

FEE PAYMENT GUIDE

NB: To make payments, the student MUST have completed their Student Profile so that the menu on the right-hand side to populate all required tabs as shown below.

The dashboard shows a 'Welcome' message and a navigation menu on the left. The main content area is divided into two columns. The left column contains 'Course Registration' with statistics: Total Courses Registered (0), Total Credit Unit (0), and Days to late registration (0 Days Left). The right column contains 'Payments' with statistics: Total Number of Payments (0), Total Pending Payment(s) (2), and Days to late payment (0 Days Left). A calendar for June 2024 is visible on the right side.

1. Click on **Payment** tab **My Fees** to display the window below. Select the fee type to be paid and click on the **Pay** button.

The 'My Fees' window displays a table of fees with the following data:

DATE DUE	SEMESTER	FEE TYPE	AMOUNT	BALANCE
2024/2025	Semester 1	Accommodation Fee	5,000.00	5,000.00
2024/2025	Semester 1	Tuition Fee *	91,800.00	91,800.00
			KSH 96,800.00	KSH 96,800.00

A 'Pay' button is located at the bottom right of the window.

2. An invoice will be generated showing the amount to pay.
NB: To pay the whole amount, click on **Generate Invoice button.**

The 'Create Invoice' window displays the following details:

- Session: 2024/2025
- Department: BUSINESS ADMINISTRATION AND MANAGEMENT SCIENCES
- POS: BACHELOR OF COMMERCE
- Level: 100

Below the details is a table with the following data:

FEE TYPE	AMOUNT(KSH)	ACTIONS
Tuition Fee	91,800.00	Edit Amount

At the bottom right, there are two buttons: 'Generate Invoice' and 'Cancel'.

To pay an installment, click on **Edit Amount** below ACTIONS. The window below will appear.

Edit Fee



Fee Type	Tuition Fee
Installments	Yes
No. of Installments Allowed	10

Amount Payable KSH91,800.00

Amount to Pay

Cancel

✓ Save

Edit the Amount to Pay with the amount available to pay as shown below and click on **Save** button.

NB: Transaction charges may be incurred depending on the amount. Be sure to have some extra amount to cater for the transaction charges.

Edit Fee



Fee Type	Tuition Fee
Installments	Yes
No. of Installments Allowed	10

Amount Payable KSH91,800.00

Amount to Pay

Cancel

✓ Save

Once saved a new invoice with a new amount is created as shown below. Click on **Generate Invoice** button to proceed with payment.

Create Invoice

Session: 2024/2025
Department: BUSINESS ADMINISTRATION AND MANAGEMENT SCIENCES
POS: BACHELOR OF COMMERCE
Level: 100

FEE TYPE	AMOUNT(KSH)	ACTIONS
Tuition Fee	1	Edit Amount Delete

[Generate Invoice](#) [Cancel](#)

3. On the window that appears, choose **Pay Now** or scan **QR Code** start the payment process.

Invoice No. 638550853551689510
Session 2024/2025
Program BACHELOR OF COMMERCE
Level 100
Date 6/27/2024 11:42:35 AM
Name [REDACTED]

[Pay Now](#) [Pay Later](#)



FEE TYPE	AMOUNT
Tuition	KSH1.00

TOTAL **KSH1.00**

You can choose to pay later after payment invoice has been generated you can also scan the QR code to forward this page for someone else to make the payment on your behalf.

4. The window below appears which displays the student's name, the amount and transaction code. Click on **Pay with Pesaflow** button to initialize payment.

Payee Name	[REDACTED]
Payee Email	[REDACTED]
Memo	Tuition
Amount	KSH1.00
Transaction ID	638550853551689510

[Pay with Pesaflo](#)

5. The Payment Ref, amount and mode of payment appear as shown below. Choose on preferred mode of payment. For the purpose of this guide, we click on **Mpesa**.

PAYMENT REF NQKGGNJD	TOTAL BILL KES 1.00
Select Payment Mode	
Airtel Money	Absa Bank
Co-operative Bank (KES)	Consolidated Bank
Diamond Trust Bank	RTGS
EQUITY BANK	Family Bank
Family Bank	I&M Bank
JamboPay	Kenya Commercial Bank
Mpesa	National Bank
NCBA Bank	Pesaflo Direct
Stanbic Bank	Debit/Credit/Prepaid Card

6. The window below appears, once Mpesa is selected. Click on [here](#) which appears at instruction 1 to display the next window.

