

## General Purpose Online Payment Guide

Schools need to make periodic payments to CISCE for various purposes such as for obtaining Migration Certificates from the Council. To make these payments online, carry out the following steps:

1. Click on the Payment tile in the CAREERS Home page (Fig.1).

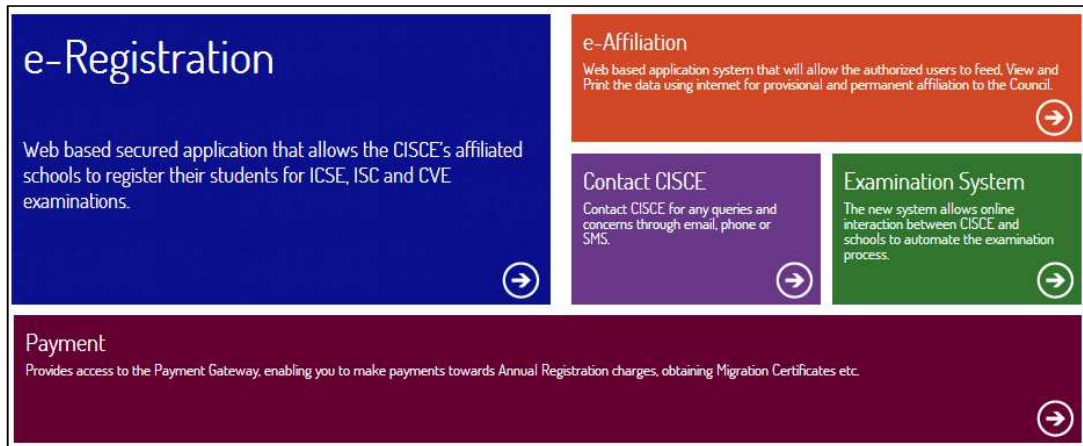


Fig. 1 – CAREERS Home Page with the Payment Tile

This opens the Payments to Council screen (Fig.2)

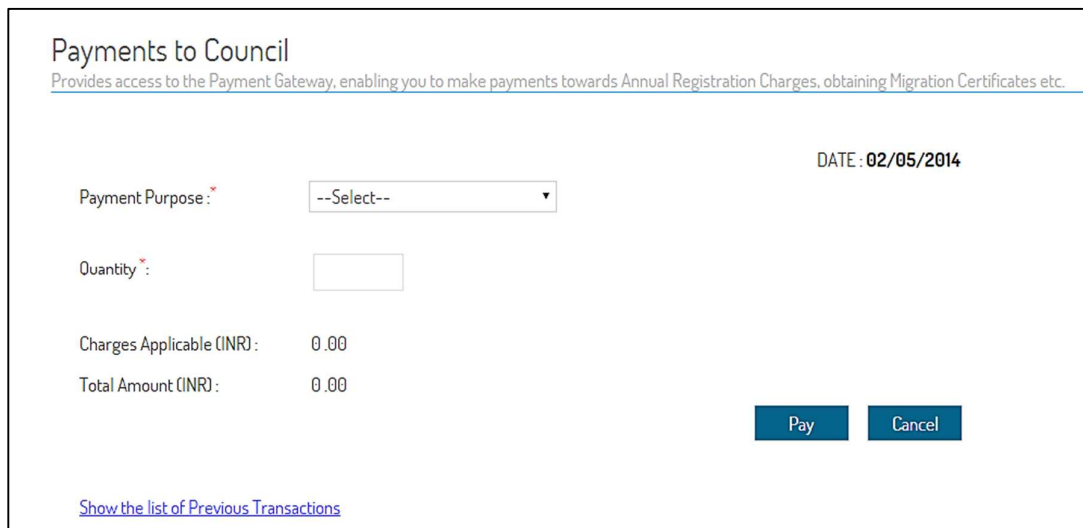
The image shows a web form titled 'Payments to Council'. Below the title is a subtitle: 'Provides access to the Payment Gateway, enabling you to make payments towards Annual Registration Charges, obtaining Migration Certificates etc.' The form includes a 'DATE : 02/05/2014' label. There are three input fields: 'Payment Purpose' with a dropdown menu showing '--Select--', 'Quantity' with an empty text box, and 'Charges Applicable (INR) : 0.00'. Below these is 'Total Amount (INR) : 0.00'. At the bottom right are two buttons: 'Pay' and 'Cancel'. At the bottom left is a link: 'Show the list of Previous Transactions'.

