

Epay V2.0 Authorized User Instructions

Last edited on 10.09.2024

First Use of Epay as an Authorized User

Step 1: Sign Up a Non-NYU User Account

第一步: 注册校外用户账户

1. Navigate to <https://epay.shanghai.nyu.edu> in the web browser on your PC/Phone; or Scan the QR Code with the camera on your phone.
您可以在电脑或手机的浏览器地址栏中输入 <https://epay.shanghai.nyu.edu>, 或扫描右下方二维码快速访问 Epay 支付平台。
2. Under the **Non-NYU User** tab, and then click **Sign Up** to go to the account sign up page.
在“校外用户”登录选项卡下, 点击“注册账号”, 页面将跳转至新用户注册页面。

A screenshot of the Epay user interface. At the top, there are two tabs: "SSO User" and "Non-NYU User". The "Non-NYU User" tab is selected and highlighted with a red box. Below the tabs is a form with two input fields: the first contains the email address "john@dmo.com", and the second is labeled "Enter your password" with a lock icon and a toggle for visibility. Below the password field, there is a "Sign up" button (highlighted with a red box) and a "Forgot password" link. At the bottom of the form is a large purple "Log in" button.

3. Fill in your **Last Name**, **First Name**, **Email Address** and click **Send Code**, you will receive a **6-digit verification code** via email. Tap the verification code field to **Enter** it. After that you will be asked to **Set your password and reconfirm** it. Finally, click **Sign Up**, your Non-NYU User's account is then created.

- If the email doesn't appear in your inbox, please be sure to check your spam folder.
- The verification code that is automatically sent to your login email address is valid for 10 minutes. If you don't receive it, you can request a new one by clicking Resend Code after 60 seconds.

根据页面提示，依次输入您的姓名、邮件地址，并点击“获取验证码”；系统将发送一封包含验证码的邮件至您预留的电子邮箱；在验证码输入框内，输入您收到的6位验证码；设置密码并重复输入以确认无误；最后，点击“注册账号”按钮来创建校外用户账号。

- 如果您的收件箱中未收到包含验证码的邮件，请检查您的垃圾邮件文件夹。
- 验证码发送后10分钟内有效，若您一直未收到可在倒计时结束后重新获取。

When creating your password, please use the following criteria:

- ① Minimum of 8 characters
- ② At least one uppercase and one lowercase character
- ③ At least one numeric character
- ④ At least one special character (e.g., @, #, \$, %, &, *)

密码最少为8个字符，包含大小写字母、至少1个数字和1个特殊字符。

The image shows a 'Sign Up' form with several fields and buttons. Red boxes and arrows highlight key elements: a box around the 'Last Name', 'First Name', and 'Email Address' fields; a box around the 'Send Code' button; a box around the 'Enter your password' and 'Confirm your password' fields; and a box around the 'Sign up' button. Red arrows point from the 'Send Code' button to the 'Enter the verification code' field, and from the 'Sign up' button to the 'Send Code' button.

You will have the ability to make payments by using Alipay/WeChat Pay and towards the student's account when the student invited [same email used for registration] as an Authorized User at Epay Student Portal. For more details, please refer to [Epay V2.0 Student User Instructions].

当学生邀请[您注册时使用的邮箱]成为 Epay 授权用户时，您就可以使用支付宝、微信支付并向学生账户付款。详情请参阅[Epay V2.0 学生用户手册]。

How do I make a payment for my student's tuition and fees via Alipay or WeChat Pay?

