

2

CARA SETUP



UNTUK KUTIP YURAN & DANA



www.herepay.org

Apa Anda Perlu Untuk Setup Herepay?

A

Akaun GMAIL



B

Herepay





Cara Setup Akaun Guna GMAIL

1. Cara Setup Akaun Gmail

- Buka smartphone, tablet, laptop atau komputer anda dan taip di Google “Gmail sign up”
- Klik pada link : **Google Accounts : Sign In**



Google

https://accounts.google.com

Google Accounts: Sign in

Sign in. Use your Google Account.

[Email or phone](#) · [Sign in](#) · [Sign in with a supported browser](#) · [Google Docs: Sign-in](#)

2. Isi Maklumat Akaun Google

- Isi nama
- Cipta **username @gmail.com** anda
- Masukkan **password** yang tepat



Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

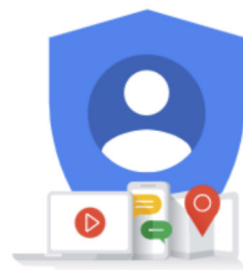
Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#)

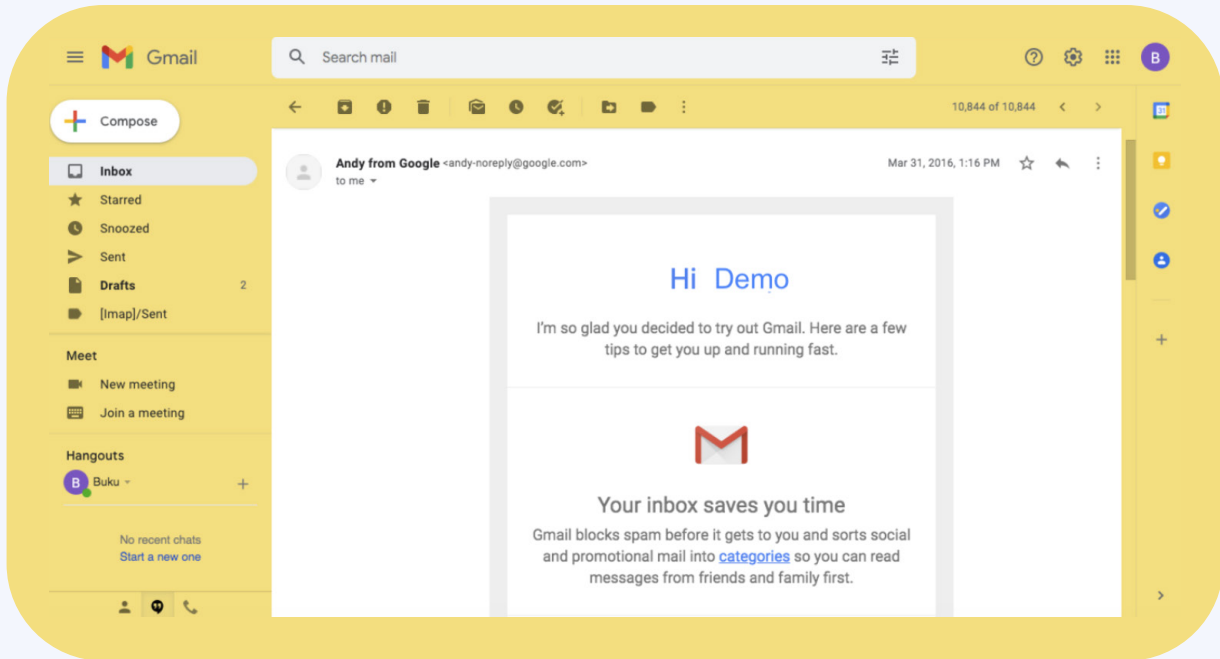
Next



One account. All of Google working for you.

