spoken-tutorial.org

IIT Bombay

1. Register as an Account Executive:

- Go to spoken-tutorial.org website and create an account – make a username and password by clicking on "Register" and activate your account by clicking on the link sent to your email.
- You can request for **forgot/reset** password only after your account is activated.

Registration Link: http://www.spoken-tutorial.org/account/register
Instructions to Register link:
https://process.spoken-tutorial.org/images/1/18/Account_Executive_Regstn.pdf

- Once account is activated, He/She has to click on "Add me as an Account Executive" link in his/her Training & Payment Dashboard under "Software Training" tab and complete the Details by selecting state and name of the Institute etc. from the drop down in the form.

2. Once approved by state training manager Account Executive will see 2 links under the Software training & Payment Dashboard under Accounts Executive block:

- **Pay here to subcribe**
- **Payment Details**

3. When you Click on Pay here to subscribe you will see the below details which will autopopulate:

Institution Name	Example: St. Xaviers College
Institution Type	Engineering/ Colleges/ Schools
Amount Payable (INR)	25,000 for Engg/Colleges & 5,000 for Schools
Claim GST benefits?	⊛Yes ⊛No (Default will be No)
Terms & Conditions	√ Click to Agree

Proceed for Payment

Note:

- Proceed for Payment will be enabled only when you select the check box of click to Agree, after reading the terms & conditions.

- GST option is not mandatory. If the institute want to take the benefit of the GST then select "YES" and fill GST IN number, otherwise it is "NO" by default.

4. Once you click on Proceed to Payment you will be redirected to IITB payment portal as below:

User ID	Diana21
User Name	Diana Low
Payment Description	Subscription
Amount	25,000 for Engg/Colleges & 5,000 for Schools
Mode of Payment	**Pay U Payment Gateway**

Click on Proceed

- Here all details (User ID, Username, Payment Description and Amount) will autopopulate except Mode of payment

- You have to select the Mode of Payment as "**Pay U Payment Gateway" & click on Proceed.**

Note: A fixed amount over 25,000 and 5000 will be charged as transaction charges.

5.   Once you proceed you will get a confirm payment details page.

User ID	Diana21
User Name	Diana Low
Payment Description	Subscription
Amount	25000 or 5000
Mode of Payment	**Pay U Payment Gateway**

Click on Make Payment

Few Instructions will be mentioned on the page for the Account Executive to read.

6.   Now you will be redirected to PayU Biz portal:

- **Select the bank name from the dropdown**
- **There will be 3 payment mode option :**
  a. Debit card
  b. Credit Card
  c. Netbanking option (Make Sure you have login id and password for same)
- **Enter your respective credentials/ details.**
- **Click on Confirm**

(An OTP might be sent from the bank to your registered mobile number. If required Enter the OTP)

- **Once OTP is entered click on Make Payment.**

Details will be verified and transaction will take place in the background.
Strictly do not close the browser or click on back button or refresh. This will take some time (10 seconds)

Note: There will be a standard convenience fee which has to be paid. The amount of fees varies according to the bank they are selecting.

7. You will be redirected to IITB portal and your transaction details will be displayed.

Important: Strictly do not close the browser or click on back button or refresh. This will take some time (10 seconds)

8. You will be redirected to Spoken Tutorial page after successful or failed transaction.

If your transaction is successful, Transaction ID and Reference ID from the bank will be displayed.

Otherwise If your transaction fails , then only the transaction ID will be displayed. (If transaction fails and money is not deducted you can retry to make the payment)

Note: If money is deducted from bank and still you are getting failure message then please call and inform your state training manager. It will take 2-3 days for the payment to reconcile.