



ACCURATE INFORMATION SYSTEM PVT LTD

Thamel, Kathmandu - 29

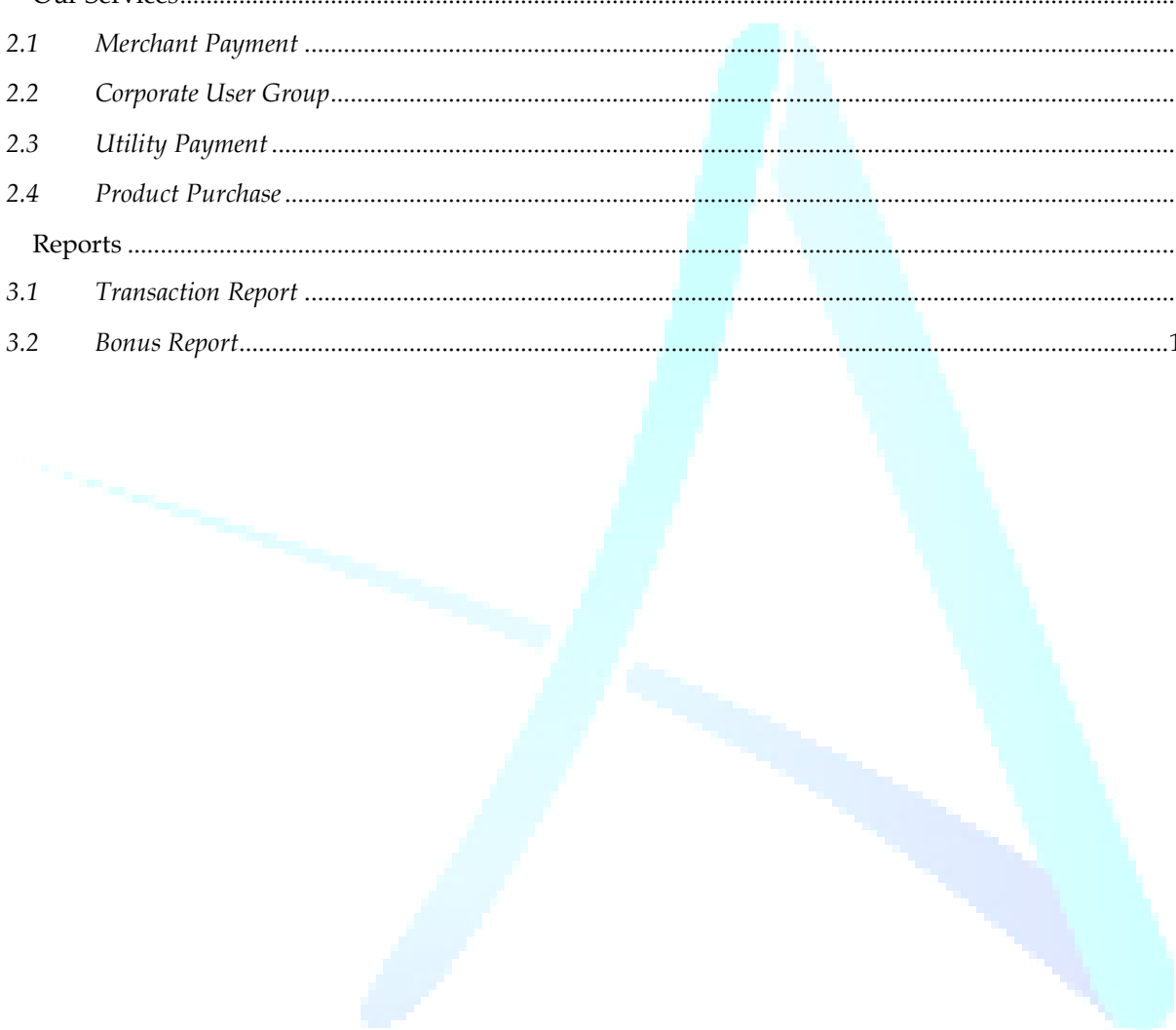
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Step to step guide
AIS bill payment solutions



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1. Getting Started

1.1 Logging In

Go to www.ais.net.np and enter your credentials registered with us and click on the log in button as shown in the image below. Alternatively, you can register your free account by clicking on the sign up page and follow the guidelines as directed by the platform.

