



aLIVE Payment & Recurring Setup

Parents' Step-by-Step Guide

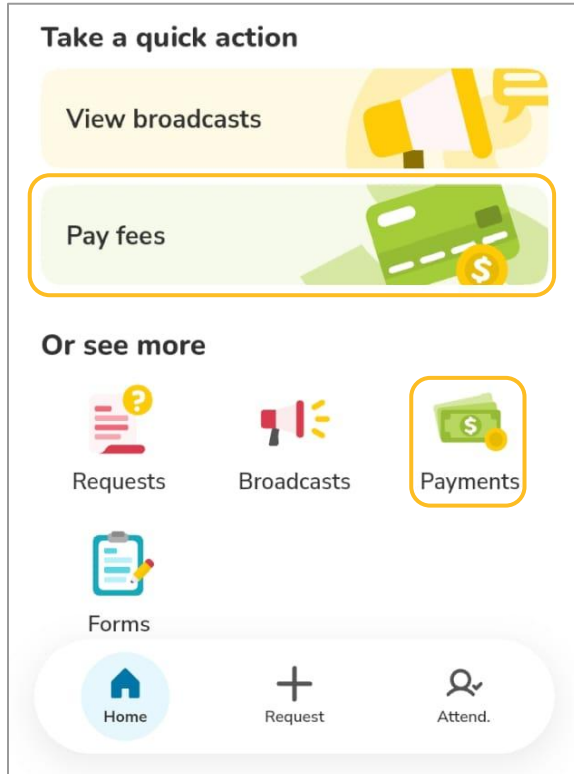


How to Make Payment

[A] Via Parents App



[A] 1. Parent App Navigation



- ★ After login to the *LittleLives for Parents* app, click on **Pay Fees** (under *quick action*) or **Payments**

[A] 1. Parent App Navigation



Payments

Total Outstanding **\$210.00**

6 invoices

View all receipts



F.

3 outstanding invoices
105.00 SGD



Pay

View receipts



A

3 outstanding invoices
105.00 SGD



Pay

View receipts



From **Payments**: click **Pay**.



From **Pay Fees**: you will see all unpaid invoices.



If you have multiple children or invoices, you may use the **filter** to view invoices for an individual child.



Please note that each payment transaction can only include invoices for one child and one centre.



Select the invoice(s) you wish to pay, then click **Pay Selected**.



Selected amount
0.00 SGD

Maarof ▾



All Children ▾

0 selected.

Select All (6)

Invoice INV0033008080
For A
35.00 SGD



Invoice INV0033009228
For F
35.00 SGD



Invoice INV0033009224
For A
35.00 SGD



Invoice INV0033009669
For F
35.00 SGD



Invoice INV0033009972
For A
35.00 SGD



Pay Selected



Selected amount
105.00 SGD

Maarof ▾



F.

3 selected.

Deselect All (3)

Invoice INV0033009228
For F.
35.00 SGD



Invoice INV0033009669
For F.
35.00 SGD



Invoice INV0033011105
For F.
35.00 SGD



Pay Selected

[A] 2. Choose Your Payment Method

×

Selected amount
105.00 SGD

Maarof ▾

 F.

3 selected. [Deselect All \(3\)](#)

Invoice INV0033009228
For F.
35.00 SGD

☒

Invoice INV0033009669
For F.
35.00 SGD

☒

Invoice INV0033011105
For F.
35.00 SGD

☒

 **Pay Selected**

×

Selected amount
105.00 SGD

Maarof ▾

 F.

3 selected. [Deselect All \(3\)](#)

