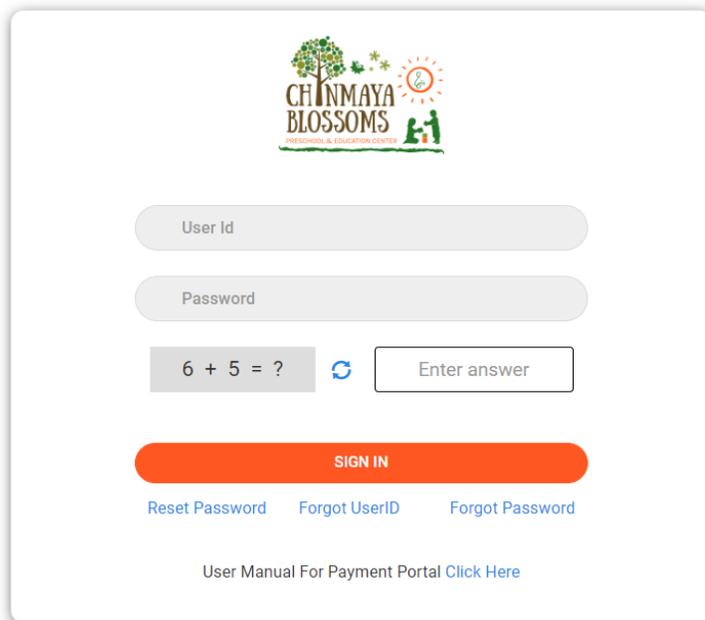


## User Manual for Chinmaya Blossoms Payment Process

**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/>

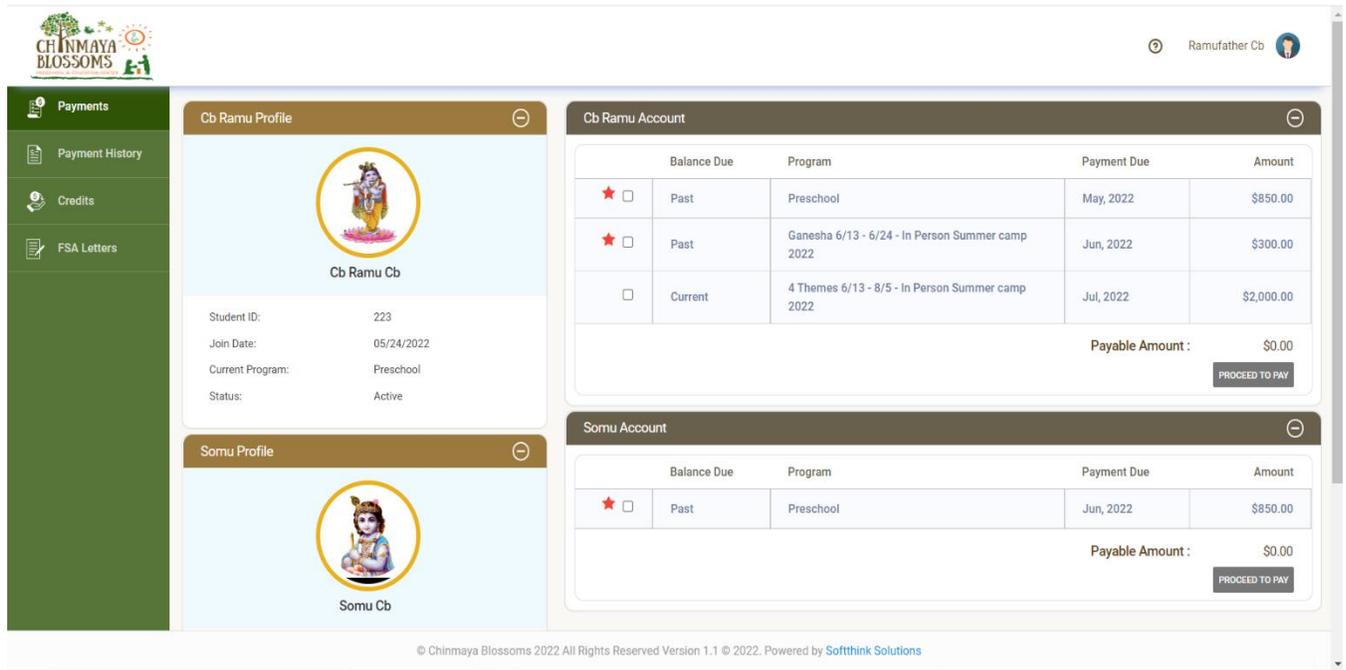
- Click the enter key or the left key of your mouse to enter the website.
- After clicking to access the website, you will open a webpage which looks like the image below.



