

**Cir./2016-17/114**

**March 23, 2017**

## **LAKSHMIPAT SINGHANIA ACADEMY**

We are happy to introduce you to “**eazypay**” a module of ICICI Bank by which you can pay School fees of your ward studying in LSA, on-line i.e. through Net Banking or Debit/Credit Cards conveniently from anywhere you wish to. You can even use this module to download a transaction id and present your Cheque thereagainst 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 2017-18 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**

eazypay >

# Search, View & Pay

Pay bills and invoices from any bank account or any card

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.

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

**Search By:**  Institution Name  Your Mobile Number

Enter name of the Institution you wish to pay.

**Go**

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.

**Go**

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.

**Go**

LAKSHMIPAT SINGHANIA ACADEMY

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

## Your Search : LAKSHMIPAT SINGHANIA ACADEMY

Mobile\*   ?

Admn No\*  **Show Details**

- 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 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 /DD by visiting any nearby ICICI bank branch, if you are not making 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.**

On-line utility charges shall be payable to the Bank as per their rate chart displayed while making the payment.

For any further query kindly attend the introductory session scheduled to be conducted by ICICI personnel on **6<sup>th</sup> April, 2017** from **8:30 a.m. to 9:30 a.m.** at our School premises.

Principal

23/03/2017