

ST. STEPHEN'S SCHOOL, DUMDUM

**PROCEDURE FOR ONLINE FEES PAYMENT**

1. Log on to [www.ststephensschool.co.in](http://www.ststephensschool.co.in) and click on **Student Login**
2. Enter Student ID in the format **SS/STXXXX** and enter student's date of birth as **Password** in the relevant box. In case of login failure or wrong Password, click on '**Forgot Password?**' and your password (D.O.B) will appear. Enter the password and click on **Login**.
3. Before proceeding, Register your **Mobile number** and **Email Id** for receiving confirmation message and other future communications.
4. Click on **Pay Fees** on top menu.
5. Select type of fees, such as Tuition fees, Council Fees or Other charges. Click on appropriate boxes under the selected category of fees. Please note, Challan for only one type of fees can be generated at a time.
6. Click on **Generate Challan**. If late fee is due or there is any other pending issue, you will be asked to contact school office.
7. When your Challan appears on the screen you can either take a print out for payment at Bank/ School office or choose to 'Pay Online'.
8. On selecting '**Pay Online**', you will be directed to the Payment Gateway. Select **Preferred Card** (Credit Card & Debit Card)/ **NET BANKING** and choose your Bank from the given list and follow the instruction. When the payment is, please note down the Transaction number for future reference.
9. A confirmation message will be sent to your Registered mobile no. and Email ID that you have submitted earlier.
10. Please do not forget to Logout before leaving the website.
11. For any fees related clarification please write to [fees@ststephensschool.co.in](mailto:fees@ststephensschool.co.in). No information will be provided over phone.