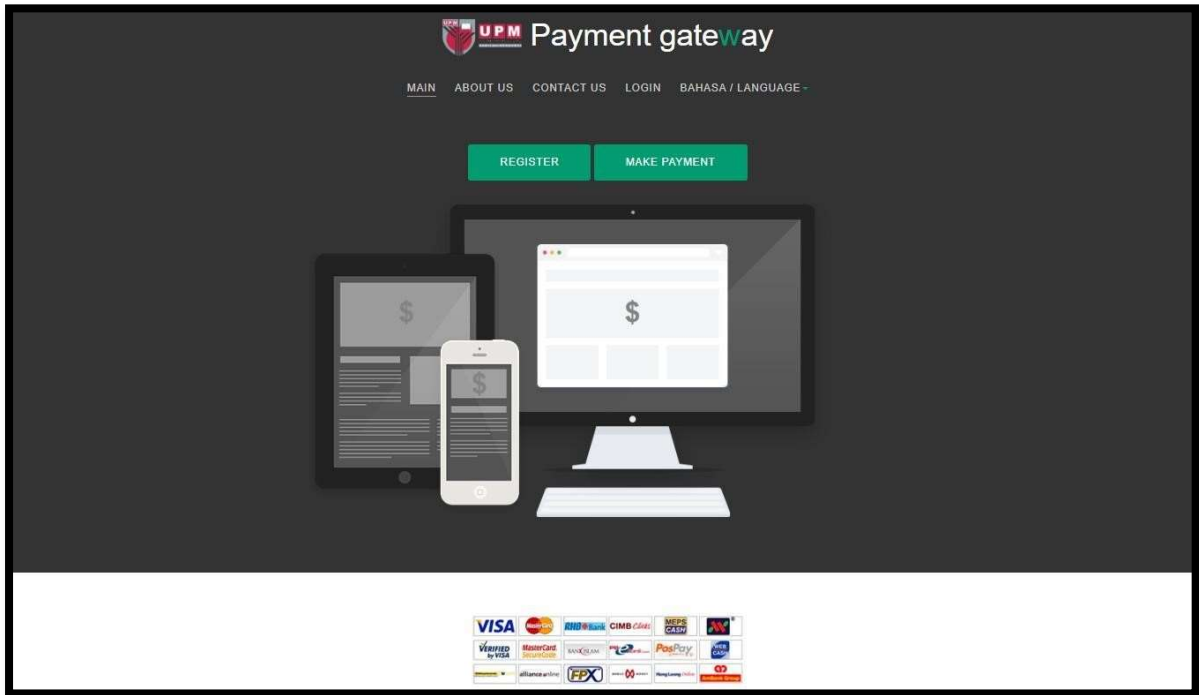# UNIVERSITY PUTRA MALAYSIA

THE 8th INTERNATIONAL AGRICULTURE STUDENTS SYMPOSIUM
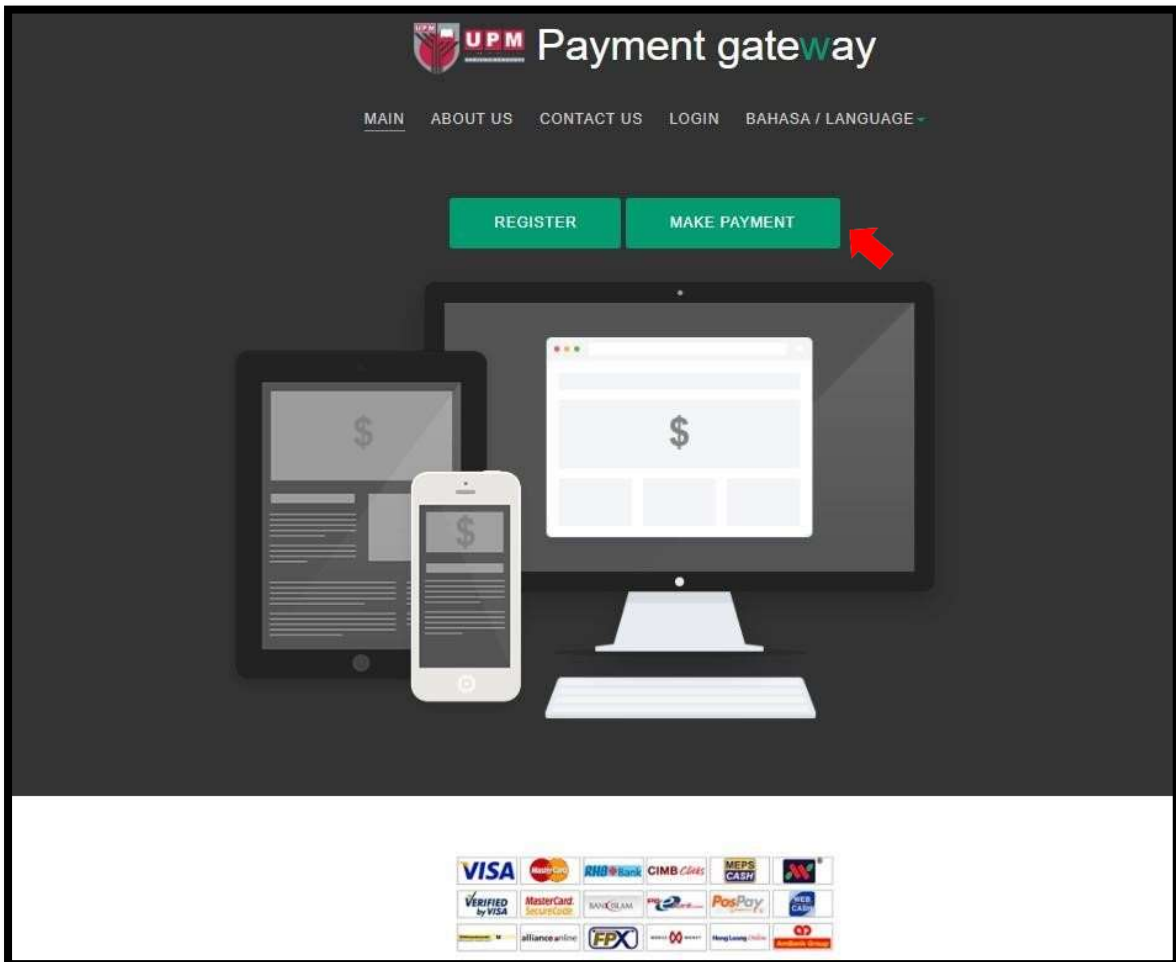
USER MANUAL

PAYMENT VIA UPM PAYMENT GATEWAY SYSTEM

1.0   LOGIN INTO SYSTEM

1.1 Search for UPM Payment Gateway page
