



## Table of Contents

|   |           |
|---|-----------|
| <b>1. Introduction .....</b>                          | <b>3</b>  |
| <b>1.1 Overview of the Web Application.....</b>       | <b>3</b>  |
| <b>1.2 Scope of the User Manual.....</b>              | <b>3</b>  |
| <b>1.3 Intended Audience of the Application .....</b> | <b>3</b>  |
| <b>1.4 Application Convention .....</b>               | <b>3</b>  |
| <b>2. Login.....</b>                                  | <b>4</b>  |
| <b>2.1 Application Form .....</b>                     | <b>5</b>  |
| <b>2.2 GST Fee .....</b>                              | <b>5</b>  |
| <b>2.3 Miscellaneous Fee.....</b>                     | <b>9</b>  |
| <b>3. For Technical Support.....</b>                  | <b>11</b> |

## **1. Introduction**

### **1.1 Overview of the Web Application**

The software has been developed for the GST and Miscellaneous Fee Management portal of University of Lucknow. The module is intended to be used by the authorized users or students to pay the GST and Miscellaneous fee and avail the students' centric services. This portal enables user to login and view the required details to pay the application fee (GST/Miscellaneous) through the fee portal of University of Lucknow and furnish the related details after login.

Along with, the services details, notifications, updates, and status of acceptance and rejection of requests, all will be available to the respective users for its further processes.

The concerned departmental users can also track the status of the entire execution of services from their login and will get SMS & Email alerts at all necessary steps.

### **1.2 Scope of the User Manual**

This user manual provides step-by-step guidance on how the authorized users will use the software to process/pay the GST and Miscellaneous fee on portal.

### **1.3 Intended Audience of the Application**

Officials from the University of Lucknow will be the intended audience of this application.

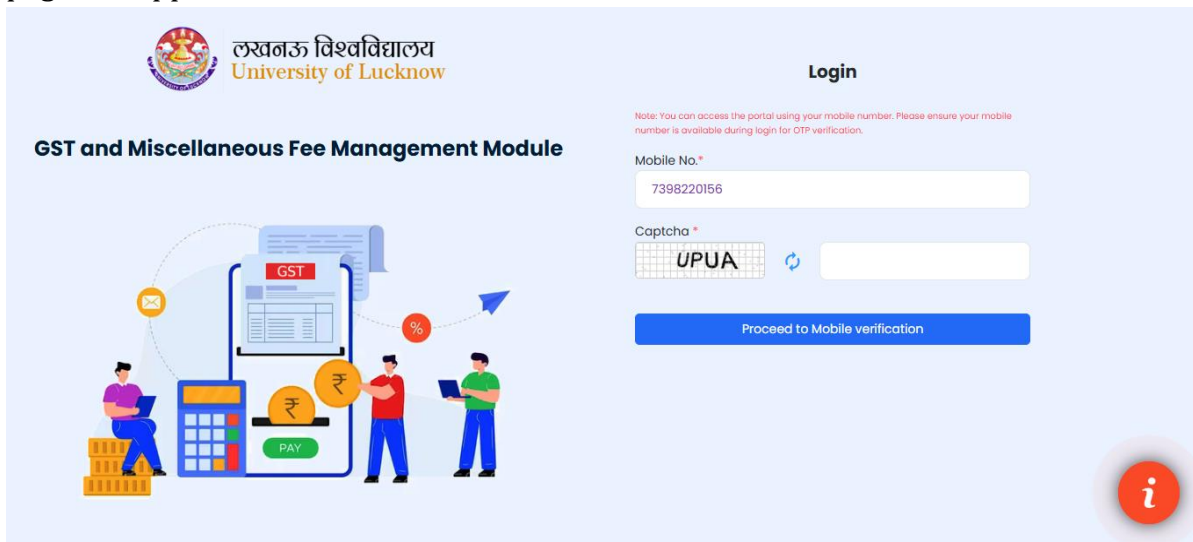
### **1.4 Application Convention**

The application has the following conventions:

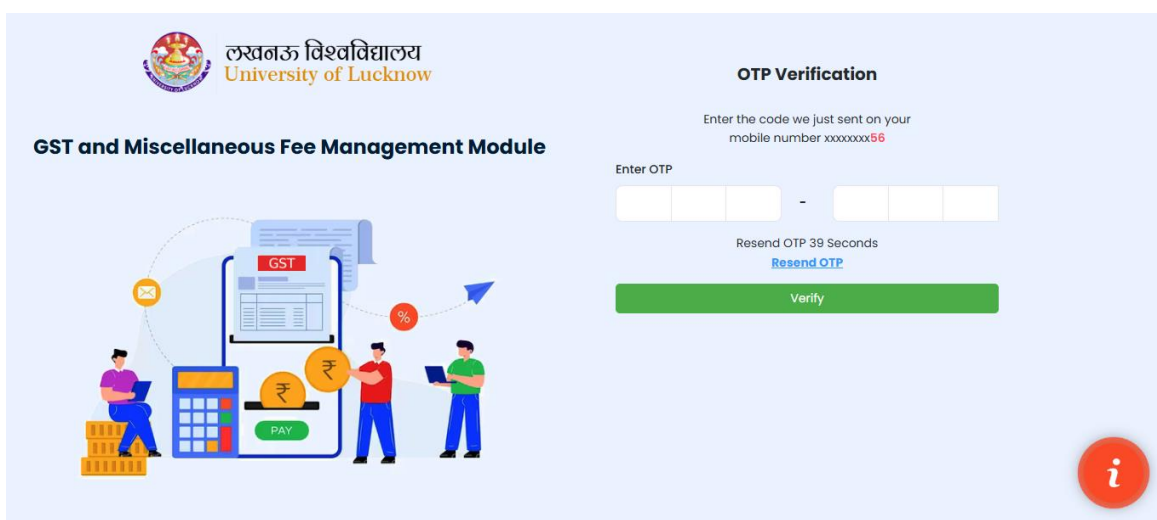
- a. Fields which have \* sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

## 2. Login

To access the GST and Miscellaneous fee (fee portal) login page, click and open the login page by entering the login URL <https://fee.lkouniv.ac.in/apps/gst/account/index> in the web browser; the login page will appear, as shown below:



- Enter **Mobile No.** and **Captcha** in the given fields and then click on **Proceed to Mobile Verification** button.
- Once clicked on **Proceed to Mobile Verification** button from Login page, user will be redirected to the OTP verification page. The OTP verification page will appear, as shown below:



- Enter **OTP** in the given field and then click on **Verify** button below; user will be redirected to the Application Form page.

## 2.1 Application Form

Once logged in to the **Dashboard**; Dashboard page with required details will appear, as shown below:

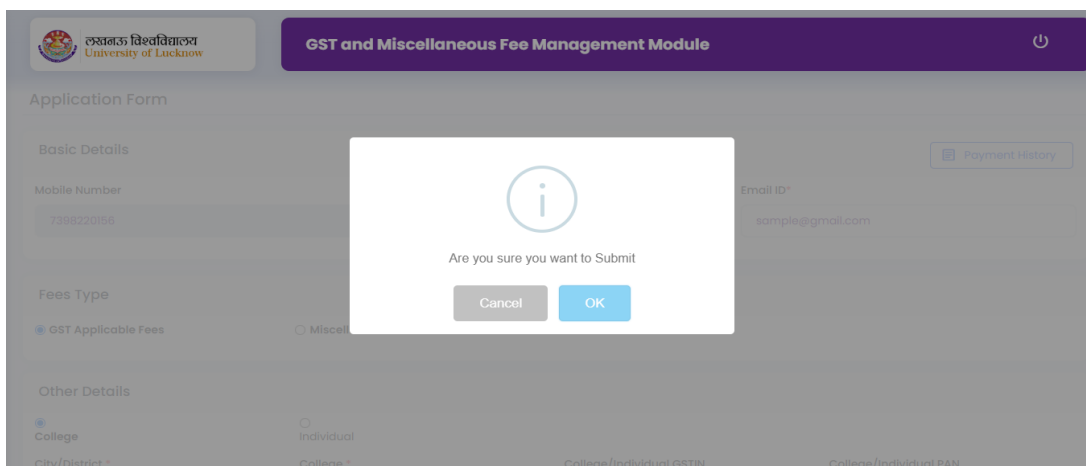
- Enter **Depositor's Name** and **Email ID** in the given fields.
- Select **Fee Type (GST Application Fee/Miscellaneous Fee)**.
- To view payment history, click on **Payment History** button from the top right corner of the page.

