

## User Guide

### Checkpoint Online Payment

#### PART 1: INSTRUCTION FOR USERS / PAYER

##### 1. Accessing the online payment:

- Online payment can be accessed using an Internet browser at:
- <https://www.ckpals.com/payment>

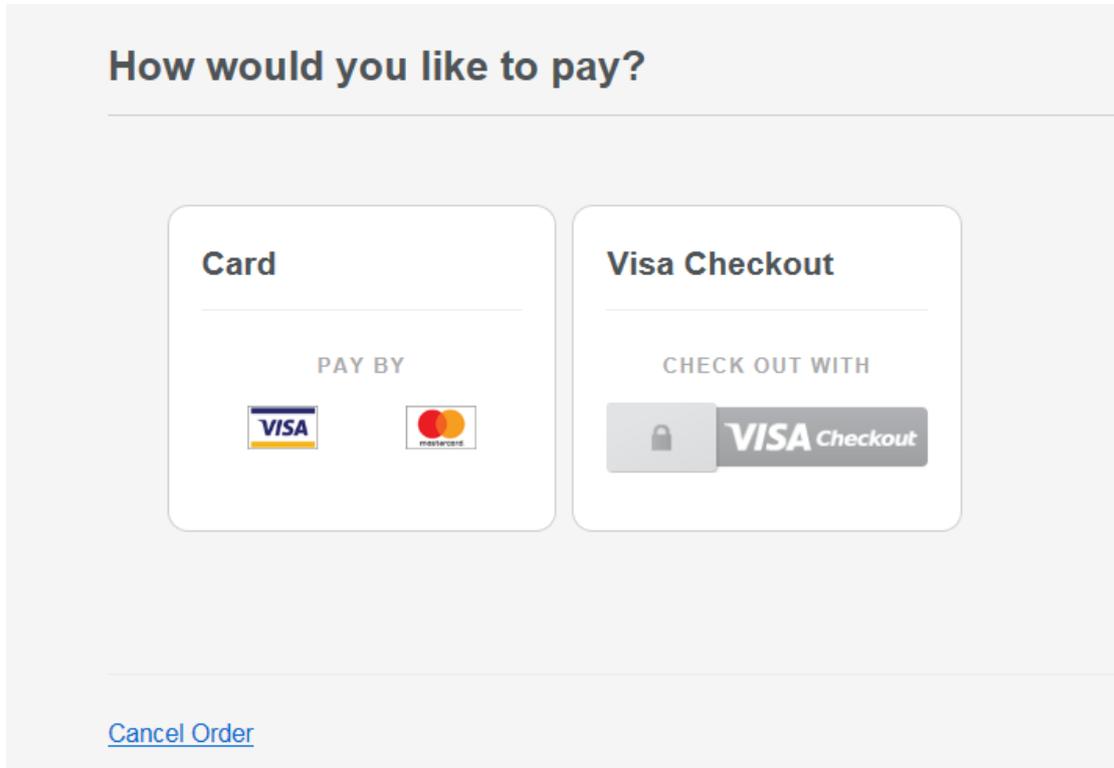
##### 2. Filling out the online payment form:

Field Name	Mandatory?	Remark
<b>Company Name*</b>	Yes	Input name of the paying company
<b>Invoice Number*</b>	Yes	Input Checkpoint invoice number or Customer Number. Maximum 50 characters
<b>Amount*</b> (format #0.00)	Yes	Input the amount of the invoice in USD / HKD / GBP / EUR and the input must include the 2 decimal places. (format #0.00)
<b>Checkpoint Contact Person*</b>	Yes	Input name of contact person at Checkpoint
<b>First Name*</b>	Yes	Input the first name of the contact person at the paying company
<b>Last Name*</b>	Yes	Input the last name of the contact person at the paying company
<b>Street Address*</b>	Yes	Input the paying company street address
<b>City*</b>	Yes	Input the paying company city
<b>State (*Required field for US/CA)</b>	No	Input the state if the company locate at US / CA
<b>Postal Code (*Required field for US/CA)</b>	No	Input the postal code if the company locate at US / CA
<b>Country*</b>	Yes	Input the paying company country
<b>Email*</b>	Yes	Input email address of the contact person at the paying company
<b>Phone Number *</b>	Yes	Input telephone number of the contact person at the paying company
<b>Remark (If any)</b>	No	Input remark, if any, for Checkpoint account department

**3. Press “Submit” after filling out the form:**

After pressing “Submit”, users should be directed to Global Pay payment page (see below).

Please press Visa or MasterCard for payment:



**How would you like to pay?**

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**Card**

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PAY BY

**Visa Checkout**

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CHECK OUT WITH



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[Cancel Order](#)

4. Once selected the credit card, there have 4 steps for payment process: **Billing; Payment; Review and Receipt**

- “Billing” page. Users can review the billing information and the payment amount. If the payment information is correct, users should press “Next” and go to next page, “Payment”.

**Billing**      Payment      Review      Receipt

### Billing Information

\* Required field

First Name \*  
terry

Last Name \*  
chen

Company Name \*  
XYZ Co Ltd

Address \*  
609 street

City \*  
hong kong

Country \*  
Hong Kong

State/Province

Zip/Postal Code

Phone Number \*  
1234 5678

Email \*  
terry@xyz.com

**Next**

[Cancel Order](#)

### Your Order

Total amount      £500.00

Card selected. [Change payment method](#)

- “Payment” page. After entering the Credit Card number and Expiry date, users should press “Next” to submit and go to “Review” page.

The screenshot shows the 'Payment' step of a checkout process. At the top, there are four tabs: 'Billing', 'Payment' (highlighted in green), 'Review', and 'Receipt'. The main content is divided into two columns. The left column, titled 'Payment Details', contains a lock icon, a '\* Required field' note, and three sections: 'Card Type \*' with radio buttons for 'VISA Visa' and 'Mastercard Mastercard' (the latter is selected); 'Card Number \*' with an empty input field; and 'CVN \*' with a text box and a magnifying glass icon over the number '123'. Below these is the 'Expiration Date \*' section with two dropdown menus. At the bottom of this column are 'Back' and 'Next' buttons, and a 'Cancel Order' link. The right column, titled 'Your Order', shows a green box with 'Total amount £500.00' and a link for 'Change payment method'.

- “Review Page”. Users can double check the payment information and press “Pay” for payment process.

The screenshot shows the 'Review' step of the checkout process. At the top, there are four tabs: 'Billing', 'Payment', 'Review' (highlighted in green), and 'Receipt'. The main content is divided into two columns. The left column, titled 'Review your Order', contains a sub-section 'Payment Details' with a table showing 'Card Type' as 'Mastercard', 'Card Number' as 'xxxxxxxxxxxx4444', and 'Expiration Date' as '05-2021'. Below this table are 'Back' and 'Pay' buttons, and a 'Cancel Order' link. The right column, titled 'Your Order', shows a green box with 'Total amount £500.00'.

- “Receipt” page. Users should receive the confirmation from Global Pay.

# Checkpoint Systems Limited

Transaction successful. Reference Number: IA00000776

**Receipt**

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**Date:** 2018-05-29  
**Invoice Number:** IA00000776

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**Billing Information**

Terry Chan  
HK  
Hong Kong

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**Payment Details**

Card Type	Mastercard
Card Number	xxxxxxxxxxxx4444
Expiration Date	05-2021

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<b>Total amount</b>	<b>£500.00</b>
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Please keep a copy of this receipt for your records

**5. Transaction is completed**

- User can press “Print” and save the receipt for record.

**\*\*\* End \*\*\***