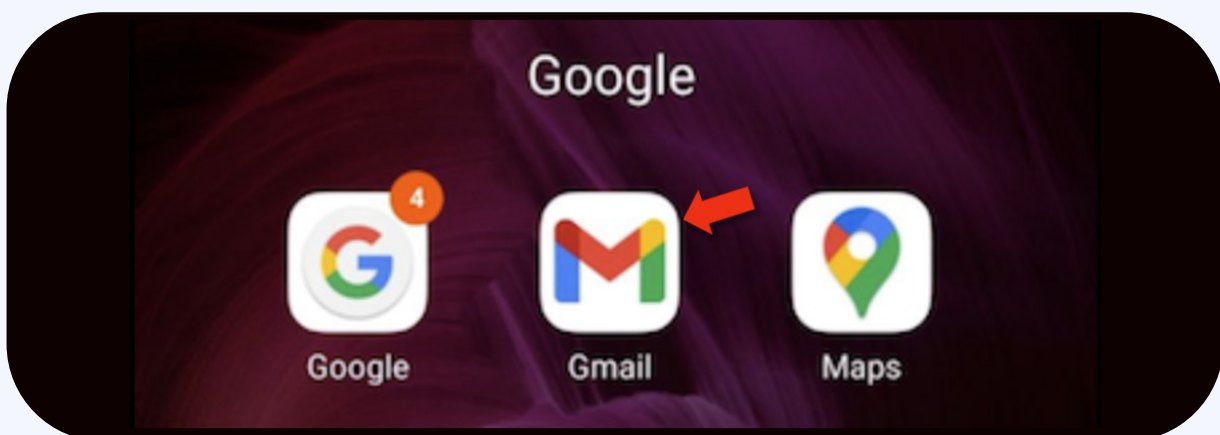
3. Masuk Ke Dalam Gmail Anda

- Masukkan **username** dan **password** untuk **Login**
- Pastikan anda terima email dari **Google**

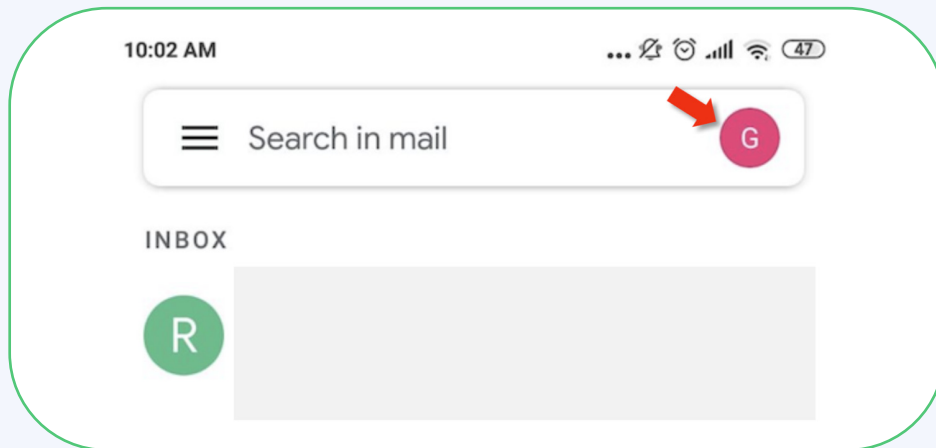


4. Masukkan Akaun Gmail Pada Peranti

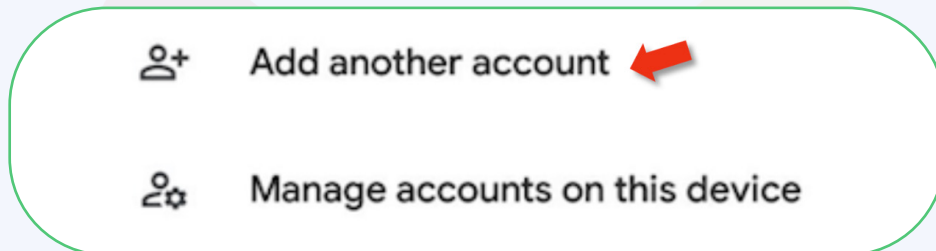
- Pergi ke peranti (smartphone/tablet)
- Klik ikon **Gmail**



