

UM Monthly Parking Pass Application System—User Guide for Making Online Payment

A. Steps for monthly pass renewal via online payment

1. Log in the “UM Monthly Parking Pass Application System” (<https://isw.um.edu.mo/parkmpapp/>) → Go the “Application” page → Select the tab “Pass Renewal” → Select the renewal period of the related monthly pass, then press “PAY NOW”.

The image illustrates the process of renewing a monthly parking pass online through three sequential screenshots:

- Step 1: Main Application Page**
The user is on the "UM Parking Pass" application page. The "PASS RENEWAL" button is circled in red. Other options include "NEW PASS APPLICATION", "UPDATE VEHICLE DETAILS", "PARKING TAG REISSUANCE", "UPDATE CAMPUS CARD DETAILS", and "TERMINATION". The "Application" icon in the bottom navigation bar is also circled in red.
- Step 2: Pass Renewal Details**
The user has selected "PASS RENEWAL", leading to the "Pass Renewal" screen. The "Student Monthly Parking Pass" card is circled in red. It displays:
 - Student Monthly Parking Pass
 - XXXXXXXXXX
 - User: XXXXXXXXXX
 - Status: ACTIVE
 - Effective Period: 2023-12-01 to 2024-02-29
- Step 3: Renewal Form**
The user proceeds to the "Pass Renewal - Student Monthly Parking Pass" form. The "PAY NOW" button at the bottom right is circled in red. The form includes:
 - I. Pass Information:** Vehicle Type (Light Vehicle), Vehicle Plate No. (XXXXXX), Effective Period (2023-12 to 2024-02), and a question "Is it a Pure Electric Vehicle?" with "No" selected.
 - II. Renewal Information:** From (2024-03) and To (2024-03) dates, both circled in red.
 - III. Charges Summary:** Monthly Fee (MOP 200), Number of Months (1), and Total Charges (MOP 200).
 - IV. Declaration:** A checked checkbox indicating agreement to the University of Macau Parking Management Rules, Internal Parking Management Guidelines, and University Privacy Policy.

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2. The system will then be redirected to the online payment platform → After verifying the payment details, press “SUBMIT” and go to the payment page (GovPay) → Select the payment tool.

Pass Renewal - Student Monthly Parking Pass

I. Pass Information

Vehicle Type: Light Vehicle
Vehicle Plate No.: XXXXXX

Effective Period: 2023-12 to 2024-02

Is it a Pure Electric Vehicle?
 Yes No

Please confirm your action

Confirm to submit the application?

You will be redirected to the Online Payment service after submitting this form.

Please note that all fees paid are non-refundable.

I have read and agree to observe the "University of Macau Parking Management Rules", the "Internal Parking Management Guidelines" and the "University Privacy Policy".



Online Payment Gateway

Desc. of Service: Monthly Parking Fees

Applicant Name: XXXXXXXX

E-mail: XXXXXXXX

Invoice No.: XXXXXXXX

Paid For Monthly Parking Fees

Amount: **MOP\$ 200.00**

Your payment will be processed by BOC GovPay

Please refer to the [website](#) of the Macao Financial Services Bureau for the payment limit of each payment tool provided by GovPay.

Transaction Information

Amount: **MOP 200.00**

Merchant Name: 澳大
Goods/Services: XXXXXXXXXXXXXXXX

Merchant Order No.: XXXXXXXXXXXXXXXX
Order No.: XXXXXXXXXXXXXXXX

Please complete transaction within 5 minutes.

Code scanning payment VISA Credit Card EMV QRCode UnionPay Credit Card

Please use: BOC Pay, WeChat Pay, Alipay, MPay, ICBC e-Payment, TAI FUNG Pay, UePay, CGB Pay, Luso Pay, BNU APP

Scan the QR code to complete the payment

The Acquiring Services is provided by Bank of China

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3. When the transaction is completed successfully, “Payment Successful” message will be displayed → User may press “Print” to print the receipt, or press “Return” to go back to the page of “Parking Pass” for checking the new expiry date of the monthly pass.

The diagram illustrates the user flow after a successful payment:

- Payment Successful:** The user receives a confirmation message: "Payment Successful" with a green checkmark and "You have completed your payment!". The amount is MOP 200.00. Details include Merchant Name (澳門), Goods/Services (XXXXXXXXXX), Payment Method (XXXXXXXXXX), Payment Time (XXXXXXXXXX), Merchant Order No. (XXXXXXXXXX), and Order No. (XXXXXXXXXX). A "Back to Merchant" button is present.
- Receipt / 收據:** The user can view the receipt with the following information:
 - Billing Information / 付款資訊:** Reference No. / 參考編號 XXXXXXXXXX, Applicant Name / 申請者姓名 XXXXXXXXXX, E-mail / 電郵 XXXXXXXXXX, Transaction Date / 交易日期 XXXXXXXXXX.
 - Payment Detail / 詳細資訊:** System Name / 系統名稱 Monthly Parking Fees, Invoice No. / 發票編號 XXXXXXXXXX, Transaction Amount / 交易金額 MOP\$ 200.00.
 - Remarks / 備註:** 2024/03/01 - 2024/03/31. Note: *Please keep a copy of this receipt for your records / 請保留收據.Buttons for "Print" and "Return" are available.
- UM Parking Pass:** The user is redirected to the "UM Parking Pass" page. It displays:
 - Student Monthly Parking Pass XXXXXXXXXX
 - User: XXXXXXXXXX
 - Status: ACTIVE
 - Effective Period: 2023-12-01 to 2024-03-31 (highlighted with a red arrow and text "Check the new expiry date").The "Parking Pass" menu item at the bottom is circled in red.

