# JAFZA
# Make Deposit &
# View Payment History
# User's Manual

Make Deposit & View Payment History

## Table Designs

## DOCUMENT DETAILS

| | |
|---|---|
| Document Name | Make Deposit & View Payment History |
| Project Name | |
| Business Unit | JAFZA |
| Author(s) | DT Training Dept. |
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| Current Version | 1.0 |

*This service enables customers to top up or recharge their Portal Deposit, Non-Portal Account, Bank Guarantee and make Booking Deposits payment.*
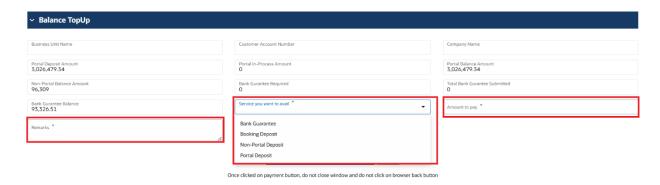
*This manual also covers the access to transaction history for all payments.*
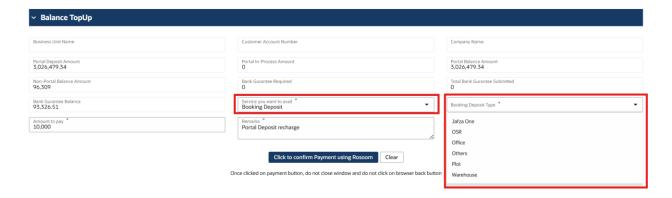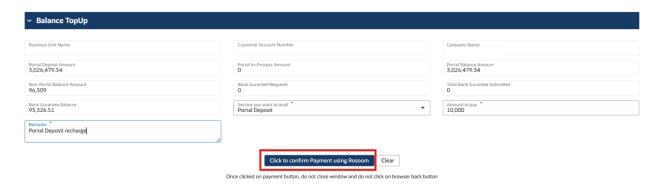
**Process***:*

    1. The below screen will be displayed.



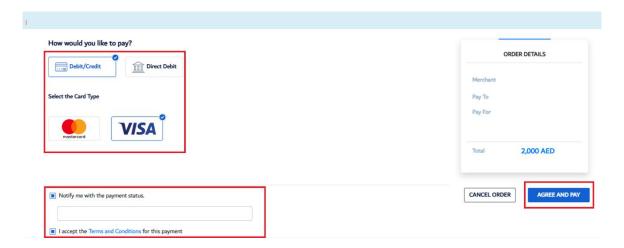    2. Choose the account you wish to top-up or pay, the amount and remarks.



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If "**Booking Deposit**" is selected, the **booking deposit** type is required to be selected:
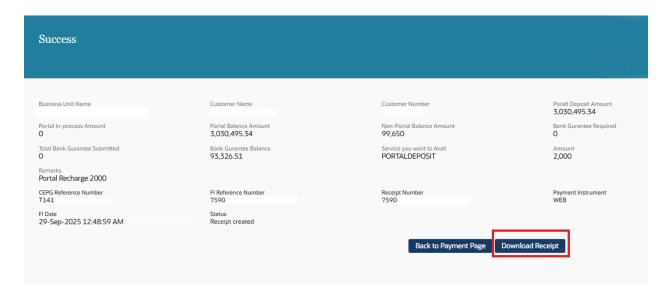


3. Click on "**Confirm Payment**" to proceed with online payment.



4. System will take you to the payment gateway:
   ➢ Choose the payment method and select the card type / bank name.
   ➢ Enter an email address if necessary then accept the terms and conditions
   ➢ Click "**Agree and Pay"**
   ➢ Complete the payment transaction by entering your card information or bank details.



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5. Once the payment is successful, a payment confirmation will be displayed with the option to download and print the receipt or go back to the payment landing page.



## Payment History

You may also view the history of all top-ups and recharge through the option *eInvoice Payment > View Payment History.*

Use the search parameters to retrieve record. Click the "**download**" icon to view available receipts.

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