Fig. 2 – Payments to Council Screen

2. Use the dropdown in the *Payments to Council* screen to select the purpose of the payment.
3. If the payment being made is towards Migration Certificates, specify the number in the Quantity field. Based on the selection made in the previous to fields, the system will automatically display the Charges Applicable and the Total Amount (Fig.3).

**Payments to Council**  
Provides access to the Payment Gateway, enabling you to make payments towards Annual Registration Charges, obtaining Migration Certificates etc.

DATE : 30/04/2014

Payment Purpose : Migration Certificate

Quantity : 1 [Eg: 100]

Charges Applicable (INR) : 150.00

Total Amount (INR) : 150.00

[Show the list of Previous Transactions](#)

Pay Cancel

Fig. 3 – Payments to Council Screen showing the Charges Applicable and the Total Amount

- Now click on the *Pay* button at the bottom right of the screen. If you do not want to proceed, click on the *Cancel* button. Clicking the *Pay* button opens the *Online Payment Charges* screen which provides details of charges applicable while making the payment online (Fig. 4). Space is also provided for you to enter the Mobile Number and the Email ID to which the transaction confirmation message is to be sent.

**Payments to Council**

**Online Payment Charges**  
Service Charge applicable for payments made to CISCE using the online payment facility

1. Credit Card Payments: Service Charge amounting to 1.50% of value + Service Tax as applicable.  
2. Debit Card Payments:  
a. For payments up to Rs.2,000/- - Service Charge amounting to 0.75% of value + Service Tax as applicable.  
b. For payments above Rs.2,000/- - Service Charge amounting to 1.00% of value + Service Tax as applicable.  
3. Payments made through Net Banking: Service Charge of Rs.13/- + Service Tax as applicable.

**Amount Rs. 150.00**

**Confirmation message will be sent to:**

Mobile No.\*: +91

Email ID.\*:

**Note:** Please verify that the Mobile Number and Email ID are correct, rectify if wrong, and click on the Proceed button.  
Schools outside India will receive Payment Confirmation via email only.

[Proceed](#)

DISCLAIMER:  
To make payments using the integrated payment gateway, certain payment related data such as the number of the instrument used to make the payment (e.g., Credit / Debit Card Number), your name and billing address, and the security code associated with your payment instrument (e.g., the CVV or CVC Number) is required. This is for detection and prevention of fraud, and for credit risk reduction. Towards this end, CAREERS may share your Payment Data with banks and other entities that process the payment transactions or perform other financial services.

Fig. 4 – Online Payment Charges Screen

- After entering the Mobile Number and the Email ID to which the transaction confirmation message is to be sent, click on the *Proceed* button. This opens a screen that allows you to choose the means of payment, that is, through *Net Banking*, *Credit Card* or *Debit Card* (Fig. 5). By default, the Net Banking option will be selected.

