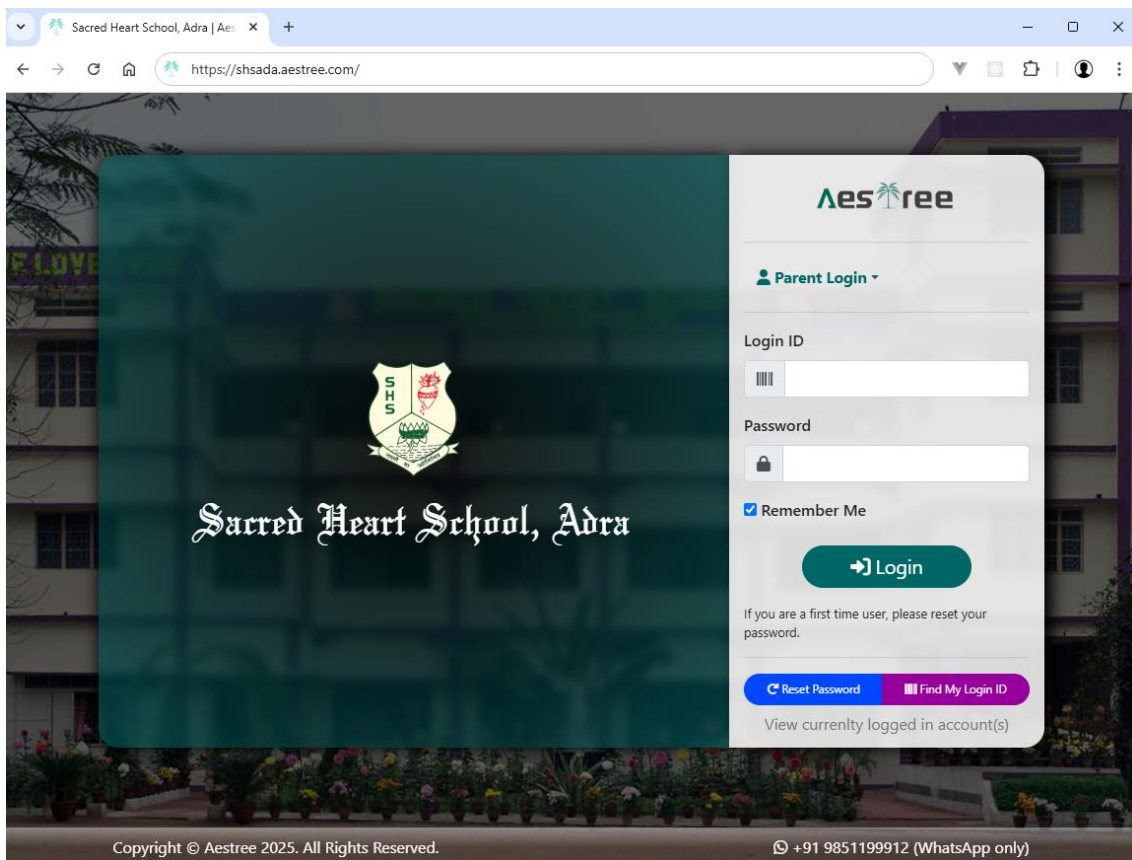# Online Fee Payment
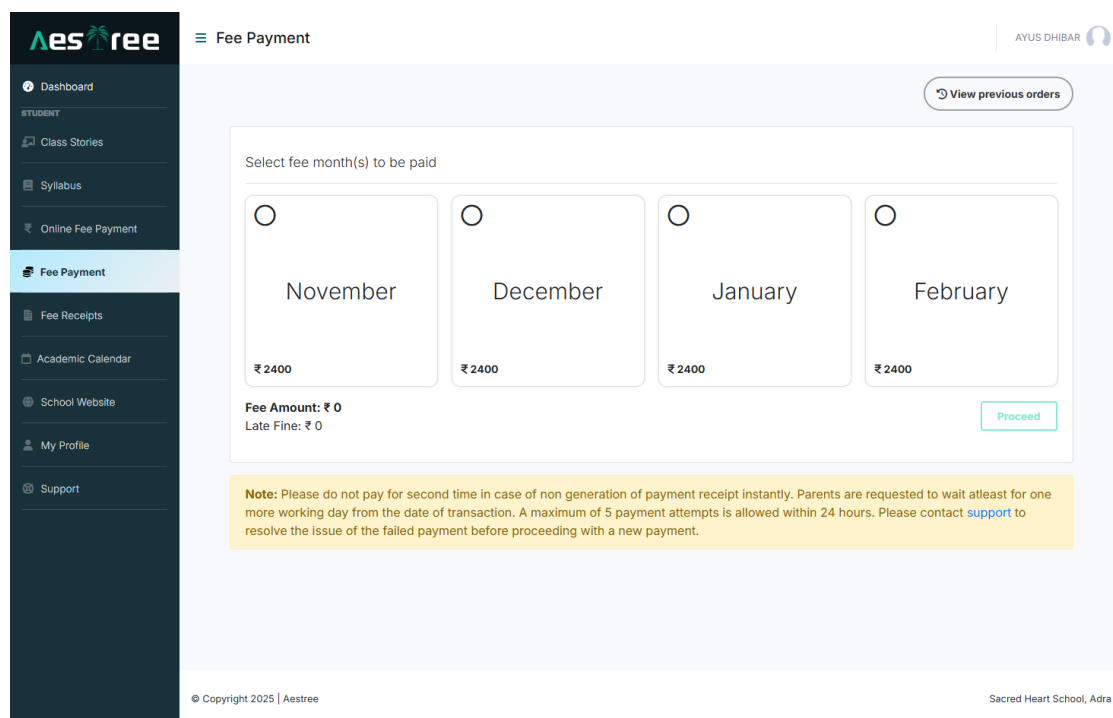
SACRED HEART SCHOOL, ADRA

