

附件. 网上报考及付费指引: 如何用信用卡在网上考试报名 (供参考)

1. 登陆 www.accaglobal.com, 用 7 位数的注册号和密码登陆 MYACCA。

(1) 进入官网 <http://www.accaglobal.com>, 点击 MYACCA, 如下图:

The screenshot shows the ACCA website homepage. The top navigation bar includes links for HOME, ABOUT US, NATIONAL SITES, MYACCA (circled in red), BLOGS, ACCA DISCUSS, and ACCA.TV. Below this is a search bar and a secondary navigation bar with links for JOIN US, STUDENTS & AFFILIATES, MEMBERS, EMPLOYERS, and LEARNING PROVIDERS. The main content area features a currency exchange table on the left and an 'EXAM RESULTS' section on the right. The 'EXAM RESULTS' section contains text about releasing online exam results and a link to view December 2010 exam results.

| Currency | Rate |
|----------|-------|
| EUR | 1.94 |
| USD | 1.25 |
| GBP | 2.462 |
| CHF | 1.202 |
| DKK | 0.26 |
| NOK | 0.243 |
| SEK | 0.206 |

EXAM RESULTS

We are currently in the process of releasing online exam results and status reports to our 404,000 students and new affiliates in 170 countries.

Results will be available to view online on Monday 21 February 2011.

- [View December 2010 exam results](#) - available Mon 21 February 2011 05:00 GMT

(2) 用 7 位数的注册号和密码登陆 MYACCA, 如下图:

This screenshot is identical to the one above, showing the ACCA website homepage with the MYACCA link in the top navigation bar.

ACCA HOMEPAGE

The screenshot shows the MYACCA login page. It features a 'MYACCA TIP - REMEMBER TO SAVE YOUR CHANGES!' section with a warning about an activity timer. Below this is a login form with fields for 'User ID' and 'Password', and a 'login' button. There are also links for 'Forgotten your password?' and 'Having problems logging in?'.

MYACCA TIP - REMEMBER TO SAVE YOUR CHANGES!

For your personal security, we have installed an activity timer across all our e-business services. This means that you will automatically be logged out of your account after 10 minutes of inactivity. Please remember to save your work before leaving your machine.

Enter your details in the boxes below

User ID

Password

Forgotten your password? Click [here](#).
Having problems logging in? Click [here](#)

[Forgotten your password?](#)
[Having problems logging in?](#)

2. 在 MYACCA 中，点击 **EXAM ENTRY & RESULTS**，如下图：

MYACCA ACCA

HOME LOGOUT

Student

WELCOME

- Asia Pacific Financial Services Pathway
- UK/Ireland Financial Services Pathway
- STUDENT HOME
- Essential Information
- ACCOUNT ADMINISTRATION
- STUDY
- OFFICIAL PUBLISHERS
- EXAMS
- EXAM ENTRY & RESULTS**
- ETHICS & PROFESSIONALISM
- PRACTICAL EXPERIENCE REQUIREMENT
- OXFORD BROOKES BSC
- CAREER DEVELOPMENT
- CONTACT US
- CHANGE PASSWORD
- FAQs

PERSONAL DETAILS

Miss
ACCA number: 15

E-MAIL ADDRESS UPDATE

Your e-mail address is: accagz@cn.accaglobal.com

You are currently registered as an **e-student** - please ensure you keep your e-mail address up to date as all ACCA communications will be issued to you electronically

| HOME ADDRESS | UPDATE | BUSINESS ADDRESS | UPDATE |
|---|--------|---|--------|
| Room 1014-1016 10/F Guangzhou Metro Plaza Guangzhou 510620 Guangdong China, Peoples Rep of | | Room 1014-1016 Metro Plaza 183 Tian He Bei Road Guangzhou 510620 Guangdong China, Peoples Rep of | |
| This is your mailing address | | Click on update if you wish to select this as your mailing address | |

LATEST NEWS/ANNOUNCEMENTS

There are currently no news items.

