Guide for Online Payment

Payment Instructions for Academic Vacancies

(www.pay.ruh.ac.lk)

1. **Please fill in the required details accurately.**

   a. Select **"Faculty/Unit/Center"** : Administration
   b. Select **"Programme Information"** : Non-Academic Establishment
   c. Select **"Payment Category"** Application Fee(Non-Refundable).
   d. Enter **NIC, Email, First Name, and Last Name** (Please ensure that you enter the correct email address, as it will be used to send you the payment confirmation).
   e. Then, select **"LKR" OR "USD"** as the currency type.
   f. Enter the **payment amount** (e.g., 2000).
   g. Next, enter the **six-character word displayed in the "CAPTCHA"** field and click **"Submit"** to proceed to the next step.

2. Next, you must verify the information you have entered.

2. Confirmation

Verify your Details here.

Payment Reference No: 407012431982036RU0Y4

Faculty/Unit: Distance and Continuing Education Unit

Payment Category: Course Fee/Registration Fee

Programme Information: Bachelor of Arts External Degree

Name: Sarala Hareendra

NIC/Passport Number: 89268355v

Email: shareendra@gmail.com

Paying Amount: LKR 2,500.00

Convenience Fee: LKR 25.00

Total Amount: LKR 2,525.00

Enter OTP *:

[   ]   Validate

* Please check your email to find your one-time password(OTP). This OTP is valid for 3 minutes. Once you enter and validate the OTP, you can proceed with your payment.

After verifying the entered information, you will need to **provide the OTP** to proceed with the payment. The OTP will be sent as an **email message** to the email address you provided. It consists of **six digits**. Enter the OTP and click **"Validate"** to confirm it. Once validated successfully, it will be displayed in **green** as **"OTP is Valid"**.

OTP is valid.
Enter OTP *:

[217804   ]   Validate

* Please check your email to find your one-time password(OTP). This OTP is valid for 3 minutes. Once you enter and validate the OTP, you can proceed with your payment.

Note: The OTP must be verified **within 3 minutes.** If not, it will expire, and the process will need to be restarted. Further, please be aware that a **1% service fee** will be charged for payments made in **LKR**, while a **2.75% service fee** will be applied to payments made in **USD.**

Once the OTP is validated, you can proceed to the next **steps** by clicking **"Confirm".** You will then be redirected to the payment portal to complete the transaction. The image below displays the interface where you need to enter your card details to complete the online payment process.

Payment Details 🔒

* Required field

Card Type *

    ◯ **VISA** Visa   ◯ (Mastercard logo) Mastercard

Card Number *

Expiration Month *   Month ▾   Expiration Year *   Year ▾

CVN *   This code is a three or four digit number printed on the back or front of credit cards.

Cancel   Pay

Your Order

Total amount   2,020.00 Rs

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3. **To complete the payment process, please refer to the steps below:**

   a. Enter your **card details** in the provided fields. The image below illustrates where to find the necessary details on your card.


   a. Select your **card type**, either **Visa** or **MasterCard** (you can identify the card type by checking the logo on your card, as shown in the image).
   b. Enter your **Card Number** (a 16-digit number displayed on the front of your card).
   c. Enter the **Expiration Date** of your card.
   d. Enter the **Card Verification Number (CVN)** (a 3-digit or 4-digit security code found on the back of your card).
   e. After filling in all the required details, click **"Pay"** to proceed with the payment.

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4. OTP Requets from bank side

You will be redirected to the OTP (One-Time Password) request page. The OTP will be sent to your mobile phone or email as per your bank's security settings. The availability of OTP depends on your bank's policies and whether this service is activated for your card.

The OTP authentication process is linked to Step 5 of the payment process. Please, note that the OTP verification interface may vary depending on your bank and card provider.
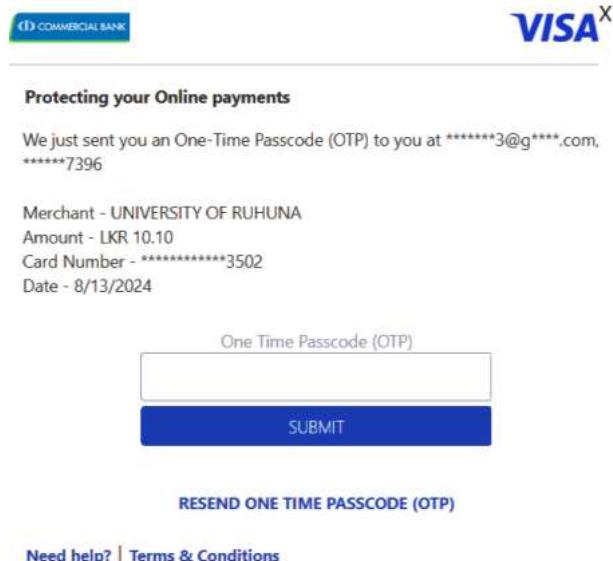
5. Final Payment Confirmation and Receipt Download:

a. After successfully submitting the OTP, you will be redirected to **pay.ruh.ac.lk** (as shown in the image).
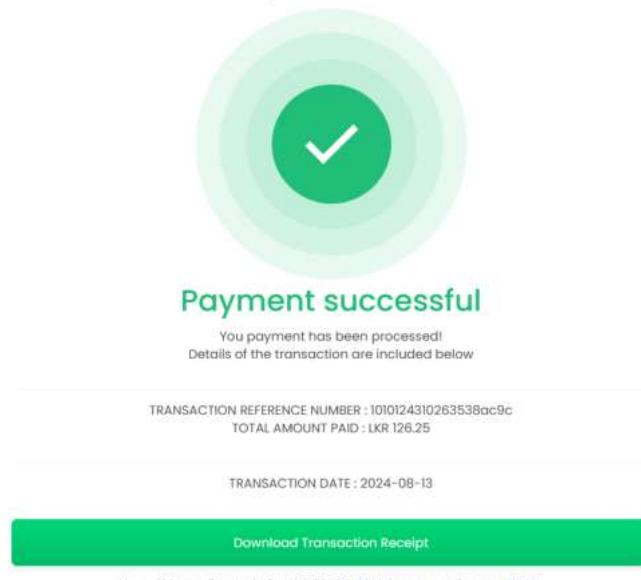
b. If the payment is successful, you will see a confirmation message stating "**Payment Successful**."

c. You can then download the **payment receipt** by clicking on "**Download Transcript Receipt**.".
Furthermore, the payment receipt from the university will also be sent to the email address you provided earlier during the payment process.

d. Please note that after the payment confirmation page is displayed, you will be automatically redirected to the main website after one minute.

💡 Important: Ensure you download the receipt before the timer expires.

e. Additionally, you will receive a **payment confirmation** from the bank via email, as shown below.
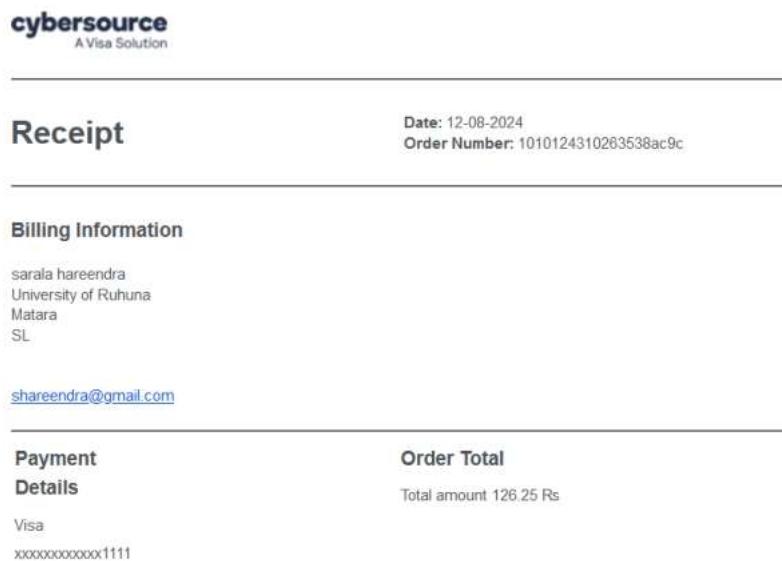
6. Payment Failure Notification

If **Steps 4 and 5** are not completed successfully, you will see a **"Payment Failed"** message. This indicates that the transaction was unsuccessful due to one or more of the following reasons:

1. **Internet service interruptions**

2. **Insufficient funds in the card**

3. **Incorrect card details entered**

Please check the above factors and try the payment process again.

3. Payment Status

Payment Failed

Your transaction has been declined. Please contact your bank for further details or, to proceed with the payment, you can pay with a different card or try again! Details of the transaction are included below

TRANSACTION NUMBER : 4070124132950436bf87
TRANSACTION AMOUNT : LKR 10.10

TRANSACTION DATE : 2024-08-13

You will be redirected after 00:58. OR Click here to redirect to HOME