

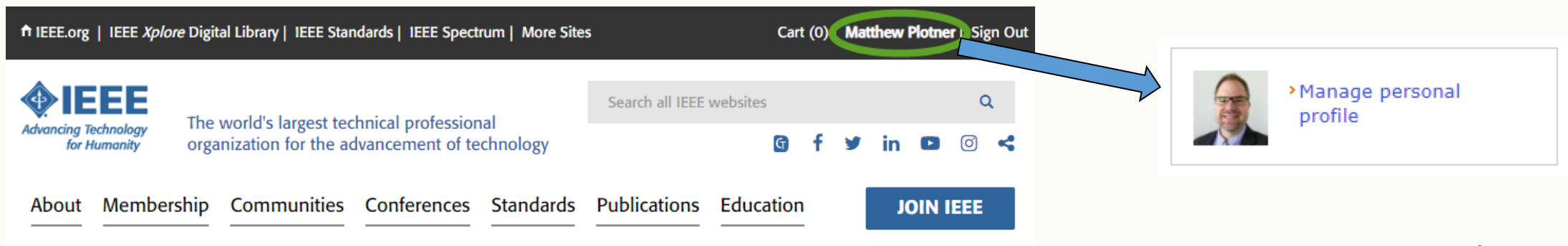
Indian Rupee – Group Challan Payment Option

Follow the steps outlined in this document to complete your Group Payment of IEEE Memberships in Indian Rupees

Group Challan Requests

Steps for New Applicants

- Visit www.ieee.org/join , select to 'Join as a professional' or 'Join as a student'.
- Select the "Create Account" button. Enter your name, email address, password, and click on 'Create Account' button.
- Enter your profile information, including mailing address, education and/or employment information to complete your registration. You do not need to 'Proceed to checkout' after you've saved your information.
- Send your Name, Email address/Username, and IEEE member number to the organizer.
 - Note: You may find your IEEE member number by clicking on your name to access 'My Account' then click on the 'Manage personal profile' link.



The screenshot shows the IEEE website header. The navigation bar includes links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. On the right, it displays 'Cart (0)', the user's name 'Matthew Plotner' (circled in green), and a 'Sign Out' link. Below the navigation bar is the IEEE logo and tagline 'Advancing Technology for Humanity', followed by the text 'The world's largest technical professional organization for the advancement of technology'. A search bar is present with the text 'Search all IEEE websites'. Below the search bar are social media icons for GitHub, Facebook, Twitter, LinkedIn, YouTube, Instagram, and a share icon. A 'JOIN IEEE' button is located at the bottom right. A dropdown menu is open under the user's name, showing a profile picture and a link to '> Manage personal profile'.

Group Challan Requests

Steps for Renewing IEEE Members

- Visit www.ieee.org/renew, click the 'Renew Now' button and sign in with your IEEE Account.
- Verify and/or update your profile information including your address, education, and/or employment information, if needed.
- Review your shopping cart and make changes if needed. You do not need to 'Proceed to checkout' after you've saved your changes.
- Send your Name, Email address/Username and IEEE member number to the organizer.

Group Challan Requests

Steps for Organizers

- Ensure all individual applicants / renewing members that you are paying for have completed the following information online:
 - Mailing Address, Education Information and/or Employment Information
- Complete the IEEE Group Challan Template Form (Excel Spreadsheet).
 - Fill out the 'Remitter Name', 'Remitter Email Address', 'Remitter Mobile Phone' and 'School Name' information.
 - **Note: These are required and will appear on your group challan.**
 - For each individual applicant / renewing member that you are paying for, be sure to enter the 'IEEE Member Number', 'First Name', 'Last Name', 'Member Email Address' and 'Order Total Amount (USD)'
 - **Note: If you do not know the 'Order Total Amount' you may leave it blank. IEEE Member Operations will confirm the amount of everyone's current shopping cart before returning your Group Challan.**
- Email the completed form to 'groupchallan@ieee.org'.
 - Upon receiving the list, we will create a Group Challan, and email it to you as a PDF along with the payment instructions within 3 business days
 - **Note: Any applicants/renewing members with incomplete or inaccurate information will delay the response**
- Once payment is received by the IEEE a confirmation will be sent. Your orders will be completed within 5 business days after payment confirmation.

Making Payment via Group Challan

Steps for Organizers

1. Print the Group Challan
2. Make payment at any Union Bank of India branch or at any other bank.

To Pay via Online Banking:

1. The payment can be made by online banking, from an individual bank account, through National Electronic Funds Transfer (NEFT). The IEEE account number needs to be added as a beneficiary account for the online NEFT payment.
 - For any transaction exceeding INR 200000/, please use the RTGS (Real Time Gross Settlement) option.
- You should receive a payment confirmation from IEEE within 3 business days, and a notice of completion of the order process from IEEE within 5 business days.
- Please note that the payments for IEEE Membership(s) or products using a Challan are non-refundable and must be paid in Indian Rupees.

*For additional details for fees and service tax that NEFT/RTGS transactions may incur, please visit:
<http://rbi.org.in/scripts/FAQView.aspx?Id=60>*