

# USER MANUAL

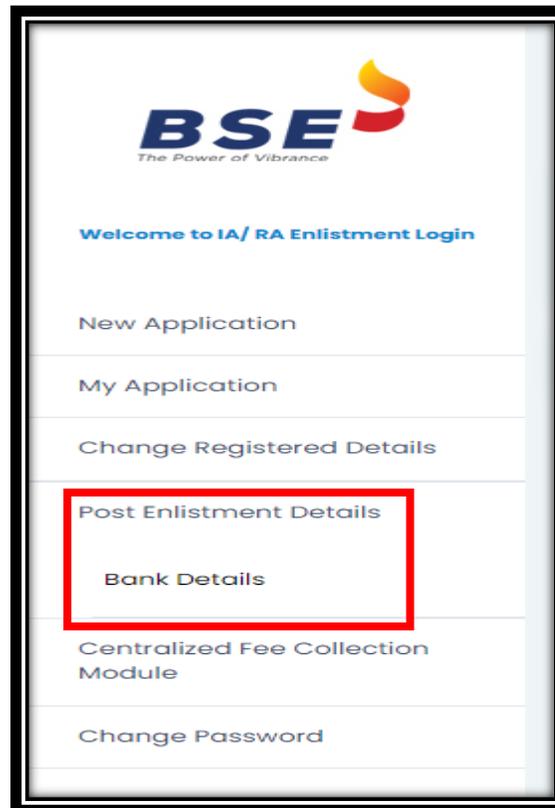
## **Centralized Fee Collection Mechanism (CeFCoM)**

# Login to BSE - IA/RA System

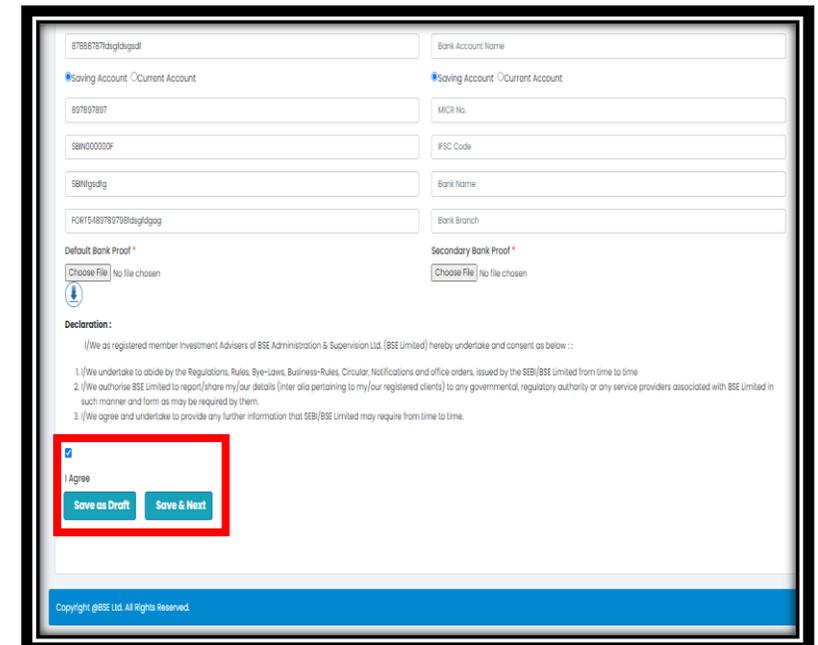
Step 1: Login to BSE Portal :  
[membershpraia.bseindia.com](http://membershpraia.bseindia.com) using your registration credentials.



Step 2 : Click on 'Post Registration Details' → Bank Details Tab. Fill all the details and upload the necessary documents.



Step 3 : Carefully read the declaration tick the checkbox click on Save as Draft and further click & Submit Button.

