



INFORMATION, COMMUNICATION AND TECHNOLOGY DEPARTMENT

GOVERNMENT PAYBILL FEE PAYMENT PROCEDURE:

Step 1:

Login to the portal using the link below:

Link: <http://students.embuni.ac.ke/>

Step 2:

Your Default username and password is your full admission number as shown below:

Username: A***/10*****/20***

Password: A***/10*****/20***

Step 3:

The system will now require you to input a new password. Kindly note the password policy has been enforced and the new password should meet the University of Embu password guidelines.

Step 4:

Once you have successfully logged in, you will see the below login page:

Dashboard

MAIN NAVIGATION

- Dashboard
- Financials

Financial Summary:

- TOTAL BILLED:** Ksh. 126,046.00 (View Details)
- TOTAL PAID:** Ksh. 4.00 (View Details)
- BALANCE:** Ksh. 126,042.00 (View Details)

User Profile

Programme
100 - Bachelor in Library and Information Science

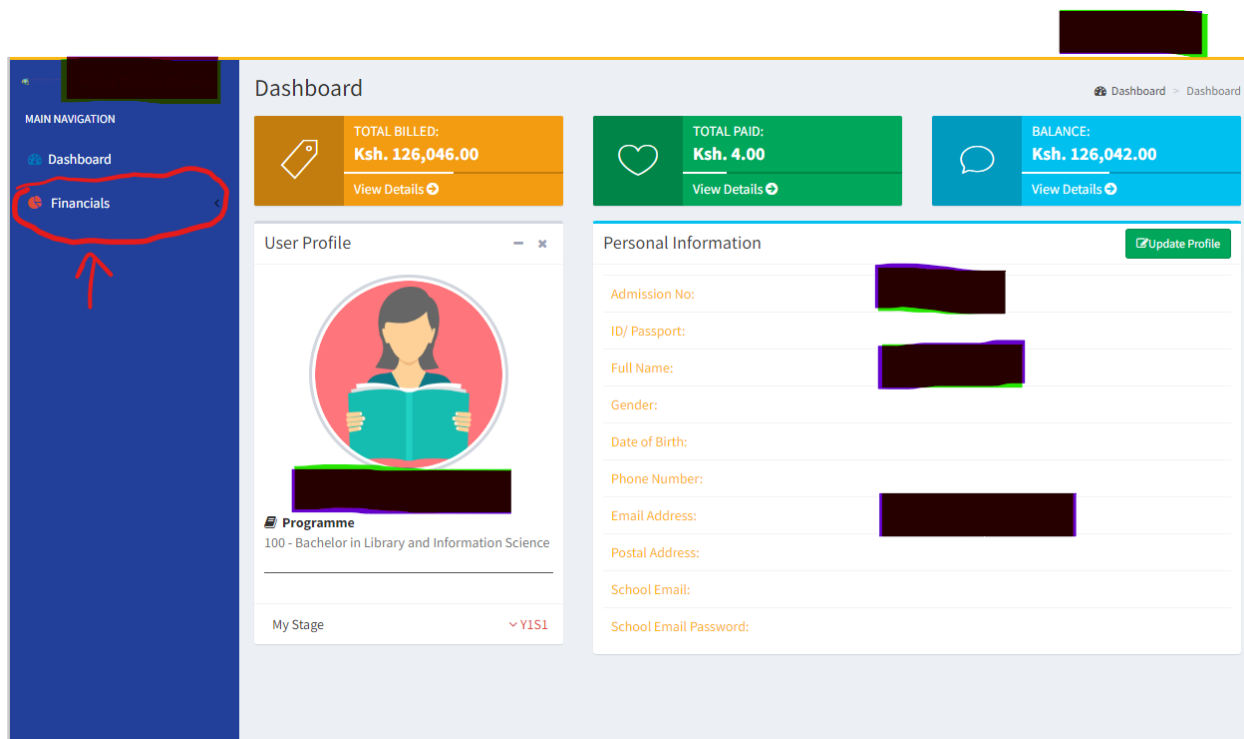
My Stage ▼ Y1S1

Personal Information Update Profile

Admission No: [Redacted]
ID/ Passport: [Redacted]
Full Name: [Redacted]
Gender: [Redacted]
Date of Birth: [Redacted]
Phone Number: [Redacted]
Email Address: [Redacted]
Postal Address: [Redacted]
School Email: [Redacted]
School Email Password: [Redacted]