The screenshot shows the login interface for Chinmaya Blossoms. At the top is the organization's logo. Below it are two input fields: 'User Id' and 'Password'. A security question is displayed as '6 + 5 = ?' with a refresh icon and an 'Enter answer' input field. A prominent orange 'SIGN IN' button is centered below the fields. At the bottom of the form, there are three links: 'Reset Password', 'Forgot UserID', and 'Forgot Password'. A footer link reads '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.

**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),

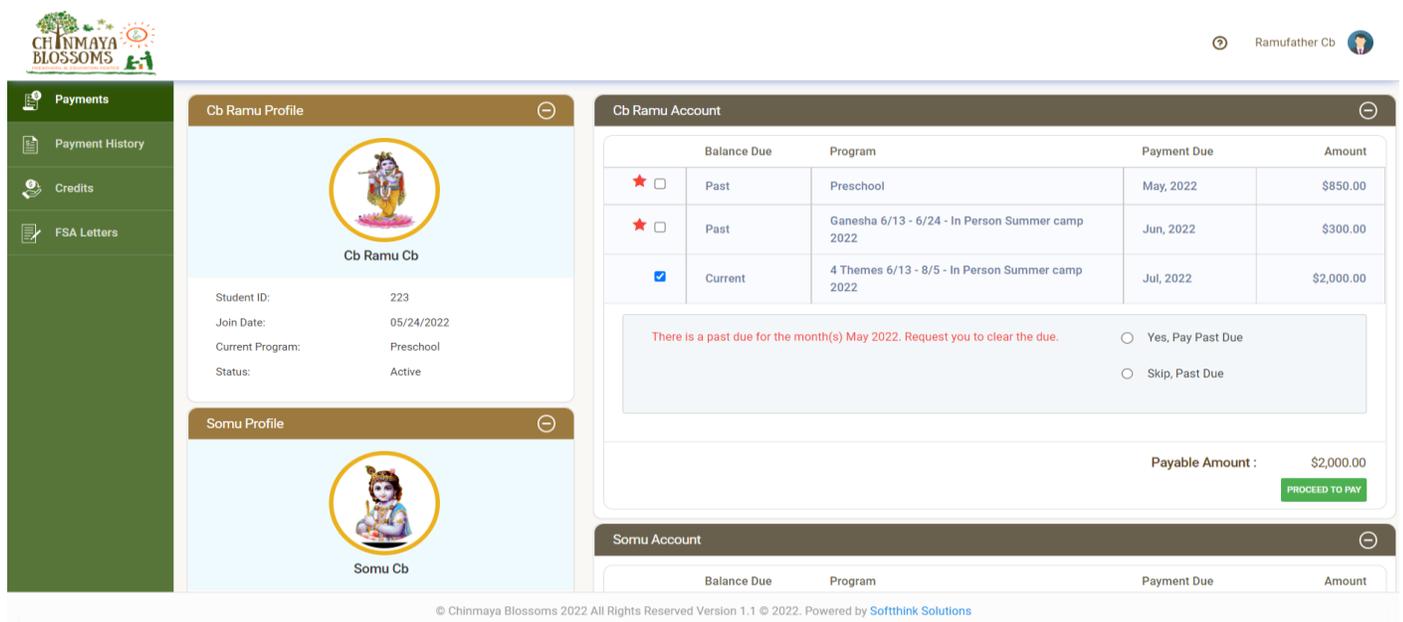
**3.1:** If you have any Past Balance Due record(s), Select past balance due record(s) check box.

