



UGANDA MANAGEMENT INSTITUTE

## **OTHER PAYMENTS GUIDE**

1. Open any Web browser e.g. **Google Chrome** and type **payments.umi.ac.ug** and press **ENTER** as shown below and fill in your Student Portal Credentials.

**TYPE:**  
**payments.umi.ac.ug**

https://payments.umi.ac.ug/pay/

# UGANDA MANAGEMENT INSTITUTE

**Welcome**

This Platform will enable you to generate a Zeepay Ref against which you can make a payment to the University from the specified financial institutions..

**Do you have an Invoice Number?**

Enter Invoice Number:

**Do not have an Invoice Number? Fill in the form to proceed**

Full Name:

e-mail:

Telephone Number:

Student Number:

**Continue**

Fill in your details here Names, Email, Tel Number & Student Number then click on **Continue**

2. When you click on the **Continue** button, a page like this below will display. This page shows you the different items and unit amount per item, you can also be able to edit the quantity depending on what you need then. Select the item that you would want to pay for and then click on the **Continue** button to generate a Zeepay Payment Reference Number or slip (PRN) that you need to present to the bank (ANY BANK) and make the payment.

payments.umi.ac.ug/pay/

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# UGANDA MANAGEMEN

Select items you wish to pay for (Quantities are editable)

<input type="checkbox"/>	#	Code	Item	Desc.	Qty	Unit Amount	Total
<input type="checkbox"/>	1.	224	Application...	Application...	1	40,000	40,000
<input type="checkbox"/>	2.	145003	Baby Care...	Charge pe...	1	12,000	12,000
<input type="checkbox"/>	3.	221	Bank Parki...	Bank Parki...	1	600,000	600,000
<input type="checkbox"/>	4.	981	Bid Docum...	Bid Docum...	1	100,000	100,000
<input checked="" type="checkbox"/>	5.	235	Certificatio...	Certificatio...	6	5,000	30,000
<input type="checkbox"/>	6.	145003	CILT Adva...	CILT Adva...	1	500,000	500,000
<input type="checkbox"/>	7.	145003	CILT Adva...	CILT Adva...	1	1,250,000	1,250,000
<input type="checkbox"/>	8.	145003	CILT Certifi...	CILT Certifi...	1	350,000	350,000
<input type="checkbox"/>	9.	145003	CILT Certifi...	CILT Certifi...	1	950,000	950,000
<input type="checkbox"/>	1.	145003	CILT Diplo...	CILT Diplo...	1	500,000	500,000
<input type="checkbox"/>	1.	145003	CILT Diplo...	CILT Exam...	1	150,000	150,000
<input type="checkbox"/>	1.	145003	CILT Diplo...	CILT Diplo...	1	1,100,000	1,100,000

1 item selected

**Total: Ugx. 30,000/-**

Continue >>

Select an **ITEM**, edit **Quantity**, then click the **Continue** button to generate a **PRN** number or slip.

3. Below is how the Zeepay Payment Reference Slip appears, it has a Zeepay Reference Number that you can just copy off and present it to the bank (ANY BANK) and make payments or you can print out the Zeepay Payment Slip and present it to the bank and make payments.

://payments.umi.ac.ug/pay/

The Slip will bear your Names, Phone Number, Zeepay Ref Number, Unit Amount, Quantity, Item and the Total Amount.

Back Continue to print

**Uganda Management Institute**  
Office of the Bursar

Zeepay Payment Advice Slip

Entity Name: PIUS MUJABI	Zeepay Ref: <b>2240002570227</b>
Entity ID: 0780871727	Ugx. 30,000/-
Amount: Ugx. 30,000/-	
Expiry: Within 2 days	
Payable from:	
Any branch of:	
• ALL BANKS	

Desc.	Item	Detail	Quantity	Unit amount(Ugx)
	Certification Fee - Academic Documents per Page	Certification Fee - Academic Documents per Page	6	5,000/-
			Invoice Total Amount	30,000/-

4. Lastly payment can also be done via Mobile Money, below are the steps:
- i. Dial \*272\*6#.
  - ii. Select Option 2 (Mobile Payments) from the menu displayed.
  - iii. Enter Zeepay Ref Number (that appears of the generated pay slip) and tap OK to proceed.
  - iv. Then Select Option 1 directing you to Continue.
  - v. Wait for a notification or pop-up message on your phone asking for your Mobile Money PIN.
  - vi. Insert the PIN and the money will be deducted from your Mobile Money Account.
  - vii. Then come to UMI and present the Zeepay Ref Number for a payment receipt.

For any assistance:

Email: [helpdesk@umi.ac.ug](mailto:helpdesk@umi.ac.ug)

END