Using New Online Payment Arrangement

Hongkong Post
香港郵政

What’s new in EC-Ship Online Payment

Hongkong Post will seek authorization from customers to charge an amount up to the estimated postage to their credit card when they select the online payment option in EC-Ship.

Before:

- The estimated postage was charged to credit card immediately once the shipping labels are created.

Now:

- No postage is collected when the shipping labels are created.
- The finalized postage amount will be charged to credit card until the posting is presented at Post Office.

How to use the new online payment function

Sender's Address

Edit

Contact Person /Company :	Chan Tai Man
Address :	Flat 25, 12/F, Acacia Building123 105 Kennedy Road1111 WAN CHAI123
Country/Region :	Hong Kong SAR
Preference to receive message when more details are needed for senders :	SMS
Telephone no. :	98765432
Fax Number :	98765432
Email Address :	--

Recipient Information

Edit

Reference Number :	--
Contact Person /Company :	ABCC Company
Address :	Tuen Mun
Country/Region :	Hong Kong SAR
Fax Number :	(852) 2921 2223
Area Code :	+852
Mobile Phone no. :	--

Shipping Information

	Delivery Service	Total Weight	Available collection time	Postage (HKD)	Sub Total (HKD)
	Local Registered Mail (Packet)	1.000kg	1-2 working day(s)	45.50	45.50

Quantity : 1

Total Amount (HKD) : 45.50

BACK CANCEL SAVE CONFIRM and PAY

Click “CONFIRM and PAY” after input the posting information

Check Shipping Labels

Your shipping label(s) is/are ready. Please check and proceed with payment.

Shipping Label Confirmation

Sender's Addr

Contact Perso
/Company :
Address :

Country/Regi
Preference to
message whe
details are nee
senders :
Telephone no
Fax Number :
Email Address

Shipping Info

D	Total (HKD)
L	45.50

Quantity : 1

Total Amount (HKD) : 45.50

BACK CANCEL SAVE CONFIRM and PAY

Confirm and Pay

Confirm the order and pay now?

