User Manual

InstaPay Portal Application for Lease Line Customer

(Payment of Lease Circuit bills By NEFT/RTGS to allotted Virtual account number - (VAN))

Version 1

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STEP by STEP Procedure for using BSNL Instpay Portal for Lease Circuit Bill Payment:

BSNL is offering facility to pay Lease Circuit bills through NEFT/RTGS based payment using Virtual Account Number (VAN) which will be allotted to customer once registered.

Each BSNL Lease Circuit account will be assigned a unique VAN.

Your Virtual Account Number will be like BSNLLC + (10-Digit of your account number) eg. BSNLLC1234567890

For availing the facility to use NEFT/RTGS payment following steps need to follow:

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

Step 1: Customer should Registration to the Instapay Portal

Step: 2 Login to Registered account

Step: 3 Virtual Account Number details and Profile information will be available

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

Step: 4 NEFT/RTGS payment transfer should be made to the allotted Virtual account number

Step: 5 Receipt for the payment will be communicated through SMS/Email.
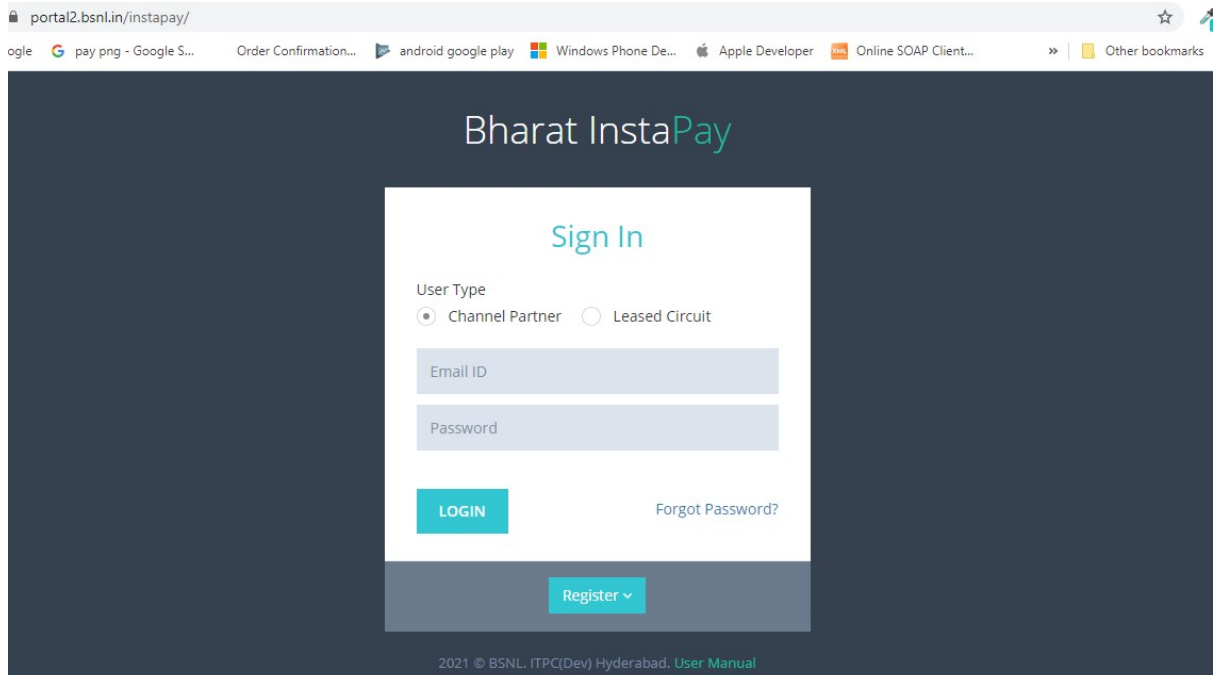
Step: 6 All the payment done can be monitored using Dashboard
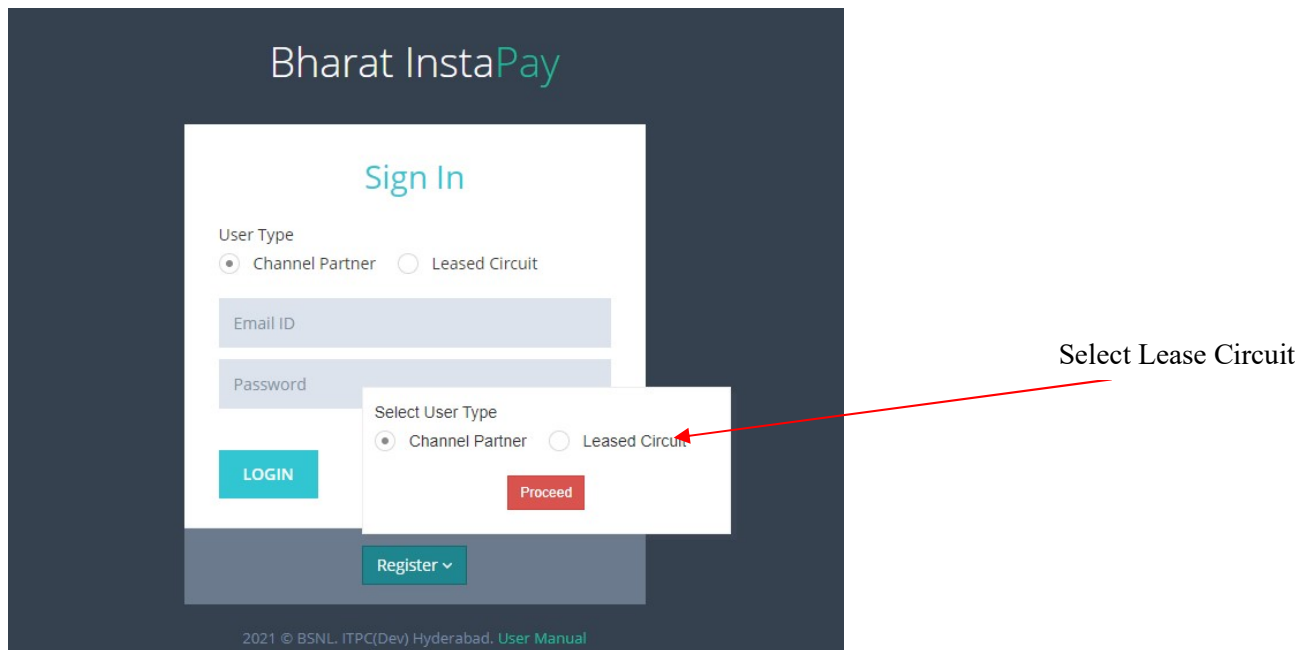
Registration to Portal

