

Quick Pay Feature (User Manual)



Apeejay Education

Dear Parents,

Greetings from Apeejay!!

This manual shall assist you in using the Quick Pay functionality seamlessly.

We are happy to introduce a feature to help you pay your ward's fee hassle-free.

Easy step-by-step instructions for the Quick Pay feature

This document describes a step-by-step procedure with relevant screenshots for easy use of quick pay functionality.

Step 1: How to log in?

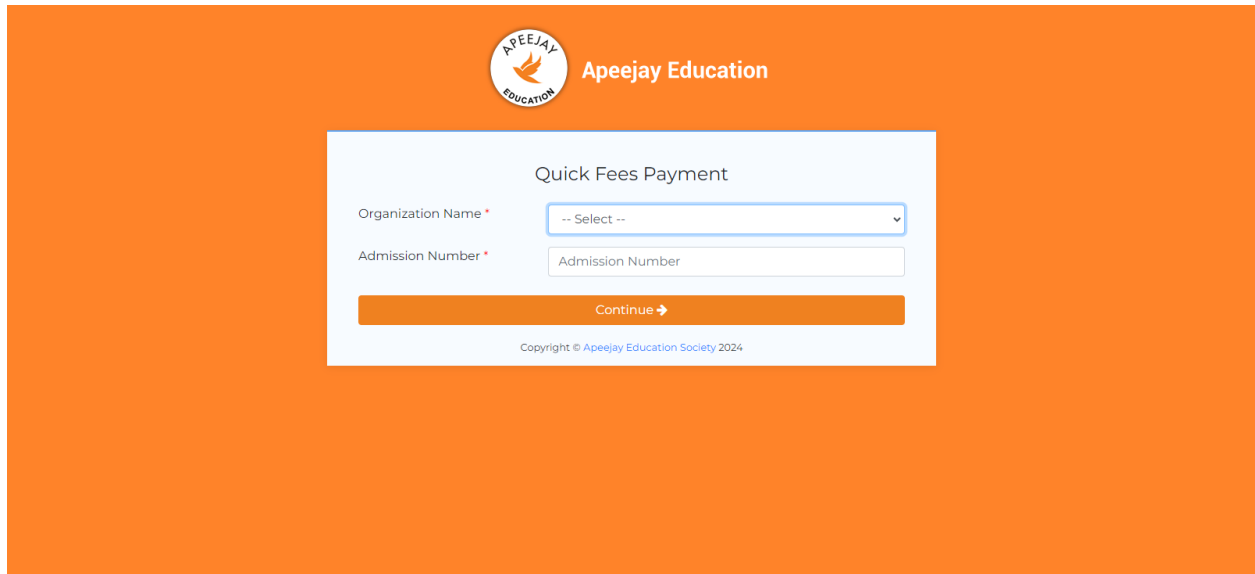
1. Open the parent portal using this link <https://secure.apeejay.edu/parent/school> in the browser.
2. In the section "Quick Fees Payment", if you're paying fees for college, school, or university fee click on the respective buttons to make the due fee payment.

The screenshot displays the Apeejay Education parent portal interface. At the top, there is a header with the Apeejay Education logo and the tagline "Soaring High is My Nature". Below the header, there are two main sections:

- Quick Fees Payment [Transaction Charges Apply]**: This section contains a paragraph of text explaining the facility for parents to pay their wards' fees using 'Quick Fees Payment'. It lists three payment options: Unified Payments Interface (UPI), Net Banking (NB), and Credit Cards (CC) and Debit Cards (DC). A green button labeled "School Quick Fees" is highlighted with a red box. Below the button, there is a link: "Click here for detailed instructions for Quick Fees Payment".
- Fees Payment through Parent Portal Login [Transaction Charges Apply]**: This section contains a login form with two input fields: "Username" and "Password". A green "Login" button is positioned below the fields. Below the login button, there are three links: "New user? Register here", "Don't remember your password? Forgot Password", and "For Fee payment through Parent Portal. Click Here for detailed instructions."