Total: **HKD 45.50**

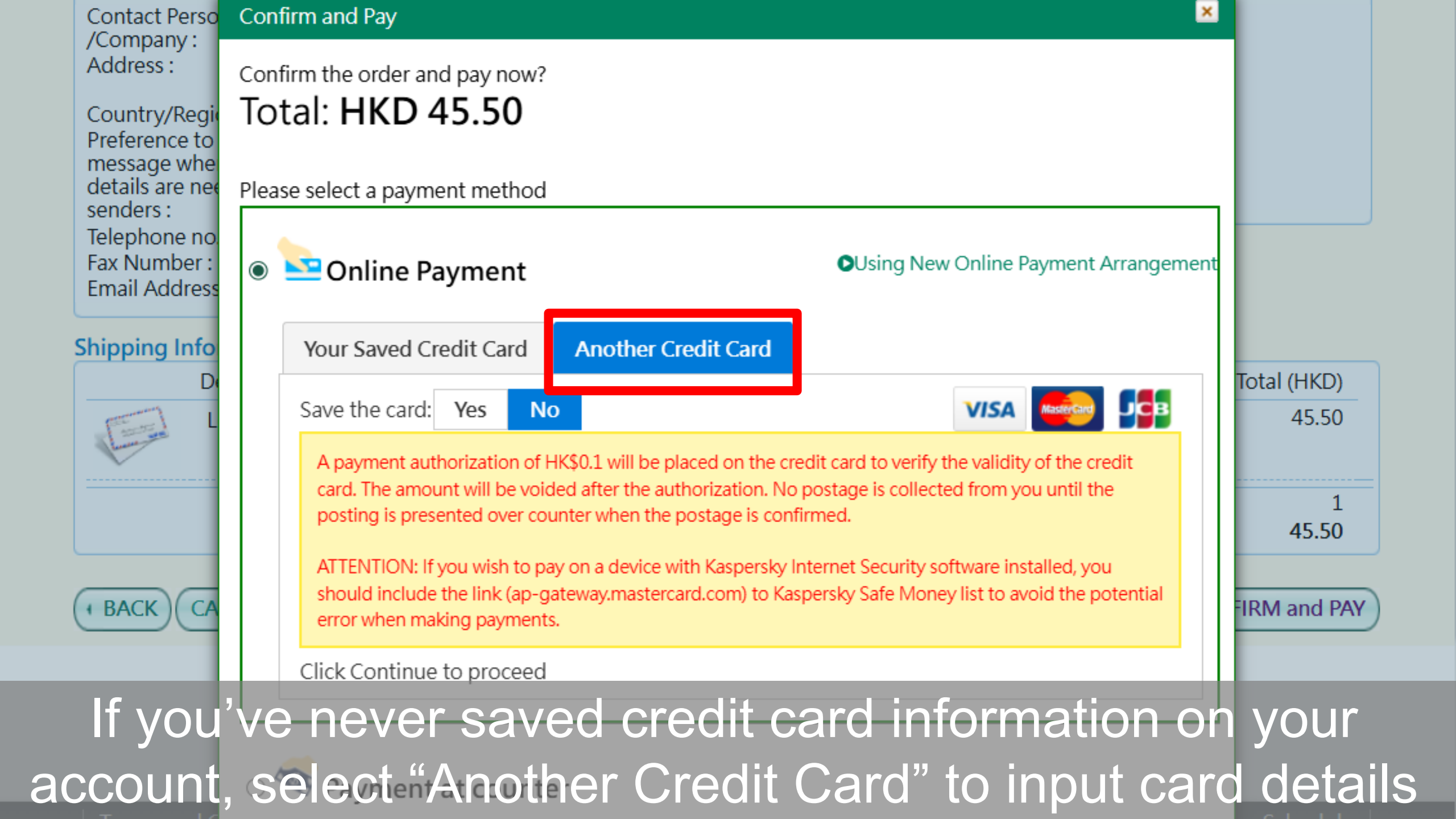
Please select a payment method

- Online Payment