- Open the web browser in your desktop or mobile.

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

- Click on Register

- Choose Lease Circuit Radio button and click Proceed

Select Lease Circuit

- Enter Account number and Circuit Id(optional)
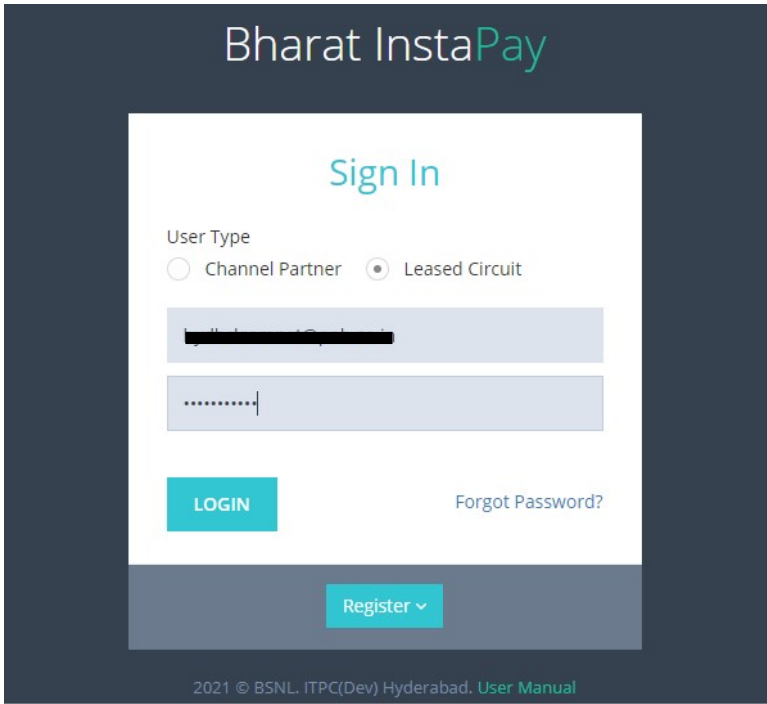- enter code and click on submit

- Entered details are validated and few more inputs will be asked for registration.
- An SMS will be sent with OTP to Registered Mobile number linked to Account.
- Enter the received OTP to complete the registration.
- Registration success message will be displayed.

Login to Dashboard

- Open the web browser in your desktop or mobile.
- Navigate to http://portal2.bsnl.in/instapay
- Select Lease Circuit option
- Enter your mail id and Password used while registration

Bharat InstaPay

Sign In

User Type
○ Channel Partner   ● Leased Circuit

[LOGIN]   Forgot Password?

Register ∨

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🔸 Click on Login

🔸 On successful login, you will be navigated to Dashboard

Account details to be used for

Bharat InstaPay   👤 Kadavergu Srikanth ∨

Dashboard Welcome to BSNL InstaPay Portal

Account Details to be used for doing NEFT/RTGS transaction

VAN account Details

Bill Payment Transaction Details

Account Details

Bharat Sanchar Nigam Limited
Account No: BSNLLC7000388961
IFSC Code: SBIN0004266

Accounts   Existing

1000284271
Kadavergu Srikanth
VAN: BSNLLC7_____

Transactions

Virtual Account No.	Date	Amount (₹)
No data available in table		

No records found

Registered Account Profile

Profile

Kadavergu Srikanth
📞 _____
✉ hydtelecomnet@bsnl.co.in

Dashboard gives below listed features to the users

- Details required for making a RTGS/NEFT payment can be checked
- All the NEFT/RTGS Bill Payment 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
- Dedicated Account number information.

Important Points to remember:

- Virtual Account Number will be of 16 digits. First four Digits will
- be BSNL, followed by next two Digits as LC followed by 10 digit BSNL Lease circuit Account number
- For Example For LC customer with account number 1234567890 the Dedicated Account number will be BSNLLC1234567890
- Bill payment to be done using only NEFT / RTGS bank transfer to the registered VAN
- Two bill payment transactions per day are allowed.
- Amount transferred for payment should be equal to or less than bill amount
- Once NEFT / RTGS amount transfer is done the amount will be credited to Lease circuit account as bill paid.
- If for any reason the transaction is failed, the amount will be returned back to the source account from which transaction was initiated.

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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 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 registration)
  Type of Account: Current Type

- After successfully adding the Payee, user can make a NEFT/ RTGS amount transfer to the added Account.

- After successful payment, the amount will be credited as Bill paid for the lease circuit account.