



## H.P. BOARD OF SCHOOL EDUCATION, DHARAMSHALA

### **Steps to be followed for Online Affiliation.**

- STEP 1:** All institutes applying for Online Affiliation (**Renewal/Fresh/Up-gradation**) should needs get their institute Registered for the current session, therefore, click on “**Register**” and go through the instructions given in the page, proceed to next page by selecting **O Yes O No**.
- STEP 2:** Fill required fields for registration of your school with valid **email Address** for receiving **School Code & Password** with Activation link.
- STEP 3:** Login to your email account and click on Activation link ‘**Activate**’ received by Board to activate your account.
- STEP 4:** Now go the Login Page and enter **School Code** and **Password** sent to your email account then click on ‘**login**’ (**Make sure you activated your account before you login else system will not allow you to login. For activation detail please follow above STEP 3**).
- STEP 5:** Click on **E-Affiliation - New** showing with blinking and fill all required information from **Sr.No.1 - 9**, stepwise by clicking on ‘**Edit**’ button and save the same. After submission stepwise, **✓** will show against submitted information.
- STEP 6:** **Sr.No.10 -Financial Information**, enter required information & fill **Affiliation Fee amount** in the required box and then click on – **Pay through Online Payment Gateway mode** to proceed to make the payment. Please don’t click on **Save** button before making the affiliation fee through online payment gateway made.
- STEP 7:** After Submission of the **Affiliation Fee through Payment Gateway** and confirmation thereof, click on “**Final Submit**” and take the Print to be submitted to Board office.

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