

27 June, 2020

PAYMENT PROCEDURE THROUGH SBI COLLECT

1. Search for 'S B I Collect' in Google
2. Click on the link - <https://www.onlinesbi.com/sbicollect/icollecthome.htm> in the results page
3. In the next webpage, click on the checkbox of 'I have read and accepted the terms and conditions stated above' and click on PROCEED.
4. 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
5. In the next page, beside "Educational Institutions Name", type and chose **SOUTH END EDUCATION SOCIETY**, and click SUBMIT.
6. In the next page, beside 'Select payment category', click on FEES in the drop-down menu.
7. You will be prompted to type STUDENT ID in the box, and click SUBMIT. (Please note that **STUDENT ID IS NUMERIC** 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). Please ring the helpline numbers stated below for STUDENT ID related queries only on working days between 10.00 am to 4.00 pm.
8. The next page shows the details of the student, and category of fees payable. Fields of payment are auto-populated. Fields for which no fees are payable has '0' value.
9. At the bottom of the page, fill in the NAME, Date of Birth, Mobile no. Email ID and the CAPCHA. Then click SUBMIT (We recommend that the student's name and date of birth be used for easier identification later)
10. The final break-up of the fees payable are revealed in the next page. Verify and click CONFIRM.
11. In the next page, you will find several modes of payment. Chose the payment mode suitable for you.
12. Proceed in the payments page as prompted on the screen and complete payment.

* 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**)

**PLEASE RETAIN PROOF OF PAYMENT CAREFULLY. THIS PROOF SHALL BE REQUIRED DURING DISTRIBUTION OF BOOKS AS PER SCHEDULE TO BE COMMUNICATED LATER.

Thank you and stay safe.