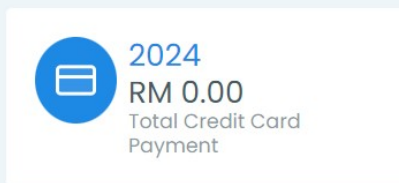
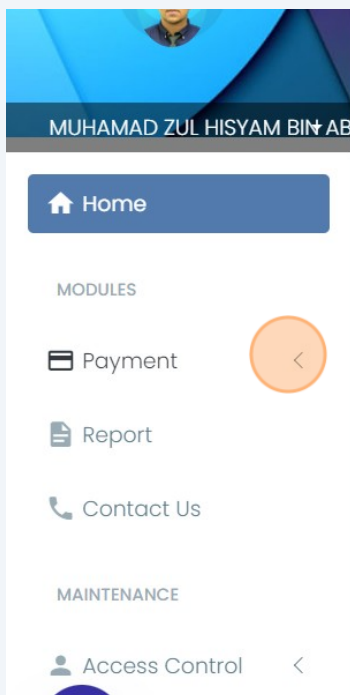




Adding a New Payment in UTM PayHub

1 Navigate to <https://payhub.utm.my/home>

2 Click "Payment"



Announcements
Attention to all applicants.

Application of authorization letter (Surat Kebenaran Melaksanakan for staff handling billing & collection at Faculty/Department Level.

It is the responsibility of the Dean/Head of Department to ensure that the Casl Faculty/Department obtain authorization from the Department of the Bursar.

Unit Terimaan & Kawalan Kredit (UTKK) has prepared a Google Form to facilitate Google Form and the digital copy of the SKMPW will be emailed to the respect

[Go to Google Form](#)

3 Click "Application"

MUHAMAD ZUL HISYAM BIN AB

Home

MODULES

Payment

Application

View Payment List

Report

Contact Us

RM 0.00
Total Credit Card
Payment

RM 0.00
Total FPX Payment

Announcements

Attention to all applicants.

Application of authorization letter (Surat Kebenaran Melaksanakan for staff handling billing & collection at Faculty/Department Level.

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





4 Click "Add New"

Payment Category: ALL

Status: ALL

[Add New](#)

Search:

Name	Payment Category	Status	Attachment	QR	Action
ESURUHJAYA SUMPAH	MISC INCOME	APPROVED	 		  

5 Enter the "Payment Title" field.

The screenshot shows a web form titled "Payment Info" with a blue header bar. The form contains several input fields and dropdown menus. An orange circle highlights the "Payment Title" input field, which contains the text "Payment Title". Other fields include "Payment Description" (with placeholder text "Description about the payment"), "Payment Category" (with "--Please Select--"), "URL" (with "http://www.example.com"), "Cost Center" (with "--Please Select--"), and "Soda" (with "--Please Select--"). To the right of the form, there are labels for "SKMPW Form *", "Poster", "Price Type *", "Start Date *", and "End Date *".

6 Enter the "Description about the payment" field.

This screenshot shows the same "Payment Info" form as in step 5. The "Payment Title" field now contains the text "CAJ PERMOHONAN JAWATAN UTM". An orange circle highlights the "Payment Description" input field, which contains the text "Description about the payment". All other fields and labels remain the same as in the previous screenshot.

7

Click "--Please Select--" on Payment category and choose your category

The screenshot shows a mobile application form titled "Payment Info". The form contains several fields: "Payment Title" (CAJ PERMOHONAN JAWATAN UTM), "Payment Description" (KOD ECOMMERCE: UTM0299 CAJ PERMOHONAN JAWATAN UTM), "Payment Category" (dropdown menu open to "--Please Select--" with options: CONVOCATION, EQUIPMENT RENTAL, FACILITIES, KINDERGARTEN), "URL" (empty), "Cost Center" (empty), and "Sodo" (empty). On the right side, there are fields for "SKMPW Form", "Poster", "Price Type", "Start Date", and "End Date". A "Cancel" button is located at the bottom right. An orange circle highlights the "--Please Select--" option in the "Payment Category" dropdown.

8

enter "Your site URL" if there any.

The screenshot shows the same mobile application form as in step 7. The "Payment Category" dropdown is now closed and set to "MISC INCOME". The "URL" field is filled with "http://www.example.com". The "Cost Center" and "Sodo" fields remain empty. The "Submit" and "Cancel" buttons are now visible at the bottom right. An orange circle highlights the "http://www.example.com" text in the "URL" field.

