Istavrity Portal – User Guide

Satsang America
Istavrity Team
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1. Introduction

Istapraneshu Brothers and Mothers, JoyGuru.

We are delighted to announce that with blessing of our Pujyapad Dada and Rev. Babai Da, we are launching our Istavrity portal, which can be used to send the Istavrity online. Main purpose of this website is many folds, few of those are:

- Helps to send the Istavrity by a credit/debit card.
- Helps to send/process the Arghya Praswasti instantly.
- Helps to reduce the admin effort/time to a large extent.

In nutshell, the website has three major functionalities. They are:

- Send the Istavrity via credit card, debit card or ACH (Usage of payment gateway).
- Send the Istavrity Manual mode (Usage of Zelle, Check or Direct Deposit).
- View the Istavrity Transactions online.

To start the system, administrator will send/invite the members to login with initial password. Please check your registered email for initial password.

2. Initial Login

Please Use Google Chrome browser for best viewed and experience other browser may not be compatible.

1. Login to the portal by visiting https://secure.satsangamerica.org on the browser as shown below. Type last three digit of family code and initial password. Remaining portion of family code will be auto populated. If last three digit starts with “0”, the same has to be typed manually after all digits are populated.

   ![Login Screen](image)

   Click on “Sign In” as shown below to continue.

2. System will recognize the user and registered email address will be displayed as shown below. Please click on “Submit” button to continue with OTP(One time passcode) process to reset the password.
3. An OTP will be sent to the registered email address. A sample OTP email is shown below. Usually it takes 1-2 minutes to receive the OTP email.

4. On OTP screen, type the OTP received in email. Please do not copy and paste. Copy paste don’t work. Submit button will be activated once OTP is entered manually. Click on “Submit” to continue. If OTP is not received on email (in 10 mins), click on “Re-Send OTP” to get another one.
5. System will verify OTP and force user to reset/change the initial password. Type new password twice and click on “Submit” to change the password.

6. Once new password is accepted by system, “Success” message will be shown on the screen as shown below. Click on "Login" link to login to the system.

3. Login
   1. Once password is changed successfully as shown in previous section, type family code and password as shown below.
2. Portal Dashboard screen will be shown as shown below.

4. Add Family Member
We can now add family member. To add a family member, click on “Add Member” on Family details section on dashboard as shown below.
Fill-in the requisite information as shown below and click on “Add Member” to add a family member to system.

5. Pay Istavrity - Auto Mode
In this mode, we can send Istavrity via payment gateway such as via credit card, debit card, ACH et al. It has three major steps.
1. Fill-in Istavrity deposit form.
2. Review the Istavrity form.
3. Add Payment Card info.
4. Process the payment.

Note: This method incur a processing fee.

Step 1
To send Istavrity online, we can do the same by clicking on “Pay Istavrity” link from left side menu as shown below.
Step 2
Past month Istavriti data will be prepopulated on the screen. We need to modify the value to proceed. If nothing need to be changed, then modify any values to same value to enable “Continue” button.

Choose payment method as “AUTO” and click on “Continue” to proceed to next step.

Step 3
We need to review the information on this screen. If everything correct, then click on “Continue” to proceed. Click on “Edit” button below to modify if needed.
Step 4

Enter the Card Number, CCV and Expiration to process the payment. Note: Processing Fee is charged by payment gateway as shown below.

Add Card will add the card info to wallet. Click on back button to see the wallet information as shown on second screen below.

Click on “Pay Now” or “Pay” button to process the payment.

Step 5

Once payment is complete, confirmation page is shown with receipt number as shown below.
Along with receipt, system will send two emails. First email is to confirm payment has been submitted. Below is a sample email.

Along with receipt, system will send two emails. First email is to confirm payment has been submitted. Below is a sample email.

Once Transaction successful by our payment gateway, system will send Arghya Praswasti over email as shown below.
If we need to send Istavrity without payment gateway, we can choose this method. In this mode, we can send Istavrity via third party payment system such as Zelle, Peoples Pay, Check, Direct Deposit, Bank Transfer et al.

**Note: This method doesn’t incur any processing fee.**

It’s a four step process.
1. Fill in the Istavrity form
2. Transfer Istavrity Amount
3. Admin process/approve the transaction.
4. Transaction completes and Arghya Praswasti is delivered to email address.

**Step 1**
To send Istavrity on this mode, we can do the same by clicking on “Pay Istavrity” link from left side menu as shown below.

