

General instructions and information regarding the ePayment System.

How to make a deposit into the account

From now until December payment in the form of a **cheque** will continue and we will deposit this into your account. After December you will be able to make additional deposits via PPS or internet banking service and details will be provided in December.

Please remit the outstanding amount due or feel free to deposit a larger amount to cover future miscellaneous expenses. Please make your cheque payable to "Renaissance College" and write your child's name/year level and "ePay" on the back.

Payments in person:

Primary Students may give check to Class Teacher

Secondary Students may give check to Secondary Office

Mail: Payments may be mailed to:

Renaissance College

5 Hang Ming Street, Ma On Shan

New Territories, Hong Kong

Attn: ePayment Account

Whenever a deposit is made, you will be able to check the balance via the ePayment System.

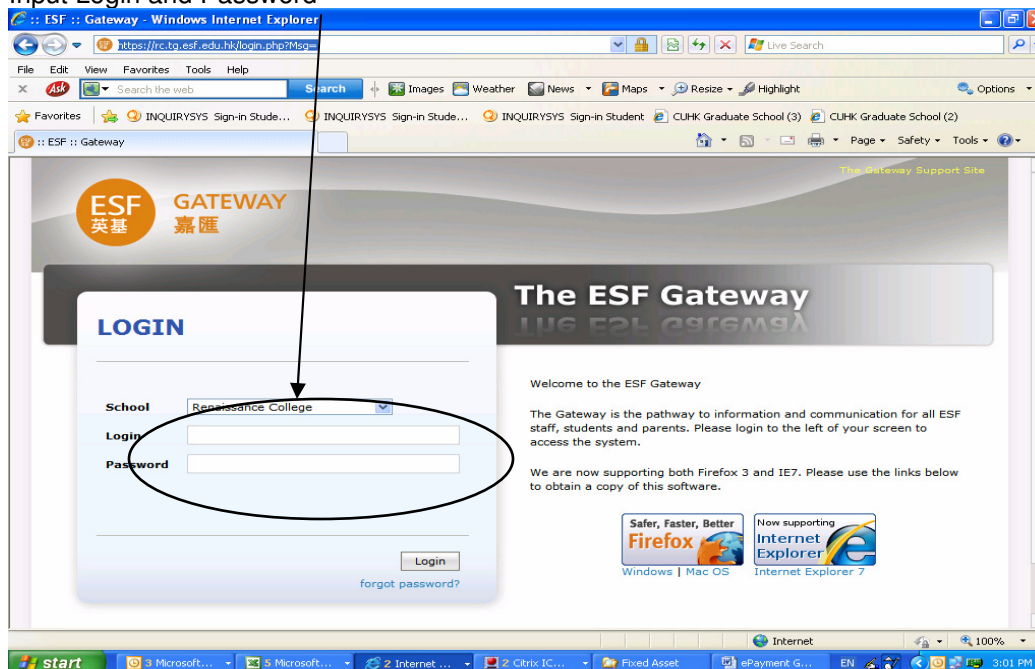
How to make payments

When your son/daughter undertakes an activity for which payment is required, the College will debit your account. Should your account have insufficient funds an email will be sent to you to request an additional deposit. We would suggest that parents make a larger deposit than the amount due in order to save time and effort.

