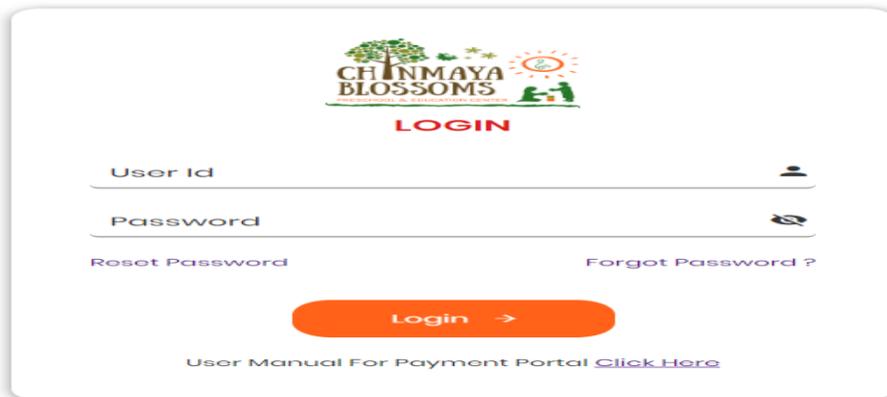


User Manual for Chinmaya Blossoms Preschool Payment Process

Step 1: Open a web browser like Firefox / Google Chrome / Microsoft Edge and type the website address in the address bar of the web browser.

<https://sms.chinmayablossomsva.org/SMSUser/>

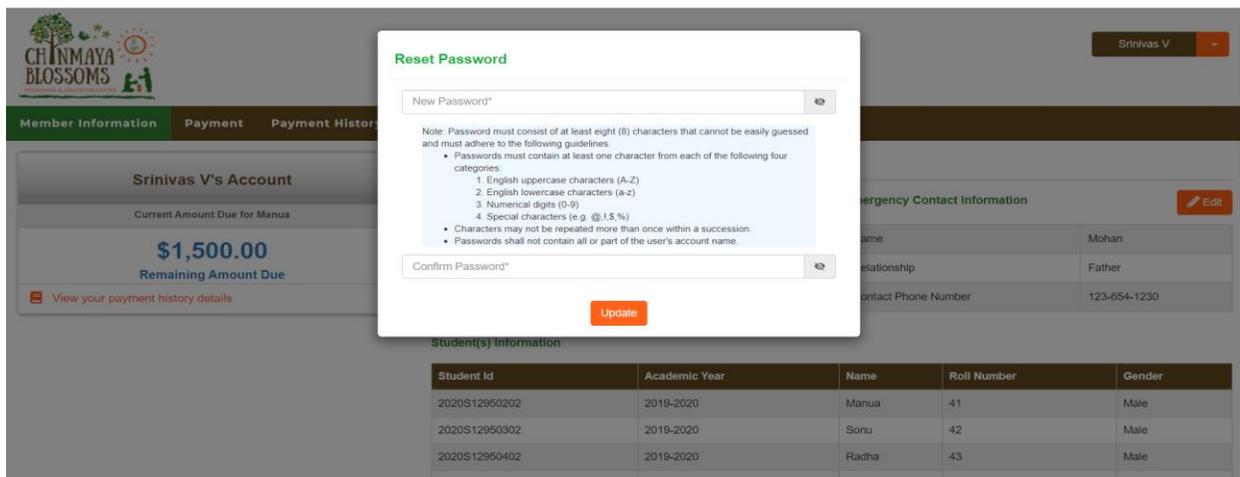
- Click the enter key or the left key of your mouse to enter the website.
- After clicking to access the website, you will open a webpage which looks like the image below.



The screenshot shows the login page for Chinmaya Blossoms. At the top center is the logo with the text "CHINMAYA BLOSSOMS" and "LOGIN" below it. There are two input fields: "User Id" and "Password". Below the "User Id" field is a link for "Reset Password" and below the "Password" field is a link for "Forgot Password?". At the bottom center is an orange "Login" button with a right-pointing arrow. Below the button is a link: "User Manual For Payment Portal [Click Here](#)".

- On this page, you can login by using your Email id and password.
- An email with the login email id and password along with the website link has already been sent to the registered email of the user/parent.
- Click on the login button.

Step 2: After clicking on the Login button, you will open a webpage which looks like the image below.



The screenshot shows the main website interface with a "Reset Password" modal window open. The modal has a title "Reset Password" and a "New Password*" input field. Below the input field is a note: "Note: Password must consist of at least eight (8) characters that cannot be easily guessed and must adhere to the following guidelines: Passwords must contain at least one character from each of the following four categories: 1. English uppercase characters (A-Z), 2. English lowercase characters (a-z), 3. Numerical digits (0-9), 4. Special characters (e.g. @, !, \$, %). Characters may not be repeated more than once within a succession. Passwords shall not contain all or part of the user's account name." Below the note is a "Confirm Password*" input field and an "Update" button. The background shows the user's account information for "Srinivas V's Account" with a "Remaining Amount Due" of "\$1,500.00" and a table of student information.

