

User Manual

Franchisee InstaPay Portal Application

(By NEFT/RTGS to allotted dedicated account number)

Version 2

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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:

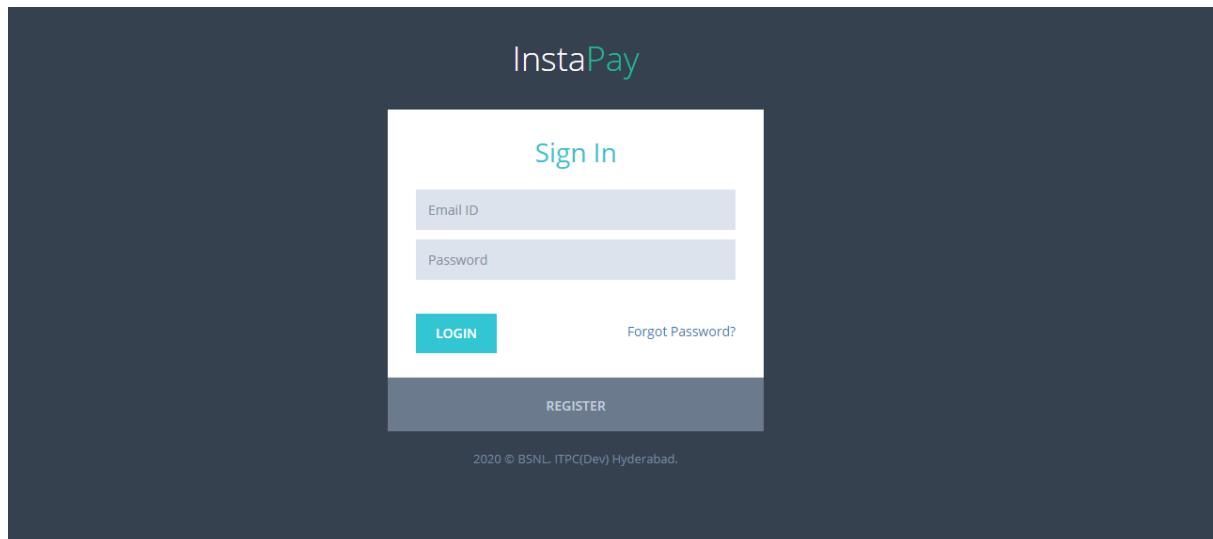
- Step :1 Each Franchisee/DSA should one Registration to the CP Online Purchase Portal
- Step :2 Login to Registered account
- Step :3 Add the CTOP UP to the account with the sales type as CTOP UP/ CBP /FTTH to the registered account
- Step :4 Once added successfully a dedicated account number will be 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

A screenshot of the InstaPay sign-up form. The title is "Sign Up" at the top center. Below it, a sub-instruction says "Enter your ERP details below:". There are several input fields and dropdown menus:

- "Customer Code" with placeholder "Enter ERP Customer Code".
- "Master CTOPUP No." with placeholder "Enter Master CTOPUP No.". Below this is a dropdown menu labeled "Circle" with the option "----Select Circle----".
- A dropdown menu labeled "SSA" with the option "----Select SSA----".
- A dropdown menu labeled "Channel type" with the option "Franchisee".
- "Sale type" with three radio buttons: CBP, CTOPUP, and FTTH.
- A numeric code "Code 9 4 7 5 8 1" displayed below the dropdowns.
- An input field "Enter the above code" with a "refresh" icon.
- At the bottom are two buttons: "Back" on the left and "SUBMIT" on the right.

- 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.

The screenshot shows a 'Sign Up' page with a header 'ERP DETAILS' containing pre-filled information: Customer Code, CTOPUP Number, Channel Type (FRANCHISEE), and Sale Type (CTOPUP). Below this, there's a section for entering account details: Mobile No*, Email ID*, Password*, and Confirm Password*. At the bottom are 'Back' and 'SUBMIT' buttons.

- 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

Dashboard Welcome to BSNL Payment PoA

BSNL Connecting India

Account Details

Bharat Sanchar Nigam Limited
Account No: BSNLCOTP7901400710
IFSC Code: SBI000000

Profile

KADAVERGU SRIKANTH
9490000744
gshiva@live.com

Existing Tab

Accounts New Existing

7901400710 KADAVERGU SRIKANTH VAT: BSNLCOTP7901400710

Transactions

TRANSACTION ID DATE AMOUNT (₹)

No data available in table

Showing 0 to 0 of 0 entries

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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 click on New Tab Button to get the Form

BSNL
Broadband Online

Dashboard Welcome to BSNL Payment Portal

KADAVERGU SRIKANTH

Account Details

Bharat Sanchar Nigam Limited
Account No: BSNLCTOP7901400710
IFSC Code: SBIO00000

Profile

KADAVERGU SRIKANTH
9490000744
gshiva@live.com

Accounts **New** Existing

Enter ERP Customer Code
Enter CTOPUP No.
----Select Circle----
----Select SSA----
----Select Channel Type----
----Select Sale Type----

Submit Reset

Transactions

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

Showing 0 to 0 of 0 entries

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- 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.