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：

P23083

Fee collection
繳費通知

The fees stated in the parent letter P23074 will be collected by ePayment System. Details can be referred to the table below.

The fee will be collected through the eClass ePayment system on 25th January, 2024. To ensure there is enough balance in the account, parents should deposit the ePayment account by bill payment with the registered PPS account at or before 7:00p.m. of 22nd January, 2024 (Call 18031 or use PPS mobile App with the Merchant Code 6137). Parents can login to eClass ePayment Platform or eClass Parent App to review the payment status. Please visit https://bit.ly/83epay for details.

貴子弟須以電子繳費系統繳交家長信 P23074 列出之費用，詳情可參閱下表。

本校將於二零二四年一月廿五日透過電子繳費系統直接收取下列各級綜合收費。請家長確保　貴子弟之電子繳費戶口存有足夠款項，請於二零二四年一月廿二日下午七時前透過繳費靈替　貴子弟之電子繳費戶口增值（致電 18033 或使用流動應用程式，商戶編號 6137）。家長可登入本校 eClass 電子繳費平台或 eClass 流動應用程式查核繳費情況。詳情可瀏覽 https://bit.ly/83epay .

Fee 費用 / Class 班別	S.4 中四	S.5 中五
*山西歷史文化考察團 團費 ($)	2,800	2,800
Total 合計 ($)	**2,800**	**2,800**

*** Only for students concerned. 只適用於有需要之學生。**

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

Law Wing Chung, Principal 羅頴忠校長
19th January, 2024 二零二四年一月十九日

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)
▪ Dial 18011, enter 8-digit PPS Account Number ▪ Enter our Merchant Code **6137** ▪ Enter the 7-digit Bill Number ***Not applicable to Parents of S2 – S6 students***	▪ Open the PPS App and Login to PPS ▪ Enter your 8-digit PPS Account Number and Internet Password ▪ Tap Add Bill ▪ Enter our Merchant Code **6137** ▪ Enter Bill no. ▪ Press Confirm after checking of the information entered.

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)
▪ Dial 18031 ▪ Enter 5-digit PPS Phone Password、enter our Merchant Code **6137** and the 7-digit Bill Number ▪ Input the Amount (minimum: $200) ▪ Record down the PPS 6-digit Payment Reference Number	▪ Open the PPS App and Login to PPS ▪ Enter your PPS Account Number and Internet Password ▪ Select Pay Bill ▪ Enter our Merchant Code **6137** / Select the bill ▪ Input Amount (minimum: $200) ▪ Select Payment Date ▪ Select Pay

PPS Mobile App

Android	iOS
http://bit.ly/ppsgp	https://apple.co/2HnQOlE

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。

開立繳費聆 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)
▪ 致電 18013 ，輸入 8 位繳費靈戶口號碼 ▪ 輸入本校商戶編號 **6137** ▪ 輸入 7 位繳費賬號 ▪ ***中二至中六的學生家長不用再作電話登記***	▪ 啟動及登入 PPS 應用程式 ▪ 輸入繳費靈戶口號碼及繳費靈網上密碼 ▪ 按 登記賬單 ▪ 輸入本校商戶編號 **6137** ▪ 輸入 7 位繳費賬號 ▪ 核對後按 確認 確定登記賬單

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)
▪ 致電 18033 ▪ 輸入 5 位繳費靈電話密碼、輸入本校商戶編號 **6137**、輸入 7 位繳費賬號 ▪ 輸入及確認增值金額(最低增值金額：$200) ▪ 聆聽及記錄 PPS 6 位確認號碼	▪ 啟動及登入 PPS 應用程式 ▪ 輸入繳費靈戶口號碼及繳費靈網上密碼 ▪ 按 繳付賬單 ▪ 輸入本校商戶編號 **6137** / 選擇賬單 ▪ 輸入繳付金額(最低增值金額：$200) ▪ 選擇繳付日期後按「繼續進行」 ▪ 核對後按 繳款 確定交易

流動應用程式

Android	iOS
http://bit.ly/ppsgp	https://apple.co/2HnQOlE

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。(詳請可瀏覽 https://bit.ly/83epay)