Universiti Tun Abdul Razak (UNIRAZAK)

Bill Payment via SCB Internet Banking
Step-by-step Guide

Step 1 – Payee Registration (one-off, first time only)

2. on the left hand side, at Online Services menu, click log in
3. key in Username and Password
4. from the left navigation menu, click Payments & Transfers
5. Create New Payment/ Transfer, select 3rd Party Funds Transfer/ Bills Payment
6. click to Add a New Bill Payment Payee
7. from list of merchants, select Universiti Tun Abdul Razak (UNIRAZAK)
8. key in Bill Account No. field with the Contact no.; Short Name field with the Customer Name and complete other required details
9. enter OTP (6 digit numbers) in the appropriate box. Note: OTP (One-Time Password) will be sent to your registered mobile via sms during this process
10. click Confirm New Payee Details
11. acknowledgement displayed - The payee has been added successfully. Another sms will be sent to your registered mobile as a post notification that you have added a Bill Payment Payee on Internet Banking.

Step 2 – To make payment

1. from the left navigation menu, select 3rd Party Funds Transfer/ Bills Payment
2. from the registered payee list, select Universiti Tun Abdul Razak (UNIRAZAK)
3. Universiti Tun Abdul Razak (UNIRAZAK) to Pay a Bill
4. complete relevant details (Student name, IC No, Matric No, Customer Name, Contact No)
5. click Next. Review details displayed, click Confirm.
6. Acknowledgement – The payment has been submitted for processing successfully and a receipt number will be displayed.

Lb/ June 2012