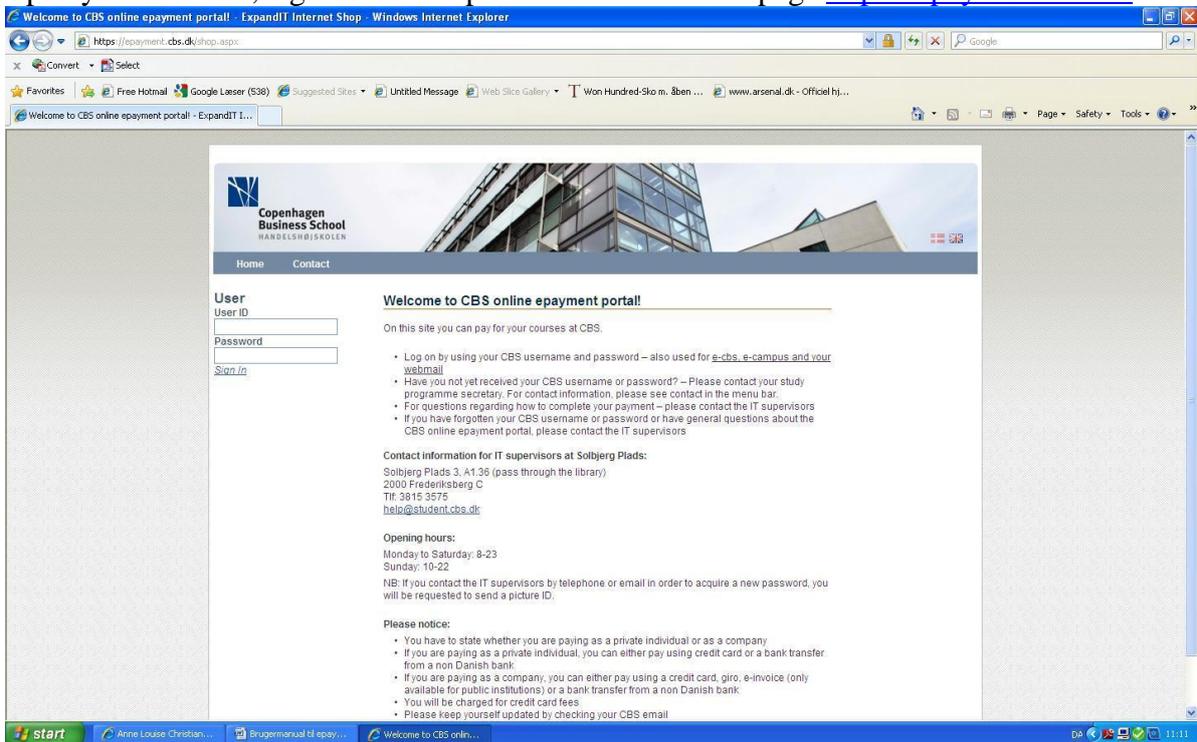
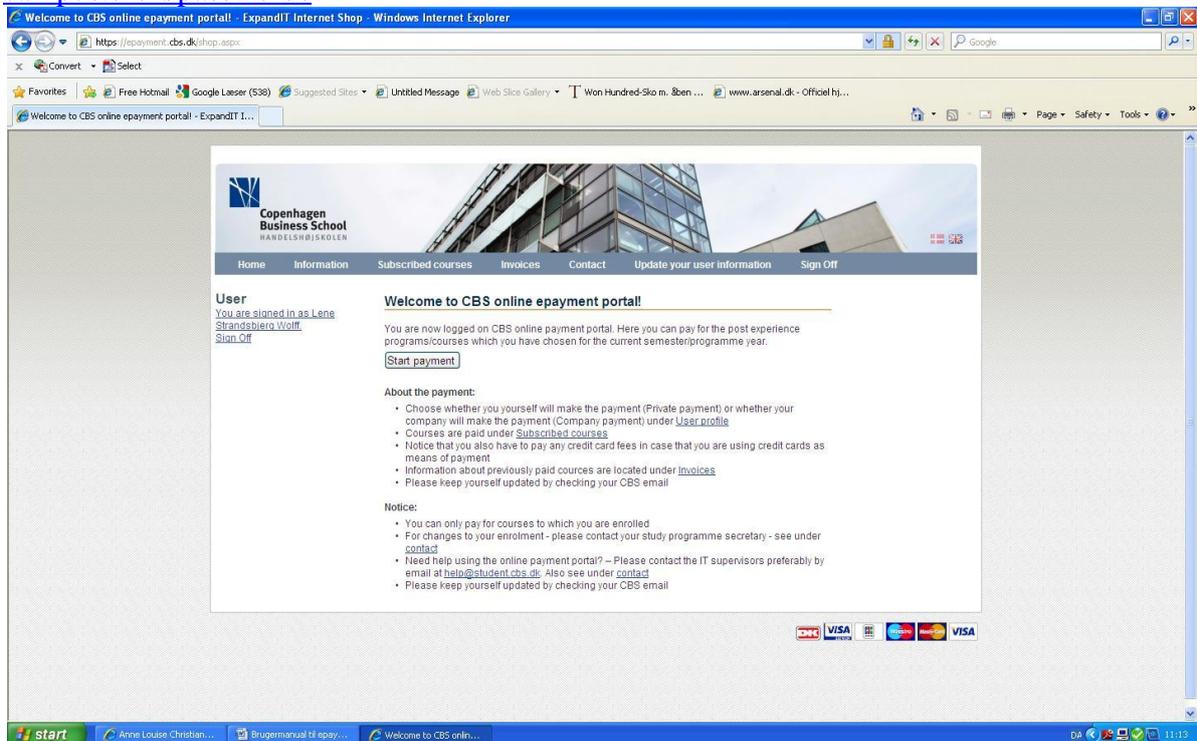


Guide to epayment – Company Payment.