![Dashboard](image)

**Step 2**
Past month Istavrity data will be prepopulated on the screen. We need to modify the value to proceed. If nothing need to be changed, then modify any values to same value to enable “Continue” button. Choose payment method as “MANUAL” and click on “Continue” to proceed to next step.
**Step 3**

Review the form.

**ISTARGHYA DEPOSIT FORM**

- **Member Name:** ASHISH GARG
- **Address:** 641 IRS AVE APT-41 SUNNYVALE, CA
- **Contact:** 4159608754
- **EMail ID:** SCHOLAR007ASHUBGMAIL.COM
- **Family Code:** SA0000125
- **Bank Name:** BANK OF AMERICA
- **Transaction Ref / Cheque No:** OCT082019-BA08749876
- **E-Transaction Date / Cheque Date:** 10/05/2019

<table>
<thead>
<tr>
<th>Member Id</th>
<th>Name</th>
<th>Swasthyayani</th>
<th>Istavriti</th>
<th>Acharyavriti</th>
<th>Dakshinama</th>
<th>Sangathani</th>
<th>Pronami</th>
<th>S Surplus</th>
<th>Parvriti</th>
<th>Ritwik</th>
<th>Total</th>
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<tbody>
<tr>
<td>SA0000125-01</td>
<td>ASHISH GARG</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>18.00</td>
</tr>
<tr>
<td>SA0000125-02</td>
<td>RUCHI AGARWAL</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>18.00</td>
</tr>
</tbody>
</table>

Grand Total: US $ 36.00

**ISTARGHYA PREVIEW FORM**

- **Member Name:** ASHISH GARG
- **Address:** 641 IRS AVE APT-41 SUNNYVALE, CA
- **Contact:** 4159608754
- **EMail ID:** SCHOLAR007ASHUBGMAIL.COM
- **Family Code:** SA0000125
- **Payment Method:** MANUAL
- **Bank Name:** BANK OF AMERICA
- **Transaction Ref / Cheque No:** OCT082019-BA08749876
- **E-Transaction Date / Cheque Date:** 5-10-2019

<table>
<thead>
<tr>
<th>Member Id</th>
<th>Name</th>
<th>Swasthyayani</th>
<th>Istavriti</th>
<th>Acharyavriti</th>
<th>Dakshinama</th>
<th>Sangathani</th>
<th>Pronami</th>
<th>S Surplus</th>
<th>Parvriti</th>
<th>Ritwik</th>
<th>Total</th>
</tr>
</thead>
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<tr>
<td>SA0000125-01</td>
<td>ASHISH</td>
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<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>18.00</td>
</tr>
<tr>
<td>SA0000125-02</td>
<td>RUCHI</td>
<td>2.00</td>
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<td>2.00</td>
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<td>2.00</td>
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<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>18.00</td>
</tr>
</tbody>
</table>

Grand Total: US $ 36.00
Step 4

Istavrity Submission confirmation email

Satsang America Istavrity

to CSGUI11

12:18 AM (3 minutes ago)

Ishtrapraneshu Jayguru,

Hope this will find you in good health and spirited mind by the divine grace of our Love Lord Sree Sree Thakur II.

Thank you for your Ishtavrity donation. Your Ishtavrity has been successfully submitted to Satsang America Ishtavrity Deposit System (SAIDS) with following details:

Date of Submission: 2019-09-07

Istavrity Submission Ref. :SA/2019/09/02/018

Istavrity Amount: $500.00

Jayguru and Regards

Istavrity Team

Step 5

Once Admin approves, the Arghya Praswasti will be delivered over email.

Satsang America Istavrity

to CSGUI11

12:19 AM (2 minutes ago)

Ishtrapraneshu CHANDRA SEKHAR BHAL Jayguru,

Hope this will find you in good health and spirited mind by the divine grace of our Love Lord Sree Sree Thakur II.

Please find your attached Arghya Praswastii.

Jayguru and Regards

Istavrity Team

Satsang America, Inc.
111-17 Sulphur Blvd
Jamacia, NY 11435
EN:56-628-0000
Ph: 317-480-3184
Visit Us: www.SatsangAmerica.org
Email: ishtavrity@gmail.com

7. Transaction List

To view the list of Istavrity remitted, please choose “Istavrity Transactions” link from left menu as shown below.
List of Istavriti sent will be shown as below.

<table>
<thead>
<tr>
<th>SA Family Id</th>
<th>Receipt No</th>
<th>Transaction Date</th>
<th>Transaction #</th>
<th>Cheque Issue Bank</th>
<th>Total</th>
<th>Approval Status</th>
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<tbody>
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