Step 1: Access Epay

第一步:访问 Epay 支付平台

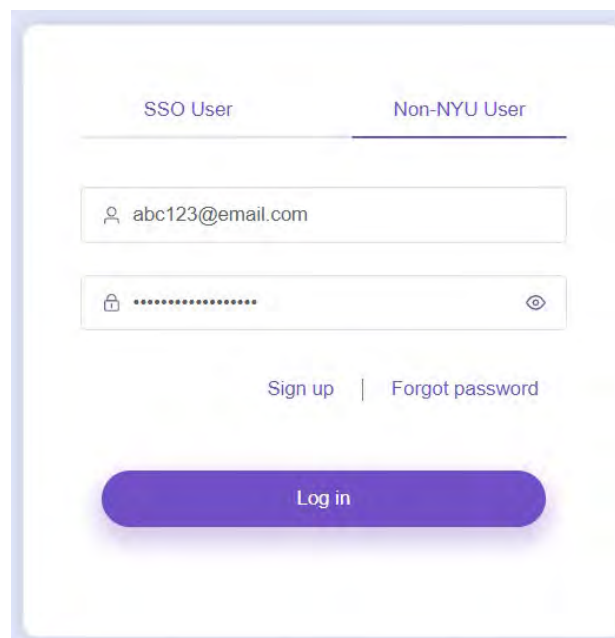
Navigate to <https://epay.shanghai.nyu.edu> in the web browser on your PC/Phone; or **Scan the QR Code** with the camera on your phone. 您可以在电脑或手机的浏览器地址栏中输入 <https://epay.shanghai.nyu.edu>,或扫描右侧二维码快速访问 Epay 支付平台。



Step 2: Select the user type of your account and login

第二步:选择您的用户类型并登录

Under the **Non-NYU User** tab, you can login with the same email used for registration and the password you set. 在“校内用户”选项卡下,使用已在 Epay 支付平台注册过的邮箱账号和密码登录。

