Instruction Manual for KUHS College Payment Portal
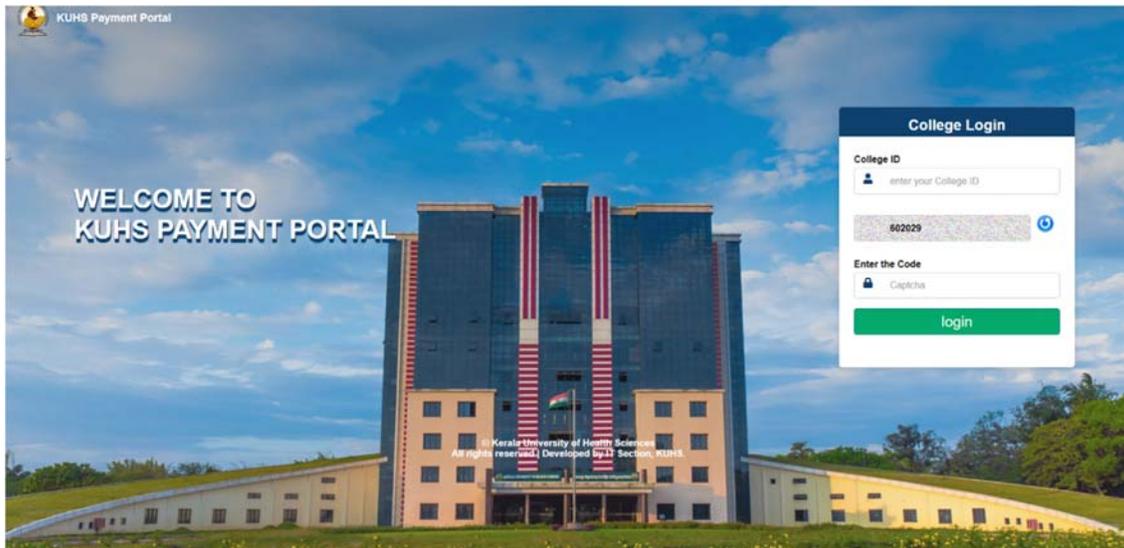
Step 1- Login to KUHS Payment Portal using College ID and Captcha.
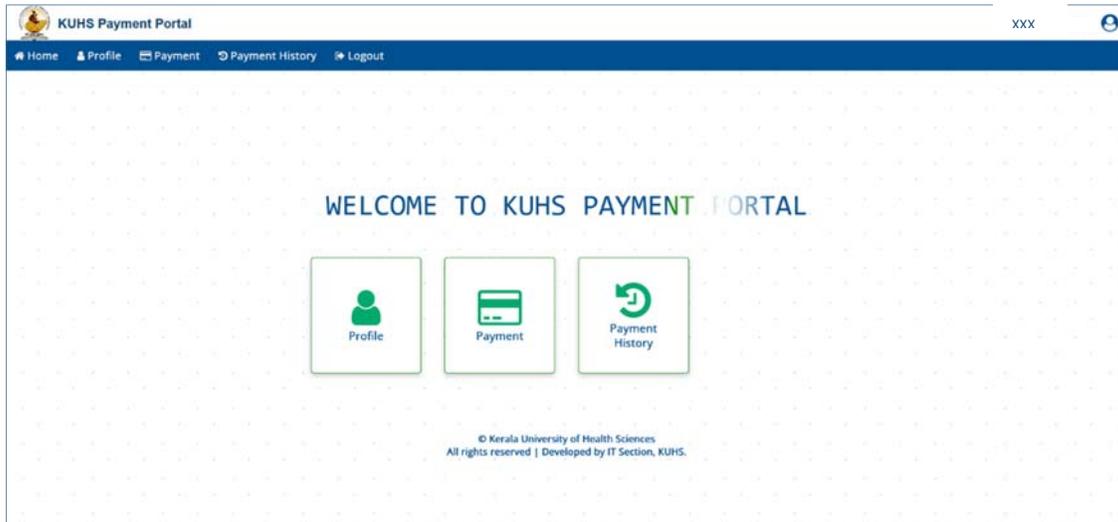
Step 2- Click on the Profile Menu to view Profile
