

# How to upload Payment Slip to Test Taker Portal

**1** Login to your [Test Taker Portal](#)

**2** Click **Tests & Results**

**3** Click on **“Pay for your test”**

**4** Select **“Upload your Payment proof”** available under **Payments** Section

**Note:**  
The file you upload must meet the following requirements:

- Accepted formats: **PDF, JPG, JPEG, GIF, PNG, HEIC**
- Maximum file size: **5 MB**

When uploading your payment slip, please ensure it clearly shows the following details:

- Payee Name
- Payee Account Number
- Amount Paid
- Date of Payment
- British Council Account Number

You may upload up to two files.

**5** Click **“Choose a file”** and upload your payment slip and **Save**

**Important:**  
Make sure to also fill the [IELTS Offline Payment Form](#)

