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:

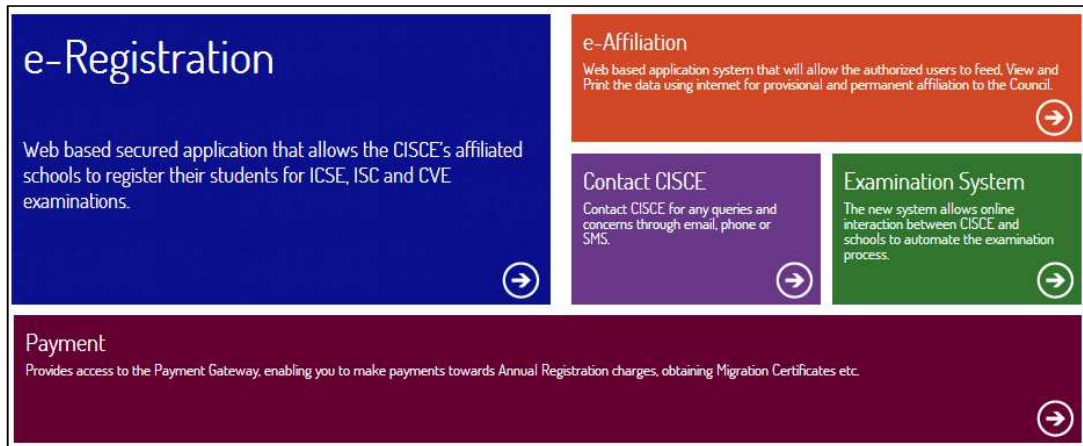1. Click on the Payment tile in the CAREERS Home page (Fig.1).

Fig. 1 – CAREERS Home Page with the Payment Tile

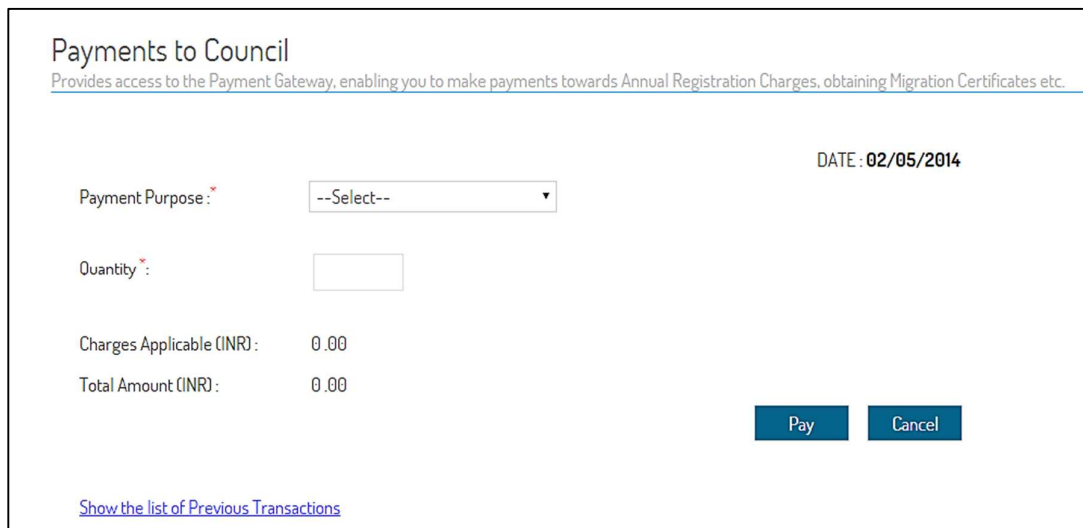This opens the Payments to Council screen (Fig.2)

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).

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

4. 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.

Fig. 4 – Online Payment Charges Screen

5. 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.
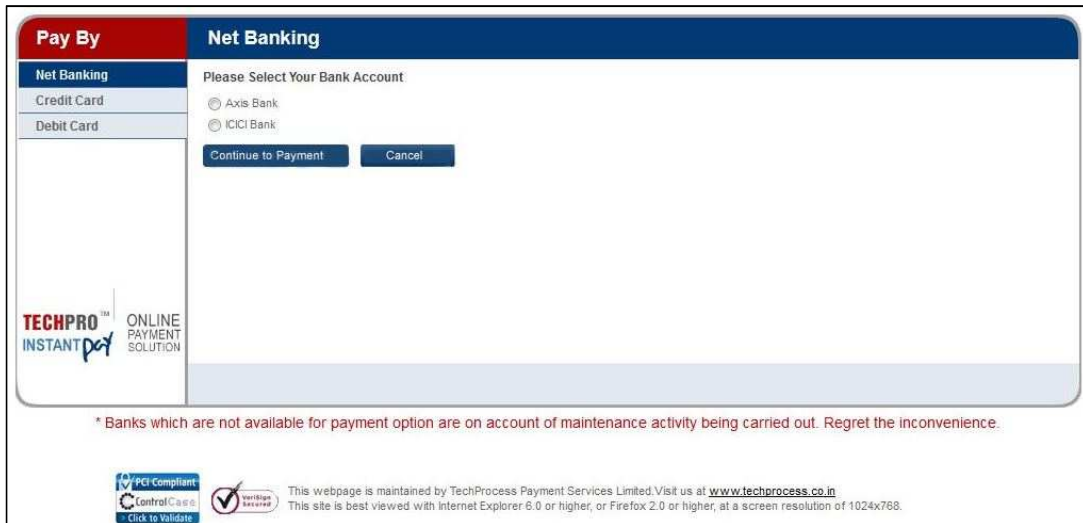
Fig. 5 – Net Banking Screen