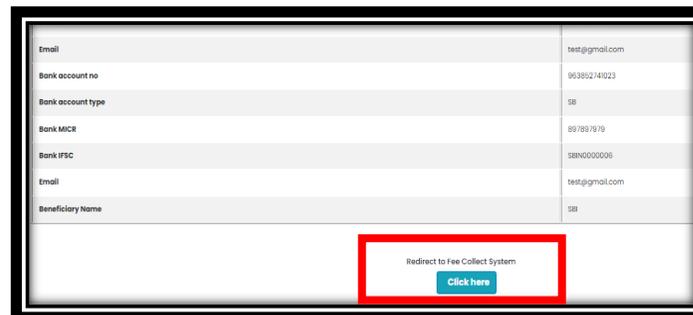
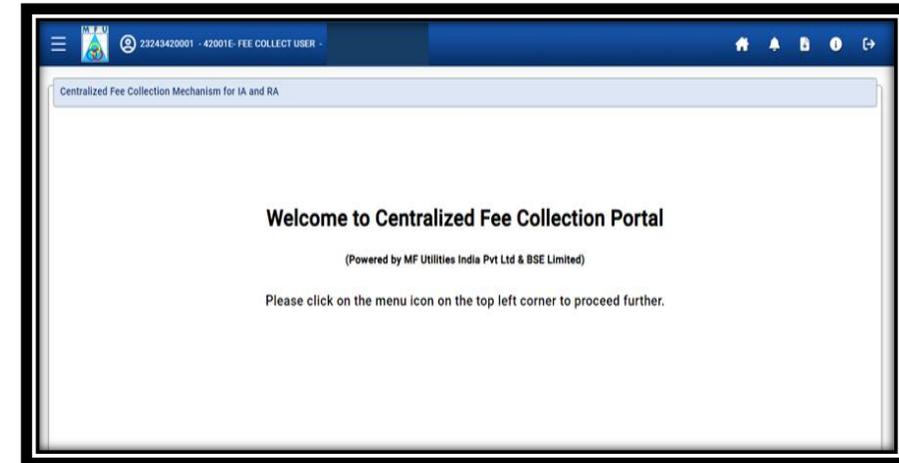
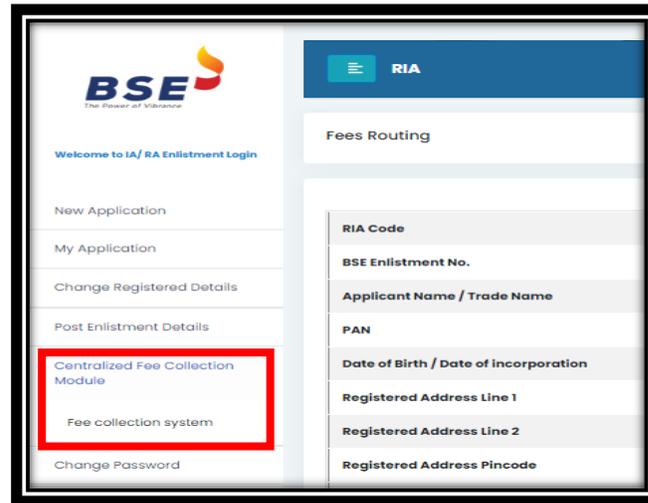
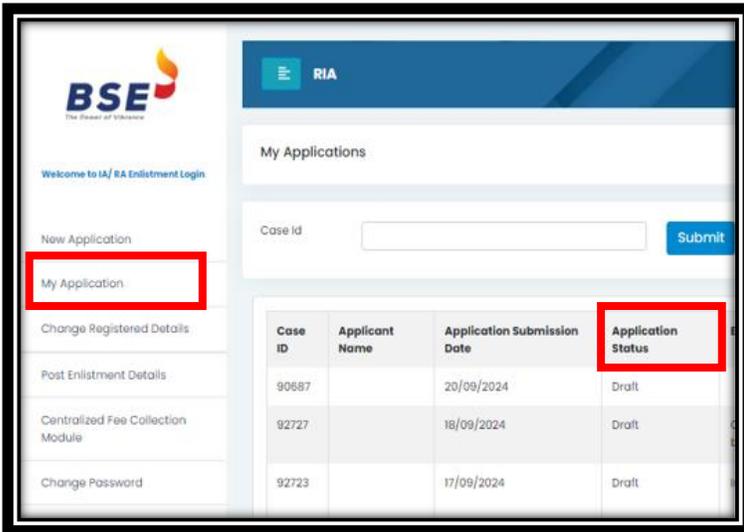


# Redirection to CeFCoM

Step 4. Once the case is submitted you can view the status of your application under 'My Application' tab → Application status.

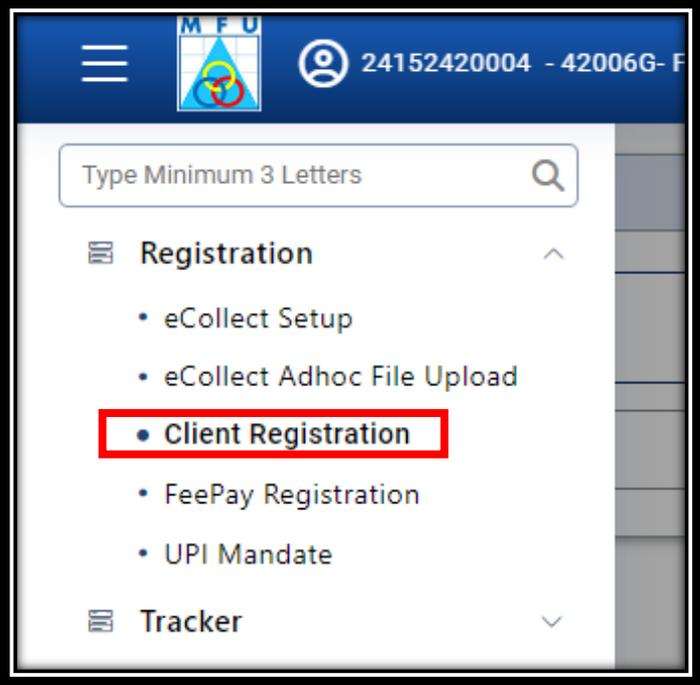
Step 5 : Once the case is approved. Click on 'Centralized Fee Collection Module → Fee Collection System Tab, review all the details and click on 'Click here Centralized Fee Collection Mechanism (CeFCoM)'.

Step 6 : On clicking on Redirection a dialogue box to confirm all details will be prompted . Once the user confirms the below page will be displayed .

