22 May, 2017

CIRCULAR
PAYMENT GATEWAY

Dear Member,

We are pleased to inform you of having setup the Club's Payment Gateway in association with HDFC Bank, to facilitate payment of your Bills and Booking of Guest Rooms online, through your Debit/Credit Card or your Net Banking service..

For using the Payment Gateway the process that needs to be followed is as follows :-

At the outset, to start the process you need to access the Members Area, so Login as follows :-

1. Log in to www.calcuttaswimmingclub.com
2. In the Home Page 'My Account' option, enter your Membership Number.
3. In the password option, type the official password 'p@ssw0rd' as your initial password and click on 'Sign In'.
4. Your mobile number registered with the Club will appear on the screen; click on 'Submit'.
5. An OTP will then be received by you on the above mentioned mobile number.
6. Enter the OTP in the given box, the official password in the 'Old' Box and your personal password in the 'New' Box, to get registered as a bonafide user and then you need to Logout.
7. The next time you login, do login with your saved personal Password, to access the Member's Area which will allow you to pay your outstanding Bill(s) or book a Guest Room as required.
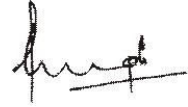
For Payment of Subscription/Credit Outstanding Bill.

1. Login to Member's Area and go to Bill Payment.
2. To pay outstanding bills click on the 'Outstanding Bill' link in the left Navigation Panel(Menu).
3. Click on the 'View' button to view and pay the bills.
4. Select/Deselect the optional payments by clicking the relevant checkbox(s).
5. Click on the 'Submit' button to proceed for making your payment.
6. If you want to have this Payment Gateway correspondence on any other email id or mobile number, you may opt to do so. For this you need to go to the next page.
7. Agree to the Terms of Service and Privacy Policy by clicking the checkbox. This is mandatory.
8. Click on 'Proceed' button to enter the Bank's Website to pay the bill(s).
9. Once the payment is successful, the System will redirect you back to the Club's Website, which will indicate the confirmation of your payment.
10. You will also receive an e-mail and SMS regarding the payment of the bill(s).

For Booking of Guest Room.

1. Login to Member's Area and go to Room Booking.
2. To book rooms, click on the 'Room Booking' link in the left Navigation Panel(Menu).
3. Select and fill in the following fields - Room Type, Arrival Date, Departure Date, No of Rooms, Booking For (whom), Identity Type and enter the Identity Value(the Number of your Passport/Voter Card/Adhar Card).
4. If you have a child of below 18 years, you can opt for an extra bed by clicking the checkbox.
5. Confirm your booking details and click on 'Submit' button to proceed.
6. If you want to have this Payment Gateway correspondence on any other email id or mobile number, you may opt to do so, for which you need to go to the next page.

7.   Agree to the Terms of Service and Privacy Policy by clicking the checkbox. This is mandatory.

8.   Click on the 'Proceed' button to enter the Bank's website to pay the Reservation Charges.

9.   Once the payment is successful, the System you will redirect you back to the Club's Website, which will indicate the confirmation of the booking and all details entered by you.

10.   You will also receive an e-mail and SMS regarding the confirmation of the booking.

11.   Please note that at the time of checking in, a print out of the above email is required to be submitted.

Col. A K Singh(Retd.)
Secretary