



GUIDE THROUGH THE USSD PROCESS

1. **Dial *222#:**
2. **Select the Option 1:**
 - Select Make Payment
3. **On Make Payment Page: Select 2**
 - Enter Service Code
4. **On Enter Service Code Page**
 - Enter the unique identifier associated with the service. The code will be validated. Please note that the identifier is CASE SENSITIVE.
5. **Once service has been validated, Enter Reference Number.**
 - Payer enters name or name of organization.
6. **Enter amount to pay**
 - The user specifies the amount they wish to pay for the selected service or bill.
7. **Confirmation page and STK Push**
 - Confirmation screen displaying the entered information for review before finalizing the transaction.
8. **Enter MPESA pin (if mode of payment is MPESA):** If the user chooses MPESA as the mode of payment, they are prompted to enter their MPESA pin for authentication and authorization.
9. If payment is successful, the client will get a message Notification on their device and the payment update

If the user opts for a payment method other than MPESA, the user can cancel the STK push and click on the link sent via SMS, redirecting them to a checkout page where they can select their preferred payment method.

- Client will then select option to access instructions
- Client makes Payment.

SERVICE NAME AND CODES

Service Name	Service Code/ Identifier
Tuition Fee for New Students	TFNS
Application Fee	PPFE