## 2.2 GST Fee

To pay for GST, select **GST Application Fee** from Fee Type section; required fields will appear, as shown below:

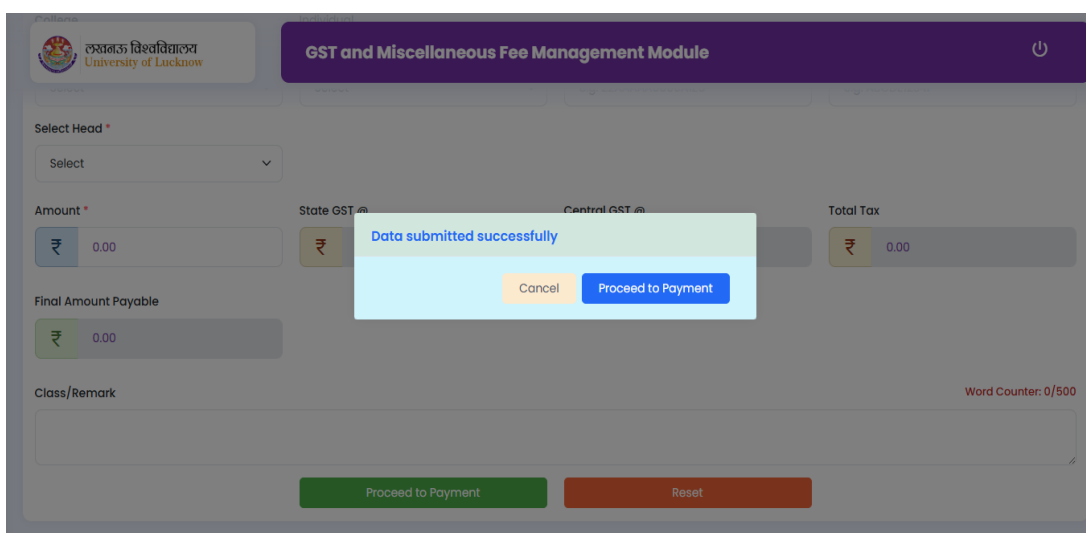
- In case of **COLLEGE(GST Application Fee)**, enter the required details in the given fields:
  - Select **City/District**, **College**, enter **College/Individual GSTIN** and **College/Individual PAN**, select **Head**, and enter **Amount** in the given fields, respectively.

- Once the required details are entered/selected, click on **Proceed to Payment** button.
- Click on **Reset** button to reset details, if needed.
- Once clicked on **Proceed to Payment button**, a pop-up screen with “**Are you sure you want to submit**” message will appear, as shown below:



The screenshot displays the 'GST and Miscellaneous Fee Management Module' interface. A central pop-up window with a white background and a blue border contains an information icon (i) and the text 'Are you sure you want to Submit'. Below the text are two buttons: 'Cancel' (grey) and 'OK' (blue). The background is a dimmed view of the application form, which includes sections for 'Basic Details' (Mobile Number, Email ID), 'Fees Type' (GST Applicable Fees, Miscellaneous), and 'Other Details' (College, Individual, City/District, College/Individual GSTIN, College/Individual PAN). A 'Payment History' button is visible in the top right corner.

