

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)
ACADEMIC YEAR 2018/2019
PROCEDURES OF ONLINE REGISTRATION AND FEES PAYMENT



Muhimbili University of Health And Allied Sciences (MUHAS) notifies the general public that effective from October 2018, all payments to the University are done electronically through the established Government Electronic Payment Gateway (GePG).

Students are urged to use the Student Information Management System (SARIS2) to access or inquire for a **control number** that can be used to make various payments to the University.

Steps in making payments through Government electronic Payment Gateway.

1. Connect your smartphone or your laptop with internet
2. Open your favorite modern web browser (Not compatible with IE less than 7)
3. In address bar type <https://saris2.muhas.ac.tz/> then press Enter,

Fig 1: Login page.

4. Log in to your SARIS2 Account

A. NEWCOMMER:

User your **form IV index number** as your username and **SURNAME** in capital as password for the first time. **Change password** once you logged in to the system.

B. CONTINUING STUDENT

Use your MUHAS **Registration Number** as **Username** and your **account password**. **Change password** once you logged in in to the system.

5. Click the Payments link (menu) in order to generate your control number

6. Click Create Invoice.

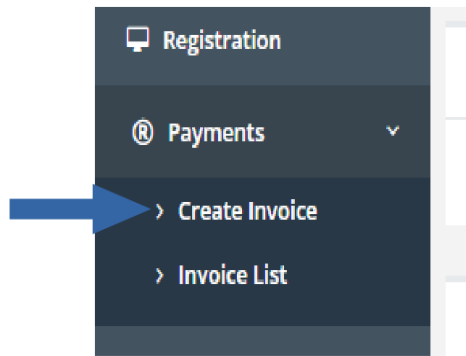
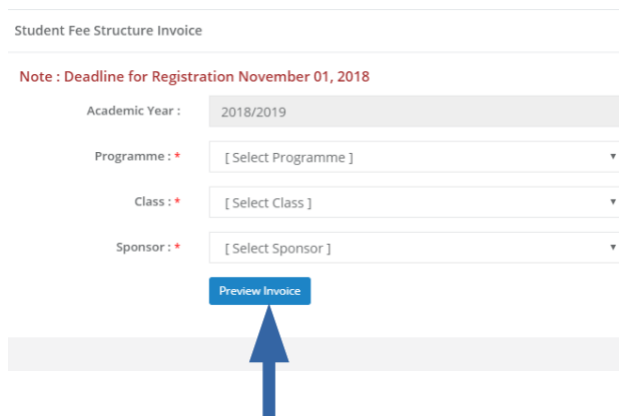


Fig 2: How to create invoice

7. Click Fee Structure, then fill in the form to preview invoice.



8. Click Preview Invoice button to load invoice and select options



3	103	Caution money	20,000.00
4	107	Library membership fees	30,000.00
5	108	Examinations fee	50,000.00
6	109	Certification	40,000.00
7	110	Students' Organization fee	10,000.00
8	112	Student's Identity Card	5,000.00
9	114	Capitation fee	10,000.00
10	115	NACTE Registration fee	15,000.00
11	116	Prospectus	3,000.00

Option Items

S/No	Item Code	Item Name	Amount	Pick
1	113	Medical Contribution (NHIF)	50,400.00	<input checked="" type="checkbox"/>
2	117	Meal Costs	1,176,000.00	<input type="checkbox"/>
3	118	Accommodation	107,100.00	<input type="checkbox"/>

9. Click Create Invoice Button to create invoice.

S/No	Item Code	Item Name	Amount	Pick
1	113	Medical Contribution (NHIF)	50,400.00	<input checked="" type="checkbox"/>
2	117	Meal Costs	1,176,000.00	<input type="checkbox"/>
3	118	Accommodation	107,100.00	<input type="checkbox"/>

Note :

Fees paid by student is non refundable and not transferable in the event when the student is discontinued or has absconded studies.

