

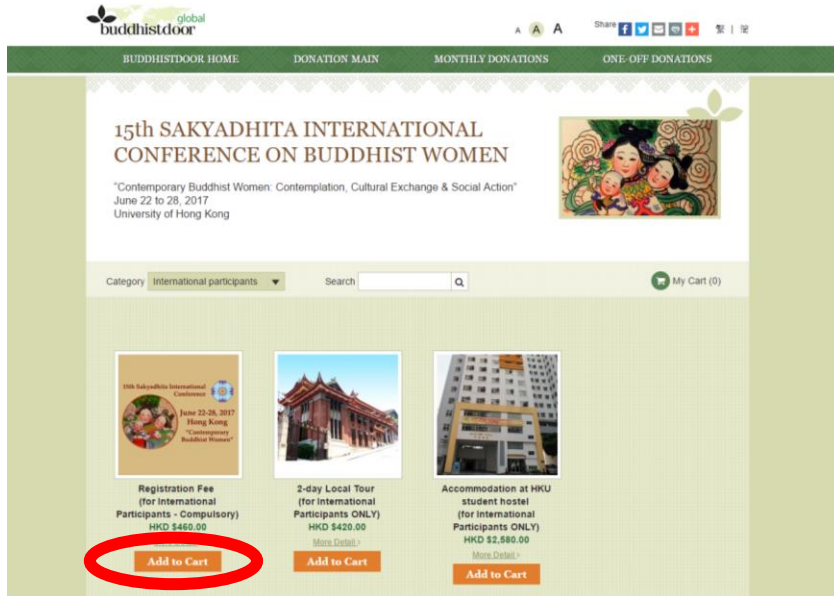
## Step-by-step payment procedure for international participants

Payment page for International Participants:

<https://donation.buddhistdoor.org/en/giftsforgood/index/c/130>

### STEP 1 - Adding selection to “My Cart”

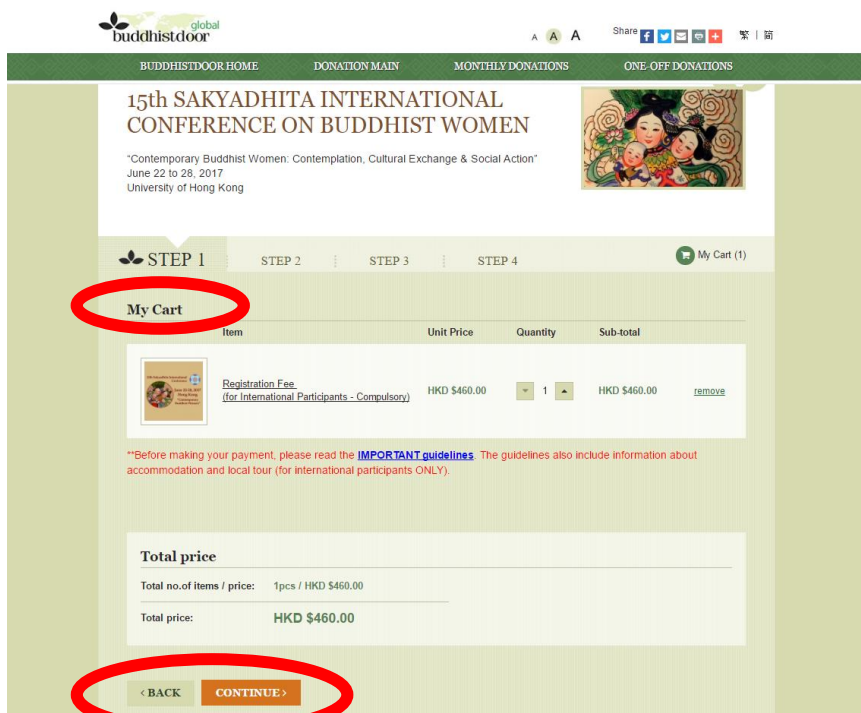
**Step 1.1** - Please add “Registration Fee” to “My Cart” by pressing the “Add to Cart” button for the registration fee.