Pay Using M-PESA

KES 1

1. Click [here](#) to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **NQKGGNJD**
5. Enter the amount **1.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel

Complete

7. Enter **correct** Phone Number that will be used to make the payment. Click to **Initiate Payment** button. A request to enter **Mpesa PIN** will be sent to the Phone No. as shown in the next image.

Pay Using M-PESA

KES 1

1. Click [here](#) to receive M-PESA Menu

Phone Number

Initiate Payment

2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
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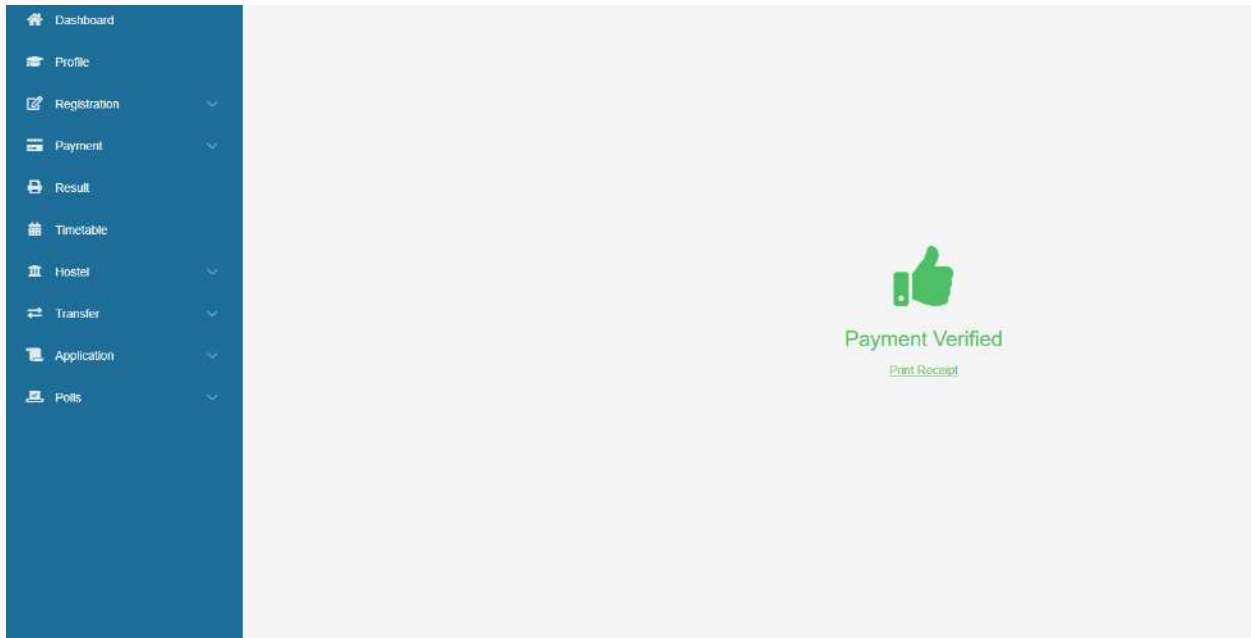
Cancel

