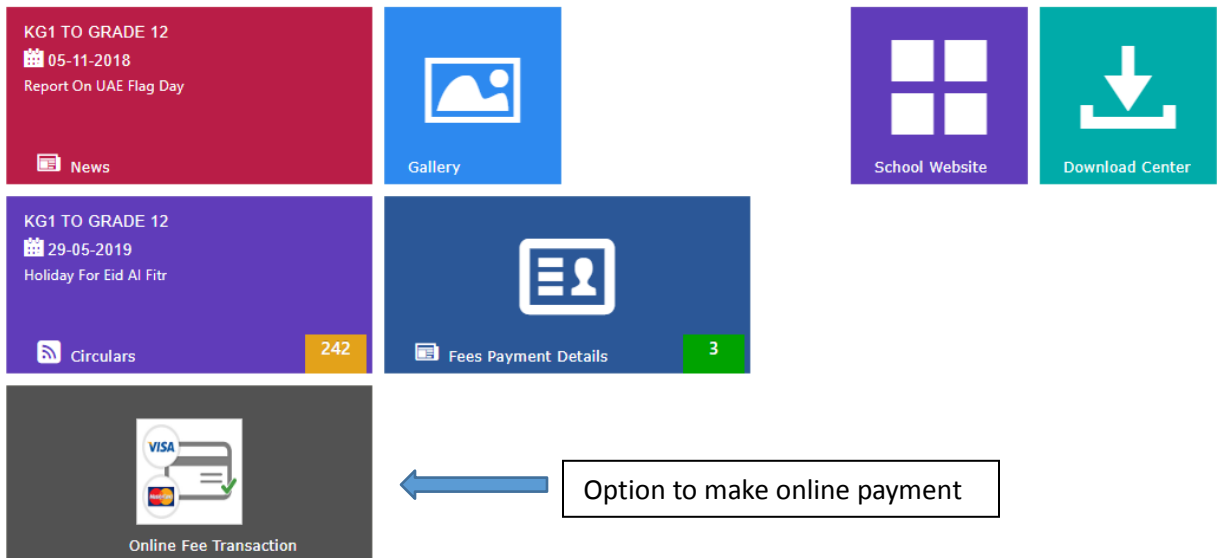


User guide to make online Tuition fee payment

- 1) Login to the parent portal with the parent id and the password
- 2) On the parent portal in the Home page, you can find the option “Online fee transaction” as shown below



- 3) Click on “Online fee transaction” and you will be able to see the below screen with your child fee details. Here, select the child and click on “Submit” to view the detailed payment page.

The screenshot shows the 'Student Fee Transaction' page. At the top, there is a title 'Student Fee Transaction' and a close button. Below the title, there is a form with 'Academic Year' set to '2020-2021'. There are two tabs: 'Online Fee Transaction' (selected) and 'Online Transaction Fee Report'. Below the tabs, there is a table with the following data:


	ENROLLMENT NO.	STUDENT NAME	CLASS NAME	FEE AMOUNT
<input checked="" type="radio"/>	6676	REBECCA ELSA THOMAS	KG2 NOT DEFINED	0.00

At the bottom of the table, there are two buttons: 'Submit' and 'Reset'.

- 4) Upon clicking on submit, following screen will be loaded with the term wise fee payment option for your child. Here, you can opt to pay for all the terms displayed.



STUDENT NAME		REBECCA ELSA THOMAS (VALID)	ENROLLMENT NO.	6676
CLASS		KG1 F	ROLL NO.	28
SELECT FEES	FEE TYPE	EXPECTED FEE AMOUNT	PAID FEE AMOUNT	AMOUNT PAYABLE
<input checked="" type="checkbox"/>	TUITION FEE FOR TERM 2	1530	0	1530.00
<input type="checkbox"/>	TUITION FEE FOR TERM 3	1535	0	1535.00
VAT AMOUNT				0.00
Total Amount				1530.00
Grand Total				1530
<input checked="" type="radio"/> Credit card/Debit Card				
<input type="button" value="Pay"/> <input type="button" value="Reset"/>				

- 5) Upon clicking on "Pay" button on the above mentioned page, you will be redirected to the payment gateway. Here you must enter the card details.



