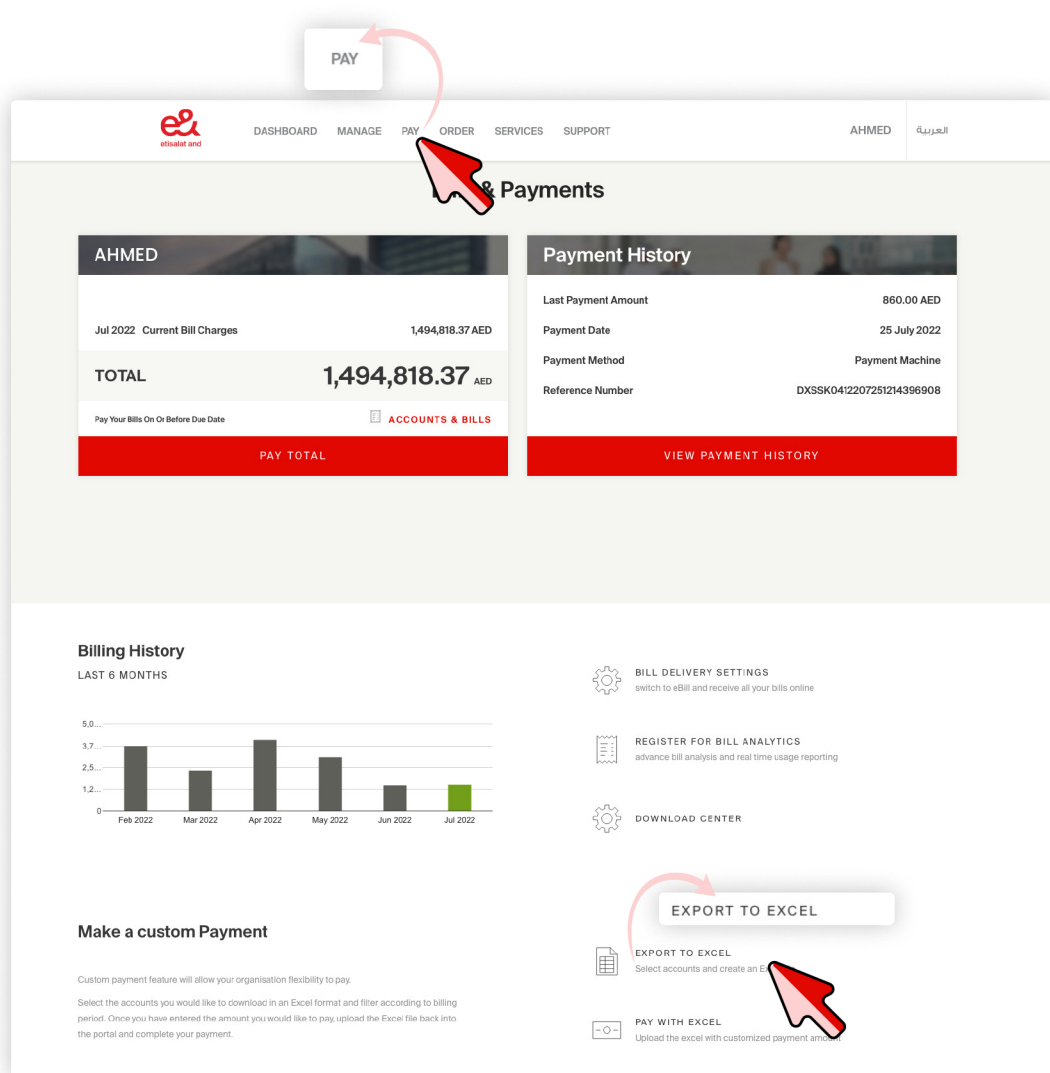


Guide to do the Payment Allocation with Excel File

Simply follow the easy steps below

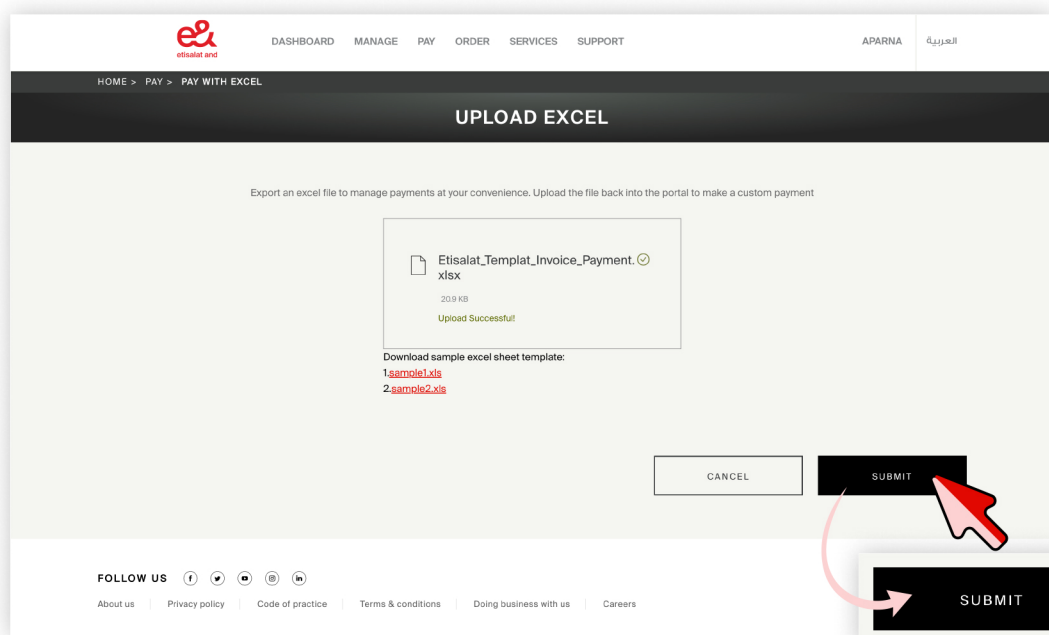
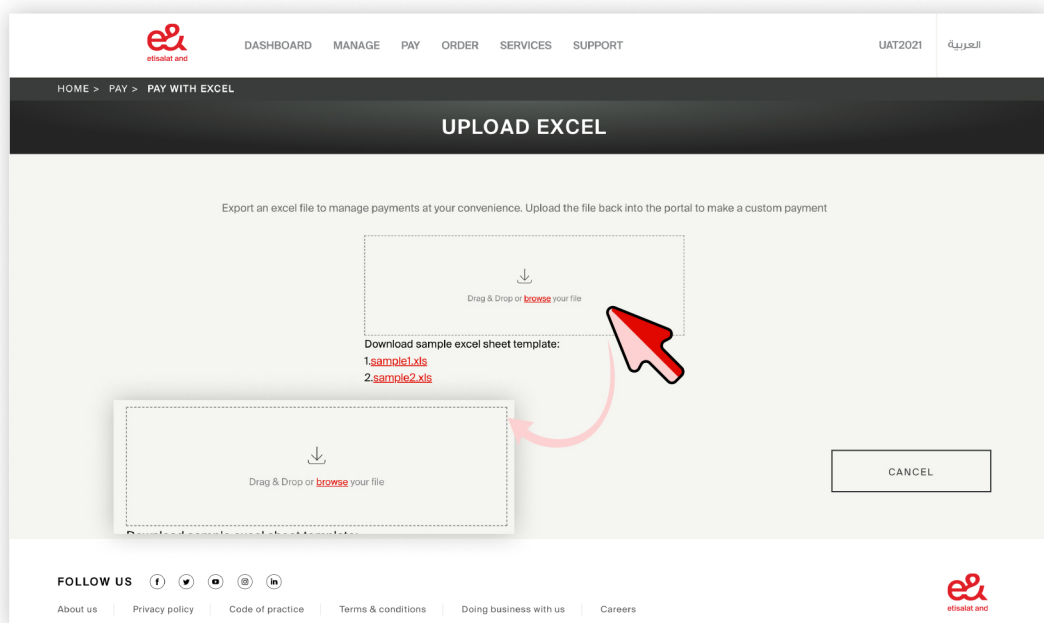


Step 1:

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

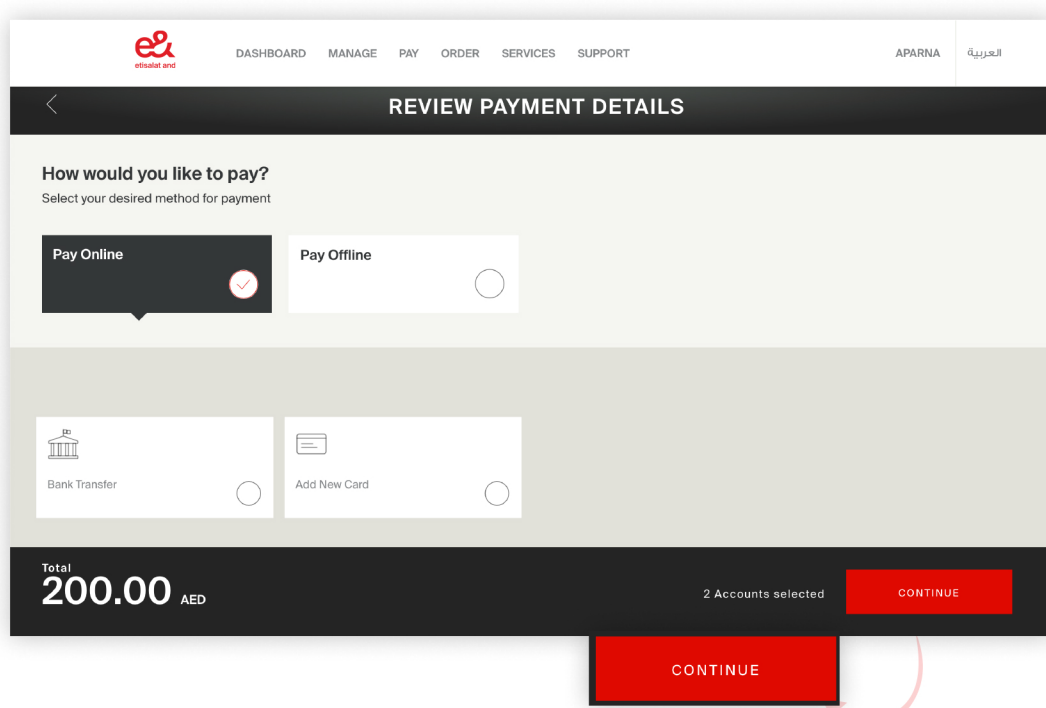


Step 3:

Proceed by clicking on '**SUBMIT**' button.

Step 4:

Select the payment type and click '**CONTINUE**'



Step 5:

Make the payment against the '**REFERENCE NUMBER**'