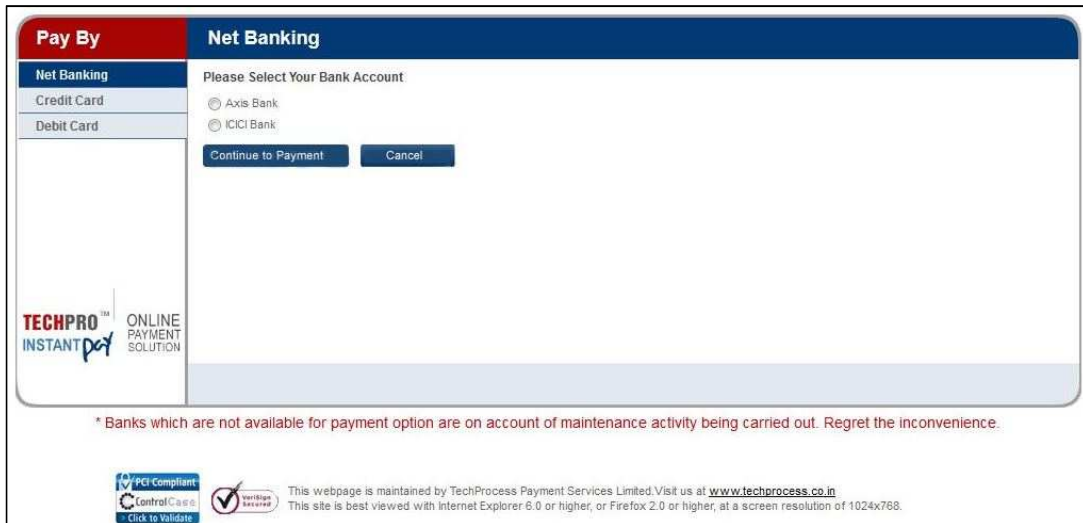


Fig. 5 – Net Banking Screen

### Making payment through Net Banking

1. Select the radio button against the bank through which you want to route the payment. (Note: Only banks through which the facility is currently available will be shown).
2. Click on the *Continue to Payment* button. This opens the *Confirmation* screen showing the charges that will be levied for using Net Banking (Fig. 6).

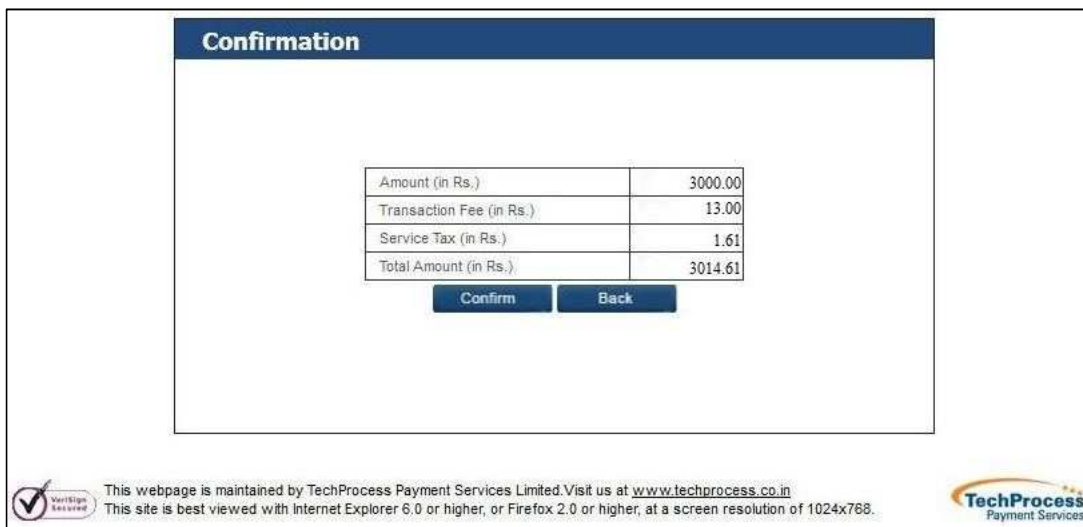


Fig. 6 – Sample Net Banking Confirmation Screen

3. Click on the *Confirm* button. This takes you to the Payment Login page of the selected bank (Fig. 7). Click on the *Back* button if you want to go back to the previous screen.

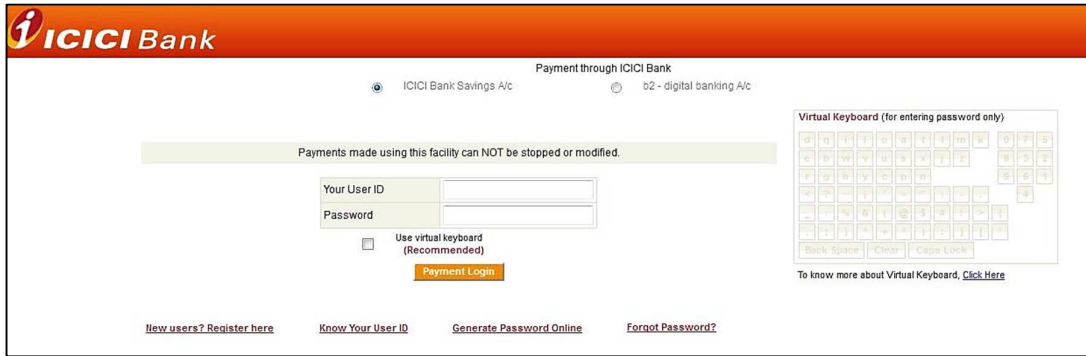


Fig. 7 – Sample Net Banking Confirmation Screen

4. Enter the User ID and Password that you normally use for transactions with the selected bank, and click on the *Payment Login* button.
5. Follow the procedure that you normally use for making online payments through that bank.

