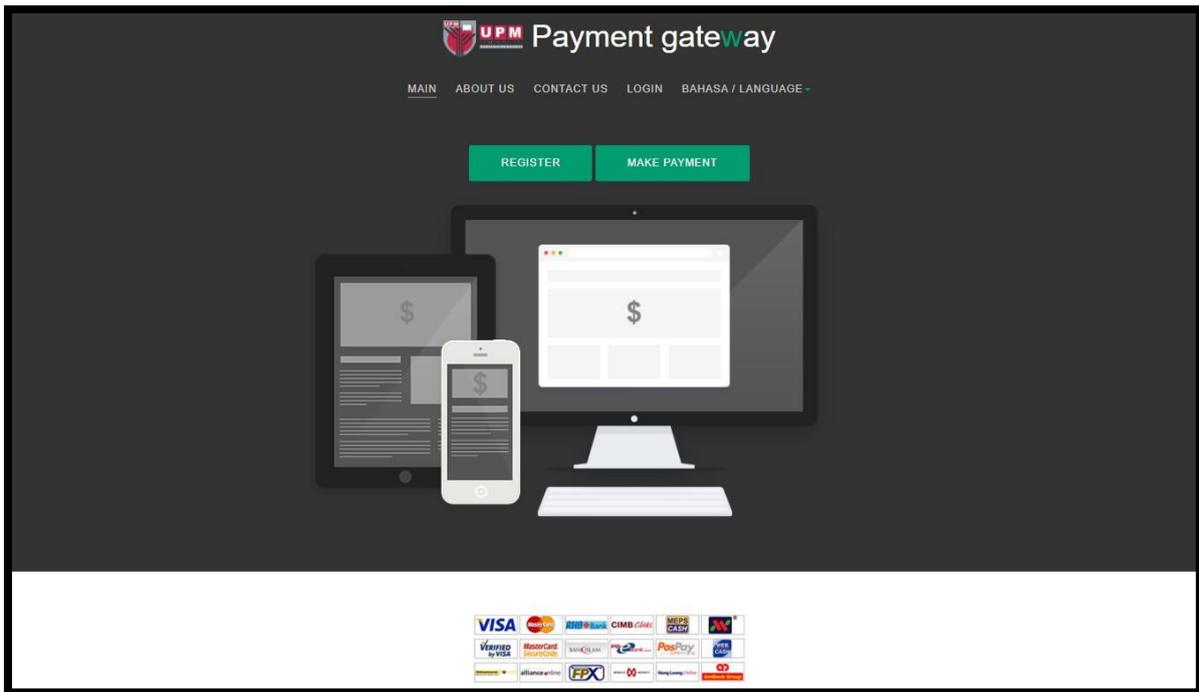UNIVERSITY PUTRA MALAYSIA

THE 7th INTERNATIONAL AGRICULTURE STUDENTS SYMPOSIUM
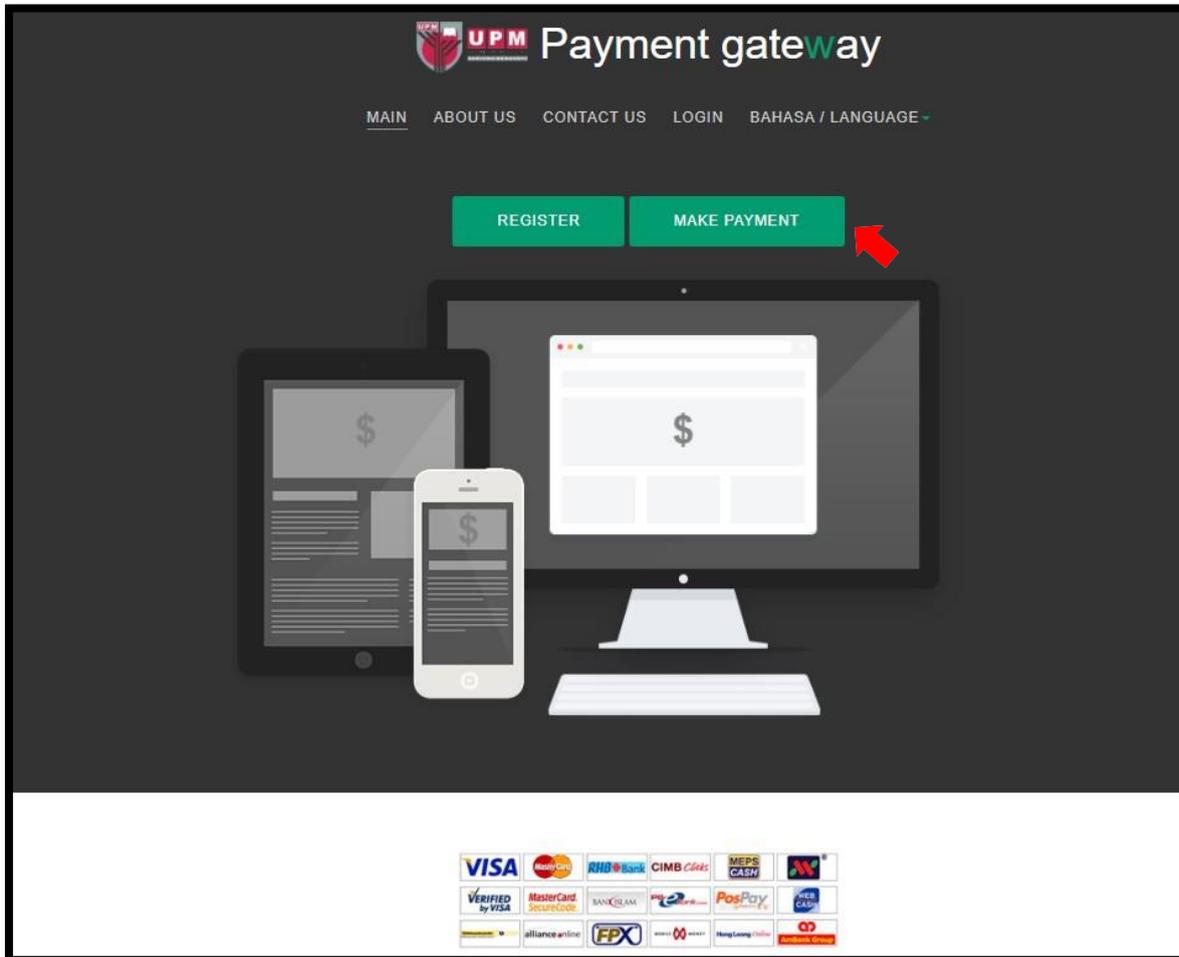

