

**Instructions for online payment through ACMA payment gateway**

**For ACMA Centre of Excellence Paid Webinars for May 2020**

**Link to be followed:**

<https://www.acma.in/payment-online.php>

**Instructions -**

1. All fields are mandatory to fill.
2. Fill your name, designation in company, your email address, contact details and company name in separate given fields.
3. In event name fill “**ACoE Webinar - WRITE NAME OF PROGRAM”**
4. Fill your company’s GST number at which you want Tax Invoice.
5. In field of Tax Invoice, please mention webinar date “\_\_\_\_\_\_”.
6. Fill your company’s billing address for preparation of Tax Invoice.
7. Fill amount of payment of “INR 1180 for ACMA Members & ACMA-UNIDO Cluster Members, and for NON-MEMBERS INR 1298 ”. ( Including GST )
8. In the field of TDS amount, please mention “TDS amount” if TDS deducted.
9. Tick mark on check box to accept Terms and Conditions.
10. Click “Checkout”