

# Instructions for Payment through Panjab University Online Payment Portal

Please read all the information carefully to make online payments to PU using this website.

## Step -1: Sign Up

User must Sign up to make the payment(s). Click on the [SIGN UP](#) link as shown below:

PU Online Payment Portal

HOME

SIGN IN

**SIGN UP**

FEE CODES

Welcome to Panjab University Payment Portal

YOU CAN MAKE ONLINE PAYMENT THROUGH CREDIT CARD / DEBIT CARD / NETBANKING ETC.

- This Website is meant for Online Fee Collection facility under various Fee Heads/Codes.
- Enjoy hassle free, safe and secure fee payment.
- For any problem/query related to online fee payment, user may contact A.R. (Fee Checking) at [ara2fee@pu.ac.in](mailto:ara2fee@pu.ac.in)
- User must Sign up to make the payment.

On clicking the Sign Up link, the following page will open:

**Sign Up**

TO MAKE THE PAYMENT USER HAS TO REGISTER HIMSELF/HERSELF ON THIS WEBSITE

Your Name

Father's Name

Date of Birth (dd-mm-YYYY)

EMail ID

Mobile Number

Type of User

Password

Re-enter Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Sign Up](#) [Already Registered ?](#)

To create your account, fill the following information carefully:

- Enter your name.
- Enter your father's name.
- Enter your date of birth in dd-mm-YYYY format.
- Enter your E-mail ID. You will get all the alerts/messages on your registered email id.
- Enter your mobile no. You will get important SMS(s) regarding transactions on your registered mobile no.
- Choose type of user.
- Enter a strong password of your choice.
- Enter Captcha.

Click on **Sign Up** button to create your account. You will be redirected to the Sign In page (It may take few seconds so do not close/stop the web page).

## **Step -2: Sign In**

On Sign In page, enter your registered Email ID, password and Captcha to login. Password is case sensitive.

### Sign In

TO SIGN IN TO YOUR ACCOUNT

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Email ID

Password

After successful Login the following page will appear:

### Dashboard

WELCOME USER: DASHBOARD

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S.No.	Status	Numbers of Transactions	Total Amount
1.	Successful	0	₹ 0.00
2.	Un-initiated	0	₹ 0.00
3.	Under Processing	0	₹ 0.00
4.	Failed	0	₹ 0.00
5.	Pending	0	₹ 0.00

Summary of all kinds of transactions made by you will appear here.

### **Step -3: Make Payment**

To make payment, click on the left menu item [MAKE PAYMENT](#) link. The following screen will appear. On this page you have to add details for the payment. Enter following information for each payment:

- Select Payment Category.
- Select Payment on Account of (Fee code).
- Enter Amount to be paid.
- Enter valid Description. **Enter your class, Roll No., purpose of paying fee, letter no. etc. here.** Entering valid Description is important to identify your transaction. This description will also be printed on your payment slip. Therefore try to enter all the relevant information here.

Click on [Add](#) button to add the payment to be made. In one transaction, you can add multiple payments for different fee codes/purposes.

#### Make Payment

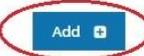
USER: MAKE PAYMENT

Payment Category:

Payment on Account of:

Amount: ₹

Description:

Add 

#	Fee Code	Fee Details	Description	Amount	Date	Delete
1	H0520	Boys Hostel No.2 (G.C. Chatterji Hall)	Payment of Hostel fee for Hostel Roll No. 23.	₹ 2000.00	01-Mar-2020	
Total:				₹ 2000.00	<a href="#">Proceed for payment</a> 	

If you want to delete any added payment detail then you can delete it using [Delete button/icon](#) before proceeding for payment.

After adding payment details, click on **Proceed for Payment** button to pay the amount as shown below.