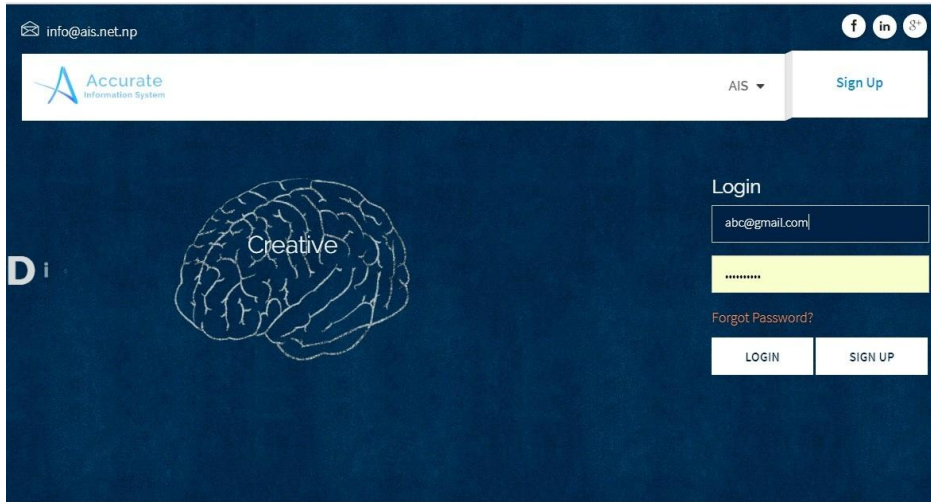


Image 1: Log in screen

1.2 Dashboard

Upon logging in to the website you will see the user dashboard which displays all the information about our members such as their available credits and bonus credits, recent transactions done by the user and the services we offer as can be seen in image 2 and image 3 respectively.

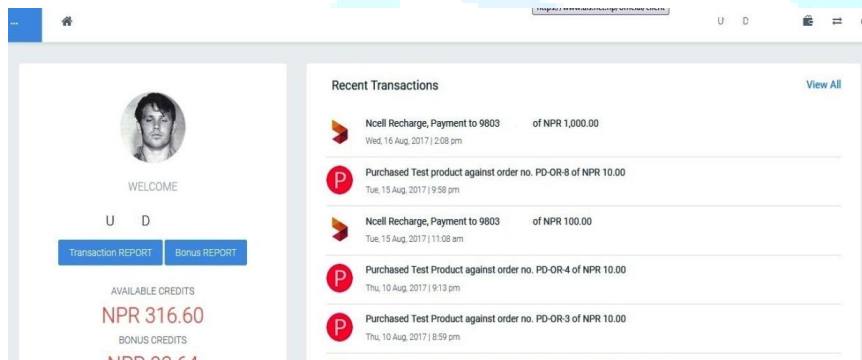


Image 2: User dashboard- top half

As can be seen above the name of the member is shown along with their transaction report and bonus report. Available credits in AIS wallet and bonus credits are also displayed in the top half of the dashboard. Recent transactions show the synopsis of the transactions done using our platform. The view all button allows you to view all your transactions. Alternatively you can also click on the transaction report to view all your transactions which will be discussed in the report



section. The bonus report show you the bonus awarded in each transaction and the amount credited as your bonus credit.