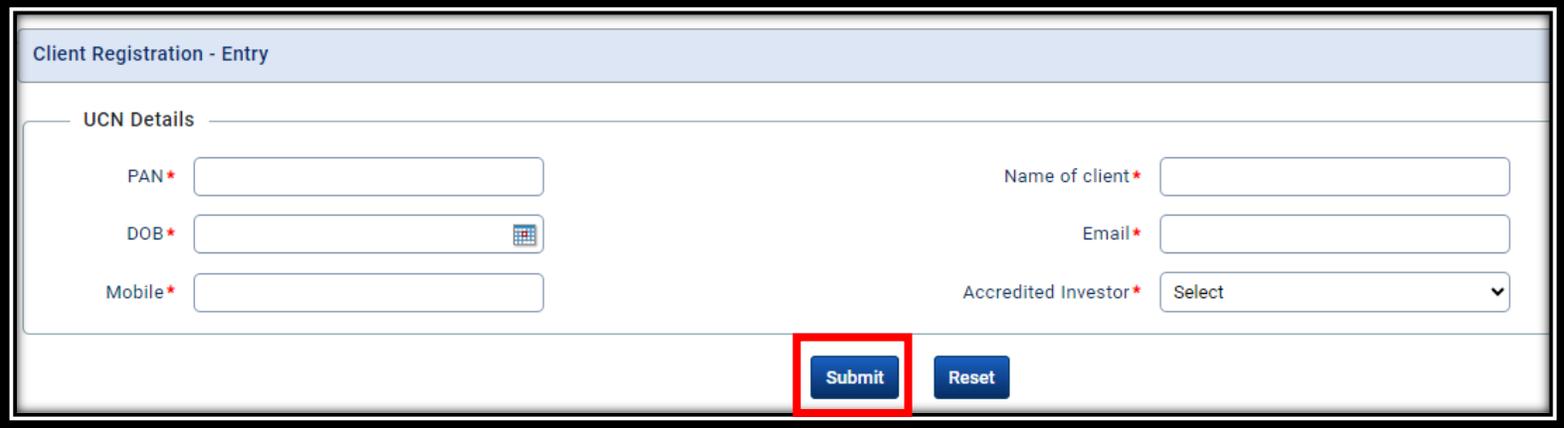


# Client Registration

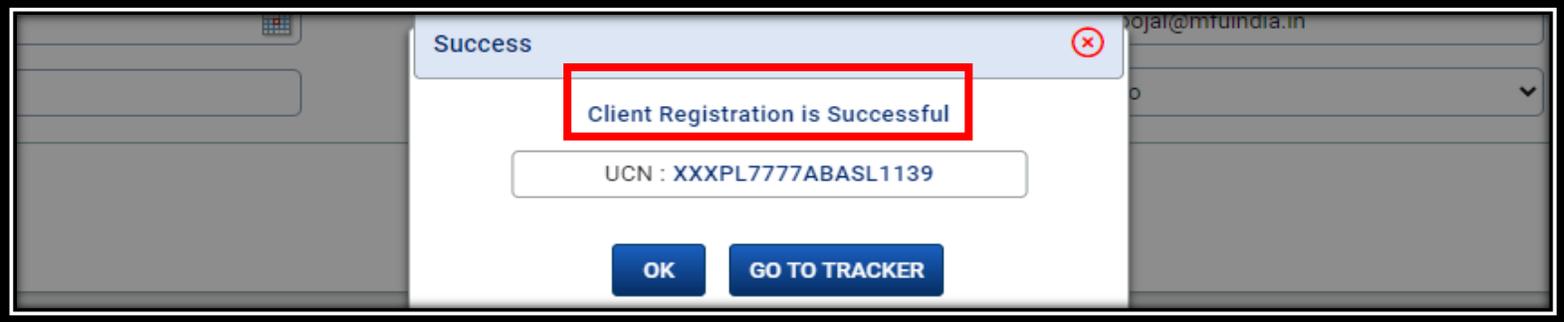
Step 1: Select 'Client Registration'



Step 2: Enter Client Details and Click 'Submit'



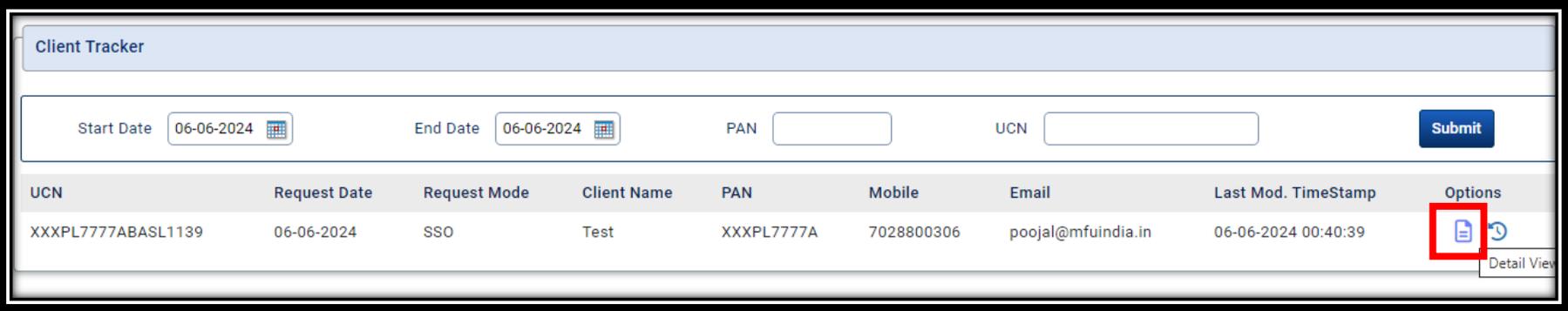
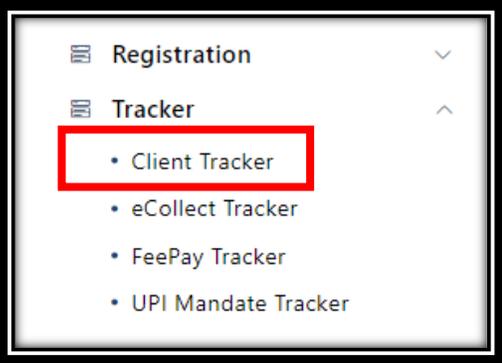
Step 3: Client is successfully registered, and Unique Client No. (UCN) is displayed



