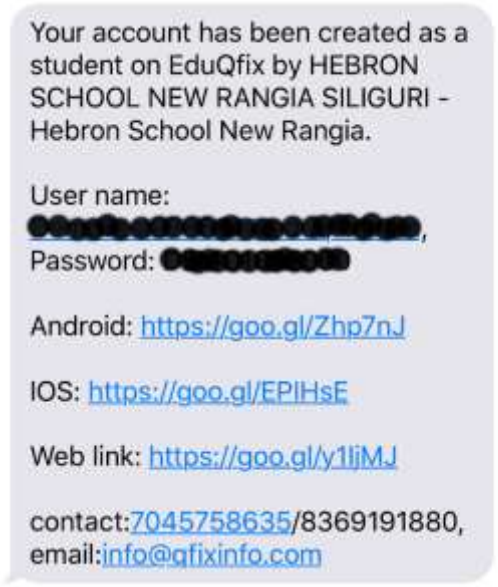
1. You will receive a text/SMS on your phone with the following message.



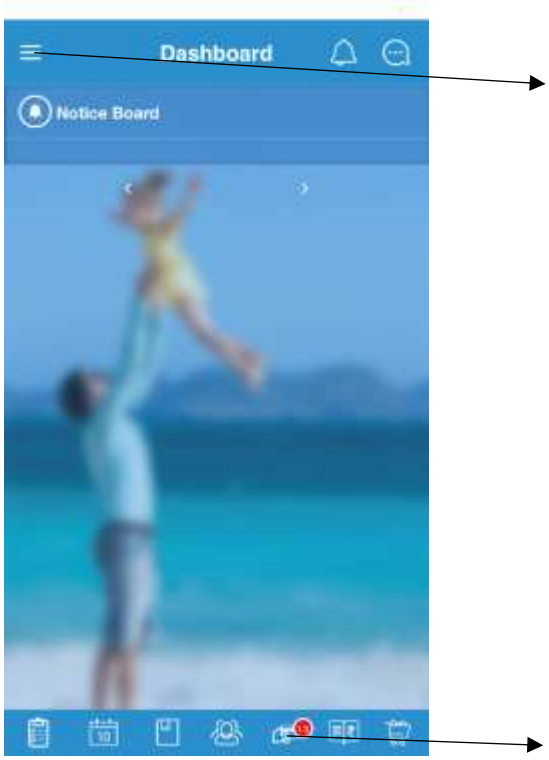
Download the application as per your phone or use the web link to use it on a desktop or a laptop.

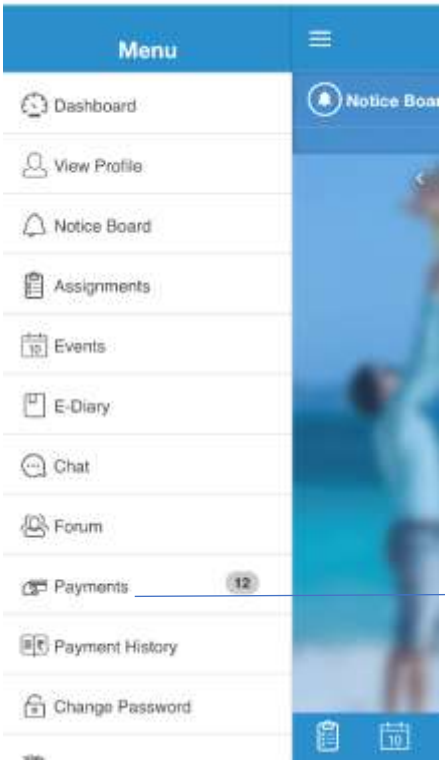
2. Once you have downloaded the application open and launch the application, put in the Username and Password received by you in the text/SMS.

