

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. Read the Disclaimer Clause and **click on check box** and **proceed** button for making payment.
3. **Choose** the Institution State "**Meghalaya**" and the type of Corporate/Institutions "**Educational Institution**" then **click "GO"**
4. Select your Institute from the drop down button "**BSF SECONDARY SCHOOL, SHILLONG**"
5. Select appropriate '**Payment Category**' from the drop down menu. Select your class and category/ward you belong properly.
 - ❖ FOR NEW ADMISSION, TYPE '**NEW**'
 - ❖ FOR 1ST QTR OLD STD, TYPE '**1**'
 - ❖ FOR 2ND QTR, TYPE '**2**'
 - ❖ FOR 3RD QTR, TYPE '**3**'
 - ❖ FOR 4TH 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 Card, other Banks Debit 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.