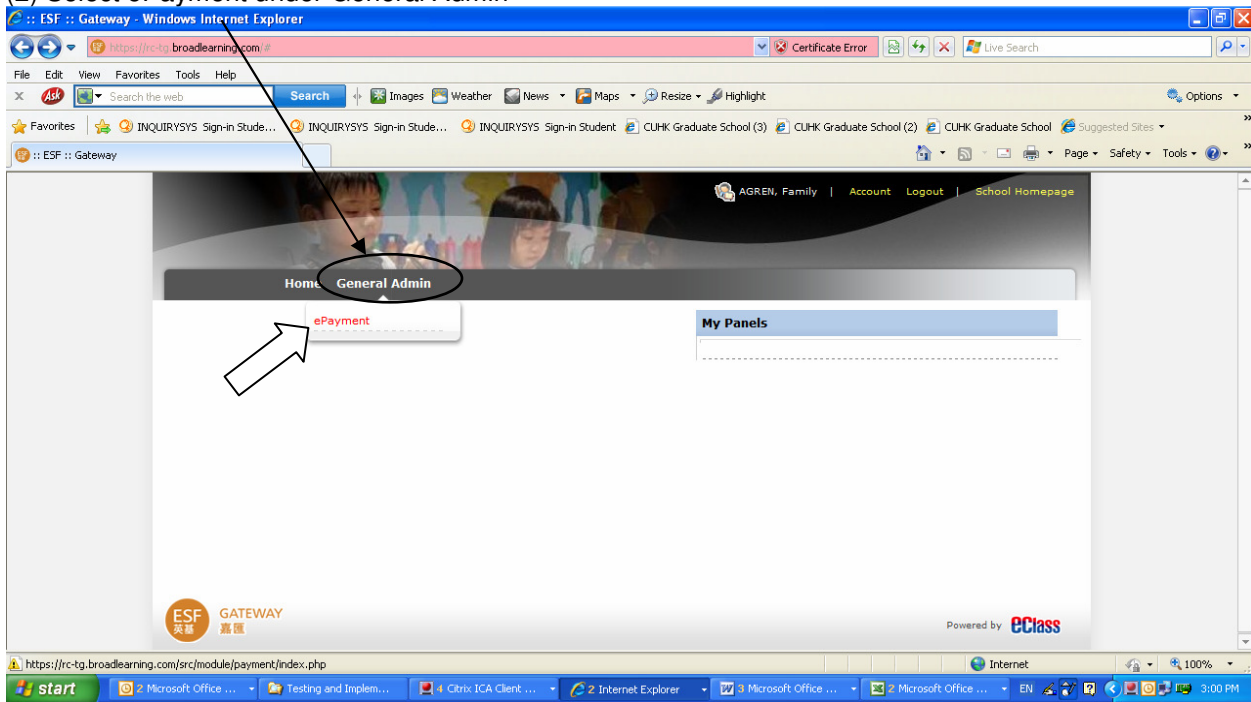
How to check account balance and transaction records