**Make Payment**  
USER: MAKE PAYMENT

Payment Category:

Payment on Account of:

Amount: ₹

Description:

#	Fee Code	Fee Details	Description	Amount	Date	
1	H0520	Boys Hostel No.2 (G.C. Chatterji Hall)	Payment of Hostel fee for Hostel Roll No. 23.	₹ 2000.00	01-Mar-2020	<input type="button" value="Del"/>
2	H0520	Boys Hostel No.2 (G.C. Chatterji Hall)	Mess charges for Hostel Roll No. 23.	₹ 500.00	01-Mar-2020	<input type="button" value="Del"/>
Total:				₹ 2500.00		<input type="button" value="Proceed for payment"/>

After that you will be redirected to **Transaction Register** page. On this page all your transactions will be shown along with their statuses and different options. On this page you can **Pay** the amount for a transaction, **View** the details of a transaction and **Delete** the transaction.

**Transaction Register**  
USER: TRANSACTION REGISTER

#	Date	Trans. ID	Amount	Status	
1.	02-Mar-2020	1068	₹ 1000.00	Un-initiated	<input type="button" value="Pay"/> <input type="button" value="View"/> <input type="button" value="Del"/>
2.	02-Mar-2020	1067	₹ 2500.00	Un-initiated	<input type="button" value="Pay"/> <input type="button" value="View"/> <input type="button" value="Del"/>

To pay the amount for a transaction, click on the **Pay** button. You will be redirected to State Bank of India MOPS facility (SBIMOPS). Here choose the mode of payment and proceed by selecting one of the following options:

- SBI Net Banking: Login to SBI online banking portal and make payment from your SBI account.
- Other Bank Net Banking: Login to your respective bank's site and make payment.
- SBI Debit Card: Pay using your SBI ATM cum debit card
- Other Bank Debit Card: Pay using your non-SBI bank's debit card
- Credit Card: Pay using any credit card

 STATE BANK MULTI OPTION PAYMENT SYSTEM

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**Net Banking**



**SBI Net Banking / yono**  
Bank Charges:

[CLICK HERE](#)



**Other Banks**  
Bank Charges: 17.7

[CLICK HERE](#)

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**Card Payments**

 Please select appropriate card type to avoid failures (C-Credit Card Options/D for Debit Card)



**State Bank Debit Cards**  
Bank Charges: 0.0

[CLICK HERE](#)



**Other Bank Debit Cards**  
Bank Charges: 0.0

[CLICK HERE](#)



**Credit Cards**  
Bank Charges: 52.0

[CLICK HERE](#)

[CANCEL](#)

State Bank of India

After successful payment through SBI MOPS click on “Click here to return to Panjab University, Chandigarh”. This ensures redirection to the page from where payment has been initiated, and subsequently updating payment status.

### View Transaction Details:

You can view the details of any transaction listed in [Transaction Register](#). Click on **View** button for a transaction whose details you want to check.

**Transaction Register**

USER: TRANSACTION REGISTER

#	Date	Trans. ID	Amount	Status	
1.	02-Mar-2020	1068	₹ 1000.00	Un-initiated	<a href="#">Pay</a>  <a href="#">View</a>  <a href="#">Del</a> 
2.	02-Mar-2020	1067	₹ 2500.00	Un-initiated	<a href="#">Pay</a>  <a href="#">View</a>  <a href="#">Del</a> 

The following page will appear showing the transaction details:

### Transaction Details

USER: TRANSACTION DETAILS



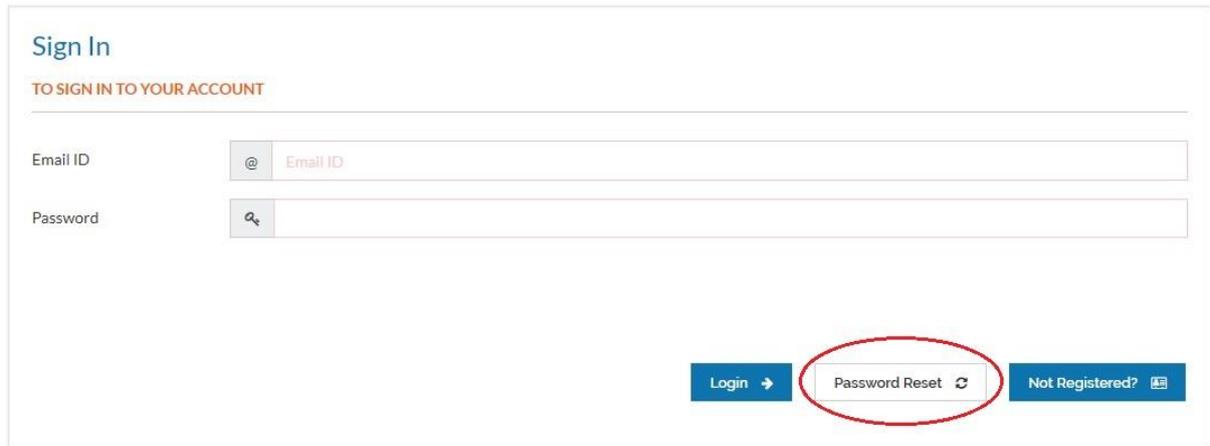
#	Fee Code	Fee Details	Description	Amount
1	T0080	COMPUTER SCIENCE & APPLICATIONS	Tuition fee for MCA-I Roll No. 452	₹ 1000.00

Transaction ID:	1068
Transaction Date:	02-Mar-2020
Transaction Amount:	₹ 1000.00
Online Payment Status:	Under Processing [ Executed on: 02-Mar-2020 ]

## Additional Facilities:

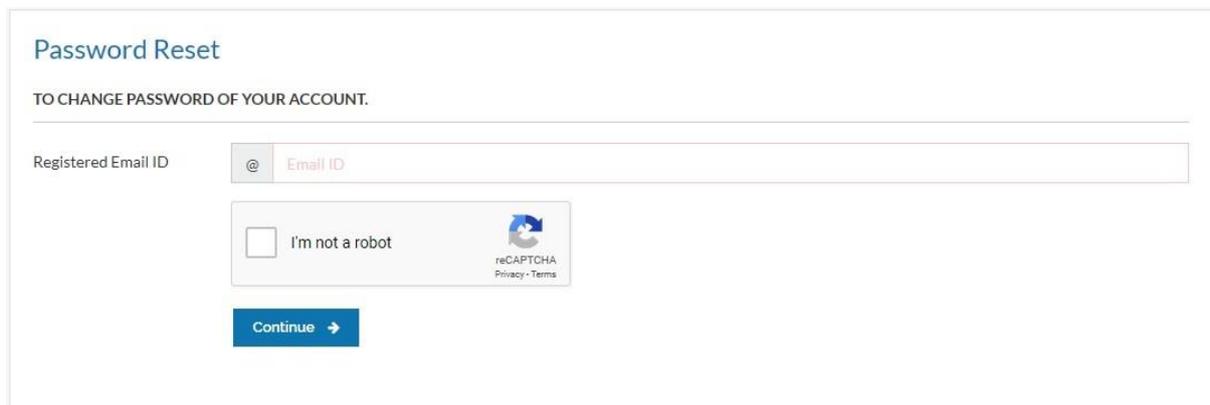
### Password Reset:

You can change the password of your account. Click on SIGN IN (if already registered) menu item available on Main page of the website.



The screenshot shows the 'Sign In' page. At the top, it says 'Sign In' and 'TO SIGN IN TO YOUR ACCOUNT'. There are two input fields: 'Email ID' with a placeholder '@ Email ID' and 'Password' with a placeholder 'Password'. At the bottom, there are three buttons: 'Login →', 'Password Reset ↻' (circled in red), and 'Not Registered? 📄'.

Click on the **Password Reset** button available on the above screen. After clicking this button, the following screen would appear:



The screenshot shows the 'Password Reset' page. At the top, it says 'Password Reset' and 'TO CHANGE PASSWORD OF YOUR ACCOUNT.'. There is one input field for 'Registered Email ID' with a placeholder '@ Email ID'. Below the input field is a reCAPTCHA widget with the text 'I'm not a robot' and the reCAPTCHA logo. At the bottom, there is a 'Continue →' button.

Here enter your registered Email ID and Captcha. Click on **Continue** button. An email would be sent to your registered Email ID. Now login to your registered E-Mail ID and follow the instructions sent in the email to reset your password.