



جامعة لوسيل
Lusail University
— QATAR —

E-payment User Guide

(English interface)

Information Systems Department
April 2021

Content

SIGN IN	3
E-payment steps.....	3
Payment using Credit Card	4
Payment using Debit Card.....	8
General Notes.....	11

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.qa/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 field, you need to add your university ID (202000XXX) only, not your e-mail (202000XXX@lu.edu.qa).

WSO2 IDENTITY SERVER

SIGN IN

Username
202000XXX

Password

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.

Student Services Dashboard x Banner x +

stus.lu.edu.qa/StudentSelfService/ssb/accountSummary#!/

ellucian

Account Summary

View By Overview

Review summarized charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.

Current Amount Due as of 03/23/2021 QAR15,910.00

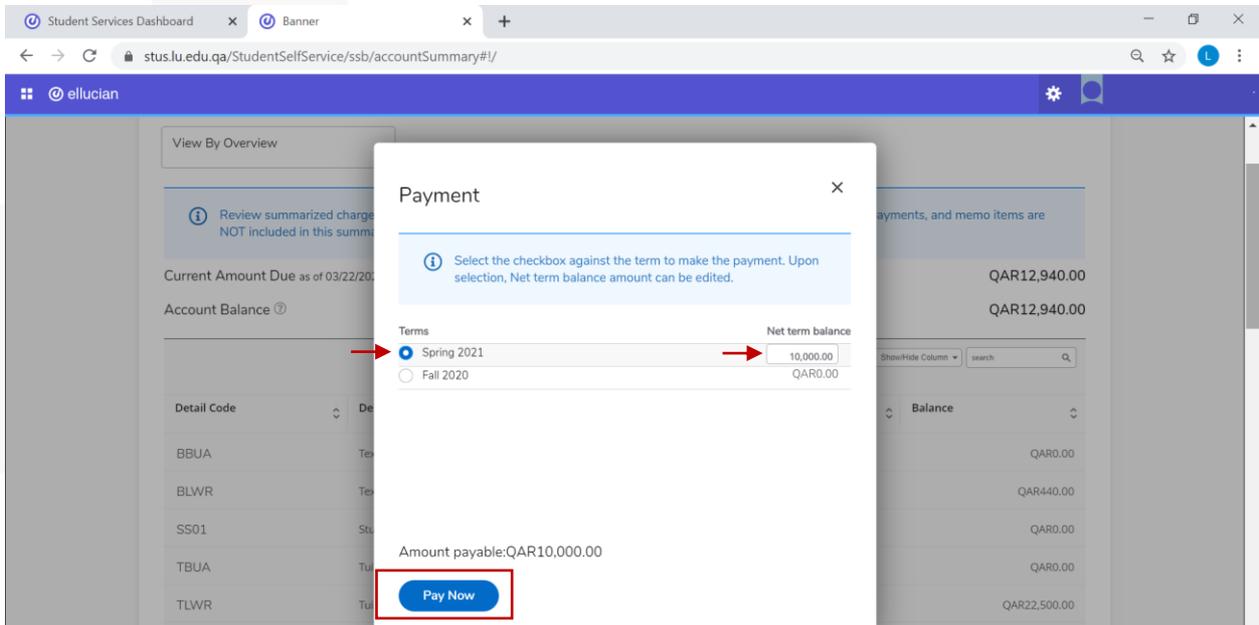
Account Balance QAR15,910.00

Detail Code	Description	Charge	Payment	Balance
BMKD	TextBooks - MKDT	QAR1,100.00		QAR660.00
SS01	Student Service Fee	QAR2,500.00		QAR0.00

Pay Now

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

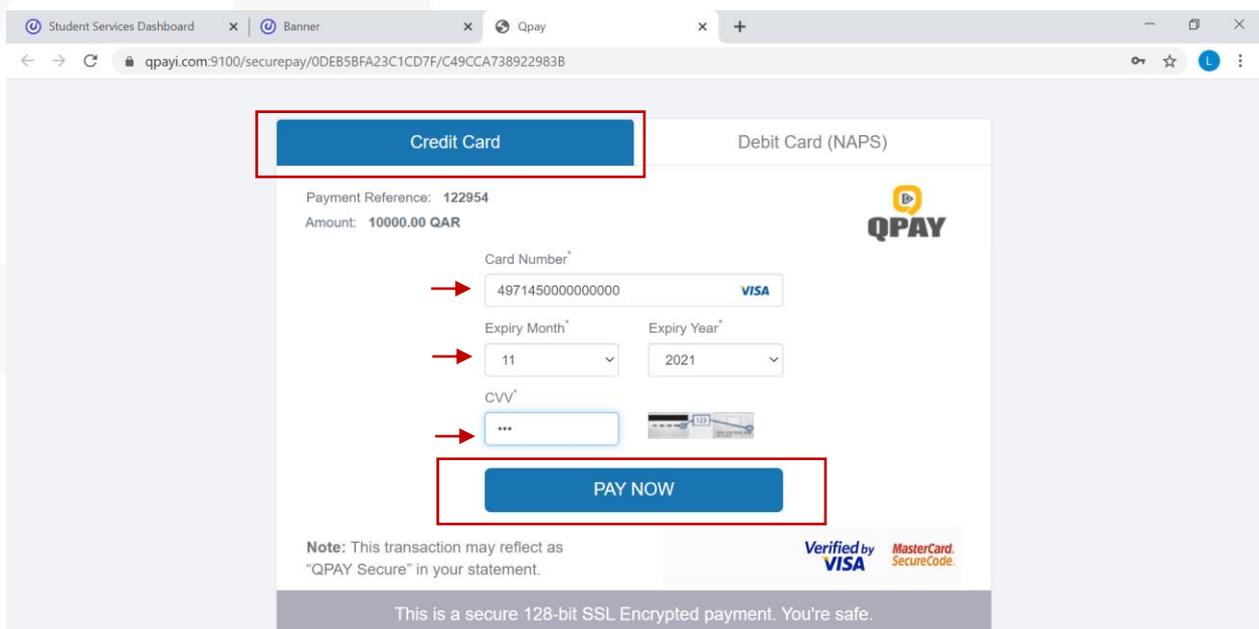
Note: you can add maximum of 10,000 QR in each payment transaction.



