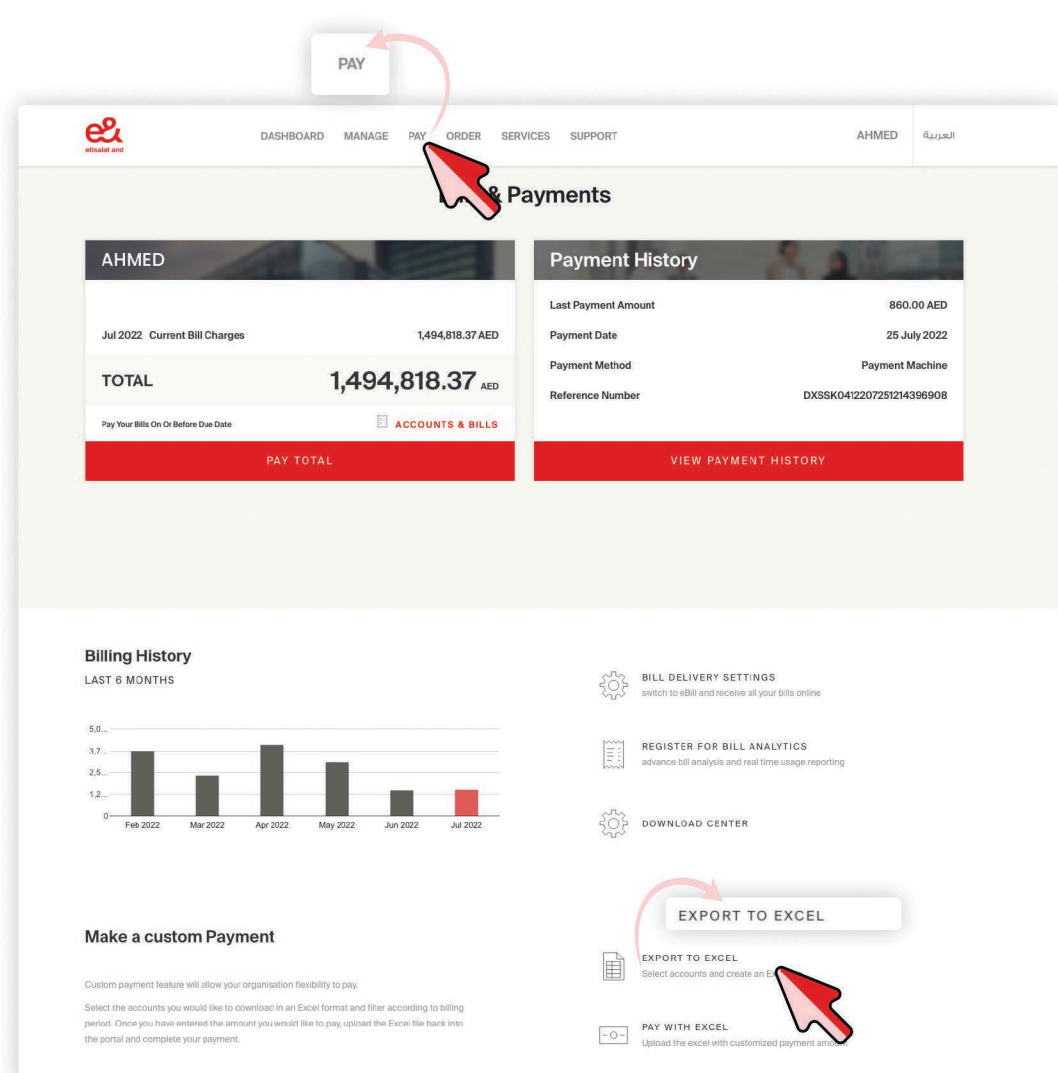


Guide to do the Payment Allocation with Excel File

Simply follow the easy steps below

