

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://studentpayments.hw.ac.uk

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Heriot-Watt University
Online Payments





(A) Payer (Student)

Step 1 - Payer Selection Page

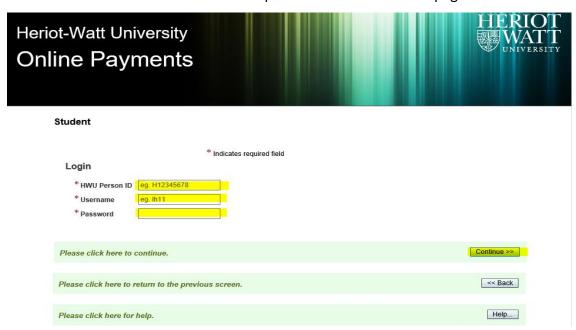
- Select the "Student" criteria and tick to accept the T&C.
- Click on the "Continue >>" button to proceed to login page.
- Please click on the "Help..." button for more information and assistance.



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 >> Help...

Step 2 - Student Login Page

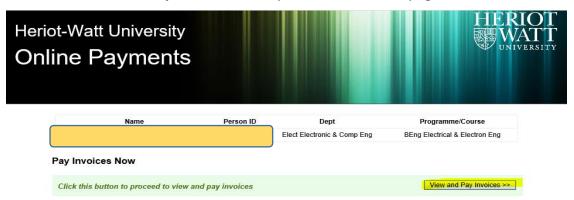
- Login using your HW Student ID, Username, and Password.
- Please click on the "Help..." button for more information and assistance.
- Click on the "Continue >>" button to proceed to student detail page.





Step 3 - Student Detail Page

• Click on "View and Pay Invoices >>" to proceed to invoices page

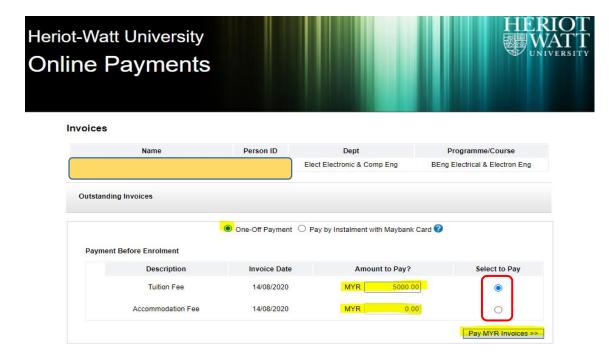


Step 4A - Outstanding Invoices

- 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

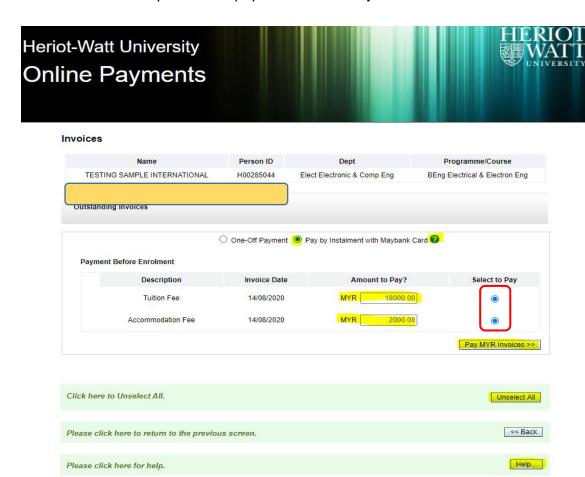
- To pay fees in advanced, please select and enter the amount under "Tuition Fee" and/or "Accommodation Fee" for Advanced Payment.
- Click on "Pay MYR Invoices >>" after that.





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 >>".

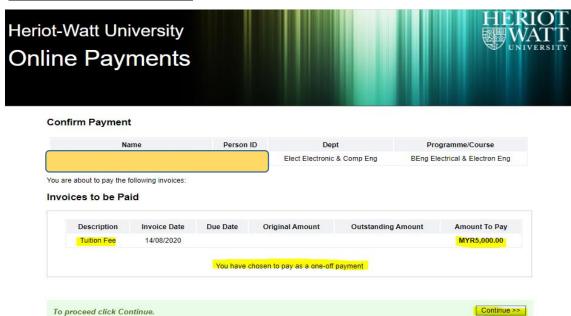




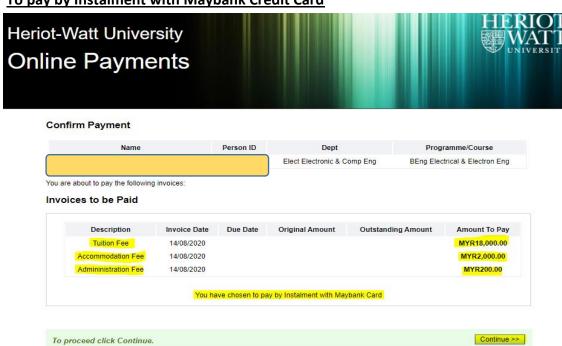
Step 5 - Payment Amount Confirmation

- 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



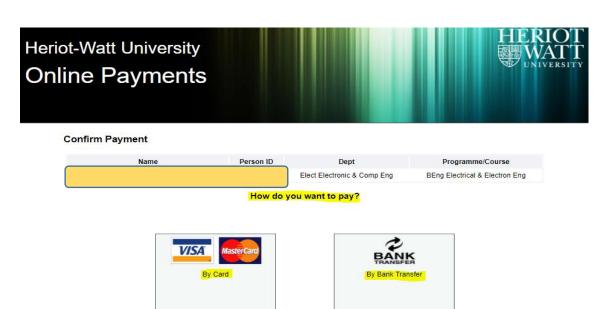
To pay by Instalment with Maybank Credit Card





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.





(B) Third party payer

• Third party payer can enter HWUM Online Payments page by clicking the link https://studentpayments.hw.ac.uk

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

**Refer to Student Detail Page at Section A

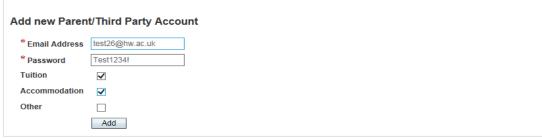
Step 1 - Create login access for parent/third party payer

- 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.





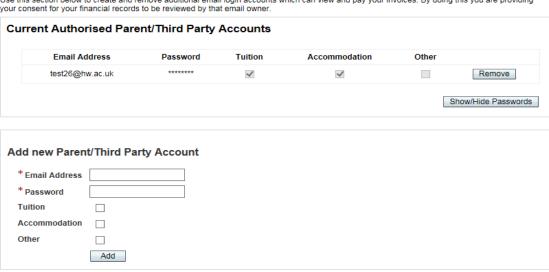


Step 2 - Confirmation on parent/third party login access

- 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.



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.