

How to check your ePayment Account

To find your Student's Miscellaneous Fees Reference Number and total amount due:

1. Go to the Kennedy School Gateway site <https://ks.tg.esf.edu.hk> and login using your Gateway family login account.
2. In Student Profile click on your child's photograph.
3. Click on "ePayment"
4. Click on "Payment Records" tab. You will see a screen similar to the following:
5. Select "unpaid" from select menu, so that only unpaid bills will be displayed. The picture screenshot has displayed your :
 - 8-digit Miscellaneous fees reference number,
 - List of unpaid bills, and
 - Total "Net Balance" due

The screenshot displays the Kennedy School Gateway ePayment interface. At the top, there is a navigation bar with 'Home' and 'Documents' links. Below this, the 'ePayment' section is active, with 'Payment Records' highlighted. The interface includes a search bar and a 'Go' button. A summary box shows the following information:

- Current Balance : \$ 0.00 (Last updated: 05/05/2016 12:31:31)
- Items still to be charged : \$ 2695
- Net Balance : \$ -2,695.00

Below the summary, there is a date range selector set to 'From 15/08/2016 To 30/06/2017' and a dropdown menu set to 'Unpaid'. A table lists the unpaid items:

#	Payment Item	Payment Category	Amount	Subsidy Amount	Deadline	Time of paid
1	School Diary	Year 3 16/17	\$ 20.00	-	22/09/2016	-
2	T1 Y3 Environmental Workshop	Year 3 16/17	\$ 50.00	-	22/09/2016	-
3	T1 Y3 Expressive Arts Workshops	Year 3 16/17	\$ 20.00	-	22/09/2016	-
4	T1 Y3 Laptop & Subscriptions	Year 3 16/17	\$ 248.00	-	22/09/2016	-
5	T1 Y3 Leap Van Workshop	Year 3 16/17	\$ 16.00	-	22/09/2016	-