Procedure for Online Recharge of Prepaid Meters through www.apdcl.org

Our valued Consumers can do online recharge of prepaid meter through our official website www.apdcl.org

Prepaid Meter Recharge

- Click on the “Recharge my Prepaid meter” button in the “e-Services” section of www.apdcl.org as shown below with an arrow mark:
The following Screen will appear:

Now please enter your consumer account number (12digit) in the text box as shown above with the arrow mark and then click on verify button. The following screen will appear:

Now you are required to enter your email id (indicating with arrow 1) and recharge amount (indicating with arrow2) and then click on “Proceed to Pay” button as shown in the above screen.
It will re-direct to website of M/s Billdesk Ltd., which is our payment gateway for online payment. The following screen will appear:

In this page, there are various payment options for you like through Credit Card, Debit Card, Internet Banking or wallet /cash cards. You can choose any one of the option and click on "Make Payment".

After making the payment, if the transaction is successful then a screen will appear giving you the transaction details. In the bottom of the screen, one button shall be there named “Click here to get your voucher code”. Click on that button and the following screen will appear:
Now enter the consumer number in the text box as shown above with the arrow mark and then click on submit button.

The following screen will appear

To view or reprint the voucher, Click on the icon shown as above with an arrow in view tab. Now the voucher will be generated which contains the voucher code.

Prepaid Payment Receipt
Assam Power Distribution Company Limited

Consumer Id : 000000000000
Voucher Amount : 1000.00
Voucher Code : 5052-0002-500075-70101
Transaction ID : 50520000000000000000
Date: D/T : 27-03-2021 21:00:10
Voucher Generation Mode : Online
Prepaid Voucher Reprint:

- Click on the “Reprint my prepaid voucher” button in the “e-Services” section of www.apdcl.org as shown below with an arrow mark:

![Image of the website with highlighted button](image)

The following Screen will appear

![APDCL Prepaid Voucher Reprint Screen](image)

Now kindly enter your consumer number in the text box as shown above with the arrow mark and then click on submit button.
The following screen will appear:

![Voucher Details Table]

To view or reprint the voucher, Click on the icon shown as above with an arrow in view tab. Now the voucher will be generated which contains the voucher code.
Entering the voucher code in your Prepaid Meter:

The voucher code generated is required to be entered into your prepaid meter in order to complete the recharge process. You can check the following “Keypad Instruction” to enter your voucher code.

**Keypad Instruction**

- **Key ***: Button before entering voucher code.
- **Key #**: Button after entering voucher code.
- **Key 1**: Credit left in days.
- **Key 2**: Today’s, Previous day’s, Previous week’s, Previous month’s expenditure in Rupees.
- **Key 3**: Unit rates of electricity, Standing charge (Fixed Charge), Minimum Charge, Tax/Units.
- **Key 4**: The last five recharge codes keyed in.
Key 5  ABC Code / Total money entered into meter.
Key 6  Refund Code
Key 7  12 months expenditure in Rupees.
Key 8  Present Load, Load Cost, Monthly maximum demand with date & time.
Key 9  Total energy units (kWh).
Key 0  Meter serial no, Display test, time, date, Voltage, Power factor, Frequency

**Auto Display:** Time, Date, Supply on condition, Account Balance, KWH Unit, Tamper status of Meter

**INSTRUCTION FOR CONSUMER**

1. How to set low balance alarm: For example to set alarm at:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Press</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs 1000/-</td>
<td>Press</td>
<td>*000000010007#</td>
</tr>
<tr>
<td>Rs 100/-</td>
<td>Press</td>
<td>*00000001007#</td>
</tr>
<tr>
<td>Rs 150/-</td>
<td>Press</td>
<td>*00000001507#</td>
</tr>
<tr>
<td>Rs 50/-</td>
<td>Press</td>
<td>*00000000507#</td>
</tr>
</tbody>
</table>