

# User Manual for the registration of beneficiary ID (for examiner/TA-DA/other remuneration payments/Medical reimbursement etc.)

- 1) Login to link : <http://test.mdu.ac.in/Vendorlogin>
- 2) Below webpage will appear:

The screenshot shows a web browser window with the URL [test.mdu.ac.in/Vendorlogin](http://test.mdu.ac.in/Vendorlogin). The page features the MDU logo and the heading "Welcome to E-Payment". It provides instructions for users who are already registered (click on Login) or new users (Fill the form to Get Registered). A list of instructions for E-payment is displayed, followed by a checkbox for accepting terms and conditions. A button for "Registration for Beneficiary (Examiner/TA-DA/ other Remuneration payment)" is also visible. Red annotations highlight the checkbox and the registration button.

**Welcome to E-Payment**  
If you are already registered then click on **Login**  
or  
Fill the form to Get **Registered**

**Information & instructions for E- payment**

- The beneficiary (for examiner/TA-DA/other remuneration payments) may get itself registered under Beneficiary link and get its Rem Id. which has to be mentioned in all future payments.
- The vendors (for bill payments) may get itself registered under Vendors link and get its Ven Id. which has to be mentioned in all future payments.
- Consequences of mentioning wrong details in the registration form will be entirely borne by the Beneficiary/Vendor itself.
- Consequences of mentioned wrong Rem Id/Ven Id in the future bills will be entirely borne by the Beneficiary/Vendor itself and the University will not be responsible for any payment/refund to Beneficiary/Vendor .
- If there is any discrepancy/change in the Beneficiary/Vendor details then he/she may contact the Supdt (cheque), Accounts Branch, MDU.

I have read and accepted the above instructions.

Registration for Beneficiary (Examiner/TA-DA/ other Remuneration payment)

Accept the terms and conditions on web-page and click on checkbox

Click here for Registration

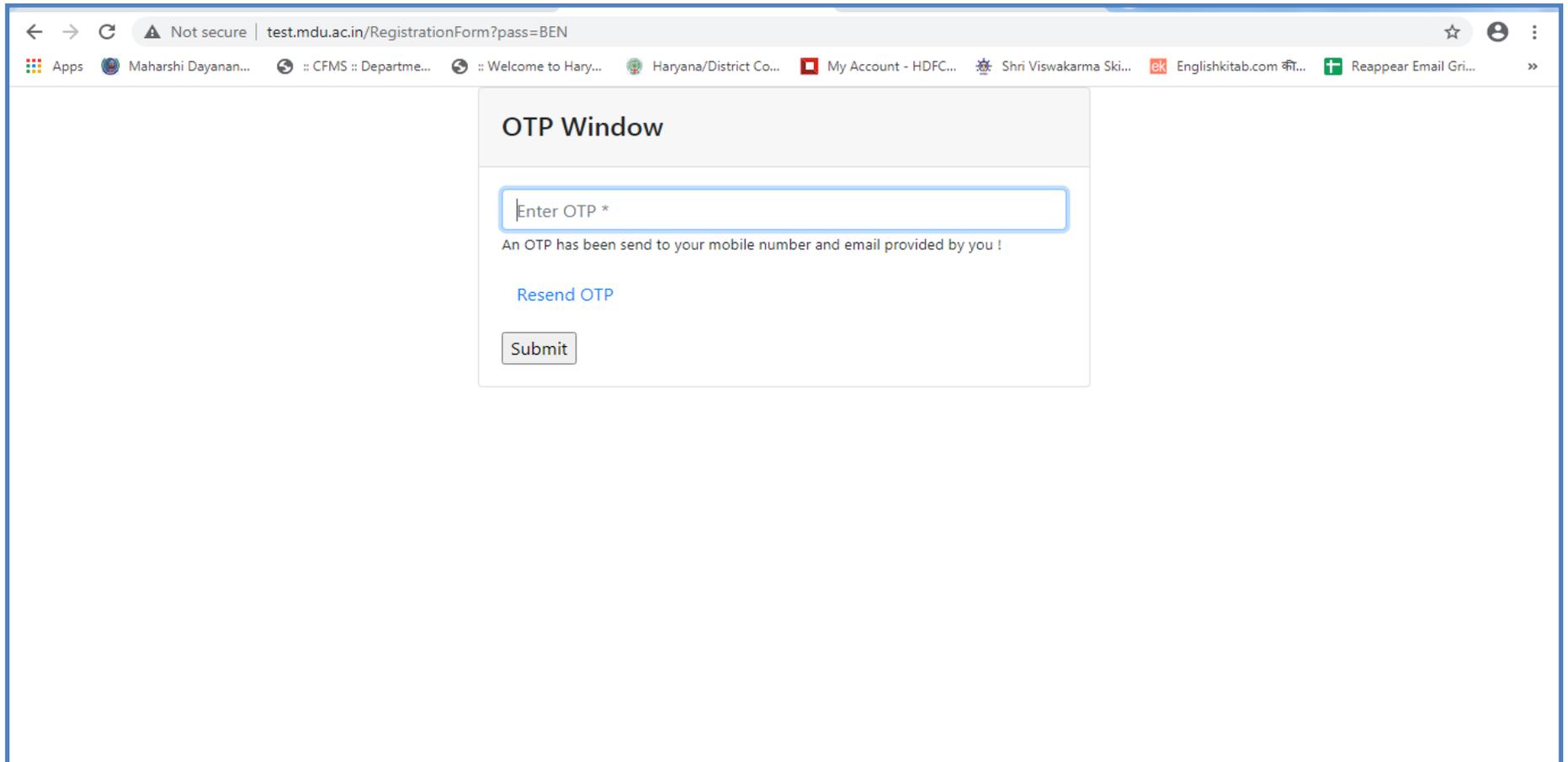
- 3) Accept the terms and conditions on web-page and click on checkbox as above on picture displayed on point no. 2
- 4) After Accepting the Terms and conditions, click on the Registration Button.
- 5) After Clicking on the Registration Button, webpage will appear and complete the registration form and upload the documents on the registration form as per instructions.

