SCHOOL FEES PAYMENT GUIDE

We are happy to inform you that the School Management has opened up easier and more convenient ways to pay tuition fees and other levies charged by the school. You can now make hassle-free payments at our designated banks or process your payments in the comfort of your home, office or anywhere else using your laptop, PC or mobile device. We are also happy to inform you that school fees and Personal effect(s) can now be paid together with the newly deployed module in the system (both at WebPay and Bank branch).

Interswitch Payment Gateway

OPTION-A : **PayDirect Bank Branch**

- Parent/Guardian/Student requests for a unique and re-usable Student-ID from the school at the Bursary/ICT Department.
- Parent/Guardian/Student goes to any commercial bank of choice.
- Parent/Guardian/Student request for a deposit slip.
- Parent/Guardian/Student fills the above slip as follows:
  - ❖ **Account name**: Immaculate Conception College, Benin City
  - ❖ **Account number**: Nil
  - ❖ **Payee** : Name of Student
  - ❖ **Amount Payable:** Fill in Words and Figures in the space provided on the slip
  - ❖ **Customer-ID:** Indicate boldly at the top of the slip, the "Student-ID" of the Payee.
  - ❖ **Class & Term:** Indicate boldly at the bottom of the slip, the Class of the payee and the Term Paying for.
- Submit the filled slip to the Bank Teller for payment posting on PayDirect Platform; and wait for few minutes to collect your e-receipt.

NB –

- ❖ Please note that your transaction is incomplete without your e-receipt, so ensure you collect it before leaving the banking hall.
- ❖ Designated Banks: All commercial banks on Interswitch Network

OPTION-B: Online Payment Using ATM Card

- Parent/Guardian/Student browse to https://iccbenin.thexsoftware.com
- Parent/Guardian/Student inputs (at the page displayed from step-1 above) Student-ID in Capital (Uppercase) letters without space between the alphabets and the digit numbers as **username** ; and xxx in (Lowercase) as **Password**
- Parent/Guardian/Student **navigates** and **points** to "**My payments**" menu on the page displayed from step-2 above to display the submenus (**Make payments & View Payments**) attached to it
- Parent/Guardian/Student clicks on the submenu "**make payment**" displayed from step-3 above.
- Parent/Guardian/Student selects payment criteria (**Payment item**, **Session** and **Term**); and then clicks on the **confirm payment** button as displayed in the page.
- Upon verification of the **class arm** of the student, Parent/Guardian/Student clicks on the "**make web payment**" button for re-direction to **flutterwave payment gateway** page.
- Parent/Guardian/Student inputs the details of their ATM card at the flutterwave page as follows:
  - ❖ **Card number**: The sixteen(16) digit numbers printed at the front of the card
  - ❖ **Expiring date**: As printed on the card (example in month and year format: **04/25** , **01/23, 11/22 etc**)
  - ❖ **Card Verification Value (CVV):** The three or last three digit numbers printed at the back of the card
  - ❖ **PIN (**Optional**):** The personal identification number of the card for withdrawer
- Parent/Guardian/Student clicks on the "**Pay button**" to trigger one-time password (**OTP**) generation by the banking system.
- Parent/Guardian/Student inputs the generated **OTP** sent via **SMS** to the phone number tied to the account configured on the card and clicks on the "**Pay** " button to have your e-receipt generated if successful.

NB –

- Please note that your transaction will fail if your ATM Card is not enabled for online transactions. Visit your bank for activation if you encounter such response/issue from the system.
- The system only allows Nigeria debit cards: **VISA, MASTER and VERVE**
- Do not expose your card details to anybody for any reason.

- Parent/Guardian/Student browse to https://iccbenin.thexsoftware.com
- Parent/Guardian/Student inputs (at the page displayed from step-1 above) Student-ID in Capital (Uppercase) letters without space between the alphabets and the digit numbers as **username** ; and xxx in (Lowercase) as **Password**
- Parent/Guardian/Student **navigates** and **points** to "**My payments**" menu on the page displayed from step-2 above to display the submenus (**Make payments & View Payments**) attached to it
- Parent/Guardian/Student clicks on the submenu "**make payment"** displayed from step-3 above.
- Parent/Guardian/Student selects payment criteria (**Payment item**, **Session** and **Term**)**;** and then clicks on the **confirm payment** button as displayed in the page.
- Upon verification of the **class arm** of the student, Parent/Guardian/Student clicks on the "**make web payment"** button for re-direction to **flutterwave payment gateway** page.
- If by default, the above page from step-6 displays ATM card option, Parent/Guardian/Student should change the option by clicking on "**Pay with transfer**" button.
- Parent/Guardian/Student transfers from their mobile app for banking transactions), same amount displayed from step-7 above to the generated account number on the page
- Parent/Guardian/Student clicks on the "**I have made the transfer**" button if successful transfer has been made. Other means of fund deposit (POS, USSD) can also be used to pay to the generated account within 25-minutes of generation
- An e-receipt is generated forthwith if the payment is successful.