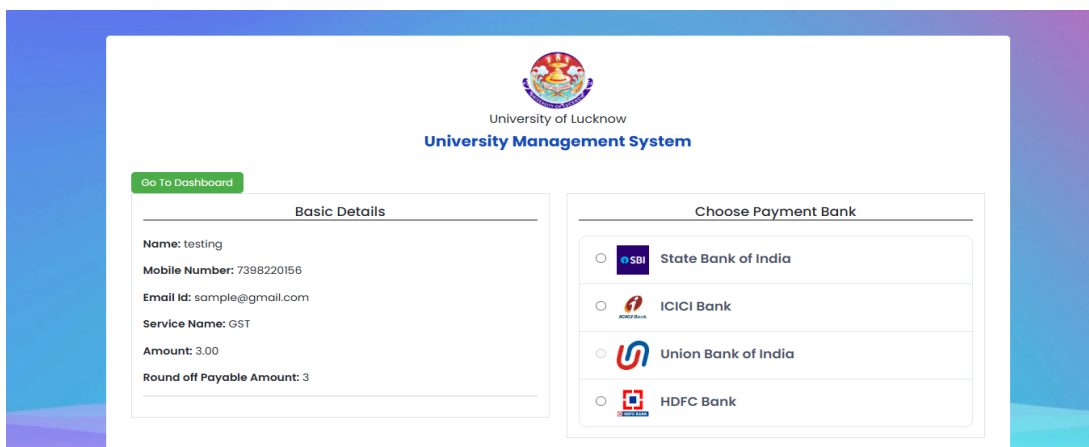
- Click on **OK** button and proceed to payment.
- Click on **Cancel** button to cancel payment.



The screenshot shows the same 'GST and Miscellaneous Fee Management Module' interface. A light green pop-up window with a blue border displays the message 'Data submitted successfully'. Below the message are two buttons: 'Cancel' (orange) and 'Proceed to Payment' (blue). The background form is visible, showing fields for 'Select Head', 'Amount', 'State GST @', 'Central GST @', 'Total Tax', 'Final Amount Payable', and 'Class/Remark'. At the bottom of the form are two large buttons: 'Proceed to Payment' (green) and 'Reset' (brown). A 'Word Counter: 0/500' is visible in the bottom right corner.

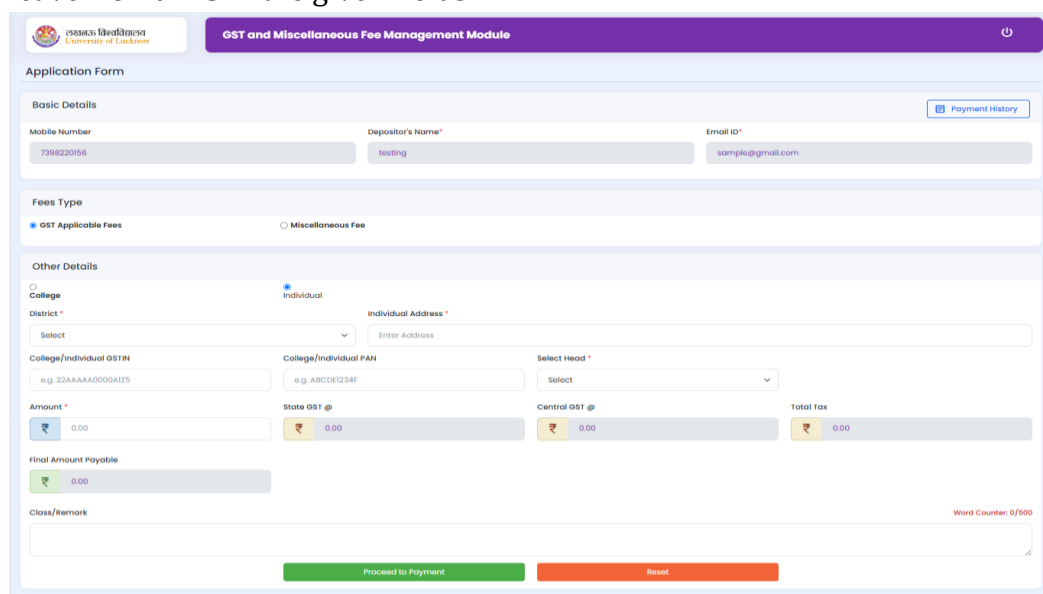
- Once clicked on **Proceed to Payment button**; user will be redirected to the fee payment page to choose the respective banks to proceed and pay.