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

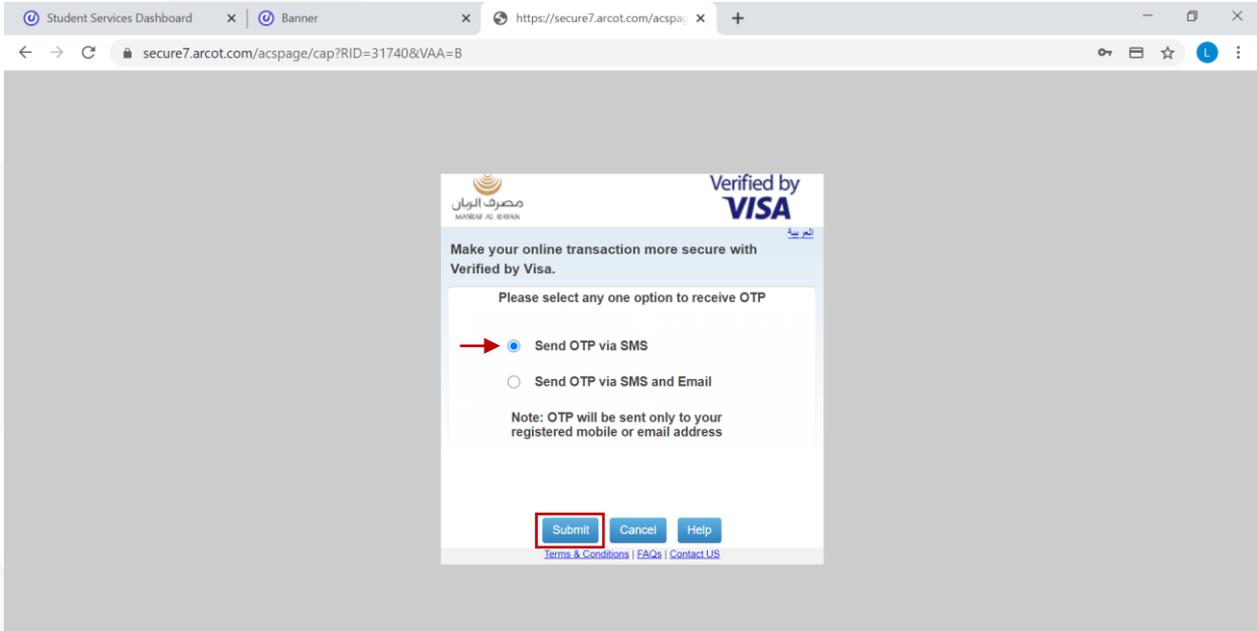
Payment using Credit Card

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".

