

# CONTRIBUTIONS PAYMENT GUIDE



**PUBLIC  
DEFENDER'S  
OFFICE**

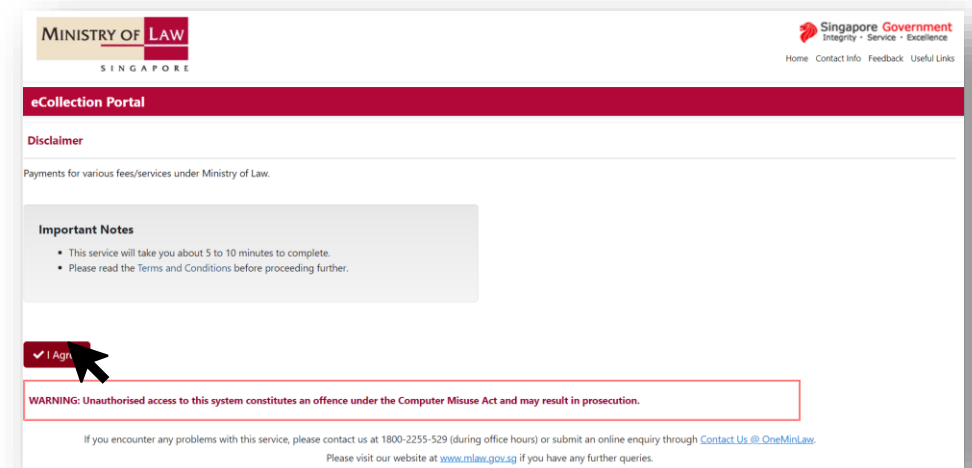
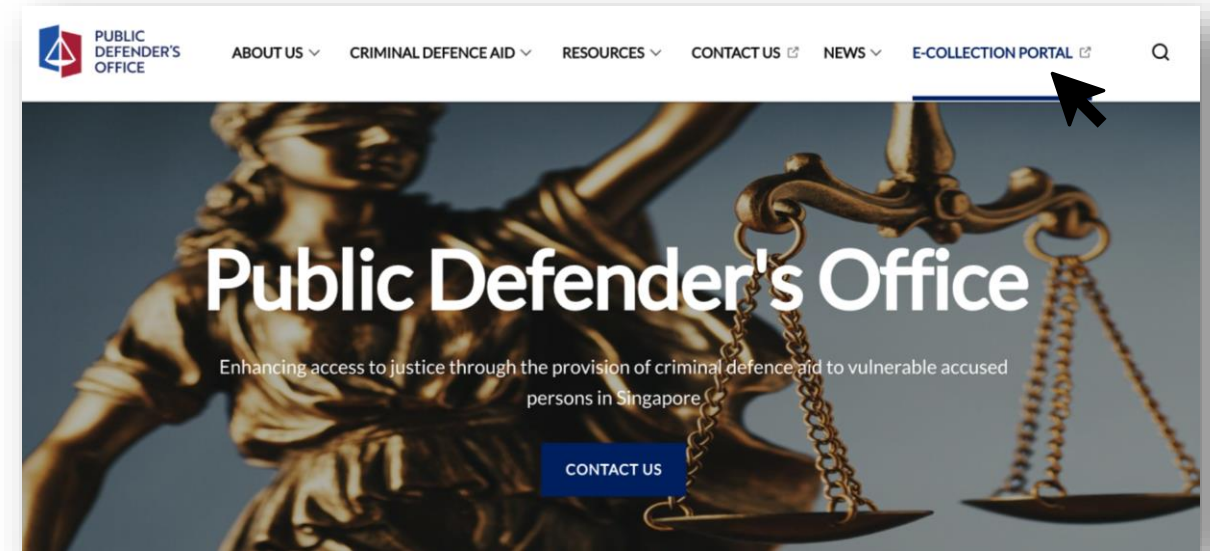
Step 1: Access the eCollection Portal via the following:

### Option A

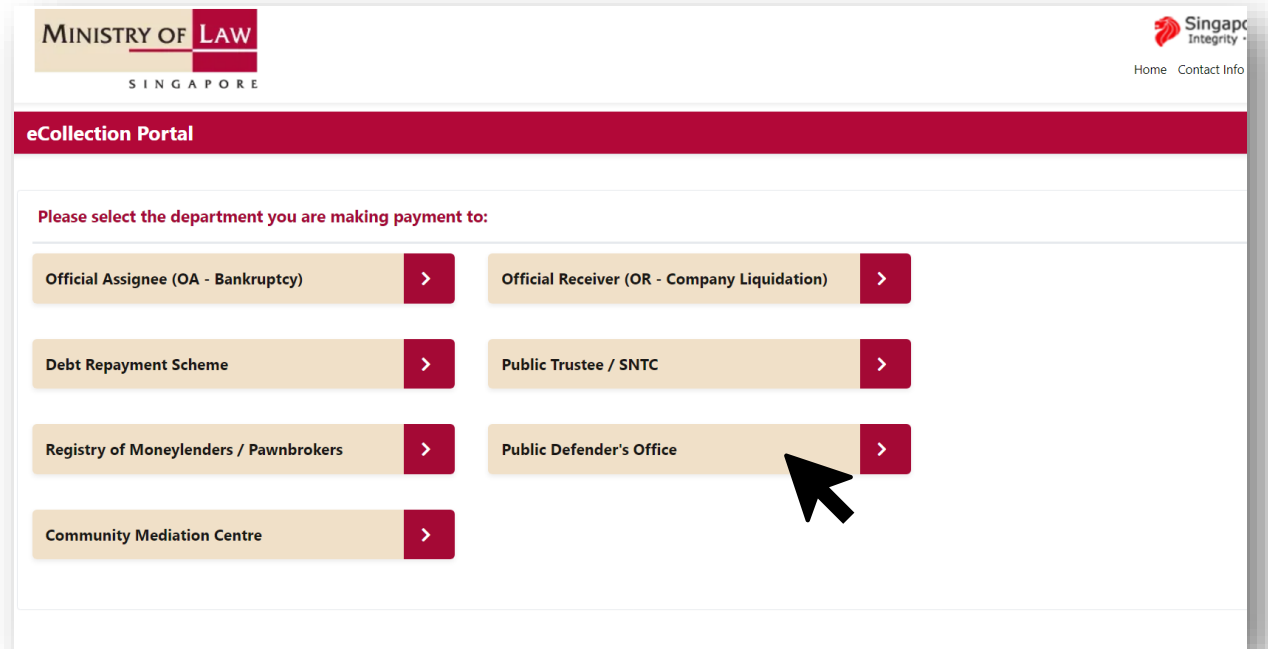
Click [here](#).

### Option B

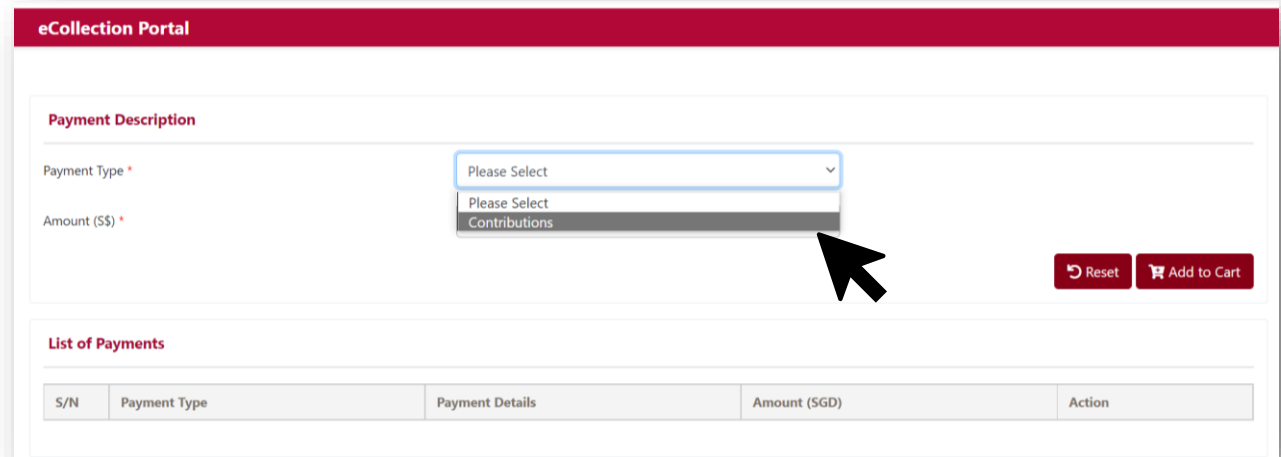
- Go to [PDO's webpage](#).
- Click on 'E-Services' and select [eCollection Portal](#).
- Once you are on the eCollection portal, click on 'I Agree' to begin



Step 2: Once you are on the e-Collection portal, select 'Public Defender's Office'



Step 3: Dropdown and Select 'Contributions' for payment type. Remaining fields will appear upon selection.



