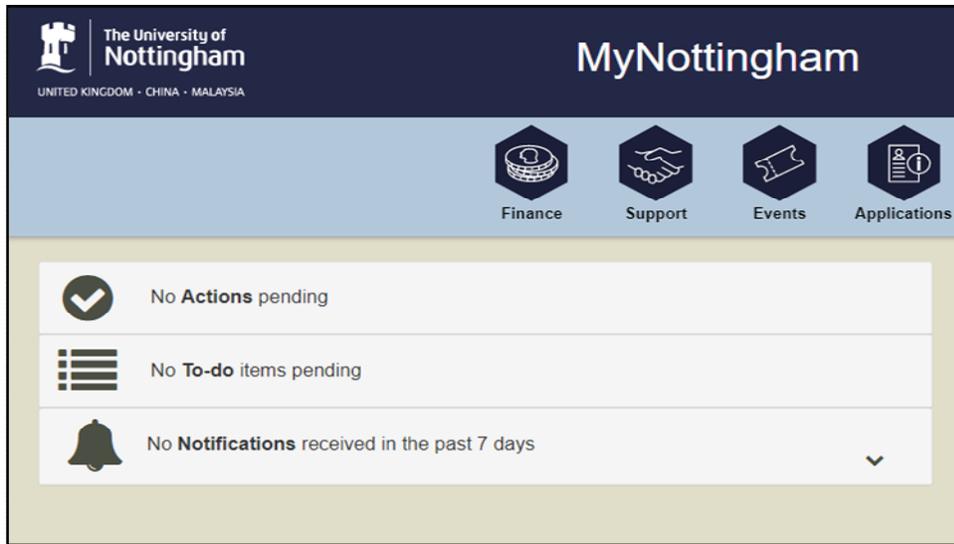
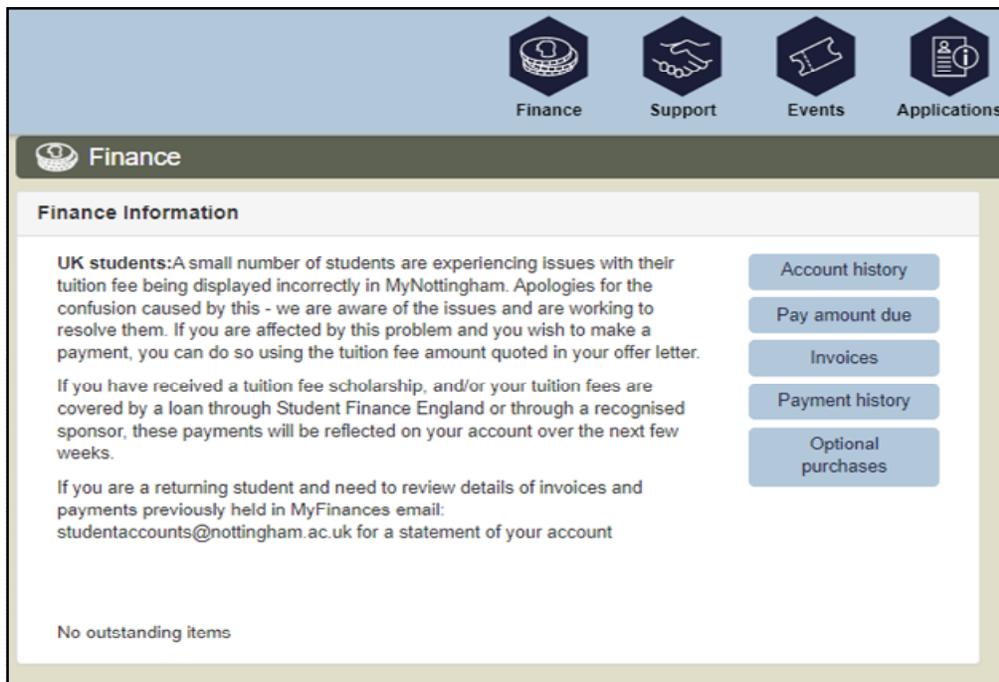


