

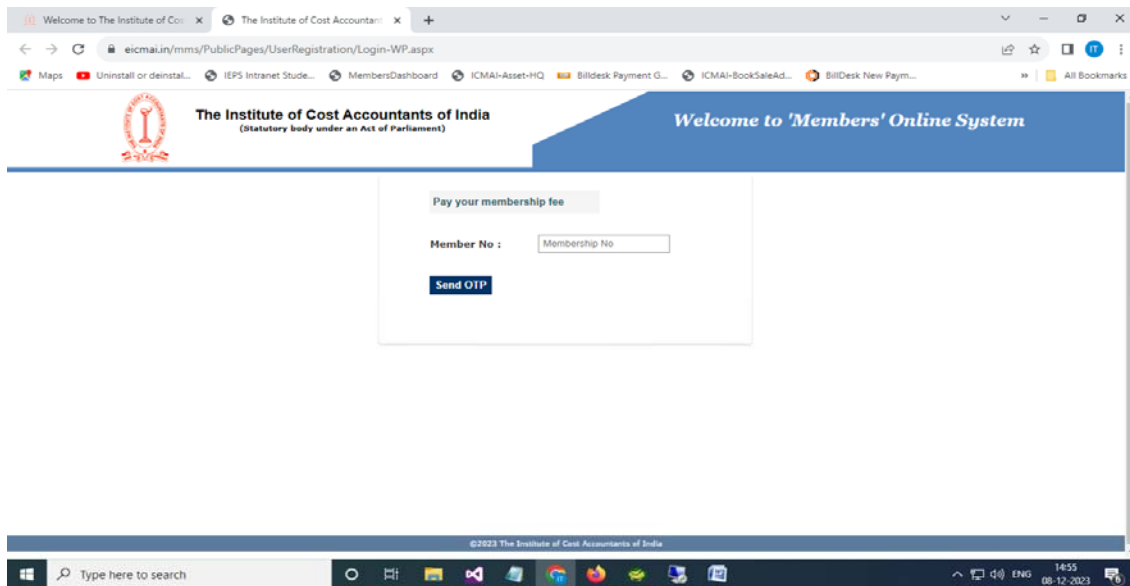
Steps for Direct Membership Fee Payment

Members can pay Annual Membership fee as well as Advance Payment of membership fee from the **Direct Membership Fee Payment** option.

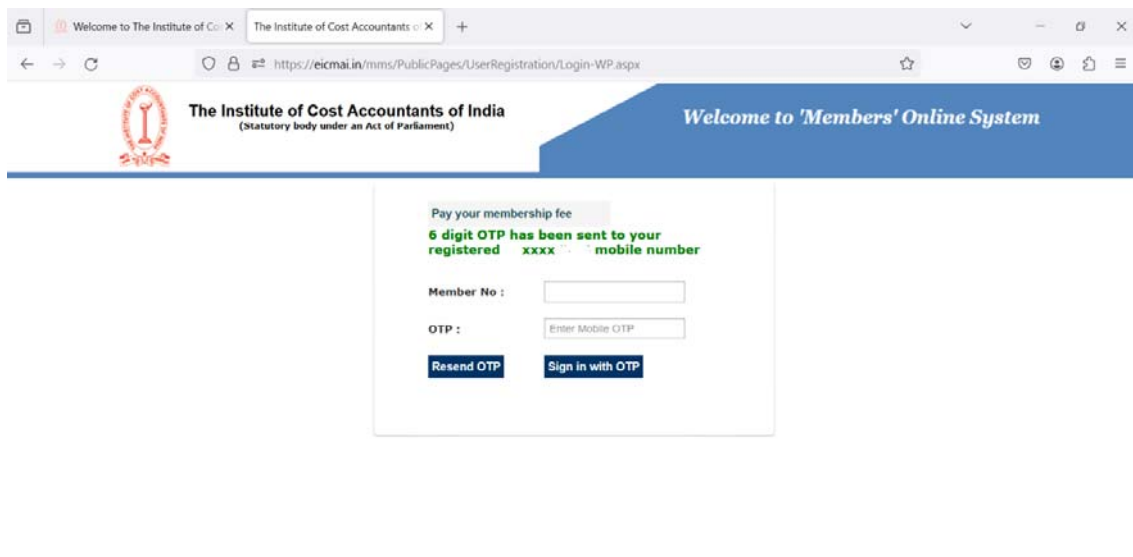


Screen - 1

1. Members have to click on the Direct Membership Fee payment link as shown in the screen – 1 to redirect to the **Pay your membership fee** page.
2. Members have to provide membership no and needs to click the “Send OTP” button as shown in the screen – 2. An OTP will be received to his/her mobile number which is registered to the membership database.

