

## General instructions and information regarding the Payment module in ESF Gateway

When your son/daughter undertakes an activity for which payment is required, the College will debit your payment account. Should your payment account have insufficient funds an email will be sent to you to request an additional deposit. We would suggest that parents make a larger deposit than the amount due in order to save time and effort.

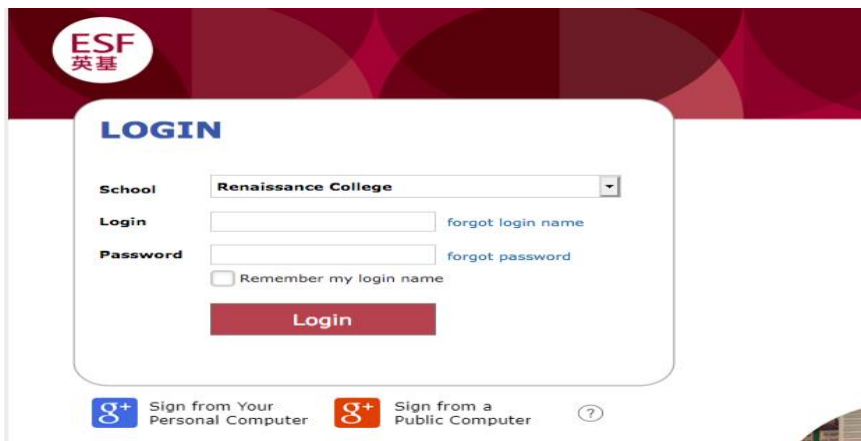
Parents can check the account details, view the transaction records online via the Payment module in the ESF Gateway System. Whenever a deposit is made (via PPS, PayPal or Cheque), you will be able to check the balance via the Payment under “**Statement**”.

### How to check account balance and transaction records

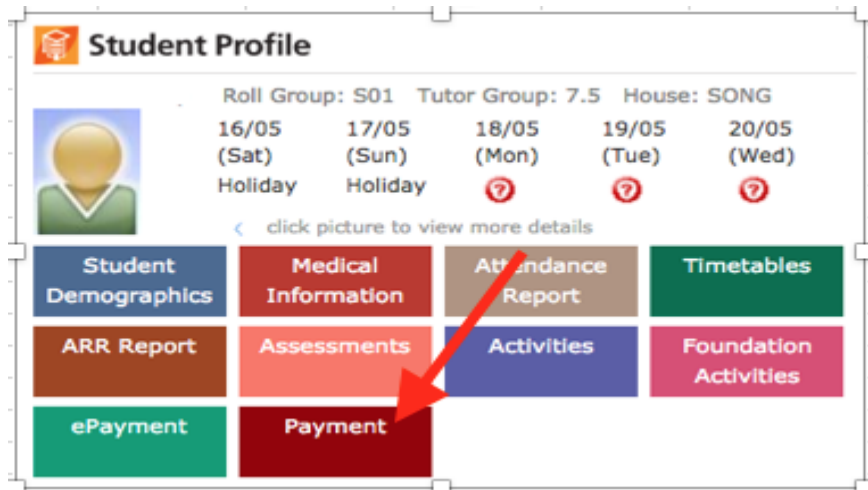
Login ESF Gateway at <https://rc.tg.esf.edu.hk>

(If you forget your login and/or password, you may retrieve them by clicking “forgot password or login name”, enter your email address and the info will be sent to your email address)

