HKAM Annual Subscription
Credit Card Online Payment Service
User Guide

Pay Online  VISA  MasterCard

Ver. 1
Step 1:
Log into iCMECPD:
https://www.icmecpd.hk
Step 2:
Click “Fellows’ Area”
→ “Annual Subscription”.
Step 3: Click “Pay Online” to settle the outstanding payment.
(Click “User Guide to view the detailed payment procedures.)

**Annual Subscription**

**Outstanding Payment**

<table>
<thead>
<tr>
<th>Receivable ID</th>
<th>Year</th>
<th>Fellowship No.</th>
<th>College</th>
<th>Details</th>
<th>Amount (HK$)</th>
<th>Payment Method</th>
<th>Due Date</th>
<th>Updated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE201804032</td>
<td>2018</td>
<td>04380</td>
<td>SU</td>
<td>Academy Subscription</td>
<td>3000.00</td>
<td>Cheque</td>
<td>01/01/2018</td>
<td>05/12/2017</td>
</tr>
</tbody>
</table>

Total Count: 1

Surcharge will apply if settled after 30 June of the subscription year.
Step 4:
Choose whether to receive official receipt by post or not, and click “Continue to Online Payment”.

### Annual Subscription

#### Outstanding Payment

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**Pay Online**

**Official Receipt**

Do you want to receive the official receipt by mail?

- [x] Yes
- [ ] No

**Latest Transaction Records**

**Continue to Online Payment**
Step 5:
Double check the amount to be paid, and click “Proceed”.
(Click “Cancel” if you do not wish to continue.)
Step 6:
Enter credit card information, and click “Proceed”.
(Click “Cancel” if you do not wish to continue.)
Step 7:
Double check all the information. Click “OK” and follow the instructions of Visa / Mastercard to complete the transaction.
(Click “Cancel” if you do not wish to continue or need to correct the credit card information.)
For successful transaction, a record will be shown in the Annual Subscription page immediately. The e-Receipt will be available on next day.

(The respective outstanding payment record will still be shown if the transaction is unsuccessful.)

### Outstanding Payment

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**Total Count: 0**

**Pay Online**

Visa, MasterCard

Surcharge will apply if settled after 30 June of the subscription year.

### Latest Transaction Records

<table>
<thead>
<tr>
<th>Received ID</th>
<th>Year</th>
<th>Fellowship No.</th>
<th>College</th>
<th>Details</th>
<th>Amount (HK$)</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING</td>
<td>2018</td>
<td>02310</td>
<td>SU</td>
<td>Academy Subscription</td>
<td>3000.00</td>
<td>19/12/2017 17:28</td>
</tr>
</tbody>
</table>