

# **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.

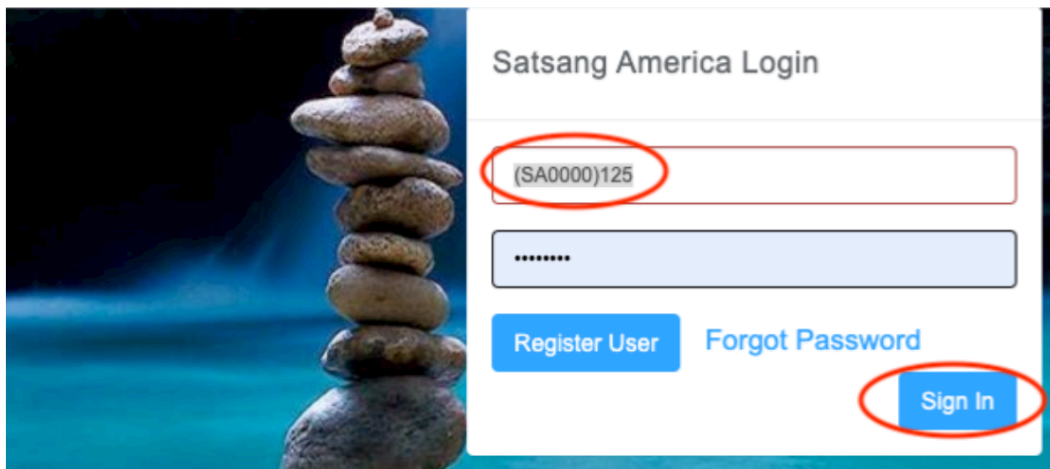
To start the system, administrator will send/invite the members to login with initial password. Please check your registered email for initial password.

## 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.**

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.

Ishtavrity - Forgot Password

A Verification Code will be sent out to your below registered email id.

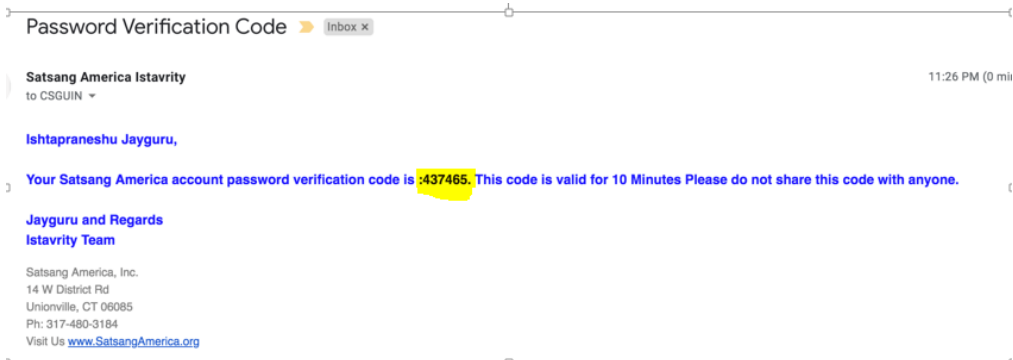
CSGUIN@GMAIL.COM

Submit [Go back to Login](#)



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[www.SatsangAmerica.org](http://www.SatsangAmerica.org)

- An OTP will be send to the registered email address. A sample OTP email is shown below. Usually it takes 1-2 minutes to receive the OTP email



- 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.

Ishtavrity - Forgot Password

Verification Code has been sent your registered email id and Phone Number: CSGUIN@GMAIL.COM

437856

Submit Re-Send OTP

Back

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.

