6.   PROCEDURE FOR PAYMENT

Procedure

Below are the step by step procedures to ensure a successful registration and payment. The registration must be in conformity to this guideline. However, new applicants should adhere strictly to the guidelines.
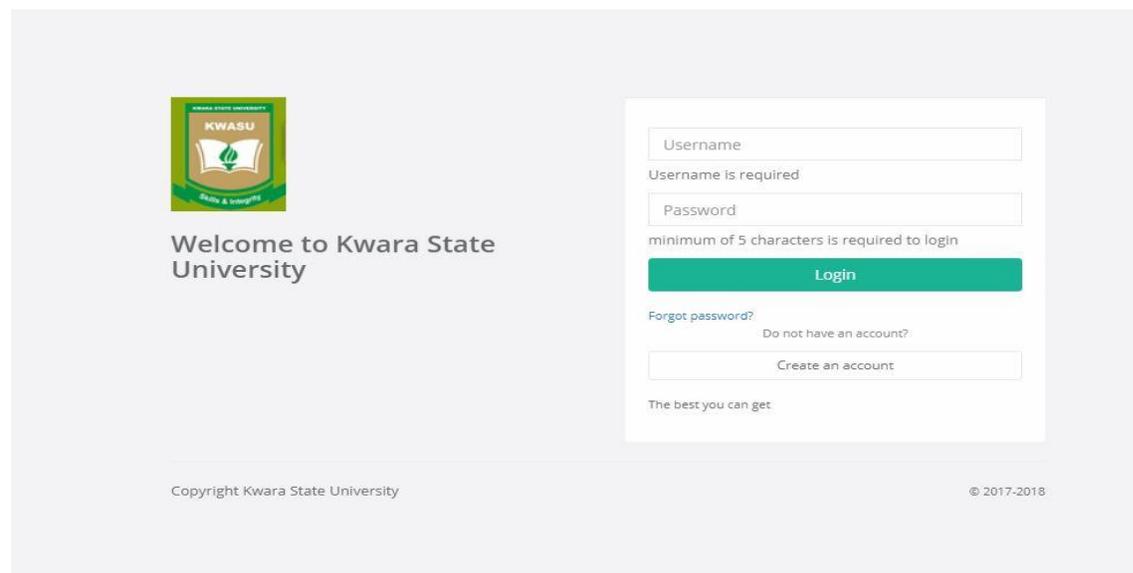
Click on the browser of your choice, to launch the portal.

Login and Registration page

By default, **login and registration** page is the first page to visit which directs all visitors to either create a new account or login to an existing account.

Login Page

To login to the portal, supply the required login details for authentication. Usually, username is your valid email you provided during the registration and surname is your password until completion of the application process before an application number is allocated.

New Account

For those who have no account already, create an account by clicking on the **Create an account** button which will lead them to a new page where all basic bio-data can be entered for capturing then click on **Register** button.

Payment

After the **Register** button is clicked, **Make Payment** is the next procedure as no applicant can proceed without paying for application. As illustrated below, click on **Save and Proceed to Payment** to make payment.

As depicted below, the payment details tailored to each programme chosen by the applicant is displayed for verification and confirmation before the "Make Payment" button is clicked. **Note**: specific application fee for each programme is determined by the bursary department.

The **Transaction Reference Number** is generated for the transaction with all details bearing the applicant name, proposed programme etc. The expected deduction is listed under the "COST".

