



Po Leung Kuk  
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110

Fax: 2431 1156

Dear Parents,  
各位家長：

P22002

**The School ePayment System 校園電子繳費事宜**

In order to smoothen the fee collection process and avoid the loss of money brought by students, our school adopts the ePayment System. Parents are required to use the PPS system to transfer money to students' Smartcard ePayment Account for fee collection via telephone or the Internet.

Parents are required to register at PPS terminal with their ATM Card as soon as possible. A PPS terminal will be set up from 23<sup>rd</sup> August to 26<sup>th</sup> August 2022 in our Second Hall on G/F. Parents are encouraged to register for PPS account on 24<sup>th</sup> August 2022, i.e. S.1 Orientation Day. Parents may visit <https://bit.ly/openpps> to locate for other PPS terminals.


Please turn over for more details about the School ePayment and the PPS System.

為減省學生在學校繳費的時間及減少學生攜帶大量金錢回校的風險，本校使用「智能咭電子繳費系統」。此系統利用電話／網上繳費靈(PPS)繳費服務，讓家長透過銀行戶口隨時隨地利用該服務替學生的智能咭電子繳費賬戶增值，以作校內繳費用途。

現煩請貴家長盡快攜同銀行提款卡或有提款功能的信用卡到任何 PPS 終端機（設於 OK 便利店、電訊盈科專門店）登記及開設「PPS 繳費靈」戶口（若已開設便無需再開）。另外，學校亦於 2022 年 8 月 23 日至 8 月 26 日期間，於本校地下第二禮堂，設立一台繳費靈開戶終端機，貴家長可於 8 月 24 日中一迎新日當天自助開戶。家長亦可瀏覽 <https://bit.ly/openpps>，再自行前往設有繳費靈開戶終端機的地點開立 PPS 戶口。

有關「校園電子繳費及繳費靈系統簡介」詳情，請參閱背頁簡介。

Po Leung Kuk Lo Kit Sing (1983) College  
保良局羅傑承(一九八三)中學

  
Law Wing Chung, Principal 羅穎忠校長  
28<sup>th</sup> July, 2022 二零二二年七月二十八日



**Reply Slip 回條**

P22002

I acknowledge the above captioned circular concerning 'The School ePayment System'.

本人經已知悉 貴校來函有關「校園電子繳費事宜」事宜。

Pre-Secondary One 升中一級

Name of Student 學生姓名：\_\_\_\_\_

Name of Guardian 監護人姓名：\_\_\_\_\_

(Block Letters 中文正楷)

Signature of Guardian 監護人簽署：\_\_\_\_\_

Date 日期：\_\_\_\_\_

## Introduction to the School ePayment and the PPS System

### Arrangement for ePayment

- Fee Collection eNotice is issued for each ePayment . The detail and the payment transaction date are also shown in the eNotice.
- Parents sign the eNotices before due date.
- The school fees are collected by direct transaction on the designated fee collecting date.

### Open PPS Account (once only)

- Parents open PPS Account in PPS Registration Terminal with ATM card. (Visit <http://bit.ly/openpps> for exact locations)
- Setup a 5-digit PPS phone password and an 8-digit PPS Internet password. Your PPS account number will be printed on the receipt. (Visit <https://ppshk.com> for details)

### Bill Registration (once only)

- Each student is assigned with a unique Bill Number associated with his / her Student Registration Number.
- For parents who have more than one child studying in our school, they just need to open one PPS account but they are required to register the bill for individual child.
- Steps :



Method 1 (PPS by Phone)	Method 2 (PPS on mobile)
<ul style="list-style-type: none"> <li>▪ Dial 18011, enter 8-digit PPS Account Number</li> <li>▪ Enter our Merchant Code <b>6137</b></li> <li>▪ Enter the 7-digit Bill Number</li> </ul> <p><b><i>Not applicable to Parents of S2 – S6 students</i></b></p>	<ul style="list-style-type: none"> <li>▪ Open the PPS App and Login to PPS</li> <li>▪ Enter your 8-digit PPS Account Number and Internet Password</li> <li>▪ Tap <b>Add Bill</b></li> <li>▪ Enter our Merchant Code <b>6137</b></li> <li>▪ Enter Bill no.</li> <li>▪ Press <b>Confirm</b> after checking of the information entered.</li> </ul>

### Deposit to ePayment Account

- The ePayment Account should be deposited at least 3 working days before school fee collection date.
- Steps :