**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.

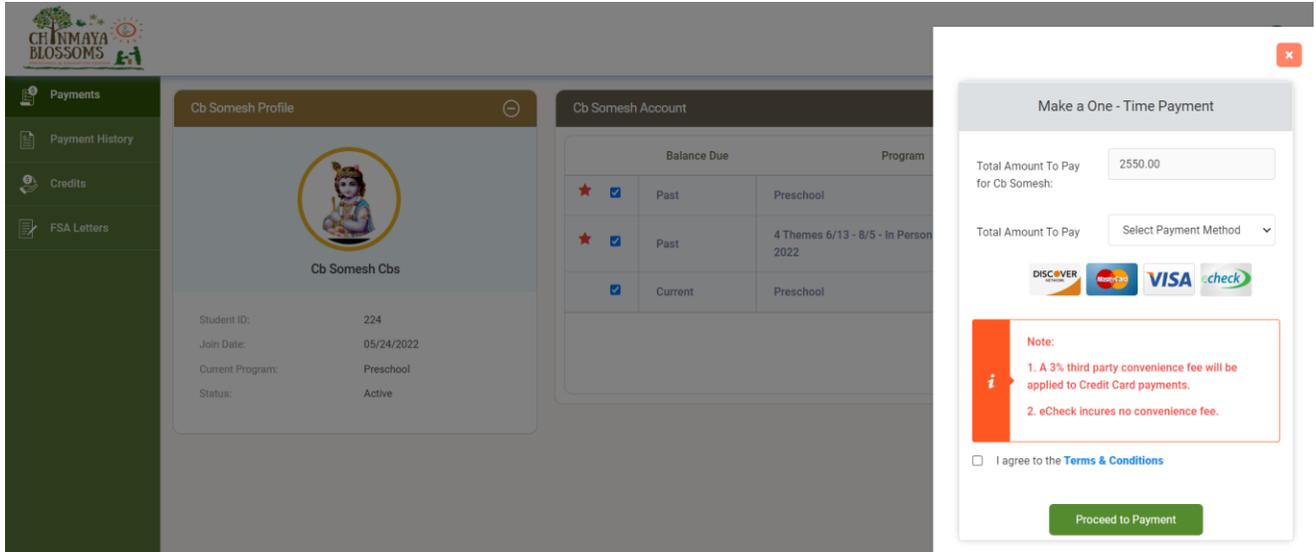
**Note:** If there is a past due and parents decide to skip,

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.

