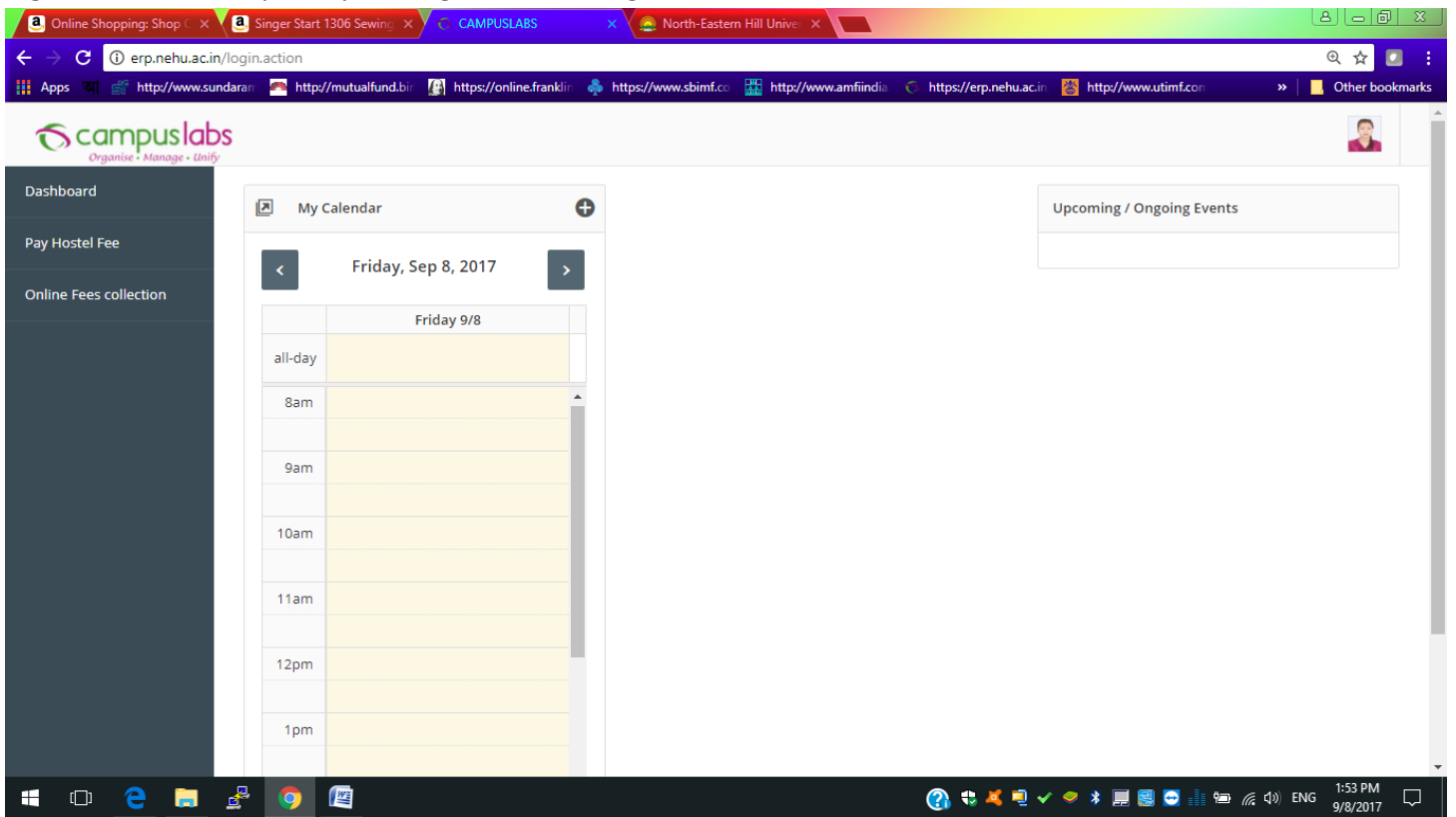
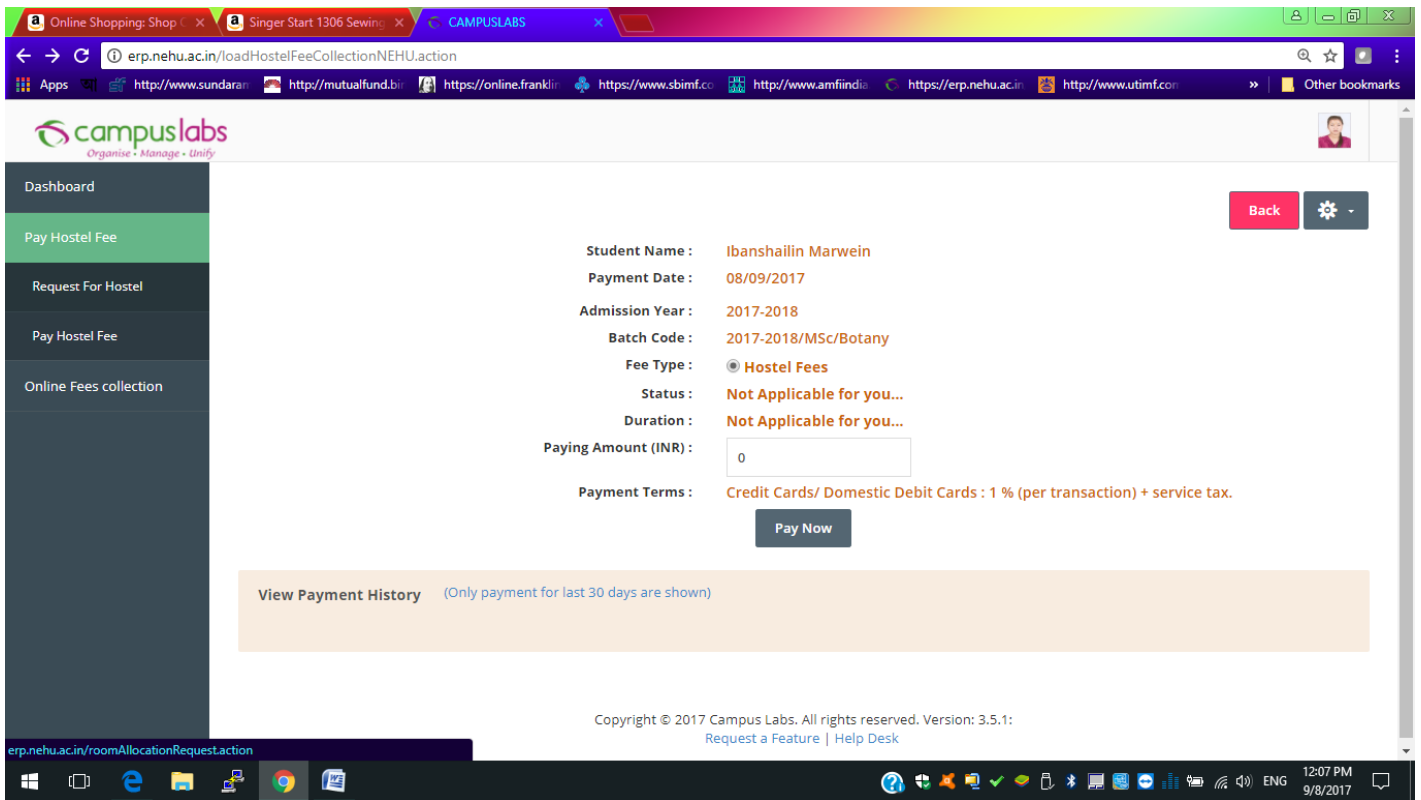