3. 点击 **Enter for exam here**，如下图：

MYACCA ACCA

HOME LOGOUT

NAVIGATION MENU

- Asia Pacific Financial Services Pathway
- UK/Ireland Financial Services Pathway
- STUDENT HOME
- Essential Information
- ACCOUNT ADMINISTRATION
- STUDY
- OFFICIAL PUBLISHERS
- EXAMS
- EXAM ENTRY & RESULTS**
- ETHICS & PROFESSIONALISM
- PRACTICAL EXPERIENCE REQUIREMENT
- OXFORD BROOKES BSC
- CAREER DEVELOPMENT
- CONTACT US
- CHANGE PASSWORD
- FAQs

EXAM ENTRY

Please refresh your browser to view any recent Exam Amendments.
You can now enter for exams for the June 2011 exam session. You can enter for exams from now until 15 April 2011 and will be charged ACCA's standard exam entry fees. If you have missed the regular exam entry closing date, you have up to three weeks to submit your exam entry through the online late exam entry process at myACCA. However, you will be required to pay an additional late entry exam fee, which applies to each paper you wish to sit.

Enter for exams here

EXAM RESULTS

The exam results from the December 2010 session are now available.

View exam results

SPECIAL EXAM CENTRES

It is possible to arrange paper-based exams at centres other than those listed - referred to as special centres. Requests for special centres should be sent in writing, together with your exam entry form, to ACCA's Exams department by **15 March** for June exams and by **15 September** for December exams. It is only possible for us to arrange special centres if we are satisfied that the same standards of facilities and invigilation that exist at our regular centres will be available.
If you are taking the exams at a special centre, you will be required to pay any additional local invigilation and accommodation fees involved which are normally paid direct to the Exam Supervisor in advance of the exam date.

4. 选择报考信息:

Section A:

包含 - 选择考点选择、更改 Variant, 如下图:

The screenshot shows the ACCA Student Exam Entry page for Section A. The page header includes the ACCA logo. The main content area is titled 'STUDENT EXAM ENTRY' and 'SECTION A'. It displays student registration details: 'Student registration number 158' and 'Name Mary'. A red box highlights the variant selections: 'Your variant selections are: Law: China (CHN) Tax: United Kingdom (UK)'. A red arrow points from this box to the text '您的 variant 选项显示在此'. Another red arrow points from the text '如需更改 variant, 请点击 here 进入更改' to the word 'here' in the text 'If you wish to select a different variant, then click here to change.'. A third red box highlights the account balance '£692.00 DR', with a red arrow pointing to the text '此处显示账户费用情况: DR 表示欠费, CR 表示账户有余额。报考费与账户欠费需分开缴纳。如需缴纳欠费, 请登陆 MYACCA 的“Fee and Payment”页面缴付'. A fourth red box highlights the preferred centre '1996 Guangzh', with a red arrow pointing to the text '此处显示考点'. A fifth red box highlights the dropdown menu for 'Update centre selection', with a red arrow pointing to the text '如需更改考点, 请点击下拉菜单进行选择'.

ACCA

STUDENT EXAM ENTRY

SECTION A

Student registration number 158
Name Mary

Your variant selections are:
Law: China (CHN)
Tax: United Kingdom (UK)

If you wish to select a different variant, then click [here](#) to change.

Your account balance is £692.00 DR

The following centre is recorded as your preferred centre - 1996 Guangzh
On acceptance of your exam entry, you will be allocated to this centre (subject to capacity). However if you wish to sit at a different venue, please update your centre selection below.
If you wish to use the same centre for the June 2011 exam session, then you do not need to select a centre from the list below.

Please click [here](#) for extra information about exam centres.

Note: Please click away from the list after selecting your centre.

Update centre selection

(Section B 请看下一页)

Section B – 选择报考科目:

*请注意选择好 **STREAM**。一般有 **INT** 和 **UK** 两个选项。

如果您参加的不是机考（即：**Computer-Based Exams**），请不要选择机考的选项。*如果计划参加机考的学员请先查询你所在的地区是否有机考中心，网址：

http://cn.accaglobal.com/Students_Affiliates/study/computer.asp

若找到适合的机考中心，请直接联系机考中心报考即可；如果没有找到合适的机考中心，建议选择参加常规考试（即：**Paper-Based Exams**）。

Please click [here](#) for Exam Terms and Conditions.

Check here to confirm that you have read, understood and agree to the terms and conditions, that you have read all the associated notes and you are sure that you wish to enter for the exams indicated at the centre showing above.