The screenshot shows a web browser window with the address bar displaying "test.mdu.ac.in/RegistrationForm?pass=BEN". The browser's address bar also shows "Not secure" and a star icon. The browser's tab bar shows several open tabs, including "Apps", "Maharshi Dayanan...", "CFMS :: Departme...", "Welcome to Hary...", "Haryana/District Co...", "My Account - HDFC...", "Shri Viswakarma Ski...", "Englishkitab.com", and "Reappear Email Gri...".

The main content of the browser is a registration form titled "Registration Form" with a "Log in" button in the top right corner. The form contains the following fields:

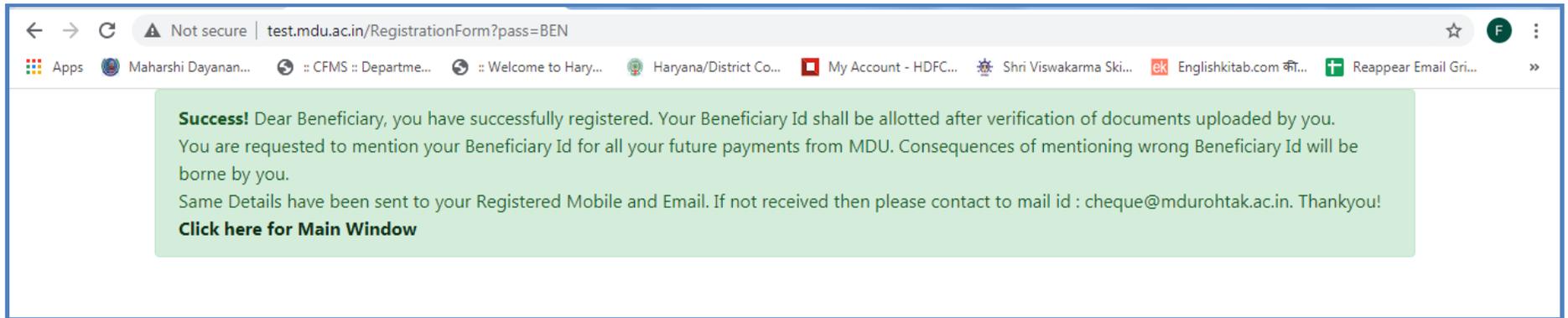
- Full name**: A text input field.
- Email address**: A text input field with a note below it: "We'll never share your email with anyone else."
- Mobile**: A text input field with a note below it: "We'll never share your mobile no. with anyone else."
- Address**: A text input field.

6) OTP will be sent to your registered Mobile No and email id :



The screenshot shows a web browser window with the address bar displaying "test.mdu.ac.in/RegistrationForm?pass=BEN". The page content is centered and titled "OTP Window". It features a text input field with the placeholder text "Enter OTP \*". Below the input field, a message states "An OTP has been send to your mobile number and email provided by you !". There is a blue link labeled "Resend OTP" and a "Submit" button at the bottom of the form.

7) Enter the OTP in above window and below screen will appear:



- 8) After verification of Account details submitted online, the account branch will issue the beneficiary ID send to your registered Mobile No and email id.
- 9) After getting beneficiary id you can know the payment status through using your login id & password.
- 10) If any issue/query is there email at:- [cheque@mdu.ac.in](mailto:cheque@mdu.ac.in)