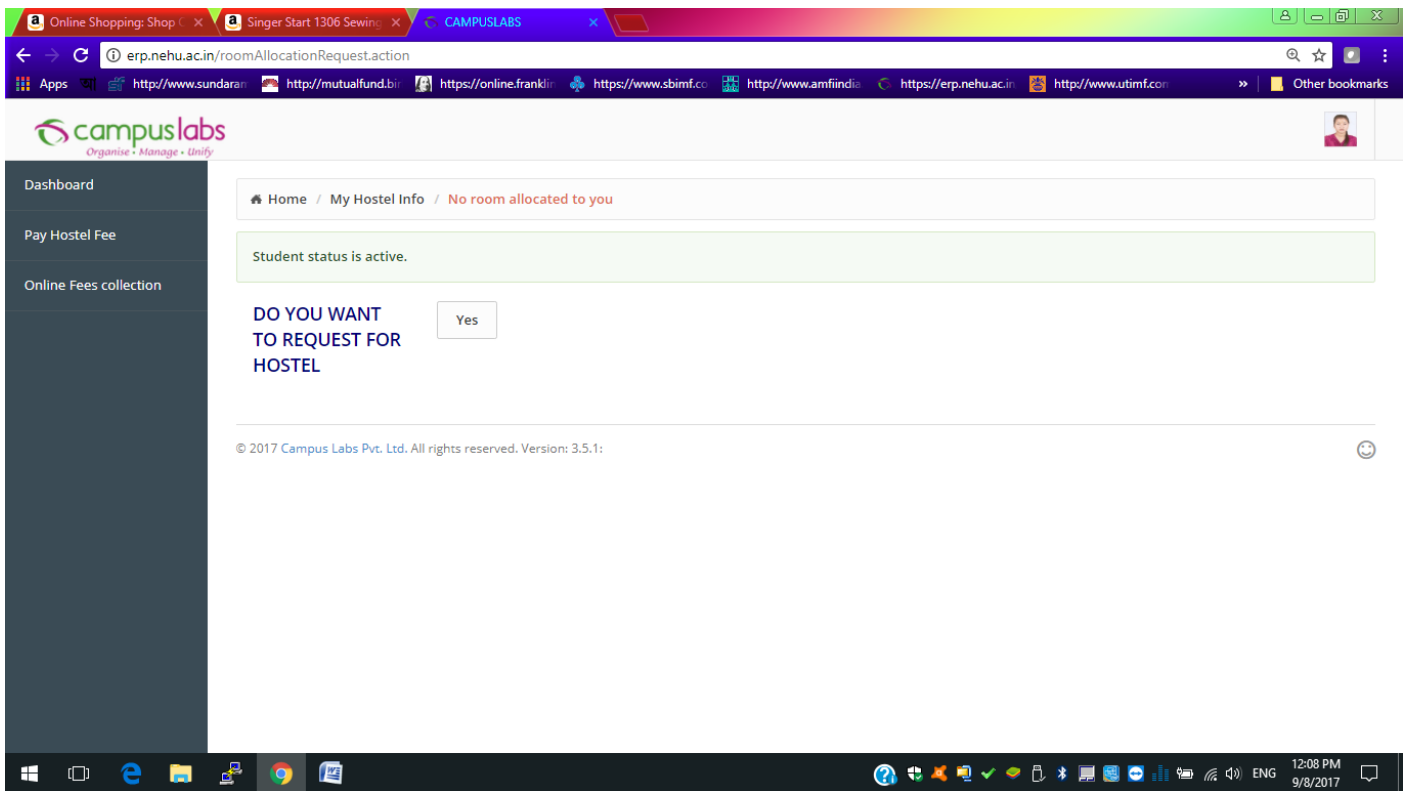
Login from the above portal you will get the following screen



