## **ONLINE PAYMENT INSTRUCTIONS**

- User charges will be paid through online mode (external users) only
- For JNU Users both mechanism (Online/Authority Letter) will be applicable.
- Visit AIRF home page (<u>www.jnu.ac.in/airf</u>), Click <u>ONLINE PAYMENT LINK</u>.
- You will be directed to JNU Cashless Campus Portal.
- <u>OTHERS/ALUMNI</u> need to sign in with <u>USER NAME AND MOBILE NUMBER</u>.



• On AIRF window select request for <u>USERS CHARGES</u> and click on <u>PROCEED TO</u> <u>PAY</u>.

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- Verify your details and ensure that the same is correct.
- You will receive the reference no. via email as per your slot schedule from the respective instrument in-charge.
- Mention the user charges amount excluding GST.
- Upload the requisition form in .pdf, .png, jpeg. format and click on <u>PROCEED WITH</u> PAYMENT.

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- Payment gateway will calculate GST automatically.
- Select the payment method and click on <u>PAY NOW</u>.

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- After payment, you will get e-receipt of payment generated by JNU cashless campus portal which has to be shown to respective instrument in-charge at the time of sample analysis.
- To get the results, make sure that payment status is successful.