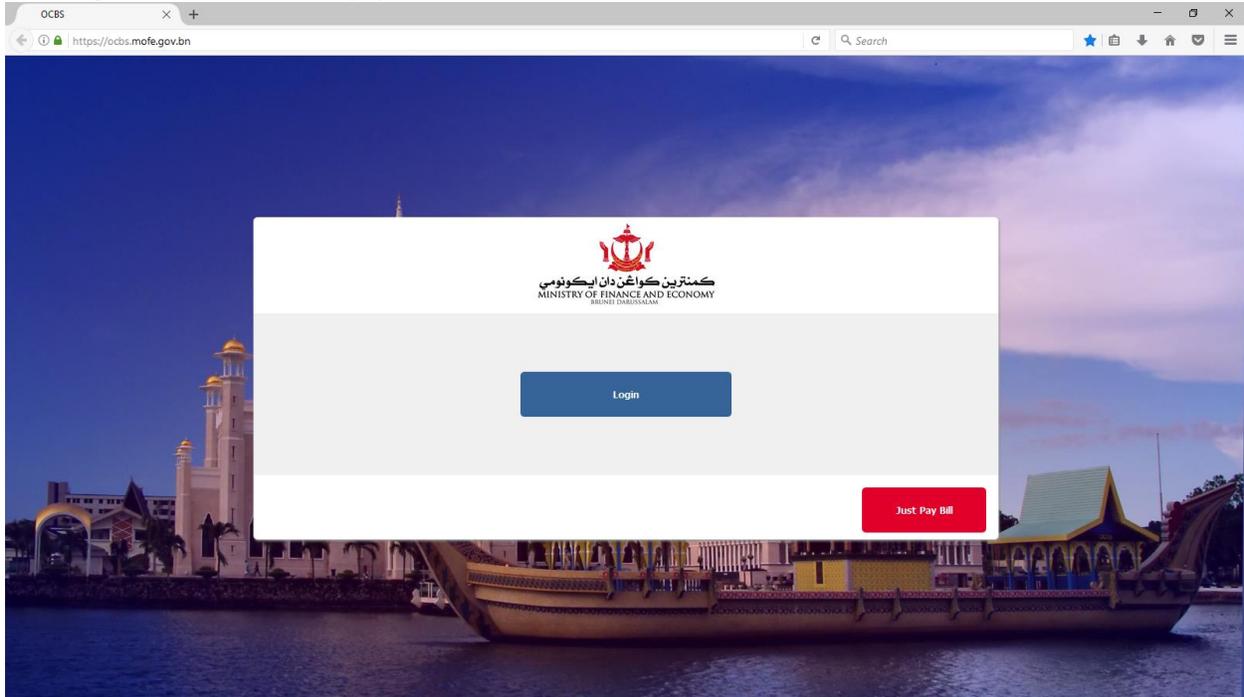


User Guide for paying bill online using card (VISA/MASTERCARD)

To start, please visit OCBS Portal at <https://ocbs.mofe.gov.bn>

STEP 1:

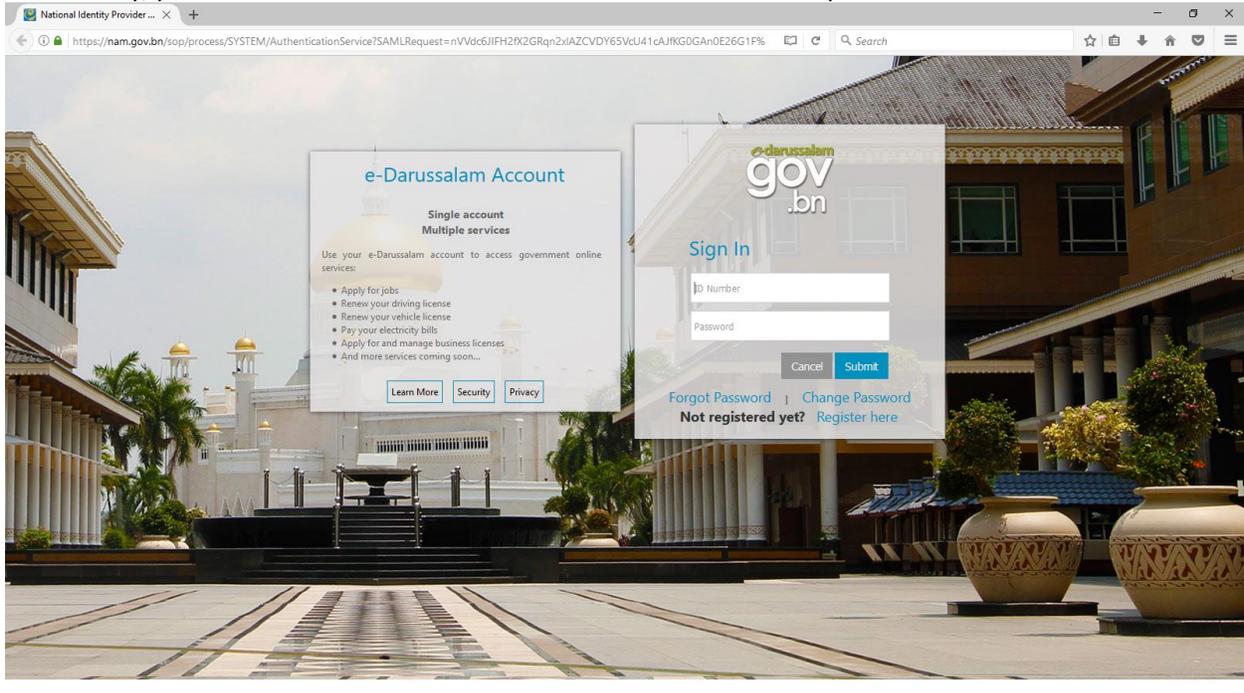
Click 'Login' button to view and pay bill.



You will be redirected to Sign in via e-Darussalam page.

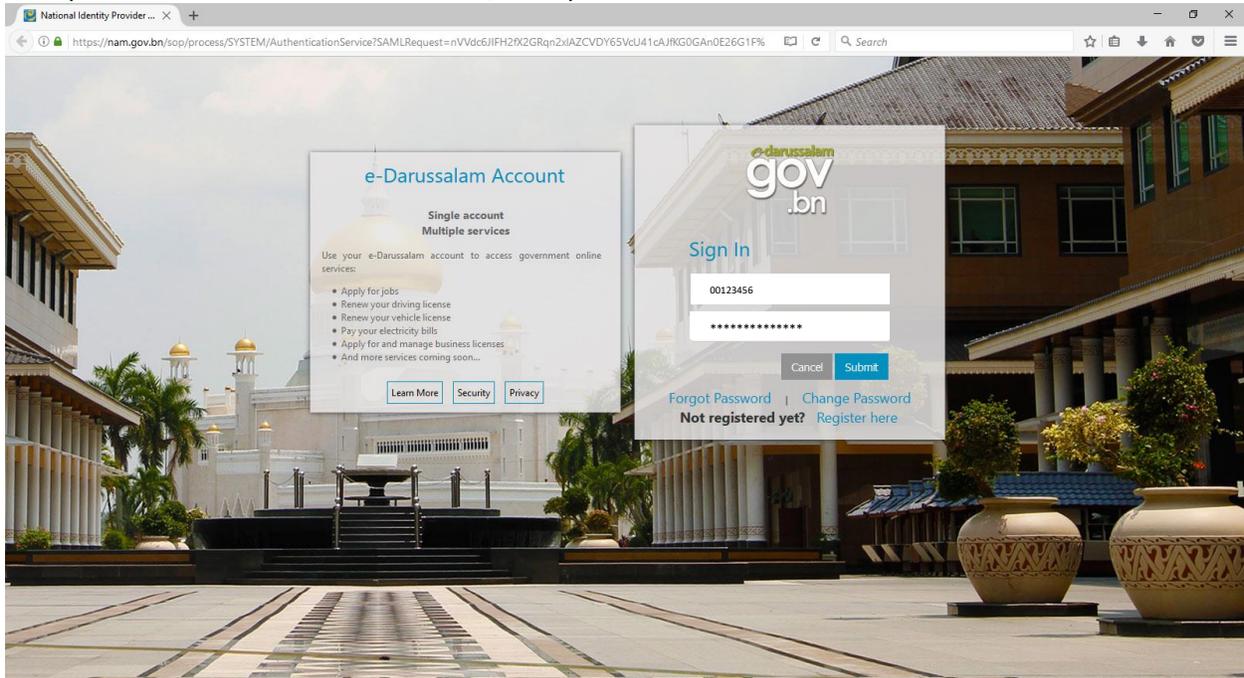
If your account is not activated, please drop by any NAM counters.