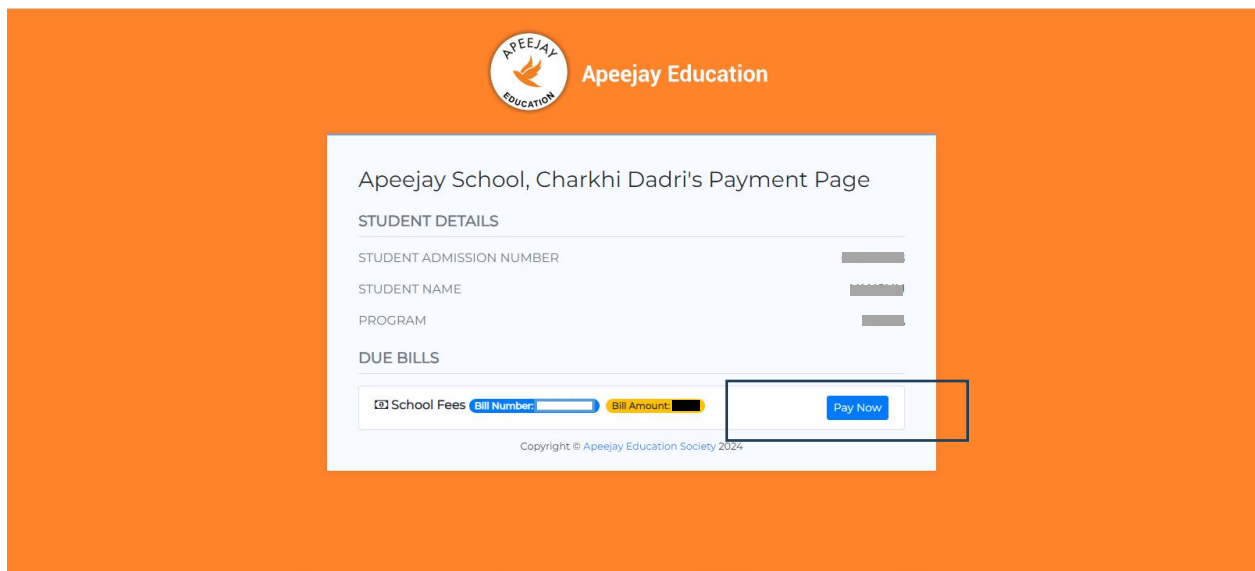
At the bottom of the page, there is a footer with the text: "For any queries, email us at it-support@apeejay.edu | Privacy Policy" and "Copyright © Apeejay Education Society 2024".

3. Select the Organization Name and enter the Admission Number (allotted by the locations).
4. After entering the required details, Click on 'Continue'.



