

Student User Guide – Online Payment of Assigned Fees

Step 1: Login to the Exam Portal

1. Open **Google Chrome** on your mobile device.
2. Enter the following URL in the browser:
ai-examportal.indianinstituteofarchitects.com
3. Login using your **registered mobile number**.

Note: Use the mobile number registered with the Institute/ERP.

Step 2: Open the Fees Dashboard

1. After successful login, click on the **Fees** menu.
2. The **Fees Dashboard** will be displayed.

Step 3: Select Pay Misc Fees

1. On the **Fees Dashboard**, click the **three-dot (⋮)** option.
2. Select **Pay Misc Fees**.

Students Details

GAUR TEST GM CHANDRAKANT

Class: PART IV A

Roll No: -

GR No: GMREGN_NO

9870331638

crm@digitaledu.net

Student signature

Yearly Balance History

Year	Balance	Paid
2026	10	
2025	0.00	0.00
2024	0.00	0.00

Payments

0 of 2 selected

Search...

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Payment Id	Receipt No	Amount	Extra Amt	Date	Mode	Comment	Status
289	IIA_289	10.00	0.00	2026-08-08	Online	Student paid fees online	Confirmed
163	IIA_163	1300.00	0.00	2026-05-07	Online	Received payment for exam reportcard subject enlisting	Confirmed

Showing 1 to 2 of 2 << < 1 > >> 10

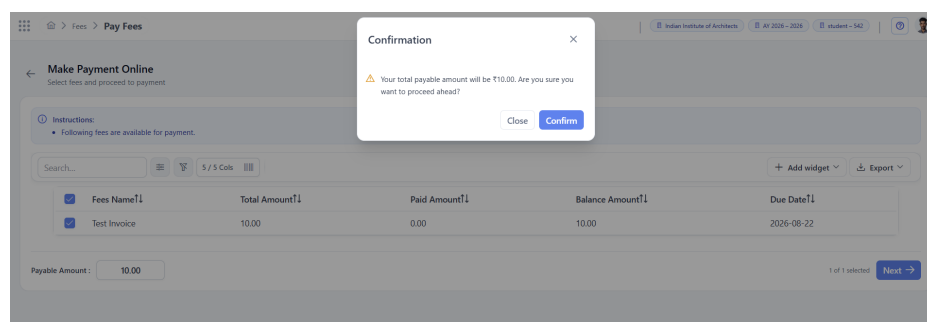
Step 4: Select the Assigned Fee Invoice

1. The fee invoice assigned to you will be displayed in a table.
2. Select the required **invoice**.
3. Click **Next**.
4. Read the important information displayed on the screen.

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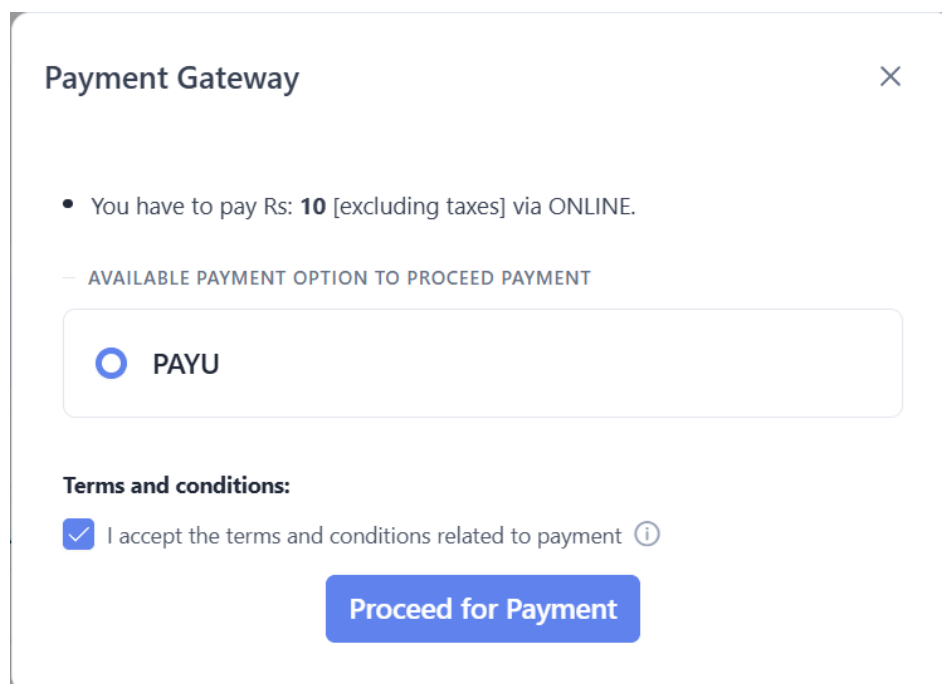
5. Click **Confirm** to continue.