Alternatively, you can call Talian Darussalam 123 for instructions to activate your account.



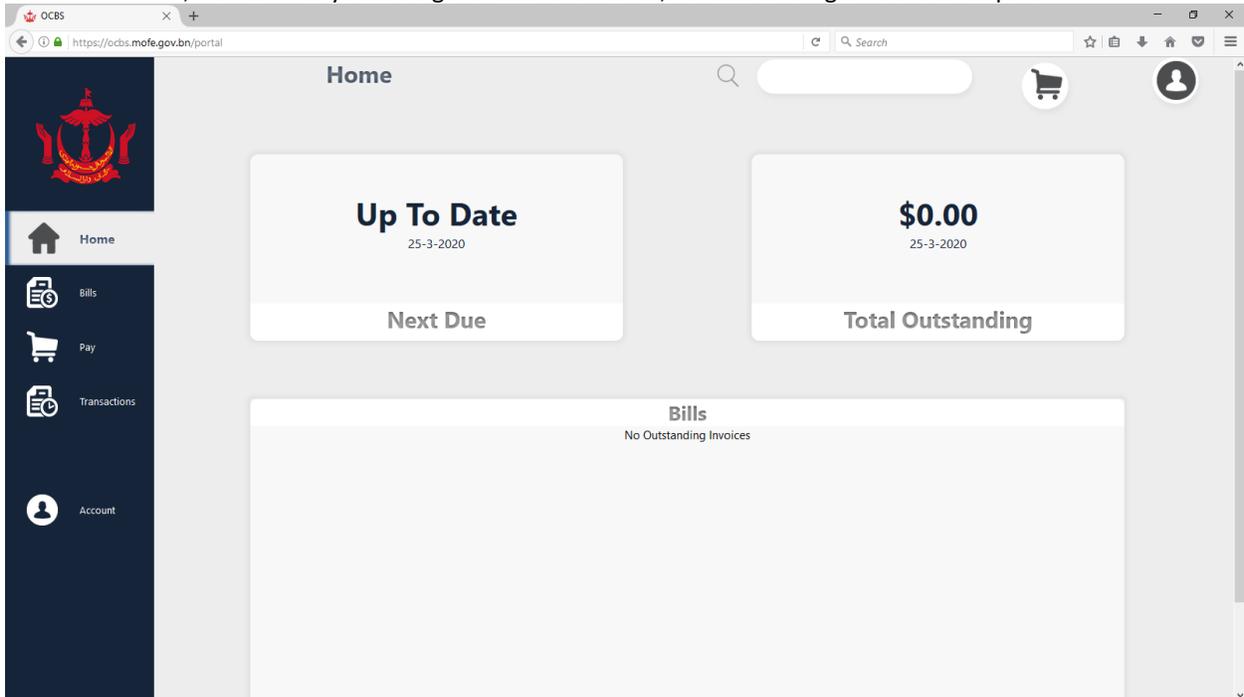
STEP 2:

Once your e-Darussalam account is activated, enter your Username and Password. Click 'Submit' button.

