



## LUCKNOW UNIVERSITY ALUMNI FOUNDATION

### **Instructions for Applying/Registering to Membership Portal**

Click on (Apply for Membership online) link. A new window will open with registration form. Fill all the details of the form. Upload your photo. (Photo should be in .JPG/.JPEG format only with size less than or equal to 1 MB). Then click on save button and you will be successfully registered. An alert will be generated that you are successfully registered. Then wait for 5 seconds you will be automatically redirected to the login page.

When login page opens you will be asked to enter your Mobile number which you have entered while filling the registration form. Please enter the correct number and click search. Your filled membership form will open and now you will find a link for Proceed to Payment at the bottom of the page. After clicking on the payment link you will be redirected to the payment gateway.

When you reach the payment page click on PAY/BUY NOW option. A window will open and you will be prompted to enter your details. Note the minimum amount for the membership of alumni is INR 1000/-. Rest amount will be transferred to the alumni fund.

After successful payment you will be prompted with a message that your payment is successful. A SMS will be delivered on your entered mobile number that your payment was successful. You will be also mailed with an Invoice of your payment done from Lucknow University Alumni Foundation, Uttar Pradesh, India on your mail-id. As you have done with all the things you can check your membership status by clicking on the option of check membership status. If your payment is done and your payment status is not showing or is showing blank, it will be updated within next 48 hrs after successful transaction.