Epay V2.0 Student User Instructions

Last edited on 12.23.2024

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

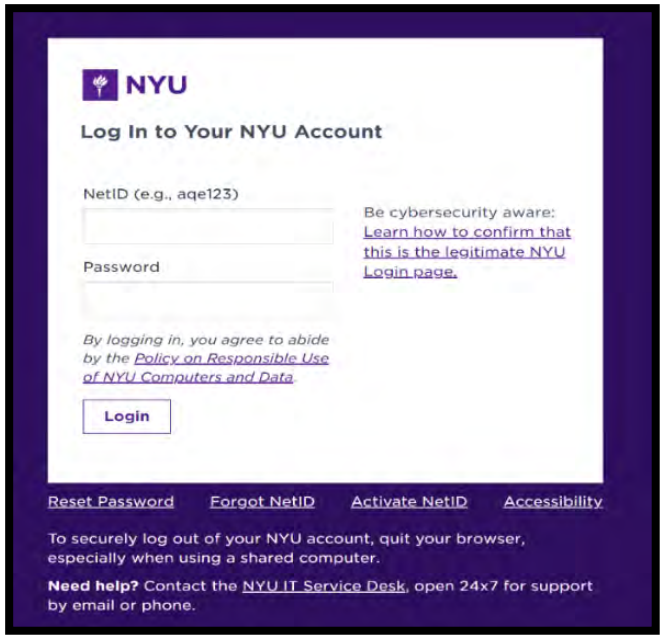
Step 1: Access Epay
第一步:访问 Epay 支付平台

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

1. Under the **SSO User** tab, and then click the **Login to your NYU account** button.
   在“校内用户”选项卡下，点击“登录 NYU 账户”按钮。

2. Enter your **NetID** and **Password** and click **Login**, then complete Multi-factor Authentication (MFA) by using **Duo Mobile**.
输入您的 NetID 和密码，点击登录按钮，然后通过使用 Duo Mobile 完成多因素身份验证 (MFA)。

