

Instruction for Parent Account Activation, Bank Mandate, Fee Payment and Fee Receipts

1. Parent Account Activation:

- a. **Parent Account Activation:** Go to Sri Sri Academy website www.ssa.org.in > Login **NLP** > choose **Parent** > Login ID is **Father's Mobile No.** > password is OTP sent in message on your mobile / or do forgot password if already active.
- b. **Parent Login:** Go to Sri Sri Academy website www.ssa.org.in > Login **NLP** > choose **Parent** > Login ID is **Father's Mobile No.** > login with OTP > Generate OTP > Sign in and set new password > Log out and re login with the newly set password.

2. Bank Mandate Registration:

- a. **Website:** Visit our website www.ssa.org.in > Login **NLP** > Choose **Parent** > Father Mobile No > Login with **OTP/Password** > Click **Finance (\$)** > **Fee** > **Fee Payment** > **Bank Mandate** > Authenticate by **Net Banking /Debit Card** > Add **New E-mandate** > Follow the instruction and register your bank details.
 - b. **Mobile App:** Download and Install **Next Learning Platform** application from Google play store > Choose Parent > School Code **bhwb0002** > User Name **Father Mobile No.** > Logging with **OTP/Password** > **Fee** > **Fee Payment (\$)** > **Bank Mandate** >? you may watch Video demo > Authenticate by **Net Banking /Debit Card** > Add **New E-mandate**.
 - c. **Sibling Child:** For Sibling student if bank details are same for both the children, they do not need to add bank details twice. Only switch account for sibling child and confirm the bank mandate.
 - d. **Remarks:** After successful submission parent can see the bank mandate status as **Active**. Once bank mandate gets activated, fee will be automatically debited from your bank on 7th of the first month of the quarter. Any time parent can cancel/change their mandate from parent login.
- 3. Online Fee Payment:** Login as Parent > **Finance (\$)** > **Fee** > **Fee Payment** > Choose **Make payment** > choose first month of the quarter / Till Today / All > Pay by suitable payment platform. Ignore if already paid.
- 4. Fee Receipts:** Go to **Finance (\$)** > **Fee** > **Fee Payment** > Payment History > Download Receipts.

- **Due date for the quarterly fee 11th April / 7th July / 7th October / 7th January.**
- **Late fee Rs. 500/- is applicable in case of payment after due date.**

In case of any further clarification email to taniya@ssa.org.in