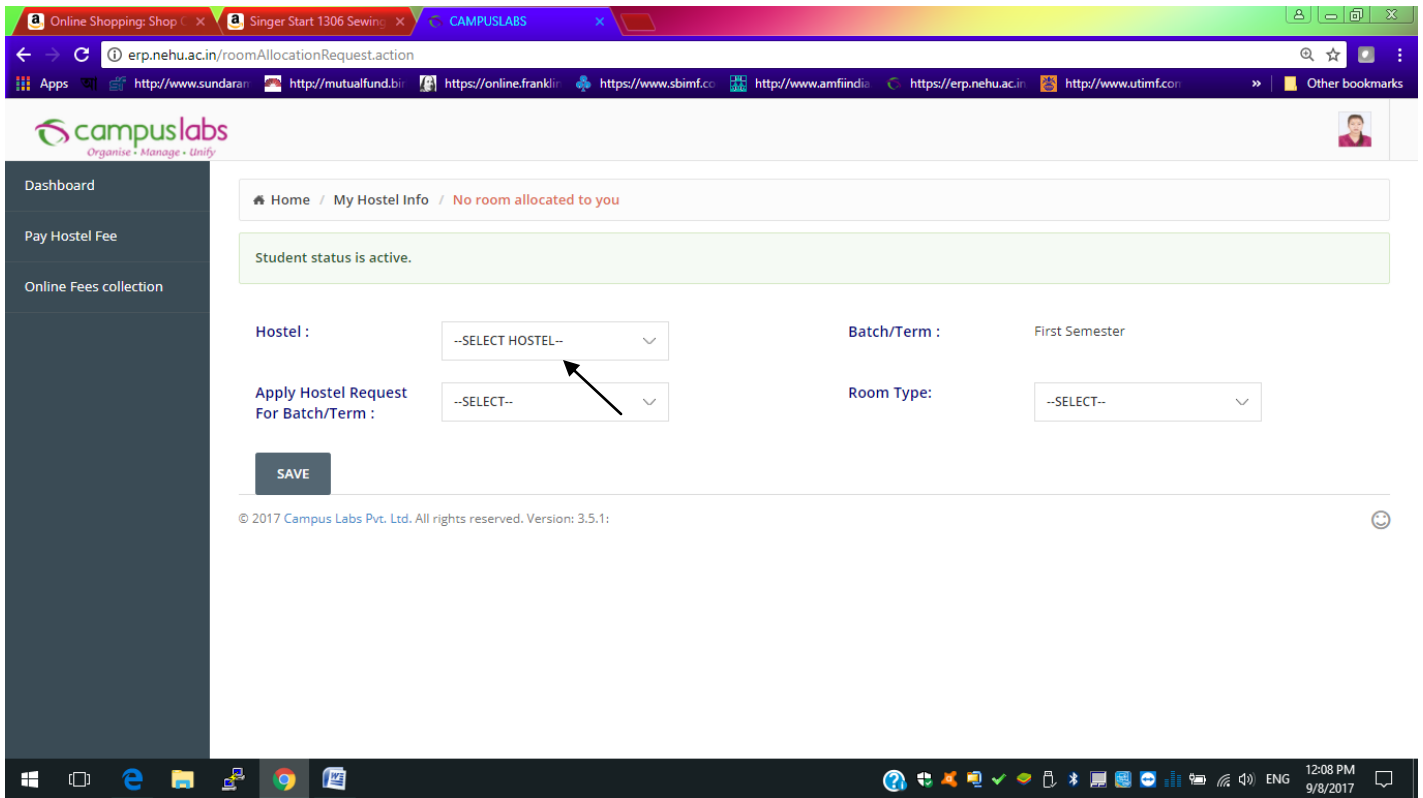
click **Pay Hostel Fee** you will get the following screen.



