios &amp; Co.</td> </tr> <tr> <td>Submitted On 26/06/2025 15:20</td> <td>Deposit Account Transaction Reference No. R2368000338</td> </tr> <tr> <td>Payment Advice Issue Date 26/06/2025</td> <td>Payment Advice No. DP20250626152017460</td> </tr> <tr> <td>Deposit Account Number LAWFIRM-000</td> <td></td> </tr> </table> <p>Please save the payment advice and present the payment advice to any of the accounts offices of Court of Final Appeal, High Court, District Court, Small Claims Tribunal and Magistrates’ Courts for payment. The payment advice will lapse if payment is not made by the expiry date specified in the payment advice.</p> <p>CLOSE SAVE PAYMENT ADVICE</p>	Submitted By Mr. Cheung Siu Ming (LAWFIRM.itooa1)	Organization S. Cheung Adios & Co.	Submitted On 26/06/2025 15:20	Deposit Account Transaction Reference No. R2368000338	Payment Advice Issue Date 26/06/2025	Payment Advice No. DP20250626152017460	Deposit Account Number LAWFIRM-000	
Submitted By Mr. Cheung Siu Ming (LAWFIRM.itooa1)	Organization S. Cheung Adios & Co.									
Submitted On 26/06/2025 15:20	Deposit Account Transaction Reference No. R2368000338									
Payment Advice Issue Date 26/06/2025	Payment Advice No. DP20250626152017460									
Deposit Account Number LAWFIRM-000										

Step-by-step guide - "Create and Top up Deposit Account"

Item	Process	Relevant screenshots for reference
	<p>Click "Open file" to retrieve the payment advice &gt;</p> <p><i>[Note: The payment advice can be settled in designated accounts offices. For details of the designated accounts offices, please refer to the website of the Judiciary (<a href="https://www.judiciary.hk/en/e_courts/faq_epayment.html">https://www.judiciary.hk/en/e_courts/faq_epayment.html</a>).</i></p>	
20.	<p><b><u>Acknowledgement message sent to the message box of PA/ SA/ OU concerned</u></b></p> <p>Click "Home"&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to open and read the content and attachments therein.</p> <p><i>[Note: Please follow the instructions on the payment advice for settling the top-up payment.]</i></p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to open and read the content and attachment therein</p>