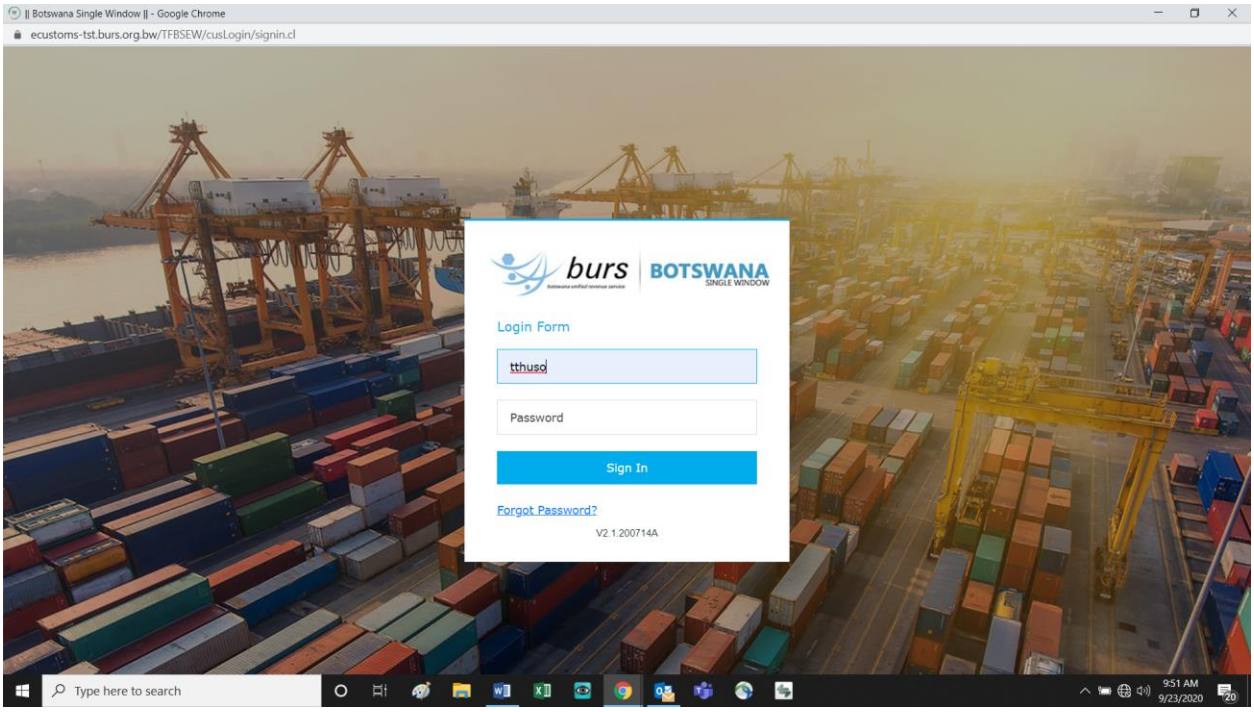
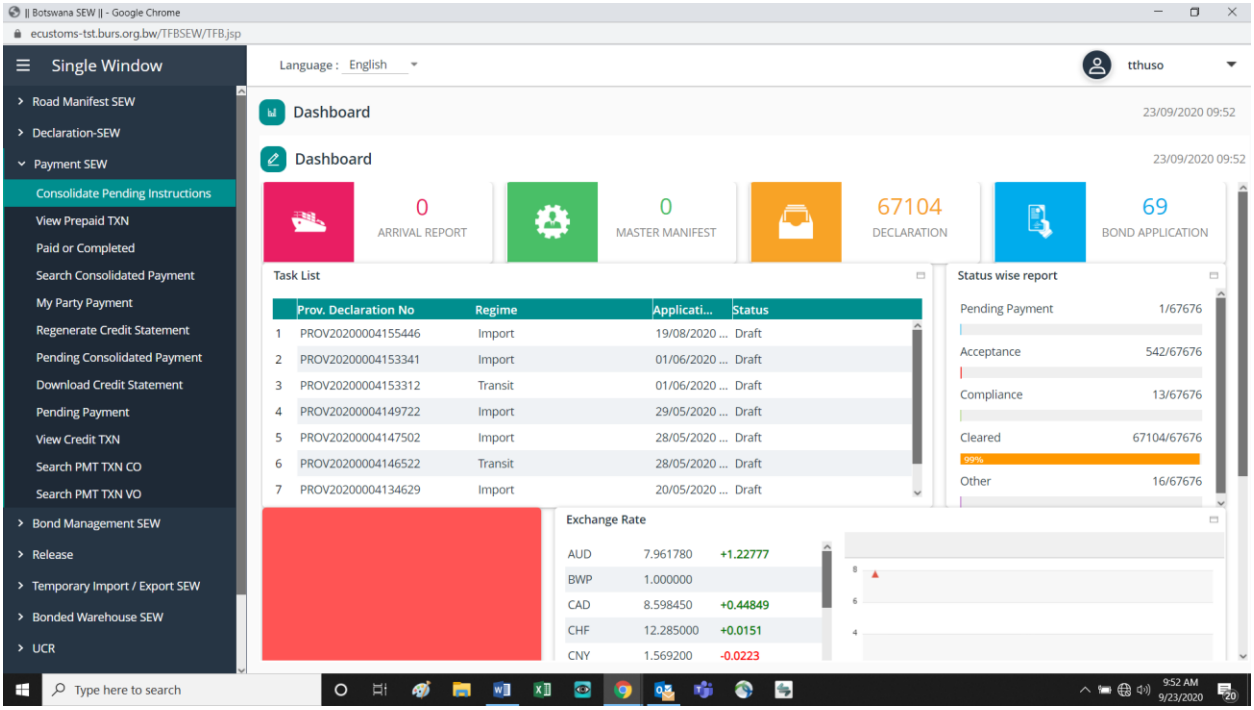
CONSOLIDATED PAYMENT USER GUIDE IN SEW

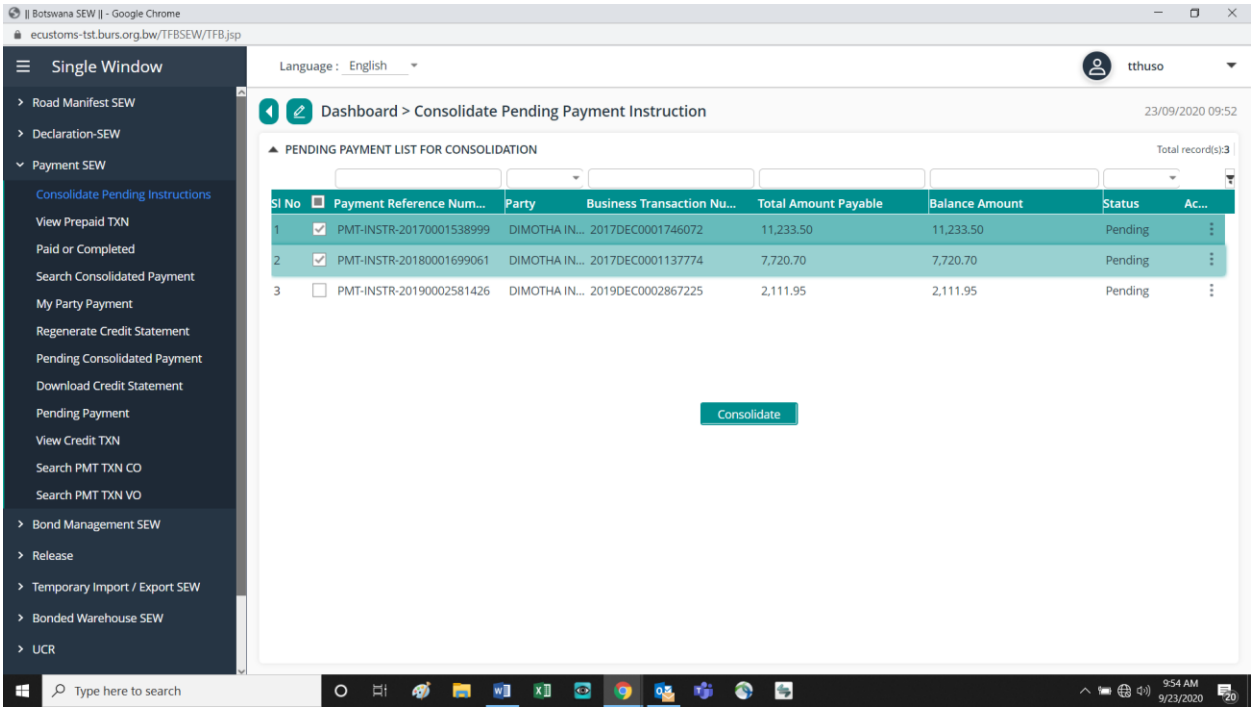
1. Log into SEW



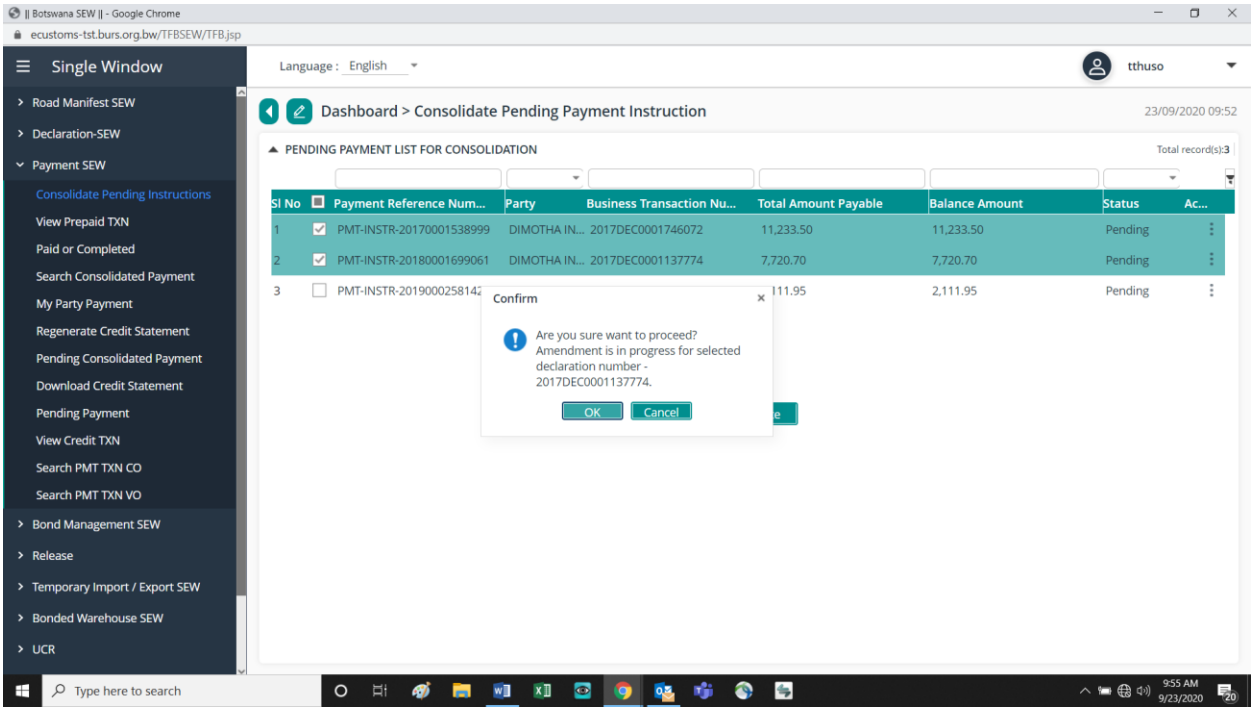
