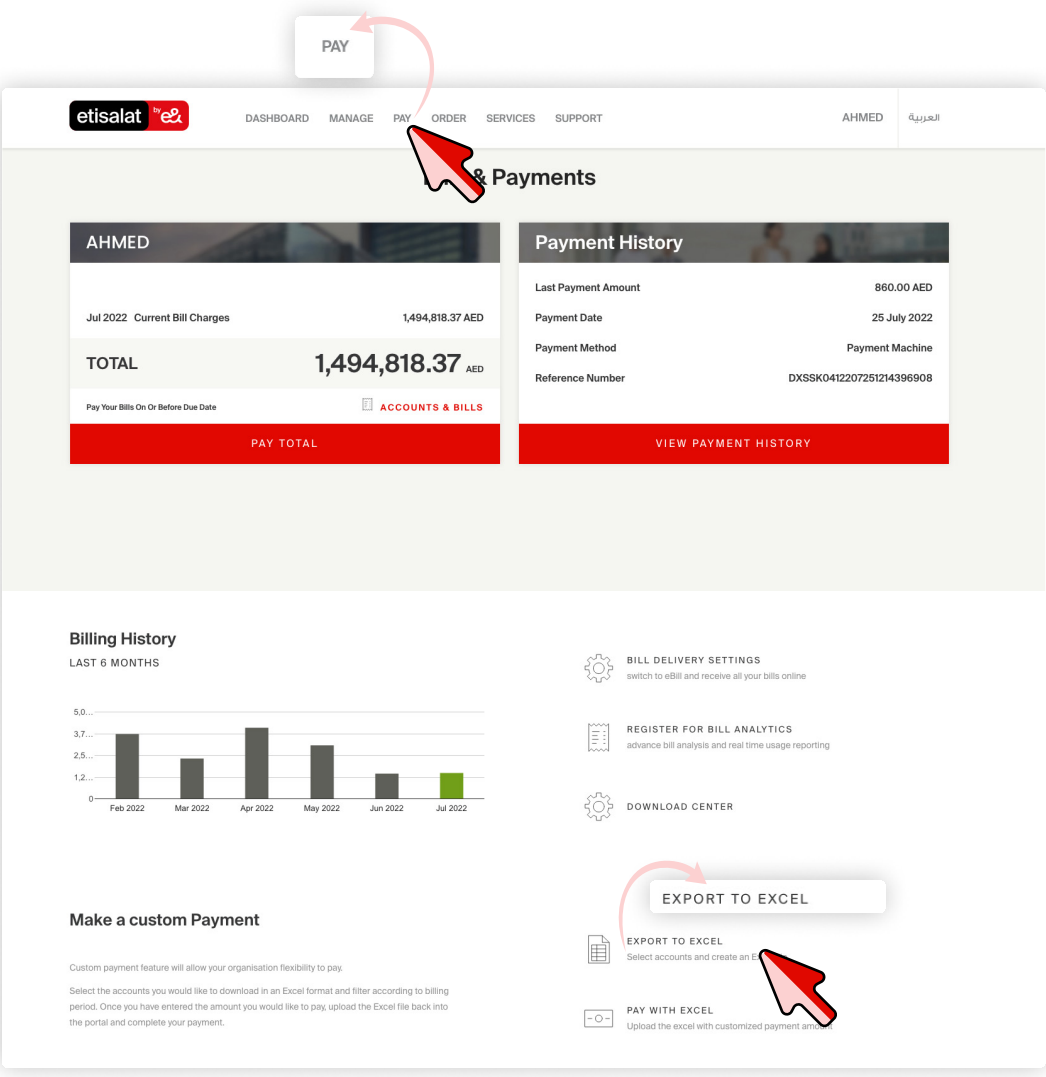


# Guide to do the Payment Allocation with Excel File

Simply follow the easy steps below

