User Manual
of
GST and Miscellaneous Fee Management

Developed for

UNIVERSITY OF LUCKNOW

Submitted By:

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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.

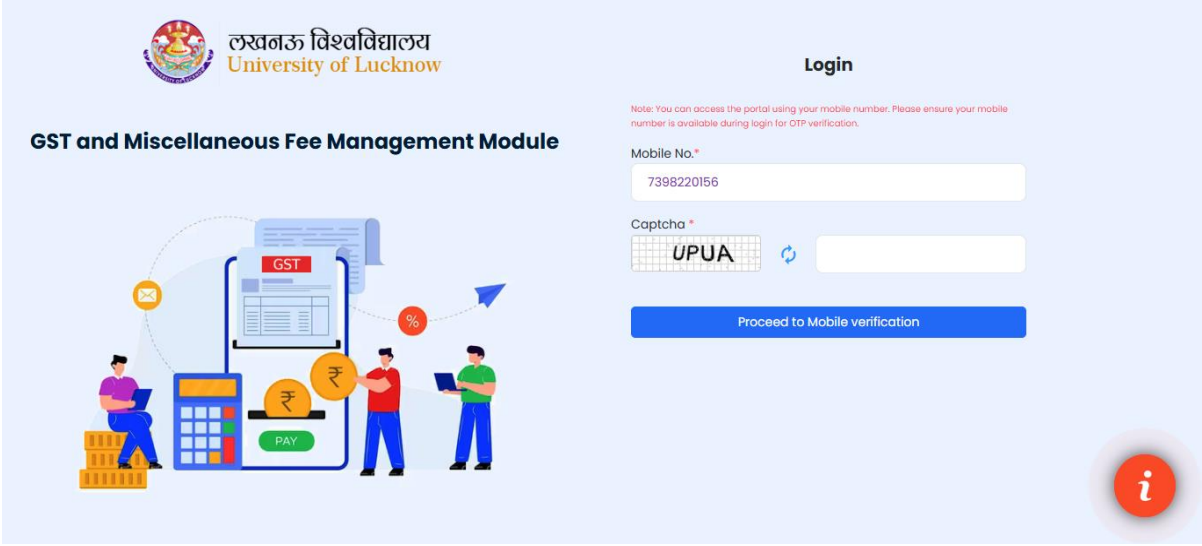
1.4 Application Convention

The application has the following conventions:

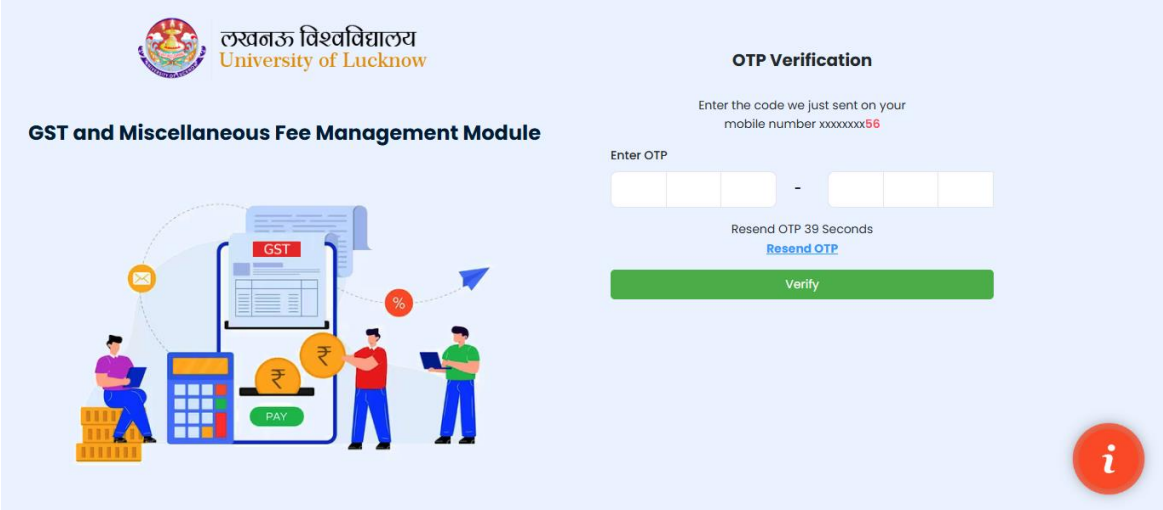
a. Fields which have * sign indicate mandatory fields.
b. Error messages will be displayed in the pop-up box.
c. Success messages will be displayed in the pop-up box.
d. All the menu links will be displayed in the side menu.

