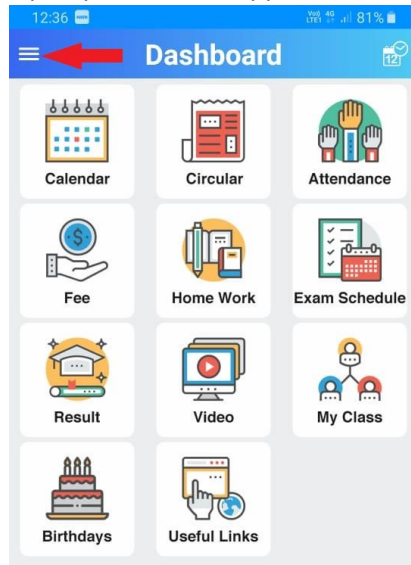


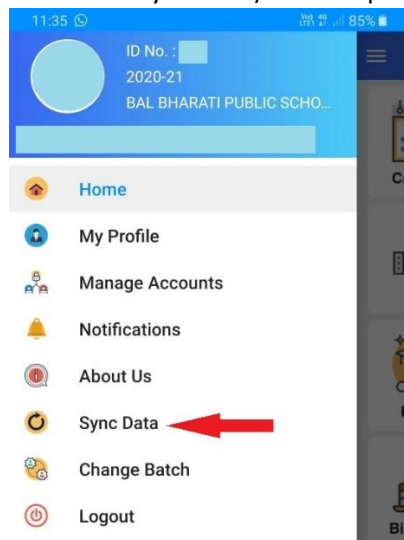
Manual on payment of school fees online

1.) Using School Mobile App

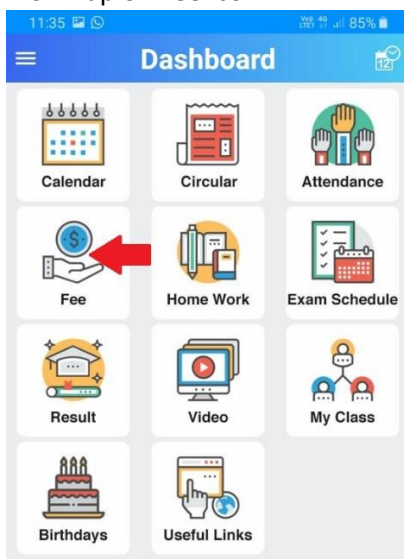
i.) Open your Mobile App



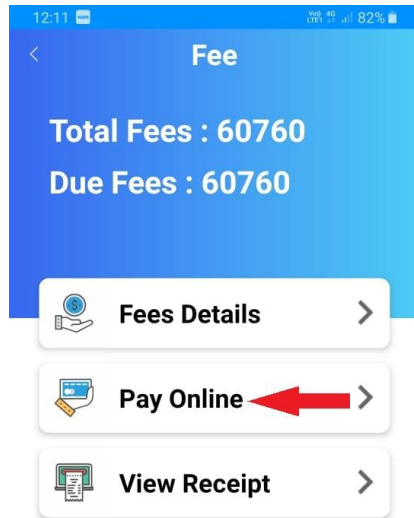
ii.) Synchronize data from the main menu (Tap on Three horizontal lines on the left top corner and select Sync Data). This step is required only for the first online fee payment transaction.



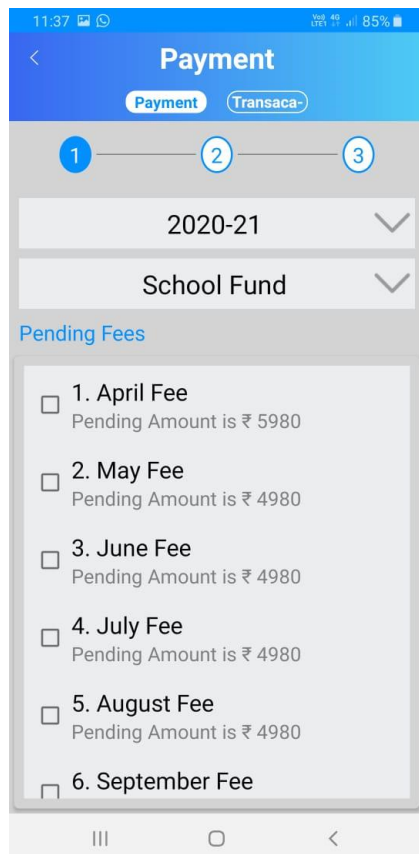
iii.) Now Tap on Fee Icon



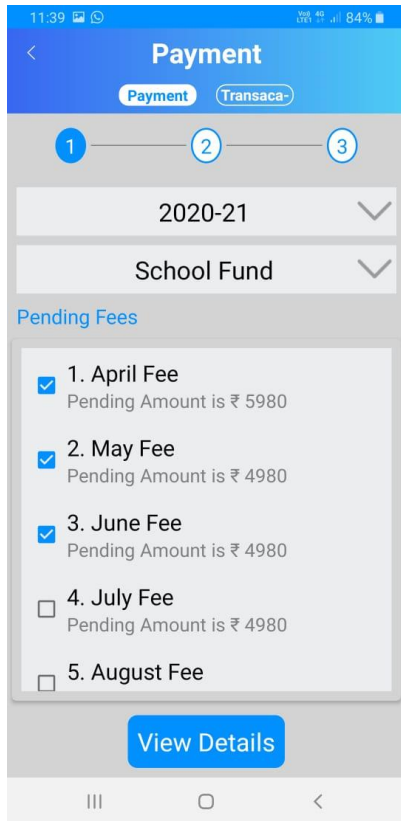
iv.) Select Pay Online



v.) It will display Payment Screen Phase -1
All pending fees is displayed in sequence with checkbox.