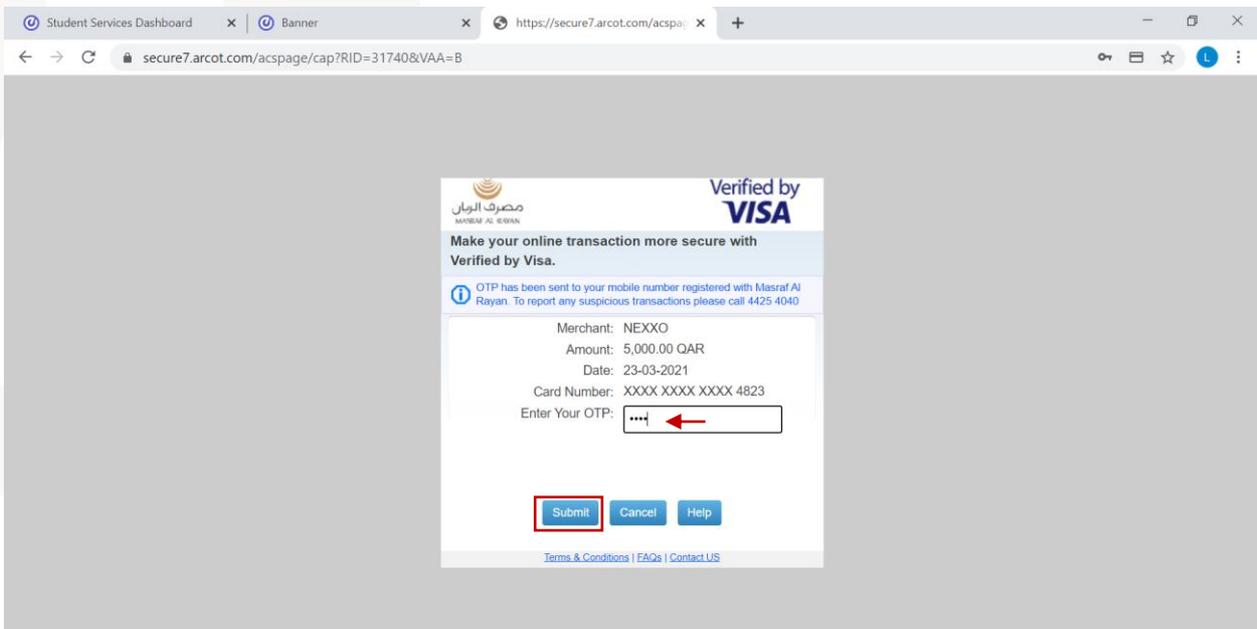


After that, you will be directed to the verification page. You need to choose how to receive the security code, OTP (One Time Password), then click "Submit".

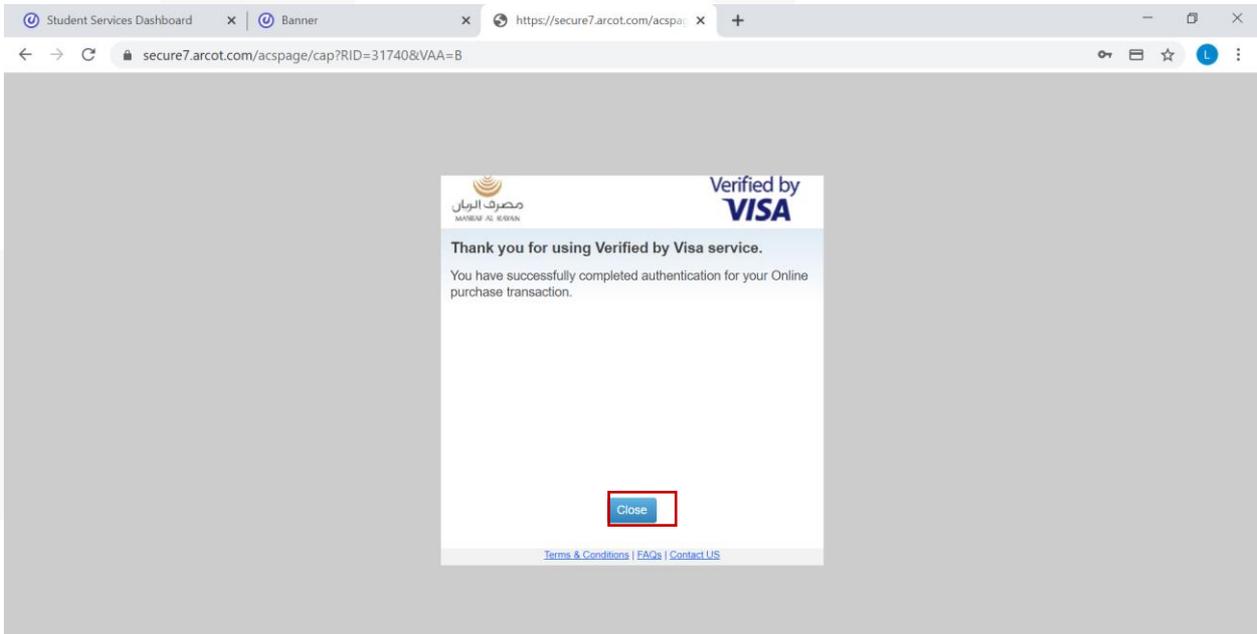
Note: If you did not get this page, that means you entered wrong card information.



