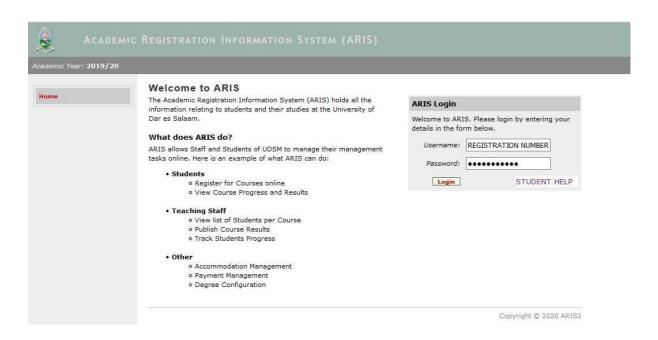
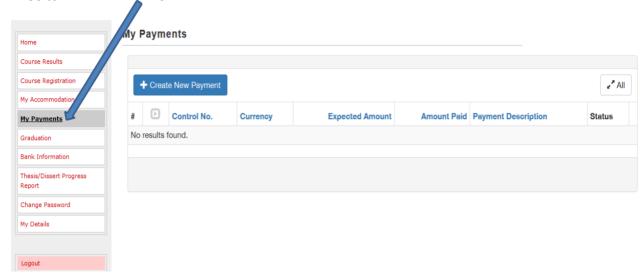
DAR ES SALAAM UNIVESITY COLLEGE OF EDUCATION (DUCE) UPGRADED PAYMENT PROCEDURES THROUGH ARIS

STUDENTS:

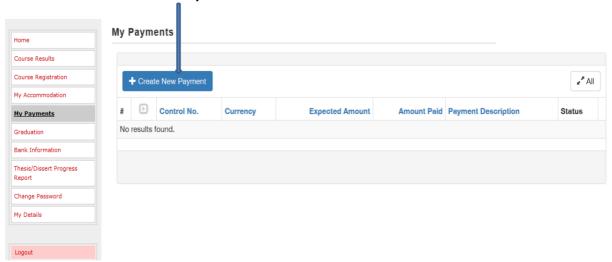
1. Log into your ARIS account:



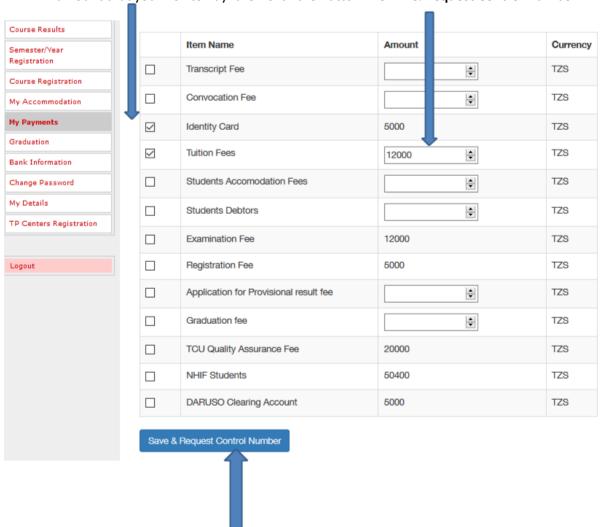
2. Go to -> MYPAYMENTS < - link



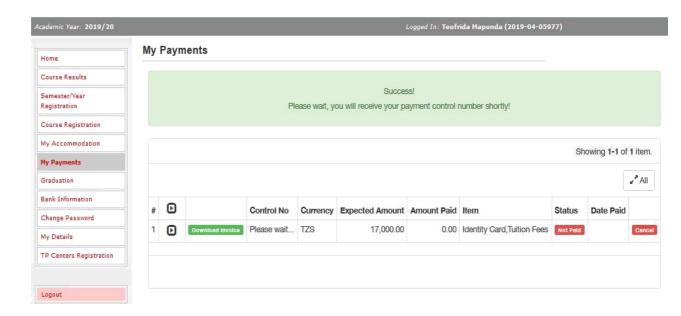
3. Go to -> Create New Payment <- link



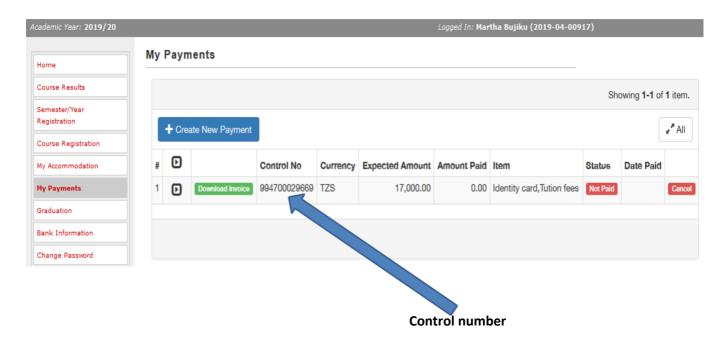
4. Choose the Items you want to pay for , by clicking at the **check boxes** and specify the amount that you wish to Pay: then Click the Button -> **SAVE& Request Control Number** <-



NOTE: after clicking at -> **SAVE & Request Control Number <-**, then Wait for few Minutes (system is processing for your control Number) **do not initialize another Payment: before you get the first Control number.**



5. Use control number that System has provided after few seconds of **step 4.** to pay for the Items



- 6. You can Go to the **NEAREST CRDB OR NBC BANK** (or to the BANK agent e.g., Fahari Huduma for CRDB) with the control Number and Amount to make Payment
 - 6.1. Payment at the Bank (or Bank agent):
 - 6.1.1. Cashier will request for a control Number and the amount:
 - **6.2. Payments by CRDB SIM BANKING OR NBC MOBILE BANKING:**

For those with CRDB Sim Banking

Open your Sim Banking by dialling *150*03#

Then chose 9 MALIPO YA SELIKALI

Then chose 1 Ingiza nambari ya EGov (Control Number)

NUMBER YA MALIPO: PUT CONTROL NUMBER YOU OBTAINED IN STEP 5

eg. Reference no 99470XXXXXXX

If Payments are successfully received by DUCE then System will automatically show that you have paid in your ARIS account and you will receive the SMS that confirms your payment Receipt.

NOTE: *Make sure you have typed the correct amount.* If you have incorrectly typed the amount, you can cancel the bill at step 5 and Repeat the process of requesting a new control Number with a correct Amount.

THANKS

FINANCE OFFICE DUCE

22/05/2020