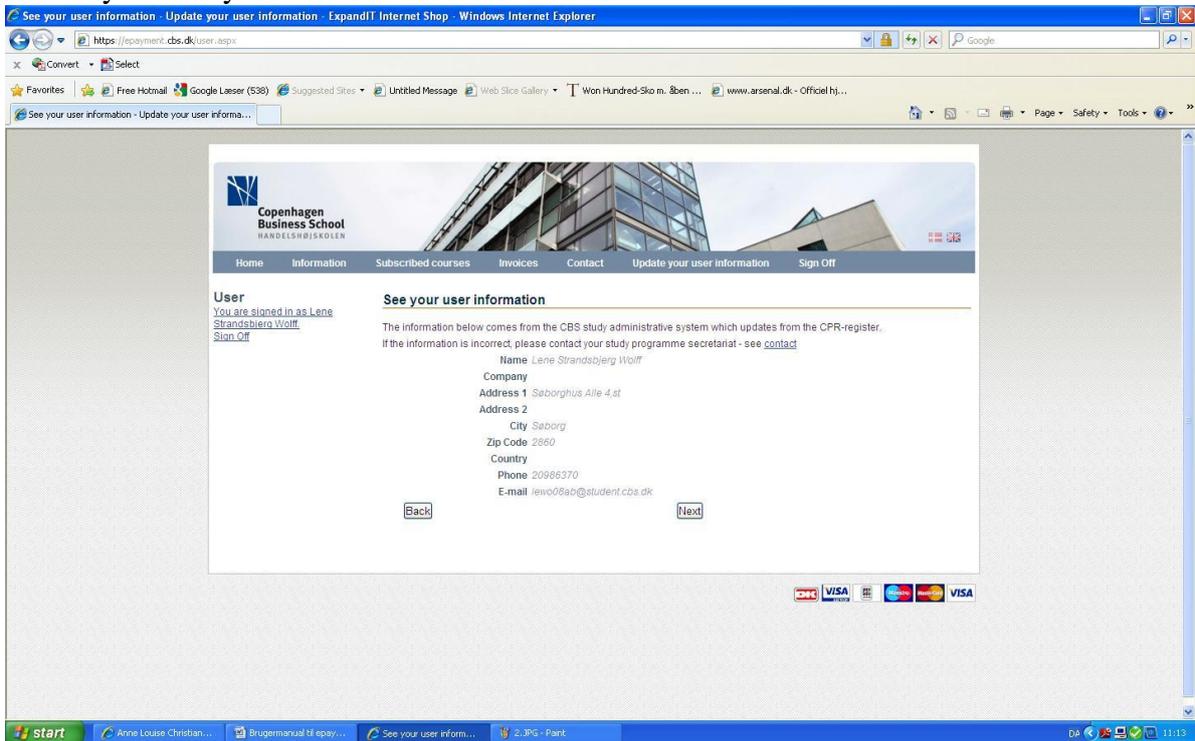
1. Open your browser, e.g. Internet Explorer. Go to the homepage <https://epayment.cbs.dk>



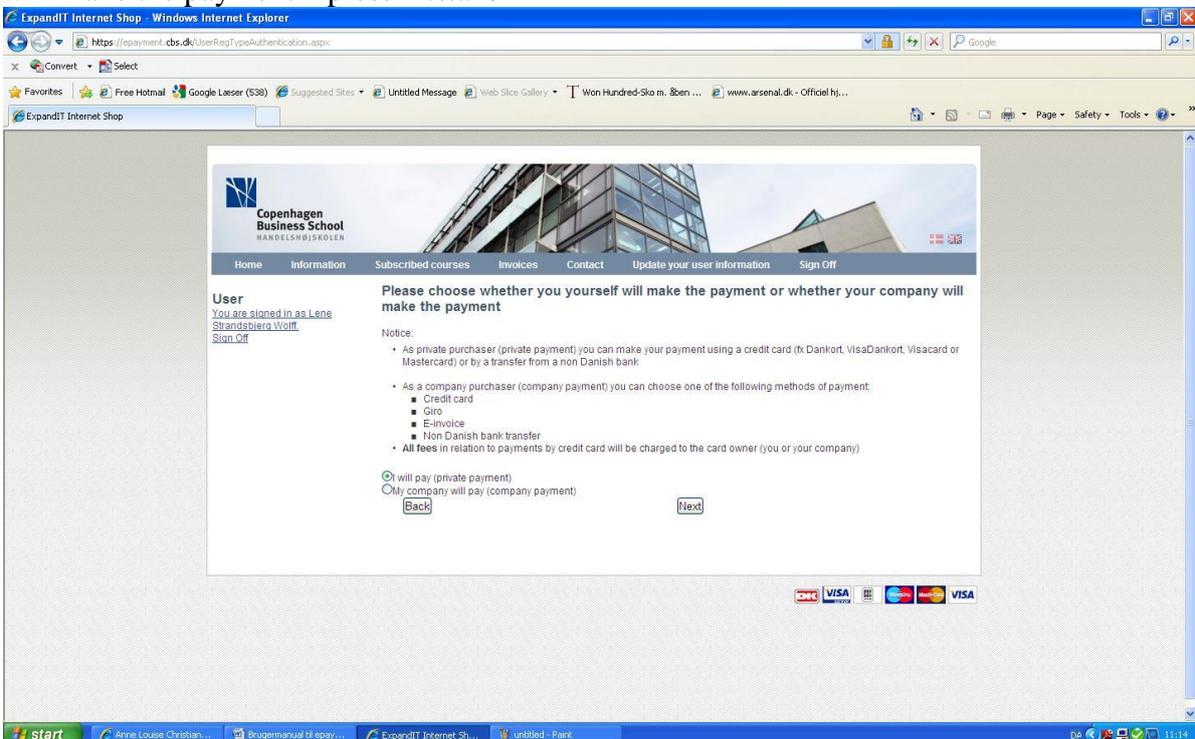
2. Log in with your CBS username and password. If you experience problems with your login or password please contact the IT-advisors by e-mail: help@student.cbs.dk or look at <https://e-campus.dk/it/passwords>



