



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

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Dear Parents of S.1 Students,
各位中一家長：

P24025

ePayment System 電子繳費系統

ePayment system for S.1 students will be adopted in October, 2024. Parents are required to use registered PPS Account to deposit the ePayment Account by Bill Payment. Parents can login our eClass Learning Platform or use eClass Parent App to check the account details. Please refer to the attached guidelines for details.

Parents who have not opened PPS Account are required to open the account at any PPS terminal with ATM card before 30th September (Monday).

Please refer to the attached guideline for the details of ePayment System and the PPS services.

各中一同學於二零二四年十月開始使用「電子繳費系統」。家長需透過已登記的「PPS 繳費靈」賬戶，為貴子弟以繳費方式替電子繳費戶口增值。家長亦可登入本校的 eClass 內聯網學習平台或透過 eClass 家長流動應用程式，查閱貴子弟的戶口收支帳目情況。詳情可參閱附件。

家長需於九月三十日(星期一)之前攜同銀行提款卡到任何 PPS 終端機登記開戶。(若已開戶者，則無需再開戶。)

有關「電子繳費系統」運作及「PPS 繳費靈」開戶詳情，請參閱附件指引。

Account information of Student 學生電子繳費帳戶詳情：

| | | | |
|------------------------------|--|----------|--|
| CSNO 學號： | | Name 姓名： | |
| Bill Account number 繳費賬號： | | | |

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保良局羅傑承(一九八三)中學

Law Wing Chung, Principal 羅穎忠校長
23rd September, 2024 二零二四年九月二十三日



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) |
|--|---|
| <ul style="list-style-type: none"> ▪ Dial 18011, enter 8-digit PPS Account Number ▪ Enter our Merchant Code 6137 ▪ Enter the 7-digit Bill Number <p style="border: 1px solid black; padding: 2px; margin: 5px 0;"><i>Not applicable to Parents of S2 – S6 students</i></p> | <ul style="list-style-type: none"> ▪ 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) |
|---|--|
| <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ 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/2HnQOIE |

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) |
|--|--|
| <ul style="list-style-type: none">▪ 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 | <ul style="list-style-type: none">▪ 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) |
|--|--|
| <ul style="list-style-type: none">▪ 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 | <ul style="list-style-type: none">▪ 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/2HnQOIE |

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>)