A screenshot of the Epay login page. At the top, there are two tabs: "SSO User" and "Non-NYU User". Below the tabs is a form with two input fields: the first for an email address (containing "abc123@email.com") and the second for a password (masked with dots). Below the password field are links for "Sign up" and "Forgot password". At the bottom of the form is a large purple button labeled "Log in".

Tips: If I forgot my Non-NYU User account password, what can I do?

温馨提示: 如果忘记校外账户的登录密码, 应该如何找回?

1) Under the **Non-NYU User** tab, and then click **Forgot password**.

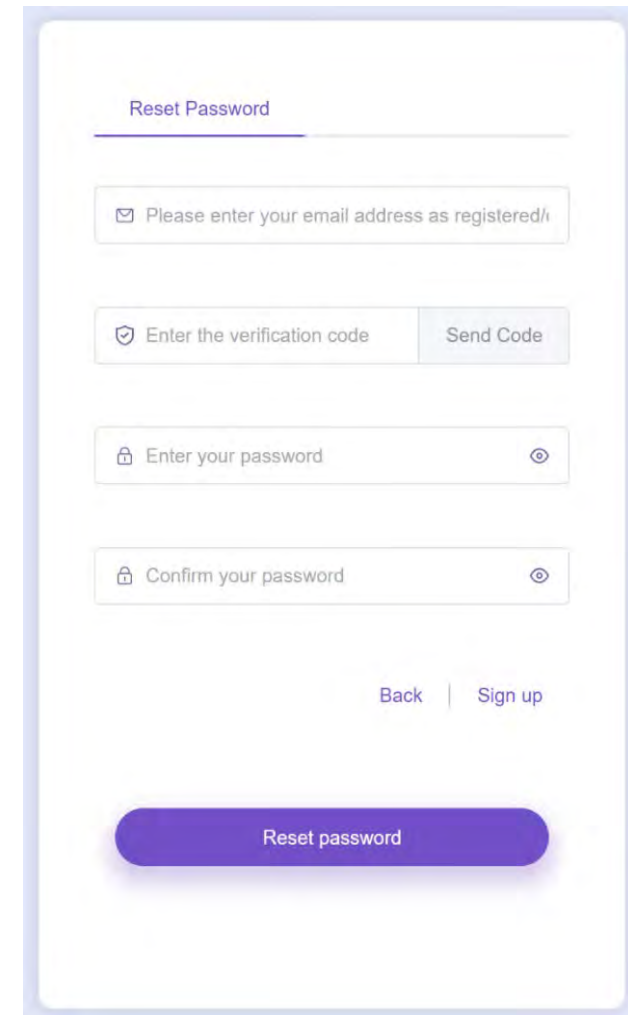
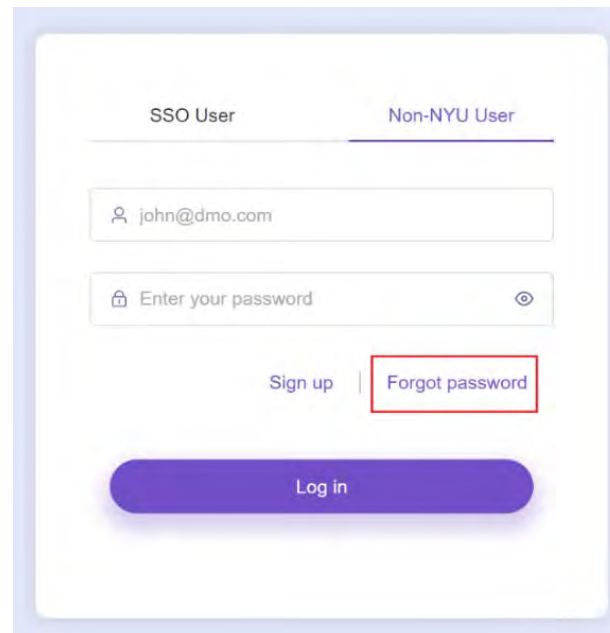
在“校外用户”登录选项卡下, 点击“找回密码”。

