TRANSACTION MANUAL
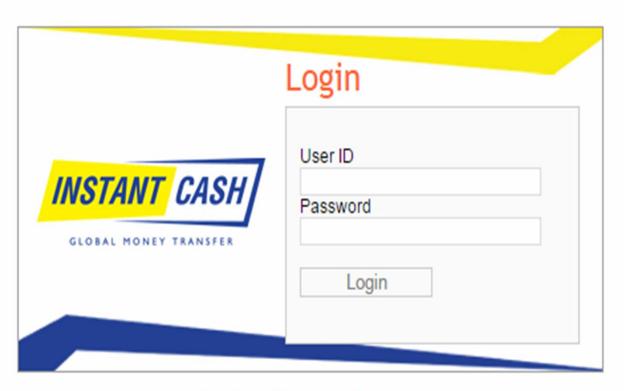
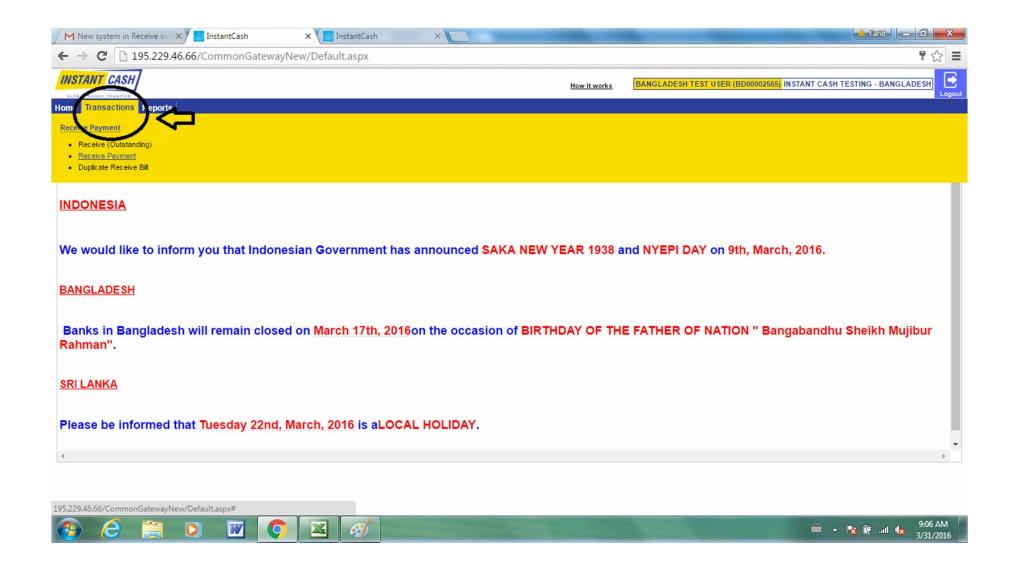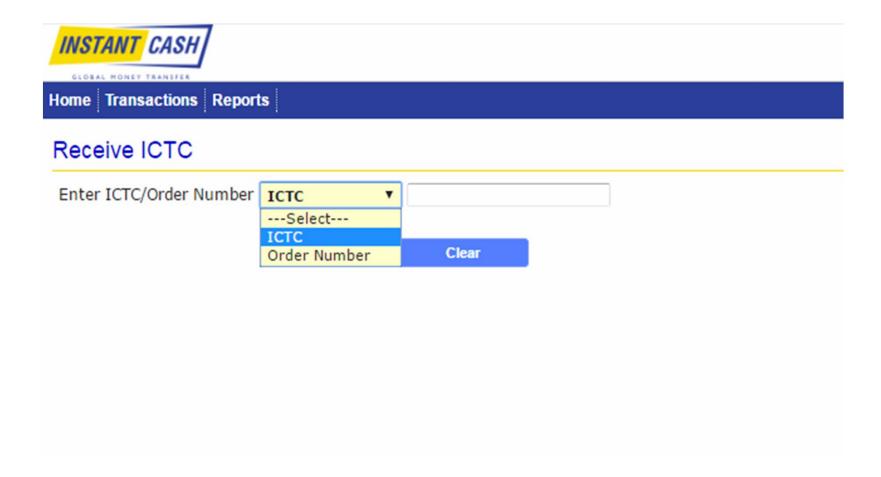**STEP#1 Click on the URL & Insert the user id & password**