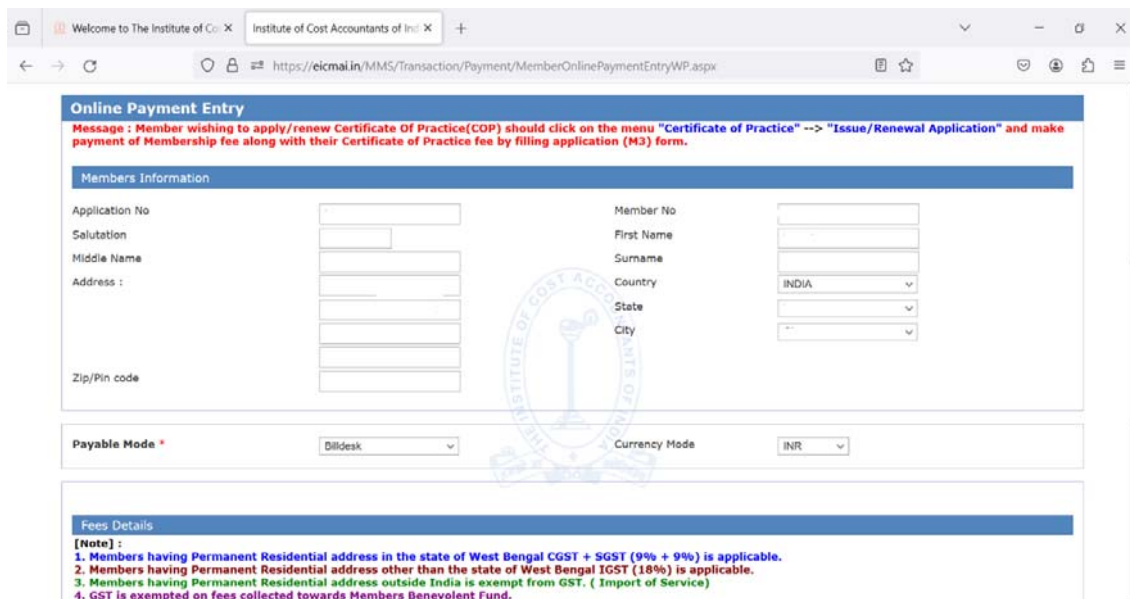


Screen - 2



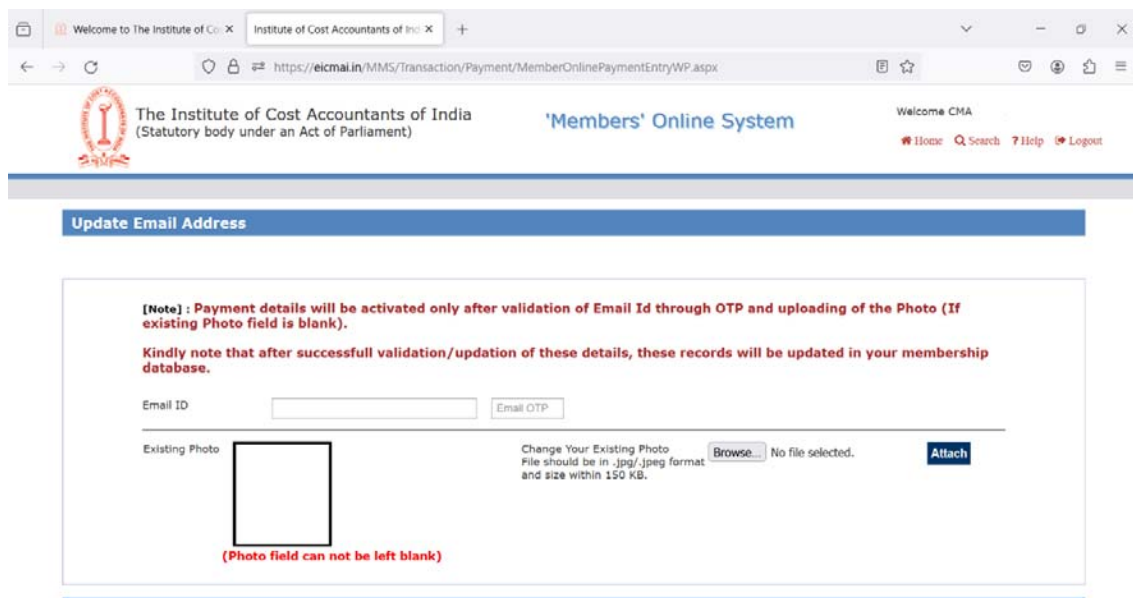
Screen -3

- As per the Screen -3, a six digit OTP will be sent to his/her mobile number. After entering the OTP, member needs to click on the “Sign in with OTP” button to login into the Members’ Online System.