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).

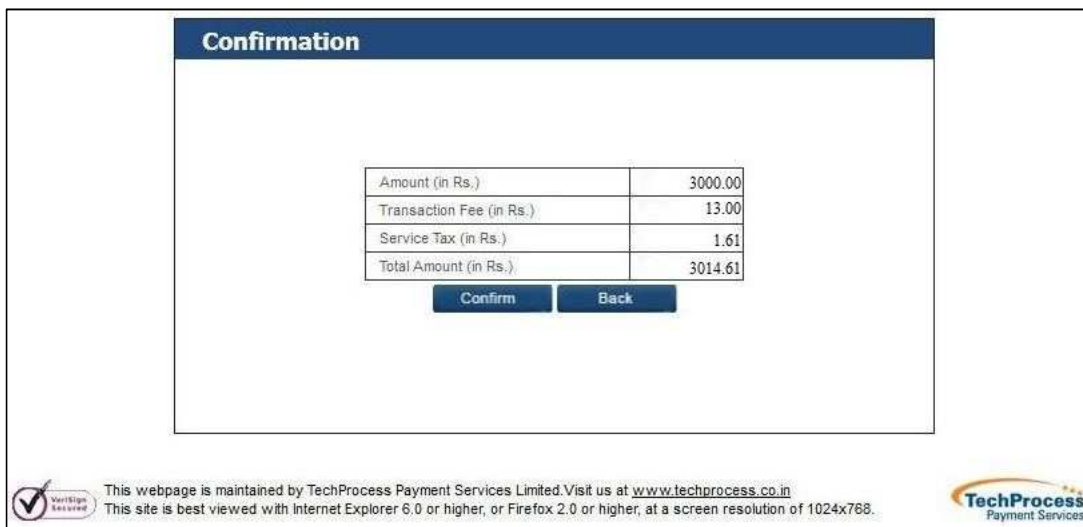| Amount (in Rs.) | 3000.00 |
Transaction Fee (in Rs.)	13.00
Service Tax (in Rs.)	1.61
Total Amount (in Rs.)	3014.61

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.
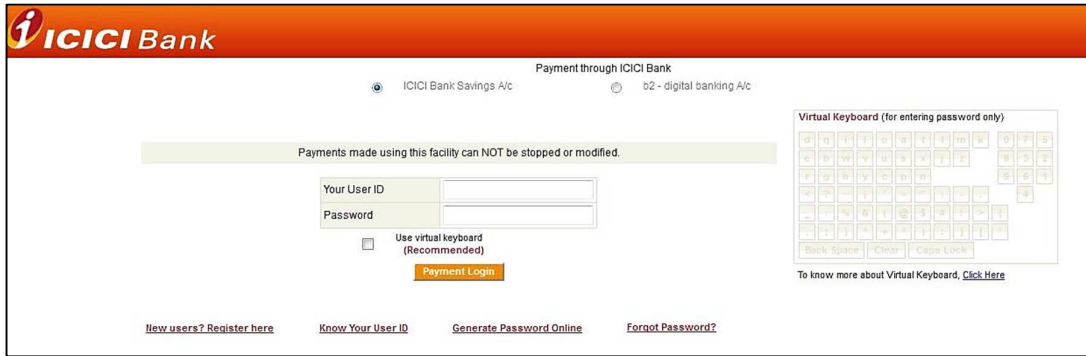
Fig. 7 – Sample Net Banking Confirmation Screen

