

ST. ARNOLD'S SCHOOL, JHARTARANG, ROURKELA

Online fee payment User Manual

Easy step by step instruction for Online fees Payment.

This user manual on the e-Payment has been prepared for online payment of School fees, Preparatory fees and Bus fees. This document describes step by step procedure with relevant screen shots to make successful online fee payment.

This document is revised periodically; comments and suggestions on all aspects of this manual will be encouraged and appreciated.

Basic requirements for E- payment

- I. Internet Connection.
- II. Internet enabled machine like desktop, laptop etc
- III. Internet browser
- IV. Net banking facility, Debit Card or Credit Card.

Step 1: How to Pay Online fees process

To Pay Fees on-line, user has to open the web portal of St. Arnold's School using any internet browser. The URL of School web portal is

<http://www.starnoldschool.in/>

Open any internet browser and type the above URL in the address bar of the browser and press ENTER key. It will open the School web portal and in the home page **Pay school Fees Online** Button will show as shown below:

In the home page Click **Pay School Fees Online** option to proceed to the next step.

Step – 2

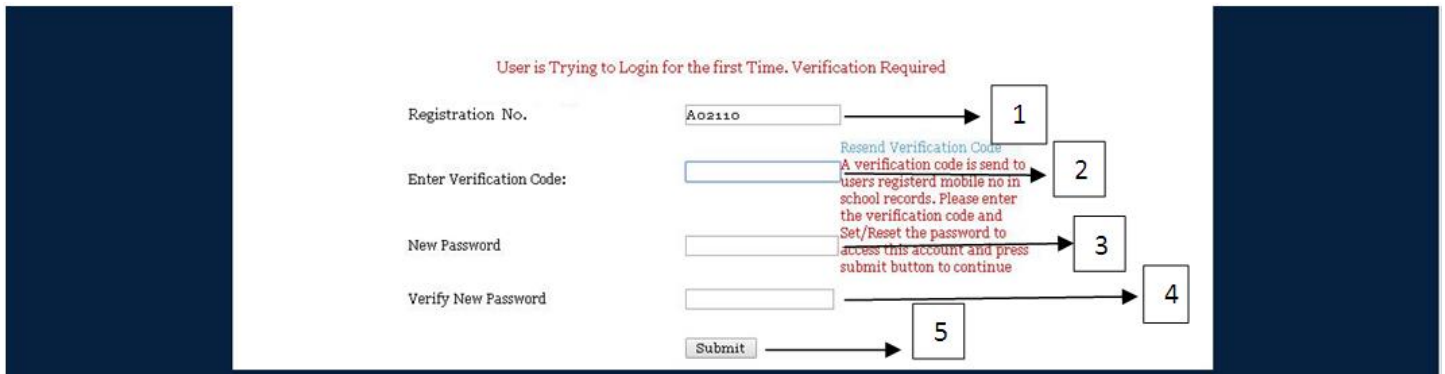
On next page for the first time student have to registered their name, as shown below:

In Registration No. – Enter Student registration number

In Password – Enter Student date of birth (As per School Data) in the Format (DD/MM/YYYY) with front slash also (I.e –Registration No.– A011111, Password – 01/01/2017)

Step – 3

Then choose fees type (School fees or Bus Fees) then click on Login button. After Clicking on login button, one verification code will come to your registered mobile number and a new page will come as shown below:

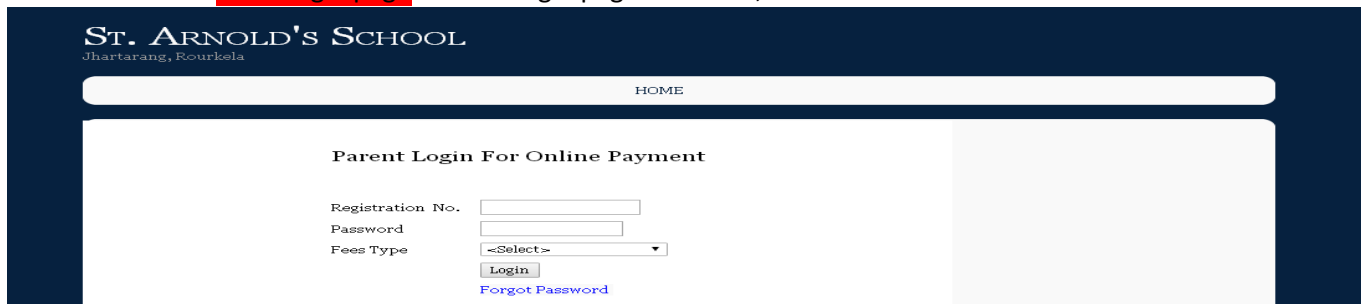


1. **Registration No** – Student Registration number already shown.
2. **Enter Verification Code** – Enter the code that Parents Received on their registered Mobile Number.
3. **New Password** – Enter the New password as per your choice.
4. **Verify New Password** – Enter the new password again (Case Sensitive).
5. **Submit** - After that click on Submit Button, next page will come as shown below.

