

# Quick Pay Feature (User Manual)



**Apeejay Stya University**  
SOHNA, GURUGRAM | Estd. 2010



## Apeejay Stya University

Dear Parents,

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

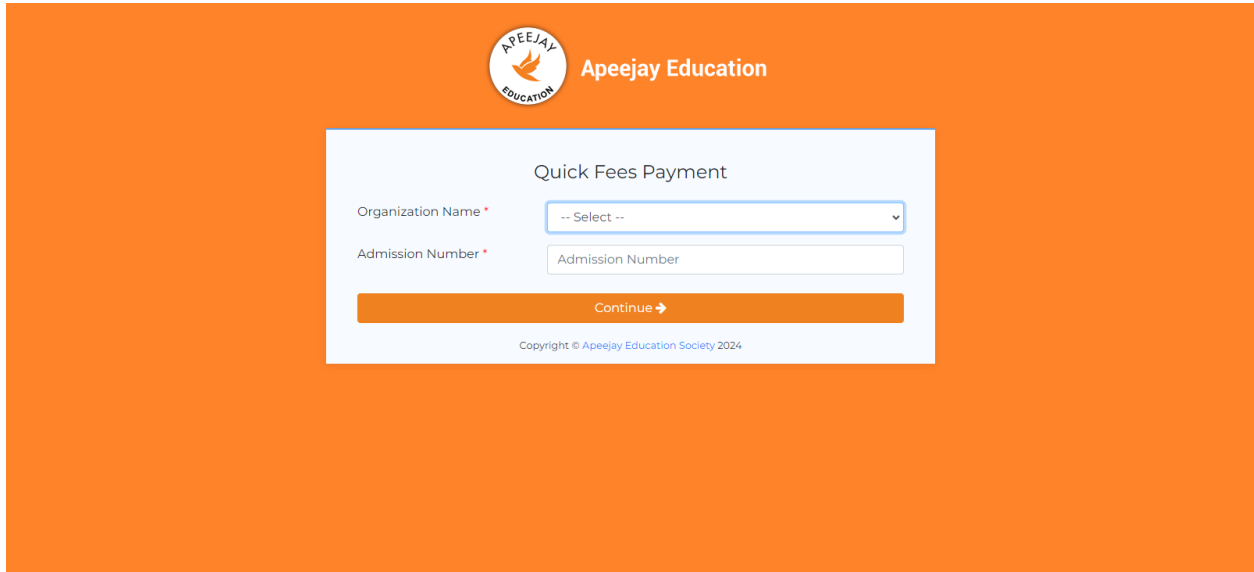
This document describes a step-by-step procedure with relevant screenshots for easy use of quick pay functionality.

### Step 1: How to log in?

1. Open the parent portal using this link <https://secure.apeejay.edu/parent/university>
2. in the browser.
3. Click on University Quick Fee to make the fee payment.

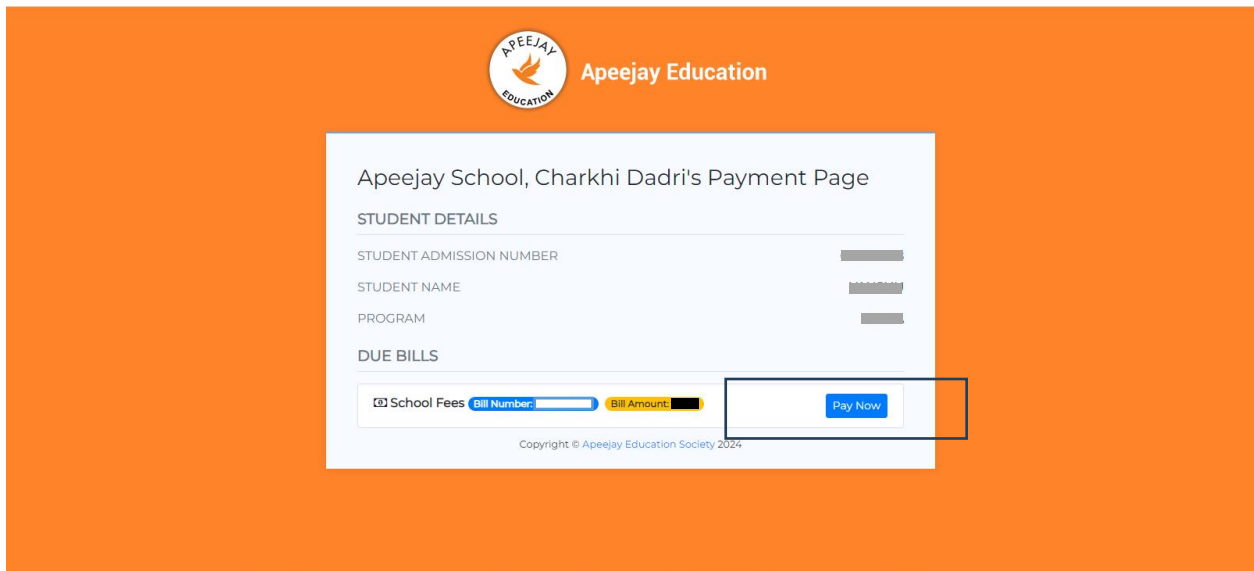
The screenshot displays the Apeejay Stya University parent portal interface. At the top, there is a banner with the university's name, logo, and a '50th Anniversary' badge. Below the banner, a section titled 'Quick Fees Payment [Transaction Charges Apply]' contains a message informing parents of the new 'Quick Fees Payment' facility. The message lists payment options: Unified Payments Interface (UPI), Net Banking (NB), Credit Cards (CC), and Debit Cards (DC). A green button labeled 'University Quick Fees' is highlighted with a red box. Below the button, there is a link: 'Click here for detailed instructions for Quick Fees Payment'. At the bottom of the page, there is contact information for support and a privacy policy link, along with a copyright notice for 2024.

