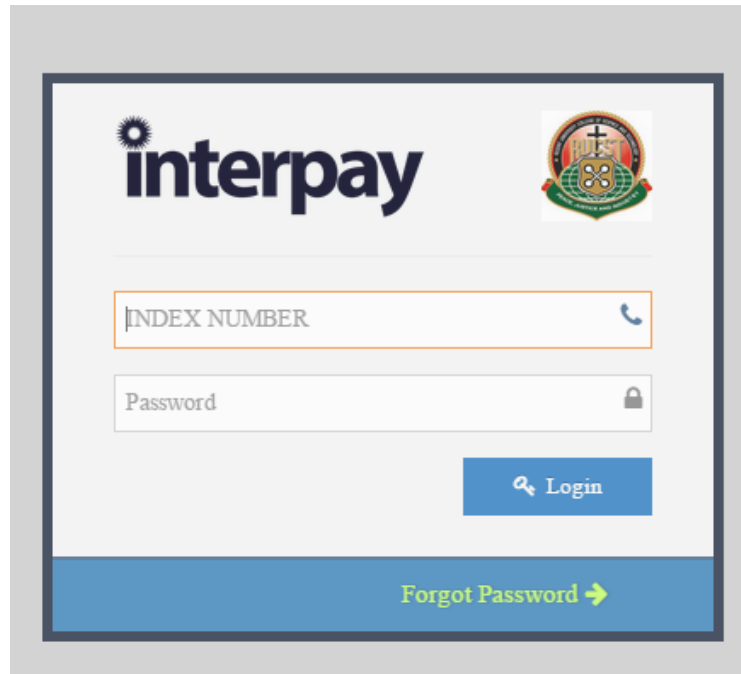


Quick Steps Interpay

Fee Payment for Regent Students

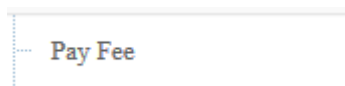
Login: Student login through the URL: www.interpayafrica.com/rucst/student
User will be able to login with

The image shows a login interface for Interpay. At the top left is the 'interpay' logo, and at the top right is the RUCST logo. Below the logos are two input fields: the first is labeled 'INDEX NUMBER' and has a telephone icon on the right; the second is labeled 'Password' and has a lock icon on the right. Below these fields is a blue button with a magnifying glass icon and the text 'Login'. At the bottom of the form area is a blue bar with the text 'Forgot Password' and a right-pointing arrow.

On the Homepage the system will always show the “Current Available Balance” that the student has in its wallet at the bottom of each screen.


Current Available Balance: 601.00

1 Pay Fee:



Select “Pay Fee” from the menu on the left side of the screen, which will open the fee generated for the student as shown below;

Fee Payable


UNIVERSITY OF PROFESSIONAL STUDIES ACCRA						
Currency	MANDATORY FEE	Bill	Paid	Owed	Payable in GHS	Partial Amount
GHS	Hotel Fund	10	0	10	10	<input type="button" value="Select"/>
GHS	Medical Levy	40	0	40	40	<input type="button" value="Select"/>
GHS	Facility Subsidy Fee - Undergraduate (Morning & Evening)	2,652	0	2,652	2,652	<input type="text" value="2652"/> <input type="button" value="Select"/>
GHS	Sports Levy	20	0	20	20	<input type="button" value="Select"/>
GHS	Students Representative Council Dues	60	0	60	60	<input type="button" value="Select"/>
Currency	ONE TIME FEE	Bill	Paid	Owed	Payable in GHS	Partial Amount
GHS	Medical Examination Fees	50	0	50	50	<input type="button" value="Select"/>

1.1 Pay Fee:

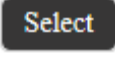
1. The student can select multiple fee to pay by simply clicking on the “Select”


 button adjacent to each fee bill.

2. For the Facility Subsidy Fee the student has the option to pay fee partially. By

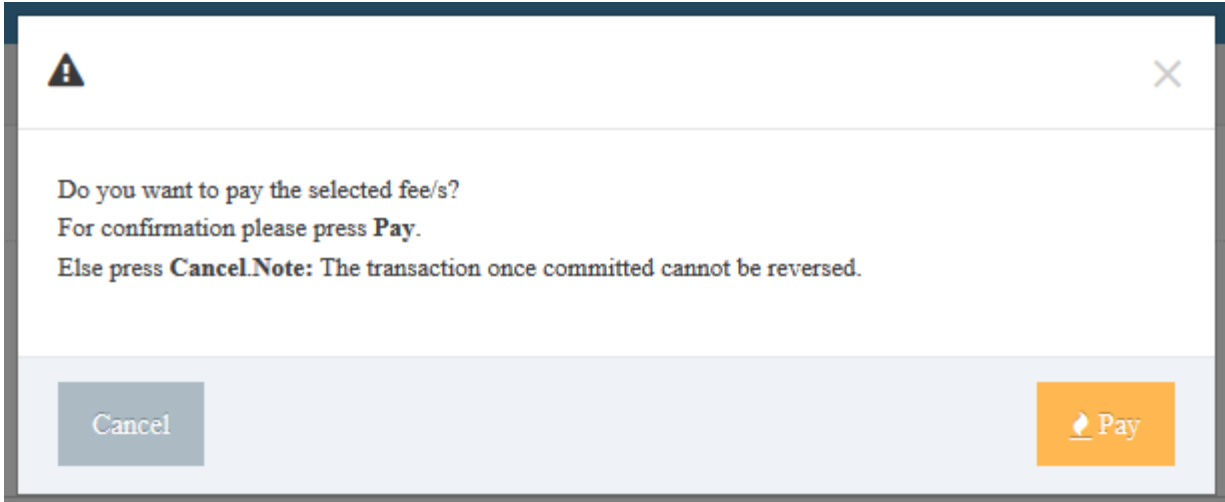
default the total “Owed” amount is filled in . The user can simply key in (type) the amount the student has to pay or the user can also use the up/down arrows  using the mouse to decrease or increase the amount.

3. The total amount against each fee bill selected will accumulate on the top before

the “Pay Fee” button **Total Amount to pay : 130 GHS** , and the select button will also change its color from white to black, when selected  .

4. Once the user has selected all the fee to pay, the press “Pay”  button to pay the fee.

5. The system will prompt the user to confirm if the user wants to pay as shown below. A transaction once confirmed cannot be reversed.



6. As soon as the student confirms the payment by clicking the “Pay” button, a confirmation message will appear.
7. As soon as the fee is paid;
8. the balance is reduced from the “Current Available Balance

Current Available Balance: 471.00

, and the fee line items are also removed from the student’s bill as shown below;

Fee Payable

[Pay](#)

UNIVERSITY OF PROFESSIONAL STUDIES ACCRA						
Currency	MANDATORY FEE	Bill	Paid	Owed	Payable in GHS	Partial Amount
GHS	Facility Subsidy Fee - Undergraduate (Morning & Evening)	2,652	210	1,414	1,414	1414 <input type="text"/>