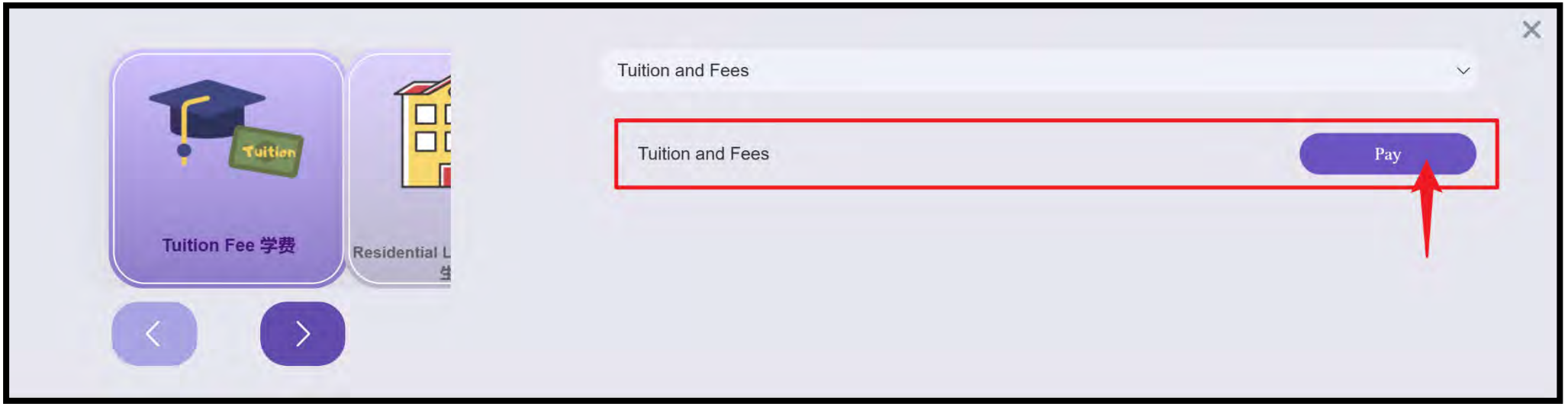


Step 3: Select your payment item
第三步: 选择您的支付项目

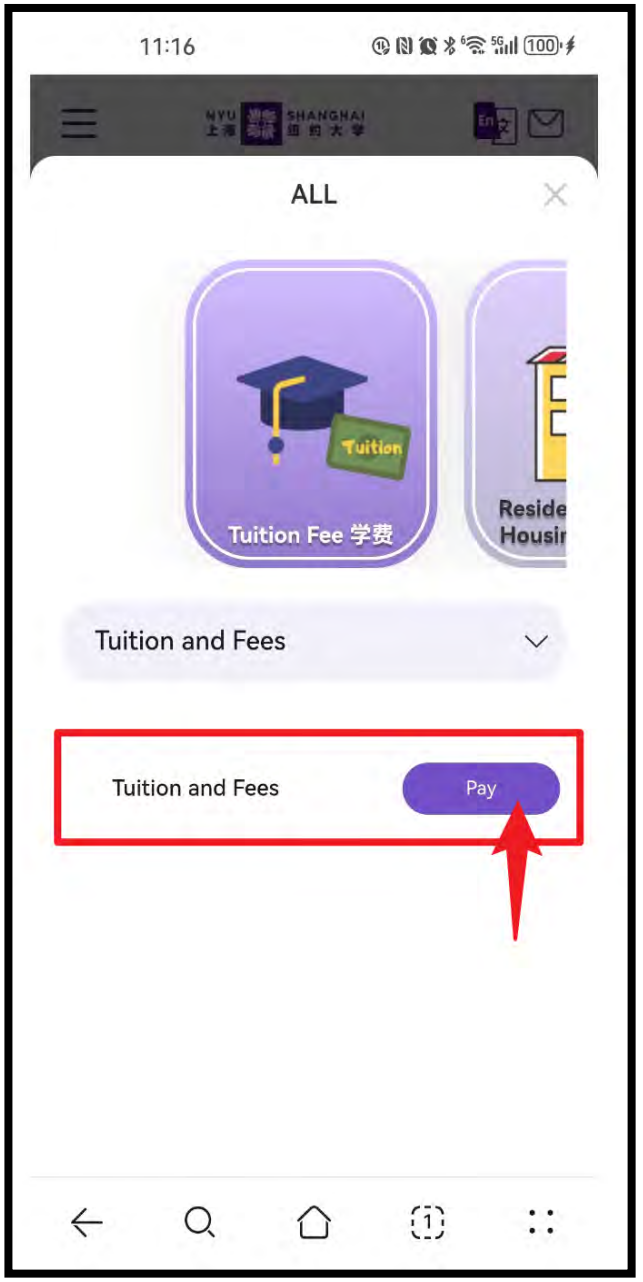
Once you have successfully logged in, you will see the current items available for making a payment.
登录后页面将显示当前可支付的收费项目。

Please select **【Tuition Fee 学费> Tuition and Fees】** and then click the **【Pay】** button to next step.
请选择收费项目**【Tuition Fee 学费 > Tuition and Fees】**，然后点击**【付款】**按钮。

Web Edition for PC / 电脑端:

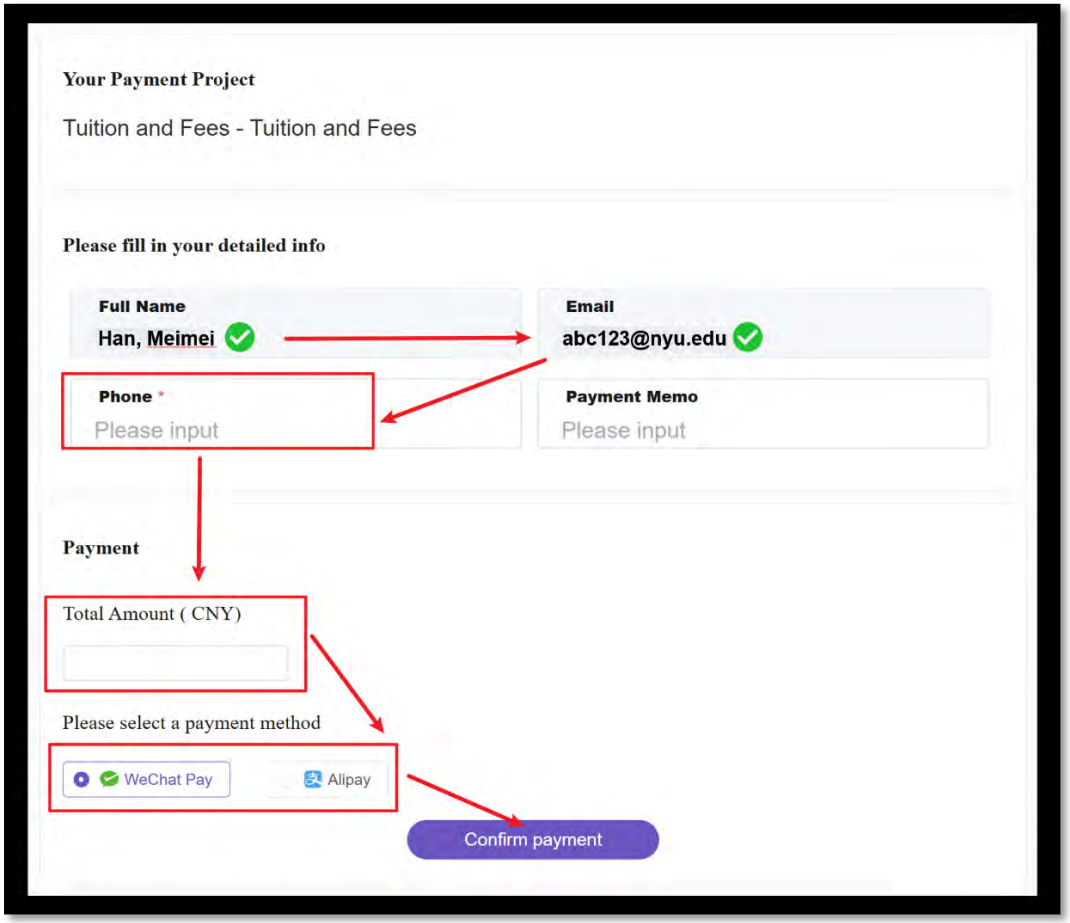


Web Edition for Mobile Phone / 移动端:



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 Student** and the default **NYU Email address** (e.g., abc123@nyu.edu).
   页面会默认显示**学生的姓名**及其**学校邮箱信息**。
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**。



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.

