

7.1 Making Single or Bulk Payment For Students

- ✓ Log in as an institution
- ✓ Go to **Institution** Menu
- ✓ Go to **Single and Bulk Exam Payment** submenu

The following page is displayed

Single And Bulk Exam Payment

NOTE: Please Enter all details correctly

Instruction
Ensure all details are written correctly
All RRR must be generated on this platform
Only RRR generated on this platform is valid for payment

Exam Category:

No of Person(s):

Payer Surname:

Payer Firstname:

Payer Othername:

Payer Email:

Payer Phone:

Amount To Pay:

Payment Ref:

- ✓ Select **Exam Category**
- ✓ Enter the **Number of Persons Paid For**
- ✓ Enter Payer **Surname**
- ✓ Enter Payer **Firstname**
- ✓ Enter Payer **Othername**
- ✓ Enter **Payer Email**

- ✓ Enter **Payer Phone Number**
- ✓ Click on **Done**
- ✓ The total payment amount and the details are displayed. The amount to pay is also computed and displayed in the Amount Textbox
- ✓ Click on **Proceed To Payment**
- ✓ Remita Retrieval Reference (RRR) is generated and displayed with Payer's Surname, Firstname, Othername and Payment Reference as shown below;

Payment Options

VISA MasterCard remita Internet Banking Mobile Wallets Bank Branches

Powered by remita

Payer Name: Idris Ibrahim T

Payer Email: idrisibrahim@yahoo.com

Payer Phone: 09099999999

Total Amount To Pay: 57600

Transaction ID: tQCuDT3l7F

RRR: 170216201647

Please confirm your information before proceeding to payment and also note your Transaction ID and RRR. The transaction ID and RRR are necessary for future correspondence.

Please indicate the type of payment you want to use for this Remita transaction:

-- Select --

Pay Now !!

- The following information is displayed on the screen: Name, Email registered, and Phone Registered.
- The User gets a Generated RRR number and Transaction ID. Copy and save this RRR number
- User can make payment online or pay through the bank using the RRR generated on this platform.

To make payment online; follow these steps:

- Select the Payment mode from the ones available such as;
- Verve Card
- Visa Card

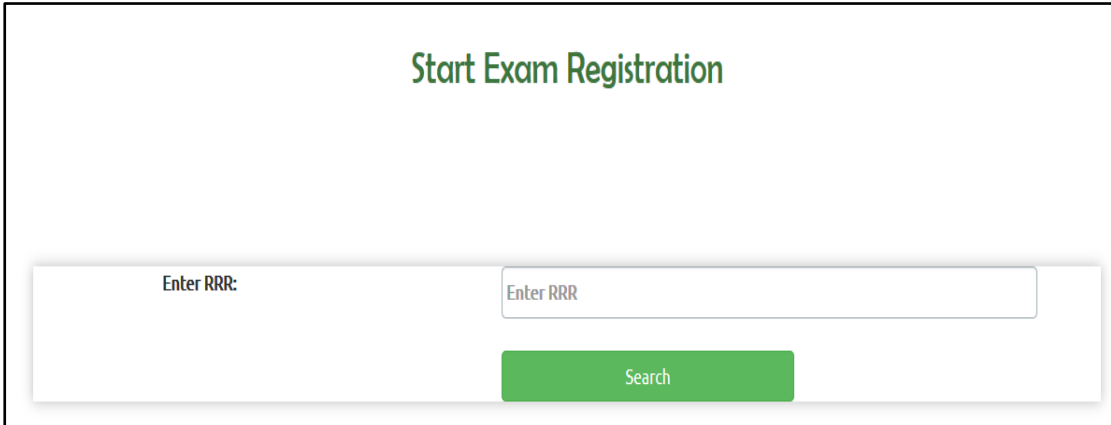
- MasterCard
- Pocket Money
- POS
- ATM
- Bank Branch
- Bank Internet Transfer
 - Click **Pay Now**

7.2 Register New Student for Examination

This feature enables the School Administrator to register students approved by the Health Records Board for Examination as shown below.