1. Visit School Website ( https://shsadra.in ) and click on Aestree Web Portal
2. After opening the Aestree Web Portal, Click on Parent Login



3. Go to Fee Payment option where all the Fees will be shown with amount
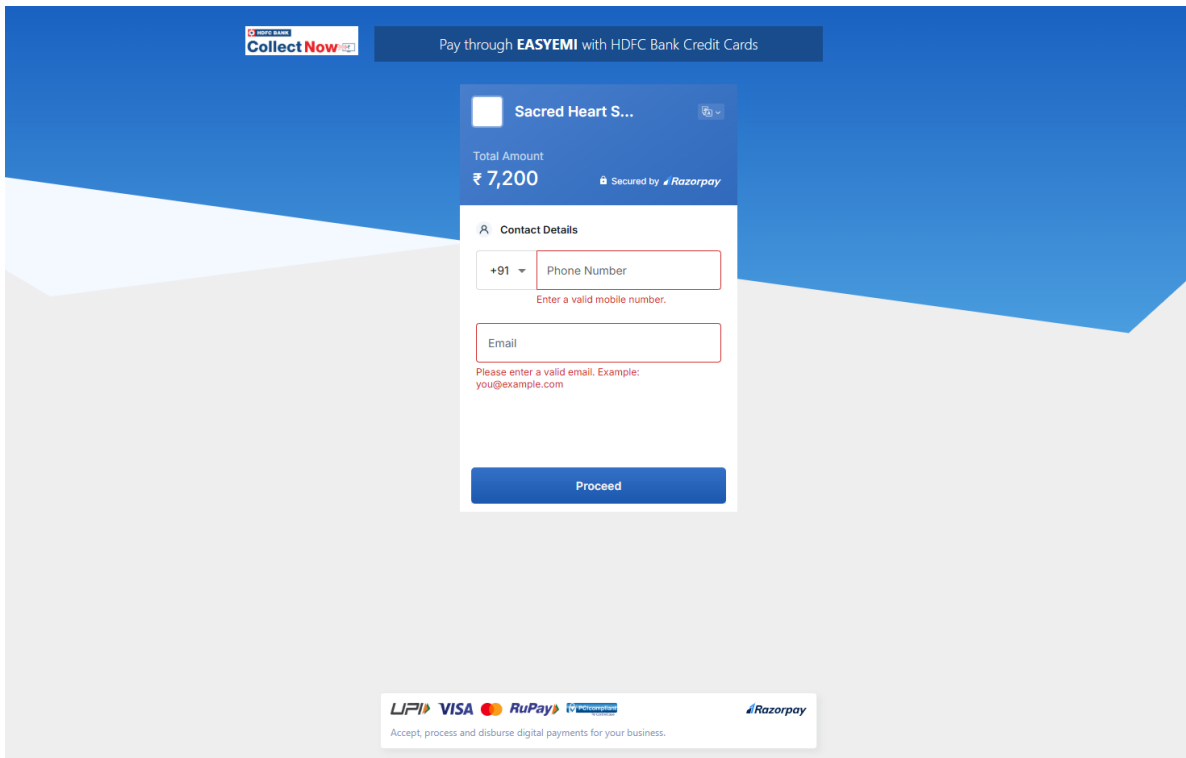
4. Select the Fees to be paid