- Payment at counter

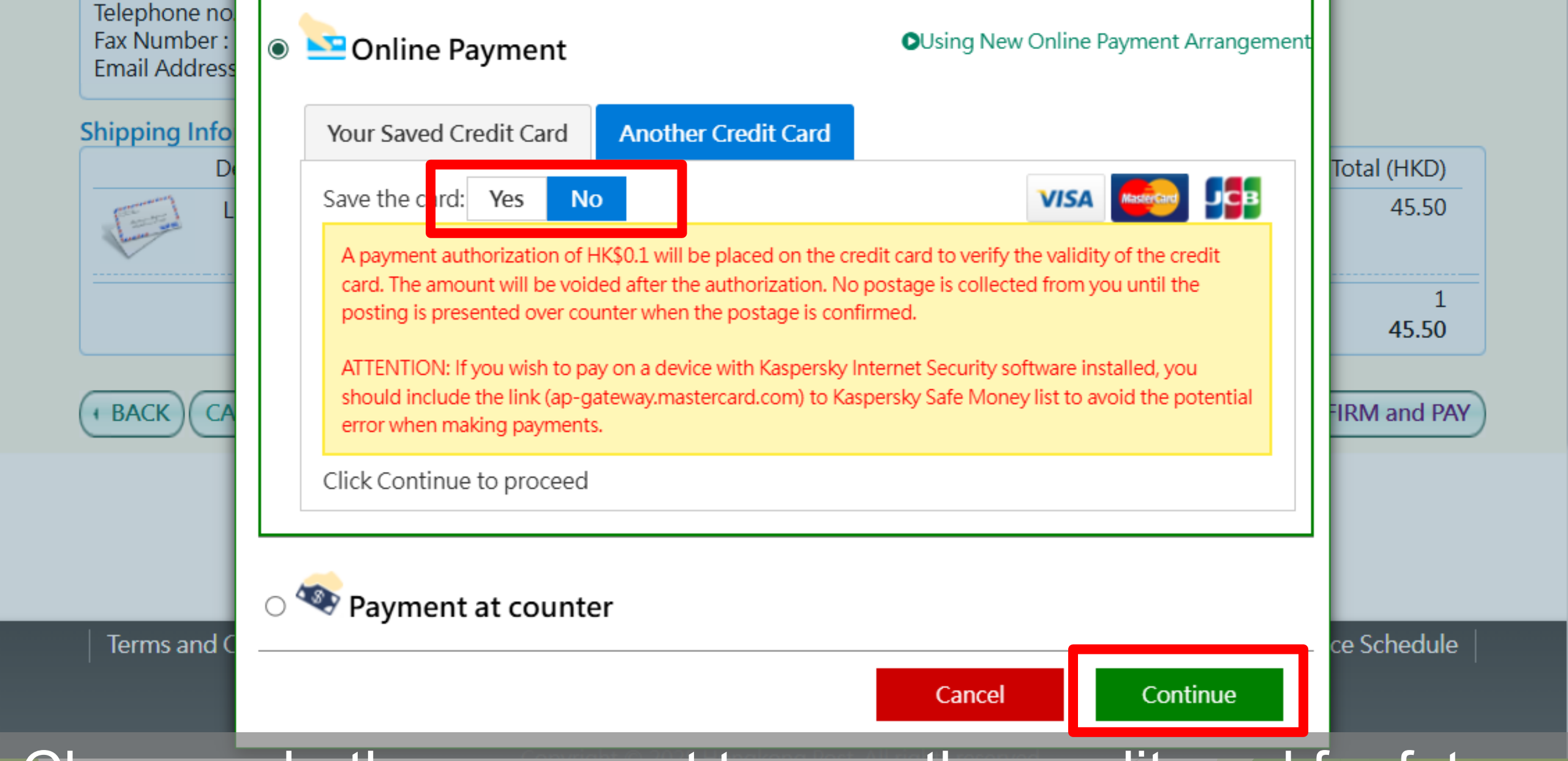
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Cancel Continue