- Payment page with the required Banks name will appear, as shown below:



The screenshot shows the 'University Management System' interface. At the top, there is a 'Go To Dashboard' button. Below it, the 'Basic Details' section contains the following information: Name: testing, Mobile Number: 7398220156, Email Id: sample@gmail.com, Service Name: GST, Amount: 3.00, and Round off Payable Amount: 3. To the right, the 'Choose Payment Bank' section lists four banks with radio buttons: SBI (State Bank of India), ICICI Bank, Union Bank of India, and HDFC Bank.

- In case of **INDIVIDUAL(GST Application Fee)**, enter the required details in the given fields:
  - Select **District**, enter **Individual address**, **College/Individual GSTIN**, **College/Individual PAN**, select **Head**, enter **Amount**, and leave **Remarks** in the given fields.



The screenshot displays the 'GST and Miscellaneous Fee Management Module' application form. It includes sections for 'Basic Details' (Mobile Number, Depositor's Name, Email ID), 'Fees Type' (GST Applicable Fees, Miscellaneous Fee), and 'Other Details' (College/Individual selection, District, Individual Address, College/Individual GSTIN, College/Individual PAN, Select Head, Amount, State GST, Central GST, Total Tax, Final Amount Payable, and Class/Remark). A 'Payment History' button is located in the top right. At the bottom, there are 'Proceed to Payment' and 'Reset' buttons. A word counter 'Word Counter: 0/500' is visible on the right side of the form.

- Once the required details are entered, click on **Proceed to Payment** button below.

- Click on **Reset** button to reset details, if needed.

The screenshot shows the 'Application Form' section of the 'GST and Miscellaneous Fee Management Module'. A modal dialog box is displayed in the center with the title 'Are you sure you want to Submit'. It contains two buttons: 'Cancel' and 'OK'. The background form is partially visible, showing fields for 'Basic Details' (Mobile Number, Depositor's Name, Email ID), 'Fees Type' (GST Applicable Fees, Miscellaneous Fee), and 'Other Details' (College/Individual selection, District, Individual Address, College/Individual GSTIN, College/Individual PAN, Select Head, Tender Fee, Amount, State GST @9%, Central GST @9%, Total Tax).

- Click on **OK** button and proceed to payment.
- Click on **Cancel** button to cancel payment.

The screenshot shows the 'Other Details' section of the 'GST and Miscellaneous Fee Management Module'. A modal dialog box is displayed with the message 'Data submitted successfully'. It contains two buttons: 'Cancel' and 'Proceed to Payment'. The background form is partially visible, showing fields for 'Other Details' (College/Individual selection, District, Individual Address, College/Individual GSTIN, College/Individual PAN, Select Head, Tender Fee, Amount, State GST @9%, Central GST @9%, Total Tax, Final Amount Payable, Class/Remark). At the bottom, there are buttons for 'Proceed to Payment' and 'Reset'.

- Once clicked on **Proceed to Payment** button; user will be redirected to the fee payment page to choose the respective banks to proceed and pay.

The screenshot shows the 'University Management System' interface. It features a 'Go To Dashboard' button and a 'Basic Details' section with the following information: Name: testing, Mobile Number: 7398220156, Email Id: sample@gmail.com, Service Name: GST, Amount: 8.00, Round off Payable Amount: 8. To the right, there is a 'Choose Payment Bank' section with four radio button options: SBI State Bank of India, ICICI Bank, Union Bank of India, and HDFC Bank.