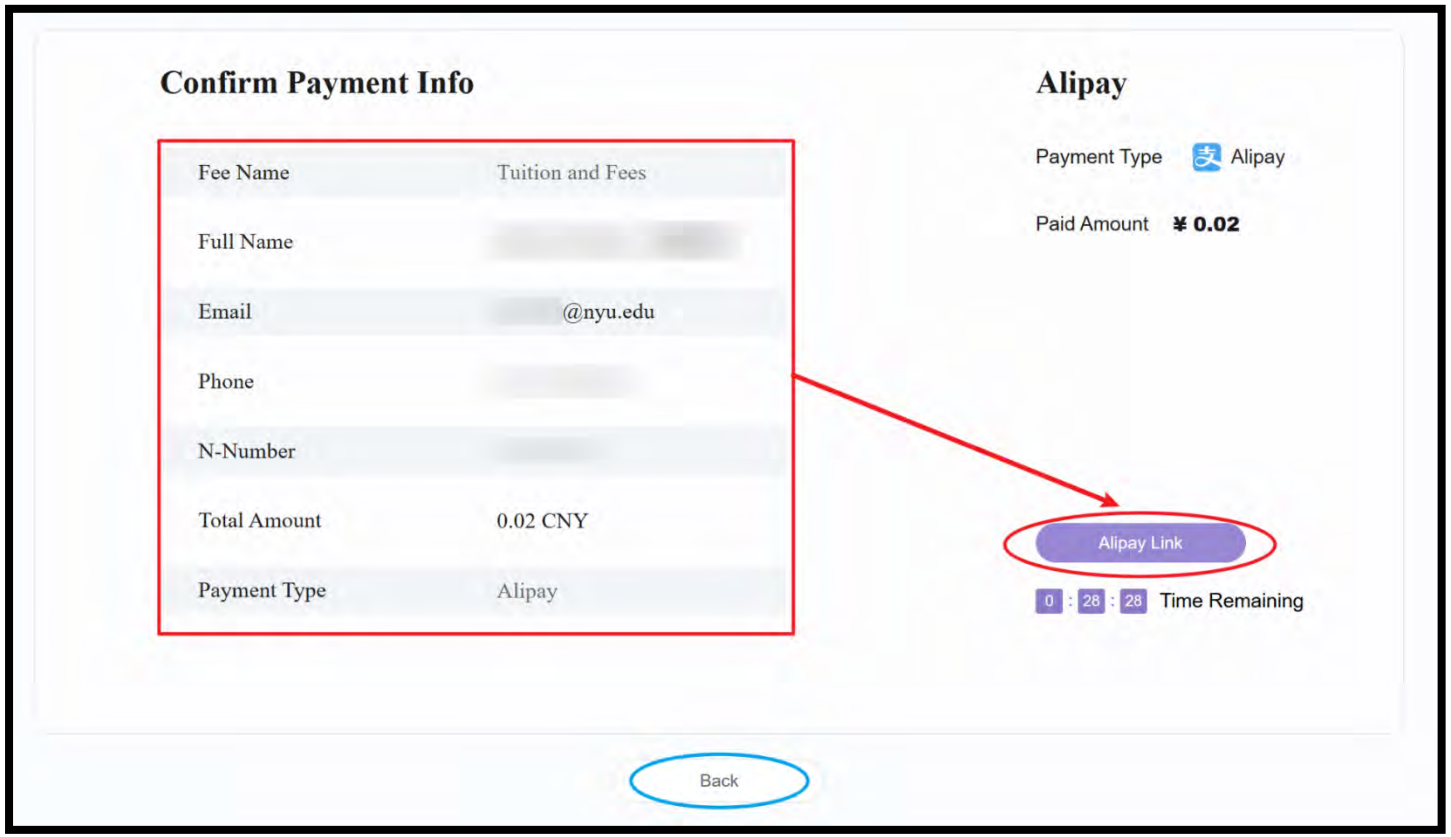
温馨提示： 您的银行卡、支付宝、微信支付可能会有单笔或单日累计最高支付限额。若缴费金额超出该限额，您可以分多笔或多日进行支付。