# Client Modification

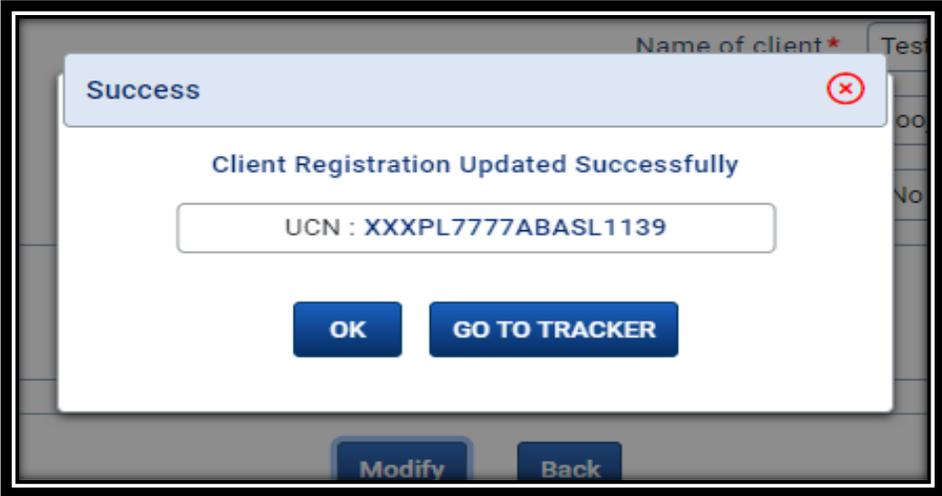
Step 1: Select 'Client Tracker'

Step 2: Click on 'Detail View' icon



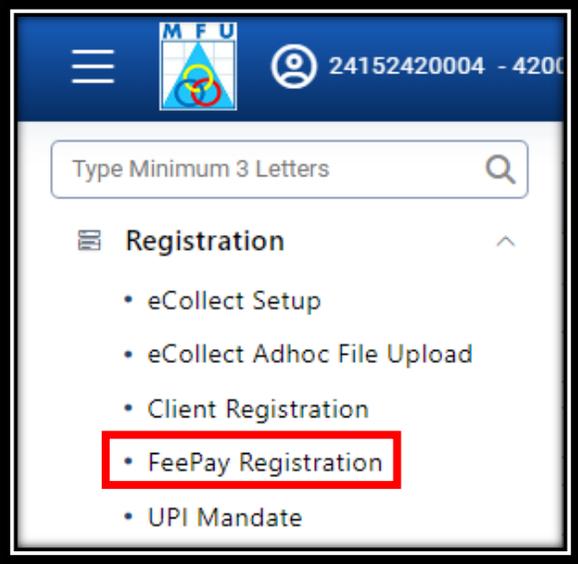
Step 3: Modify the required fields, Enter Remarks and Click on 'Modify'

Step 4: Client Registration Updated successfully

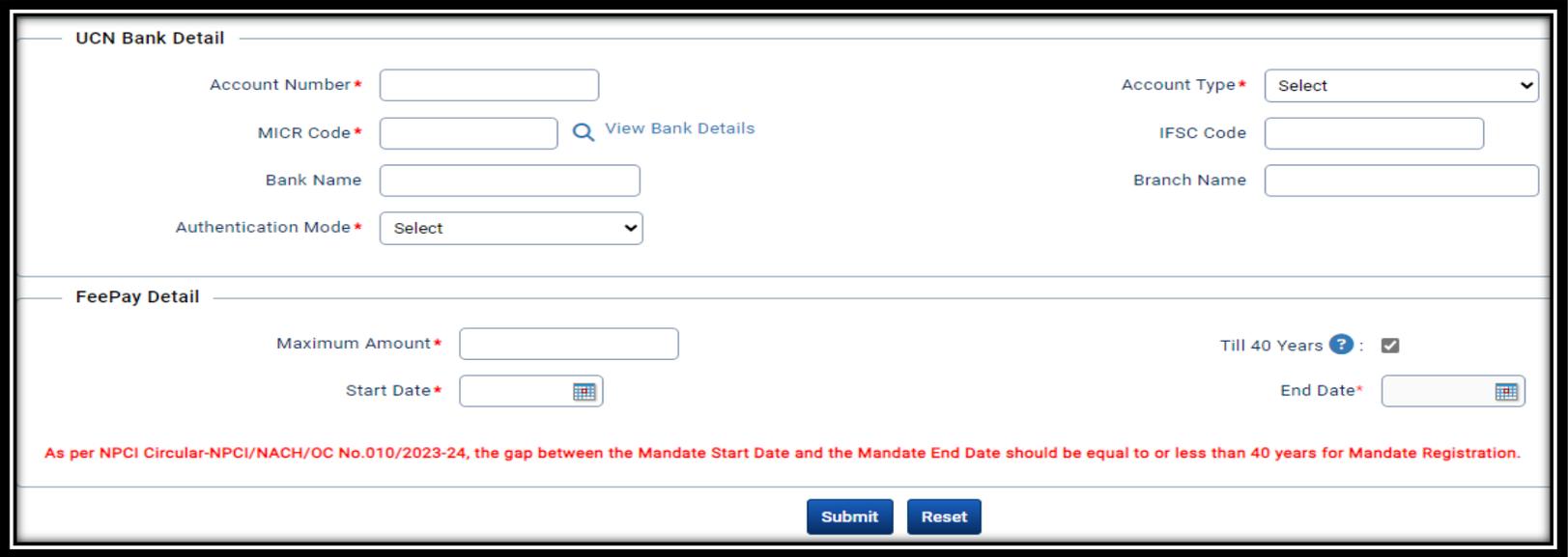
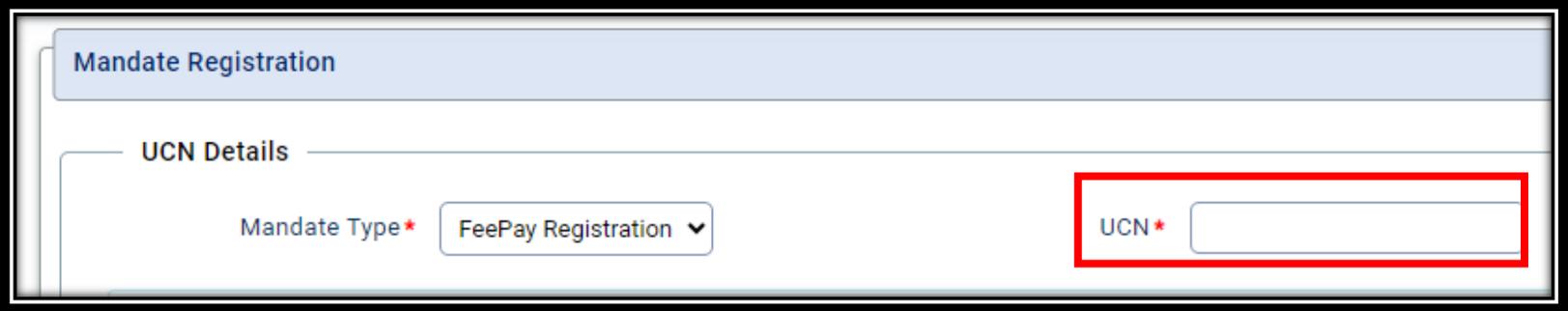


