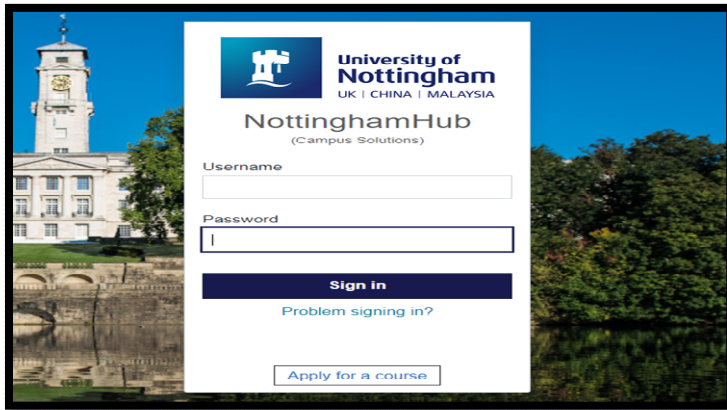
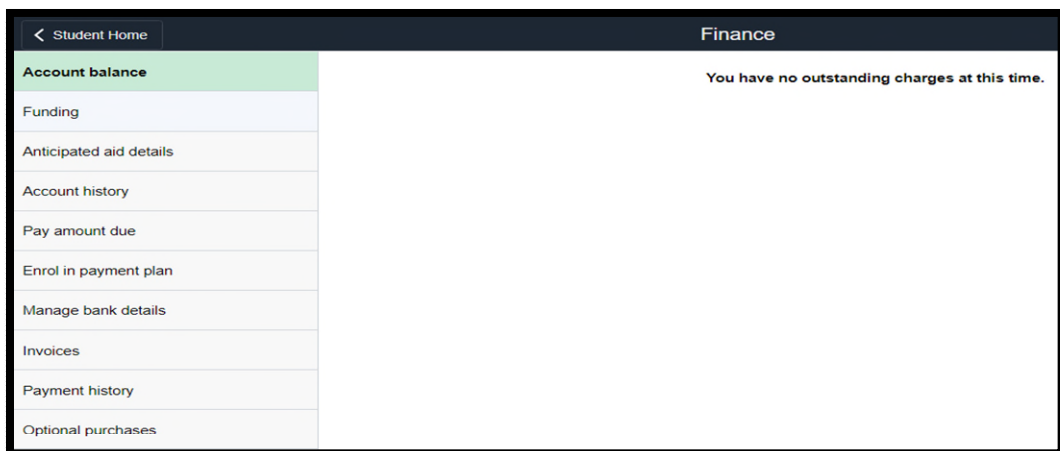


USER GUIDE PAYING OTHERS FEES IN NOTTINGHAM HUB

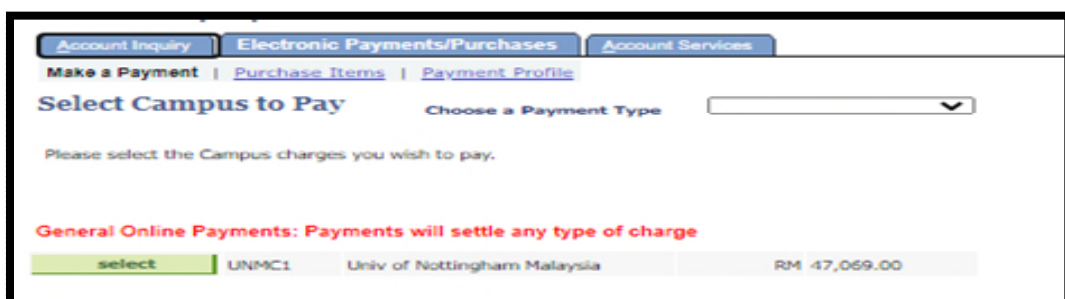
1. You may access the NottinghamHub via:
 - a) Please log in to Nottingham Homepage and click to NottinghamHub
 - b) Please use this URL : hub.nottingham.ac.uk



2. Click to Finance tiles and the web page will appear as below;



3. Please click to **Pay amount due** button and below page will appear.



- Please choose MY Miscellaneous from the choose a payment Type list and all charges relating to miscellaneous will be appear and select UNMC1 Univ of Nottingham Malaysia

Select Campus to Pay

Choose a Payment Type: MY Miscellaneous

Please select the Campus charges you wish to pay.

Miscellaneous Only: Payments will only settle miscellaneous charges

select	UNMC1	Univ of Nottingham Malaysia	RM 47,069.00
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- Please key in the amount that you want to pay at **payment amount** if the fee charge already appears in the NottinghamHub,

If the fee is does not appear in the NottinghamHub, please key in the amount that you want to pay in the **ONLINE MISC - MALAYSIA** column.

Total payment will appear once you click **Calculate Grand Total**. Once confirmed click **Next** button.

