STEP-WISE VISUAL GUIDE OF PAYMENT THROUGH SBI COLLECT

1. Search for SBI Collect in Google and click on the link

<u>https://www.onlinesbi.com/sbicollect/icollecthome.htm</u> from the search result page. In the next webpage, click on the checkbox of 'I have read and accepted the terms and conditions stated above' and click on PROCEED.

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	DISCLAIMER CLAUSE	STATE BANK COLLECT		
	Terms Used			
	> Corporate Customer: Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.			
	> User: The beneficiary making a payment to F/C/I for the services/goods availed.			
	> Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandabies or any of the services related therefo, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. An request for relund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.			
	> Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim ag	painst the Bank for deficiency in the services provided by the Corporate Custome		
	> The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information	n Technology (Intermediaries guidelines) Rules, 2011.		
	In case of each compliance of the terms and conditions of usage by the Licer, the Back has the right to immediately.	terminate the access or usage rights of the User to the computer resource of the		
	Bank and remove the non-compliant information.			
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2. In the next page, beside 'State of Corporate/Institution', chose WEST BENGAL from drop-down menu. Beside 'Type of Corporate/Institution' chose EDUCATIONAL INSTITUTIONS from the drop-down menu and click GO

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3. In the next page, beside "Educational Institutions Name", type and chose **SOUTH END EDUCATION SOCIETY**, and click SUBMIT.

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4. Near the top of the next page, you will see the logo of the School. Beside 'Select payment category', click on FEES in the drop-down menu.

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5. You will be prompted to type STUDENT ID in the box, and click SUBMIT. (Please note that STUDENT ID is **NUMERIC** (**Only numbers**, no letters, space or special characters, and remains same throughout your child's studentship in school, and you may find the numeric STUDENT ID in any earlier Diary /Fee Document/Receipt of this School of earlier times).

* HELPLINE NOS. FOR **STUDENT ID RELATED QUERIES ONLY** – (To be active on every working day from 10.00 am to 4.00 pm. – **7044084126 / 9330736981**

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6. The next page shows the details of the student, and category of fees payable. At the bottom of the page, fill in the NAME, Date of Birth, Mobile no. Email ID and the CAPTCHA. Then click SUBMIT (We recommend that the student's name and date of birth be used for easier identification later)

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7. The final break-up of the fees payable are revealed in the next page. Verify and click CONFIRM.



8. In the next page, you will find several modes of payment. Chose the payment mode suitable for you. Proceed in the payments page as prompted on the screen and complete payment.

