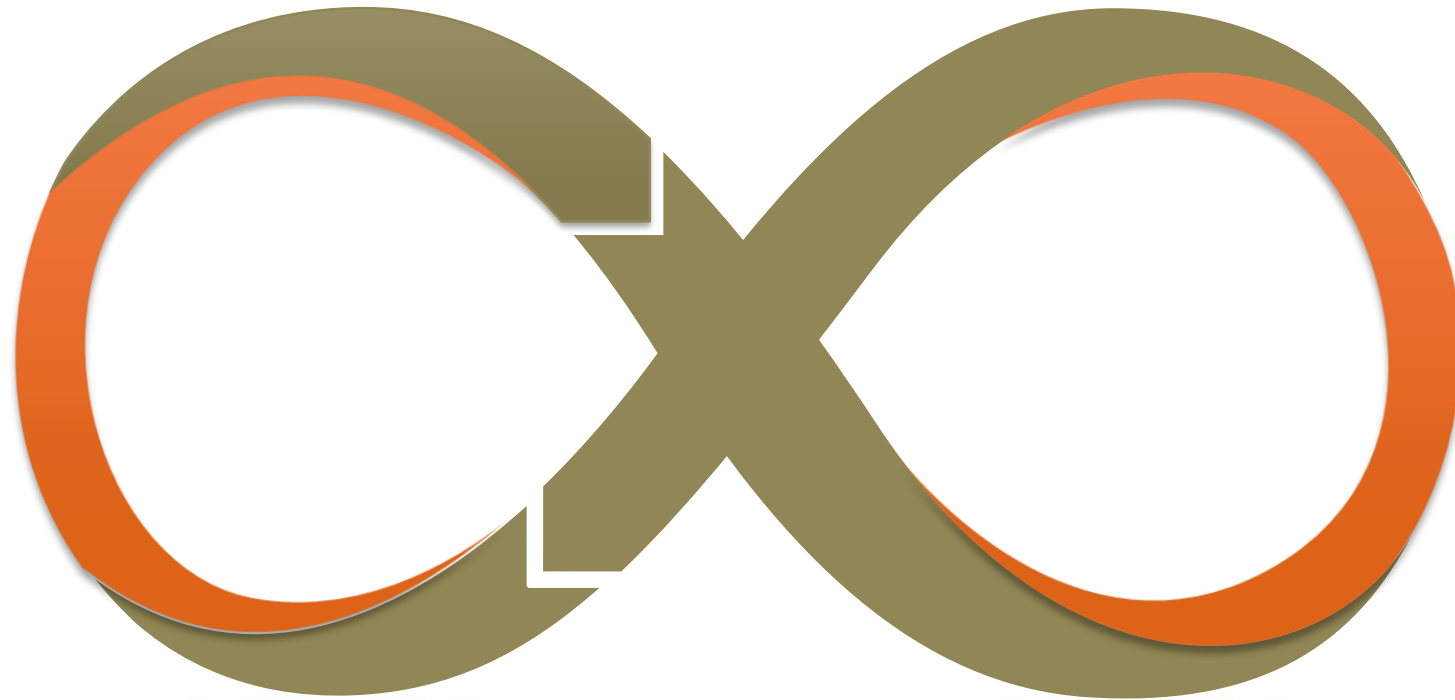