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:



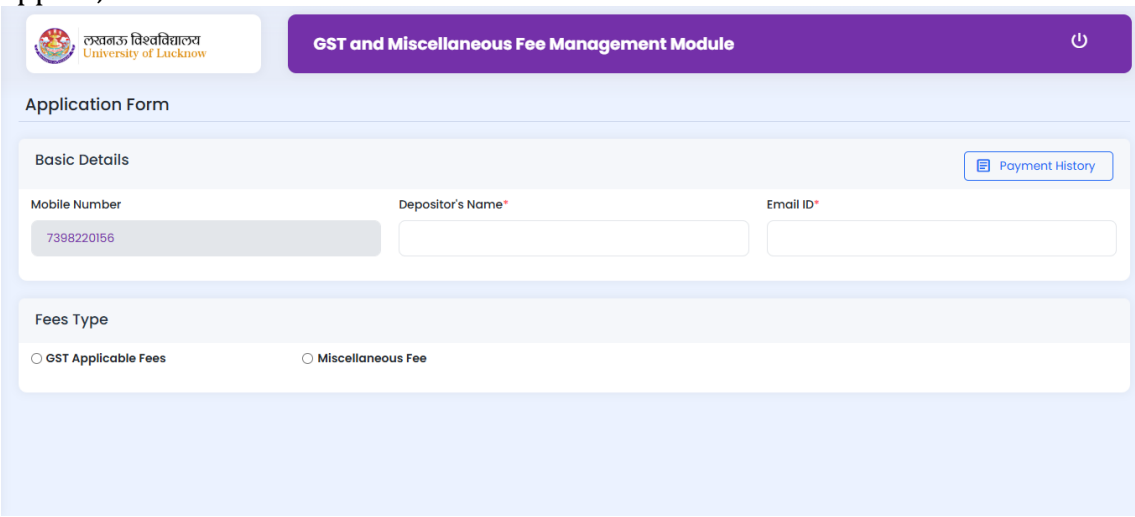
- Enter **Mobile No**. and **Captcha** in the given fields and then click on **Proceed to Mobile Verification** button.
- Once clicked on **Proceed to Mobile Verification** button from Login page, user will be redirected to the OTP verification page. The OTP verification page will appear, as shown below:



- 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

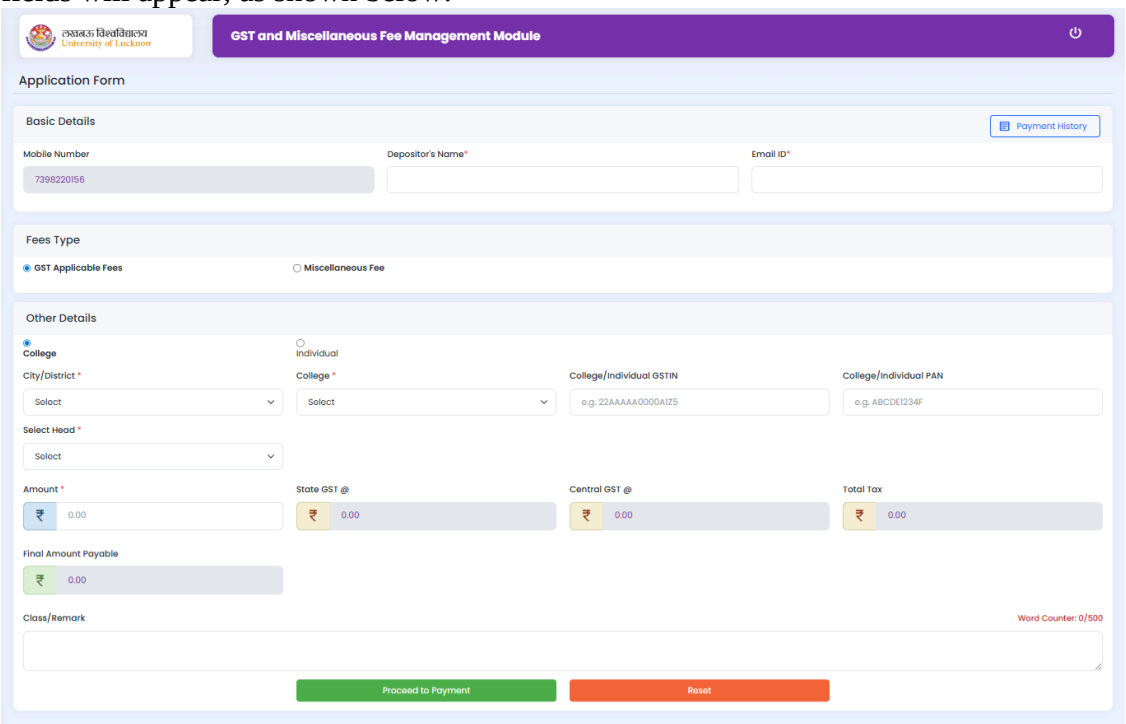
Once logged in to the **Dashboard**; Dashboard page with required details will appear, as shown below:



- 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

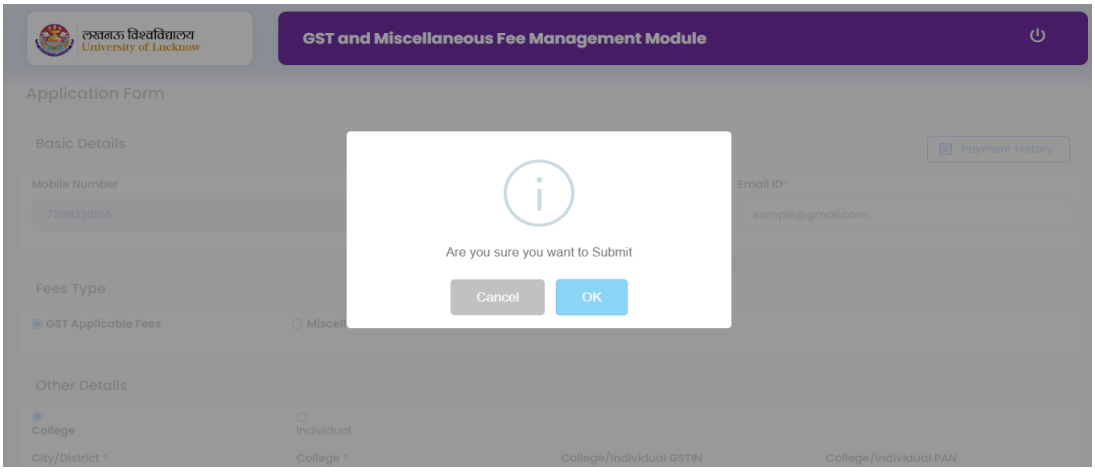
To pay for GST, select **GST Application Fee** from Fee Type section; required fields will appear, as shown below:



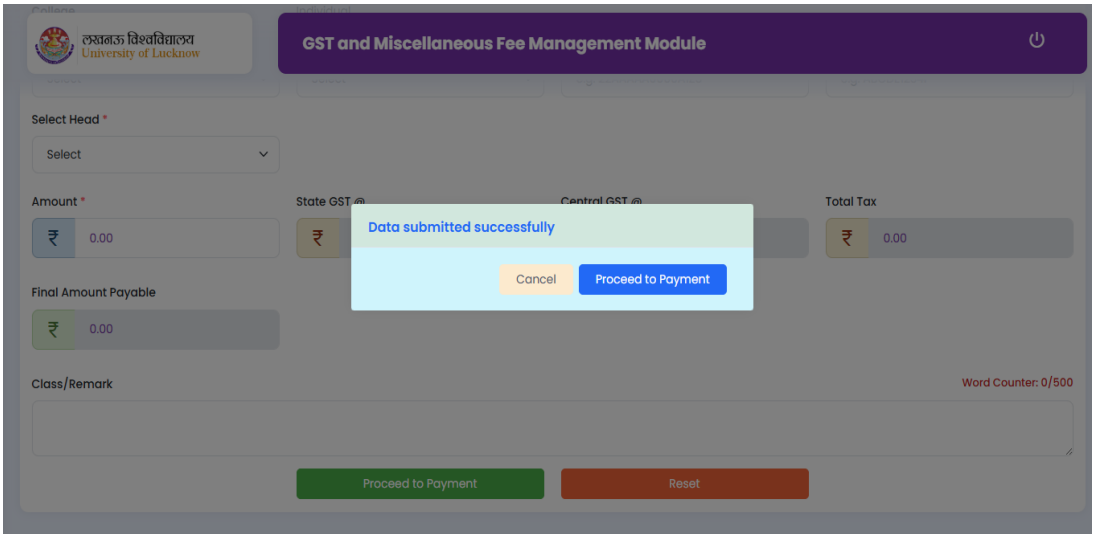
- In case of **COLLEGE(GST Application Fee)**, enter the required details in the given fields:
  - Select **City/District**, **College**, enters **College/Individual GSTIN** and **College/Individual PAN**, select **Head**, and enter **Amount** in the given fields, respectively.