Important: Verify the invoice details and payable amount before confirming the payment.



Step 5: Select Payment Gateway

1. Select the available **Payment Gateway**.
2. Read and accept the **Terms & Conditions**.
3. Click **Proceed to Payment**.



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Step 6: Complete the Online Payment

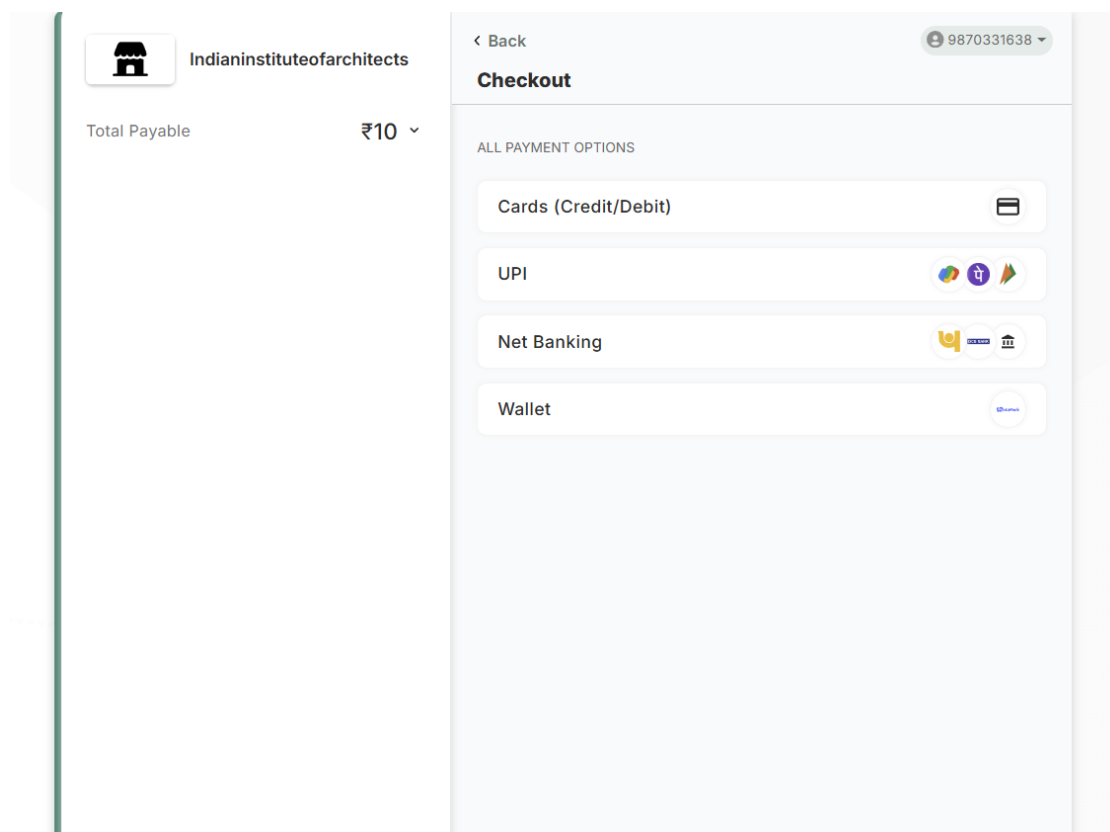
1. A new payment window will open.
2. Select your preferred payment option from the available options.
3. Enter the required payment details and complete the transaction.
4. Follow the instructions displayed on the payment screen.

Important:

- Do **not refresh** the page during payment.
- Do **not click the Back button** or close the payment window while the transaction is in progress.
- Do not attempt another payment immediately if the transaction status is unclear. First check the payment status in the ERP.

If the payment window does not open:

Check whether your browser is blocking **pop-ups/new windows** and allow pop-ups for the Exam Portal.



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Step 7: Check Payment Confirmation

1. After successful payment, you will receive a **payment confirmation on your registered mobile number**.
2. Go to the **Fees Dashboard**.
3. Verify that the payment has been updated successfully.
4. Download the payment receipt.

