INSTRUCTION MANUAL

Step 1: Click on the Payonline button. (http://www.ladydoakcollege.edu.in/application/instruction_manual.php)

Step 2: After going through the instructions carefully click on the PAY ONLINE button.

Step 3: Click on the State Bank Collect link.
Step 4: Select the checkbox and click on Proceed button.

Step 5: Select the State of Institution (Tamil Nadu), the Type of Institution (here, Educational institutions) and click on Go button.
Step 6: Select KWEA ONLINE A/C and click on submit button.

Step 7: Select UG Prospectus – Aided / UG Prospectus – Self Financed

Step 8: Type the Register Number in UPPERCASE letters (Eg: LDCAU900001) and click on Submit button.
Step 9: Type the Name, Date of Birth, Mobile Number and Enter the text as shown in the image and click on Submit button.

Step 10: A screen is displayed with all the information as shown below. Click on Confirm button.

Step 11: Click on any one of the available options (Net Banking or Card Payment) to pay the fee. Also, take a print out of the payment receipt.
**Step 12:** If Net Banking selected, Enter the User Name and Password

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**Or Step 12:** If Card payments – State Bank ATM-cum-Debit card OR Other Bank Debit Cards OR Credit Cards selected, Next select the type of card
Step 13: If the type of card MasterCard or Other MasterCard or Visa is selected, enter the Card Number, Expiry date, CVV2/CVC2 Number, Name of Card, Word verification and click on Pay button.

Or Step 13: If the type of card State Bank MAESTRO Cards is selected, enter the Card Number, Name on Card, Word verification and click on Pay button.

After Successful transaction the Transaction Id will be generated by State Bank of India.

Use this transaction id to download the prospectus and fill the application online.

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