Step 1: log into [https://www.bankmuscatonline.com](https://www.bankmuscatonline.com). Select Retail Login

Step 2: Type username and password

Step 3: Go to transfer/payment and select Bill payment under Payment dropdown manu
Step 4: Select the debit account, Payment to New Biller and lookup for payee information

Step 5: Search under business category ‘School Fees’. Select ‘Fees for Sri Lankan School’
Step 6: Enter the student number and press validate Biller

Step 7: Enter the amount in Pay amount and continue
Step 8: You will receive an OTP (One Time Pin) to the registered Mobile. Enter the OTP.

Step 9: Transaction Receipt can be finally printed and the reference number could be saved.