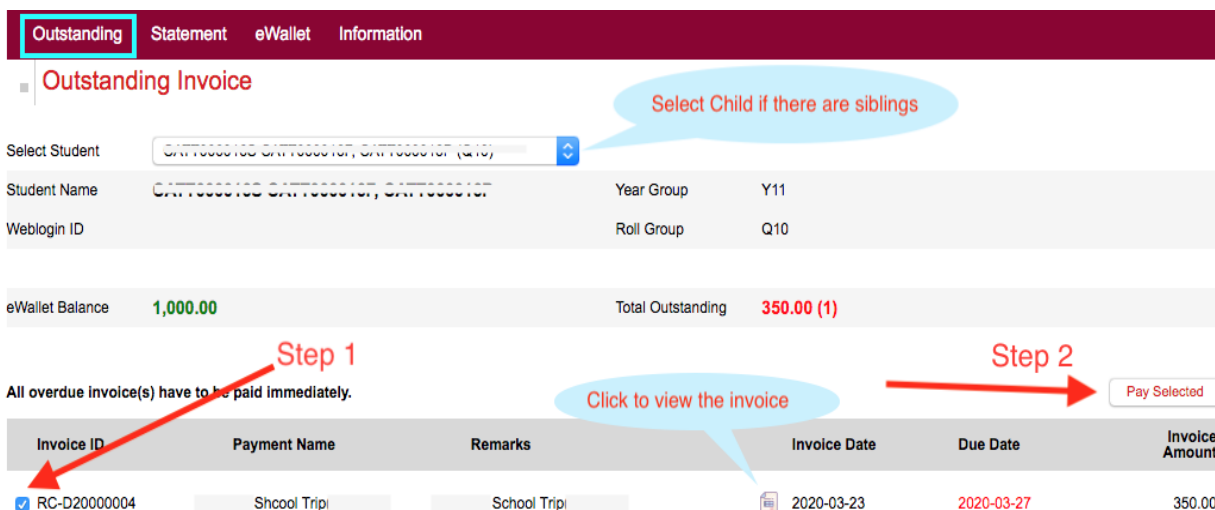
#### 1. Input Login and Password



#### 2. Select “Payment”



3. Function 1: check **Outstanding Invoice** – The parents may find the child’s outstanding invoice under the Outstanding screen. To pay the outstanding invoices, select the invoice (please note that overdue invoices cannot be skipped), click “pay now” button, it will pop up the payment screen to process payment.



**Outstanding** Statement eWallet Information

**Outstanding Invoice**

Select Student

Student Name  Year Group Y11

Weblogin ID  Roll Group Q10

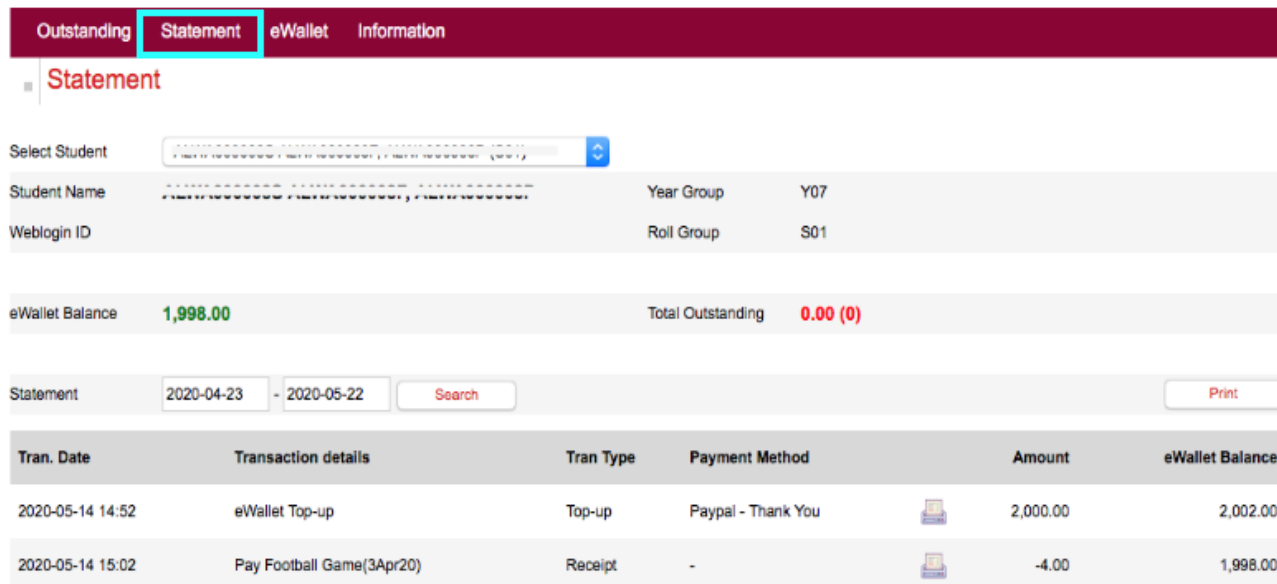
eWallet Balance **1,000.00** Total Outstanding **350.00 (1)**

All overdue invoice(s) have to be paid immediately.