# eNACH Registration

Step 1: Select 'FeePay Registration'



Step 2: Enter UCN, Bank Details, Mandate details and Click on 'Submit'

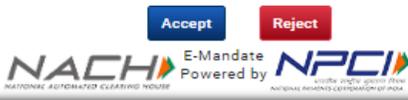


# eNACH Registration

Step 3: Client clicks on approval link on email

Confirmation Link	Please click the link below (or copy paste the link in your browser) to proceed further for registration.	
	Link	<a href="https://14.141.212.169:7003/callEPaveezzConfirm.do?param1=171761745636540A2BDDf1m2=NQ2YRf1m3=Tf1m4=F">https://14.141.212.169:7003/callEPaveezzConfirm.do?param1=171761745636540A2BDDf1m2=NQ2YRf1m3=Tf1m4=F</a>
	Expires on	07-06-2024 01:27:36. Thereafter, the link will expire.

Step 4: Client verifies the details and clicks on 'Accept'

<b>UCN Details</b>		
UCN : XXXPL7777ABASL1139	UCN Name : Test	Mobile No.: 7028800306
Telephone No. :	Email ID : poojal@mfuindia.in	Req.Type : Registration
<b>ARN / Transaction Entity Details</b>		
RIA Code : INA787878787	RIA Name : Test P Modified	
<b>Bank Details</b>		
Account Type : Savings Account	Account Number : 1234	Confirm Account No. : 1234
MICR Code : [REDACTED]	IFSC Code : [REDACTED]	Bank Name : [REDACTED]
<b>FeePay Detail</b>		
Maximum Amount : 10.00	Until cancelled : No	Start Date : 08-06-2024
End Date : 31-08-2024	Frequency : ADHO	FMMRN : [REDACTED]
Purpose of mandate : RIA eCollect	Auth. Mode Via : Internet Banking	
<b>Corporate Information</b>		
Corporate Name : MF Utility	Utility Number : NACH00000000022163	
Remarks :	<input type="text"/>	
<small>#Note : Banks enabled by NPCI ( please refer FAQ for list of banks ) are allowed for FeePay. The Maximum limit for FeePay is INR 10,00,000/- . Bank account types allowed are SE</small>		
<input checked="" type="checkbox"/> I accept the Terms and Conditions		
<div style="text-align: center;"><input type="button" value="Accept"/> <input type="button" value="Reject"/></div> 		

# eNACH Registration

Step 5: Client is redirected to his Bank's site

Step 6: Success Screen shall display mandate registration details

FeePay Registration Response

UCN Name : Vishal Test One	Bank Name : [REDACTED]
Account Type : Savings Account	Account Number : [REDACTED]
Amount : 10.0	Start Date : 06-06-2024
End Date : 30-06-2024	Frequency : ADHO
Purpose Of Mandate : RIA eCollect	Corporate Name : MF Utility
Utility Number : NACH000000000022163	Reference No. : 17 [REDACTED]

Your E-Mandate registration is successfully completed. Your reference ID for EHandate registration is [REDACTED]90 and FPRN is [REDACTED]

In case of any issues/ query related to E-mandate registration you may write to [mfuthn@mfindia.in](mailto:mfuthn@mfindia.in) or call 91-22-61344316

