INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology Building, Inside Govt. Polytechnic Campus
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Website: www.iimamritsar.ac.in, Phone: 0183 – 2820040

User manual for making online payments through IIM Amritsar's website

1. Visit www.iimamritsar.ac.in and click the online payment button as shown on the screen below.
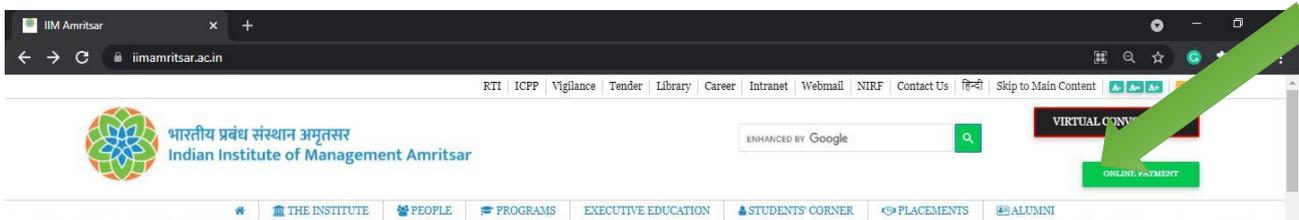
2. There are two sections on the portal
   a. General Payment
   b. Online Fee Portal (for Students only)

General Payment does not require any registration for making payment. Users can select the category from the list and make an online payment. See the picture below.

The online fee portal is for students only - they have to register here to pay the fees.
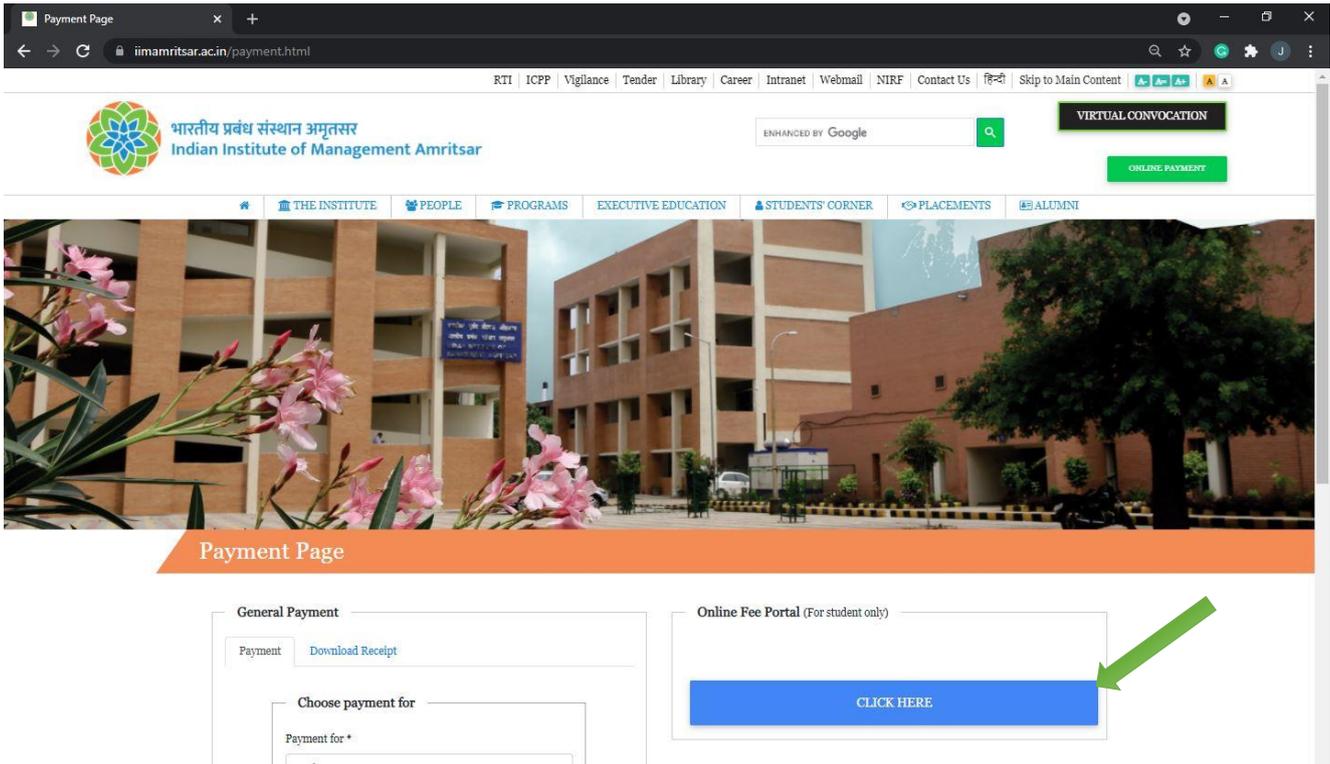
3. To **register,** click on the "**Register**" link as shown in the figure below.
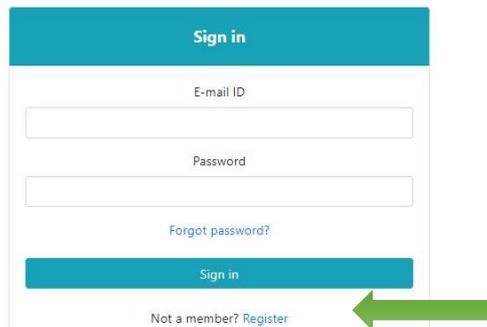
4. After clicking the link, the user will navigate to the following **online registration form**.

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Note: Please fill in the asked information accurately and click on the **Register** button.

5. Upon successful registration, the user will see the following message:

Message

Your account has been created successfully.