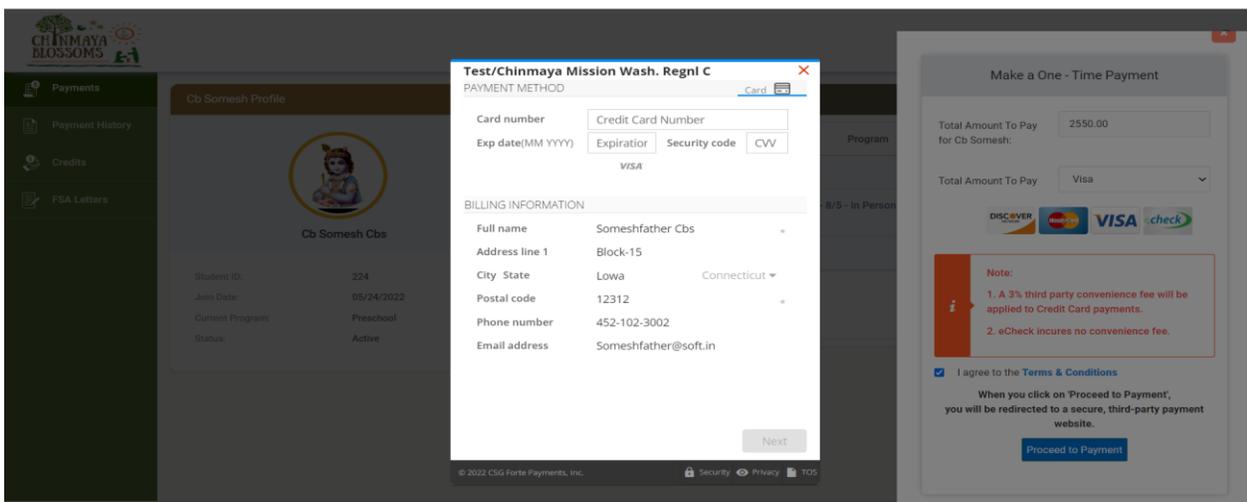


**Step 4:** After clicking on the **PROCEED TO PAY** button you will open a popup that looks like the image below.



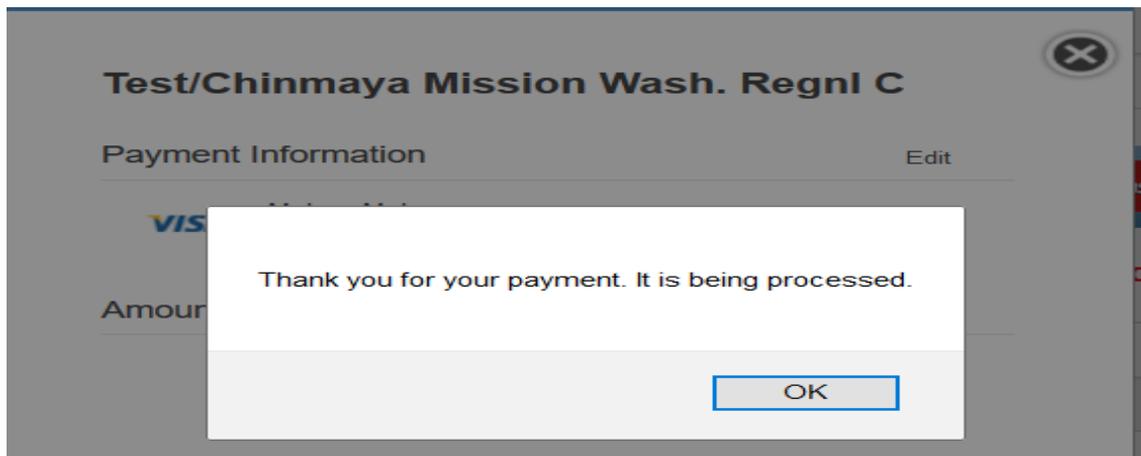
**Step 5:** Make a One-Time Payment,

- 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 [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 6:** Enter card/eCheck details and complete the payment process.

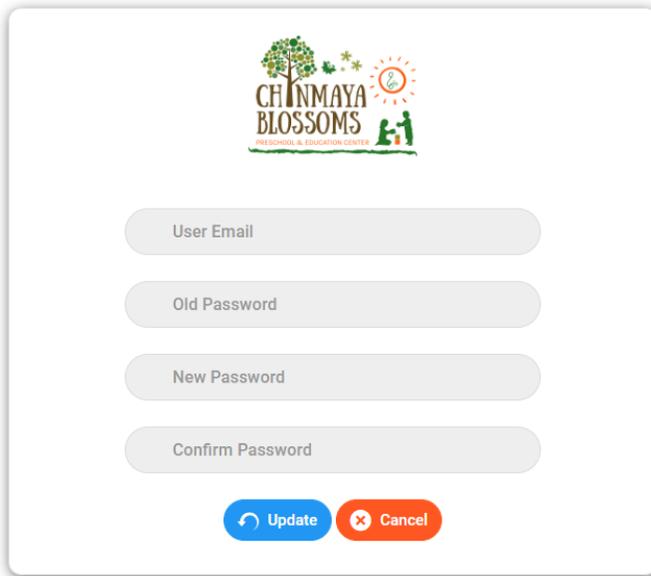
- Moving forward with the payment process, you will open a payment Integration page which looks like the image below. Fill the form details and finish the payment process.



- 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.



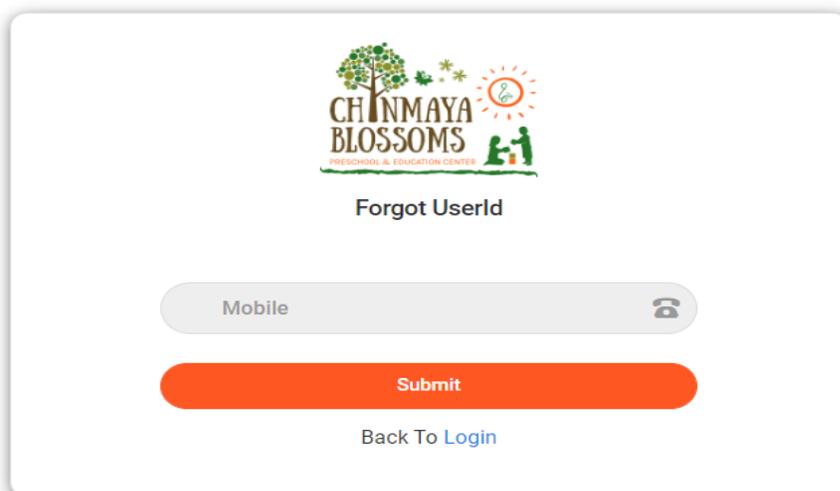
The screenshot shows a popup window with the Chinmaya Blossoms logo at the top. Below the logo are four input fields: "User Email", "Old Password", "New Password", and "Confirm Password". At the bottom of the popup are two buttons: a blue "Update" button with a refresh icon and an orange "Cancel" button with a close icon.

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.



The screenshot shows a popup window with the Chinmaya Blossoms logo at the top. Below the logo is the text "Forgot Userid". There is a single input field labeled "Mobile" with a mobile phone icon on the right. Below the input field is a large orange "Submit" button. At the bottom of the popup is a blue link that says "Back To Login".