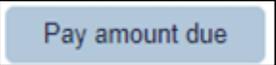
USER GUIDE HOW TO MAKE PAYMENT THROUGH MYNOTTINGHAM PORTAL

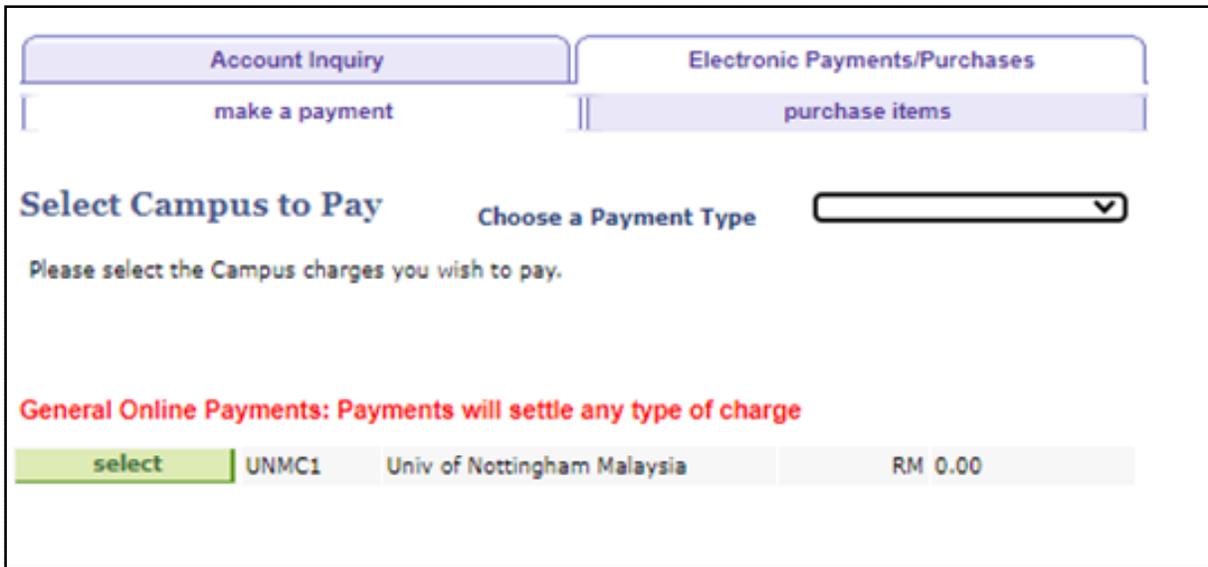
1. Please log in to the MYNOTTINGHAM portal.



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

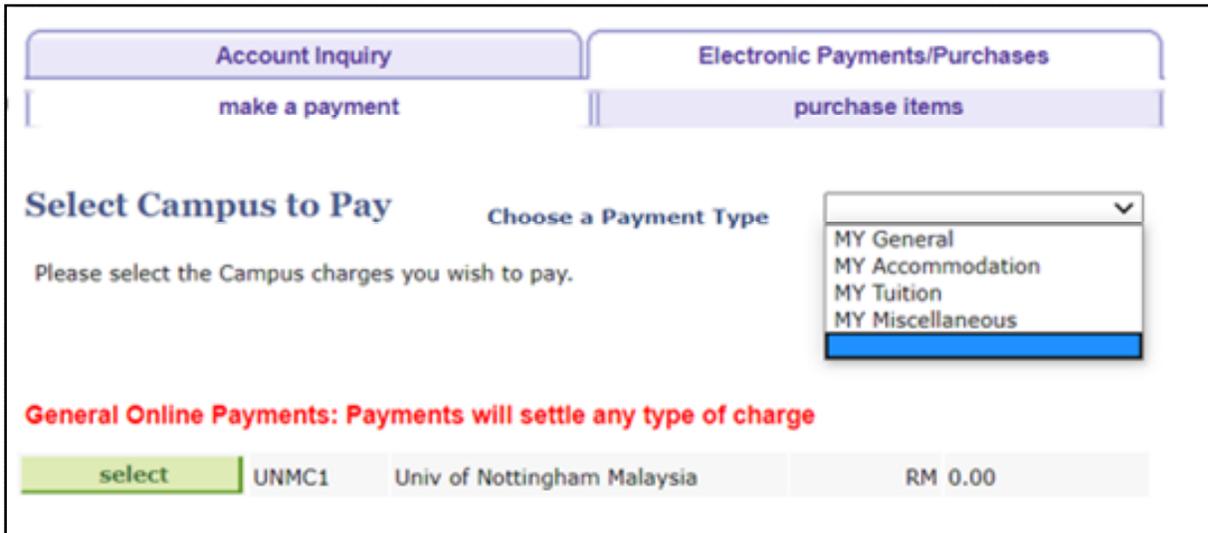


3. Please click to  button and below page will appear;



Account Inquiry	Electronic Payments/Purchases		
make a payment	purchase items		
Select Campus to Pay Choose a Payment Type <input type="text"/>			
Please select the Campus charges you wish to pay.			
General Online Payments: Payments will settle any type of charge			
select	UNMC1	Univ of Nottingham Malaysia	RM 0.00

