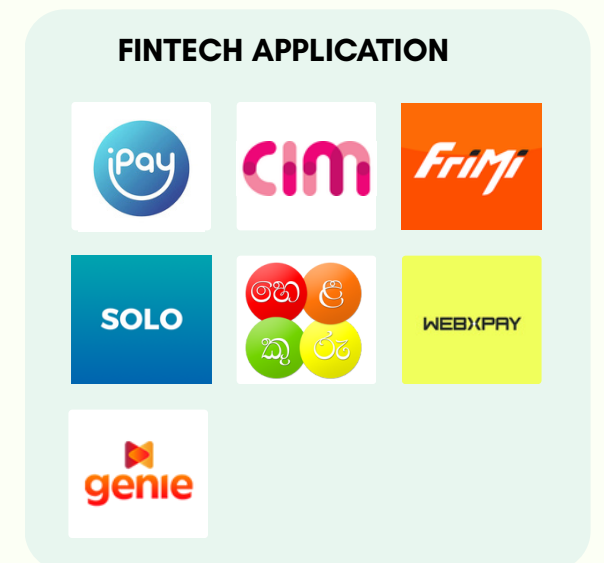
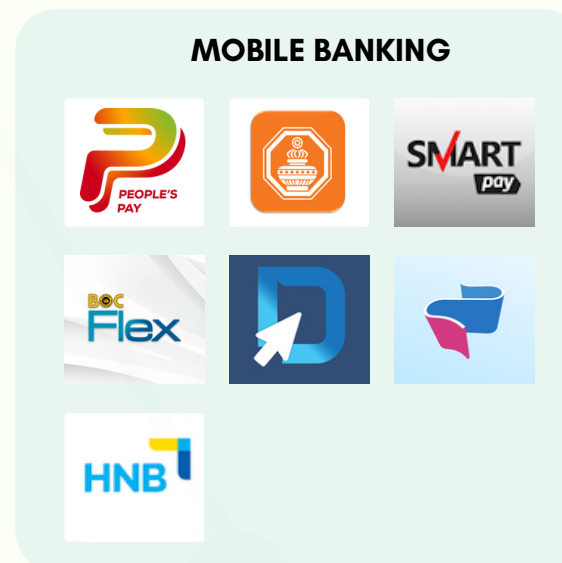


## MAKE YOUR ORGANIZATION PAYMENTS EASILY WITH GOVPAY!

### LOG IN TO YOUR BANKING APP

Open your Banking App, Online Banking, or Fintech App that supports GovPay. Use your usual login credentials to access your account securely.



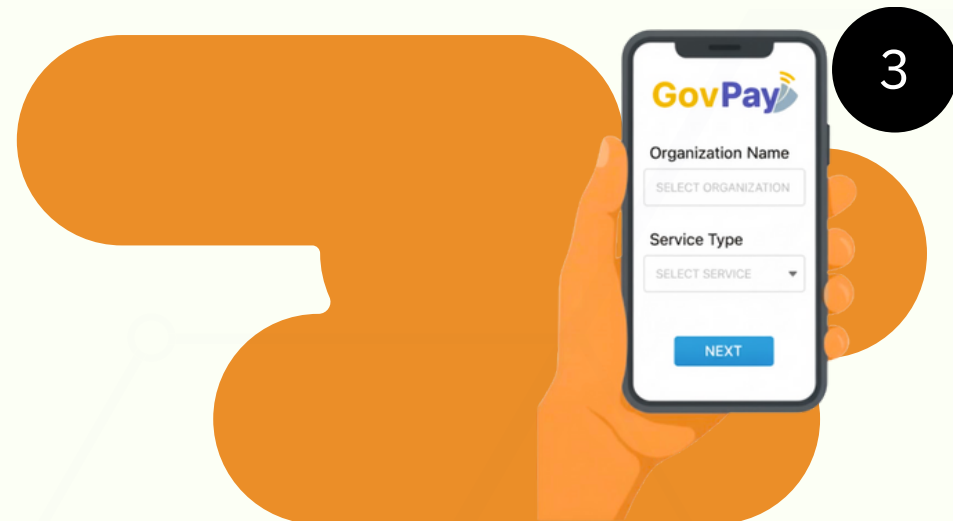
### NAVIGATE TO THE BILL PAYMENT SECTION

#### Option 1 – Mobile / Internet Banking

From your banking app's home screen, go to "Bill Payments" → "New Bill Payment". Search or select "GovPay" from the list of billers.

#### Option 2 – Fintech Apps

Open your app and go to the "Bill Payment" category. You will usually find "GovPay" listed directly on the home screen under government payment options.



### SELECT ORGANIZATION AND SERVICE

Select your **Organization** and the **Service** (e.g., License Renewal, Permit Fee) carefully to ensure your payment is directed to the correct department and processed without delay.

### PROVIDE REQUIRED DETAILS

#### 3.1 – Enter Reference Number

Type the Reference Number provided by the organization.

#### 3.2 – Enter Payment Amount

Enter the exact amount as stated by the organization.

#### 3.3 – Provide Personal Details

Add your NIC and Mobile Number (mandatory).

Optionally, add your Email for payment confirmation.

#### 3.4 – Add Remarks (If Needed)

You can include a short note or remark related to your payment.



### REVIEW AND COMPLETE YOUR PAYMENT

Verify all details, then tap **Submit** → **Confirm**.

After confirmation, you can download your **payment receipt** from the app.

You'll also receive a **confirmation message** from your bank.

Once the organization verifies your payment, you'll receive official confirmation of **successful payment** from them.