HOSTEL BOOKING AND PAYMENT GUIDE

NB: To do Hostel booking, the student MUST have completed their Student Profile to allow the menu on the left-hand side to populate all required tabs as shown below.

If on logging in, the screen appears as below, click on update profile and complete your profile so that the menu on lefthand side can be populated.

Also, if on logging in, the screen appears as below, update Personal Details, Education and upload required documents so that the menu on lefthand side can be populated.

If your profile has been updated:

1. Click on the **Hostel** tab on the left-hand side of the window. Click on **Hostel Application** and select from the list of available **Hostels**. Also select the preferred **Room** by clicking on the downward arrows. Indicate Physical Disability, Special Needs, Hobbies and Resumption Date where applicable.
Click on **Submit** button once done. A message appears "**Hostel Application Submitted successful**".

2. Once submitted, a message is displayed that states "**You have already applied for hostel in the current session**". Wait for approval of the application. Once approved the resulting message "**Your application has been approved, please proceed to the payment page and make payment for accommodation**" appears. Click on **Go to My Fee** link to view Payments due.

3. Click on **Payment** tab **My Fees** to start payment process. Select the fee type (**Accommodation Fee**) to be paid and click on the **Pay** button as shown below.

4. An invoice will be generated showing the amount to pay.

Create Invoice

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

FEE TYPE	AMOUNT(KSH)	ACTIONS
Accomodation Fee	5,000.00	🗑

Generate Invoice ✕ Cancel

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

Invoice No.	638550171408843110
Session	2024/2025
Program	BACHELOR OF COMMERCE
Level	100
Date	6/26/2024 4:45:41 PM
Name	ELVIS KARIUKI NJUGUNA

Pay Now   **Pay Later**

FEE TYPE	AMOUNT
Accomodation	KSH5,000.00

TOTAL   **KSH5,000.00**

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.

6. 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	EL▮▮▮▮▮▮▮
Payee Email	nj▮▮▮▮▮▮▮
Memo	Accomodation
Amount	KSH5,000.00
Transaction ID	638550171408843110

Pay with Pesaflow

7. 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	TOTAL BILL
QDBQBWNY	KES 5,000.00

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	Pesaflow Direct
Stanbic Bank	Debit/Credit/Prepaid Card

8. 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 5,000**

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 **QDBQBWNY**
5. Enter the amount **5000.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel   **Complete**

9. 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.
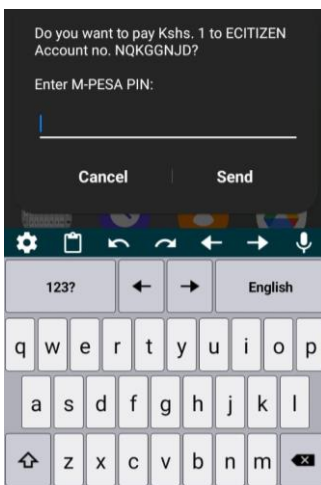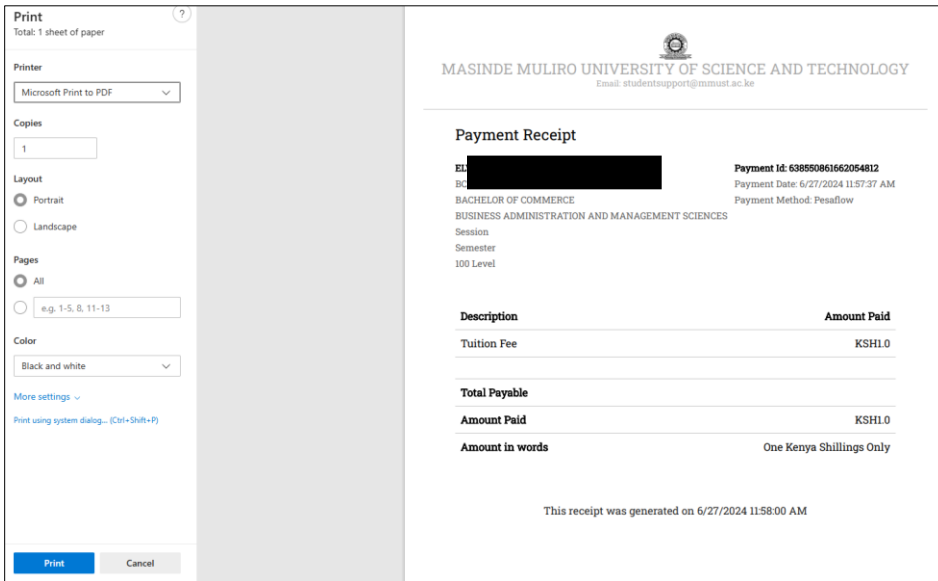

Enter Mpesa PIN and click on **Send**. Then go back to the previous window and click on **Complete** button.

10. 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.
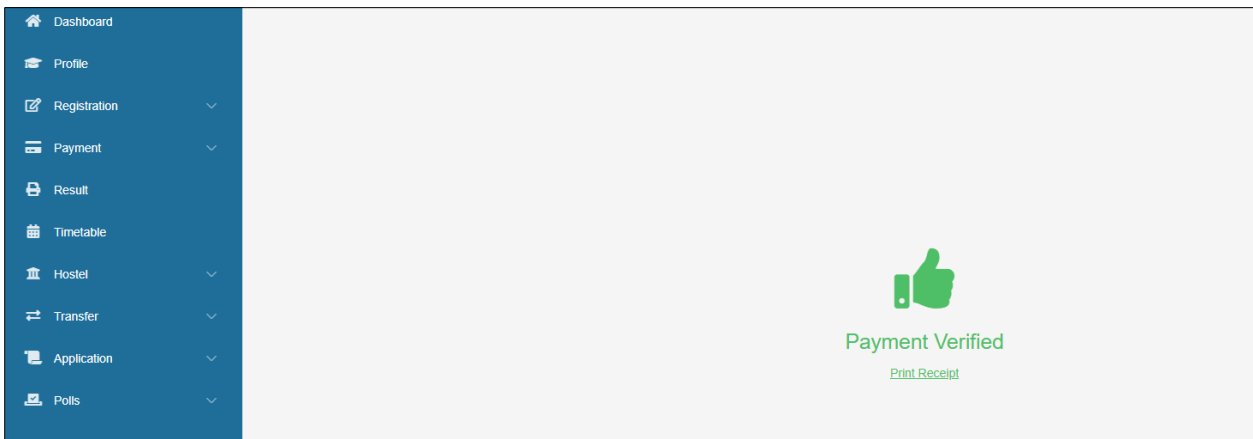
NB: If you want to save a copy of the receipt, change the Printer to Microsoft Print to PDF.

The Payment Receipt appears as shown below.

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