2. At **PAYMENT SEW** click **CONSOLIDATE PENDING INSTRUCTIONS**



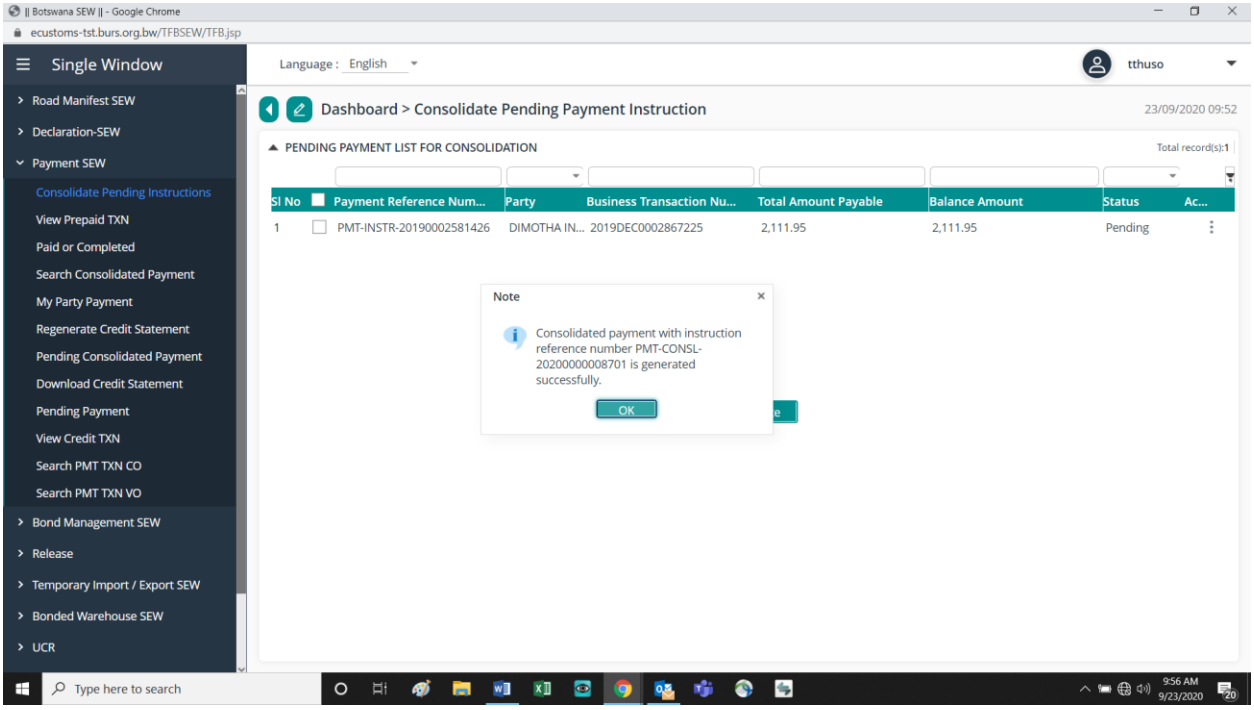
3. Identify the declarations to be consolidated and tick them and lastly click **CONSOLIDATE**