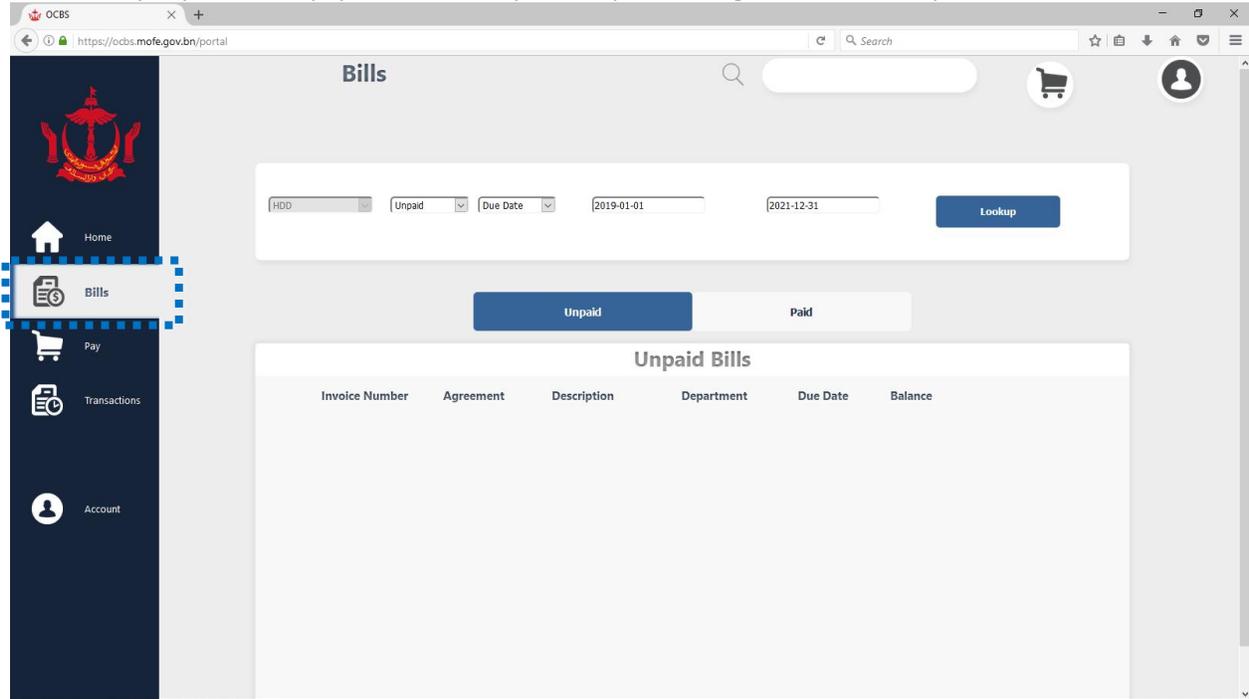


This is the Homepage showing the Next Bill Due and Total Outstanding.

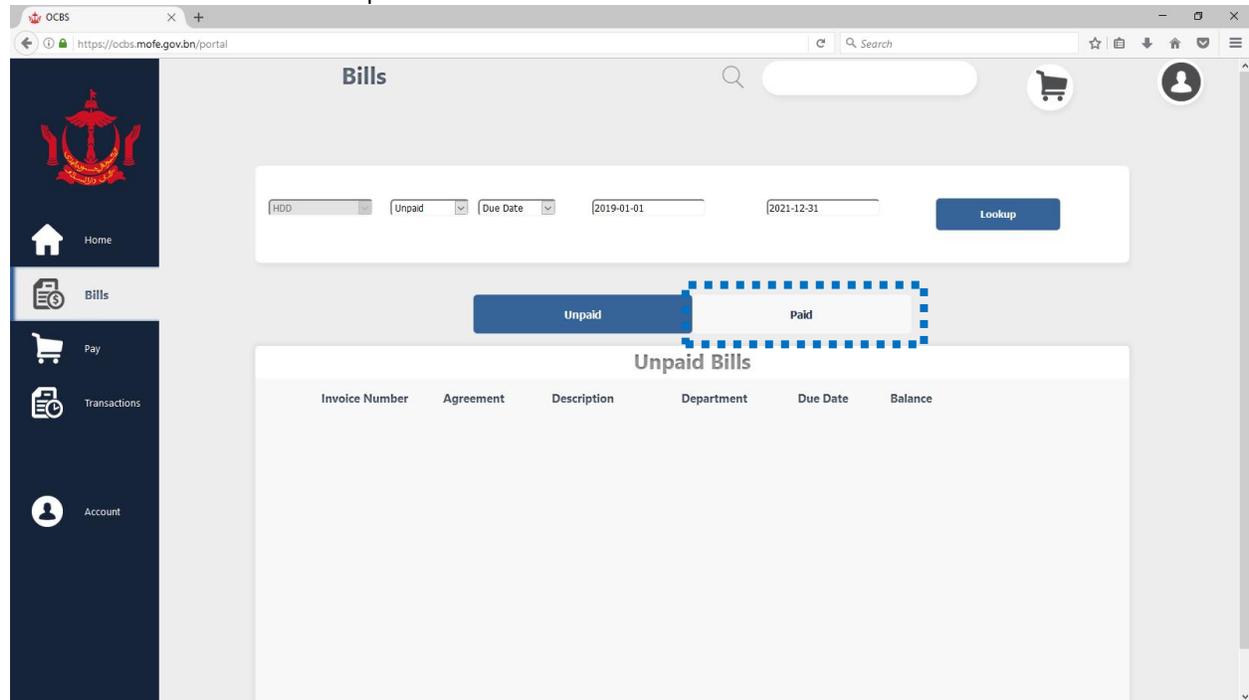
From this screen, new bill has yet to be generated and hence, no outstanding amount to be paid.



