

THARAKA

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FINANCE OFFICE

REF: TUN/FIN/MEM/16.11.2023

16th November, 2023

INTERNAL MEMO

TO: ALL STUDENTS

FROM: FINANCE DEPARTMENT

SUBJECT: CHANGES IN MODE OF PAYMENT.

This is to inform **ALL** students that all payments will be made through the **E-CITIZEN Pay-bill business number: 222222.**

Below is the 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 M-Pesa and follow the stated procedures.

*Step 7: Go to M-Pesa 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.

ATTENTION!!! IT IS MANDATORY TO MAKE ALL PAYMENTS THROUGH THE E-CITIZEN PAY-BILL ACCOUNT

CPA MARY RIUNGU
FINANCE DEPARTMENT.