

User Manual for Chinmaya Blossoms 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.

CH INMAYA BLOSSOMS
User Id
Password
6 + 5 = ? C Enter answer
SIGN IN
Reset Password Forgot UserID Forgot Password
User Manual For Payment Portal Click Here

- On this page, you can login by using your Email id, password and enter answer.
- 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 **SIGN IN** button.

CH NMAYA BLOSSOMS					⑦ Rar	nufather Cb 🌘
Payments	Cb Ramu Profile	Cb Ramu A	ccount			Θ
Payment History	*		Balance Due	Program	Payment Due	Amount
🔮 Credits		* 0	Past	Preschool	May, 2022	\$850.00
FSA Letters		* 0	Past	Ganesha 6/13 - 6/24 - In Person Summer camp 2022	Jun, 2022	\$300.00
	Student ID: 223	0	Current	4 Themes 6/13 - 8/5 - In Person Summer camp 2022	Jul, 2022	\$2,000.00
	Join Date: 05/24/2022 Current Program: Preschool Status: Active				Payable Amount :	\$0.00 PROCEED TO PAY
		Somu Acco	unt			Θ
	Somu Profile	Θ	Balance Due	Program	Payment Due	Amount
		* 0	Past	Preschool	Jun, 2022	\$850.00
	Somu Cb				Payable Amount :	\$0.00 PROCEED TO PAY
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Step 2: After clicking on the SIGN IN button, you will open a webpage which looks like the image below.

Step 3: Select payment due record (s),

3.1: If you have any Past Balance Due record(s), Select past balance due record(s) check box.

3.2: If you do not have any Past balance due record(s), select current balance due record(s) check box and click on **PROCEED TO PAY** button.

Note: If there is a past due and parents decide to skip,

Please select Skip Past Due radio button and select the reason,

and automated email will be sent to the director of Chinmaya Blossoms and a copy of the email will be sent to the parents.

CHINMAYA O					0	Ramufather Cb 🏾 🌎
Payments	Cb Ramu Profile	Cb Ramu Ad	count			Θ
Payment History	1		Balance Due	Program	Payment Due	Amount
Credits		* 🗆	Past	Preschool	May, 2022	\$850.00
FSA Letters		* •	Past	Ganesha 6/13 - 6/24 - In Person Summer camp 2022	Jun, 2022	\$300.00
	Student ID: 222	Ø	Current	4 Themes 6/13 - 8/5 - In Person Summer camp 2022	Jul, 2022	\$2,000.00
	Join Date: 05/24/2022 Current Program: Preschool Status: Active	There	is a past due for the m	nonth(s) May 2022. Request you to clear the due.	 Yes, Pay Past Due Skip, Past Due 	
	Somu Profile	Θ				
					Payable Amount :	\$2,000.00 PROCEED TO PAY
		Somu Acco	unt			Θ
	Somu Cb		Balance Due	Program	Payment Due	Amount

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Step 4: After clicking on the **PROCEED TO PAY** button you will open a popup that looks like the image below.

CHINMAYA O BLOSSOMS								×
Payments	Cb Somesh Profile	Θ	Cb Sc	omesh	Account		Make a	One - Time Payment
Payment History					Balance Due	Program	Total Amount To Poy	2550.00
Credits			*		Past	Preschool	for Cb Somesh:	200000
FSA Letters			*		Past	4 Themes 6/13 - 8/5 - In Person 2022	Total Amount To Pay	Select Payment Method 🗸 🗸
	Cb	Somesh Cbs			Current	Preschool	DISCOVER	VISA ccheck
	Student ID: Join Date: Current Program:	224 05/24/2022 Preschool					Note: 1. A 3% third	d party convenience fee will be
	Status:	Active					applied to C 2. eCheck in	redit Card payments. Icures no convenience fee.
							I agree to the Term	ns & Conditions
							Pr	oceed to Payment

Step 5: Make a One-Time Payment,

- Please select a payment method like Credit Card or eCheck option.
 Note: American Express cards are not accepted.
- Note: 1) A 3% 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 <u>Terms & Conditions</u> 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.