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



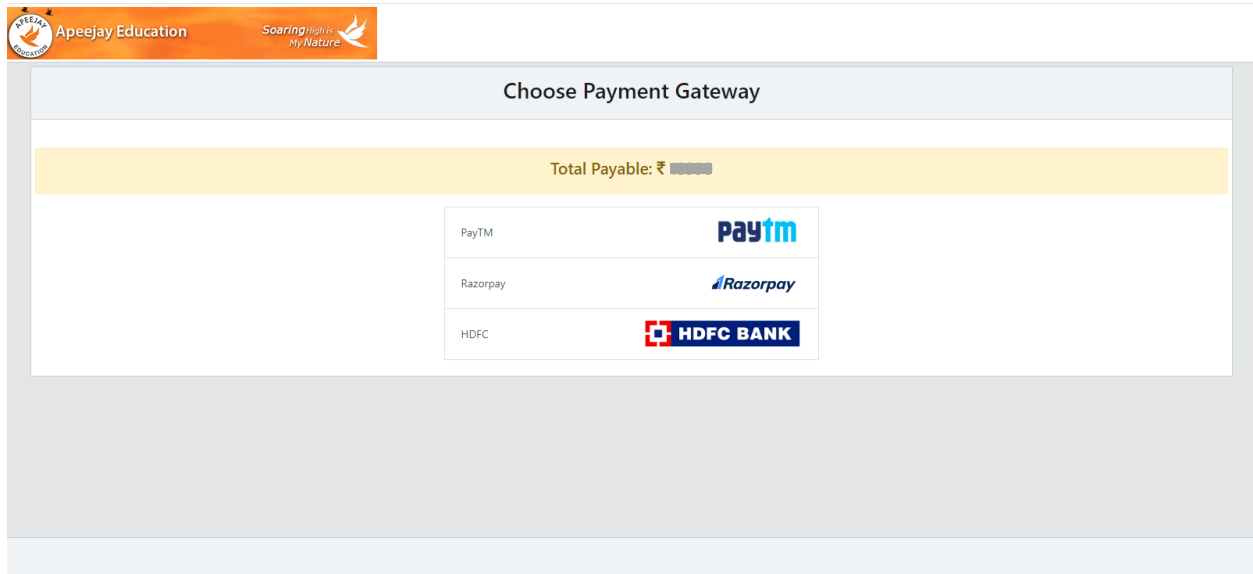
## Step 2: View due bills

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

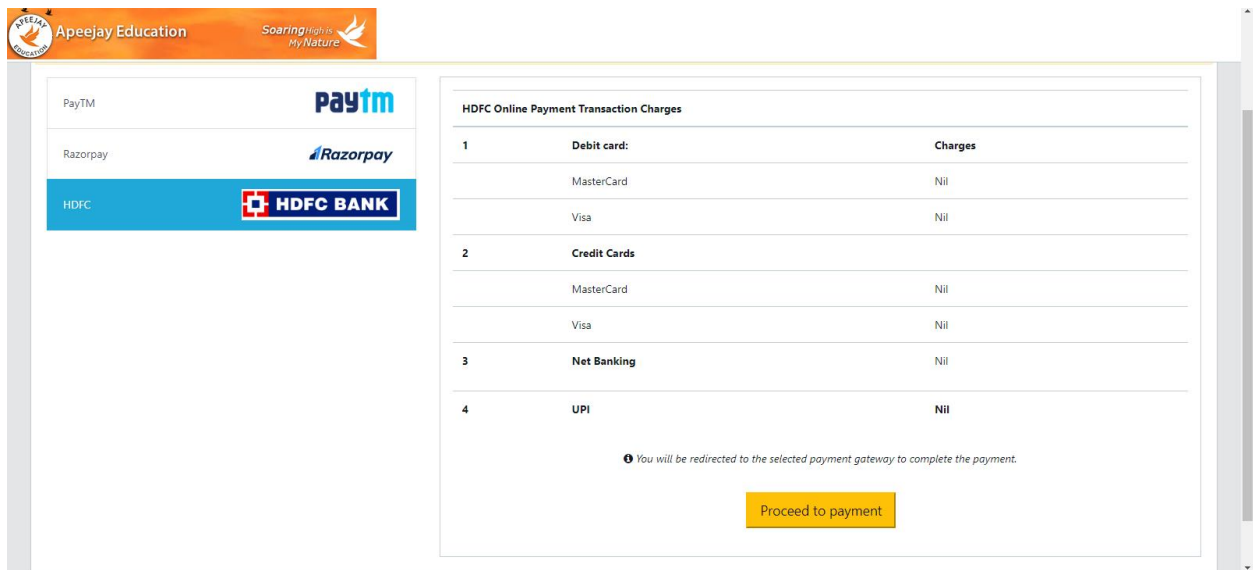


2. Click on 'Pay Now' button to pay the due bill.

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.