

STEPS TO UTILISE THE APPROVED NELFUND STUDENT LOAN ON THE REGISTRATION PORTAL

1. Login to the portal with your usual credentials (Username and Password)
2. On the dashboard, click the wallet menu to view your approved amount and the transaction details
3. Click **my fees** - Categories of fees will display
4. Click the button beside the fee option you are paying and click **Proceed**
5. Confirm the correctness of your payment and Select **Pay with Wallet**
6. After successful payment, go to Fees, then select Transactions to confirm the status of your payment.
7. If successful, click the view button under Actions for payment details. A pdf version can also be downloaded.
8. Repeat 3 – 7 for other payments
9. If there is shortfall in the amount credited by NELFUND the balance should be paid through the portal (See 5 above), but choose **Pay with Remita**.