NIRMALA CONVENT SR. SEC. SCHOOL, KATHGODAM

PROCEDURE TO MAKE FEES PAYMENT

❖ **PROCEDURE TO MAKE FEES PAYMENT THROUGH CisoftITCare APPLICATION: (I TO XII)**

1. Login to CisoftITCare application using individually allotted username and password.
2. Click on Fees Payment.
3. Select the month that you want the payment to be done and tick it (multiple selections can be performed).
4. Click the pay button.
5. Confirm the payment by ticking "I Agree to Terms and Conditions".
6. Click the pay button.
7. Select the mode of payment from the given options (such as credit card, debit card, net banking, UPI etc.).
8. Enter the relevant details related to the selected mode of payment and then click make payment.
9. Proceed to the payment by confirming it and Wait for the completion of the process.
10. The transaction status appears and from there you can print the receipt.

Principal
Nirmala Convent Sr. Sec. School,
Kathgodam