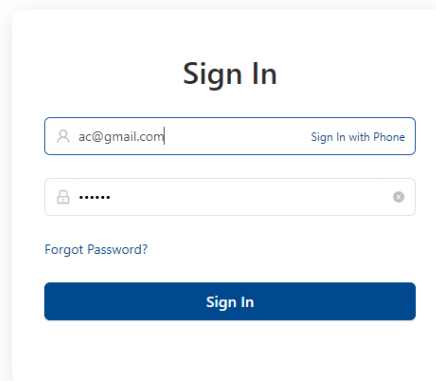


# Merchants Settlement Report Download Guide

商戶結算報告下載指南

使用您的電郵地址登入 <https://portal.hktmerchantservices.com/login>

Log into <https://portal.hktmerchantservices.com/login> with your credentials

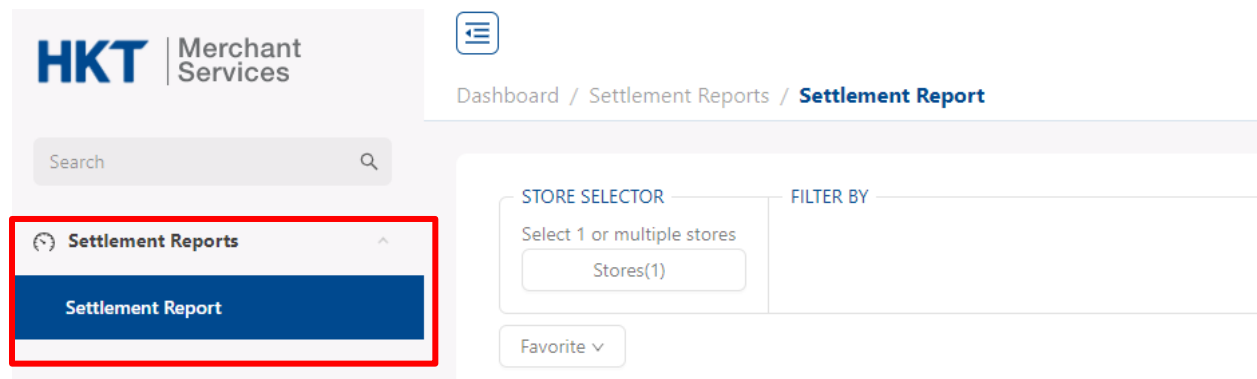


The image shows a 'Sign In' form with the following elements:

- Header: **Sign In**
- Input field 1: Email address (example: ac@gmail.com) with a 'Sign In with Phone' link.
- Input field 2: Password (masked with dots).
- Link: [Forgot Password?](#)
- Button: **Sign In**

登入後，在左方功能表欄找"Settlement Report"

Once you have logged in, navigate to the side menu bar on the left hand side and find "Settlement Reports"



The image shows the Merchant Services dashboard with the following components:

- Header: **HKT** | Merchant Services
- Breadcrumbs: Dashboard / Settlement Reports / **Settlement Report**
- Search bar: Search [magnifying glass icon]
- Side Menu: **Settlement Reports** (highlighted with a red box) with a sub-item **Settlement Report**.
- Main Content Area:
  - STORE SELECTOR: Select 1 or multiple stores (Stores(1))
  - FILTER BY: [empty field]
  - Favorite [dropdown arrow]

您將能夠查看你所有商店可用的報告。按「Action」下的三點按鈕，然後選擇「View」以查看詳細資訊。

You will be able to see all available reports of your outlets. Click the three-dots under "Action" and select "View" to see the details.

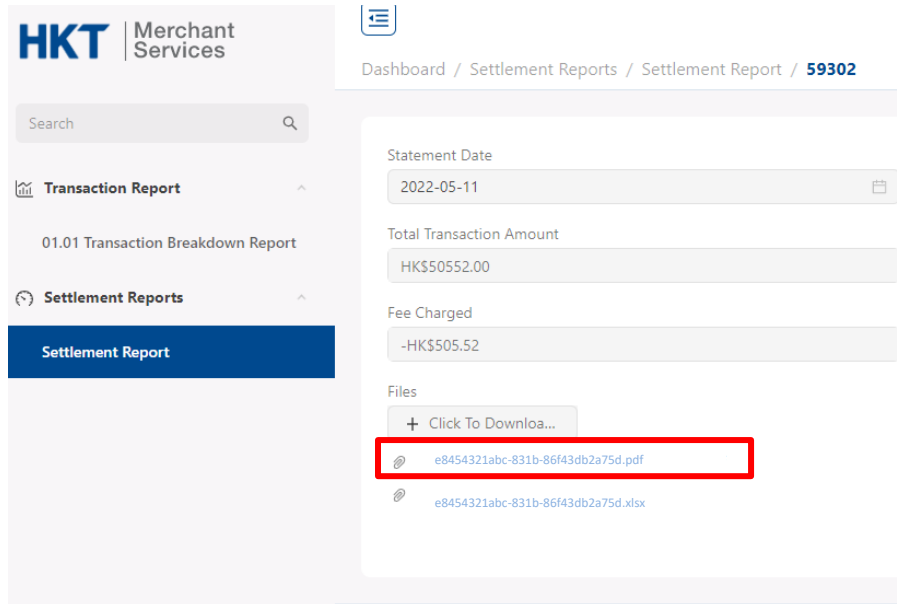
The screenshot displays the 'Settlement Reports' section of a merchant service dashboard. On the left is a sidebar with a search bar and a 'Settlement Reports' menu. The main area features a 'STORE SELECTOR' and 'FILTER BY' section above a table of reports. The table has columns for 'Statement Date', 'Total Transaction Amount', 'Total Transaction Count', 'Fee Charged', and 'Funded Amount'. The 'Action' column contains three rows of three dots. A red box highlights the 'Action' column header and the first row of dots. A blue arrow points from this row to a detailed view of the 'Action' menu, which shows a 'View' button and several other options represented by three dots.

