USER MANUAL: Online Bill Payment

The <u>www.nbpdcl.co.in</u> Web Self Service portal offers the user the facility to view their electricity bills online, make payments and generate receipts of successful online payments made using this portal.

Quick Bill Payment

Quick Bill Payment functionality provides users the facility to make payments without logging in or registering on the portal.

In order to make payments, consumer is required to enter the CA Number printed on the Bill.

A] What is CA Number?

The CA Number is printed on your Electricity Bill as follows:



In case you do not have your Electricity Bill, you can also search your CA Number using your old Account Number or Consumer ID as follows:

B] Procedure to search CA Number:

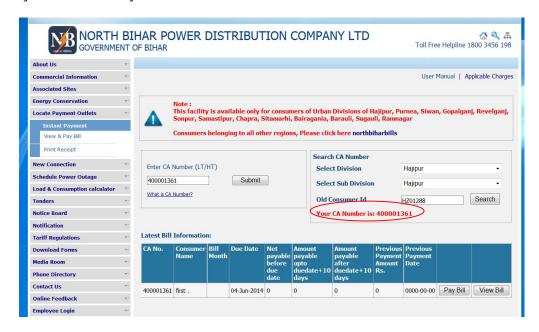
1) On home page, Click on "Search CA Number" link as shown:



1) Select Your Division, Sub Division and Enter your old Account Number or Consumer ID as shown:



System will search your CA Number and return the result as follows:



Along with the CA Number, system will also display the Latest Bill Information as shown above.

Once the CA Number is located, user can save the CA Number for future reference. CA Number can be directly used for making online payments and for other facilities such as User Registration.

C] Quick Bill Payment

Consumers who know their CA Number can directly go to **View and Pay Bill Online** section on home page and can pay their bill.

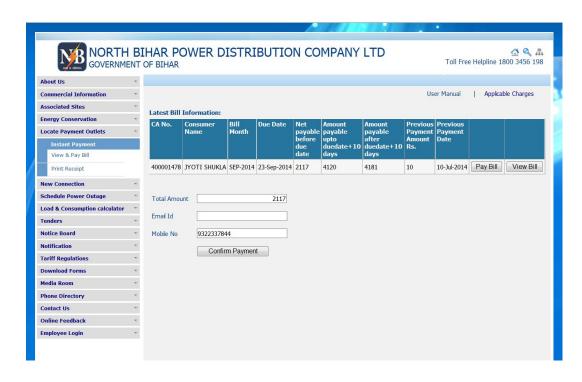


On entering the CA number, the consumer will be redirected to the payment page where in he can view Bill Month, Due Date, Net Payable before due date, Amount Payable upto duedate+10 days, Amount payable after duedate+10 days, Previous Payment Amount, Previous Payment Date.

On the same screen, consumer has been provided with two buttons to Pay Bill and View Bill.

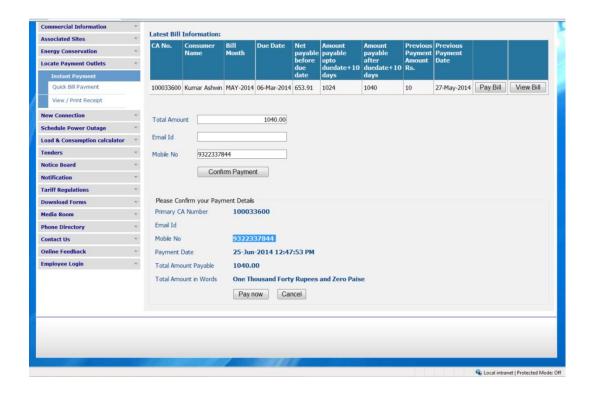
On clicking the **View Bill** button, user will be shown his actual bill in PDF Format. User can save the bill or take a printout of the same.

Pay Bill button will allow the consumer to proceed to the payment. User will be shown a textbox with name "Total Amount" and asked to provide his Email Id and Mobile Number.