### Making Payments Using Credit and Debit Cards

1. Select the Credit Card or Debit Card option as shown below (Fig. 8).

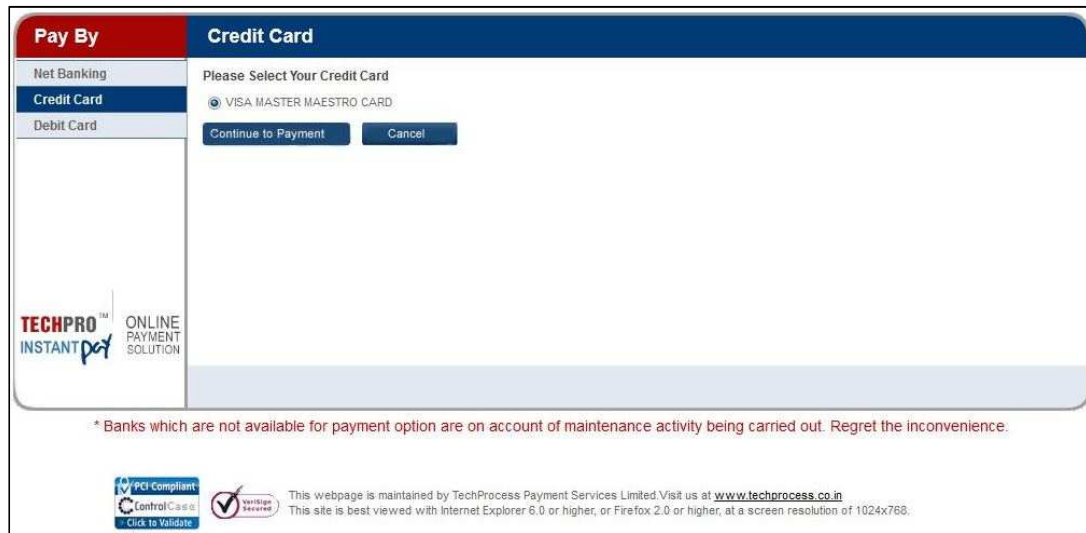
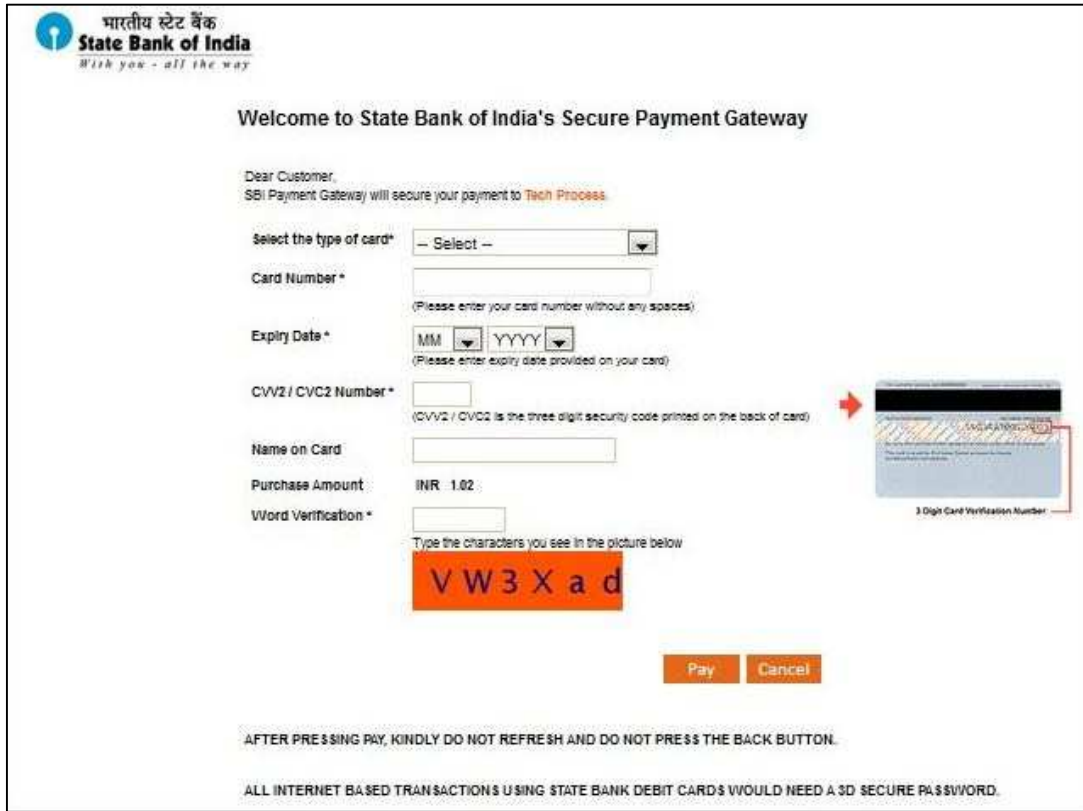