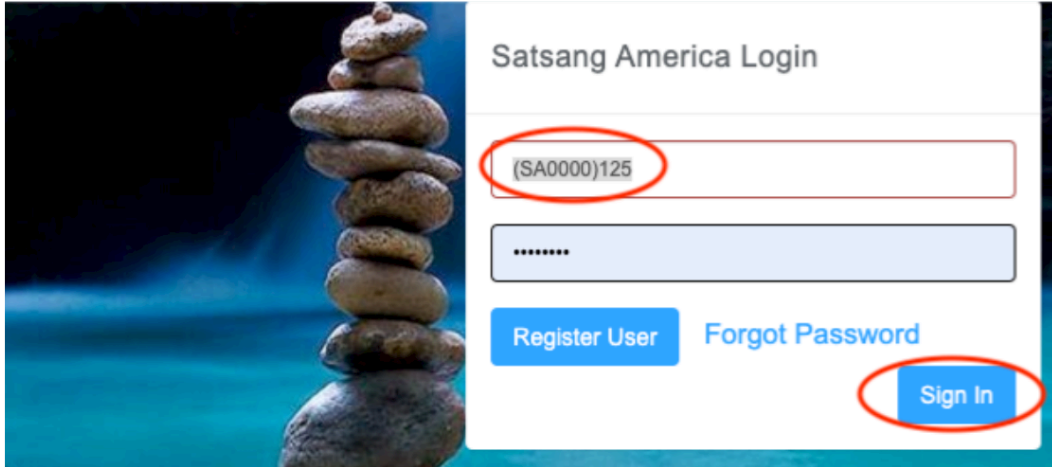
The screenshot shows a web form titled "Ishtavrity - Forgot Password". It contains two input fields: "New Password:" and "Confirm Password:", both filled with seven dots. Below the fields are two buttons: a green "Submit" button and a red "Reset" button. At the bottom left is a blue "Back" link, and at the bottom right is a blue "Go back to Login" link.

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.

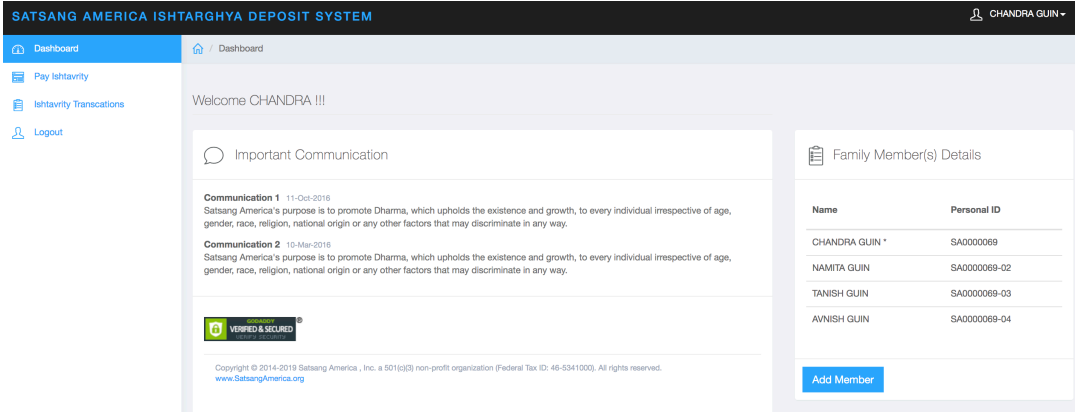
The screenshot shows the same "Ishtavrity - Forgot Password" form, but with a yellow highlight around the text "Successfully updated password" at the top. The "New Password:" and "Confirm Password:" fields are now empty. The "Submit" button is green and the "Reset" button is red. The "Go back to Login" link at the bottom right is circled in red.

