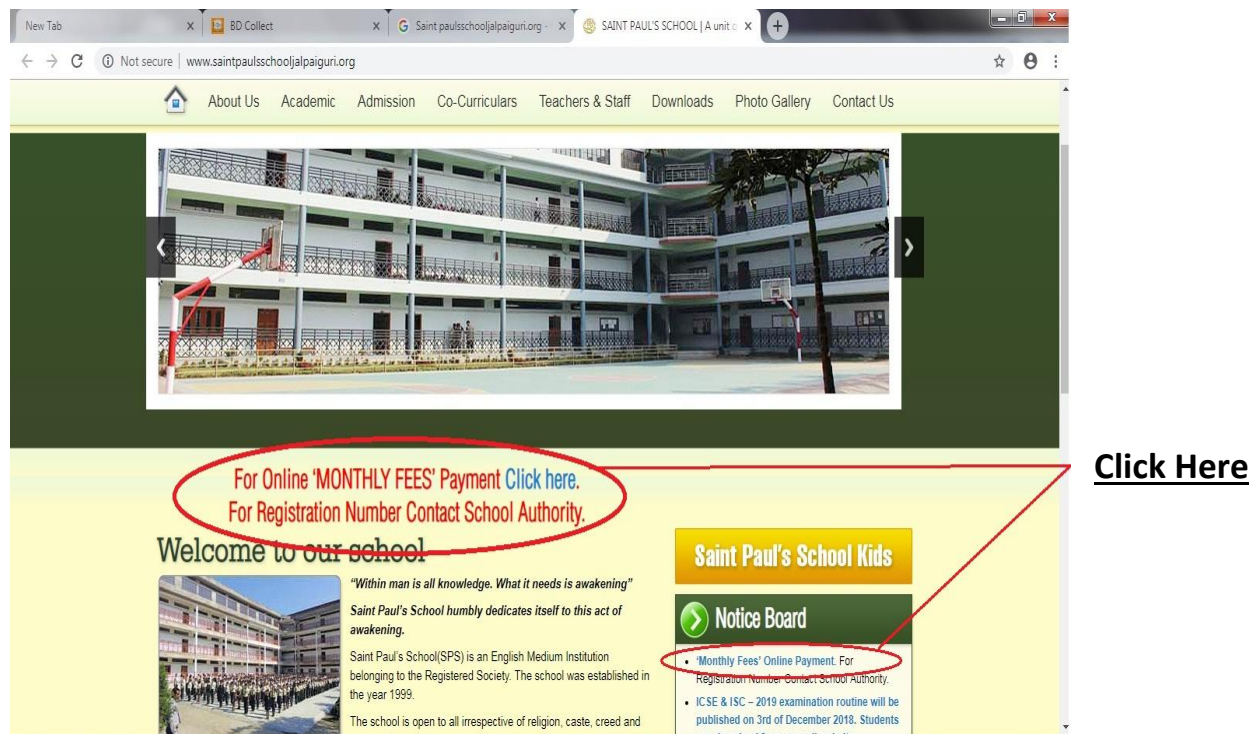


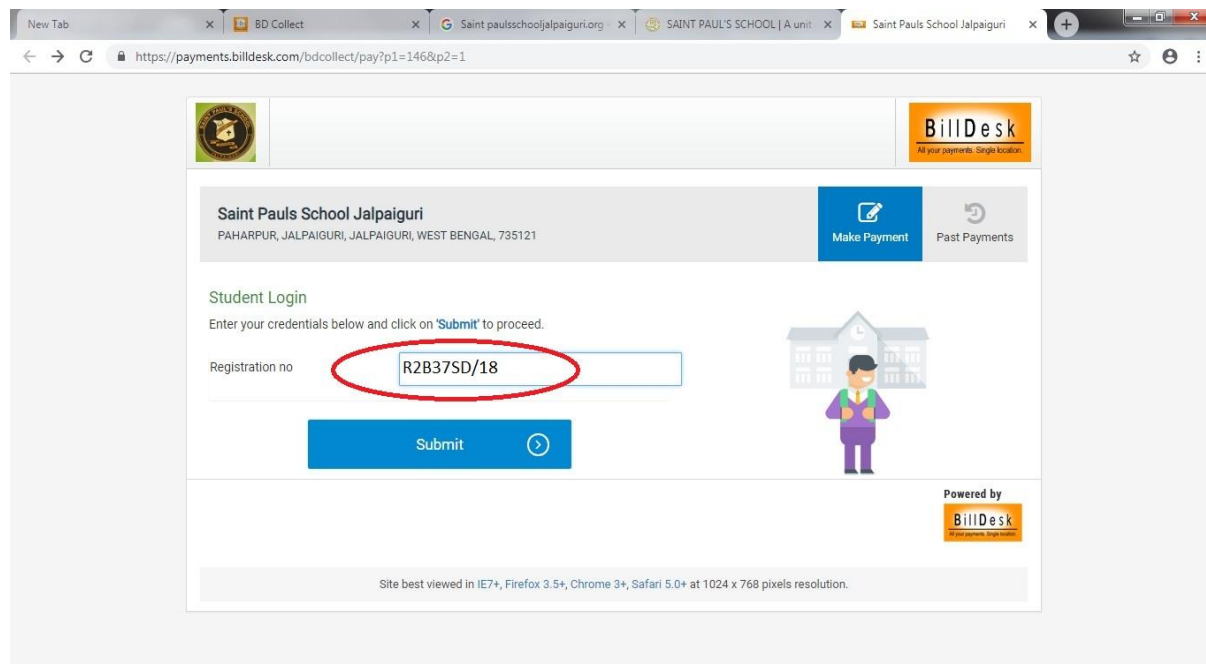
User guidance to make Online payment

- First go to official website of 'Saint Paul's School' i.e :- <http://www.saintpaulschooljalpaiguri.org> then click on the link as showing in the below mentioned picture (Pic_1)



(Pic_1)

- After clicking on that link a new page will open like (Pic_2) mentioned below:



(Pic_2)

- Then Insert the 'Student registration number' in the blank field which has been provided by school as mentioned above picture and then click on submit button.

Example of Registration No. R5A14BB/18

- After clicking on the submit button a new page will come along with the student details as showing in (Pic_3) below

Students Name: AMIT SARKAR

Registration no: R12S30AS/18, Class: TWELVE, Section: SCI, Roll no: 30

Fees Summary

₹ Fees Payable: ₹ 2,400.00 (Amount), 10-01-2019 (Due Date), ₹ 60.00 (Late Fee), ₹ 2,460.00 (Total Amount)

Fees Category	Amount	Due Date	Late Fee	Total								
Monthly	₹ 2,400.00	10-01-2019	₹ 60.00	₹ 2,460.00								
