



## KENYA WATER INSTITUTE

**From:** FINANCE,

**To:** All Staff/Students/Clients and/or stakeholders    **Date:** 3<sup>rd</sup> September, 2021

### **INSTITUTE'S PAYBILL PAYMENT PROCEDURE**

1. Go to M-pesa
2. Lipa na M-pesa
3. Pay Bill
4. Business No..... Enter 4004040
5. Account No,
  - i) For Students .....type your Admission Number and the service you are paying for i.e. Fees, Lunch, Graduation fees, refers, library fines and surcharges e.g. *JOXXXX 18-Fees*
  - ii) For Staff.....Put your surname and the service you are paying for i.e. Lunch, rent, Surrender of Imprest or salary advance and staff surcharges etc. e.g. *Joshua-Lunch*
  - iii) For Clients/Stakeholders.....Put the first name/company and the service you are paying for i.e. lab analysis, Application fees, Short courses, seminars, workshops, hire of facilities, sale of tenders e.g. *Musyoka7KEWI-Lab analysis.*
6. Enter Amount
7. P.I.N
8. Send and wait for confirmation sms “you have paid Ksh xxx to KENYA WATER INSTITUTE.”

CPA JORUM M. MULI

Ae. PFO