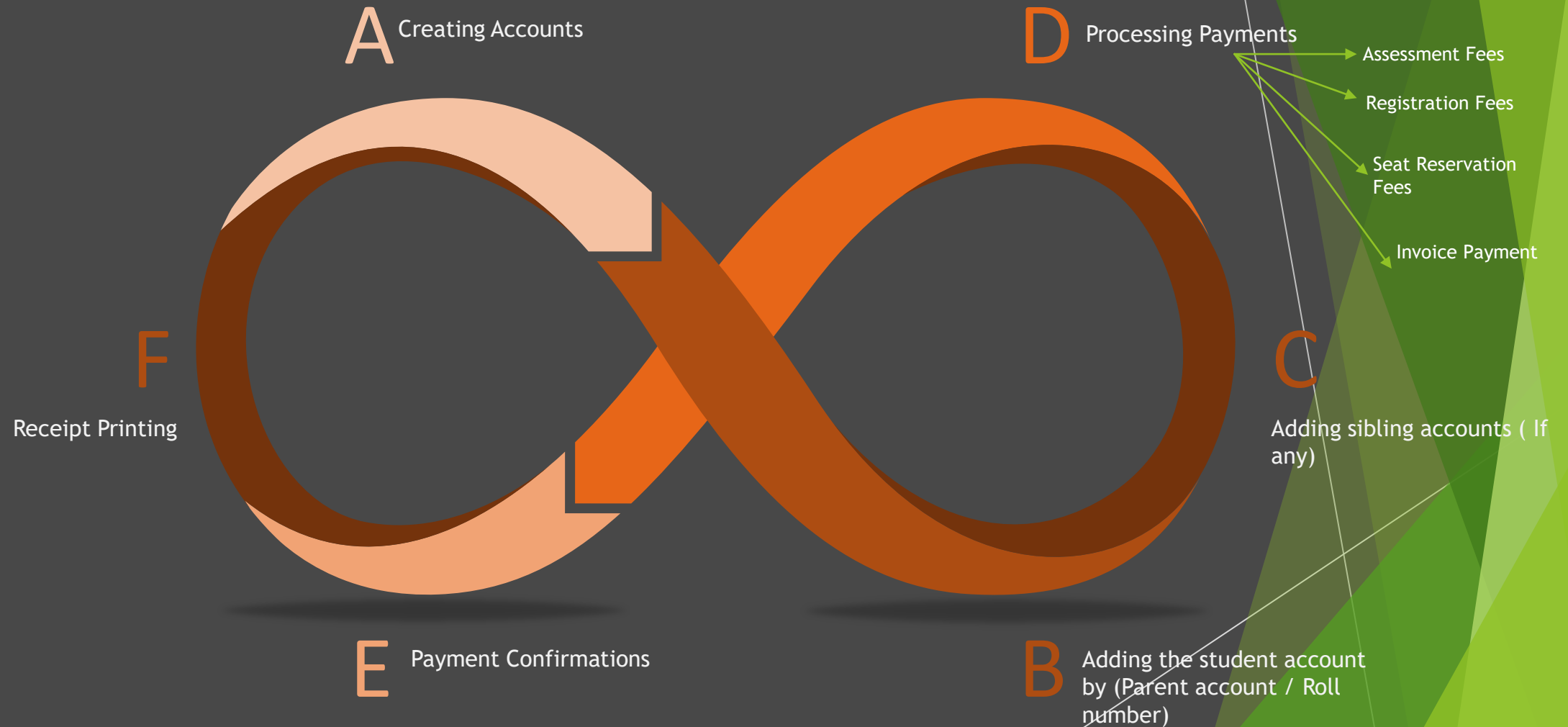