2) Follow the instructions, enter your **Email Address**, click **Send Code** button, and then a 6-digit verification code will be sent to you to reset your password via email.

根据页面提示, 输入您在 Epay 支付平台上注册时所使用的电子邮箱地址, 并点击“获取验证码”; 系统将向该电子邮箱发送验证码; 输入您邮箱所收到的 6 位验证码。

3) Enter the new password and repeat it to double confirm. Click **Back** to login.

设置新的密码, 重复输入以确认无误。点击“返回”跳转登录选项卡进行登录。

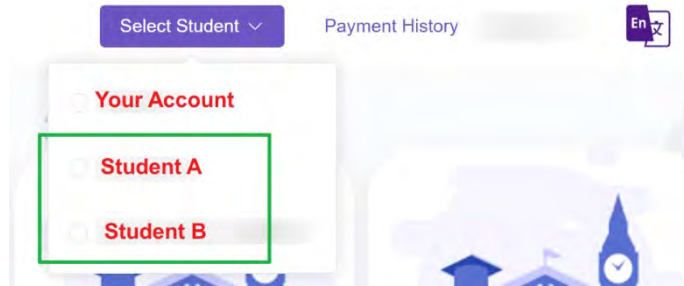


Step 3: Select the student you wish to pay and payment item

第三步: 选择学生及需要支付的项目

1. Once you successfully log in, please select the student you would like to pay for by clicking on the student's name.

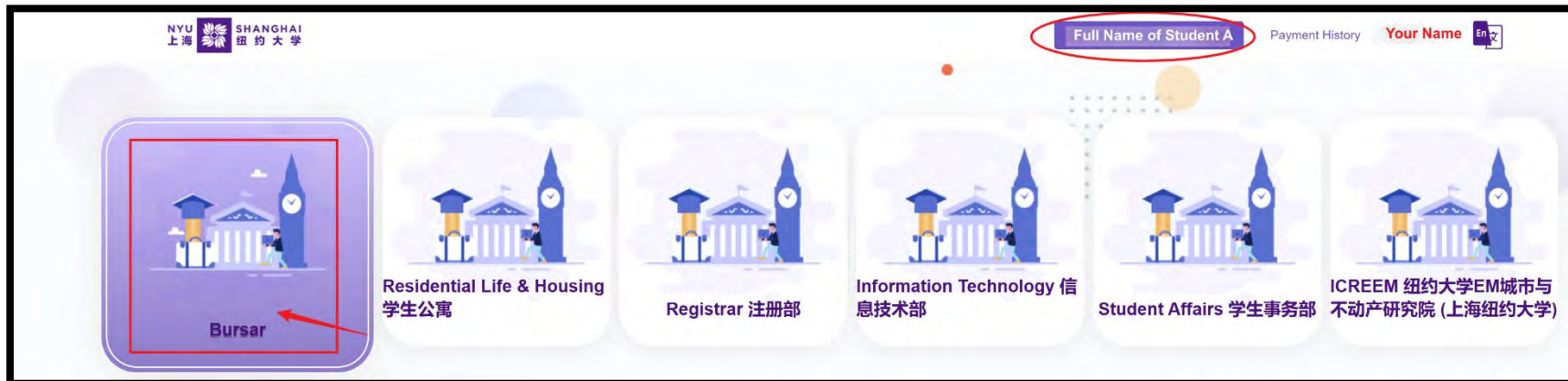
登录后, 请点击相应学生的姓名来选择您想要为哪一位学生付款。

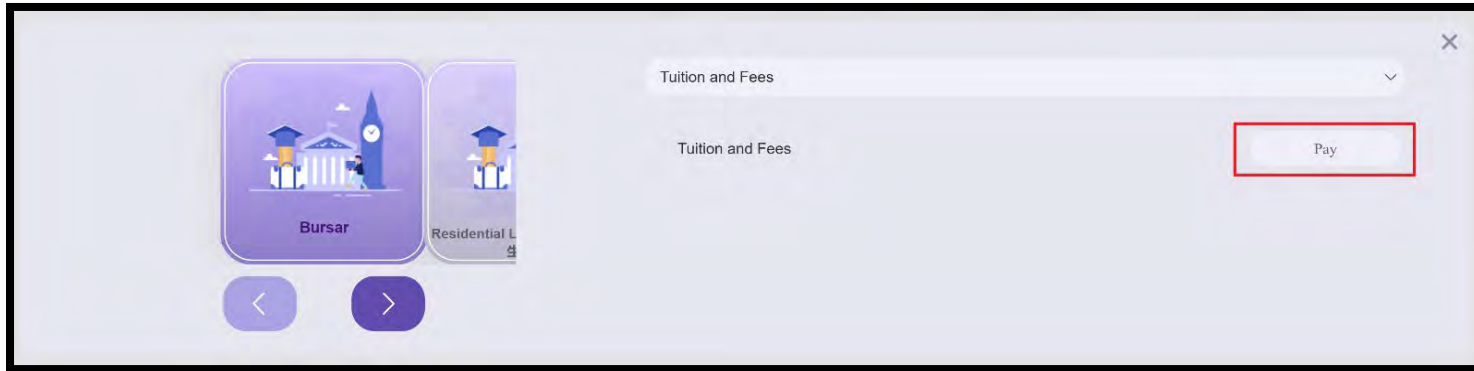


2. Please select **【Bursar】** > **【Tuition and Fees】** and then click the **【Pay】** button to next step.