**Step 1.2** – In the “My Cart” page, the item “registration fee” is now in your cart.

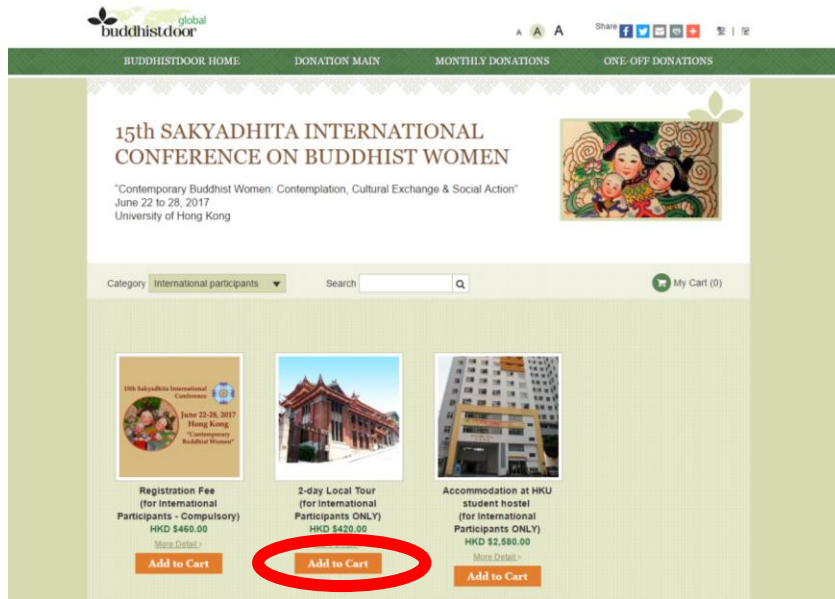
If you wish to select “Tour” and/or “Accommodations”, please press “BACK” to make the selection.

If not, please press “CONTINUE” to proceed to “STEP 2”

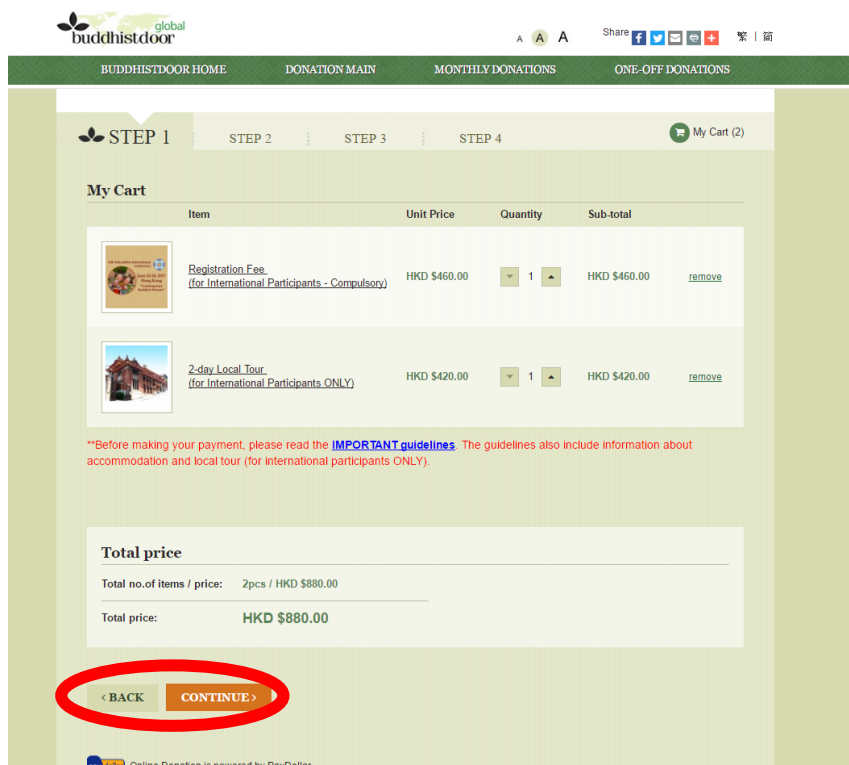


**Step 1.3** – You will be back to the first page.

If you wish to join the local tour (details: <http://www.buddhism.hku.hk/2017conference/guideline.pdf>) and pay the tour fee, please add “2-day Local Tour” to “My Cart” by pressing the “Add to Cart” button for the 2-day Local Tour.



