

KENYA MEDICAL TRAINING COLLEGE

PROCEDURE FOR ENROLLING ONLINE AFTER PAYMENT OF COMMITMENT FEE

1. Go to M-PESA
2. Choose Lipa na M-PESA
3. Choose the option PAY BILL
4. Enter Business No. – **964150** and click OK
5. Enter Account Number – **(This is your registration number)** as it is in your admission letter.
6. Enter Amount – **Ksh. 10,000** and click OK
7. Enter your M-PESA PIN and click OK
8. You will receive two SMS messages – one from KMTC and another from M-PESA
9. Log in to your portal using your e-mail address
10. On the bottom left side of the window, click on **online enrolment'**
11. On the window that opens up,
 - a. key in the M-PESA reference number e.g. OHI5Q241CJ and click search.
 - b. Confirm that the email address displayed is accurate and that you have access to it, if not modify accordingly and click update email.
12. Your details will pop up including your name, registration number, e-mail address among others.
13. Kindly check through the details and confirm that the e-mail address is a valid email address and that you have access to it. If the e-mail address is OK click enrol if NOT key in the correct email address and click **update e-mail**. After which click on '**Click to Start Enrolment process'**
14. On the resulting window, click on "**enrol now'**
15. You will see a message on the screen telling you that you have successfully enrolled.
16. In case of any challenges with the enrollment process, kindly reach us on the following numbers - **0723004516, 0723000429, 0736993813, 0736212060**