

# Registration Fee Payment Guide

## Step 1: Log In

- Go to the **Espeed** portal.
- Enter your **username** and **password**.
- Click **Login** to access your account.

## Step 2: Access Tuition Fee Menu

- Once logged in, navigate to the **Tuition Fee** menu.
- Select **UKMpay** as your payment option to proceed with the transaction.

The screenshot shows the Espeed portal interface. At the top, there is a notification bar with a yellow background and a blue border, containing the text: "Offer confirmation starts on 07/11/2025. Kindly confirm your acceptance or rejection of the offer no later than 30/11/2025 by clicking the Accept/Reject button." Below this, a green box indicates "You have confirmed - ACCEPTED THE OFFER" with a red "X/Reject Offer" button and a note: "\*Change of confirmation can only be done until 30/11/2025".

The main content area is divided into two sections. On the left, under the "Admission Requirements" header, there is a table with two columns: "Menu" and "Status". The "Tuition Fee" menu item is highlighted in blue and has a status of "X Incomplete". A red arrow points from this menu item to the right-hand section.

The right-hand section is titled "Tuition fees / Registration Fee / Sponsorship" and contains an "ATTENTION" box with the following text: "Please be informed that this payment platform is still under trial. For technical issues, kindly email [adesanplm@ukm.edu.my](mailto:adesanplm@ukm.edu.my). For inquiries, kindly email [accshape@ukm.edu.my](mailto:accshape@ukm.edu.my). We regret any inconvenience caused." Below this, there is a section titled "Tuition fees / Registration Fee / Sponsorship" with the instruction: "Please select the payment method based on the offer acceptance confirmation guide." A form field contains the text "Please select:" followed by two radio buttons: "UKMpay" (which is selected) and "Sponsorship". A red arrow points from the "UKMpay" radio button to the "Pay" button in the next screenshot.

At the bottom of the right-hand section, there is a note: "For any inquiries, kindly contact the Finance Division 6011 2982 4781 | Email: [accshape@ukm.edu.my](mailto:accshape@ukm.edu.my)".

## Step 3: View and Make Payment

1. Review your tuition or registration fee details.
2. Click **Pay** to complete the transaction.

The screenshot shows the "Payment Details" section of the Espeed portal. At the top, there is a red header bar with the text "Tuition fees / Registration Fee / Sponsorship". Below this, there is an instruction: "Instruction: Please select the payment method based on the offer acceptance confirmation guide." A form field contains the text "Please select:" followed by two radio buttons: "UKMpay" (which is selected) and "Sponsorship". A red arrow points from the "UKMpay" radio button to the "Pay" button in the next screenshot.

The main content area is titled "PAYMENT DETAILS" and contains a table with the following information:

No.Invoice	Name	Phone.No	Email	Description
				Bayaran Yuran Metalui eSPEED

Below the table, there is a "Payment Calculation" section with the following data:

	RM
Semester 1 Tuition Fee	200.00
Total amount to be paid (RM)	200.00

At the bottom of the "Payment Details" section, there is a red box containing the text "ATTENTION. Please deactivate your popup blocker first." and a green "Pay" button. A red arrow points from the "Pay" button in the previous screenshot to this "Pay" button.

At the bottom of the page, there is a note: "For any inquiries, kindly contact the Finance Division 6011 2982 4781 | Email: [accshape@ukm.edu.my](mailto:accshape@ukm.edu.my)".

#### **Step 4: Submission of payment receipt through email**

To update your payment status with the Finance Department, please submit a copy of your payment receipt **through email** to:

- **Email:** accshape@ukm.edu.my
- **Cc:** HEETtrain@ukm.edu.my

Your email must include the following student information:

- **Full Name of Student**
- **Student Number** (as indicated on your HEET Training offer letter)
- **Passport Number**

#### **IMPORTANT NOTE**

- Failure to submit the payment receipt with the complete student information may result in **delays in payment verification**.
- Ensure all details are accurate to facilitate smooth processing.