https://paygate.upm.edu.my/action.do and click on the
"MAKE PAYMENT" button

2.0 FILL UP PARTICIPANTS' INFORMATION

2.1 Select **"IASS"** from the drop-down list under *PAYMENT FOR* section

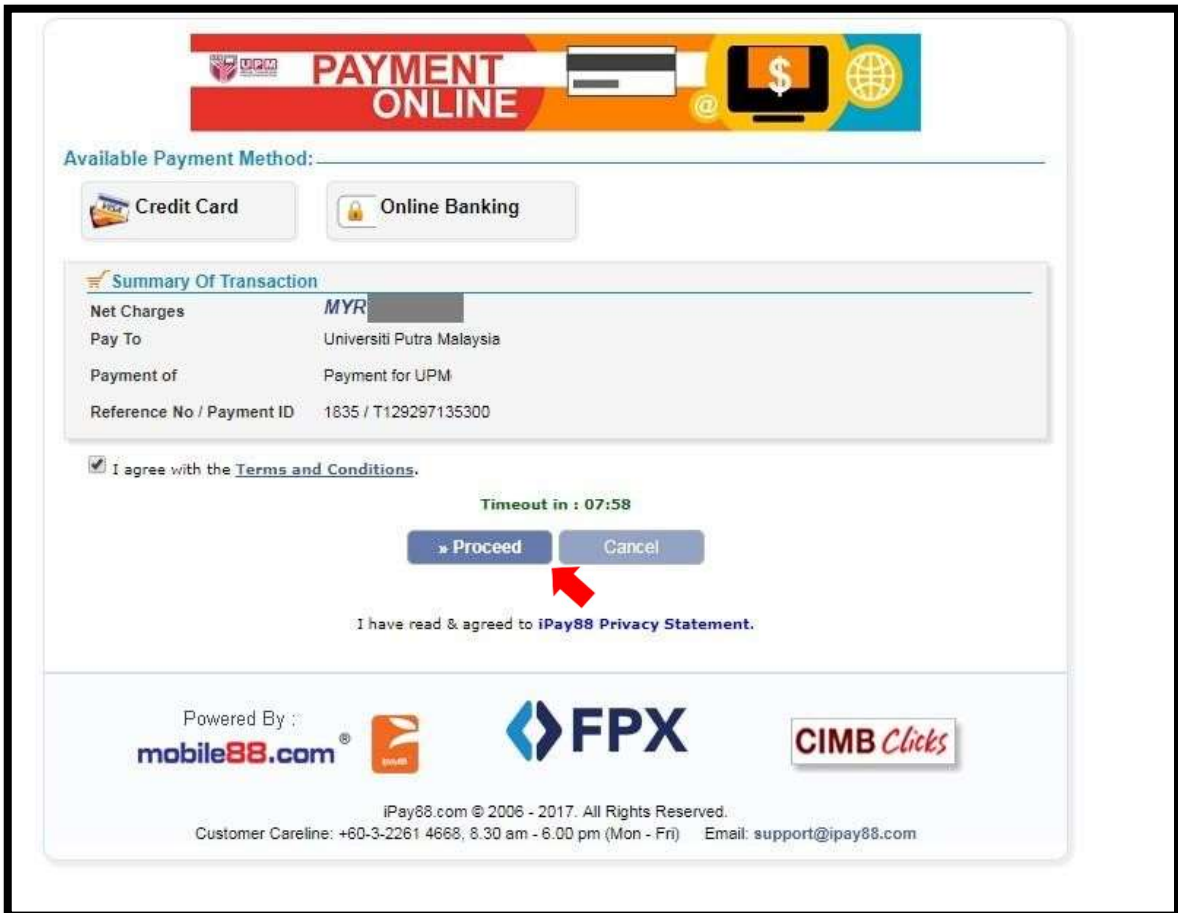2.2 Fill up the participants' information in the sections provided