You have no additional support requirements recorded. Click [here](#) for further information if you require additional support.

SECTION B 在进行 **Section B** 前，请点击“确认条款”，否则将无法完成报考

Computer-Based Exams

Please click [here](#) for additional computer-based exams information.
Please indicate below the computer-based exams that you intend to attempt by CBE at an ACCA Licensed Centre in the current exam cycle. If you also wish to sit exams at the forthcoming paper-based session you may enter to sit the balance of exams from the four allowed per cycle at the paper-based session.

| PAPER | DESCRIPTION | SELECT |
|-------|------------------------|--------------------------|
| F1 | Accountant in Business | <input type="checkbox"/> |
| F2 | Management Accounting | <input type="checkbox"/> |
| F3 | Financial Accounting | <input type="checkbox"/> |

Paper-Based Exams

Please select the paper-based exams that you wish to sit at the June 2011 exam session.
Please click [here](#) for more information regarding paper-based exams.

The exams that you are eligible to attempt are shown below. These are calculated in accordance with the regulations for the qualification on which you are registered and reflect your status as at 31 January 2011.
[Options notes link](#)

| DATE | PAPER | INT | UK | FEE(£) | | PAPER | INT | UK | FEE(£) |
|------------|-------------------------------|--------------------------|--------------------------|--------|----|------------------------|--------------------------|--------------------------|--------|
| 06/06/2011 | F6 Taxation | <input type="checkbox"/> | | 72 | | | | | |
| 07/06/2011 | F4 Corporate and Business Law | <input type="checkbox"/> | | 72 | | | | | |
| 08/06/2011 | F3 Financial Accounting | | <input type="checkbox"/> | 57 | OR | F8 Audit and Assurance | <input type="checkbox"/> | <input type="checkbox"/> | 72 |
| 09/06/2011 | F9 Financial Management | <input type="checkbox"/> | | 72 | | | | | |
| 10/06/2011 | F2 Management Accounting | <input type="checkbox"/> | | 57 | | | | | |
| 13/06/2011 | F5 Performance Management | <input type="checkbox"/> | | 72 | | | | | |
| 14/06/2011 | F7 Financial Reporting | | <input type="checkbox"/> | 72 | | | | | |
| 15/06/2011 | F1 Accountant in Business | <input type="checkbox"/> | | 57 | | | | | |

→ 点击 **Continue to payment**，进入信用卡缴费页面

* 点击 **Continue to payment** 进入信用卡支付页面

5. 真实填写信用卡信息，然后点击 **Authorise Payment** 提交：

“Card Type”：信用卡类别（必选）

“Card Number”：信用卡卡号（必填）

“Start date”：信用卡开卡日（如信用卡片上没有可不填写）


“Expiry date”：信用卡到期日（必填）

“Issue number”：非必填项，没有可不填写


“Cardholder name”：持卡人姓名

“Card Security Code”：安全码（必填） - 点击“[what is this?](#)”可查看安全码的解释

“Amount”：此次付费产生的总金额




PAYMENTS



Please enter your credit or debit card details below and then press Authorise Payment.

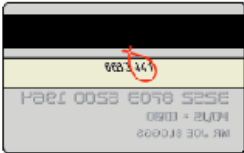
* - These fields are required.

| | |
|---------------------------------|--|
| * Card Type | <input type="text"/> |
| * Card Number | <input type="text"/> |
| Start Date (where applicable) | Month <input type="text"/> Year <input type="text"/> |
| * Expiry Date | Month <input type="text"/> Year <input type="text"/> |
| Issue Number (where applicable) | <input type="text"/> |
| Cardholder Name | <input type="text"/> |
| * Card Security Number | <input type="text"/> What is this? |
| Amount | 171.00 GBP |




Security Code?

The card security code is a unique three or four-digit number printed on your debit/credit card. This number is not embossed on the card and hence is not printed on receipts- making it difficult for anyone other than the genuine cardholder to know it. Some card issuers refer to this number as the 'Card Security Code' others as the 'personal security code' and others as the 'Card Verification Value'.



Some cards, many UK-issued cards for example, have a three-digit number printed at the top of the signature strip on the reverse of the card.