Invoice INV0033009228
For F.
35.00 SGD

☒

Invoice INV0033009669
For F.
35.00 SGD

☒

Invoice INV0033011105
For F.
35.00 SGD

☒

Pay with

×

 PayNow QR

 Debit/Credit Card

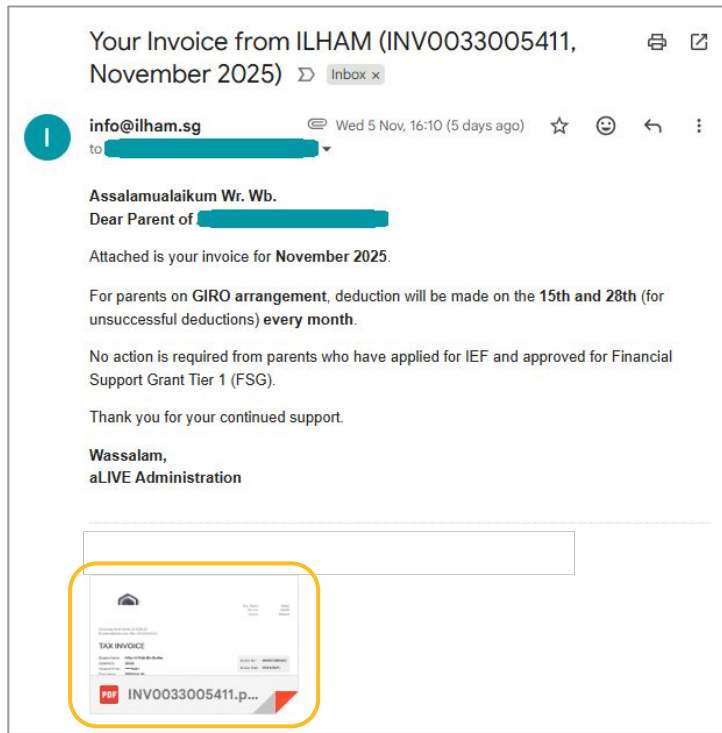
- ★ After clicking Pay Selected, a **payment menu** will appear at the bottom of the screen.
- ★ Select your preferred **payment method**:
 - i. **PayNow**
 - ii. **Credit or Debit Card**

How to Make Payment

[B] Via Invoice



[B] 1. Access the Invoice



- ★ The **invoice** is emailed to the Primary Contact Person(s) at the start of each month
 - ★ You may download the **PDF file attached** to the email
- 👉 *You may also approach us to request a copy*

[B] 2. Choose Your Payment Method



Org. Name: Ilham
Service: ALIVE
Centre: Maarof

20 Jurong West Street 26, 648125

TAX INVOICE

Student Name:
Student ID:
Student BC No: *****
Class Name: 2025 Kids 3A
Programme : Kids

Invoice No: INV0033005411
Invoice Date: 05/11/2025

Description	Start Month	End Month	Amount (Exc. GST)	GST Amount	Amount (Inc. GST)	Qty	GST Rate	Amount Payable (Inc. GST)
Item Group								
Programme Fee - Maarof - Kids	November 2025	November 2025	S\$35.00	S\$0.00	S\$35.00	1	Exempted	S\$35.00
Total Amount Payable (exc.GST)								S\$35.00
Total GST								S\$0.00
Total Amount Payable								S\$35.00

Payment Method:

- Credit or Debit Card: Click [here](#) to be directed to the payment page
- PayNow: Click [here](#) to generate the QR code (valid for 5 minutes)

Remarks

This is a non-tax deductible invoice

05/11/2025 15:49 GMT +08:00

★ Under **Payment Method**, click the link based on your preference:

i. **PayNow**

ii. **Credit or Debit Card**

ii. **Credit or Debit Card**

Payment Method:

- Credit or Debit Card: Click [here](#) to be directed to the payment page
- PayNow: Click [here](#) to generate the QR code (valid for 5 minutes)

i. **PayNow**

How to Make Payment

(i) Via Paynow QR



3. (i) Paynow

- ★ If you clicked on the link for PayNow in the invoice, you will be directed to the Invoice Details page where the unique PayNow QR Code for that invoice is displayed
- ★ On the Parents App, a unique PayNow QR code will be generated for the selected invoice(s)
- ★ **Scan the QR Code** using your iBanking app and complete payment within 5 minutes

Outstanding

Invoice Detail

Invoice No. : INV0033005411 Student BC No. : *****
Invoice Date : 05/11/2025 Student Name :

