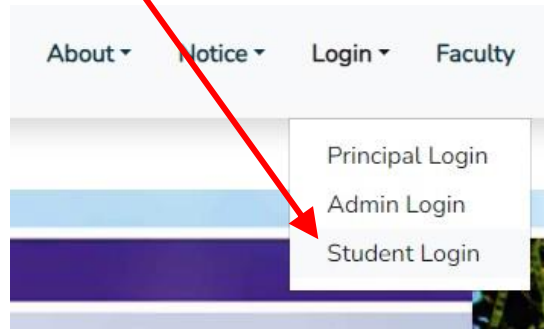


STANDARD OPERATING PROCEDURE TO PAY SCHOOL FEE ONLINE THROUGH THE SCHOOL-WEBSITE

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:

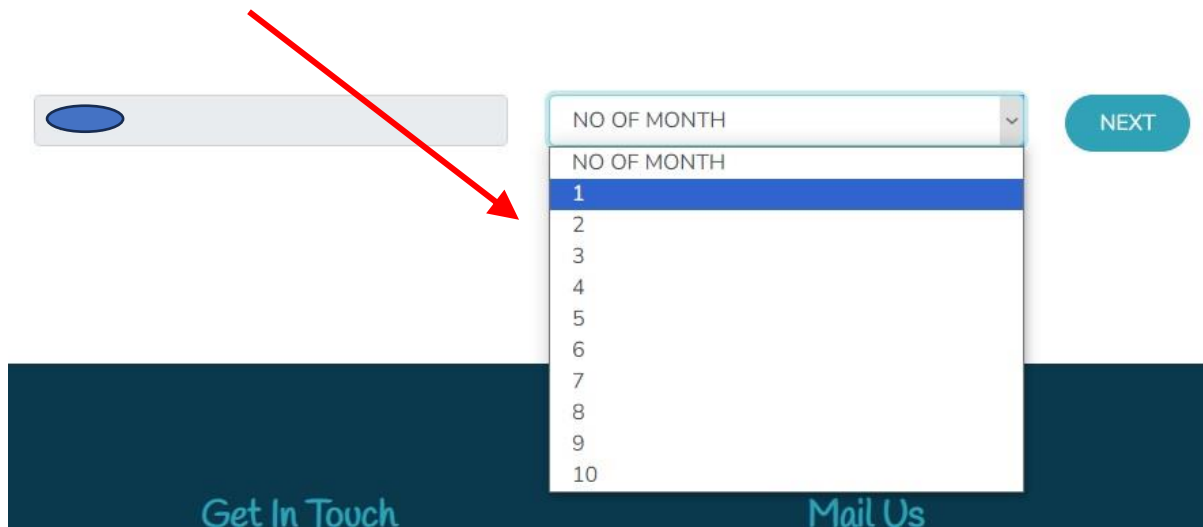


A screenshot of the login form. It contains two input fields: 'Admission no :' and 'Registered Mobile No :'. Below the fields is a teal 'LOGIN' button. A red arrow points from the text 'Enter proper LOGIN details as asked:' to the 'Admission no :' field.

4. Click on [FEE PAYMENT](#) option on the Student Dashboard:



5. Select the [NUMBER OF MONTHS](#) for which you want to pay:



A screenshot of the fee payment form. It shows a dropdown menu for 'NO OF MONTH' with options 1 through 10. A red arrow points from the text 'Select the NUMBER OF MONTHS for which you want to pay:' to the dropdown menu. To the right of the dropdown is a teal 'NEXT' button. At the bottom of the form, there are two teal buttons: 'Get In Touch' and 'Mail Us'.

6. Select the [DATE](#) and Click on [CALCULATE MONTH](#) to generate the [FEE AMOUNT](#) of the month selected:

 MAY CALCULATE MONTH'. A 'PAY' button is visible. A tooltip says 'Please check this box if you want to proceed.'"/>

dd-mm-yyyy

MONTH : MAY CALCULATE MONTH

Please check this box if you want to proceed.

Amount

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:

Pay bill of Rs. 4560
₹ 4,560 +Fee

English

Pay using Netbanking

UPI, CARDS & MORE

UPI / QR

Card

Netbanking
All Indian banks

Wallet
PhonePe & more

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.