

### Steps for paying the Online Fee for the academic year 2020-21:

**Step-1: Visit the AEES website. A link will be made available in the IT tab of the website with the caption "Online fee payment for the academic year 2020-21". (The link will be available from 28<sup>th</sup> September, 2020 12:00 Noon onwards)**

**Step-2: Click on the link. You will be redirected to a new page. Put the UID issued by the school in the textbox and click on 'SEARCH' button.**

**Step-3: You will be able to see the details of the student along with fee details. Click on 'ACCEPT and PROCEED' button, if the data is correct. If the data is wrong please contact the school.**

**Step-4: If you have clicked the 'ACCEPT and PROCEED' button you will be redirected to a new page.**

**Step-5: Please click 'BROWSE' and select the photograph of the student. Upload the photograph by clicking on the 'UPLOAD' button. You will get a 'SUCCESS' message if the photograph is uploaded successfully. If you get a failure message edit/resize the photograph and repeat Step-5.**

**Step-6: If you have got a 'SUCCESS' message in Step-5, a button named 'PROCEED FOR FEE PAYMENT' will appear on the same page. Click on the button and you will be redirected to SBCollect page. Please pay the fee through SBCollect and complete the process.**

#### **Guidelines for Uploading of Photograph**

Before paying the online fee a student will be required to upload a digital image of his/her, as per the specifications given below:

##### **Photograph Image:**

- a. Photograph must be a recent passport style colour picture.
- b. Make sure that the picture is in colour and in school uniform, taken against a light-coloured background. If you have not arranged for the uniform yet please wear a white shirt while taking the photograph.
- c. Look straight at the camera with a relaxed face.
- d. If you have to use flash, ensure there's no "red-eye".
- e. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- f. Caps, hats and dark glasses are not acceptable.
- g. Allowed Photo Size – 3.5 cm x 4.5 cm
- h. Size of file should be between 25kb-100 kb
- i. Ensure that the size of the scanned image is not more than 100KB. If the size of the file is more than 100 KB, then adjust the settings of the device such as the resolution, pixels etc., during the process.