



## Payment System General Information

Renaissance College has set up a **ePayment System** to save parents from sending cash or cheque to meet miscellaneous expenses at RCHK.

The miscellaneous expenses cover a wide range of incidental expenses and activities such as RAPT membership fee, optional field trips, festivals, sporting trips, library lost book fine etc.

Each student will be assigned a personalized ePayment Account in the ESF Gateway System in which school will debit the account for the activities undertaken individually. You will be able to check the account details, balance and transaction records online via the ePayment module in the ESF Gateway System.

As such we would request that the student's ePayment Account has a deposit of at least \$500 to cover future miscellaneous expenses. You may top up the balance in the ePayment Account via PPS, PayPal or by cheque. **If you would like to pay by cheque, please make your cheque payable to "Renaissance College" and write your child's name, Year level and "ePay" on the back; please send the cheque Attn: ePayment Account before school starts.**

Parents are notified before an amount is debited from their accounts. Should your account have insufficient funds, an email will be sent to you to request for additional deposit. At any time, parents can log into their own account to see the charges and to top up their balance if necessary.

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

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.

If you have any questions regarding the ESF Gateway Login or any technical problems, please email: [helpdesk@rchk.edu.hk](mailto:helpdesk@rchk.edu.hk)

If you have any Payment Account problems, please email: [epay@rchk.edu.hk](mailto:epay@rchk.edu.hk)