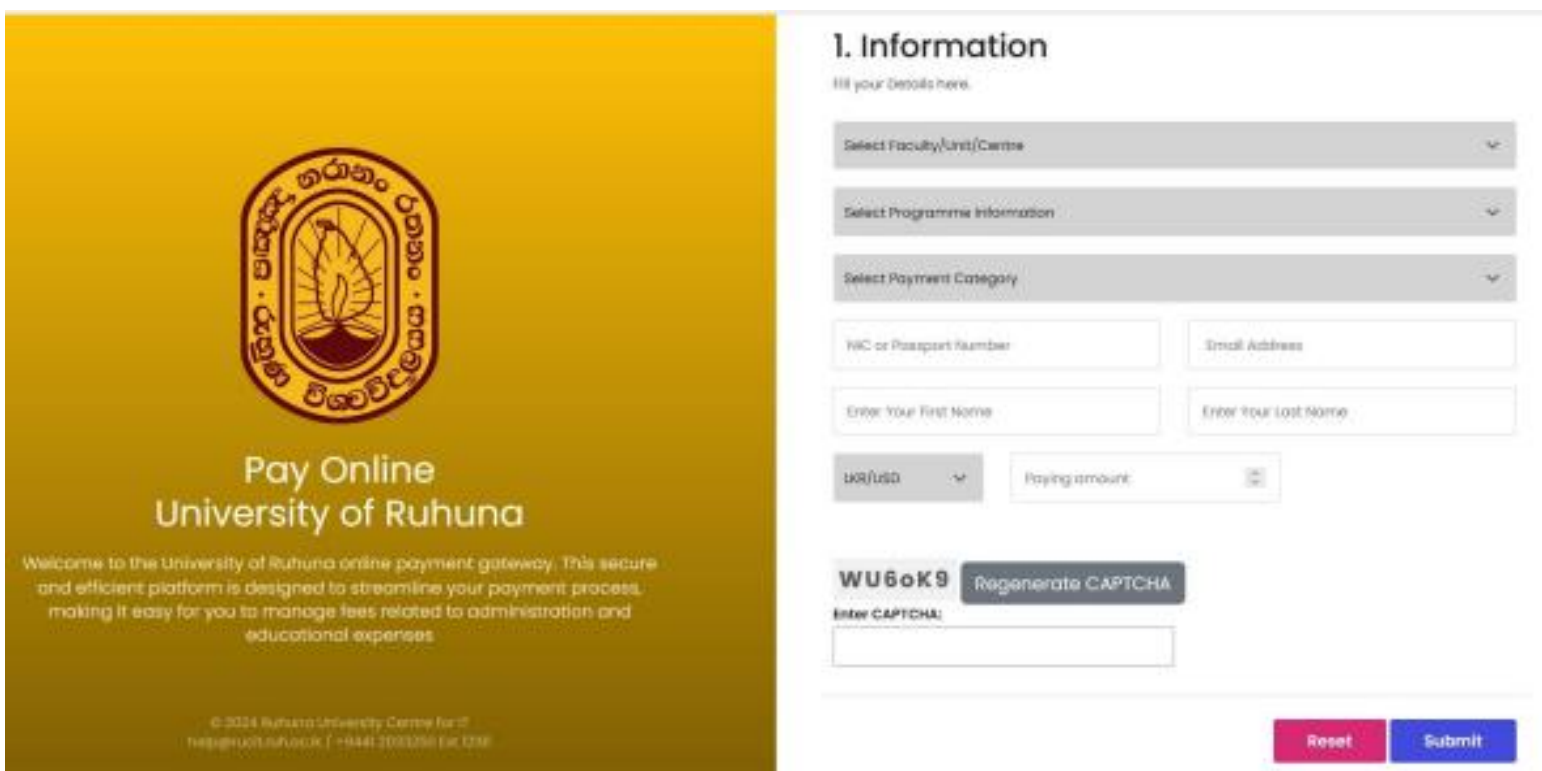


Guide for Online Payment Gateway (<https://pay.ruh.ac.lk>)

1. Please fill in the required details accurately.

- Select “**Faculty/Unit/Center**” (Faculty of Agriculture).
- Select “**Programme Information**” (ISAE 2026).
- Select “**Payment Category**” (e.g., Registration Fee - Students).
- For authors: Enter **NIC/passport number and Abstract ID** (e.g., 123456789ID56)
For participants: Enter **NIC/passport number** (e.g., 123456789)
- Enter **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).
- Then, select “**LKR**” OR “**USD**” as the currency type.
- Enter the **payment amount** (e.g., 8000 LKR).
- Next, enter the **six-character word displayed in the "CAPTCHA" field** and click “**Submit**” to proceed to the next step.