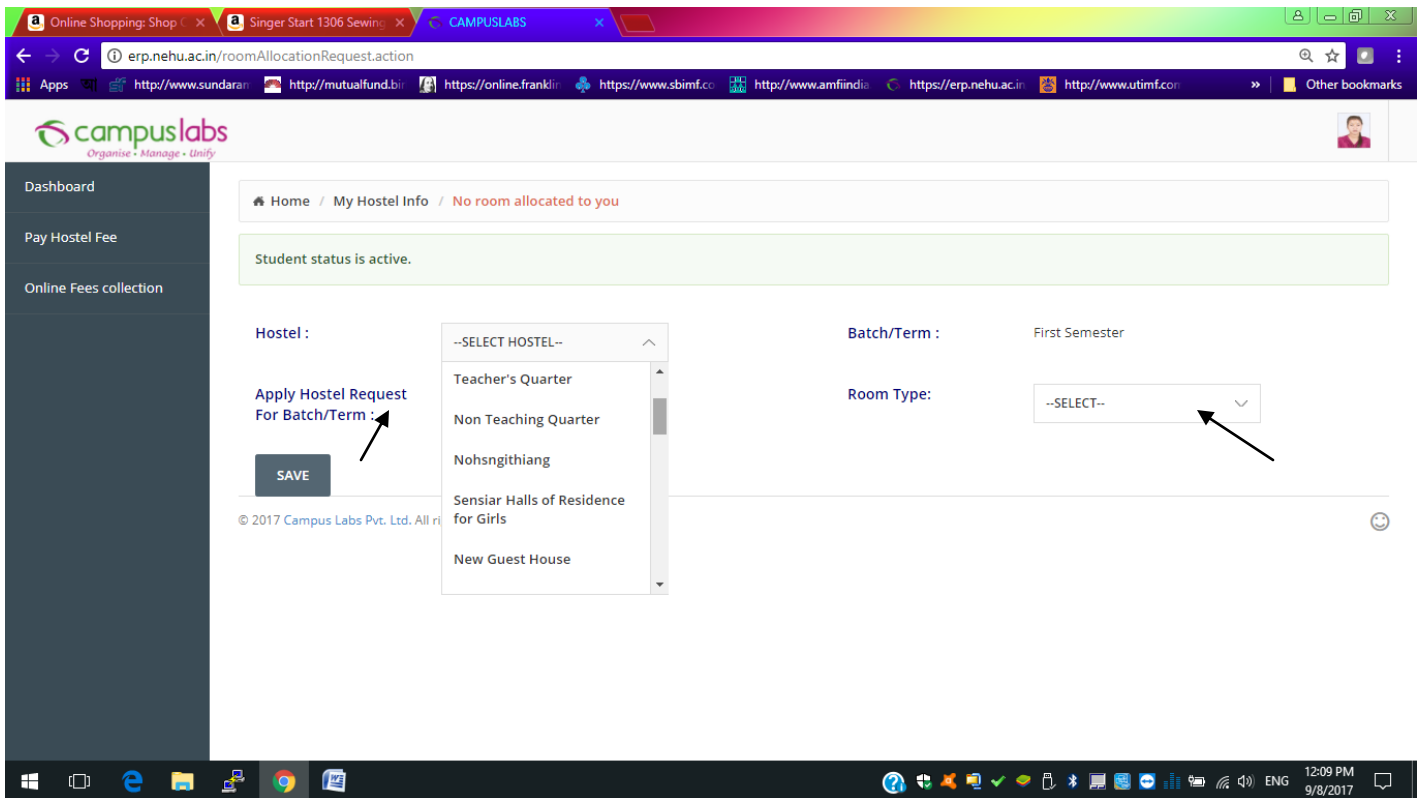
Click "Request for hostel" in the above screen, following screen will appear.



Click YES, following screen will appear.

