

## HERIOT-WATT UNIVERSITY ONLINE PAYMENTS USER GUIDE

- Enter HWUM Online Payments page by selecting "Online Payments" tile in myHWU Apps; or



- Click at the link <https://my.hw.ac.uk/payments/faces/Start.jsp>

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## (A) Payer (Student)

### Step 1 - Payer Selection Page

- Select the "Student" criteria and tick to accept the T&C.
- Click on the "Continue >>" button to proceed to login page.
- Please click on the "Help..." button for more information and assistance.



### Welcome to Heriot-Watt University's Online Payments Service

Please sign in using the option to match your circumstances. **If unsure please select the Help button below.**

- Please Select:
- Student – already studying at a Scottish or Malaysian campus
  - Parent/Third Party payer – paying on behalf of student above
  - Applicant – with offer to study at a Scottish campus

\* I accept the terms and conditions  
Please tick the box to confirm that you have read and accept the University's Terms and Conditions

Please click here to continue. [Continue >>](#)

Please click here for help. [Help...](#)

### Step 2 - Student Login Page

- Login using your HW Student ID, Username, and Password.
- Please click on the "Help..." button for more information and assistance.
- Click on the "Continue >>" button to proceed to student detail page.



#### Student

\* Indicates required field

#### Login

\* HWU Person ID   
\* Username   
\* Password

Please click here to continue. [Continue >>](#)

Please click here to return to the previous screen. [<< Back](#)

Please click here for help. [Help...](#)

**Step 3 - Student Detail Page**

- Click on “**View and Pay Invoices >>**” to proceed to invoices page



Name	Person ID	Dept	Programme/Course
		Elect Electronic & Comp Eng	BEng Electrical & Electron Eng

Pay Invoices Now

Click this button to proceed to view and pay invoices View and Pay Invoices >>

**Step 4A - Outstanding Invoices**

- Overdue fees will be shown in the section “**Outstanding Invoices**”.
- Enter the amount you wish to pay and click on “**Pay MYR Invoices >>**”.

**Step 4B - Advanced Payment**

- To pay fees in advanced, please select and enter the amount under “**Tuition Fee**” and/or “**Accommodation Fee**” for Advanced Payment.
- Click on “**Pay MYR Invoices >>**” after that.



**Invoices**

Name	Person ID	Dept	Programme/Course
		Elect Electronic & Comp Eng	BEng Electrical & Electron Eng

Outstanding Invoices

One-Off Payment  Pay by Instalment with Maybank Card [?](#)

Payment Before Enrolment

Description	Invoice Date	Amount to Pay?	Select to Pay
Tuition Fee	14/08/2020	MYR <input style="background-color: yellow;" type="text" value="5000.00"/>	<input checked="" type="radio"/>
Accommodation Fee	14/08/2020	MYR <input style="background-color: yellow;" type="text" value="0.00"/>	<input type="radio"/>

Pay MYR Invoices >>

**Step 4C - 6 Months Instalment with Maybank Credit Card**


- This is a 6-months instalment option.
- The instalment is only applicable to credit card issued by Maybank in Malaysia.
- The minimum amount to sign up with this instalment option is MYR 15,000.
- Administration fee of MYR 200 will be charged for each successful instalment.
- Please click on the "**Help...**" or "**?**" button for more information and assistance.
- Enter the amount you wish to pay and click on "**Pay MYR Invoices >>**".



**Invoices**

Name	Person ID	Dept	Programme/Course
TESTING SAMPLE INTERNATIONAL	H00285044	Elect Electronic & Comp Eng	BEng Electrical & Electron Eng

Outstanding Invoices

One-Off Payment  Pay by Instalment with Maybank Card 

Payment Before Enrolment

Description	Invoice Date	Amount to Pay?	Select to Pay
Tuition Fee	14/08/2020	MYR 18000.00	<input checked="" type="radio"/>
Accommodation Fee	14/08/2020	MYR 2000.00	<input type="radio"/>

[Pay MYR Invoices >>](#)

[Click here to Unselect All.](#)

[Unselect All](#)

[Please click here to return to the previous screen.](#)

[<< Back](#)

[Please click here for help.](#)

[Help...](#)

## Step 5 - Payment Amount Confirmation

- At this "Confirm Payment Screen", please check and confirm the amount to be paid.
- Click on the "Continue >>" button to proceed to payment method selection.

