PLACID VIDYA VIHAR SENIOR SECONDARY SCHOOL
CHETHIPUZHA, KURISUMMOODU P O, CHANGANASSERRY

<u>Online Fee Payment/Parent Login</u>

Steps to be followed to create an account and pay the school fees online

1. **Option 1 :** If the parent is using the **Online Payment/Parent Login System**, then he/she can register himself/herself. **Option 2 :** he/she will be automatically registered when the parent is added as a guardian by the school .

2. In the case of automatic registration (Option 2) the parent will get a mail and message with a link to activate the user. Once the parent clicks the link, the user will get activated.

3. For manual registration (Option 1) click on the '**Create Account'** button at the bottom of the '**Log In'** area.

4. Enter the mobile number which you have registered as primary contact number of your ward in school records and then click on '**Submit**'.

5. Now the register page will open. You need to fill all the fields in the registration form (Email ID is required). The parent will get a mail and message with a link to activate the user. Once the parent clicks the link, the user will get activated.

6. Once registered, the parent user can login using the username and password.

7. To pay online, click on the '**Online Payment'** menu at the left. The user will get two options Fee Payment and Payment History.

8. Select '**Fee payment'** option and select the name of the ward from the list given. Then the selected student details with the fees to be paid will be displayed.

9. Select the installment to be paid and click on **'Proceed to Pay'.**

10. Follow the same procedure given above if there is more than one student.

11. History of all payments transacted through this system will be available in the '**Payment History'** menu.

12. In order to access the **'Online Payment'**, please go to the link

http://kristujyotigroup.smartcampus.co/Account/Login

<u>*Click here to Proceed*</u>