



Payment Gateway User Manual

# KARACHI GYMKHANA CLUB

KARACHI GYMKHANA  
BILLING PORTAL

# WORKING AND PAYMENT GATEWAY CREATION

Payment Gateway User Manual

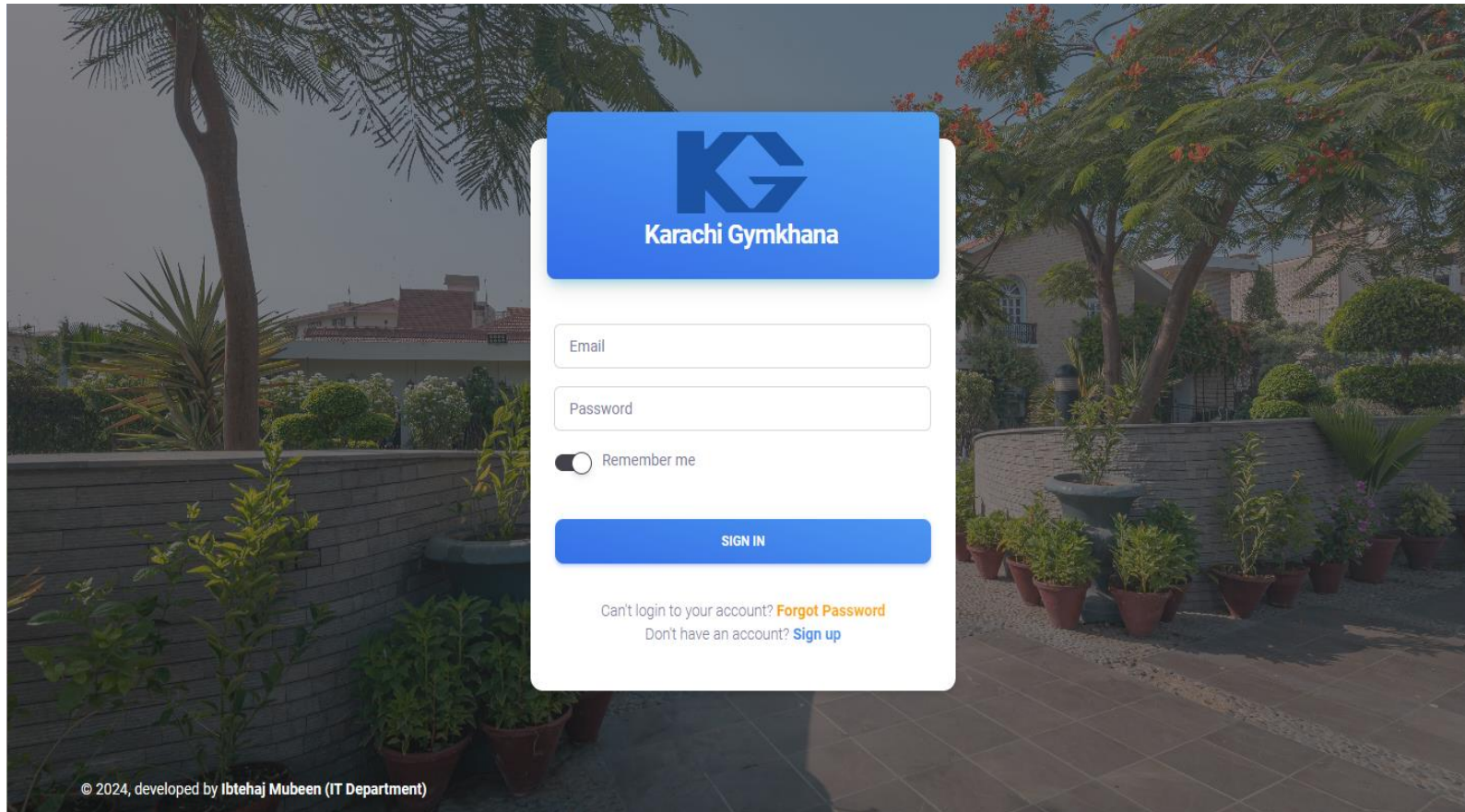
- ▶ Mr. S.M Tabraiz Aleem (Asst. Manager I.T Department Karachi Gymkhana) .
- ▶ Created by I.T Department (Mr. Ibtehaj Mubeen & Team).