Method 1 (PPS by Phone)	Method 2 (PPS on Mobile)
<ul style="list-style-type: none"> <li>▪ Dial 18031</li> <li>▪ Enter 5-digit PPS Phone Password 、 enter our Merchant Code <b>6137</b> and the 7-digit Bill Number</li> <li>▪ Input the Amount (minimum: \$200)</li> <li>▪ Record down the PPS 6-digit Payment Reference Number</li> </ul>	<ul style="list-style-type: none"> <li>▪ Open the PPS App and Login to PPS</li> <li>▪ Enter your PPS Account Number and Internet Password</li> <li>▪ Select <b>Pay Bill</b></li> <li>▪ Enter our Merchant Code <b>6137</b> / Select the bill</li> <li>▪ Input Amount (minimum: \$200)</li> <li>▪ Select Payment Date</li> <li>▪ Select <b>Pay</b></li> </ul>

### PPS Mobile App

Android	iOS
 <p><a href="http://bit.ly/ppsgp">http://bit.ly/ppsgp</a></p>	 <p><a href="https://apple.co/2HnQOIE">https://apple.co/2HnQOIE</a></p>

### Check ePayment Account Balance

- Parents may check the Account Balance and Transaction Records at least two working days after adding value to the ePayment account in eClass Intranet Platform or eClass Parent App. (Refer to <https://bit.ly/83epay> for details)



## 校園電子繳費及繳費靈系統簡介

### 電子繳費安排

- 學校發出電子通告收取電子繳費，通告內容詳列繳費內容及收費日期。
- 家長於限期前簽署電子通告。
- 校方於指定日期透過電子繳費系統直接收取相關費用。

### 開立繳費靈 PPS 戶口 (只需登記一次)

- 家長攜同銀行提款卡到任何 PPS 終端機登記 (參考網址: <https://bit.ly/openpps>)
- 設定 5 位數字 PPS 電話密碼及 8 位數字 PPS 網上密碼，獲發 8 位數字 PPS 戶口號碼。(參考網址: <https://ppshk.com>)

### 登記賬單 (只需登記一次)

- 每名學生按註冊編號獲發一獨立繳費賬號
- 如多於一名子女就讀本校，家長只需開立「PPS 繳費靈」戶口一次，但需為個別子女的不同賬號作獨立登記，繳交賬單亦需分開進行

步驟：



方法 1 (繳費靈電話服務)	方法 2 (繳費靈流動應用程式)
<ul style="list-style-type: none"><li>▪ 致電 18013，輸入 8 位繳費靈戶口號碼</li><li>▪ 輸入本校商戶編號 <b>6137</b></li><li>▪ 輸入 7 位繳費賬號</li><li>▪ <b>中二至中六的學生家長不用再作電話登記</b></li></ul>	<ul style="list-style-type: none"><li>▪ 啟動及登入 PPS 應用程式</li><li>▪ 輸入繳費靈戶口號碼及繳費靈網上密碼</li><li>▪ 按 <b>登記賬單</b></li><li>▪ 輸入本校商戶編號 <b>6137</b></li><li>▪ 輸入 7 位繳費賬號</li><li>▪ 核對後按 <b>確認</b> 確定登記賬單</li></ul>

### 電子繳費戶口增值

- 家長需於學校收取電子繳費 3 天前替電子繳費戶口增值
- 步驟：

方法 1 (繳費靈電話服務)	方法 2 (繳費靈流動應用程式)
<ul style="list-style-type: none"><li>▪ 致電 18033</li><li>▪ 輸入 5 位繳費靈電話密碼、輸入本校商戶編號 <b>6137</b>、輸入 7 位繳費賬號</li><li>▪ 輸入及確認增值金額(最低增值金額：\$200)</li><li>▪ 聆聽及記錄 PPS 6 位確認號碼</li></ul>	<ul style="list-style-type: none"><li>▪ 啟動及登入 PPS 應用程式</li><li>▪ 輸入繳費靈戶口號碼及繳費靈網上密碼</li><li>▪ 按 <b>繳付賬單</b></li><li>▪ 輸入本校商戶編號 <b>6137</b> / 選擇賬單</li><li>▪ 輸入繳付金額(最低增值金額：\$200)</li><li>▪ 選擇繳付日期後按「繼續進行」</li><li>▪ 核對後按 <b>繳款</b> 確定交易</li></ul>

### 流動應用程式

Android	iOS
 <a href="http://bit.ly/ppsgp">http://bit.ly/ppsgp</a>	 <a href="https://apple.co/2HnQOIE">https://apple.co/2HnQOIE</a>

### 查閱電子繳費戶口結存

- 增值後，家長可於 2 個工作天的中午後，以家長帳戶登入 eClass 電子平台，進入〈我的智能卡紀錄〉或透過 eClass 家長流動應用程式查閱電子繳費的戶口結存及紀錄。(詳情可瀏覽 <https://bit.ly/83epay>)