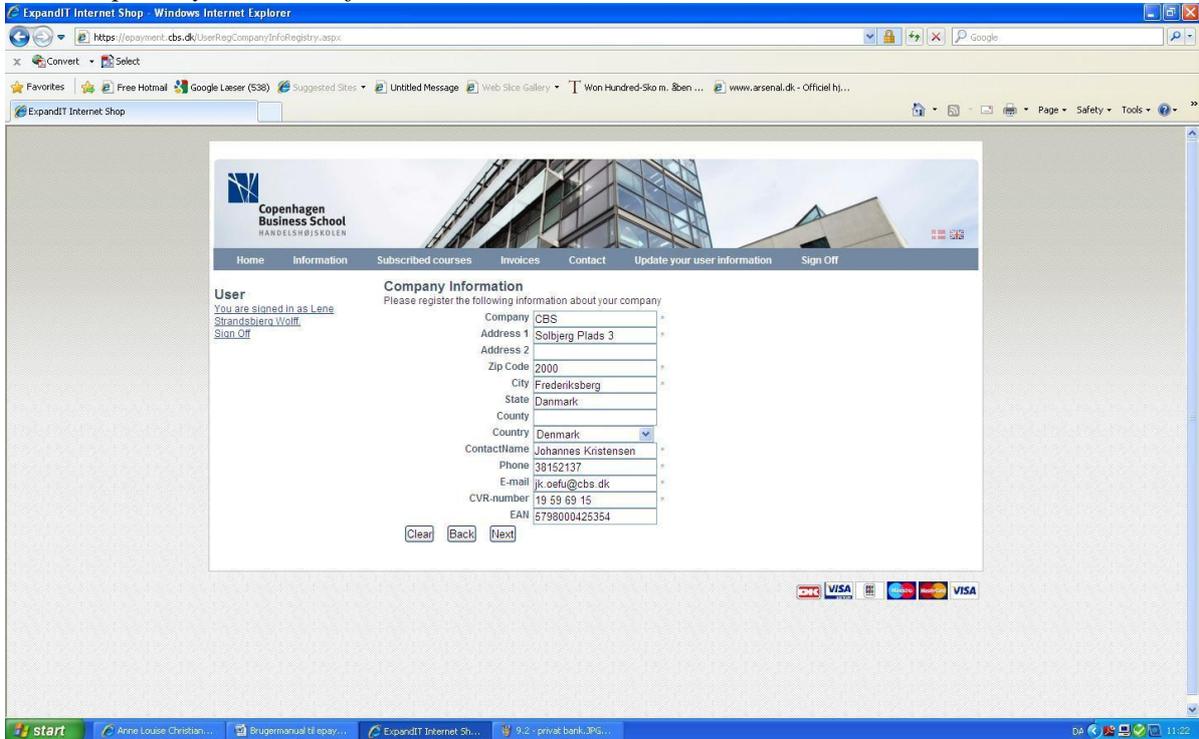
3. You are automatically redirected to a page with your user information. Please check that your user information is correct and press "Next". If your user information is not correct you need to contact your study secretariat.



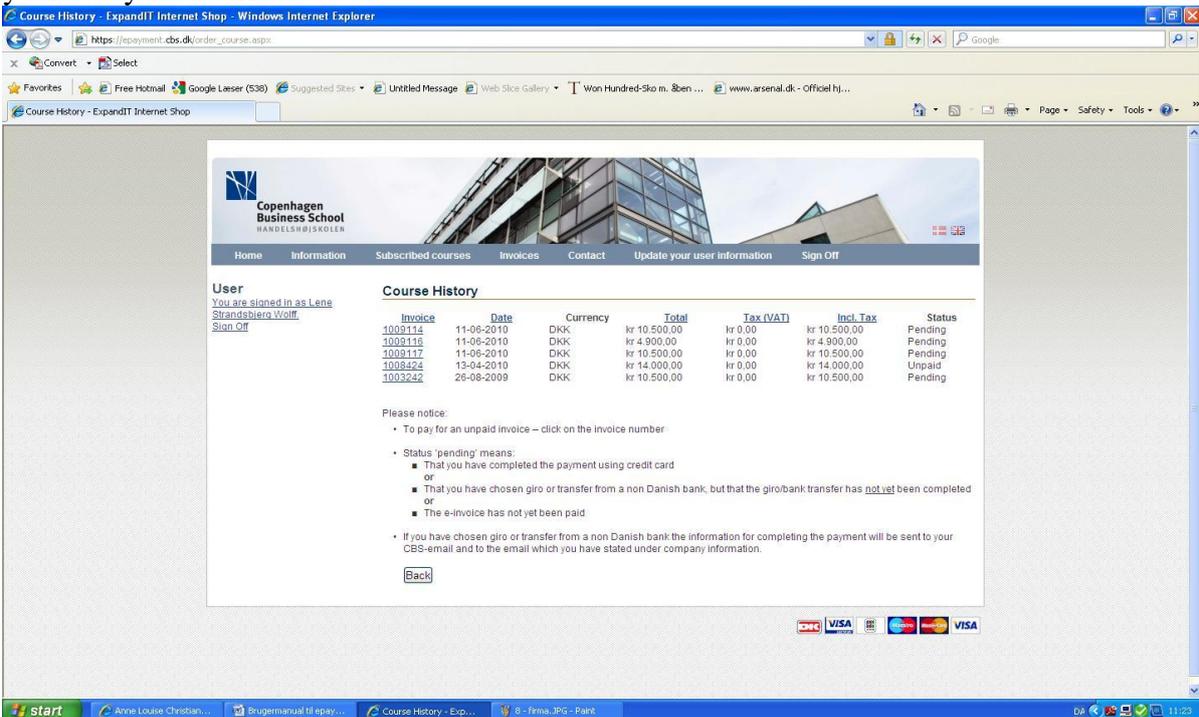
4. Now you need to choose whether you yourself will make the payment or whether your company will make the payment – press "Next".



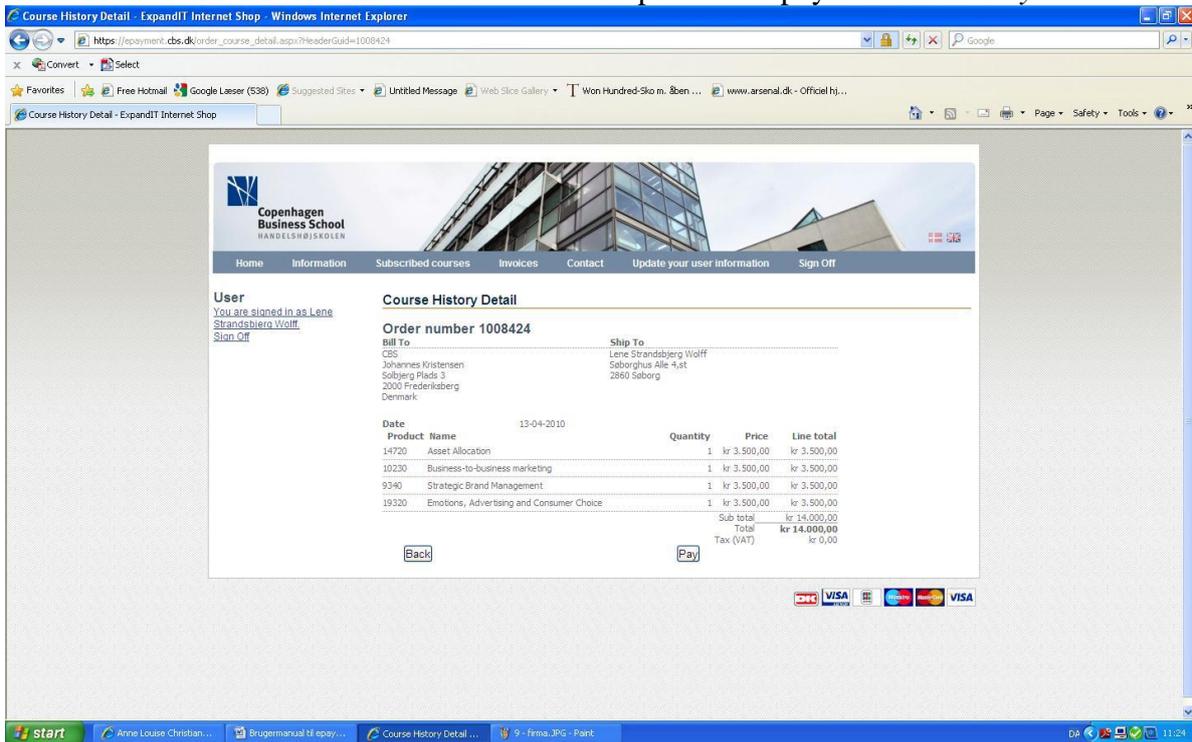
- Please register your company information. Please be aware that you type in the correct e-mail address on your contact at your company, CVR-number and EAN-number (your only need the EAN-number when you pay via E/invoice. Note that it is mostly companies in the public sector that have EAN-numbers. It is always possible to go back and correct your company information under “*update your user information*”. Press “*Next*”.



