PAYMENT OF FEES THROUGH E-CITIZEN

ECITIZEN PAYMENT PROCEDURE

Step 1: Log-in to the student portal.

Step 2: On the dashboard click on make payment.

Step 3: Select a service from the drop-down e.g., Tuition fees.

Step 4: Input the amount to pay.

Step 5: Click pay now {a payment reference code and amount will pop up}.

Step 6: Select the payment mode e.g M-Pesa , Banks and follow the stated procedures.

Step 7: Go to M-Pesa, Banks (the selected payment mode picked in step 6) and make the payment using the pay-bill business number 222222 and reference code in step 5 as the account number.

Step 8: Go back to your student portal and click complete.

 Step 9: Confirm the payment from your fee statement