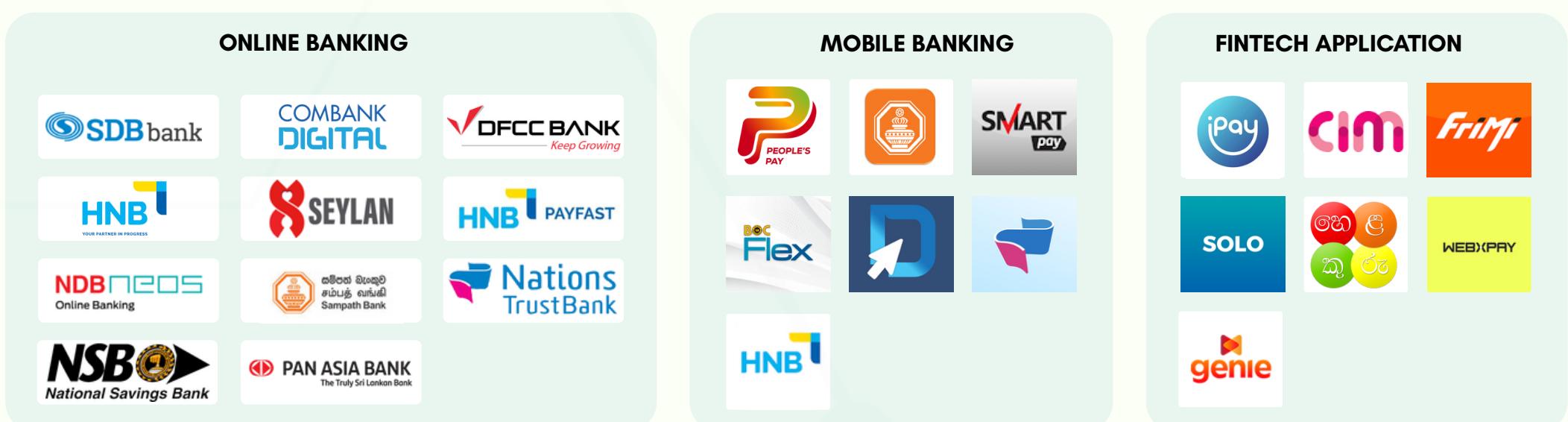


MAKE YOUR ORGANIZATION PAYMENTS EASILY WITH GOVPAY!

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.



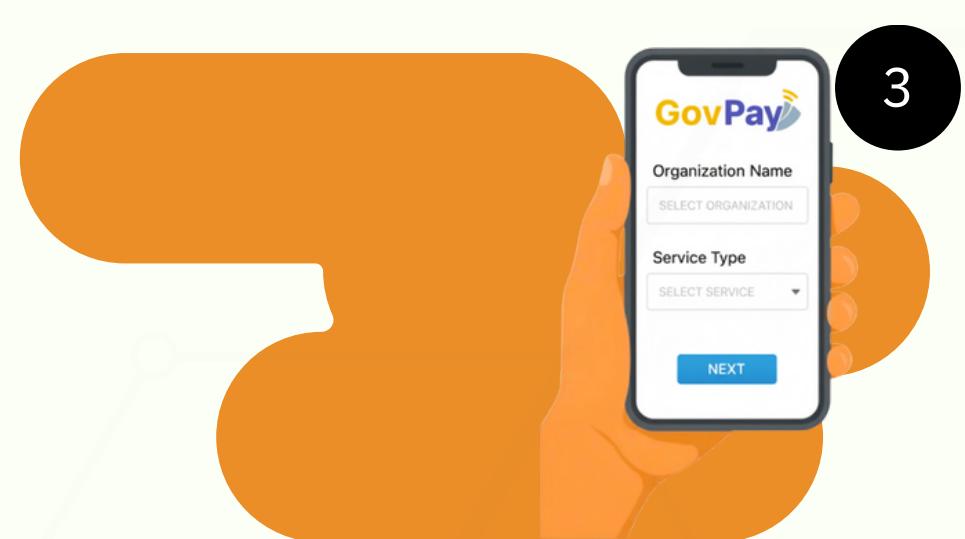
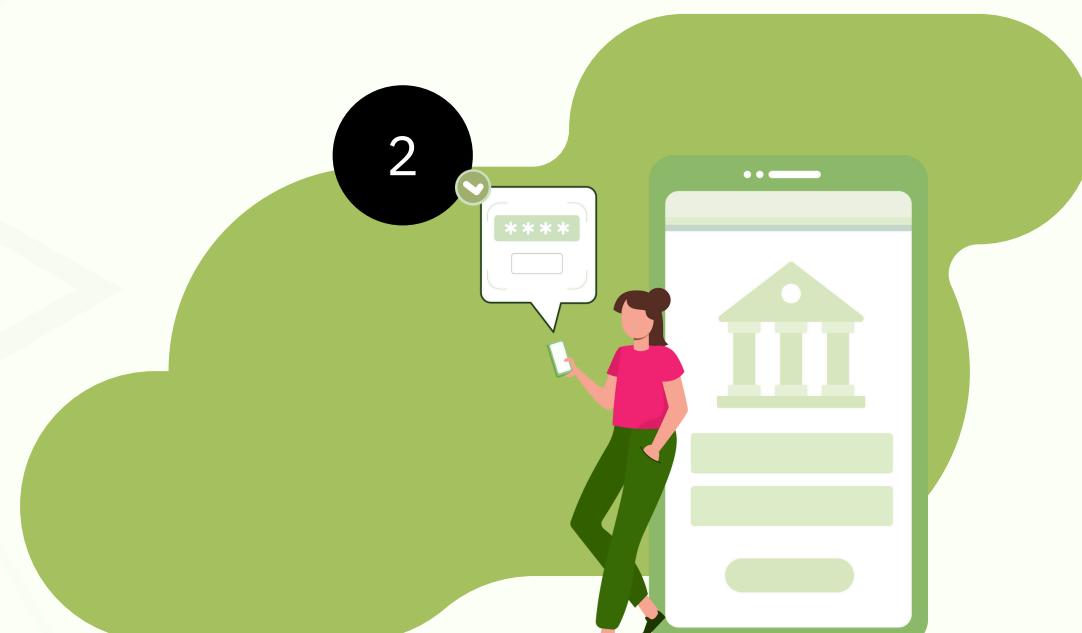
NAVIGATE TO THE BILL PAYMENT SECTION

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.