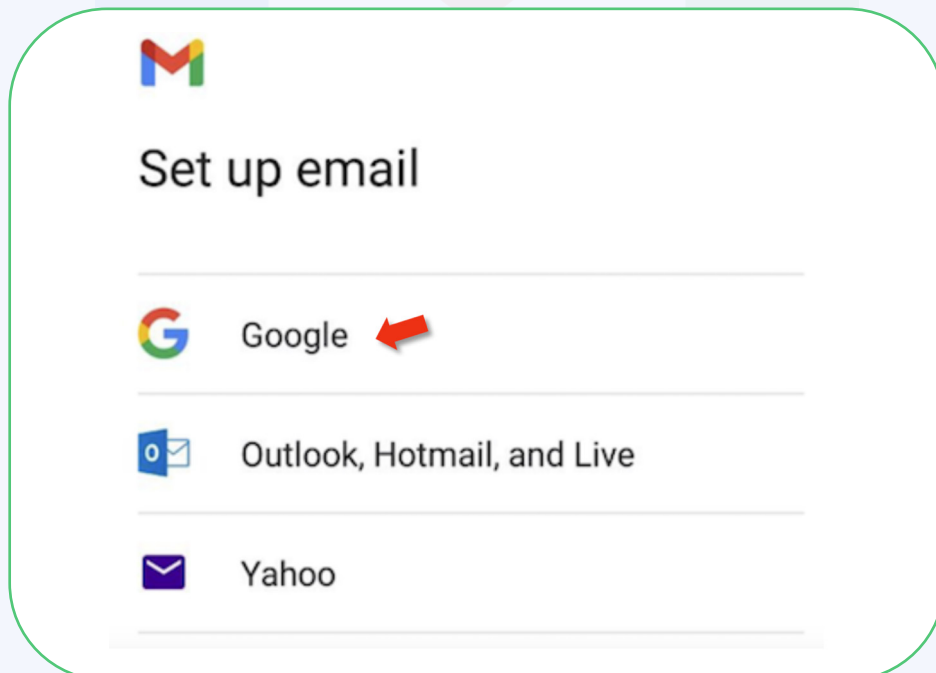
- Klik ikon di ruangan kanan atas



- Klik **'Add Another Account'**



- Klik **'Google'** pada **Set up email**



SELESAI



GET PAID WISELY

Cara Setup Akaun HEREPAY

Ikut step by step dalam ebook ini secara perlahan satu persatu untuk setup akaun Gmail dan akhirnya setup akaun Herepay anda.

1. Daftar di herepay.org

- Buka smartphone, tablet, laptop atau komputer anda dan taip di Google "Herepay"
- Klik pada link : **Register New Account**



Sign In


Welcome back! Sign in to your account to continue

Email Address

Password

[Forgot Password](#)

