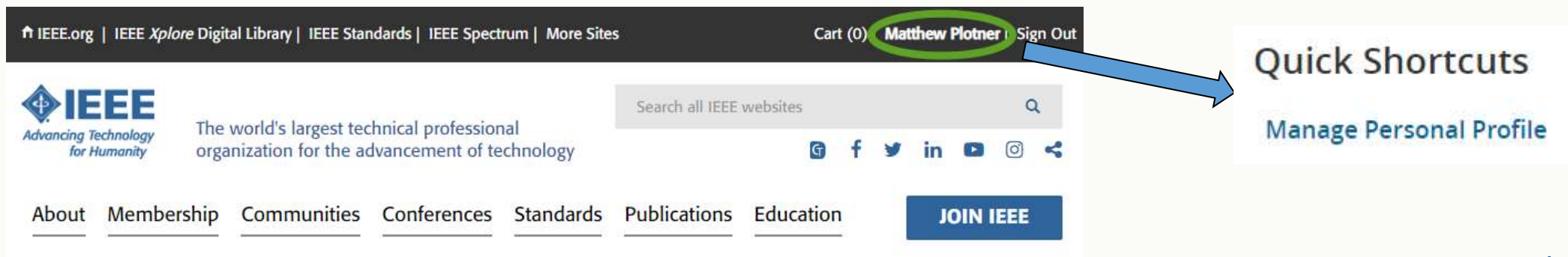# Indian Rupee – Group Challan Payment Option

Follow the steps outlined in this document to complete your Group Payment of IEEE Memberships in Indian Rupees

https://www.ieee.org/membership/rupee-join-option.html

Group Challan Requests

Steps for New Applicants

- Visit www.ieee.org/join , select to 'Join as a professional' or 'Join as a student'.

- Select the "Create Account" button. Enter your name, email address, password, and click on 'Create Account' button.

- Enter your mailing address, education and/or employment information and add membership items to your shopping cart. You do not need to 'Proceed to checkout' after you save your information.

- Send your IEEE member number, name, email address, and shopping cart order total to the organizer.

  - Note: You may find your IEEE member number by clicking on your name to access 'My Account', then scroll down to click on the 'Manage Personal Profile' link.

https://www.ieee.org/membership/rupee-join-option.html

Group Challan Requests

Steps for Renewing IEEE Members

- Visit www.ieee.org/renew, click the 'Renew Now' button and sign in with your IEEE Account.

- Verify and/or update your profile information including your mailing address, education, and/or employment information.

- Review your shopping cart and make changes if needed. You do not need to 'Proceed to checkout after you've saved your changes.

- Send your IEEE member number, name, email address and shopping cart order total to the organizer.

https://www.ieee.org/membership/rupee-join-option.html

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Group Challan Requests

Steps for Organizers

- Ensure all individual applicants/renewing members have completed the following information online:
  - mailing address, education information and/or employment information, and membership items added to shopping cart

- Complete the IEEE Group Challan Template Form (Excel Spreadsheet).
  - Fill out the 'Remitter Name', 'Remitter Email Address', 'Remitter Mobile Phone' and 'School Name' information.
    - *Note: These are required and will appear on your group challan.*
  - For each individual applicant/renewing member, be sure to enter the 'IEEE Member Number', 'First Name', 'Last Name', 'Member Email Address' and 'Order Total Amount (USD)'
    - *Note: If you do not know the 'Order Total Amount' you may leave it blank. IEEE Member Operations will confirm the amount of everyone's current shopping cart.*

- Email the completed template form in Excel format to 'groupchallan@ieee.org'.
  - Upon receiving the list, IEEE Member Operations will create a Group Challan and email it to you as a PDF, along with the payment instructions, within 3 business days
    - *Note: Any applicants/renewing members with incomplete or inaccurate information will delay the response.*

- Once payment is received by the IEEE a confirmation email will be sent. Your orders will be completed within 5 business days after payment confirmation.

https://www.ieee.org/membership/rupee-join-option.html

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Making Payment via Group Challan

Steps for Organizers

1. Print the Group Challan

2. Make payment at any Union Bank of India branch or at any other bank.

To Pay via Online Banking:

1. The payment can be made by online banking, from an individual bank account, through National Electronic Funds Transfer (NEFT). The IEEE account number needs to be added as a beneficiary account for the online NEFT payment.
   - For any transaction exceeding INR 200000/, please use the RTGS (Real Time Gross Settlement) option.

- You should receive a payment confirmation from IEEE within 3 business days, and a notice of completion of the order process from IEEE within 5 business days.

- Please note that the payments for IEEE Membership(s) or products using a Challan are non-refundable and must be paid in Indian Rupees.

  For additional details for fees and service tax that NEFT/RTGS transactions may incur, please visit: http://rbi.org.in/scripts/FAQView.aspx?Id=60

https://www.ieee.org/membership/rupee-join-option.html

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