# Payment Portal Handbook - EMS



# Pay Fees



# Creating an Account

To process payments via payment portal, parents should create an account by using their personal emails and mobile numbers

1. Click on “Create account”
2. Register with active emails & mobile number
3. System will send an activation emails to the registered email
4. Go to your email and activate your Payment Portal account

EMS Payment Portal

Login Create Account

## Hello and welcome

Through our school payment portal, parents are able to manage all payments relating to their children school fees, quickly and easily.

**Login**

Email address

Password

Retype this code **FC5802** below

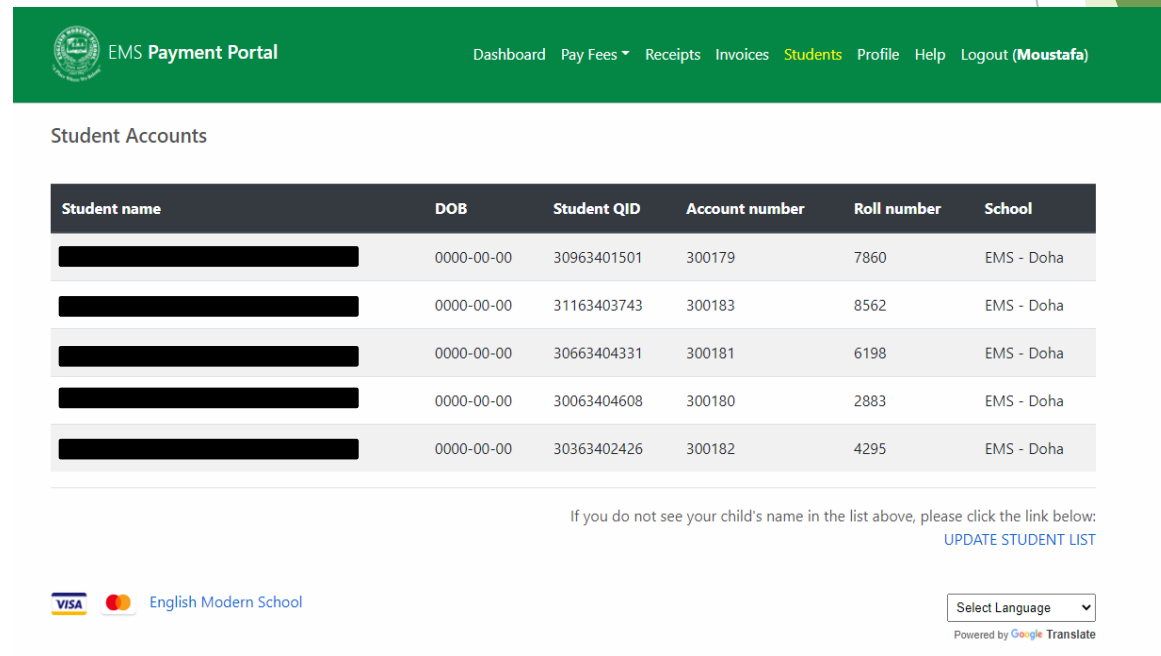
**Login** **Create New Account**

[Forgotten password?](#)  
[Resend activation email?](#)

# Adding Student to the Payment Portal

Parents can add their kids to the Payment Portal by using parents' ID & Students' roll number

