هـيـئـة الـحـكـومـة الإلـكـتـرونـيـة
Electronic Government Authority

حكومة رأس الخيمة
Government of Ras Al Khaimah

دائـرة الـمـحـاكـم
Courts Department

E-services User Guide

Quick E-Payment

Ras Al Khaimah Court Department

Translation of Version (1.0)

Subject	Quick E-Payment	Version	1.0

Table of Contents

Updates

Version Number	Name	Date	Comments
1.0	Randa Issa	31\03\2020	Create the translation of the Arabic version (1.0)

Reviews

Version Number	Name	Date	Comments

1. Login to the Court Quick Payment service online

1. Access the official portal of Ras Al Khaimah Government (https://www.rak.ae/wps/portal)
2. Click on "eServices" icon from the services bar.
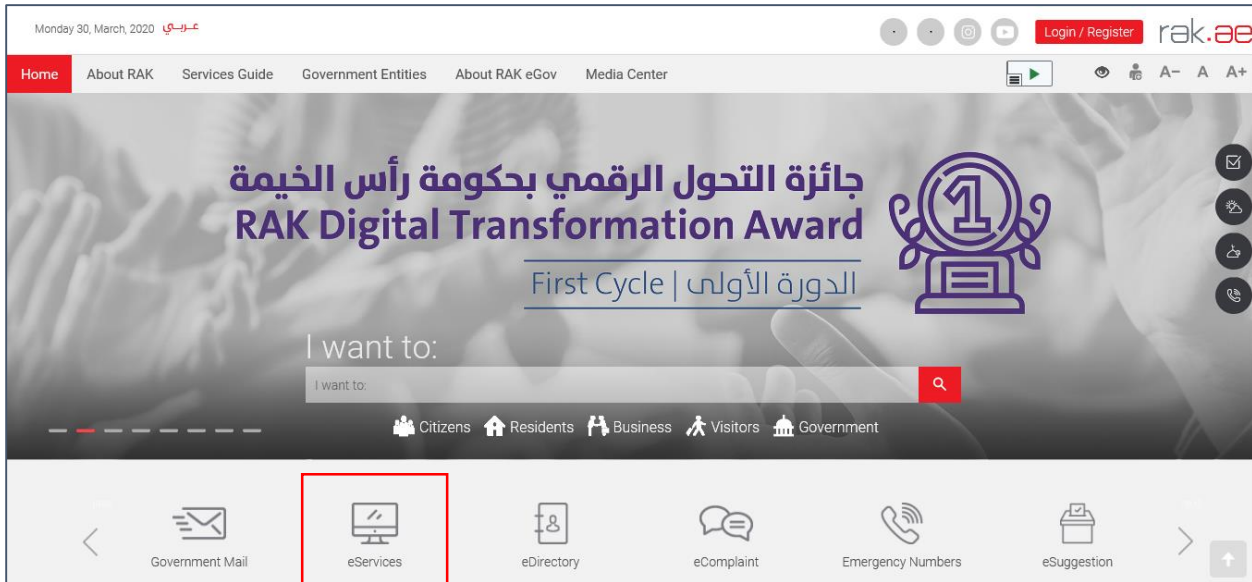
The list of the government entities of Ras Al Khaimah will show up:
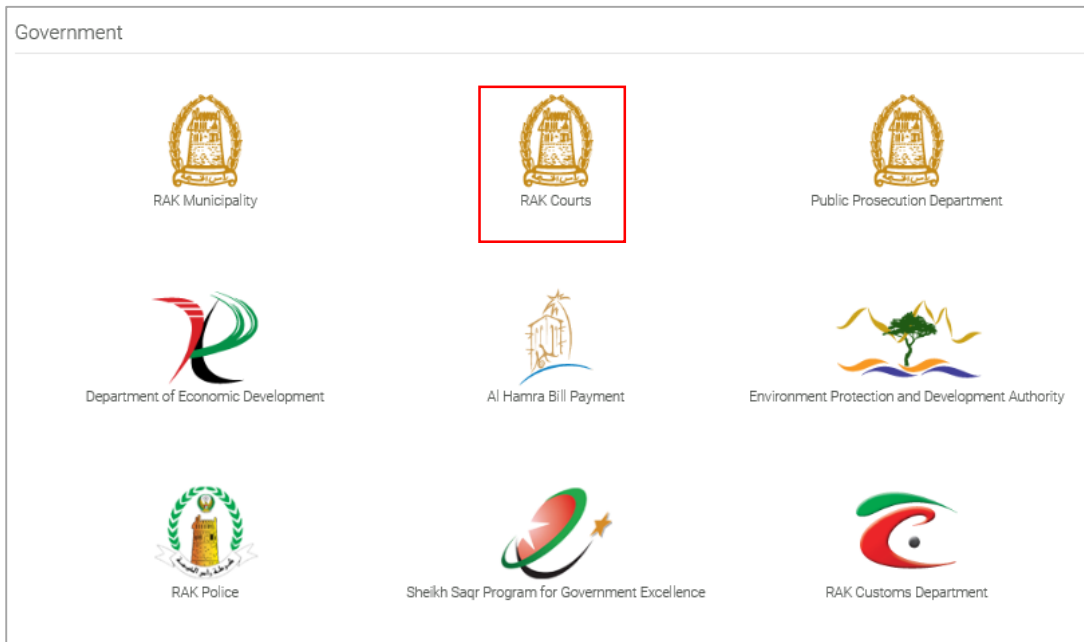
3. Click on the "**RAK Court**" icon to view the types of the court services that are available online:

Subject	Quick E-Payment	Version	1.0

| Case Inquiry - Civil Courts |
| Power of attorney inquiry service |
| Published Judgements |
| Attestation Services |
| No Case Record |
| Parties services |
| Banks, Institutions and Companies services |
| Lawyer Services |
| Typing offices Services |
| Governmental Authorities Services |
| Judges Services |
| Remote Security Deposits |
| My Cases-Issuing Courts Requests |
| Quick Pay |

4. Click on the required service as "**Quick Pay**", then the login page will show up as below:

Please Log in

Login With UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

Note: If you are already registered with RAK Government Portal, you can use the same login credentials to login to UAE Pass.

Not yet a member? Register With UAE Pass

OR
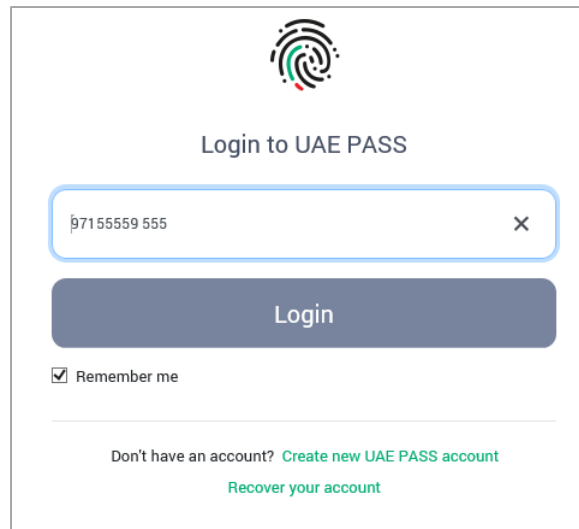
Log in with SmartPass

OR

Log in to RAK.ae

Username

Password

Log in

Cancel

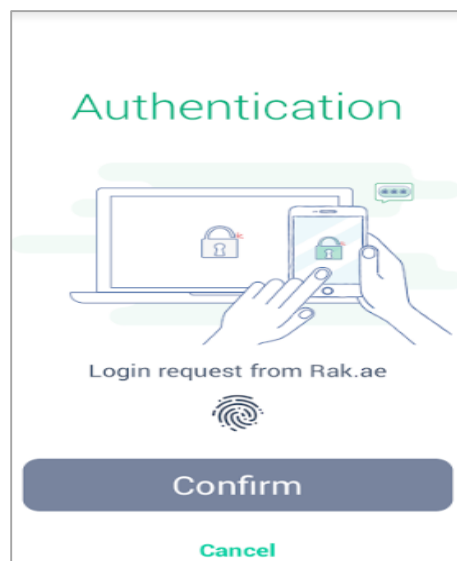| Subject	Quick E-Payment	Version	1.0

6. Click on "**login with UAE PASS**" button, The UAE PASS Login page will show up:

7. If your phone number is correct, click on the "**Login**" button to get the authentication on your phone:

8. Access the UAE PASS application on your phone and click on the "Confirm" button, then enter your four digits predefine password.

9. Upon your confirmation the "**Quick Pay Service**" page will show up online:

Subject	Quick E-Payment	Version	1.0

The service enables you to view all the payments that you should pay whether they are a case deposit or a service fee.

Note: the page enables you to perform some functions on the payments list as below:
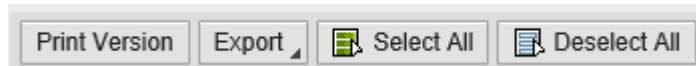
- "**Print Version**": to print the payment list or to save a soft copy on your device.
- "**Export**": to export the payment list into excel sheet.
- "**Select All**": to select all the payment in the list at once.
- "**Deselect All**": to cancel all payment selection.