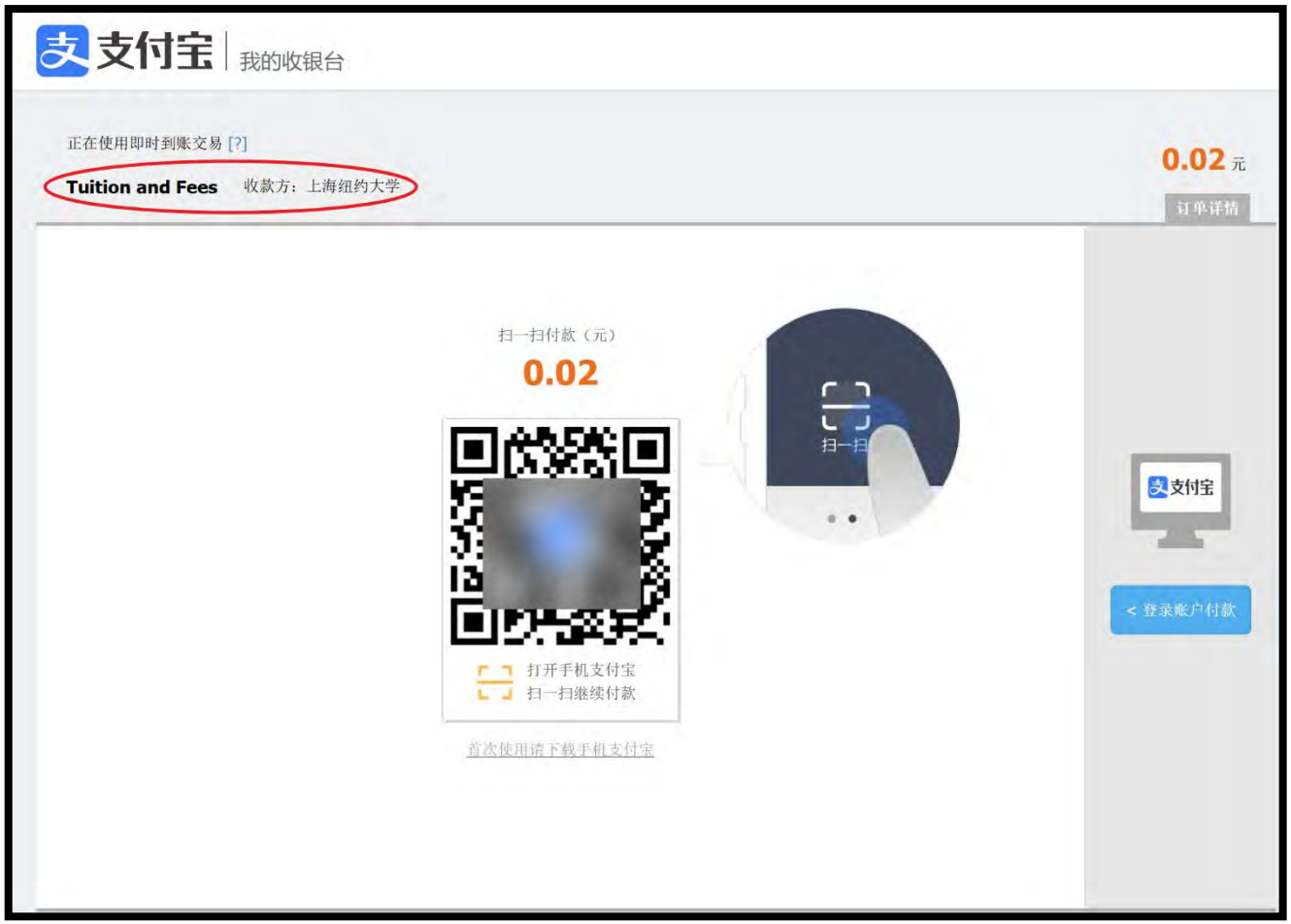
Step 5: Double-check your payment information and complete the payment
第五步：核对信息并完成付款

