Step-1	The applicant shall visit the url/ web page https://www.onlinesbi.sbi
Step-2	On the home page click on **SB Collect**
Step-3	In a new screen SB Collect Page will appear/ open Click on **PSU-Public Sector Undertaking**
Step-4	➢ In the new screen, type **NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED** in the **search option.** ➢ The Corporation's name will appear with different State options. ➢ Select **NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED with** All India option
Step-5	New screen will appear to enter payment details In the payment category choose **SHILLONG-PARTIES** from the drop down.
Step-6	Other details will appear in the screen. Here the applicant need to fill all the required information. I. Under **Name of PAYER:** The applicant shall write his Name II. Under **Short Details of Payment** the applicant shall write the post code for which he/she is applying for III. Under **Type of PAYER** choose **APPLICATION FEE** from the dropdown. IV. Under **PAYMENT AMOUNT** the applicant shall fill up the Application fee as per the advertisement V. Under **Enter Your Details: Individual** details are to be filled up VI. Then click to accept **I have read and agreed to the Terms & Conditions** VII. Fill Captcha VIII. Check the details and click next
Step-7	In a new screen payment details will appear. Verify the details and click **NEXT**
Step-8	A new screen will appear for payment. **Multi Option Payment system will be available for making payment.** Please select amongst (i) Netbanking (ii) Card payment (iii) Other payment Modes as per your convenience
Step-9	**A. Under Netbanking** there are two options (i) State Bank of India (ii) Other Banks internet Banking Select the appropriate one and make payment **B. Under Card payment option** (This payment mode is not available between 23:30 hours IST and 00:30 hours IST) there are three windows available (i) **Rupay Debit Card (ii) Credit Cards (iii) Prepaid Cards** Select the appropriate one and make payment **C. Under Other Payment Modes** there are three options available (ii) **Branch (ii) NEFT/ RTGS (iii) UPI (**UPI is not available between 22:30 hours IST and 23:30 hours IST) Select the appropriate one and make payment
Step-10	**After successful payment, the system will generate a receipt. Keep a copy of receipt for reference. The receipt generated by the SBI Collect need to be attached with the online application.** The receipts may also be generated from **TRANSACTION HISTORY** under SB Collect. The system generated receipt shall be downloaded for submission with the application form.