Complete

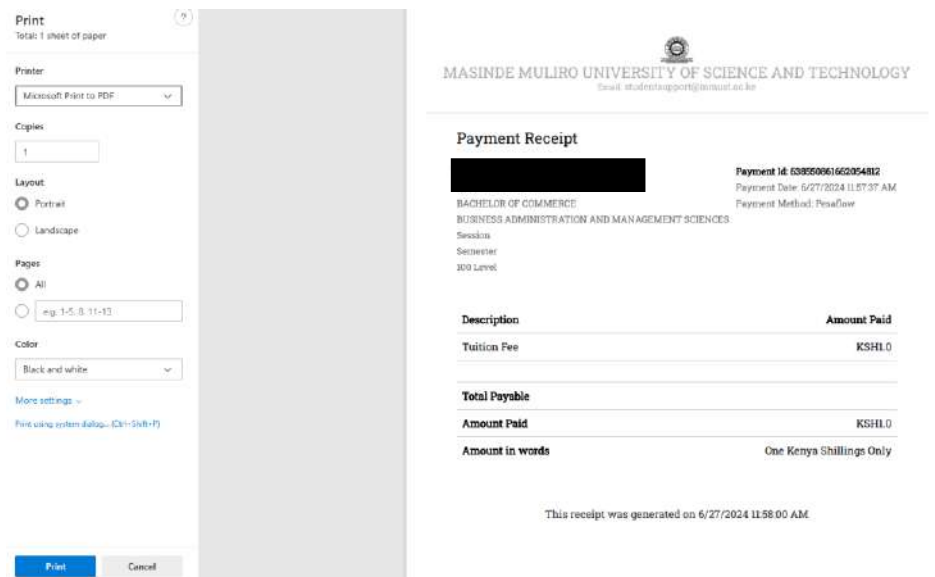


Enter Mpesa PIN and click on **Send**. Then go back to the previous window and click on **Complete** button.

- Once you click on Complete button, the message below appears, you can click on **Print Receipt** link to view and print the receipt as shown in the next image.



NB: If you want to save a copy of the receipt, change the Printer to Microsoft Print to PDF.



The Payment Receipt appears as shown below.



MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY
Email: student.support@mmust.ac.ke

Payment Receipt

[REDACTED]

BACHELOR OF COMMERCE
BUSINESS ADMINISTRATION AND MANAGEMENT SCIENCES
Session
Semester
100 Level

Payment Id: 638550861662054812
Payment Date: 6/27/2024 11:57:37 AM
Payment Method: Pesaflow

Description	Amount Paid
Tuition Fee	KSH1.0
Total Payable	
Amount Paid	KSH1.0
Amount in words	One Kenya Shillings Only

This receipt was generated on 6/27/2024 11:58:00 AM

8. To check for Payment Due, Click on **My Fees** tab on the menu on the righthand side.

- Payment
- My Fees
- Payment History
- Result
- Timetable
- Hostel

Fee Payment

Total: KSH 96794.00

Payment Due Dates

ALL

2024/2025

2024/2025

Note: Due to processing times, your payment may not be visible in your account summary for up to 2 business days. You can view your transaction history for confirmation or contact us for assistance if it takes longer.

DATE DUE	SEMESTER	FEE TYPE	AMOUNT	BALANCE
2024/2025	Semester 1	Accommodation Fee	5,000.00	5,000.00
2024/2025	Semester 1	Tuition Fee *	91,800.00	91,794.00
			KSH 96,800.00	KSH 96,794.00

Pay

9. To check for a breakdown of all the payments made as well as pending payments, Click on **Payment History** tab on the menu on the right-hand side.

- Dashboard
- Profile
- Registration
- Payment
- My Fees
- Payment History
- Result
- Timetable
- Hostel
- Transfer
- Application
- Posts

S/N	RECEIPT NO.	SESSION	FEE NAME	CREATION TIME	METHOD	AMOUNT PAID	STATUS	ACTION
1	638550171408843110	2024/2025	Accommodation	6/26/2024, 4:45 PM	NowNowPay	5,000	PENDING	Make Payment
2	638550176044598044	2024/2025		6/26/2024, 4:53 PM	NowNowPay	0	PENDING	Make Payment
3	638550160451405820	2024/2025		6/26/2024, 5:00 PM	NowNowPay	0	PENDING	Make Payment
4	638550847984591674	2024/2025	Tuition	6/27/2024, 11:33 AM	NowNowPay	91,800	PENDING	Make Payment
5	638550850530902198	2024/2025	Tuition	6/27/2024, 11:37 AM	NowNowPay	1	PENDING	Make Payment
6	638550853551089510	2024/2025	Tuition	6/27/2024, 11:42 AM	NowNowPay	1	PENDING	Make Payment
7	638550861490438747	2024/2025	Tuition	6/27/2024, 11:55 AM	NowNowPay	91,800	PENDING	Make Payment
8	638550861662054812	2024/2025	Tuition	6/27/2024, 11:56 AM	NowNowPay	1	SUCCESSFUL	View Receipt
9	638550872640062352	2024/2025	Tuition	6/27/2024, 12:14 PM	NowNowPay	5	SUCCESSFUL	View Receipt