

Mobile ePayment on Gateway

Each student has a personal ePayment account, which is used to pay various fees, such as PTA membership, overseas trips, insurance, and special events like Prom.

Parents will be notified by email if there is an outstanding invoice. Payments can be made using funds in your ePayment eWallet. If the eWallet balance is insufficient, you can add funds using a credit card via PayPal, or PPS (only applicable to desktop).

How to access ePayment via the ESF Hub

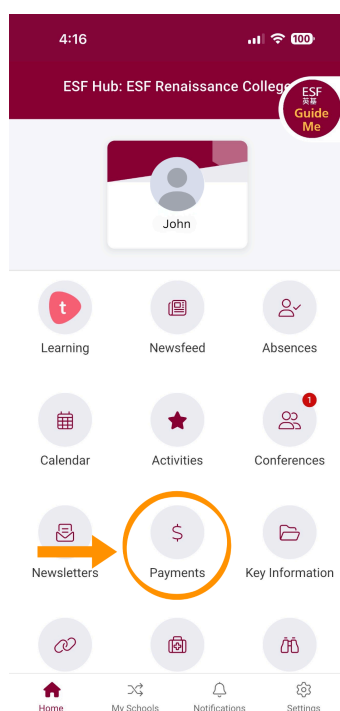
Step 1

Open the ESF Hub app on your phone



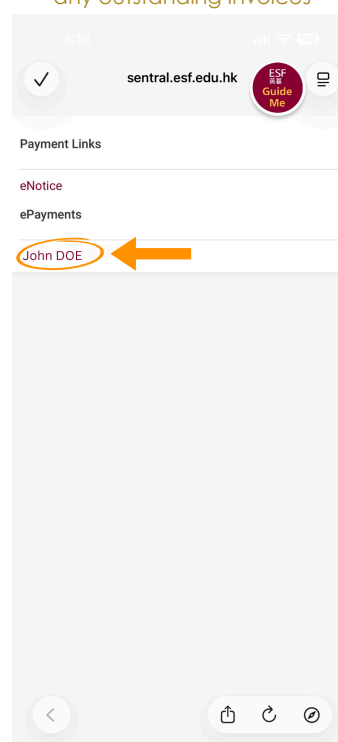
Step 2

Go to "Payments"



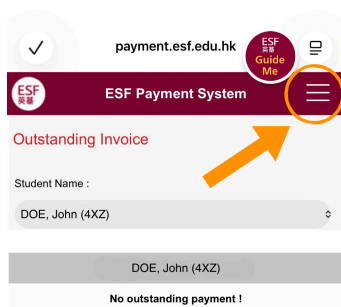
Step 3

Click your child's name to check for any outstanding invoices



Step 4

Click the 'hamburger' icon to see the menu

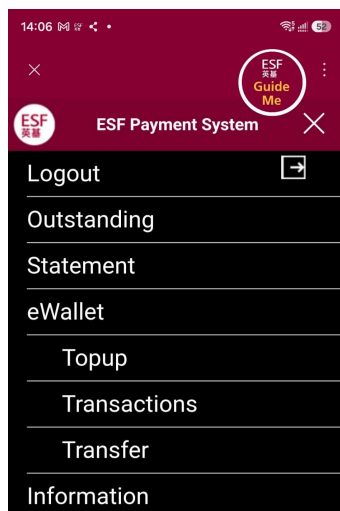


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Step 5

This is the **ESF Payment System** menu



500.00

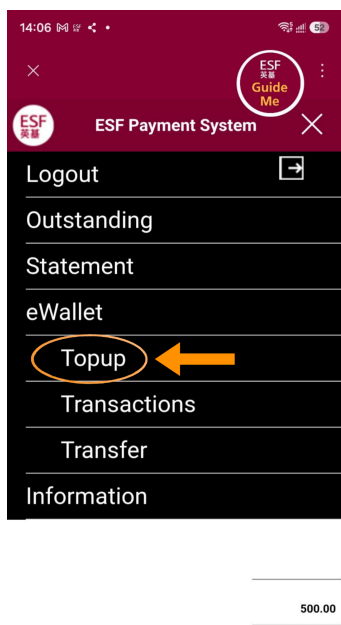
Thank you for your payment. Account balance and transaction summary can be viewed on Gateway.



