

## Online Fee payment process

### ***Registration & Login***

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For paying fee online one time Parent's registration is required.

Go to [www.stmarysbijnor.com](http://www.stmarysbijnor.com)

**Step1:** Click on **Parents Login** and click '**Online Registration**'

**Step2:** Enter your ward's Admission Number and Date of Birth.

**Step3:** Click on **Get OTP** button.

**Step4:** Wait one/two minutes for OTP (One Time Password) in your registered mobile Number. Do not click so many times.

**Step5:** Enter the OTP received in the mobile and enter username, password and confirm password

**Step5:** Click on **Create User**

(Please remember the username and password for next login)

**Step6:** Click on **Login** and enter your username and password.

**Step7:** Change your password in the first login.

The new password should contain at least one upper case, one lower case, one special character, one number and Total more than six characters.

**Note:** In case forget user name/password please click on Forgot password option in Parents Login and you will get user name along with OTP.

**Note:** No registration is possible second time. Keep the Login username and password for future online fee payment and print out of Fee Receipt.

If two or more children are studying in the school please create separate login user id and password for each child.

## *Payment Process*

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**Step1:** After login you can see your ward's details.

**Step2:** Click on this button  on the left side then click on **FEES**, you will see the details of fee- installments paid and **due amount** (outstanding amount payable) for the installments (APR,JUN,JUL,AUG,SEP,OCT,NOV,DEC,JAN, FEB and MAR)

**Step3:** Select the **due amount** from fee due details

**Step4:** In case you want to pay fees more than one installment, select the quarters (installments) accordingly.

**Step5:** Click on '**PAY ONLINE**'. You will be guided to the payment gateway.

**Step6:** Select the Payment Method (Credit Card, Debit Card, Net banking)

**Step7:** Once payment is made successfully, you will be redirected to your login(Please click **YES** when the Message comes) and you can take printout of the Fee Receipt.