4. Please choose a payment type that you need to pay and select **UNMC1 (Univ of Nottingham malaysia)**.



Account Inquiry	Electronic Payments/Purchases		
make a payment	purchase items		
Select Campus to Pay Choose a Payment Type <input type="text"/>			
Please select the Campus charges you wish to pay.			
General Online Payments: Payments will settle any type of charge			
select	UNMC1	Univ of Nottingham Malaysia	RM 0.00

- Please note that if the fee charge already appears in the MYNOTTINGHAM, you may proceed to key in the amount at the **PAYMENT AMOUNT** column.

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

Thereafter, please click calculate grand total and proceed to click  button.

Item Description	Plan Description	Outstanding Charges	Payment Amount
Online TUT Deposit - Malaysia		0.00	<input type="text"/>
Total		0.00	

pay charges
zero out amounts
calculate grand total

pay different campus

Currency used is Malaysian Ringgit.

CANCEL
NEXT

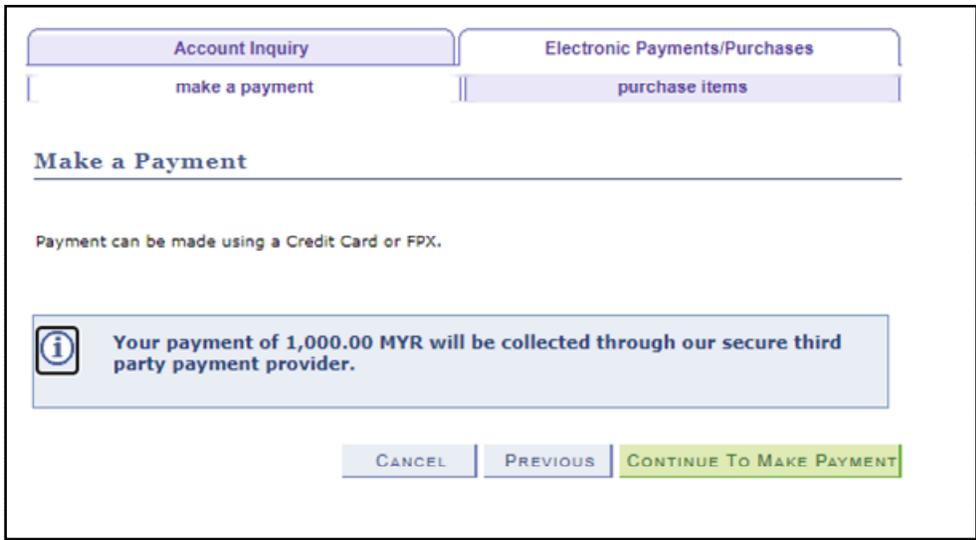
Payment Summary		
Description	Outstanding Charges	Payment Amount
Malaysia Campus	0.00	0.00

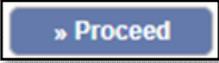
Currency used is Malaysian Ringgit.