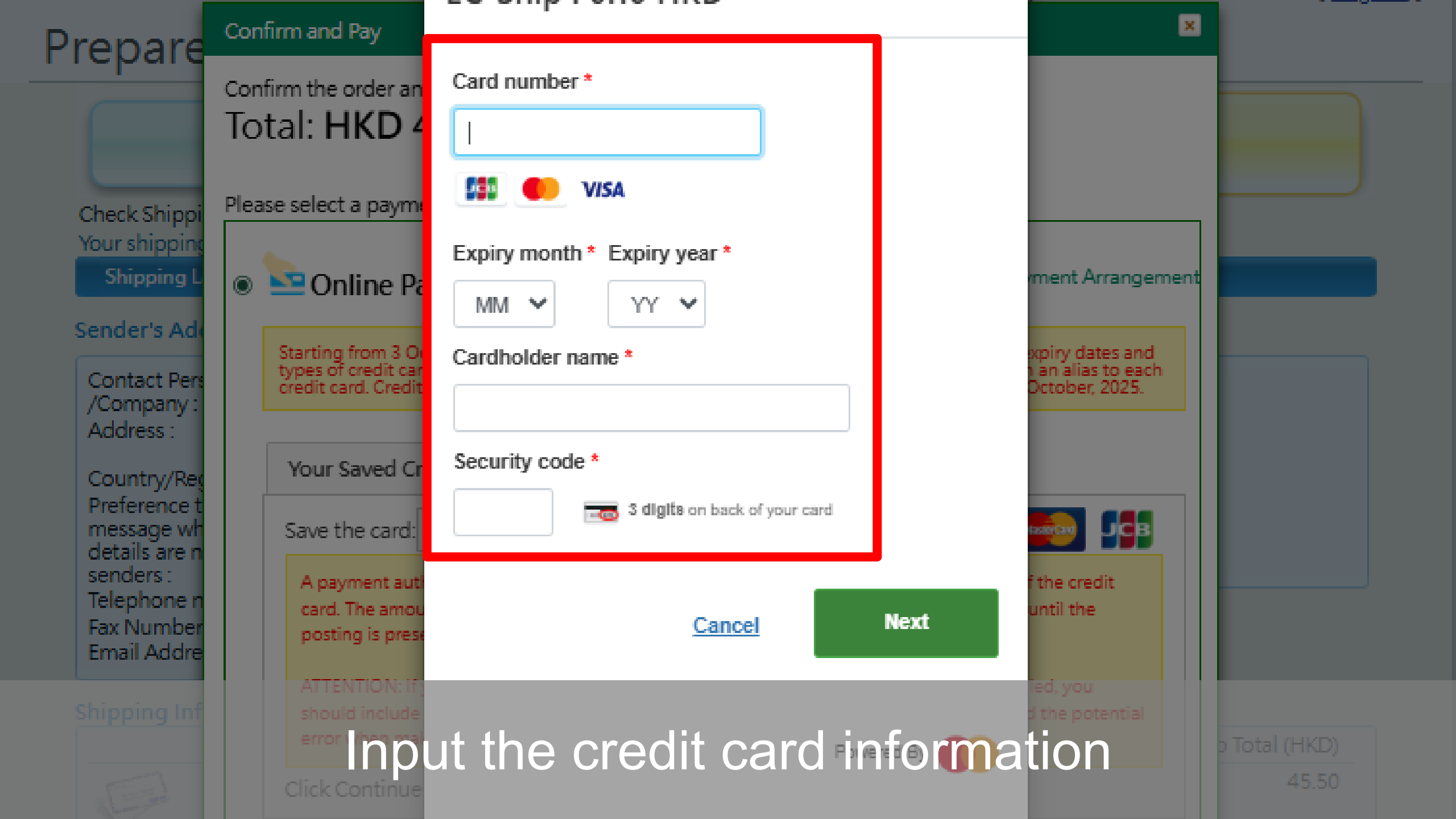
Select “Online Payment”



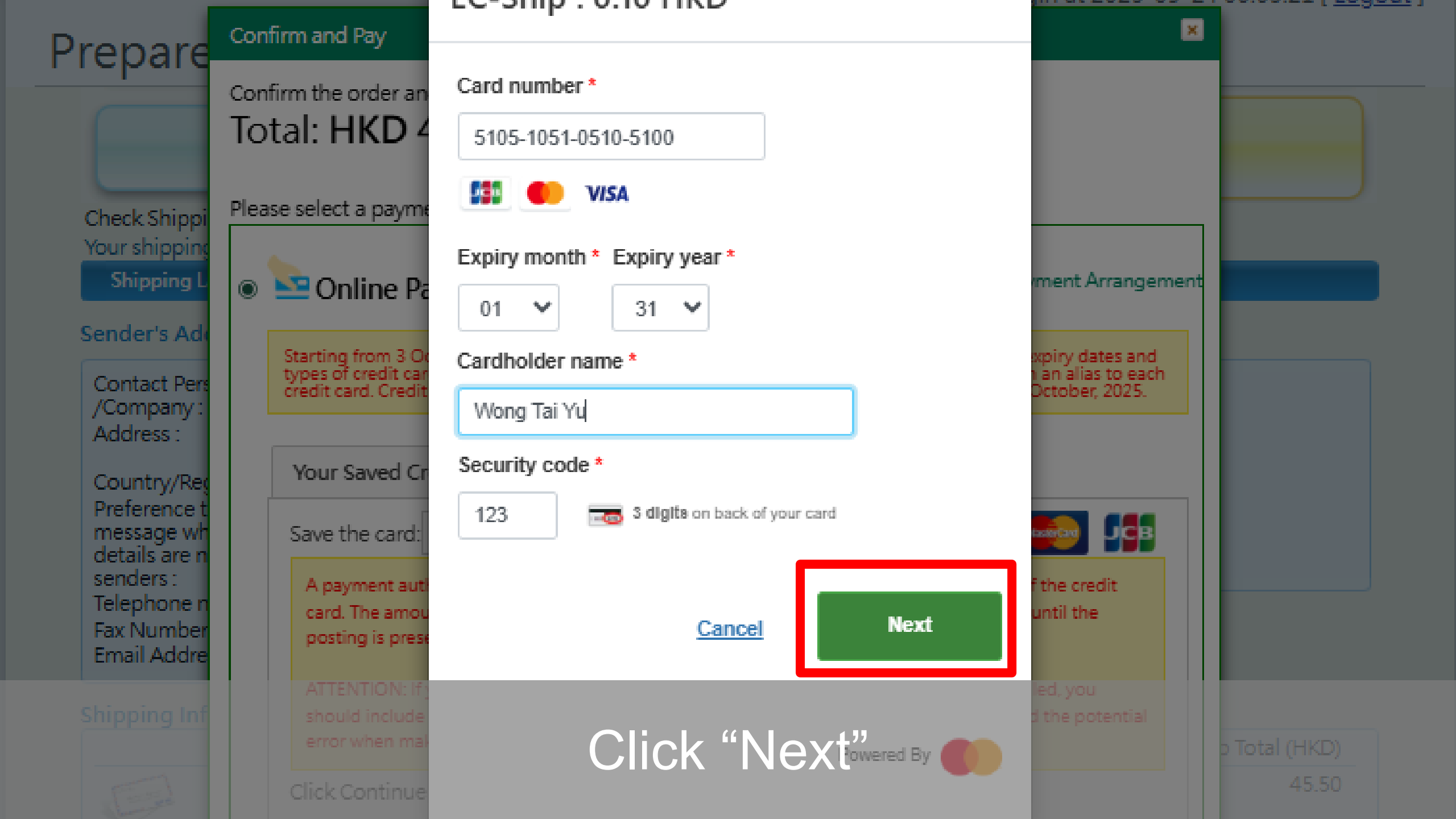
If you've never saved credit card information on your account, select "Another Credit Card" to input card details