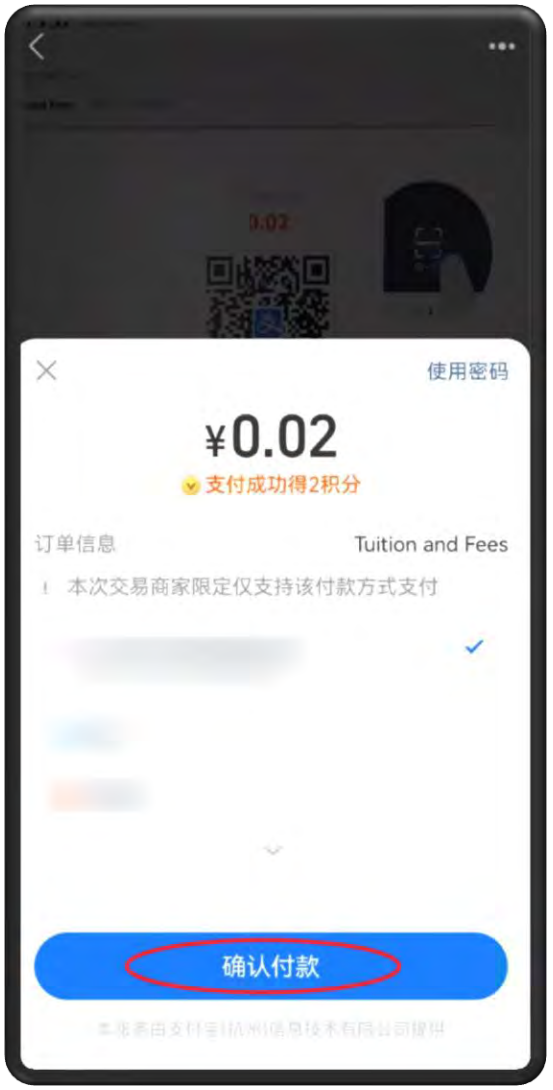
Option 1: Alipay 支付宝

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。




支付宝 | 我的收银台
正在使用即时到账交易 [?]
Tuition and Fees 收款方：上海纽约大学
0.02 元
订单详情
扫一扫付款（元）
0.02
打开手机支付宝
扫一扫继续付款
首次使用请下载手机支付宝
< 登录账户付款