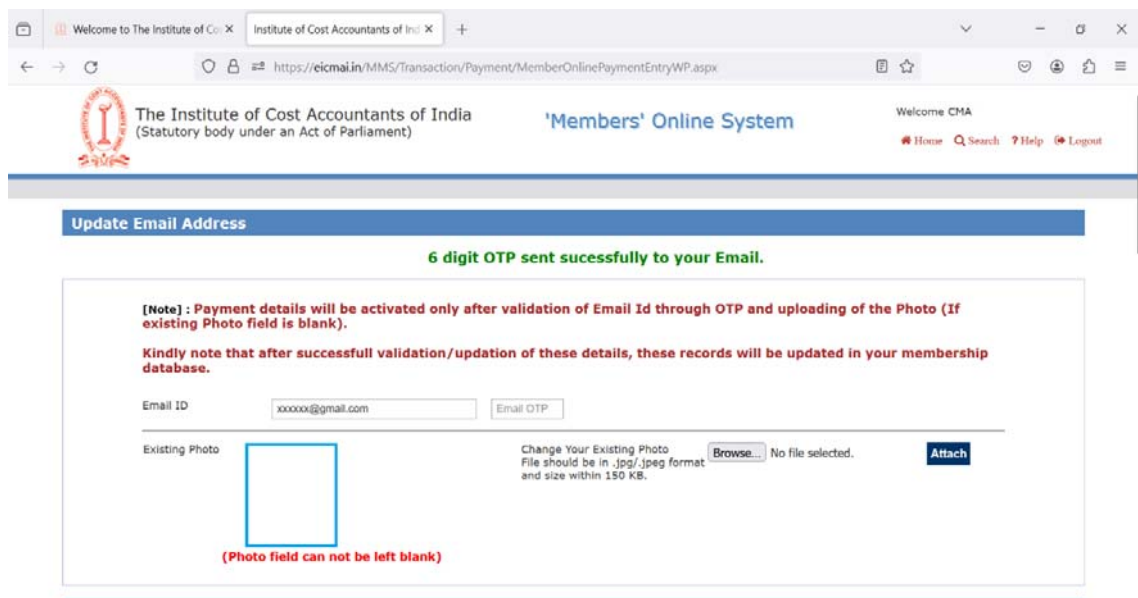
Screen -4

- Now the member is in the Direct Membership Fee Payment page. At First, the payment section is in deactivated stage. To activate the payment section, member needs to validate email address through OTP and upload the photograph (If the picture box is blank) as shown in the screen-5.