## 2.3 Miscellaneous Fee

To pay for Miscellaneous, select **Miscellaneous Fee** from Fee Type section; required fields will appear, as shown below:

The screenshot shows the 'GST and Miscellaneous Fee Management Module' interface. Under 'Fees Type', 'Miscellaneous Fee' is selected. The 'Other Details' section contains several input fields: 'College' (radio button selected), 'City/District' (dropdown), 'College' (dropdown), 'College/Individual GSTIN' (text field with example 'e.g. 22AAAAA0000A1Z5'), 'College/Individual PAN' (text field with example 'e.g. ABCDEI234F'), 'Select Head' (dropdown), 'Select Sub Head' (dropdown), 'Amount' (text field with '₹ 0.00'), and 'Class/Remark' (text area with a 'Word Counter: 0/500'). At the bottom, there are two buttons: 'Proceed to Payment' (green) and 'Reset' (orange).

- In case of **COLLEGE(Miscellaneous Fee)**, enter the required details in the given fields:
  - Select **City/District**, **College**, enter **College/Individual GSTIN** and **College/Individual PAN**, select **Head**, select **Sub-Head**, and enter **Amount** in the given fields, respectively.
  - Once the required details are entered/selected, click on **Proceed to Payment** button.
  - Click **Reset** button to reset details, if needed.
- Once clicked on **Proceed to Payment** button, a pop-up screen with “**Are you sure you want to submit**” message will appear, as shown below:

The screenshot shows the 'Application Form' interface. A confirmation pop-up is displayed in the center, asking 'Are you sure you want to Submit' with 'Cancel' and 'OK' buttons. The background shows the 'Basic Details' section with 'Mobile Number' (7398220156) and 'Email ID' (sample@gmail.com). The 'Fees Type' section shows 'Miscellaneous Fee' selected. The 'Other Details' section is partially visible.

- Click on **OK** button and proceed to payment.

- Click on **Cancel** button to cancel payment.

The screenshot shows the 'GST and Miscellaneous Fee Management Module' interface. A modal box in the center displays the message 'Data submitted successfully' with two buttons: 'Cancel' and 'Proceed to Payment'. The background form is partially visible, showing fields for 'College', 'City/District', 'Select Head', 'Amount', and 'Class/Remark'. At the bottom, there are 'Proceed to Payment' and 'Reset' buttons.

- Once clicked on **Proceed to Payment** button; user will be redirected to the fee payment page to choose the respective banks to proceed and pay.
- Click on **Cancel** button to cancel fee payment.
- Once clicked on **Proceed to Payment** button; payment page with Banks name will appear, as shown below:

The screenshot shows the 'University Management System' payment page. It features a 'Go To Dashboard' button and two main sections: 'Basic Details' and 'Choose Payment Bank'. The 'Basic Details' section includes fields for Name, Mobile Number, Email Id, Service Name, Amount, and Round off Payable Amount. The 'Choose Payment Bank' section lists four banks: State Bank of India, ICICI Bank, Union Bank of India, and HDFC Bank, each with a radio button for selection.

- In case of **INDIVIDUAL(Miscellaneous Fee)**, enter the required details in the given fields:
  - Select **District**, enter **Individual address**, **College/Individual GSTIN**, **College/Individual PAN**, select **Head**, enter **Amount**, and leave **Remarks** in the given fields.

The screenshot shows the 'Application Form' for the 'GST and Miscellaneous Fee Management Module'. It includes a 'Payment History' button and a 'Basic Details' section with fields for Mobile Number, Depositor's Name, and Email ID. Below this is a 'Fees Type' section with radio buttons for 'GST Applicable Fees' and 'Miscellaneous Fee'. The 'Other Details' section includes fields for District, Individual Address, College/Individual GSTIN, College/Individual PAN, Select Head, and Select Sub Head. At the bottom, there are 'Amount', 'Class/Remark', and 'Word Counter' fields, along with 'Proceed to Payment' and 'Reset' buttons.

- Once the required details are entered, click on **Proceed to Payment** button below.

- Click on **Reset** button to reset details, if needed.
- After clicking on the **Proceed to Payment** button, further process to complete the payment will be similar to the previous **(in case of college)** payment processes.
- Select **Bank** and proceed to pay the required fee.

### 3. For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at support@otpl.co.in.