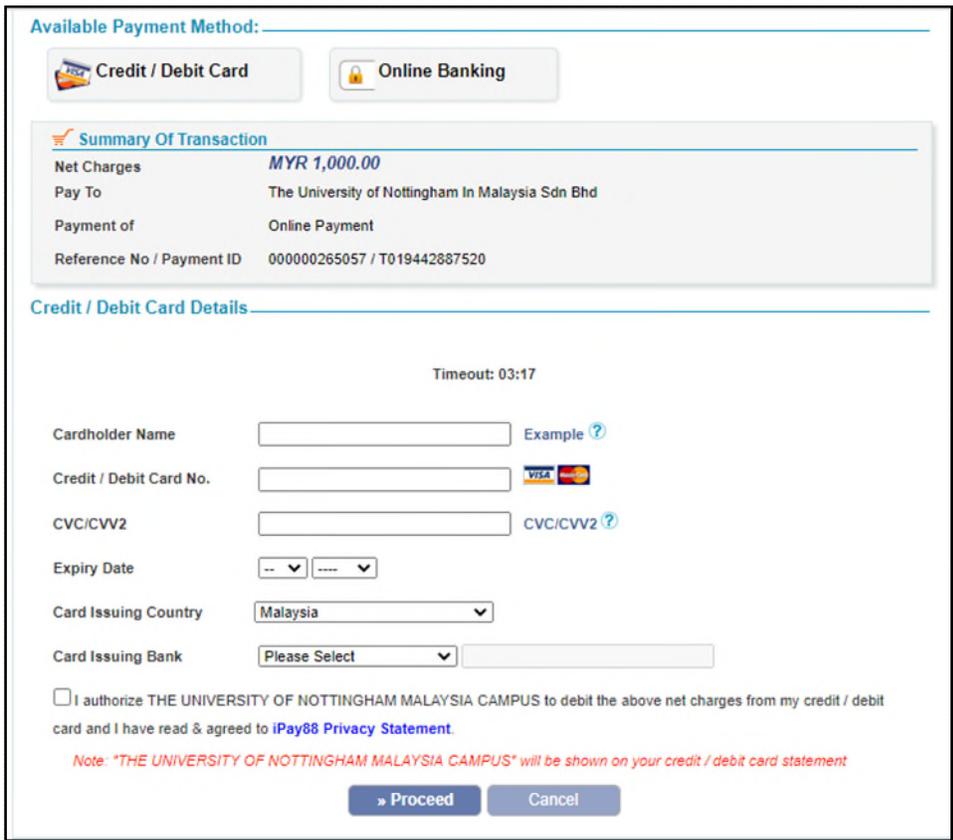
CANCEL
NEXT

[Account Inquiry](#) [Electronic Payments/Purchases](#)
[Make A Payment](#) [Purchase Items](#)

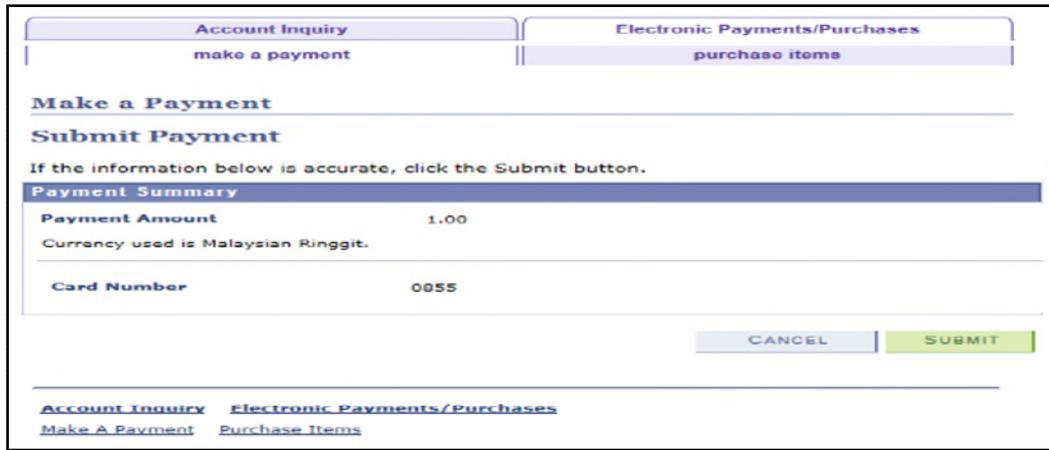
6. This page will appear and click  button.



7. Finally, this page will appear and please choose the method of payment and fill up the necessary information. Once complete, please click  button.