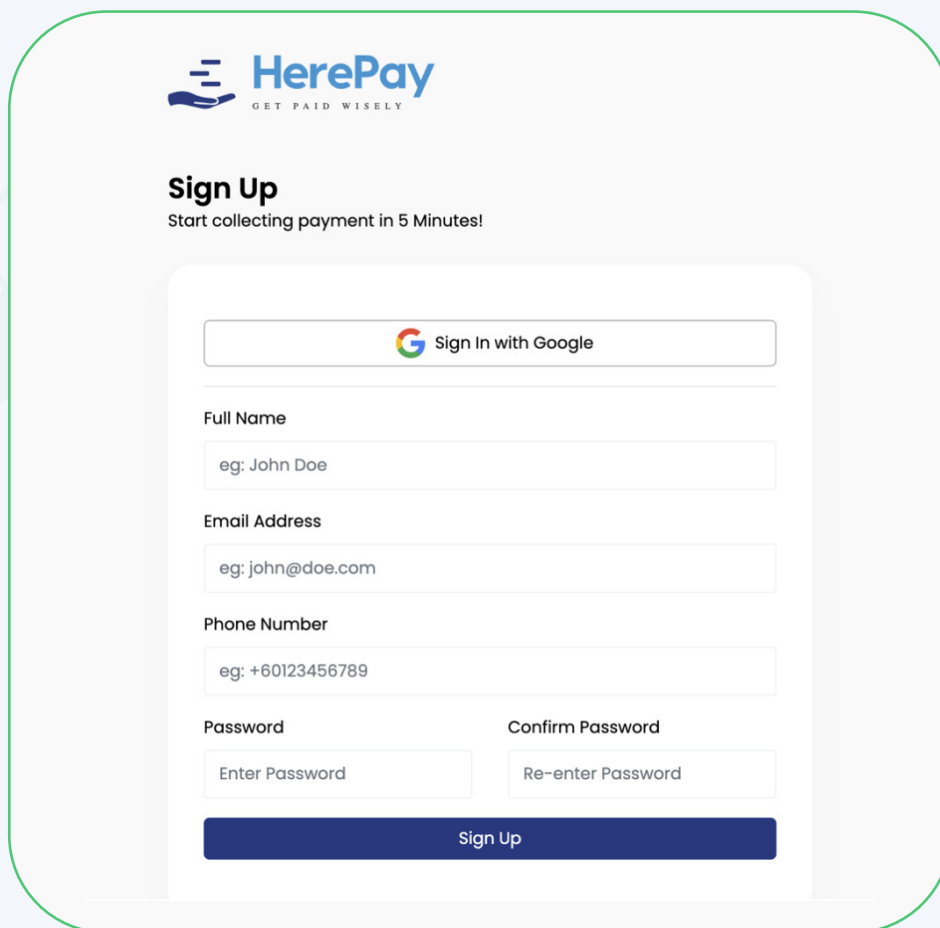
Sign In

 Sign In with Google

Don't have an account yet? [Register New Account](#)

2. Isi Maklumat Organisasi Atau Sekolah

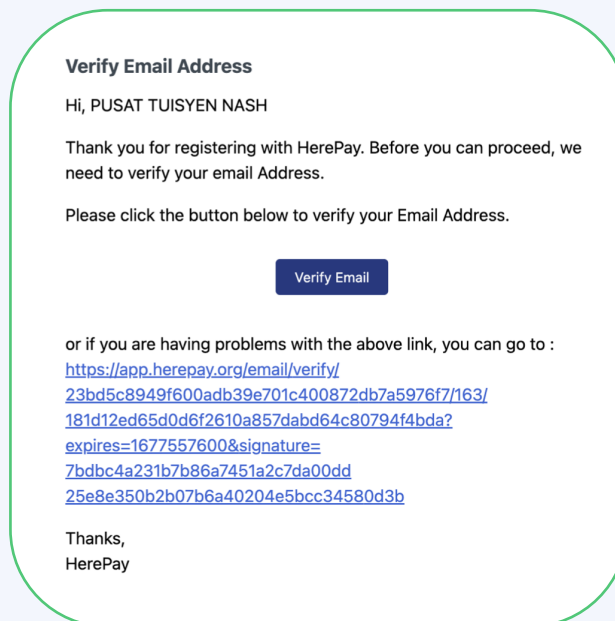
- Isi nama organisasi atau sekolah
- Isi alamat emel organisasi atau sekolah
- Isi nombor telefon
- Cipta kata laluan
- Klik **Sign Up**



The screenshot shows the HerePay sign-up interface. At the top left is the HerePay logo with the tagline 'GET PAID WISELY'. Below the logo is the heading 'Sign Up' and the subtext 'Start collecting payment in 5 Minutes!'. The form contains several input fields: a 'Sign In with Google' button, a 'Full Name' field with the example 'eg: John Doe', an 'Email Address' field with the example 'eg: john@doe.com', a 'Phone Number' field with the example 'eg: +60123456789', a 'Password' field with the placeholder 'Enter Password', and a 'Confirm Password' field with the placeholder 'Re-enter Password'. At the bottom of the form is a dark blue 'Sign Up' button.

3. Masuk Ke Dalam Akaun Gmail

- Klik **Verify Email** pada emel



4. Isi Maklumat Organisasi Atau Sekolah

- Muat naik **logo**
- Isi kan **Organization Phone Number**
- Isi **SSM Number** atau **NRIC**
- Klik **Save**

The screenshot shows the "Organization Details" section of a user profile. It includes fields for Organization Name, Organization Type, Organization Email, and Organization Phone Number. There is also a field for Organization Logo with a "Browse" button. A warning message is displayed above the logo field.

