Date: 23.04.2018

Dear Parents,

Greetings from D.A.V. Public School, New Panvel !!

- ❖ **Paying school fees has become more convenient and less time consuming. The school management has decided to offer online fee payment facility to parents from this academic session. You can pay school fees online through the following steps:**

- Click on tab **Pay Online Fee** available on the school website's Home Page – **www.davnewpanvel.com**
- Click on **PAY ONLINE NOW** tab available at the bottom of the instructions.
- To login use **User ID** given by school to your ward both as User Id and Password.
- Enter your current user ID, New password and Confirm password then click on SAVE button, immediately to change your password.
- Remember your User ID and Password.
- Again login with your User ID and New password.
- Click on **PAY FEE** link on next page.
- Select the month May or any number of months you want to pay and click on **GET FEE.**
- Students detail and fee details will be displayed.
- Before click on **PAY NOW** button please check all the details of the student.
- Select the desired option for fee payment i.e. Debit Card / Credit Card / Internet Banking.
- Click on **PAY NOW** button.
- Click **OK** on pop-up message (if any).
- After processing **Fee Receipt** will be generated.
- Parents can print the receipt or can check the paid fee from **PAID FEE** link (available on top left of the webpage.)
- **Logout** the account from the link available on top right of the screen.
- Please check the fee description carefully before payment.
- There will be **no transaction charges** for online payment of fees from parents of students studying in D.A.V. Public Schools.

Mrs. Jayashree Khandekar
Principal