

Hang Seng Business e-Banking User Guide

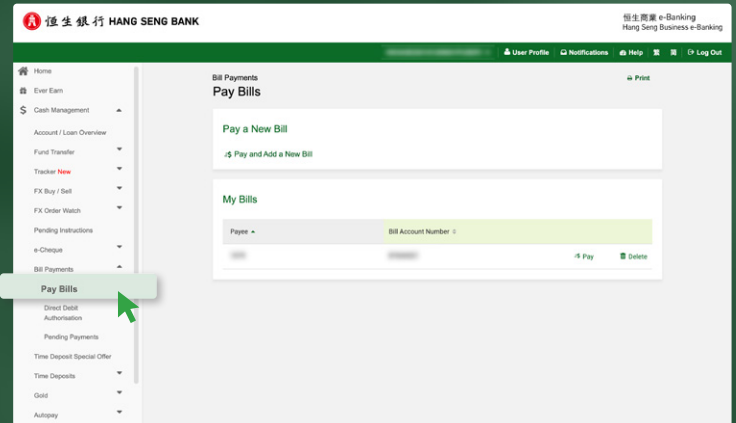
Bill Payments

Steps for Paying a New Bill

STEP 1 Select and Open the Function

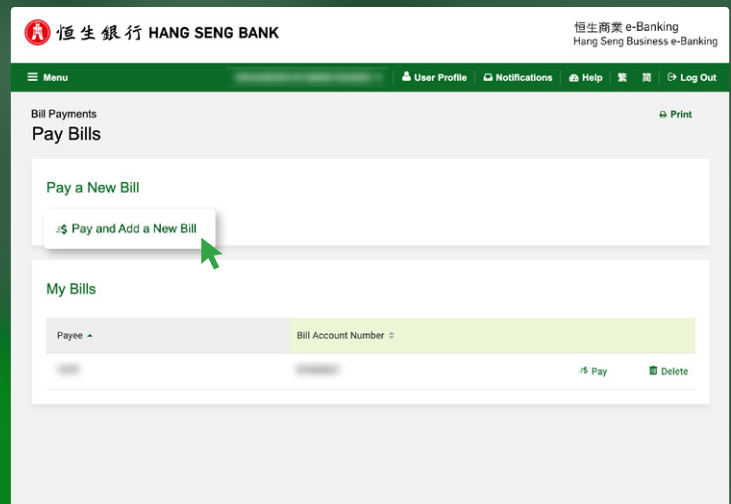
Click **\$ Cash Management** on the side menu after logging in to **Hang Seng Business e-Banking**.

Go to **Bill Payments > Pay Bills**.



STEP 2 Add a New Bill to Pay

Click **+\$ Pay and Add a New Bill** in the **Pay a New Bill** section.



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STEP 3 Set up an Instruction

- 1 Select a **Payee** and enter the payee's **Bill Account Number**.
- 2 Select **Bill Type** (if applicable) and enter an **Amount**.
- 3 Select a **Debit Account**.
- 4 Select **Now** for **Pay Date** or enter a **Specific Date**.
- 5 Click **Next** to continue.

The screenshot shows the 'Pay Bills' interface in the Hang Seng Business e-Banking system. The interface includes a progress bar at the top with three stages: 'Instruction' (active), 'Preview', and 'Completion'. The main form is divided into several sections:

- Category:** A dropdown menu with a callout '1' pointing to it. A note on the right says: 'For details of the payee/bill types, please refer to the [Payees List](#) screen.'
- Payee:** A dropdown menu with a callout '2' pointing to it.
- Bill Account Number:** A text input field.
- Bill Type:** A dropdown menu with a callout '2' pointing to it. A note on the right says: 'Please ensure there are sufficient funds in the "From Account" (for payment through a bank account) one working day before the payment date, or, in case of credit card payments, sufficient credit limit available for your credit card at the time the instruction is made. Please note that all payment amounts are subject to a portfolio daily limit. If your payment instruction will cause you to exceed this daily limit, it will not be processed.'
- Amount:** A text input field with 'HKD' as a prefix.
- Deduct From Account:** A dropdown menu with a callout '3' pointing to it.
- Pay Date:** Radio buttons for 'Now' (selected) and 'Specific Date' (with '03 Jan 2024' entered). A callout '4' points to the 'Specific Date' option. A note on the right says: 'Any payment through a bank account that is placed after 7:00 pm (Mon to Fri) and 4:30 pm (Sat) will be processed on the next working day (Not applicable to payees with a real-time payment arrangement).'

At the bottom, there is a 'Note' section with several bullet points regarding payment instructions, followed by 'Cancel' and 'Next' buttons. A callout '5' points to the 'Next' button.

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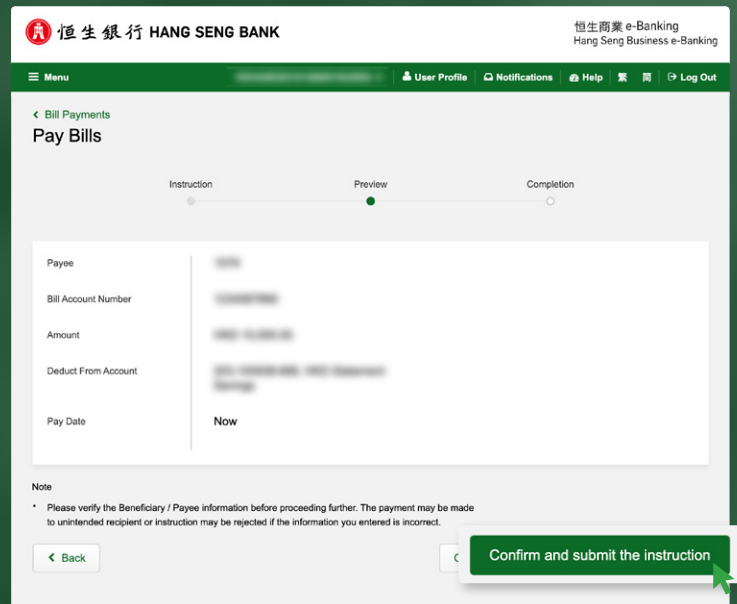
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STEP 4 Review the Instruction

Review the details carefully.

Click **Confirm and Submit the Instruction**.



STEP 5 Completion

Your instruction is received and completed.

Click **OK** to go back to the **Pay Bills** page.