Personal Details

PUSAT TUISYEN NASH
nashriqna@gmail.com

[Settings](#) [Logout](#)

Organization Details

Please provide authentic information as all transactions will be reflected under your Organization details

Organization Logo (optional)
Upload your Organization Logo here [Browse](#)

Organization Name
PUSAT TUISYEN NASH

Organization Type
Organization

Organization Email
nashriqna@gmail.com

Organization Phone Number

SSM Number / NRIC

5. Masuk Dalam Akaun Gmail

- Klik **Verify Organisation Email**

Verify Organization Email

Hi, PUSAT TUISYEN NASH

Your recent changes to your organization, **PUSAT TUISYEN NASH**, requires you to verify your organization's email address.

Please click the button bellow to verify your organization's email address.

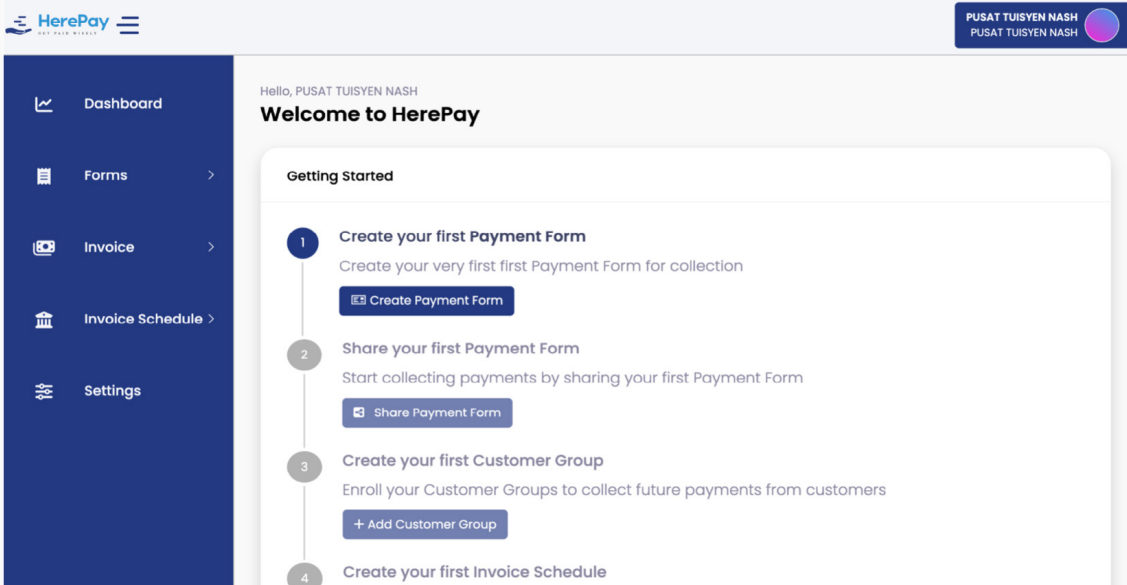
Verify Organization Email

or if you are having problems with the above link, you can go to :

<https://app.herepay.org/email/verify/8b2c42dcd03be60f3654347700455532a58a605a/0YX/181d12ed65d0d6f2610a857dabd64c80794f4bda?expires=1677558696&signature=96fb23ca9a523e0c1ba38c0ac2323809ca9e9d09752618fae7c38ae3895d5667>

6. Buat Borang Pembayaran

- Klik **Create Payment Form**



The screenshot shows the HerePay dashboard for a user named PUSAT TUISYEN NASH. The dashboard has a dark blue sidebar with navigation options: Dashboard, Forms, Invoice, Invoice Schedule, and Settings. The main content area is titled 'Welcome to HerePay' and features a 'Getting started' section with four numbered steps:

- 1 Create your first Payment Form**
Create your very first first Payment Form for collection
[Create Payment Form](#)
- 2 Share your first Payment Form**
Start collecting payments by sharing your first Payment Form
[Share Payment Form](#)
- 3 Create your first Customer Group**
Enroll your Customer Groups to collect future payments from customers
[+ Add Customer Group](#)
- 4 Create your first Invoice Schedule**

- Isi **Name** kutipan atau yuran.
- Isi **Description** untuk kutipan atau yuran.
- Isi **Link / URL** mengikut kehendak.
- Klik **Add Photo** untuk gambar atau poster yang berkenaan dengan kutipan atau yuran.

