Online Payment System

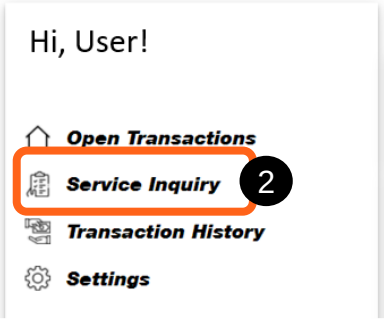
Payment User Guide - Import Transaction

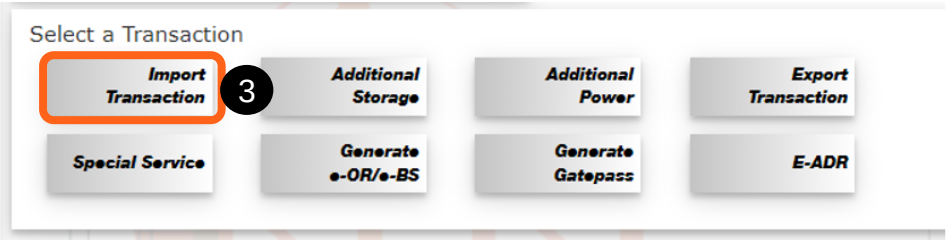
Payment User Guide – Import Transaction

1. Go to the Online Payment System website and enter your login credentials (https://ops.ictsi.com)

2. From the landing page, go the Service Inquiry menu

3. Select "Import Transaction" from the available options





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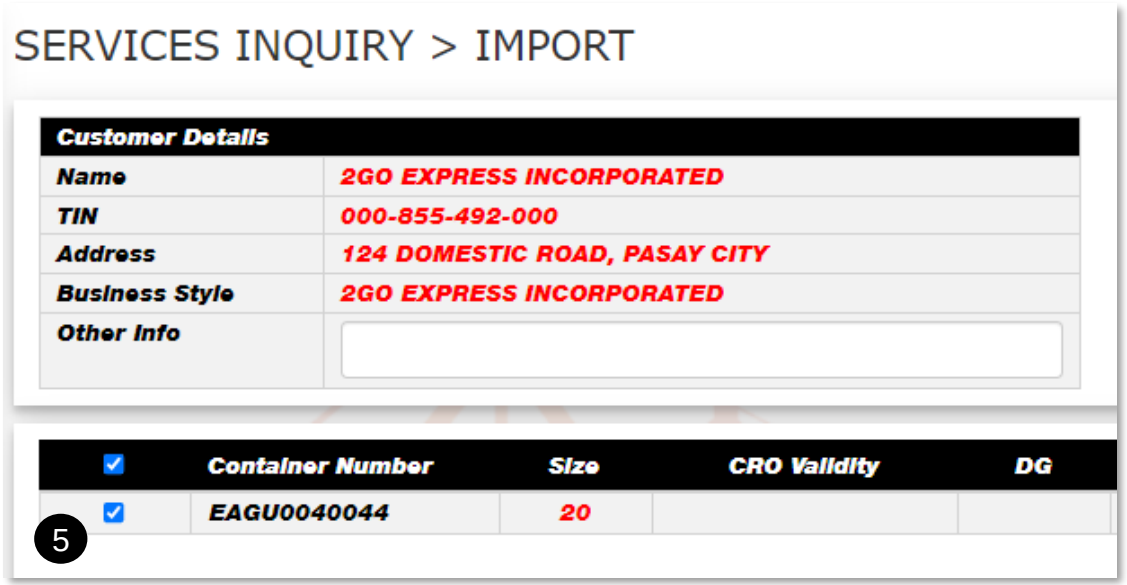
4. **On the Import Inquiry window, enter the following parameter/s then click Search:**
   - Bill of Lading No.
   - Visit No.

   System will display the customer and container details that corresponds to the above input parameters.