CH NMAYA BLOSSOMS			
Payments		Test/Chinmaya Mission Wash. Regni C X PAYMENT METHOD	ke a One - Time Payment
Payment History		Card number Credit Card Number Total Amount T Exp date(MM YYYY) Expiration Security code CVV Program Tot & Somesh:	o Pay 2550.00
SA Letters		V/54 Total Amount T	o Pay Visa 🗸
	Cb Somesh Cbs	Full name Someshfather Cbs + Address line 1 Block-15	
	Student ID: 224 Join Date: 05/24/2022 Current Program: Preschool Statur: Active	City State Lowa Connecticut → Postal code 12312 * Phone number 452-102-3002 * Email address Someshfather@soft.in	In third party convenience fee will be ad to Credit Card payments. heck incures no convenience fee.
		e 2022 CGG Forte Paymenta, Inc.	e Terms & Conditions ou click on Proceed to Payment', firected to a secure, third-party payment website. Proceed to Payment

Step 6: Enter card/eCheck 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.

Test/C	hinmaya Mission Wash. Re	egnl C	8
Paymen	t Information	Edit	
Amour	Thank you for your payment. It is being p	processed.	
		ок	

- 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.

Steps For Reset Password:

Step 1: Click on Reset Password in User login page, after clicking on Reset Password you will open a popup that looks like the image below.

CHINMAYA BLOSSOMS	
User Email	
Old Password	
New Password	
Confirm Password	
Update Cancel	

Step 2: Enter User Email, Old Password, New Password and Confirm Password. Step 3: Click on Update button and login with new password.

Steps For Forgot User ID:

Step 1: Click on Forgot User ID in User login page, after clicking on Forgot User ID you will open a popup that looks like the image below.



Step 2: Enter User registered mobile number.

Step 3: Click on Submit button.

Step 4: After Clicking on Submit button, system will send User ID to your register email.

Steps Forgot Password:

Step 1: Click on Forgot User ID in User login page, after clicking on Forgot User ID you will open a popup that looks like the image below.

CH NMAYA BLOSSOMS PEECHOLA EDUCATION CENTER	
Email Address	
Submit	
Back To Login	

Step 2: Enter User registered email address.

Step 3: Click on Submit button.

Step 4: After Clicking on Submit button, system will send password to your register email.

Steps Profile Update:



CHINMAYA BLOSSOMS						0	Ramufather Cb 🌘
Payments	Cb Ramu Profile	Θ	Cb Ramu A	ccount			Θ
Payment History		*		Balance Due	Program	Payment Due	Amount
Stredits			*	Past	Preschool	May, 2022	\$850.00
FSA Letters		Cb Ramu Cb	* □	Past	Ganesha 6/13 - 6/24 - In Person Summer camp 2022	Jun, 2022	\$300.00
	Student ID: Join Date:	223 05/24/2022		Current	4 Themes 6/13 - 8/5 - In Person Summer camp 2022	Jul, 2022	\$2,000.00

Step 2: Click on user profile icon and click on My Profile, please see the screenshot below.

CH NMAYA							
BLOSSOMS ET	_					User Profile	×
Payments	Studentone Profile	Θ	Studentone	Account			Fatherone Last
Payment History				Balance Due	Program		Fatherone@soft.in
Credits		Future Preschool					
FSA Letters						👗 My Pr	rofile
	Studentone	Last					
	Student ID: 22	2				🥬 Char	nge Password
	Join Date: 05	/17/2022				(h)	
	Status: Ac	tive					but

Step 3: After clicking on My Profile, you will open a popup that looks like the image below.

CHINMAYA BLOSSOMS								⑦ Ramufather Cb ●
Payments	Primary Contact				Secondary Contact			
Payment History				🖉 Edit				🖉 Edit
Credits		Full Name Ramufather Cb Full N	Full Name	Ramumother Cb				
FSA Letters		Relationship	Father			Relationship	Mother	
		Contact No 456-123-0213	Contact No	456-987-4102				
		Email	Mohan.Gundu@Itaugments.Com			Email	Ramumother@Soft.In	
		Address	25 Block-1 Fa, CO 45623			Address	25 Block-1 Fa, FL 45623	
		Language	English, Telugu			Language	Hindi	
	Emergency Contact 1				Emergency Contact 2			
				🖉 Edit				🖉 Edit
	Full Name	Sid			Full Name	Somya		
	Relationship	Uncle			Relationship	Grand Mo	ther	
		0	Chinmava Blossoms 2022 All Rights Reserved	Version 1.1 © 202	22. Powered by Softthink Soluti	ons		

Step 4: If you want to Edit Profile details, please click on Edit icon.