مدرسة البريداء المشتركة
BRIGHT RIDERS
SCHOOL

Total AED1,530.00

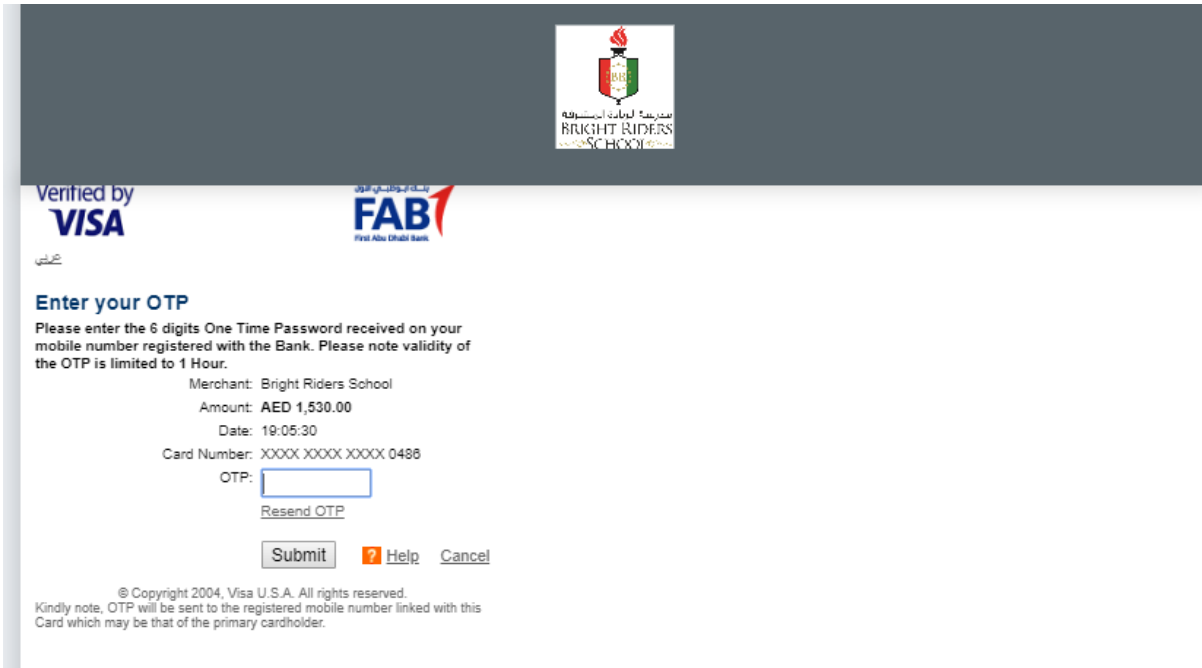
Pay by card  

Card Number

Expiry Month / Expiry Year Security Code

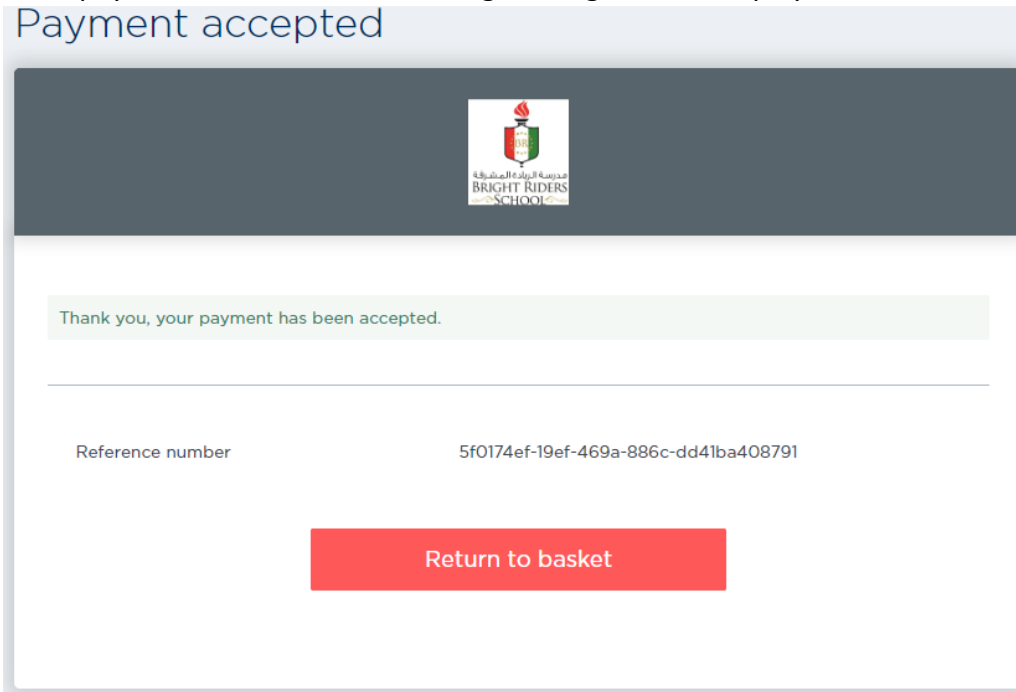
Name on card

- 6) Once the card details are entered, the page will process the payment. Based on the authentication process of your card, OTP will be generated. If OTP is generated, please input the same.



