# Simple Steps for Making Security Deposit through Online

To facilitate further processing of the application for grant of approval (New Institutes), if the application's current status is showing Forwarded to EC for LOA and sub status is showing Deposit Requested(If applicable) in institute's web portal, then you are required to pay **security deposit amount by Institute's web portal.**

Please follow below mentioned steps to pay security deposit amount through institute's login.

Step-1: Open the AICTE web-portal @ www.aicte-india.org

Step-2: Under the institutions login, open 2019-20 application under **'New/Extension Approval'** screen.

Step-3: Go to **"Check Security Deposit Payment"** tab to check amount to be paid as security deposit. If any discrepancy in amount, please contact AICTE helpdesk on 011-29581333 and send email to helpdesk1@aicte-india.org

Step-4: Visit **"Security Deposit Payment"** tab to make online payment.

Step-5: Click on **"+"** button to enable mode of payment option.

Step-6: Select any one of the payment option from **Mode of Payment** dropdown.

Step-7: If you wish to make part payment, you can fill part payment amount by editing the total amount.

Step-8: Click on **"Click here to make payment"** link to switch over to payment gateway.

Step-9: Select any one option under Payment Gateway among **Credit Card or Debit Card or Net Banking.**

Step-10: Make payment successfully. Payment clearance takes minimum 5 minutes to maximum 72 working hours.

Step-11: Once the payment successfully transferred to AICTE account, Application sub status will be updated as **Deposit Received.**

Step-12: Now, you are requested to submit Affidavit to your respective Regional Office. Affidavit format is available in APH 2019-20.

Step-13: Once Affidavit received flagged on portal (Flagged by Regional Office), online LoA will be issued.

Step-14: **To Download or Print LOA:** Please click on Print LOA 2019-20 link in **Quick links section** under New/Extension Approval tab through Institute's login and download LOA by Reports icon.

 **Note:** Government Institutions Need NOT have to make any payment towards **"Security Deposit".** However, all Government Institutions need to submit Affidavit to the Regional Office before downloading LOA.