Fig. 8 – Choosing the Credit Card / Debit Card Option

2. Select the radio button against VISA MASTER MAESTRO CARD.
3. Click on the *Continue to Payment* button. This opens the Payment Gateway screen (Fig. 9).



भारतीय स्टेट बैंक  
State Bank of India  
With you - all the way

### Welcome to State Bank of India's Secure Payment Gateway

Dear Customer,  
SBI Payment Gateway will secure your payment to **Tech Process**.

Select the type of card\*

Card Number\*   
(Please enter your card number without any spaces)

Expiry Date\*    
(Please enter expiry date provided on your card)

CVV2 / CVC2 Number\*   
(CVV2 / CVC2 is the three digit security code printed on the back of card)

Name on Card

Purchase Amount: INR 1.02

Word Verification\*   
Type the characters you see in the picture below

**V W 3 X a d**

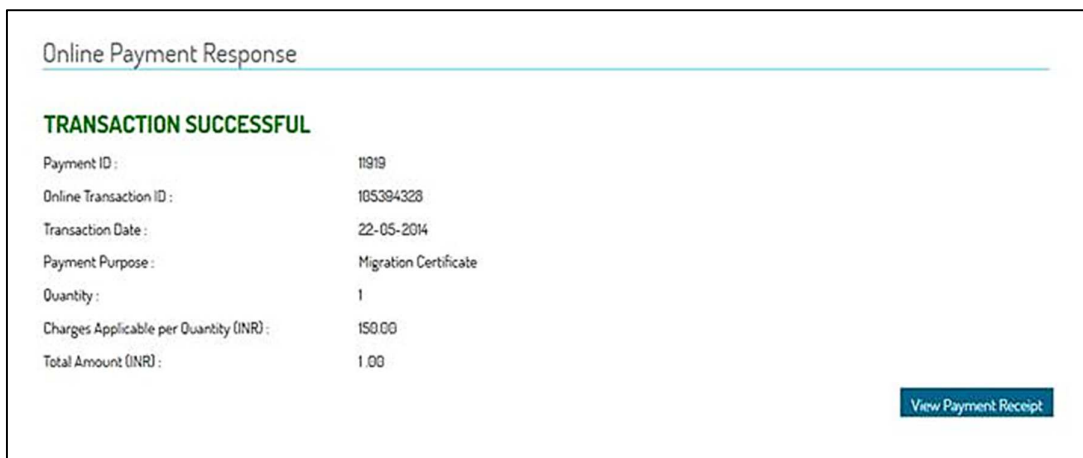
3 Digit Card Verification Number

AFTER PRESSING PAY, KINDLY DO NOT REFRESH AND DO NOT PRESS THE BACK BUTTON.

ALL INTERNET BASED TRANSACTION'S USING STATE BANK DEBIT CARDS WOULD NEED A 3D SECURE PASSWORD.

Fig 9 – Payment Gateway Screen

4. Provide the details asked for on the Payment Gateway screen, and complete the payment procedure in the normal manner.
5. On completion of the process you will be redirected to the *Online Payment Response* screen of the CAREERS System (Fig. 10). Please do not close the window until you are automatically redirected to this screen. The screen will indicate whether the transaction was successful, and provide the transaction details.