- 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:

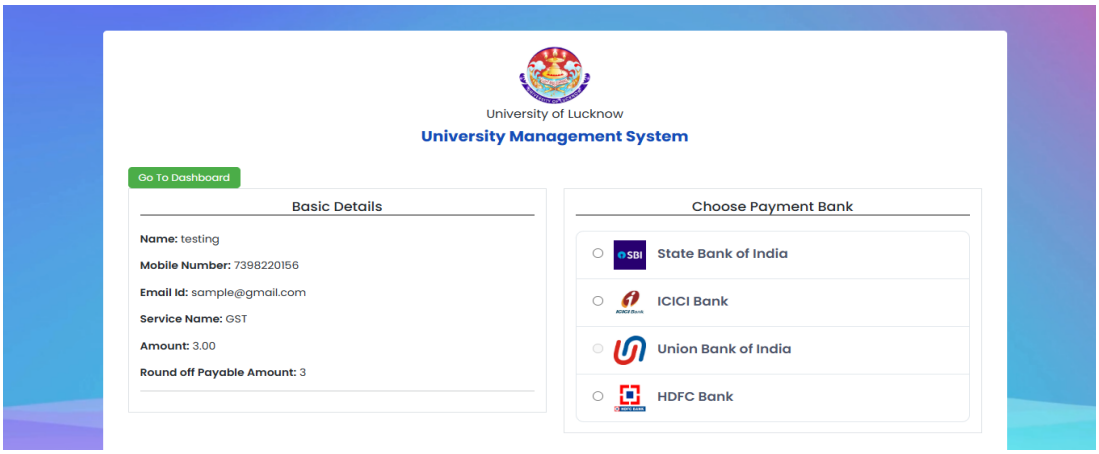


- Click on **OK** button and proceed to payment.
- Click on **Cancel** button to cancel payment.