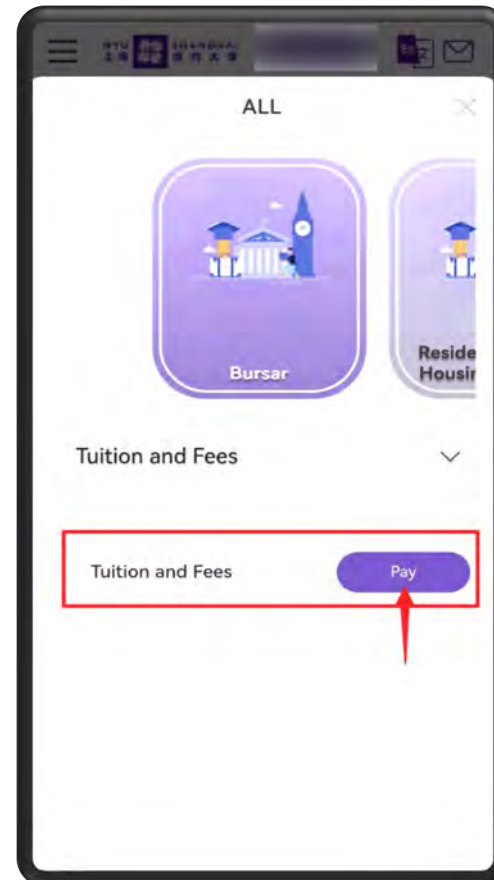
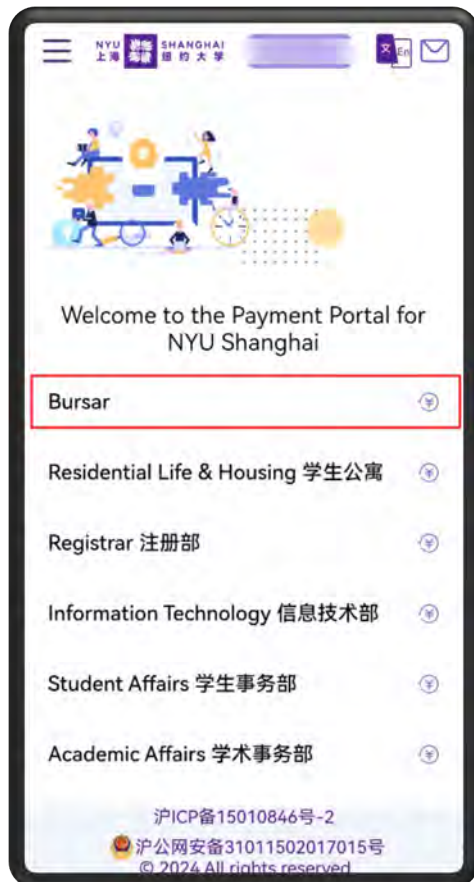
请选择收费项目 **【Bursar】** > **【Tuition and Fees】**, 然后点击 **【付款】** 按钮。

Web Edition for PC / 电脑端:





Web Edition for Mobile Phone / 移动端:



Step 4: Fill out the required information and select your payment method

第四步：确认付款信息并选择支付方式

1. Epay will show the **Full Name of the Student** and the default **Authorized User's Name and Email Address**.
页面会默认显示学生的姓名及其被授权用户的姓名和邮箱
2. **Enter the Contact Information** and the **Amount** you wish to pay.
输入联系电话及缴费金额。
3. Select one of the offered **Payment Methods** and click **Confirm Payment**.
选择支付方式并点击确认支付。

The screenshot shows the Epay payment interface. At the top, it displays 'Your Payment Project' as 'Tuition and Fees - Tuition and Fees'. Below this, the 'Student' section is highlighted with a red box. It shows 'Full Name of the Student' with a green checkmark, followed by a text input field. Below that, it says 'Please fill in your detailed info' and shows four input fields: 'Full Name' (with 'Your Name' and a green checkmark), 'Email' (with 'Your Email Address' and a green checkmark), 'Phone' (with 'Please input'), and 'Payment Memo' (with 'Please input'). Below the 'Student' section is the 'Payment' section, which includes a 'Total Amount (CNY)' input field. Below that, it says 'Please select a payment method' and shows two radio button options: 'WeChat Pay' (selected) and 'Alipay'. At the bottom, there is a blue 'Confirm payment' button, which is circled in red. Red arrows point from the 'Student' section to the 'Total Amount' field and from the 'Payment Method' section to the 'Confirm payment' button.