Create Invoice

10. After Create Invoice button is clicked, system will receive control number from GePG which will be used in payment.

NOTE : PLEASE USE CONTROL NUMBER AS REFERENCE IN PAYMENT

Invoice for Academic Year : 2018/2019

S/No	Bill ID	Control Number	Description	Invoice Amount	Paid Amount	Balance	Statement
1	INV3N50	994360000502	Tuition and Administrative Fee	943,400.00	0.00	943,400.00	

Payment Method/Channel

Tigo Pesa	M-Pesa
1. Dial *150*01# 2. Choose Option 4 --- "Pay Bills" ("Lipa Bilili") 3. Choose Option 3 --- "Enter Business Number" ("Ingiza Namba ya Kampuni") 4. Enter Business Number (Ingiza namba ya kampuni) --- 888999	1. Dial *150*00# 2. Choose Option 4 --- "Pay by M-Pesa" ("Lipa kwa M-Pesa") 3. Choose Option 4 --- "Enter Business Number" ("Weka namba ya kampuni") 4. Enter Business Number (Weka Namba ya Kampuni) --- 888999

11. Record your control number and visit the **NMB bank** to make payments.

12. You can also pay through **M-Pesa, Tigo Pesa** and **Airtel** by following the following steps.

M-Pesa: Follow these steps to pay

1. Dial *150*00#
2. Select 4 “Pay Bill”
3. Select 4 “Enter Business Number”
4. Enter 888999
5. Enter Reference Number “Enter Control Number Here”
6. Enter amount “Enter the amount you want to pay”
7. Enter Password “Enter your account Password”
8. Enter 1 “To agree”

Tigo Pesa: Follow steps to pay

1. Dial *150*01#
 2. Select 4 “Pay Bill”
 3. Select 3 “Enter Business Number”
 4. Enter 888999
 5. Enter Reference Number “Enter Control Number”
 6. Enter amount “Enter amount you want to pay”
 7. Enter Password “Enter your account Password”
- OR (For Tigo Pesa)
1. Dial *150*01#
 2. Select 4 “Pay Bill”
 3. Select 5 “Government Payment”
 4. Enter your reference number (Control Number)
 5. Enter Amount “Enter amount you want to pay”
 6. Enter Password “Enter your Tigo Pesa account Password”

Airtel Money: Follow steps to pay

1. Dial *150*60#
2. Select 5 “Make Payments”
3. Select 3 “Enter Business Number”
4. Enter 888999
5. Enter Reference Number “Enter Control Number”
6. Enter amount “Enter amount you want to pay”
7. Enter Password “Enter your account Password”

NB;

1. You can make payment in installments using the same control number provided that the total payment does not exceed the amount in the control number.
2. After making payments go back into your account and complete registration.

Important Note:

- Upon your arrival at NMB bank, provide the control number to a teller to process the payment.
- Payments can also be done through Mobile Money (Tigo- Pesa, M-pesa, and Airtel Money) through the steps listed above:
- After confirmation the updates on the payment you made will automatically take effect at your account/student account and you may proceed with registration if the fees has reached the required amount.
- For assistance please call <Support Phone Numbers Goes Here>

NB:

For students who are applying through our Online Admission System (OAS) please follow the given procedures to obtain the control numbers.

In Summary payment Procedures through mobile networks are as follows:

1. Dial *150*01#, or *150*00# or *150*60# or *150*88# or *150*71# or *150*02# for (Tigo Pesa, M-Pesa, Airtel Money, Halo Pesa TTCL Pesa and Ezy Pesa) respectively.
2. Select Pay bills.
3. Enter Reference Number 888999
4. Enter Control Number
5. Enter Due Amount
6. Confirm (By entering your password)

Malipo yanaweza kufanyika Kwa njia ya Mitandao ya simu za Mkononi (Tigo-Pesa, M-pesa, and Airtel Money)

1. Piga *150*01#, au *150*00#, au *150*60# kulingana na mtandao wa simu unaotumia.
2. Chagua 'Lipia Malipo' (Pay Bills)
3. Ingiza namba ya kumbukumbu ambayo ni 888999
4. Ingiza namba yako ya malipo (Control number)
5. Weka kiasi cha fedha unachotaka kulipia
6. Thibitisha muamala wa malipo kwa kuingiza neno au namba yako ya siri.