5. Click on proceed button, it will show the detailed particulars of selected fees with late fine if applicable

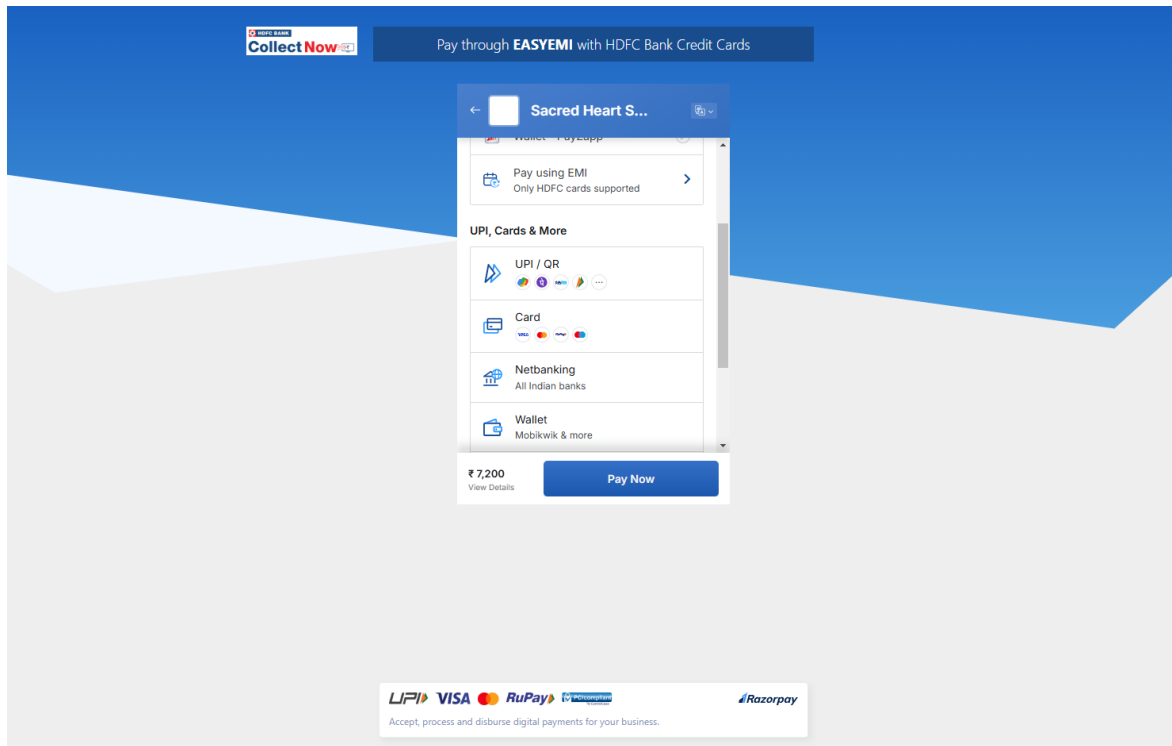