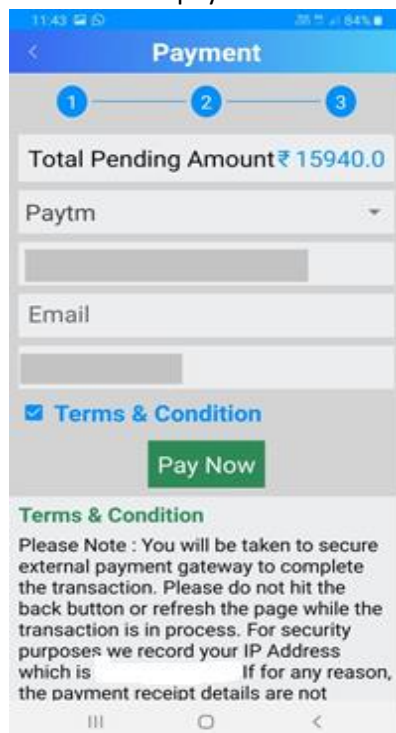
vi.) Tick mark the check boxes as per the fee you want pay



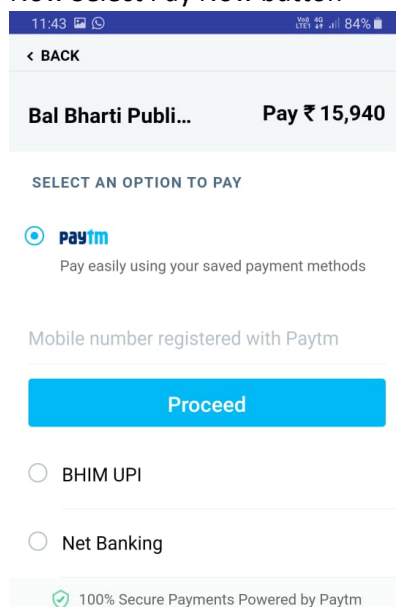
vii.) Now Tap on View Details



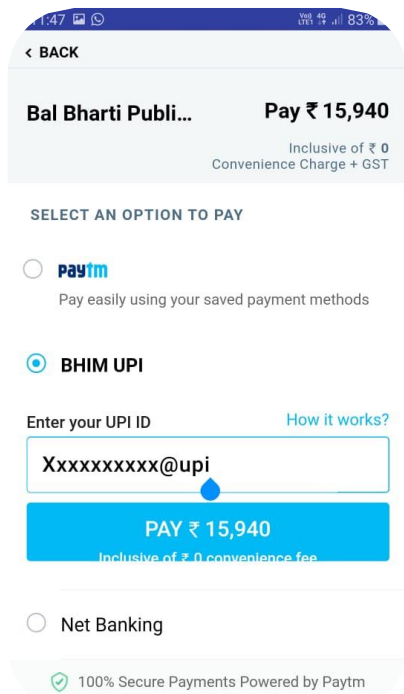
- viii.) It will display Payment Screen Phase – 2. Details of fee selected by you is displayed with Total amount payable. Click on Next button.



- ix.) It will display Payment Screen Phase – 3
Student's Name and Phone number will come automatically. Enter your Email ID. Read and accept Terms & Condition by selecting the check box.
Now Select Pay Now button



- x.) It will display another dialogue box with payment options. User can pay through Paytm, BHIMUPI or Net Banking. (Note : Transaction ID for future reference)
Payment through BHIM UPI is free while other payment options have service charges as per the gateway terms. Use BHIM UPI as far as possible.
Select BHIM UPI and Enter BHIM UPI* address and click on pay.



Approve payment from your BHIM App.

Your fee payment process is completed.

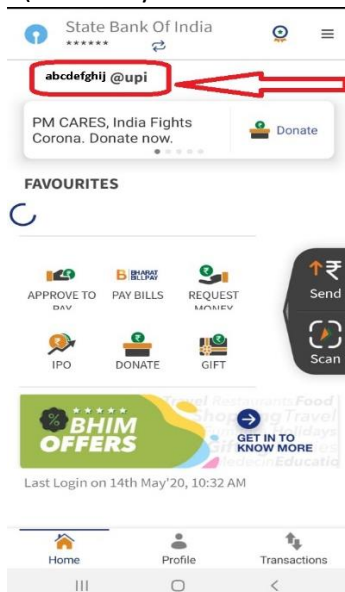
Incase if your payment is deducted from your bank but receipt is not generated than do not initiate or pay again. Due to bank server / gateway traffic it may take some time for the transaction to get reflected.

Go to the first screen of the Payment and Tap on Transaction Option.



Now Tap on Refresh option- Your receipt will be generated. If this step does not solve the problem, please wait for a day.

*(To know your BHIM UPI – Open BHIM app on your mobile phone)



Please note that Bal Bharati Public School never asks for your bank credentials or OTP.