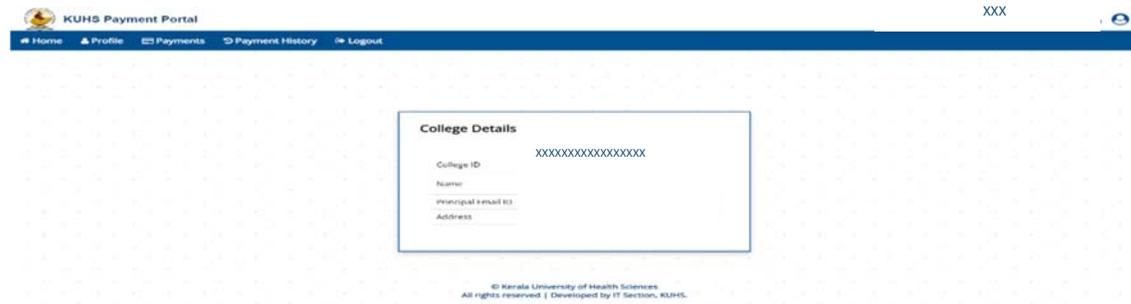
Step 3- Click on the Payment Menu to make a payment
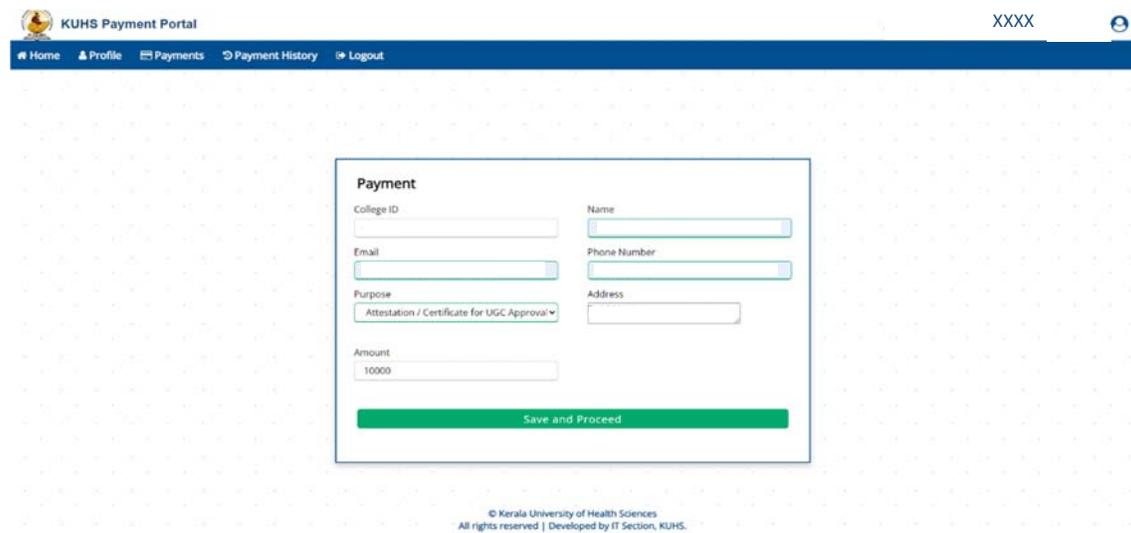
i.   Enter Name, Email ID, Mobile Number and Address of the applicant.