Invoice ID	Payment Name	Remarks	Invoice Date	Due Date	Invoice Amount
<input checked="" type="checkbox"/> RC-D20000004	Shcool Tripi	School Tripi	2020-03-23	2020-03-27	350.00

Pay Selected

4. Function 2: check **Statement** - parents may keep track of all the transactions by viewing the Statement. Such as: check the account balance and transaction records; check payment records; check account top-up (add value) records. All the transaction records can be downloaded in here.



**Outstanding** **Statement** eWallet Information

**Statement**

Select Student

Student Name  Year Group Y07

Weblogin ID  Roll Group S01

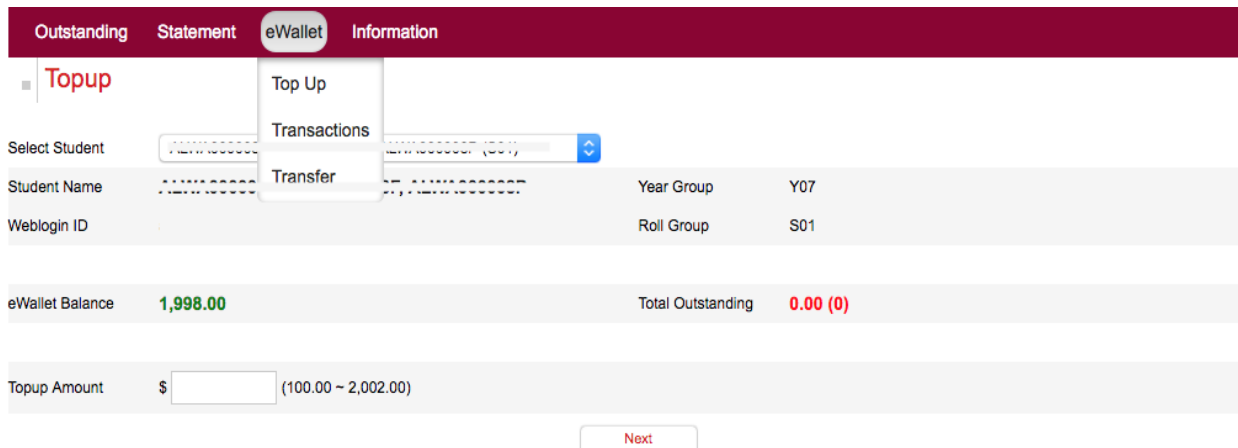
eWallet Balance **1,998.00** Total Outstanding **0.00 (0)**

Statement  -

Tran. Date	Transaction details	Tran Type	Payment Method	Amount	eWallet Balance
2020-05-14 14:52	eWallet Top-up	Top-up	Paypal - Thank You	2,002.00	2,002.00
2020-05-14 15:02	Pay Football Game(3Apr20)	Receipt	-	-4.00	1,998.00

5. Function 3: check **eWallet** - parents may top-up the child payment account; check the transactions; and transfer funds from one child to another (if you have more than one child at school).

- ◆ **Top Up:** Click “top up” to deposit the money into the child’s payment account.
- ◆ **Transactions:** View all the payment transactions of the child.
- ◆ **Transfer:** Parent may transfer the funds between the siblings.



The screenshot shows a web interface for the eWallet system. At the top, there are tabs for 'Outstanding', 'Statement', 'eWallet', and 'Information'. The 'eWallet' tab is active, and a dropdown menu is open showing 'Top Up', 'Transactions', and 'Transfer'. Below the menu, there are fields for 'Select Student' (with a search icon), 'Student Name', and 'Weblogin ID'. To the right, there are fields for 'Year Group' (Y07) and 'Roll Group' (S01). Below these fields, there are two summary rows: 'eWallet Balance' showing 1,998.00 and 'Total Outstanding' showing 0.00 (0). At the bottom, there is a 'Topup Amount' field with a dollar sign and a range of (100.00 ~ 2,002.00). A 'Next' button is located at the bottom center.

To top-up by the PayPal, Credit Card & PPS, please read the letter of [“PayPal & PPS Payments Methods”](#)

### Report problems immediately

Changing of email addresses  
Please email: [admissions@rchk.edu.hk](mailto:admissions@rchk.edu.hk)

Questions regarding the account balance and transaction records  
Please email: [epay@rchk.edu.hk](mailto:epay@rchk.edu.hk)

Questions regarding the ESF Gateway Login or any technical problems  
Please email: [helpdesk@rchk.edu.hk](mailto:helpdesk@rchk.edu.hk)