8. Once you confirm that you have key in the correct information, please click  button.



Account Inquiry	Electronic Payments/Purchases
make a payment	purchase items

Make a Payment

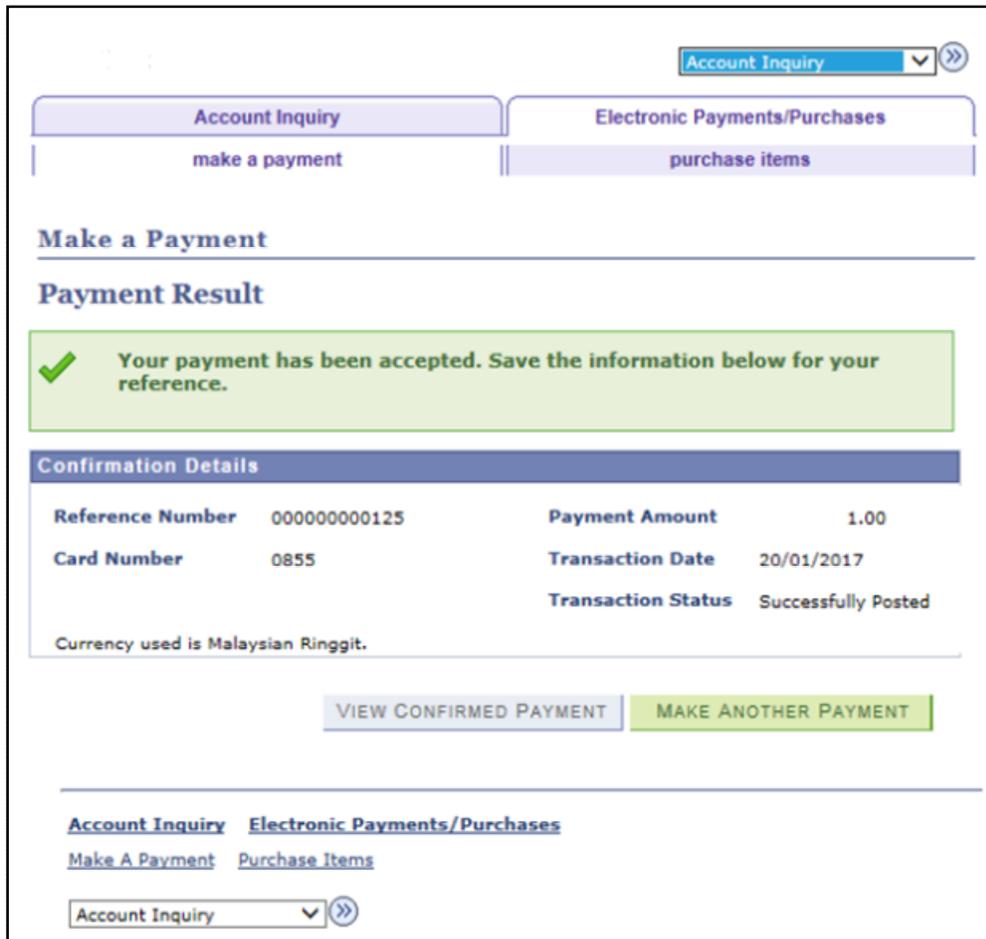
Submit Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	1.00
Currency used is Malaysian Ringgit.	
Card Number	0855

[Account Inquiry](#) [Electronic Payments/Purchases](#)
[Make A Payment](#) [Purchase Items](#)

9. Below page will appear, and student will be notified through email. If you don't receive any email from ipay88 or cannot print out your online receipt after the successful transaction, please email to ITServiceDesk@nottingham.edu.my.



Account Inquiry	Electronic Payments/Purchases
make a payment	purchase items

Make a Payment

Payment Result

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

Confirmation Details			
Reference Number	000000000125	Payment Amount	1.00
Card Number	0855	Transaction Date	20/01/2017
		Transaction Status	Successfully Posted

Currency used is Malaysian Ringgit.

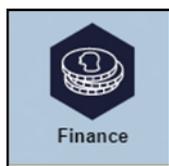
[Account Inquiry](#) [Electronic Payments/Purchases](#)
[Make A Payment](#) [Purchase Items](#)

