User Manual

Franchisee InstaPay Portal Application

(By NEFT/RTGS to allotted dedicated account number)

Version 2

Index

STEP by STEP Procedure for using Online Purchase of Stock for CTOP UP/CBP/FTTH :

For Online Pay and purchase of stock for CTOP UP/ CBP /FTTH wallet following steps need to follow:

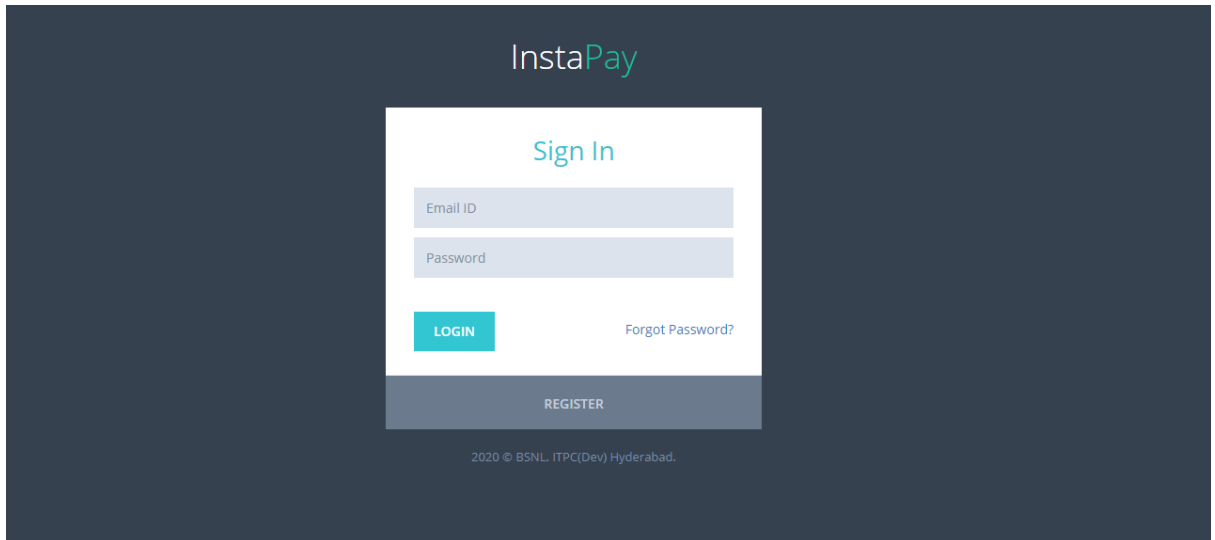One time process includes below steps for getting Dedicated Account number:

Step :1   Each Franchisee/DSA should one Registration to the CP Online Purchase Portal

Step :2   Login to Registered account

Step :3   Add the CTOP UP to the account with the sales type as CTOP UP/ CBP /FTTH to the registered account

Step :4   Once added successfully a dedicated account number will be shared for each CTOPUP number and sales type combination.

For doing the actual Online payment below steps will be executed:

Step :5   NEFT/RTGS payment transaction should be made to the allotted dedicated account number

Step :6   Amount will be credited to CTOPUP/CBP/FTTH wallet.

Step :7   All the transactions can be monitored at Dashboard available for all registered Channel Partner users on login.
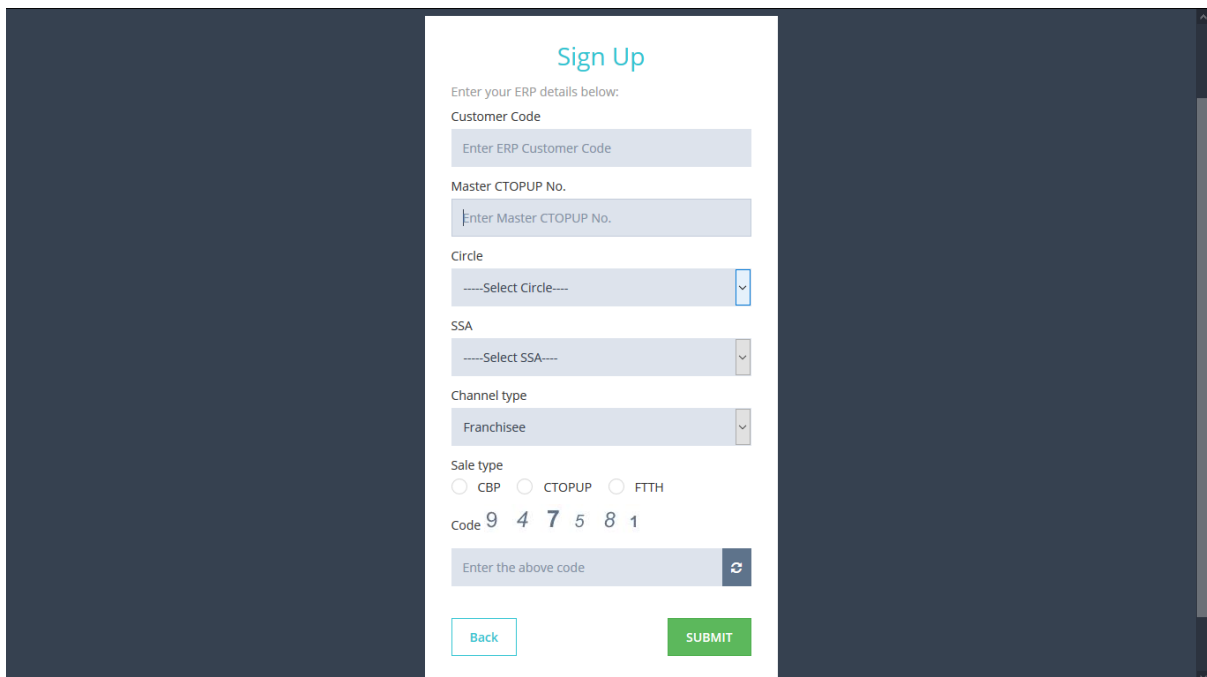
Steps for Registration to Portal:

- Open the web browser in your desktop or mobile.