How to top up your child's eWallet

Step 1

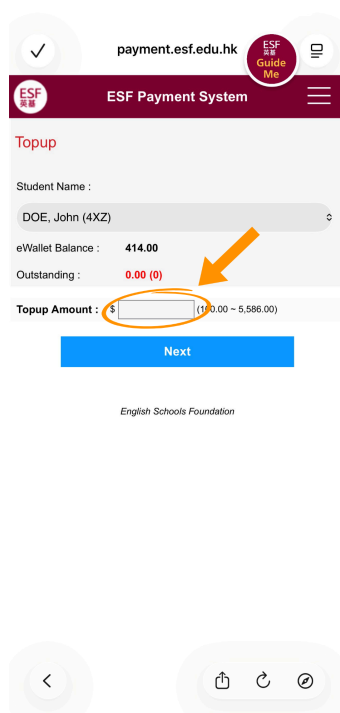
From the **ESF Payment System** menu, select "Topup"



Thank you for your payment. Account balance and transaction summary can be viewed on Gateway.

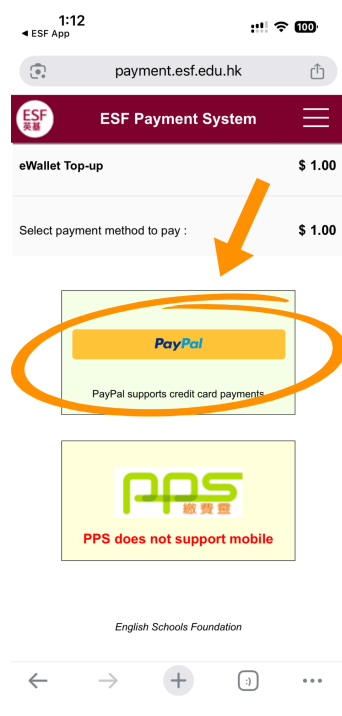
Step 2

Enter the amount and click 'Next'



Step 3

Select PayPal and proceed to pay



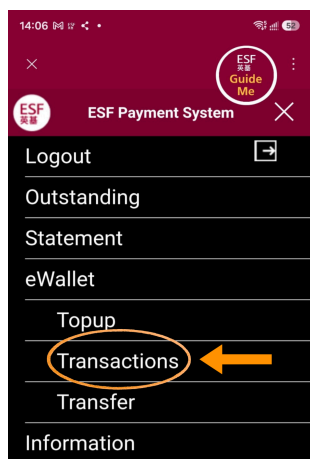
*PPS payment is only available on desktop. If you have any questions, please contact epay@rchk.edu.hk.



How to check your transaction history

Step 1

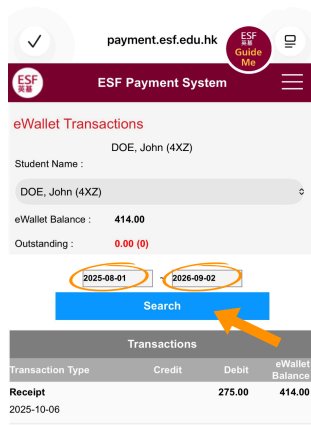
From the **ESF Payment System** menu, select "Transactions"



500.00

Step 2

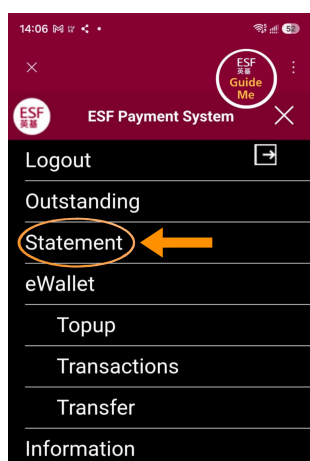
Search transactions by date range to view all in/out ewallet transactions.



