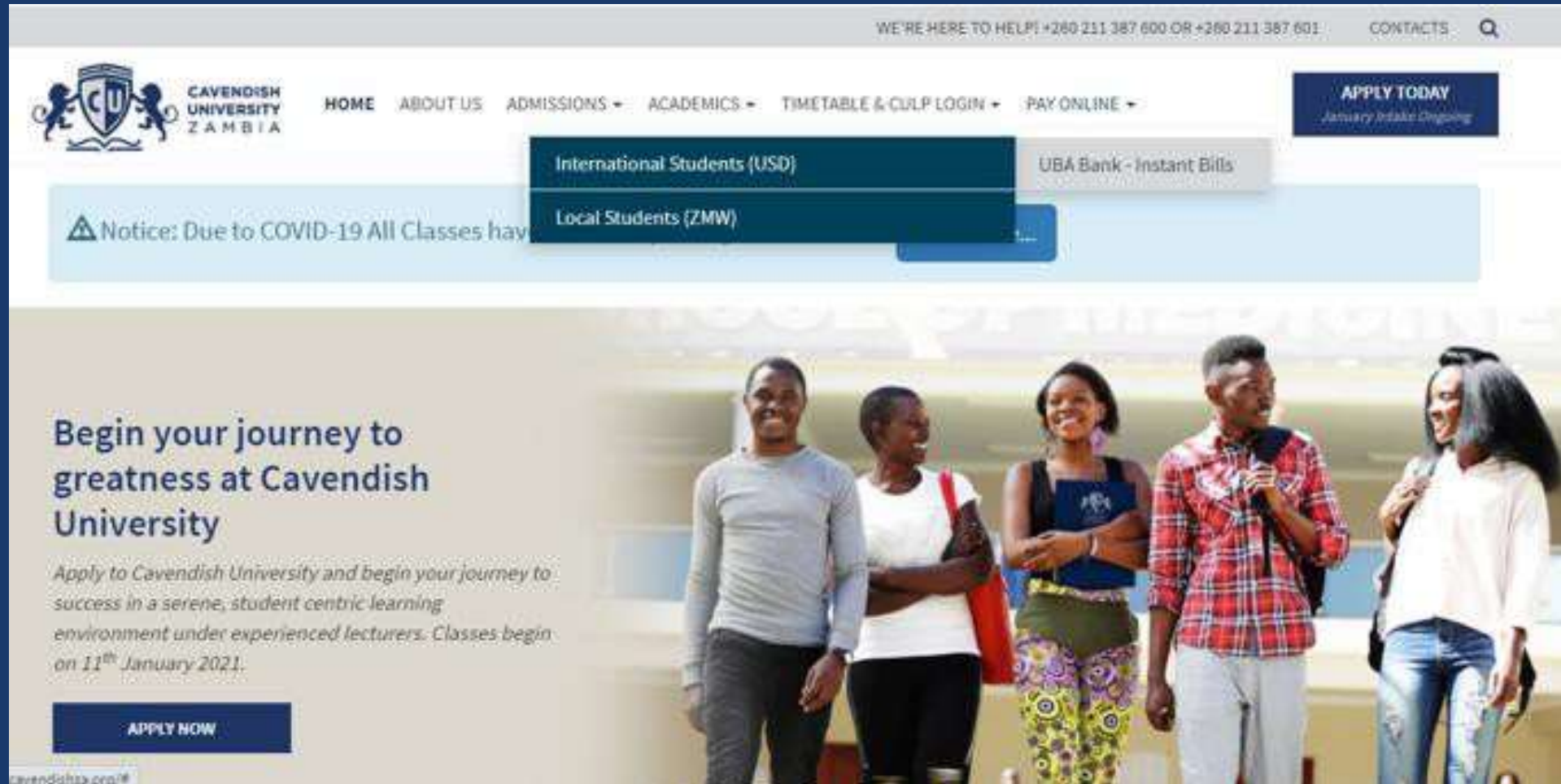




CUZ & UBA Instant Bills Online Payment Manual

How it works

1.1 Click on UBA Bank - Instant Bills. Choose the payment option (USD for International Students and ZMW for local students).



