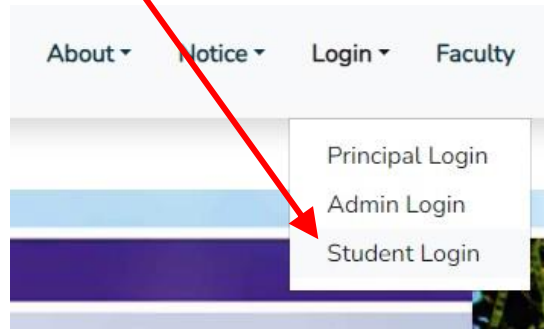**STANDARD OPERATING PROCEDURE TO PAY SCHOOL FEE ONLINE THROUGH THE SCHOOL-WEBSITE**

1.   **Go to the website:**   **www.jermelsacademy.org**

2.   **Click on Student login from the menu bar:**   **STUDENT LOGIN**

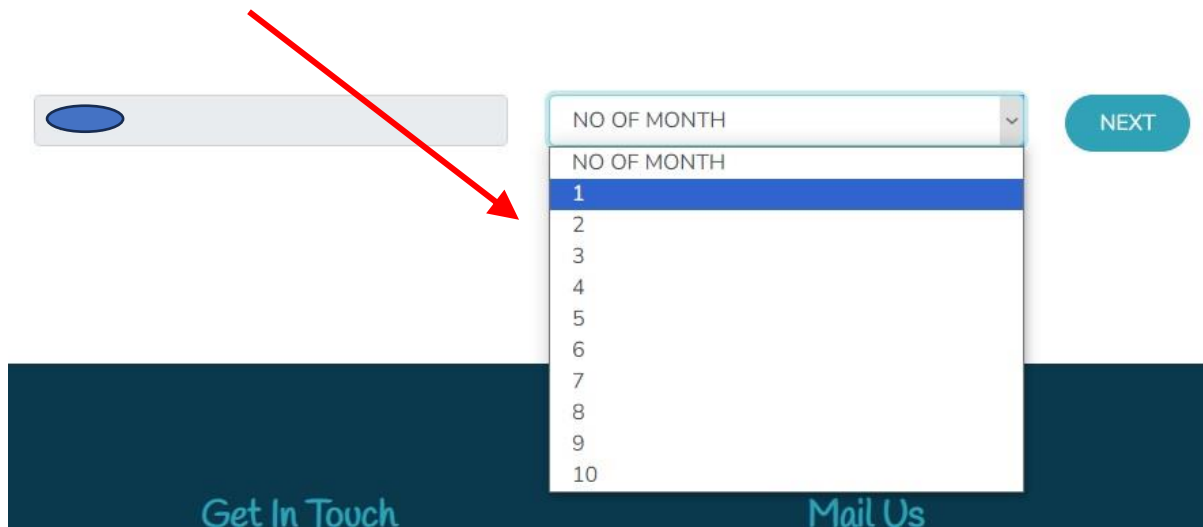3.   **Enter proper LOGIN details as asked:**

4.   **Click on FEE PAYMENT option on the Student Dashboard:**

5.   **Select the NUMBER OF MONTHS for which you want to pay:**

6. Select the DATE and Click on CALCULATE MONTH to generate the FEE AMOUNT of the month selected:

7. Insert your E-MAIL ID where you want to receive the TRANSACTION RECEIPT and click on SUBMIT & PAY:

8. Select from the PAYMENT OPTIONS given and proceed:

VERY IMORTANT NOTE:

PLEASE DO NOT REFRESH OR CLOSE THE WINDOW TILL THE ENTIRE TRANSACTION IS COMPLETED OTHERWISE FEE RECORD WILL NOT BE UPDATED PROPERLY.