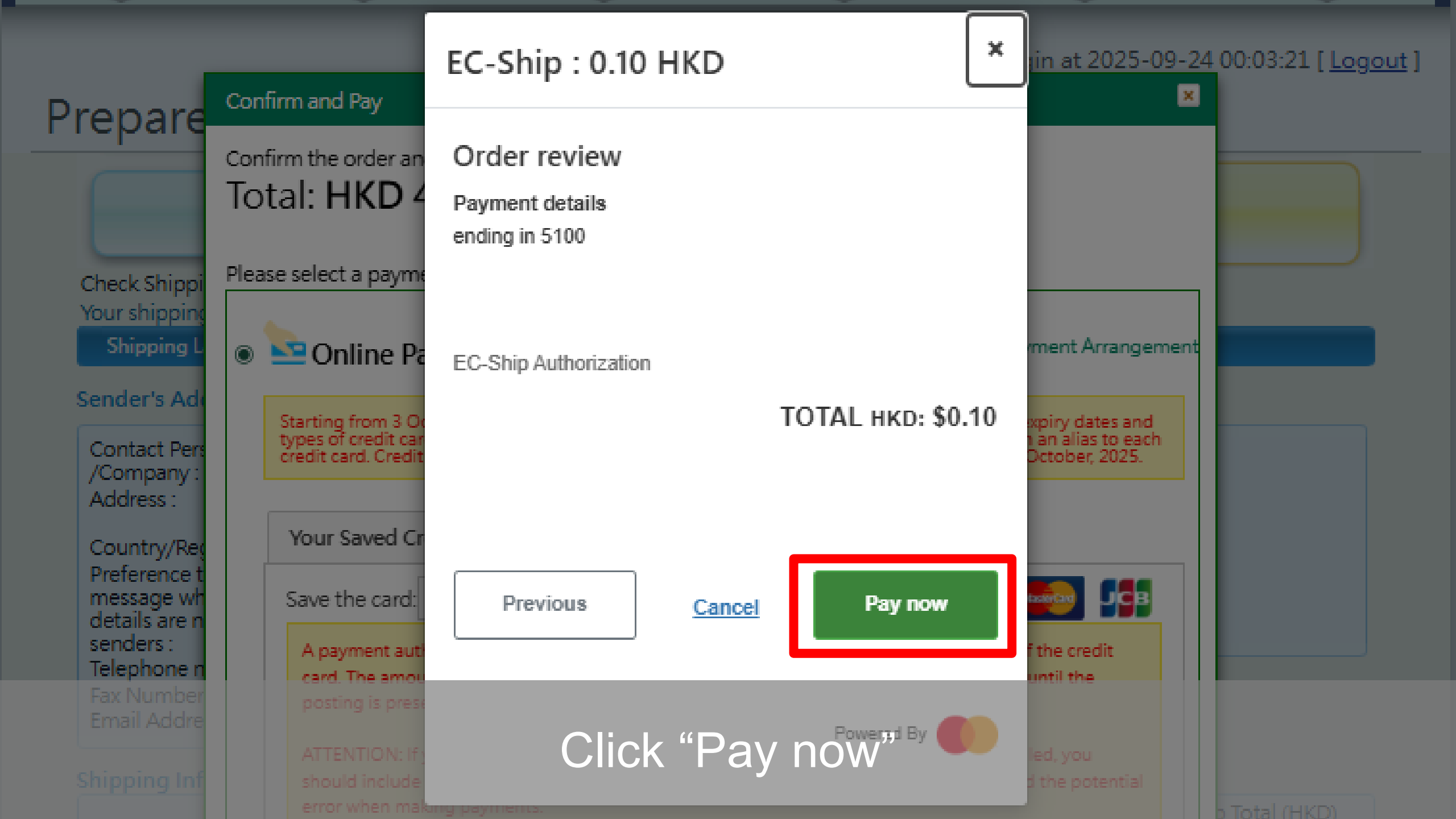


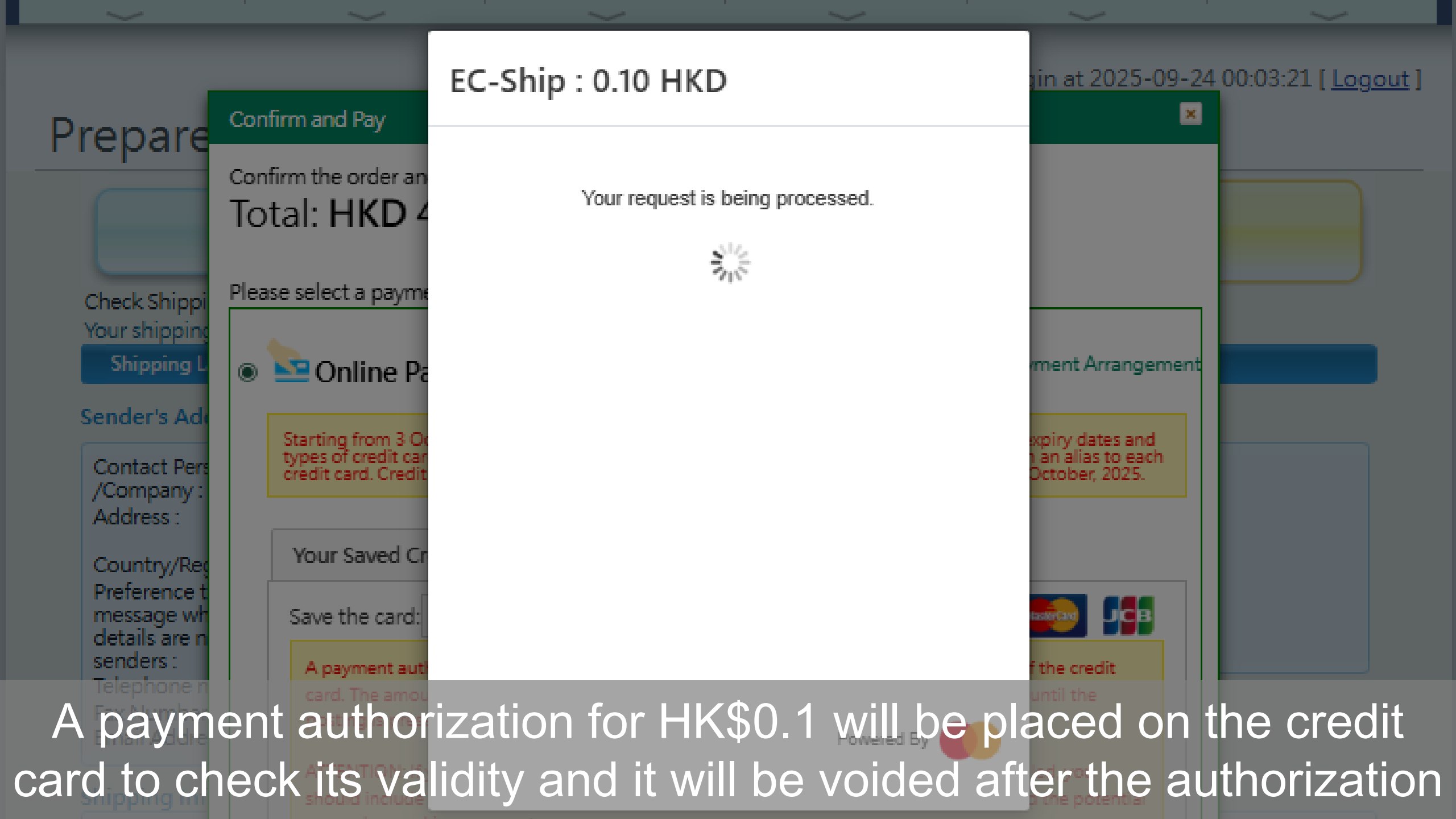
Choose whether you want to save the credit card for future use and then click “Continue”



