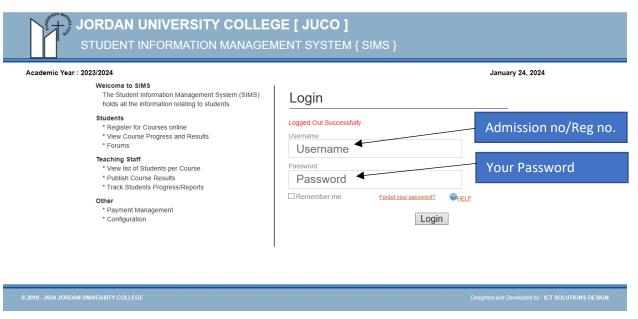
# **HOW TO CREATE TUITION FEE INVOICE**

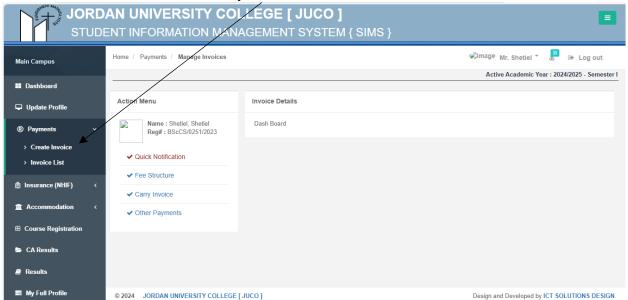
i. Login into your JUCO SIMS account (<u>www.sims.juco.ac.tz</u>)



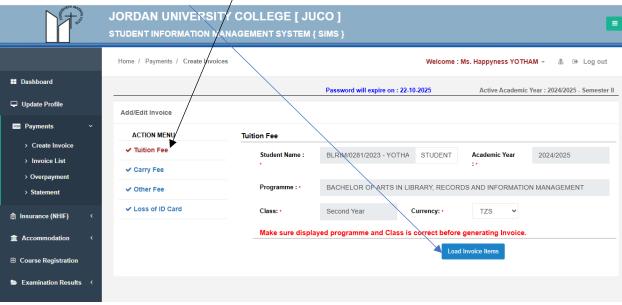
#### Note

For first year Students, Username: Admission number and Password: Capitalize Surname

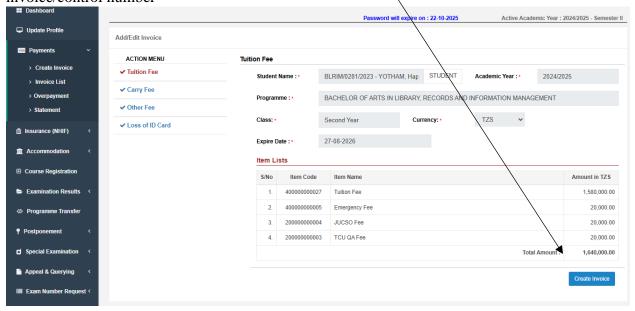
ii. Click on Create invoice from the Payment Menn



iii. On the displayed page, click on "Fee structure" link. Verify displayed information and click on "Loan invoice items"

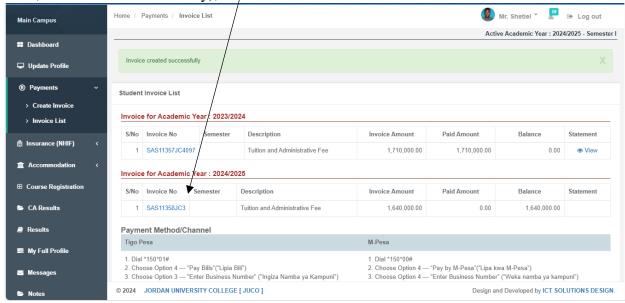


iv. Invoice items will appear, then click on the button "**Create invoice**" to create invoice/control number



v. The invoice number will be generated, and the **control number** will appear. Use this **control number** to pay your Tuition fee for the whole academic year. You can pay through NMB Bank, CRDB Bank, NMB Argent, CRDB Argent, and Mobile networks (MIXX BY