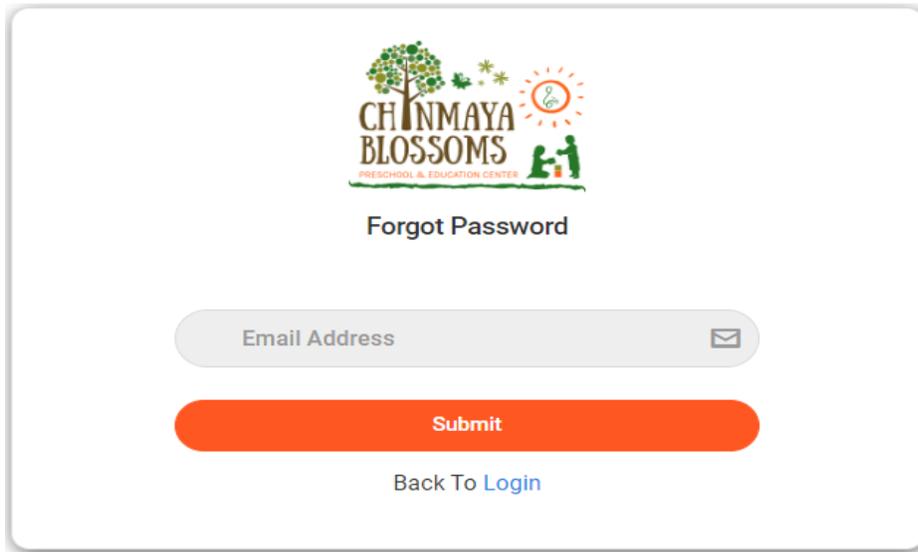
Step 2: Enter User registered mobile number.

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.



CHINMAYA BLOSSOMS PRESCHOOL & EDUCATION CENTER

Forgot Password

Email Address

Submit

[Back To Login](#)

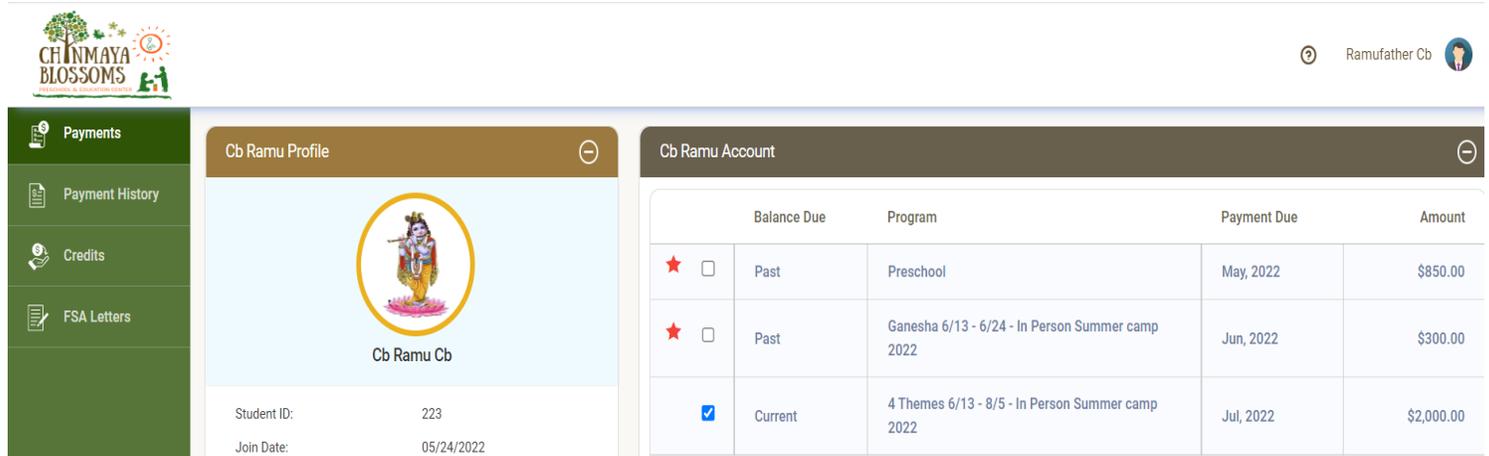
Step 2: Enter User registered email address.

Step 3: Click on Submit button.

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

### Steps Profile Update:

Step 1: Go to My Profile in Dashboard Page.



