

Topping up your e-purse online

1. E-purse is the electronic payment system HOGENT/UGent students and personnel use to (amongst other things) pay for the copies on the HOGENT multi functional printers

Your student card (HOGENT students) / campus card (UGent students) gives you access to your electronic purse (e-purse).

On the multi functional printers and the large format printers you can also log on with your HOGENT user name and password.



2. There are two ways to top up your e-purse

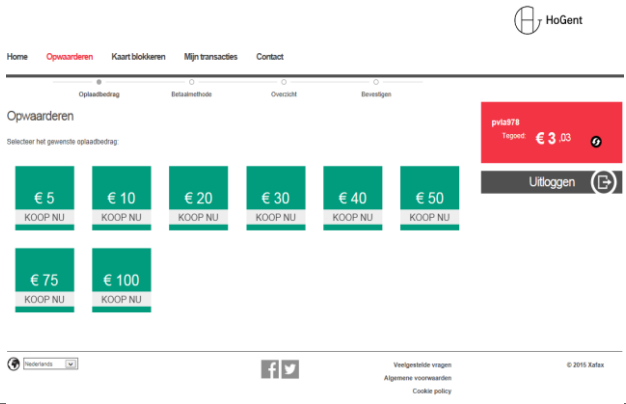
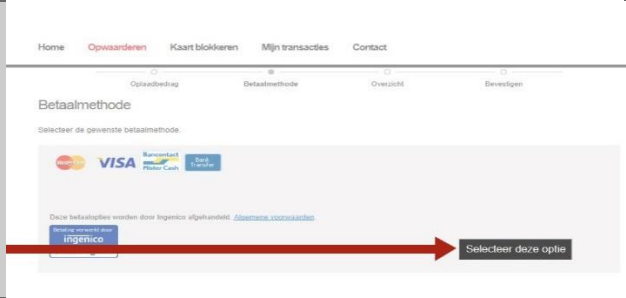


1. via <https://epurse.hogent.be>



2. via a money charger on the campuses Schoonmeersen and Mercator

3. Surf to <https://epurse.hogent.be>

Log on with your Hogent/UGent user name and password.



<p>4.</p>	<p><u>Select an amount</u></p> <p>Select how much money you wish to put on your card. Click “Opwaarderen” to carry out the online payment.</p> <p>Attention: You did not pay just yet. In order to pay, you’ll need to complete the following steps.</p>	
<p>5.</p>	<p><u>Choose a method of payment</u></p> <p>Confirm you wish to pay online.</p>	
<p>6.</p>	<p>In the next screen, you will need to choose the method of payment.</p> <p>Click the Bancontact/Mister Cash, Maestro, VISA or Mastercard logo.</p>	
<p>7.</p>	<p><u>Fill out the data of your debit/credit card</u></p> <p>What follows is the known procedure for an online payment through home banking.</p> <p>In the screen underneath, complete the data of your bank card.</p>	
<p>8.</p>	<p>The card number, expiry date and verification code are mentioned on your bank card. Attention: the card number is not your account number! On most cards, the card number is listed next to “Card”. It usually contains 4 groups of 4</p>	

<p>digits + 1 digit. Enter this number without spaces.</p> <p>The expiry date is the date (month/year) mentioned on the bottom of your card e.g.: 12/14 or 12/2014</p> <p>The verification code (not always mandatory) is on the back side of your bank card (cfr link Wat is dit ?).</p>											
<p>9. You confirm the data by clicking “Ja, ik bevestig mijn betaling”.</p> <p>With “Terug”, you go back. With “Annuleren” you cancel the payment.</p>											
<p>10. <u>Confirm your transaction</u></p> <p>To confirm your transaction you will need a card reader and your bank card. The card reader is the device that allows you to follow up on your financial transactions from home. In principle, every customer should have received a free card reader from his/her bank. If you did not receive one, you can obtain one from your bank.</p> <p>There are two types of card readers. You choose the type with which you wish to confirm your payment.</p> <p>Remark: the exact confirmation method may vary from bank to bank. The principle remains the same though: follow the instructions on screen.</p>	 <p>The screenshot shows the KBC website interface for processing an internet payment. It includes the KBC logo, navigation links for 'fr nl de en' and 'Help Contact', and the MasterCard SecureCode logo. The main heading is 'Verwerking van uw veilige internetbetaling'. Below this is a table of transaction details:</p> <table border="1"> <thead> <tr> <th colspan="2">Transactiedetails</th> </tr> </thead> <tbody> <tr> <td>Handelaar</td> <td>Hogeschool Gent</td> </tr> <tr> <td>Bedrag</td> <td>5,00 EUR</td> </tr> <tr> <td>Datum</td> <td>20/06/2013 10:20:29</td> </tr> <tr> <td>Kaartnummer</td> <td>xxxxxxxxxxxx28125</td> </tr> </tbody> </table> <p>Below the table is a section titled 'Selecteer uw kaartlezer' with the instruction 'Klik op de kaartlezer waarmee u uw internetbetaling wilt bevestigen.' Two card readers are shown side-by-side, separated by the word 'of'. At the bottom left of the screenshot is a link for 'Betaling annuleren'.</p>	Transactiedetails		Handelaar	Hogeschool Gent	Bedrag	5,00 EUR	Datum	20/06/2013 10:20:29	Kaartnummer	xxxxxxxxxxxx28125
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11. As an **example** in this manual we represent the payment method by KBC with the oldest card reader type...