Alternatively, if you wish to pay extra or settle your bill, please navigate to Bills in left panel.



Click 'Paid' button to see a list of paid bills.



A list of Paid Bills will be shown.

The screenshot shows the OCBS Bills page. At the top, there is a search bar and a 'Lookup' button. Below this, there are filters for 'Unpaid' and 'Paid' bills. The 'Paid Bills' section is highlighted, showing a table with the following data:

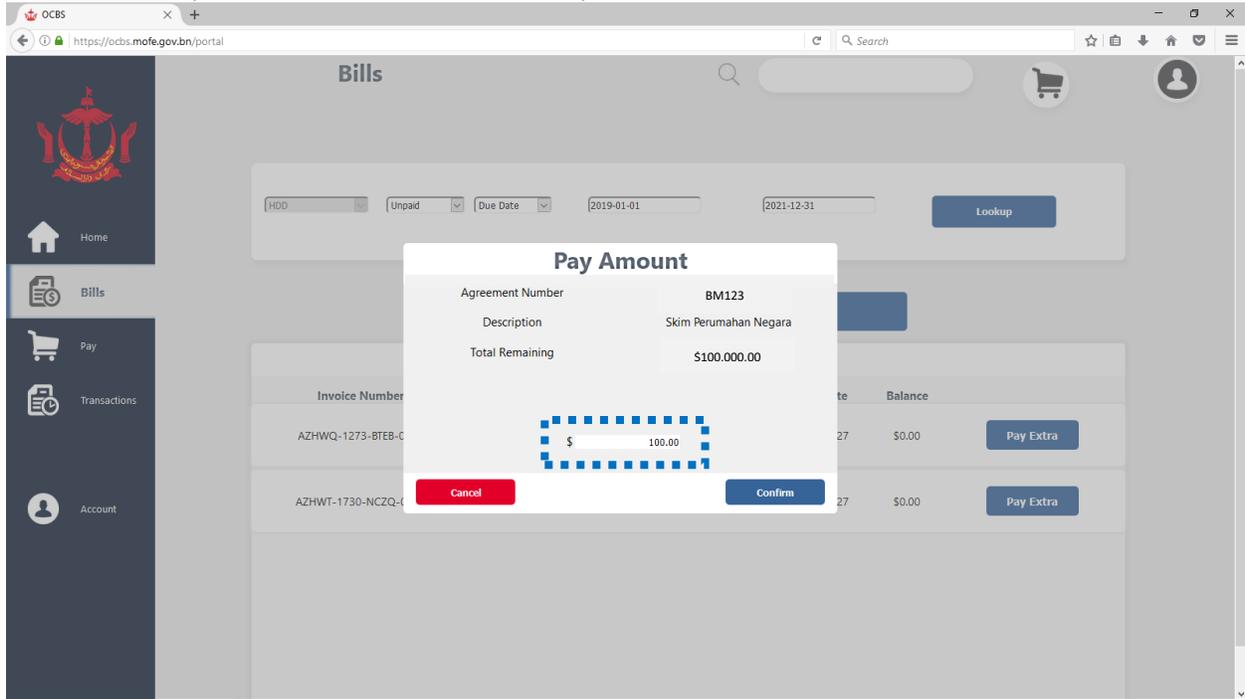
Invoice Number	Agreement	Description	Department	Issue Date	Balance	
AZHWQ-1273-BTEB-0178	BM123	Skim Perumahan Negara	Housing Development	2020-02-27	\$0.00	Pay Extra
AZHWT-1730-NCZQ-0048	BM123	Skim Perumahan Negara	Housing Development	2020-02-27	\$0.00	Pay Extra

STEP 3:

Click the available 'Pay Extra' button to pay monthly liable amount or amount to settle your bill.