YAS, M-PESA or Airtel money),



#### Procedures to pay via mobile networks and SIM Banking are specified below: vi.

### **PAYMENT METHOD/CHANNEL - NMB BANK**

Tigo Pesa	M-Pesa
1. Dial *150*01# 2. Choose Option 4 "Pay Bills"("Lipia Bili") 3. Choose Option 3 "Enter Business Number" ("Ingiza Namba ya Kampuni") 4. Enter Business Number (Ingiza namba ya kampuni) 888999 5. Enter Reference Number (Weka Kumbu kumbu namba) Control Number 6. Enter Amount (Ingiza kiasi) 7. Enter pin to confirm (Ingiza namba ya siri kuhakiki)	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 5. Enter Reference Number (Weka Kumbu kumbu ya Malipo) Control Number 6. Enter your pin (Weka namba yako ya siri) 7. Confirm payment (Thibitisha malipo)
Airtel Money	NMB Branch/NMB Agency/SIM BANKING
1. Dial *150*60# 2. Choose Option 5 "Pay Bills" ("Lipia Bili") 3. Choose Option 4 "Enter Business Number" ("Ingiza Namba ya Kampuni") 4. Enter Business Number (Namba ya kampuni) 888999 5. Enter Reference Number (Kumbu kumbu ya malipo) Control Number 6. Enter your pin (Weka namba yako ya siri)	Go to any NMB Branch or Wakala     Fill in Online Payments Bill Form     Use Control Number as Reference for payment

### **PAYMENT METHOD/CHANNEL - CRDB BANK**

7. Finalize Payment

Tigo Pesa	M-Pesa
1. Dial(Piga) *150*01# 2. Enter 7 " [ Financial Services / Huduma za kifedha ] " 3. Enter 1 " [ Tigo Pesa to Bank / Tigo Pesa kwenda Bank ] " 4. Enter 1 " [ CRDB ]" 5. Enter 1 " [ Enter reference number / Ingiza Control Number ] " 6. Enter amount 7. Enter Password	1. Dial(Piga) *150*00# 2. Enter 1 " [ Send money / Tuma pesa ] " 3. Enter 4 " [ To Bank / Kwenda Bank ] " 4. Enter 1 " [ CRDB ] " 5. Enter 1 " [ Enter reference number / Ingiza Control Number ] " 6. Enter amount 7. Enter Password 8. Enter 1 " [ To confirm / Kukubali ] "
Airtel Money	ANY CRDB BRANCH/AGENCY/WAKALA
1. Dial (Piga) *150*60# 2. Enter 1 " [ Send money / Tuma pesa ] " 3. Enter 4 " [ To Bank / Kwenda Bank ] " 4. Enter 2 " [ CRDB ] " 5. Enter reference/Control Number 6. Enter amount 7. Enter Password	1.Go to any CRDB Branch/AGENCY/WAKALA 2.Fill Online Payment Form 3.Reference/Control Number 4.Pay required Amount
CRDB SIM-BANKING USSD	CRDB MOBILE APP
<ol> <li>Dial (Piga) *150*03#</li> <li>Enter Password " [PIN / Password]"</li> <li>Enter 4 " [Bills payments / Malipo ya ankara]"</li> <li>Enter 6 " [Institutional payments / Malipo ya taasisi]"</li> <li>Enter 2 " [Make payments / Fanya Malipo]"</li> <li>Enter Reference/Control Number</li> <li>Finalize Payment</li> </ol>	Open CRDB Mobile APP / Fungua CRDB Mobile APP     Select Services / Chagua Huduma     Scroll down to Institutional payments / Shuka Chini kwenye Malipo ya taasisi     Click Schools / Chagua Shule     Select(Chagua) SCHOOL FEES -SAS     Enter Reference/Control Number     Finalize Payment