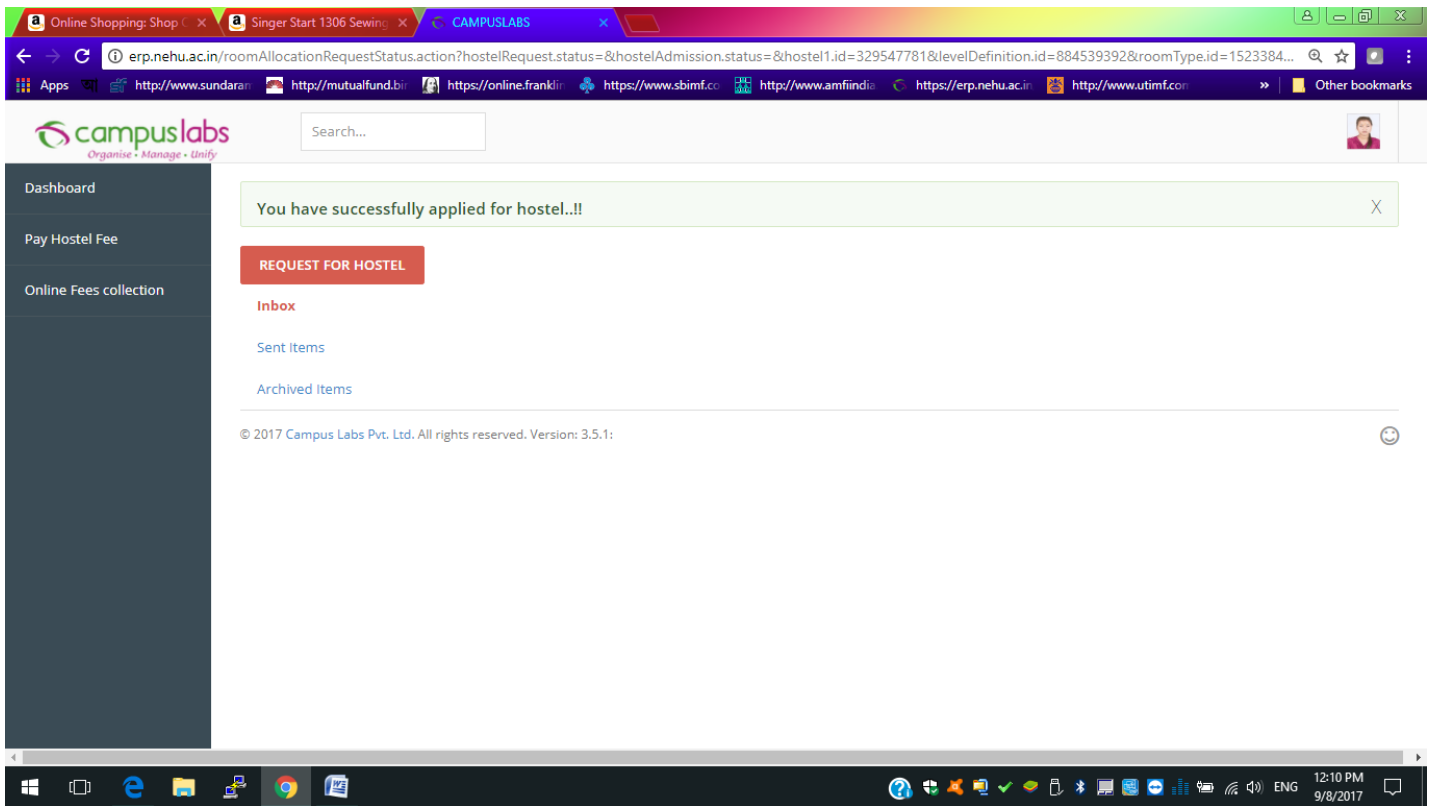


Select Hostel Name allotted to you from the dropdown list shown with an arrow in the above screen.



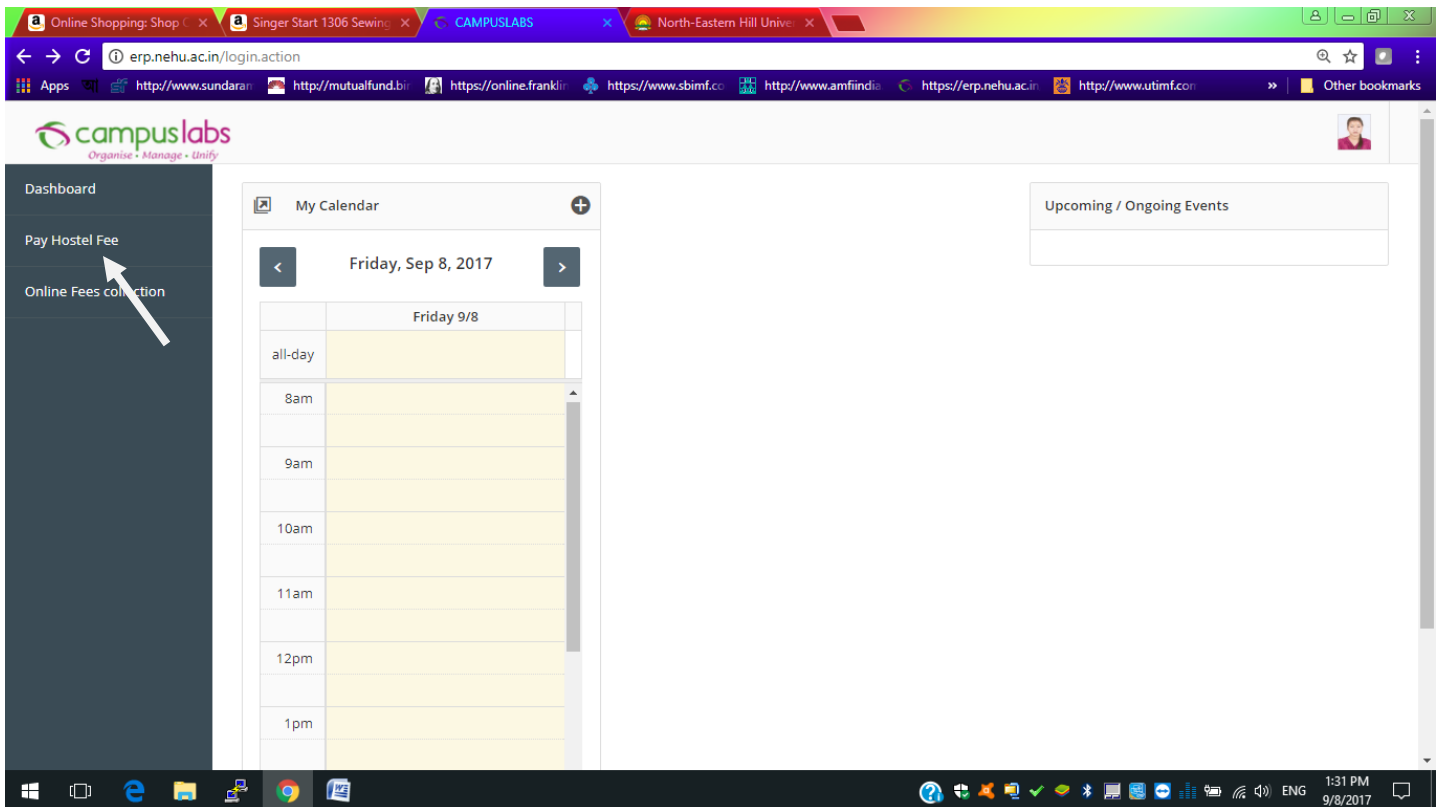
Also select **First Semester** and Room type as **double** or **Triple** which will be changed as per actual allotment.

Click **save**, following screen will appear.