# PORTAL INTRODUCTION

- ▶ The President, The Vice President and The Management Committee of Karachi Gymkhana Decided To Create A Billing Portal.
- ▶ Karachi Gymkhana members can easily check and pay there bills. And also can easily check there notices through the portal and they can also view events detail.
- ▶ Its also useful for the members who are abroad , they can easily check all there payments, Bills, notices and events.

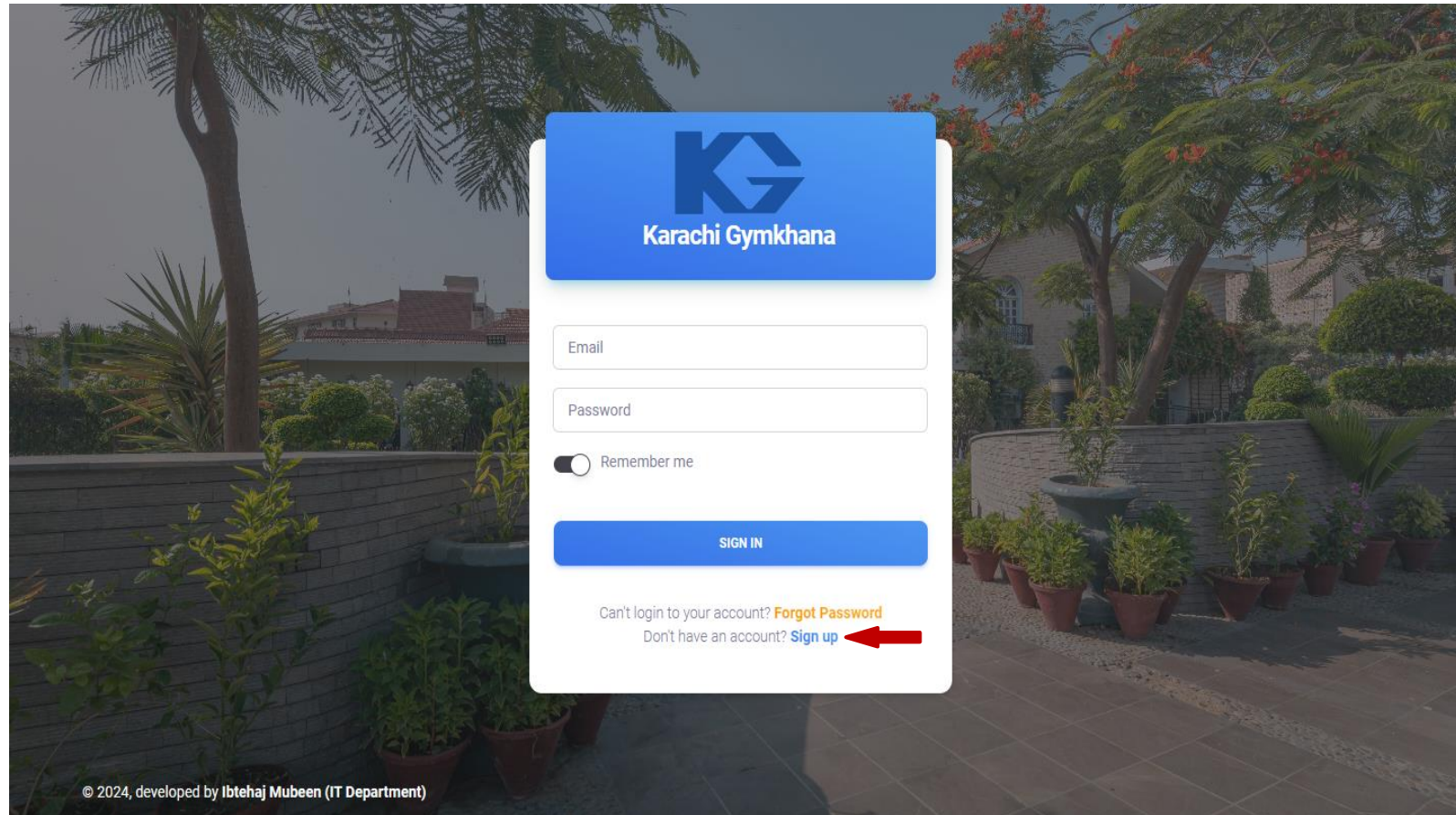
# WEB URL:

Insert in your internet browser chrome, firefox etc. <https://portal.kg.com.pk>



# STEP 1:

Just Click on I want to Sign up button



# STEP 2:

Fill the following form.