CHINMAYA BLOSSOMS								⑦ Ramufather Cb ()
Payments	Primary Contact				Secondary Contact			
Payment History				🧭 Edit				🧭 Edit
Credits		Full Name	Ramufather Cb			Full Name	Ramumother Cb	
FSA Letters		Relationship	Father			Relationship	Mother	
		Contact No	456-123-0213			Contact No	456-987-4102	
		Email	Mohan.Gundu@Itaugments.Com			Email	Ramumother@Soft.In	
		Address	25 Block-1 Fa, CO 45623			Address	25 Block-1 Fa, FL 45623	
		Language	English, Telugu			Language	Hindi	
	Emergency Contact 1				Emergency Contact 2			
				🥟 Edit				🧭 Edit
	Full Name	Sid			Full Name	Somya		
	Relationship	Uncle			Relationship	Grand Mc	other	
		C	Chinmaya Blossoms 2022 All Rights Reserve	d Version 1.1 © 20	22. Powered by Softthink Solut	ions		

Step 5: After clicking on Edit Icon, you will open a popup that looks like the image below. Enter details and click on Save button.

CHINMAYA O										🧿 Ran	nufather Cb 🌘
				Primary Conta	act	×					
	Primary Contact			First Name	Ramufather		ntact				
				Last Name	Cb						🖉 Edit
Scredits		Full Name	Ramufather	Relationship	Father	~		Full Name	Ramumother Cb		
		Relationship	Father	Contact No	456-123-0213			Relationship	Mother		
		Contact No	456-123-021	Email	mohan.gundu@itaugments.com			Contact No	456-987-4102		
		Email	Mohan.Gund	Address	25 Block-1			Email	Ramumother@Soft.In		
		Address	25 Block-1 Fa, CO 4562			4		Address	25 Block-1 Fa. Fl. 45623		
			Fastish Tak	State	COLORADO	~			10.12		
		Language	English, Telu	City	Fa			Language	Hindi		
	Emergency Contact 1			Zip code	45623		ontact 2				
				Language	English, Telugu						🖉 Edit
				r							
	Full Name	Sid			E Save Sancel			Somya			
	Relationship	Uncle						Grand Mo	ther		
				lossoms 2022 All Rig	phts Reserved Version 1.1 © 2022. Powe	red by S	oftthink Solu	tions			

Step For Change password:

CH NMAYA O BLOSSOMS			⑦ Rar	mufather Cb 🌘
Payments	Cb Ramu Profile	Cb Ramu Account		Θ
Payment History	**	Balance Due Program	Payment Due	Amount
Scredits		★ □ Past Preschool	May, 2022	\$850.00
FSA Letters	Ch Dany Ch	Past Ganesha 6/13 - 6/24 - In Person Summer ca 2022	mp Jun, 2022	\$300.00
	Student ID: 223	Current 4 Themes 6/13 - 8/5 - In Person Summer ca	mp Jul, 2022	\$2,000.00
	Join Date: 05/24/2022 Current Program: Preschool Status: Active	There is a past due for the month(s) May 2022. Request you to clear the due.	Yes, Pay Past DueSkip, Past Due	
	Somu Profile		Payable Amount :	\$2,000.00 PROCEED TO PAY
	Somu Cb	Somu Account Balance Due Program	Payment Due	Amount
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Step 1: Go to User Profile and click on change password, please see the screenshot below.

Step 2: After clicking on change password, you will open a popup that looks like the image below.

Old Password	
New Password	
Confirm Password	

Step 3: Enter Old Password, New Password and Confirm Password and click on Update.