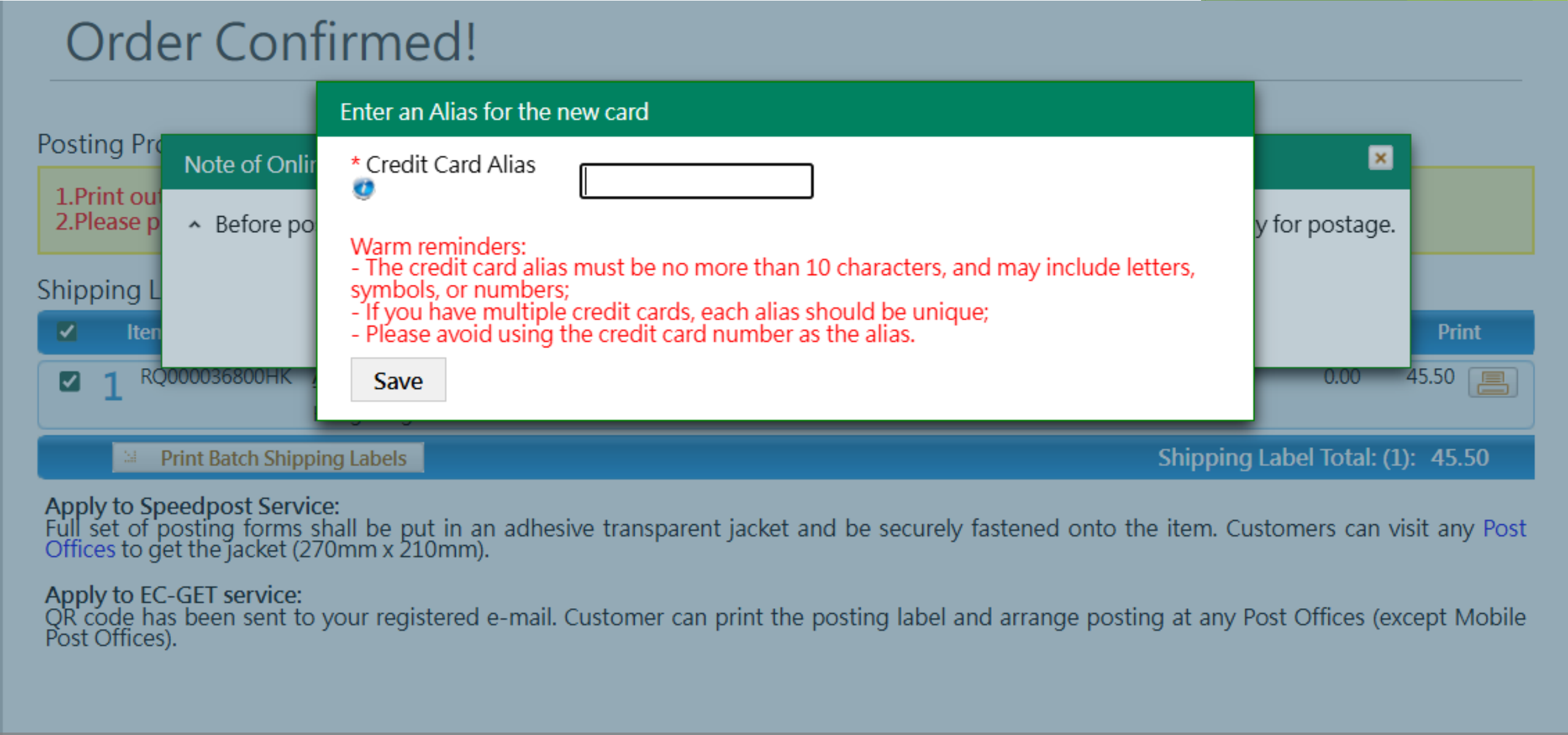
Input the credit card information


Confirm and Pay
Card number *
5105-1051-0510-5100
VISA
Expiry month *
Expiry year *
01
31
Cardholder name *
Wong Tai Yu
Security code *
123
3 digits on back of your card
Cancel
Next
Click “Next”


EC-Ship : 0.10 HKD
Order review
Payment details
ending in 5100
EC-Ship Authorization
TOTAL HKD: $0.10
Previous
Cancel
Pay now
Powered By
Click “Pay now”



A payment authorization for HK$0.1 will be placed on the credit card to check its validity and it will be voided after the authorization



If you choose to save the credit card in step 7, you need to assign an alias for the credit card

Order Confirmed!

Posting Procedure

1.Print out the shipping label(s) and affix the label(s) flat to the front of postal item(s).
2.Please post the item at any Post Offices (except for Mobile Post Offices).

Shipping Label(s) Prepared:

	Item Number	Ship To	Weight	Service and Insurance	Postage (HKD)	Satchel (HKD)	Insurance Premium (HKD)	Total (HKD)	Print
☑	1 RQ000036742HK	ABCC COMPANY Tuen Mun Hong Kong SAR	1.000 kg	Local Registered Mail	45.50	--	0.00	45.50	

Print Batch Shipping Labels

Shipping Label Total: (1): 45.50

Apply to Speedpost Service:
Full set of posting forms shall be put in an adhesive transparent jacket and be securely fastened onto the item. Customers can visit any Post Offices to get the jacket (270mm x 210mm).

Apply to EC-GET service:
QR code has been sent to your registered e-mail. Customer can print the posting label and arrange posting at any Post Offices (except Mobile Post Offices).

Once the authorization is completed, the system will display "Order Confirmed"

Order Confirmed!

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Apply to EC-GET service:
QR code has been sent to your registered e-mail. Customer can print the posting label and arrange posting at any Post Offices (except Mobile Post Offices).