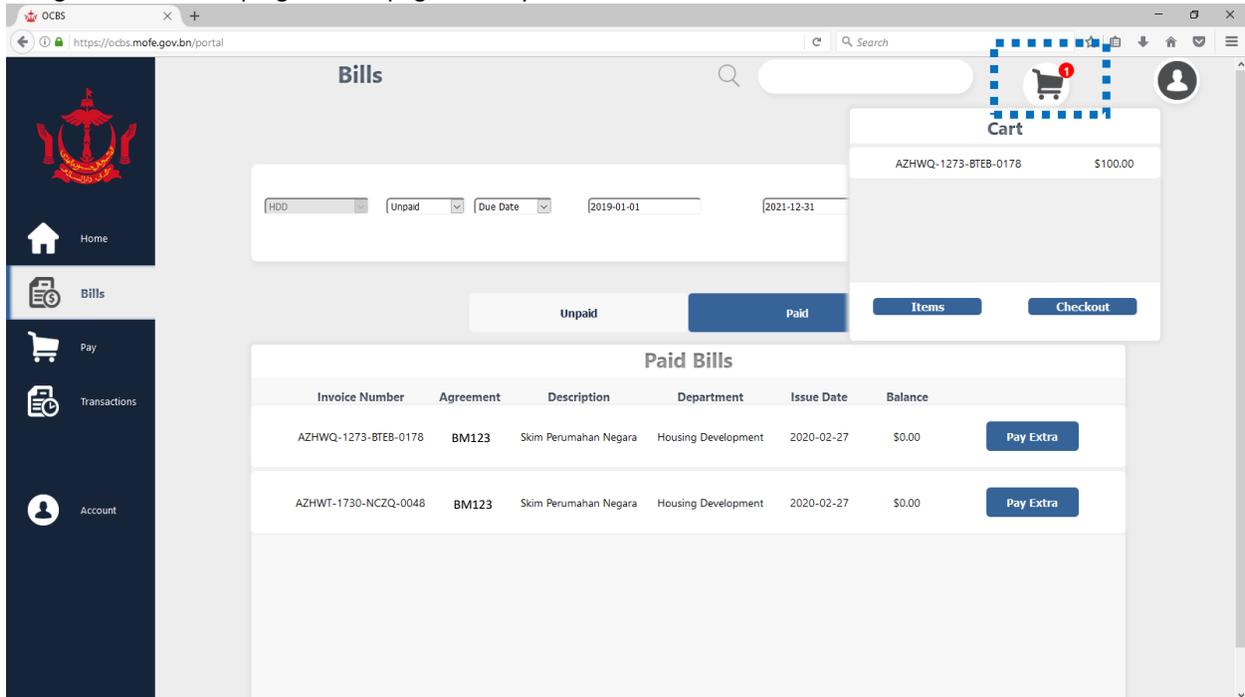
This screenshot is identical to the one above, but with a blue dashed box highlighting the 'Pay Extra' button for the first bill in the 'Paid Bills' table.

Enter the monthly liable amount or amount to settle your bill. Click 'Confirm' button.

