

Procedure for Online Recharge of Prepaid Meters through www.apdcl.org

Our valued Consumers can do online recharge of prepaid meter through our official website www.apdcl.org

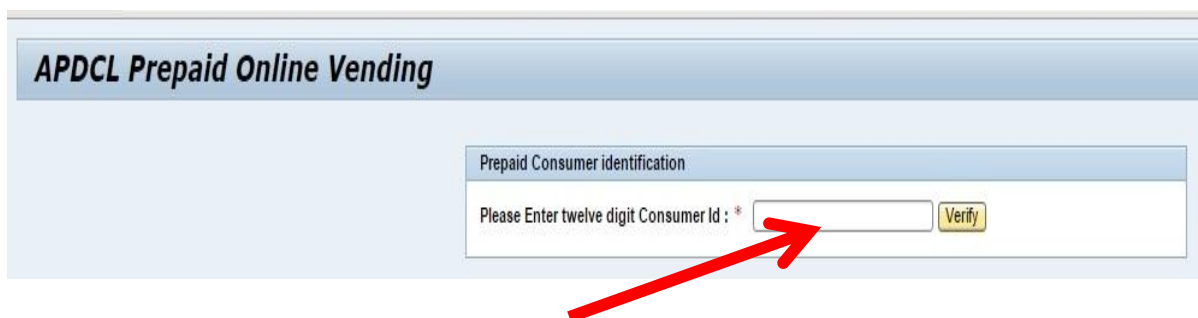
Prepaid Meter Recharge

- Click on the "**Recharge my Prepaid meter**" button in the "**e-Services**" section of www.apdcl.org as shown below with an arrow mark: -

The screenshot displays the homepage of the Assam Power Distribution Company Ltd. (APDCL). The header includes the company logo, name, and CIN number (U40109AS2003SGC007242). A navigation bar contains links for Home, About Us, Information & Services, Regulatory, Projects, Tenders, Documents, and Contact Us. A banner below the navigation bar mentions a new Customer Care Centre in Nagaon Town. The main content area is divided into several sections:

- My Account:** Includes fields for User Name and Password, a Log in button, and links for Register Here, Forgot Password, and Instant Bill Payment. It also features a link for "How to pay bills online" and an email address for queries: support@apdcl.gov.in.
- Quick Links:** Lists links such as "How to Recharge Prepaid Meter", "Complaint Helpdesk Number", "Present Power Scenario", and "Scheduled Outage". A red arrow points to the "Recharge my Prepaid Meter" button in the e-Services section.
- e-Services:** Contains buttons for "View my Electricity Bill", "Pay my Electricity Bill", "Recharge my Prepaid Meter" (highlighted with a red arrow), "Reprint my Prepaid Voucher", and "Register a New Connection".
- Associated Sites:** Lists links for "Ease of Doing Business", "RTI", "Grievance Redressal", "Career", "FAQ", "Feedback", and "Franchisee".
- What's New:** Features a "New" extension notice for registration fees for approved vendor list and a "RECRUITMENT NOTICE" for question booklets and answers.

The following Screen will appear:

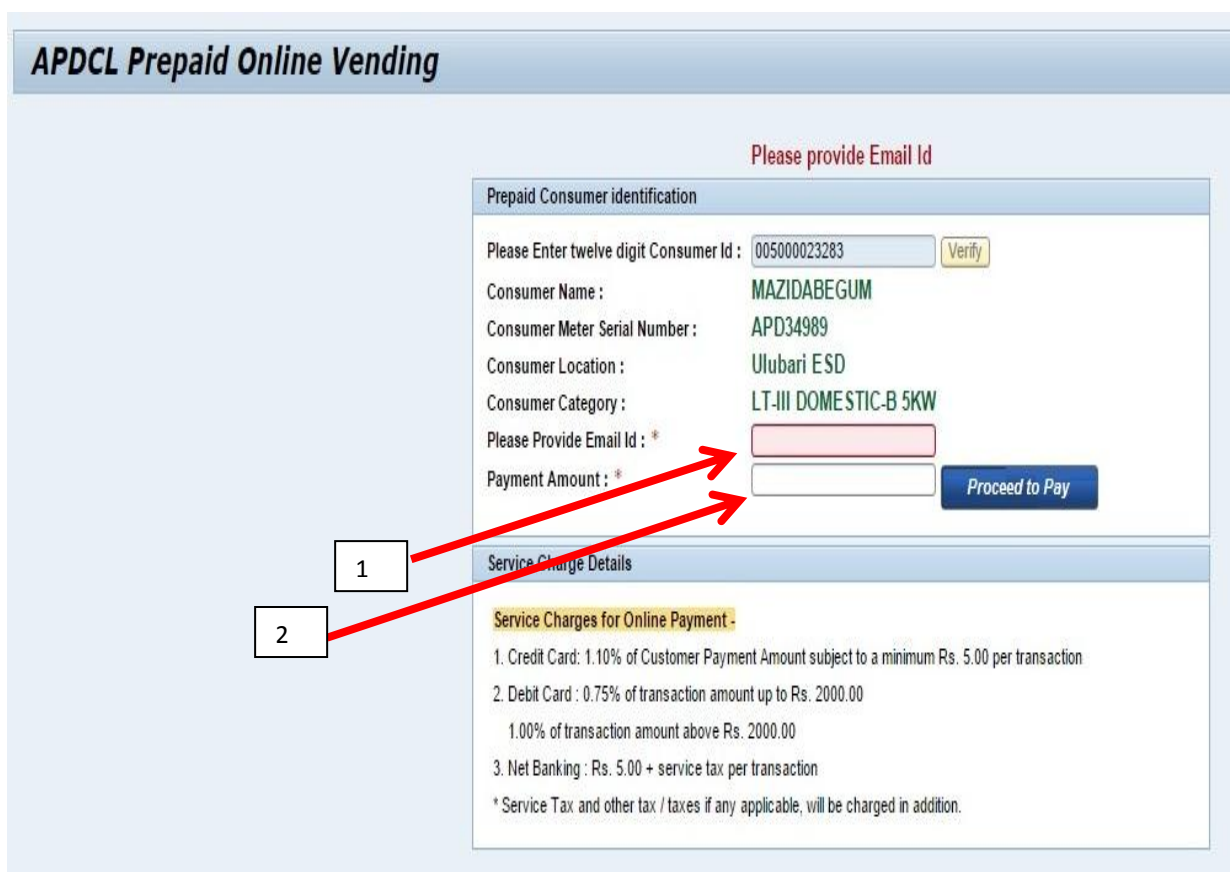


APDCL Prepaid Online Vending

Prepaid Consumer identification

Please Enter twelve digit Consumer Id : *

Now please enter your consumer account number (12digit) in the text box as shown above with the arrow mark and then click on verify button. The following screen will appear:



APDCL Prepaid Online Vending

Please provide Email Id

Prepaid Consumer identification

Please Enter twelve digit Consumer Id : 005000023283

Consumer Name : MAZIDABEGUM

Consumer Meter Serial Number : APD34989

Consumer Location : Ulubari ESD

Consumer Category : LT-III DOMESTIC-B 5KW

Please Provide Email Id : *

Payment Amount : *

Service Charge Details

Service Charges for Online Payment -

1. Credit Card: 1.10% of Customer Payment Amount subject to a minimum Rs. 5.00 per transaction
2. Debit Card : 0.75% of transaction amount up to Rs. 2000.00
1.00% of transaction amount above Rs. 2000.00
3. Net Banking : Rs. 5.00 + service tax per transaction

* Service Tax and other tax / taxes if any applicable, will be charged in addition.

Now you are required to enter your email id (indicating with arrow 1) and recharge amount (indicating with arrow 2) and then click on "**Proceed to Pay**" button as shown in the above screen.

It will re-direct to website of M/s Billdesk Ltd., which is our payment gateway for online payment. The following screen will appear:

The screenshot shows a payment gateway interface for 'Pay by Credit Card'. On the left is a sidebar with navigation options: Credit Card (selected), Debit Card, Debit Card + ATM PIN, Internet Banking, and Wallet/ Cash Cards. The main area is titled 'Pay by Credit Card' and features Visa and MasterCard logos. It contains input fields for 'Card Number' (with a placeholder 'Enter card number'), 'Expiration Date' (split into 'Month' and 'Year' fields), 'CVV/ CVC', and 'Card Holder Name' (with a placeholder 'Enter card holder name'). A large yellow 'Make Payment' button and a smaller 'Cancel' link are at the bottom. On the right, a box displays 'Merchant Name' as 'APDCL PREPAID METER ONLINE RECHARGE' and 'Payment Amount' as '₹ 1000.00'. Below this is the Visa logo with the tagline 'everywhere you want to be' and a 'Powered by BillDesk' logo at the bottom right.

In this page, there are various payment options for you like through Credit Card, Debit Card, Internet Banking or wallet /cash cards. You can choose any one of the option and click on *"Make Payment"*.

After making the payment, if the transaction is successful then a screen will appear giving you the transaction details. In the bottom of the screen, one button shall be there named *"Click here to get your voucher code"*. Click on that button and the following screen will appear:

The screenshot shows a screen titled 'APDCL Prepaid Voucher Reprint'. It features a 'Consumer Details' section with the text 'Please provide twelve digit consumer id :'. To the right of this text is a text input field and a yellow 'Submit' button. A red arrow points to the input field.











Now enter the consumer number in the text box as shown above with the arrow mark and then click on submit button.