- You have now come to an overview of your course history. Please select the order that you wish to pay by clicking the order number. If you are not able to find a specific course, please contact your study secretariat.

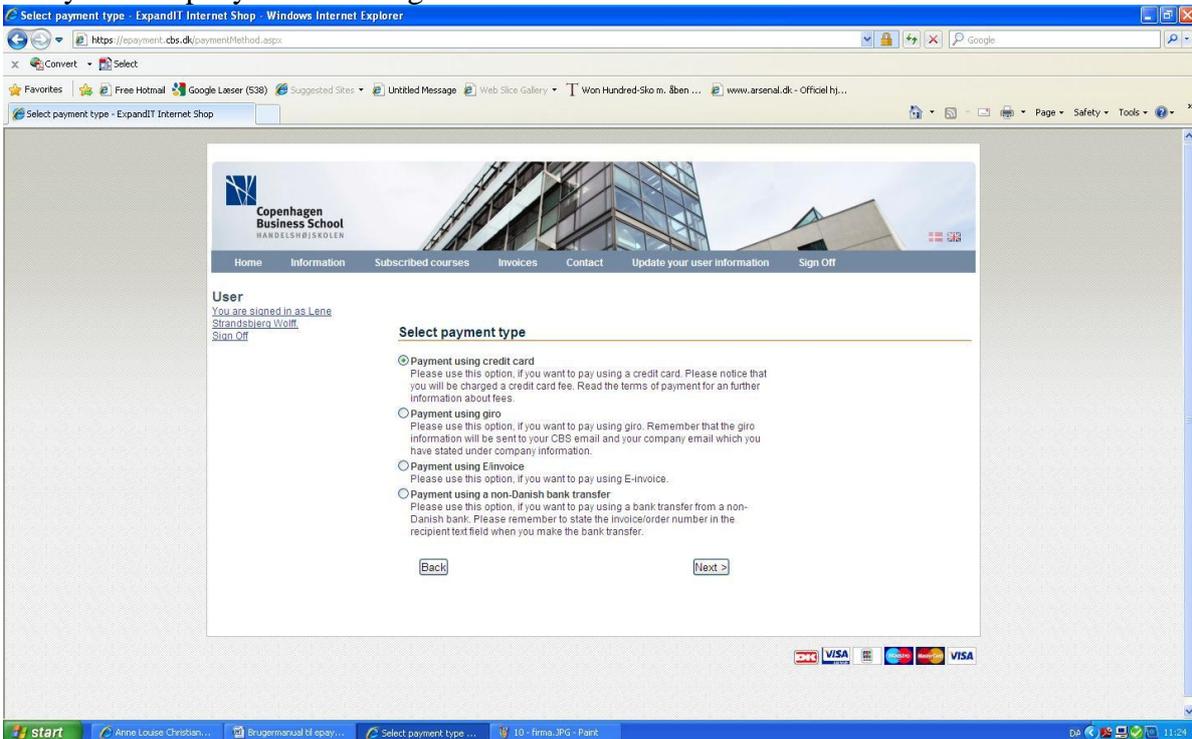


7. Here we have chosen order number 1008424. To proceed to payment click "Pay".

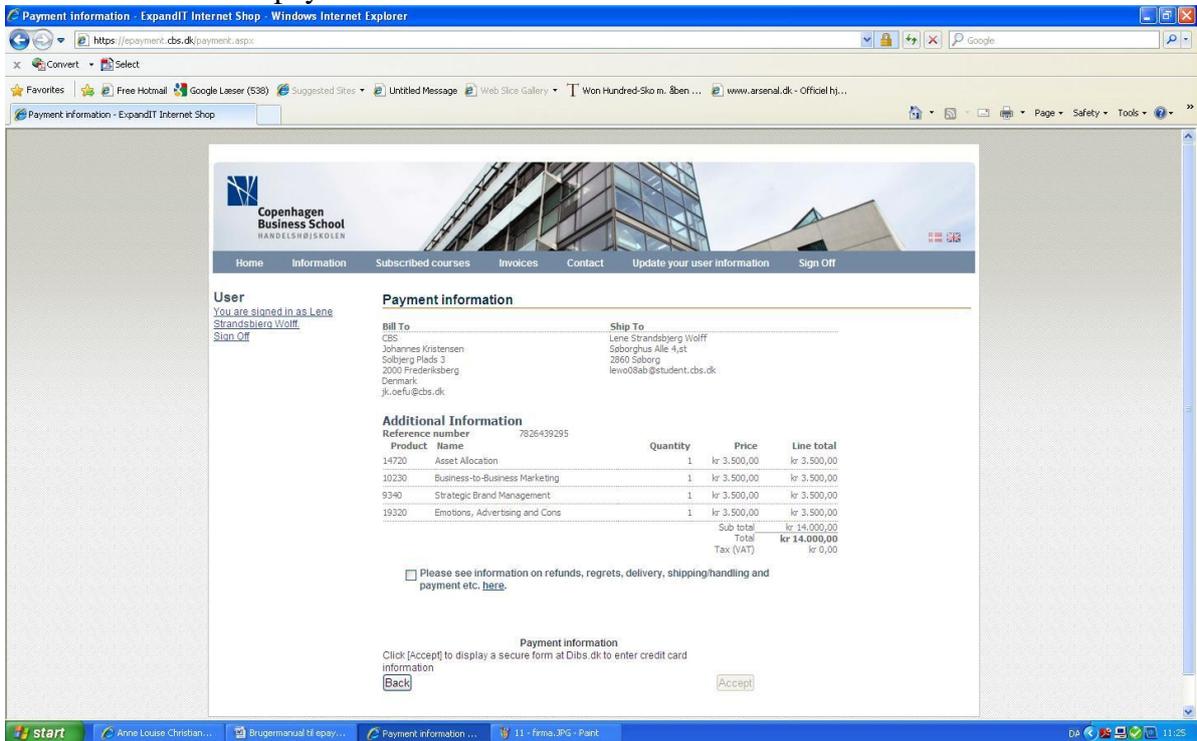


8. You now need to choose a type of payment. Companies have four different options of payment. Each of the four options is reviewed on the following pages. Please scroll down to the payment type you need and follow the guide from there.