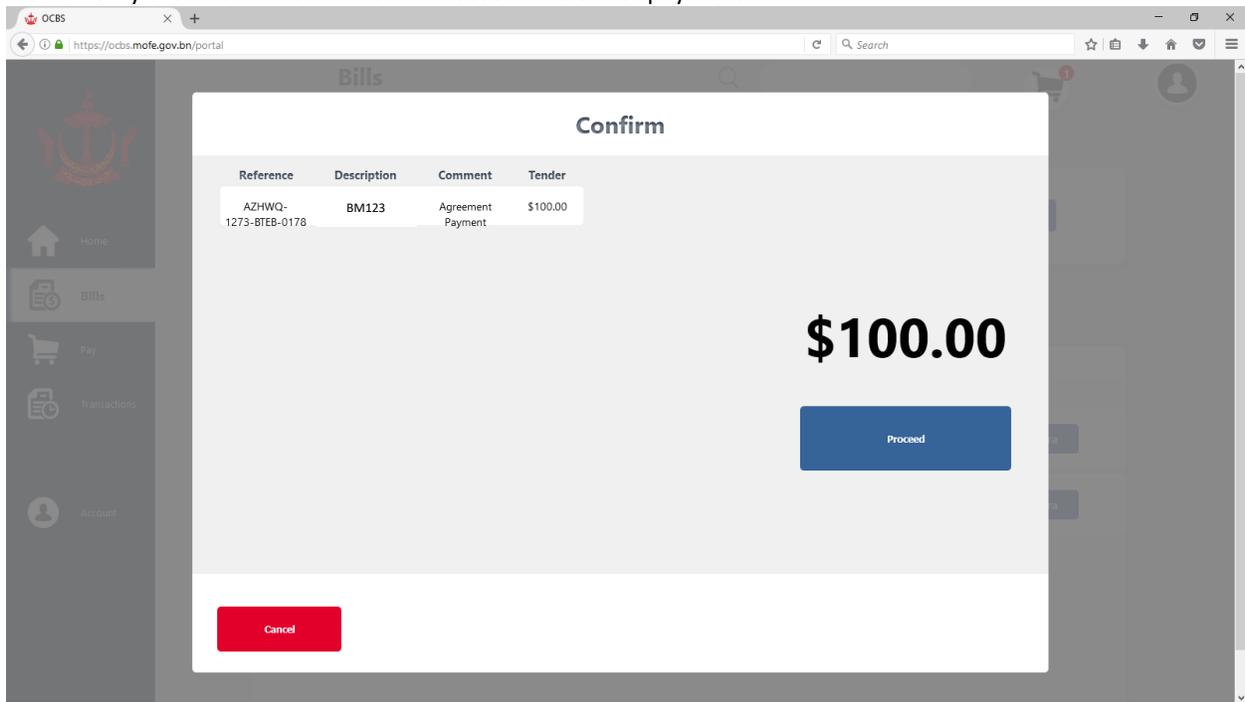


STEP 4:

Navigate to cart on top right of the page where you can see the selected bill. Click 'Checkout' button.