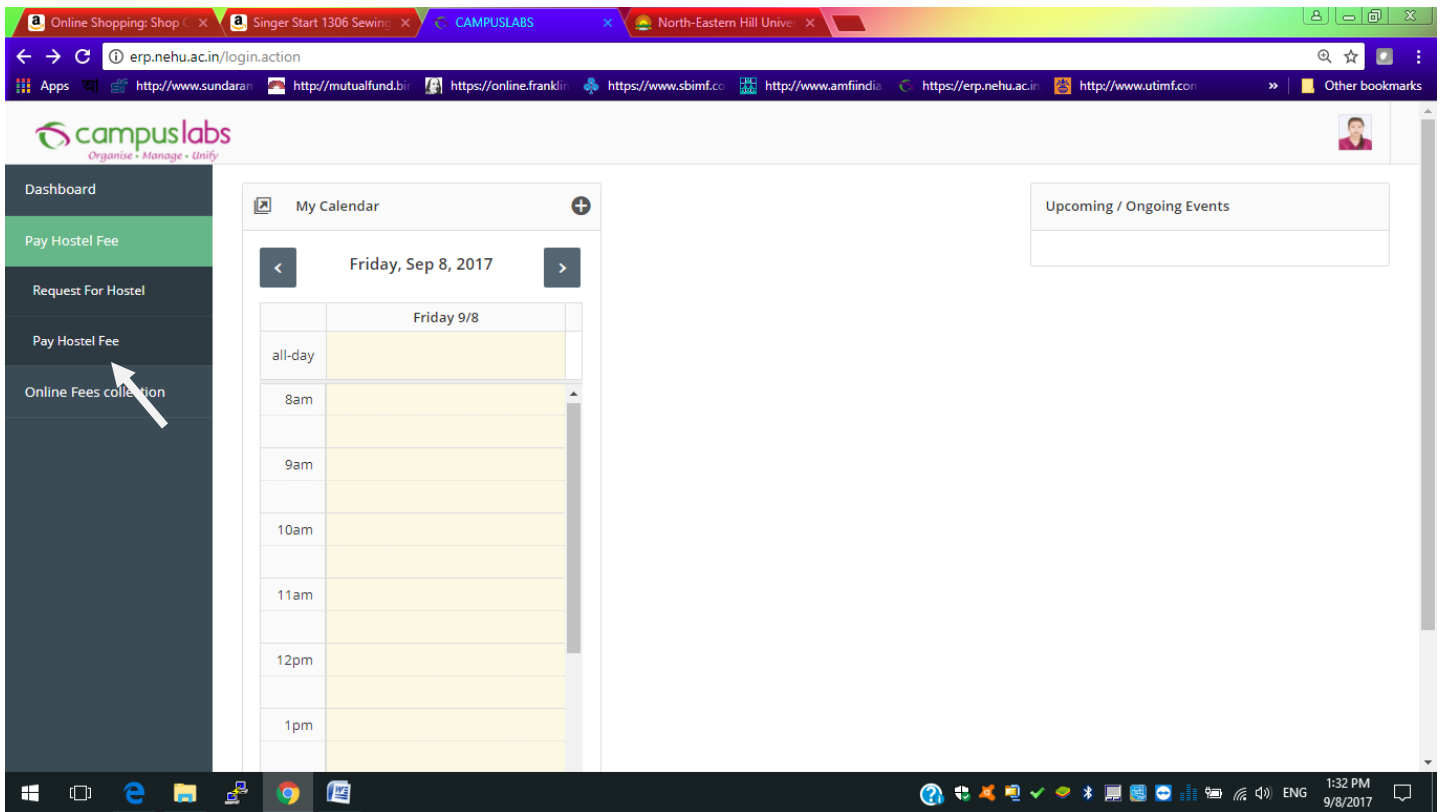


Now DSW will approve your request after which you can pay the Hostel Fees.