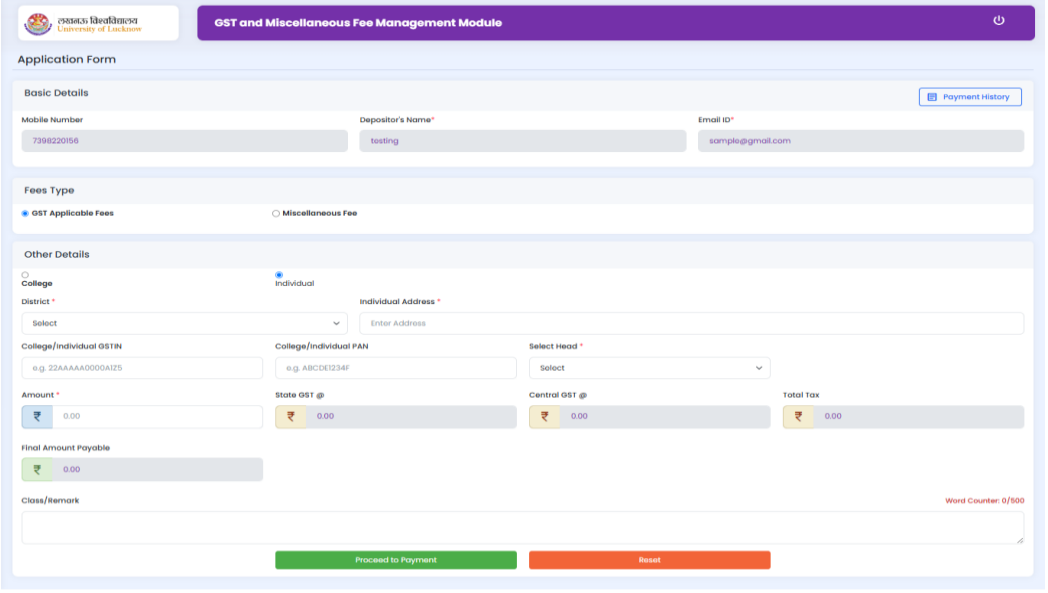


- Once clicked on **Proceed to Payment button;** user will be redirected to the fee payment page to choose the respective banks to proceed and pay.

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

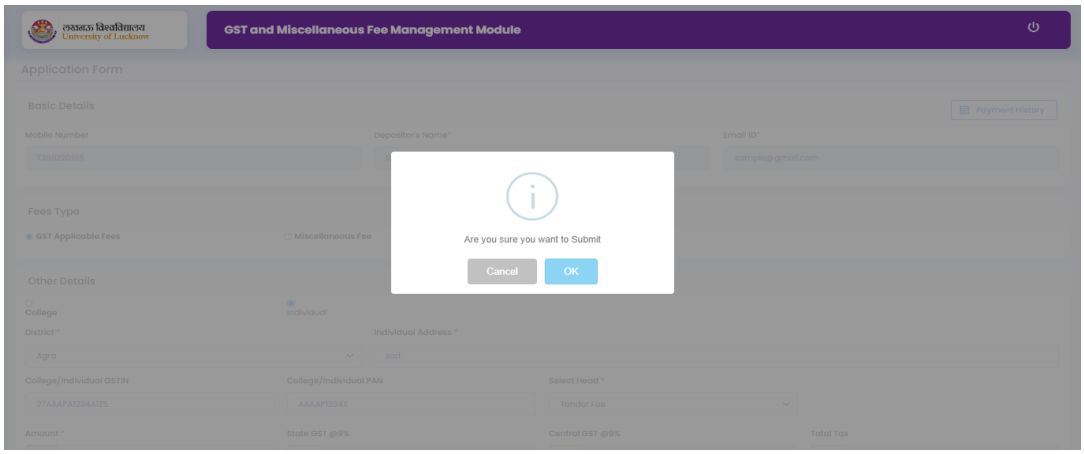


- In case of **INDIVIDUAL(GST Application Fee)**, enter the required details in the given fields:
  - Select **District,** enter **Individual address**, **College/Individual GSTIN**, **College/Individual PAN**, select **Head**, enter **Amount**, and leave **Remarks** in the given fields.

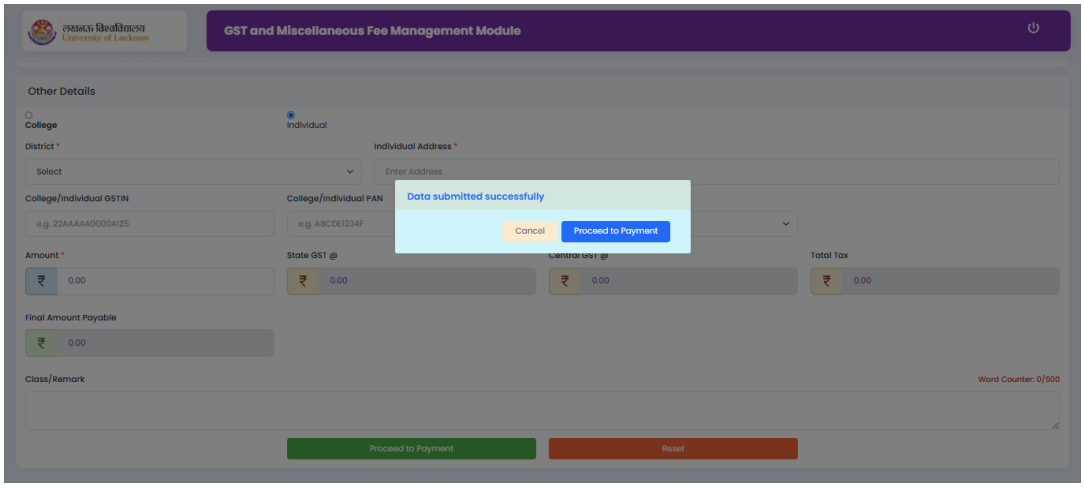


- Once the required details are entered, click on **Proceed to Payment** button below.