2.3 For *DETAILS* section, please fill in
- i. **Name**
- ii. **Passport Number**
- iii. **8th IASS**

2.4 For *PAYMENT METHOD* section, you may choose from **"ONLINE BANK TRANSFER"** or **"CREDIT CARD"**

2.5 For *CURRENCY* section, you may choose from **"RM" (RINGGIT MALAYSIA)** or **"USD" (UNITED STATE DOLLAR)**
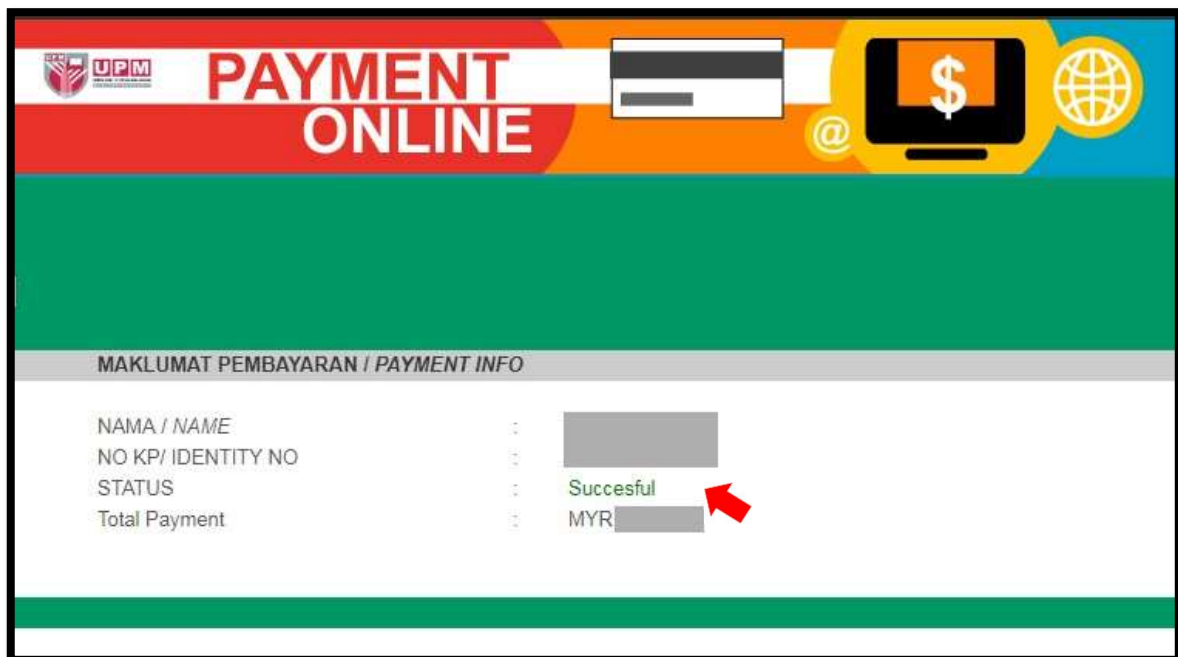
3.0   PAYMENT PROGRESS