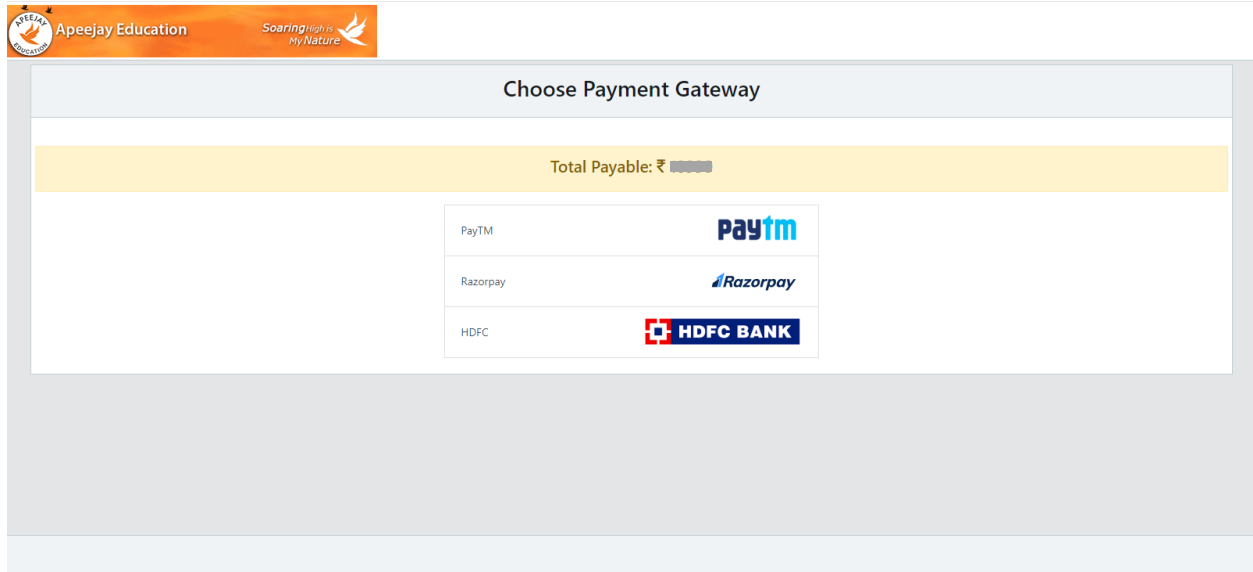
Step 2: View due bills

1. On the dashboard, you will see the student details and due bill details as shown below in the screenshot.

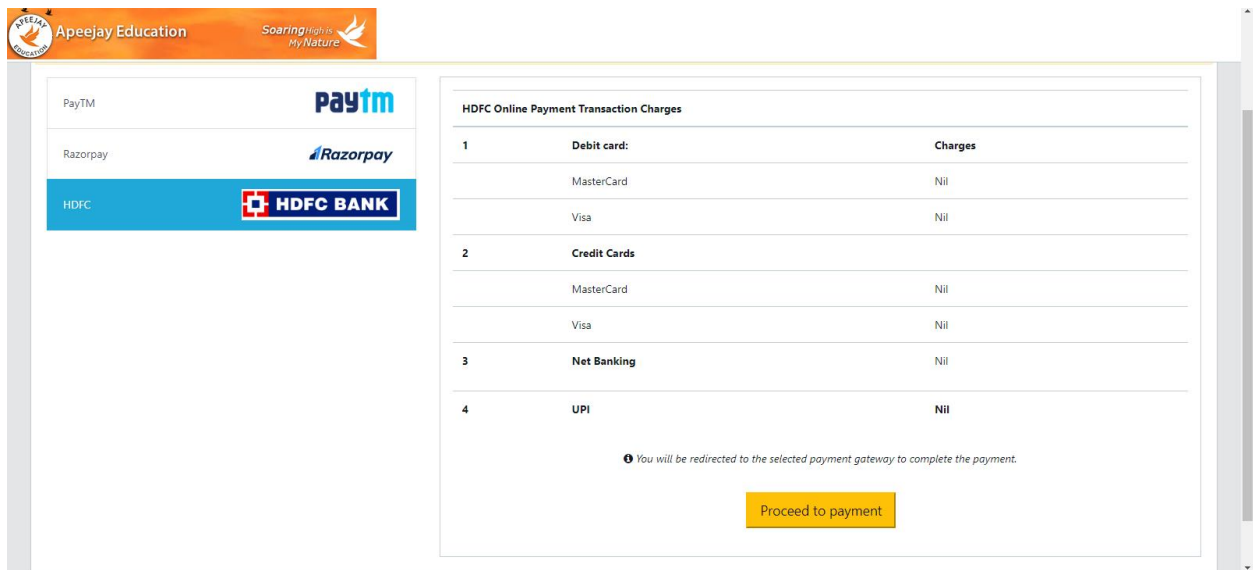


2. Click on 'Pay Now' button to pay the due bill.

3. You will be directed to choose a payment gateway.



4. Select the payment gateway as per your convenience.



5. Click on 'Proceed to payment' to complete the transaction.