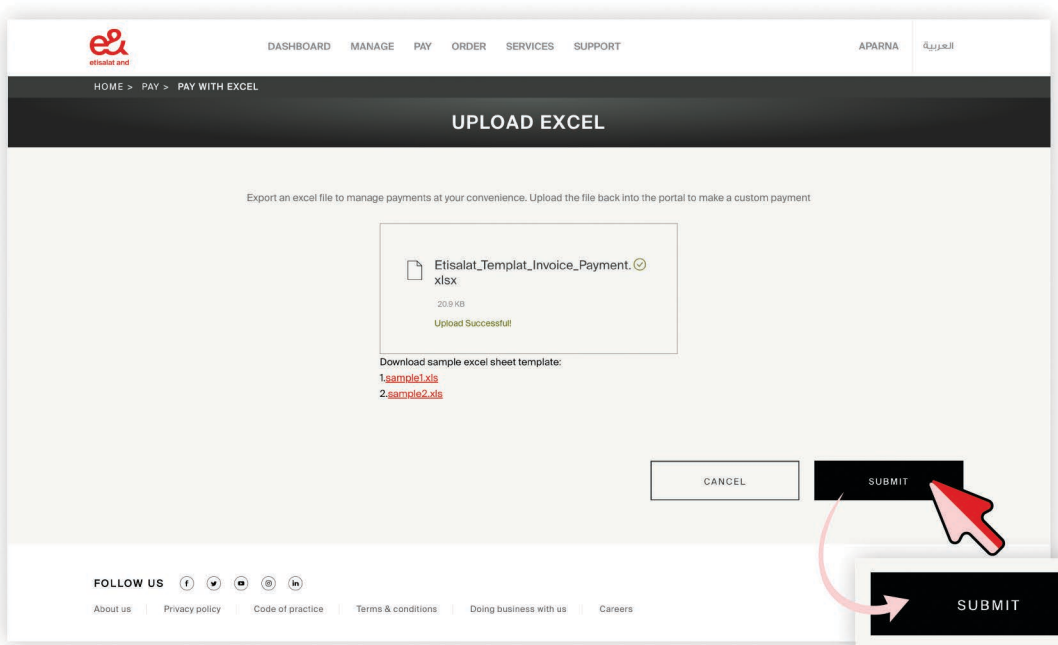
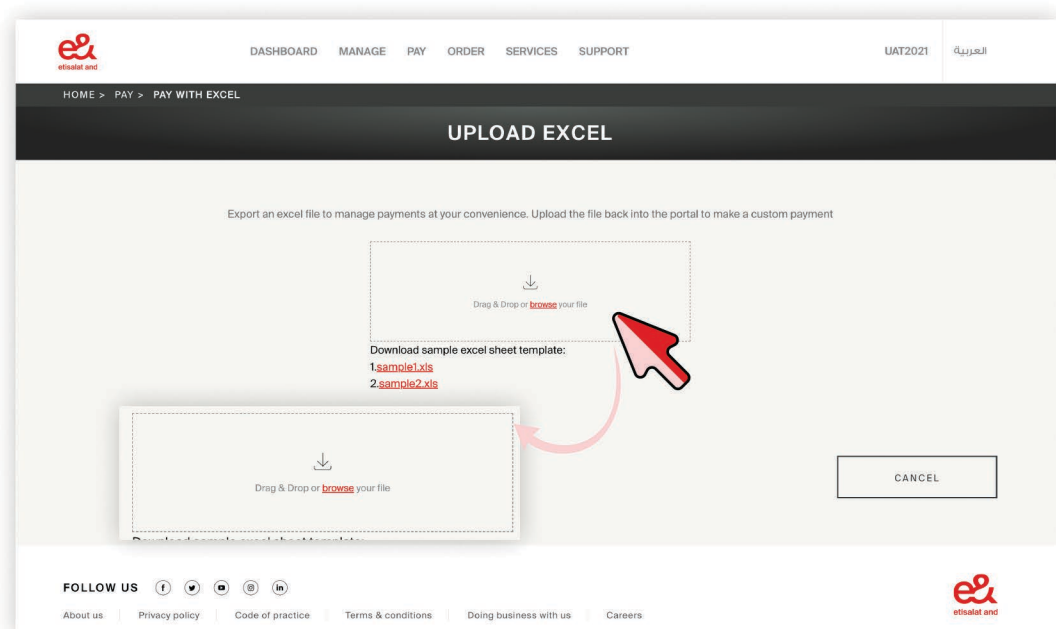


Step 1:

Log in and go to the 'PAY' tab and select 'EXPORT TO EXCEL'

Step 2:

Upload the Excel file by choosing 'DRAG OR BROWSE' from your device

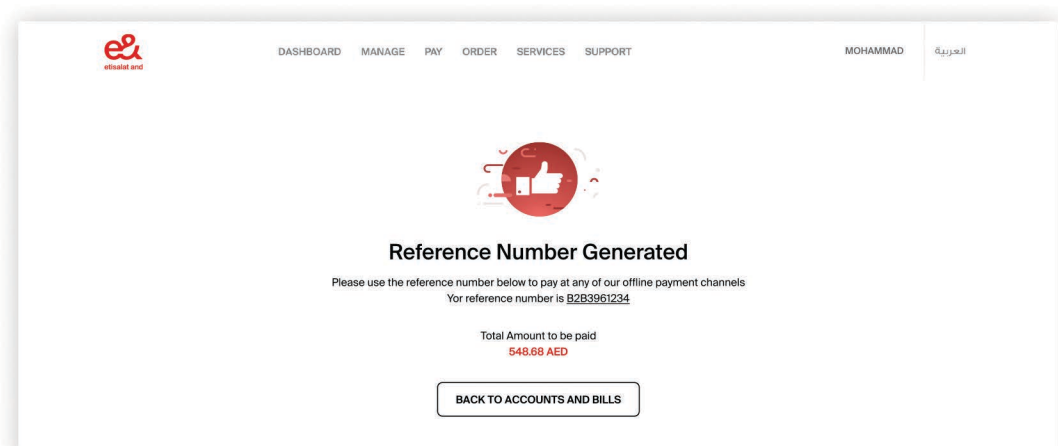
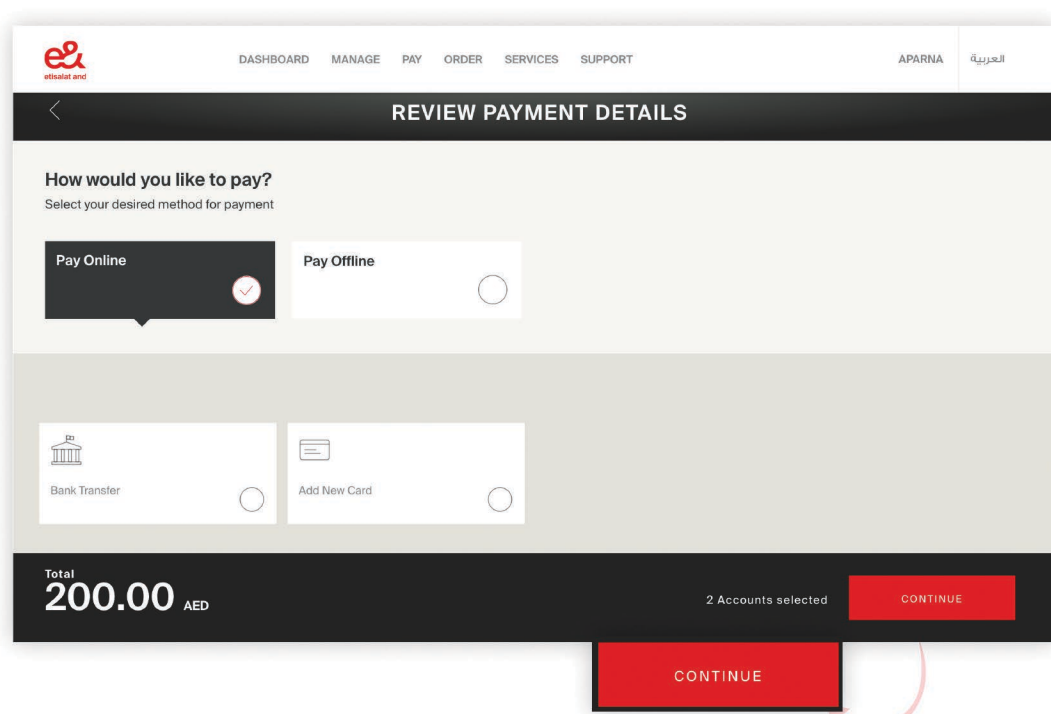


Step 3:

Proceed by clicking on 'SUBMIT' button.

Step 4:

Select the payment type and click 'CONTINUE'



Step 5:

Make the payment against the 'REFERENCE NUMBER'