

# STUDENTS MANUAL

## How to pay fee online

### Login Procedure:

Go to the School Website (<http://Irdavctc.org/>), Click on Online Payment of School Fees then click on Online fee Payment of **EDUSOLS PAY ONLINE** tab.

Login with your User ID & Password, chose your school, Enter the Captcha & click on sign in tab

After login, you will be directed to dashboard page as displayed below.

### Step 1.

Move the mouse curser towards Fee block, when curser on Fee block two yellow button will appear **1. Receipt,**  
**2. Proceed to Pay. Click on Proceed to Pay .**

### Step 2.

After click on Proceed to pay, you will be directed to a page where in left side of the page all your due will show and in right side of the page the payment gateway will show. There are 5 fields in due side.1- Sl. No., 2- Account Head , 3-Period, 4-Due amount, 5- Amount To Pay. Due amount column shows the whole year fee which is not editable and Amount to pay which is editable.

In Amount to Pay column, either you may pay the whole year amount or uncheck the Sl. No. column whatever amount you want to pay.(Suppose you want to pay Q1(Quarter-1) School Fee then you check on only Q1 school fee account Head.

If you want to pay other fee which due has not created then check the account head & put the amount & proceed to payment.

### Step 3:

After edit the amount in Amount to pay column then click on Payment gateway through which you want to pay, then click on Pay Now green button.

### Step 4:

After clicking on Pay Now green button you will be directed to the payment gateway site. There choose your payment mode like Debit Card, Credit Card or Online Banking. Then click Make payment button to proceed for payment.

During online transaction, please do not refresh the page .wait for the response status to avoid failure of transaction.

### Step 5:

After you got success message, Please take the print copy of your payment, If you unable to take the print copy please go to the dashboard page click on Receipts button as shown below to take the print of transaction. You can also check the due, balance in that page.