Please check your registered email ID for login details.
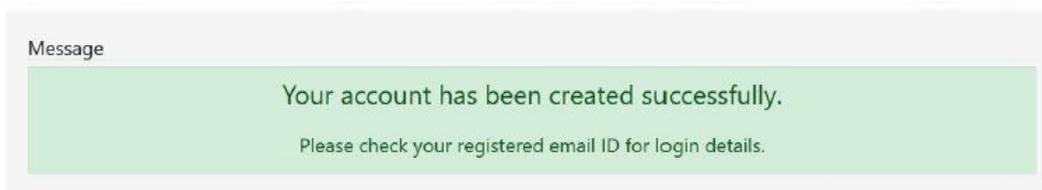
Note: You are a step away from completing your registration.

6. On successful registration, students will get an email to activate their accounts. Please check your email and **click on the link** provided to activate your account. **A sample email is shown below:**

No-Reply IIM Amritsar
to me

Dear

Thank you for registering online with IIM Amritsar.
To activate your account, please click on the link below:

Activate Account https://iimamritsar.ac.in/portal/fees/student/verify/ZXk1EQhe9bz7tD5wKHoJ.html

...

Once the student clicks on the provided **link**, they will be redirected to the **following** screen.
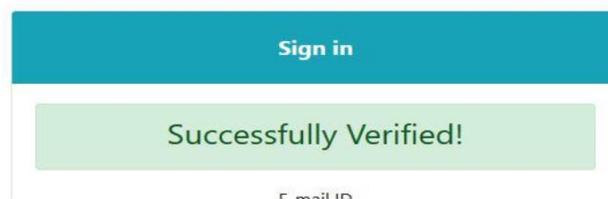
Now your account is activated, and you can log in to your account with your registered credentials.

7. Hereafter, you will see the 'Dashboard' containing fees-related information (as shown below) on every successful login:
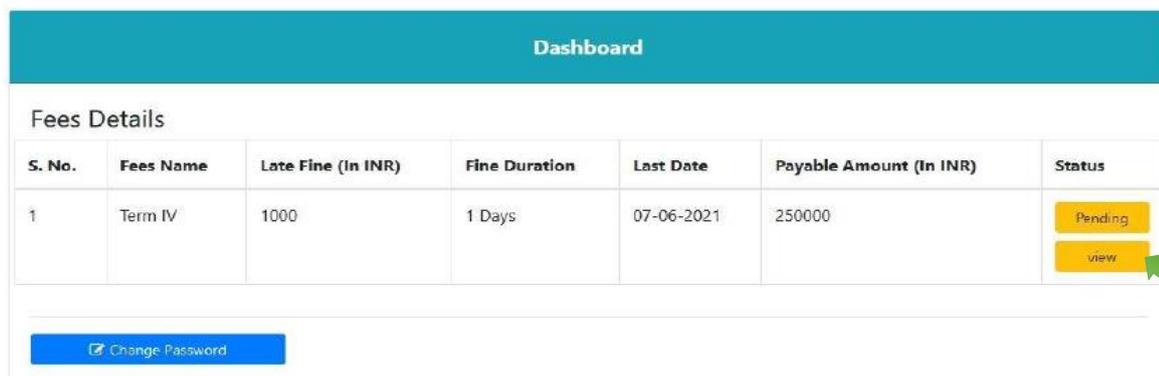
S. No.	Fees Name	Late Fine (In INR)	Fine Duration	Last Date	Payable Amount (In INR)	Status
1	Term IV	1000	1 Days	07-06-2021	250000	Pending / view

Click the **View** button to see the fee details and payment options.

8. There are three options to pay the fees:
    a. Online – To make the payment online through the Bank of Baroda payment gateway.
    b. Offline – To pay offline at the bank.
    c. Part Payment – To pay online in parts.

Note: Please select the appropriate mode for payment from the available options.

9. Upon selection of **OFFLINE MODE**, the following screen will appear.

Click on the **Download Challan** button to download the challan. The bank account details will be pre-filled in the challan. There are three sections in the challan - student copy, bank copy, and institute copy.

After paying the fees at the bank offline, log in to your account and again navigate to the same page; click on the **Upload Challan** button to upload the institute copy of the challan and provide the required details as shown in the image below.

Note: Fill out all the details carefully, and **upload a scanned copy** of the signed and stamped bank challan to complete your payment.

A sample of filled details is shown below. UTR number is a must if the payment is made through NEFT/RTGS. Failing to provide the UTR number might cause a delay in the reconciliation and approval of the payment, for which the Institute will not be responsible.

10. Once the student submits the requested details and uploads the challan copy, the payment status will change to **waiting**. The payment status will get updated to **paid** after the approval from the accounts department upon successful reconciliation.

11. If a student selects **PART PAYMENT MODE**, the following screen will appear. The student can then manually enter the amount they would like to pay. Then, the system will guide the student about the minimum and maximum part amount to pay in a single part.

Note: The number of part payments allowed will be as per the Institute Policy. You can make the part payment through the online mode only.

12. After the **successful** payment of the complete fees, the **Dashboard** will appear on the screen as shown below. In offline payment, the status would be **waiting** until the accounts department approves it. Once the accounts department approves the payment, the status will be updated to **paid**, and the user will be able to download the receipt.

Please click on the view button to view the fee payment receipt/ID. The transaction number, amount, and mode of payment should appear on the next page.

Note: You can print your payment receipt by clicking the Print Receipt button.

In case of any query, please do not hesitate to contact the Computer Center IIM Amritsar at cc@iimamritsar.ac.in, techhelp@iimamritsar.ac.in, or 0183-2820006.

THANK YOU

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