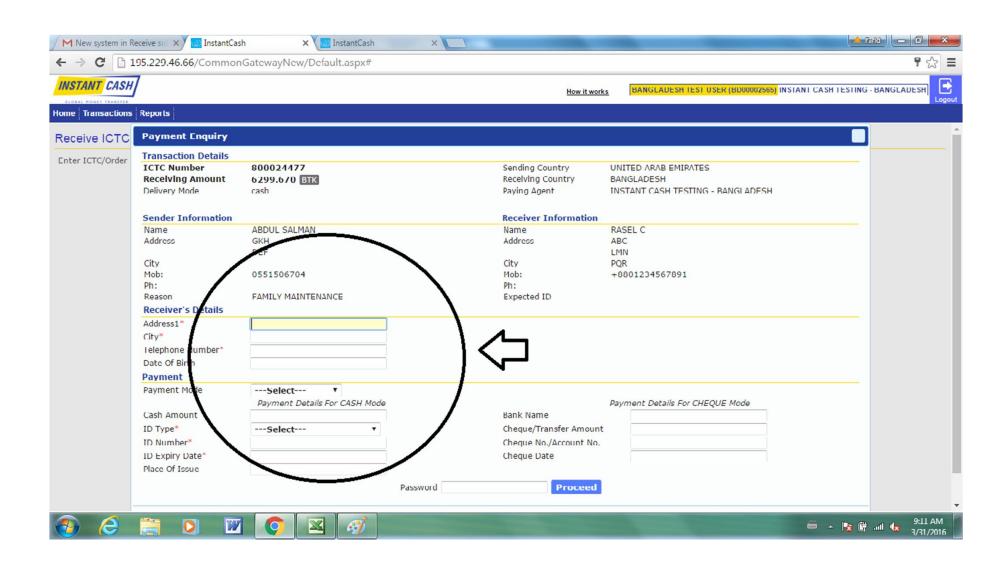# STEP#2 Click on the Transaction Option
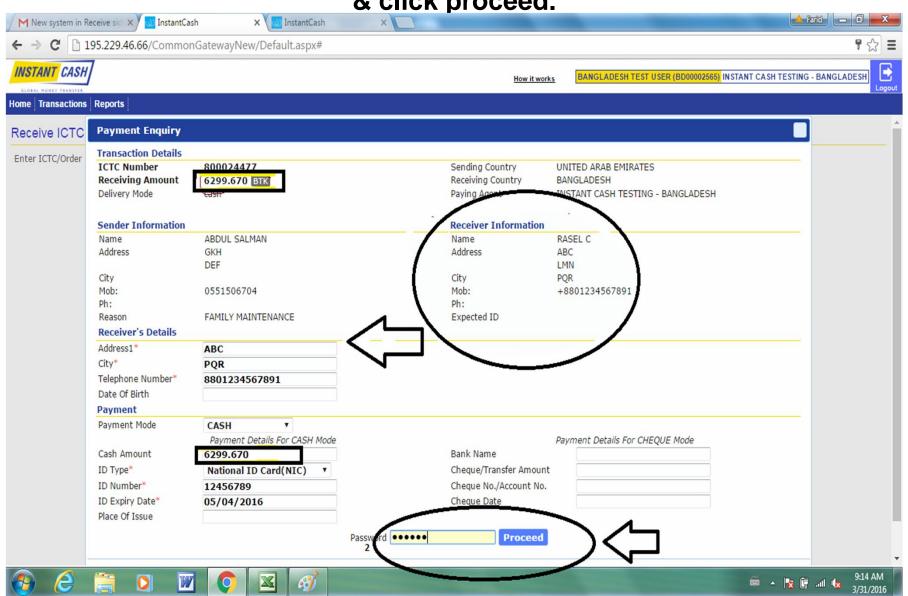
STEP#3 Click on the Receive ICTC option