### To pay by One-Off Payment



#### Confirm Payment

Name	Person ID	Dept	Programme/Course
[Redacted]		Elect Electronic & Comp Eng	BEng Electrical & Electron Eng

You are about to pay the following invoices:

#### Invoices to be Paid

Description	Invoice Date	Due Date	Original Amount	Outstanding Amount	Amount To Pay
Tuition Fee	14/08/2020				MYR5,000.00

You have chosen to pay as a one-off payment

To proceed click Continue.

Continue >>

### To pay by Instalment with Maybank Credit Card



#### Confirm Payment

Name	Person ID	Dept	Programme/Course
[Redacted]		Elect Electronic & Comp Eng	BEng Electrical & Electron Eng

You are about to pay the following invoices:

#### Invoices to be Paid

Description	Invoice Date	Due Date	Original Amount	Outstanding Amount	Amount To Pay
Tuition Fee	14/08/2020				MYR18,000.00
Accommodation Fee	14/08/2020				MYR2,000.00
Administration Fee	14/08/2020				MYR200.00

You have chosen to pay by Instalment with Maybank Card

To proceed click Continue.

Continue >>

## Step 6 - Payment Method Selection

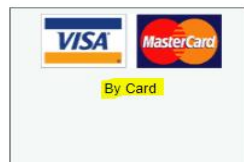
- You can select to pay "**By Card**" or "**By Bank Transfer**".
- The 6 months instalment with Maybank credit card is defaulted to "**By Card**".
- Clicking on either tile will direct you to a secured payment platform provided by our partner, Razer Merchant Services (Formerly known as MOLPay).
- You will be required to fill in payment detail to complete the online payment.
- A payment notification will be sent to your desired e-mail address if the payment is successful.



### Confirm Payment

Name	Person ID	Dept	Programme/Course
		Elect Electronic & Comp Eng	BEng Electrical & Electron Eng

How do you want to pay?





**(B) Third party payer**

- Third party payer can enter HWUM Online Payments page by clicking the link <https://my.hw.ac.uk/payments/faces/Start.jsp>

**Important** - Student will need to give access to the parent/third party payer.

**\*\*Refer to Student Detail Page at Section A**

**Step 1 - Create login access for parent/third party payer**

- To add a parent or third party payer - enter the parent's/third party's email address and create a password that meets University guidelines.
- You must also select what type of transactions you want that payer to see which include tuition, accommodation or other fees. Once you have entered this, select the "Add" button.
- Please click on the "Help..." button for more information and assistance.

**Manage Authorised Parent/Third Party Accounts**

Use this section below to create and remove additional email login accounts which can view and pay your invoices. By doing this you are providing your consent for your financial records to be reviewed by that email owner.

**Current Authorised Parent/Third Party Accounts**

Email Address	Password	Tuition	Accommodation	Other

**Add new Parent/Third Party Account**

\* Email Address

\* Password

Tuition

Accommodation

Other



### **Step 2 - Confirmation on parent/third party login access**

- The login access will appear under the Current Authorised Parent/Third Party Accounts
- The system will then send access details to the parent's/third party's e-mail address.
- Student can log in and change the access at any time for the parent/third party, as well as being able to reset the password by selecting the "**Remove**" button.

#### **Manage Authorised Parent/Third Party Accounts**

Use this section below to create and remove additional email login accounts which can view and pay your invoices. By doing this you are providing your consent for your financial records to be reviewed by that email owner.

Email Address	Password	Tuition	Accommodation	Other	
test26@hw.ac.uk	*****	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>

#### **Add new Parent/Third Party Account**

\* Email Address

\* Password

Tuition

Accommodation

Other

### **Step 3 - Payment Process for Parent/Third Party Payer**

- Parent/third party will be able to log into the online payment system through the parent/third party option, using the HWU Person ID, authorised e-mail address, and password.
- After parent/third party being able to log in, refer to page 3 of Section A Payer (Student) and go through step 3-6 to make payment.