

How To Recharge

- **Click on the “RECHARGE” option in the left hand side panel menu of your Dashboard.**

The screenshot displays the 'ACCOUNT RECHARGE FORM' interface. On the left, a dark sidebar contains navigation options, with 'Recharge' highlighted in yellow. The main content area has a blue background. At the top, it says 'ACCOUNT RECHARGE FORM'. Below that, there's a section 'CHEQUE/DD IN FAVOR OF:' with a text input field containing 'Opton Infocom Pvt. Ltd.'. Underneath is 'SELECT PAYMENT TYPE' with three radio button options: 'Cheque', 'Demand Draft (DD)', and 'Online (Credit/Debit Card)'. The 'Cheque' and 'Demand Draft (DD)' options are circled in green, and the 'Online (Credit/Debit Card)' option is circled in blue. A brown oval highlights the radio buttons on the right side of the form. The top of the dashboard shows the 'Sumbodium' logo and a search bar. The bottom right corner has a 'Chat with us.' button and a timestamp of 2:49 PM.

- **An “ACCOUNT RECHARGE FORM” will appear on the screen with three different payment modes like Cheque, Demand Draft (DD) and Online (Credit/Debit Card).**
- **Select either one among the given options and fill up all the necessary required details like Cheque/Demand Draft Number, Amount, Date, Bank Name, Branch and Address.**
- **In case of online payment transaction you will be asked for the 16 digit Debit/Credit Card number, CW number and Expiration date.**

- ***Enter all the required details along with the amount you wish to recharge with and click on “SUBMIT”***
- ***Once you click on “SUBMIT” you will receive a verification code on your registered contact (mobile) number.***
- ***A new section will open up of “MOBILE CONFIRMATION”. You need to enter the code that you have received via message in the space provided stating “Please confirm your recharge details by the verification code sent to your mobile” and then click on “VERIFY”.***
- ***When the recharge will be successfully verified, you will receive a message stating “CONGRATULATION PAYMENT HAS BEEN SUBMITTED. INVOICE ID: (e.g., PINVOICE55)”.***