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

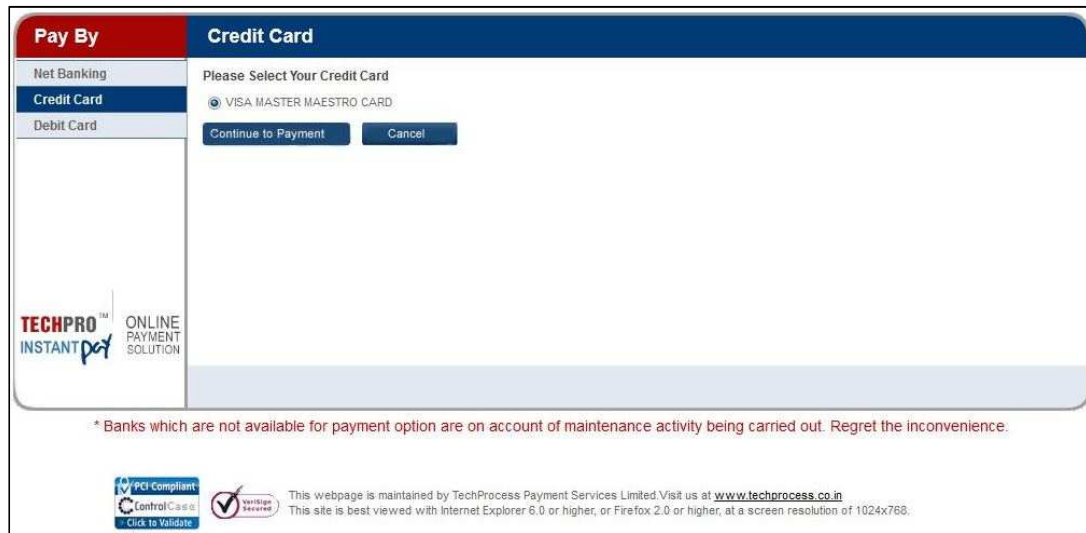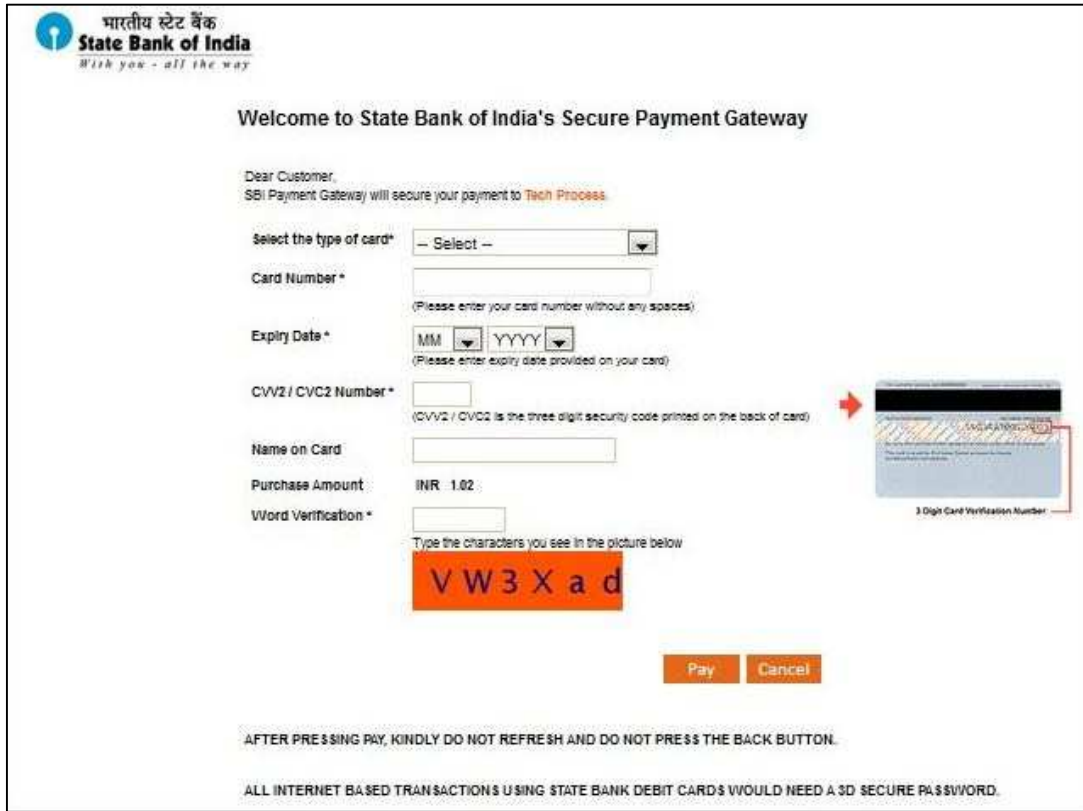1. Select the Credit Card or Debit Card option as shown below (Fig. 8).

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).

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 re-directed to this screen. The screen will indicate whether the transaction was successful, and provide the transaction details.

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).

Fig 11 – Online Payment Response Screen

7. 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.

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).

Fig 13 – Payments to Council Screen

This opens the Payment History screen (Fig. 14)

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.