

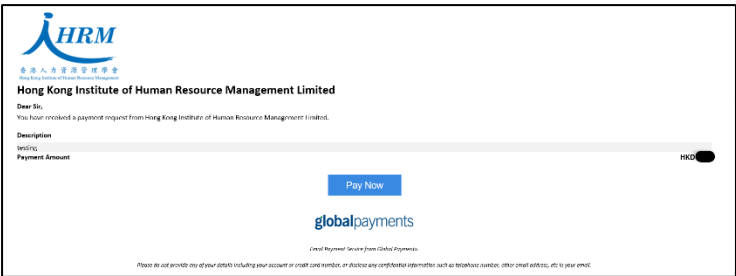
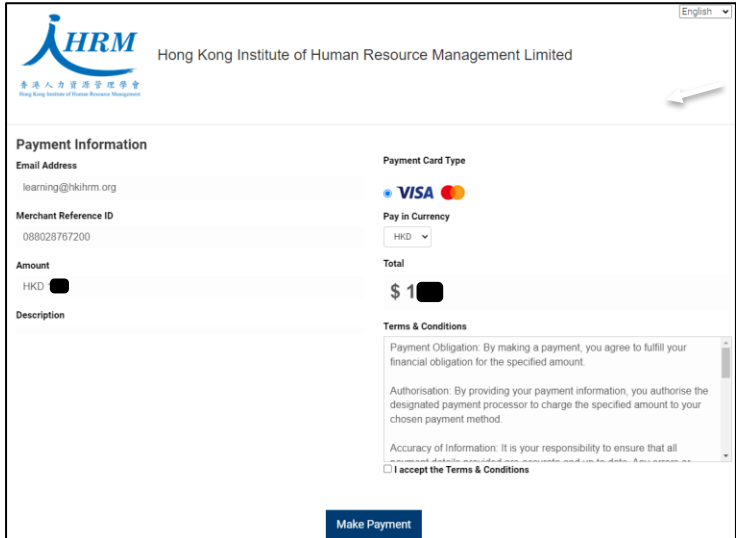
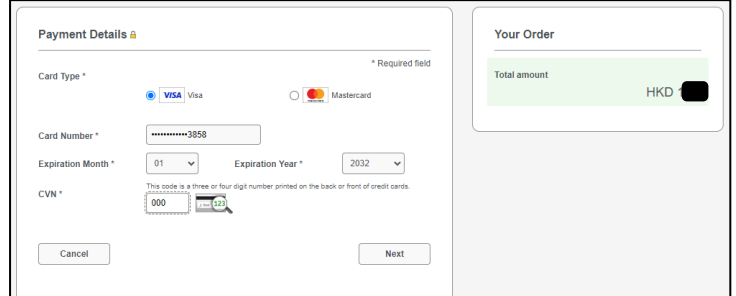


# 香港人力資源管理學會

Hong Kong Institute of Human Resource Management

Operated by Hong Kong Institute of Human Resource Management Limited

## Processing Credit Card Payments via the Global Payments Platform

Screen Capture	Instructions
<p><b>1</b></p> 	<ul style="list-style-type: none"> <li>– Participants will receive an email from Global Payments Email Pay (<a href="mailto:emailpay@gpapecomm.com">emailpay@gpapecomm.com</a>) detailing the fee. Please cross-check this fee against your invoice.</li> <li>– Click the "Pay Now" button to access the payment portal.</li> </ul>
<p><b>2</b></p> 	<ul style="list-style-type: none"> <li>– The payment portal will open in your browser. Verify the fee again against your invoice.</li> <li>– Click "I accept the Terms &amp; Conditions", then click "Make Payment".</li> </ul>
<p><b>3</b></p> 	<ul style="list-style-type: none"> <li>– Select your Card Type, enter the Card Number and the required information.</li> <li>– Click "Next" to proceed.</li> </ul>

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Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong

T: (852) 2881 5113 F: (852) 2881 6062 E: [info@hkihrm.org](mailto:info@hkihrm.org) W: [www.hkihrm.org](http://www.hkihrm.org)



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Review your Order

Payment Details  Your Order

Card Type Visa

Card Number xxxxxxxx3858

Expiration Date 01-2032

Total amount HKD 1,000.00

[Cancel Order](#)

- Review your payment details.
- If any amendments are necessary, click 'Edit Details'.
- To proceed with the payment, click 'Pay'.

### If your payment is successful

Hong Kong Institute of Human Resource Management Limited

Dear Customer,

Your payment has been received successfully.

Merchant Reference ID 1234

Description  
testing

Payment Date/Time [redacted]

Card Type Visa

Card Number [redacted]

Authorization Code 100099

Payment Amount HKD 1,000.00

Transaction ID GP2023111400357E00141

Thank you.

Email Payment Service from Global Payments.

Please do not provide any of your details including your account or credit card number, or disclose any confidential information such as telephone number, other email address, etc in your email.

- You will see a 'payment successful' message and receive an email for Payment Confirmation.
- HKIHRM will then process your application accordingly.

### If your payment is unsuccessful

Hong Kong Institute of Human Resource Management Limited

Dear Customer,

Your payment is unsuccessful. Please retry again or use another payment card.

Transaction ID GP [redacted]

Thank you.

Email Payment Service from Global Payments.

Please do not provide any of your details including your account or credit card number, or disclose any confidential information such as telephone number, other email address, etc in your email.

- You will see a 'payment unsuccessful' message.
- Please return to Step 1 and retry.

Should you have any enquiries about the credit card payments, please don't hesitate to contact HKIHRM for additional verification.

HKIHRM always remains contactable via [info@hkihrm.org](mailto:info@hkihrm.org) if you have any inquiries or concerns about phishing attempts. You are also welcome to reach out us at (852) 2881 5113.