# PROCESS OF SEMESTER PAYMENT THROUGH DHAKA BANK (ANY BRANCH)

For payment, you must first confirm your final registration from the portal. Only after final registration confirmation you can make your payment through any branch of Dhaka Bank. The process is described below:

## STEP 1:

Login to your portal as shown in the figure below:

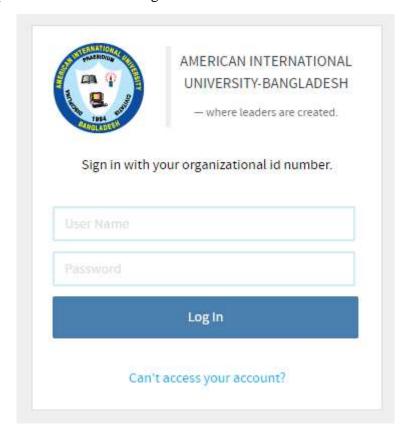


Fig: Login Portal

### STEP 2:

After logging into your portal, click the "Registration" link as shown in the figure below:

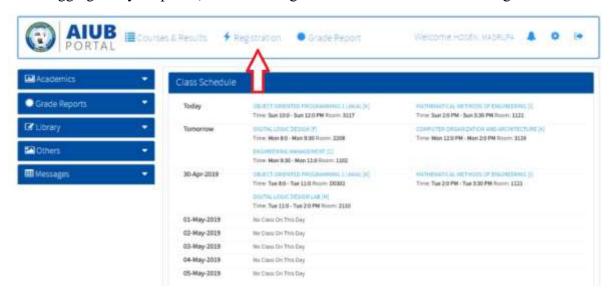


Fig: Homepage

### **STEP 3:**

In this step, at first you must select the current semester for which you want to make the payment. Then click the "print" button as shown in the figure below:

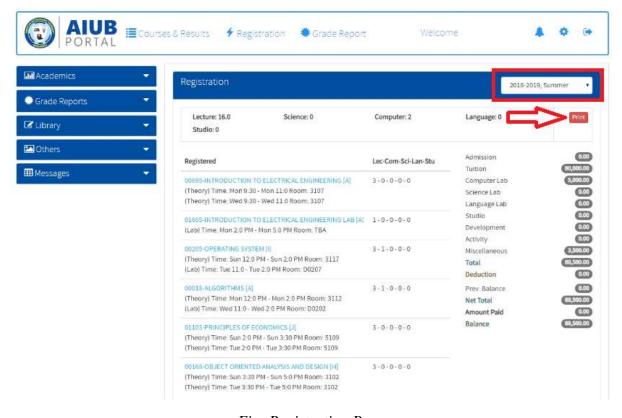


Fig: Registration Page

### **STEP 4:**

Here, you must select on how you want to make your payment: partial or full. Click any of the "print" button of partial payment or full payment as shown in the figure below:

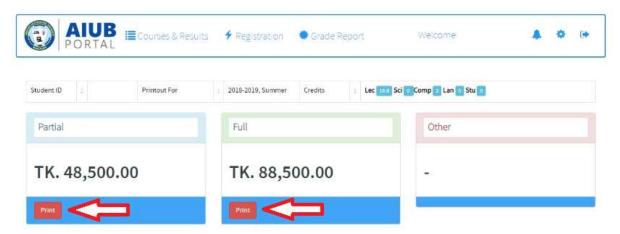


Fig: Select Payment Type

## **STEP 5:**

If you have confirmed your final registration, then after clicking the print button from the above step, then a two-page pdf report will be downloaded automatically. In this report, the first page is the **Registration Copy** and the second page is the **Accounts Copy**. For payment in the Dhaka Bank, you must take the **Accounts Copy** to the bank.



Fig: Registration Copy (Page 1)



Fig: Accounts Copy (Page 2)

You must take this **Accounts Copy** with the "Reference No" to Dhaka Bank to successfully make your payment.