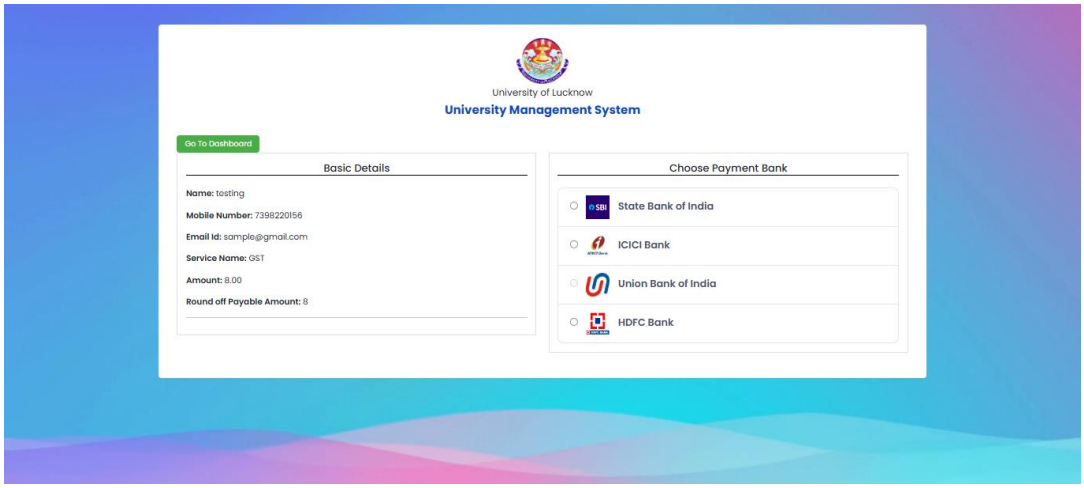
- Click on **Reset** button to reset details, if needed.