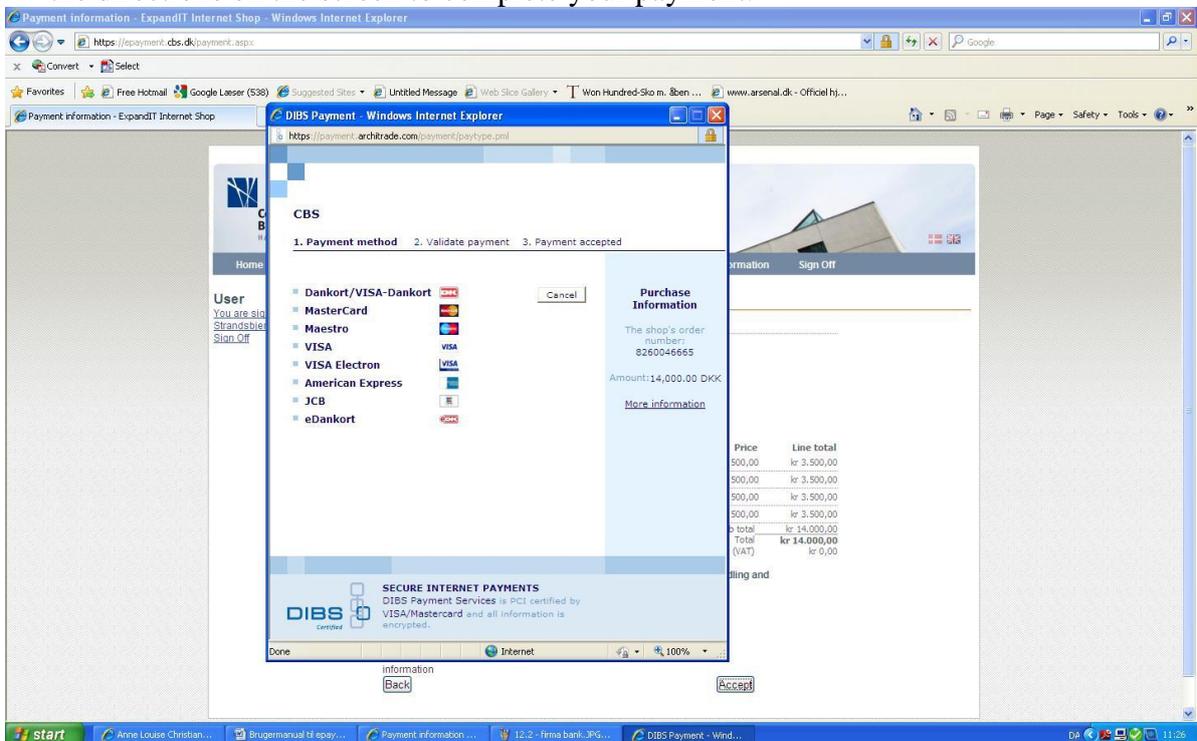
8.1 **Payment using credit card** – select payment using credit card and click "Next". Please notice that your company will be charged a credit card fee.



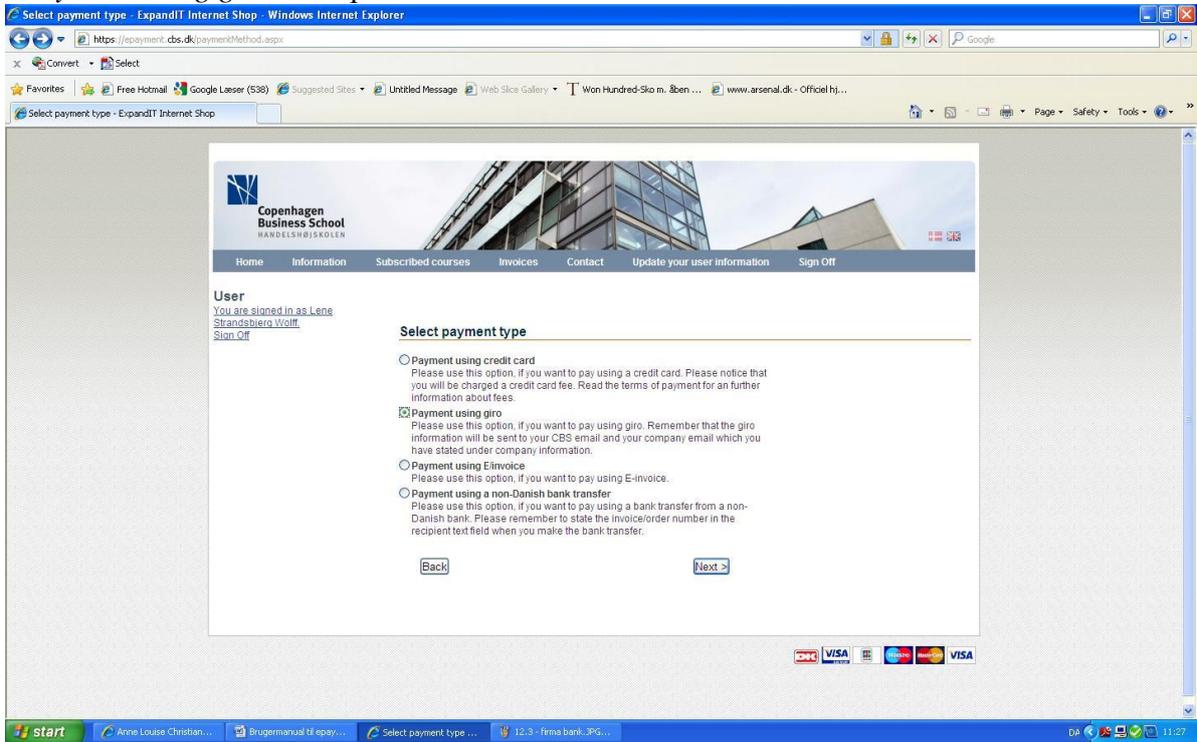
8.1.1 On this page you can find your payment information. Please review your payment. You need to accept the terms of payment before you can press "Accept". We recommend that you read the terms of payment.