The screenshot shows the Cavendish University Zambia website. At the top, there is a navigation bar with the university logo, contact information, and a search icon. The main navigation menu includes links for HOME, ABOUT US, ADMISSIONS, ACADEMICS, TIMETABLE & CULP LOGIN, and PAY ONLINE. A dark blue button labeled "APPLY TODAY" with the subtext "January Intake Ongoing" is positioned on the right. A dropdown menu is open under "PAY ONLINE", showing two options: "International Students (USD)" and "Local Students (ZMW)". The "UBA Bank - Instant Bills" option is highlighted in a light grey box. A light blue banner with a warning icon and the text "Notice: Due to COVID-19 All Classes have" is visible below the menu. The main content area features a large image of five diverse students walking and talking. To the left of the image, the text reads "Begin your journey to greatness at Cavendish University" followed by a paragraph: "Apply to Cavendish University and begin your journey to success in a serene, student centric learning environment under experienced lecturers. Classes begin on 11th January 2021." A dark blue "APPLY NOW" button is located at the bottom left of the main content area. The website URL "cavendishzambia.org" is visible in the bottom left corner.

1.2 Click on the Website Payment Link to make online payments

A window will pop up prompting you to Login or Register (See Image below). Click OK and Register if you are a First time user.

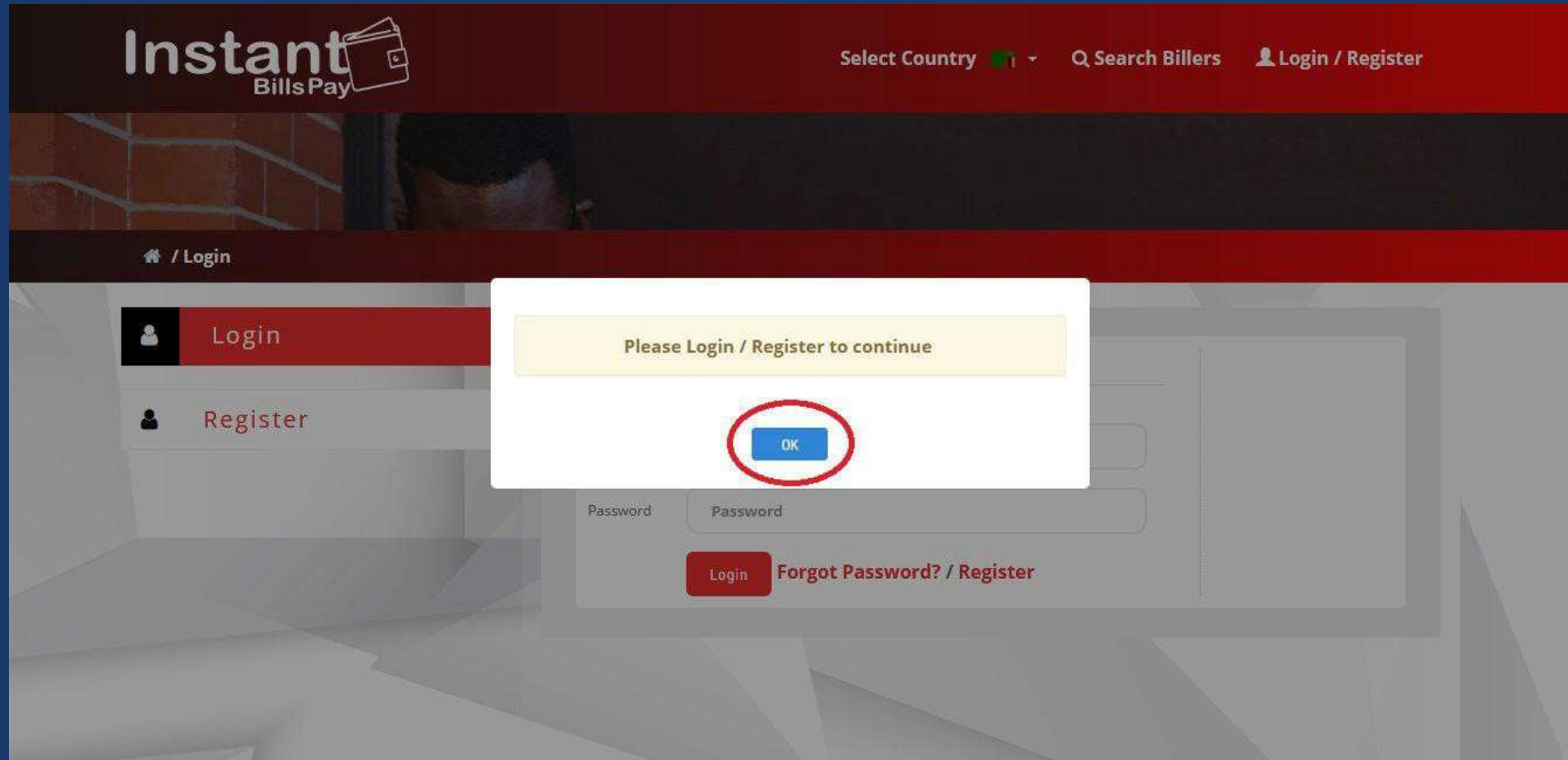
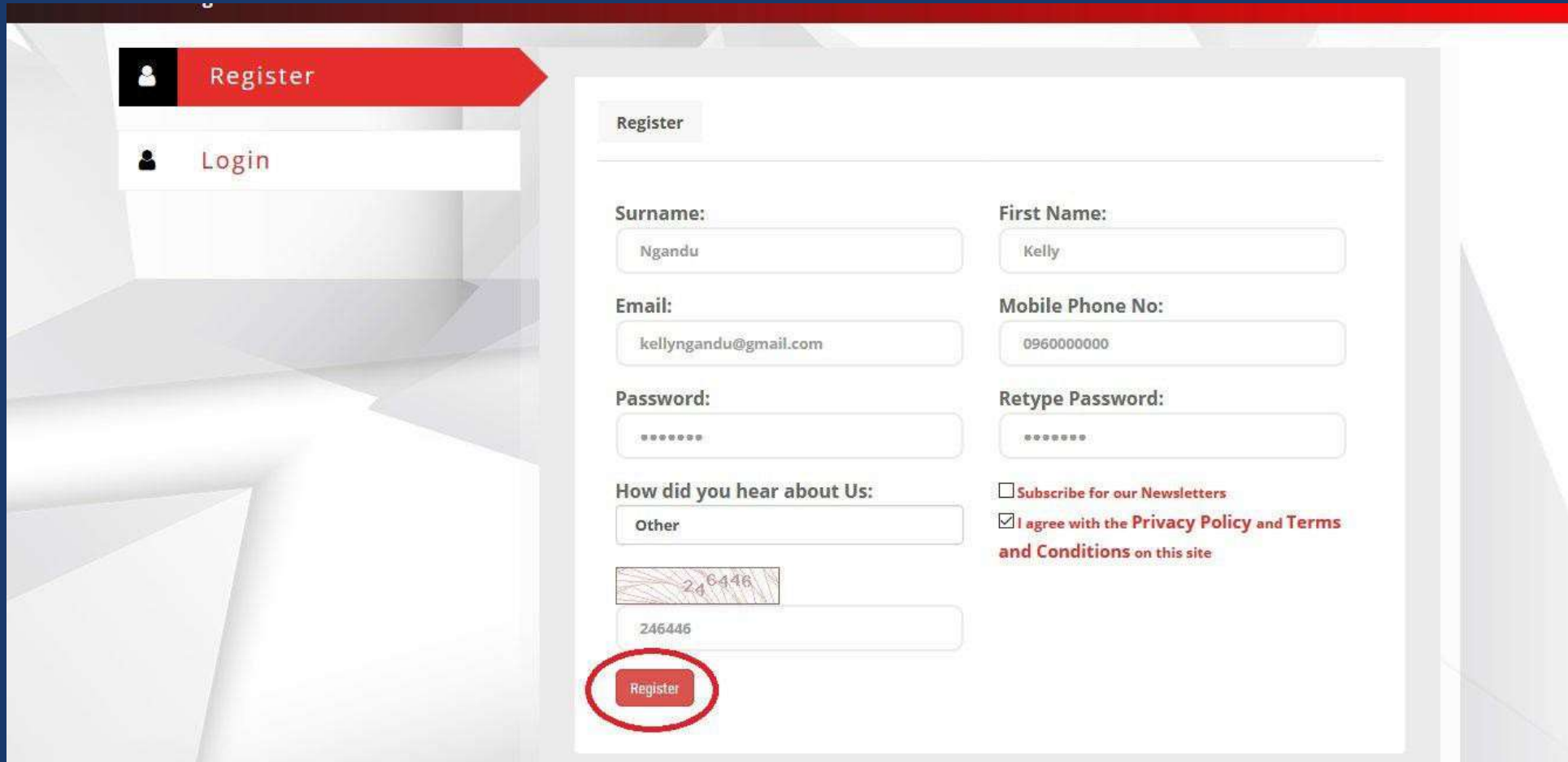


