

Step-by-Step Guide for Payment Method for M&E RE/RTO Registration

Select on your registered mode of payment and follow on-screen instructions to complete the transaction. Fill up all the mandatory fields marked with an asterisk "**".

1. **Pay Now** (Debit/Credit Card). Click "**PAY WITH PAYPAL**". (Figure 1 & 2)
(Note: Paying via PayPal does not require a PayPal account)
2. **Pay Later** (You have a choice of four (4) payment modes, AXS / Cash / Cheque / Nets).
(Note: Invoice will be sent immediately to the registered email)

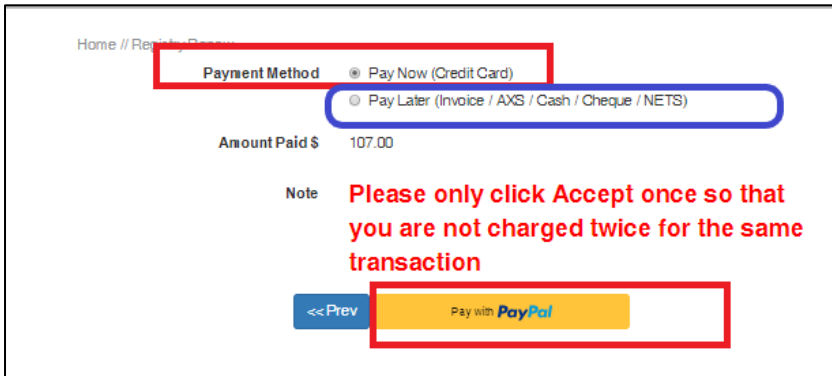


Figure 1. Payment Page

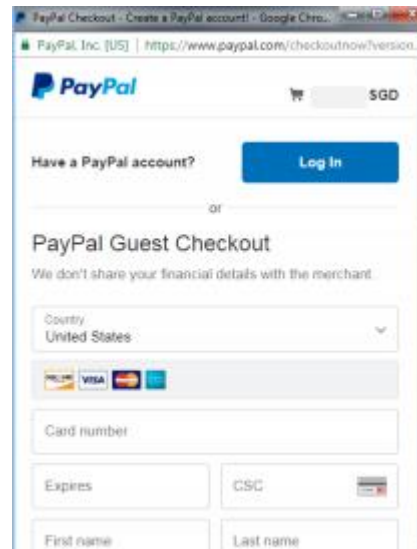


Figure 2. PayPal Page

Pay Later via AXS/Cash/Cheque/Nets (Figure 1)

1. **AXS Payment:** [Please click on the link here to navigate to AXS e-station.](#)

** After payment is completed, you are **required** to email us a scanned copy of the payment receipt to me.rerto@ies.org.sg and indicate the M&E RE/RTO registration number (eg. RTO-ME****) if you have not scanned and uploaded the AXS receipt into your online account.

Instruction on how to pay through AXS:

- Click AXS e-station > Pay My Bills Now > Pay Bill > Membership > The Institution of Engineers, Singapore - Membership Fee Payment.
[Furnish your billing details > Membership ID/ Event ID/Registration No \(RTO****, four \(4\) digit of your M&E RE/RTO registration number\)](#) and indicate payment for M&E RE or RTO Renewal 2019.

2. **Cash / NETS / Cheque payment at IES:**

Please make your *cheque* payable to "**IEH-ACESing Joint Registry**" and *indicate your Name, NRIC/Passport No. and contact number on the reverse side of the cheque.*

- Our office operating hours is from 9:00 a.m – 6:00 p.m, Mondays to Fridays, closed on weekends and public holidays). (Avoid lunch hour 12:30 pm – 2:00 pm)

Joint Accreditation Committee (M&E)

**C/o The Institution of Engineers, Singapore
70 Bukit Tinggi Road
Singapore 289758**

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c. If you decide to pay with your debit/credit cards even though you have selected Paylater, you can do so by returning to your main profile (Figure 3) and click **Receipt & Invoice**.