Login ESF Gateway at <https://rc.tq.esf.edu.hk>

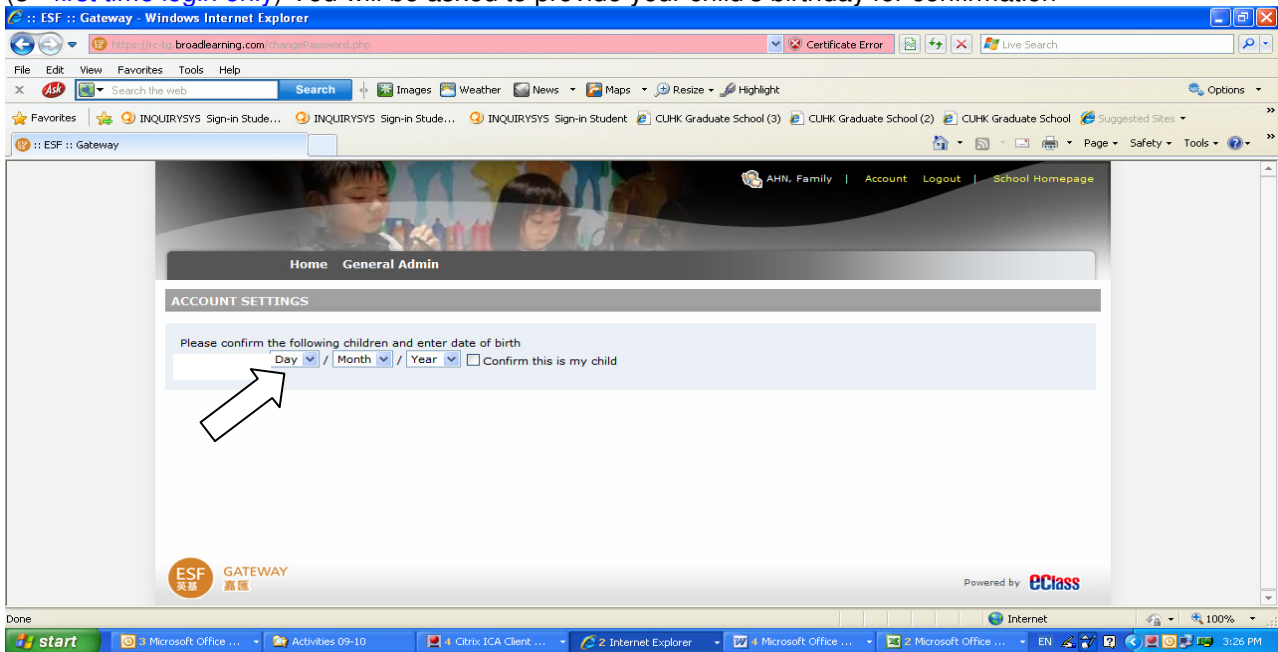
Input Login and Password



(2) Select ePayment under General Admin

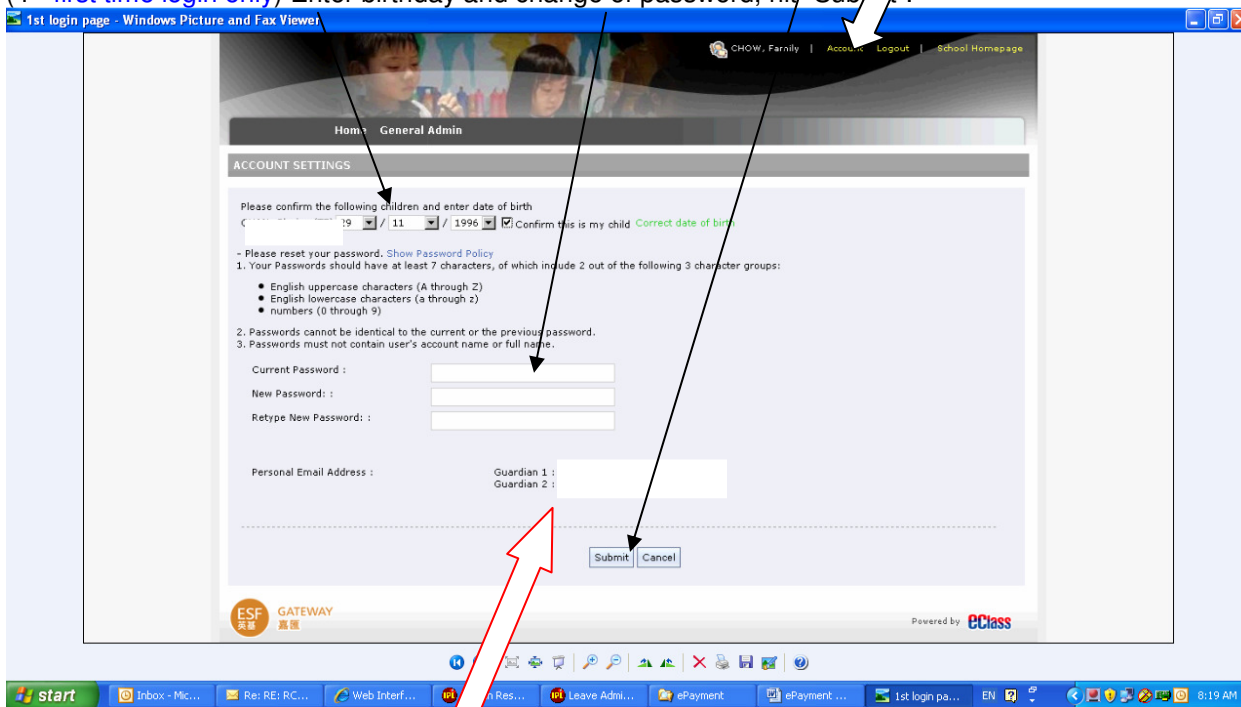


(3 - first time login only) You will be asked to provide your child's birthday for confirmation



