# **Standard Operating Procedure (SOP) for payment of FoSTaC ToT fee through FSSAI e-payment portal**

In order to make payment for appearing in the Training of Trainer (ToT) program the shortlisted trainees have to follow the steps given in this SOP.

The trainee is required to click on the payment link sent to their e-mail ID from the official FoSTaC e-mail id which is <u>fostac@fssai.gov.in</u>. The trainees have to verify the authenticity of the email and link before making any payment.

How to register in FSSAI e-payment portal for the new users? In order to register on FSSAI e-payment portal, the trainees have to follow following steps-

**Step 1**: Trainee have to open FSSAI e-payment portal through the authentic payment link sent to their e-mail from official FoSTaC e-mail ID <u>fostac@fssai.gov.in</u> or through the web address <u>https://epay.fssai.gov.in/loadindex</u>.







**Step 3**: A Registration window will open. Fill the mandatory\* details and click on the "Register Yourself" button. Trainees will have to remember their Username and password for future purpose. All trainees are advised not to share their username and password to anyone.

#### Note:

- If you are a freelancer, then in the 'Agency/Laboratory Name' fill it as Free Lancer.
- Mention the address same as in any of your Government ID in 'Address section'

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		Register Yourself			

### How to make payment for FoSTaC ToT fees through FSSAI e-payment portal for the registered users?

**Step 1**: The registered users or Trainees will have to **login** the e-payment portal with their credentials (Refer to Step 3 of **How to register in FSSAI e-payment portal for the new users?**).

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	Get Receipt

Step 2: After logging in, trainee will be able to see their profile with personal details.

PORTAL				Home	FSSAI Home	FSSAI ePayment Portal	FAQ	Contact Us	FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA Inspiring Trust, Assuring Safe & Nutribious Food
	🛔 Details								Logout
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RAFT Fee	*	State	District					Address	
Lab Recognition Fee	1	Bihar	Pashchim Champaran					test, test2	
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Look for the option labelled 'FoSTaC Fee' in the bottom left corner and click on it.

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Import Fee	17							
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Late submittion of Annual Return Form D1/D2								
FoSTaC Fee Payment History								

**Step 3**: After clicking the option labelled **'FoSTaC Fee'**, a new dialogue box will open. Trainee will enter the training details such as

- ✓ ToT batch code (provided by the FoSTaC-Training division, FSSAI through email),
- ✓ ToT course name (For which the trainee has been shortlisted) and
- ✓ Trainee will select the State/UT where the ToT training will be conducted. Selection of wrong State/UT may result in cancellation of payment.

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Step 4: Click on 'Pay fee' after entering the necessary details of training.

FSSAI PAYMENT PORTAL			Home	FSSAI Home	FSSAI ePayment Portal	FAQ	Contact Us	Ingeing Trust, Assuring Safe & Nutritious Food
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FoSTaC Fee								
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**Step 5**: A payment window will open where you have to enter the necessary details such as 'Payer GST Number' (If available), 'Payer name', 'Address' and 'State' of the trainee and click on '**Proceed'**.

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**Step 6**: In the next page verify the total amount (which will be inclusive of GST) and proceed for payment by clicking on '**Pay now**'.

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**Step 7**: In the next page click on '**Select a payment method**' and enter the necessary payment details and click on '**Pay Now**'.

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	PAY NOW
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	Powered by <b>/Razorpay</b>
VISA 👥 🕅 🚾 🕅 🖉 Accept process and disturse digital payments for your business. I Razarpay	

**Step 8**: After successful payment of the fee, trainee can download their fee receipt by clicking on '**Download Fee Receipt'** option.

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## Step 9: Click on 'Fee receipt' of respective-payment and download the fee receipt.

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#### Step10: Click on 'Tax Invoice' and download the tax invoice.

ount Chargeable (In Words): INR Five Thousand Nine Hundred HSN/SAC

999294 unt (in words): INR Nine Hundred



Tavahlo Value

450

Total Tax Am

CGST @ SGST/UGST @

Amount 450

email id i.e. fostac@fssai.gov.in with subject of email as "Fee receipt for <Course Name> for <Batch Code> to be held on <Date of ToT >" and wait for the e-mail from FoSTaC confirming your payment.

Note: The name of the trainee will be reflected in Fee receipt and Tax Invoice. Hence, candidates must pay their fees from their own profile.

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