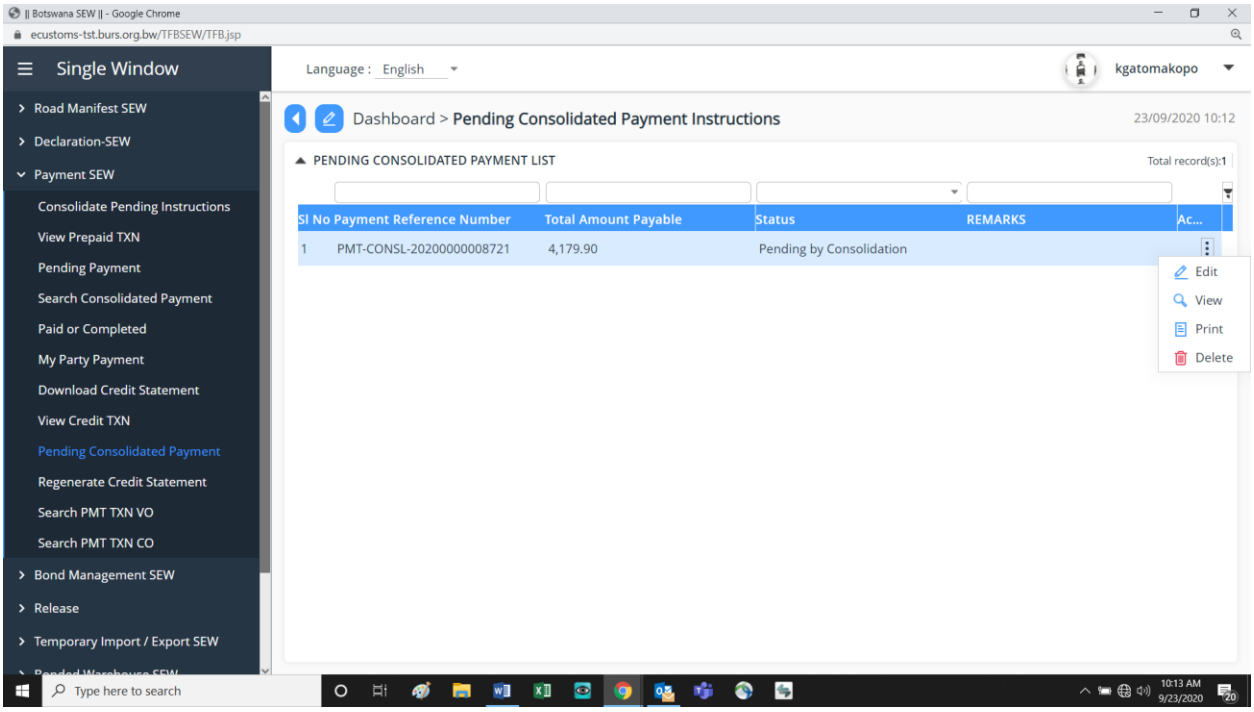
4. Confirmation note will be displayed and if certain click **OK**



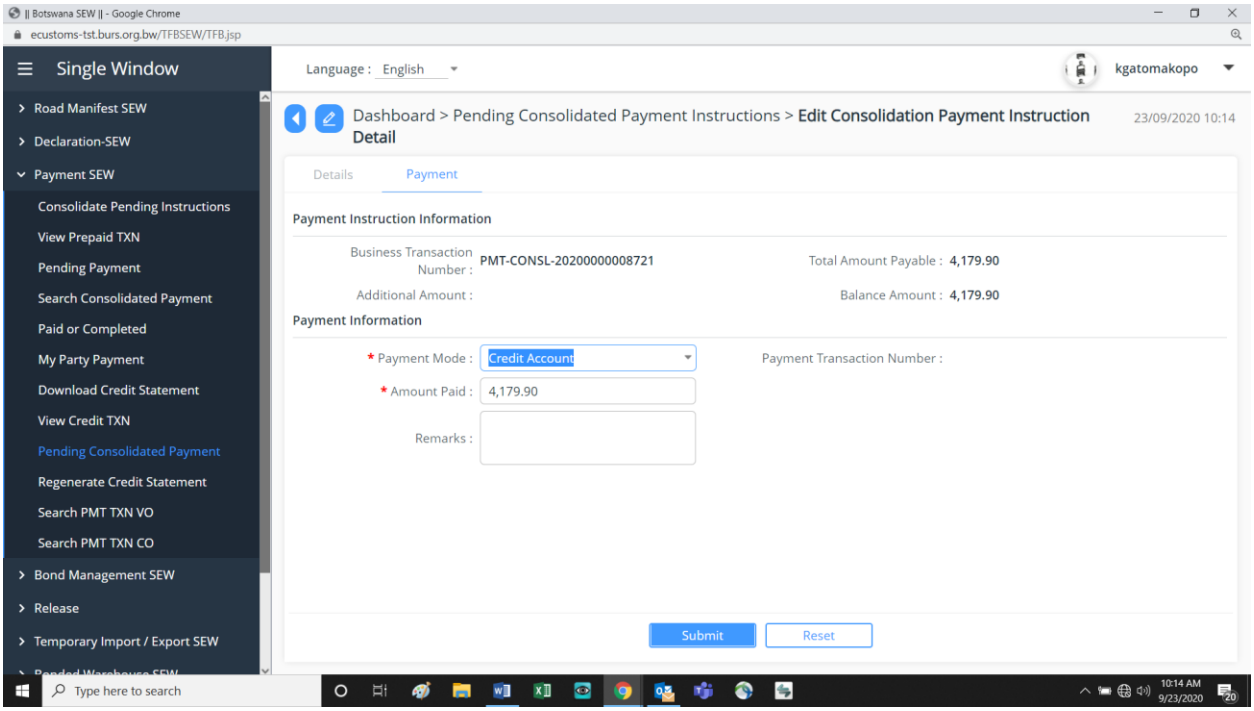
5. After clicking **OK** above , a