Student Id	Academic Year	Name	Roll Number	Gender
2020S12950202	2019-2020	Manua	41	Male
2020S12950302	2019-2020	Sonu	42	Male
2020S12950402	2019-2020	Radha	43	Male

- Please enter a New Password and then Confirm Password to update to a new password (Note: Password must contain a minimum of 8 characters).
- Once complete, click on the Update button.

Step 3: After clicking on the Update button, you will open a webpage which looks like the image below.

- It displays the Profile Information of the registered parent and child.

The screenshot shows the CHINMAYA BLOSSOMS parent portal. At the top right, the user is logged in as 'Srinivas V'. The navigation menu includes 'Member Information', 'Payment', 'Payment History', and 'Account History'. The 'Member Information' tab is active, displaying 'Srinivas V's Account' with a 'Current Amount Due for Manua' of '\$1,500.00' and a 'Remaining Amount Due' of '\$1,500.00'. A link to 'View your payment history details' is provided. The 'Profile Information' section shows a 'Password changed successfully!' message. It contains two sub-sections: 'Contact Information' (Name: Srinivas, Mobile: 123-456-9874, Email: mohang@gmail.com) and 'Emergency Contact Information' (Name: Mohan, Relationship: Father, Contact Phone Number: 123-654-1230). Below this is the 'Student(s) Information' table:

Student Id	Academic Year	Name	Roll Number	Gender
2020S12950202	2019-2020	Manua	41	Male
2020S12950302	2019-2020	Sonu	42	Male
2020S12950402	2019-2020	Radha	43	Male

Step 4: Please click on the Payment tab (Note: Make Full payment at a time). And expand the student's records. The page looks like the image below.

The screenshot shows the 'Payment' tab selected. A 'Select Student Records' dropdown is visible. A note states: 'NOTE: Any payments generated will not be reflected in your account until the next business day.' Below is a table of student records:

See Details	Student's Name	Payment Date	Fee Type	Month-Year	Academic Year	Current Due \$	Past Due \$	Payment Submitted \$	Due Amount \$
<input checked="" type="checkbox"/>	Manua	-	Total Fee	Feb 2020	2019-2020	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input type="checkbox"/>	Manua	-	Registration Fee	Feb 2020	2019-2020	\$400.00	\$0.00	\$0.00	\$400.00
<input type="checkbox"/>	Manua	-	Material Fee	Feb 2020	2019-2020	\$500.00	\$0.00	\$0.00	\$500.00
<input type="checkbox"/>	Manua	-	Tuition Fee	Feb 2020	2019-2020	\$600.00	\$0.00	\$0.00	\$600.00

Summary: Remaining Amount Due: \$1,500.00; Amount To Pay: \$0.00. A note at the bottom says: 'Note: Please select at least one student's fee.'

Step 5: Please select "See Details" check box for different fee types of student's (one/check all). And click on Pay Now button. The page looks like the image below.

The screenshot shows the 'Payment' tab with the 'See Details' checkbox checked for the first row. The table of student records is updated:

See Details	Student's Name	Payment Date	Fee Type	Month-Year	Academic Year	Current Due \$	Past Due \$	Payment Submitted \$	Due Amount \$
<input checked="" type="checkbox"/>	Manua	-	Total Fee	Feb 2020	2019-2020	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input checked="" type="checkbox"/>	Manua	-	Registration Fee	Feb 2020	2019-2020	\$400.00	\$0.00	\$0.00	\$400.00
<input type="checkbox"/>	Manua	-	Material Fee	Feb 2020	2019-2020	\$500.00	\$0.00	\$0.00	\$500.00
<input type="checkbox"/>	Manua	-	Tuition Fee	Feb 2020	2019-2020	\$600.00	\$0.00	\$0.00	\$600.00

Summary: Remaining Amount Due: \$1,100.00; Amount To Pay: \$400.00. A 'Pay Now' button is visible next to the first row.

Step 5.1: Here another payment option to pay the all fee types of students at a time. For this, Please select "See Details" check box then all fee types and students selected for payment. And click on Make a Payment button. The page looks like the image below.