The screenshot shows a payment page for Bright Riders School. At the top right is the school's logo. Below it, there are logos for 'Verified by VISA' and 'FAB First Abu Dhabi Bank'. The main heading is 'Enter your OTP'. Below this, there is a message: 'Please enter the 6 digits One Time Password received on your mobile number registered with the Bank. Please note validity of the OTP is limited to 1 Hour.' The merchant information is: 'Merchant: Bright Riders School', 'Amount: AED 1,530.00', 'Date: 19:05:30', and 'Card Number: XXXX XXXX XXXX 0486'. There is an input field for the OTP, a 'Resend OTP' link, and buttons for 'Submit', 'Help', and 'Cancel'. At the bottom, there is a copyright notice: '© Copyright 2004, Visa U.S.A. All rights reserved. Kindly note, OTP will be sent to the registered mobile number linked with this Card which may be that of the primary cardholder.'

- 7) If your card does not have the process of OTP generation the payment will be processed directly.
Please do not refresh or close the page until the page does not display the payment message.
- 8) If the payment is successful, following message will be displayed.

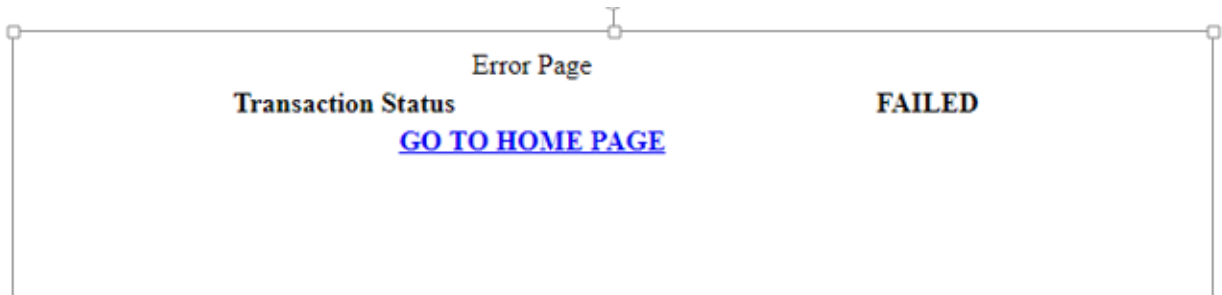


The screenshot shows a payment page for Bright Riders School. At the top right is the school's logo. Below it, there are logos for 'Verified by VISA' and 'FAB First Abu Dhabi Bank'. The main heading is 'Payment accepted'. Below this, there is a message: 'Thank you, your payment has been accepted.' Below this, there is a horizontal line. Below the line, there is a table with the following information: 'Reference number' and '5f0174ef-19ef-469a-886c-dd41ba408791'. At the bottom, there is a red button labeled 'Return to basket'.

Here, click on "Return to basket" and you will be displayed with the status and details of the transaction. You can click on "Go to home page" to go back to the Parent portal.

Transaction Status	Transaction Details
Transaction Date	CAPTURED
Transaction Reference No	12:37:32
Order Refrence	5631c7d2-1203-4a6a-af05-00009ea89f81
	<u>GO TO HOME PAGE</u>

- 9) If the payment is unsuccessful, following will be displayed. You can click on "go to home page" to go back to the parent portal and attempt to make the payment again.



- 10) Upon successful, payment transaction, receipt of the transaction will be generated in the same module under the tab "Online transaction fee report"

The screenshot shows the "Student Fee Transaction" interface. At the top, there is a title "Student Fee Transaction" and a close button. Below the title, there is a section for "Academic Year" with a dropdown menu set to "2019-2020". There are two tabs: "Online Fee Transaction" and "Online Transaction Fee Report". The "Online Transaction Fee Report" tab is active, showing a table with the following data:

SR. NO.	PAYMENT UNIQUE NO	PAID FOR	PAYMENT DATE	AMOUNT	RECEIPT NO	RECONCILIATION STATUS
1	30052019ECOM00000049	THOMAS REBECCA ELSA	30-05-2019	1530.000	2019207771	Waiting for reconciliation

There is a green circular icon with a house symbol in the bottom right corner of the table area.