E-PURSE GUIDELINE
TOP UP

• Press *TOP UP* on Homepage.
• Place ID Card on the card reader.
• Click on PROCEED.
• Student Information and card balance will be displayed.
• Click on PROCEED.
• Insert Ringgit Notes into Money Feeder.
• Click on PROCEED.
• Amount of money insert will be displayed under Topup Amount.
• Check the New Amount will total balance amount of the ID card.
• Click on PROCEED.
• Click END to complete the transaction, remove your card and wait for your receipt.
CASH / CHEQUE PAYMENT

- Click on CASH PAYMENT / CHEQUE DROP on Homepage.
• Place ID Card on card reader and click PROCEED.
CASH PAYMENT

• Select Payment Category (CCA, TOE, FEESSST, FEES TIS).
• Select Payment Item from the list and click on the icon. Click on PROCEED once desired item is selected.
• Total amount of Payment Item will be displayed. Click PROCEED.
• Insert Ringgit Notes into Money Feeder until the paid amount matches the payment Item. Click PROCEED. Complete the Process and wait for your receipt.
CHEQUE PAYMENT

- Select Payment Category (CCA, TOE, FEES S S S, FEES TIS).

- Select Payment Item from the list and click on the icon. Click on PROCEED once desired item is selected.
• Key in the Cheque Number and the amount of the cheque. Click on PROCEED.
• Click on PROCEED and drop the cheque into the Cheque drop box that has opened. Complete the process and wait for your receipt to be printed.