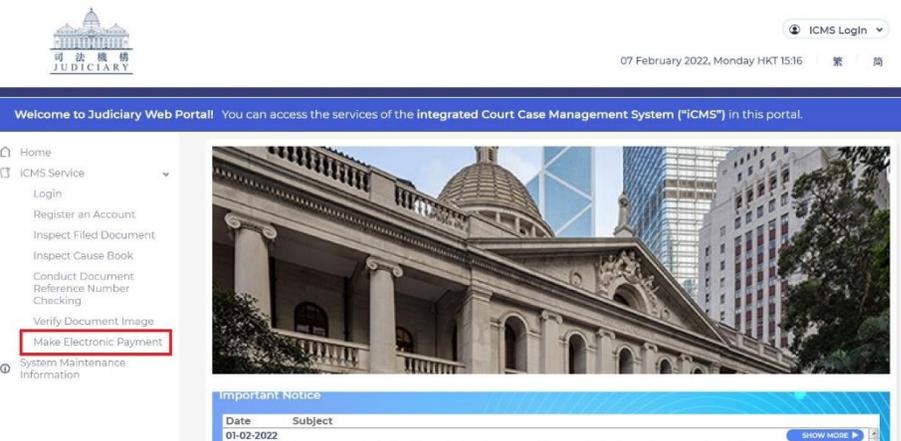


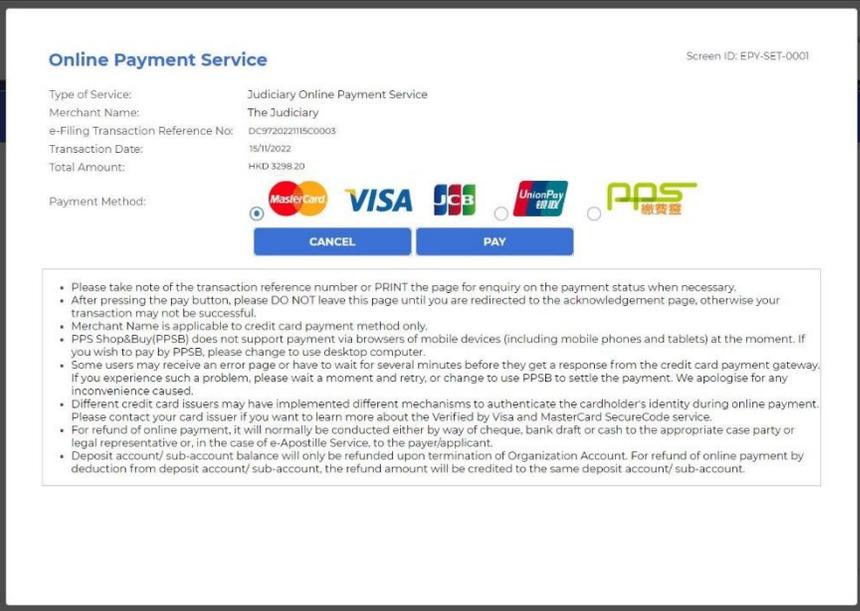
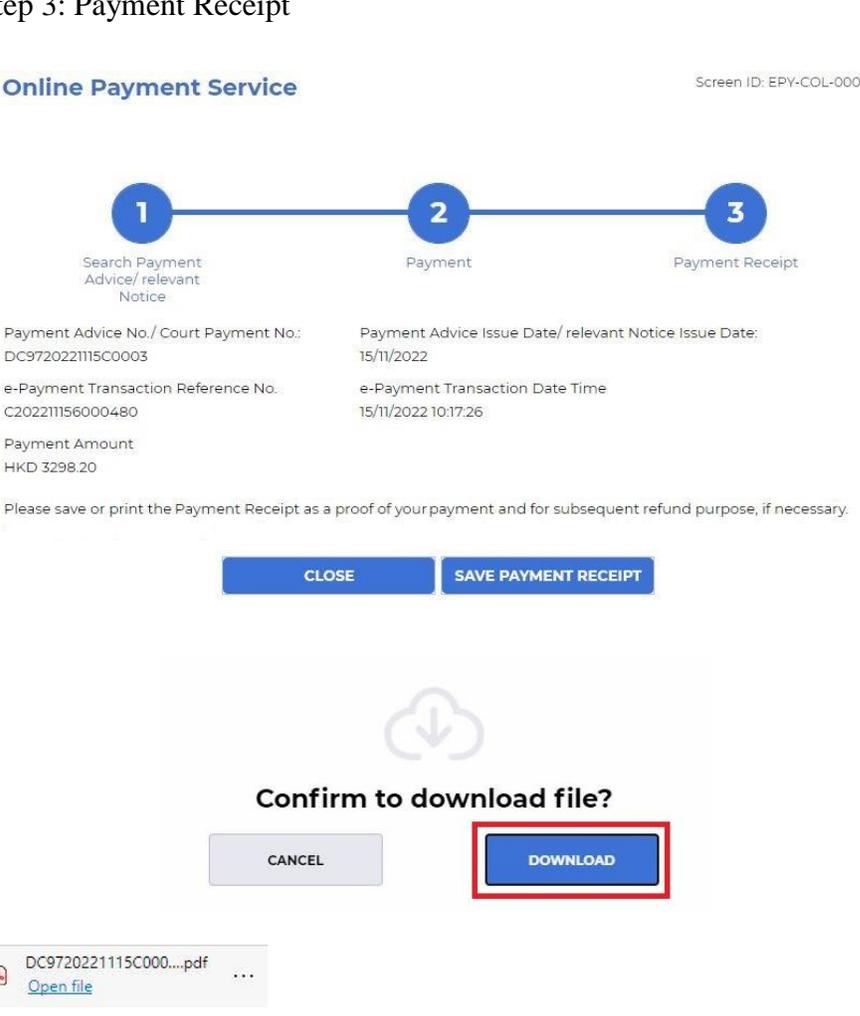
## Make Electronic Payment

