eLASIS Storefront Step-by-Step Prepayment Account's Guide

HOW TO TOP UP A PREPAYMENT ACCOUNT

Note: Prepayment Account is for basic and premium users.

1. Launch a web browser. Either **Mozilla Firefox** or **Chrome**. Key in the site URL for the **eLASIS Storefront**.

2. In the Login Corner, click **Prepayment Account**.

3. Under the **Account Details** page, click the **'Account Name'** link.

4. Click the **Top up** button.

5. Under the **Top Up Account** page, enter the amount you wish to top up in **Top up Amount**. Then, click the **Submit** button and a **Payment Gateway** screen will pop up.

   Note: If you do not see the pop-up window, please check your web browser settings.

   *For **Mozilla Firefox** version 8.0 and above, go to **Tools > Options > Content.** Make sure **'Block pop-up windows'** is not ticked.*

   *For **Chrome**, if pop-ups have been blocked, you'll see the* ☒ *icon in the address bar.*

   - *Click the icon to see a list of the blocked pop-ups.*
   - *Click the link for the pop-up window that you'd like to see.*
   - *To always see pop-ups for the site, select "**Always show pop-ups from [site]."** The site will be added to the exceptions list, which you can manage in the Content Settings dialog.*
   - *Once you have done this, click the **Re-Submit** button to view the pop-up **Payment Gateway** screen*

   Select the payment channel from the list of banks and click the **Submit** button to proceed with the payment. The system will direct you to the selected bank login page. You may login using your ebanking account. You are required to complete the payment steps required by the bank. A Payment Acknowledgement screen will appear to indicate the completion of your ebanking transaction.

6. You will see your top up amount as **Floating Transaction Amount** under the **Account Details** page while waiting for the bank to process your top up transaction.

7. You will be notified via email of a successful top up. Your current available **balance amount** will also be reflected under the **Account Details** page.

8. You will be notified via email if your top up transaction fails.

HOW TO TRACE TRANSACTION HISTORY

1. Under the **Account Details** page, **Transaction History** section, you can select the relevant transaction period or enter a specific date, then click the **Search** button to view your transaction history.

eLASIS Storefront Step-by-Step User Account Guide

HOW TO USE A PREPAYMENT ACCOUNT

1. From the **eLasis Storefront**, go to the **Shopping Cart** page by clicking the **Shopping Cart** icon in the corner, then click the **Continue** button to check out.

2. You will see the **Item(s) Summary** page. Click the **Confirm** button, the payment option screen will be displayed. Please select the method of payment.

   - Bank Account Direct Debit via Paybills Malaysia
   - Credit Card via Paybills Malaysia
   - Prepayment Account - Individual or Company (if any)

3. Bank Account Direct Debit via Paybills Malaysia

   If you opt to use Bank Account Direct Debit via Paybills Malaysia, click the **GO** button and the **Payment Gateway** screen will pop-up.

   Note: If you do not see the pop-up window, please check your web browser settings.

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   *For **Chrome**, if pop-ups have been blocked, you'll see the* *icon in the address bar.*

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   - *Once you have done this, click the **Re-Submit** button to view the pop-up **Payment Gateway** screen*

   Select the payment channel from the list of banks and click the **Submit** button to proceed with the payment. The system will direct you to the selected bank's login page. You may login using your ebanking account. You are required to complete the payment steps required by the bank. A Payment Acknowledgement screen will appear to indicate the completion of your ebanking transaction.

4. Prepayment Account(s)

   If you opt to use a prepayment account, choose the account you want to use and click the **GO** button. The **Payment Confirmation** screen will be displayed. Click **Confirm** to make the payment using the available balance in your prepayment account.

   *Note: Make sure you have sufficient balance in your account to pay for your purchase. You may **Top Up** your prepayment account.*