Statement Date	Total Transaction Amount	Total Transaction Count	Fee Charged	Funded Amount	Action
2022-05-11	\$50,552.00	32	\$-505.52	\$50,046.48	...
2022-05-10	\$79,912.00	49	\$-799.12	\$79,112.88	...
2022-05-09	\$633,035.00	297	\$-6,330.35	\$626,704.65	...

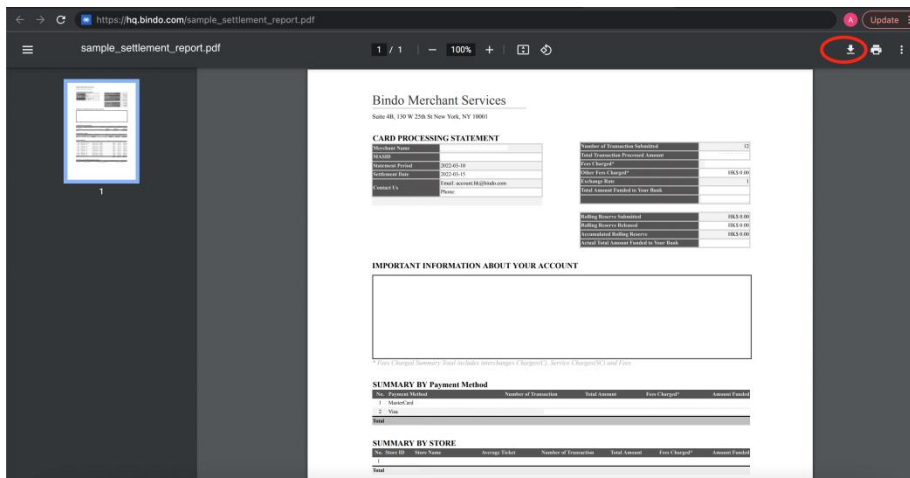
結算報告有兩個版本：PDF 與 Excel。以下是查看它們的步驟：

You will be able to see the settlement reports in both PDF and Excel versions. Please refer to the below for the steps:

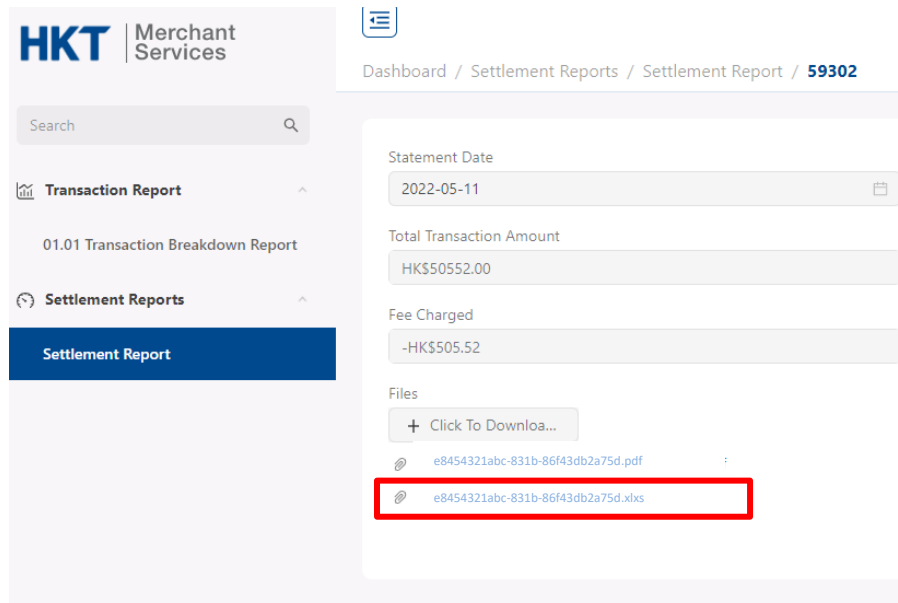
**PDF 版本 PDF Version:**



1. 點擊連結 Click on the link
2. 開啟新的瀏覽器視窗 Open a new window browser
3. 貼上剛複製的連結，並按確定 Paste the link and hit enter
4. 打開後，您可以通過右上角的按鈕下載 After it is opened, you are able to download by clicking on the top-right corner button



**Excel 版本 Excel Version:**



1. 點擊連結 Click on the link
2. 開啟新的瀏覽器視窗 Open a new window browser
3. 貼上剛複製的連結，並按確定 Paste the link and hit enter
4. 在瀏覽器的底部欄上可以看到文件已下載 The file is downloaded on the bottom bar of your browser