OK

NACH E-Mandate Powered by NPCI

# eNACH Registration Status

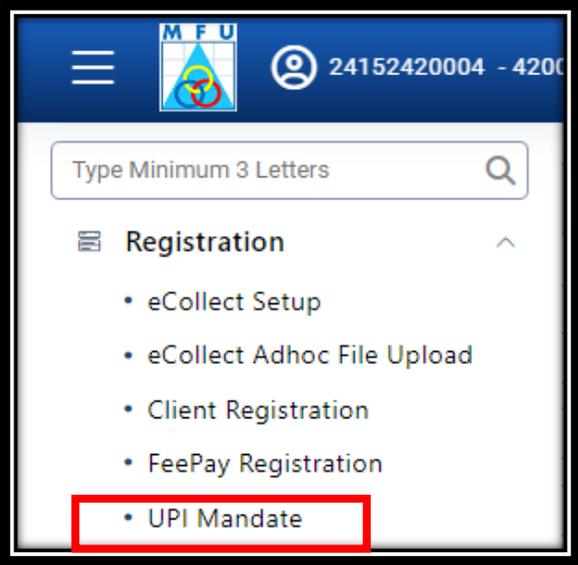
The sidebar menu includes a search bar with the text "Type Minimum 3 Letters" and a search icon. Below it are two main categories: "Registration" and "Tracker". Under "Tracker", there are four sub-items: "Client Tracker", "eCollect Tracker", "FeePay Tracker" (highlighted with a red box), and "UPI Mandate Tracker".

The main interface is titled "FeePay Tracker". It features a filter section with the following fields: "Start Date" (05-06-2024), "End Date" (06-06-2024), "UCN" (empty), "MFU Status" (All), "Req. Type" (All), "FMMRN" (empty), and "Agg. Status" (All). A "Submit" button is located to the right of the filter section.

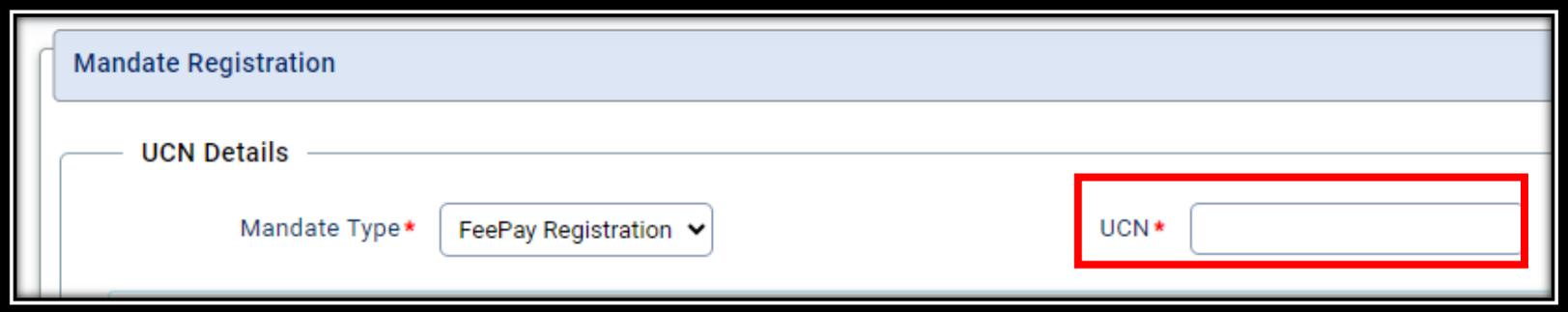
Req. Type	UCN	Bank Name	Account Number	FMMRN	Last Mod. TimeStamp	MFU Status	Aggregator Status	Maximum Amount	Authentication Mode	Options
Registration	XXXPL7777ABASL1139	[REDACTED]	1234	[REDACTED]	06-06-2024 01:46:23	Approved	Pending	10.00	Internet Banking	[Refresh] [Print]

# UPI AutoPay Registration

Step 1: Select 'UPI Mandate'



Step 2: Enter UCN, Bank Details, Mandate details and Click on 'Submit'



# UPI AutoPay Registration

Step 3: Client clicks on approval link on email

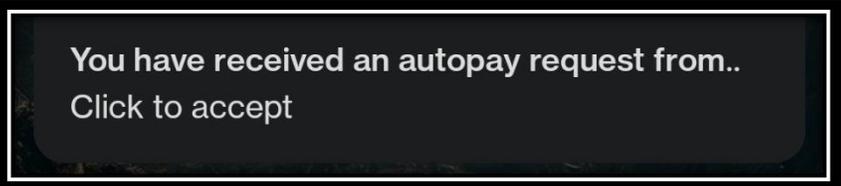
Confirmation Link	Please click the link below (or copy paste the link in your browser) to proceed further for registration.	
	Link	<a href="https://14.141.212.169:7003/callUpiAutoPayConfirm.do?param1=1717620630365A9A8AF3&amp;m2=YV2CL&amp;m3=T&amp;m4=U">https://14.141.212.169:7003/callUpiAutoPayConfirm.do?param1=1717620630365A9A8AF3&amp;m2=YV2CL&amp;m3=T&amp;m4=U</a>
	Expires on	07-06-2024 02:20:30. Thereafter, the link will expire.

Step 4: Client verifies the details, enters 'VPA' and clicks on 'Accept'