ii.   Select Purpose of the Payment and click on Save and Proceed button.
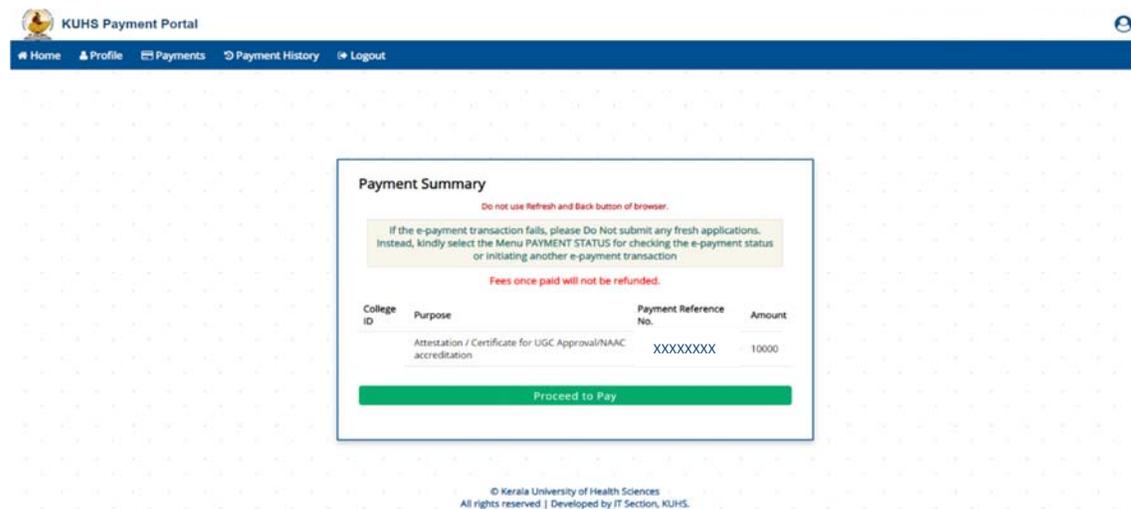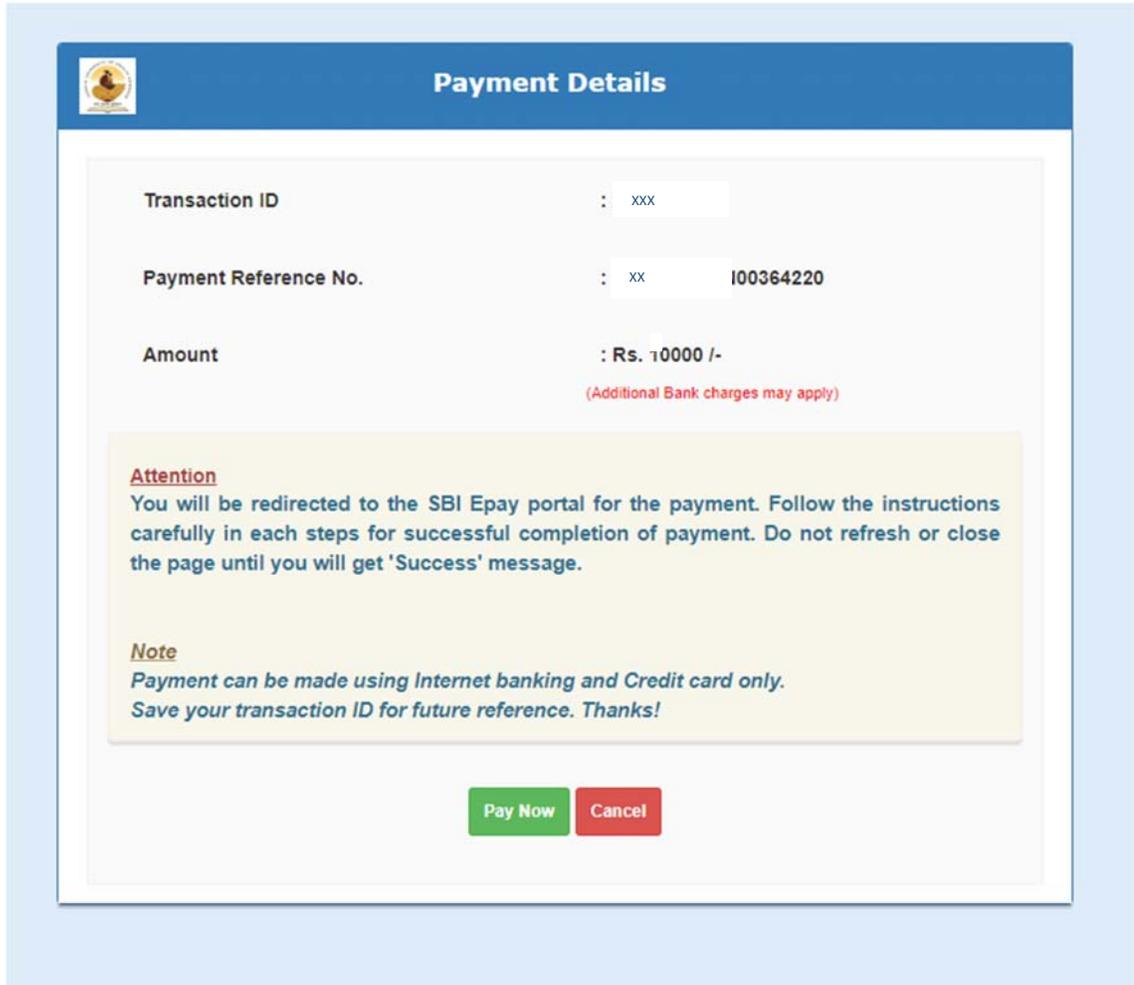
Payment Summary