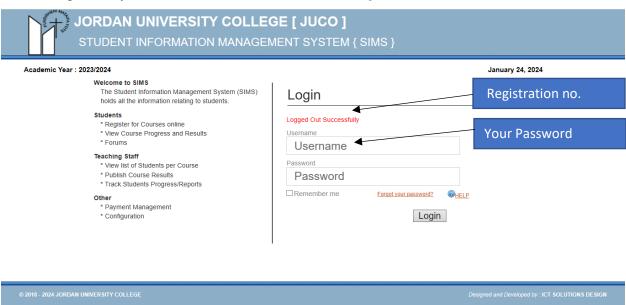
## HOW TO CREATE ACCOMMODATION INVOICE

### Note

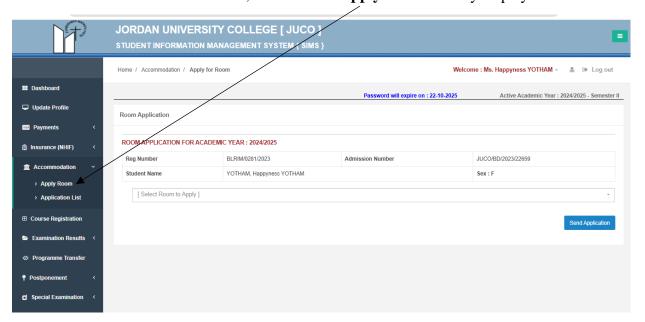
- i. You must have Tuition fee invoice for the current Academic year
- ii. Accommodation invoice/Control number expires after 7 days from the date created

### How to create invoice/Control number

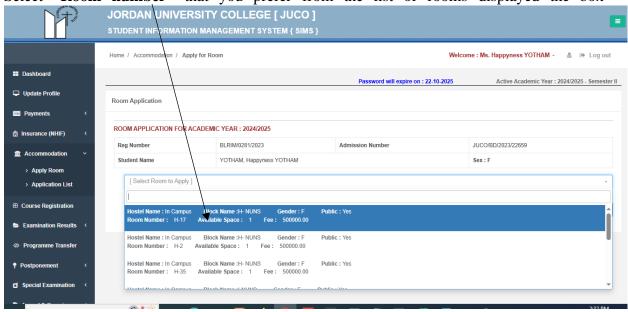
i. Login into your JUCO SIMS account (<u>www.sims.juco.ac.tz</u>)



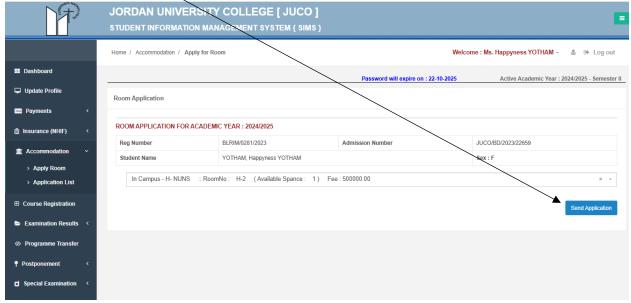
ii. Click on "Accommodation", the click on "Apply room". Verify displayed details.



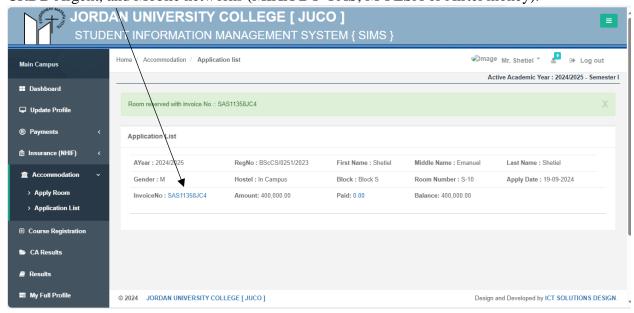
iii. Select "Room number" that you prefer from the list of rooms displayed the box



iv. Click on "**Send Application**" to submit your application, and button to create a control number for payment.



v. The invoice will be generated, and the **control number** will appear (**Starts with SAS...**). Use this control number to pay your accommodation fee for the whole academic year. The Accommodation invoice/Control number expires after 7 days from the date created if there is no payment made on it. You can pay through NMB Bank, CRDB Bank, NMB Argent, CRDB Argent, and Mobile networks (MIXX BY YAS, M-PESA or Airtel money).