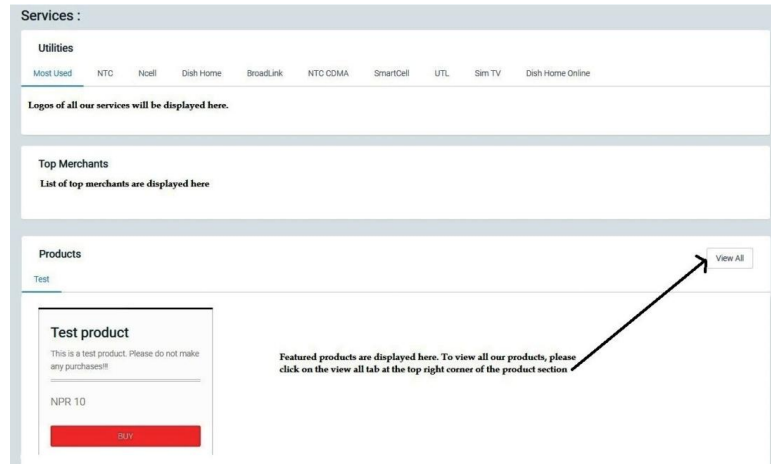


Image 3: User dashboard – bottom half

The image above is the lower half of the user dashboard. This section shows the services offered by us to our members. We provide three services to our members – the utility bill payment, merchant payment and product purchase payment.

The “**Utilities**” section displays the most used services by our members which allow them to quickly select their favorite services and pay by the click of a button. Just select the logo and proceed towards payment.

The “**Top Merchant**” section displays the favorite merchant of our members and allows paying your bills with ease.

The “**Products**” section displays our featured products allowing our members to buy the products they like. The view all button displays, all our products for our members to choose from.

Registered users can also edit their profiles from the dashboard. Just click on your name and the drop down menu of edit options are displayed. The user can access their profile; change their existing pin to new, request new pin and change their existing password from the dashboard as seen in Image 4.

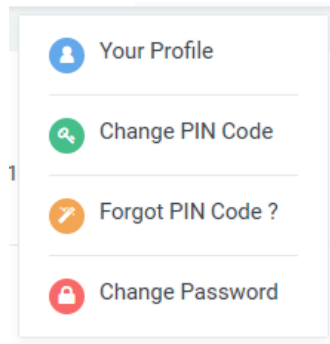


Image 4: Edit options - dashboard

1.2.1 Profile tab

The profile tab allows the user to access their profile page for editing/ updating their information. The client can also see their available credits, bonus credits and total transaction done via their account till date. The user can change their contact information and upload new document along with changing their pin code, requesting for new pin and changing their password from the profile tab as can be seen below in Image 5.

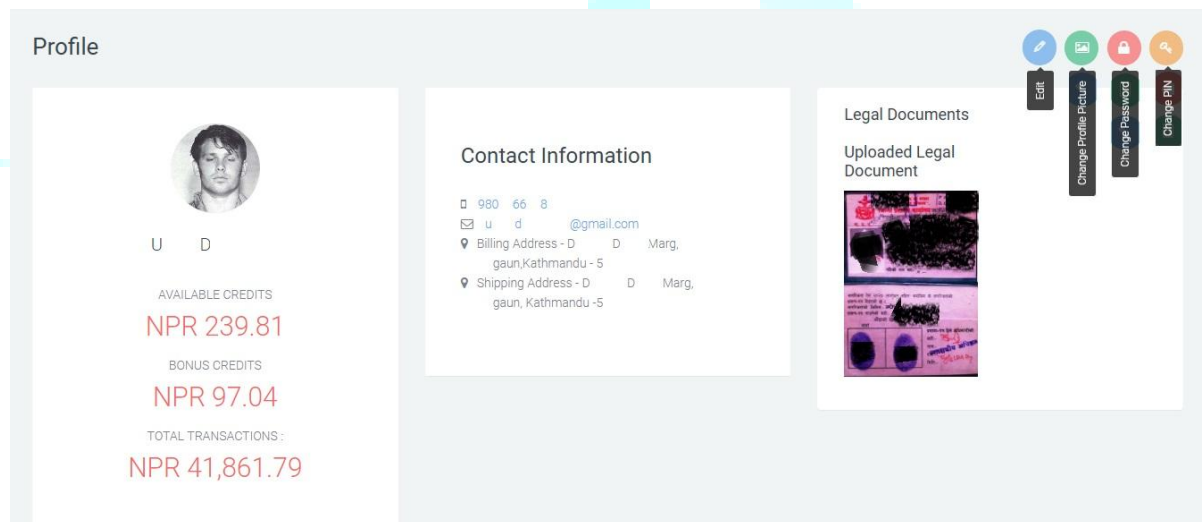


Image 5: Profile tab

1.2.2 Wallet overview tab

In the wallet overview tab, as can be seen in Image 6 below, the user can view their wallet balance (if any) along with the credit collected in their bonus wallet.