note with **consolidated payment instruction reference number** will appear and click **OK**



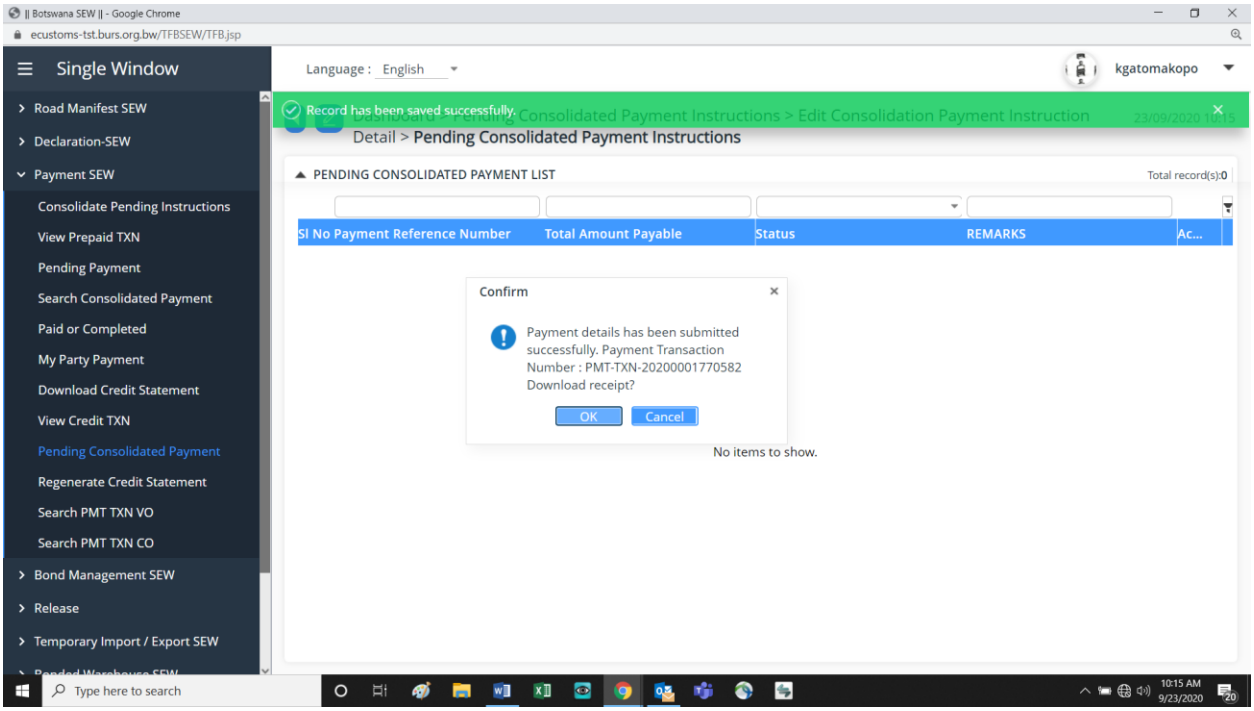
6. Click **PENDING CONSOLIDATED PAYMENT.