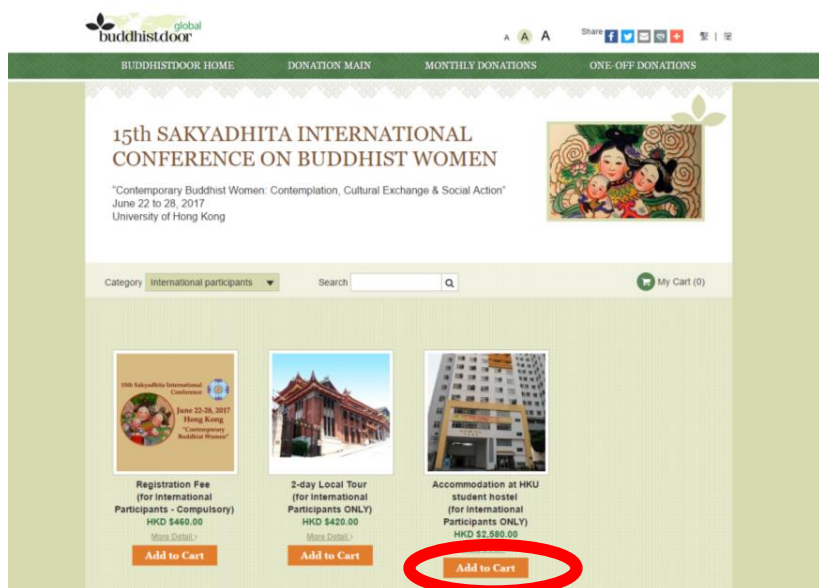
**Step 1.4** – In the “My Cart” page, the item “registration fee” and “2-day Local Tour” are now in your cart. If you wish to also select “Accommodations”, please press “BACK” to make the selection. If not, please press “CONTINUE” to proceed to “STEP 2”



**Step 1.5** – You will be back to the first page.

If you wish to stay in the HKU student hostel (details:

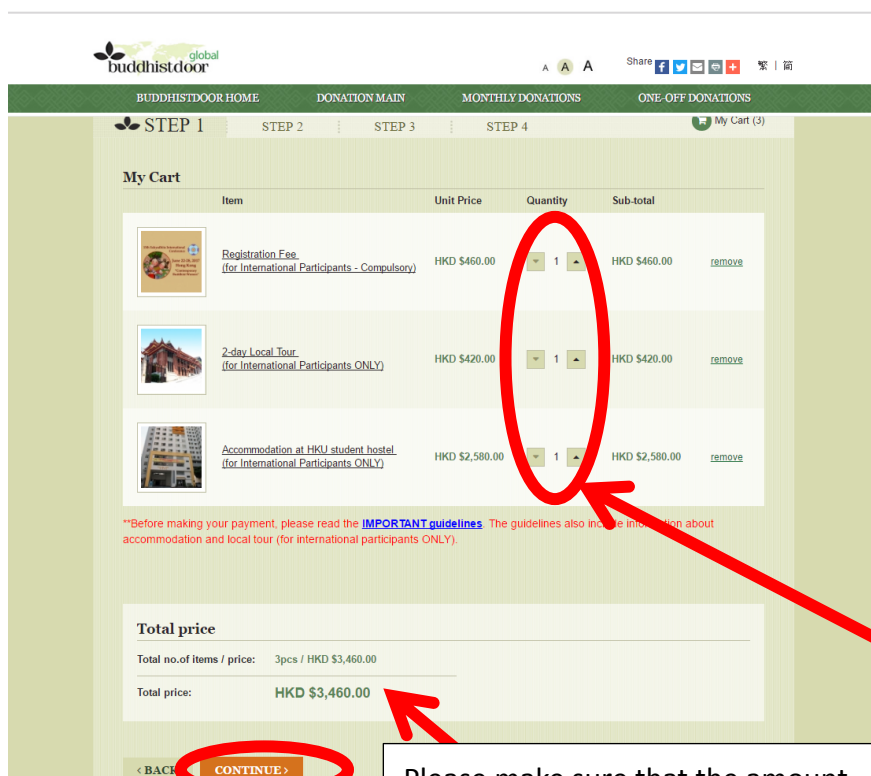
<http://www.buddhism.hku.hk/2017conference/guideline.pdf>) and pay the charge, please add “Accommodation at HKU student hostel” to “My Cart” by pressing the “Add to Cart” button for the Accommodation at HKU student hostel.