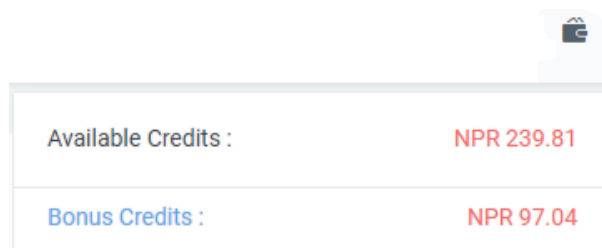


Image 6: Wallet overview tab



1.2.3 Service Overview tab

Upon selecting service tab, you can access our services available as can be seen in the Image 7 below:

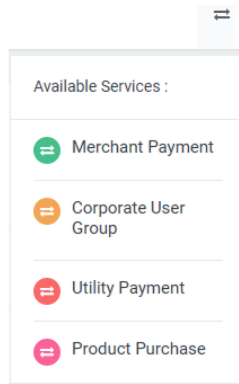


Image 7: Available services

We offer a wide range of services available to the members. Merchant Payment, Corporate user group functions, where payment of multiple numbers with single denomination can be executed, Utility Payment and Product Purchases can be done using your account.

2. Our Services

2.1 Merchant Payment

This allows user to pay their bills for the merchant that are associated with AIS.

A screenshot of the "Merchant Payment" form in a mobile application. The form is titled "Merchant Payment" and contains several input fields: "Pay To" with a text input "Enter Merchant Name" and a blue question mark icon; "Pay Against (invoice no.)" with a text input "Enter invoice no."; "Payment Amount" with a text input "Enter Payment Amount" and a gray box "+ Rs. 25 Service Charge"; "Payment Method" with a dropdown menu "Select Payment Method"; and "PIN" with a text input "Enter PIN Code". A blue "PAY" button is located at the bottom right of the form.

Image 8: Merchant Payment

As seen in Image 8 above, the user can select the merchant name by clicking on the “?” icon or by simply entering the merchant name in order to make their payment. The next field to enter is the invoice no, the invoice provided by the merchant for you to pay, the



amount of the invoice, your payment method, i.e. from available credits with AIS or from your bank account with our partner banks. The final field is for you to enter your pin in order to execute the payment. Please be informed that service charge of NPR 25.00 will be levied to you on every transaction as can be seen in the “Payment amount field”.

2.2 Corporate User Group

The corporate user group focuses on organizations or corporate houses that pay the bills of their staffs. This module allows the user to pay the bills of multiple numbers at once for same denomination as can be seen below in Image 9.

CUG Service Payment

Select Service Category
Select Service Category

Select Service
Nothing selected

Service Amount

Your Numbers
Enter Your Number Add More
Enter Your Number Remove

Payment Amount

Payment Method
Select Payment Method

PIN
Enter PIN Code

Recharge

Image 9: Corporate User Group

This page allows the user to select the service category they want to use such as NTC, Ncell and so on. The second field allows you to select the sub category of the service such as in case of NTC, it would be Prepaid, Postpaid, Landline and more. The service amount allows you to select the amount you want to top up or pay off from the fixed denominations available in our platform. The amount selected here will be applicable to all the numbers selected in this module. The next field is where you enter the numbers. You can execute transaction for one number or more. Simply click add more to generate the field to add new numbers and you can remove the numbers by clicking on the remove tab.