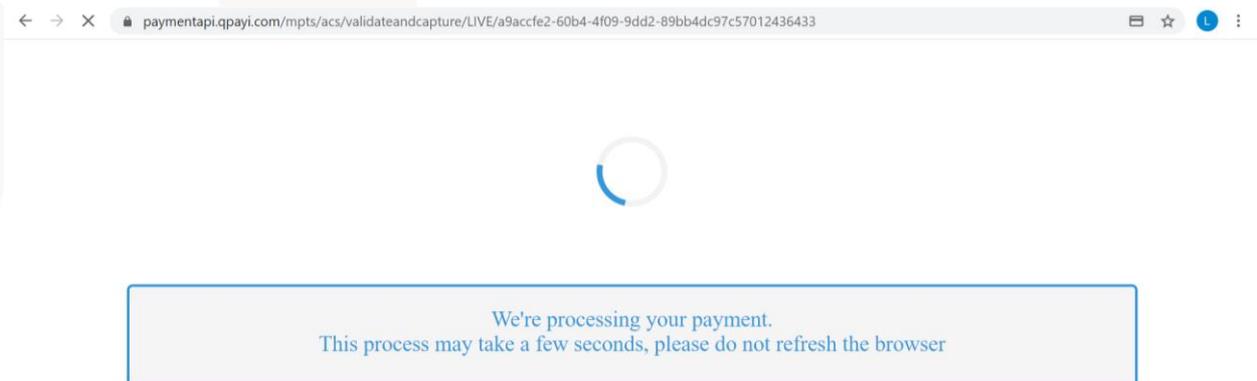
After that you will receive the security code (OTP) on your mobile or e-mail (based on the option you chose). Insert this code (OTP) in the field and click "Submit".



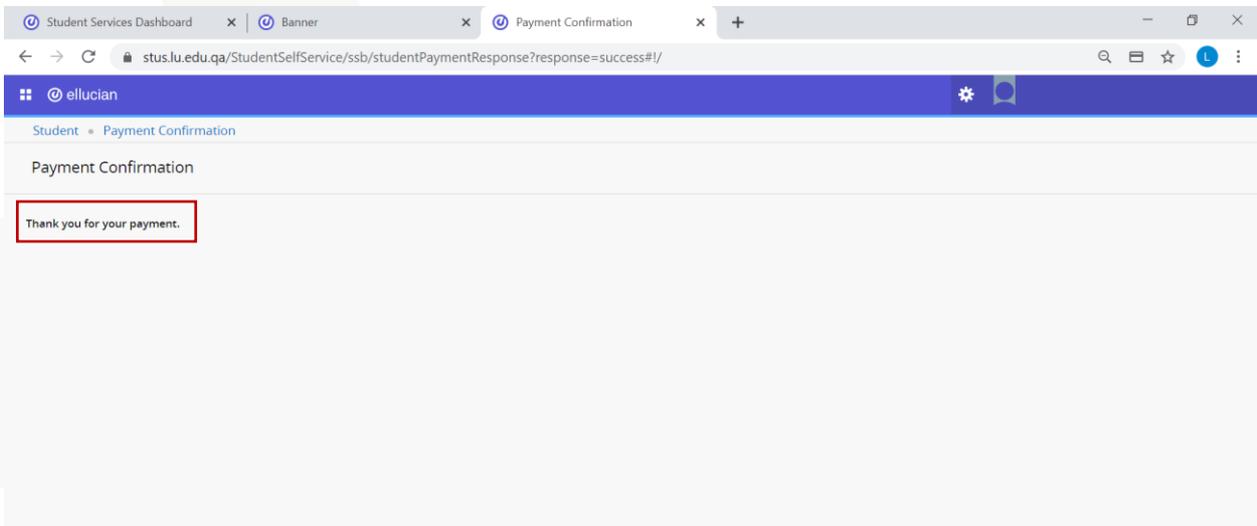
If the OTP is correct, you will get the following page. Click on "Close".
Note: if you did not get this page, that means the OTP you entered is wrong.