9 Enter "Cost Center"

Payment Description * KOD ECOMMERCE: UTM0299
CAJ PERMOHONAN JAWATAN UTM

Payment Category * MISC INCOME

URL http://www.example.com

Cost Center * --Please Select--

Sodo * --Please Select--

Poster

Price Type *

Start Date *

End Date *

Submit Cancel

10 Upload the "SKMPW Form" in the upload field.

ATAN UTM

SKMPW Form * Choose File No file chosen
* 2.0 MB size | PDF only

299
ATAN UTM

Poster Choose File No file chosen
* Resolution : [900 x 600 pixels] | 2.0 MB size | jpeg/jpg/png only

Price Type * --Please Select--

Start Date * dd/mm/yyyy

End Date * dd/mm/yyyy

TABUNG PENDAFTAR - ...

FAKULTI/DTI

11

Please upload the "Poster" if available; otherwise, a default poster will be provided upon registration.

The screenshot shows a registration form with the following fields and values:

- SKMPW Form ***: Choose File | No file chosen. * 2.0 MB size | PDF only
- Poster**: Choose File | No file chosen. * Resolution : [900 x 600 pixels] | 2.0 MB size | jpeg/jpg/png only
- Price Type ***: --Please Select--
- Start Date ***: dd/mm/yyyy
- End Date ***: dd/mm/yyyy

12

Choose "Price Type" based on your payment scenario: opt for "Fixed Price" if the payment involves a single item with a set price; select "Multiple Item" if the payment includes multiple items; or, if the payment comprises a single item but the price is variable, choose "Flexible Price."

The screenshot shows the registration form with the Price Type dropdown menu open. The selected option is "Fixed Price".

- SKMPW Form ***: Choose File | Azliana Binti Mohd Azlan.pdf. * 2.0 MB size | PDF only
- Poster**: Choose File | No file chosen. * Resolution : [900 x 600 pixels] | 2.0 MB size | jpeg/jpg/png only
- Price Type ***: Fixed Price (selected), Flexible Price, Multiple Price

Buttons: Submit, Cancel

13 Enter the "Price (RM)"

ATAN UTM SKMPW Form * * 2.0 MB size | PDF only

0299 ATAN UTM Poster * Resolution : [900 x 600 pixels] | 2.0 MB size | jpeg/jpg/png only

Price Type *

Fixed Price (RM)

Start Date *

End Date *

14 Enter the "Start Date"

ATAN UTM SKMPW Form * * 2.0 MB size | PDF only

0299 ATAN UTM Poster * Resolution : [900 x 600 pixels] | 2.0 MB size | jpeg/jpg/png only

Price Type *

Fixed Price (RM)

Start Date *

End Date *

15 Enter the "End Date" *maximum : 1 year from the registration date

1233
JAWATAN UTM

Poster No file chosen
* Resolution : [900 x 600 pixels] | 2.0 MB size | jpeg/jpg/png only

Price Type *

Fixed Price (RM)

Start Date *

End Date *

January, 2024 ↑ ↓

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Clear Today

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16 Click "Submit"

Description
CAJ PERMOHONAN JAWATAN UTM

Category *

*

Poster No file chosen
* Resolution : [900 x 600 pixels] | 2.0 MB size | jpeg/jpg/png only

Price Type *

Fixed Price (RM)

Start Date *

End Date *

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17

Click "Save" and your payment is sent for admin evaluation and approval

The image shows a web form with a modal overlay. The modal is a white rectangle with the text "Please wait" in bold black font, a blue circular refresh icon, and an orange circle with a white dot in the center. The background form is dimmed and contains the following fields:

- Title:** CAJ PERMOHONAN JAWATAN UTM
- SKMPW Form:** SKMPW Form * (with a "Choose File" button and "Azliani" text)
- Description:** KOD ECOMMERCE: UTM0299
CAJ PERMOHONAN JAWATAN UTM
- Poster:** (with a "Choose File" button and "No file" text)
- Category:** MISC INCOM
- Price Type:** Fixed Price
- Price (RM):** 20.00
- Start Date:** 01/01/2024
- End Date:** 01/01/2025
- URL:** http://www
- Dropdown 1:** A.J020000.6600.09323 - TABUNG PENDAFTAR -...
- Dropdown 2:** E14066 - PELBAGAI HASIL FAKULTI/PTJ
- Buttons:** Submit (blue) and Cancel (black)