3.1 Select your preferred payment method and fill up required information

3.2 Click **"PROCEED"** button to complete your payment

Ps: Please do not close your current window or click the *Back* button on your browser until your browser takes you the page as below. We may not receive a successful transaction status from you if the process is interrupted.
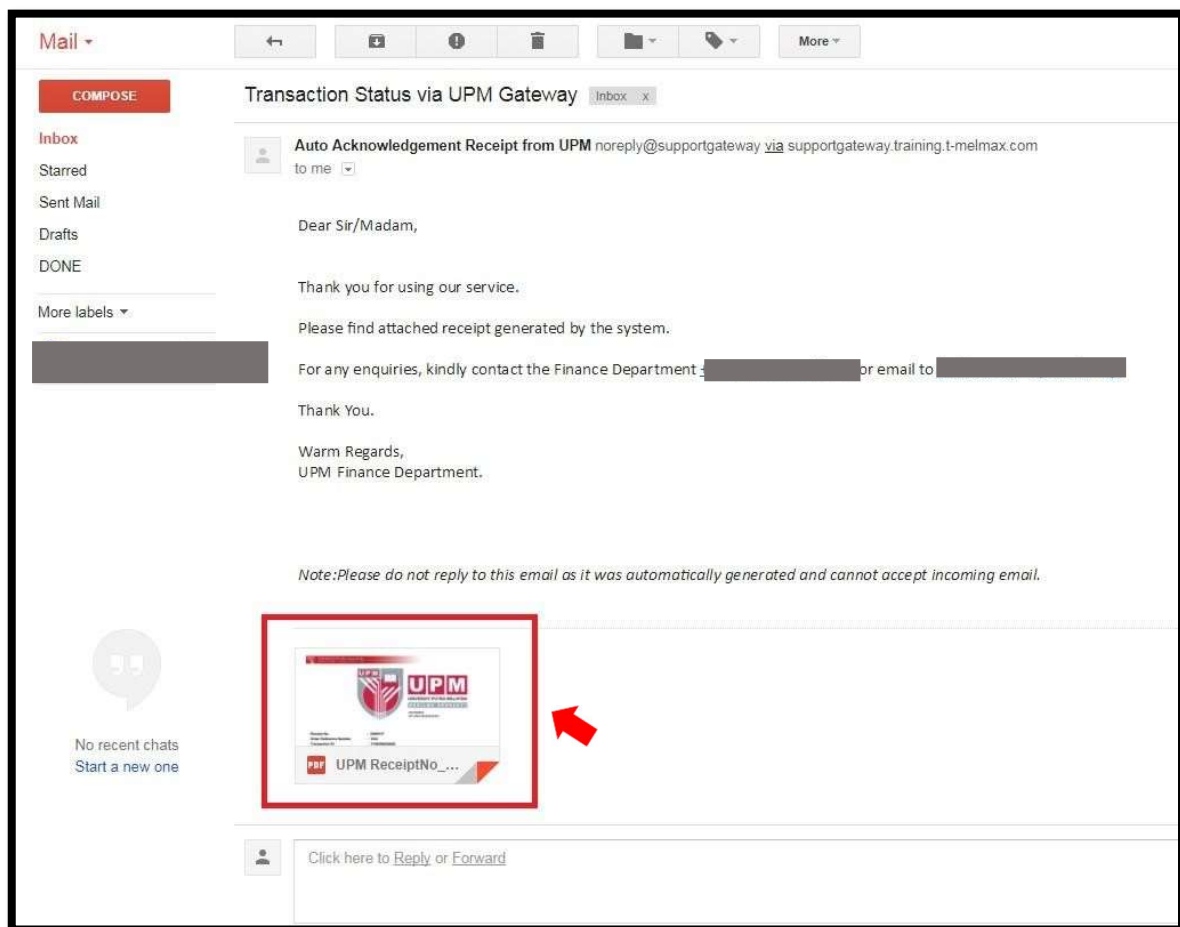
4.0   COMFIRMATION ON SUCCESFUL PAYMENT

4.1 Once your payment is completed, your payment status should show **"SUCCESFUL"**

4.2 Please wait patiently and give some time for the system to load

5.0 RECEIVE PAYMENT RECEIPT UPON SUCCESFUL TRANSACTION VIA EMAIL

Ps: Participants are required to download a copy of the payment receipt once you have received it through email.