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

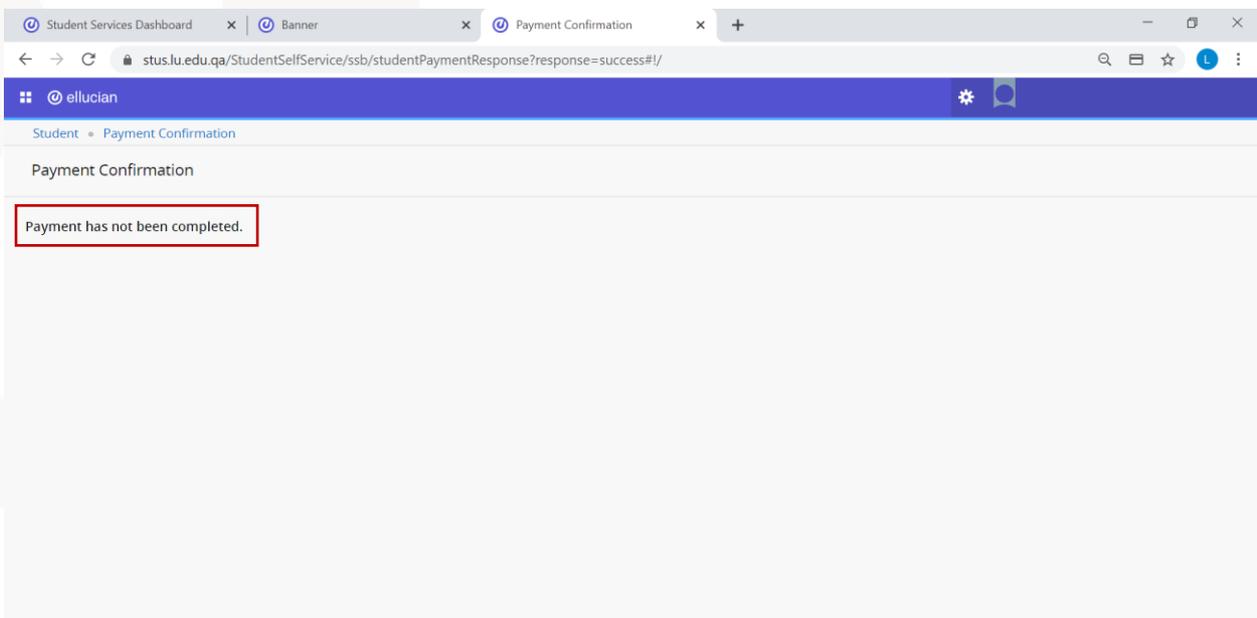


Finally, you will get the payment confirmation page. The message “Thank you for your payment” means the payment is completed successfully.



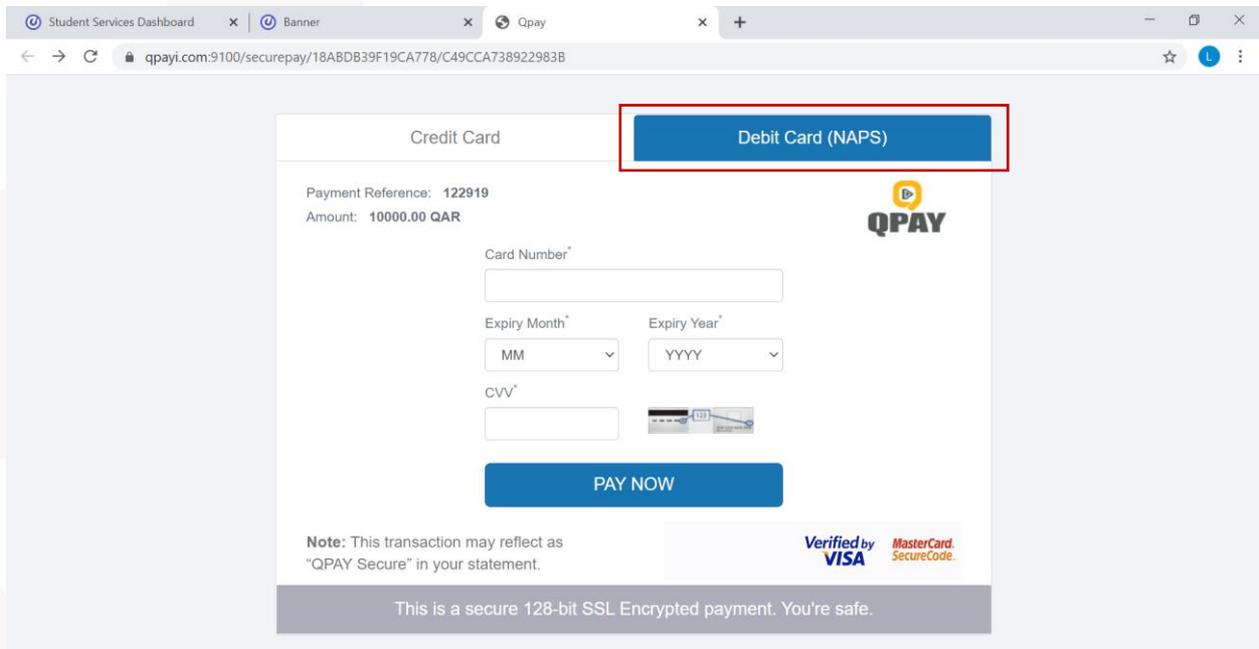
You should repeat the same process until your account balance become 0 QR.

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.



