**GENERATE INVOICE TO HIRE GOWN**

1. Type in the address bar, on your browser, the u r l [u n n portal.u n n.edu.n g](http://www.unnportal.unn.edu.ng).
2. Press the enter key on your keyboard.
3. Click on the drop down button on, “Prospective Student”, observe the drop down menu.
4. Click on, “Bursary Collection Invoice”, the next screen will appear.
5. Click on the drop down button on, “Select Fee Category”, observe the drop down list under, “Select Fee Category”, then select, “Student related Payment”.
6. Click on the drop down button on, “Select Fee Sub Category”, observe the drop down menu, select, “Student Hire of Gowns”, the next screen will appear.
7. Click on the drop down button on, “Select Type”, observe the drop down menu, then, select, “Undergraduate”, ( for undergraduates) to see the next screen.
8. Type in your registration number, in the, “Registration number column, then click on “Next”, button, the next screen will appear.
9. Click on the drop down button on, “Department”, to select your department.
10. Click on the drop down button on, “Payment Session”, to select the session you are paying for the gown.
11. Type in the require amount demanded in the, “Amount ”, column.
12. Click on the, “Submit”, the invoice will appear.
13. Print out the invoice.
14. Proceed to the bank with the print out of the invoice generated to complete the payment.