Others, American Express cards for example, have a four-digit number printed on the front of the card, above the account number.

6. 付款成功后会出现 EXAM ENTRY ACKNOWLEDGEMENT 的网页页面，请打印或保存该网页，如果跳过这一步骤，可能会导致报考失败！

Exam Entry Acknowledgement

页码, 1/1



EXAM ENTRY ACKNOWLEDGEMENT

[Logout](#)

M Cu
Room 1014-1016
10/F
Metro Plaza
183 Tian He Bei Road
Guangzhou 510620
Guangdong
China, Peoples Rep of

EXAM ENTRY ACKNOWLEDGEMENT

Name M Cu Client Id 1581010
Session 01-Dec-2008 Centre I996 - Guangzhou

Papers

| PAPER | NAME |
|-------|-----------------------|
| F2 | Management Accounting |

The above exam entry has been received and will be processed for December 2008 session.

Notes

- Changes to centres, papers, projects cannot be made after the exam closing date of 15 October 2008. Please ensure that the details listed above are correct for your circumstances.
- Unfortunately it is not possible to guarantee that you will be allocated to sit at the centre stated above. ACCA reserves the right to transfer candidates to the nearest alternative centre when the entries exceed the capacity at any particular centre.
- An exam attendance docket will be posted to you in the week beginning 03 November 2008. This will detail the full address of the centre you have been allocated. If you do not receive your docket by 21 November 2008 please contact your nearest ACCA office.
- Students wishing to join the BSc in Accounting offered in conjunction with Oxford Brookes University must be opted into the degree programme prior to passing paper F7, F8 and F9. If you attempt any of these papers this session, you must opt into the programme by selecting to register on <https://portal.accaglobal.com> prior to 15 October 2008 in order to maintain your eligibility to the degree programme.
- The exam results for the December 2008 will be posted, emailed and become available online in the week beginning 16 February 2009. If you have not yet registered to receive your results by email, you can do so by accessing <https://portal.accaglobal.com> and opting into this service. You will then receive results by email at all subsequent sessions, unless you unsubscribe from this service. Please ensure that your email address remains current at all times. The closing date for subscribing to receive your results by email is mid day BST on 13 February 2009.
- Please note that if you have applied to sit at a special centre, a local fee will be charged. Notification of how to pay this fee will be sent under separate cover (only if applicable).

Ref: ST/ENT/ACK

Date of issue null



7. 如果错过了 Exam Acknowledgement 的页面，可以登陆 MyACCA 后点击首页的 Exam Entry & Results 查询结果，若结果如下表则表示报名成功，请把此页面打印或保存下来。

EXAM ATTENDANCE DOCKET 指的是“考试准考证”，一般在考试前 1-2 周可以在 MYACCA 内下载。下图中“Unavailable”指的是“准考证尚未到时间下载”。

MYACCA ACCA

HOME LOGOUT

WELCOME

- Asia Pacific Financial Services Pathway
- UK/Ireland Financial Services Pathway
- STUDENT HOME
- Essential Information
- ACCOUNT ADMINISTRATION
 - Personal details
 - Mailing address details
 - Employment details
 - E-mail & telephone details
 - Fees & payments
 - ACCA Exchange
 - Interactions
 - Qualifications
- STUDY
- EXAMS
- EXAM ENTRY & RESULTS
- ETHICS & PROFESSIONALISM
- PRACTICAL EXPERIENCE REQUIREMENT
- OXFORD BROOKES BSC
- CAREER DEVELOPMENT
- CONTACT US
- CHANGE PASSWORD
- FAQs

EXAM ENTRY

You have been entered to sit exams at the June 2010 exam session as follows:

| PAPERS | EXAM DATE | PREFERRED CENTRE | EXAM ATTENDANCE DOCKET |
|--------|-------------|------------------|--------------------------|
| F6 CHN | 07-Jun-2010 | 1996 Guangzhou | Docket not yet available |

Your exam attendance docket will confirm the venue you are allocated to. If you wish to change details recorded for your session 15-Apr-2010 use the online facility by [clicking here](#)

EXAM RESULTS

Results are only displayed for students who entered exams at the December 2009 session. Your exam status report provides details of your exam progress to date.