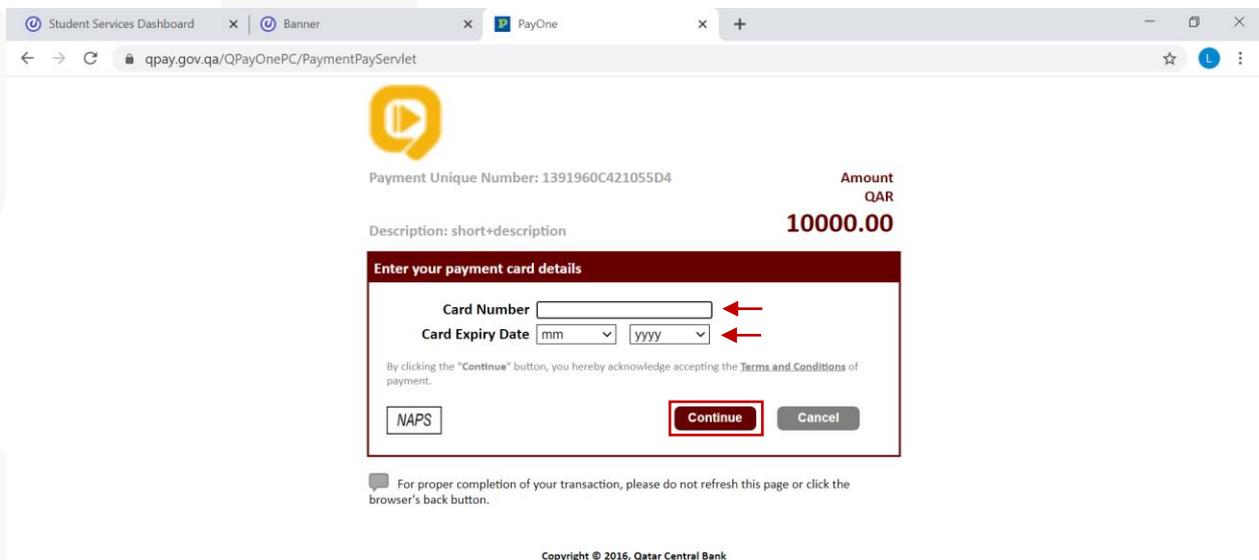
Payment using Debit Card

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



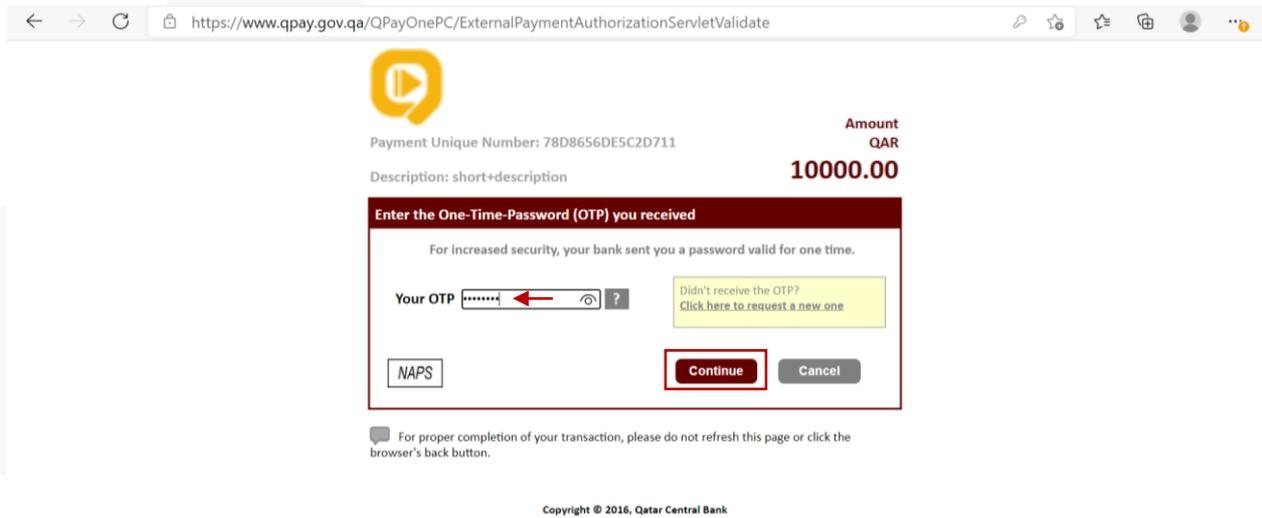
The screenshot shows a web browser window with the URL `qpai.com:9100/securepay/18ABDB39F19CA778/C49CCA738922983B`. The page displays a payment form with two tabs: "Credit Card" and "Debit Card (NAPS)". The "Debit Card (NAPS)" tab is highlighted with a red box. Below the tabs, the payment details are shown: "Payment Reference: 122919" and "Amount: 10000.00 QAR". The QPAY logo is visible in the top right corner. The form includes input fields for "Card Number", "Expiry Month" (MM), "Expiry Year" (YYYY), and "CVV". A "PAY NOW" button is located below the input fields. A note at the bottom states: "Note: This transaction may reflect as 'QPAY Secure' in your statement." and "This is a secure 128-bit SSL Encrypted payment. You're safe." Logos for "Verified by VISA" and "MasterCard SecureCode" are also present.

After that, insert your card details and click “Continue”.