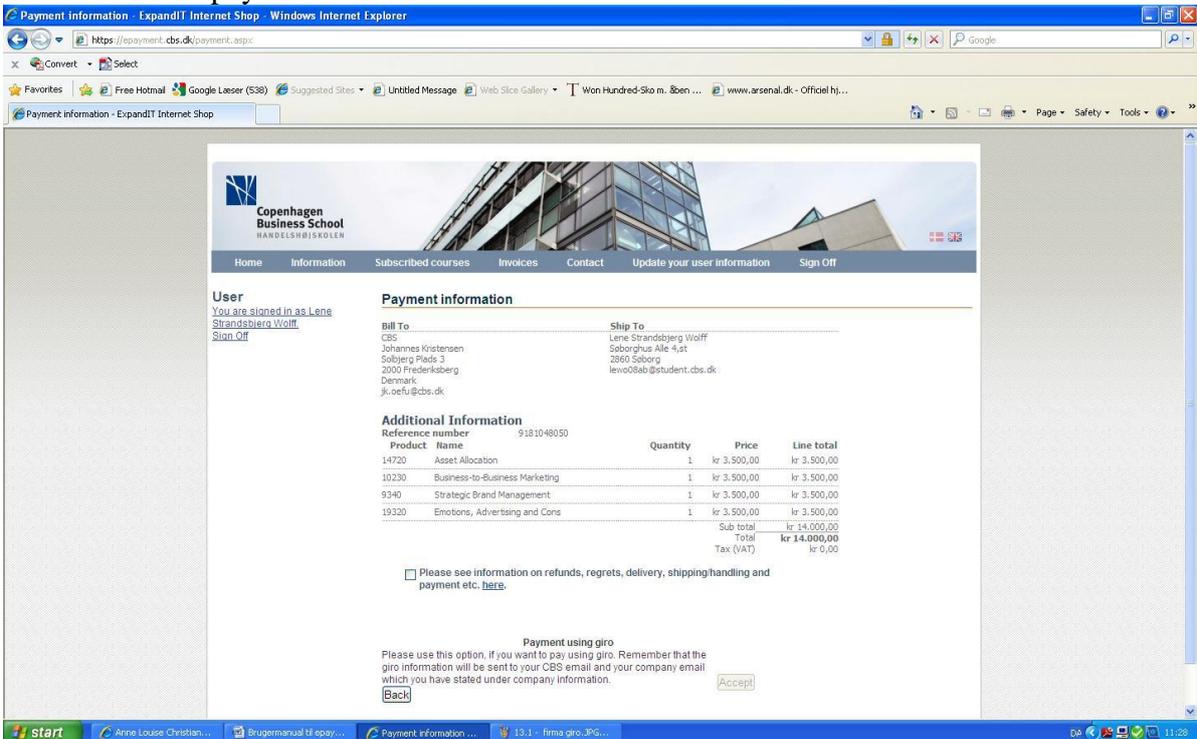
8.1.2 When you have clicked "Accept" a new window opens from DIBS Payment. Please follow the directions on the screen to complete your payment.



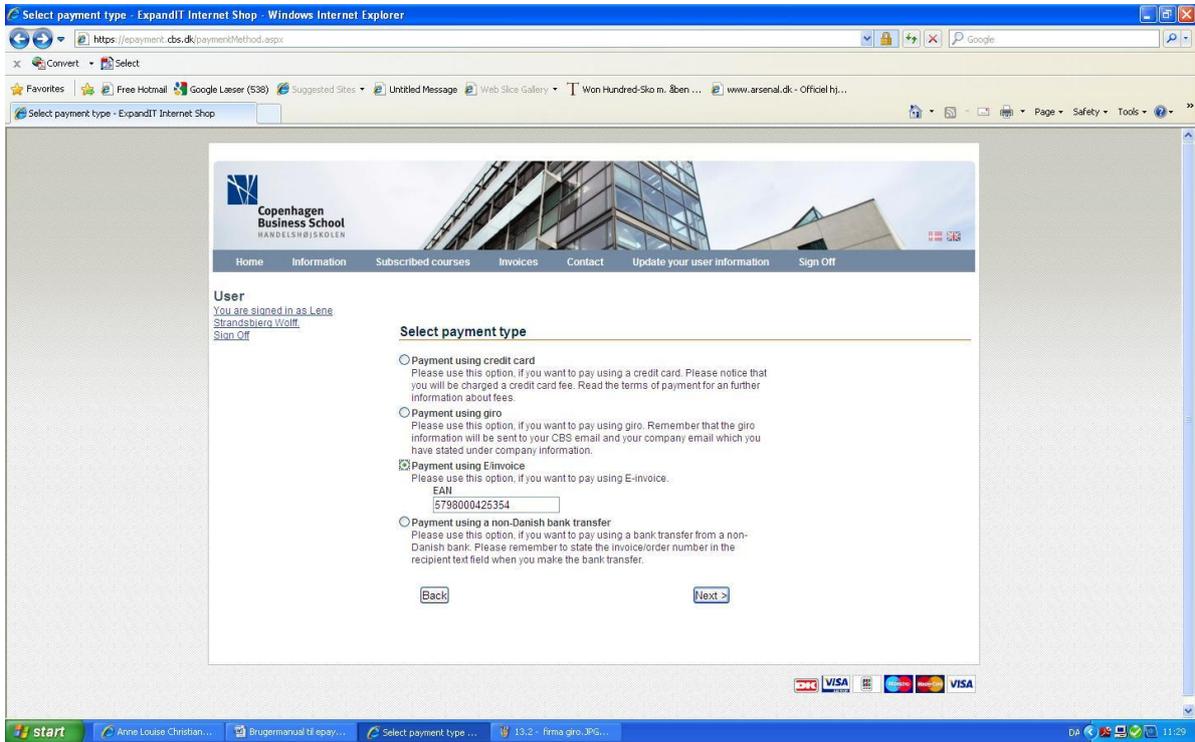
8.2 **Payment using giro.** Please notice that when you choose payment via giro, the giro information will be sent to the mail written in company options as well as to your own CBS-mail. Hereafter your company needs to pay the giro before the payment is completed. Select *“Payment using giro”* and press *”Next”*.



