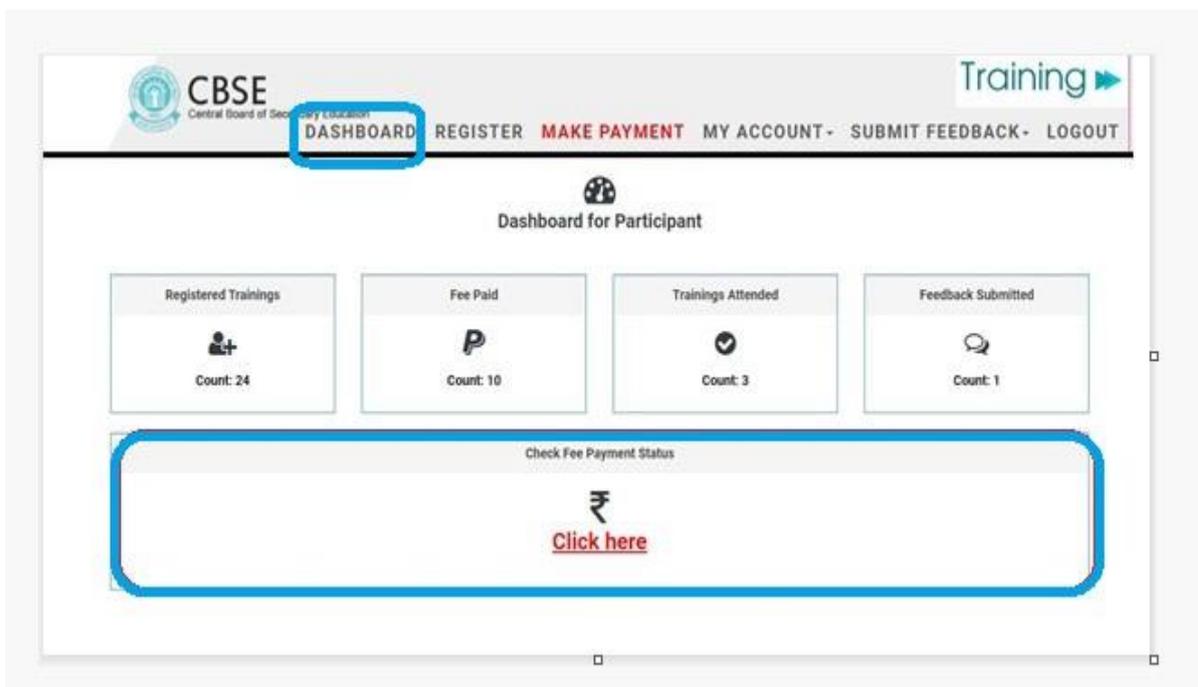## To check Fee payment status on Training Portal

After making the payment, if amount has been debited from the bank account but Fee Paid status is showing 'No'/'Not Paid', do the following steps to check payment status on Training Portal:

1. Login to your Account (Schools/Participants).

2. On the **DASHBOARD,** check the Fee Payment Status as shown below:

3. Select the Registered Training Schedule and Reference id.
   Transaction id will be filled automatically. Click on **'Check Status'**

4. Payment status will be shown on the screen.
5. It is requested to all the schools and teachers that if the amount is debited, and payment status is shown 'NO', then before attempting to re-pay fees, first check the payment status by following steps 1 to 3 above. If payment status is still shown 'Pending'/Not Updated/'Failed', please 'Check Status' again after some time and send an email to your concerned CoE with complete programme detail, participants detail and payment details along with relevant screenshots if the payment status is still not updated.
6. Also, All the schools and teachers are requested not to press 'Back' button while payment is being processed.