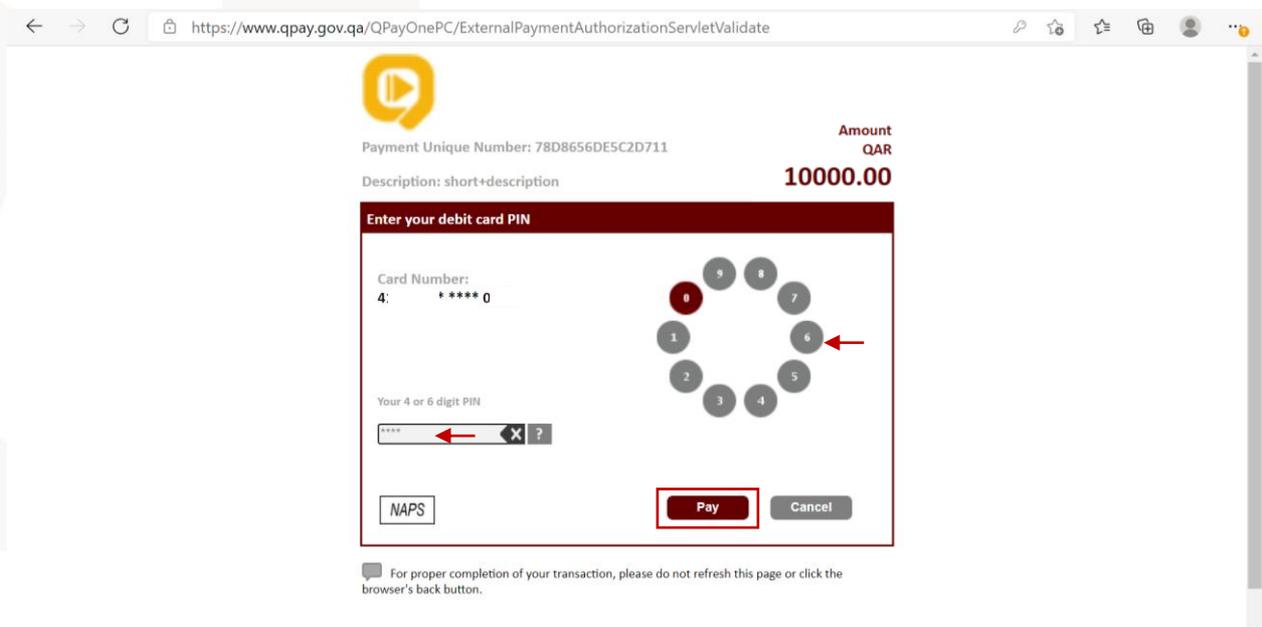


The screenshot shows a web browser window with the URL `qpai.gov.qa/QPayOnePC/PaymentPayServlet`. The page displays the QPAY logo and the following information: "Payment Unique Number: 1391960C421055D4" and "Amount QAR 10000.00". The description is "short+description". A red box highlights the "Enter your payment card details" form, which includes input fields for "Card Number" and "Card Expiry Date" (mm/yyyy). Red arrows point to the "Card Number" and "Card Expiry Date" fields. Below the form, there is a checkbox for "NAPS" and a "Continue" button. A note at the bottom states: "For proper completion of your transaction, please do not refresh this page or click the browser's back button." The copyright notice "Copyright © 2016, Qatar Central Bank" is visible at the bottom.

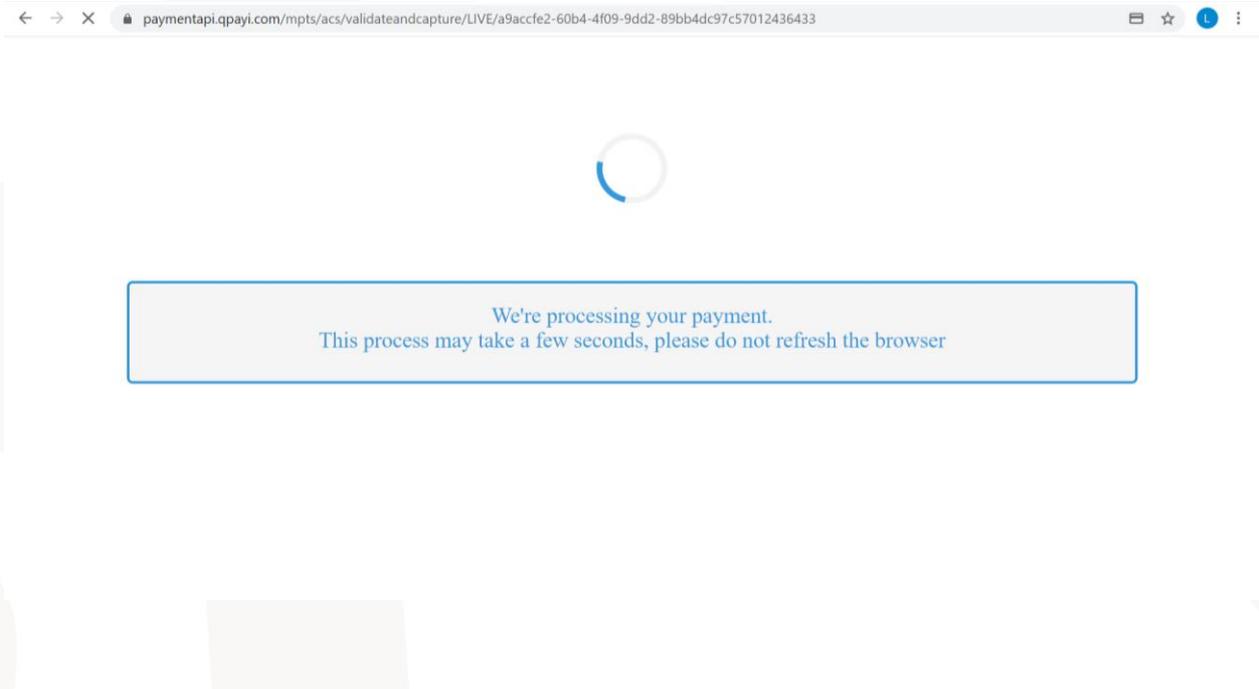
After that, you will receive OTP (One Time Password) from your bank on your mobile. Insert this OTP in its field and click "Continue".