This step-by-step guide outlines the general process required to pay electronically 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
1.	<p><b><u>Access Make Electronic Payment function</u></b></p> <p>Select “Make Electronic Payment”&gt;</p> <p><i>[Note: Organization User or Individual User account holder can also access the function after login. After login, select court level, e.g. “District Court” or “Small Claims Tribunal”, click “Make Electronic Payment”&gt; select “Make Electronic Payment”.]</i></p>	 <p><b>District Court</b></p>  <p><b>Small Claims Tribunal</b></p> 



Step-by-step guide – “Make Electronic Payment”

Item	Process	Relevant screenshots for reference
4.	<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. Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 5.]</i></p>	 <p>The screenshot shows the 'Online Payment Service' page with the following details:</p> <ul style="list-style-type: none"> <li>Screen ID: EPY-SET-0001</li> <li>Type of Service: Judiciary Online Payment Service</li> <li>Merchant Name: The Judiciary</li> <li>e-Filing Transaction Reference No: DC972022115C0003</li> <li>Transaction Date: 15/11/2022</li> <li>Total Amount: HKD 3298.20</li> </ul> <p>Payment Method options include MasterCard, VISA, JCB, UnionPay, and PPS (銀寶登). There are 'CANCEL' and 'PAY' buttons.</p> <p>Below the buttons, there is a list of instructions:</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 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, 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.</li> <li>Deposit account/ sub-account balance will only be refunded upon termination of Organization Account. For refund of online payment by deduction from deposit account/ sub-account, the refund amount will be credited to the same deposit account/ sub-account.</li> </ul>
5.	<p><b><u>Payment Receipt</u></b></p> <p>Click “SAVE PAYMENT RECEIPT”&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Payment Receipt&gt;</p>	<p>Step 3: Payment Receipt</p>  <p>The screenshot shows the 'Online Payment Service' page with the following details:</p> <ul style="list-style-type: none"> <li>Screen ID: EPY-COL-0009</li> </ul> <p>A progress bar shows three steps: 1. Search Payment Advice/ relevant Notice, 2. Payment, and 3. Payment Receipt.</p> <p>Payment details:</p> <ul style="list-style-type: none"> <li>Payment Advice No./ Court Payment No.: DC972022115C0003</li> <li>Payment Advice Issue Date/ relevant Notice Issue Date: 15/11/2022</li> <li>e-Payment Transaction Reference No.: C20221156000480</li> <li>e-Payment Transaction Date Time: 15/11/2022 10:17:26</li> <li>Payment Amount: HKD 3298.20</li> </ul> <p>Please save or print the Payment Receipt as a proof of your payment and for subsequent refund purpose, if necessary.</p> <p>Buttons: CLOSE, SAVE PAYMENT RECEIPT</p> <p>Confirmation popup: Confirm to download file? with CANCEL and DOWNLOAD buttons.</p> <p>Downloaded file: DC972022115C000....pdf (Open file)</p>