使用密码
¥0.02
支付成功得2积分
订单信息
Tuition and Fees
本次交易商家限定仅支持该付款方式支付
确认付款

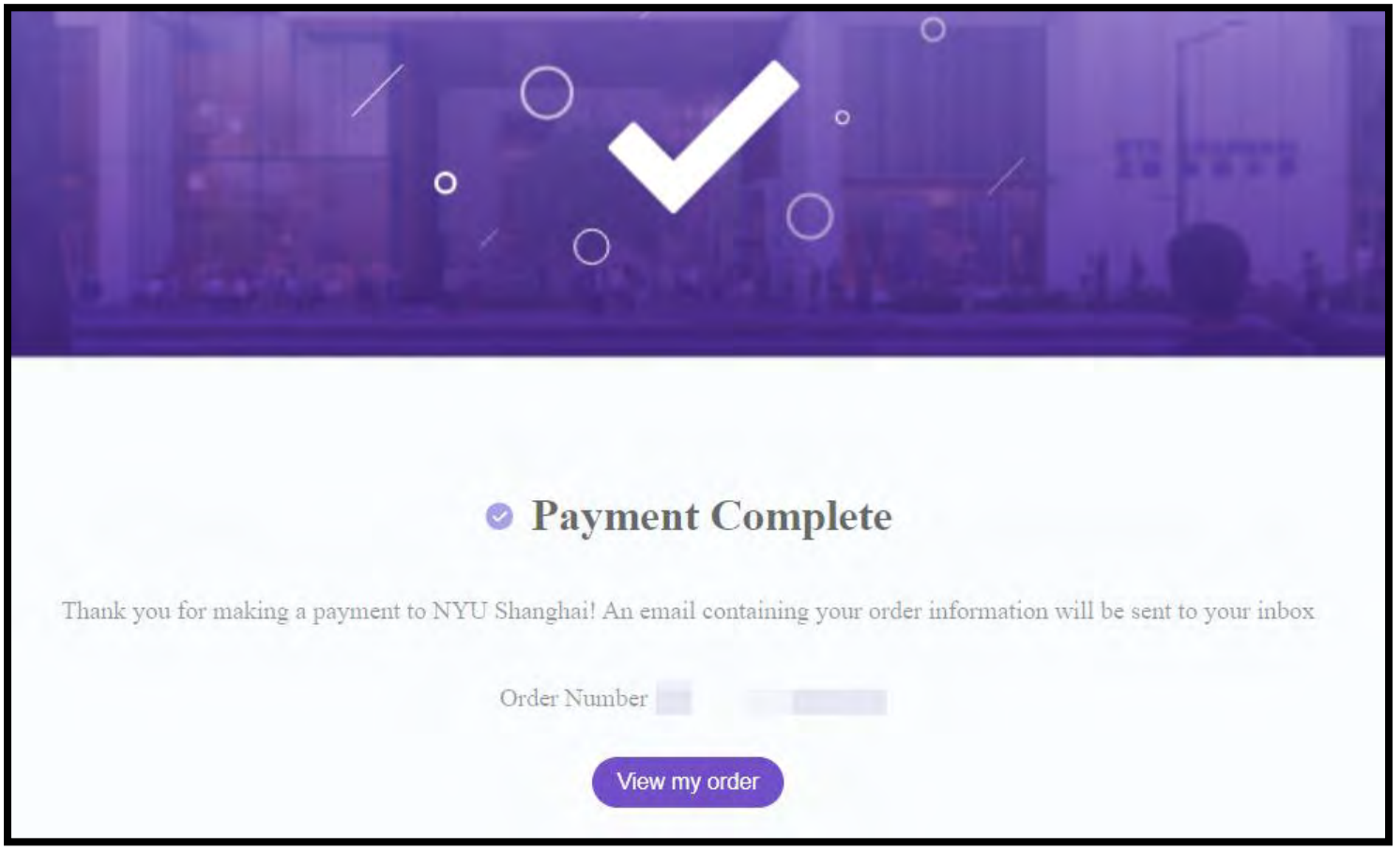
Option 2: WeChat Pay 微信支付

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。

If you are paying the tuition fee 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。

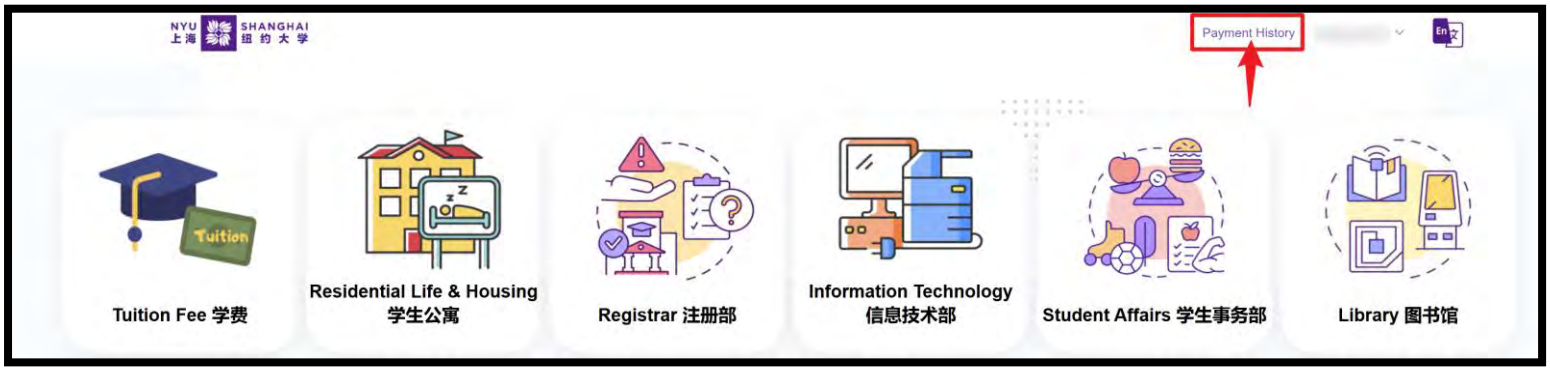
After paying successfully, please make sure to wait until the following page is displayed. Otherwise, important data might be lost.
付款成功后，请务必保留窗口直至出现以下确认页面，否则支付数据可能会丢失。

