Digital Campus

[Online Fee Payment Help Manual]
** 9 Steps for Online fee payment from Parent login

** After the Parent receive the login credential through SMS.

**STEP (1):** Parent can go to college page and click on Online Fee Payment link (i.e. **Online Fee Payment... Click here**) where parent will be redirected to login page.
**STEP (2):** Parent can click on “Fee details” button to view the fee structure which shows followings:

![Digital Campus Parent Dashboard](image)

**STEP (3):** Parent should check the following things:

* Ward details (i.e. Name, USN, and Stream)
* Ward’s category (i.e. Fee category information)
* Total amount required to pay for that particular semester (i.e. Correspondence to the Course he/she is belonging to)
** If any discrepancy, inform to the institute before proceeding for payment
Fee Name, Amount, Last Date, Paid Amount, Fine, Pending along with previous receipt list and “Click here for online payment” option.

**STEP (4):** Once Parent clicks on “Click here for online payment”, application asks to select

**Account Code and Fee Type**

### ACCOUNT CODE SELECTION

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Fee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>ALL, TERM I, TERM II, TERM III</td>
</tr>
</tbody>
</table>

**NOTE:**

1. To pay Tuition Fee → Select Account Code as “College RVC ENG”
2. To pay other Fees → Select Account Code as “PRINCIPAL”
**STEP (5):** Parent need to verify the Total amount before the transaction. Then click on Submit.

```
<table>
<thead>
<tr>
<th>Fee Particulars</th>
<th>Total Due</th>
<th>Pay</th>
<th>Fine</th>
<th>Fee Concession</th>
<th>Balance</th>
<th>Last date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 8A YEAR COLLEGE(II YEAR 8A COLLEGE FEE) JSS LAW COLLEGE</td>
<td>7740.00</td>
<td>7740.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7740.00</td>
<td>11-8-2017</td>
</tr>
</tbody>
</table>
```

Note: Below are the Account Types. Perform Transactions as per the Account Type

**STEP (6):** Parent will select the Payment mode based on their preferences.

```
<table>
<thead>
<tr>
<th>PAYMENT MODE</th>
<th>AMOUNT</th>
<th>PAYMENT GATEWAY CHARGE</th>
<th>GST</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Banking</td>
<td>7740.00</td>
<td><strong>%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card</td>
<td>7740.00</td>
<td><strong>%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debit Card</td>
<td>7740.00</td>
<td><strong>%</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Note: GST applicable on the Payment Gateway Charges

By clicking on Pay Now I agree to Paymoney Terms and Conditions
**STEP (7):** Parent need to fill the following details:

**Email and Mobile Number**

Then click on **confirm**

![Mandatory Parameters Table]

*Note:* Convenience Charge Of Rs. 3.00 Applicable On All Transactions.
*Note:* GST Applicable On Convenience Charges

**STEP (8):** If Parent select the mode as Debit Card, they need to click on Debit Card to proceed.

![PayUmoney Payment Screen]

Login to PayUmoney

OR

Select Payment Mode

Debit Card
STEP (9): Parent need to enter their Card details, then click on pay.

** Enter the OTP to proceed for payment

NOTE: You will receive a successful fee payment message on your registered mobile number.

NOTE: After the successful payment, fee receipt can be viewed and downloaded by going under the heading Receipt(s) for above payments (at the bottom the fee details page). Click on the generated receipt with id. After viewing go to the top of the receipt and “Click to print” button/link.

Mail us:

For any query/support on the Fee transaction support@digitalcampus.co