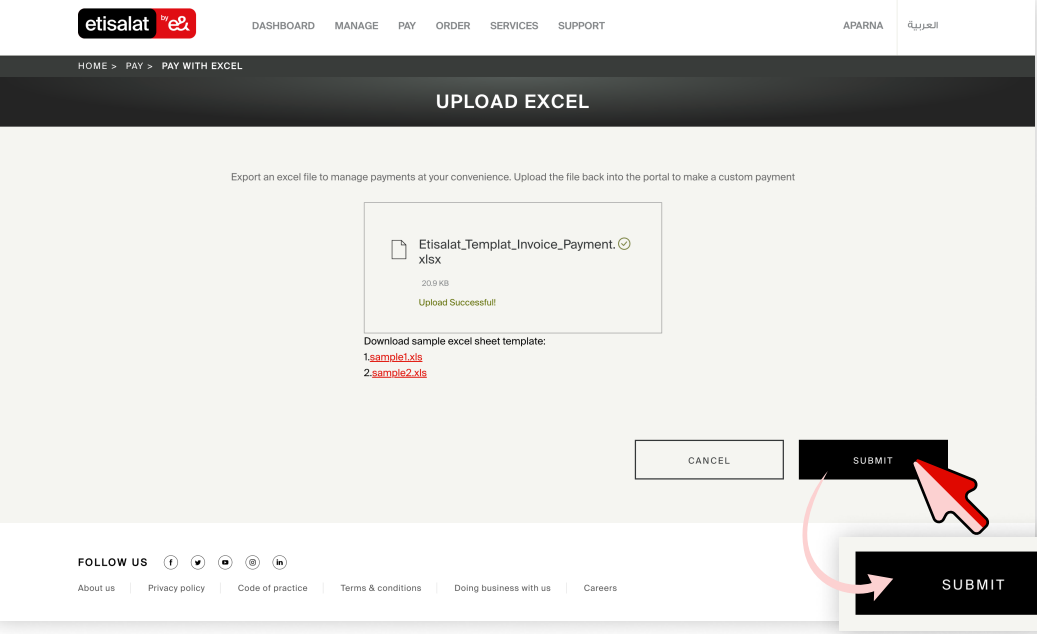
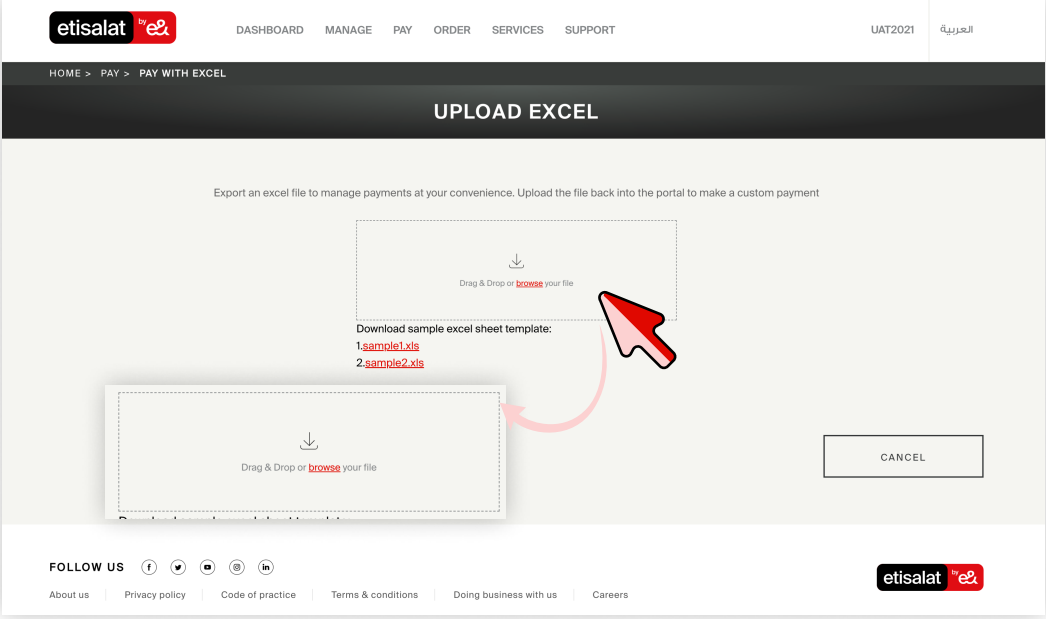


## Step 1:

Log in and go to the 'PAY' tab and select 'EXPORT TO EXCEL'