The payment amount field shows the total amount of your transaction. The payment method allows you to select your source of fund i.e. available credits in AIS wallet or your bank account with our partner banks. In the pin column you enter your AIS pin to



execute the transaction. Please be informed that once the transaction is executed, it cannot be reversed. Therefore, we request you to be careful while entering your numbers for payment.

2.3 Utility Payment

This module allows the user to pay their utility bills as can be seen in Image 10. The user selects the service category, the sub category, the amount, the mode of payment i.e. from AIS wallet or from their bank account with our partner banks and the pin code to execute the transaction.

The screenshot shows a utility payment form with the following fields and options:

- Service Category: NTC
- Sub Category: NTC GSM Recharge
- Amount: 5000
- Payment Method: From Bank
- Partner Bank: NIBL
- Pin Code: ****
- Buttons: Recharge, Cancel

Image 10: Utility Payment

2.4 Product Purchase

The product purchase module allows AIS registered members to purchase products available in our web platform. Upon choosing the product purchase option, the client is taken to the product page as seen below in Image 11.

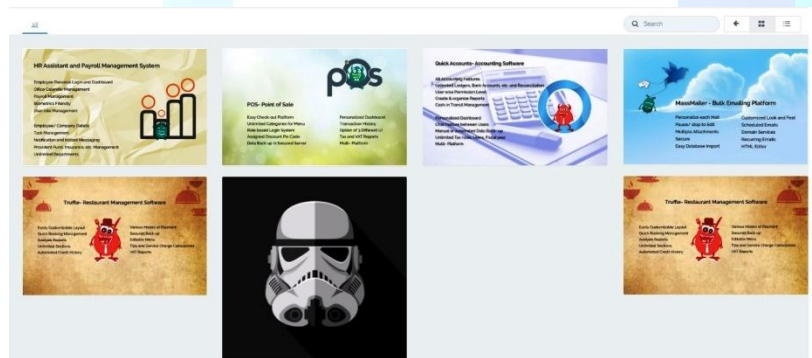


Image 11: Product page

In this page the client will be able to search the product using the search field or just browse through our products section. Upon placing the mouse pointer on the displayed product will provide the summary of the product as seen in Image 12.



Image 12: Product summary

Upon clicking the product picture will take you to the product page where you will be able to place your order.

3. Reports

Upon making any transactions via AIS, upon successful execution, a payment confirmation receipt is issued by the system and is sent to the user via their registered email. The same is accessible from the dashboard as well. On the dashboard the user is able to access their reports with Transaction Report and Bonus Report available as seen in Image 13 below:

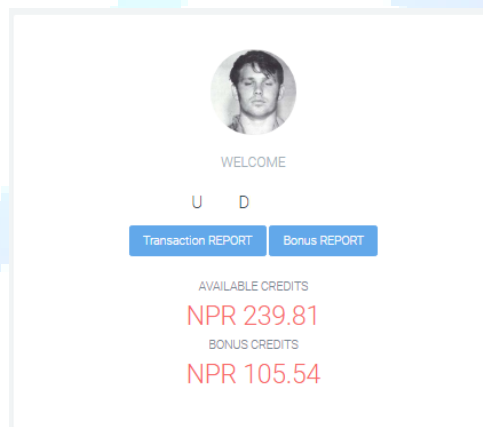


Image 13: Reports Tab

3.1 Transaction Report

In the transaction report the user is able to overview all the transaction details they have performed using their account as seen in the Image 14 below.



