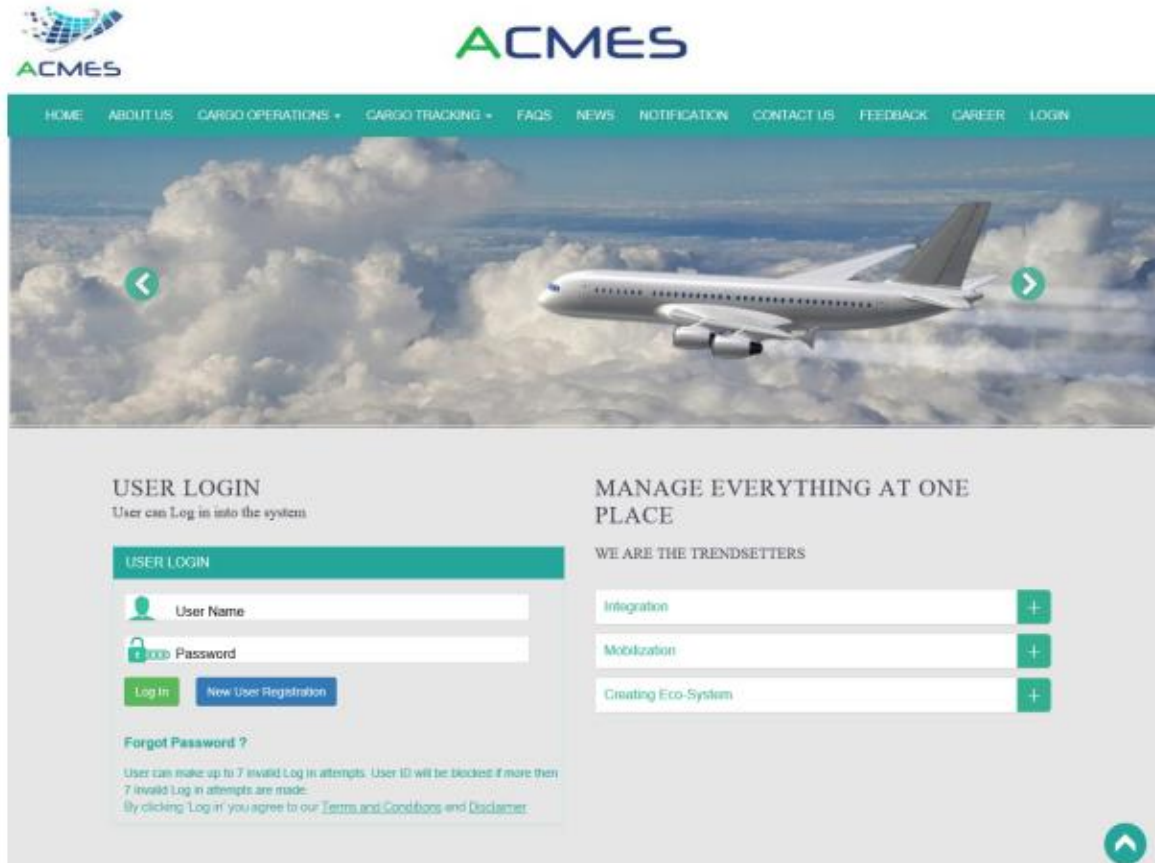


Contents

Login Page	2
Home Screen	3
My Profile	4
PDA Recharge Screen	5
Payment Method Screen	6
Payment Checkout Screen	7
Add Beneficiary Screen	8
Payment Instructions for NEFT	10