USER MANUAL

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

(a) Select **"IASS"** from the drop-down list under *PAYMENT FOR* section

(b) Fill up the participants' information in the sections provided

(c) For *DETAILS* section, please fill in
   i)   **Name**
   ii)   **Passport Number**
   iii)   **7th IASS**

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

(e) 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.
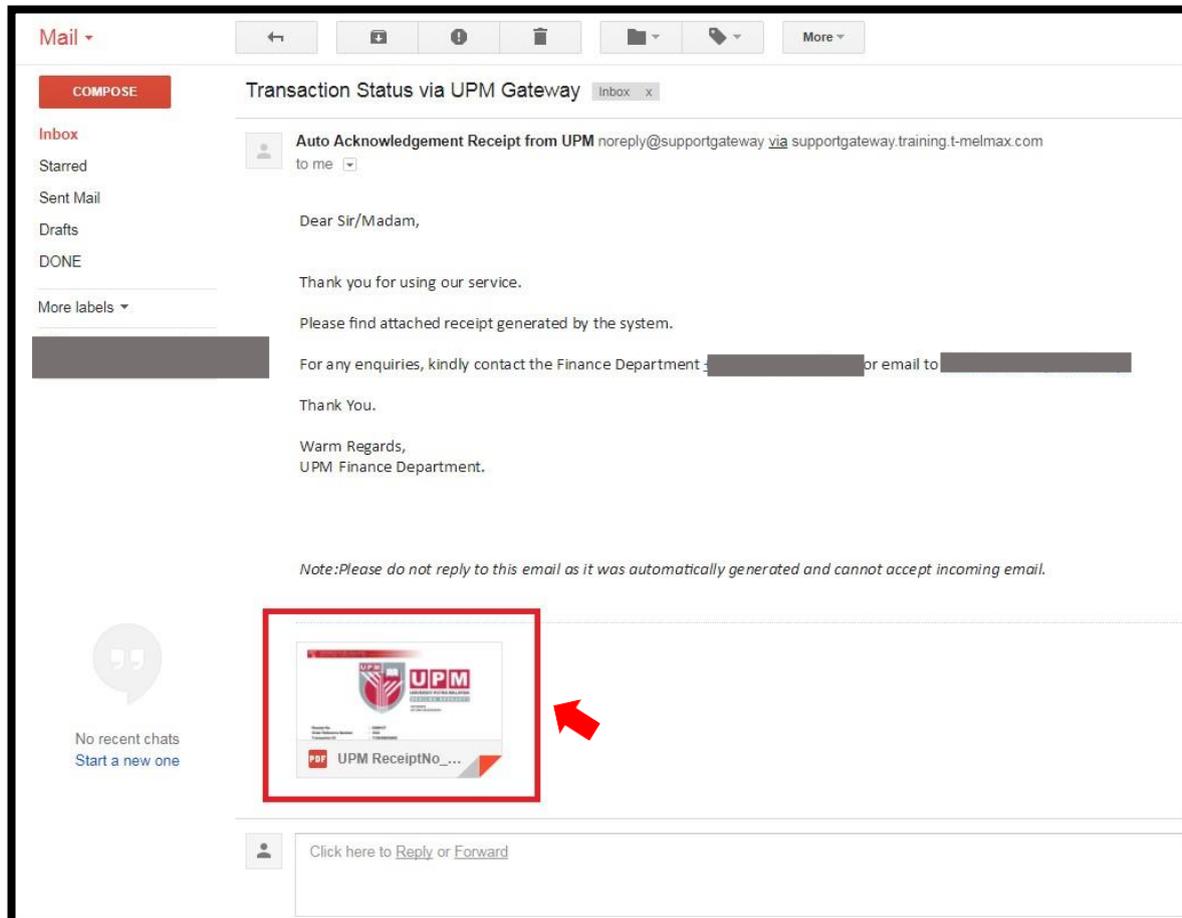
4.0 COMFIRMATION ON SUCCESFUL PAYMENT

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.