**Step 1.6** – In the “My Cart” page, the item “registration fee”, “2-day Local Tour”, and “Accommodation at HKU student hostel” are now in your cart.

After completing the selection(s), please double check that all the selected item(s) (**\*\*“Quantity” of each item should be “1” only.**)

Please also make sure that the total charging amount is correct before pressing “Continue” button to proceed to STEP 2.



### Important Reminder

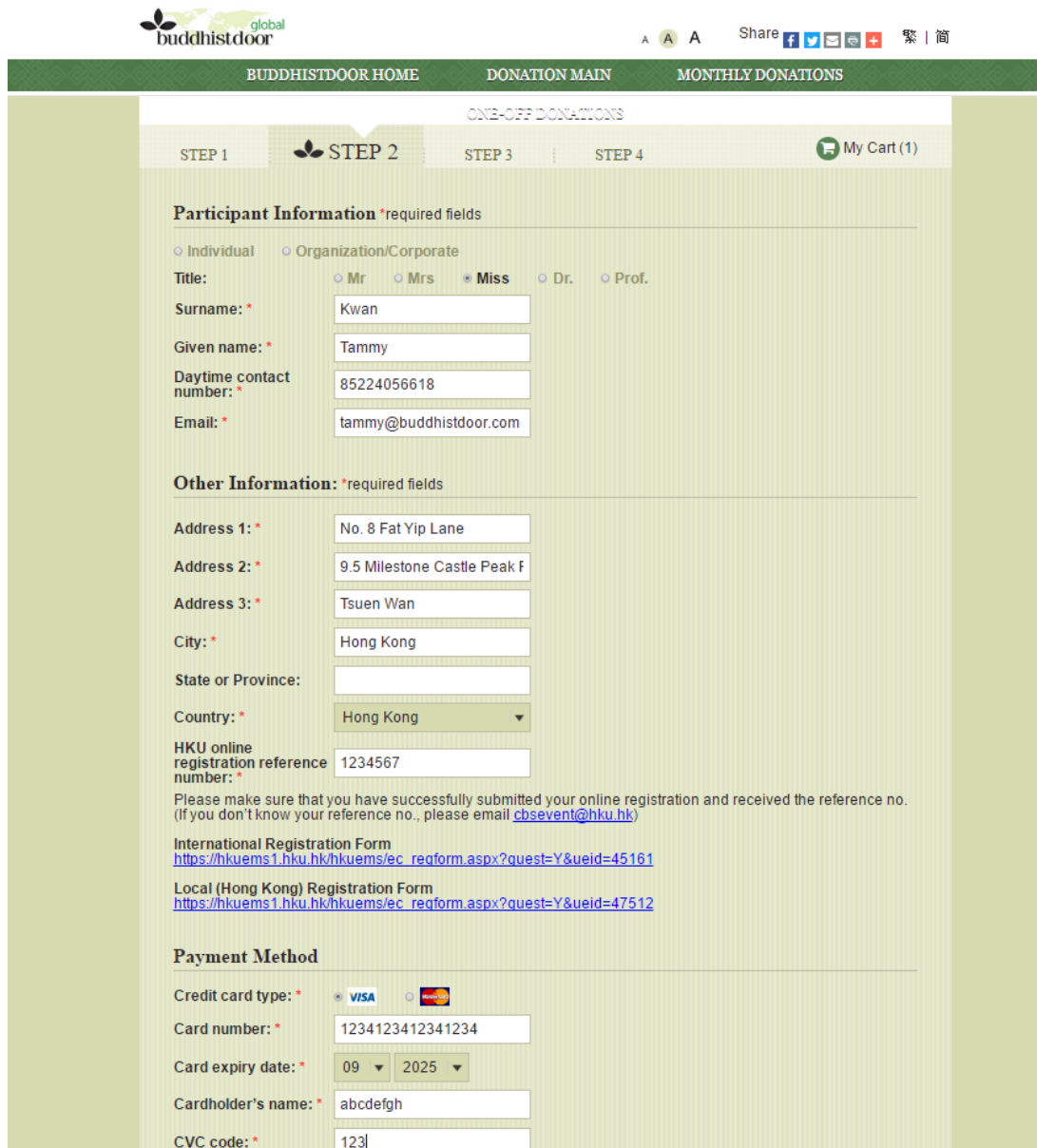
1. Each payment transaction is for **ONE participant only**. If you wish to use your credit card to pay for other participant(s), you should fill your friend’s personal information/other information in “STEP 2” of the on-line payment procedure. Such information filled on “STEP 2” should match with the information filled in the online registration form by the participant concerned.
2. Please make sure that the quantity and the payment amount are correct before confirming the online payment. Once the payment is confirmed, **NO partial or full refund can be arranged.**

The quantity of each item **should be “1”**. You may click “remove” to remove the unwanted item(s) or the arrows to change the quantity to “1”.