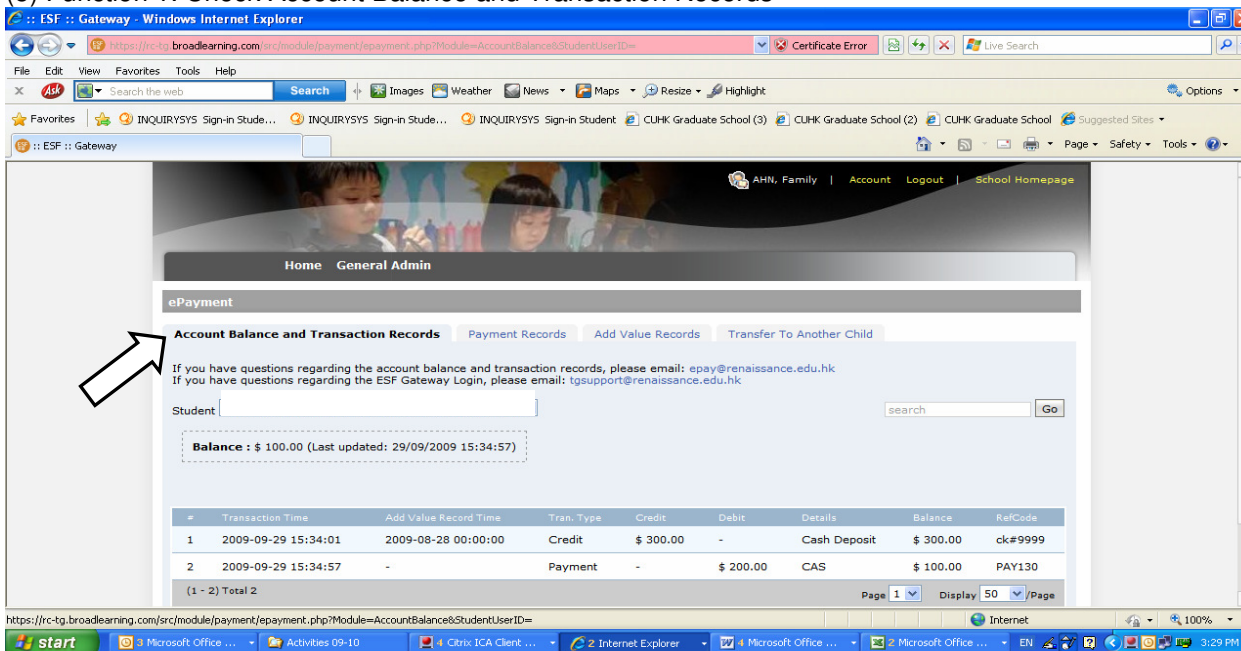
you may change password again later or confirm new child by clicking "Account"

(4 - first time login only) Enter birthday and change of password, hit "Submit".



If email addresses are incorrect or need updating, please send new email address to: admissions@renaissance.edu.hk

(5) Function 1: Check Account Balance and Transaction Records



(6) Function 2: Check Payment Records – you can see item#1 is paid and item#2 & 3 are unpaid due insufficient fund in account, you can select “unpaid” to view all unpaid items

The screenshot shows the 'ePayment' section of the ESF Gateway. The 'Payment Records' tab is selected. Below the navigation tabs, there is a search box for the student and a balance display: **Balance : \$ 100.00 (Last updated: 29/09/2009 15:34:57)**. The filter section shows a date range from 17/08/2009 to 23/06/2010 and a dropdown menu set to 'All'. The main table displays the following records:

#	Payment Item	Payment Category	Amount	Subsidy Amount	Deadline	Time of paid
1	CAS	Food	\$ 200.00	-	29/10/2009	2009-09-29 15:34:57
2	English	Text Books	\$ 120.00	-	29/10/2009	-
3	Football at CIS	bus fee	\$ 70.00	-	15/11/2009	-
(1 - 3) Total 3						

At the bottom of the table, it shows 'Page 1' and 'Display 50 /Page'.