Account Inquiry

USER GUIDE HOW TO PRINT OFFICIAL RECEIPT FROM MYNOTTINGHAM PORTAL

1. You are also able to view and print out the receipt from the MYNOTTINGHAM portal.

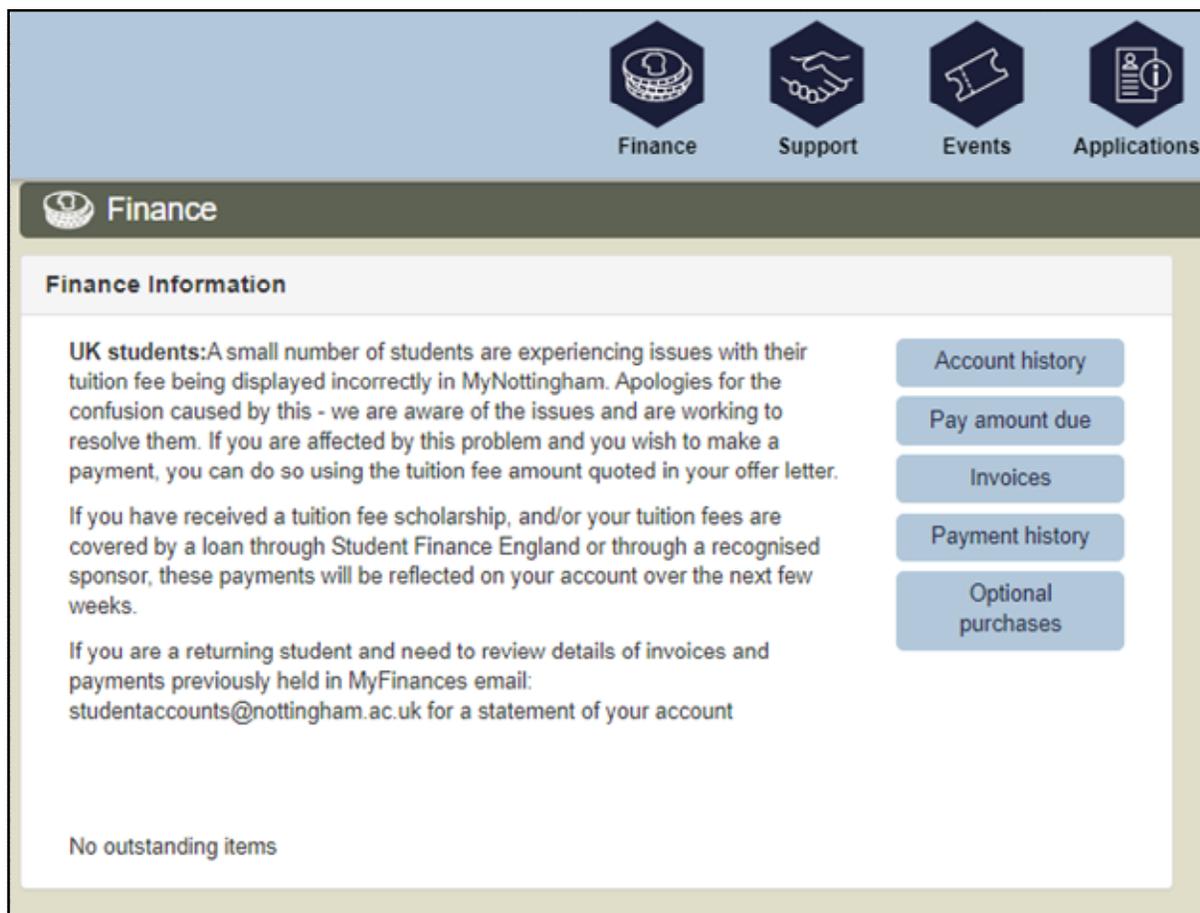
2. Please click to Finance



tab and select

Payment history

button.



The screenshot shows the MyNottingham Finance portal. At the top, there is a navigation bar with four icons: Finance (a stack of coins), Support (two hands shaking), Events (a ticket), and Applications (a document with an 'i' icon). Below this is a dark green header with the 'Finance' icon and text. The main content area is titled 'Finance Information' and contains three paragraphs of text. To the right of the text are five blue buttons: 'Account history', 'Pay amount due', 'Invoices', 'Payment history', and 'Optional purchases'. At the bottom left of the content area, it says 'No outstanding items'.

Finance

Finance Information

UK students: A small number of students are experiencing issues with their tuition fee being displayed incorrectly in MyNottingham. Apologies for the confusion caused by this - we are aware of the issues and are working to resolve them. If you are affected by this problem and you wish to make a payment, you can do so using the tuition fee amount quoted in your offer letter.

If you have received a tuition fee scholarship, and/or your tuition fees are covered by a loan through Student Finance England or through a recognised sponsor, these payments will be reflected on your account over the next few weeks.