### Online Payment Response

**TRANSACTION SUCCESSFUL**


Payment ID :	11919
Online Transaction ID :	105394328
Transaction Date :	22-05-2014
Payment Purpose :	Migration Certificate
Quantity :	1
Charges Applicable per Quantity (INR) :	150.00
Total Amount (INR) :	1.00

Fig 10 – Online Payment Response Screen

6. To the bottom right of the *Online Payment Response* screen, there is a *View Payment Receipt* button. Clicking this button opens the Receipt pop-up (Fig. 11).

Payment History

1 of 1 Find | Next



**COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS**  
 PRAGATI HOUSE, 3rd FLOOR, 47-48, NEHRU PLACE, NEW DELHI - 110 019  
 Telephone : 011-29564837, 011-26413820 Fax : 91-11-29564735 E-mail : ao@cisce.org

**RECEIPT**

Name of the School	The Hyderabad Public School	SCHOOL CODE	AP005
Address	NA	RECEIPT NO	5747
	Begumpet	DATE	05/05/2014
	Hyderabad Andhra Pradesh India 500 016		


Received with thanks from	<b>The Hyderabad Public School</b>
A sum of Rupees	<b>150.00 ₹ One Hundred and Fifty Only</b>
Via Online Transaction No	<b>103719580</b>
Towards	<b>Migration Certificate</b>

Fig 11 – Online Payment Response Screen

- You can save the Receipt in various formats including PDF. To save it as a PDF document, click on the save icon (circled red in Fig. 12), and from the dropdown select PDF. After saving the receipt as a PDF document, you will be able to print it if you need to.

Payment History

1 of 1 Find | Next



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**RECEIPT**

Name of the School	The Hyderabad Public School	SCHOOL CODE	AP005
Address	NA	RECEIPT NO	5747
	Begumpet	DATE	05/05/2014
	Hyderabad Andhra Pradesh India 500 016		

A dropdown menu is open from the save icon, showing the following options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, Word. The PDF option is highlighted.

Fig 12 – Saving the Receipt

## Viewing Previous Transactions

You can view previous payments made to the Council either during a specified period and / or for a specific purpose. To do this carry out the following steps:

1. Click on the '*Show the list of Previous Transactions*' link at the bottom left of the *Payments to Council* screen (Fig. 13).

Payments to Council  
Provides access to the Payment Gateway, enabling you to make payments towards Annual Registration Charges, obtaining Migration Certificates etc.

DATE : 22/05/2014

Payment Purpose : --Select--

Quantity :

Charges Applicable (INR) : 0.00

Total Amount (INR) : 0.00

Pay Cancel

[Show the list of Previous Transactions](#)

Fig 13 – Payments to Council Screen

This opens the Payment History screen (Fig. 14)

Payment History

Start Date 5/21/2014 End Date 5/22/2014 View Report

Payment Purpose Migration Certificate

1 of 1 Find | Next

**COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS**

Payments made towards Migration Certificate

Transaction Date	Payment No	Rate	Quantity	Total (INR)	Transaction Status	Online Transaction Id	Payment Receipt
22/05/2014	7898	150.00	1	150.00	Success	105394328	<a href="#">Click here to view</a>

Run at 22/05/2014 02:29 PM Page 1 of 1

Fig 14 – Payment History Screen

2. To view all payments during a specified period of time, define the period pertaining to which you want the previous transactions to be displayed by entering the *Start Date* and Time, and the *End Date* and Time in the respective fields on the Payment History screen.
3. To view payments based on the purpose for which they were made, choose the *Payment Purpose* from the dropdown.

4. Now click on the *View Report* button at the top right corner of the screen. All transactions made towards the specified purpose during the specified period will be displayed in a grid below.

The screen has a pagination feature. Use the forward and backward arrows to navigate between pages.

The screen also has a Search feature. You can for example enter a transaction amount in the Search field and click on the *Find* button. The latest transaction having that transaction value will be highlighted. Click on the *Next* button, and the next transaction having that transaction value will be highlighted.

At the end of each row there will be a *Click here to view* link under the *Payment Receipt* column. Clicking on that link will display the Receipt for that transaction.