# **STEPS TO PROCESS ONLINE FEE PAYMENT**

### **STEP 1**: GO TO YOUR INTERNET BROWSER AND TYPE <u>http://www.stpatricksdehradun.in</u> (School Website)

#### CLICK USER LOGIN



STEP 2 : CLICK ON FORGET PASSWORD- IF YOUR ARE FIRST TIME USER



#### **STEP 3**- RESET YOUR PASSWORD BY CLICKING ON → **RESET PASSWORD**

- 1. USER NAME/ID ENTER ADMISSION NUMBER OF THE CHILD
- 2. MOBILE NO. ENTER THE MOBILE NUMBER (updated in the school records for SMS)
   3. DATE OF BIRTH ENTER DATE OF BIRTH OF THE CHILD

CLICK ON **RESET BUTTON** ---> YOU WILL RECEIVE OTP ON YOUR REGISTERED MOBILE NUMBER GO BACK

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STEP 4 : LOGIN AGAIN AFTER RECIEVING OTP ON YOUR MOBILE

- **1.** USER NAME/IDENTER ADMISSION NUMBER OF THE CHILD
- 2. PASSWORD
- **3.** TEXT

4. CLICK

ENTER THE OTP RECEIVED ON YOUR MOBILE ENTER THE TEXT YOU SEE ABOVE LOG IN

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**STEP 5:** CHECK/ VERIFY YOUR WARD'S DETAILS AND CLICK ON MY FEES-----→ MY DUES

## THANK YOU