

# GUIDE THROUGH THE USSD PROCESS

1. Dial \*222#:
  2. Select Option 1: **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 the Reference Number. Payer enters their name or the name of the 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: A confirmation screen displays 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, they 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 the 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