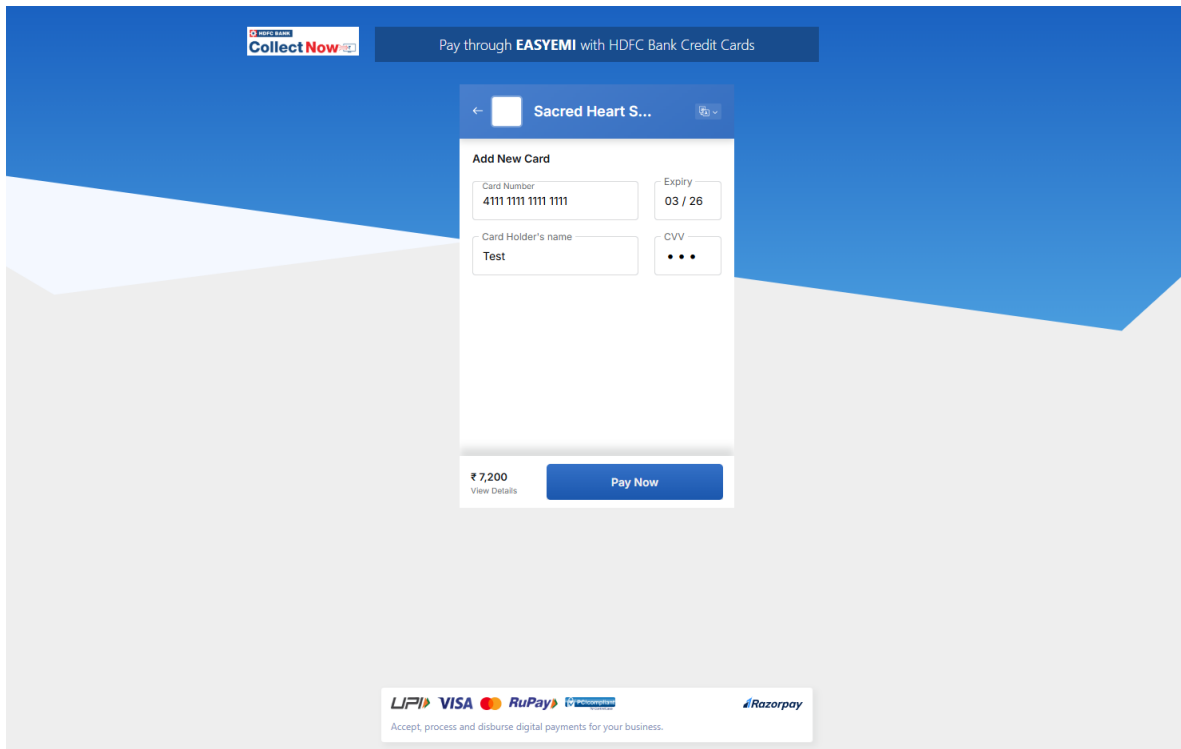6. Click on Proceed to Payment button, it will open the payment screen. Enter your mobile number and email id
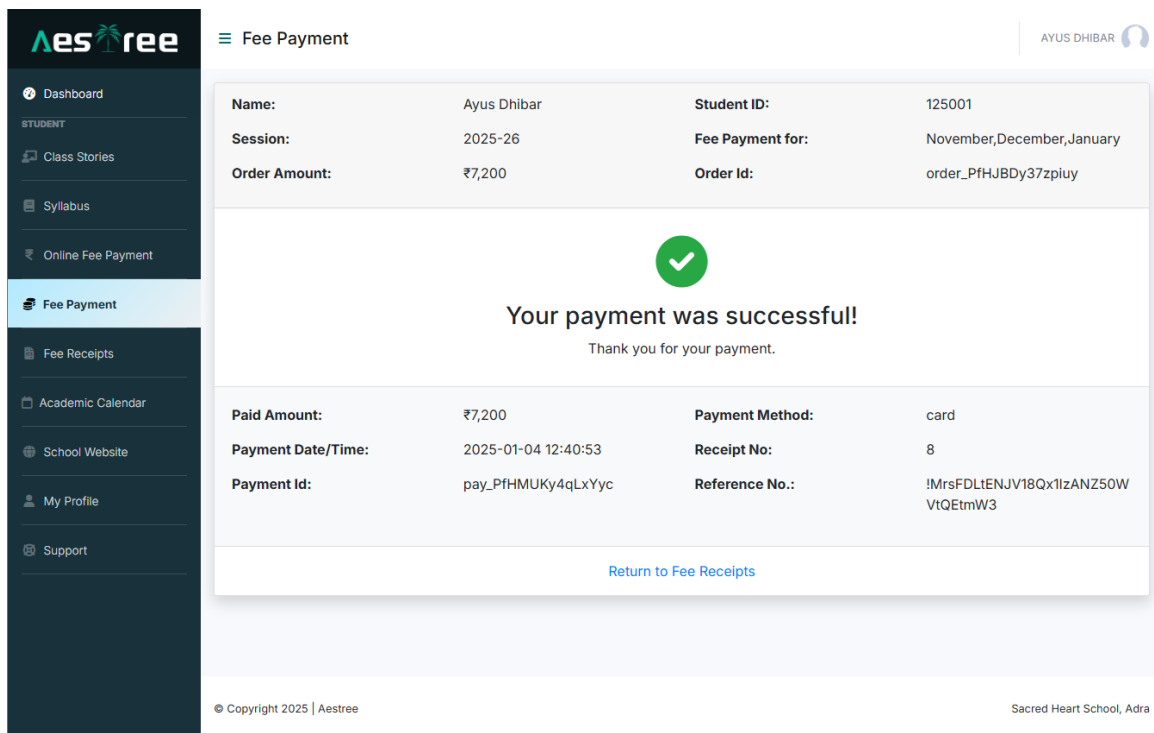


