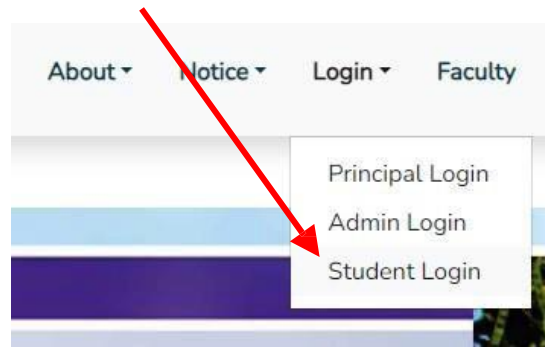


**STANDARD OPERATING PROCEDURE TO PAY SCHOOL FEE ONLINE THROUGH THE SCHOOL-WEBSITE**

1. Go to the website: [www.jermelsacademy.org](http://www.jermelsacademy.org)



2. Click on Student login from the menu bar: [STUDENT LOGIN](#)



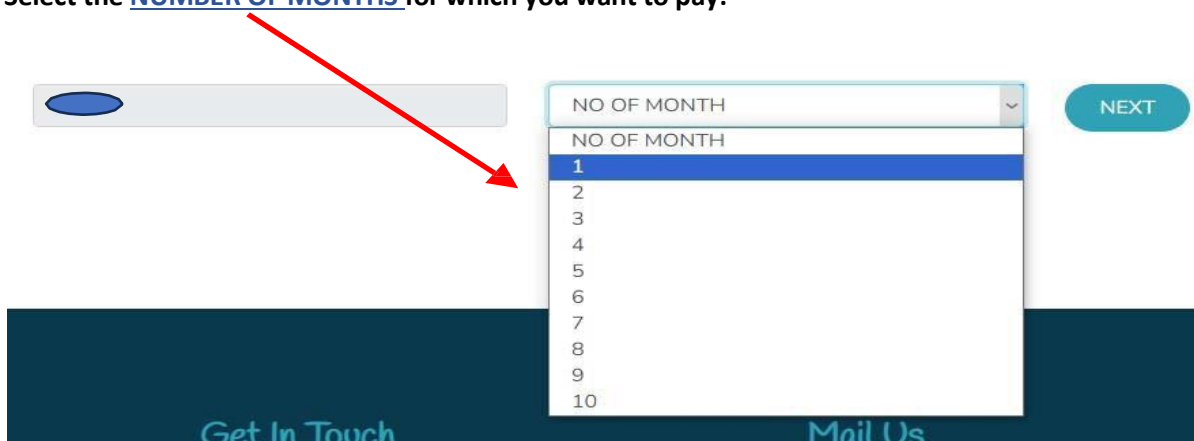
3. Enter proper [LOGIN](#) details as asked:



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:

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

Wallet

**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.**