Step 1: register in the cps website and log in to the system.

Step 2: click online payment button.

Step 3: select suitable option and add it to the cart.

Step 4: click the sign up link for creating another account for the HKU payment system.

Step5: fill in information and click register

A successful notice will pop up

Step 6: find the activation email from your registered one and click the link to activate your account.
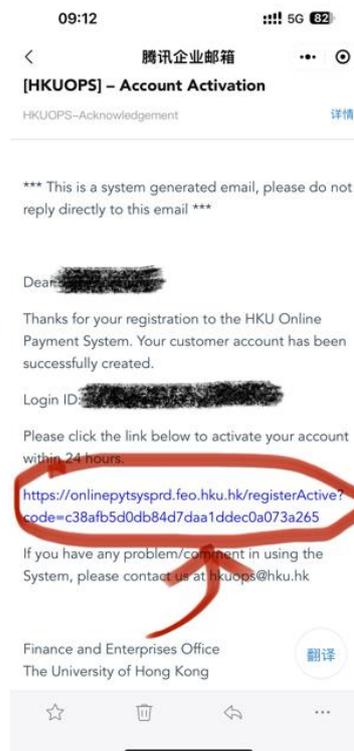
A successful activation will be present.

Step 7: back to the user center of CPS website at **step 2** and reclick the online payment button again

Step 8: Proceed the payment as follows *via* **step 3** and log in:
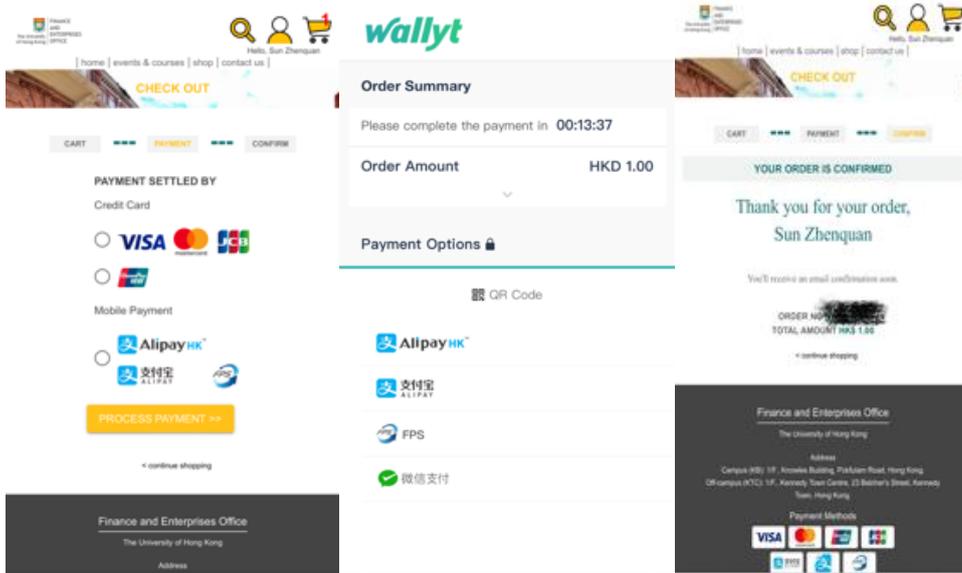
A confirmation email will be sent to your registered email address.