

**NIRMALA CONVENT SR. SEC. SCHOOL,  
KATHGODAM  
(For classes I – XII)**

**❖ PROCEDURE TO MAKE FEES PAYMENT THROUGH  
CisoftEduCare APPLICATION**

- 1) Login to **CISOFTEDUCARE** application using individually allotted username and password
- 2) Click on **Dashboard** and go to **Fees Pay**.
- 3) Select the **INSTALLMENT** that you want the payment to be done and tick it (multiple selections can be done)
- 4) Click the **pay** button.
- 5) Confirm the payment by ticking “I Agree to Terms and Conditions”
- 6) Click the **pay** button.
- 7) Select the mode of payment from the given options (such as credit card, debit card, net banking, UPI)
- 8) Enter the relevant details related to the selected mode of payment and then click **make payment**.
- 9) Wait for the completion of the process to generate the receipt and click ‘**Print Receipt**’