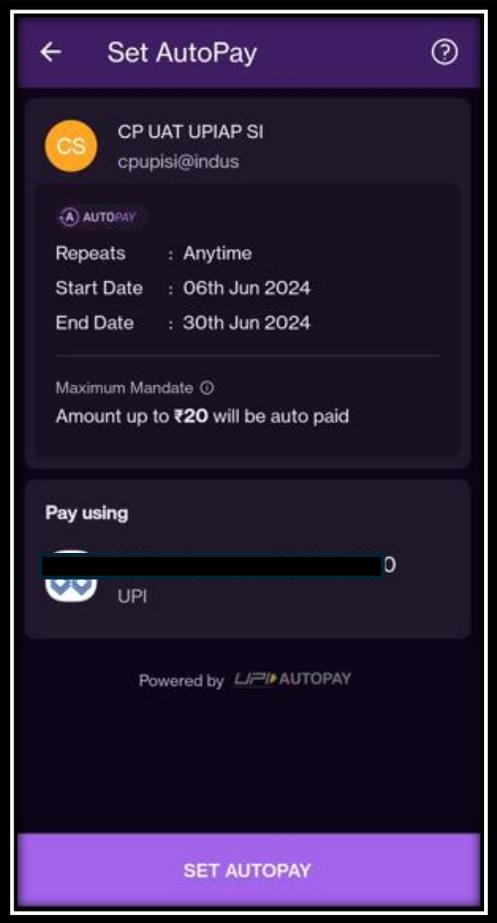
<b>UCN Details</b>		
UCN : XXXPL7777ABASL1139	UCN Name : Test	Mobile No.: 7028800306
Email ID : poojal@mfuindia.in	Req.Type : Registration	
<b>ARN / Transaction Entity Details</b>		
ARN : Direct	RIA Code : INA7878787	RIA Name : Test P Modified
<b>Bank Details</b>		
Account Type : Savings Account	Account Number : 1234	MICR Code [Redacted]
IFSC Code : [Redacted]	Bank Name : [Redacted]	
<b>UPI AutoPay Detail</b>		
Maximum Amount : 20.00	Start Date : 06-06-2024	End Date : 30-06-2024
Purpose of mandate : RIA eCollect	Frequency : ADHO	MUMRN : [Redacted]
VPA Id : [Redacted]		
<b>Corporate Information</b>		
Corporate Name : MF Utility	Utility Number : NACH0000000022163	
Remarks :	<input type="text"/>	
<input checked="" type="checkbox"/> I accept the Terms and Conditions		
		<input type="button" value="Accept"/> <input type="button" value="Reject"/>

# UPI AutoPay Registration

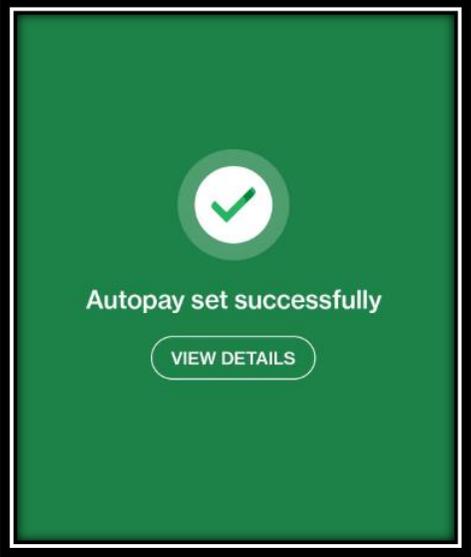
Step 5: Client receives notification on PSP app



Step 6: Client approves the mandate by entering UPI PIN



Step 7: AutoPay Mandate Registered Successfully



# UPI AutoPay Registration Status

The screenshot shows the MFU application interface. At the top, there is a header with the MFU logo and a user ID '24152420004 - 42006'. Below the header is a search bar with the text 'Type Minimum 3 Letters'. A navigation menu is visible on the left, containing two main sections: 'Registration' and 'Tracker'. Under 'Tracker', there are four sub-items: 'Client Tracker', 'eCollect Tracker', 'FeePay Tracker', and 'UPI Mandate Tracker'. The 'UPI Mandate Tracker' item is highlighted with a red rectangular box.

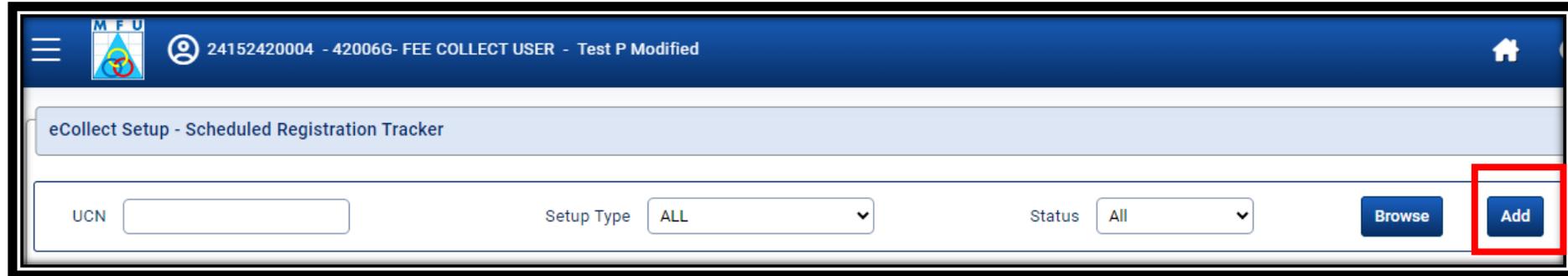
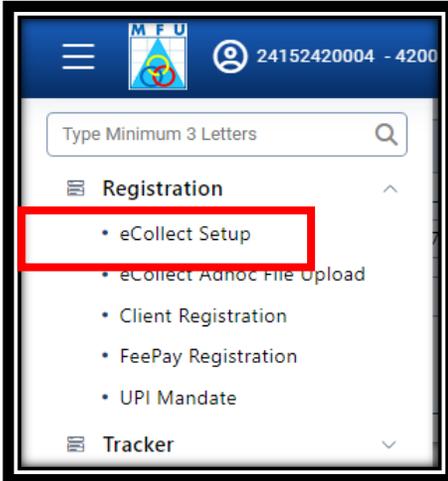
The screenshot displays the 'UPI Mandate Fee Tracker' page. At the top, there is a title bar. Below it, there are several filter fields: 'Start Date' (06-06-2024), 'End Date' (06-06-2024), 'UCN' (empty), 'MFU Status' (All), 'Req. Type' (All), 'MUMRN' (empty), and 'Agg. Status' (All). There are 'Browse' and 'Download Excel' buttons. Below the filters is a table with the following data:

Req. Type	UCN	Bank Name	MUMRN	Last Mod. TimeStamp	MFU Status	Aggregator Status	Maximum Amount	Options
Registration	XXXPL7777ABASL1139	[REDACTED]	[REDACTED]	06-06-2024 02:20:30	Pending	Pending	20.00	[Refresh] [Print] [Share]

The 'MFU Status' and 'Aggregator Status' columns in the table are highlighted with a red rectangular box.