Then you can print the shipping label

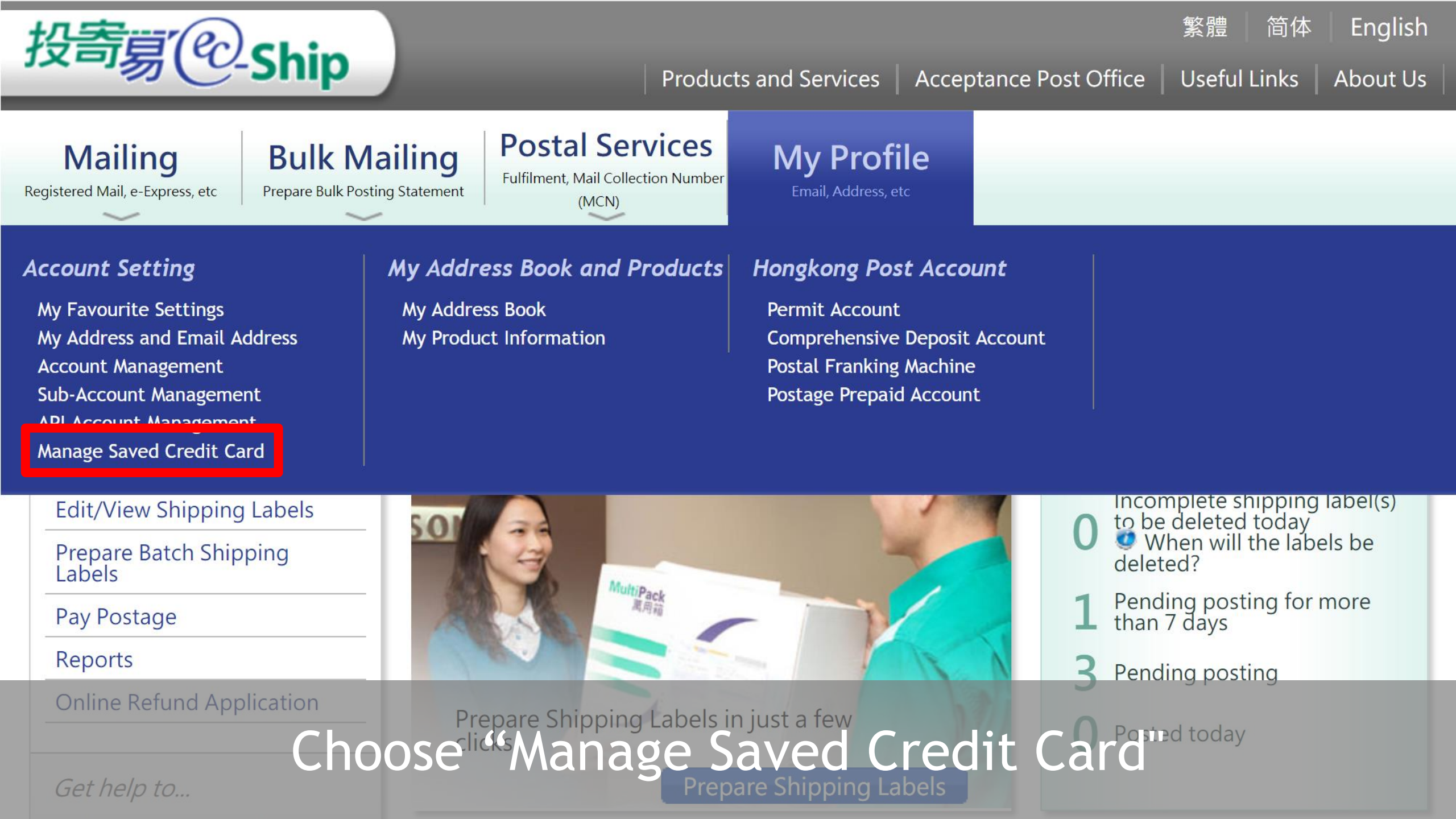


Bring the mail item to
any EC-Ship acceptance office for posting



The postage will be charged to the credit card selected in EC-Ship during posting

How to manage the saved credit card


投寄易 e-Ship
繁體 | 简体 | English
Products and Services | Acceptance Post Office | Useful Links | About Us
Mailing
Registered Mail, e-Express, etc
Bulk Mailing
Prepare Bulk Posting Statement
Postal Services
Fulfilment, Mail Collection Number (MCN)
My Profile
Email, Address, etc
Account Setting
My Favourite Settings
My Address and Email Address
Account Management
Sub-Account Management
Manage Saved Credit Card
My Address Book and Products
My Address Book
My Product Information
Hongkong Post Account
Permit Account
Comprehensive Deposit Account
Postal Franking Machine
Postage Prepaid Account
Edit/View Shipping Labels
Prepare Batch Shipping Labels
Pay Postage
Reports
Online Refund Application
Get help to...
Prepare Shipping Labels in just a few clicks
Prepare Shipping Labels
0 Incomplete shipping label(s) to be deleted today
When will the labels be deleted?
1 Pending posting for more than 7 days
3 Pending posting
0 Posted today
Choose “Manage Saved Credit Card”

Manage Saved Credit Card

Using New Online Payment Arrangement

Credit Card Alias	
Credit	Delete
Credit2	Delete
Credit3	Delete

Add

ATTENTION: If you wish to pay on a device with Kaspersky Internet Security software installed, you should include the link (ap-gateway.mastercard.com) to Kaspersky Safe Money list to avoid the potential error when making payments.

