

## HOW TO MAKE PAYMENTS TO KADUNA POLYTECHNIC UNDER THE TREASURY SINGLE ACCOUNT (TSA)

Further to the Presidential directives that all Federal Government Agencies should commence full implementation of the Treasury Single Account (TSA), the Kaduna Polytechnic Management hereby informs the general public that it now collects payment for all the services it renders to its clients/stakeholders using the Central Bank of Nigeria (CBN) designated platform, REMITA.

However, Backlink Technology Solutions Ltd (BTS), the approved web portal services provider for Kaduna Polytechnic has integrated the School Fees Collection Monitoring & Reporting platform, A1PAY, with REMITA in order to make the collection into the TSA seamless.

The **A1PAY-REMITA** integration is available through the following payment options or channels:

1. Any branch of a commercial bank nationwide;
2. Kaduna Polytechnic Microfinance Bank (KPMFB);
3. Credit/Debit cards (Web, Online & Internet Payments)
4. ATM & POS channels



### **PROSPECTIVE (NEW) STUDENTS:**

- a) Applicants and Prospective Students can access the platform through the Kaduna Polytechnic school portal  
(<http://www.kadunapolytechnic.edu.ng/web/Admission/Admission.aspx>)
- b) Enter JAMB/Application Number
- c) Click "Check Admission Status" to confirm if admitted or not
- d) If admitted, click "Print Acceptance Slip"
- e) View your Acceptance Fee Details and click "Pay Acceptance Fee"
- f) Select preferred payment option/channel [*See below: "Process Flow for payment through different payment options"*]
- g) Go ahead to make payment
- h) After successful payment; Candidate repeats step (a) & (b) above and Click on the "Validate Acceptance" button to validate payment.

## **APPLICANTS:**

- a) Applicants can access the platform through Kaduna Polytechnic website (<http://www.kadunapolytechnic.edu.ng>)
- b) Select 'Applicants' from the top menu and Click on 'Online Applications'
- c) Click on "Click here to Apply for Admission" link
- d) Select Program you wish to apply for
- e) Fill the form and then click "Pay Fees"
- f) Select preferred payment option/channel [*See below: "Process Flow for payment through different payment options"*]
- g) Go ahead to make payment
- h) After successful payment; repeat step (a) & (b) above and Click on "Click to continue your Application" link to validate the payment and continue application process.

## **RETURNING STUDENTS:**

- a) Returning Students can access the platform through the Kaduna Polytechnic website ([www.kadunapolytechnic.edu.ng](http://www.kadunapolytechnic.edu.ng)) and log onto their profile within the School Portal.
- b) Enter Username and Password; Select 'My Portal' menu item and click 'My Fees' to view e-purse status.
- c) Select payment mode: If you want to pay "Full Payment" or "Part Payment", Click "Next" button
- d) Payment details are displayed, Click "Pay Fees" button
- e) Select preferred payment option/channel [*See below: "Process Flow for payment through different payment options"*]
- f) Go ahead to make payment
- g) After successful payment; Student repeats step (a) & (b) above and Click on "Validate Fee Payment" button to validate the payment.

## **PROCESS FLOW FOR PAYMENT THROUGH DIFFERENT PAYMENT OPTIONS**

### **1. BANK-BRANCH CHANNEL:**

- a) Applicant/Student writes or prints out the Remita Retrieval Reference (RRR Slip) from the school portal.
- b) Payer (Applicant/Student) enters any branch of a commercial Bank nationwide or Kaduna Polytechnic Microfinance Bank, fills out a deposit slip and presents to the Teller the RRR Slip, cash and deposit slip.
- c) The Teller posts the transaction Remita platform and banking application.

d) Payer collects a payment receipt and returns to the school portal to validate payment.

## 2. WEB/ONLINE CHANNEL:

a) Payer (Applicant/Student) while on the school web portal selects a card payment option which enables payment online using any valid Credit/Debit Card through the Internet, Mobile Phones & Tablets.

b) Enters \*Card details within a secure link

c) View/confirms payment details

d) Click "Make Payment"

e) Payer receives an SMS Alert from banker of transaction performed

f) Click "Continue to Validate Payment"

## 3. ATM/POS CHANNEL: **[NOT YET ACTIVATED]**

a) Payer (Applicant/Student) goes to any active ATM Machine, enters his/her \*PIN,

b) Select 'Quick Teller' > 'Pay Bills' > Enter the 'Biller Code' and 'Remita Retrieval Reference Code' as seen on the printed slip; The ATM displays the payer's details

c) Payer Selects 'Pay Amount Due'

d) Payer receives an SMS Alert from banker of transaction performed.

e) Payer takes a payment receipt from the ATM/POS and returns to the school portal to validate payment.

*\*(Payer must be security conscious with Card details & PIN, as Kaduna Polytechnic Management, BTS & Remita will not be held liable for any theft or loss due to carelessness)*