

## **Bill Payment Guide**

**Step1** Log in Online Banking and select "Pay a Bill" under the section of "Transfer & Payment".

| 〇 中国建设银行(   | 55 ( <b>)</b> )  |  |   |               |
|---|--|--|---|---------------|
| Home Accour   | Transfer & Payment   | Investment Credit C  | ards Loans Insuran  | ce WMC        |
| FPS   | Transfer to CCB (Asia)   | Transfer to Local Bank   | Transfer to Overseas Bank   | ¢             |
| FPS Transfer<br>FPS Setting<br>Register Small-Value Fund<br>Transfer                            | Make a Transfer<br>Scheduled Transactions<br>Template                | Make a Transfer<br>Instruction History<br>Scheduled Transactions | Transfer to Unregistered<br>Overseas Account<br>Transfer to Registered Overseas<br>Account<br>Instruction History | €¥£<br>¥<br>¥ |
| Bill Payment  | Other Transfer Service   | Debit Authorisation  | Manage Registered Account   |               |
| Bill Payment Schedule<br>Pay a Bill<br>Maintain Payees<br>Payment History<br>Scheduled Payments | e-Cheque Deposit<br>Bank-Securities Transfer<br>Easy Fund-In Service | Direct Debit Authorisation                                       | Manage Registered Account   |               |
| View eBills<br>Foreign Exchange   |  |  |   |               |

**Step2** Select and enter Payee Information (Category, Payee, Payment Channel and Bill Account No. ), Payment Information (Account, Amount, Payment Date and Bill Label). Click "Next" to continue.

| Transfer & Payment > Bill Payment > Pay a Bill |   |   |  |  |  |
|--|---|---|--|--|--|
| Pay a Bill                                     |   |   |  |  |  |
| Registered Bill New Bill                       |   |   |  |  |  |
| Specify Payee and Payment                      | 1 Specify Payee and Payment > (2) Preview Payment Details > (3) Acknowledgement |   |  |  |  |
| Payee Information                              |   |   |  |  |  |
| Category                                       | Please Select V   | <ul> <li>For adding payees of "Banking and Credit Card<br/>Services", "Credit Services", "Securities Broker" or<br/>"Hong Kong Jockey Club", please visit any of our<br/>branches.</li> </ul> |  |  |  |
| Payee  | Please Select V   |   |  |  |  |
| Payment Channel                                | EPS Bill Payment eBill Payment  |   |  |  |  |
| Bill Account No.                               |   | <ul> <li>Please enter Bill Account No</li> </ul>  |  |  |  |
| Payment Information                            |   |   |  |  |  |
| Account  | Please Select V   | Available Balance   |  |  |  |
| Amount   | HKD V   |   |  |  |  |
| Payment Date                                   | 20200214  |   |  |  |  |
| Bill Label                                     |   |   |  |  |  |
| 3  | Next  | -   |  |  |  |



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**Step3** Preview payment details. Click "Confirm" to complete payment; or click "Amend" to return to the previous page and amend information; or click "Cancel".

| ) Specify Payee and Payment |   |              |                                  |  |  |  |  |
|-----------------------------|---|--------------|----------------------------------|--|--|--|--|
|                             | Specify Payee and Payment      Preview Payment Details      Acknowledgement |              |                                  |  |  |  |  |
|                             |   |              |                                  |  |  |  |  |
| Category                    | Others  | Payee        | Yahoo! Hong Kong Limited         |  |  |  |  |
| Payment Channel             | EPS Bill Payment  | Bill Type    | 02-Yahoo Media Service           |  |  |  |  |
| Bill Account No.            | 12345678  | Account      | HKD Savings Account 000012345678 |  |  |  |  |
| Amount                      | 1.00  | Payment Date | 2020/02/14                       |  |  |  |  |
| Bill Label                  |   |              |                                  |  |  |  |  |
|                             | Confirm Amend Cancel  |              |                                  |  |  |  |  |

**Step4** After clicking "Confirm", the page will show that the instruction has been executed. You may save or print the relevant details.

| Transfer & Payment > Bill Payment > Pay a Bill  |                   |              |                                  |  |  |  |
|---|-------------------|--------------|----------------------------------|--|--|--|
| Pay a Bill  |                   |              |                                  |  |  |  |
| Registered Bill New Bill  |                   |              |                                  |  |  |  |
| Specify Payee and Payment      Preview Payment Details      Acknowledgement   |                   |              |                                  |  |  |  |
| Your instruction has been submitted.<br>You are advised to check the payment status in "Payment History". Thank you<br>for using our service. |                   |              |                                  |  |  |  |
| The Reference Numbe   | er is200214002223 |              |                                  |  |  |  |
| Category  | Others            | Payee        | Yahoo! Hong Kong Limited         |  |  |  |
| Payment Channel   | EPS Bill Payment  | Bill Type    | 02-Yahoo Media Service           |  |  |  |
| Bill Account No.  | 5432154           | Account      | HKD Savings Account 000012345678 |  |  |  |
| Amount  | 1.00              | Payment Date | 2020/02/14                       |  |  |  |
| Bill Label  | Bill Label        |              |                                  |  |  |  |
| Print Save OK   |                   |              |                                  |  |  |  |
| Notes <ul> <li>If you would like to receive Bill Payment eAlert via SMS or email, please click here to set up.</li> </ul>                     |                   |              |                                  |  |  |  |
|   |                   |              |                                  |  |  |  |

## Remarks

- 1. The daily maximum limit of Online Bill Payment is HKD50,000 or its equivalent, except for Tax Payment and AIA Insurance Premium paid by credit card.
- 2. If you choose to pay on a scheduled payment date, please ensure there are sufficient funds or credit limit in the debit account or credit card respectively one working day before the payment date. Otherwise, your payment instruction cannot be processed.
- 3. Bill payment instruction submitted after the cut-off time (EPS Bill Payment: 4:00 pm; eBill Payment: 12:00 pm) or submitted during Saturday, Sunday and Public Holiday will be settled on the next business day.