

ICAB Online Payment Management System Manual

❖ User Manual for Member/ Student:

1. Login to ICAB Online Payment Management System by Member/student's own ID and password. (ID -Enrollment No./ PW – 123456), a prompt will appear requesting change the old PIN.
2. After login member/ student will view the payment screen and payables or dues if there; by selecting one or multiple dues can be submitted and proceed for payment.
3. If there is no dues entry just have to select payment types as member payments for “member” other than student payment for “student”. For member payment amount will appear automatically according to the type of member.
4. Narration for fresh payment not required to fill, if member or student feel to put any remarks for further clarification can put it here.
For dues payment “date” should be mentioned in case of multiple dues payment, multiple “date” should be mentioned with the comma (,) separator.
5. After submitting the screen will appear 4(four) payment method member/student can choose within any of the method according to their convenient option.

➤ **Offline:**

- I. In Offline Payment Member/Student just need to put the date preferably current date.
- II. After checking all information, if ok Click submits for process and generates the voucher for branch deposit.
- III. Check the voucher with date range print and preserve for Bank Asia Branch deposit accordingly notify the ICAB or email to :.....
- IV. This process is ended here.

➤ **Card Payment:**

- I. This option will appear a message box after clicking the option that member/student is going to pay with particular charges.
- II. Check the amount and click process option and choose the channel of payment VISA/Master.
- III. Member/Student have to put there Card details according to the required field then submit.
- IV. Will appear successful or failure message if success payment process is ended otherwise try again with the same steps other then contact with ICAB.

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➤ **Internet banking:**

- I. This option will appear a message box after clicking the option that member/student is going to pay with particular charges.
- II. In this option member/students have to login to their Bank Asia Internet Banking.
- III. Check there payable amount, if ok have to put OTP (one time password) from mobile SMS (tagged with account)/ e-mail (tagged with account). click process.
- IV. Will appear successful or failure message if success payment process is ended otherwise try again with the same steps other then contact with ICAB.

➤ **Other Bank(EFT):**

- I. This option will bring Member/Student in a single page where they can see two different boxes with specific instruction. Have to read all the instruction carefully and fill accordingly.
- II. Select member/student's intended bank where they are maintaining their Bank Account with the facility of Internet banking. They have to login with their concern bank's internet Banking ID and password.
- III. And fill the EFT screen's data according to the requirement of concern bank as well as our instruction. EFT screens narration box message should be fill according to our given instruction.
- IV. Complete the transaction according to the process and return to our page again and fill the second box and click submit.
- V. Will appear successful or failure message if success payment process is ended otherwise try again with the same steps other then contact with ICAB.