Accessing the Bill Payment Function

The Bill Payment function can be accessed from the Payments option on the left navigation bar (see the function highlighted with the red box below).
Making an Ad Hoc Payment
From the main Bill Payment screen, select the radio button next to the Billing Organisation Picklist and select the required Billing Organisation. Click on the Submit button:

The following screen will appear:
Select the required Pay From Account and key in the required Payment Amount and also your Student ID Number, FIN Number or NRIC Number into the Consumer Reference No field. If you wish to make an Immediate Payment, select the radio button next to the Immediate Payment Option. If you wish to make a Future Dated Payment, select the radio button next to the Future Payment Option:

Once all the information has been correctly entered, click on the Submit option. Otherwise, click on the Clear button to clear all information keyed in previously, or the Cancel button to cancel this action.
Clicking on the Submit button will bring up the following screen:

If the information has been correctly entered, click on the Confirm button. Otherwise, click on the Amend button to make changes, or the Cancel button to cancel this step.
Clicking on the Confirm button will confirm the Payment and the following confirmation screen will appear: