# **Step-by-Step Guide Online Payment of the HKIS Annual Subscription**

(Update: 1 April 2023)

## Step 1:

Login to Member Area under the

HKIS website: https://www.hkis.org.hk/en/members\_login.html (User ID: Enter your membership number and password. If you are logging in for the first time, the password will be your date of birth (YYYYMMDD). If you have forgotten the password, please click 'Forgot your password?' and the system will send an email to your registered email address to reset the password.)

\*Online Payment is not available on WeChat internal browser. Please log in with other internal browsers.

Image: SURVEYORS 香港测量師學會	Building Surveying Division General Pract Property & Facility Management Division Quantity Survey		Planning & Development Division
	MEMBER LOG	IN	
	User ID Password	<b>A</b>	
	Forgot your password?		
	How to be a member?		

### Step 2:

After you have successfully logged in, you will find "Subscription Fee". The amount of annual subscription you need to settle will be shown.

To pay the annual subscription, please click "Pay Now".

	Welcome, test member.				
	Reminder				
	Subscription Fee				
	Year Fee	Surcharge	Amount	Status	
	2021 HKD 10	HKD 200	HKD 210	New	Pay Now
Yoı pro 1.	ep 3: u will be directed to a sect vider "PayDollar". Please Credit and Debit Card (Support 3DSecure); Alipay	select your payme	ent method:		<image/> <image/> <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
3.	WeChat Pay <sup>微信支付</sup> WeChat Pay;				Pay By Others  Reg 2019年  State Reg 2019年  Reg 2019  Reg 20



#### Step 4:

Follow the instructions to provide the payment information.

When the payment has been successfully completed, a transaction result will pop up:

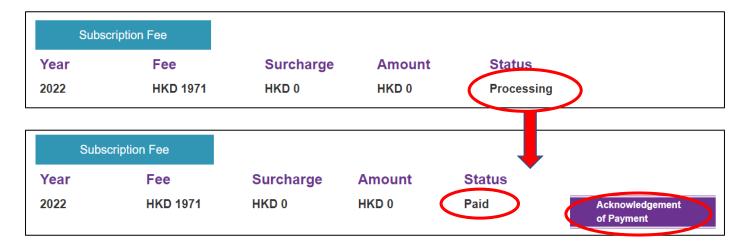
- Click "**Print**" for a copy of the transaction or save the transaction result for your own record.
- Click "Continue" to return to the HKIS members' platform.

Tansact	ion Result		
Your payment trans	saction is completed		
Merchant Name :	The Hong Kong Institute of Surveyors (testing)		
Transaction Amount : Payment method : Card Number :	HKD 210.00 VISA (Verified by VISA)		
Expiry Date (mm/yyyy) :			
Name as shown on credit card :	testing card		
Merchant Reference No. : Transaction IP Address : Payment Reference No. :	899999,S265441,O9601,1638934175 118.140.122.230 000010218263		
your bank / credit ca as with merchant name " THE HONG (TES' Note: Please contact your merchant '	on will be recorded in rd account statement is KONG INSTITUTE OF SURVEYORS TING) " "The Hong Kong Institute of Surveyors er and delivery queries.		
Continue	Print		
	PayDollar Payment Service		

### Step 5:

When the transaction has been successfully completed, the payment status will be changed to "**Processing**" and you will receive a transaction notification by email.

Upon the confirmation of payment by the HKIS Secretariat, the payment status will be changed to **"Paid"** and an **"Acknowledgement of Payment**" will be available to download.



You may click "**Acknowledgement of Payment**" to view the transaction details and reference number and download a copy for your records.

## **Enquiries**

For technical enquiries (online payment system), please contact the HKIS at (852) 2526 3679 or via email to <u>i\_t@hkis.org.hk</u>.

For subscription fee enquiries, please contact the HKIS at (852) 2526 3679 or via email to kamen@hkis.org.hk.

For members residing in Mainland China, please contact the HKIS Beijing Office at 86 (10) 8219 1069 or via email to <u>info-bjo@hkis.org.hk</u>.