

E-payment User Guide

(English interface)

Information Systems Department April 2021

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SIGN IN

You can Sign into the account summary page in the Banner system (Student Self-Service) through the following link:

https://stus.lu.edu.ga/StudentSelfService/ssb/accountSummary

You need to insert your university ID in the Username field, and your account password in the Password field. After that, click on SIGN IN

Note: in the Username filed, you need to add your university ID (202000XXX) only, not your e-mail (202000XXX@lu.edu.qa).

IDENTITY SERVER		
	SIGN IN	
	Username	
_	202000XXX	
	Password	
<u> </u>		
	Remember me on this computer	
	After a successful sign in, we use a cookie in your browser to track your session. You can refer our Cookie Policy for more details.	
	By signing in, you agree to our Privacy Policy	
	SIGN IN	

E-payment steps

After signing in, you will be directed to a page that includes your account summary and the amount you need to pay. To start the payment process, click on the option "Pay now" at the top right corner.

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@ ellucian				* 🔍		
	nmary			🔒 Holds 🔮 Pay	Now	
View by Overview	*					
Review su NOT inclu	ummarized charges and payments to y ded in this summary.	your account. Anticipated thi	rd party contract payments, fin	ancial aid payments, and memo items	are	
Current Amount [Due as of 03/23/2021 ⑦			QAR1	15,910.00	
Account Balance	0			QAR1	15,910.00	
				Show/Hide Column ▼	Q,	
Detail Code	Ç Description	ç Charge	Ç Payment	ShowHide Column ▼ search ShowHide Column ▼ Balance	Q. \$	
Detail Code BMKD	Description TextBooks - MKDT	ွဲ Charge	Payment	Bhawlitide Column search Balance Q	Q.)	

After that, you need to choose the current term and insert the amount you need to pay. Then click "Pay Now"

Note: you can add maximum of 10,000 QR in each payment transaction.

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View By Overview				^
Review summarized charge NOT included in this summarized	Payment ×	ayments, and memo items are		
Current Amount Due as of 03/22/20:	Select the checkbox against the term to make the payment. Upon selection, Net term balance amount can be edited.	QAR12,940.00		
Account Balance	Terms Net term balance • Spring 2021 10,000.00 • Fail 2020 QAR0.00	ShowPide Column * search Q		ľ
Detail Code 🗘 De		© Balance ©		
BBUA Tex		QAR0.00		
BLWR Tex		QAR440.00		
SS01 Stu	Amount psycholog 04 D10 000 00	QAR0.00		
TBUA Tu		QAR0.00		
TLWR Tu	Pay Now	QAR22,500.00		

After that you will be directed to the payment gateway page, Qpay.

Payment using Credit Card

If your card is VISA or MaserCard, make sure you are on "Credit Card" tab. After that, insert your card details carefully and click "PAY NOW".

← → C 🔒 qpayi.com:9100/secu	repay/0DEB5BFA23C1CD7F/C49C	CA738922983B				07	☆ 🔍	
	Credit C	ard	D	ebit Card (NAP	PS)			
L	Payment Reference: 1229 Amount: 10000.00 QAR	54 Card Number [*]	_		QPAY			
	-	497145000000000 Expiry Month*	V Expiry Year	ISA				
	-	11 ~	2021	~				
	→			2				
		PAY	NOW					
	Note: This transaction n "QPAY Secure" in your s	nay reflect as statement.		Verified b VISA	MasterCard. SecureCode.			
	This is a s	ecure 128-bit SSL E	ncrypted paym	ent. You're safe				

After that, you will be directed to the verification page. You need to choose how to receive the security code, OTP (One Time Password), then click "Submit".

Note: If you did not get this page, that means you entered wrong card information.



After that you will receive the security code (OTP) on your mobile or e-mail (based on the option you chose). Insert this code (OTP) in the field and click "Submit".

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	🥥 Verified by	
	Make your online transaction more secure with	
	Verified by Visa.	
	OTP has been sent to your mobile number registered with Masraf Al Rayan. To report any suspicious transactions please call 4425 4040	
	Merchant: NEXXO	
	Amount: 5,000.00 QAR	
	Date: 23-03-2021	
	Enter Your OTP:	
	Submit Cancel Help	
	Torre & Constitute (510) 1 Constant (10)	
	Terms & Convinces (CONSCLUS	

If the OTP is correct, you will get the following page. Click on "Close". Note: if you did not get this page, that means the OTP you entered is wrong.