Do not use Refresh and Back button of browser.

If the e-payment transaction fails, please Do Not submit any fresh applications. Instead, kindly select the Menu PAYMENT STATUS for checking the e-payment status or initiating another e-payment transaction

Fees once paid will not be refunded.

College ID	Purpose	Payment Reference No.	Amount
	Attestation / Certificate for UGC Approval/NAAC accreditation	XXXXXXXX	10000

Proceed to Pay

iii.   Click on Proceed to Pay button

iv.   Click on Pay Now button

v.   Now you will be redirected to SBIePay Payment gateway. Here you can choose Payment mode and enter the details and then click on Pay Now button.
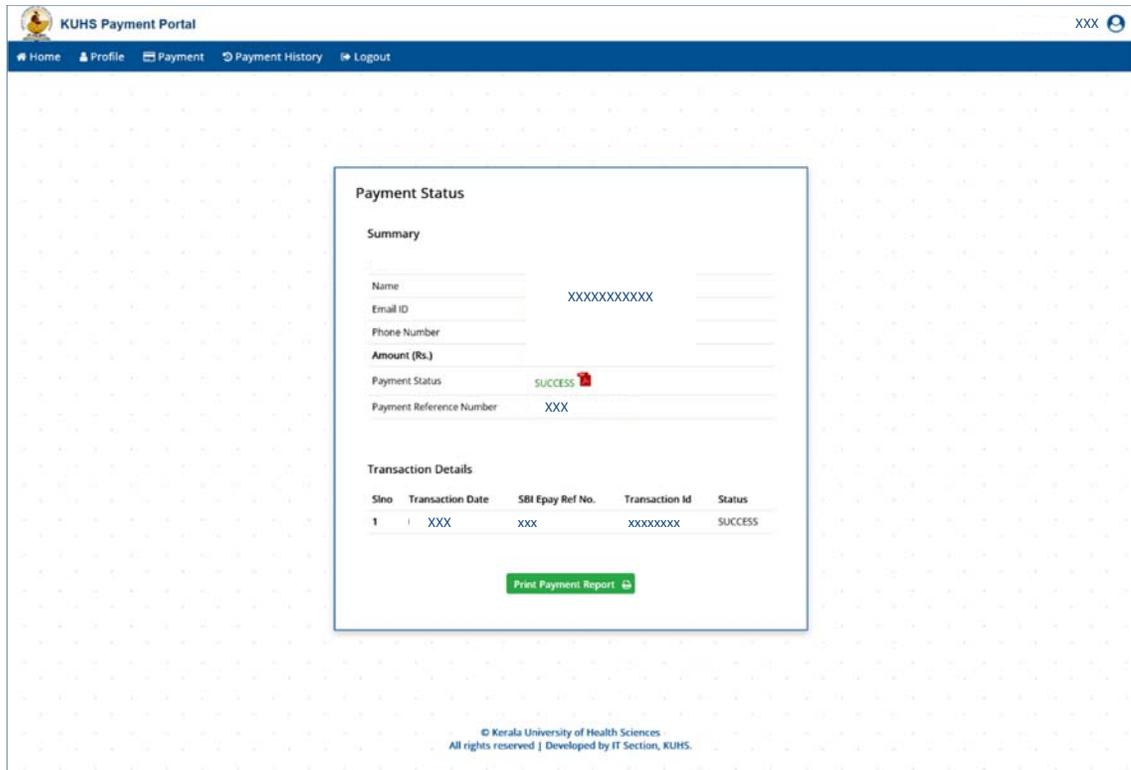
vi.   After successful completion of payment, you will get payment acknowledgment