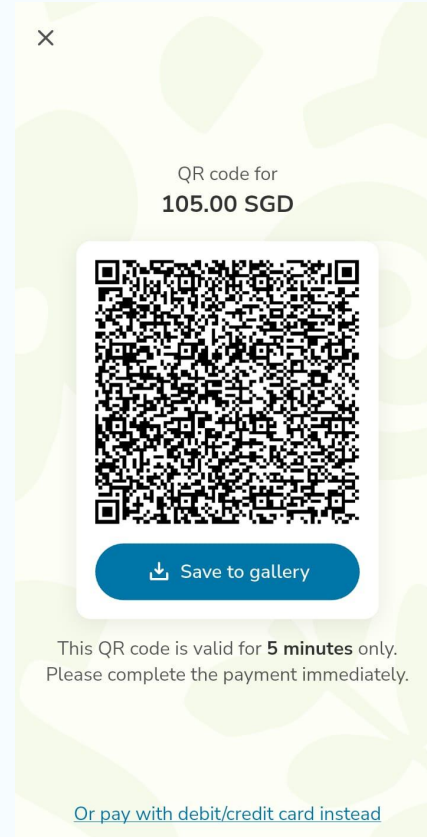
Item Description	Start Month	End Month	Amount (Excl. of GST)	Qty	GST Rate	GST Amt.	Amount (Incl. of GST)
Programme Fee - Maarof - Kids	Nov 2025	Nov 2025	\$35.00	1	EX	\$0.00	\$35.00

PayNow QR



Remarks : -

Total Amount (Excl. of GST)	\$35.00
Total GST	\$0.00
Grand Total Amount	\$35.00
Less: Payment	\$0.00
Outstanding Amount	\$35.00



How to Setup Recurring

(ii) Via Credit or Debit Card



3. (ii) Credit or Debit Card

Credit/Debit Card Usage Preference

Please choose how you'd like to use your credit/debit card:

- ☐ One-time only
Your card will be used for this payment only and won't be saved
- ☒ Recurring payments
Save your card for future automatic billing

Next >

★ If you selected Credit or Debit Card, you will be redirected to the payment microsite

★ Choose either:

- **One-time only** to complete the payment without setting up recurring, or
- **Recurring payments** to save your card for future automatic payments

X

Selected amount
105.00 SGD

Maarof F

3 s

Inv For 35

Inv For 35

Inv For 35

Inv For 35

Credit/Debit Card Usage Preference

Please choose how you'd like to use your credit/debit card:

☒ One-time only
Your card will be used for this payment only and won't be saved

☐ Recurring Payments
Save your card for future automatic billing

Cancel Proceed

Pay with X

PayNow QR

Debit/Credit Card

3. (ii) Credit or Debit Card

The screenshot displays a payment interface with three main sections: Billing Information, Your Order, and Payment Details.

Billing Information (marked with * Required field):

- First Name *
- Last Name *
- Address Line 1 *
- City (Singapore)
- Country/Region (Singapore)
- Zip/Postal Code *
- Email
- Next button
- Cancel Order link

Your Order:

- Total amount: SGD 35.00

Payment Details (marked with * Required field):

- Card Type *
 - ☐ VISA Visa
 - ☐ JCB
 - ☐ Mastercard
- Card Number *
- Expiration Month * (Month dropdown)
- Expiration Year * (Year dropdown)
- CVN *
This code is a three or four digit number printed on the back or front of credit cards.
(Input field with a magnifying glass icon showing '123')
- Back button
- Next button
- Cancel Order link

★ Fill in the required details until payment is completed

★ If you selected **Recurring payment** earlier, it will be **activated upon successful payment**

★ Recurring deductions will be on the **10th** of every month

Should the first deduction be unsuccessful, a second attempt will be made on the **28th** of the month

👉 If these dates fall on a public holiday, the deduction may be made on the next working day

4. Payment Receipt



Org. Name: Ilham
Service: ALIVE
Centre: Maarof

20 Jurong West Street 26, 648125

E: , Tel:

RECEIPT

Student Name:
Student ID:
Student BC No.: XXXXX
Class Name: 2025 Kids 3B
Programme : Kids

Receipt No: RN3300019466
Receipt Date: 16/09/2025

Description	Start Month	End Month	Invoice No	Invoice BSC	GST Rate	Paid Amount (inc. GST)
Programme Fee - Maarof - Kids	September 2025	September 2025	INV0033002302	ALIVEMAA- CIY9QHE0	Exempted	S\$35.00
Total Paid Amount						S\$35.00

Payment Info

Payment Mode: PayNow QR

This receipt is non-tax deductible.



You may view the [Payment Receipt](#) or download the PDF file in the **Payments** module after completing the transaction

Take a quick action

View broadcasts



Pay fees



Or see more



Requests



Broadcasts



Payments



Forms



Home



Request



Attend.

Thank You

