## APPENDIX III - STEPS FOR PAYMENT VIA I-BANKING (only applicable to iBanking user with DBS/POSB) & ATM TRANSFER

## 1) I-BANKING

Step 1: Logon to <u>http://www.dbs.com.sg/personal</u>. Go to 'Payments' and select 'Bill payment'.



Step 2: Select 'LASALLE COLLEGE OF THE ARTS' and click 'Submit'.

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<ul> <li>Register New iB Secure Device</li> <li>Account Information</li> <li>Funds Transfer</li> <li>Funds Transfer (Overseas)<sup>New</sup></li> <li>Payments</li> </ul>			
<ul> <li>Bill Payment</li> <li>Top Up <i>PayPal</i></li> <li>Bill Payment: Manage Billing Arrangements</li> </ul>			
<ul> <li>GIRO: Manage GIRO Arrangements</li> <li>Credit Card</li> </ul>	To pay payee not in your pre-arranged list, please select from the droplist below.		
Payment <sup>New</sup> ▶ Pay Easy: Mail Demand Draft	LASALLE COLLEGE OF THE ARTS	View Full List	
▶ Pay Easy: Mail iB Cheque	E Submit Clear Cancel		
<ul> <li>Manage iB Cheque/Demand Draft Payee</li> </ul>			
<ul> <li>Cashier`s Order</li> <li>Purchase</li> </ul>			
<ul> <li>Demand Draft Purchase</li> </ul>			

Step 3: Key in amount to be paid.

Key in the 'Bill Ref No.' given on the top right hand side of your fee advice in the 'Consumer Reference No.' box for identification purpose \*. Then, click 'Submit'

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Contact Us  Rates  Site Map	IB Homepage Logout         Image: Register New iB Secure Device         Image: Account Information         Funds Transfer (Overseas) <sup>New</sup> Payments         Image: Bill Payment Top Up PayPal         Bill Payment: Manage Billing Arrangements         Image: GIRO: Manage GIRO Arrangements         GIRO: Manage GIRO Arrangements         Credit Card Payment <sup>NEw</sup> Pay Easy: Mail Demand Draft         Pay Easy: Mail Demand Draft         Pay Easy: Mail B Cheque         Manage iB Cheque/Demand Draft Payee         Cashier's Order Purchase         Demand Draft Purchase         Demand Draft Purchase         Demand Draft Purchase         Cashier's Order Purchase         Cashier's Order Purchase         Demand Draft Purchase         Demand Draft Purchase         Credit & Debit/ATM Card         Investment & Trading         Account Opening & Placements         Credit & Debit/ATM Card         e Estatement <sup>New</sup> My Preferences         Service Request         Contact Us         Rates	<ul> <li>Bill Payment</li> <li>22 Jul 2013 11:31 AM Singapore</li> <li>Simply select the account that you want</li> <li>Payee Name</li> <li>Pay From</li> <li>Amount</li> <li>Consumer Reference No.</li> <li>Payment Type:         <ul> <li>Immediate Payment</li> <li>Future Payment. Please select (You may specify a date up to 30 date up to 30 date)</li> <li>Note:                 <ul> <li>If you are paying for more the Payment made to each Card acc All payments made after 11:30F</li> <li>To allow sufficient time for proce</li> <li>The above service can only be</li> <li>The above service can only be</li> </ul> </li> </ul> </li> </ul>	t to pay from, fill in the payment LASALLE COLLEGE SS SS t date of payment: days in advance) han one DBS/ POSB Credit o count will be used to settle trar M (or 8:30PM on the last worki ressing by the corporation, you performed via a SGD account.	E OF THE ARTS	Image: Control of the card account separately.         Cardinand Supplementary Card(s) of that account.         Cardinand Supplementary Card(s) of that account.         Principal and Supplementary Card(s) of that account.         Asys in advance.         * IMPORTANT:         You MUST Key in the <u>7 digit 'Bill Ref No.'</u> given on the top right hand side of your fer	e

Step 4: When payment is done successfully, please print or keep a screenshot of the receipt/ acknowledgement page for verification with LASALLE

Finance.

## 2) ATM TRANSFER



Step 1: Insert your DBS/ POSB ATM card into the card slot and key in your personal pin number.

Step 2: Select 'Other Services' option followed by 'Credit Card/ Bill Payment' option.



Step 3: Select 'LASALLE'.





Step 5: Enter the amount payable as per indicated in the fee advice.



Step 6: Press 'Confirm' to proceed with the transaction. Please remember to keep your transaction receipt for future reference or verification purposes.

ONCR OU HAVE REQUESTED PAYMENT TO: ABC OORGANISATION :\$100.00 AMOUNT POSE SAVINGS FROM A/C : 123-45678-9 A/C NO. BILL REF NO: 1234567890 TO CONFIRM, PRESS PRESS CANCEL KEY TO CANCEL,