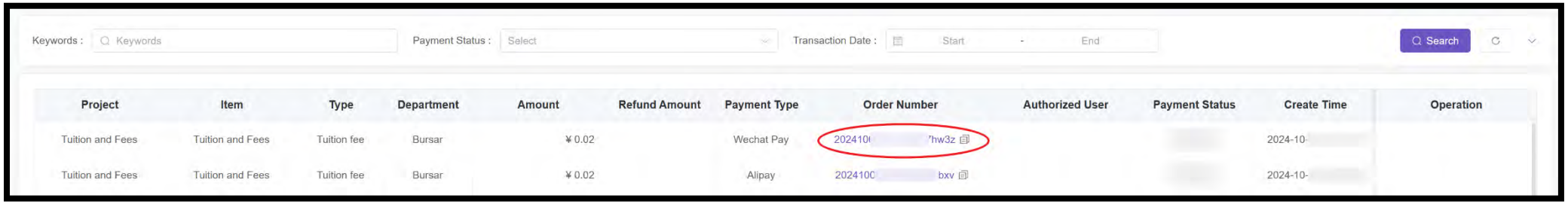


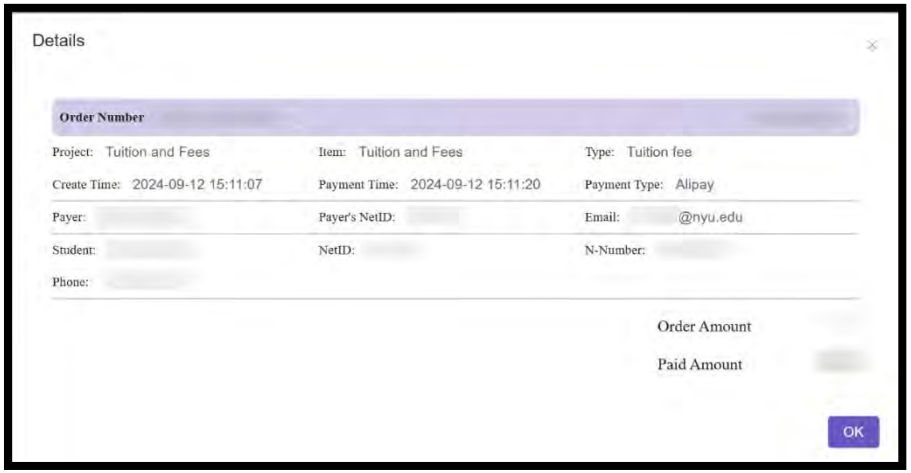
Step 6: Track the history of transactions
第六步：查看历史交易记录

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，或依据付款方式和/或付款日期进行筛选。



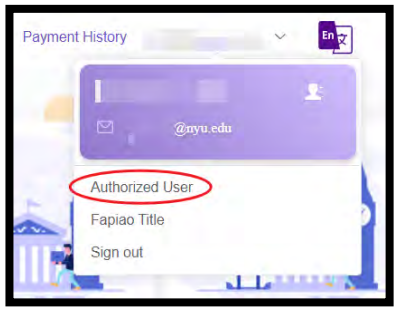




How can I invite a parent or authorized user?

Students can grant access to their Epay account to a parent, guardian, grandparent, spouse, or anyone helping pay tuition and other charges at Epay.
学生可以将他们的 Epay 账户授权给父母、监护人、祖父母、配偶或任何帮助支付学费和其他费用的人。

1) At the top-right corner of the page, click the **Authorized Users** tab under My Profile Setup.
在页面右上角“个人中心”选项卡下，点击“授权用户”。



2) Enter the email address and full name of the authorized user and select the authorization effective time and expiration dates, and then click Add Authorization. To add another authorized user, please repeat these steps.
输入被授权用户的电子邮件地址和姓名，设置授权生效日期和终止日期，然后点击“添加授权”按钮，完成操作。如果需要添加多个被授权用户，可重复以上步骤。

3) Maintains a list of the authorized users.
维护授权用户列表。

Tips: Authorized user **must** use the same email address to sign up on the Epay portal and activate the Non-NYU User account before paying for you. For more details, please refer to [**Epay V2.0 Authorized User Instruction**].
温馨提示：被授权用户必须要使用相同的邮箱在 Epay 平台上完成注册后才能够帮助学生支付学费和其他费用。更多信息，请参阅[**Epay V2.0 被授权用户手册**]。