

## HOW TO TOP UP PAYMENT SYSTEM

For your convenience, you are able top up student's Payment account via

- PPS (PPS Shop & Buy Service) or
- PayPal or Credit Card or
- Cheque

### **PPS (PPS Shop&Buy Service) Account info as follows:**

Parents can sign up for a new, or use an existing PPS Account, to use the PPS Shop&Buy service to add funds to their child's **eWallet account**, or to pay school issued invoices directly

### **PayPal Account info as follows:**

Parents can sign up for a new, or use an existing PayPal account to add funds to their child's eWallet account, or to pay school issued invoices directly.

### **Cheque Issue info as follows:**

Please make your cheque payable to "**Renaissance College**" and write your child's name/year level and "ePay" on the back. Mail to:

Renaissance College  
5 Hand Ming Street, Ma On Shan  
New Territories, Hong Kong  
Attn: ePayment Account

### **Payment Instructions:**

1. Log in to the Gateway using your Gateway Parent username and password.

**ESF**  
英基

**LOGIN**

School: Renaissance College

Login:  [forgot login name](#)

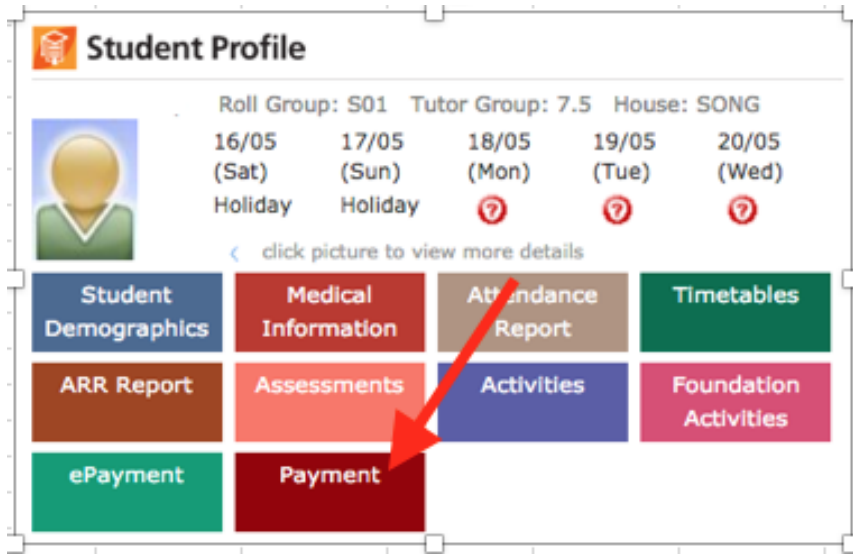
Password:  [forgot password](#)