This page is displayed once the "Pay Now" is clicked. This shows the progress of the payment process
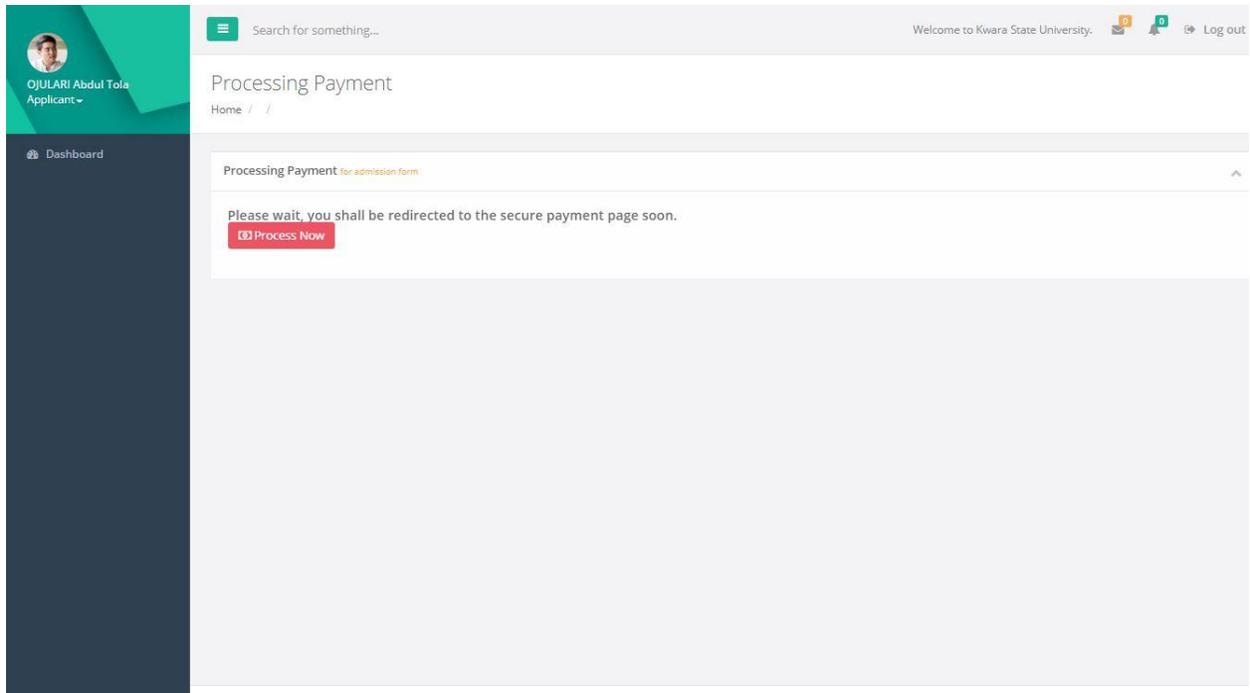
This is the display through the **Interswitch** payment gateway
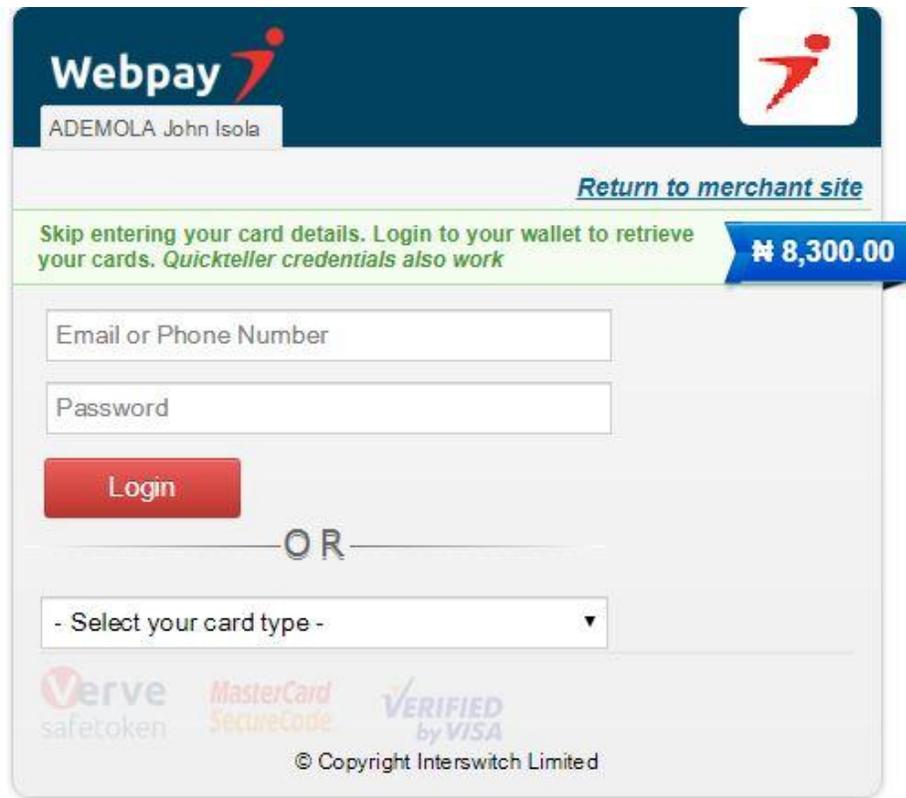
The payment Processing completed is the notification that the payment went through successfully.

Payment Processing Completed

Approved Successful

Applicant Name	Tola Ojulari
Response Code	00
Response Description	Approved Successful
Payment Reference	FBN|WEB|CDEM|31-01-2018|341885
Transaction Reference Number	XPuYHe3vMSEgWl
Amount	₦ 15,000.00

You have successfully completed your payment for the Application form. Click here to proceed to complete your biodata

Continue with your registration by filling the application form.