5. **Select container/s to process from the list displayed.**



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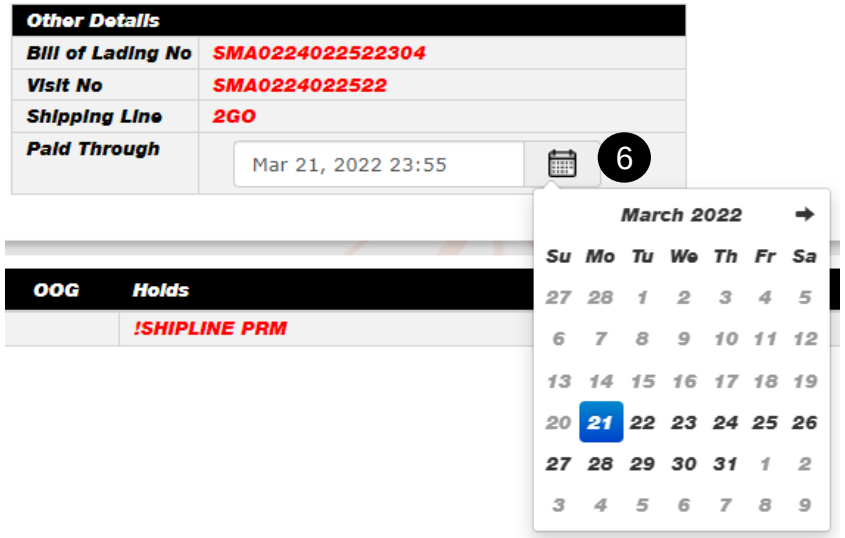
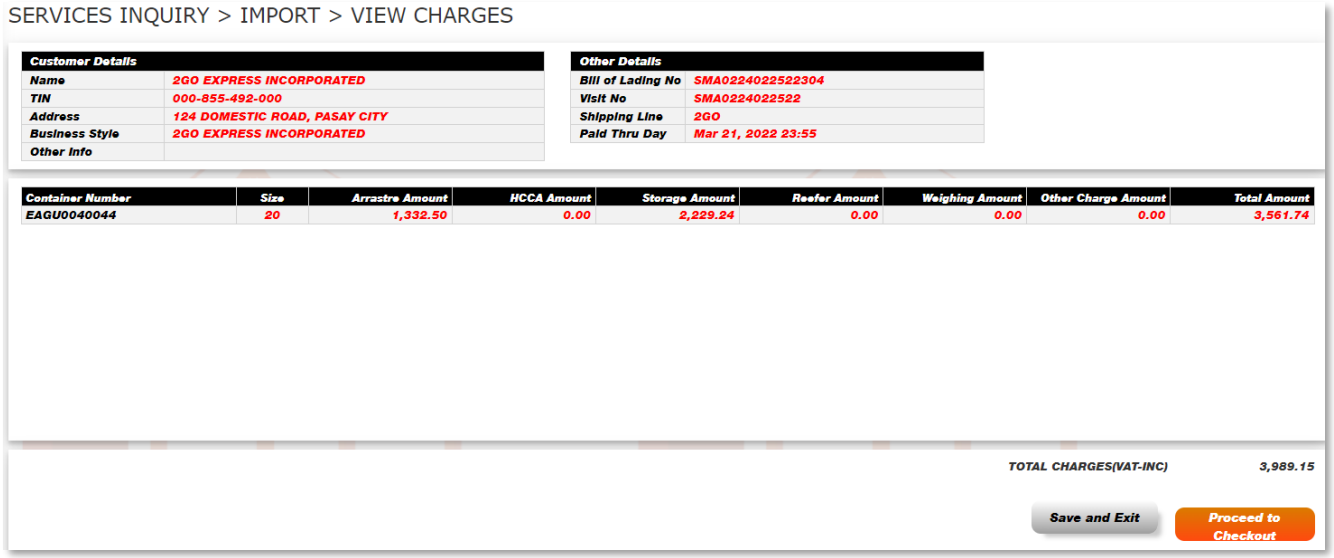
6. Select your intended **Paid Through Date**.



7. Click on "**View Charges**" button to proceed with the summary of charges for the selected container/s.

8. Page will display a Summary of Charges page for the selected container/s. Click "**Proceed to Checkout**" to proceed with payment or "**Save and Exit**" to save the transaction.