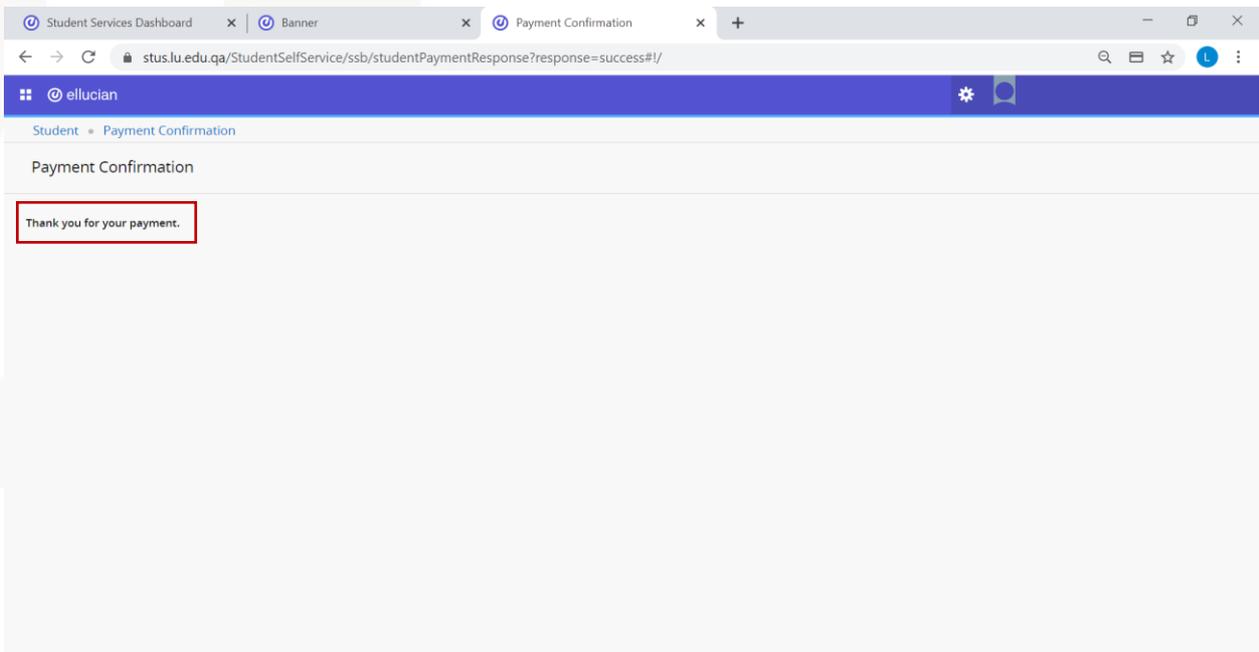
After that, you need to add your card PIN (the one you enter when you use the ATM machine). Add the PIN by clicking on the numbers in the circles, then click "Pay".



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

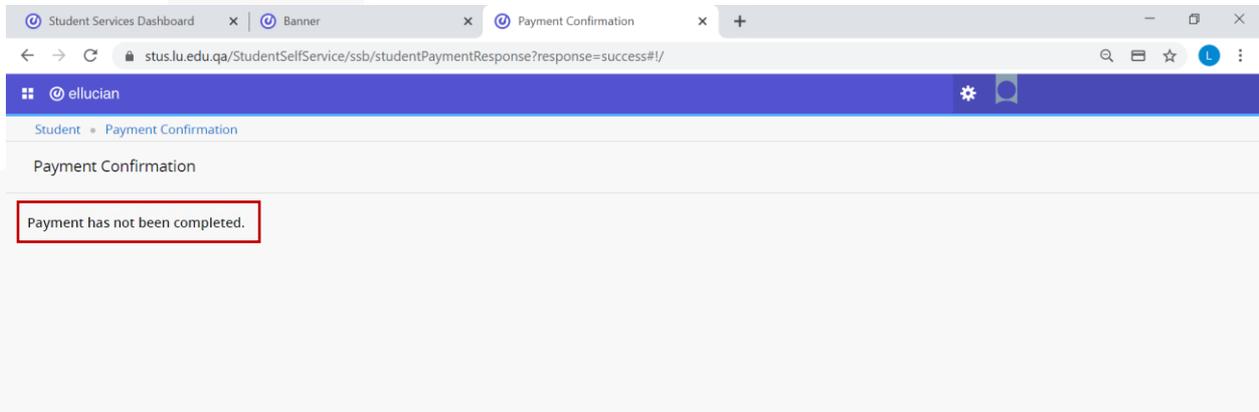


Finally, you will get the payment confirmation page. If you got the message "Thank you for your payment", that means the payment is completed successfully.



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.



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:
 - o If you are using Google Chrome: right click on the browser icon, then choose (New incognito window)
 - o If you are using Edge: right click on the browser icon, then choose (New InPrivate window)
 - o If you are using Safari: right click on the browser icon, then choose (New private window)