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;

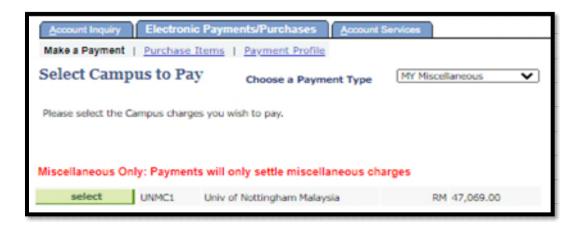
✓ Student Home	Finance
Account balance	You have no outstanding charges at this time.
Funding	
Anticipated aid details	
Account history	
Pay amount due	
Enrol in payment plan	
Manage bank details	
Invoices	
Payment history	
Optional purchases	

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



5. 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.		

Item Description		Plan Description	Outstanding Charges	Payment Amoun
Online MIS - Malaysia			0.00	
Total			0.00	
	1	1		
	Pay Charges	Zero out all amounts	Calculat	e Grand Total
	Pay different Campus			
	Cancel	Next		
Payment Summary				
Payment Summary Description		Outstanding	Charges	Payment Amoun

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

Account Inquiry	Electronic Payments/Purchases Account Services
Make a Payment	Purchase Items Payment Profile
Make a Payn	nent
Payment can be n	nade using a Credit Card or FPX.
Please see follow	ing instructions if you're paying through Google Chrome or Microsoft Edge:
1. Open a new Br	owser window
	ing in the browser bar:
	: chrome://flags/#same-site-by-default-cookies ft Edge: edge://flags/#same-site-by-default-cookies
	d" in the drop-down.
4. Select Relaund	h / Restart Button.
	ayment of 1.00 MYR will be collected through our secure arty payment provider.
	Cancel Previous Continue to Make Payment

7. You will directly to the payment portal as per below. Select the payment method and key in the

» Proceed

button.

information required. Once complete, please click

Credit / Debit Card	Online Banking eWallet
Summary Of Transaction	
Net Charges	MYR 1.00
Pay To	DemoAcc347 - The University of Nottingham Malaysia Campus
Payment of	MC Test Online Payments
Reference No / Payment ID	000000444000 / T092889241521
edit / Debit Card Details	
	Timeout: 04:15
Cardholder Name	Example 🕐
Credit / Debit Card No.	
CVC/CVV2	CVCICVV2 🕐
Expiry Date	v
Card Issuing Country	Malaysia 🗸
Card Issuing Bank	Please Select V
-	TY OF NOTTINGHAM MALAYSIA CAMPUS*MYR to debit the above net charges from my credit /
I authorize THE UNIVERSI	
	greed to iPay88 Privacy Statement.

- 8. Click the submit button once you have confirmed the information are correct.
- 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 <u>ITServiceDesk@nottingham.edu.my</u>.

Make a Raymont I. Durchase lines I. Raymont Realin		
Make a Payment Purchase Items Payment Profile		
Make a Payment		
Payment Result		
r dyment result		
Your payment has been accepted. Save the following information for you	ur reference.	
Confirmation Details		
Reference Number 000000444000	Payment Amount	1.00
Card Number 8301	Transaction Date 03/1	2/2021
	Transaction Status Succ	cessfully Posted
Currency used is Malaysian Ringgit		
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:
 - c) Please log in to Nottingham Homepage and click to NottinghamHub
 - d) Please use this URL : hub.nottingham.ac.uk
- 2. Please log in with your University username and password

	University of Nottingham. UK I CHINA I MALAYSIA NOttinghamHub (Campus Solutions) Username Password 1	
The second	Sign in	
	Problem signing in?	
	Apply for a course	



3. Click to Finance tiles

and the web page will appear as below;

Student Home	Finance
Account balance	You have no outstanding charges at this time.
Funding	
Anticipated aid details	
Account history	
Pay amount due	
Enrol in payment plan	
Manage bank details	
Invoices	
Payment history	
Optional purchases	

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 03/06/20	о21 Э то 03/12/2021 Э		go	
Posted Payments	Personalise Find V	iew All	First 🖾 1-2 o	f 2 🗈 Last
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 Mal	aysian Ringgit			
Pending Payments				
	You have no pending payment	s.		

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

From 03/06/202	1 To 03/12/2021		90
Posted Payments	Personalise Find V	iew All 📠	First 🚺 1-2 of 2 🛄 Last
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 Malay	sian Ringgit		
Pending Paymente			

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