The following screen will appear

Consumer Details

Please provide twelve digit consumer id :

Voucher Details

Consumer Id	Payment Date	Amount	transactionId	View
	02.03.2016 13:42:46	450.0	FHMP4328088049	
	02.03.2016 13:04:30	450.0	FHMP4327995157	
	20.02.2016 21:35:16	950.0	FHMP4305949543	
	11.02.2016 12:25:20	950.0	FHMP4286768846	
	21.01.2016 17:25:11	950.0	EHMP4247964639	
	15.01.2016 17:26:26	470.0	EHMP4236409303	
	06.01.2016 17:48:19	1000.0	EHMP4218100168	
	29.12.2015 17:01:13	1000.0	EHMP4201267178	
	24.12.2015 19:21:56	500.0	EHMP4192167154	
	15.12.2015 17:13:38	500.0	EHMP4173663068	

To view or reprint the voucher, Click on the icon shown as above with an arrow in view tab. Now the voucher will be generated which contains the voucher code.




Prepaid Payment Receipt

Assam Power Distribution Company Limited

Consumer Id : 0110000000007
Voucher Amount : 1000.0
Voucher Code : 10502-00601-00075-70101
Transaction ID : F02E4507111050
Date: D/T : 27.03.2016 11:06:10
Voucher Generation Mode : Online

Prepaid Voucher Reprint:

- Click on the "**Reprint my prepaid voucher**" button in the "**e-Services**" section of www.apdcl.org as shown below with an arrow mark:-



The screenshot shows the homepage of the Assam Power Distribution Company Ltd. (APDCL). The header includes the company logo, name, and CIN number (U40109AS2003SGC007242). A navigation bar contains links: Home, About Us, Information & Services, Regulatory, Projects, Tenders, Documents, and Contact Us. Below the navigation bar, there is a section for 'My Account' with fields for User Name and Password, and buttons for Log in, Register Here, and Forgot Password. A red arrow points to the 'Reprint my Prepaid Voucher' button in the 'e-Services' section. Other buttons in the 'e-Services' section include View my Electricity Bill, Pay my Electricity Bill, Recharge my Prepaid Meter, and Register a New Connection. The 'Quick Links' section on the left lists: How to Recharge Prepaid Meter, Complaint Helpdesk Number, Present Power Scenario, and Scheduled Outage. The 'Associated Sites' section on the right lists: Ease of Doing Business, RTI, Grievance Redressal, Career, FAQ, Feedback, and Franchisee. The 'What's New' section on the right mentions a recruitment notice for AAO & JM(IT).

The following Screen will appear



The screenshot shows the 'APDCL Prepaid Voucher Reprint' screen. It features a 'Consumer Details' section with a text box for 'Please provide twelve digit consumer id :'. A red arrow points to this text box. To the right of the text box is a 'Submit' button.











Now kindly enter your consumer number in the text box as shown above with the arrow mark and then click on submit button.

The following screen will appear:

Consumer Details

Please provide twelve digit consumer id :

Voucher Details

Consumer Id	Payment Date	Amount	transactionId	View
	02.03.2016 13:42:46	450.0	FHMP4328088049	
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	06.01.2016 17:48:19	1000.0	EHMP4218100168	
	29.12.2015 17:01:13	1000.0	EHMP4201267178	
	24.12.2015 19:21:56	500.0	EHMP4192167154	
	15.12.2015 17:13:38	500.0	EHMP4173663068	

To view or reprint the voucher, Click on the icon shown as above with an arrow in view tab. Now the voucher will be generated which contains the voucher code.



Prepaid Payment Receipt

Assam Power Distribution Company Limited

Consumer Id : ~~0110000000007~~
Voucher Amount : ~~1000.0~~
Voucher Code : ~~10502 00601 00075 70101~~
Transaction ID : ~~PSDI4507111056~~
Date: D/T : ~~27.05.2016 11.06.10~~
Voucher Generation Mode : Online

Entering the voucher code in your Prepaid Meter:



The voucher code generated is required to be entered into your prepaid meter in order to complete the recharge process. You can check the following "Keypad Instruction" to enter your voucher code.

KEYPAD INSTRUCTION

- Key * Button before entering voucher code.
- Key # Button after entering voucher code
- Key 1 Credit left in days.
- Key 2 Today's, Previous day's, Previous week's, Previous month's expenditure in Rupees.
- Key 3 Unit rates of electricity, Standing charge (Fixed Charge), Minimum Charge, Tax/Units
- Key 4 The last five recharge codes keyed in.

- Key 5 ABC Code / Total money entered into meter.
- Key 6 Refund Code
- Key 7 12 months expenditure in Rupees.
- Key 8 Present Load, Load Cost, Monthly maximum demand with date & time.
- Key 9 Total energy units (kWh).
- Key 0 Meter serial no, Display test, time, date, Voltage, Power factor, Frequency

Auto Display: Time, Date, Supply on condition, Account Balance, KWH Unit, Tamper status of Meter

INSTRUCTION FOR CONSUMER

1. How to set low balance alarm: For example to set alarm at :

Rs 1000/-	Press	*00000010007#
Rs 100/-	Press	*00000001007#
Rs 150/-	Press	*00000001507#
Rs 50/-	Press	*00000000507#