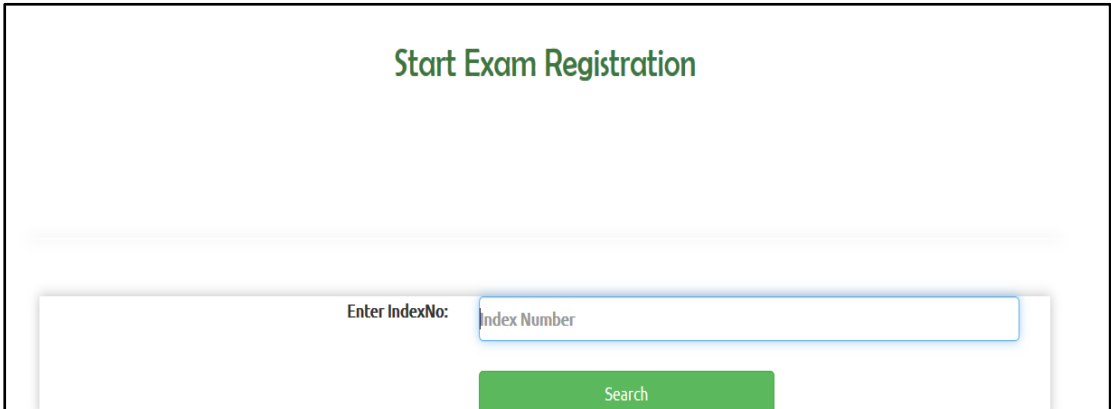
Path: Institution → Start Exam Registration

The following Page is displayed



The screenshot shows a web page titled "Start Exam Registration" in green text. Below the title is a white input field with the placeholder text "Enter RRR:". To the right of the input field is a green button with the text "Search".

- ✓ Enter the RRR generated above for confirmation of payment
- ✓ If Payment was successful, the following page is displayed



The screenshot shows a web page titled "Start Exam Registration" in green text. Below the title is a white input field with the placeholder text "Enter IndexNo:". To the right of the input field is a green button with the text "Search".

- ✓ Enter the **Index Number** of the student to be registered.

NOTE: Only students whose data have been uploaded to the portal by the **Board Administrator** are registrable by the institutions.

The following registration page appears with the basic details (Surname, Firstname, Othername) of the candidate preloaded;

Start Exam Registration

The Examination Slip Is What Entitles Candidates To Writing The Forthcoming Examinations.
Ensure It is Printed At The Completion of Registration.

*Index No:

*Surname:

*FirstName:

Middle Name:

*Logged In:

*Gender:

*DOB:

*Email:

*Mobile Phone:

School of Health Information Management Attended with Dates:

*Institution Name:

*Year Attended:

Add

Institution Name	Year Attended	
Bayelsa State College of Health Technology Otuogidi-Ogbia	2010	Remove

*Exam Category:

*Exam Year:

*Exam Intended:

Payment Reference: **nfoF4fxW8**

Courses

- Anatomy and Physiology Biostatistics
 Clinical Coding Computer Science
 Health Planning And Management Health Record Management

Passport Upload

*Upload Student
Picture

Passport Size Must Not Be Greater Than 220kb



Browse... No File selected.

Upload

Passport Uploaded Successfully.

Preview Details

Save To Continue Later

- ✓ Click on **Preview Details** to Preview registration or Click on **Save To Continue Later** if User wishes to complete registration some other time.

On clicking **Save To Continue Later**, the following information is displayed;

Start Exam Registration

The Examination Slip Is What Entitles Candidates To Writing The Forthcoming Examinations.
Ensure It is Printed At The Completion of Registration.

Registration Has Been Saved. Your Index Number Will be Used To Retrieve Your Details on Your Next Log In

On clicking **Preview Details**, the following sample page is shown;

Biodata Preview



Pay Ref:	nfoFf4fxW8
Index No:	001
Surname:	ALAN
Firstname:	SHEARER
Othename:	AFFEZ
Email:	afeez@yahoo.com
Phone No:	08099999999
Exam Category:	Professional Diploma Exam Repeat PD(All Papers)
Service Amount:	22500.00
Gender:	Male
Date of Birth:	1/1/1980 12:00:00 AM
Service Amount:	22500.00
Gender:	Male
Date of Birth:	1/1/1980 12:00:00 AM
Exam Year:	2018
Exam Intended:	Repeat
Logged In Institution:	Ahmadu Bello University Teaching Hospital Zaria, Kadu

Institutions Attended:

Institution Name	Year Attended
Bayelsa State College of Health Technology Otuogidi-Ogbia	2010

Registered Courses:

Course
Anatomy and Physiology
Biostatistics
Clinical Coding
Computer Science
Health Planning And Management
Health Record Management

[Edit Details](#)

Hereby Affirm That All Information Provided Here Is Accurate

- ✓ To edit details, click on the **Edit Details** button, this takes user back to the registration page with all saved data loaded on the page.
- ✓ To proceed, tick the box labelled **“I Hereby Confirm That All Information Provided Are Accurate”**. A **Submit** button is shown just beneath the affirmation checkbox.
- ✓ Click on **Submit** button to submit registration

User gets a message that Registration has been successfully submitted.

NOTE: Registration continues until the number of candidates specified at the point of initiating the bulk payment has been registered.