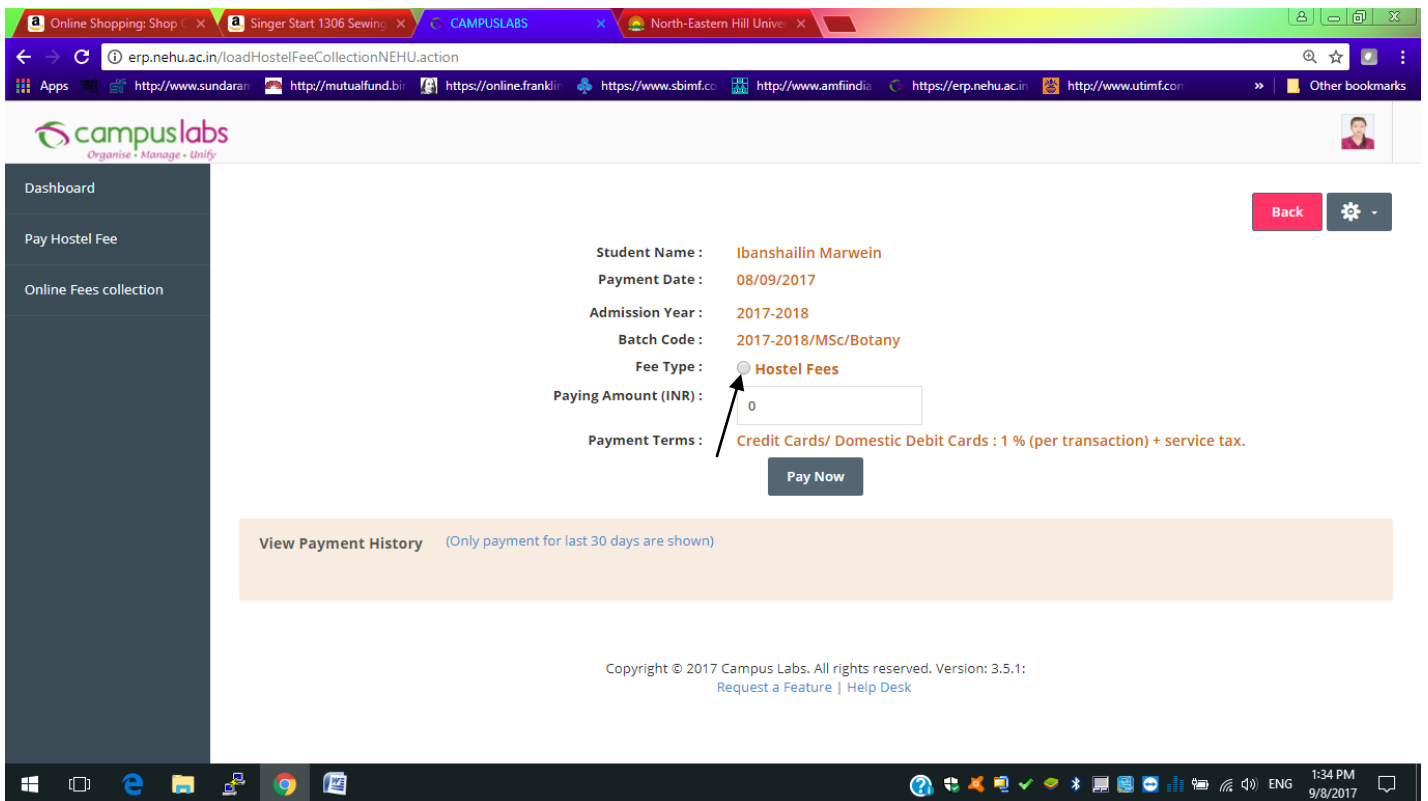
Login again and then click "Pay Hostel Fee" as shown below.