** Identify the reference number of the **pending consolidated payment** to be paid and continue with the usual payment by clicking the **ACTION** icon.



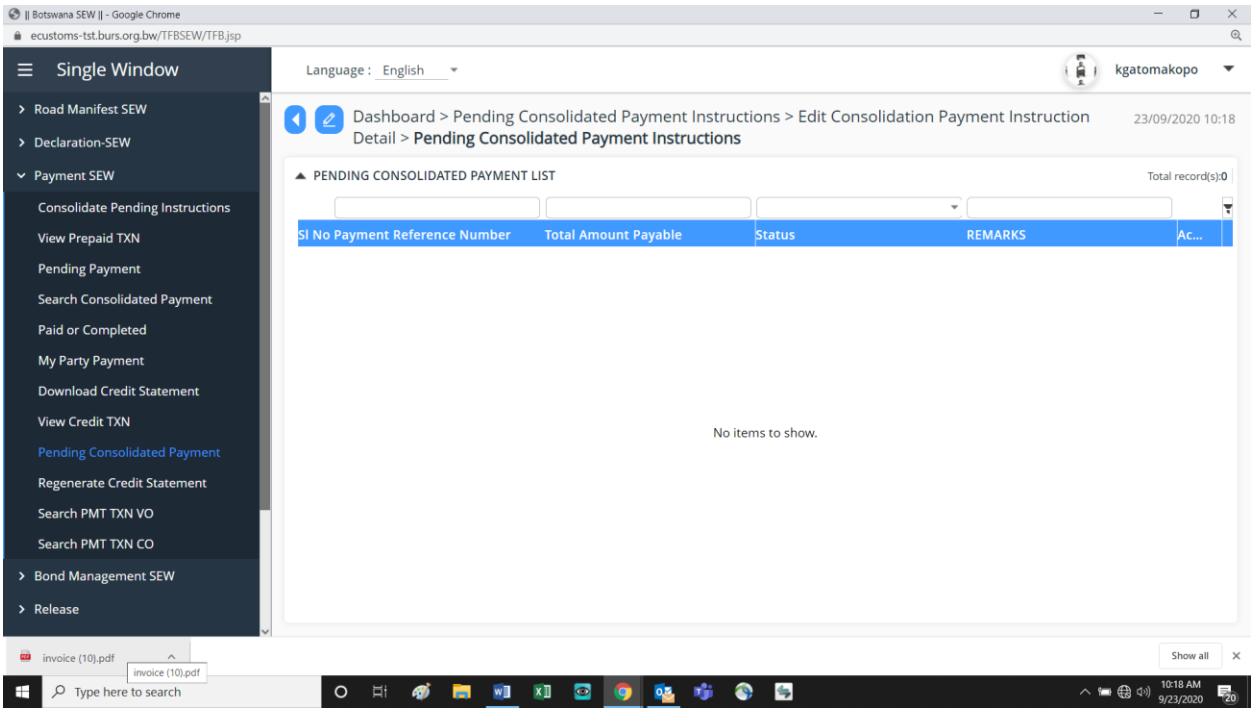
7. Click **PAYMENT** and continue