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

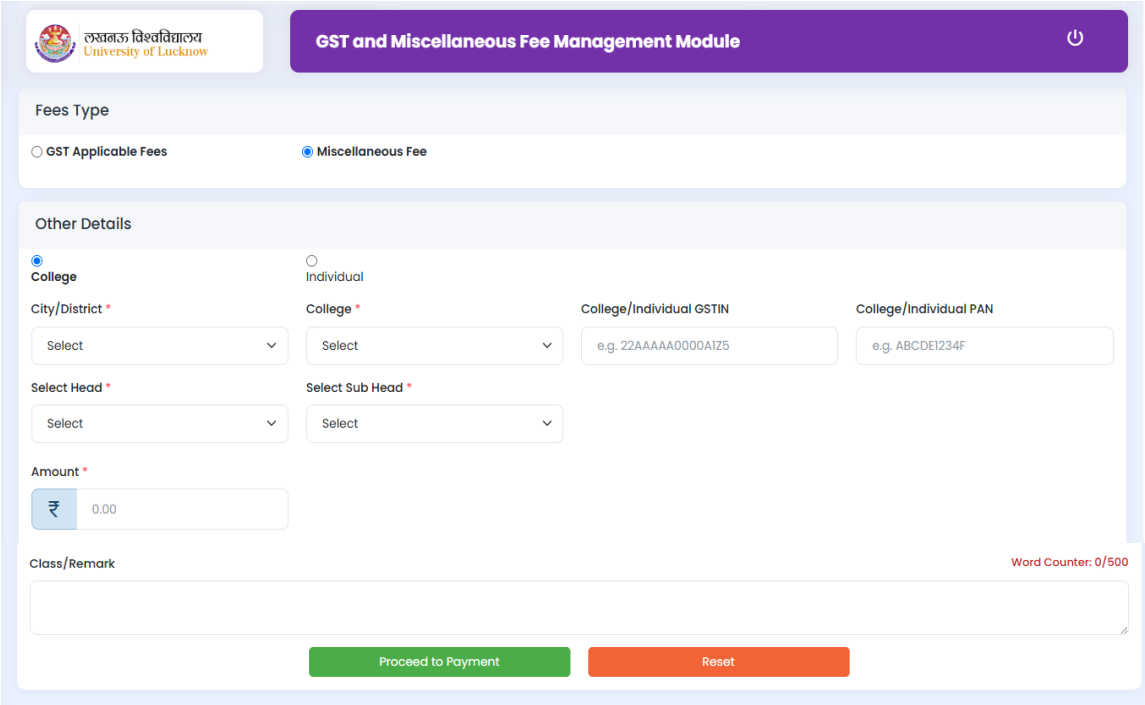


- Once clicked on **Proceed to Payment button;** user will be redirected to the fee payment page to choose the respective banks to proceed and pay.