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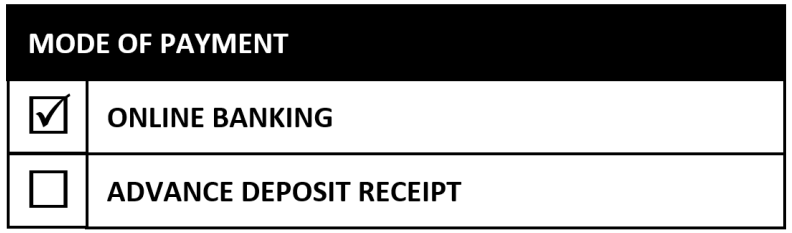
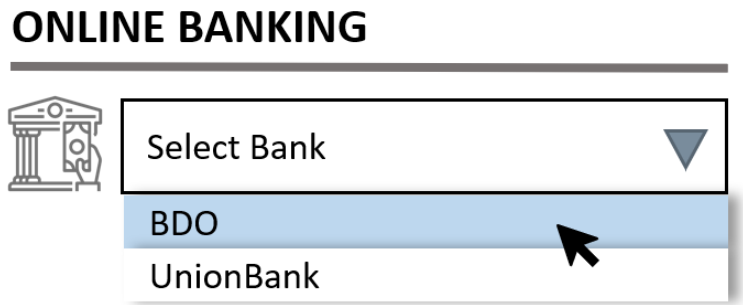
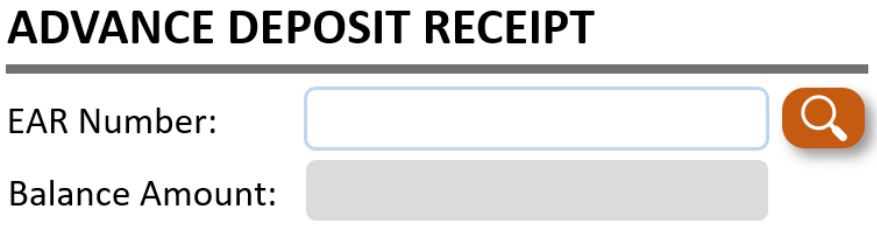
10. On the Pay Charges page, tick preferred mode of payment:

- **Online Banking** - Select your partner bank in the drop-down list. Once selected, page will be automatically be redirected to the bank's portal. Please make sure you have requested the linking of OPS account to your online bank account with your bank partner.
- **Advance Deposit Receipt** - Enter the required ADR details in the fields provided. Click on search icon to validate the remaining balance of your deposit. You may add another ADR if current balance is insufficient to cover the amount due.

*Please refer to **Modes of Payment Guide** for more details*







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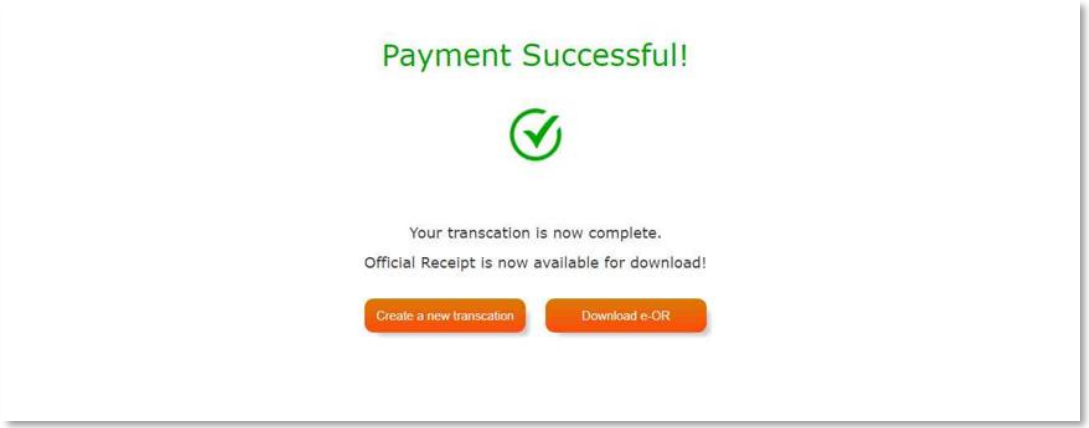
11. **Review summary of charges, then click “Proceed to Payment” button. To proceed, click “Confirm”**

12. **After the transaction, page will display status of the payment. The electronic receipt (e-OR) will be available for download after successful system validation of the payment transaction.**



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