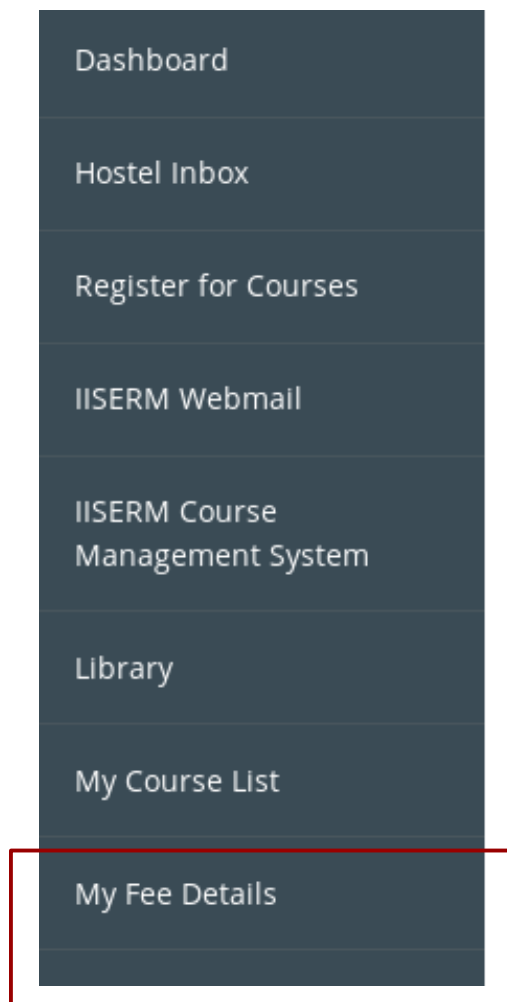


IISERM ERP System

Pay Academic Fee Online

1. Login with your account credentials to IISERM ERP system .
Click “**My Fee Details**” from the left menu.



2. Check the amount to be paid by you for Academic fee against “**Total Due**” under Student Fee Details. Ensure that the amount due is correct by verifying with the fee structure published in our webpage at <http://www.iisermohali.ac.in/fee-structure/academics/fee-structure>

You may click “**view details**” to check your fee details as approved by Dean Academics Office.

Student Fee Details		
Total Due(Regular+Credit Based+Extra) Amount :	14100	view details
fine amount :	0	
Total Paying Amount :	14100	
Pay Fee Online		

3. After verifying the amount due, click “Pay Fee Online” button to proceed with academic fee payment online. As you view in below image, a popup screen would open to allow you to pay online through PayUbiz. Check the amount again and click “PayUbiz Online” after which you would be redirected to PayUbiz website.

The screenshot shows the IISER Mohali student fee portal. A "Pay Fee Online" popup form is displayed with the following details:

- Student Name : R Lakshmi
- Payment Date : 29/01/2018
- excess paid amount earlier : 0
- Total Due(Regular+Credit Based+Extra) Amount : 14100 (Subject to verification, read email for more detail)
- fine amount : 0
- student paying amount : 14100

At the bottom of the form, there are two radio buttons: "Generate Challan" and "PayUbiz Online". The "PayUbiz Online" button is highlighted with a red box.

Below the form, there is a table titled "Last Five Online Transaction Details":

sl no.	Transaction Id	Transaction Date	Transaction Reference No	PG Name/Challan	Transaction Amount	Transaction Status	Verification Status
1	471891970	25/01/2018		PayU	14100	Transaction Incomplete	
2	471891969	25/01/2018	6704933863	PayU	14100	Transaction Failed	

4. You would be redirected to PayUbiz site to make your fee payment.
The total amount is displayed with the transaction charges.

When student uses Debit Card or Credit Card:

Transaction Charges includes Convenience Fee + GST (On Convenience Fee)

Convenience Fee would be approximately 1.12% of paying amount.

When student uses NetBanking:

Convenience Fee* : Rs. 7.00

GST (On Convenience Fee) : Rs. 1.26

You may select any one of the available paying option – Credit Card , Debit Card, NetBanking.

The screenshot displays the PayUbiz payment interface. At the top left is the PayUbiz logo. A summary box on the left shows the total amount of Rs. 14285.43, with a breakdown: Transaction Amount of Rs. 14100.00, Convenience Fee* of Rs. 157.14, and GST (On Convenience Fee) of Rs. 28.29. The Transaction ID is 472317953. A note states: '*Non refundable. Indicative amounts only. Please check exact amount on bank page.' Below this is a section titled 'Choose a payment method' with three options: Credit Card, Debit Card, and Net Banking. The 'Credit Card' option is selected. The form fields include: Card Type (radio buttons for VISA and MasterCard), Card Number, Name on Card, CVV Number (with a 'What is CVV number?' link), and Expiry Date (Month and Year dropdowns). A 'Pay Now' button is located at the bottom right. A note at the bottom states: 'Note: In the next step you will be redirected to your bank's website to verify yourself.'

5. Fill in all the required details and click “Pay Now” button. Please wait after this step and do not click Back or Refresh Button. Once your transaction is complete, you would find a message as “**Your transaction is successfully completed**” in ERP system. Also, you would receive a SMS from the Bank that x amount has been debited from your account.

6. If the transaction has failed for some reason, please wait and try after sometime.

NOTE:

1. The amount would be immediately debited from your account. It would take 2 working days to get credited to the Institute account. “Pay Fee Online” button would still be enabled in your portal until the Institute would verify the transaction made by you to Institute account.

2. If you find any discrepancy with the “Total amount due” in your portal or you need any clarification regarding your fee details, please contact Dean Academics Office or mail to deanacad@iisermohali.ac.in

3. If you find any difficulty in using your Debit/Credit card, please contact the relevant Bank.

4. If you do not have an ERP account or if you are facing any login issues, please contact Computer Centre or mail to sangeetha@iisermohali.ac.in or puneetkaur@iisermohali.ac.in