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Step 1

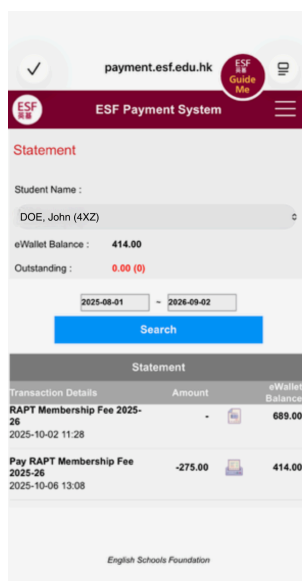
From the **ESF Payment System** menu, select "Statement"



500.00

Step 2

View all transactions and download invoices and receipts



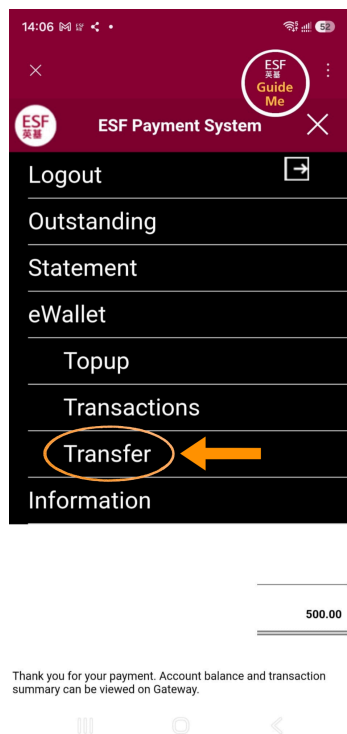
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How to transfer funds to your other child's account

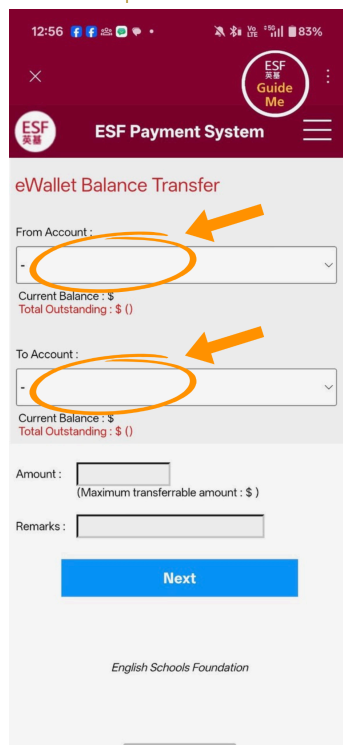
Step 1

From the **ESF Payment System** menu, select "Transfer"



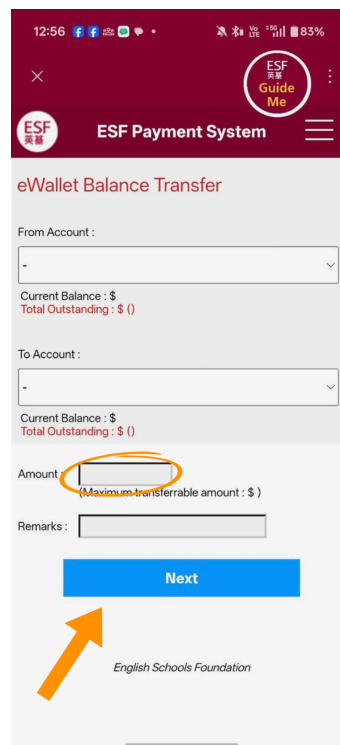
Step 2

Enter the account to transfer From and the account to transfer To from the drop down menu



Step 3

Enter the amount, add a Remark (if any) and click 'Next'



Questions and reporting issues

Inquire about your ePayment transaction/balance: epay@rchk.edu.hk

Report login issue or ask for technical support: helpdesk@rchk.edu.hk