Member Information **Payment** Payment History Account History

Select Student Records Print Statement

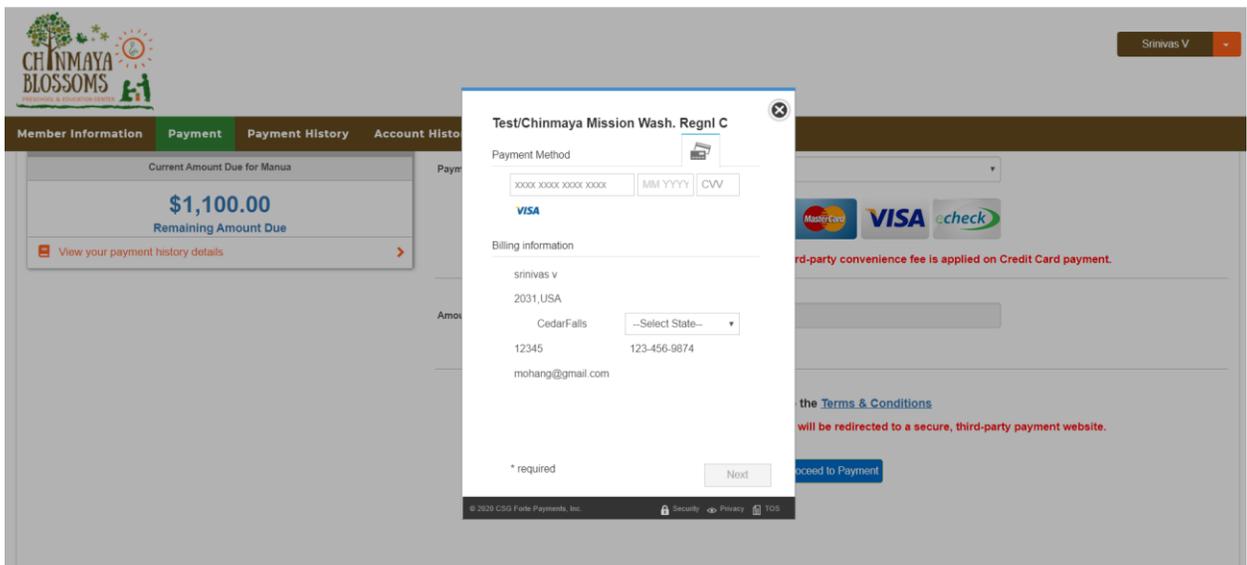
NOTE: Any payments generated will not be reflected in your account until the next business day.

<input type="checkbox"/> See Details	Student's Name	Payment Date	Fee Type	Month-Year	Academic Year	Current Due \$	Past Due \$	Payment Submitted \$	Due Amount \$
<input type="checkbox"/>	Manua	--	Total Fee	Feb 2020	2019-2020	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input checked="" type="checkbox"/>	Manua	--	Registration Fee	Feb 2020	2019-2020	\$400.00	\$0.00	\$0.00	\$400.00
<input checked="" type="checkbox"/>	Manua	--	Material Fee	Feb 2020	2019-2020	\$500.00	\$0.00	\$0.00	\$500.00
<input checked="" type="checkbox"/>	Manua	--	Tuition Fee	Feb 2020	2019-2020	\$600.00	\$0.00	\$0.00	\$600.00
Remaining Amount Due:									\$0.00
Amount To Pay:									\$1,500.00

Make a Payment

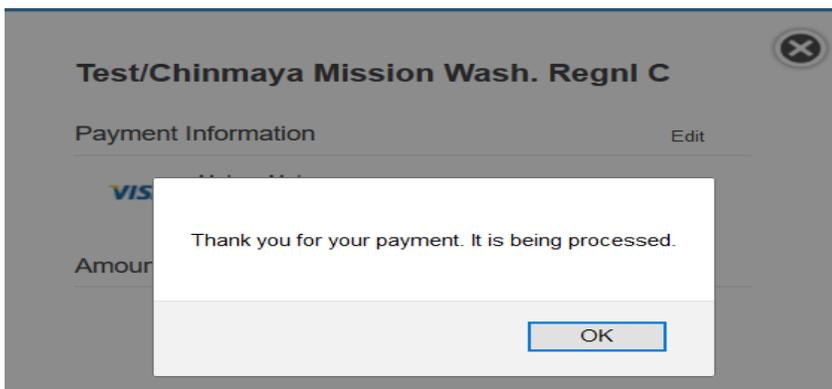
Step 6: After clicking on Pay Now button. Its goes to "make a One-Time Payment" page, the page looks like the image below.

- Please select a payment method like Credit Card or eCheck option.
Note: **American Express cards are not accepted.**
- Note: 1) **A 2% third-party convenience fee is applied on Credit Card payment.**
2) **Preferred and recommended mode of payment is eCheck incurs no convenience fee.**
- Click on the I agree to the [Terms & Conditions](#) check box.
- Click on the Proceed to Payment button
- After clicking on the Proceed to Payment button, you will open the payment Integration page which looks like the image below. You will be redirected to a secure third-party pop-up payment page. Your information is encrypted and secure on this page.



Step 7: Enter card details and complete the payment process.

- Moving forward with the payment process, you will open a payment Integration page which looks like the image below. Fill the form details and finish the payment process.



- Upon finishing, you will see a screen alerting you that the payment is processed and complete.
- Furthermore, a payment confirmation email is sent to the registered user, along with a PDF version of the payment as an attachment.
- There will an option for you to view your payment history, print your current invoice/receipt and also previous activities.
- The user will also be able to save the receipt as a PDF for personal financial records.
- Once the action is completed, the user can log out of the payment gateway.