1. Information
Fill your details here.

Select Faculty/Unit/Center

Select Programme Information

Select Payment Category

NIC or Passport Number

Email Address

Enter Your First Name

Enter Your Last Name

LKR/USD

Paying amount

WU6oK9 Regenerate CAPTCHA

Enter CAPTCHA:

Reset Submit

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help@ruh.ac.lk / +9441 209226 ext.123

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

The image shows a two-part interface. On the left is a yellow banner with the University of Ruhuna logo and the text "Pay Online University of Ruhuna". Below the logo, it says "Welcome to the University of Ruhuna online payment gateway. This secure and efficient platform is designed to streamline your payment process, making it easy for you to manage fees related to administration and educational expenses." At the bottom of the banner, it says "© 2024 Ruhuna University. Contact Us: help@uoruhuna.lk / 4944 202288 (or) 010".

On the right is a white confirmation page titled "2. Confirmation". It says "Verify your details here." and lists the following information:

- Payment Reference No: 43703423020064098
- Faculty/Unit: Distance and Continuing Education Unit
- Payment Category: Course Fee/Registration Fee
- Programme Information: Bachelor of Arts Internet Degree
- Name: Sotho Karwendra
- NIC/Passport Number: 83208200v
- Email: shakwinda@gmail.com

Below the list, it shows the payment amounts:

- Paying Amount: LKR 2,525.00
- Convenience Fee: LKR 25.00
- Total Amount: LKR 2,525.00

At the bottom, there is a field labeled "Enter OTP *:" with a text input box containing "217804" and a "Validate" button. A note below the field says: "* 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**".

The image shows a confirmation screen with a green message: "OTP is valid." Below it, the text "Enter OTP *:" is followed by a text input box containing "217804" and a "Validate" button. A note below the field says: "* 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 **2.5% 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

Card Number *

Expiration Month * Expiration Year *

CVN *

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

Your Order

Total amount 2,020.00 Rs

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.



- b. 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).
- c. Enter your **Card Number** (a 16-digit number displayed on the front of your card).
- d. Enter the **Expiration Date** of your card.
- e. Enter the **Card Verification Number (CVN)** (a 3-digit or 4-digit security code found on the back of your card).
- f. After filling in all the required details, click "**Pay**" to proceed with the payment.

4. OTP Requests 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.

Protecting your Online payments

We just sent you an One-Time Passcode (OTP) to you at *****3@g****.com, *****7396

Merchant - UNIVERSITY OF RUHUNA
Amount - LKR 10.10
Card Number - *****3502
Date - 8/13/2024

One Time Passcode (OTP)

SUBMIT

RESEND ONE TIME PASSCODE (OTP)

Need help? | Terms & Conditions

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).

3. Payment Status

Payment successful

Your payment has been processed!
Details of the transaction are included below

TRANSACTION REFERENCE NUMBER : 000043E0265538ac9c
TOTAL AMOUNT PAID : LKR 12635

TRANSACTION DATE : 2024-08-13

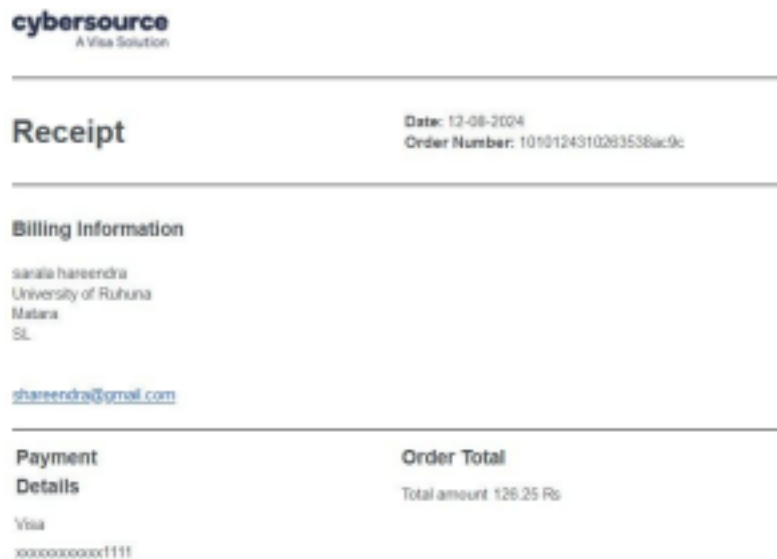
Download Transaction Receipt

You will be redirected after 00:50. OR Click here to redirect to HOME

- 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 Transaction 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.



7. File naming format for transaction receipt

Please rename the transaction receipt using the following format.

“Name with Initials_ISAE2026_AbtractID/Participant”

Examples:

- * T Perera_ISAE2026_ID 10
- * K Silva_ISAE2026_Participant

8. Save the transaction receipt to complete the registration process via the “Registration” tab.

Important Notes

- Ensure that the transaction receipt is clear and readable.
- Authors should use the correct Abstract ID assigned to their submission.
- Registration will be confirmed only after verification of the transaction receipt.
- Please keep a copy of the transaction receipt for future reference.

Thank you for your cooperation, and we look forward to welcoming you to ISAE 2026