### 3. Login

1. Once password is changed successfully as shown in previous section, type family code and password as shown below.

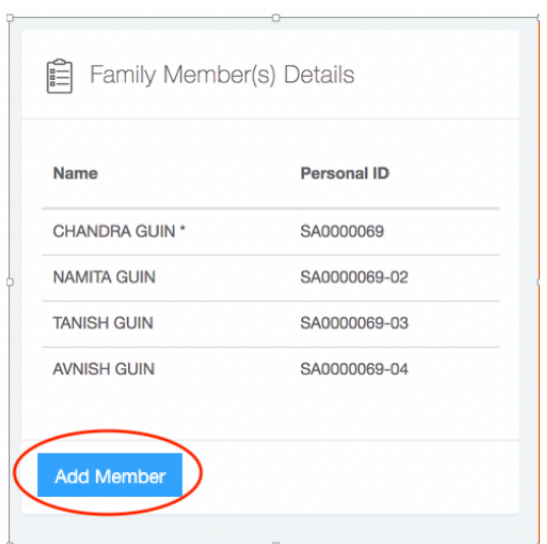


2. Portal Dashboard screen will be shown as shown below.



#### 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.

## Istavrity Family Registration

**Name:**  
ASHISH GARG

**Family Code:**  
SA0000125

**Current Address:**  
641 IRIS AVE SUNNYVALE CA USA 94086

**Contact Informations:**  
4159608754                      SCHOLAR007ASHU@GMAIL.COM

**Name:**

FIRST NAME \*                      MIDDLE NAME                      LAST NAME \*

**Ritwik's Details: \***

SELECT RITVIK                       Is Not Alive                       Not Initiated

**Add Member**

### 5. Pay Istavrity - Auto Mode

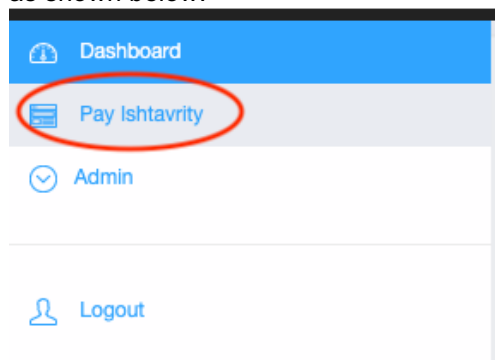
In this mode, we can send Istavrity via payment gateway such as via credit card, debit card, ACH et al. It has three major steps.

1. Fill-in Istavrity deposit form.
2. Review the Istavrity form.
3. Add Payment Card info.
4. Process the payment.
5. Receive Arghya Praswasti.

**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 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 "AUTO" and click on "Continue" to proceed to next step.

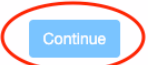
### ISTARGHYA DEPOSIT FORM


<b>Member Name:</b> ASHISH GARG							<b>Family Code:</b> SA0000125				
<b>Address:</b> 641 IRIS AVE APT-41 SUNNYVALE, CA			<b>Contact:</b> 4159608754		<b>EMail ID:</b> SCHOLAR007ASHU@GMAIL.COM		<b>India Family Code:</b>				
<b>Payment Method:</b>							AUTO				

Member Id	Name	Swastyayani ₹	Istavrity ₹	Acharyavrity ₹	Dakshina ₹	Sangathani ₹	Pronami ₹	S Surplus ₹	Parivrity ₹	Ritwiki ₹	Total
SA0000125-01	ASHISH GARG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SA0000125-02	RUCHI AGARWAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Ishtabharity Amount 0.00  
Processing Fee 0.00  
Grand Total : US \$ 0.00





## 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.



### ISTARGHYA PREVIEW FORM

<b>Member Name:</b> ASHISH GARG							<b>Family Code:</b> SA0000125				
<b>Address:</b> 641 IRIS AVE APT-41 SUNNYVALE, CA			<b>Contact:</b> 4159608754		<b>EMail ID:</b> SCHOLAR007ASHU@GMAIL.COM		<b>India Family Code:</b>				
<b>Payment Method:</b> AUTO											

Member Id	Name	Swastyayani ₹	Istavrity ₹	Acharyavrity ₹	Dakshina ₹	Sangathani ₹	Pronami ₹	S Surplus ₹	Parivrity ₹	Ritwiki ₹	Total
SA0000125-01	ASHISH	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00
SA0000125-02	RUCHI	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	9.00

Ishtabharity Amount: US \$ 18.00  
Processing Fee 0.82  
Grand Total : US \$ 18.82

#### 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.

ISTARGHYA PAYMENT METHOD

---

Card Number(no space or dashes)	Ishtabrity Amount	18.00
<input type="text" value="Card number"/>	Processing Fee	0.82
Expiration	CVV	Grand Total : US \$ 18.82
<input type="text" value="10 / 2018"/>	<input type="text" value="123"/>	
<input type="button" value="Pay Now"/>		
<input type="button" value="+ Add Card"/>		

---

Select Payment method

---

Your Credit and debit cards	Expires On	
Visa ending in 5632	06/2021	<input type="button" value="Pay"/> <input type="button" value="Remove"/>
<a href="#">+ Add credit or debit Card</a>		

---

Your Checking accounts	Name on account	
Account ending in 00	Chandra S Guin	<input type="button" value="Pay"/> <input type="button" value="Remove"/>
<a href="#">+ Add Checking account</a>		

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.

