# How To Recharge

➢ **Click on the "RECHARGE" option in the left hand side panel menu of your Dashboard.**



➢ **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)".*