Transaction details

Copy CSV Excel PDF Search

#	Service	Transaction Details	Amount	Bonus	Bonus Amount	Transaction ID	Payment Module	Date	Action
1	Ncell Recharge - AIS ID 170824084212	9813395815	NPR 500.00	2.00%	NPR 10.00	76043143	Nepal Investment Bank Ltd.	Thu, 24 Aug, 2017 8:08 pm	Get Receipt
2	Merchant Payment to Test Merchant, Thamel	Payment made against invoice no. 112233	NPR 14.59			MPI503419725	Wallet	Tue, 22 Aug, 2017 10:20 pm	Get Receipt
3	AIS service charge	Payment to Test Merchant, Thamel against invoice no. 112233	NPR 25.00			ASC1503419725	Wallet	Tue, 22 Aug, 2017 10:20 pm	Get Receipt
4	Merchant Payment to Test Merchant, Thamel	Payment made against invoice no. 11122	NPR 12.00			MPI503419646	Wallet	Tue, 22 Aug, 2017 10:19 pm	Get Receipt
5	AIS service charge	Payment to Test Merchant, Thamel against invoice no. 11122	NPR 25.00			ASC1503419646	Wallet	Tue, 22 Aug, 2017 10:19 pm	Get Receipt

Image 14: Transaction Report

As seen above, the user is able to overview their transaction details such the service they used, the details of the transaction performed, amount of the transaction, bonus amount in case of utility payment, transaction ID, the mode of payment, i.e. wallet or bank account, and the date and time of the transaction performed. The Get receipt tab allows the user to access the copy of the original payment confirmation receipt.

The user can also copy the transaction details as well as export to CSV, Excel and PDF format for record keeping.

3.2 Bonus Report

The bonus report allows the user to over the bonus received while performing utility transaction. AIS provides 2% bonus on all utility bill payment transactions as seen in Image 15 below.

Bonus Report

Sort By: All - from to GO

Copy CSV Excel PDF Search

#	Service Type	Transaction Amount	Bonus %	Bonus Amount	TDS %	TDS Amount	Bonus Credited	Transaction ID	Date
1	Ncell Recharge - AIS ID 170824084212	NPR 500.00	2.00	NPR 10.00	15	NPR 1.50	NPR 8.50	76043143	Thu, 24 Aug, 2017 8:08 pm
2	NTC GSM Recharge - AIS ID 170822100311	NPR 100.00	2.00	NPR 2.00	15	NPR 0.30	NPR 1.70	3996676915201	Tue, 22 Aug, 2017 9:08 pm
3	Ncell Recharge - AIS ID 170822099028	NPR 100.00	2.00	NPR 2.00	15	NPR 0.30	NPR 1.70	75900044	Tue, 22 Aug, 2017 9:08 pm
4	Ncell Recharge - AIS ID 170816022039	NPR 1,000.00	2.00	NPR 20.00	15	NPR 3.00	NPR 17.00	170816022039	Wed, 16 Aug, 2017 2:08 pm
5	Ncell Recharge - AIS ID 170815113604	NPR 100.00	2.00	NPR 2.00	15	NPR 0.30	NPR 1.70	170815113604	Tue, 15 Aug, 2017 11:08 am
6	Ncell Recharge - AIS ID 170806089617	NPR 100.00	2.00	NPR 2.00	15	NPR 0.30	NPR 1.70	170806089617	Sun, 06 Aug, 2017 8:08 am
7	Ncell Recharge - AIS ID 170803035767	NPR 100.00	2.00	NPR 2.00	15	NPR 0.30	NPR 1.70	170803035767	Thu, 03 Aug, 2017 3:08 pm
8	Ncell Recharge - AIS ID 170802045083	NPR 100.00	2.00	NPR 2.00	15	NPR 0.30	NPR 1.70	170802045083	Wed, 02 Aug, 2017 3:08 pm
9	Ncell Recharge - AIS ID 170802025430	NPR 10.00	2.00	NPR 0.20	15	NPR 0.03	NPR 0.17	170802025430	Wed, 02 Aug, 2017 2:08 pm
10	Ncell Recharge - AIS ID 170802019315	NPR 10.00	2.00	NPR 0.20	15	NPR 0.03	NPR 0.17	170802019315	Wed, 02 Aug, 2017 1:08 pm
Total Amount		NPR 11,200.00	Total Bonus	NPR 224.00	Total TDS	NPR 33.60	NPR 190.40		

Image 15: Bonus Report

As seen above, the user gets an overview of the transaction details, the amount of the transaction, bonus awarded, TDS deductible, bonus amount credited in the bonus wallet, transaction ID and the date and time of the transaction.