<table border="1"> <thead> <tr> <th>Fees Category</th> <th>Actual Amount</th> <th>Edit Amount</th> <th>Balance Amount</th> </tr> </thead> <tbody> <tr> <td>TUITION FEE</td> <td>₹ 2,400.00</td> <td>₹ 2,400.00</td> <td>₹ 0.00</td> </tr> </tbody> </table>					Fees Category	Actual Amount	Edit Amount	Balance Amount	TUITION FEE	₹ 2,400.00	₹ 2,400.00	₹ 0.00
Fees Category	Actual Amount	Edit Amount	Balance Amount									
TUITION FEE	₹ 2,400.00	₹ 2,400.00	₹ 0.00									

I agree with Terms & Conditions

Initiate Payment ₹ 2,460.00

(Pic_3)

- Check the student details carefully (Name, Class, Roll No.) then select the month for payment from the drop down list. Give a check on “I agree with Terms & conditions” and finally click on “Initiate Payment” button to proceed.
- After clicking on the “Initiate Payment” button one message box will come as like below picture (Pic_4)

Registration no: R12S30AS/18, Class: TWELVE, Section: SCI, Roll no: 30

Disclaimer

Below convenience fee will be charged to your card/ account for online payment

Sr.No.	Payment Type	Charges

Proceed

₹ Fees Payable: ₹ 7,200.00 (Amount), 10-01-2019 (Due Date), ₹ 120.00 (Late Fee), ₹ 7,320.00 (Total Amount)