Form Details

Name

Description

Link / URL

Image Header
 Image that will be displayed on top of Payment Form

- Isi kan copywriting pada bahagian **Rich Text Content**

Rich Text Content
 Rich Text Content that will appear in your Payment Form. You can place your texts, images and videos

Paragraph

Rich text editor toolbar with icons for Paragraph, Bold, Italic, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Image, Quote, Table, Video, Undo, and Redo.

- Klik **Add Remark** untuk tambah maklumat pelanggan

Remarks

Enable Customer Remarks

Remark List + Add Remark

#	Remark	Action
Add your first remark + Add Remark		

- Masukkan **Remark Label** untuk tambah maklumat pelanggan yang diperlukan
- Isi kan **Remark Placeholder**
- Klik **Save**

Add Remark ×

Remark Label

Example: NRIC Number

Label of the remark

Remark Placeholder

Example: Please Enter your NRIC

Texts that will be placed inside input box

Required
Make this remark as compulsory for customers to fill before making payment

Auto Uppercase letters
Uppercase customer inputs into uppercase letters

[Show Preview](#)

Remark Preview
A glimpse on how your remark input field should look like in this Payment Form

Remark Title Goes Here

Remark Placeholder Goes Here

Save

- Klik bahagian kotak **Campaign** untuk paparkan kemajuan kutipan.
- Jika tidak mahu paparkan tidak perlu klik.

Campaign

Enable Campaign Progress (with timeline)

- Klik mana mana jenis item borang mengikut keperluan
- Klik **Open Price** adalah untuk borang pembayaran dengan satu item dan harga terbuka. Pelanggan boleh meletakkan harga mengikut keinginan mereka.
- Klik **Itemized Price** untuk borang pembayaran dengan pelbagai harga.
- Klik **Donation Only** khas untuk mengutip derma sahaja.

Form Items

Form Type

Open Price

Payment Form with a single item and open price. Customers may put their desired price.

Itemized Price

Payment Form with multiple items.

Donation Only

For collecting donation

- Jika pilih **Open Price** perlu masukkan nilai minimum

Form Items

Form Type

Open Price
Payment Form with a single item and open price. Customers may put their desired price.

Itemized Price
Payment Form with multiple items.

Donation Only
For collecting donation

Enter minimum value (By default RM 1):

RM

- Jika pilih **Itemized Price** perlu klik **Add Item**

Form Items

Form Type

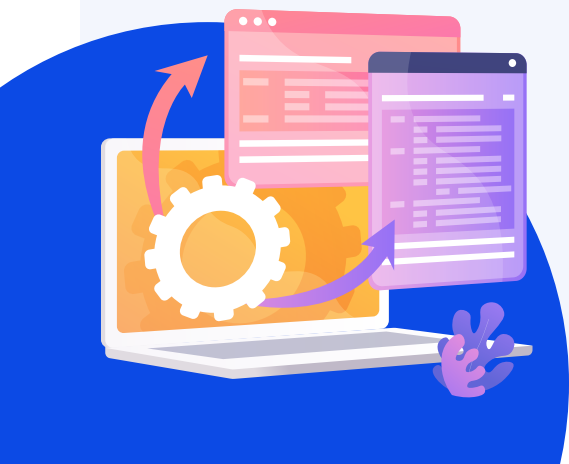
Open Price
Payment Form with a single item and open price. Customers may put their desired price.

Itemized Price
Payment Form with multiple items.