---

10. Select the checkbox to the left of the payment that you want to pay, then the value of the same will be displayed in the "**Selected Amount to Pay**" filed at the top of the page.
11. Click on the "**Pay Selected Item**" button:

Subject	Quick E-Payment	Version	1.0

Quick Pay | **Payment History**

User Id 1000040552   User Name طارق ماجد خليفة

◉ Individual services   ○ Offices services

Total Due Amount 391450.00 AED

Selected amount to pay 50.00 AED

Print Version | Export | Select All | Deselect All

	Case ID	Service Order	Created On	Payment Req. No.	Due to pay	Payee	Case/Txn No.	Txn. Year
☐	300000006792	9000019450	26.03.2020	8000028380	550.00	محمد علي المحامي	8	2019
☐	400000000877	9000019433	26.03.2020	8000028375	20.00	طارق ماجد خليفة	10	2018
☑	300000006213	9000019247	08.03.2020	8000028245	50.00	محمد علي المحامي	2	2019
☐	300000006213	9000019246	08.03.2020	8000028244	50.00	محمد علي المحامي	2	2019
☐	600000001061	9000019228	04.03.2020	8000028219	2,000.00	طارق ماجد خليفة	3	2020
☐	600000001063	9000019132	02.03.2020	8000028190	2,500.00	طارق ماجد خليفة	2	2020
☐	400000000928	9000019002	16.02.2020	8000028120	20,000.00	طارق ماجد خليفة	15	2019
☐	500000000603	9000018936	11.02.2020	8000028101	5,030.00	طارق ماجد خليفة		0000
☐	500000000603	9000018933	11.02.2020	8000028099	3,000.00	طارق ماجد خليفة		0000
☐		9000018927	11.02.2020	8000028096	5,030.00	طارق ماجد خليفة		0000

Pay Selected Items

Note: you can select one, many, or all the payments in the list to be paid at once.

Quick Pay | **Payment History**

User Id 1000040552   User Name طارق ماجد خليفة

◉ Individual services   ○ Offices services

Total Due Amount 391450.00 AED

Selected amount to pay 100.00 AED

Print Version | Export | Select All | Deselect All

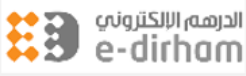|	Case ID	Service Order	Created On	Payment Req. No.	Due to pay	Payee	Case/Txn No.	Txn. Year
☐	300000006792	9000019450	26.03.2020	8000028380	550.00	محمد علي المحامي	8	2019
☐	400000000877	9000019433	26.03.2020	8000028375	20.00	طارق ماجد خليفة	10	2018
☑	300000006213	9000019247	08.03.2020	8000028245	50.00	محمد علي المحامي	2	2019
☑	300000006213	9000019246	08.03.2020	8000028244	50.00	محمد علي المحامي	2	2019
☐	600000001061	9000019228	04.03.2020	8000028219	2,000.00	طارق ماجد خليفة	3	2020
☐	600000001063	9000019132	02.03.2020	8000028190	2,500.00	طارق ماجد خليفة	2	2020
☐	400000000928	9000019002	16.02.2020	8000028120	20,000.00	طارق ماجد خليفة	15	2019
☐	500000000603	9000018936	11.02.2020	8000028101	5,030.00	طارق ماجد خليفة		0000
☐	500000000603	9000018933	11.02.2020	8000028099	3,000.00	طارق ماجد خليفة		0000
☐		9000018927	11.02.2020	8000028096	5,030.00	طارق ماجد خليفة		0000

Pay Selected Items

Subject	Quick E-Payment	Version	1.0

> The system then will collect the total value of the selected items and display it in the "**Selected Amount to pa**y" at the top of the page.

The payment channel selection page will be displayed, showing the payment amount, as well as the payment channels through which you can pay online; which are the Electronic Dirham or the Bank cards of both types "**VISA**" or "**MASTERCARD**":

1. Select the desired payment channel then click on the "**Pay**" button:

2. Enter the card number, expiry date, and verification code, then click on the "**Pay**" button to complete the payment procedure.

3. When the payment is done successfully, the payment report will be displayed showing the payment transaction number and date and the payment amount. Click on the "**Print**" 🖨 icon to have the report printed.

Transaction Data

Transaction info	Payment user id
	Transaction Id
	0000000000004556
	Transaction date
	12.02.2020 11:00:12
	Etisalat transaction id
	0000243665542140
	Amount
	50.00 AED
	Additional Fees
	70.50 AED
	Total Amount
	120.50 AED

✅ Payment processed successfully.
Approval code for transaction is: 084478

🖨

Note:

- Upon successful completion of the payment, the payment receipt for each paid transaction will be sent to the email address saved in your file in the Courts Department separately
- To view all the payments record that you have paid successfully via the Quick payment service, click on the "**Payment History**" page at the top of the screen.

- To view the payments records that you have done via the Quick payment service during a specific period of time:
  - Enter the start and end dates of the required period of time in the fields "**Payment date From, To**"
  - Click on "**Get Payment Details**" to have the required payment records displayed in the list.

Subject	Quick E-Payment	Version	1.0