Figure 1 Click **OK** to Register if you are first time user

2. complete all fields, and click Register (SEE below screenshot)



The screenshot shows a web registration form. On the left, there is a navigation menu with a red arrow pointing to 'Register' and a white button for 'Login'. The main form area is titled 'Register' and contains the following fields and options:

- Surname:** Ngandu
- First Name:** Kelly
- Email:** kellyngandu@gmail.com
- Mobile Phone No:** 0960000000
- Password:** [masked with dots]
- Retype Password:** [masked with dots]
- How did you hear about Us:** Other
- Subscribe for our Newsletters**
- I agree with the Privacy Policy and Terms and Conditions on this site**
- Captcha:** A box with a background image of a fingerprint and the number '246446', with the input field containing '246446'.
- Register Button:** A red button with the text 'Register', which is circled in red.

Figure 2 Click on Register

3. Put your Username and Password and Login

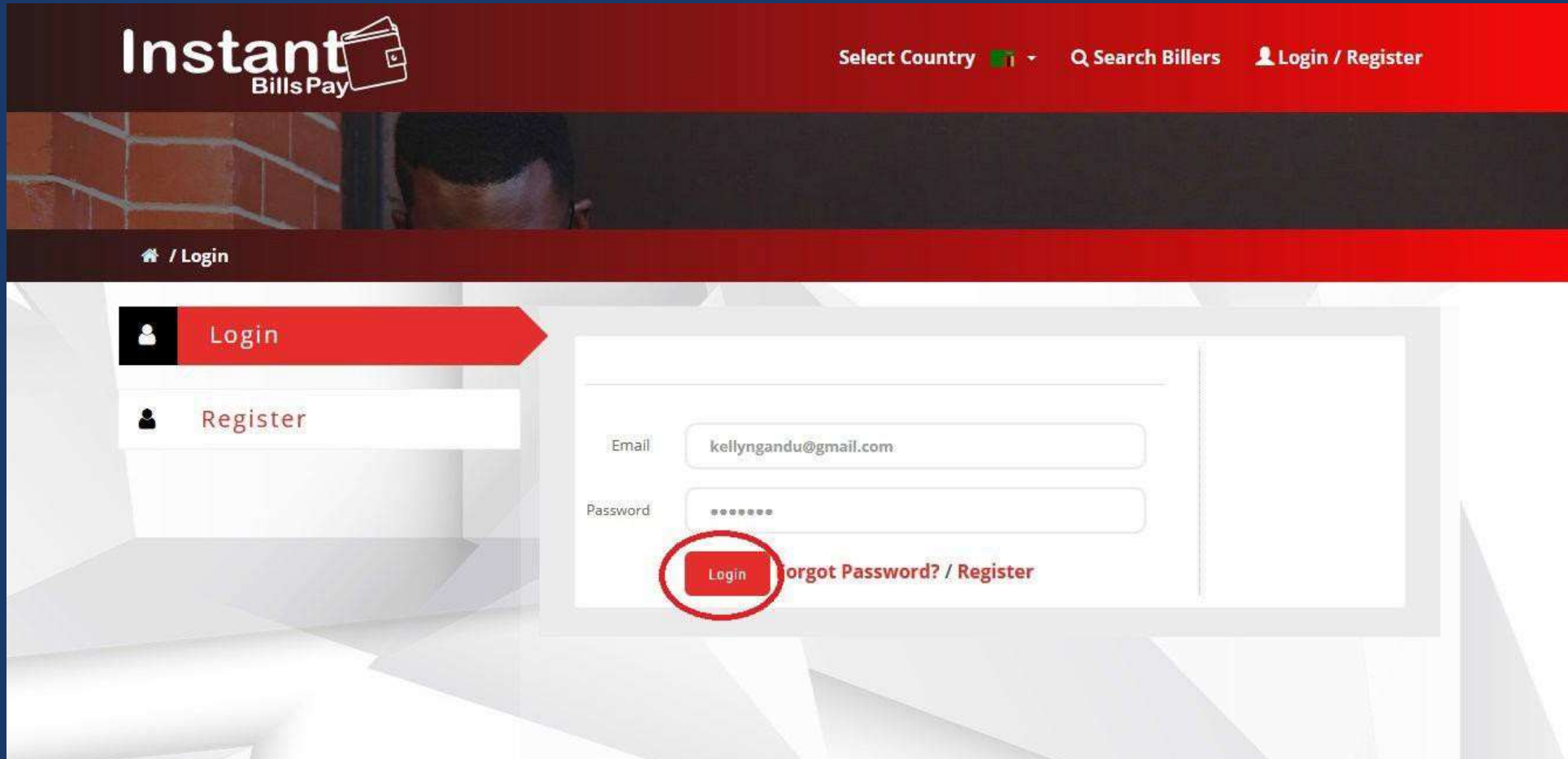
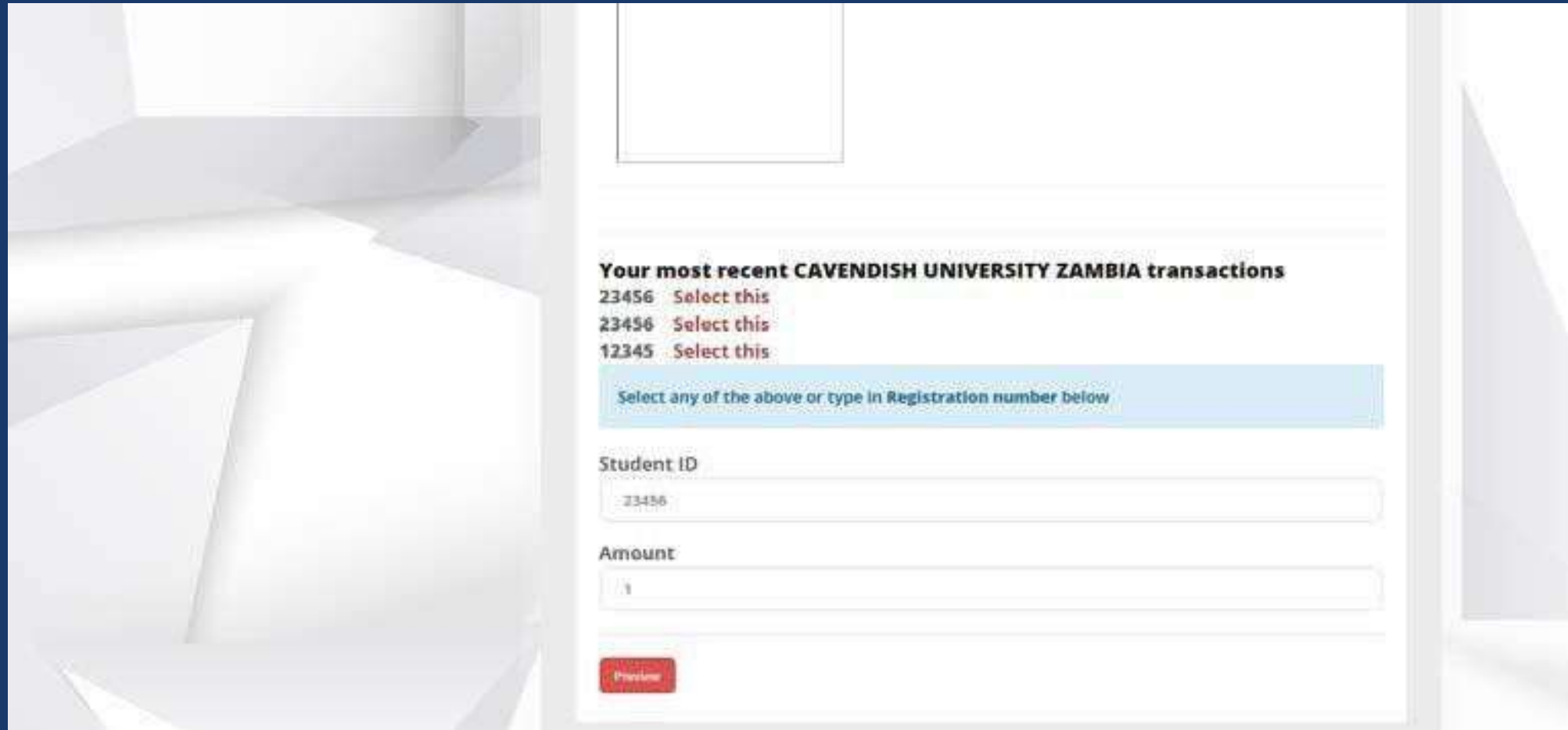