1. Click on "Update List "
2. Using Parents' ID & Roll number parents can add their kids to the Payment Portal



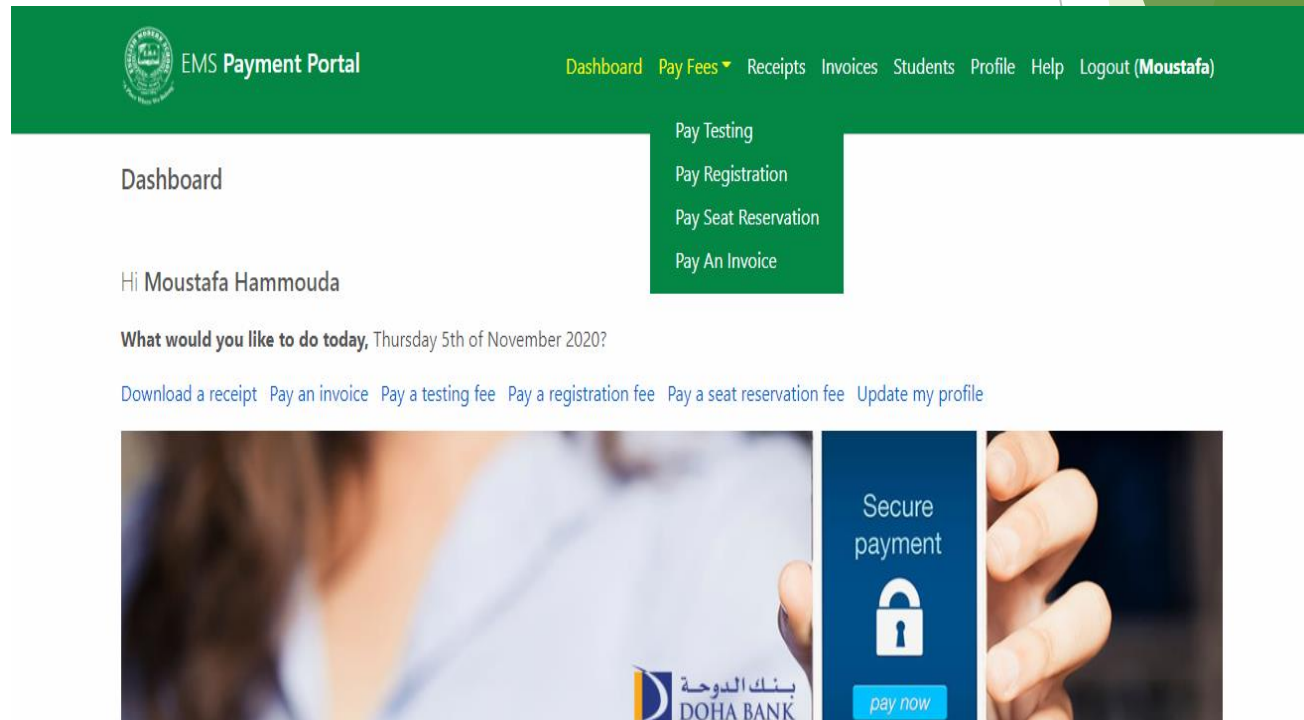
The screenshot shows the EMS Payment Portal interface. At the top, there is a green navigation bar with the EMS logo, the text "EMS Payment Portal", and a menu with items: Dashboard, Pay Fees, Receipts, Invoices, Students (highlighted), Profile, Help, and Logout (Moustafa). Below the navigation bar, the page title is "Student Accounts". A table displays a list of student accounts with the following columns: Student name, DOB, Student QID, Account number, Roll number, and School. The table contains five rows of data, with the student names redacted. Below the table, there is a link that says "If you do not see your child's name in the list above, please click the link below: UPDATE STUDENT LIST". At the bottom of the page, there are logos for VISA and English Modern School, along with a "Select Language" dropdown menu and a "Powered by Google Translate" notice.

Student name	DOB	Student QID	Account number	Roll number	School
[REDACTED]	0000-00-00	30963401501	300179	7860	EMS - Doha
[REDACTED]	0000-00-00	31163403743	300183	8562	EMS - Doha
[REDACTED]	0000-00-00	30663404331	300181	6198	EMS - Doha
[REDACTED]	0000-00-00	30063404608	300180	2883	EMS - Doha
[REDACTED]	0000-00-00	30363402426	300182	4295	EMS - Doha

# Paying Fees

Parents can pay their kids school payments via online portal

1. Click on “Pay Fees ”
2. Parents can process the payment by Clicking on Pay Fess



The screenshot displays the EMS Payment Portal interface. At the top, there is a green navigation bar with the EMS logo and the text "EMS Payment Portal". To the right of the logo, there are links for "Dashboard", "Pay Fees" (which is highlighted with a dropdown menu), "Receipts", "Invoices", "Students", "Profile", "Help", and "Logout (Moustafa)". The dropdown menu for "Pay Fees" contains four options: "Pay Testing", "Pay Registration", "Pay Seat Reservation", and "Pay An Invoice". Below the navigation bar, the user is greeted with "Hi Moustafa Hammouda" and the date "Thursday 5th of November 2020?". There is a section titled "What would you like to do today" with several links: "Download a receipt", "Pay an invoice", "Pay a testing fee", "Pay a registration fee", "Pay a seat reservation fee", and "Update my profile". At the bottom of the screenshot, there is a banner for "DOHA BANK" with the text "Secure payment" and a "pay now" button.



This image is a close-up of the "Pay Fees" dropdown menu from the EMS Payment Portal. The menu is green and contains four options: "Pay Testing", "Pay Registration", "Pay Seat Reservation", and "Pay An Invoice". The "Pay Fees" link in the navigation bar is highlighted with a green background.