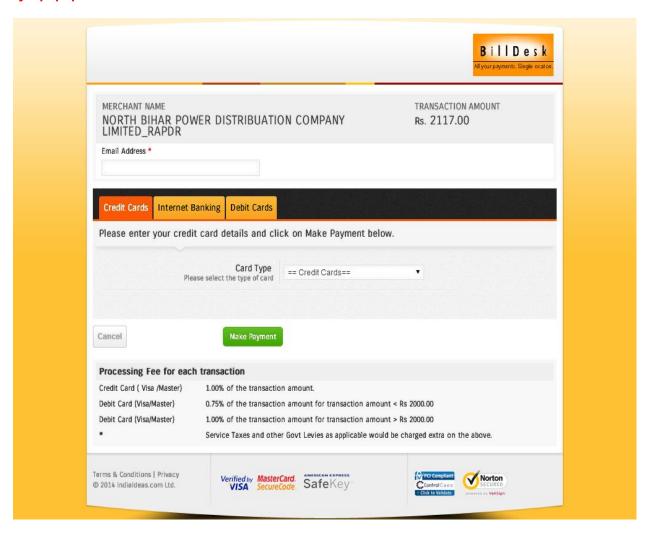
Note: In the above Screen, the "Total Amount" text box is editable. Consumer has the facility to edit the amout which he wishes to pay.

Once consumer clicks on **Confirm Payment** button, a confirmation section will be visible to consumer where consumer can verify details before making payment.



After verifying the details and clicking on "Pay Now" button, consumer will be redirected to the Payment Gateway where facility to make payment using Debit Card, Credit Card or Internet Banking is available.

Important Note: It is necessary to Allow Popups in your Browser for this step. The Payment Gateway Page will open in new Popup Window. Please allow the site www.nbpdcl.co.in to open popups when prompted by your browser. In case below window does not open, please ensure that it is not blocked by a popup blocker.

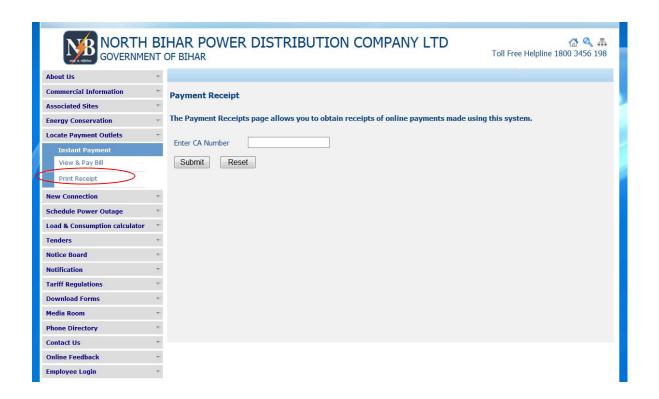


Download Payment Receipt

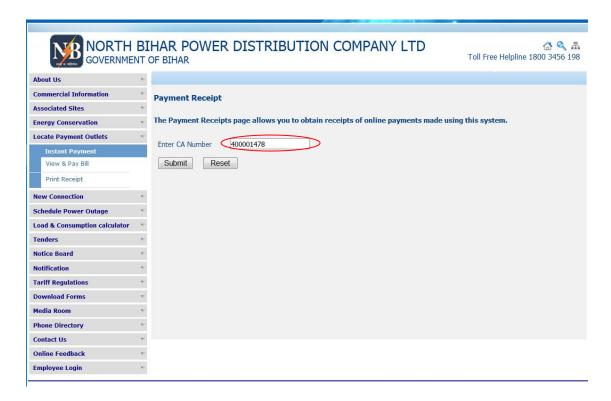
Download Payment Receipt functionality provides users the facility to View, Print and Save receipts of latest online payments made through www.nbpdcl.co.in.

A] Procedure to download Payment Receipt

1) On home page, Click on "View/Print Receipt" link in Instant payment section as shown:



2) Enter your CA Number as shown



System will search your CA Number and return the result as follows:



3) Click on view button for save, print option