Step 8: Download the Payment Receipt

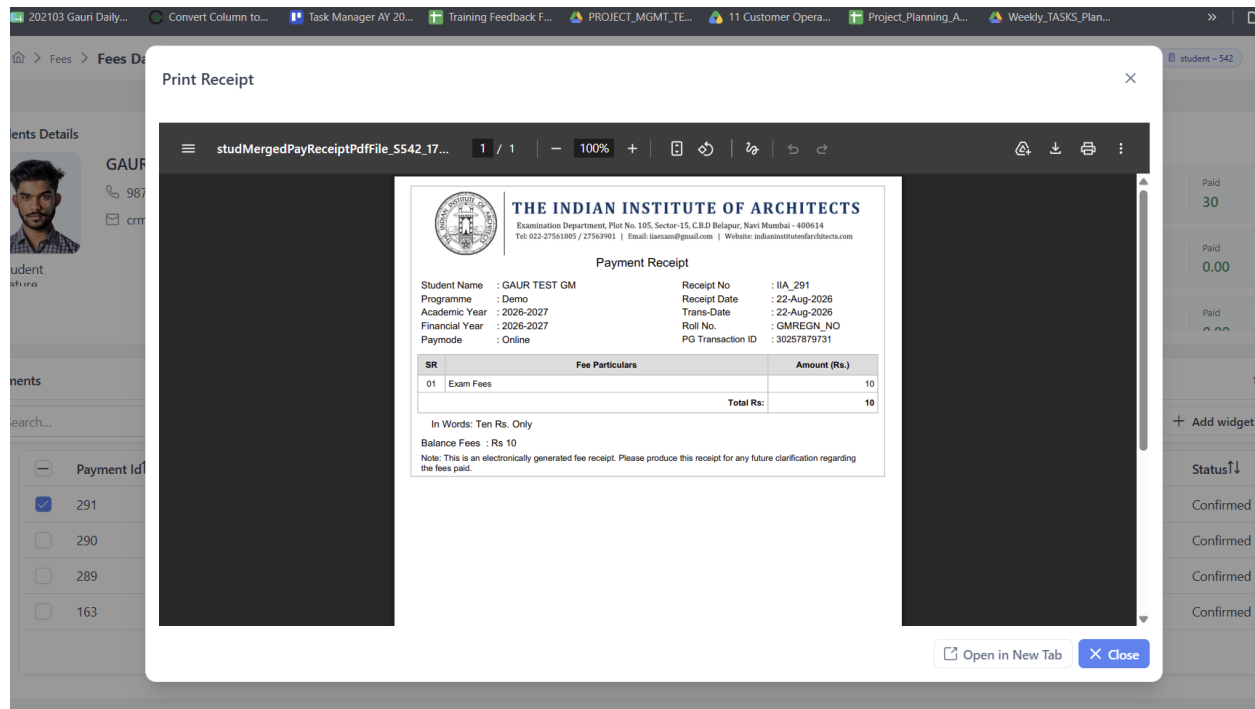
1. Select the relevant **payment receipt** from the Fees Dashboard.
2. Click **Download Receipt**.
3. A pop-up window will open with the receipt.
4. Download/save the receipt on your mobile device.
5. Close the receipt window after downloading.

Recommendation: Keep the payment receipt safely for future reference.

The screenshot displays the 'Fees Dashboard' interface. At the top, there's a navigation bar with 'Fees > Fees Dashboard' and user information: 'Indian Institute of Architects', 'AV 2026-2026', and 'student - 542'. Below this, the 'Students Details' section shows a profile for 'GAUR TEST GM CHANDRAKANT' with contact info and a 'Student signature' placeholder. To the right, the 'Yearly Balance History' table shows balances and payments for 2024, 2025, and 2026. The main section is 'Payments', which includes a search bar, a table of payment records, and a 'Download Receipt' button. The table lists four payments with details like Payment Id, Receipt No., Amount, Extra Amt, Date, Mode, and Comment. A pagination bar at the bottom indicates 'Showing 1 to 4 of 4' records.

Payment Id	Receipt No.	Amount	Extra Amt	Date	Mode	Comment	Status
291	IIA_291	10.00	0.00	2026-08-22	Online	Student paid fees online	Confirmed
290	IIA_290	10.00	0.00	2026-08-22	Online	Student paid fees online	Confirmed
289	IIA_289	10.00	0.00	2026-08-08	Online	Student paid fees online	Confirmed
163	IIA_163	1300.00	0.00	2026-05-07	Online	Received payment for exam reportcard subject enlisting	Confirmed

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Important Information

If the amount is debited but the payment is not updated

If the amount has been **debited from your bank account/UPI/card**, but the payment entry is not displayed on the Fees Dashboard:

- **Do not make another payment immediately.**
- Contact **IIA** for assistance and payment verification.
- Provide your **Registration ID** or **SIMS ID** for checking the transaction.

Where can I find my SIMS ID?

Your **SIMS ID** is available on the **Profile Card** in the mobile app.

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Payment Safety Instructions

Before making the payment, ensure that:

- Your internet connection is stable.
- You have sufficient balance/credit available for the transaction.
- You verify the **invoice and payable amount** before proceeding.
- You do not refresh, close, or navigate away from the payment page while the transaction is in progress.
- You keep the payment confirmation and receipt for your records.

For payment-related issues, contact IIA support with your Registration ID/SIMS ID and relevant transaction details.

Document Revision History :

Version	Date	Change Description	Prepared By
1.0	22-Aug-2026	Initial version – Online Payment of Assigned Fees	DigitalEdu