

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

(Update: 1 April 2023)

Step 1:

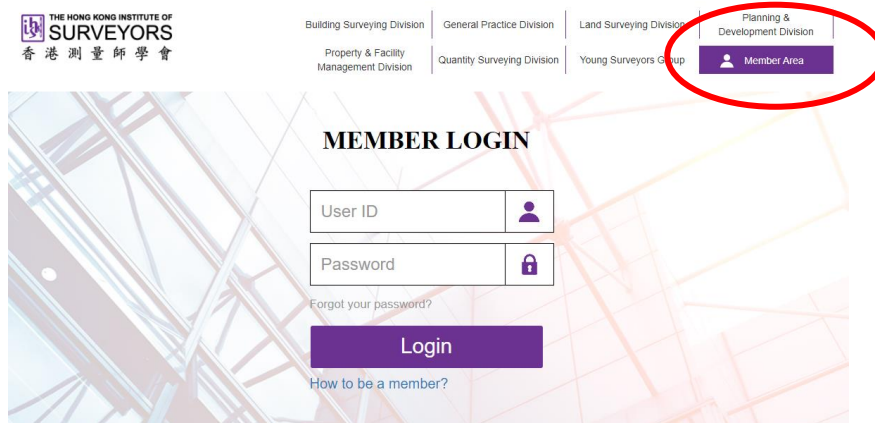
Login to **Member Area** under the HKIS website: https://www.hkis.org.hk/en/members_login.html

(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.



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	Pay Now
2021	HKD 10	HKD 200	HKD 210	New	Pay Now

Step 3:

You will be directed to a secure payment gateway service provider "PayDollar". Please select your payment method:-

1. Credit and Debit Card (VISA  / MasterCard ) (Support 3DSecure);
2. Alipay  ;
3. WeChat Pay  ;
4. AlipayHK  (Only applicable in Hong Kong).

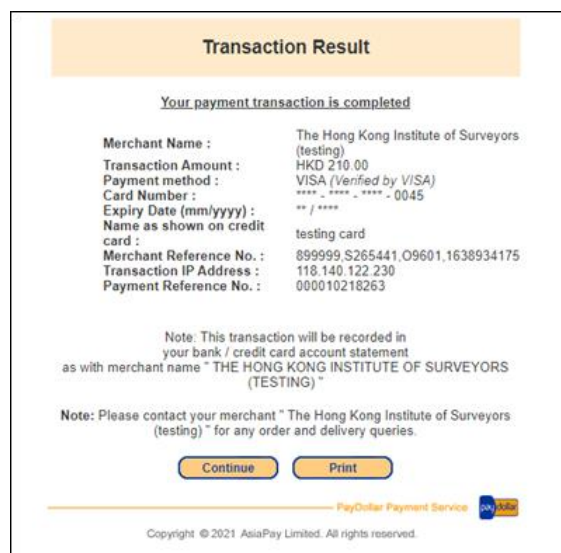


Step 4:

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.



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.

Subscription Fee				
Year	Fee	Surcharge	Amount	Status
2022	HKD 1971	HKD 0	HKD 0	Processing

Subscription Fee				
Year	Fee	Surcharge	Amount	Status
2022	HKD 1971	HKD 0	HKD 0	Paid

Acknowledgement of Payment

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 i_t@hkis.org.hk.

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 info-bjo@hkis.org.hk.