Tips: While Epay does not have any maximum amount limitations, your Alipay, WeChat Pay or issuing bank might. If the payment amount exceeds your limit, you can split the amount and make multiple payments as many as you need, until the total amount you want to pay has been satisfied.

温馨提示: 您的银行卡、支付宝、微信支付可能会有单笔或单日累计最高支付限额。若缴费金额超出该限额，您可以分多笔或多日进行支付。

Step 5: Double-check your payment information and complete the payment

第五步: 核对信息并完成付款

Option 1: Alipay 支付宝

Please double-check the **Payment Details** and click the **Alipay Link** button, then it will jump to Alipay's page. Scan the QR code and complete the payment with Alipay App on your phone.

请仔细核对页面上显示的付款信息，确认无误后点击“支付宝支付”按钮，进入支付宝缴费页面。打开手机支付宝应用，扫一扫支付宝支付二维码完成付款。

Click the **Back** button If you would like to edit your information.

若您需要修改信息，请点击“上一步”按钮，返回上一个页面进行编辑。

Confirm Payment Info

Fee Name	Tuition and Fees
Full Name	[REDACTED]
Email	@nyu.edu
Phone	[REDACTED]
N-Number	[REDACTED]
Total Amount	0.02 CNY
Payment Type	Alipay

Alipay

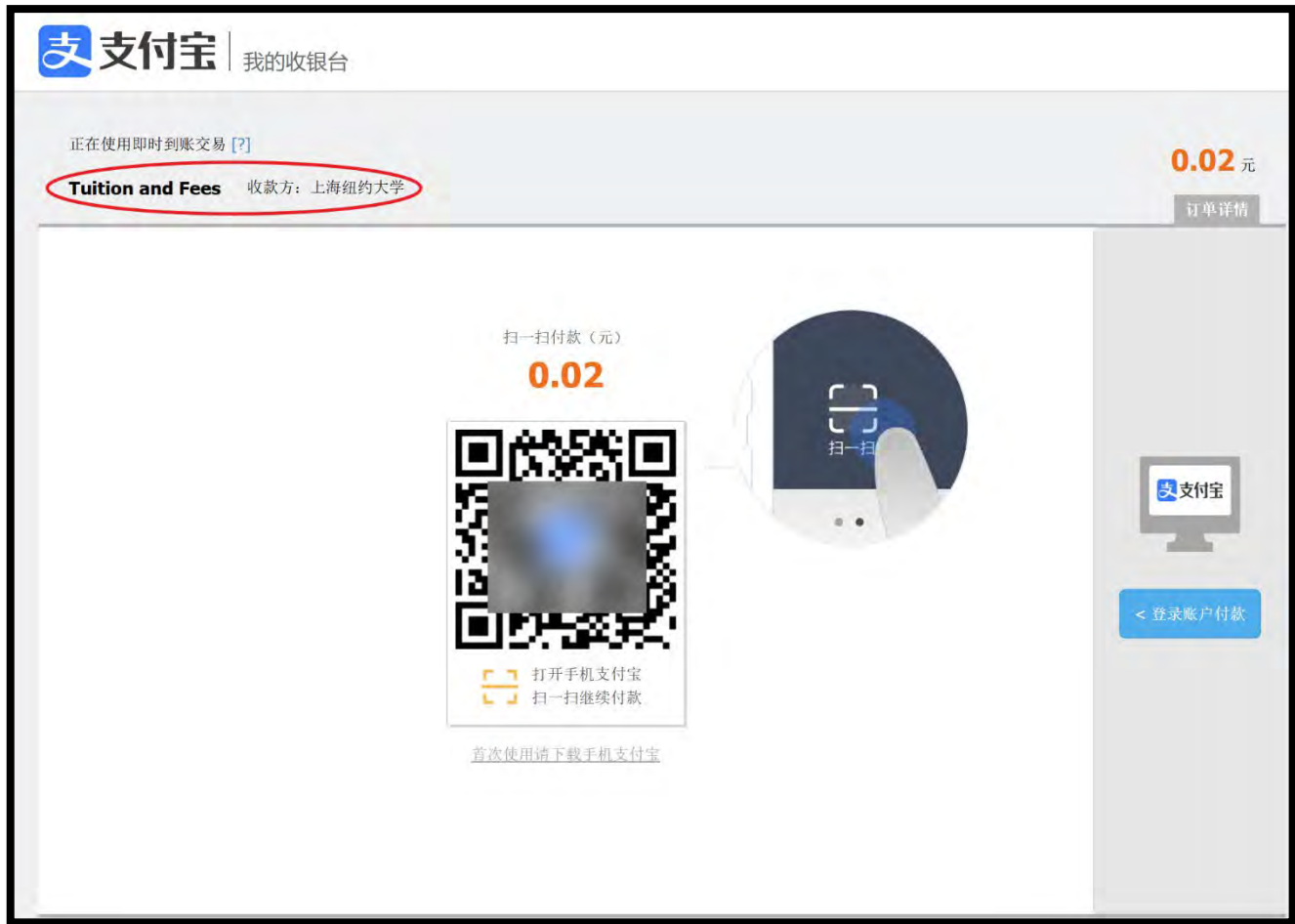
Payment Type Alipay

Paid Amount **¥ 0.02**

Alipay Link

0 : 28 : 28 Time Remaining

Back



Option 2: WeChat Pay 微信支付

Please double-check the **Payment Details** and **Scan the QR code** with your phone to complete the payment. information.
请仔细核对页面上显示的付款信息，确认无误后打开手机微信应用，扫一扫微信支付二维码并在手机上完成支付。

Click the **Back** button If you would like to edit your information.
若您需要修改信息，请点击“上一步”按钮，返回上一个页面进行编辑。

Confirm Payment Info

Fee Name	Tuition and Fees
Full Name	
Email	@nyu.edu
Phone	
N-Number	
Total Amount	0.02 CNY
Payment Type	Wechat Pay

