

LEPAY User Guide

How to register?

1. Navigate to <https://lepay.labuanfsa.gov.my>
2. Click on “Register Now” to register an account.
3. Enter your details;
 - a. **Full Name** – enter your full name.
 - b. **Email address** – enter your email address. Payment receipt will be sent to this email address.
 - c. **Phone Number** – enter your phone number.
 - d. **Address** – enter your home/registered company address. This address will be printed in payment receipt.
 - e. **Username** – enter your preferred username.
 - f. **Password** – must contain at least one number and one uppercase and lowercase letter, and at least 6 or more characters.
 - g. **Confirm Password** – re-enter your password.
 - h. Check the “**I have read and agree to the term of service**” checkbox.
 - i. Check the “**I’m not a robot**” checkbox.
 - j. Then click the “**Register**” button to complete the registration.
4. A confirmation email will be sent to your registered email address upon successful registration. You will need to activate your account by clicking on the link provided in the email.
5. Once account activated, you will be redirected to login page.

How to make payment?

1. Log in to LEPAY, on the main navigation menu, click on “**Make Payment**”.
2. Under “**Select Fee Category**”, choose your payment category.
3. **Select Fee Type.**
4. **Select Fee.**
5. On the “**Payment for (Company Name)**”, enter the company name which the payment is made for.
6. [Optional] On the “**Payment for (Company/LL Number)**”, enter the company number which the payment is made for.
7. [Optional] On the “**Payment for (Licence Number)**”, enter the company’s licence number which the payment is made for.
8. On the “**For the Year**”, enter the year which the payment is made for.
9. [Optional] On the “**Additional Payment Info**”, enter your payment remarks.
10. Click on the button “**Continue**” to proceed to the next screen.
11. On the confirm payment screen, kindly confirm the details of the payment and click “**Continue to Payment**” to proceed with payment.
12. On “**Select Bank Type**”, please select type of bank.
13. On “**Bank**”, please select your bank name.
14. On “**Email Address**”, enter your email address. Payment details will be sent to this email address.
15. Click “**Proceed**” and you will be redirected to the next screen. Kindly check on the “**Agree to FPX’s Terms and Conditions**” checkbox.
16. Click on the button “**Confirm and Pay**”. You will be redirected to your bank login page. Do not close your browser until the transaction is completed.
17. Once transaction completed, you will be redirected back to LEPAY with the status of the transaction. Navigate to **Payment History** to print your payment receipt.