NB –

- Please note that your transaction will fail if you transfer more or less than the amount displayed on the **flutterwave** page.
- Your transaction is incomplete if you fail to click on the "I have made the transfer" button after transferring from your banking app.
- The school account number generated on the **flutterwave** page is unique to a student and is for a specific transaction. Its validation on your banking App populates "Immaculate Conception College"
- The generated account number expires after 30minutes if no fund is transferred to it.

- Parent/Guardian/Student browse to https://iccbenin.thexsoftware.com
- Parent/Guardian/Student inputs (at the page displayed from step-1 above) Student-ID in Capital (Uppercase) letters without space between the alphabets and the digit numbers as **username** ; and xxx in (Lowercase) as **Password**
- Parent/Guardian/Student **navigates** and **points** to "**My payments**" menu on the page displayed from step-2 above to display the submenus (**Make payments & View Payments**) attached to it
- Parent/Guardian/Student clicks on the submenu "**make payment**" displayed from step-3 above.
- Parent/Guardian/Student selects payment criteria (**Payment item**, **Session** and **Term** and then clicks on the **confirm payment** button as displayed in the page.
- Upon verification of the **class arm** of the student, Parent/Guardian/Student clicks on the "**make web payment**" button for re-direction to **flutterwave payment gateway** page.
- If by default, the above page from step-6 displays ATM card option, Parent/Guardian/Student should change the option by clicking on "**Pay with USSD**" button.
- Parent/Guardian/Student Selects their bank to trigger the **USSD** code generation.
- Parent/Guardian/Student dials the code generated from step-7 above using their phone and follows the instructions therein to complete the transaction.

NB –

- Please note that your transaction will fail if the bill exceeds the default limit for your USSD transactions.
- Visit your bank for upgrade if you encounter such response/issue from the system.

OPTION-C: Online Payment Using VISA QR

- Parent/Guardian/Student browse to https://iccbenin.thexsoftware.com
- Parent/Guardian/Student inputs (at the page displayed from step-1 above) Student-ID in Capital (Uppercase) letters without space between the alphabets and the digit numbers as **username** ; and xxx in (Lowercase) as **Password**
- Parent/Guardian/Student **navigates** and **points** to "**My payments**" menu on the page displayed from step-2 above to display the submenus (**Make payments & View Payments**) attached to it
- Parent/Guardian/Student clicks on the submenu "**make payment**" displayed from step-3 above.
- Parent/Guardian/Student selects payment criteria (**Payment item**, **Session** and **Term** and then clicks on the **confirm payment** button as displayed in the page.
- Upon verification of the **class arm** of the student, Parent/Guardian/Student clicks on the "**make web payment**" button for re-direction to **flutterwave payment gateway** page.
- If by default, the above page from step-6 displays ATM card option, Parent/Guardian/Student should change the option by clicking on "**Pay VISA QR**" button to trigger the **Quick Response Bar code** generation
- Parent/Guardian/Student scans the above bar code using their mobile banking app for validation
- Upon successful validation, Parent/Guardian/Student inputs some details (**Account to debit from, Payment narration etc**) as required on the banking app page to complete the transaction.

NB –

- Please note that you will need to select VISA QR during QR coding scanning.

OPTION-C: Online Payment Using Direct Account Debit

- Parent/Guardian/Student browse to https://iccbenin.thexsoftware.com Parent/Guardian/Student inputs (at the page displayed from step-1 above) Student-ID in Capital (Uppercase) letters without space between the alphabets and the digit numbers as **username** ; and xxx in (Lowercase) as **Password**
- Parent/Guardian/Student **navigates** and **points** to "**My payments**" menu on the page displayed from step-2 above to display the submenus (**Make payments & View Payments**) attached to it
- Parent/Guardian/Student clicks on the submenu "**make payment**" displayed from step-3 above.
- Parent/Guardian/Student selects payment criteria (**Payment item**, **Session** and **Term** and then clicks on the **confirm payment** button as displayed in the page.
- Upon verification of the **class arm** of the student, Parent/Guardian/Student clicks on the "**make web payment**" button for re-direction to **flutterwave payment gateway** page.
- If by default, the above page from step-6 displays ATM card option, Parent/Guardian/Student should change the option by clicking on "**Pay with Bank**" button and select their bank
- Parent/Guardian/Student inputs the bank account number to debit from and some personal and security details of the bank account for verification.
- Upon successful verification, an **OTP code** is sent to the phone number tied to the account number as required on the banking system to complete the transaction.

NB –

Please note that account numbers from micro-finance banks are not acceptable