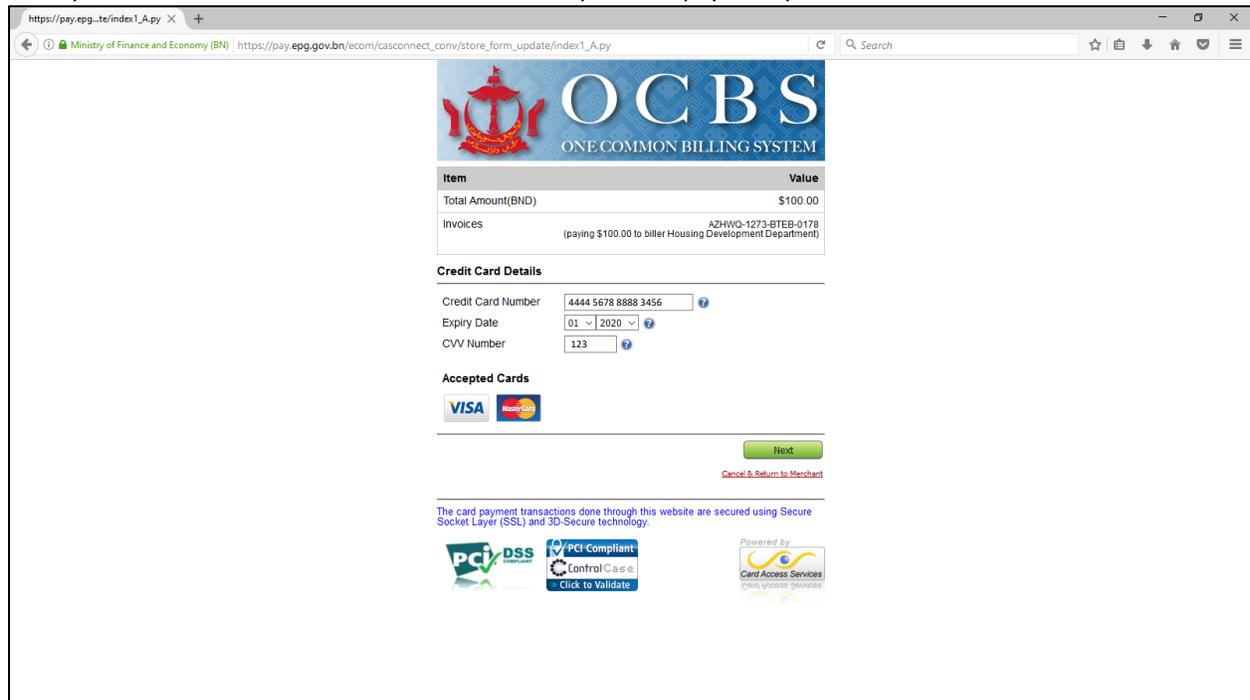


This page shows the bill reference with amount to be paid.
Please verify the information and click 'Proceed' button for payment.

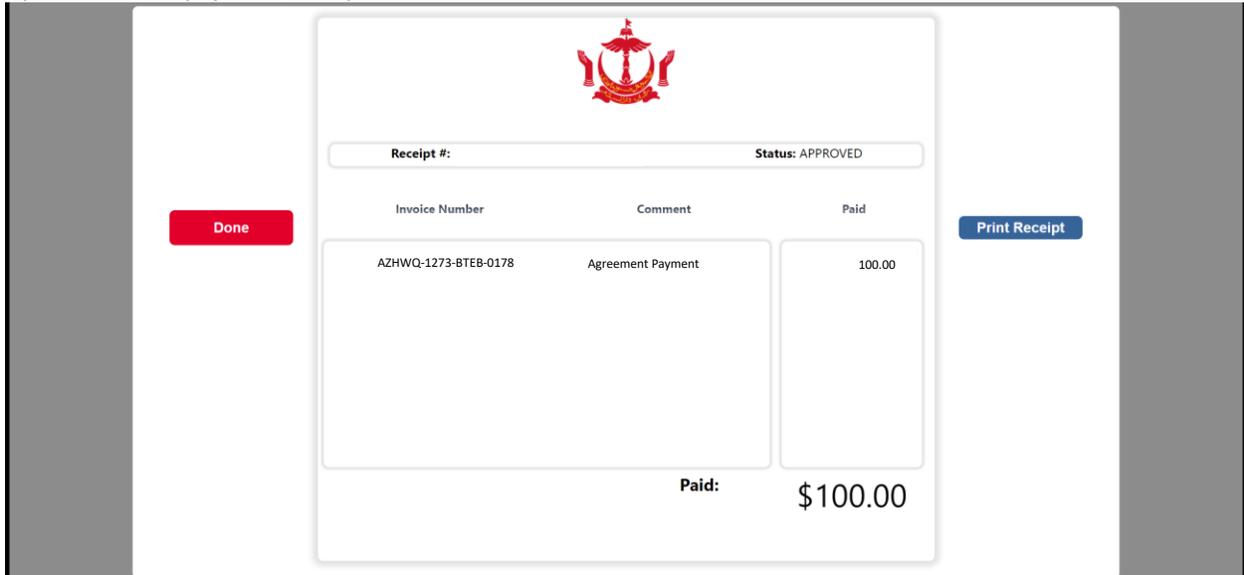


STEP 5:

Enter your card details and click 'Next' button to complete the payment process.



Upon successful payment, receipt will be shown as follow.



The screenshot displays a receipt interface with a central white box on a grey background. At the top center of the white box is a red emblem. Below the emblem, a horizontal bar contains 'Receipt #' on the left and 'Status: APPROVED' on the right. Underneath this bar is a table with three columns: 'Invoice Number', 'Comment', and 'Paid'. The table contains one row with the following data: 'AZHWQ-1273-BTEB-0178' under 'Invoice Number', 'Agreement Payment' under 'Comment', and '100.00' under 'Paid'. To the left of the table is a red 'Done' button, and to the right is a blue 'Print Receipt' button. Below the table, the text 'Paid: \$100.00' is displayed.

Invoice Number	Comment	Paid
AZHWQ-1273-BTEB-0178	Agreement Payment	100.00

Paid: \$100.00