- Navigate to http://portal2.bsnl.in/instapay

- Click on Channel Partner Registration

- Form displayed in below image will be displayed

- User need to fill the above information correctly like ERP Customer code, CTOPUP No, Circle code, SSA code, Channel Type, Sale Type and Captcha code.

- User should select the Sales type based on sales like CTOPUP/ CBP/FTTH

- Click on Submit Button

- On submission, the data will be validated against the ERP Customer code, CTOPUP No, Circle, SSA.

- If data is correct, user will be navigated to screen (as displayed below) containing **Dedicated Account details**. The Account details will based on Sales type selected.

- User need to enter the details like Mobile number, Email id and Password which will be used by user for future Login to the application

- Click on Submit button. The account will be successfully created

- The user will be navigated to Dashboard

Dashboard:

- Login to the Channel Partner Dedicated account Portal using the credentials entered while Registration
- Click on Submit.
- On successful Login, user will be navigated to Dashboard page.

User Name and other details

All added accounts will be displayed in Existing Tab

All transaction done through NEFT/RTGS will be displayed

Account details to be used for NEFT/RTGS transaction are displayed here

Profile information of user Logged in

BSNL

KADAVERGU SRIKANTH

Dashboard Welcome to BSNL Payment Po...

Account Details

Bharat Sanchar Nigam Limited
Account No: BSNLCTOP7901400710
IFSC Code: SBI000000

Accounts   New Existing

7901400710
KADAVERGU SRIKANTH
VAT: BSNLCTOP7901400710

Transactions

TRANSACTION ID	DATE	AMOUNT (₹)
No data available in table		

Showing 0 to 0 of 0 entries

Profile

KADAVERGU SRIKANTH
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Dashboard gives below listed features to the users

- Users can view or delete all the accounts added to the user account
- Details required for making a RTGS/NEFT payment can be checked
- All the NEFT/RTGS transactions can be viewed
- Profile information of the registered users
- Editing the profile information.
- Changing the password.
- Generating new password in case user forgets the password
- More CTOPUP numbers can be added to the same account, to get the Dedicated Account numbers for them.

- Click on New TAB in Dashboard to add more CTOPUP to the same account.
- On clicking it will navigate to a form as displayed below

- User need to fill the above information correctly like ERP Customer code, CTOPUP No, Circle code, SSA code, Channel Type, Sale Type and Captcha code.
- Click on Submit Button
- On submission, the data will be validated against the ERP Customer code, CTOPUP No, Circle, SSA.
- If data is correct, user will be navigated back to Dashboard screens with **Dedicated Account details** of new account added.

Important Points to remember:

- If one CTOPUP number is doing more than one sales type user need to add it multiple times with different Sales type.

  For Eg : If a CTOPUP number 9414XXXXXX is doing **all three sales like FTTH/CTOPUP/CBP** , he need to add this CTOP UP number with all three sales type and three different dedicated accounts will be shared.

- Dedicated Account Number will be of 17/18 digits. First four Digits will be BSNL, followed by next four Digits as CTOP/FTTH/CBP for CTOP UP/ FTTH / CBP sales Type respectively followed by 10 digit CTOP UP number.

  For Eg. For CTOPUP number 9414XXXXXX for Sales type CTOPUP the Dedicated Account number will be BSNLCTOP9414XXXXXX

- Only NEFT / RTGS Transaction need to be done

- Only one transaction per day can be done

- There is limit for doing transaction based on the Channel Type.

	Ctopup	CBP	FTTH	Remark
First Transaction	>=100 & <=10, 00, 000	>=100 & <=10, 00, 000	>=100 & <=10, 00, 000	usually will be a test transaction
Subsequent transactions	>=1,00,000 & <=10, 00,000	>=10,000 & <=10, 00,000	>=10,000 & <=10, 00,000	

- Once NEFT / RTGS done the amount will be credited to the CTOPUP within 10 minutes once the transaction is received at portal.

Steps for doing NEFT/RTGS Payment:

- User need to go to Bank page for doing the NEFT/RTGS Payment

- User should login to the Bank account using internet banking

- For the first time user need to Add Payee the details mentioned below
  need to be used for adding Payee to the account

  Beneficiary Name: BHARAT SANCHAR NIGAM LIMITED

  IFSC CODE: SBIN0004266

  Account Number: (Dedicated Account number shared after addition)

  Type of Account: Current Type

- After successfully adding the Payee, user needs to make a NEFT/ RTGS
  payment to the added Account.

- After successful payment, the amount will be credited to the CTOPUP
  within 10 minutes once the transaction is received at portal.