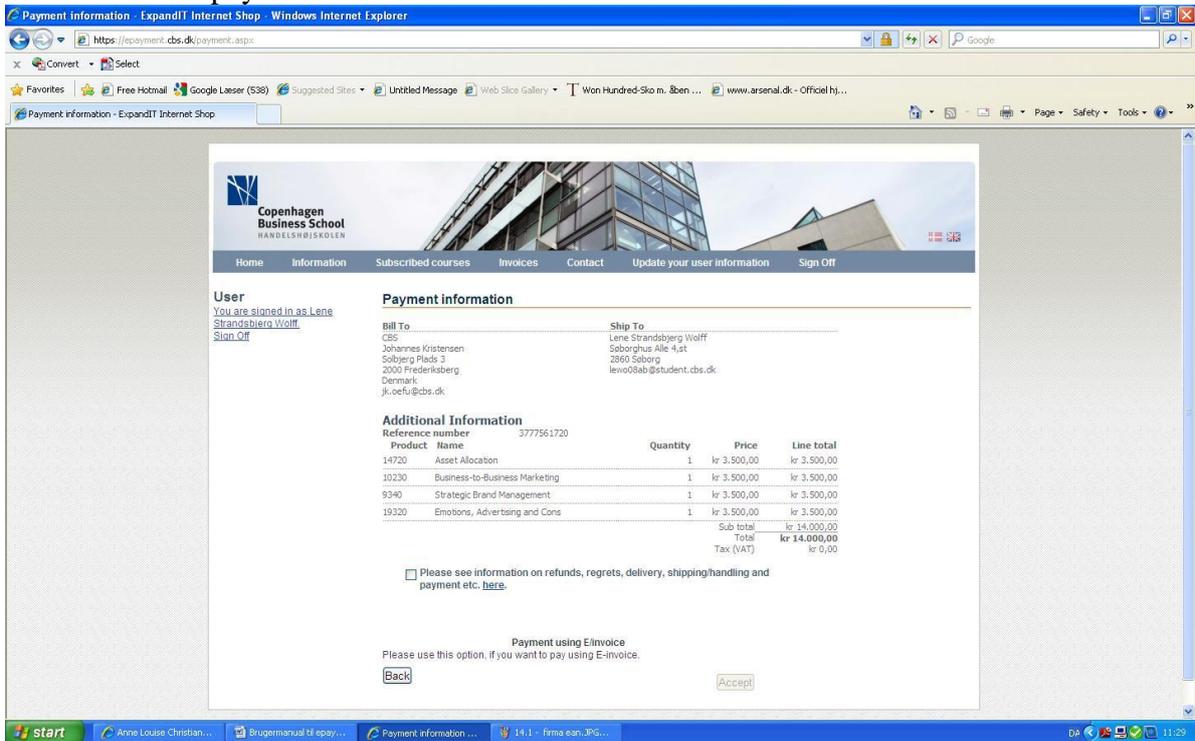
8.2.1 On this page you find your payment information. Please review your payment. You need to accept the terms of payment before you can press *”Accept”*. We recommend that you read the terms of payment.



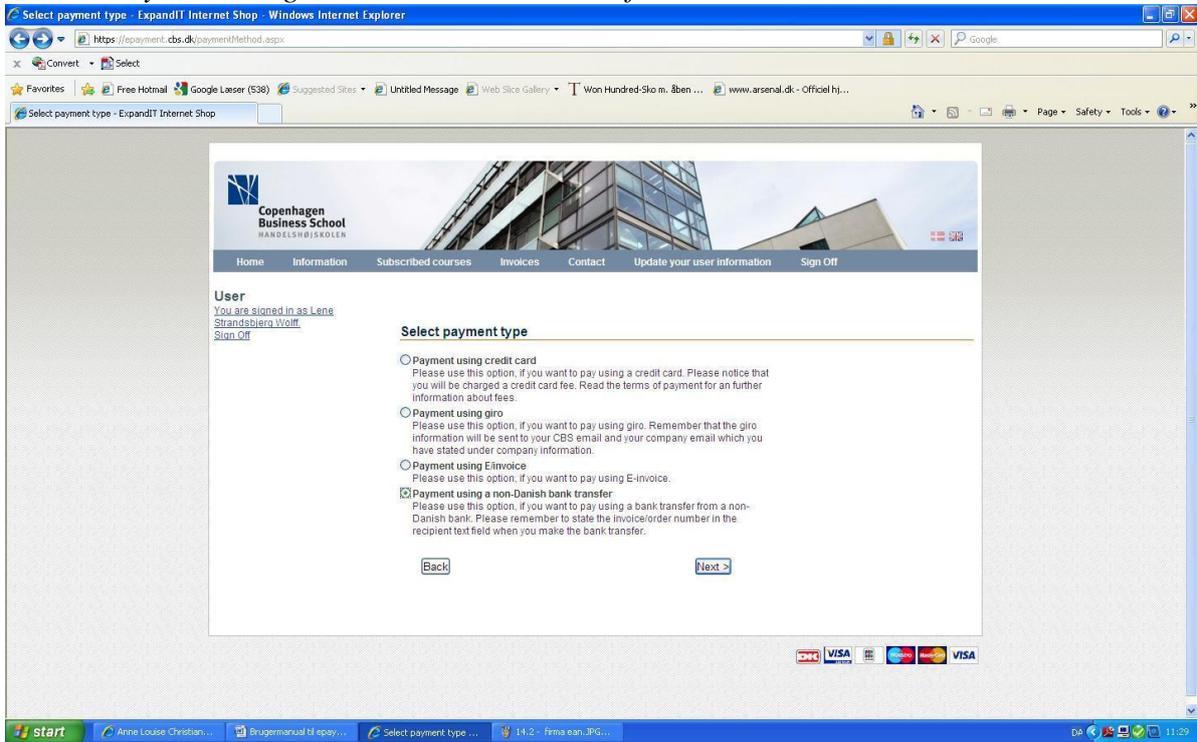
8.3 **Payment using E/invoice.** Please notice that when choosing E/invoice your company will receive an invoice ready for payment. Your company needs to pay this invoice before the payment is completed. Select "Payment using E/invoice" and confirm that the EAN-number is correct – click "Next".