# eCollect Setup

Step 1: Select 'eCollect Setup' Step 2: Click on 'Add'



Step 3: Enter UCN and select the desired 'Setup Type'



# eCollect Setup - Adhoc

Step 4 (Adhoc) : Select 'Payment Mode', enter 'Fee Amount' and click on 'Submit'

The screenshot shows the 'eCollect Setup - Add' form. The fields are: UCN\* (XXXPL7777ABASL1139), Client Name : Test, Setup Type\* (Adhoc Payment), Payment Mode\* (UPI/Net Banking/Debit Card/Credit Card), and Fee Amount\* (empty). The 'Payment Mode' dropdown menu is open, showing options: Select, UPI/Net Banking/Debit Card/Credit Card, NEFT, RTGS, IMPS, FeePay Mandate, and Cheque. The 'Submit' button is highlighted with a red box.

The screenshot shows the 'eCollect Setup - Add' form after the 'Submit' button is clicked. The fields are: UCN\* (XXXPL7777ABASL1139), Client Name : Test, Setup Type\* (Adhoc Payment), Payment Mode\* (UPI/Net Banking/Debit Card/Credit Card), and Fee Amount\* (4). A success message is displayed: 'eCollect Setup Operation' with the text 'Registration for Fee Collection has been Successfully Submitted'. The 'OK' and 'GO TO TRACKER' buttons are visible.

# eCollect Setup - Scheduled

Step 4 (Scheduled) : Enter the required details and click on 'Submit'

The screenshot displays the 'eCollect Setup - Add' form. The form includes the following fields and controls:

- UCN\*: XXXPL7777ABASL1139
- Client Name: Test
- Setup Type\*: Scheduled Registration (dropdown)
- Payment Mode\*: Select (dropdown)
- Fee Amount\*: (text input)
- Fee Mode\*: Monthly (dropdown)
- Fee Trigger Day\*: Select (dropdown)
- Effective From\*: DD-MM-YYYY (calendar icon)
- Effective To\*: DD-MM-YYYY (calendar icon)
- Buttons: Submit, Reset, Back

A modal window titled 'eCollect Setup Operation' is overlaid on the form, displaying the message: 'Registration for Fee Collection has been Successfully Submitted'. The modal contains two buttons: 'OK' and 'GO TO TRACKER'.

# Payment- Net Banking/UPI/Debit Card/Credit Card

Step 1: Client click on the payment link

Please follow the instructions given below for initiating/facilitating the payment:

NetBanking/Debit Card/UPI	Please click the link below (or copy paste the link in your browser) for making the payment.	
	<table border="1"><tr><td>Link</td><td><a href="https://14.141.212.169:7003/FeePayAction.do?ref=1717624991374E6A3056&amp;tok=LE9AG">https://14.141.212.169:7003/FeePayAction.do?ref=1717624991374E6A3056&amp;tok=LE9AG</a></td></tr></table>	Link
Link	<a href="https://14.141.212.169:7003/FeePayAction.do?ref=1717624991374E6A3056&amp;tok=LE9AG">https://14.141.212.169:7003/FeePayAction.do?ref=1717624991374E6A3056&amp;tok=LE9AG</a>	

Step 2: Client clicks on 'Initiate Payment'

eCollect - Fee - Pay

Details

Payment Reference No : 17174797332192A9105F

Payment Details

Entity Name : Test P Alpha Advisors	Payment Mode : Net Banking/UPI/Debit Card/Credit Card	RIA Code : INA7878787
Fee Amount : 2.00	UCN : YYYPL1234ABASL1139	BASL Code : BASL1139

I accept the Terms and Conditions

Initiate Payment

Step 3: Client is redirected to PA's site

Credit Card

Internet Banking

QR

LPI

Select your Bank

Popular Banks

All Banks

== Select your Bank ==

Make Payment

Cancel

Merchant Name

Test Merchant TND

Payment Amount: ₹ 4.00

Step 4: Payment Success

✓ Payment Success

Particulars	Details
Client Name	Vishal Test One
Unique Client Number (UCN)	YYYPL1234CBASL1139
Fee Ref. No	1717479499231F51FC53

Step 5: Payment Aggregator shares MIS with CeFCoM

# Payment- NEFT/RTGS/IMPS

Step 1: An email is sent to client mentioning the VAN

Please follow the instructions given below for initiating/facilitating the payment:

NEFT/RTGS/IMPS	Please make the payment favouring the beneficiary details as provided below:	
	Account No.	IAFEESBASL1139ZZZPL1234CBASL1139
	Account Name	IAFEES YBL PA Account
	Bank Name	██████████
	IFSC	YESB0CMSNOC

Step 2: Client makes payment to VAN (Outside CeFCoM System)

Step 3: Payment Aggregator shares MIS with CeFCoM