User has to enter his all detail in the registration form.

1. Enter First name
2. Enter Last name
3. Enter Member Ship Id
4. Enter Email
5. Enter Password
6. Enter Confirm password

## Sign Up

Enter your email and password to register

  
IBTEHAJ  
  
MUBEEN  
  
880207  
  
itsupport@kg.com.pk  
  
.....  
  
.....  
  

Already have an account? [Sign in](#)

# STEP 3:

After the registration form submit an email will be sent to the user provided email address to verify his/her account

**Thank you for signing up!**

**We are excited to have you join us Karachi Gymkhana  
Community**

**Please confirm your registration by click the Confirm button**

**Confirm**



## Activated Successfully

Your account has been activated successfully you can use our web portal by entering the provided email and password

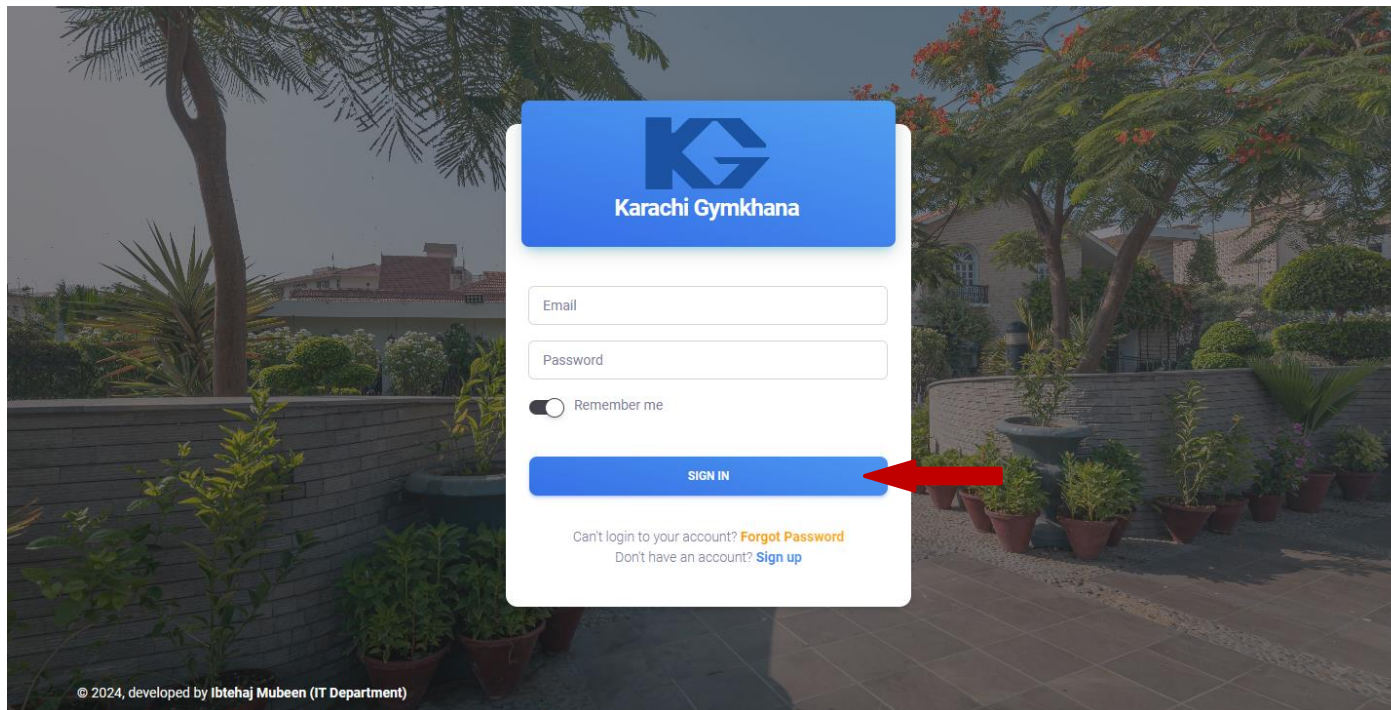
OK



# After Registration go to Karachi Gymkhana Club Portal

Go to : <https://portal.kg.com.pk>

Enter email and password then click Sign In button



# Your First Login Screen After Login Account

Dashboard : Complete user details with current month bill , submitted payment , personal Notices & events the last is feed back if any change in user you just write changing note in feedback .