CHINMAYA BLOSSOMS PRESCHOOL & EDUCATION CENTER

Ramufather Cb

Payments

- Payment History
- Credits
- FSA Letters

**Cb Ramu Profile**



Cb Ramu Cb

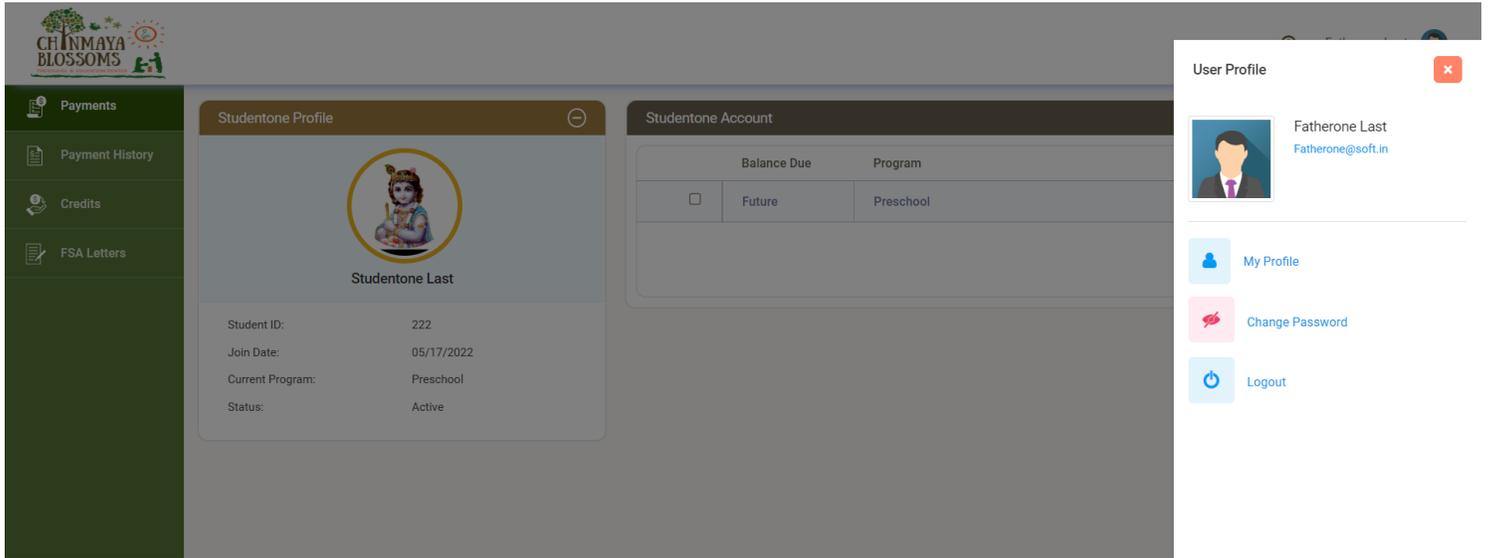
Student ID: 223

Join Date: 05/24/2022

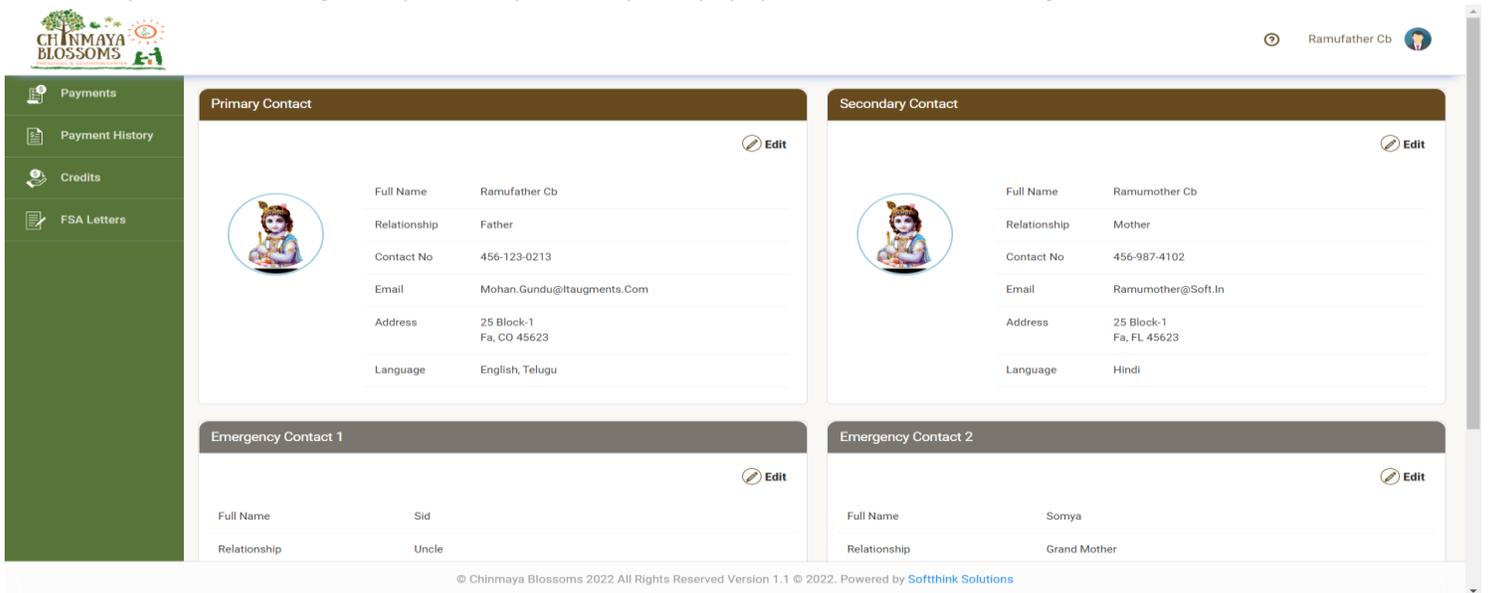
**Cb Ramu Account**

	Balance Due	Program	Payment Due	Amount
★ <input type="checkbox"/>	Past	Preschool	May, 2022	\$850.00