Back

Scan to Pay

Payment Type WeChat Pay

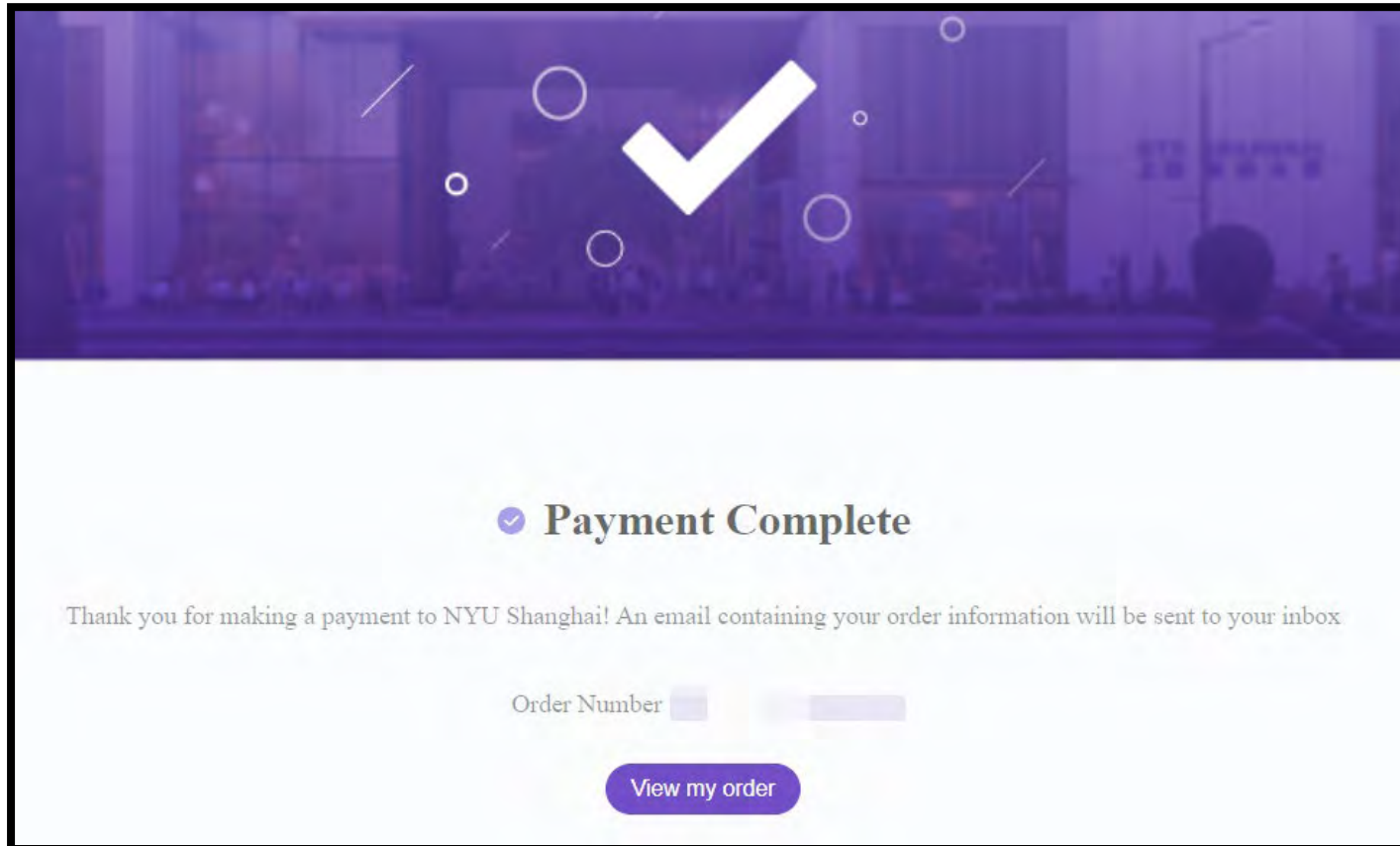
0 : 29 : 58 Time Remaining



If you are paying the tuition and fees by using Alipay or WeChat Pay on your Phone Browser, it now supports direct jumping to WeChat, Alipay App.

如果您正在使用手机浏览器登录 Epay 支付平台并发起付款，该步骤将唤起支付宝或微信手机应用，您可直接在应用内完成付款。

After paying successfully, please make sure to wait until the following page is displayed. Otherwise, important data might be lost.
付款成功后，请务必保留窗口直至出现以下确认页面，否则支付数据可能会丢失。



Step 6: Track the history of transactions

第六步：查看历史交易记录

Click the **Payment History** near the top right corner on the home page, you will be able to view the transaction details. These include the status of your transaction and transaction details, such as if it is successful, expired or cancelled. It also allows you to retrieve items quickly by searching under a keyword, or filter by payment methods and/or payment date.

点击主页右上角的“订单管理”按钮，您可以查询历史交易信息，包括订单的交易状态和交易详情。您还可以通过关键字快速搜索，或依据付款方式 and/或付款日期进行筛选。



Project	Item	Type	Department	Amount	Refund Amount	Paymen...	Order Number	Authorized User	Payment Status	Create Time	Trar	Operation
Tuition and Fees	Tuition and Fees	Tultio...	Bursar	¥ 0.58		Alipay	20241 a9	Y		2024-10-09 16:32:26		

Details

Order Number 20241009163226341dla9 Waiting for payment

Project: Tuition and Fees Item: Tuition and Fees Type: Tuition fee

Create Time: 2024-10-09 16:32:26 Payment Type: Alipay

Payer: _____ Payer's NetID: _____ Email: _____

Student: _____ NetID: _____ N-Number: _____

Phone: _____

Order Amount _____

Paid Amount _____

OK