7. Select the payment method

8. For example, card is selected, then card details have to be entered



9. On successful payment, parent will see the below screen with order details and success message.

10. Receipt can be downloaded from Fee Receipts menu option. It will show all the receipts.



11. Click on 'Download' button to download the fee receipt



**Sacred Heart School, Adra**
Post - Adra, District - Purulia, PIN - 723121, West Bengal
https://shsadra.in | +91 3251296386 | shs1990adra@yahoo.com

**FEE RECEIPT**
Receipt No.    : 8
Receipt Date  : 04 Jan, 2025
Session       : 2025-26

| Student ID: 125001 | Student's Name: | Guardian's Name: | Class/Sec: UKG - A | Roll No.: 1 |
|---|---|---|---|---|

| # | Fee Particulars | Amount (₹) |
|---|---|---|
| 1 | Tuition Fee (November) | 2,200 |
| 2 | DG Board (November) | 200 |
| 3 | Tuition Fee (December) | 2,200 |
| 4 | DG Board (December) | 200 |
| 5 | Tuition Fee (January) | 2,200 |
| 6 | DG Board (January) | 200 |

Paid Amount      : ₹ 7,200
In Words         : Rupees seven thousand two hundred only
Payment Method   : Razor Pay

| Total Fee Amount | : | ₹ 7,200 |
|---|---|---|
| Late Fine | : | ₹ 0 |
| Net Payable Amount | : | ₹ 7,200 |

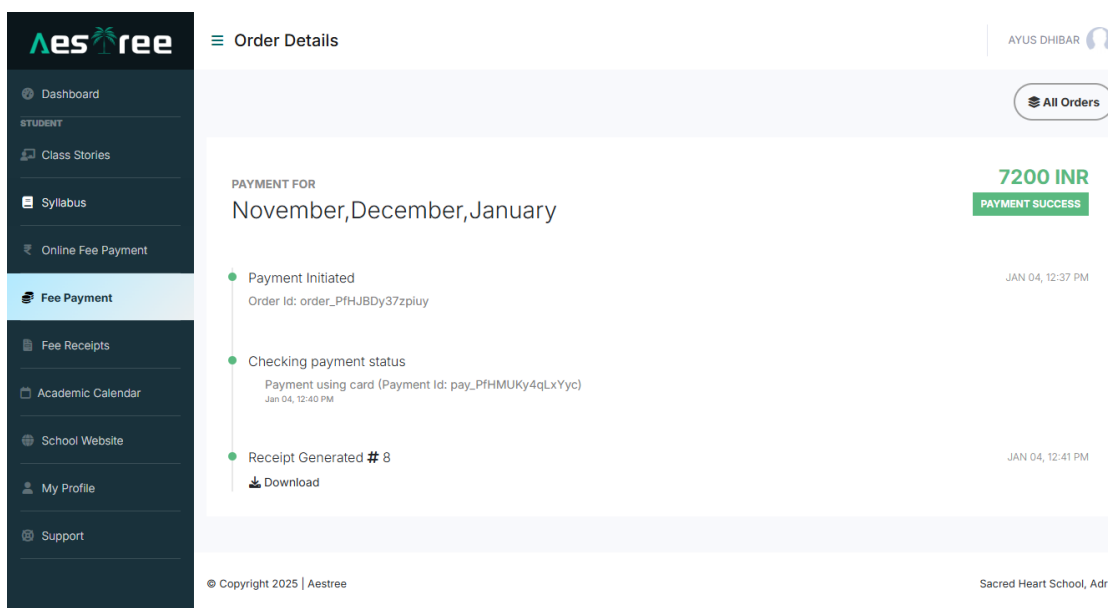This is an electronically generated receipt, hence does not require signature.

