<u>HOW TO PAY SCHOOL FEE THROUGH SCHOOL WEBSITE</u>

Step 1: Open **Google Chrome**.

Step 2: In the search bar, type the school website address:
www.saskalimpong.com

Step 3: Once redirected to the school website, scroll down and locate the **Bandhan Bank** icon.
Click on the icon.

Step 4: Enter the **Student ID Number (Four Digit Number)**.
Click on **Submit**.

Step 5: Select the **month** for which you want to pay the fee.

Step 6: In the bottom right corner under **Payment Section**, select the **UPI option** and click on **Submit**.

Step 7: Click on the **Confirm** button.

Step 8: Minimize the payment portal.

Step 9: Open your **Payment App** (Google Pay, PhonePe, Razorpay, etc.).

Step 10: Enter your **UPI ID, Name, and Phone Number**.
Click on **Submit**.

Step 11: You will receive a pop-up message on your payment app requesting payment.
Click on **Pay**, enter your **UPI password**, and wait until **Payment Successful** is displayed on the screen.

Step 12: Return to the School Payment Portal.

Step 13: You will be directed to the **E-Shiksha Portal**.

Step 14: After the payment is completed, click on **Download** and take a **printout or screenshot** of the transaction receipt.

Step 15: Close the website.

Step 16: Kindly show the transaction slip to **Mr. James Lepcha (Accounts Section)**.

<u>IMPORTANT NOTE</u>:

- The school fee must be paid **only through the school website**.
- **Cash deposit is not entertained.**
- Kindly **do not pay cash directly to the bank.**