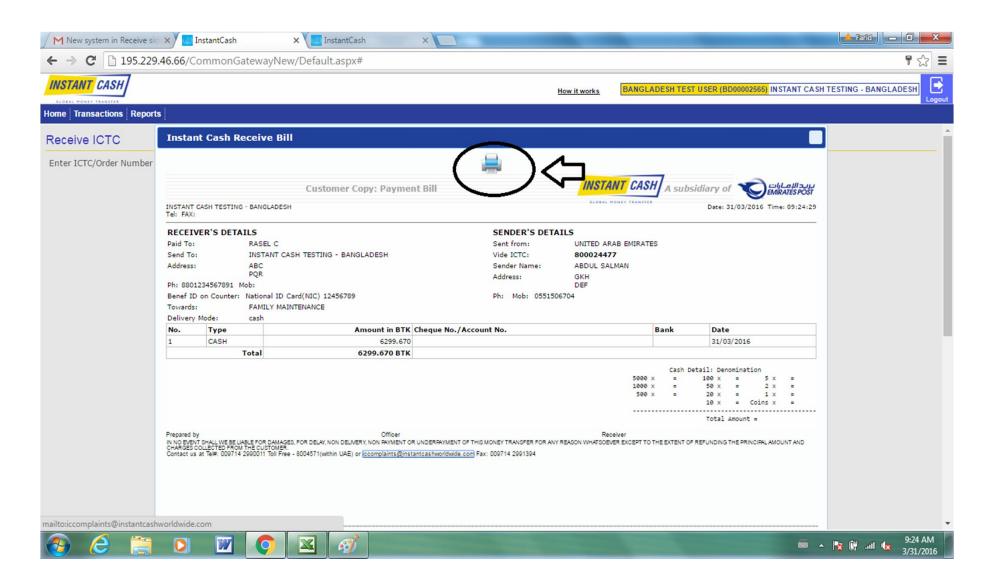# Step#4 Plug in the receiver's information

Step#5 Check with the given information, enter second password & click proceed.
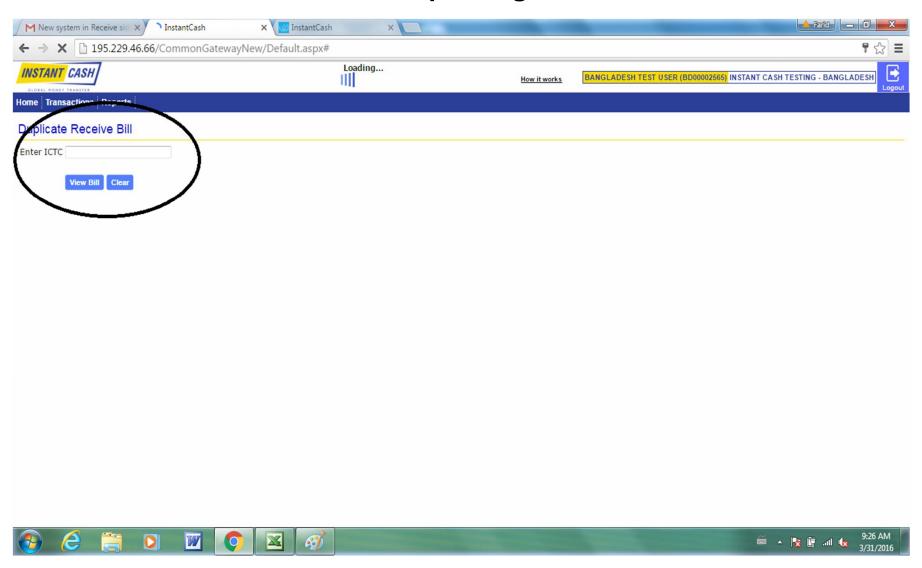
Step#6 Click on the print logo for printing the payment bill

Step#7 Click on the Duplicate receive bill under Home option for re-printing

Step#8 Click on the report option for payment reports