# Paying Fees

Type of payment Parents can process via online portal

1. Testing Fees
2. Registration Fees
3. Seat reservation Fees
4. Outstanding Invoices

**payonline**

# Paying Registration Fees

Parents can pay their kids registration fees by using Students' roll number & Full Name

1. Click on “Pay Fees ”
2. Select the schools
3. Enter the student full name
4. Enter the Student roll number
5. Pay the testing fees

The screenshot shows the EMS Payment Portal interface. At the top, there is a green header with the EMS logo and the text "EMS Payment Portal". To the right of the header, there are navigation links: "Dashboard", "Pay Fees" (highlighted in yellow), "Receipts", "Invoices", "Students", "Profile", "Help", and "Logout (Moustafa)".

Below the header, the main content area is titled "Pay Testing Fees". There is a dropdown menu for selecting the school, currently showing "EMS - Doha". Below this, the text "Enter student(s) information below:" is displayed. There are three input fields for student information:

1	Mohamed Ahamed	11196	QAR 10.23
---	----------------	-------	-----------

Below the input fields, there is a blue button labeled "Pay Testing Fee".


At the bottom of the page, there are logos for "VISA" and "MasterCard" next to the text "English Modern School". On the right side, there is a "Select Language" dropdown menu and a small text "Powered by Google Translate".

# Paying Registration Fees

## Payment Process - Bank payment gateway

1. Enter the valid Credit card number
2. Select the card expiry month & year
3. Enter the card holder name
4. Enter the security code
5. Pay the testing fees

## EMS - Al Khor

Secure payment 

Card number \*



Expiry month \* Expiry year \*

Cardholder name \*

Security code \*

 3 digits on back of your card



# Paying Test Fees

Parents can pay their kids Testing fees by using Students' roll number & Full Name

1. Click on “Pay Test Fees ”
2. Select the schools
3. Enter the student full name
4. Enter the Student roll number
5. Pay the testing fees
6. Print the Receipt

The screenshot shows the EMS Payment Portal interface. At the top, there is a green header with the EMS logo and the text "EMS Payment Portal". To the right of the header, there are navigation links: "Dashboard", "Pay Fees" (highlighted in yellow), "Receipts", "Invoices", "Students", "Profile", "Help", and "Logout (Moustafa)".

Below the header, the main content area is titled "Pay Testing Fees". There is a dropdown menu for selecting the school, currently showing "EMS - Doha". Below this, there is a prompt "Enter student(s) information below:". There are three input fields: the first contains "1" and "Mohamed Ahamed", the second contains "11196", and the third contains "QAR 10.23". Below these fields is a blue button labeled "Pay Testing Fee".

At the bottom of the page, there are logos for "VISA" and "English Modern School". On the right side, there is a "Select Language" dropdown menu and a note "Powered by Google Translate".

# Paying Registration Fees or Seat Reservation Fees

Parents can pay their kids registration fees or Seat Reservation fees by using Students' roll number & Full Name

1. Click on “Pay Registration Fees or Seat Reservation ”
2. Select the Student Name
3. Select the student Grade
4. Select the payment year
5. Pay the registration or Seat reservation fees
6. Print the Receipt

The screenshot shows the EMS Payment Portal interface. At the top, there is a green header with the EMS logo and the text "EMS Payment Portal". On the right side of the header, there are navigation links: "Dashboard", "Pay Fees", and "Re". Below the header, there are two main sections: "Pay Seat Reservation Fees" and "Pay Registration Fees". A green arrow points from the "Pay Seat Reservation Fees" section to the "Pay Registration Fees" section. Each section contains a form with the following fields: a dropdown menu for "Student Name" (with a person icon), a dropdown menu for "Select student's grade: \*" (with a graduation cap icon), and a dropdown menu for "Select payment year: \*" (with a calendar icon). Below each form is a blue button: "Pay Seat Reservation Fee" and "Pay Registration Fee".