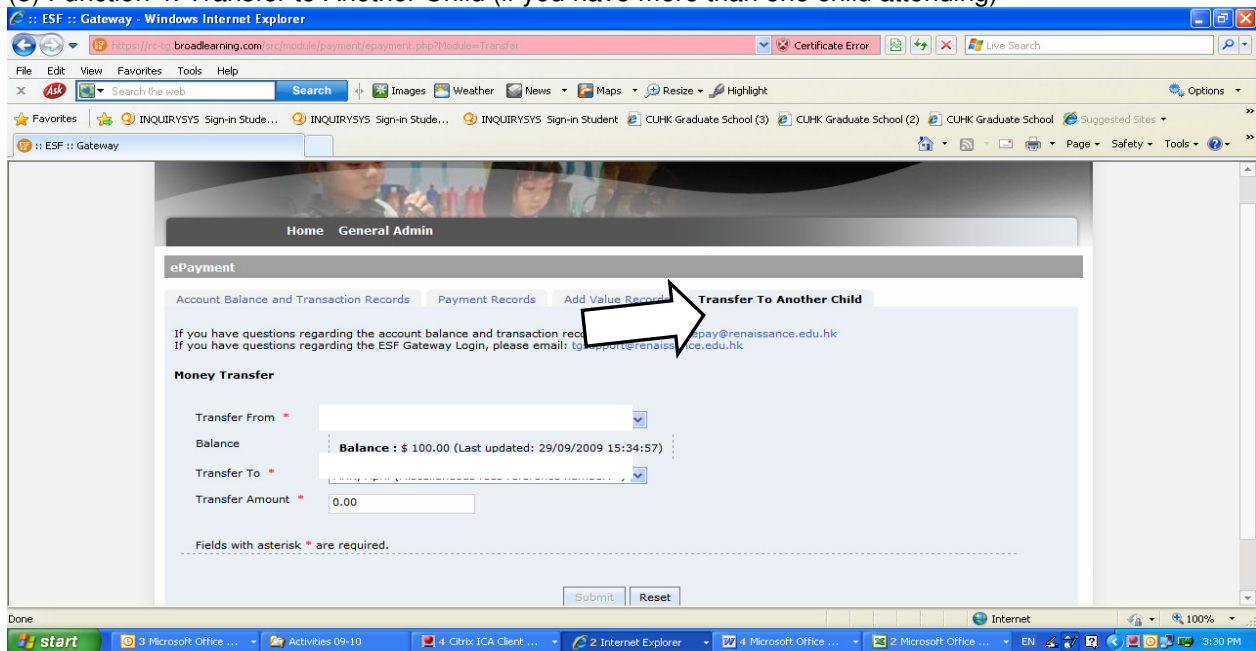
(7) Function 3: Check Add Value Records

The screenshot shows the 'ePayment' section of the ESF Gateway. The 'Add Value Records' tab is selected. Below the navigation tabs, there is a search box for the student and a balance display: **Balance : \$ 100.00 (Last updated: 29/09/2009 15:34:57)**. The filter section shows a date range from 17/08/2009 to 23/06/2010. The main table displays the following records:

#	Post Time	Transaction Time	Credit Amount	Credit Method	RefCode
1	Sep 29 2009 03:34PM	Aug 28 2009 12:00AM	\$ 300.00	Cash Deposit	ck#9999
(1 - 1) Total 1					

At the bottom of the table, it shows 'Page 1' and 'Display 50 /Page'.

(8) Function 4: Transfer to Another Child (if you have more than one child attending)



Report problems immediately

Changing of email addresses

Please email: admissions@renaissance.edu.hk

Questions regarding the account balance and transaction records

Please email: epay@renaissance.edu.hk

Questions regarding the ESF Gateway Login

Please email: tgsupport@renaissance.edu.hk