Please make sure that the amount is correct before you proceed.

## STEP 2 : Filling in Participant Information

Fill in the required information >> select “I accept” for understanding and complying with the Privacy Policy >> press “Continue” to proceed to STEP 3



The screenshot shows the Buddhistdoor website interface. At the top, there is a navigation bar with 'BUDDHISTDOOR HOME', 'DONATION MAIN', and 'MONTHLY DONATIONS'. Below this is a sub-header for 'ONE-OFF DONATIONS' with a progress indicator showing 'STEP 1', 'STEP 2' (active), 'STEP 3', and 'STEP 4'. A 'My Cart (1)' icon is visible in the top right.

The main form area is titled 'Participant Information \*required fields'. It includes radio buttons for 'Individual' (selected) and 'Organization/Corporate'. The form fields are as follows:

- Title:  Mr  Mrs  Miss  Dr.  Prof.
- Surname: \*
- Given name: \*
- Daytime contact number: \*
- Email: \*

Below this is the 'Other Information: \*required fields' section:

- Address 1: \*
- Address 2: \*
- Address 3: \*
- City: \*
- State or Province:
- Country: \*
- HKU online registration reference number: \*

There is a note: 'Please make sure that you have successfully submitted your online registration and received the reference no. (If you don't know your reference no., please email [cbsevent@hku.hk](mailto:cbsevent@hku.hk))'.

Links for registration forms are provided:

- International Registration Form: [https://hkuems1.hku.hk/hkuems/ec\\_reqform.aspx?quest=Y&ueid=45161](https://hkuems1.hku.hk/hkuems/ec_reqform.aspx?quest=Y&ueid=45161)
- Local (Hong Kong) Registration Form: [https://hkuems1.hku.hk/hkuems/ec\\_reqform.aspx?quest=Y&ueid=47512](https://hkuems1.hku.hk/hkuems/ec_reqform.aspx?quest=Y&ueid=47512)

The 'Payment Method' section includes:

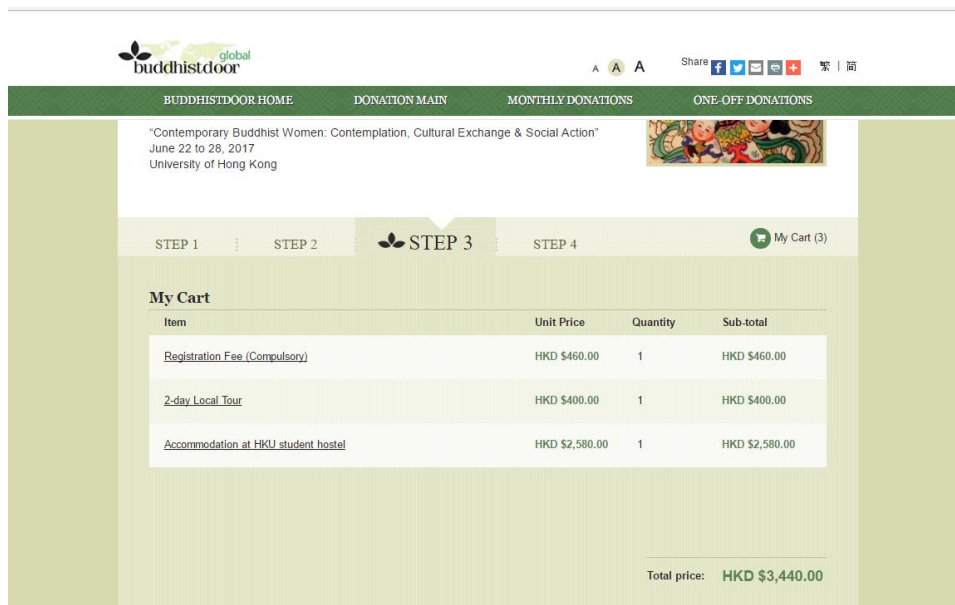
- Credit card type: \*  VISA
- Card number: \*
- Card expiry date: \*
- Cardholder's name: \*
- CVC code: \*