[View exam status](#)

SPECIAL EXAM CENTRES

It is possible to arrange paper-based exams at centres other than those listed - referred to as special centres. Requests for special centres should be sent in writing, together with your exam entry form, to ACCA's Exams department by **15 March** for June exams and by **15 September** for December exams. It is only possible for us to arrange special centres if we are satisfied that the same standards of facilities and invigilation that exist at our regular centres will be available. If you are taking the exams at a special centre, you will be required to pay any additional local invigilation and accommodation fees involved which are normally paid direct to the Exam Supervisor in advance of the exam date.

考试准考证

此处指的是“考试准考证，即Docket”未到时间下载，一般在考试前 2 周可以在线下载。

(接下一页)

8. 如果账户上有欠费，请点击“ACCOUNT ADMINISTRATION”，然后选择“Fees & payments”
缴费

The screenshot shows the ACCA Student portal interface. On the left is a navigation menu with 'ACCOUNT ADMINISTRATION' expanded to show 'Fees & payments' highlighted in a red box. The main content area is titled 'PERSONAL DETAILS' and includes sections for 'E-MAIL ADDRESS' and 'HOME ADDRESS' / 'BUSINESS ADDRESS'. The 'HOME ADDRESS' section is marked as the mailing address.

点击欠费项目目前的方框，显示绿色的√表示已经选中，然后点击 **Pay** 去到结算页面：

The screenshot shows the 'TRANSACTIONS SUMMARY' page. It includes account details (Name: Mary, Account Number: 158, Account Balance: 692.00) and a table of transactions. The first transaction is selected, and the 'Pay' button is highlighted in a red box.

| SELECT | TRANSACTION | TYPE | STATUS | DATE | ORIGINAL AMOUNT | REMAINING AMOUNT | DESCRIPTION |
|-------------------------------------|--------------------------|-------------|---------|-------------|-----------------|------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | 26754586 | Invoice | Overdue | 01-Jan-2011 | 72.00 | 72.00 | Annual Subscription Fee - Sub Fee |
| <input type="checkbox"/> | 1180274 | Invoice | Overdue | 29-Sep-2010 | 69.00 | 69.00 | Exam Fees - Exam Fee |
| <input type="checkbox"/> | 1023414 | Credit Memo | Closed | 08-Apr-2010 | <124.00> | 0.00 | Exam Fees - Exam Fee |
| <input type="checkbox"/> | 963142 | Invoice | Closed | 25-Mar-2010 | 124.00 | 0.00 | Exam Fees - Exam Fee |
| <input type="checkbox"/> | 945062 | Credit Memo | Closed | 11-Mar-2010 | <69.00> | 0.00 | Exam Fees - Exam Fee |

确认金额无误后点击左下角的 **Pay** 进入信用卡缴费页面：

ACCA

TRANSACTION PAYMENT DETAILS

Name: Mary
Account Number: 158:

| TRANSACTION | TYPE | DESCRIPTION | DATE | AMOUNT DUE REMAINING | PAYMENT AMOUNT |
|-------------|---------|-----------------------------------|-------------|----------------------|----------------|
| 26754586 | Invoice | Annual Subscription Fee - Sub Fee | 01-Jan-2011 | 72.00 | 72 |

Recalculate

Account Balance: 692.00
Total Payment Amount: 72.00
Balance Due: 620.00

Pay Cancel

请在此页面选择您的信用卡类型

ACCA ACCA online payment

Contact ACCA: +44 (0)141 582 2000

Verified by VISA MasterCard SecureCode.

STEP 1: PLEASE SELECT YOUR PAYMENT METHOD

- American Express
- MasterCard
- VISA
- Maestro

Next Step: Enter your Payment Details

Back

请在此页面填写信用卡相关信息，点击 **Next** 进行付款

ACCA ACCA online payment

Contact ACCA: +44 (0)141 582 2000

Verified by VISA MasterCard SecureCode.

STEP 2: PLEASE ENTER YOUR PAYMENT DETAILS

You are paying GBP 72.00 with VISA

Card Number: 卡号

Card Holder Name: 持卡人姓名

到期日 Card Expiry Date: /

CWV: What is CWV? 安全码

Next Step: Review and Complete Your Payment

Back Next