Click "Pay Hostel Fee" which is shown below

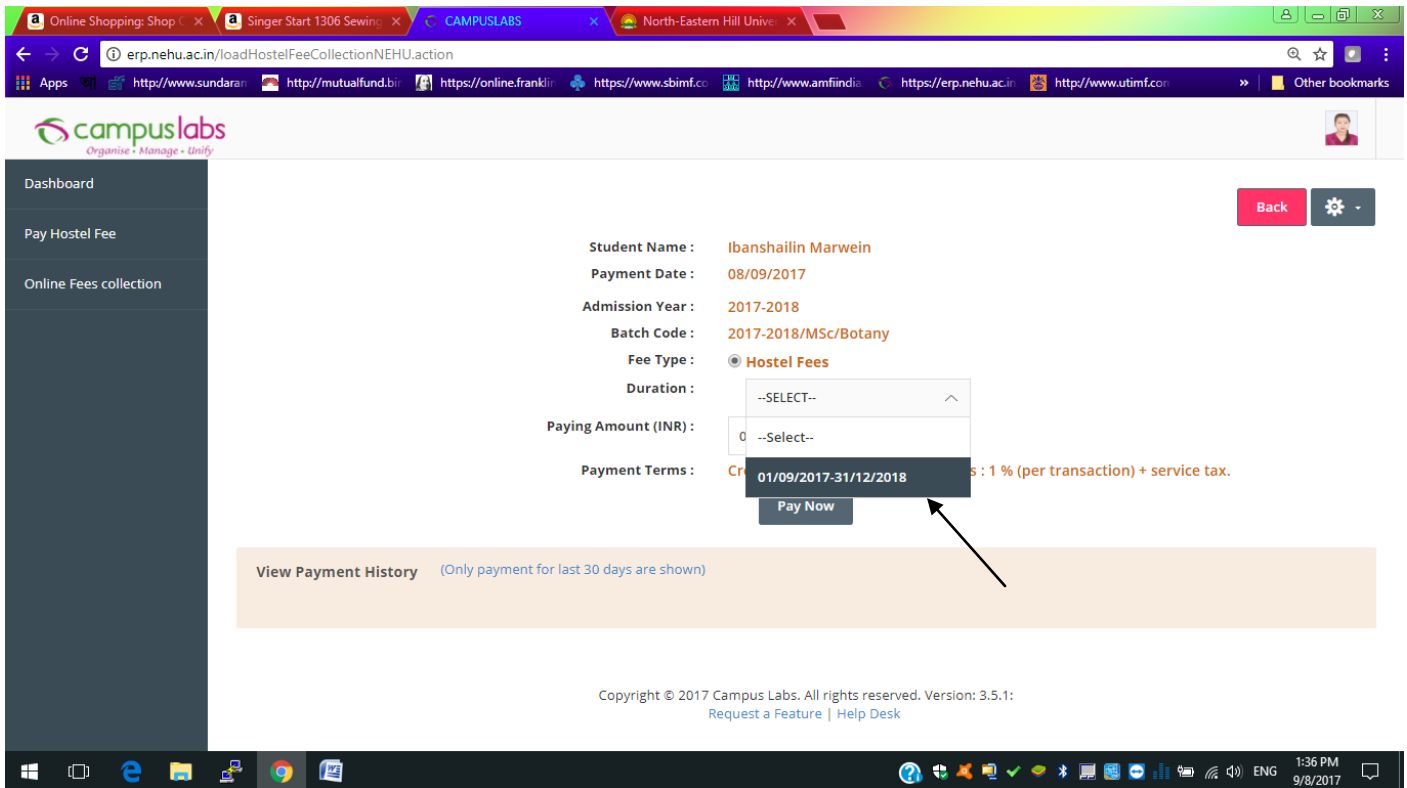


Following screen will appear

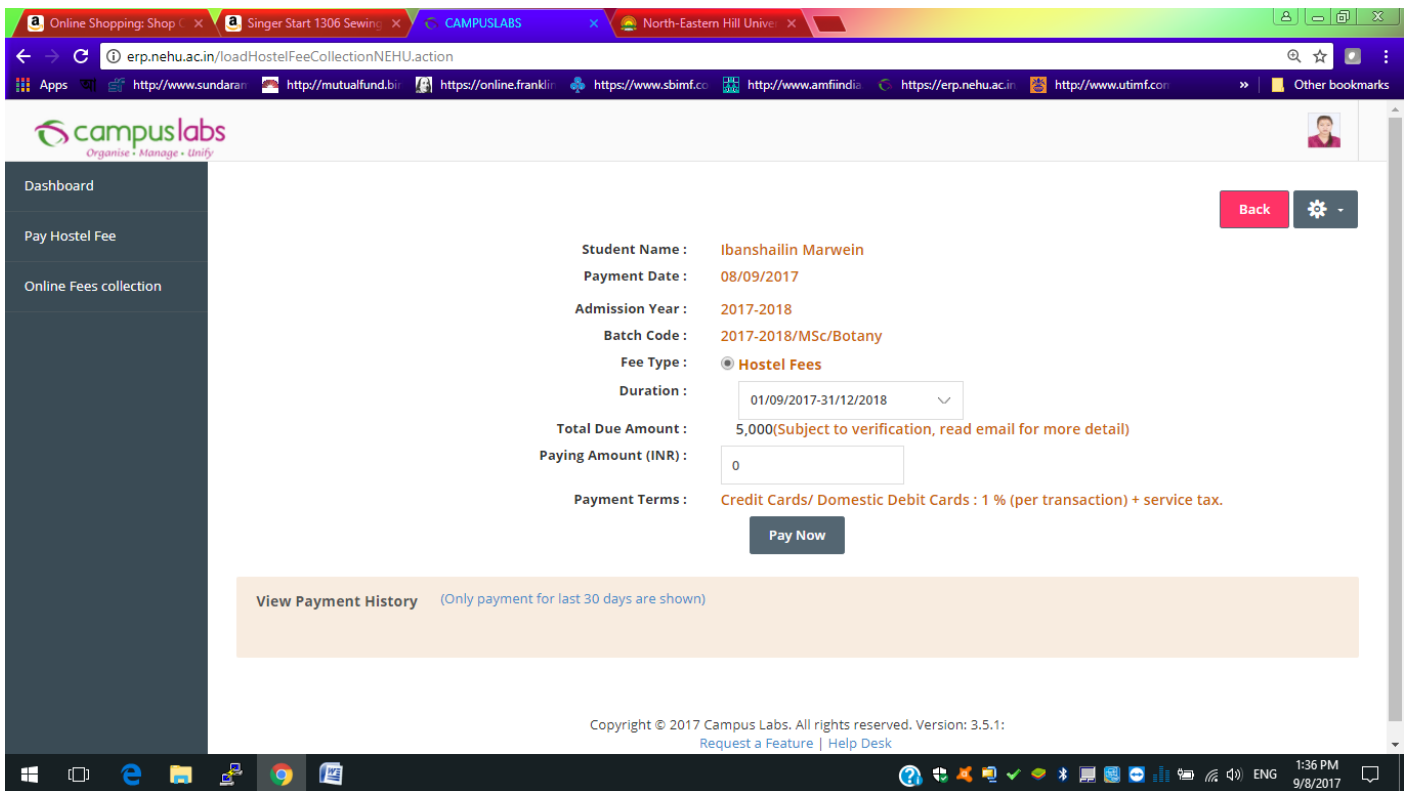


Choose **Hostel Fee** as shown above with arrow

Select the string **01/09/2017-31/12/2018** as shown in the dropdown list



The amount to be paid will be visible as shown below ;



Fill up the amount in the text box as shown below

The screenshot displays the 'erp.nehu.ac.in/loadHostelFeeCollectionNEHU.action' page. The interface includes a sidebar with 'Dashboard', 'Pay Hostel Fee', and 'Online Fees collection'. The main content area shows the following details:

- Student Name: Ibanshailin Marwein
- Payment Date: 08/09/2017
- Admission Year: 2017-2018
- Batch Code: 2017-2018/MSc/Botany
- Fee Type: Hostel Fees
- Duration: 01/09/2017-31/12/2018
- Total Due Amount: 5,000 (Subject to verification, read email for more detail)
- Paying Amount (INR): 5000
- Payment Terms: Credit Cards/ Domestic Debit Cards : 1 % (per transaction) + service tax.

A 'Pay Now' button is located below the payment terms, with an arrow pointing to it. A 'View Payment History' link is also present, with a note that only payments for the last 30 days are shown. The footer contains copyright information for Campus Labs, version 3.5.1, and a 'Request a Feature | Help Desk' link. The system tray shows the date as 9/8/2017 and the time as 1:37 PM.

Click **paynow** to make the payment. Login again to print out the payment receipt.