Confirmation

# Confirmation

Hello CHANDRA GUIN your Ishtarghya submission is successful.

We recommend you to keep the below copy of transaction ref# for your records. The Arghya Praswasti (receipt) will be sent shortly to your email Id , once your oblation has been verified and approved by Admin.

Confirmation	
Name	CHANDRA GUIN
Family Code	SA0000069
User ID / Contact Information	8134281318
Receipt No	SA/2019/7/0004316
Amount	USD \$ 78.00 ( Seventy Eight Dollars )

[Transactions](#)

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

Satsang America Istavrity  
to CSGUIN

11:53 PM (1 minute ago)

Ishthapraneshu Jayguru,

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

Thank you for your istarghya oblation.Your istarghya has been successfully submitted to Satsang America Istarghay Deposit System (SAIDS) with following details .

Date of Submission :2019-08-07

Istavrity Submission Ref# :SA/2019/7/0004316

Istavrity Amount :\$78.00

Jayguru and Regards  
Istavrity Team

Satsang America, Inc.  
14 W District Rd  
Unionville, CT 06085  
Ph: 317-480-3184  
Visit Us [www.SatsangAmerica.org](http://www.SatsangAmerica.org)

Once Transaction successful by our payment gateway, system will send Arghya Praswasti over email as shown below.

Satsang America Istavrity  
to CSGUIN

11:53 PM (1 minute ago)

Ishthapraneshu CHANDRA SEKHAR BHAI Jayguru,

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

Please find your attached Arghya Praswasti.

Jayguru and Regards  
Istavrity Team

Satsang America, Inc.  
111-17 Sutphin Blvd  
Jamaica, NY 11435  
EIN:46-5341000  
Ph: 317-480-3184  
Visit Us [www.SatsangAmerica.org](http://www.SatsangAmerica.org)  
Email - [istavrity@gmail.com](mailto:istavrity@gmail.com)

ARGHYA\_PRASWA...

## 6. Pay Istavrity - Manual Mode

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.

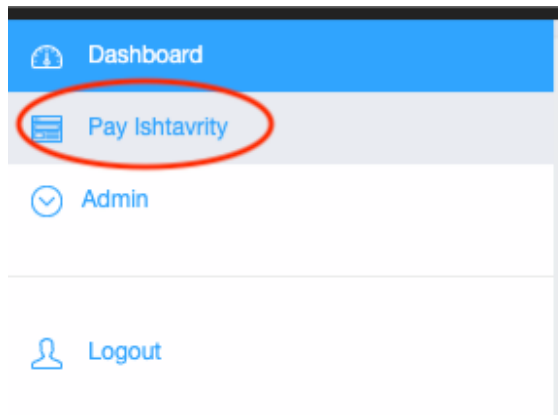
**Note: This method doesn't incur any processing fee.**

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.



### 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.

ISTARGHYA DEPOSIT FORM

<b>Member Name:</b> ASHISH GARG			<b>Family Code:</b> SA0000125		
<b>Address:</b> 641 IRIS AVE APT-41 SUNNYVALE, CA		<b>Contact:</b> 4159608754	<b>E-Mail ID:</b> SCHOLAR007ASHU@GMAIL.COM		<b>India Family Code:</b>
<b>Payment Method:</b>		MANUAL			
<b>Bank Name</b>		BANK OF AMERICA			
<b>Transaction Ref / Cheque No</b>		OCT052019-BAC8749876			
<b>E-Transaction Date / Cheque Date:</b>		10/05/2019			

Member Id	Name	Swastyayani ₹	Istavrity ₹	Acharyavrity ₹	Dakshina ₹	Sangathani ₹	Pronami ₹	S Surplus ₹	Parivrity ₹	Ritwiki ₹	Total
SA0000125-01	ASHISH GARG	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	18.00
SA0000125-02	RUCHI AGARWAL	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	18.00

Grand Total : US \$ 36.00

[Continue](#)

Step 3

Review the form.