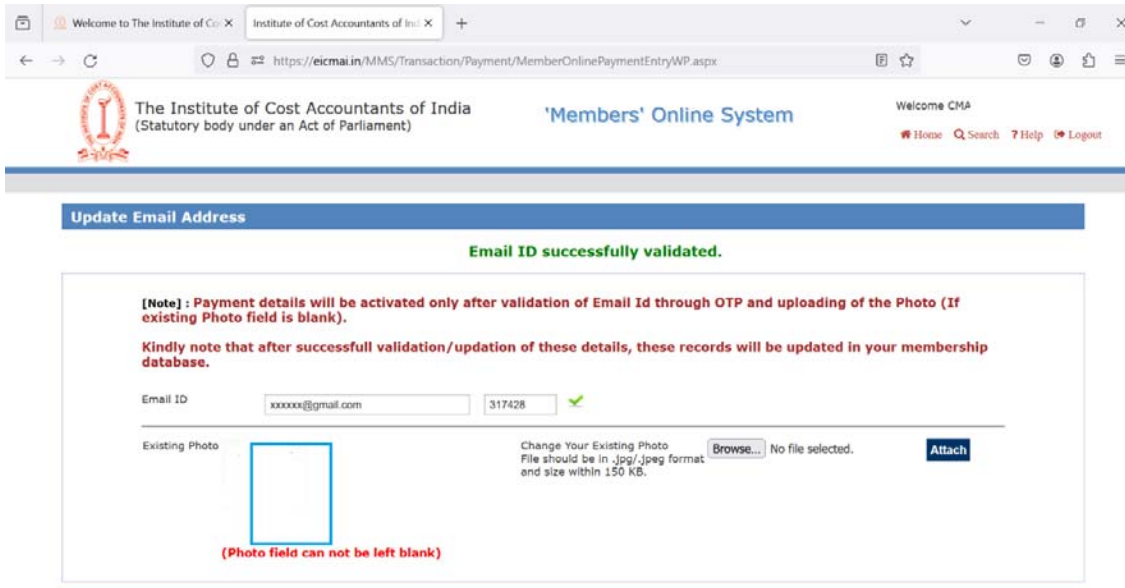
Screen -5

5. Now the member has to enter the email address in the Email ID textbox and press TAB button from the keyboard.



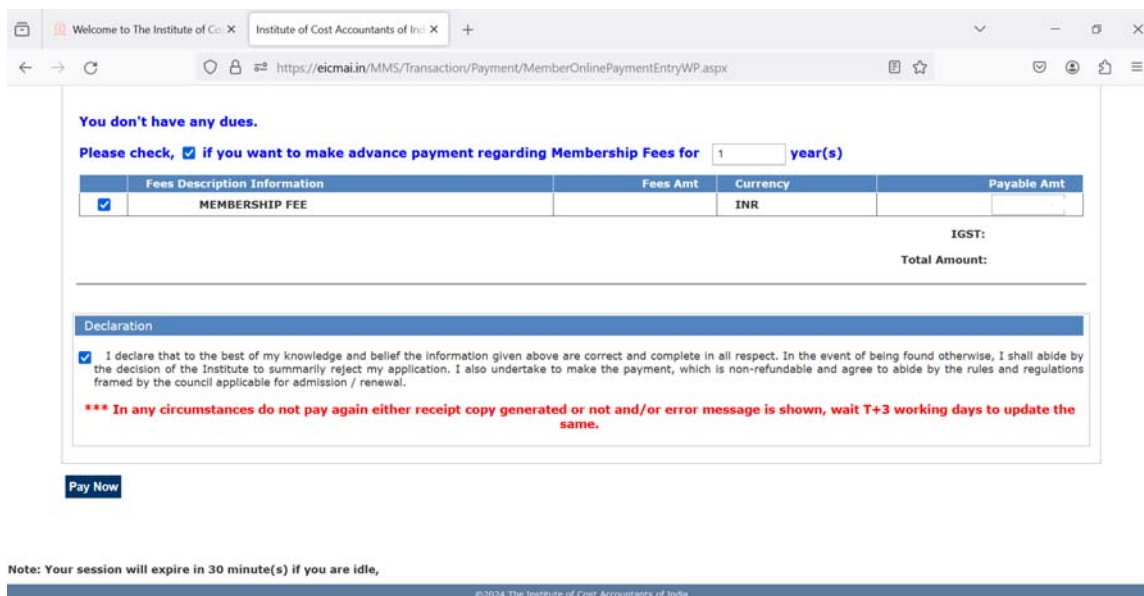
Screen -6

6. An OTP will be sent to the email address and the member needs to enter the OTP in the Email OTP textbox.
7. After successful validation, a green tick will be appeared and Email ID successfully validated message will be displayed as shown in the screen – 7.



Screen -7

8. Now the member needs to upload the photo. (if existing photo field is blank). **The photo must be in jpg or jpeg format and file size must be within 150 KB.**
9. After successful validation of these details, member's payment section will be activated and member is now allowed to make payment of the current year membership fees and advance payment of membership fees.



Screen -8

10. Finally check the declaration and click on the **“Pay Now”** button, which will redirect to the confirmation page and then subsequent to the Bank Page.