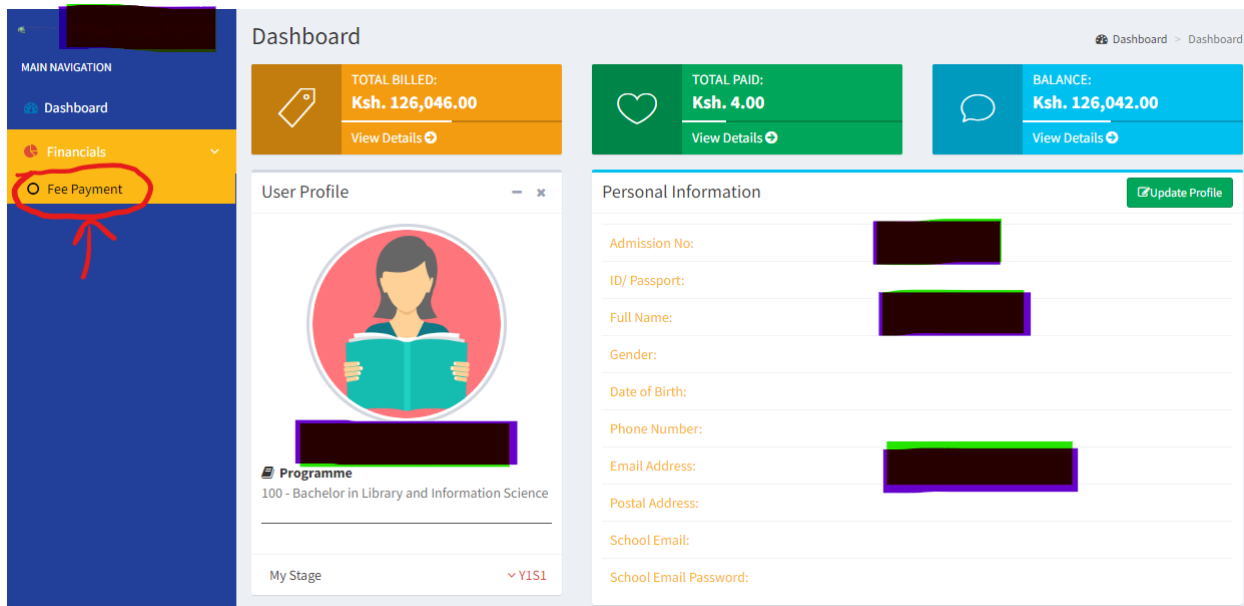
Step 5:

Proceed and press “Financials”:



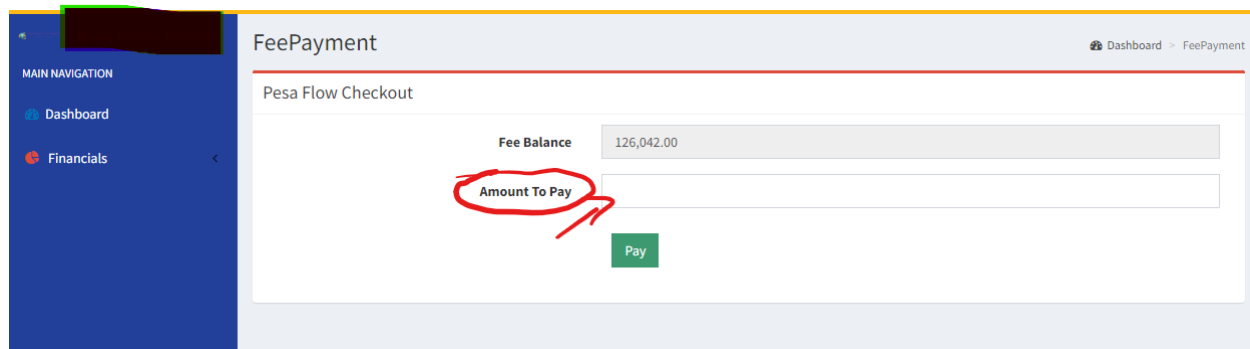
Step 6:

Proceed and press “Fee Payment”:



Step 7:

Proceed and enter the amount you would like to pay inside the field written “Amount To Pay” and proceed and press “Pay”:



FeePayment

Dashboard > FeePayment

Pesa Flow Checkout

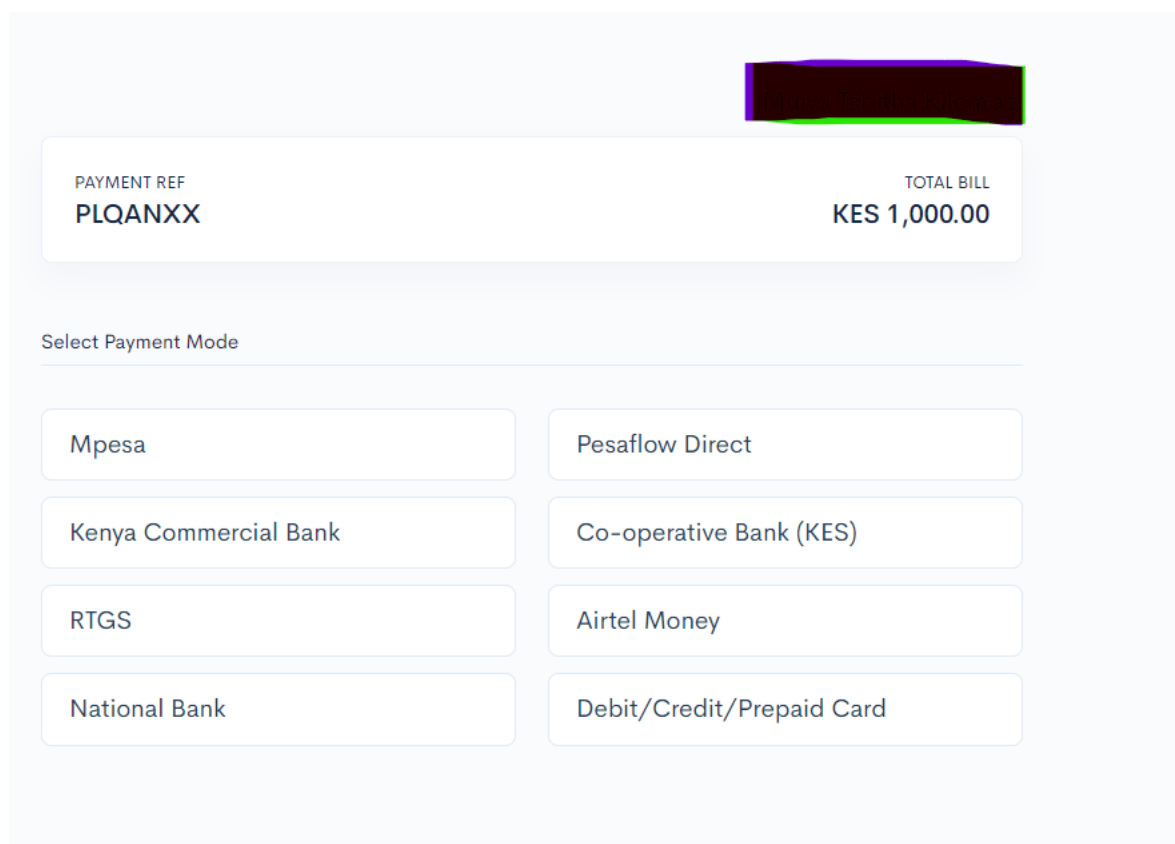
Fee Balance 126,042.00

Amount To Pay

Pay

Step 8:

Select the mode of payment you would like to use and follow the next simple steps to complete payment:



PAYMENT REF
PLQANXX

TOTAL BILL
KES 1,000.00

Select Payment Mode

Mpesa

Pesaflow Direct

Kenya Commercial Bank

Co-operative Bank (KES)

RTGS

Airtel Money

National Bank

Debit/Credit/Prepaid Card

Once paid, you will receive a notification from MPESA on the payment made.

Should you encounter any challenges or require assistance, please do not hesitate to reach out to the ICT team through the following emails:

1. support.ict@embuni.ac.ke
2. dir.ict@embuni.ac.ke