The screenshot displays the Karachi Gymkhana dashboard. On the left is a dark sidebar with navigation options: Dashboard, Bill List, Payment List, Events, and Notifications. The main content area is titled 'Home / Dashboard Dashboard'. It features a grid of six cards: 'Your KG ID 880176', 'FEB-2023 (Net Payable) 0', 'Payment (2.5% + FED will be charge on each payment)', 'Notices 13', 'Events 0', and 'To Change Profile Feedback'. Below this is a 'My Profile' section with fields for Username (ITTest support), KG ID (880176), Member Email (itsupport@kg.com.pk), Contact# (03122880735), Address, Member Status (R), and Joined (Tue, 28 Apr 2020). A profile picture of a waterfall is shown with a 'CHANGE IMAGE' button. A callout box labeled 'Current Month Bill' points to the FEB-2023 card. The top right corner shows 'ITTest support' with a settings gear and a notification bell.


**KARACHI GYMKHANA**

Bill Dated \_\_\_\_\_

**Bank Al Habib Limited** All BAHL branches in Pakistan

**Askari Bank Ltd-ACMS**

All branches of Askari Bank in Pakistan

**HabibMetropolitan Bank Ltd - ID 144**

All branches of HMB in Pakistan

Collection A/C # 0080-900193-01/1001-0980-173660-01-2

Membership No.		Billing Month		Billing Period						
Monthly Subscription		Annual Subscription		Staff Welfare/Others						
Minerals	Cigarettes	Catering	Function	Sports Eng	*Misc	*New/RA	H.H/Sub	L/F Double/Cost	Building Levy	
Total Bill		Previous Months Billing		Payment Received		Adjustment		Net Payable		Credit Balance

- \*1 Sports Eng. Includes Sports Engagement. Cost of Balls and Sports Coaching
- \*2 Misc. Includes Card Charges, Locker Hire, Member's Cash Hair Dressing, Postage/Courier Charges, Quiz Rama Cards & Ice Cream.
- \*3 New/RA New Member's Fee, Subscription Arrears, Permanent Member's Fee.
- \*4 Remarks KG Employees Welfare Contingency and Insurance Fund.
- \*5 S-W/Others

Members are Requested to Please Note that Bills and Payments are Accounted for from 1st to 31st of each Month.

**NOTE**

- (i) Incase you do not receive the Bill by 20th of the month. Please contact the Billing Department Telephone 35213969
- (ii) All bills must be paid in full within seven days from receipt thereof.
- (iii) Gymkhana Phone Nos. 35689130, 35689137, 35689173, 35689174, 35689186, 35689187. Ext : 312
- (iv) PLEASE ALWAYS USE 6/7 DIGIT MEMBERSHIP NUMBER TO. AVOID INCONVENIENCE.

 Website: [www.kg.com.pk](http://www.kg.com.pk)

 E-mail: [kg@kg.com.pk](mailto:kg@kg.com.pk)

 \* For Payments Through Website:  
<https://portal.kg.com.pk>

Secretary

 Please tear this slip out and  
 ATTACH WITH YOUR PAYMENT.  
 Membership No. \_\_\_\_\_

**Bank Al Habib Limited**  
 All BAHL branches in Pakistan

Collection A/C # 0080-900193-01/1001-0980-173660-01-2

**Askari Bank Ltd-ACMS**  
 All branches of Askari Bank in Pakistan

**HabibMetropolitan Bank Ltd - ID 144**  
 All branches of HMB in Pakistan


Name: \_\_\_\_\_

Bills for

I enclose Cash/Cheque No. \_\_\_\_\_

(In words) \_\_\_\_\_

Drawn on \_\_\_\_\_ Bank for Rs. \_\_\_\_\_

in payment of your above bill \_\_\_\_\_ Member's Signature \_\_\_\_\_

# Your First Login Screen After Login Account

Dashboard : Complete user details with current month bill , submitted payment , personal Notices & events the last is feed back if any change in user you just write changing note in feedback .

