

Cir./2018-19/5
April 11, 2018

**LAKSHMIPAT SINGHANIA ACADEMY
12-B ALIPORE ROAD, KOLKATA 700 027**

Through “eazypay” a module of ICICI Bank, you can pay School fees of your ward studying in LSA, on-line i.e. by Net Banking or Debit/Credit Cards conveniently from anywhere you wish to. You can even use this module, except for payment of 1st Quarter Fees, to download a transaction id and present your Cheque there at any ICICI Branch, if the School Fee Book is not ready at hand, for any reason. **However, please note that School Fees cannot be deposited in Cash whether at the School or at any Bank Branch / RTGS (although the standardised “eazypay” module of the Bank shows Cash and RTGS options in their webpage).**

Pre-requisites for availing the services of eazypay

All that you need to ensure is that your latest Mobile Number is updated in ** marked field on PUPIL’S REFERENCE SHEET (Section 2) available in ACADEMIC PLANNER 2018-19 and your child’s Admission No. is ready with you.

How to start using eazypay to pay the School Fee Bills

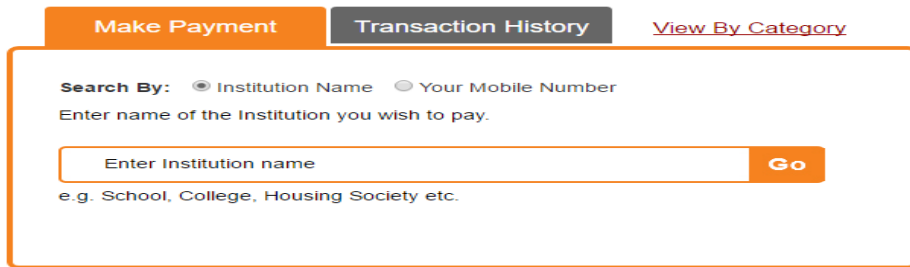
eazypay module link can be accessed from website *www.icicibank.com*, under the *payments* tab. This will be a single point of entry for you to initiate all the payments to the billers through eazypay module.

Following will be shown on Screen

The screenshot shows the eazypay interface on a secure website. At the top, there is a navigation bar with the eazypay logo. Below the logo, there are three tabs: "Make Payment" (highlighted in orange), "Transaction History", and "View By Category". The main content area is titled "Search, View & Pay" and includes a sub-heading "Pay bills and invoices from any bank account or any card". A brief description states: "eazypay lets you pay your bills conveniently, be it your education, housing society maintenance or any other bills. You can pay your bills using Cash Deposit, Cheque Deposit, RTGS, NEFT, Net Banking or Cards." Below this, there is a search section with the label "Search By:" and two radio buttons: "Institution Name" (selected) and "Your Mobile Number". A text input field is provided with the placeholder "Enter name of the Institution you wish to pay." and a "Go" button. Below the input field, there is a note: "Enter Institution name" and "e.g. School, College, Housing Society etc."

EAZYPAY PAYMENT STEPS FROM EAZYPAY SITE

- SELECT **Search By:** Institute Name



Make Payment Transaction History [View By Category](#)

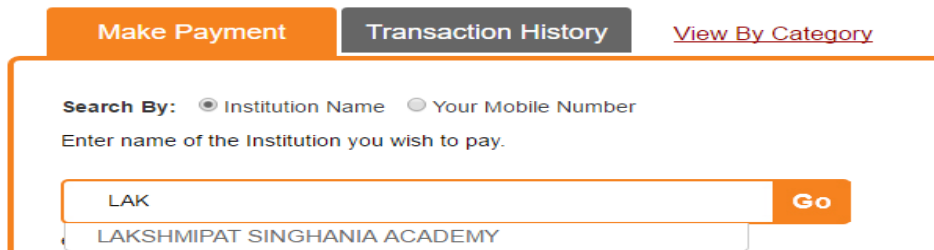
Search By: Institution Name Your Mobile Number

Enter name of the Institution you wish to pay.

Enter Institution name

e.g. School, College, Housing Society etc.

- Start typing name of institute and select it from dropdown



Make Payment Transaction History [View By Category](#)

Search By: Institution Name Your Mobile Number

Enter name of the Institution you wish to pay.

LAK

LAKSHMIPAT SINGHANIA ACADEMY

- Click on **Go**
- Following screen will appear

Your Search : LAKSHMIPAT SINGHANIA ACADEMY



Mobile* +91 ?

Admn No*

- Enter your mobile no as entered in PUPIL'S REFERENCE SECTION and Admission number (including '/' slashes. e.g. 121/18) in respective fields.
- Click on show details.
- A six digit one time password (OTP) will be sent on your entered mobile number.
- Please enter OTP on the current screen to validate the registered mobile number.
- Click on submit on the current screen.
- Fee details of the entered student will be displayed on screen.
- Check the box of terms and conditions and click on pay now.
- Select desired payment mode from net banking, debit card, credit card, cheque / DD
- Enter the correct payment detail and click on submit or proceed now
- Receipt can be printed from display after payment, or can be sent on mail after entering your e-mail id.

PLEASE DON'T USE REFRESH OR BACK BUTTON DURING ENTIRE PROCESS

EAZYPAY PAYMENT STEPS FROM MOBILE ALERT MESSAGE

- Use transaction id for making payment through offline i.e. cheque (except for 1st Qtr.) /DD by visiting any nearby ICICI bank branch, if you are not making an on-line payment.
- Click on the link mentioned to pay online i.e. net banking, debit card, credit card.
- For online payment, through alert message, smartphone with internet connectivity is required.
- On clicking the link mentioned, non editable detail will be displayed in browser
- Payment can be made following the steps mentioned for **eazypay payment steps from eazypay site.**

This on-line payment facility will be available every quarter only, during the notified normal due period of that quarter when no late fine is applicable.

**Meena Kak
Principal**