Refer to your Application Outcome Letter and complete the following steps:

Step 4: Enter your Case reference number (i.e., CD/ [99999] / [YYYY])

Step 5: Input your NRIC number and full name as per NRIC ( applicant's details)

Step 6: Input the Contributions amount to be paid

Step 7: Ensure that all details provided are accurate, before clicking on 'Add to Cart'.

Step 8: Click on 'Checkout'

**eCollection Portal**

**Payment Description**

Payment Type \* Contributions

Case No. (Format: Case prefix / [999999] / [YYYY]) \* CD / 00001 / 2022

Payer's ID No. (NRIC/ FIN/ PASSPORT NO./ UEN) \* S12345678A

Payer's Name \* SONIYAH SELVARAJOO

Amount (S\$) \* 50

Reset Add to Cart

**List of Payments**

S/N	Payment Type	Payment Details	Amount (SGD)	Action
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Cancel Checkout

**List of Payments**

S/N	Payment Type	Payment Details	Amount (SGD)	Action
1	Contributions	Case No.: CD / 000001 / 2021 / T Payer ID No.: XXXX456 Payer Name: SONIYAH SELVARAJOO	50.00	Edit Remove

Cancel Checkout

Step 9: Verify if what's reflected on the payment summary of your details is accurate.

Step 10: Click on 'Proceed to Pay'

Step 11: Input your email address in order to receive the payment confirmation.

Step 12: Select the mode of payment (Visa/Mastercard, eNets, PayNow)

Step 13: Click on 'Pay'

The screenshot displays the 'eCollection Portal' interface. At the top, there is a red header with the text 'eCollection Portal'. Below this, the 'Payment Summary' section contains a table with the following data:

S/N	Payment Type	Payment Description	Amount (S\$)
1	Contributions	Case No.: CD / 000001 / 2021 / T Payer ID No.: XXXX456 Payer Name: SONIYAH SELVARAJOO	50.00
Total Amount (S\$)			50.00

Below the table, there are two buttons: 'Cancel' and 'Proceed to Pay'. A black arrow points to the 'Proceed to Pay' button.

The 'Transaction Details' section contains a table with the following data:

S/N	Transaction Reference	Amount (S\$)	Created Date (DD/MM/YYYY)
1	CD202211150081	50.00	15/11/2022

The 'Payment Status Notification' section includes a form with the following fields:

- Email Address \* (soniyah\_selvarajoo@mlaw.gov.sg)
- (Please provide email address for us to send the receipt.)
- Note : Only one email is mandatory.

Below the form, there are three radio buttons for selecting the payment mode:

- MasterCard** For VISA/MasterCard Credit and Debit cards
- eNETS** For customers with Internet Banking account from DBS/POSB,Citibank,OCBC/... (coming soon!)
- PAY NOW** For PayNow Payments

At the bottom right, there are two buttons: 'Cancel' and 'Pay'. A black arrow points to the 'Pay' button.


Step 14: You will be directed to input your payment details. If you wish to receive a copy of the acknowledgement receipt, please input your email address under 'Email'.

Display Name: TEST, MINISTRY OF LAW (CAS)  
 Merchant Reference Code: CD20221115155513928  
 Nets Reference Code: 20221115155514222  
 Amount: SGD 50.00

Visa/Mastercard

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Payment Methods



Name on Card:

Card Number:

CVV/CVV2:

Expiry Date:


Email (Optional):

PayNow

**Payment Details**

E-Payment Reference No.: CASPAY20221115155735364  
 Amount (S\$): 50.00  
 Date: 15/11/2022 15:57:35

This QR code will expire on 15/11/2022 at 16:07:35.



[Download QR code](#)

If you are using mobile phone/tablet:

- Download the QR code.
- Upload the QR code image into your banking app using the "Scan & Pay function".
- Verify the payment details in your banking app before making the payment.

If you are using laptop/desktop:

- Scan the QR code on your banking app using the "Scan & Pay Function".
- Verify the payment details in your banking app before making the payment.

Step 15: Upon Successful payment , you will receive an acknowledgment email.

Thank you for using our eservice. Your payment has been processed successfully.

If you have any queries, please contact us at [www.mlaw.gov.sg/eservices/enquiry/](http://www.mlaw.gov.sg/eservices/enquiry/).

Transaction Details:

Payment Date : 08/11/2022 10:16:17  
 E-Payment Reference No. : CASPAY20221108095617117  
 Total Payment Amount : S\$ 55.00  
 Payment Mode : PayNow  
 Payment Status : Success

S.No.	Payment Description	Payment Amount (S\$)
1.	Contributions Case No.: CD / 000001 / 2021 / T	55.00

Yours faithfully,  
 Finance Division  
 Ministry of Law

**Note: This is a system generated e-mail. Please do not reply to this e-mail.**