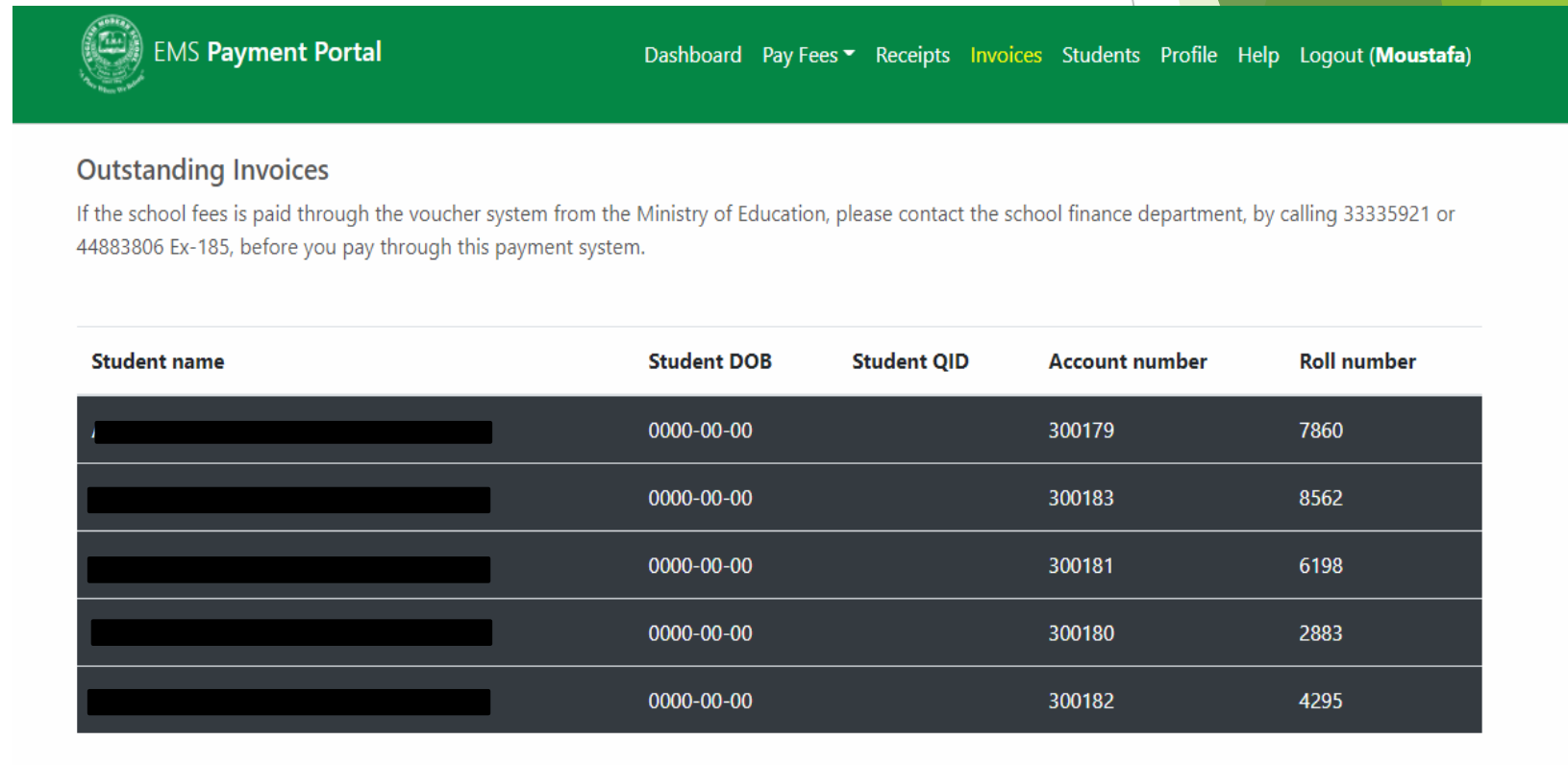
# Paying Outstanding Fees

## Outstanding Invoices

If the school fees is paid through the voucher system from the Ministry of Education, please contact the school finance department, by calling 33335921 or 44883806 Ex-185, before you pay through this payment system.