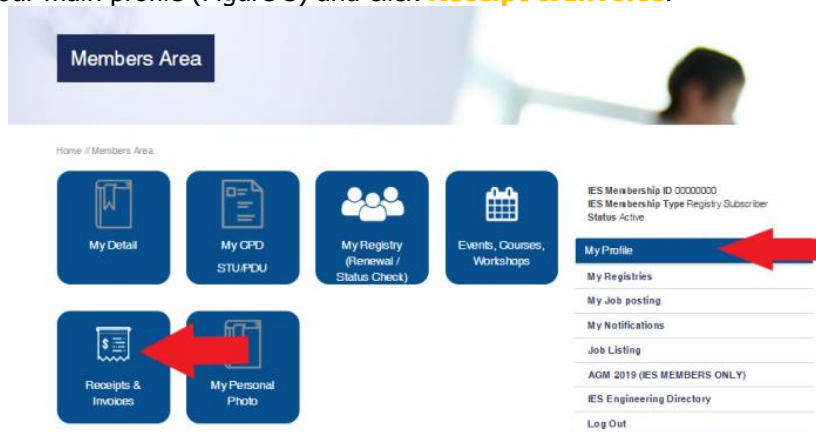


Figure 3. Member Area

1. Next, select the checkbox which reflects the outstanding payment for this invoice and **proceed to payment**. (Figure 4)

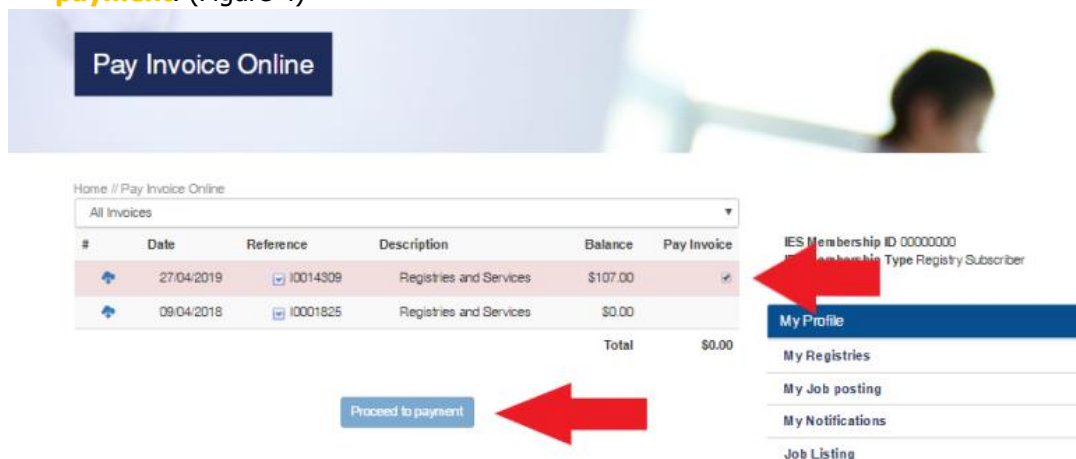


Figure 4. Pay Invoice Online

2. Next, proceed to make online Paypal payment (Figure 5). [Refer back to the description of \(Figure 1\) for Paynow, Paypal payment method.](#)

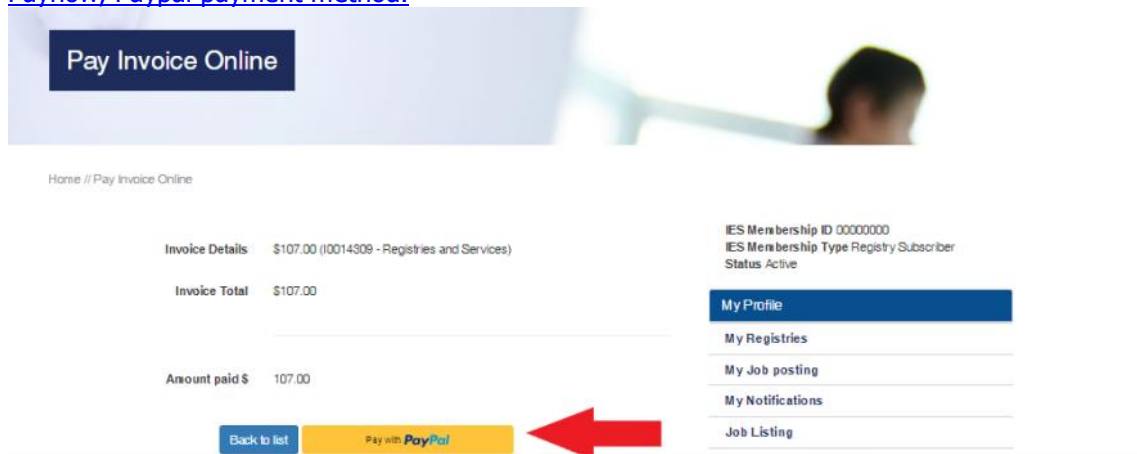


Figure 5. Pay with Paypal

3. Please email to me.rerto@ies.org.sg once you complete the online payment if you select **option c**.