

Procedure for depositing Fees online using State Bank Collect Facility (SOP for State Bank Collect)

- Visit State Bank Collect website <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> □
- **Accept** the disclaimer clause and click on '**Proceed**'. □
- Select the State of Corporate/Institution as '**Odisha**'. □
- Select type of Corporate/Institution as '**Educational Institutions**' and click on '**Go**'. □
- Now select Educational Institution Name as '**National Law University Odisha**' and click on '**Submit**'. □
- Select the required payment category '**Registration for Seminar & Events**' from the drop down. □
- Fill in the challan with required information as asked for or select from the drop down options wherever available.

Mobile Number as asked for in the lower part of the screen. This information is important to reprint the e-Receipt subsequent to any successful payment.

- Once required data is filled in click on '**Submit**'. □
- The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on '**Confirm**'. □
- The system will request you to select the desired payment mode from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter. **Carefully examine the charges displayed since the charges for different payment mode are different.** Select the desired payment mode.
- Now the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a **Reference Number** in PDF format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from '**Payment History**' link of '**State Bank Collect**'. □

If '**SBI Branch**' is selected as payment mode a Pre Acknowledgement Payment (**PAP**) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits **any SBI branch** for payment through **cash or cheque drawn on SBI Branch**. After the payment is successfully processed by the branch, the branch will give an acknowledgment of payment on the PAP Form. Now any time the payer may optionally return to '**State Bank Collect**' link in the home page of www.onlinesbi.com for printing the e-receipt from the '**Payment History**' link.