★ <input type="checkbox"/>	Past	Ganesha 6/13 - 6/24 - In Person Summer camp 2022	Jun, 2022	\$300.00
<input checked="" type="checkbox"/>	Current	4 Themes 6/13 - 8/5 - In Person Summer camp 2022	Jul, 2022	\$2,000.00

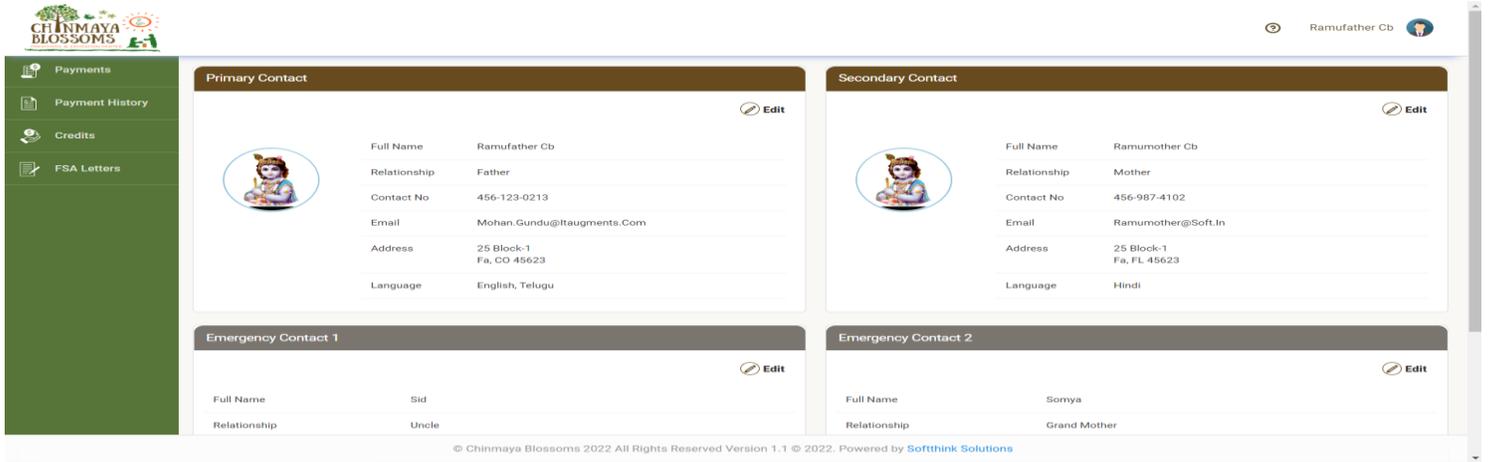
Step 2: Click on user profile icon and click on My Profile, please see the screenshot below.