## STEP 3 : Checking the information and confirming the payment

Please double check that the items, charging amount, and the information provided in STEP 3 are correct. If all the information provided is correct, please press "PAY NOW" button to send the transaction instruction to AsiaPay payment gateway. Once the data is sent to payment gateway, the transaction is completed.

In STEP 4, you will be informed that "Transaction is completed".

An automated confirmation email will be sent to you.



global buddhistdoor

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BUDDHISTDOOR HOME DONATION MAIN MONTHLY DONATIONS ONE-OFF DONATIONS

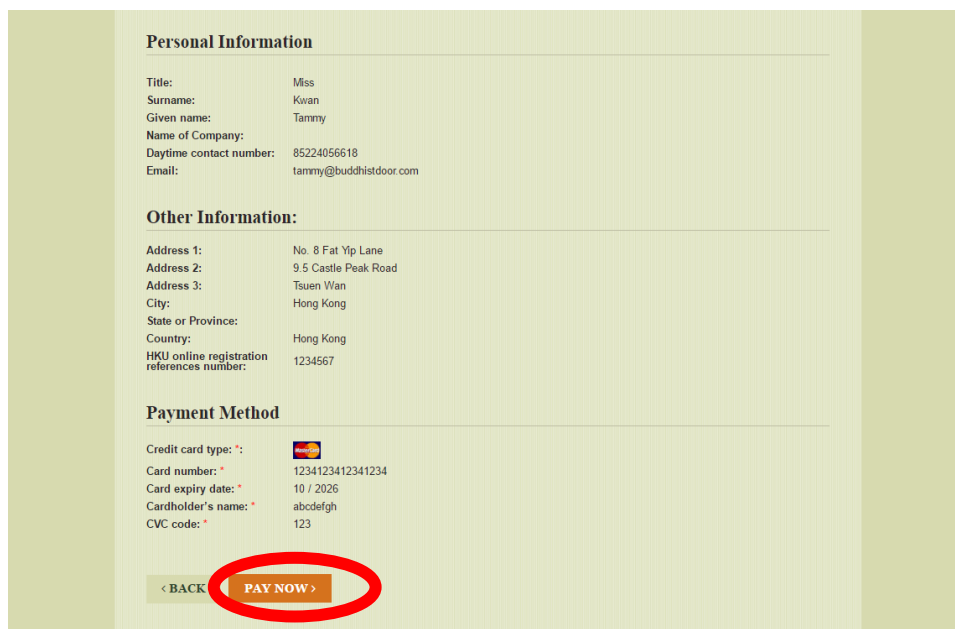
"Contemporary Buddhist Women: Contemplation, Cultural Exchange & Social Action"  
June 22 to 28, 2017  
University of Hong Kong

STEP 1 STEP 2 **STEP 3** STEP 4 My Cart (3)

### My Cart

Item	Unit Price	Quantity	Sub-total
<a href="#">Registration Fee (Compulsory)</a>	HKD \$460.00	1	HKD \$460.00
<a href="#">2-day Local Tour</a>	HKD \$400.00	1	HKD \$400.00
<a href="#">Accommodation at HKU student hostel</a>	HKD \$2,580.00	1	HKD \$2,580.00

Total price: **HKD \$3,440.00**




### Personal Information

Title: Miss  
Surname: Kwan  
Given name: Tammy  
Name of Company:  
Daytime contact number: 85224056618  
Email: tammy@buddhistdoor.com

### Other Information:

Address 1: No. 8 Fat Yip Lane  
Address 2: 9.5 Castle Peak Road  
Address 3: Tsuen Wan  
City: Hong Kong  
State or Province:  
Country: Hong Kong  
HKU online registration references number: 1234567

### Payment Method

Credit card type:   
Card number: \* 1234123412341234  
Card expiry date: \* 10 / 2026  
Cardholder's name: \* abcdefgh  
CVC code: \* 123

< BACK **PAY NOW** >