Figure 3 Click on Login Button

4. Enter your Student ID and amount you, then Click Preview Button



The screenshot shows a web interface with a white background and a light blue sidebar on the left. At the top, there is a large empty rectangular box. Below it, a section titled "Your most recent CAVENDISH UNIVERSITY ZAMBIA transactions" lists three entries: "23456 Select this", "23456 Select this", and "12345 Select this". A light blue button with the text "Select any of the above or type in Registration number below" is positioned below the list. Underneath, there are two input fields: "Student ID" with the value "23456" and "Amount" with the value "1". A red "Preview" button is located at the bottom left of the form area.

Your most recent CAVENDISH UNIVERSITY ZAMBIA transactions

- 23456 Select this
- 23456 Select this
- 12345 Select this

Select any of the above or type in Registration number below

Student ID
23456

Amount
1

Preview

5. Select a payment Option and Click Pay Now

Instant Bills Pay Select Country Q Search Billers HI, Kelly

Confirm Payment

CAVENDISH UNIVERSITY ZAMBIA

Payment for:

Student ID:

Amount ZMW:

Convenience Fee ZMW:

Total ZMW:

Select a Payment Option

Pay Now

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6. Enter your Card details and Click Pay

CAVENDISH UNIVERSITY ZAMBIA
Pay ZMW4.00

Select payment option:

Card USSD Pay With UBA QR Code Mobile Money

Enter your Card details:

Card Number
4242 4242 4242 4242

Expiry Date
02/23

CVV
●●●

Pay ZMW4.00

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