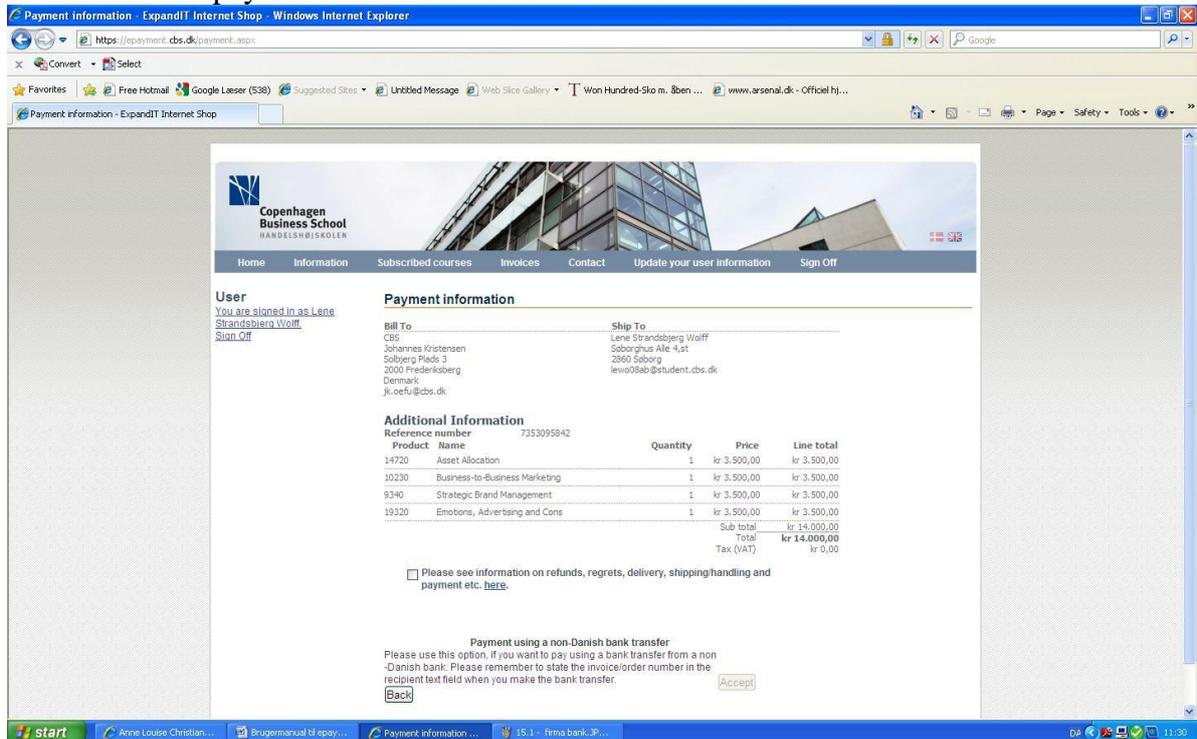
8.3.1 On this page you find your payment information. Please review your payment. You need to accept the terms of payment before you can press "Accept". We recommend that you read the terms of payment.



8.4 **Payment using a non-Danish bank transfer.** Please notice that when you select payment via a non-Danish bank transfer, you will receive an e-mail on your CBS-mail containing the bank information. You need to complete the bank transfer before the payment is fully completed. Select *"Payment using a non-Danish bank transfer"* and click *"Next"*.



8.4.1 On this page you find your payment information. Please review your payment. You need to accept the terms of payment before you can press *"Accept"*. We recommend that you read the terms of payment.

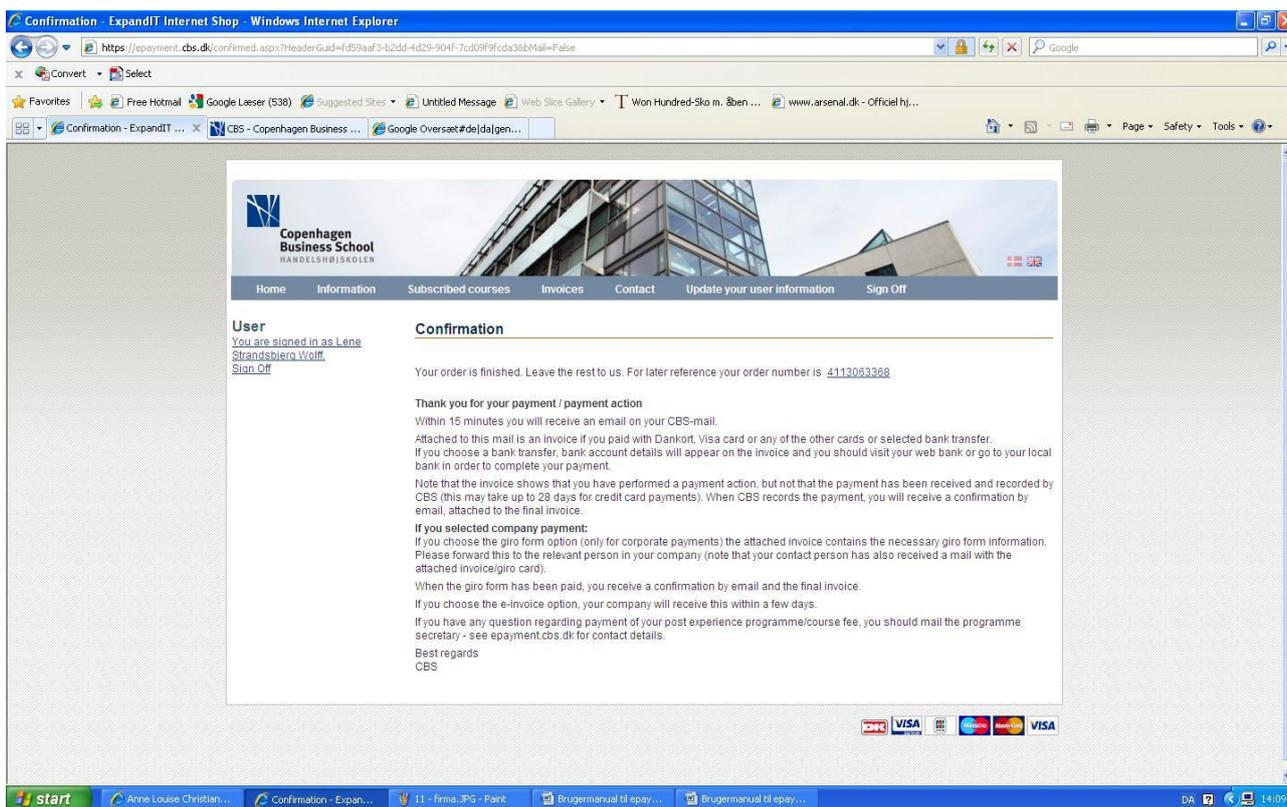


9. The payment is now completed if you have paid via credit card. If you have chosen payment using E/invoice your company will receive the invoice within a few days. Have you chosen payment via giro you and your company will receive the giro-options in the confirmation e-mail. You are asked to please contact your company to insure that they have paid the giro. Have you chosen payment using a non-Danish bank transfer, you will receive the bank information on your CBS-mail and you will need to complete the bank transfer or give your company the options to complete the transfer.

If you select ”*Subscribed Courses*” in the menu, the status of your paid courses will be changed to “*Pending*”. Remember that it takes up to 30 days for CBS to receive and register your payment. When the payment is completed the course will be transferred to “*Invoices*” in the menu bar.

You will receive a confirmation email on your CBS-mail when CBS has received and registered your payment.

Have you chosen the wrong type of payment you can still change it by writing to your study secretariat. You are not able to use this option if you have paid via credit card, only if you have chosen giro, E/invoice or bank transfer.



Do you have any questions or the need of help you can always contact the IT-advisors at help@student.cbs.dk.