## PROCESS FLOW ON HOW TO PAY  SCHOOL FEES ONLINE.
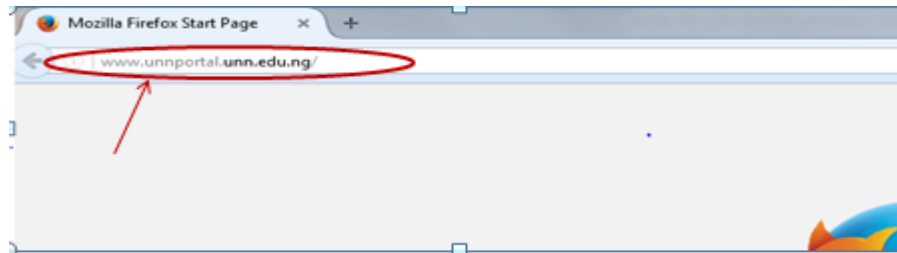
1. Type in the address bar on your browser  the portal url ([www.unnportal.edu.ng](www.unnportal.edu.ng)) as shown  below



2. Press the enter key on your keyboard, the following screen will appears.



3. Type in your registration number as  the username, type in your password, then  press  the enter key or click on the login button to see the  screen below.

4. From the menu items on the left, click on the drop down button on "SCHOOL FEES" as shown above, to see the next screen as shown below. Observe the second dropdown menu under "SCHOOL FEES"



5. Click on "Pay School Fees" . You will notice a dialog box of " School Fees Payment Procedure", as shown below. (Read through this procedure carefully).

School Fees Payment Procedure      X

(1) Generate School Fees Invoice.
(2) Proceed to the Bank with the Invoice bearing the RRR and the Cash.
(3) Present the Invoice bearing the RRR to the Teller and request for the Payment to be processed on Remita
(4) Pay School fees at the Bank and obtain a receipt for the Successful Transaction.
(5) Return to the portal with the RRR to Print your Online School Fees Receipt.
(6) Enter the RRR and Select the Session to Proceed with your Acceptance Form
NOTE: DIRECT ENTRY STUDENTS MUST SELECT THEIR ENTRY YEAR! PLEASE MAKE SURE YOU SELECT THE CORRECT YEAR OF ENTRY

Fee Type:    CONSOLIDATED FEES

Entry Level    Select Entry Level

Current Level:    100 LEVEL

Matric No:    2015/203850

Generate

6. Click on the "x" mark at the right hand side of the dialog box to enable you see the " Pay School Fees screen" , as shown in the next diagram

PAY FEES FOR YOUR CURRENT SESSION

Remita Reference Number (Remita Retrieval Reference) :

Pay

Click to pay with Etranzact

7.  Following the " School Fees Payment Procedure", enter the  RRR number in your bank confirmation slip ( which is the same with the RRR number  in the invoice you generated) in the "Remita  Retrieval Reference"  column, ass shown above.  Click on "Pay" button and  your school fees receipt will appear.


8.  Print the receipt out.