How to Make an Online Payment on eSuite
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Tips

❖ Please make sure the payment can be done within 30 minutes

❖ Microsoft Edge on IE mode or Firefox is Suggested

❖ Safari is not supported

❖ Please refer to the FAQ at the end of the document for any questions
Step 1: Click “Make Payment”
Step 2: Enter payment amount and click “Add”. Then, click “Continue”. No payment is needed if your account shows a negative balance. The excess amount is refundable.
Step 3: Select Online Banking in the dropdown menu. Then, click “Continue”.

Online Banking - You will be redirected to ICBC to complete this transaction.
Account Payment

Please review the transaction details. Clicking Continue will navigate to a new site, where you will complete the fund confirmation.

### Payment Information

<table>
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<tr>
<th>Payment Date</th>
<th>Term</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/9/24</td>
<td>Summer 2024</td>
<td>Student Account</td>
<td>¥ 0.04</td>
</tr>
</tbody>
</table>

**Total Payment Amount:** ¥ 0.04

### Selected Payment Method

- **Account:** ICBC

- **Payment amount:** ¥ 0.04
- **Payment type:** Online Banking

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**Step 4: Click “Continue to Online Banking”**

Make sure you can complete payment in 30 minutes.

Once proceeding to checkout you will have **30.0 minutes** to complete the fund confirmation.

**Your NYU email address**

- **Paid To:** New York University Shanghai

[Continue to Online Banking]
Use of the ICBC Payment Portal is recommended.

Should you encounter any problems with the ICBC Payment Portal, please consider the ChinaPay Payment Portal as an alternative.
Step 6A: ICBC with SMS

Fill in your Chinese phone number and the last six digits of your account number. Then, click "下一步"
1. Please carefully review the order information and the following payment information:
   - Card account: (redacted)
   - Amount: RMB 0.01

2. Please fill in the verification code sent to your phone number.
   - Verify code: [redacted] (If the code is not visible, you can request a new one.

Click “提交” to submit the form. Payment is finalized after this point.
Step 6B: ICBC with USB-Shield/ Passcode Device

Fill in your full bank account number.
Then, click “下一步”
Confirm your name. Then, click “付款”

您在我行的预留信息如下:

“预留信息验证”可助您有效识别银行网站、防范不法分子利用假银行网站进行网上诈骗。如果网页上没有显示预留验证信息或显示的信息与您的预留信息不符，您应该立即停止交易并与我行24小时客户服务热线95588联系。

付款 取消 其他付款方式
Step 6B

Confirm payment amount
Enter the serial number into your ICBC electronic password device.

Click “确认” on the password device to get the dynamic password
Fill in the dynamic password
Fill in the CAPTCHA

Click “提交” to finalize payment
Step 6C: Pay with a listed bank

Choose your bank. Then, click “下一步”
Step 6D: Pay with an unlisted bank

Fill in your bank account number. It has to be a card that supports UnionPay.
Step 7: Please DO NOT close this window.
Go back to Albert without closing this window and wait for payment confirmation (as shown on next page)

Note down the transaction number. If something went wrong during the transaction, this is your proof of payment.
Successful online payment!
You will receive a confirmation email.

Your payment in the amount of ¥ 0.02 was successful. A confirmation email was sent to YOUR NYU EMAIL. Please print this page for your records. To view all payments, go to My Account > Payment History.

Payment date: 7/3/24
Amount paid: ¥ 0.02

Paid to: New York University Shanghai
          UNITED STATES

Account number:
FAQ

NYUSH Bursar Contact Information

+86-21-20596666

shanghai.studentaccounts@nyu.edu
Use Edge on IE Mode

1. In the address bar for Microsoft Edge, type `edge://settings/defaultbrowser` and then click Enter.

2. Slide the **Allow sites to be reloaded in Internet Explorer** toggle to **ON**.

3. Restart Microsoft Edge.

4. Navigate to the website you want to view in Internet Explorer mode.

5. Click the three dots in the upper right corner of the browser window.

6. Select **Reload in Internet Explorer Mode**.
Use Edge on IE Mode
Install Browser Plug-in and Bank App

• Some banks, such as ICBC, will require you to install a plug-in and app for security purposes.

Click on the link to go to ICBC’s plug-in

Install the plug-in and restart the browser afterwards.
Install Browser Plug-in and Bank APP

Click on the link to install ICBC’s APP

Complete the installation and restart the browser again to make a payment.
Additional Tips

• If you are encountering a transaction limit with your bank account while trying to make a payment, reach out to your bank’s customer service. They can provide information on your current transaction limits and may be able to increase your limit.

• Clear browser cookies and cache

• Use Incognito/ InPrivate mode

• If all else fails, contact the Office of the Bursar