The credit card(s) that are stored in your profile will be shown

Manage Saved Credit Card

Using New Online Payment Arrangement

Credit Card Alias	
Credit	Delete
Credit2	Delete
Credit3	Delete

Add

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If you want to remove the credit card from your profile, click “Delete” button

Manage Saved Credit Card

Using New Online Payment Arrangement

Credit Card Alias	
Credit	Delete
Credit2	Delete
Credit3	Delete

Add

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If you want to add a new credit card for future use, click “Add” button

Manage Saved Credit Card

Using New Online Payment Arrangement

Credit	Delete
Credit2	Delete
Credit3	Delete

Add

ATTENTION: If you wis ld include the link (ap-gateway.masterca ayments.

Enter an Alias for the new card

* Credit Card Alias

Warm reminders:
- The credit card alias must be no more than 10 characters, and may include letters, symbols, or numbers;
- If you have multiple credit cards, each alias should be unique;
- Please avoid using the credit card number as the alias.

Save

After payment authorization process, you need to assign an alias for the credit card

Manage Saved Credit Card

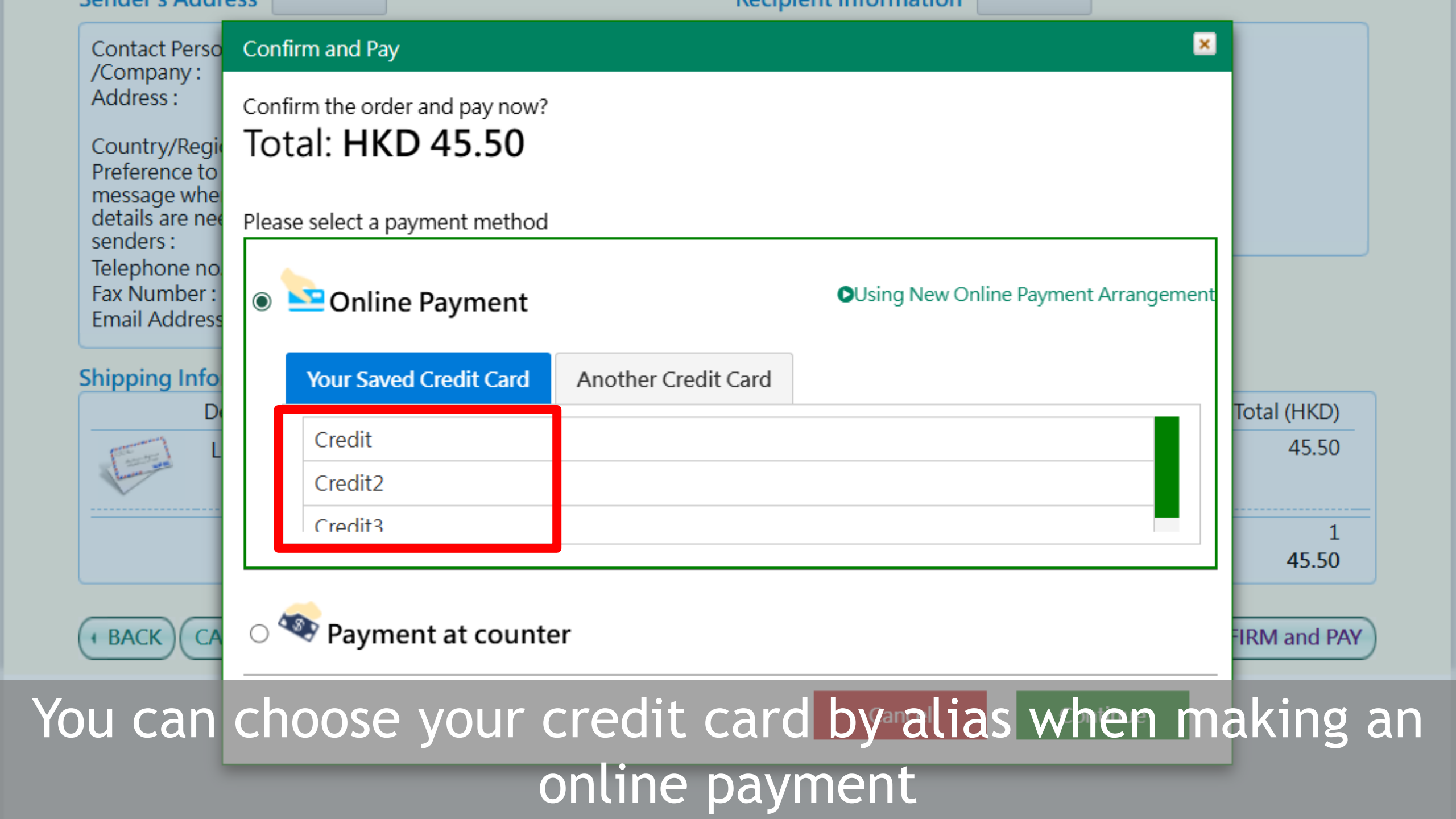
Using New Online Payment Arrangement

Credit Card Alias	
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The Ailas name will be displayed in the first column


Confirm and Pay
Confirm the order and pay now?
Total: HKD 45.50
Please select a payment method
Online Payment
Using New Online Payment Arrangement
Your Saved Credit Card
Another Credit Card
Credit
Credit2
Credit3
Payment at counter
Total (HKD)
45.50
1
45.50
BACK
You can choose your credit card by alias when making an online payment


Hongkong Post
香港郵政