

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](#)
- [Steps for Registration to Portal:](#)
- [Dashboard](#)
- [Important Points to remember](#)
- [Steps for doing NEFT/RTGS Payment](#)

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:

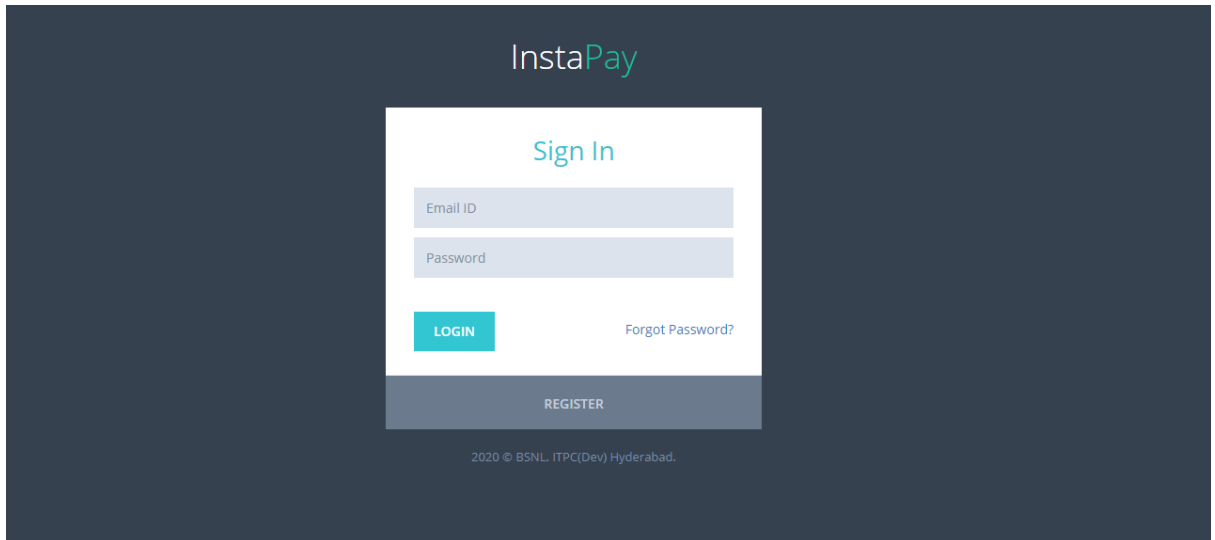
- Step :1 Each Franchisee/DSA should one Registration to the CP Online Purchase Portal
- Step :2 Login to Registered account
- Step :3 Add the CTOP UP to the account with the sales type as CTOP UP/ CBP /FTTH to the registered account
- Step :4 Once added successfully a dedicated account number will be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

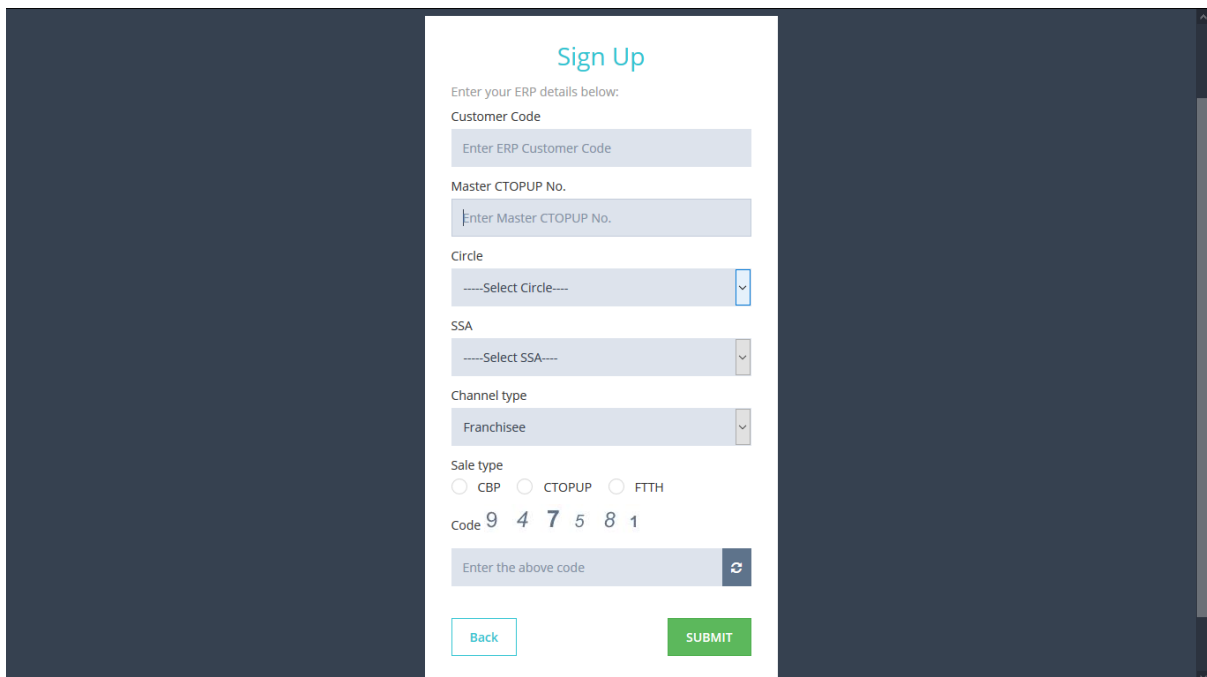
Steps for Registration to Portal:

- Open the web browser in your desktop or mobile.
- Navigate to <http://portal2.bsnl.in/instapay>
- Click on Channel Partner Registration



The image shows the InstaPay Sign In page. At the top, the InstaPay logo is displayed. Below it, the heading "Sign In" is centered. There are two input fields: "Email ID" and "Password". A teal "LOGIN" button is positioned below the "Email ID" field, and a "Forgot Password?" link is to its right. At the bottom of the form, there is a "REGISTER" button. The footer text reads "2020 © BSNL. ITPC(Dev) Hyderabad."

- Form displayed in below image will be displayed



The image shows the InstaPay Sign Up page. The heading "Sign Up" is centered at the top. Below it, the instruction "Enter your ERP details below:" is followed by several form fields: "Customer Code" (with placeholder "Enter ERP Customer Code"), "Master CTOPOP No." (with placeholder "Enter Master CTOPOP No."), "Circle" (a dropdown menu with "----Select Circle----"), "SSA" (a dropdown menu with "----Select SSA----"), and "Channel type" (a dropdown menu with "Franchisee"). Below these fields, there are radio buttons for "Sale type" with options "CBP", "CTOPUP", and "FTTH". A "Code" field displays "9 4 7 5 8 1" and has a placeholder "Enter the above code" with a refresh icon. At the bottom, there are "Back" and "SUBMIT" buttons.

- 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' form with the following structure:

- Sign Up** (Title)
- ERP DETAILS** (Section Header)
 - Customer Code: [Input Field]
 - CTOPUP Number: [Input Field]
 - Channel Type: FRANCHISEE
 - Sale Type: CTOPUP
- Enter your Account details below:
 - Mobile No* [Input Field: Enter Mobile No.]
 - Email ID* [Input Field: Enter Email Id]
 - Password* [Input Field: Enter minimum 8 characters]
 - Confirm Password* [Input Field: Confirm Password]
- Buttons: Back, SUBMIT

- 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



Dashboard Welcome to BSNL Payment Portal

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

Account Details

Bharat Sanchar Nigam Limited
Account No: BSNLCTOP7901400710
IFSC Code: SBI0000000

Profile

KADAVERGU SRIKANTH
9490000744
gshiva@live.com

Profile information of user Logged in

All added accounts will be displayed in

Existing Tab

Accounts

New Existing

7901400710
KADAVERGU SRIKANTH
VAT: BSNLCTOP7901400710

All transaction done through NEFT/RTGS will be displayed

Transactions

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

Showing 0 to 0 of 0 entries

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 CTOPOP to the same account.
- On clicking it will navigate to a form as displayed below

Dashboard Welcome to BSNL Payment Portal

User need to click on New Tab Button to get the Form

Account Details

Bharat Sanchar Nigam Limited
Account No: BSNLCTOP7901400710
IFSC Code: SBII0000000

Profile

KADAVERGU SRIKANTH
9490000744
gshiva@live.com

Accounts **New** Existing

Enter ERP Customer Code

Enter CTOPOP 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, CTOPOP 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, CTOPOP 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 CTOPOP within 10 minutes once the transaction is received at portal.