

## **PROCEDURE FOR PAYMENT OF FEES USING SBI COLLECT**

1. Visit the link: <https://www.onlinesbi.sbi/sbicollect/> OR visit the School's website <https://bsfshshillong.org.in/>
2. Select the category "**Educational Institution**".
3. You can search for Educational institution simply by typing "**BSF**" or you can filter by State.
3. Select your Institute from the list appeared ie., "**BSF SECONDARY SCHOOL, SHILLONG**"
5. A page showing '**Payment Category**' will be displayed and from the drop down menu, select your class and category/ward you belong properly.
  - ❖ FOR NEW ADMISSION, TYPE '**NEW**'
  - ❖ FOR 1<sup>ST</sup> QTR OLD STD, TYPE '**1**'
  - ❖ FOR 2<sup>ND</sup> QTR, TYPE '**2**'
  - ❖ FOR 3<sup>RD</sup> QTR, TYPE '**3**'
  - ❖ FOR 4<sup>TH</sup> QTR, TYPE '**4**'
  - ❖ FOR BUS FEE, TYPE '**BUS**'
6. Fill in your Name, Class, Stream (for XI & XII), Section, Roll No, Admission No, Father's name and Phone number.
7. Click on the '**Submit**' button. Verify all the details on the next page and click on '**Confirm**'.
8. The page will display following options for payments.
  - a) Net Banking State Bank of India and associate Banks. Other Banks.
  - b) Card Payments State Bank ATM-cum- Debit (Rupay) Card, other Banks Debit( Rupay) Cards. All Credit Cards.
  - c) Other Payment Modes - SBI Branch. (i,e generate a pre-printed challan and pay at any SBI branch)
9. Choose the desired option and makes the payment.
10. It is mandatory for the students to **download** and take a **print out** of the Receipt after payment of fees and **submit** the same to their respective class teacher.
11. For any queries related to SBI Collect you can contact Computer teachers or you can approach the School's Account Section.