

How To Recharge

- **Click on the “RECHARGE” option in the left hand side panel menu of your Dashboard.**

The screenshot displays the 'ACCOUNT RECHARGE FORM' interface. On the left, a dark sidebar contains navigation options, with 'Recharge' highlighted in yellow. The main content area is blue and features a form with the following elements:

- ACCOUNT RECHARGE FORM** header.
- CHEQUE/DD IN FAVOR OF:** A text input field containing 'Opton Infocom Pvt. Ltd.'
- SELECT PAYMENT TYPE** section with three radio button options:
 - Cheque** (circled in green)
 - Demand Draft (DD)** (circled in green)
 - Online (Credit/Debit Card)** (circled in green)

A brown oval highlights the radio buttons for all three payment types. At the bottom right, there is a 'Chat with us.' button and a system clock showing '2:49 PM'.

- **An “ACCOUNT RECHARGE FORM” will appear on the screen with three different payment modes like Cheque, Demand Draft (DD) and Online (Credit/Debit Card).**
- **Select either one among the given options and fill up all the necessary required details like Cheque/Demand Draft Number, Amount, Date, Bank Name, Branch and Address.**
- **In case of online payment transaction you will be asked for the 16 digit Debit/Credit Card number, CW number and Expiration date.**

- ***Enter all the required details along with the amount you wish to recharge with and click on “SUBMIT”***
- ***Once you click on “SUBMIT” you will receive a verification code on your registered contact (mobile) number.***
- ***A new section will open up of “MOBILE CONFIRMATION”. You need to enter the code that you have received via message in the space provided stating “Please confirm your recharge details by the verification code sent to your mobile” and then click on “VERIFY”.***
- ***When the recharge will be successfully verified, you will receive a message stating “CONGRATULATION PAYMENT HAS BEEN SUBMITTED. INVOICE ID: (e.g., PINVOICE55)”.***