VSA Online Payment Guidelines for Parent

1. Login to the VSA Portal (e.g. http://portal.vsa.edu.hk)
2. Go to Oasis->Payment
3. A list of payment items available for you will be displayed as shown below

![List of payment records](image)

4. Click “Checkout” button to checkout, the below page will be displayed. Click “PPS” logo and you will be redirected to our payment gateway (AsiaPay).

Welcome to VSA Online Payment

Payment for:
2012-13 Year Book for Secondary
Student Name: Testing Student Y07
Year Group: Y07H

To start the payment process, please select your payment method by clicking on the logo below, and you will be redirected to our payment gateway (AsiaPay).

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS</td>
<td>HK$108.00</td>
</tr>
</tbody>
</table>

After complete the payment, a reference number will be provided.
For enquiry on technical issues, please contact itsupport@vsa.edu.hk

Refund Policy
5. Click on the “PPS” icon again to start the PPS payment process.

6. Review the payment information

7. Click “Confirm” to proceed and then you will see below screen. Input your PPS account name/number, password, and tick the check box for the Terms and Conditions of Use. Then click “Submit”.

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**Victoria Shanghai Academy**

Select your payment method by clicking on the logo below:

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**PayDollar By PPS**

For your protection, PPS requires you to enter your PPS Account Number and PPS Internet Password to complete the transaction on the NEXT PAGE.

Please check the following payment details:

- **Amount**: HKD 106.00
- **Merchant**: Victoria Shanghai Academy
- **Merchant Reference No.**: 13YEARBOOK003NY10TH99999907

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8. For the security reason, a 6-digit One-Time Password will be sent to your mobile phone. Click “Proceed”, and then get the number from your mobile phone, input the box provided.

9. When the payment is successfully, below screen will be displayed.

PayDollar By PPS

Please press “continue” to proceed to merchant’s confirmation page.

Payment method: PPS
Transaction Date: 2013/05/09
Transaction Time: 17:00:46
Amount: HKD 108.00
Merchant: Victoria Shanghai Academy
Merchant Reference No.: 2012-13YEARBOOK003NY09H99999909
Payment Reference No.: 000031709917
PPS Reference No.: 000921

Continue
Print
10. Click “Continue” and it will return to our page shown below message.

Payment Information

Acknowledgement of payment for purchase of 2012-13 Year Book for Secondary

Received from: Y07 Tsting Student (Y07H)
Amount: 108.00
Payment Method: PPS
Our Reference Number: 2012-13YEARBOOK005NY07H999999C7-0
Payment Date/Time: 2013-05-03 20:55:27

An official receipt will be sent to your school email address.

11. Go back to the Payment page again. Now, the “Check Out” button will be disappeared, instead, “Payment Received” will be displayed. You can click “View” to view the payment details.
PPS Payment Record Checking

You can login to your PPS account to check the payment history

1. Login to PPS (http://www.ppshk.com )
2. Click “Payment History”, then click View payment history of ‘PPS Shop & Buy Service’

3. Then the history of your payment will be shown as below. Please check carefully at the items with Merchant Name of “Victoria Shanghai Academy”.

PPS Shop & Buy Service

Show payment history for the last 30 days