Donation Only
For collecting donation

Form Items + Add Item

#	Name	Compulsory	Price	Quantity	Actions
Add your first form item + Add Form Item					



- Klik **New Item** - untuk reka item baharu untuk digunakan pada borang pembayaran
- Isi **Item Name**
- Isi **Item Description** - tidak wajib isi
- Isi **SKU / Code** - tidak wajib isi
- Isi nilai pada kotak **Price**
- Klik **Save**

Add Form Item ×

1 Select / Create Item 2 Form Item Options

Create Form Item from

Existing Items
Select from previously existing items

New Item
Create new item to be used for this and other payment forms

Item Name
Yuran Bulan Februari

Item Description
Anak pertama
This field is optional

SKU / Code
This field is optional

Price
RM 100

Save

- Klik **Compulsory** untuk item wajib dibayar
- Klik **Optional** untuk pelanggan membuat pilihan item mana yang nak dibayar
- Isi kan jumlah pada bahagian **Maximum Quantity**
- Klik **Save**

Add Form Item ✕

1 Select / Create Item 2 Form Item Options

Selected Item

Yuran Bulan Februari
Anak pertama
RM 100.00

Form Item Type

Compulsory
Customers are required to pay for this item

Optional
Customers may opt to pay for this item

Quantity Type

Fixed
Fixed Quantity

Open
Customers may place their desired quantity

Maximum Quantity

Example: 10

Default Maximum Quantity is set to 50

Save



- Pada bahagian **Visibility** boleh pilih mengikut keperluan
- Klik **Private** untuk pembayaran yang hanya boleh diakses oleh organisasi anda sahaja
- Klik **Public** untuk borang pembayaran yang boleh diakses oleh orang ramai
- Klik **Protected** adalah borang pembayaran yang boleh diakses oleh mereka yang mempunyai pautan link sahaja
- Seterusnya klik **Save**

Options

Referral

Enable Referral Links

Visibility

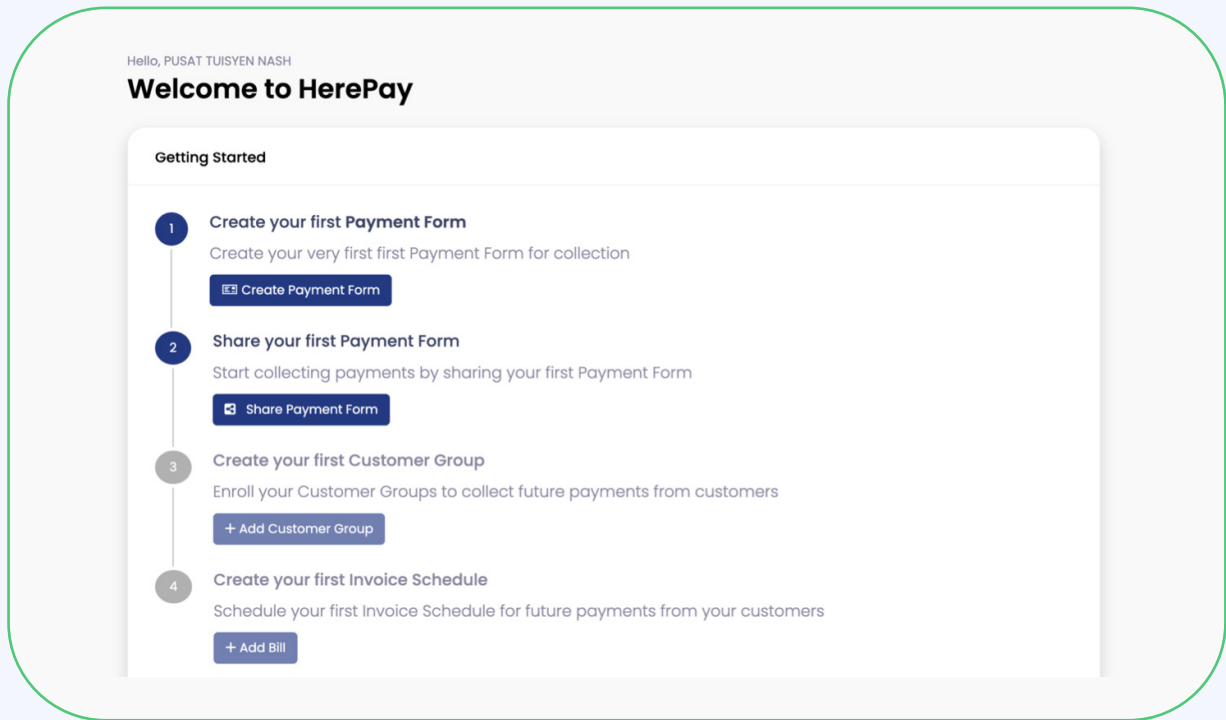
Private Payment Form can only be accessible by this organization	Public Payment Form can be accessed by the public
Protected Payment Form can only be accessed by those who have the link	