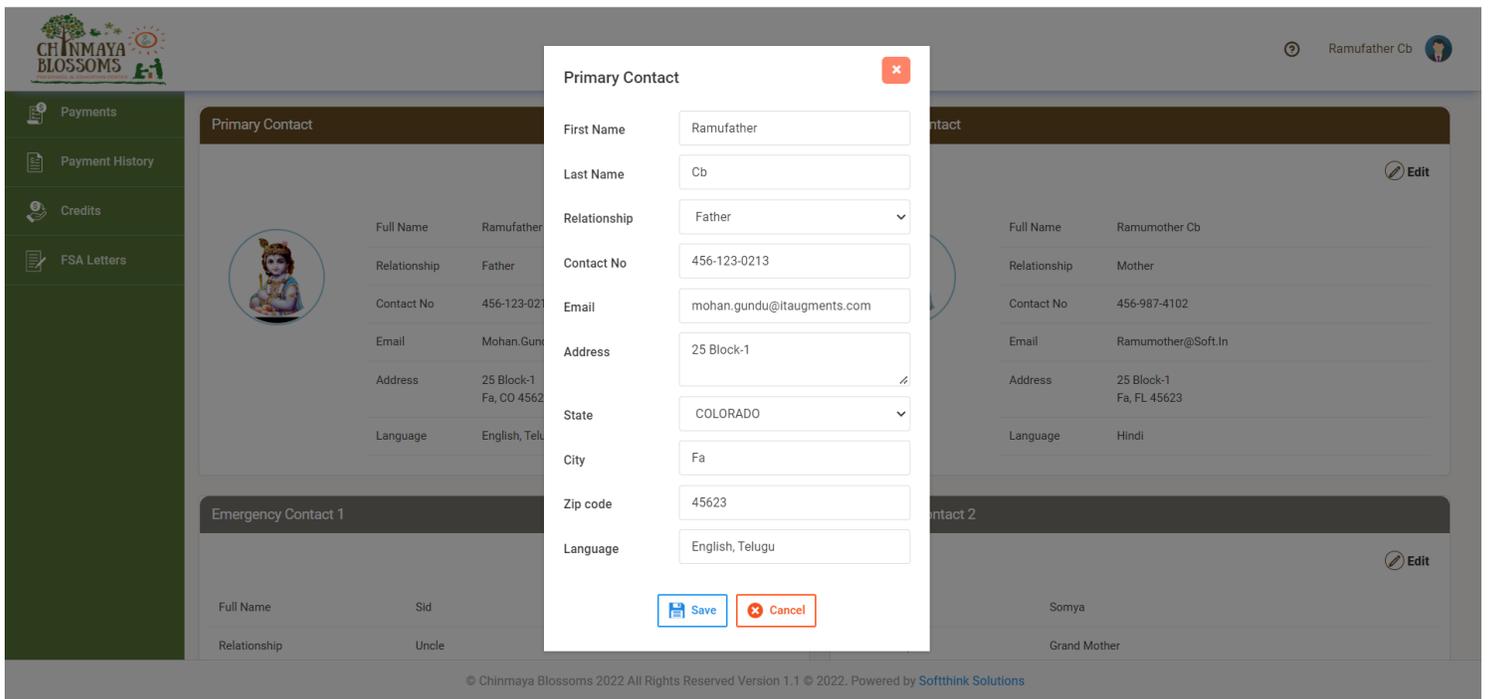
Step 3: After clicking on My Profile, you will open a popup that looks like the image below.



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



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.



## Step For Change password:

Step 1: Go to User Profile and click on change password, please see the screenshot below.

The screenshot displays the Chinmaya Blossoms parent portal interface. On the left is a navigation menu with options: Payments, Payment History, Credits, and FSA Letters. The main content area is divided into two profile sections: 'Cb Ramu Profile' and 'Somu Profile'. The 'Cb Ramu Profile' section shows a profile picture of a child, the name 'Cb Ramu Cb', and details: Student ID: 223, Join Date: 05/24/2022, Current Program: Preschool, Status: Active. The 'Somu Profile' section shows a profile picture of a child and the name 'Somu Cb'. To the right, the 'Cb Ramu Account' section contains a table of account balances due:

	Balance Due	Program	Payment Due	Amount
<input type="checkbox"/>	Past	Preschool	May, 2022	\$850.00
<input type="checkbox"/>	Past	Ganesh 6/13 - 6/24 - In Person Summer camp 2022	Jun, 2022	\$300.00
<input checked="" type="checkbox"/>	Current	4 Themes 6/13 - 8/5 - In Person Summer camp 2022	Jul, 2022	\$2,000.00

Below the table, a message states: 'There is a past due for the month(s) May 2022. Request you to clear the due.' with radio button options for 'Yes, Pay Past Due' and 'Skip, Past Due'. At the bottom right of the account section, it shows 'Payable Amount : \$2,000.00' and a 'PROCEED TO PAY' button. The footer of the page reads: '© Chinmaya Blossoms 2022 All Rights Reserved Version 1.1 © 2022. Powered by Softthink Solutions'.

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

The screenshot shows a password change popup window. At the top center is the Chinmaya Blossoms logo. Below the logo are three input fields: 'Old Password', 'New Password', and 'Confirm Password'. At the bottom of the popup are two buttons: a blue 'Update' button with a refresh icon and a red 'Cancel' button with an 'X' icon.

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