



H.P.BOARD OF SCHOOL EDUCATION, DHARAMSHALA

Steps to be followed for Online Affiliation for the Academic year 2018-19.

- STEP 1:** All institute applying for Online Affiliation (**Renewal/Fresh/Up-gradation**) should have to 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 **email Address** for receiving **School Code & Password** with Activation link.
- STEP 3:** Open given email and activate the link received in the mail by clicking on '**Activate**'.
- STEP 4:** Now enter **School Code** and **Password** in the first login page and then click on '**login**'.
- STEP 5:** Click on **E-Affiliation - New** showing with blinking and fill all required information from **Sr.No.1 - 4 & 6 - 10**, stepwise by clicking on '**Edit**' button and save the same. After submission stepwise, **√** will show against submitted information.
- STEP 6:** Sr.No.5 -**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.