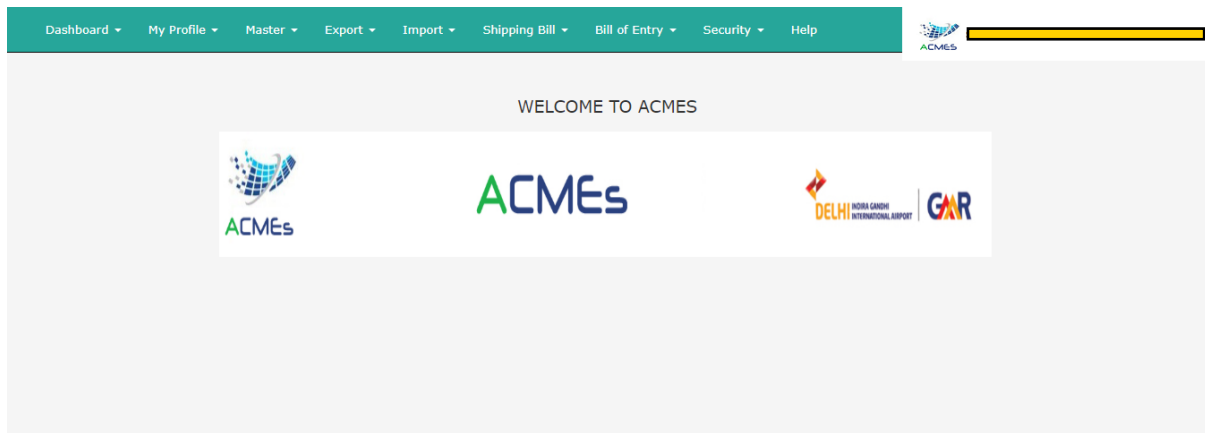
PDA Recharge Manual

Login Page



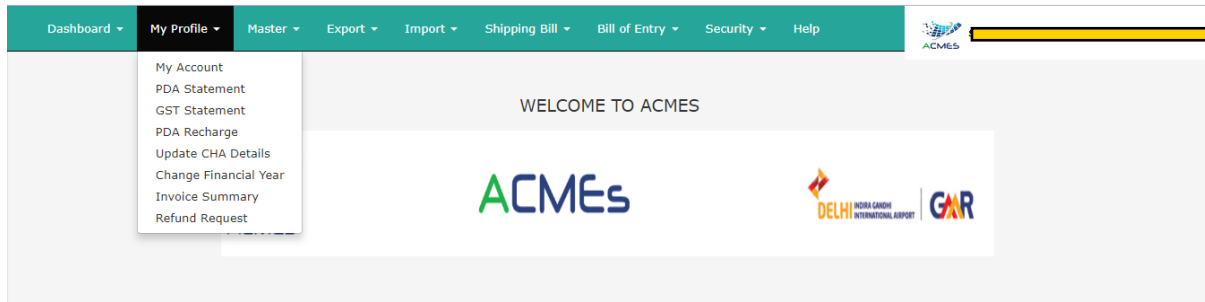
Note: User will input the User ID and Password to login

Home Screen



After Login user will landup on the above shown screen.

My Profile



- User will click on the Tab **My Profile** then on the sub tab **PDA Recharge** as shown in above screen

PDA Recharge Screen

Dashboard ▾ My Profile ▾ Master ▾ Export ▾ Import ▾ Shipping Bill ▾ Bill of Entry ▾ Security ▾ Help

ACMES

PDA RECHARGE

PDA DETAILS

Select	Regn ID	PDA CD	ORGN NM	ORGN ADDRSS.	Balance	GST No.	Eff. Frm	Eff. To
<input checked="" type="checkbox"/>								


PDA PAYMENT DETAILS

Regn ID PDA CD


Amount

Payment Gateway Applicable charges :

1. NEFT	FREE
2. Debit Card and Net banking	1.00 % + GST
3. Credit Card	1.75 % + GST
4. American express	2.90 % + GST

- User will land-up on above screen after clicking on PDA Recharge, then user will need to click on this action button  in PDA Details as shown below:

PDA DETAILS								
Select	Regn ID	PDA CD	ORGN NM	ORGN ADDRSS.	Balance	GST No.	Eff. Frm	Eff. To
<input checked="" type="checkbox"/>				MAHIPALPUR DELHI	40713.54		24/04/2018	31/03/2019

After clicking on this action button  user will have to fill the amount and then click on this action button to proceed.

Payment Method Screen

Select a Payment Method

CREDIT CARD




DEBIT CARD


NET BANKING

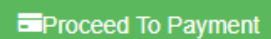
WALLETS

LPI BHIM

NEFT/BANK TRANSFER

 MasterCard SecureCode.  PCI DSS  Verified by VISA









- User will land-up on this screen after clicking on this action button  and can choose this option of NEFT [NEFT/BANK TRANSFER](#) to proceed the payment.

Payment Checkout Screen




Amount ₹500

NEFT/Bank Transfer Change


 SBI	 ICICI
 HDFC	 AXIS
 KOTAK	 PNB

ICICI ∨


NEXT

Powered by **instamojo**

After selecting the mode of payment user will now land-up on above shown page, where user needs to select the bank to proceed the payment and then click on this action button 

Add Beneficiary Screen

Amount	₹500
NEFT/Bank Transfer	Change
Beneficiary Details	
Account Number	
46665 61813	<input type="text" value="XXXXXX"/> 22442
IFSC Code	Bank Name
YESB0CMSNOC	Yes Bank
Beneficiary Name	
ACMES	
Amount to be paid	
₹500.00	
ADD BENEFICIARY	
< Back	
	
Powered by instamojo	

After clicking on NEXT action button user will now land-up on above shown page, where user needs to add the Beneficiary.

In the above screen VAN (Virtual Account Number), IFSC Code, Bank Name and Beneficiary Name has been generated for user as shown below:

Beneficiary Details

Account Number

46665 61813  22442 

IFSC Code

YESB0CMSNOC

Bank Name

Yes Bank

Beneficiary Name

ACMES

Now, all the above details have to be added in Beneficiary by clicking on this action button

ADD BENEFICIARY

Payment Instructions for NEFT

< How to pay using NEFT?

1. Login into Netbanking
2. Find the Add Beneficiary tab
3. Add the Beneficiary Account number
46665 61813 [REDACTED] 22442
4. Add the Beneficiary IFSC Code
YESB0CMSNOC
5. Add the Beneficiary Bank Name
Yes Bank
6. Add the Beneficiary Name
ACMES
7. Select account type as
Current Account
8. Transfer amount to added Beneficiary
₹500.00
9. All done, you will get a payment confirmation email.

Note: We have sent this instructions to your email as well

[LOGIN TO YOUR BANK](#)

[< Back](#)

Above shown screen shows you the steps to make payment through NEFT by your bank after clicking on this action button [LOGIN TO YOUR BANK](#)

NOTE: Adding Beneficiary is a one-time process, once you have added the beneficiary you can make payment through your Banking only.