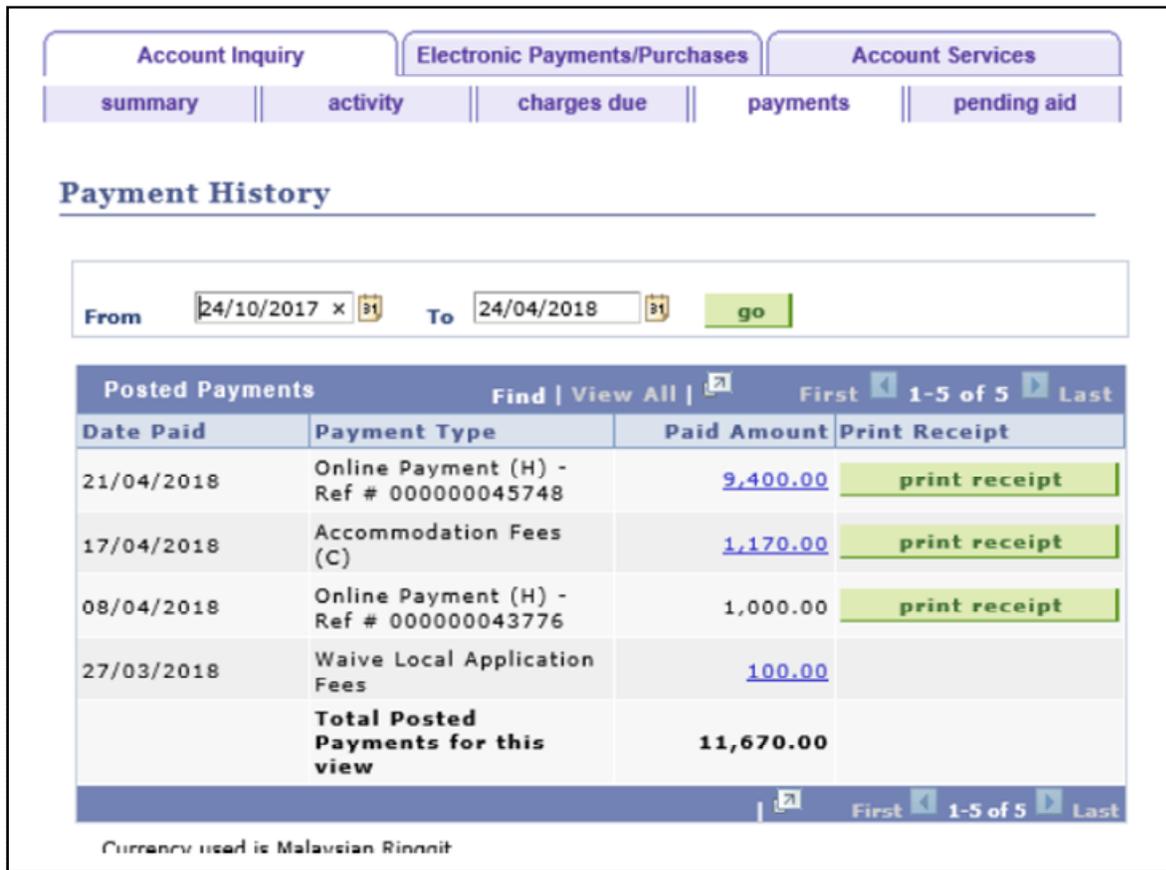
If you are a returning student and need to review details of invoices and payments previously held in MyFinances email:
studentaccounts@nottingham.ac.uk for a statement of your account

No outstanding items

Account history
Pay amount due
Invoices
Payment history
Optional purchases

3. You will see all the official receipts for all the payment that you have made. Please make sure to forward the proof of payment to Finance Office (Finance-Office@nottingham.edu.my) , if you make payment through other than MYNOTTINGHAM portal for receipt issuance purposes.

4. Please click the  button to view the receipt.



The screenshot displays the 'Payment History' section of the MyNottingham portal. At the top, there are three main navigation tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Under 'Account Inquiry', there are sub-tabs for 'summary', 'activity', and 'charges due'. Under 'Electronic Payments/Purchases', there are sub-tabs for 'payments' and 'pending aid'. Below these tabs, the 'Payment History' section is titled. It features a date range filter with 'From' set to 24/10/2017 and 'To' set to 24/04/2018, and a 'go' button. Below the filter is a table of 'Posted Payments' with columns for 'Date Paid', 'Payment Type', 'Paid Amount', and 'Print Receipt'. The table contains five rows of payment data and a total row. Each row has a green 'print receipt' button. At the bottom of the table, it states 'Currency used is Malaysian Rinnit'.

Date Paid	Payment Type	Paid Amount	Print Receipt
21/04/2018	Online Payment (H) - Ref # 000000045748	9,400.00	print receipt
17/04/2018	Accommodation Fees (C)	1,170.00	print receipt
08/04/2018	Online Payment (H) - Ref # 000000043776	1,000.00	print receipt
27/03/2018	Waive Local Application Fees	100.00	
Total Posted Payments for this view		11,670.00	

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