Save

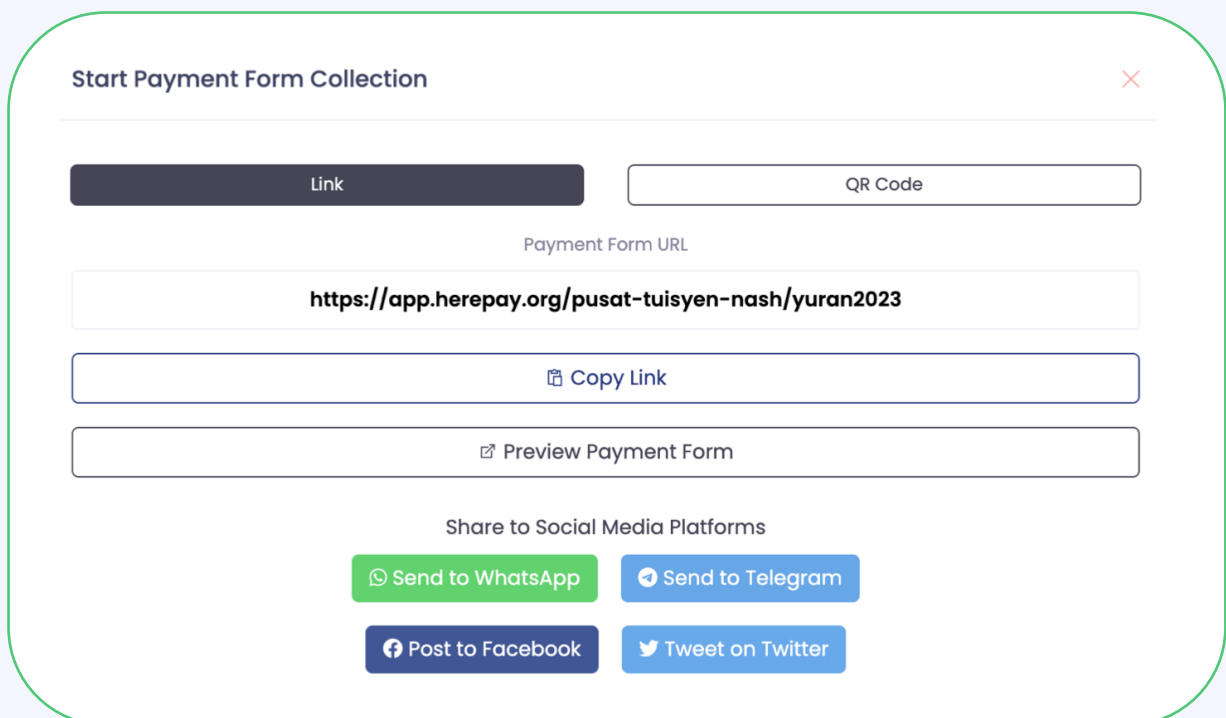


7. Kongsi Borang Bayaran

- **Klik Share Payment Form**



- **Klik Link**
- **Klik Copy Link** atau klik mana mana platform sosial media untuk berkongsi link borang bayaran




- Atau klik **QR Code** dan boleh **Save** dan **Print**


Start Payment Form Collection ✕

Link QR Code

PUSAT TUISYEN NASH
nashriqna@gmail.com 60128854741

Kutipan Yuran Tahunan
Pusat Tusyen Nash 2023
<https://app.herepay.org/pusat-tuisyen-nash/yuran2023>
Scan this QR Code to make payment



 HerePay
GET PAID WISELY

Payment Form QR Code

Print

Save

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