Kerala University of Health Sciences
Thrissur - 680 596

Epayment Acknowledgement
(Generated on : 23-04-2024 02:24:10pm)

Epayment Acknowledgement	
Applicant Name	
College ID	
College Name	XXXXXXXXXXX
KUHS Gateway Ref. No.	
Payment Ref. No.	
SBI Epay Ref. No.	
Purpose	Payment - Attestation / Certificate for UGC Approval/NAAC accreditation
Amount Paid (Rs.)	10000
Service Charge + GST(Rs.)	17.7
Total Amount (Rs.)	10017.7
Transaction Date	23-04-2024

vii.   Click on Print Payment Report button to take print out of the payment report

Kerala University of Health Sciences
Thrissur - 680 596

Payment Report
(Generated on : 23-04-2024 02:23:46pm)

College Details

College ID	:
College Name	:
Principal Email ID	:
Applicant Name	: XXXXXXXXXXX
Applicant Contact Number	:
Applicant Email	:
Address	:

Payment Details

KUHS Reference No.	: 216406
Amount Paid (Rs.)	: 10000
Service Charge + GST(Rs.)	: 17.7
Total Amount (Rs.)	: 10017.7
Purpose	: Attestation / Certificate for UGC Approval/NAAC accreditation
Payment Ref. No.	: XXX
SBI Epay Ref. No.	:
Transaction Date	: 23-04-2024

The details furnished above are true and correct to the best of my knowledge and belief.

Place :
Date :

Office Seal   Signature of Head of the Institution

Step 4- Click on the Payment History Menu to view history of payments

KUHS Payment Portal

🏠 Home   👤 Profile   🗒 Payments   🕘 Payment History   📤 Logout

Payment History

Purpose
Select ▾

Search

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i.   Select Purpose of the Payment
ii.   Click on Search button

XXX

Payment History

Date	Reference no.	Amount	
23-04-2024	XXX	₹10000	View Status

iii. If Payment status is Success, click on Print Payment Report button to take print out of the payment acknowledgment

Payment Status

Summary

College ID	
College Name	
Applicant Name	XXXXXXXXXXX
Email ID	
Phone Number	
Amount (Rs.)	₹ 10000
Payment Status	SUCCESS 📄
Payment Reference Number	XXX

Transaction Details

Slno	Transaction Date	SBI Epay Ref No.	Transaction Id	Status
1	23-04-2024	XXX		SUCCESS

Print Payment Report

iv. If Payment status is Failed, then Click on Proceed to Pay button and make payment

Step 5- Click on Logout button to logout

Note:

- If your payment is failed, select the Payment History Menu for checking the e-payment status or initiating transaction.