with paying the declarations and lastly click **SUBMIT**



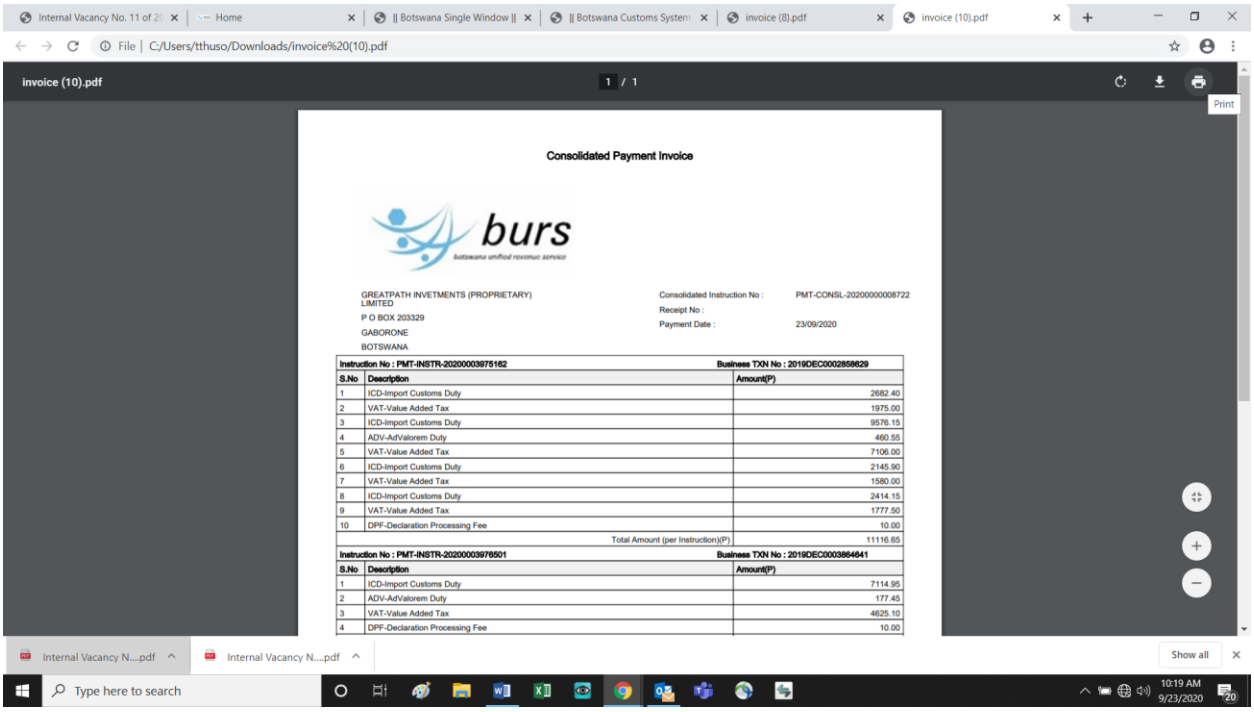
8. Confirmation message will be displayed and click **OK** to download receipt



9. Receipt will be downloaded at the bottom left of the screen Double click to print



10. Right click or Click Print Icon



11. Select number of copies to be printed and finally click print, and the receipts will be printed.