## Step 2:

Upload the Excel file by choosing 'DRAG OR BROWSE' from your device

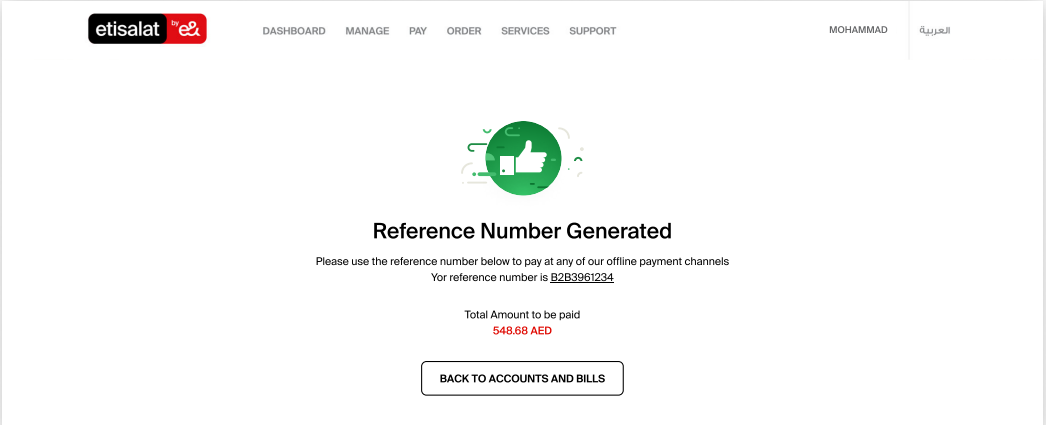
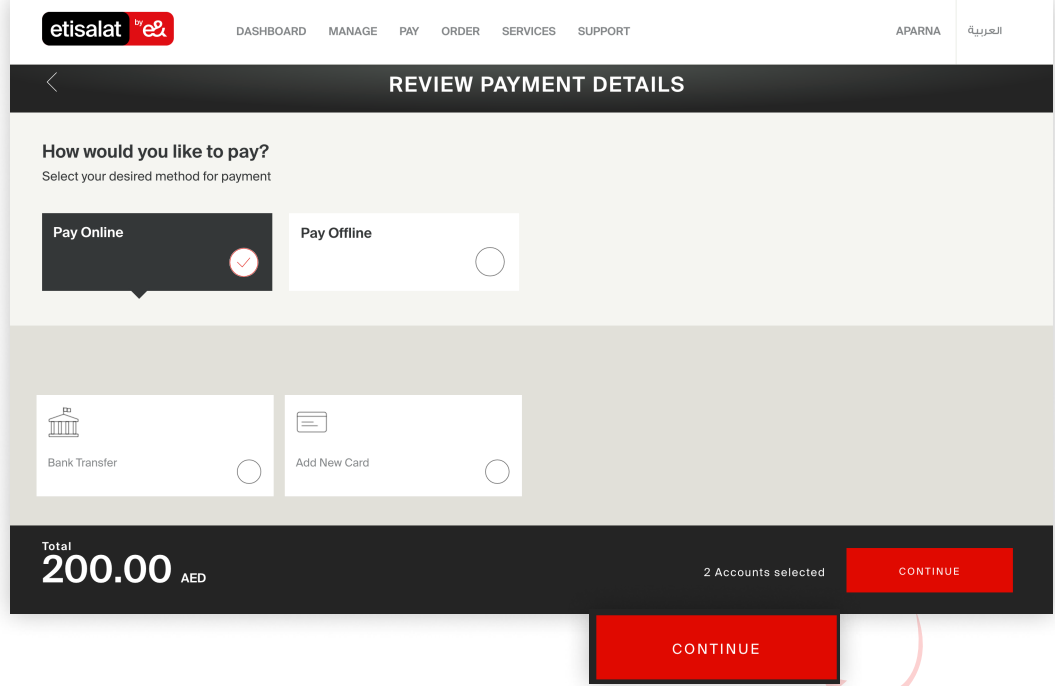


## Step 3:

Proceed by clicking on 'SUBMIT' button.

## Step 4:

Select the payment type and click 'CONTINUE'



## Step 5:

Make the payment against the 'REFERENCE NUMBER'