



Date: 27 June 2016

### Guideline for payment at UTM e-commerce:

1. Click on Payment Tab on the left-side drop list.
2. Please read the instruction and click "read" at the bottom of the tab.
3. Please read the terms and conditions, and tick all of the tick-box. Click Submit.
4. At the category list, please select conference OR at the search field, type in "Low Carbon".
5. Please select the appropriate category and payment type for payment. Click Submit.
6. Fill up your particulars and click Submit.
7. Please check your information and click submit. Please click "continue" when a small window appear.
8. Please enter your credit card information and proceed with payment