Remember my login name

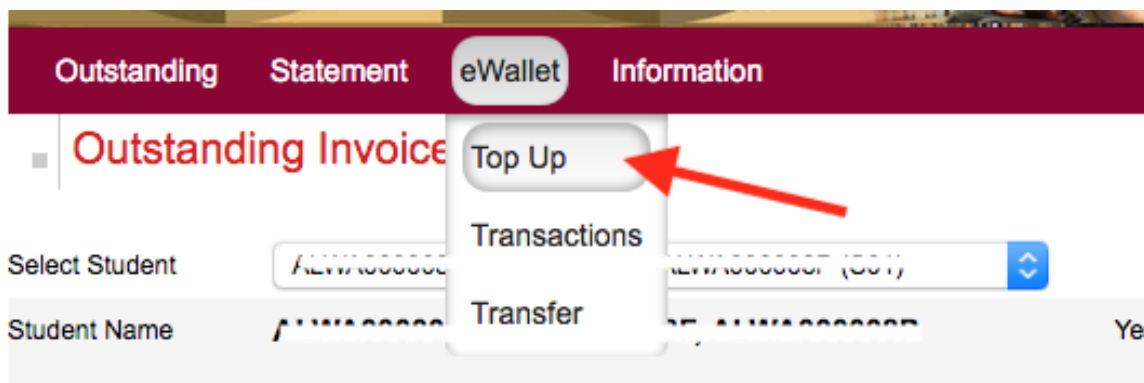
Login

Sign from Your Personal Computer | Sign from a Public Computer

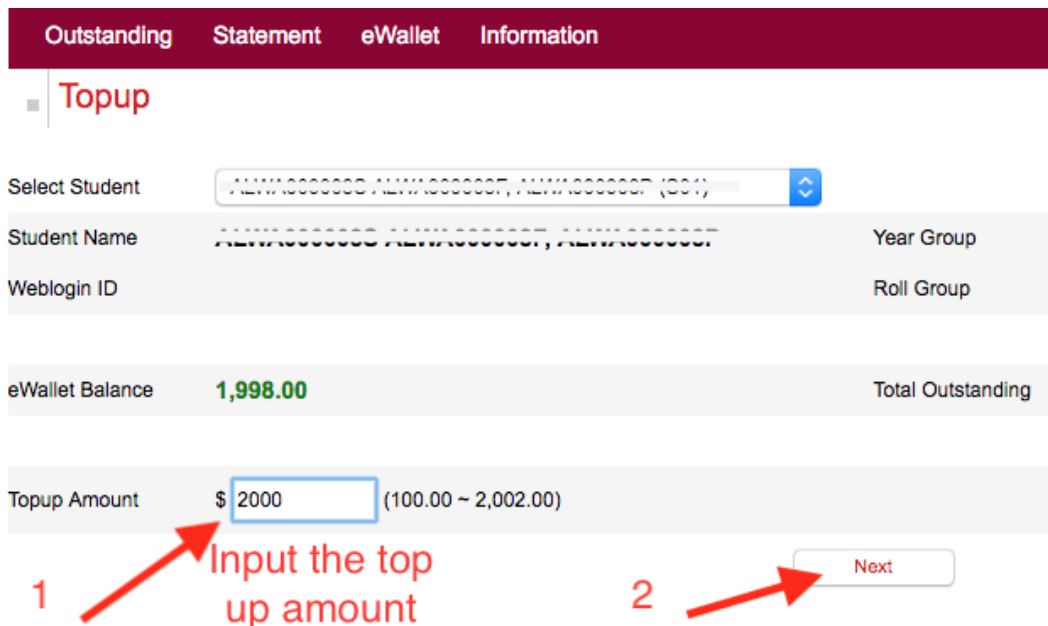
2. Click into the "Payment"



Then select "Top Up" under the "eWallet" on the top.



3. Input the amount that you want to top up for your child.



Outstanding Statement eWallet Information

Topup

Select Student: ALNWA0000000, ALNWA0000007, ALNWA0000007 (001)

| Student Name                             | Year Group |
|--|------------|
| ALNWA0000000, ALNWA0000007, ALNWA0000007 |            |
| Weblogin ID                              | Roll Group |

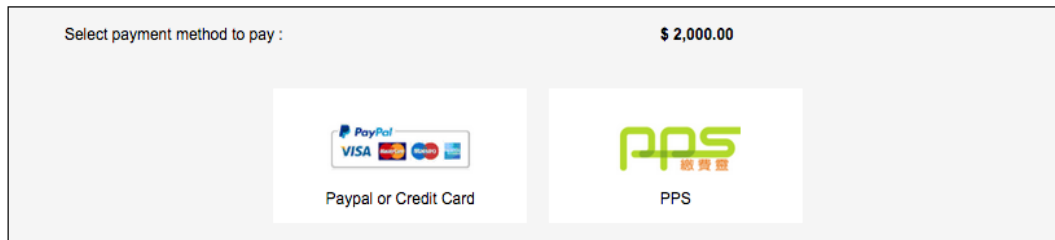
eWallet Balance: 1,998.00 Total Outstanding

Topup Amount: \$ 2000 (100.00 ~ 2,002.00)

1 Input the top up amount

2 Next

4. After you click "Next", here you may choose your payment method.



Select payment method to pay : \$ 2,000.00

Paypal or Credit Card

PPS 網費登

Click the payment options buttons for your preferred payment method for your child payment account top-up.

After the payment made, you may click "**Statement**" on the top of the page to check for the account balance and the payment transaction records.

To top-up by the PayPal & PPS, please read the letter of "[PayPal & PPS Payments Methods](#)"



### Payment System Website

Payment System General Info and Payment instruction can be found in Renaissance College's web site:  
<https://www.rchk.edu.hk/epayment/>

If you forgot your login and/or password, you may retrieve them  
via <https://rc.tg.esf.edu.hk>  
click "forgot password or login name", enter your email address and the info will be sent to your email address.

### Report problems immediately

Changing of email addresses  
Please email: [admissions@rchk.edu.hk](mailto:admissions@rchk.edu.hk)

Questions regarding the account balance and transaction records  
Please email: [epay@rchk.edu.hk](mailto:epay@rchk.edu.hk)

Questions regarding the ESF Gateway Login or any technical problems  
Please email: [helpdesk@rchk.edu.hk](mailto:helpdesk@rchk.edu.hk)