I agree with Terms & Conditions

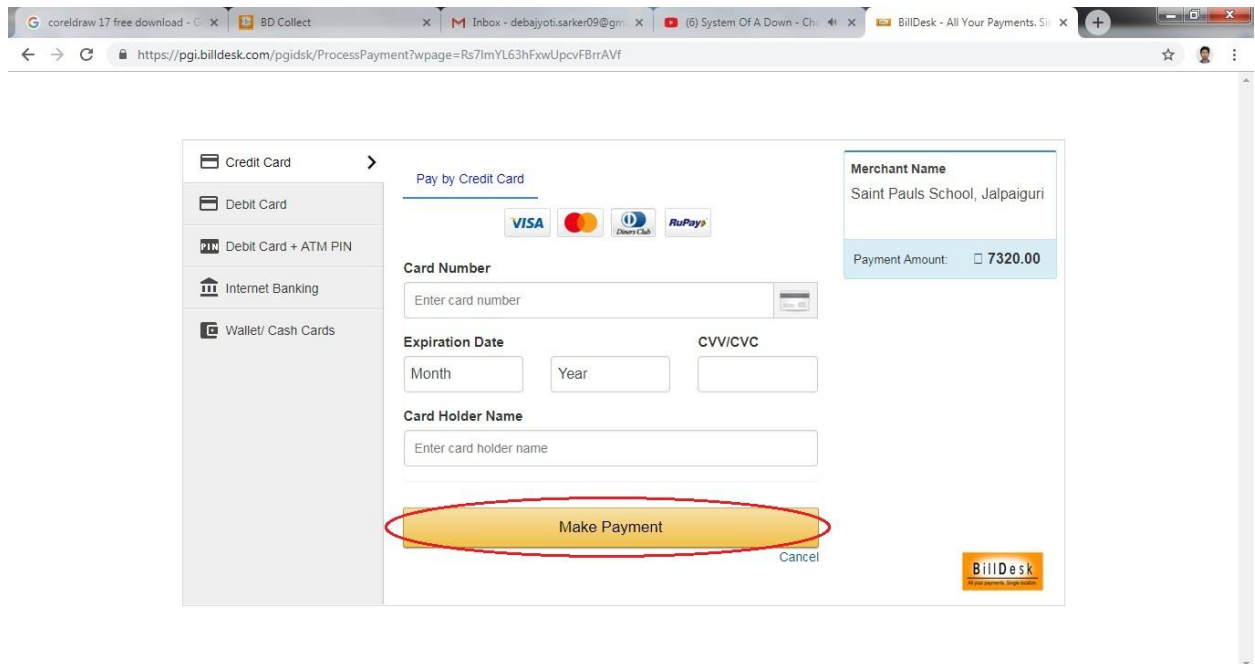
Initiate Payment ₹ 7,320.00

Powered by BillDesk

(Pic_4)

- Click on proceed button to go to payment page, where you can enter ATM/Debit/Credit Card details or Internet banking to make Fees Payment.

Example (Pic_5)



The screenshot shows a web browser window with the URL <https://pgi.billdesk.com/pgidsk/ProcessPayment?wpage=Rs7ImYL63hFwxUpcvFBrAVf>. The page displays a payment form titled 'Pay by Credit Card'. On the left, there is a sidebar menu with options: Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, and Wallet/ Cash Cards. The main form area includes logos for VISA, MasterCard, Debit Club, and RuPay. Below the logos, there are input fields for 'Card Number', 'Expiration Date' (split into 'Month' and 'Year'), and 'CVV/CVC'. A 'Card Holder Name' field is also present. At the bottom of the form, a yellow 'Make Payment' button is circled in red, with a 'Cancel' link next to it. On the right side of the form, a summary box shows 'Merchant Name: Saint Pauls School, Jalpaiguri' and 'Payment Amount: 7320.00'. The BillDesk logo is visible in the bottom right corner.

(Pic_5)

- After fill up all card/ bank details click on “Make payment” button to pay the fees.

Note:- 1) Only Upto 2000/- it is possible to make payment through Debit card. If the amount is more than two thousand rupee then go through ‘ Net/ Internet Banking’

2) It is not possible to pay one month through online and another month through offline (in Bank). You have to do the payments in any one method. If any one want to change the payment procedure then first inform school.

❖ T & C apply @

Thank you