Parents can pay their kids outstanding invoices fees by using Students' roll number & Full Name

1. Click on "Pay an Invoice "
2. Select the Invoice
3. Process the Payment
4. Print the Receipt




The screenshot displays the EMS Payment Portal interface. At the top, there is a green navigation bar with the EMS logo and the text "EMS Payment Portal". To the right of the logo, there are navigation links: "Dashboard", "Pay Fees", "Receipts", "Invoices", "Students", "Profile", "Help", and "Logout (Moustafa)". Below the navigation bar, the page title "Outstanding Invoices" is displayed, followed by a note: "If the school fees is paid through the voucher system from the Ministry of Education, please contact the school finance department, by calling 33335921 or 44883806 Ex-185, before you pay through this payment system." Below this note is a table with five columns: "Student name", "Student DOB", "Student QID", "Account number", and "Roll number". The table contains five rows of data, with the student names redacted with black bars.

Student name	Student DOB	Student QID	Account number	Roll number
[REDACTED]	0000-00-00		300179	7860
[REDACTED]	0000-00-00		300183	8562
[REDACTED]	0000-00-00		300181	6198
[REDACTED]	0000-00-00		300180	2883
[REDACTED]	0000-00-00		300182	4295


# Profile | Payment Portal

By clicking Profile parents can updated logging name or user name and passwords


 **EMS Payment Portal**

Dashboard Pay Fees ▾ Receipts Invoices Students **Profile** Help Logout (**Moustafa**)


### Edit My Profile

 First name


Required

 Last name


Required

 Email address

Please provide a valid email address

 Mobile phone

Add country code and numbers only e.g. 974 000 000 000



# Dashboard | Payment Portal

Receipts  
Download

By clicking Dashboard parents can see the recent activists & Printing receipt

## Most recent payment receipts

Date	Reference	Total	
2020-11-01	PP_61004_202011010924 Testing fee payment: Maya Moustafa Hammouda (33333);	10.23 QAR	
2020-11-01	PP_81823_202011010921 Testing fee payment: Maya Moustafa Hammouda (22222);	10.23 QAR	
2020-11-01	PP_71815_202011010918 Testing fee payment: Maya Moustafa Hammouda (5454455);	10.23 QAR	
2020-11-01	PP_27415_202011010915 Testing fee payment: Maya Moustafa Hammouda (545454);	10.23 QAR	
2020-10-31	PP_38669_202010310821 Testing fee payment: Maya Moustafa Hammouda (545454);	10.23 QAR	



English Modern School

Select Language



# Sample Receipt | Payment Portal



THE ENGLISH MODERN SCHOOL  
CAMBRIDGE CURRICULUM

P.O.Box 875,  
Qatar.

## CASH RECEIPT

Receipt No: <b>PP_61004_202011010924</b>			
Student No: <b>33333</b>	Period: <b>2020</b>	Receipt Date: <b>2020-11-01</b>	
Received with thanks from (وردت مع الشكر من) [REDACTED]			
No	Description	Qty	Amount
1	Testing fee payment (دفع رسوم الاختبار) [REDACTED] (33333);	1	10.23
Total: <b>Ten . Twenty Three QAR</b>			<b>QAR 10.23</b>
Payment method: Credit/Debit Card		Paid in full via the Online Payment Portal	

Printed: 2020-11-05 07:17

Translated using Google machine translation tool. Google ترجمت باستخدام أداة الترجمة الآلية من.

# Help | Payment Portal

By clicking help parents can get guidance of payment process



EMS Payment Portal

Dashboard Pay Fees ▾ Receipts Invoices Students Profile **Help** Logout (**Moustafa**)

## Help

<https://projects.ebusinesswebsite.co.uk/ems.paygate/www/help.php>

## Contact Support

*If you need help or are having problems with making a payment, please contact us during school hours by emailing [office@emsdoha.net](mailto:office@emsdoha.net).*