(Note – This process is required for the first time only to register the students)

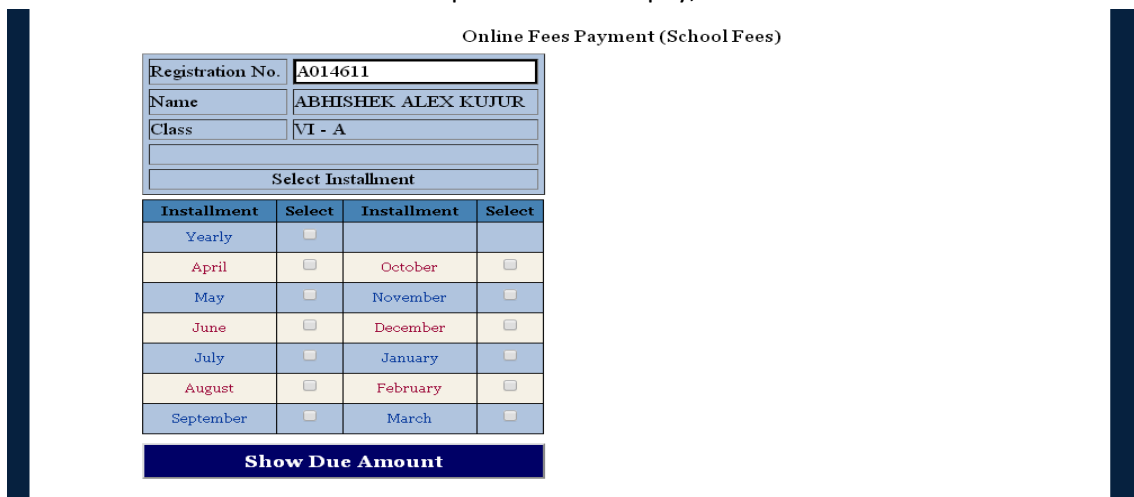


After that click on **Go to login page** and the login page will show, as shown below:



Step – 3

- I. Registration No – Enter the student Registration Number.
- II. Password – Enter the new password.
- III. Fees type – Choose which fee parents wants to pay i.e. School Fees and Transport fees. Then click on **Login** button. After that new page will come where all the details of student will appear like: Student Name, Class, Section and months for which month parent wants to pay, as shown below:



IV. On this screen tick on months which, the parent wants to pay: if parent wants to pay Quarter wise than he/she has to select the three months (i.e – April, May June)

(Note – Bus fee will be paid in only Quarter wise. i.e – Quarter-1 (April, May, June), Quarter – 2(July, August, September), Quarter-3 (October, November, December), and Quarter – 4 (January, February, March))

V. After selecting the month click on **Show Due amount**, it will show the amount to be paid by the student, as shown below.

Online Fees Payment (School Fees)

Registration No.	A014611		
Name	ABHISHEK ALEX KUJUR	Demand	3660.00
Class	VI - A	Concession	0.00
		To Be Paid	3660.00
Select Installment		Total Amount To Be Paid	3660.00
Installment	Select	Installment	Select
Yearly	<input type="checkbox"/>		
April	<input type="checkbox"/>	October	<input checked="" type="checkbox"/>
May	<input type="checkbox"/>	November	<input checked="" type="checkbox"/>
June	<input type="checkbox"/>	December	<input checked="" type="checkbox"/>
July	<input type="checkbox"/>	January	<input type="checkbox"/>
August	<input type="checkbox"/>	February	<input type="checkbox"/>
September	<input type="checkbox"/>	March	<input type="checkbox"/>
Show Due Amount			

Rupees THREE THOUSAND SIX HUNDRED AND SIXTY ONLY	
Make Payment	

After that click on Make payment and it will take you to the bank page, than choose the mode of payment like – Internet Banking, Debit Card or Credit Card as shown below.

Please tick the terms and conditions and proceed.

The screenshot shows the Axis Easy Pay interface. At the top, there are browser tabs for 'Axis Easy Pay', 'Flexi/Ele ERP Solutions', and 'Inbox (4) - jksvd62@gmail.com'. The address bar shows a secure connection to 'https://easypay.axisbank.co.in/easyPay/makePayment?etender=1&mid=MzA0MDU='.

The main content area displays the following details:

- Student Registration No.:** A014611
- Student Name:** ABHISHEK ALEX KUJUR
- Transaction ID:** 10009
- Class:** VI
- Sec:** A
- Amount:** 1220.00

URN : 27596086
(SAVE FOR FUTURE REFERENCE)

Below this, there is a checkbox for **Terms and Conditions** which is checked. The text below it reads: "I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore".

The **Payment Options** section includes buttons for: INTERNET BANKING, CASH, TRANSFER, CHEQUE/DD/PO, CREDITCARD/DEBITCARD, and NEFT / RTGS. Below these are two main buttons: **Pay at Axis** and **Other Banks**.

At the bottom, there is an **Enquire URN** section with a text input field for 'URN Number' and a right-pointing arrow button.

If you have any queries please feel free to contact on the following numbers.

Fr. Joseph Kujur – 9437390327

Mr. Amit Paul Soreng – 7381077756

Principal

Fr. Thomas K. C.
St. Arnold's School
Rourkela