

# PROCESS FLOW TO PAY **BUS FEE** THROUGH **MOBILE APP**

School has introduced the online bus fee payment option through MOBILE APP ALSO for all the students. Kindly go through this Notice & Steps very carefully.

**ONLINE TRANSACTION CHARGES WILL BE PAYABLE EXTRA BY THE PARENT AS PER THE BANK RATES.**

\*CASH DEPOSIT WILL REMAIN HAPPENNING AS USUAL WITH UNION BANK OF INDIA – MEERUT CANTT. & GAGAOL BRANCH ONLY.

\*\* RTGS / NEFT / IMPS / CHEQUE PAYMENTS ARE NOT AT ALL ALLOWED. NO REFUND CAN BE MADE FOR RTGS / NEFT / IMPS / CHEQUE PAYMENT

\*\*\* NOTE – ONCE YOU START PAYING THE FEES ONLINE, THEN IT SHOULD ALWAYS BE PAYABLE ONLINE FOR ALL REMAINING INSTALLMENTS.

Pre-requisite: Your mobile number should be registered with your (any) bank to receive OTP PIN

1. INSTALL MOBILE APP – “ BHIM LOTZA UPI PAYMENTS APP” WITH ICON




2. REGISTER YOURSELF WITH THE HELP OF YOUR BANK’S DEBIT / ATM CARD. (You have to set your own Password). IF ALREADY REGISTERED, THEN GO TO STEP 5.
3. AFTER REGISTERING YOURSELF, GO TO THE BOTTOM LINE OVER THE MOBILE SCREEN AND CLICK ON OPTION - “MORE”.
4. THEN, SET UPIN – Which will be a transaction password for this app. (You have to set your own Password)

\*\*IT MAY SHOW THAT UPIN REGISTRATION IS PENDING / UNDER PROCESS. IF SO, THEN TO CROSS-CHECK, AGAIN GO TO OPTION- “MORE” AND CLICK ON “GET BALANCE”. IF YOU ARE ABLE TO SEE YOUR BANK ACCOUNT BALANCE, IT MEANS YOUR UPIN IS ALREADY SET (but it may still show pending in status)

\*\*\* In case, if it does not show your Bank Account Balance, then Go to change UPIN, enter the UPIN earlier set by you, and in “New UPIN”, try to set a new UPIN of your own choice.

**\*\*\*\*NEVER DISCLOSE “UPIN” TO ANYONE, NOT EVEN TO BANK NOR TO SCHOOL EMPLOYEES\*\*\*\***

5. IF UPIN SETS SUCCESSFULLY, THEN ON HOME SCREEN OF MOBILE APP – “BHIM LOTZA”, CLICK ON “SCHOOL FEE”
6. THEN CLICK ON “MORE INSTITUTIONS”
7. THEN, ENTER LOCATION OF SCHOOL – “MEERUT”; SELECT SCHOOL NAME – **“EDUCATIONAL SOCIETY OF ST MARYS ACADEMY ST PATRICKS ACADEMY (SPABUS)”** and click on “PROCEED”
8. ENTER YOUR CHILD’S ADMISSION NUMBER IN STUDENT ID (as mentioned on his / her Identity card or any previous Report Card)
9. VERIFY THE DETAILS – YOUR CHILD’S NAME, TERM, YEAR, AMOUNT AND DUE DATE. IT WILL SHOW ALL THE DUE INSTALLMENTS (FOR SCHOOL & BUS FEE BOTH); EACH INSTALLMENT WILL BE PAID ONE BY ONE ONLY.
10. ONLY AFTER VERIFYING THE DETAILS, CLICK ON ORANGE COLOURED RADIO BUTTON [  ] AND THEN CLICK ON “PROCEED”
11. CLICK ON YOUR BANK NAME, AND THEN CLICK ON “CONFIRM PAYMENT”
12. ENTER THE UPIN, LASTLY SET BY YOU.
13. THEREAFTER, BUS OR SCHOOL FEE WILL BE PAID INSTANTLY.
14. SCHOOL WILL NOT BE LIABLE FOR ANY WRONG PAYMENT DONE IN WRONG ACCOUNT. THAT WILL BE A DIRECT COMPLAINT / COMMUNICATION BETWEEN A PARENT AND A BANK.

26.09.2018

-PRINCIPAL