## 1. HATTON NATIONAL BANK (PAYFAST)

- Please follow the below steps when initiating a Government Organization payment.
- Please use the following link

https://payfast.hnb.lk/Payfast/#/auth/login



• Select Government & IRD/EPF payments icon

	rayment rile operations	Statutory Payments	Other Information	Account Information
yment File Operations				
oad Payment File	S Upload Payment File	EPF EPF Upload	Rates Inquiry	G G View Account Balance
l Employee / Payee Details				
ate Payment File From Template		-		
w File Info	Add Employee / Payee Details	ETF Upload	Profile	Transaction Details
nsaction File Validation				
F / ETF Payments ~	S County Deserved File	GA ETE Cuschases		
Upload	from Template	Payments	Send E-mail	SLIPS Return Report
Upload				
Surcharge Payments		Uploaded EPF & ETF		
oaded EPF & ETF File Details	View File Info	File Details		
Tax Payments				
her Information 🛛 🗸 🗸	Transaction File	Government & IRD / EPF		
file	Validation	Payments	4-	

• Select Government Agency Payments Icon

Dashboard	Goverment Payments
Payment File Operations ~	
Upload Payment File	IRD Tax Payments
Add Employee / Payee Details	5 %
Create Payment File From Template	
View File Info	EPF Online Payments
Transaction File Validation	
EPF Upload	Payments
ETF Upload	
ETF Surcharge Payments	
Uploaded EPF & ETF File Details	
IRD Tax Payments	
Other Information	

• Please select the Government institution to insert the payment.



• Once the institution is selected, please select the payment type from the drop down menu.

	Government Agency Payment	
	Institutions :	Department of Ayurveda
ls	Payment Type :	Select Payment Type
Template	Reference No :	Paying Ward - Borella (ANH)
on	Re-Enter Reference No :	Herbal Plants Circuit Bungalow
~	Amount :	Ayurveda Examination
	Enter the Amount again:	Registration of Educational Institutes Training and Courses
s	NIC :	Lecture Hall/ Hostal Reservation
e Details	Mobile Number :	Registration of Local Products/ Medicines
	E-mail Address :	E-mail Address

• Once the payment type is selected, please insert the required details and follow the below steps.

	Government Agency Payn	nent				
Institutions :			Department of Ayurveda			
	Payment Type :		Herbal Plants			
1Te	Reference No :	⇔	Reference Number			
Ac	Re-Enter Reference No :	¢				
	Amount :	È	Amount			
*	Enter the Amount again:	È	Amount			
	NIC :	₽	NIC			
	Mobile Number :	⇔	Ex-07XXXXXXXXXXX			
	E-mail Address :	₽	E-mail Address	Once the data is inserted please		
*	Reason Of Payment :	₽	Reason Of Payment	click on submit		
	Select Account No :	Please select the	Select Account	$\checkmark$		
2		debiling account	CLEAR	SUBMIT		

• Once the data is successfully inserted, please wait for the success message



- Once the data is inserted, please login from the authorizer login to approve the payment.
- To approve the payment please select the below icons.

Payment File Operations	Statutory Payments	Other Information	Account Information
SLIPS File Approval	EPF Approval	Rates Inquiry	View Account Balance
View File Info	ETF Approval	Profile	Transaction Details
	ETF Surcharge Approval	Send E-mail	
	Government & IRD / EPF Payments	$\Leftrightarrow$	
Dashboard			
Payment File Operations	overment Payments		
iyFast File Approval	TAX IPD Tax Payments		
ew File Info	S OF		
D Tax Payments			
PF / ETF Payments v	EPF Online Approval		
PF Approval			
'F Approval			
'F Surcharge Approval	Government Agency Payments		
Other Information			
ofile			
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• Please follow the below steps to approve the payment.

Pending G	overnment Payment List						
	Institution Name	Payment Type	Mobile Number	Debit A/C	Ref Number	Amount	Amount With Charge
۲	Department of Ayurveda	Herbal Plants	0703549991	003020350136	4523	100.00	150.00
^							DELETE PAY
Ú	Please select the payment						仑
							Click on pay to approve the payment

• Once approved, save the e-receipt provided by the system since view history option is not available currently.