

E-Payment Guideline

1. **Log in:** Enter your **User ID** and **Password** to log in to the system.

The screenshot below shows the login screen.

The screenshot shows a 'Login' window with the following elements:

- Username:** A text input field containing 'LOT ID' (labeled 1st).
- Password:** A text input field containing 'Default password: Phase Code @4 last digit IC number' (labeled 2nd).
- First Time Login?:** A section with explanatory text and a 'Remember Me' checkbox (labeled 3rd).
- Agreement:** A checkbox labeled 'I agree and acknowledge the terms and conditions' (labeled 4th).
- Buttons:** 'Close' and 'Login' buttons. The 'Login' button is highlighted with a red box and labeled 5th.

2. **Access Management Fees:** Click **Panel** > click on **“Management Fees”**.

The screenshot below shows User Panel screen.



3. **Initiate Payment:** Click the **“Make Payment”** button to proceed.

The screenshot below shows the Outstanding Balance screen.

The screenshot shows the 'Outstanding Balance' screen with the following details:

- Outstanding Balance:** RM [redacted box]
- Buttons:** 'Make payment' (highlighted with a red box and arrow) and 'Hide bill details'.
- Account Statement:** as per 07/2026
- Table:**

Date	Document No.	Description	Debit (RM)	Credit (RM)	Balance (RM)
2026		B/F			1.25

4. **Select Bills & Confirm:** Tick the **checkbox** for the bill(s) you wish to pay. Ensure the total amount is correct, then click the **“Proceed Payment”** button to complete the payment.

The screenshot below shows the Bill Selection screen for making payment.

SBSJ Home Panel

Dashboard Statement **Select and Pay**

Invoices with outstanding

No	Trx Date	Ref Number	Particular	Invoice Amount	Amount settled	In Transit	Outstanding
☒	1	2025	BILLING	1.25	0.00	0.00	1.25

Total to Pay : 1.25

Proceed Payment

5. **Payment Confirmation:** Upon successfully payment, a green confirmation pop-up displaying **Transaction ID** will appear. User will also receive a confirmation notification via email.

The screenshot below shows the screen displayed after a successfully payment

SBSJ Home Panel

Dashboard / Outstanding Balance

Your payment Ref Number : [REDACTED]
ipay 88 transaction id : T [REDACTED]

Thank you for payment.
System is processing the payment and will update into the online statement shortly.

All MC Charges & Bills MC Charges Exclude Water Bill Water Bills

Outstanding Balance: RM

Make payment

Hide bill details

Account Statement

Thank you.