[Home](#) / ISTARGHYA PREVIEW FORM

ISTARGHYA PREVIEW FORM

<b>Member Name:</b> ASHISH GARG			<b>Family Code:</b> SA0000125		
<b>Address:</b> 641 IRIS AVE APT-41 SUNNYVALE, CA		<b>Contact:</b> 4159608754	<b>E-Mail ID:</b> SCHOLAR007ASHU@GMAIL.COM		<b>India Family Code:</b>
<b>Payment Method:</b> MANUAL					
<b>Bank Name</b> BANK OF AMERICA		<b>Transaction Ref / Cheque No</b> OCT052019-BAC8749876		<b>E-Transaction Date / Cheque Date:</b> 5-10-2019	

Member Id	Name	Swastyayani ₹	Istavrity ₹	Acharyavrity ₹	Dakshina ₹	Sangathani ₹	Pronami ₹	S Surplus ₹	Parivrity ₹	Ritwiki ₹	Total
SA0000125-01	ASHISH	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	18.00
SA0000125-02	RUCHI	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	18.00

Grand Total : US \$ 36.00

[Edit](#) [Submit](#)

## Step 4

### Istavrity Submission confirmation email

Satsang America Istavrity  
to CSGUIN ▾ 12:18 AM (0 minutes ago) ☆ ↶

Ishtapraneshu Jayguru,

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

Thank you for your Istarghya oblation. Your Istarghya has been successfully submitted to Satsang America Istarghay Deposit System (SAIDS) with following details .

Date of Submission :2019-08-07

[Istavrity Submission Ref# :SA/2019/7/0004318](#)

[Istavrity Amount :\\$80.00](#)

Jayguru and Regards  
Istavrity Team

....

## Step 5

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

Satsang America Istavrity  
to CSGUIN ▾ 12:19 AM (0 minutes ago) ☆ ↶

\*\*\*


Ishtapraneshu CHANDRA SEKHAR BHAI Jayguru,

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

Please find your attached Arghya Praswasti.

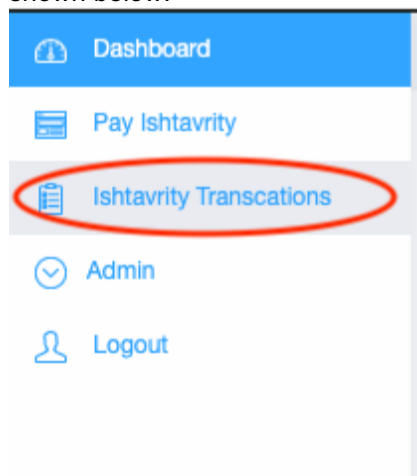
Jayguru and Regards  
Istavrity Team

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EIN:46-5341000  
Ph: 317-480-3184  
Visit Us [www.SatsangAmerica.org](http://www.SatsangAmerica.org)  
Email - [istavrity@gmail.com](mailto:istavrity@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 Istavrity sent will be shown as below.

SA Family Id	Receipt No	Transaction Date	Transaction #	Cheque Issue Bank	Total	Approval Status
SA0000069	SA/2019/6/0004196	7/26/2019	JUN2019-77	CHASE	[REDACTED]	Y
SA0000069	SA/2019/0004075	6/16/2019	-	-	[REDACTED]	Y
SA0000069	SA/2019/0003134	4/28/2019	-	-	[REDACTED]	Y
SA0000069	SA/2019/0003135	4/28/2019	-	-	[REDACTED]	Y
SA0000069	SA/2019/0002806	3/14/2019	-	-	[REDACTED]	Y
SA0000069	SA/2018/0002651	2/9/2019	-	-	[REDACTED]	Y
SA0000069	SA/2018/0002452	2/8/2019	-	-	[REDACTED]	Y
SA0000069	SA/2018/0002281	11/29/2018	-	-	[REDACTED]	Y
SA0000069	SA/2018/0002154	10/28/2018	-	-	[REDACTED]	Y
SA0000069	SA/2018/0002042	10/8/2018	-	-	[REDACTED]	Y

Showing 1 to 10 of 24 rows **10** records per page

<< < 1 2 3 > >>