7.1 Making Single or Bulk Payment For Students

- \checkmark Log in as an institution
- ✓ Go to **Institution** Menu

✓ Go to **Single and Bulk Exam Payment** submenu

The following page is displayed

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	Payment Ref:		Payment Ref:		
		Done			

✓ Select Exam Category

- \checkmark 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;

Г	- Payment Option	15					
	VISA	MasterCard	remita	Internet Banking	Mobile Wallets Powered b	Bank Branches	
		Р	Payer Name: Idris Ib	orahim T		,	
		Payer	Email: idrisibrahim	@yahoo.com			
		Р	ayer Phone: 0909	9999999			
		Тс	otal Amount To Pa	y: 57600			
		Tr	ransaction ID: tQC	uDT3I7F			
			RRR: 17021620	1647			
Please cor	nfirm your inform The trans	ation before pro action ID and R	oceeding to pay RR are neccessa	ment and also ry for future	o note your Tra correspondenc	nsaction ID ance.	nd RRR.
PI	ease indicate the ty	pe of payment yo	ou want to use for	this Remita trar	saction:		
			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 \rightarrow Start Exam Registration

The following Page is displayed

	Start Exam Registration
Enter RRR:	Enter RRR Search

- $\checkmark~$ Enter the RRR generated above for confirmation of payment
- $\checkmark~$ If Payment was successful, the following page is displayed

Start	Exam Registration
Enter IndexNo:	Index Number
	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;

	on Slip Is What Entitles Candidates To Writing The Forthcoming Examinations.
	Ensure It is Printed At The Completion of Registration.
*Index No:	001
*Surname:	ALAN
*FirstName:	SHEARER
Middle Name:	AFFEZ
*Logged In:	Ahmadu Bello University Teaching Hospital Zaria, Kaduna St \sim
*Gender:	Male ~
*DOB:	1 ~ January ~ 1980 ~
*Email:	afeez@yahoo.com
*Mobile Phone:	08099999999
	School of Health Information Management Attended with Dates:
*Institution Name:	Select V
* Year Attended:	Select V
	Add
Institution Name	Year Attended
Bayelsa State College of He	ealth Technology Otuogidi-Ogbia 2010 Remove
Bayelsa State College of He	ealth Technology Otuogidi-Ogbia 2010 Remove
Bayelsa State College of He *Exam Category	ealth Technology Otuogidi-Ogbia 2010 Remove y: Professional Diploma Exam Repeat PD(All Papers)
Bayelsa State College of He	ealth Technology Otuogidi-Ogbia 2010 Remove y: Professional Diploma Exam Repeat PD(All Papers)
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Bayelsa State College of He *Exam Category *Exam Year: *Exam Intended Payment Refere Courses @Anatomy and @Clinical Codin @Health Planni	ealth Technology Otuogidi-Ogbia 2010 Remove y: Professional Diploma Exam Repeat PD(All Papers) ` 2018 2018 2018 2018 2018 2018 2018 2018 2018 2018
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 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;

E	Biodata Preview
	-
Pay Ref:	nfoFf4fxW8
Index No:	001
Surname:	ALAN
Firstname:	SHEARER
Othername:	AFFEZ
Email:	afeez@yahoo.com
Phone No:	08099999999
Exam Category:	Professional Diploma Exam Repeat PD(All Papers)
Service Amount:	22500.00
Conder	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
bace of birth.	1777150012:00:00784
Exam Year:	2018
Exam Intended:	Denest
Ladii intendeu.	htpedt
Logged In Institution:	Ahmadu Bello University Teaching Hospital Zaria, Kadu
	Institutions Attandad
Institution Name	Institutions Attended: Vear Attended
Bayelsa State College of Health T	echnology Otuogidi-Ogbia 2010
	Registered Courses:
Course	
Anatomy and Physiology Biostatistics	
Clinical Coding	
Computer Science	
Health Planning And Managemen	t
Health Record Management	
	Edit Details
	That All Information Dravided Here Is Accurate
	i i nat Au ini ormation 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.
- \checkmark 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.