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4. Moreover, in case user accidentally leaves the payment page during the transaction process, user can log in the “UM Monthly Parking Pass Application System” (<https://isw.um.edu.mo/parkmpapp/>) again → Go the “Application” Page → Select “Online Payment” → Verify again the previous renewal period selected, then press “Pay Now” → For the subsequent steps, please refer to steps 2-3 in the previous pages.

Remarks: If the payment is not settled within 30 minutes after submitting the renewal form, the application will then be cancelled automatically. User needs to resubmit the renewal form by following steps 1-3 in the previous pages.

The diagram illustrates the user flow for making an online payment. It consists of three sequential screens:

- Screen 1: UM Parking Pass Home Page**
 - Header: UM Parking Pass, NOTICIE(1)
 - Buttons: ONLINE PAYMENT (circled in red), NEW PASS APPLICATION, PASS RENEWAL, UPDATE VEHICLE DETAILS, PARKING TAG REISSUANCE, UPDATE CAMPUS CARD DETAILS, TERMINATION.
 - Bottom Navigation Bar: Application (circled in red), Parking Pass, Information.
- Screen 2: Student Monthly Parking Pass (Pass Renewal) Details**
 - Header: UM Parking Pass, NOTICIE(1)
 - Content: Student Monthly Parking Pass (Pass Renewal), XXXXXXXX, User: XXXXXXXX, Status: ACTIVE, Effective Period: 2024-01-26 to 2024-02-29 (circled in red).
 - Bottom Navigation Bar: Application, Parking Pass, Information.
- Screen 3: Pass Renewal - Student Monthly Parking Pass**
 - Section I: Pass Information
 - Vehicle Type: Light Vehicle, Vehicle Plate No.: XXXXXX
 - Effective Period: 2023-12 to 2024-02
 - Is it a Pure Electric Vehicle? (Yes/No)
 - Section II: Renewal Information
 - From: 2024-03, To: 2024-03 (Format: yyyy-MM)
 - Total Charges: MOP 200
 - Alert: Please complete Online Payment before 2024-02-08 15:59:44, Macau Standard Time
 - Buttons: CLOSE, PAY NOW (circled in red)

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B. Steps for settling new application monthly fee via online payment

After receiving the approval and notification for settling parking fee, user can log in the “UM Monthly Parking Pass Application System” (<https://isw.um.edu.mo/parkmpapp/>) → Go the “Application” Page → Select “Online Payment” → Verify the previous application period selected and the amount, then press “Pay Now” → For the subsequent steps, please refer to steps 2-3 of monthly pass renewal via online payment.

Remarks : If user would like to change the application period after the form has been approved, please send an email to SFS (sfs.parkingpermit@um.edu.mo) for making the change.

The image displays three sequential screenshots of the UM Monthly Parking Pass Application System interface, illustrating the steps for settling a new application monthly fee via online payment.

Screenshot 1: Main Menu
The main menu shows several options: ONLINE PAYMENT (circled in green), NEW PASS APPLICATION, PASS RENEWAL, UPDATE VEHICLE DETAILS, PARKING TAG REISSUANCE, UPDATE CAMPUS CARD DETAILS, and TERMINATION. The 'Application' icon in the bottom navigation bar is also circled in green.

Screenshot 2: Notification
A notification for a 'Student Monthly Parking Pass(New Pass Application)' is shown, with details: Application: XXXXXXXX, User: XXXXXXXX, and Status: ACTIVE. The notification is circled in green.

Screenshot 3: New Pass Application - Student Monthly Parking Pass
The application form includes fields for Vehicle Type (Light Vehicle), Vehicle Plate No. (XXXXXX), Is it a Pure Electric Vehicle? (Yes/No), Vehicle Model (XXXXXX), and Name of Vehicle Owner (XXXXXX). It also features download links for vehicle registration documents (FRONT, BACK, and PROPERTY REGISTRATION DOCUMENT). The Vehicle Ownership is set to Self-owned.

IV. Payment Method and Effective Period
The payment method is 'Paid by Cash or e-Payment'. The effective period is 'From 2024 - 03' to 'To 2024 - 03'. The amount is 'MOP200 in total' and the total charges are 'MOP 200'. A warning message states: 'Please complete Online Payment before 2024-02-20 23:59:59, Macau Standard Time'. The 'PAY NOW' button is circled in green.