fr | nl | de | en Help | Contact **MasterCard SecureCode**

Verwerking van uw veilige internetbetaling

Transactiedetails

Handelaar	Hogeschool Gent
Bedrag	5,00 EUR
Datum	20/06/2013 10:34:18
Kaartnummer	xxxxxxxxxxxx28125

Bevestig uw transactie met uw kaartlezer

1. Plaats uw bankkaart in uw kaartlezer.
2. Druk op **OK**
3. Voer de challenge **5190 2572** in en bevestig met **OK**
4. Voer uw pincode in en bevestig met **OK**
5. Voer hieronder de response in en klik op OK

[Betaling annuleren](#) Response **OK**

Deze informatie wordt niet met de handelaar gedeeld.

12. ...and with the newest type of card reader.

fr | nl | de | en Help | Contact **MasterCard SecureCode**

Verwerking van uw veilige internetbetaling

Transactiedetails

Handelaar	Hogeschool Gent
Bedrag	5,00 EUR
Datum	20/06/2013 10:20:29
Kaartnummer	xxxxxxxxxxxx28125

Bevestig uw transactie met uw kaartlezer

1. Plaats uw bankkaart in uw kaartlezer.
2. Druk 2x op **BUY**
3. Voer de startcode **2342 9206** in en bevestig met **OK**
4. Druk nogmaals op **OK**
5. Voer het bedrag (**5,00**) in en bevestig met **OK**
6. Voer uw pincode in en bevestig met **OK**
7. Voer hieronder de aankoopcode in en klik op OK.

[Betaling annuleren](#) Aankoopcode **OK**

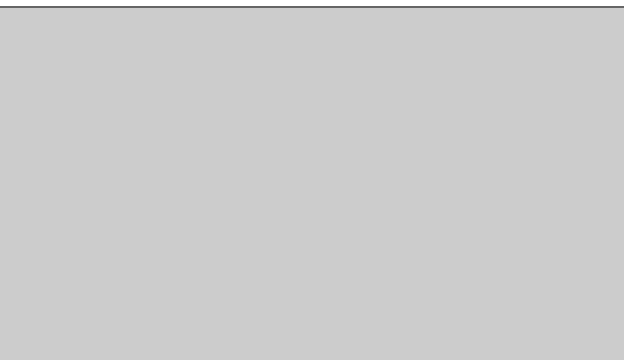
Deze informatie wordt niet met de handelaar gedeeld.

13. The chosen amount of credit is readied

Your payment has been accepted.

Wait a number of seconds until you are automatically transferred to the e-purse screen.

Important: do not close your browser before the transaction has been completed.



14. Copying and printing

Put your student card on the (EDU-) card reader of the multifunctional printer.

You can now print, scan and copy (Secureprint)

You can check the balance of your e-purse if you choose 'Secure Print' on the display of the multifunctional printer.



15. You can monitor your (financial) transactions through 'Mijn transacties' in <https://epurse.hogent.be>.

Topping up your e-purse with the validating machines

16. On the campuses Schoonmeersen and Mercator, the two biggest campuses of the University College, you will find two validating machines (pinpoints). All Hogent/UGent students and personnel can top up their e-purse on these machines. For now, only Belgian bank cards are compatible for use.

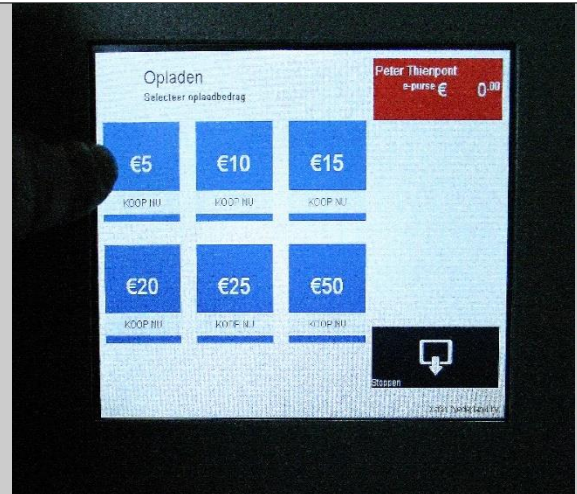
The use of the machines is pretty straightforward. **Follow the instructions** on the machine



17. Scan your student card at the level of the card reader on the machine.




18. Indicate an amount on the touch screen.



19. Insert your bank card in the slot over the digit display



20. Enter your pin code and push "OK".

21.	The payment has succeeded. Your new balance will appear on screen.	 A screenshot of a digital interface for XAFAX. The background is light blue. In the top right corner, the XAFAX logo is displayed. On the left side, there is a brown rectangular area with the text 'Tegoed Beschikbare tegoeden' at the top, 'e-purse' in the middle, and '€ 5.00' on the right. A small circular loading icon is visible on the right side of the screen. At the bottom right, the text 'Xafax Nederland bv' is visible.
22.	The payment has succeeded. A proof of payment will be printed in the form of a “pashouderbon” .	