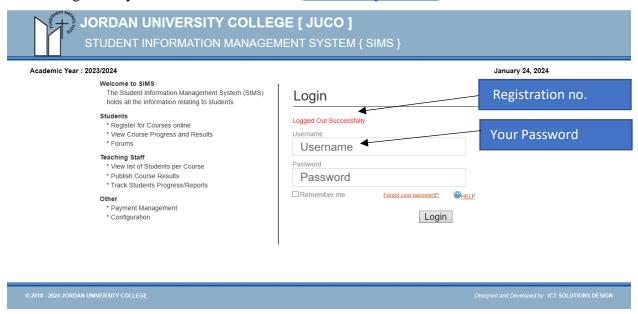
### HOW TO CREATE NHIF CONTROL NUMBER

#### Note

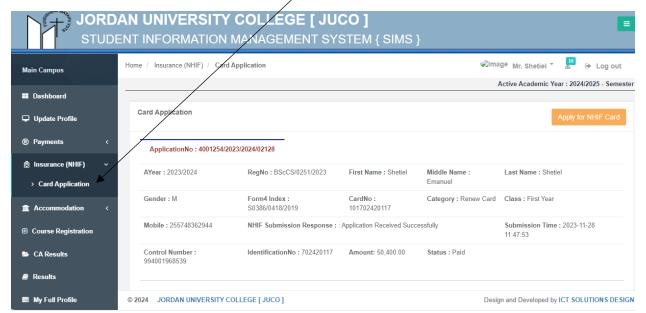
You must have Tuition fee invoice for the current Academic year

# **How to create Control number**

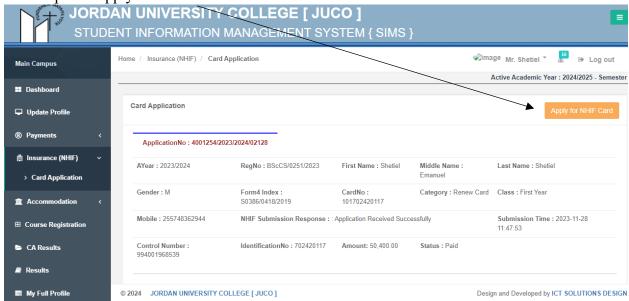
i. Login into your JUCO SIMS account (www.sims.juco.ac.tz)



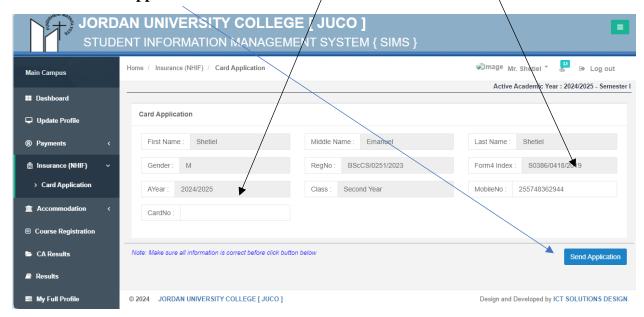
ii. Click/tap on Insurance (NHIF) -> Card application link from the left side of the screen



iii. Click/tap on "Apply for NHIF Card"



iv. Verify all information displayed including **Card number** and **Mobile no**. If the Card number and Mobile no fields are empty, fill them with the valid information then Click/tap on the "**Send Application**" button.



v. The **Control number** will be generated. Use this Control number to pay your NHIF insurance. You can pay through any Bank, Banks Argents, and Mobile networks. After payment, the Status will change to "**Paid**".