After that you will be directed to the payment processing page. You need to wait and do not close this page.



Finally, you will get the payment confirmation page. The message "Thank you for your payment" means the payment is completed successfully.

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Student • Payment Confirmation				
Payment Confirmation				
Thank you for your payment.				

You should repeat the same process until your account balance become 0 QR.

In case you got the message "Payment Failed" in the payment confirmation page, that means the payment is not completed. You should try again and make sure to insert the card details correctly. Also, make sure to follow the steps carefully and check the instructions listed at the end of this guide.



Payment using Debit Card

If your card is a debit card, make sure to choose "Debit Card (NAPS)" tab after being directed to Qpay payment gateway page.

Crec	lit Card	Debit	Card (NAPS)	
Payment Reference: Amount: 10000.00 Q/	122919 AR Card Number*		QPAY	
	Expiry Month* MM ~ CVV*	Expiry Year*		
	PAY	NOW		

After that, insert your card details and click "Continue".

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				Description: short+description		10000.00)			
				Enter your payment card deta	ils					
				Card Number Card Expiry Date	✓ УУУУУ ✓	←				
				By clicking the "Continue" button, you payment.	u hereby acknowledge accepting	the Terms and Conditions of				
				NAPS	Conti	Cancel				
				For proper completion of your tr browser's back button.	ransaction, please do not refro	esh this page or click the	-			
				Сору	right © 2016, Qatar Central Ban	¢				
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After that, you will receive OTP (One Time Password) from your bank on your mobile. Insert this OTP in its field and click "Continue".

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	Amount Payment Unique Number: 78D8656DE5C2D711 QAR Description: short+description 10000.00						
	Enter the One-Time-Password (OTP) you received						
	For increased security, your bank sent you a password valid for one time.						
	Your OTP Your OTP Your OTP Your OTP Your OTP Your OTP						
	NAPS Continue Cancel						
	For proper completion of your transaction, please do not refresh this page or click the browser's back button.						
	Copyright @ 2016, Qatar Central Bank						

After that, you need to add your card PIN (the one you enter when you use the ATM machine). Add the PIN by clicking on the numbers in the circles, then click "Pay".



After that you will be directed to the payment processing page. You must wait and do not close this page.

\leftrightarrow > >	paymentapi.qpayi.com/mpts/acs/validateandcapture/LIVE/a9accfe2-60b4-4f09-9dd2-89bb4dc97c57012436433	⊟ ☆ 🚺 :
	We're processing your payment. This process may take a few seconds, please do not refresh the browser	
<u> </u>		

Finally, you will get the payment confirmation page. If you got the message "Thank you for your payment", that means the payment is completed successfully.

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Student • Payment Confirmation		
Payment Confirmation		
Thank you for your payment.		
You should repeat the same process until your account balance become 0	QR.	

In case you got the message "Payment has not been completed" in the payment confirmation page, that means the payment is not completed. You should try again and make sure to insert the card details correctly. Also, make sure to follow the steps carefully and check the instructions listed at the end of this guide.

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Student • Payment Confirmation	
Payment Confirmation	
Payment has not been completed.	

General Notes

To ensure successful payment process, please follow the following instructions:

- Use your computer to complete the e-payment (not your phone or tablet)
- When you login to the system, you must insert your university ID only in the username field (example: 202000XXX) and not the email address (not 202000XXX@lu.edu.qa).
- You can specify a maximum of 10,000 QR in each payment transaction.
- In some cases, you need to specify an amount of 5000 QR in each payment transaction as some card types require that.
- Make sure to choose the correct card type (Credit Card) or (Debit Card).
- Make sure to insert your card details correctly.
- In some cases, if you are unable to login to the system, you can use the private browsing feature as follows:
 - If you are using Google Chrome: right click on the browser icon, then choose (New incognito window)
 - If you are using Edge: right click on the browser icon, then choose (New InPrivate window)
 - If you are using Safari: right click on the browser icon, then choose (New private window)