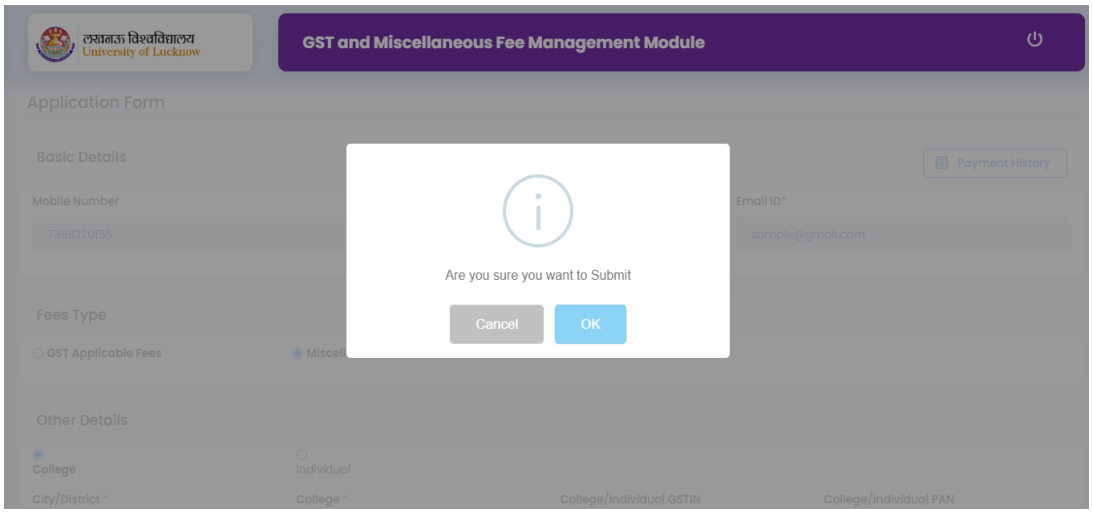


2.3 Miscellaneous Fee

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

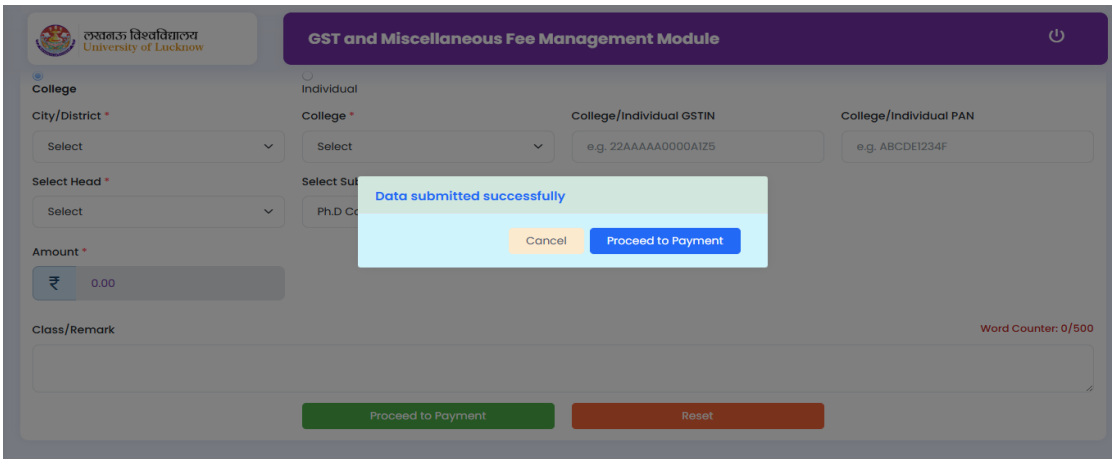


- In case of **COLLEGE(Miscellaneous Fee)**, enter the required details in the given fields:
  - Select **City/District**, **College**, enters **College/Individual GSTIN** and **College/Individual PAN**, select **Head**, select **Sub-Head**, and enter **Amount** in the given fields, respectively.
  -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

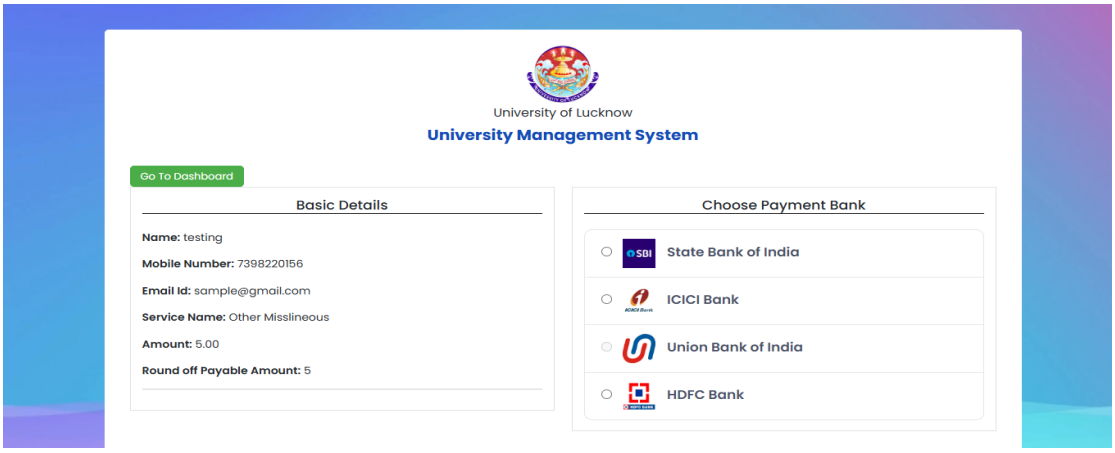


- Click on **OK** button and proceed to payment.

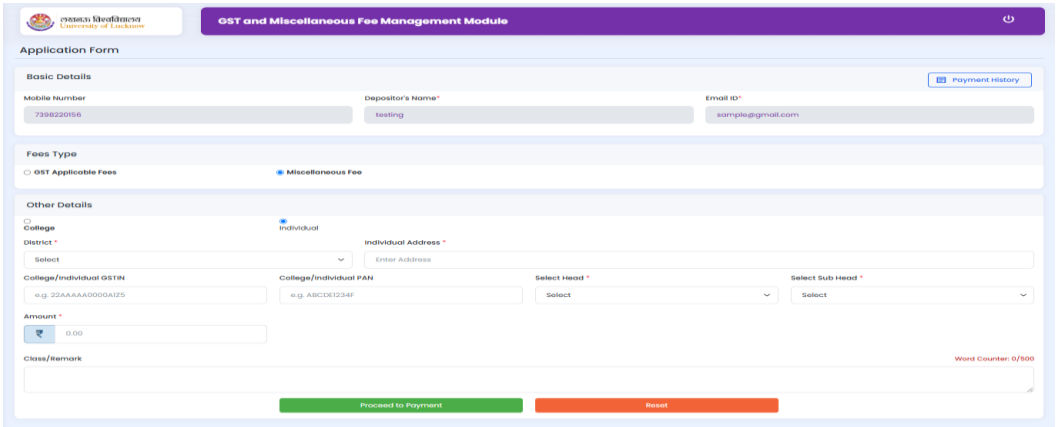
- Click on **Cancel** button to cancel payment.



- 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:



- 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.



- 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.