## Procedure for depositing Institute dues online using State Bank Collect facility
*Fees can be deposited using Debit Card, Credit Card, Net Banking facility of any Bank .*

## *Please read the instructions carefully before remitting fees*

- Select desired payment category from the drop down.

- *Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile   Number as asked for in the lower part of the screen.*  This information is important to reprint the e-Receipt subsequent to any successful payment.

- Once required data is filled in click on 'Submit'.

- The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on 'Confirm'.

- The system will request you to select the desired payment mode from various options.  Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter.  *Carefully examine the charges displayed since the charges for different payment mode are different.*  Select the desired payment mode.

- Now the system will guide the remitter through the payment process.  Once the payment is completed successfully one e-Receipt is generated containing a **Reference Number** in PDF format. Take a print out.  You may also save this optionally for future reference.  The e-Receipt can also be regenerated/reprinted afterwards from 'Payment History' link of 'State Bank Collect'.