

KAIMOSI FRIENDS UNIVERSITY

Spring of Knowledge

THE 2024 KAFU NATIONAL VIRTUAL CONFERENCE

HOW TO PAY FOR THE CONFERENCE FEES THROUGH E-CITIZEN PLATFORM

Dear Our Esteemed Conference Participants,

It is now government policy that payment for all services in government institutions must be made through e-citizen. Direct deposits into university accounts are not permitted. Kindly bear with us for this change. This includes conference participation fees. Below therefore are the steps that you should follow to pay the conference fees (Staff and other researchers = **Ksh.2,000**, postgraduate students = **Ksh.1000**). This will enable us process for you certificates of participation and hard copies books of abstracts plus postage to you and meet other operational logistics.

PROCEDURE FOR PAYING

1. Kindly download **Jiunge App** (developed by ABNO) from your phone Google Playstore
2. Install the app and sign up using your name and your email address
3. An **OTP** (One Time Password) will be sent to the email address that you have used to sign up
4. Use the OTP code sent to you to open/activate the app
5. Search for list of institutions registered on Jiunge App
6. Click on **Kaimosi Friends University**
7. Type your name
8. Click on View Services (offered by KAFU)
9. A list of services will appear
10. Click on **Research Funds**
11. Click on Pay for services
12. Enter the amount you intend to pay
13. Create an **invoice** (the system creates an invoice for you)

14. Choose payment method
15. Scroll the list payment methods and Click on **Mpesa** (preferably)
16. Click on 1
17. Confirm the phone number that you want to use to pay
18. Initiate payment
15. **Enter Mpesa amount** and your Mpesa PIN number
16. You will receive a notification that you have **paid e-Citizen** a given amount
17. E-citizen will automatically credit KAFU account
18. Kindly **forward the transaction message** to the Secretariat at drio@kafu.ac.ke so that we can match the transaction code with your name.

Feel free to consult if you encounter any challenge.

THANK YOU FOR YOUR COOPERATION ON THIS MATTER

Prof. Benson Ojwang'

Chairman, KAFU Conference Organizing Committee

3/5/2024