Payment Submitting Option

The dashboard for Karachi Gymkhana features a dark sidebar with navigation options: Dashboard, Bill List, Payment List, Events, and Notifications. The main content area includes a breadcrumb 'Home / Dashboard Dashboard' and six summary cards: 'Your KG ID 880176', 'FEB-2023 (Net Payable) 0', 'Payment (2.5% + FED will be charge on each payment)', 'Notices 13', 'Events 0', and 'To Change Profile Feedback'. Below these is a 'My Profile' section with fields for Username (ITest support), KG ID (880176), Member Email (itsupport@kg.com.pk), Contact# (03122880735), Address, Member Status (R), and Joined date (Tue, 28 Apr 2020). A profile picture of a waterfall is shown with a 'CHANGE IMAGE' button.

# Your First Login Screen After Login Account

Dashboard : Complete user details with current month bill , submitted payment , personal Notices & events the last is feed back if any change in user you just write changing note in feedback .

Home / Dashboard  
Dashboard

ITTest support

Your KG ID  
**880176**

FEB-2023 (Net Payable)  
**0**

Payment  
(2.5% + FED will be charge on each payment)

Notices  
**13**

Events  
**0**

To Change Profile  
**Feedback**

### My Profile

Username	ITTest support
KG ID	880176
Member Email	itsupport@kg.com.pk
Contact#	03122880735
Address	
Member Status	R
Joined	Tue, 28 Apr 2020

CHANGE IMAGE

When you click Payment button and enter amount when press OK user redirect to cyber source URL! Remember it payment submit option completely secure by HBL

# Enter amount must be in digits ! Remember it 2.5% will be charge on each payment

Pay online ×

With the pay online method; you can pay the payment online. (Amount is in the PKR) **(2.5% + FED will be charge on each payment)**

Enter the amount you want to pay

This payment gateway is powered by **HBL**

Payment

Review

Receipt

### Payment Details

\* Required field

Card Type \*



Card Number \*

Expiration Date \*

CVN

This code is a three or four digit number printed on the back or front of credit cards.

Next

[Cancel Order](#)

### Your Order







Total amount

Rs1.00

# Events List:

You can see every upcoming event announcing by Karachi Gymkhana Club in just one click.

The screenshot shows the 'Events List' page in the Karachi Gymkhana Admin Panel. The page features a dark sidebar with navigation options: Dashboard, Bill List, Payment List, Upload Bill Sheet, Users List, Events (highlighted), and Notifications. The main content area has a breadcrumb trail 'Home / Events List' and the title 'Events'. A blue header bar contains the text 'Event List' and an 'ADD EVENT' button. Below this, there is a 'Show 10 entries' dropdown and a search input field. The event list is presented in a table with columns for S.NO, Image, Event Date, Event Name, Description, and Action. Two events are listed: 'Annual Swimming Championship 2023' and 'Asia Cup 2023'. Each event row includes a thumbnail image, the event details, and edit/delete icons.

S.NO	Image	Event Date	Event Name	Description	Action
1		10/09/2023	Annual Swimming Championship 2023	On Sun, 2023	 
2		02/09/2023	Asia Cup 2023	On Sat, 2023	 



# Notification List:

You can see every up coming and previous personal Notice issued by Karachi Gymkhana Club in just one click.

Home / Notifications

Notifications

ITTest support

Notifications

Show 10 entries Search:

S.NO	Title	Description	Created On
1	Test	Test	16/01/2023 01:30
2	Test	Test	13/01/2023 03:54
3	Test	Hello world	13/01/2023 03:52
4	Test notification	Hello world	13/01/2023 03:51
5	Test notification	IT test notification	13/01/2023 03:49
6	KG Annual Election	DATE : 8th January 2023 TIME : 10:00 AM	07/01/2023 03:13
7	Order #PR030123-071853 is now Processing	Order #PR030123-071853 is now Processing	03/01/2023 07:28
8	Order #PR030123-071853 is now available for pick up.	Order #PR030123-071853 is now available for pick up.	03/01/2023 07:28
9	Order #PR030123-071853 is now Processing	Order #PR030123-071853 is now Processing	03/01/2023 07:28
10	Order confirmed - #PR030123-071947	Order confirmed - #PR030123-071947	03/01/2023 07:19

Showing 1 to 10 of 13 entries

Navigation: < 1 2 >

# Thank you