How To Use PPS to Pay Your Fees to HKIT?
NOTE: HKIT MERCHANT CODE FOR PPS Payment is 9552

STEP 1: VISIT SAN (www.hkit.hk/san) AND VIEW YOUR PROFILE as shown below.

SAN is the HKIT student web portal. Here you can find many convenient and self-assistance online services to enrich your campus life.

For any enquiries and suggestions, please send email to enquiry@hkit.edu.hk

- My Profile - Student's Personal Profiles, Academic Status
- My Timetable - Customized Timetable
- Enrollment - Online Subjects Enrollment
- E-Status - Enrollment Status / Payment Status Records
STEP 2: NOTE YOUR HKIT “BILL ACCOUNT NUMBER” as shown below. Please take with your bill account number and note down carefully. If needed Print this screen for your reference from SAN.

![Student Profile Screen]

- **HKIT Student ID:** 12345678
- **Other Phone #:** 2345678
- **Bill Account Number (for using PPS):** 1123456789020009
- **Study Mode:** PART-TIME
- **Current Status:** Transferred
- **Current Level:** D3
- **Expire Date:** 2019-04-01
- **Student VISA:** Mainland Student
- **Financial Support:** F5 Financial Support Scheme
- **Intake Information:**
  - Intake Level: AD1
  - Intake Term: T2005C
- **Programme Information:**
  - Programme: ADEA
  - Parallel Programme: BSEG-SCU
  - Major:
  - Minor:
  - Total Units: 20
  - Completed Units: 2
  - Exempted Units: 19
STEP3: Register your HKIT Bill Account Number into your PPS Account. If you need to know how to do this you may feel free to contact PPS Hong Kong.

Note HKIT Merchant Code for PPS Service is 9552 you need to use this merchant code along with your BillAccountNumber from SAN to register your bill in PPS.

You can use PPS payments service by TELEPHONE OR INTERNET as you may wish. You may visit PPS website by going to www.ppshk.com

For Payment by Internet:
English: http://www.ppshk.com/hkt/revamp2/English/NewToPPSi.html

For Payment by telephone instructions:
English: http://www.ppshk.com/hkt/revamp2/English/HowToUsePPSp.html

For Example see below how you can add your HKIT Bill Account Number to your PPS account using the Internet.

**A: Registering the HKIT Student Payment Billaccount Number into PPS**

<table>
<thead>
<tr>
<th>Pay Bill</th>
<th>Add Bill</th>
<th>Delete Bill</th>
<th>Bill Schedule</th>
<th>Bill Nickname</th>
<th>Payment History</th>
<th>Account Sett</th>
</tr>
</thead>
</table>

**ADD BILL**

Please enter your bill number. You can also set a bill nickname for this bill.

- **Merchant Name**: Hong Kong Institute of Technology
- **Merchant Code**: 9552
- **Bill Number (Student Payment Account Number)**: [enter your bill number]
- **Bill Nickname**: HKIT_TEST_STUDENT

**Remarks**: Please check if the information you entered/selected is correct before clicking the Confirm button.
C. Choose the correct BillType towards which you are making the payment.

Payment instruction:

<table>
<thead>
<tr>
<th>Merchant Code</th>
<th>Bill Type</th>
<th>Amount (HK$)</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9552</td>
<td>HKIT_TEST_STUDENT</td>
<td>-- Please Select --</td>
<td>-- Please Select --</td>
</tr>
<tr>
<td></td>
<td>Bill Type</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Tuition Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Student Union Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Application Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Hostel Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Miscellaneous</td>
<td></td>
</tr>
</tbody>
</table>