3. Once you have successfully logged in, on the very first login it would require you to change the password.

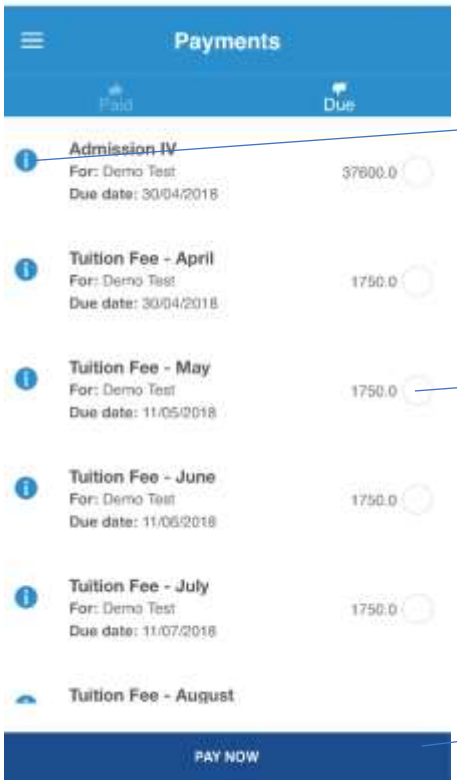
Once you have changed the password successfully, you will get the profile update form. Please check and update all your information as per required. Please add your email id, so that when you make an online payment you will also receive an email confirmation with the receipt.

4. On the application, you will see the payment option on the dashboard or you can also view it from the menu bar option.





5. Choose the payment you want to make and click Pay Now in the bottom.

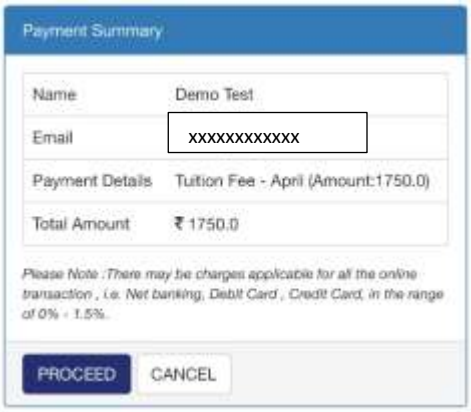


Click here to know more details

Select the fee that needs to be paid.

Click here to proceed after selection of the fee is made.

6. On the next page you will see a Payment Summary. Please check that all the information is correct and then click PROCEED.

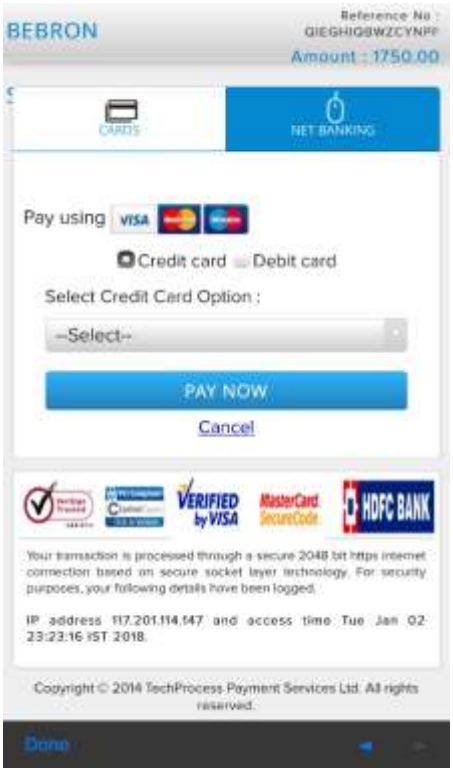


After you proceed you will reach the payment gateway. Pay with Debit card or net banking.

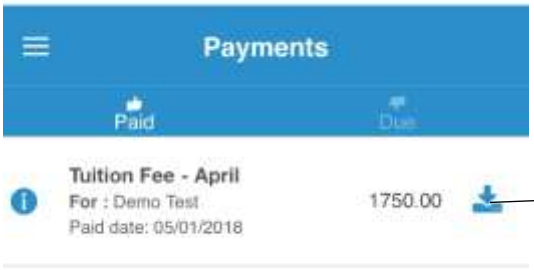
Once the payment is complete you will receive a transaction confirmation detail.

The receipt will be e-mailed or available at the Payment section of “Paid”.

Payment Gateway – Choose option accordingly and Click “Pay Now”



Once the payment is successfully made, a receipt is generated and e-mailed, you can also download the same from the Paid section under payments of the application.



Download Paid Receipt.