12. All orders can be seen from Fee Payment menu -> View Previous Orders
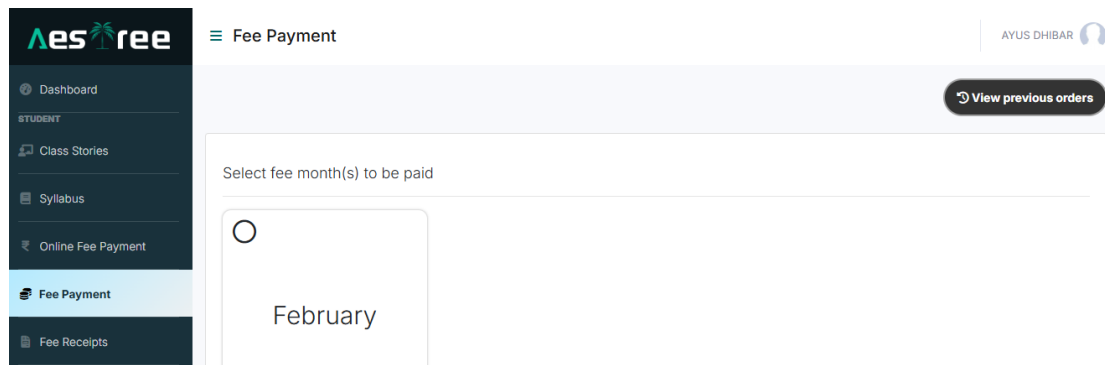


13. Click on the order
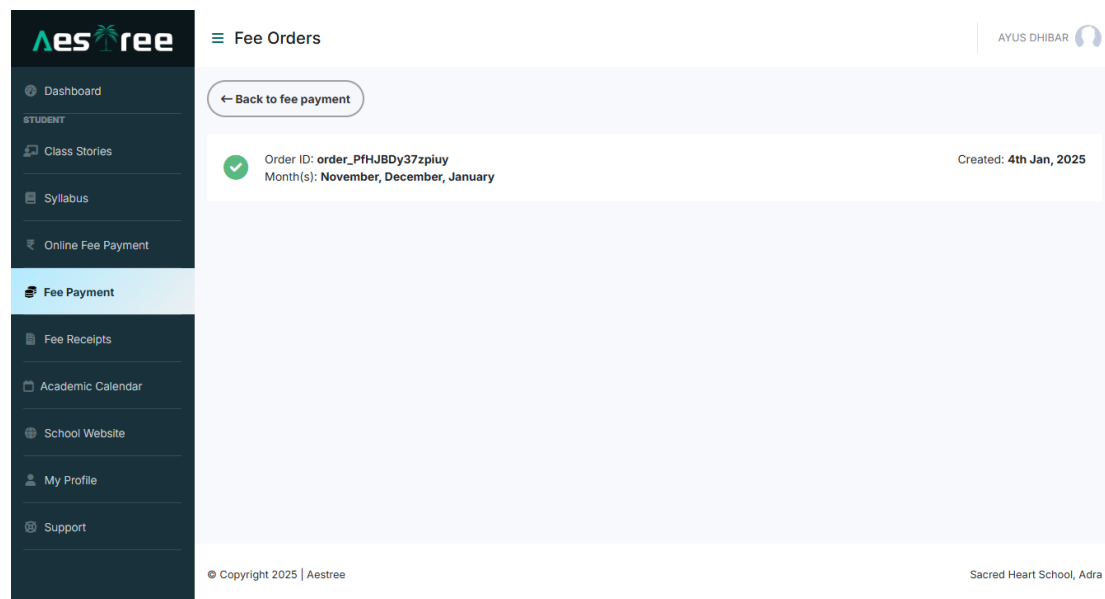


14. It will show the complete details from Order making to receipt generation

15. Now suppose, your payment got failed due to any reason then this screen will be shown with order details.



16. After a failed payment, any fresh payment can be attempted after 15 minutes and a maximum of 5 attempts can be made within 24 hours.

17. You can check your last order details by clicking on the above error message or by opening 'View previous orders'



18. If amount has been deducted, you may give the feedback by clicking on 'Yes' button next to 'Has amount deducted?' question.

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