Miscellaneous Only: Payments will only settle miscellaneous charges

Item Description	Plan Description	Outstanding Charges	Payment Amount
Online MIS - Malaysia		0.00	
Total		0.00	

Pay Charges Zero out all amounts Calculate Grand Total

Pay different Campus

Currency used is Malaysian Ringgit

Cancel Next

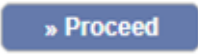
Payment Summary

Description	Outstanding Charges	Payment Amount
Malaysia Campus	0.00	0.00

Currency used is Malaysian Ringgit

Cancel Next

- To proceed with the payment, kindly click to **Continue to Make Payment** button.

7. You will directly to the payment portal as per below. Select the payment method and key in the information required. Once complete, please click  button.


8. Click the submit button once you have confirmed the information are correct.
9. This page will appear, and student will be notified through email. If you didn't receive any email from ipay88 after the successful transaction, please email to ITServiceDesk@nottingham.edu.my.

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

[Make a Payment](#) | [Purchase Items](#) | [Payment Profile](#)

Make a Payment

Payment Result

 Your payment has been accepted. Save the following information for your reference.

Confirmation Details			
Reference Number	000000444000	Payment Amount	1.00
Card Number	8301	Transaction Date	03/12/2021
Currency used is Malaysian Ringgit		Transaction Status	Successfully Posted

[View Confirmed Payment](#) [Make Another Payment](#)

10. Click to view confirmation payment button if you wish to check whether the payment made is successful or not.

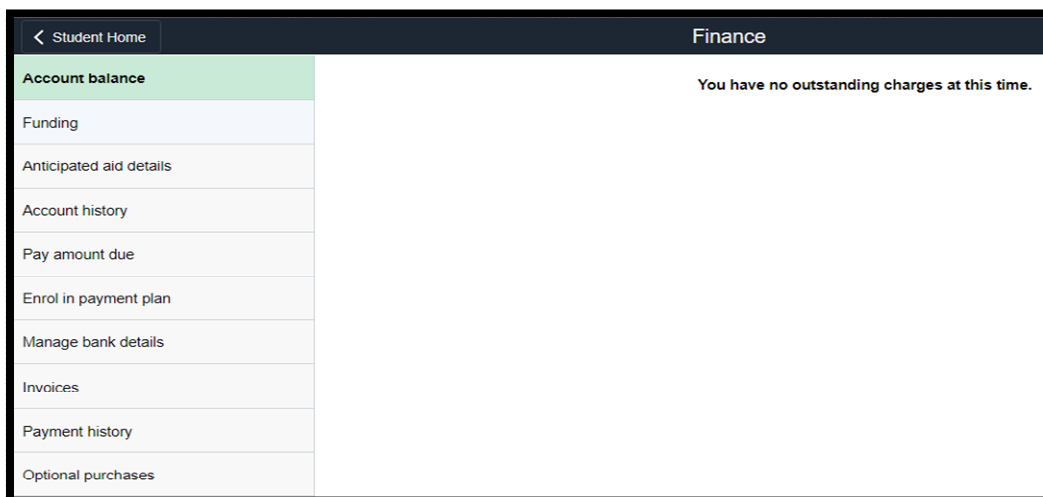
11. You may click to Make Another Payment button if you wish to settle any outstanding dues.

USER GUIDE HOW TO PRINT OFFICIAL RECEIPT FROM NOTTINGHAM HUB

1. You may access the NottinghamHub via:
 - a) Please log in to Nottingham Homepage and click to NottinghamHub
 - b) Please use this URL : hub.nottingham.ac.uk
2. Please log in with your University username and password



3. Click to Finance tiles and the web page will appear as below;



4. Please click to **Payment history** button and below page will appear;

Account Inquiry | Electronic Payments/Purchases | Account Services

Summary | Activity | Charges Due | Payments | Pending Aid

From 03/06/2021 To 03/12/2021 go

Posted Payments			
Date Paid	Payment Type	Paid Amount	Print Receipt
03/12/2021	Online Payment TUT - Ref # 000000444000	1.00	Print Receipt
Total Posted Payments for this view		1.00	

Currency used is Malaysian Ringgit

Pending Payments

You have no pending payments.

- You will see all official receipts for all payment you have made. Please make sure to forward the proof of payment to Finance Office (Finance-Office@nottingham.edu.my), if you make a payment through other than NOTTINGHAM HUB for issuance receipt purposes.
- Please click the [Print Receipt](#) button to view the receipt.

Account Inquiry | Electronic Payments/Purchases | Account Services

Summary | Activity | Charges Due | Payments | Pending Aid

From 03/06/2021 To 03/12/2021 go

Posted Payments			
Date Paid	Payment Type	Paid Amount	Print Receipt
03/12/2021	Online Payment TUT - Ref # 000000444000	1.00	Print Receipt
Total Posted Payments for this view		1.00	

Currency used is Malaysian Ringgit

Pending Payments

You have no pending payments.

- If you having a problem to view the or print the official receipt, kindly drop an email to Finance Office (Finance-Office@nottingham.edu.my) for verifications. If the issue is due to system error, we will forward your enquiries to ITServiceDesk@nottingham.edu.my.